City of Hollywood, FL

(E.D.G.E.) Enterprise Resource Planning (ERP) System

Technical Proposal

RFP No. RFP-4542-17-PB

Due Date: February 23, 2017

Applications Software Technology, LLC

February 23, 2017

Janice English
City of Hollywood, FL
2600 Hollywood Blvd.
Hollywood, FL 33020

Re: RFP # RFP-4542-17-PB, (E.D.G.E.) Enterprise Resource Planning (ERP) System

Dear Ms. English:

Applications Software Technology, LLC (AST) is pleased to submit this proposal in response to the City of Hollywood, FL's (the City's) aforementioned Request for Proposals. We are excited to propose the cutting-edge portfolio of Oracle Cloud Applications to replace the City's existing legacy on-premise applications.

Oracle is the market leader in the Public Sector and a leading provider of enterprise applications for municipal governments. The latest generation of Public Sector solutions, Oracle Cloud Applications, have incorporated the best practice capabilities and functionality from their entire portfolio of on premise enterprise applications and offers the most comprehensive cloud solution on the planet, with a complete suite of enterprise-grade applications, deployed on a common platform, enhanced with modern, socially enabled technologies and applications. Oracle Cloud Applications are an integrated suite of business applications that span Financials, Procurement, Planning and Budgeting, Project Financial Management, Human Resources, Benefits, and Payroll.

Oracle's Modern Cloud platform will allow the City to:

- Quickly execute complete and fully integrated business processes—Access market-leading capabilities at your fingertips to solve an end-to-end business problem, coupled with unified execution, visibility, and control.
- Innovate faster with less risk—Roll out solutions incrementally and more quickly, with less burden on IT - accelerating time-to-value and providing flexibly in responding to changing policies and procedures.
- Transform user experiences and insight—Deliver greater value to City employees and constituents with advanced, embedded reporting and social capabilities accessible anywhere, on any device.

We understand that the City's ERP system project has to be a major organizational transformation. It is essential that both the selected software not only meet the City's unique requirements, but also that the chosen Systems Integrator work in close partnership with the City to proactively reduce risk, carefully manage expectations and perceptions of the project, and successfully deliver a world-class ERP system. Simply delivering a functional ERP system to an organization does not deliver the transformational change the organization desires. True success is only achieved when the entire organization embraces the move from the "way things have always been done" to the modern, fully automated, and best practice processes provided by a world-class ERP system. Throughout AST's history we have delivered transformational solutions to our Public Sector clients. AST will not simply implement the technology, we will emphasize proven Change Management and Training processes that drive user adoption and allow

the City to gain the desired efficiencies and return on investment in the new ERP system. This is the true definition of "**Successful Project**" that the City of Hollywood FL requires.

Our team will work side by side with City personnel as one team to ensure success. We view all tasks as an opportunity to deploy municipal government best practices, share knowledge, test ideas, and address the fears that inevitably result from a change of this scale. From Day One, our activities will be designed to empower City personnel, ease the transition to improved business processes, and promote the City's self-sufficiency for long-term support of the system. We will deploy a senior-level team who are all full time employees of AST, have previously implemented the proposed Oracle Cloud solution for Public Sector clients, and are Oracle-certified and specialized in their areas of expertise.

For over two decades, AST has consistently delivered tangible benefits to its clients by leveraging our extensive project experience, highly qualified consulting resources, and unmatched industry expertise to help them maximize the potential of their Oracle investments. We are Oracle's Go-To Partner in the Public Sector, and we have cemented our unblemished reputation with five Oracle Excellence Awards since 2009 for innovative Public Sector solutions. *We were the first* to implement the proposed Oracle Cloud ERP Planning and Budgeting Cloud, and Cloud HCM Services at the City of Detroit, MI, Greater Orlando Aviation Authority, FL, Polk County, FL and Eastern Municipal Water District, CA, respectively. Today, we are deploying the full complement of Oracle Cloud Applications at Citizens Property Insurance in Tallahassee, FL. As a pioneer in Public Sector Oracle Cloud deployments, we have earned distinction as an Oracle Premier Cloud Partner and our close relationship with Oracle's technical and sales staff, as well as senior management in the State and Local Business Group, will enhance the level of responsiveness and overall support AST will be able to deliver throughout this implementation.

Selecting Oracle Cloud Applications and AST is the low-risk, high value solution for the City. The combination of Oracle's unique Public Sector ERP functionality, and reliable technology infrastructure will provide the City with a fully integrated off-the-shelf solution which not only addresses today's business issues, but facilitates improved processes and offers tremendous flexibility to accommodate future business changes and growth. Additionally, the City can rely on AST's impeccable credentials and unblemished history of past performance with similar City government clients to ensure that the migration to this more modern platform is managed and executed with the least amount of risk and produces a significant return on investment.

For any questions regarding our response, please contact Mr. David Dawson, Regional Sales Director, at 813 631-8975 or via e-mail to ddawson@astcorporation.com. We are excited about the opportunity to serve as the City's ERP Implementation partner. We look forward to further discussions with you regarding our proposal, approach and credentials.

Sincerely,

Shaji Zechariah
President
Applications Software Technology, LLC

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1 EXECUTIVE SUMMARY

The City of Hollywood, FL (the City) intends to replace its outdated on-premise core financial, HR, procurement, payroll and budget development systems with a fully integrated and proven Public Sector Enterprise Resource Planning (ERP) solution. Recognizing industry trends and a desire to provide increased efficiencies, transparency, and value to its citizens, the City has elected to pursue a Vendor-hosted or Cloud-based Software as a Service (SaaS) model for the new ERP. In concert with the configuration and deployment of the new system, the City also wishes to streamline and modernize its core administrative and financial business processes while improving its ability to quickly adapt the technology to changing business requirements and regulatory statutes.

Transforming the way the City has operated for several years is a daunting task for any organization, and particularly challenging for Municipal Governments. Applications Software Technology, LLC (AST) has spent the better part of two decades guiding Cities like Hollywood through challenging enterprise information technology initiatives. AST understands that Municipal Governments are under tremendous pressure to provide more services with fewer resources while maintaining transparency to their constituencies. We offer a wealth of expertise and library of industry leading practices and methodologies which are well suited for government Finance, Purchasing, and Human Resources Departments and bring about real transformation including:

- Substantial emphasis from Day 1 on managing the "people aspect" of the project, understanding that a comprehensive and dedicated organizational change management and knowledge transfer strategy correlates directly with keeping the implementation on schedule and budget and ensuring users and all stakeholders are invested in the long-term success of the new ER
- Tools, templates and reports generated for other Municipal Governments that can support the City's Finance and Budget staff in adapting to a new ERP system and getting on time and accurate reports for CAFR reporting.
- Expertise in establishing procurement and spend controls at any level for multiple units within an organization with different needs and budget restrictions
- Recognition and experience with the unique budgeting challenges faced by municipal governments including extraction and transformation of relevant data from multiple sources, ensuring data accuracy, developing a common budget development framework for the entire organization, as well as development and management of the published Budget Book.
- Understanding the unique requirements of public sector HR organizations, such as position control, retirement and pension scenarios, and health plan diversity, considerations for Bargaining Units, pay grade steps and incentive variations.

As Public Sector agencies across the U.S. embrace the concept of cloud computing, many of them are finding Oracle Cloud Applications to be the *best fit* for their distinct requirements. Oracle Cloud Applications reduce Government customers' total cost of ownership by eliminating their infrastructure costs, providing automatic upgrades, managing their risks, and improving productivity. Our solution works not just with other Oracle cloud applications, but with your existing Oracle and third-party systems as well. This helps protect your current investments and extend their value as you journey to the cloud. And the proposed Oracle solution is also highly configurable and can accommodate changes in business rules required by policy changes and new statutory requirements.

Only Oracle can offer the City all the power, security and comprehensive functionality of the world's leading Government enterprise software platform without having to dedicate substantial City resources to maintain and support the system.

1st
To complete U.S. Planning and Budgeting Cloud Services (PBCS) implementation in N.A.

U.S. Public Sector Oracle Cloud ERP (Financials, Procurement, Inventory, and Projects) implementation winner

U.S. Public Sector Oracle Cloud HCM implementation winner

As an *Oracle Cloud Premier Partner (A unique distinction accorded to less than 20 system integrators worldwide)*, AST has aligned our consulting services to help our Public Sector customers take full advantage of the power of Oracle's enterprise-grade cloud computing solutions. In addition to our successful Oracle Cloud ERP implementation for the City of Detroit, MI, we have recently completed implementations of Oracle Cloud HCM at Eastern Municipal Water District in California and are currently implementing the full Oracle Cloud ERP, HCM and Talent Management Suite for Citizens Property Insurance in Tallahassee and Jacksonville, Florida.

While other system integrators may have Cloud projects underway, AST is the only Oracle Systems Integrator to have fully deployed Financials, Planning and Budgeting and HCM Cloud solutions in the Public Sector for municipalities comparable to the City of Hollywood.

AST has a long history of providing services in the State of Florida. In addition to Citizens Property Insurance, AST has provided Oracle consulting services to several cities, counties, and Public Sector agencies as demonstrated in the figure to the right.

We recognize that implementing Oracle Cloud Applications for a Municipal Government like the City of Hollywood requires a clearly thought-out implementation strategy and plan. Over 75% of our business is with Public Sector customers, so we fully understand the complexity of the business transformation required to put in new ERP systems. Unlike many system integrators who focus exclusively on the systems side of the implementation and propose a skeletal consulting staff, our proposal is complete, comprehensive and consists of over 34,000 consulting hours to provide all the services necessary for the City's ERP initiative. Our experienced staff, once assigned, is dedicated full time to the project and will ensure that the project gets completed on time and that the City staff has the necessary knowledge base to maintain the applications.

The AST Team views all tasks and activities as an opportunity to deploy public sector leading practices, share knowledge, test ideas, help employees understand the advantages, and address the fears that inevitably result from change at this scale. The proposed Oracle Cloud solution, in conjunction with AST's approach and exceptionally strong Municipal Government-focused team, will provide the most value to the City of Hollywood, FL as it undergoes this significant transformation.

Trusted in Florida

- CITY OF MIAMI
- CITY OF WEST PALM BEACH
- CITY OF TAMPA
- HILLSBOROUGH COUNTY
- FLORIDA DEPARTMENT OF LAW ENFORCEMENT
- GREATER ORLANDO AVIATION AUTHORITY
- JACKSONVILLE AVIATION AUTHORITY
- JACKSONVILLE ELECTRIC AUTHORITY
- POLK COUNTY
- PINELLAS COUNTY
- TAMPA INTERNATIONAL AIRPORT/ HILLSBOROUGH COUNTY AVIATION AUTHORITY

2 COMPANY BACKGROUND

Applications Software Technology, LLC (AST) is an award winning Oracle Systems Integrator, Global Platinum Partner, and Cloud Premier Partner. Led by former senior members of Oracle Corporation, AST was established on the assumption that successful implementations of enterprise wide systems depend on an equal measure of software expertise and a complete understanding of the client's organization and industry best practices. This vision still guides our organization today and has resulted in unprecedented stability and steady growth. Since 1995, our team of accomplished and talented Oracle experts have demonstrated unwavering commitment to helping customers realize the full potential of their investment in Oracle Applications and Technology.

We specialize in managing transformative ERP projects for Municipal Government and Public Sector agencies throughout North America. Our goal is to ensure that our clients receive the highest level of expertise and personalized service for their system implementation and support requirements. We endeavor to help them realize the best long-term return on investment by integrating Oracle systems seamlessly to their business processes, completing projects as promised, effectively building internal competencies and confidence in delivered solutions, and accommodating any long-term support requirements.

2.1 DESCRIPTION OF ORGANIZATION

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

Applications Software Technology, LLC (AST) is a full-service information technology solutions company with over 21 years' experience developing, implementing and architecting information systems based on Oracle technology. Our primary focus is helping clients realize the full potential of their investment in technology and software systems.

AST is a global company headquartered in Naperville, IL with offices in Santa Clara, CA; Dallas, TX; Pune, India; Melbourne, Australia; Singapore; and London, UK.

With more than 500 employees stationed around the world, we can mobilize the right resources, skills, and innovative Oracle solutions to help clients improve operational efficiency, performance, and their bottom line.
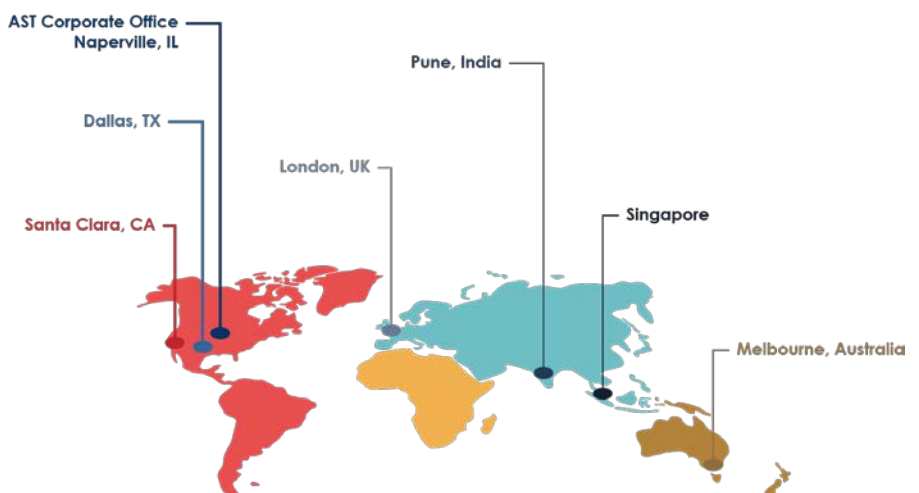
Corporate Organization

AST was founded in 1995 offering specialized Oracle ERP Applications services. We have experienced consistent, year over year growth in those 21 years, and have twice been named to Inc. Magazine's annual list of the *Top 5000 Fastest Growing Private Companies in America.* In 2015, AST acquired Serene Corporation, a recognized name in the Hi-Tech, Health Sciences, Engineering & Construction and Financial Services industries for Oracle services, and we continue to explore various avenues for organic and non-organic growth.

As our clients' requirements have matured, and in concert with Oracle's acquisitions and technology evolution, AST has organized its service offerings into eight Practice areas as shown below:

ERP	BUSINESS INTELLIGENCE	ENTERPRISE PERFORMANCE MANAGEMENT
E-Business Suite Oracle Cloud ERP Best Practices Implementations Upgrades	Strategy & Assessment BI Analytics Data Warehouse Industry Dashboards	Hyperion Budgeting Hyperion Planning KPIs & Dashboards EPM Best Practices
MIDDLEWARE	SPECIALIZED. RECOGNIZED. PREFERRED.	CUSTOMER RELATIONSHIP MANAGEMENT
SOA Suite WebCenter Content ADF and BPM Suite Identity & Access Management		Cloud and On-Premise CRM Deployment Options Sales and Marketing Cloud Social & Collaboration Products
MANAGED SUPPORT	PROJECT ADVISORY SERVICES	MASTER DATA MANAGEMENT
Onsite & Remote Support, Flexible SLA Business Process & Infrastructure Support Disaster Recovery Advisory Services	Risk Identification & Management Independent Verification & Validation (IV&V) Audits & Analysis Evaluating Production Readiness	Enterprise Data Quality and Governance Data Relationship Management Cloud MDM & DQ

Each of our Practices is led by a Vice President who is respected in the industry for their expertise, experience and leadership in their respective areas.

Alliance with Oracle

Commensurate with AST founders' history with Oracle Corporation and our singular focus on implementing only Oracle software, AST has earned a valued and trusted relationship with Oracle sales and software development teams. AST is an Oracle Platinum Partner with over 25 unique Specializations across the Oracle product portfolio.

Oracle Financials Cloud	Oracle Data Integration
Oracle EBS Financial Management	Oracle SOA Suite
Oracle EBS Human Capital Management	Oracle Access Management Suite Plus
Oracle EBS Supply Chain Management	Oracle Identity Governance Suite
Oracle Business Intelligence Applications	Oracle CRM OnDemand
Oracle Business Intelligence Foundation Suite	Oracle RightNow Service Cloud (OSvC)
Oracle Database	Oracle Sales Cloud
Oracle Essbase	Oracle Customer Hub and Oracle Data Quality
Oracle Hyperion Financial Management	Oracle CPQ Cloud Service
Oracle Hyperion Planning	Public Sector Industry

Oracle WebCenter Content	Travel and Transportation Industry
Oracle WebLogic Server	Utilities Industry
Oracle Applications Development Framework	Education and Research Industry

Our customers inevitably benefit from the dedicated support and access AST receives from various Oracle channels. As early adopters of new Oracle technologies, our team is in close contact with Oracle's Product Development teams for quick resolution of issues and release of software patches. As a member of Oracle's Small Medium Business (SMB) Strategy Council, AST gives our customers a voice in helping Oracle understand their unique business challenges which, in turn, guide future Oracle product development.

AST encourages its employees to be thought leaders and contribute to the Oracle ecosystem through blogs, white papers and conference presentations. As a result, our employees are well recognized in their respective specialty and they frequently come up with solutions to solve business problems and fill gaps in standard Oracle software; several of our employees have been certified as "Oracle Ace." We offer a "Thought Leadership" reward to employees when they present their ideas at national Oracle or industry forums. As a result, AST is often selected to present multiple topics at national conferences and international forums such as Oracle OpenWorld, OAUG Collaborate, OHUG, Kscope, and the SOA CLOUD International Symposium.

AST works closely with organizations dedicated to the advancement of Oracle Applications and technologies, such as the Oracle Applications User group (OAUG). We bring our product and industry expertise to the Oracle ecosystem to showcase our project experience and promote the best practices with specific industries and businesses. AST's culture of thought leadership and knowledge sharing not only enriches the Oracle user community, but helps our consultants attain valuable soft skills and leadership qualities which they in turn demonstrate on client projects.

Industry Expertise

AST is recognized for its focus on delivering business solutions for the industries we serve. We have purposefully concentrated on a select number of Industry verticals so that we can speak the language of our customers, have a deep appreciation of their issues, and provide proven solutions to their complex business problems.

It is this combination of Oracle product expertise and industry-specific knowledge that enables us to undertake transformational projects for our customers. Our pre-built solutions, from accelerators and methodologies to analytics software, proves our expertise and adds value to our consulting engagements. For over 21 years of its existence, AST has stayed focused on key verticals and the business solutions that our clients need. As a result we have exceptional process knowledge of the industries we serve. The facing chart represents our 2015 revenue by industry.
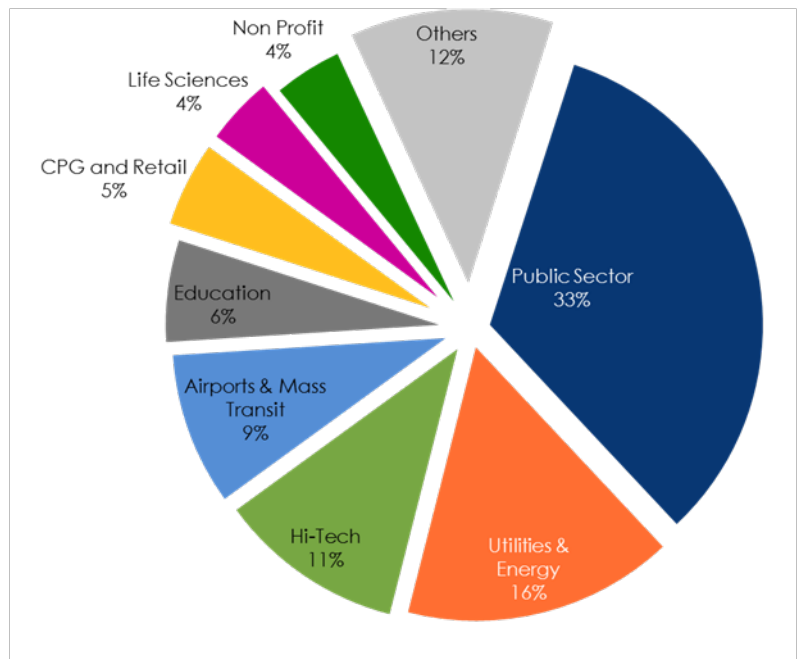
Clearly the Public Sector, and more specifically State and Local Governments, is our largest customer segment. AST has the largest number of successful Oracle ERP Municipal Government implementations under its belt of any Systems Integrator (SI) in North America. Our team not only understands the nuances of the Oracle Cloud ERP and HCM software but also how best to configure them to support specific municipal government business needs. Over the past 21 years, we have built a vast knowledge base and repository of solutions that meet the distinct requirements of Public Sector clients, especially counties and cities. Our library of industry leading best practices is well suited for helping government Finance, Purchasing, and Human Resources Departments make substantial business process improvements that boost productivity and achieve significant cost savings. As a result, we have been ranked among the Top 10 ERP vendors in the Government ERP Marketplace by Onvia, a leading American government business intelligence company.

Over the years, AST has delivered some of the most complex and challenging Oracle projects for local governments including several "firsts" and transformational projects:

★ *1st Public Sector Implementation of Oracle E-Business Suite R12 (Pace Suburban Bus)*

★ *Largest government implementation of Oracle E-Business Suite using a shared services model (Hillsborough County/City of Tampa, FL)*

★ *1st Public Sector Hyperion Budgeting Implementation in North America (Pinellas County)*

★ *1st Oracle Cloud ERP Implementation undertaken for any Municipal Government (City of Detroit)*

★ *1st implementation of Oracle Planning and Budgeting Cloud Service in the Public Sector (Greater Orlando International Airport)*

★ *1st implementation of Oracle HCM Cloud Service in the Public Sector (Eastern Municipal Water District*)

AST Public Sector Clients

2.2 FINANCIAL STABILITY

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

In the 21 years of our corporate history, AST has realized profitable operations each year, with net margins above 25%. As a fiscally conservative company with a healthy balance sheet and high cash reserves, we are able to pass significant cost savings and financial benefits on to our customers. Our year-over-year growth and impressive financial ratios provide confidence to our clients that we are able to withstand adverse economic events, should they occur.

Copies of our most (2) recently completed audited financial statements have been submitted in a separately sealed envelope with our submission. AST, LLC financial statements are deemed confidential and are only to be used by the City to evaluate our company's financial position and stability.

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.

AST's Dunn & Bradstreet (D&B) number is 03-637-0914.   Per the City's request above, we have submitted copies of our most (2) recently completed audited financial statements in a separately sealed envelope with our submission. Should the City require additional information to evaluate our firm's financial position, we would be happy to provide a D & B report.

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

We have included a copy of our W-9 on the following page.

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.

See **Specific Instructions** on page 2.

Print or type

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

Applications Software Technology LLC

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

AST Corporation

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) ▶ _____

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)   5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

1755 Park Street, Ste. 100

6 City, state, and ZIP code

Naperville, IL 60563

Requester's name and address (optional)

7 List account number(s) here (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

3 6 – 4 0 3 8 1 4 0

Part II   Certification

Under penalties of perjury, I certify that:

1. 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

2. 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

3. I am a U.S. citizen or other U.S. person (defined below); and

4. 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 ▶

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/fw9*.

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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. 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

4. 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. 10231X

Form **W-9** (Rev. 12-2014)

2.3 SUBCONTRACTORS

4.   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 or reject any sub-contractor of the Vendor at any time.

AST will serve as the Prime Contractor for Hollywood, FL's (E.D.G.E.) Enterprise Resource Planning (ERP) System project. This is our primary and preferred business model allowing us to deploy a cohesive team of full time employees that are well versed in our methodology and corporate commitment to quality and customer service. However, we do recognize that partnerships are essential to address many of the technological and organizational challenges our customers face. Therefore, we have carefully assembled a highly-qualified team that includes third-party software vendors to fully meet the goals established in the RFP.

Our proposed project team is comprised of:

AST	Prime Contractor
Oracle America, Inc.	Software as a Service Vendor
Emphasys Software	TP-Debt Service & Investment Management Software Vendor

In this section, we have provided brief Company profiles for each of the firms identified above.

Oracle America, Inc.

Oracle offers an integrated array of applications, databases, servers, storage, and cloud technologies to empower modern business. For most companies, flexibility is critical. Oracle provides a wide choice of software, systems, and cloud deployment models—including public, on-premises, and hybrid clouds—to ensure that technology flexes to the unique needs of a business. More than 420,000 customers across 145 countries have harnessed Oracle technology to accelerate their digital transformation.

For more information, visit www.oracle.com

Emphasys Software

Emphasys Software provides an array of software solutions and related services to entities in the public and private sectors, including affordable housing agencies, travel operators, local municipalities, real estate brokers and agents, and financial lenders.

From its beginnings over 35 years ago, Emphasys has grown to encompass four divisions – Public Housing, Housing Finance, Treasury & Debt Management and Real Estate – with offices in California, Michigan, Florida and Ontario.

For more information, visit www.emphasys-software.com

2.4 COMPANY BACKGROUND FORMS

This section includes Company Background Forms from Section 7.5 of the RFP for each of the organizations identified in Section 2.3

AST Company Background Form

Vendor name:	Applications Software Technology, LLC (AST)
Software brand name:	Oracle
Software version proposed (years in production):	Oracle ERP Cloud Release 11. ERP Cloud Applications have been on the market since 2011, and there are well over a 1,000 customers world-wide.
Is Vendor the prime contractor:	Yes ☑ No ☐

1.	What are the key differentiators of your company and its proposed solution?

Any ERP implementation project poses multiple organizational and technological challenges. This is particularly true for complex organizations such as the City of Hollywood, FL. We do not wish to understate the difficulties inherent in such projects. The emergence of cloud-based back office systems offers promising returns including quicker implementation timeframes, reduced costs for hardware on the front-end and lower support costs once deployed, and faster time to value. However, there is still considerable effort required to re-engineer long-standing business processes and ensure the organization understands and embraces both the new processes and new technologies.

AST offers the City a history of tackling the most challenging Public Sector ERP projects for similarly complex Municipal Governments with an unprecedented record of achievement. We have led the way in promoting and supporting the Public Sector's migration to cloud-based technologies including the first deployment of Oracle Cloud ERP in the Public Sector for the City of Detroit, a City emerging from the largest municipal bankruptcy case in U.S. history. For this achievement alone, we earned the 2016 Oracle Excellence Award for innovative Public Sector solutions-our 5th such award since 2009. Other key differentiators of AST and our proposed approach for the City of Hollywood, FL include:

1. Implementation of the number 1 Public Sector ERP software by a highly-experienced Systems Integrator.
2. Ability to leverage extensive ERP transformation experience across multiple municipal government entities within the state of Florida.
3. AST understands that the City's success does not hinge on simply delivering a functional ERP system. Technology in itself never delivers the transformational change that organizations wish to achieve with projects such as this. True success of an endeavor of this magnitude is only achieved through re-thinking old business processes, adopting the industry-best practices built into the software, and achieving complete buy-in to these new methods and job roles across the organization. We place significant emphasis on change management and training to help mitigate resistance from the organization at large. We feel this level of emphasis correlates directly with staying on schedule and budget, and delivering the true definition of "Successful Project"
4. Unlike many system integrators who focus exclusively on the systems side of the implementation and propose a skeletal consulting staff, our proposal is complete, comprehensive and consists of over 34,000 consulting hours to provide all the services necessary for the City's ERP initiative.

5. Our team knows how to leverage the software's inherent functionality to meet a variety of unique Municipal Government needs. Several of our consultants have previously worked for Public Sector organizations prior to transitioning into a consulting career. They can speak the language of government, understand government accounting principles, have worked with CAFR and GASB34 reporting, and understand the challenges that come with multiple collective bargaining units.

6. AST has made a significant investment in cloud training and skills development. Today over 90% of our consulting staff is certified for Oracle Cloud Applications and Technologies.

7. We deploy a team of key resources who will work closely with City personnel to design, configure, and deploy the City's cloud solution. By leveraging our onshore team, the City ensures that there is effective communication within the project team resulting in work getting done faster, on time with fewer staff members, and without need for any solution rework.

8. AST understands one of the major roadblocks Government customers face in transitioning to Cloud technologies is concerns over security. It is imperative that the City's information and services are protected from unintended or unauthorized access, change, or destruction. AST Corporation ensures that best practices are used to apply security measures that ensure confidentiality, integrity, and availability of data both in-transit and at-rest.

9. Data conversion and Data Quality are always challenging aspects of any ERP project. AST leverages best of breed tools, and employs a streamlined process that meets these challenges head-on. Our innovative approach leverages industry leading Oracle technology to analyze and understand your data, resolve duplicates and discrepancies quickly, create re-usable templates and rules, and establish a standard, repeatable method for data quality and data migrations.

While leveraging our past experience, each of AST's implementation plans are also catered to our specific client's unique needs. In crafting our proposed staffing plan for, we gave careful consideration to the City's desired deployment strategy, important City business events like fiscal year start, budget cycle start, and payroll year start, and other considerations that are critical to consolidating multiple organizations on one ERP platform. We believe that we have presented a robust and achievable approach, project plan and staffing model that can ensure a successful and on-time completion of the project.

2.	What awards has your company or proposed solution obtained that are relevant to this project?

Oracle has recognized AST with the 2015 and 2016 Oracle Excellence Award for Specialized Partner of the Year – North America in Public Sector Innovation for positioning, supporting and implementing Oracle Cloud ERP and Planning and Budgeting Applications at the City of Detroit and the Greater Orlando Aviation Authority (GOAA). In addition to these awards, AST has also been named Oracle's Public Sector Partner of the year in 2009, 2011, and 2013.

AST has also been recognized by Inc. Magazine as one of the fastest growing private companies and top small workplace. We have also earned prestigious workplace awards from the Chicago Tribune and National Association for Business Resources.

3.	What documentation is available from an independent source that positively promotes either your company or the products you are offering?

	In 2014, Onvia, a well-known Government Business Intelligence company, named AST one of the Top 10 ERP vendors in the Government ERP Marketplace. CIOReview Magazine has also named AST one of the 20 most promising Service Oriented Architecture (SOA) vendors.
4.	What strategic alliances have you made to further strengthen your product and services?
	Commensurate with AST founders' history with Oracle Corporation and AST's singular focus on implementing only Oracle software, AST has earned a valued and trusted relationship with the Oracle sales and software development teams. AST is a Premier Cloud Partner, Specialized Platinum Oracle Applications and Technologies systems integrator, and an Oracle University training and delivery partner.
5.	How do you guarantee the services provided by your company?
	As you may know, a large number of ERP initiatives result in failed implementations/migrations. Depending on the source of the statistics - Gartner, IDC, etc., the failure percentages may be as high as 40% of all ERP projects undertaken. The failure of the ERP projects are generally categorized by or made evident by:

- Key business objectives of the system implementation not being met
- Significant delay in system go-live or cost overruns beyond the budgeted funds

AST has never had any of the failures mentioned above. In addition, to an on time and on budget implementation, we consider our projects successful only when the customer is fully satisfied and highly reference-able. In all these measures, we have been able to consistently maintain a successful track record.

AST is committed to every assignment that it undertakes, and provides experienced and dedicated staff members to every one of our projects. The consultants we deploy on our projects are our full time employees with an average of 10 years of Oracle experience and have previously worked together as a team. This ensures that the results are consistent and predictable. We establish a relationship of trust and transparency with our customers and ensure that the scope of work is clearly defined upfront and managed throughout the project.

6.	What are your near-term and long-term goals, and the strategies to reach these goals?
	AST is proud to be part of the latest evolution in Oracle's Product Development Strategy-Oracle Cloud Applications. We will leverage our 20+ years' worth of experience implementing hundreds of Oracle Finance and HR solutions for Public Sector entities similar to the City to help accelerate adoption and quickly realize the value of Oracle ERP Cloud.
7.	What is your niche in the marketplace and your preferred customer size?
	AST has established itself as one the most well-known and respected Oracle Systems Integrators in the Public Sector and Public Transportation space. Customers appreciate our depth of industry experience and see us more as business partners than technology consultants. We have a proven record of improving our customers' business processes while helping them realize the efficiencies and long term return on investment achieved by implementing standards based non-customized applications. As an early adopter of the latest advancements in Oracle Cloud technologies, AST

has positioned itself at the forefront of the transformation occurring within the Public Sector and Public Transportation marketplace.

AST does not necessarily have a preferred customer size. We typically work with organizations who feel that the robust, tier 1 enterprise software solutions that Oracle provides is the right fit for their organization-big or small.

8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).

Oracle invests over $5B in software research and development.

As a certified implementer of Oracle ERP software, AST itself does not invest in research and development. AST does, however, regularly invest in innovative solutions and application extensions that serve specific needs within our client community. Using our deep domain knowledge, we provide proven, repeatable solutions to address critical business problems and decrease implementation timelines. For more information on these solutions, please visit our website at www.astcorporation.com.

9.	Please describe how the sales cycle is linked to the product development cycle.

AST is an Oracle software systems integrator and therefore not involved in product development. AST is a member of Oracle's mid-size Business Advisory Council, which provides product development and integration guidance to Oracle Development.

10.	Please describe your commitment to providing solutions for the public sector marketplace.

From the start, AST has always had a focus and dedication to the public sector market, more specifically cities, counties, and state government entities, including transit and airports. As a specialized, recognized and preferred team of systems integrators with a distinct Public Sector focus, AST understands the uniqueness of government operations. With our extensive Oracle ERP experience, we also understand the nuances of the Oracle Cloud Applications and how best to configure them to support specific Public Sector business needs.

Our clients include some of the largest municipal governments in the U.S. including the Cities of Chicago, Atlanta, Detroit, and the District of Columbia, as well as large Counties such as Dallas County (TX), Cook County (IL), and King County (WA). AST is also a preferred vendor to several State and Federal Government Oracle clients. Our team's experience also includes multi-currency, multi-lingual, multi-national and multi-organizational implementations at leading companies such as USG, Johnson and Johnson, McAfee, Underwriter's Laboratory, Blue Cross Blue Shield, Delta Dental and Kemper Insurance.

The table below provides an overview of our state and local government client base:

Client	Number of Employees	Operating Budget
Counties		
Los Angeles County, CA	101,296	$26.9B
Cook County, IL	23,785	$2.5B
King County, WA	14,000	$1.5B
Hillsborough County, FL	10,886	$1.5B

Dallas County, TX	6,500	$900M
Pinellas County, FL	4,200	$1.6 B
Prince William County, VA	3,600	$787M
Lake County, IL	2,650	$321M
Polk County, FL	2,400	$1.2B
Berks County, PA	2,370	$462M
Washington County, OR	2,000	$460M
Williamson County, TX	1,785	$245M
Marion County, OR	1,600	$450M
Larimer County, CO	1,600	$323M
Oklahoma County, OK	1,600	$180M
Cities		
District of Columbia	33,400	$11B
City of Detroit, MI	12,500	$1B
City of Atlanta, GA	7,800	$1.9B
City of Tampa, FL	4,500	$830M
City Miami, FL	4,500	$523M
City of Oakland, CA	3,680	$430M
City of Regina, SK, Canada	3,500	$339M
City of Chattanooga, TN	2,290	$209M
City of Yonkers, NY	1,976	$246M
City of Burbank, CA	1,800	$750M
City of Modesto, CA	1,600	$351M
City of West Palm Beach, FL	1,550	$423M
City of Knoxville, TN	1,200	$295M
City of Hurst, TX	380	$71M
State Governments		
State of Delaware	14,100	$1.3B
State of Georgia, Department of Human Services	8,000	$1.4B
State of California, Administrative Office of the Courts	1400	$2.2B
State of California, Department of Insurance	600	$237M
State of Ohio, Bureau of Workman's Compensation	400	$1.5B
State of Maine, Department of Labor	400	$300M
State of New Jersey Housing Authority	225	$230M

AST has successfully completed the first municipal government implementation of Oracle Financials Cloud Service and Oracle Planning and Budgeting Cloud Service for the City of Detroit, as well as the first Public Sector implementation of Oracle Planning and Budgeting Cloud Service for Orlando International Airport. In addition, we recently went live with the first Public Sector implementation of Oracle HCM Cloud Service for Eastern Municipal Water District. We will leverage our experience on these projects in addition to our 20+ years' worth of Public Sector Oracle ERP implementations and lessons learned from similar Municipal Oracle Financials implementations to promote the use of standard features and facilitate the City's adoption of Best Practices associated with the use of the Oracle Applications Cloud.

11.	Please describe your portal strategy.

Oracle Cloud ERP is 100% web-enabled and can be accessible via the web browser.

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

	Florida	Nationally
Local government	1	1
Other public sector	1	4
Other non-public sector	0	Oracle has over 2,400 Oracle Cloud ERP or HCM customers
Overall:	**0**	**Over 2,400 Oracle Cloud customers**

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

	Florida	Nationally
Local government	5	AST has completed over 30 ERP installations for local governments
Other public sector	5	AST has completed over 100 ERP installations in the public sector
Other non-public sector	2	AST has completed over 100 ERP installations for non-Public Sector organizations
Overall:	**12**	**Over 180**

14.	How many current system implementations of your solution are *in-process* within both the State of Florida and the region of the Country that includes the State of Florida?

	Current in-process Implementations
State of Florida	2
Region	
Total:	**2**

15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:

AST has been in business selling Oracle ERP solutions to the Public Sector since 2002. AST has been re-selling and implementing cloud solutions to the Public Sector since 2013.

16.	Where is the Vendor's closest support facility/sales office to Hollywood, FL?

Oracle has a support center based in Orlando, Florida whereby the City can get product support.

AST is a professional services organization with a workforce consisting of Oracle Applications Functional and Technical consultants, project managers, training and change management

	consultants, and administrative staff. Our headquarters is located in Naperville, IL. Our consulting workforce is dispersed from home offices located across the United States.	
17.	How will you support the City's 7a-6p 4/10 work week, and after hours and weekend support?	
	The majority of activities will be performed during normal City business hours. Typically our consultants who travel to client worksites work 4-day, ten hour schedules (Monday-Thursday), so we are comfortable with the City's approach. We often conduct production deployment activities over a weekend in order to minimize disruption to the City's ongoing operations, and we can offer 24/7/365 support leveraging a service level agreement with our dedicated Managed Services practice.	
18.	Where is the Vendor's company headquarters?	
	Naperville, IL	
19.	Please list the Vendor's sales in the previous three years:	

Year	Sales
2016	$85.6M
2015	$69M
2014	$57M

20.	How many total employees does the Vendor have in each of the following categories:

Area	Number
Sales/Marketing	12
Management/Administration	22
Help Desk Staff	6
Development Staff	20
Other (Professional Consultants)	404
Total:	464

21.	What is the Vendor's hourly rate for implementation assistance beyond that which is included in the vendor bid, by skill set?

IT Professional Service Labor Category	Hourly Billing Rate
Project Executive	$200
Project Manager	$180
Testing Lead	$165
Solution Architect	$175
Functional Lead	$165
Functional Analyst	$155
Technical Lead	$165
Senior Technical Analyst	$160
Technical Analyst	$155
System/Database Administrator	$165
Training &Change Management Lead	$155
Project Administrator	$140
Emphasys Consultant	$175

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 available any of the weeks below.			
	Demonstration Date Options			
	Option	**Visit #1**	**Visit #2**	
	Week of April 24, 2017		X	
	Week of May 8, 2017 (Excludes May 11th)	X		
	Week of May 22, 2017			
23.	What would be the Vendor's preferred comparably sized, site visit location?			
	AST has worked with multiple municipal entities and will work with the City to identify the site visit location at the next stage of the evaluation process.			

Oracle America, Inc. Company Background Form

1.	What are the key differentiators of your company and its proposed solution?
	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. 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: - 38 of the 50 U.S. States run Oracle Applications - 35 of the 50 Largest U.S. Cities run Oracle Applications - 11 of the 15 Largest U.S. Counties run Oracle Applications - 24 of the 100 Largest U.S. School Districts run Oracle Applications - Over 100 U.S. Federal Government Organizations use Oracle Applications - 15 of 15 U.S. Federal Cabinet-Level Agencies use Oracle Applications - The major U.S. Federal Shared Service Providers use Oracle Applications - 20 of the 20 top global governments - 15 of the 15 Federal Cabinet agencies - $38.8B in revenue on a trailing twelve-month basis - 420,000 customers in 145 countries - $46.1B in R&D since 2004 - $60B on more than 100 acquisitions - More than 25,000 partners - More than 136,000 employees worldwide - 18,000 customer support specialists, speaking 29 languages - 17,000 implementation consultants - #1 in 50 product/industry categories - #2 software company in the world - #2 cloud company in the world - More than 17,000 patents worldwide - 36,000 developers and engineers - 15 million developers in Oracle online communities - 900 independent Oracle user groups with 500,000 members 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.
2.		What awards has your company or proposed solution obtained that are relevant to this project?
		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: http://www.oracle.com/us/corporate/accolades/index.html#2015.
3.		What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?
		Oracle participates in many markets. Some general market share information is provided in analyst reports available at: http://www.oracle.com/us/corporate/analystreports/index.html.
4.		What strategic alliance have you made to further strengthen your product and services?
		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: - Applications Hosting Services - Education Services Provider - Hardware Resellers - Independent Software Supplier - Independent Software Vendor (ISV) - Managed Service Provider - Management Consultancy - Original Equipment Manufacturer (OEM) - Service Partners - Software License Reseller - Support Services Provider - System Integrators (SI) - Value Added Distributor (VAD) - Value Added Reseller (VAR) More information including a listing of partners is provided at http://www.oracle.com/partners/index.html.
5.		How do you guarantee the services provided by your company?

	Oracle does provide service level agreements for our cloud applications.
6.	**What are your near-term and long-term goals, and the strategies to reach these goals?**
	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.
7.	**What is your niche in the marketplace and your preferred customer size?**
	Oracle participates in many markets. Some general market share information is provided in analyst reports available at http://www.oracle.com/us/corporate/analystreports/index.html.

Oracle's target markets include businesses of many sizes and in various industries, government agencies, and educational institutions. Major industries include the following:

- Aerospace and Defense
- Automotive
- Chemicals
- Communications
- Consumer Goods
- Education and Research
- Engineering and Construction
- Financial Services
- Healthcare
- Health Sciences
- High Technology
- Hospitality
- Industrial Manufacturing
- Insurance
- Life Sciences
- Media and Entertainment
- Natural Resources
- Oil and Gas
- Professional Services
- Public Sector
- Retail
- Travel and Transportation
- Utilities
- Wholesale Distribution

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.

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.
	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: ▪ Provide trusted financial management ▪ Manage human resources as strategic investments ▪ 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 <u>Usability Professionals' Association</u>.
12.	**How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?**
	In deference to need for Customer privacy, Oracle does not publicly share 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: <u>http://www.oracle.com/us/corporate/customers/customersearch/index.html</u>. |
| 13. | **How many fully operational customer installations, in total, has the Vendor completed?** |
| | In deference to need for Customer privacy, Oracle does not publicly share 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 *in-process* within both the State of Florida and the region of the Country that includes the State of Florida?** |
| | In deference to need for Customer privacy, Oracle does not publicly share 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. |

15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:
	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 JDEdwards along the way. Oracle has since taken the best aspects of Oracle E-Business Suite, PeopleSoft, JDEdwards, 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 fasted 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.
16.	Where is the Vendor's closest support facility/sales office to Hollywood, FL?
	Oracle product support is a global organization with 28 global support centers across 145 countries. Additional information can be found at: http://www.oracle.com/us/support/contact/index.html. 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. Customers requiring onsite support for software may wish to contract with Oracle Consulting or Advanced Customer Services. Information about available services is provided at: http://www.oracle.com/us/support/advanced-customer-services/overview/index.html. Oracle has Sales offices in both Ft. Lauderdale and Miami, FL: 550 West Cypress Creek Road Suite 500 Fort Lauderdale, FL 33309 Phone: +1. 954.308.5700 6505 Blue Lagoon Drive Suite 400 Miami, FL 33126 Phone: +1.305.260.7200 For a full list of U.S. office locations please visit the following link: https://www.oracle.com/corporate/contact/field-offices.html.
17.	How will you support the City's 7a-6p 4/10 work week, and after hours and weekend support.
	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.

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.

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.

18.	Where is the Vendor's company headquarters?
	Oracle's corporate headquarters and contact information are: 500 Oracle Parkway Redwood Shores, California 94065 Telephone: 650.506.7000 or 800.392.2999 Fax: 650.506.7200 Website: oracle.com

19.	Please list the Vendor's sales in the previous three years:

Year	Sales
2015	38,226,000,000
2014	38,275,000,000
2013	37,180,000,000

20.	How many total employees does the Vendor have in each of the following categories:

Area	Number
Sales/Marketing	38,000
Management/Administration	13,000
Help Desk Staff	38,000
Development Staff	40,000
Other	7,000
Total:	136,000

21.	What is the Vendor's hourly rate for implementation assistance beyond that which is included in the Vendor bid, by skill set?

Rates for Additional Implementation Assistance	
Skill Set	**Hourly Rate**
	$ / hr.
	$ / hr.
	$ / hr.

	Oracle will not be providing implementation assistance for this opportunity and therefore this question is not applicable to Oracle.			
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.			

Demonstration Date Options		
Option	Visit #1	Visit #2
Week of April 24, 2017		X
Week of May 8, 2017 (Excludes May 11th)	X	
Week of May 22, 2017		

23.	What would be the Vendor's preferred comparably sized, site visit location?
	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 orals discussion with the City and mutually agree on a preferred site visit that will be most beneficial for the City.

Emphasys Software Company Background Form

Vendor name:	Emphasys Software
Software brand name:	SymPro Treasury Management Solutions
Software version proposed (years in production):	Debt: V2.41, Investments: V7.41
Is vendor prime contractor:	Yes ☐　　No ☑

1.	What are the key differentiators of your company and its proposed solution?
	SymPro's sole focus and commitment is providing treasury solutions to public sector entities. 100% of our development is geared towards meeting the needs of our public sector clients. Other vendors are primarily servicing the corporate market and trying to configure their solution to meet the unique needs of the public sector. We also differentiate ourselves by the number of clients and users we have with similar needs and processes as the County. This extensive public sector client base provides us with the knowledge and experience to deliver a successful implementation to the County.
2.	What awards has your company or proposed solution obtained that are relevant to this project?
	None that is applicable.
3.	What documentation is available from an independent source that positively promotes either the company or products the vendor is offering?
	None that is applicable.
4.	What strategic alliance have you made to further strengthen your product and services?
	We have partnered with a number of ERP Vendors in providing the Treasury Management functionality in their Financial Management System solutions. We have also built interfaces to many Custodial Banks and to the ICE (IDC) data service for investment data importing.
5.	How do you guarantee the services provided by your company?
	SymPro has over 400 installed clients in 40 states using SymPro's investment and debt management solutions. All the solutions have been on the market for over 10 years. We are committed to offering the highest level of service to all our clients. We offer a 180 day warranty on the software.
6.	What are your near-term and long-term goals, and the strategies to reach these goals?
	Our goals are to continue being the dominant provider of treasury management solutions to the public sector. We continue to be 100% focused on delivering solutions that help our clients meet their ever changing needs of their treasury operations. We will continue to leverage our extensive client base as we move forward and enhance our solutions.
7.	What is your niche in the marketplace and your preferred customer size?
	SymPro has served the state and local municipal marketplace for over 25 years. Our clients range from small cities to large counties and state housing agencies. SymPro has over 400

	installations nationwide with client investment portfolios ranging from $25 million to over $5 billion in assets. Debt portfolios range from 5 issues to 100+ issues and billions of dollars.		
8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).		
	40% of our annual budget is invested in the R&D area.		
9.	Please describe how the sales cycle is linked to the product development cycle.		
	SymPro provides mostly out of the box solutions that are configurable to meet a client's needs. Product development is typically driven from the feedback of our clients that we serve. They will make suggestions to enhance our products and we will add them to our product roadmaps when they benefit a portion of our client base. There are two major areas that drive the development and enhancement of SymPro's product. The first focus is the direct feedback given to us by our install base. Our philosophy from the beginning has been to actively solicit the ideas and needs of our customers. The second focus is by monitoring the compliance and product issues that develop in the market place. We are actively participating in numerous professional forums (GASB/FASB, GAAP, and AMIR) to get ideas for additional features.		
10.	Please describe your commitment to providing solutions for the public sector marketplace.		
	SymPro's sole focus and commitment is providing treasury solutions to public sector entities. 100% of our development is geared towards meeting the needs of our public sector clients. SymPro has been providing solutions to the public sector for over 20 years. We have over 400 client installations in 45 different states. In the past three years we have implemented over 40 new sites with our solutions. 100% of our revenue is derived from the public sector.		
11.	Please describe your portal strategy.		
	N/A		
12.	How many fully operational customer installations of the version proposed in this RFP, currently in production, has the vendor completed?		

	Florida	Nationally	
Local government	19	300	
Municipal Transit			
Other public sector		100	
Other non-public sector		0	
Overall:	**19**	**400**	

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

	Florida	Nationally	
Local government	19	300	
Municipal Transit			
Other public sector		100	
Other non-public sector		0	
Overall:	**19**	**400**	

14.	How many current system implementations of your solution are *in-process* within both the State of Florida and the region of the Country that includes the State of Florida?		

			Current in-process Implementations	
		State of Florida	0	
		Region	0	
		Total:	**0**	

15.	Please state the year the vendor started in the business of selling the proposed solution to local governments:
	SymPro's sole focus and commitment is providing treasury solutions to public sector entities. 100% of our development is geared towards meeting the needs of our public sector clients. SymPro has been providing solutions to the public sector for over 25 years. We have over 400 client installations in 45 different states. In the past three years we have implemented over 40 new sites with our solutions. 100% of our revenue is derived from the public sector.
16.	Where is the vendor's closest support facility/sales office to Hollywood, FL?
	Miami, FL
17.	Where is the vendor's company headquarters?
	Miami, FL
18.	Please list the vendor's sales in the previous three years:

	Year	Sales
	2013	Emphasys SymPro is a subsidiary of Constellation Software Inc. Financials not reported separately. CSI is public and financials can be found on website.
	2014	See above
	2015	See above

19.	How many total employees does the vendor have in each of the following categories:

	Area	Number
	Sales/Marketing	10
	Management/Administration	25
	Help Desk Staff	25
	Development Staff	20
	Other	15
	Total:	**95**

20.	What is the vendor's hourly rate for implementation assistance beyond that which is included in the vendor bid by skill set?
	N/A, Emphasys will serve as a subcontractor to AST
21.	What would be the vendor's preferred comparably sized, site visit location?
	Lake County, IL

3   APPLICATION SOFTWARE

Oracle designed and built its Cloud Applications portfolio from the ground up by combining the best of breed capabilities of its legacy ERP applications (E-Business Suite, PeopleSoft, JD Edwards, Hyperion & Taleo) and its various technologies (e.g. Business Intelligence, Middleware). This blend of market leading functionality and technology has been incorporated into the most comprehensive set of end-to-end, integrated SaaS applications on the market.

3.1 TECHNOLOGY SOLUTION

1. Describe your overall proposed technology solution.

Oracle Cloud Software as a Service (SaaS) applications provide you with the speed and innovation of best-of-breed cloud software in a complete, secure, and connected cloud suite. Embedded with Modern Best Practice processes and built-in social, mobile, and analytic capabilities, Oracle Cloud applications help you deliver the experiences your employees and citizens expect, the talent to succeed, and the performance the market demands.

Oracle spent countless hours examining how Public Sector employees actually work and use enterprise applications to understand their pain points. The result is a simplified user interface for Oracle Cloud that embraces three themes that are increasingly important for today's productive users:

- ★ *Simplicity: The innovative design of the simplified user interface relies on elegantly simple designs, smooth transitions to mobile platforms, and easy opportunities for tailoring. The* City *can configure the Oracle Cloud Applications to match their business practices while individual users can personalize their own experience to maximize individual productivity.*

- ★ *Mobility: Unlike vendors who claim mobile support simply by miniaturizing clumsy web interfaces, Oracle Cloud applications include native applications for popular mobile devices such as iPhone, iPad, and Android. Users get the powerful functionality and insight, optimized for their specific device.*

- ★ *Extensibility: Oracle's cloud services are architected from the ground up to serve the needs of large government enterprises. The elastic cloud architecture supports independent scaling at each of 3 tiers: Web, Application, and Database. Provisioning and load balancing processes dynamically add additional resources based on current and anticipated usage, allowing Oracle to meet customers changing resource needs. From a software perspective, Oracle Cloud Applications provide automatic updates, as part of a SaaS model. Painless upgrades and frequent enhancements are automatically delivered at the rate of 2-3 per year keeping customers current with all other cloud users.*

Underlying the Oracle Cloud Applications is an innovative reporting model that provides immediate access to all information. Oracle Transactional Business Intelligence (OTBI) is a real time, self-service reporting solution for Oracle Cloud Applications.   Business users are provided an easy-to-use interface to perform

analysis. 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. Embedded analytics deliver actionable information to users within a transaction relevant to their task at hand. Role-based dashboards and work areas actively monitor processes to provide a consolidated view of timely and relevant information.

With such extensive functionality across business processes, customers can solve their business problems with complete solutions that give them end-to-end execution and complete visibility. There are no information silos, and no need to coordinate software upgrades between vendors, integrate data, or manage disparate security policies.

Our proposed technology solution for Hollywood, FL is comprised of SaaS Applications within the Oracle ERP Cloud, Oracle Planning and Budgeting Cloud Service, and Oracle HCM Cloud product lines. Below, we have provided an overview of the fully integrated solution.

Oracle ERP Cloud

Oracle's Enterprise Resource Planning (ERP) Cloud will streamline the City's enterprise business processes. With fully integrated applications spanning Financials, Procurement, Project Portfolio Management, and more, the City can increase productivity, lower costs, control spending more effectively, and meet regulatory and statutory reporting requirements.

Oracle Financials Cloud

Oracle Financials Cloud is a comprehensive cloud solution that is designed to automate and streamline the City's financial management processes end-to-end securely at anytime, anywhere and from any device. It provides a simplified working structure, with modern user interface. It integrates easily with existing systems and is quick to deploy.
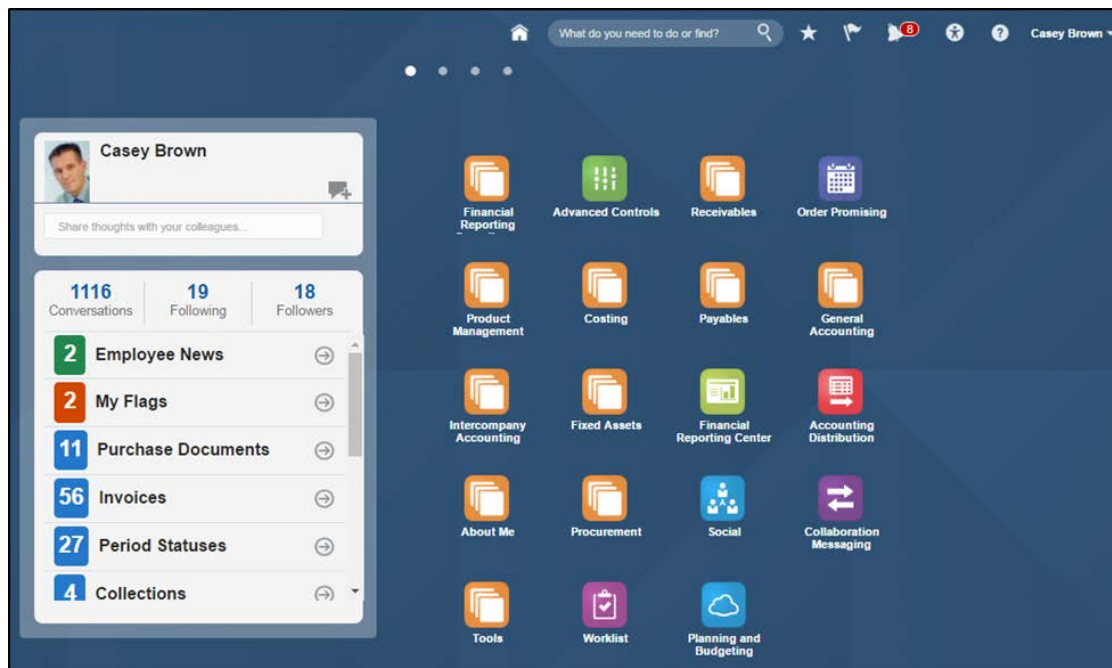
When you log-in to the application, you can see the dashboard containing icons for accessing all the functions.

Financials Cloud includes a broad set of capabilities – General Ledger, Procurement, Account Payables, Account Receivables, Assets, Expense Management, Planning & Budgeting, Reporting & Analytics- and a number of unique business advantages:

- ✓ *Simplify:* Simplifying your existing business process flows with end-to-end automation of supplier invoice processing and intuitive user interface supporting easy drilldowns
- ✓ *Analyze:* Accurate and timely information for better decision making with boardroom ready and highly interactive financial statements
- ✓ *Optimize:* Business processes tailored to industry needs with complete process management with spreadsheet integration
- ✓ *Control:* Better control over your costs, your financial processes and security to manage risk and validate that your internal controls are robust
- ✓ *Mobilize:* access real-time financial results anytime, anywhere, from your mobile device or desktop with the Financial Reporting Center
- ✓ *Collaborate:* Embedded collaboration throughout all business processes within the context of a specific transaction or report
- ✓ *Integrate:* seamless integration across business processes, and existing systems with easy loading of data from external sources and third-party applications

Our proposed Oracle Financials Cloud solution for Hollywood, FL includes the following components:

Oracle Cloud Service Application	Description
General Ledger	Oracle Fusion General Ledger is a comprehensive solution for dynamic aggregation and connections between financial data to gain better insights along with analysis of the transaction. It enables automated processing of financial transactions providing real-time visibility into the results. Extensive spreadsheet integration allows all types of business users to complete tasks in a flexible workspace maintaining integrity of the system of record at the same time.
Account Payables	Account payables capability allows superfast invoice processing by integrating with latest imaging technology and saves time spent on manual invoice processing. It can also integrate with excel for invoice creating thus by increasing the productivity. The Payables dashboard and work areas provide a central location for users to perform tasks and monitor activities that require attention.
Account Receivables	It provides a host of services for customer billing and payment activities, revenue recognition and adjustments, accounts receivable balances, and reconciliation to the general ledger. It comes with an industry leading automated cash application SmartReceipts, which allows real time information of transaction and customer accounts.
Reporting and Analytics	It is a standalone feature that centrally organizes all standard and custom reports and allows to collaborate in Reporting Center.
Assets	It provides a simplified asset management and accounting system with real-time visibility into worldwide assets. Standard management tasks, can be automated with streamlined business flows such as asset additions, asset transfers, disposals, reclassifications, financial adjustments, and legacy data conversions. All the reports are available with ease of touch for reconciliation and analysis.

Cash Management	It is a one stop solution for managing all the banking activities and controlling cash positions. Using configurable dashboards and reports you can analyze cash position and forecast cash requirements to help you ensure the right levels of liquidity and optimal use of cash resources. It automatically reconciles cash activities with bank statement lines or sub-ledger transactions, with an option of manual reconciliations as well.
Expenses	Now your workers can quickly enter their expense reports from anywhere at any time with multiple entry options even on mobile devices for Android as well as iPhone. You can control enterprise spending with configurable rules for enforcing approval and corporate expense policies.
AP Invoice Automation	Financial processes are often distributed in nature, and generate huge volumes of documents that are difficult to effectively manage. Oracle AP Automation solves these issues by removing paper from the picture through the electronic capture of documents, which are converted into images and attached to workflows to be efficiently managed throughout their lifecycle. In effect, financial departments are able to increase the speed of operations by working smarter – relying on capture, imaging and workflow to automate some of the most time consuming and mundane tasks of procure-to-pay operations. As a result, financial departments are able to decrease costs and cycle times, while increasing process visibility and compliance readiness.

Oracle Procurement Cloud

Using technology to improve procurements is not new. Unfortunately, conventional approaches have treated analytics as a discrete discipline, required extensive investment in end-user training, and failed to account for the real-world challenges of business interruptions.

Oracle Procurement Cloud Service is different. It manages the source-to-pay process from the perspective of procurement professionals, employees who buy goods and services, and the companies who supply them. This approach delivers measurable value through enabling technologies, increases influence over spend and procurement practices, increases user engagement through more effective collaboration and simplifies, standardizes, and automates routine transactions. It drives results by providing unprecedented insight to all users. Its revolutionary approach to business intelligence and process automation sets the new standard and fundamentally changes the way procurement professionals work.
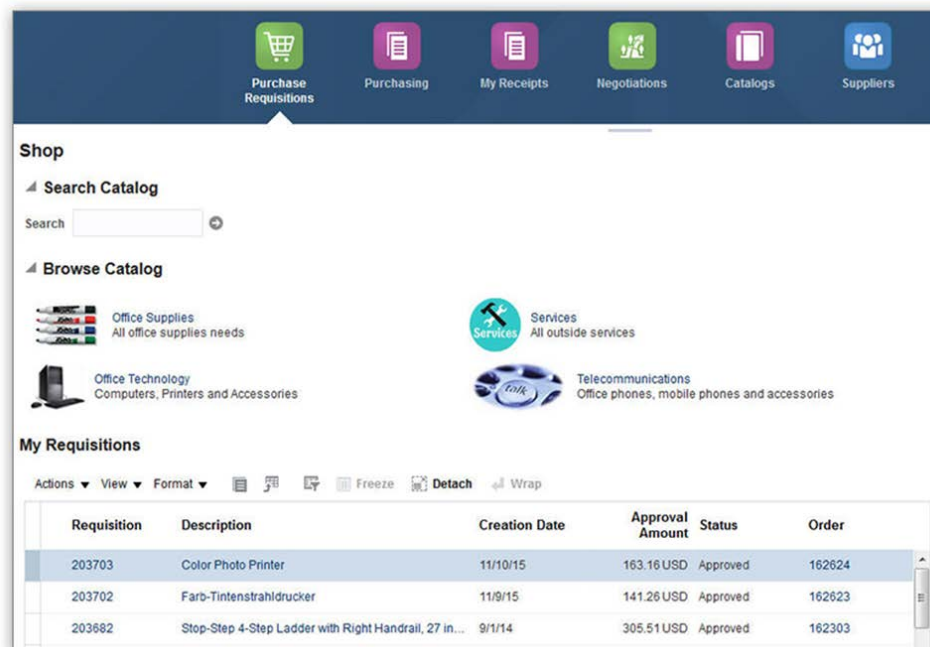
Our proposed Oracle Procurement Cloud solution for Hollywood, FL includes the following components:

Oracle Cloud Service Application	Description
Purchasing	Oracle Purchasing Cloud allows you to automate purchasing transactions, and provides a robust work area for buying professionals to monitor transaction workflow and manage exceptions. You can execute routine transactions, such as creating purchase orders from properly approved requisitions without manual intervention, increasing your productivity while enforcing compliance at every step.
Self Service	Oracle Self Service Procurement Cloud provides a user-friendly approach to managing employee requests for goods and services. Self Service Procurement Cloud provides the best capabilities of consumer shopping web sites with the tools to control spend. This increases the level of satisfaction for your employees, reduces your support costs and ensures more of your

	spend is at the best price possible with the lowest impact on your procurement team.
Sourcing	Oracle Sourcing Cloud delivers the structure, tools and information you need to maximize the value of supplier negotiations. Tailor the step-by-step negotiation process to the City's needs, leverage information from past events, and collaborate with individuals from across the organization in order reduce the negotiation cycle time, drive enforceable agreements that comply with policies and realize savings more quickly.
Supplier Portal	This dynamic, secure solution provides superior supplier management and performance tools that significantly lower costs and improves the way you interact and collaborate with suppliers.
Contract Management	Oracle Procurement Contracts Cloud helps you create quality contracts faster and reduce risk with enterprise standards, policies that govern their use, and flexible tools. The City can boost contract quality by ensuring that your contract creators adhere to established contracting policies. The City can also use flexible approval rules to ensure that every contract gets the right amount of review. Oracle Procurement Contracts Cloud expedites the contracting process by automating these rules and policies, enabling the City's contract authors and legal department to focus energy on higher-value and higher-risk areas while streamlining the process for typical agreements.

Oracle Project Financial Management Cloud

Oracle's Project Financial Management Cloud provides a complete and integrated project financial management means for Municipal Governments and other project-centric businesses to stay informed and in control. Tight integration with financial management, procurement, HCM and other Oracle solutions allows the City to standardize data, rules and processes across the enterprise, in turn cutting administrative effort and offering real-time visibility into validated project expenditures.

The inclusion of Grants Management Cloud Service allows you to have complete visibility into the all aspects of the City's awards. Quickly visualize the current spending status and drill into funding, budget, commitment, and expenditure details, as well as all related conversations and documents; all from any device, anywhere. The City can build and access analytics and reports on award and sponsored project related activity using a comprehensive, user friendly business intelligence platform. Embedded analytics provide insight within transactional pages, or viewed as a dashboard on any screen.
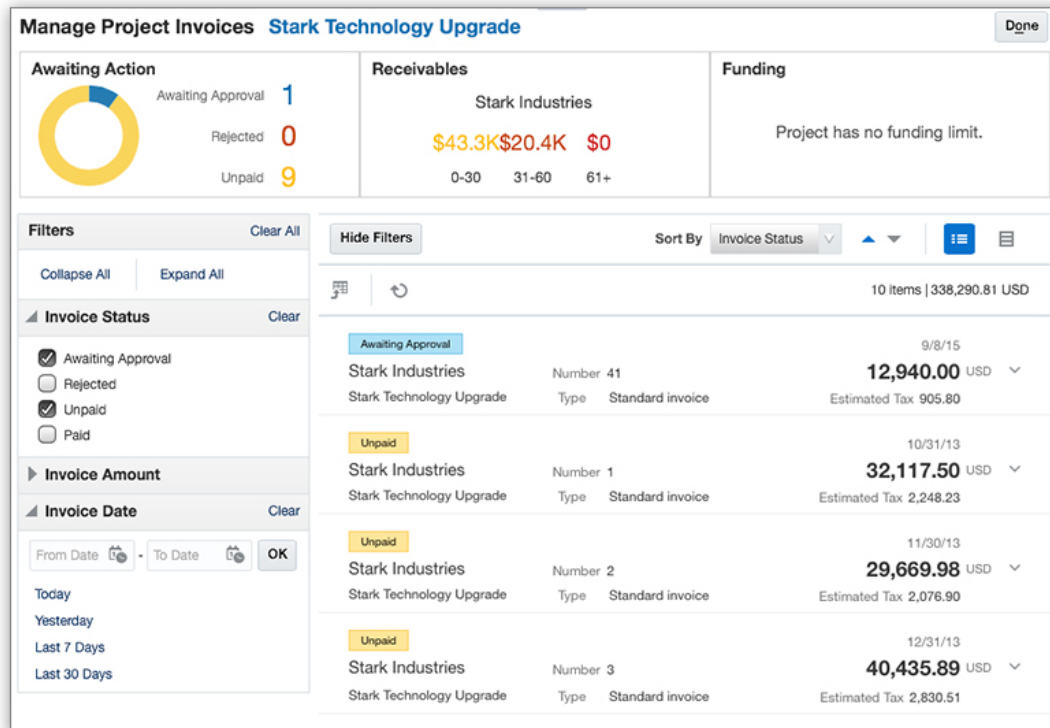
Our proposed Oracle Project Financial Management Cloud solution for Hollywood, FL includes the following components:

Oracle Cloud Service Application	Description
Project Financials	Oracle Project Financials Cloud lets project-centric businesses stay informed and in control with modern, enterprise-grade solutions that deliver complete and integrated project financial management. With simplified project planning, budgeting and forecasting, and standardized cost capture across the enterprise, you can streamline your project financial planning processes and cut administrative effort with faster project costing.

Project Contract Billing	Oracle Project Contract Billing Cloud delivers a highly flexible approach to project contract-based billing, segregating the planning and execution of project work with a comprehensive, integrated solution providing full control over contract terms, rates and limits including when and how to recognize revenue and generate invoices.
Grants Management	Receiving grant and contract funding in today's environment requires those that receive funds to have absolute control and visibility into how the funds are used to support their sponsored projects and programs. Whether you are an institution of higher education, a government agency, or a non-profit organization, the proper management of your grants is essential to ensuring the continuation of this important revenue stream.

Oracle Planning and Budgeting Cloud Service

Planning and budgeting in most government organizations tends to involve collaboration using spreadsheets exchanged between and within departments and centralized finance teams. Oracle Planning and Budgeting Cloud Service facilitates both enterprise level and departmental level planning process by providing both Excel-based and web-based Excel-like modeling, planning and approval capabilities within one collaborative scalable solution. It leverages the power of the industry-leading Oracle Hyperion Planning application used by thousands of large, medium and small organizations, including governments, worldwide.
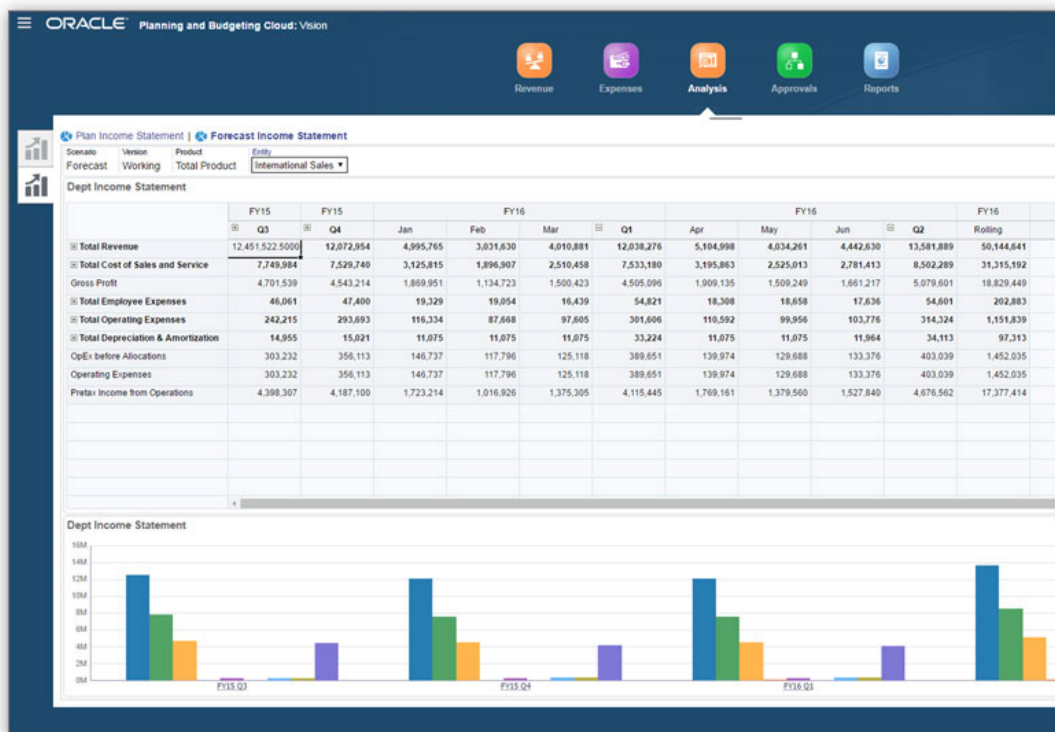
Oracle Planning and Budgeting Cloud Service uses a powerful calculation engine that can be used to express a range of business logic with fast in-memory aggregation and instant analysis and reporting. The City can also plan and forecast for complex business what-if scenarios by using ad-hoc scenario modeling, sandbox, and predictive features. Planning professionals can create multiple what-if versions, slice and dice data based on various what-if assumptions and create instant reports and PowerPoint slides.

AST's Value-Add Components: Pre-Built Opex Planning

To cater to the needs of our Public Sector clients and offer additional value to Hollywood, FL, AST will leverage our own pre-built budgeting models and supporting components – called "Opex" – that include position budgeting capabilities along with many other core operating and capital budgeting reusable components that will be aligned to help meet the City's needs. AST's Opex solutions include pre-built features that accommodate different drivers for models, various projection methodologies and template input forms such as:

- Revenue & Expense Budget Planning models and input forms, including the ability to capture performance management KPIs and strategic goals
- Revenue and Expense forecasting & projection capabilities (5 years).
    - o Various forecasting models based on percentage, department or account.
    - o Various pre-defined projection models
- Position budgeting models to capture position level salary grades, benefits, FTE, allocations and much more along with pre-defined reports.
- Capital budgeting capabilities as:
    - o Ability to capture attributes related to capital like description, justifications, priority, rank, cost benefit analysis and much more.
    - o Capture actuals cost and forecast at project level
    - o Capture consolidated project cost at operating level
    - o Structural Approval process
- New Budget Request (Decision Package) functionality

Oracle HCM Cloud

No two back office functional areas are as connected as Finance and HR. To support a system governing the City's enterprise-wide business operations, coordinating the configuration and maintenance of human capital management (HCM) data is a critical component. After all, HR data is an essential part of the business infrastructure.

Oracle Human Capital Management (HCM) Cloud applications are fully integrated with Oracle Cloud ERP. The unified cloud platform offers the City one data model and one system of record of an individual (i.e. each person has one unique identifier, one current name and address, etc.) allowing all people related information to be held in a single place, maintained by common data entry processes. This gives the City information that is accurate, rich in content and current from one single location.

Oracle invested several years of research and development with the direct involvement of thousands of HR practitioners and HR IT experts, to design this next generation of HCM

applications that incorporate rich social and mobile functionality, deliver role-based intelligence and information at your fingertips, and are highly flexible to adapt as the City grows and changes.

The simplicity and usability of online consumer applications has raised the bar for what business users' demand from their HRMS today. Oracle has taken its cue from applications such as Facebook and Twitter and deployed a user interface that is designed to be consumer friendly rather than an industrialized UI. With many different ways to personalize and configure screens, hide information and fields, and change the layout of tabs and specific data points with fast and easy drag-and-drop capabilities, even casual users can intuitively configure the system to fit their own personal work style. A contextually transparent, role-based experience blends previously disparate experiences into a single user experience that makes your HR initiatives successful and efficient. The system is also intelligent and provides HR and managers the information they need at the right time in order for them to make decisions.
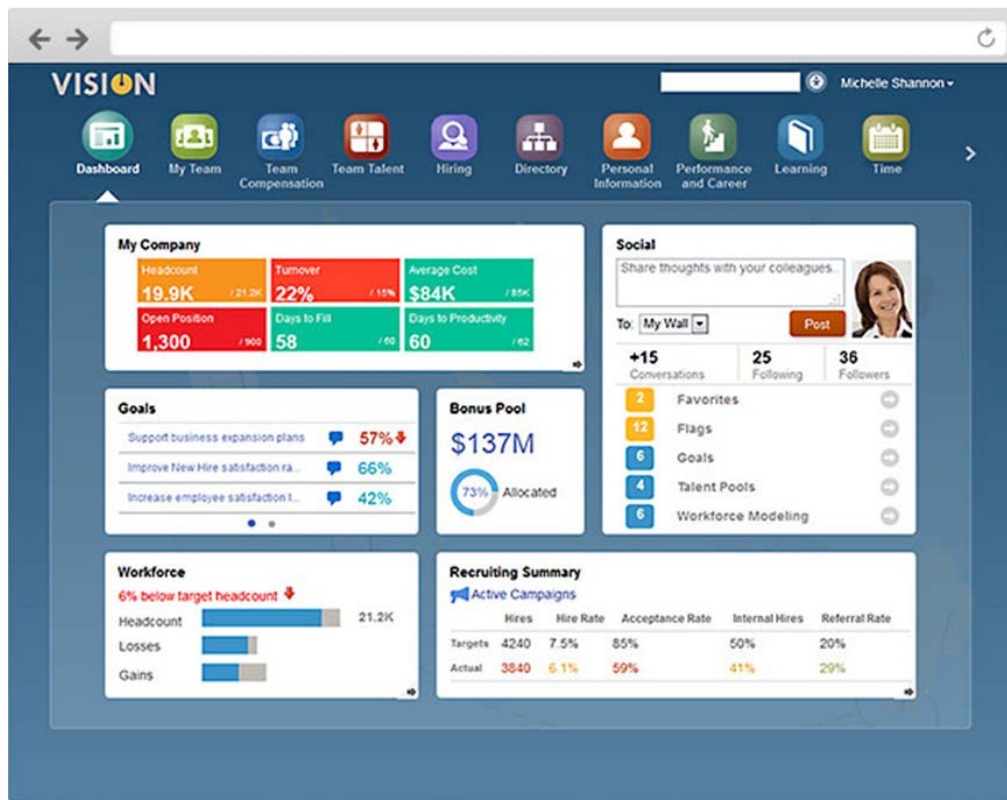
Our proposed Oracle HCM Cloud solution for Hollywood, FL includes the following components:

Oracle Cloud Service Application	Description
Human Resources Base	Oracle's HR delivers seamless management of employees, contingent workers and other persons across the enterprise that may have simple or complex work relationships with the organization.The Base HR Cloud Service applications that balance people, process and technology to improve workforce efficiency, effectiveness, and productivity
Workforce Predictions	Included with the Human Resources Base Cloud Service, Workforce Predictions provides forward-looking insight into your workforce trends and

	helps you take action early, aligning human capital with organizational needs.
Absence Management	Included with the Human Resource Base Cloud Service, Absence Management is a highly configurable rules-based application that enables organizations to efficiently manage employee absenteeism. Absence Management provides you the ability to reduce effects associated with absenteeism such as: cost, risks, and productivity.
Benefits	Included with the Human Resource Base Cloud Service, Benefits can deliver traditional 'one-size fits all' plans and highly complex plans that selectively target different segments of the workforce with different benefit packages. It supports the cafeteria style of choosing benefits as well as flex credits if required. Benefits self-service presents the employee with an intuitive process that guides them through selection of their eligible benefits. Employees can review and update their contacts as part of the enrollment guided process and also select dependents and beneficiaries in a separate step at the end of the enrollment process.
Payroll	Payroll provides a unique, data-driven approach that enables you to define and manage your diverse payroll requirements that reflect City policies, with optional easy to use self-service capabilities for employees and managers embedded in the core solution. Payroll gives you the flexibility to determine what should be included in your payroll processes rather than forcing you through a series of steps and reports that may not be meaningful to the City. These tasks can also have deadlines, approvals, task owners, dependencies and once complete can set in motion another task to begin and are all configurable by the business user, not IT staff, thus improving productivity and reducing operating costs

Oracle Talent Management Cloud

Municipal budgets have never been tighter, often times spending cuts hit the areas of personnel and training the hardest. Layoffs, furloughs, and early retirement packages are forcing governments like Hollywood, FL do more with less. In this environment, it is essential that the City institute talent management and retention strategies to maximize employee productivity and maintain the highest possible level of service for constituents.

In order to unleash potential and keep talent governments must prioritize the employee journey, from an initial candidate screen to career performance to succession. Oracle's Talent Management Cloud helps HR departments attract and motivate top talent while building a lasting culture of performance and developing the next generation of leadership.

Talent Acquisition Cloud Service

Modern recruiting is becoming increasingly challenging, requiring companies to work harder to attract, employ and retain talent. The Oracle Talent Acquisition Cloud provides an end-to-end platform to seek out and identify the best talent while staying on top of the complexity of the City's own internal hiring process. The Oracle Talent Acquisition Cloud provides tools to help you source active and passive candidates across a variety of websites, job boards, referrals, and social media. Screening, assessment, and innovating quick-filter technologies ensure that you find and select the best talent available, including students, experienced professionals, and hourly workers.

Scheduling wizards help you quickly check calendar availability and confirm interviews with candidates and your interview team. Online interview guides and questionnaires help promote a standardized and objective interview process for all candidates and focus interviewers on critical competencies and experience. Recruiters and managers can automatically collect interview feedback and scores to make better and quicker hiring decisions.
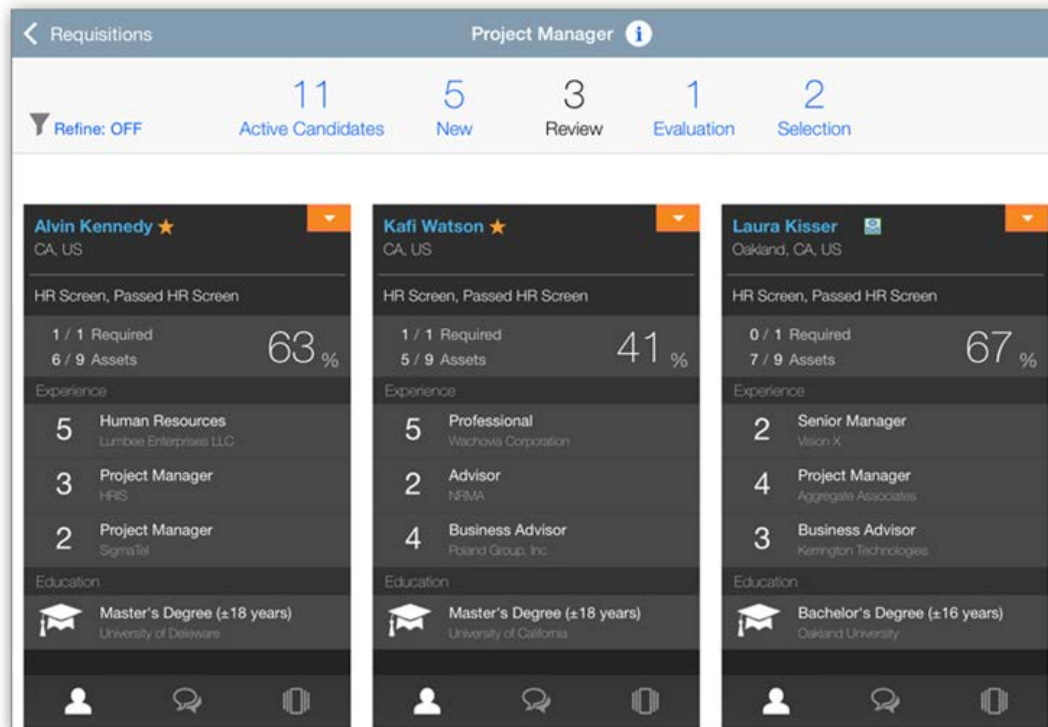
Once a candidate has been hired, the City can streamline and automate its onboarding processes by moving it online. Configurable onboarding portals help candidates quickly complete necessary documentation while increasing engagement and time to productivity through access to rich media content and integrated compliance and role-based training.

Oracle Taleo Learn Cloud Service

Oracle Taleo Learn Cloud Service will help establish a City-wide, standardized system to track required training and learning certifications. Oracle Taleo Learn Cloud Service provides a system for delivering, managing, and tracking learning initiatives. Featuring a flexible architecture that adapts to business requirements and learning cultures, it gives you the power to make the changes you need, when you need them. Employees will find the functionality easy to use and very similar to web-designed applications they use on a daily basis.

Learn Cloud will help the City determine the training needs of its employee base and then deliver services to meet those needs. Learn Cloud will allow the City to design training catalogs so that employees and managers can search and find classes easily. The catalog can be browsed in numerous ways including by competency, by required learning, by learning plans, by schedule, by course name or subject, by job, and by certification.
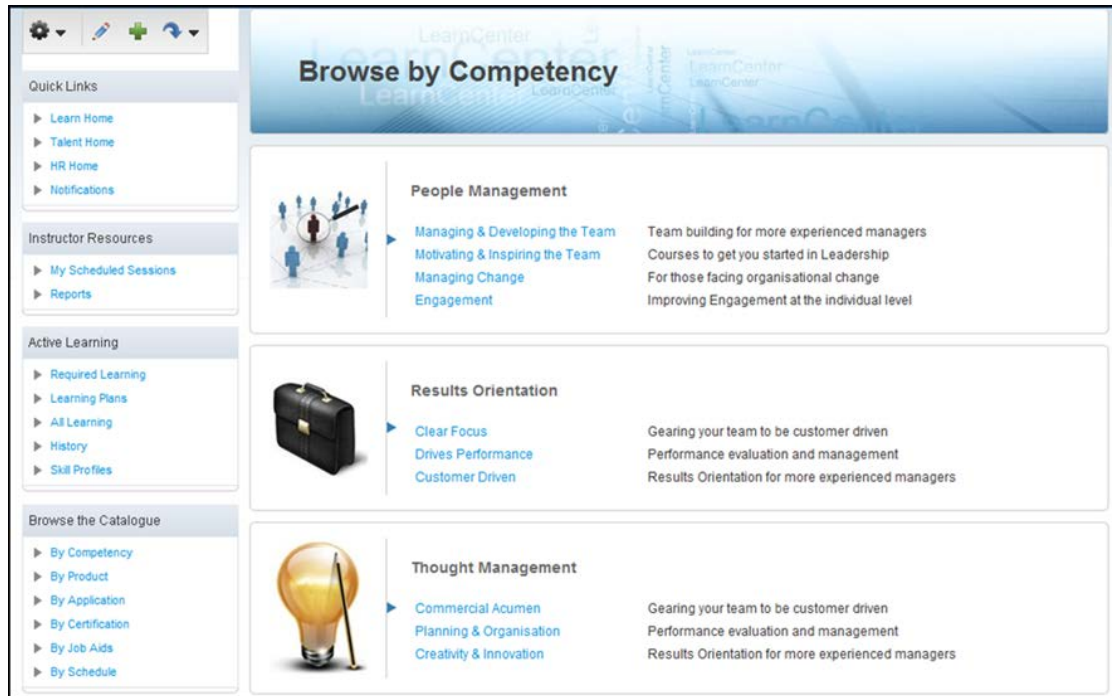
Optional Oracle Modules

In addition to the modules outlined above, the City may also want to consider the following optional modules that have been identified in the Requirements. AST is proposing these modules as optional since the cost of procurement and implementation of these do not seem justify the number requirements that they satisfy. AST has not included software or implementation services pricing for these optional modules in our Fixed Price Bid. We would be happy to provide that information should the City wish to pursue during the evaluation period.

Optional Module	Description
Fusion Advanced Collections Cloud Service	Fosters consistent and efficient collection management practices for every collections agent. Automated delinquency identification and customer assignment creates prioritized work lists in the Collections Dashboard – making it easy for collection agents to spend more time collecting and resolving account payment issues and less time organizing their work. The comprehensive Customer Work Area brings all the information collection agents need to manage delinquent customers.
Fusion Supplier Qualification Management Cloud Service	This service provides a complete solution for managing your suppliers' qualifications and capabilities, including monitoring compliance with your business policies, requirements, and storing any supporting documentation.
Fusion Time and Labor Cloud Service	Supports a wide range of time recording needs for both your employees and contingent workforce. The real time rules engine and rule templates provide an extensible and easy to configure method for validating time entries and applying pay rules, with the results included on the time card. Integration with Absence Management means scheduled absences will be shown on the calendar and time card and absences can be reported through both the calendar and the time card. With integration to Payroll including support for retroactive changes, and recording time against valid up-to-date project

	information, Time and Labor provides accurate and consistent time related data to the organization.
Fusion Performance Management Cloud Service	Performance Management is designed to support employees, managers, and business leaders with point-in-time evaluation of worker performance. The City can configure the performance process to match their business practices and City policies. An industry-leading user experience enables employees and managers to easily see where they are and move smoothly through the process. Guidance and decision support are provided to users in context to help them easily and intelligently complete evaluations. Embedded intelligence supports managers and HR administrators in efficiently monitoring and managing the overall performance management process, enabling them to take action at the point it is needed. The information recorded about employee performance resides as part of the employee record where other work-related data is recorded, including supervisor, department, job, and many other components. This information can be used to create reports, graphs and dashboards to help the City spot potential performance issues throughout the organization. This information can, in turn, be used with Oracle Taleo Learn Cloud to develop training programs to address these potential performance problems.
Fusion Workforce Compensation Cloud Service	Oracle Fusion Workforce Compensation Cloud Service delivers the ability to design and deliver pay programs tailored for your organization all in one application, including modeling various scenarios, gathering manager input and final reward communications. The robust configuration and integration capabilities make it the premier solution for rewarding the 21st Century workforce. Compensation is built to offer extensive customer-driven configuration options and simplified screen designs offered by Oracle Human Capital Management (HCM).
Fusion Talent Review and Succession Management Cloud Service	Oracle Cloud Talent Review and Succession Management (TRSM) leverages the power of the talent profile to provide the most complete, integrated talent review and succession solution. TRSM will enable executives and HR professionals to assess talent, evaluate macro-organizational trends, identify and mitigate talent risk, develop a leadership pipeline, and review individual talent details such as potential and risk of loss. Additionally, succession plans and talent pools can be created and viewed from within the context of the talent review dashboard. EPB will be able to develop complete succession plans for positions throughout the organization. This will help EPB be prepared when key employees retire.
Fusion Employee Wellness Cloud Service	Oracle Fusion Employee Wellness Cloud Service provides the tools to implement, administer, and manage wellness programs. It allows employees to set wellness goals and gives employee feedback on progress towards their goals. It gives recommendations to employees on behaviors that can increase their well-being. Benefits professionals can create games and competitions to foster adoption and increase participation in wellness programs allowing employees, benefits providers and the deploying company to jointly participant and jointly take responsibility for employee well-being.
Fusion Career Development Cloud Service	Career Development allows managers and employees to take active roles in assuring valuable human capital is developed. This brings rewards for the employees as well as helping the City to assure it has the resources it needs to meet the needs of the organization as well as its constituency. Employees and

	managers can work jointly to create long-range development plans so that the employee can work over time to meet development goals. This information can work with the learning management paths as well as the succession planning efforts of the City.
Oracle Service Cloud	As HR organizations implement tools to increase efficiencies, a common side-effect is increased service inquiries. New capabilities create new questions that must be fielded and resolved quickly and effectively. As part of its move to a modern HR organization, we would optionally recommend EPB consider AST's HR Service Delivery Solution, built on the Oracle Service Cloud platform (formerly Oracle RightNow) and designed to help your HR organization service more employees with fewer resources. HR Service Delivery combines inquiry management, knowledge management, policy-guidance tools, an employee service portal and powerful reporting capabilities. The outcome is the ability for a Human Resources organization to seamlessly manage, resolve, document and report on all employee interactions with HR, centralized in one accessible location.
Oracle Policy Automation	A powerful platform to transform complex legislation, regulations, and policy documentation into executable software. It makes it easy for public-sector agencies to service citizens fairly, efficiently, and consistently while maintaining full compliance with laws and regulations. It also allows agencies to give real-time interactive advice about how policies apply to a citizen's or businesses specific circumstance, automate very complex government determinations, and to update systems very quickly when laws and policies change.

Oracle Policy Automation software enables public-sector agencies to effectively manage policies by transforming legislation and policy documents into executable and maintainable business rules using the familiar format of Microsoft Word and Excel document formats. |
| **Fusion Data Quality Cloud Service** | Clean, consistent customer data is vital to every organization. Oracle Sales Cloud Customer Data Management helps organizations consolidate account and contact data from multiple sources, standardize addresses, resolve duplicate record issues, and ensure a best version customer profile that team members and managers can trust. |

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

Oracle has been developing application software since 1987. Over that time Oracle has 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. The company began an aggressive program to develop a new application suite using the most advanced technology built on open standards. Oracle 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. The first Oracle Cloud applications were released in 2011. Since then Oracle has enhanced and improved the applications approximately every six months. The current version (September 2016) is Release 11.

Oracle continues to support and enhance its on-premise applications so customers can chart their own future course. However the long term direction for Oracle is continuous development, enhancement and expansion of the Cloud suite of Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure

as a Service (IaaS) offerings. Oracle's 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. Hollywood, FL 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 Project Portfolio Management Cloud

Release 11 March 2016	Current Release +1	Current Release +2	Future Directions Post 12 month planning cycle
Project Financial Management • Enhanced user experience • Rapid implementation & simplified setup • File based data upload of contracts, contract lines, bill and revenue plans • Integration with revenue management • Integrated Self Assessed Tax with Payables • Tax Point support **Project Execution Management** • Enhanced user experience • Soft-booking or resource reservations • Resource pool membership dates • Absence Management Integration • Project manager resource assignment without Request • Multiple labor resources per task • Open interface and service for project resource assignments • Procurement Sourcing integration • Pre-built integration for EBS coexistence **Project Control** • Integration with Primavera P6 **Analytics** • Enhanced OTBI reporting	**Project Financial Management** • Enhanced user experience • Enhanced services for project and task classifications • Service for progress update **Project Execution Management** • Enhanced user experience • Search and review resource details outside the context of an assignment • Expanded workflow for resource assignments and changes **Analytics** • Financial Progress Subject Area for OTBI • Issue Management Subject Area for OTBI • Enhanced OTBI reporting	**Project Financial Management** • Multi-funding support for Grants • Enhanced workflow for approvals • Streamlined project creation flow • File based data upload of rates schedules • Support for new IFRS guidelines for revenue recognition **Project Execution Management** • Baseline project plan • Enhanced progress reporting • Support for phases and gates • Mass assign resources to projects • Fulfill requests for multiple resources • View and edit multiple resource schedules • Search, reserve, and confirm resources by a project manager • Extensible resource requests • Enhanced Resource Management Workflow and Notifications **Project Control** • Integration support for Hyperion Planning **Analytics** • Additional Infolets • Enhanced OTBI reporting	**Project Financial Management** • Enhanced period end close process • Expand Industry Coverage **Project Execution Management** • Propose multiple resources for an assignment • Project performance evaluation **Project Control** • Risk Management **Portfolio Management** • Project Portfolio Management • Proposal Management **Analytics** • Resource scenario planning

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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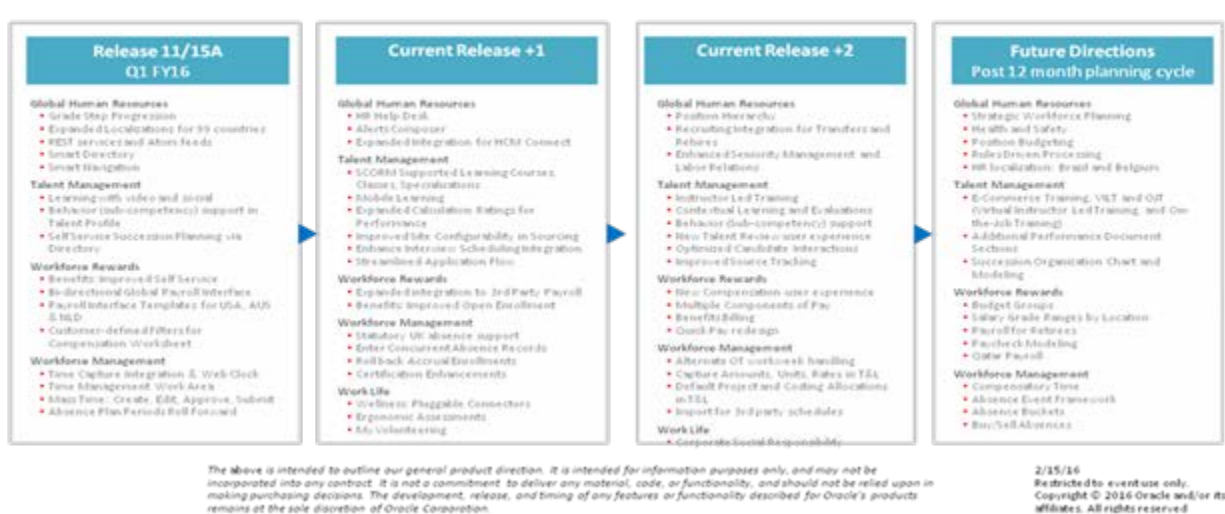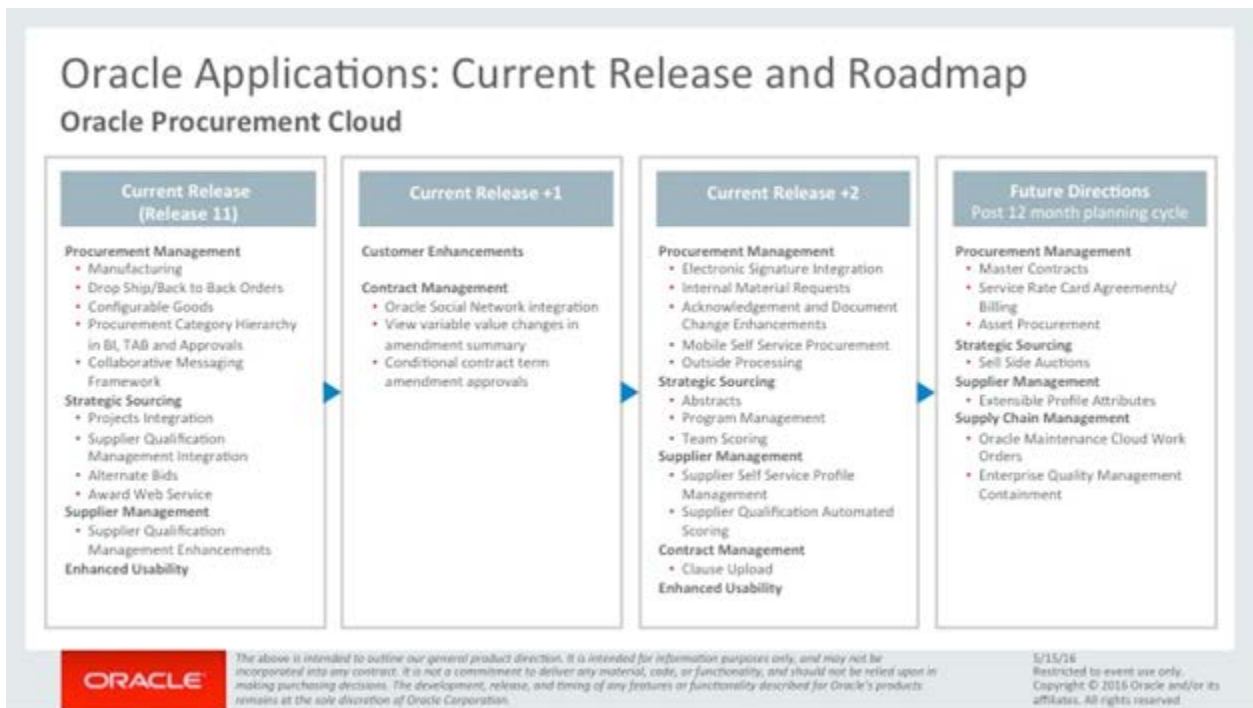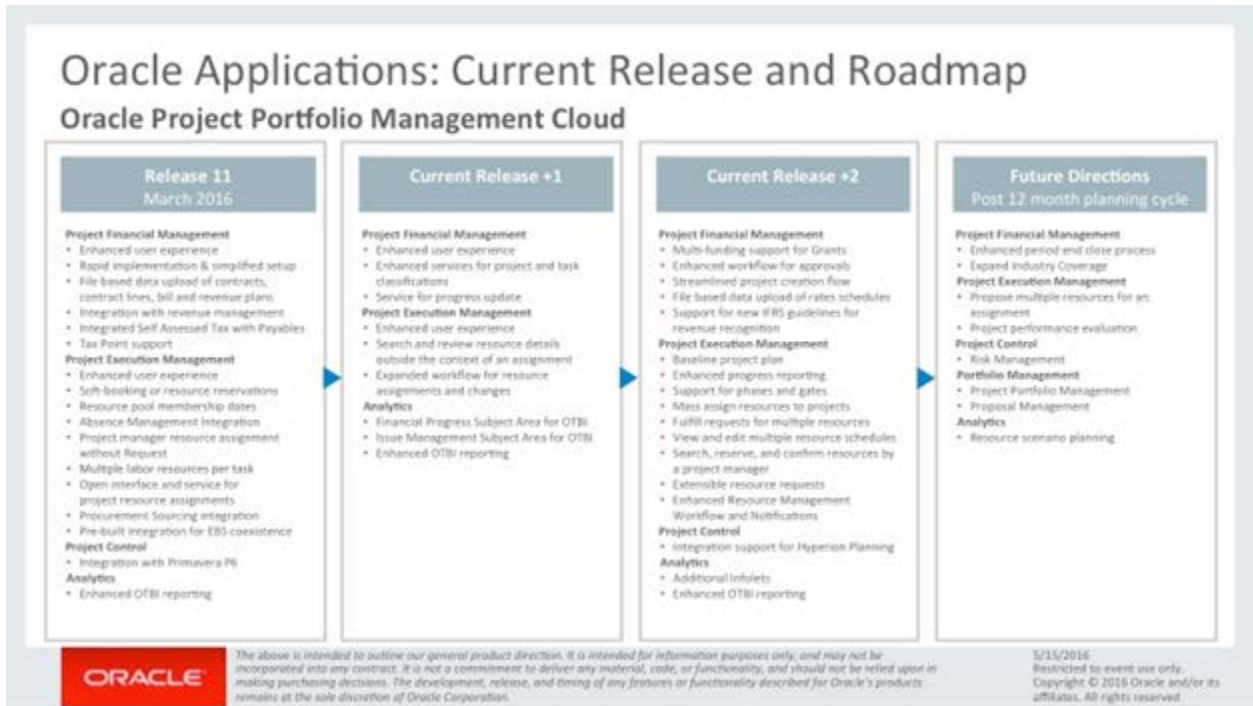 not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described for Oracle's products remains at the sole discretion of Oracle Corporation.

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Oracle Applications: Current Release and Roadmap
Oracle Procurement Cloud

Current Release (Release 11)	Current Release +1	Current Release +2	Future Directions Post 12 month planning cycle
Procurement Management • Manufacturing • Drop Ship/Back to Back Orders • Configurable Goods • Procurement Category Hierarchy in BI, TAB and Approvals • Collaborative Messaging Framework **Strategic Sourcing** • Projects Integration • Supplier Qualification Management Integration • Alternate Bids • Award Web Service **Supplier Management** • Supplier Qualification Management Enhancements **Enhanced Usability**	**Customer Enhancements** **Contract Management** • Oracle Social Network integration • View variable value changes in amendment summary • Conditional contract term amendment approvals	**Procurement Management** • Electronic Signature Integration • Internal Material Requests • Acknowledgement and Document Change Enhancements • Mobile Self Service Procurement • Outside Processing **Strategic Sourcing** • Abstracts • Program Management • Team Scoring **Supplier Management** • Supplier Self Service Profile Management • Supplier Qualification Automated Scoring **Contract Management** • Clause Upload **Enhanced Usability**	**Procurement Management** • Master Contracts • Service Rate Card Agreements/ Billing • Asset Procurement **Strategic Sourcing** • Sell Side Auctions **Supplier Management** • Extensible Profile Attributes **Supply Chain Management** • Oracle Maintenance Cloud Work Orders • Enterprise Quality Management Containment

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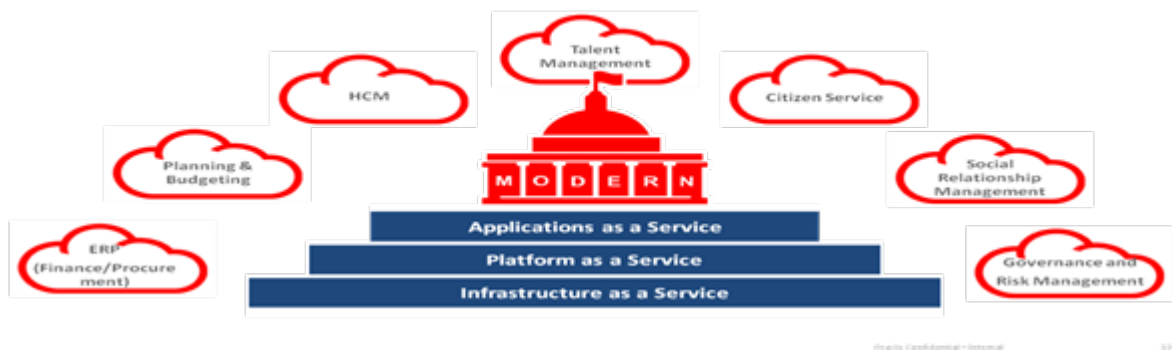
3. Describe unique aspects of the Vendor's solution in the marketplace.

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 is several respects.

1. **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 Hollywood, FL'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

1. **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 Hollywood, FL. Please select this link for more information on best practices in Oracle Cloud Applications - https://www.oracle.com/applications/modern-best-practice/all.html
2. **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 UI around three basic actions:
   - Glance is the smallest interaction, informing users whether they have to do something.
   - Scan is a 30-sec to 1-min interaction to get more information or do a simple task.
   - Commit is completing a transaction or task.
3. **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 Hollywood, FL.
   - All Cloud hosting components are kept in synch regardless of changes to any. This improves performance and lower the risk of system errors
   - All components can be tuned for maximum efficiency and performance.
   - 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** – 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 in 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.

AST has partnered with SymPro whose products meet City requirements for Treasury and Debt Management that are not currently supported by the Oracle Cloud ERP/HCM applications. AST has established a teaming agreement with SymPro confirming their support of this bid and commitment to provide software and services should AST be awarded the project.

SymPro

The SymPro division of Emphasys has been providing software solutions to the public sector for over 25 years. We have over 400 client installations in 45 different states relying daily on SymPro solutions. In the past three years we have implemented over 20 new sites, similar to Hollywood, FL, with our solutions.

The solution being proposed is public sector focused. It was designed to meet the investment and debt accounting and reporting requirements of a state and local government entity. Fund accounting and GASB reporting are cornerstones of the system. The bases of the SymPro Investment and Debt Management solution is to automate and simplify core investment and debt accounting operations to increase reliability in financial reporting, improve workflow, and reduce manual effort and errors. By providing superior functionality and forward-thinking technology, we will help the County streamline its investment and debt management process, maintain accurate information, and provide an efficient means of distributing reports.

Debt Management Module

This module also offers enhanced reporting and analytics for performance oriented finance managers. This module allows you to monitor price volatility using modified, original and effective duration. "What-if" analysis can be performed on full or multiple partial sales and recorded with full cash flow history. Specific interest periods for floaters and auction rate preferred bonds are available. These bonds may be redeemed or rolled over to the next period with a new interest rate for each period. All rolling and reverse repurchase agreement investment types are conducted in this module. Enhanced reporting features include consolidated reporting by individual fund or a range of funds, batch reporting for your daily or

weekly management reports, and subsidiary performance reporting enabling you to track individual funds or money managers as well as the total portfolio.

The SymPro solution integrates with the Oracle system on two levels. It provides the journal entries for both the investment and debt transactions that need to be posted to the Oracle GL system. The SymPro system will create an export file of journal entries formatted to meet the import specifications of the Oracle system. This file can then be validated and posted to the Oracle GL. The second integration point is in the importing of fund cash balances. This is related to the allocation of interest earnings when running an investment pool. The Oracle GL system would provide the SymPro solution with a file of daily fund cash balances. This is typically done on a monthly basis. The cash balances will be posted to the funds participating in the County investment pool. The SymPro system will then distribute the investment pool earnings based on these daily balances (daily weighted average balance basis).

Optional Investment Management Module

The Investment Module allows you to track and report on your Fixed Income investment positions. You can also report on earnings and investment assets, displaying original and updated valuations, and keep a schedule of cash flows and maturities. It features on-line calculations of interest transactions by date, investment yield, yield to maturity, total interest due and amortization of discount and premiums. The program can manage an unlimited number of portfolios, and includes a fund number option that assigns each investment position to a particular fund, client or manager. The system produces over 50 standard reports. Among them is a GASB 31 mark to market report, a GASB 40 interest rate risk report, a Total Return report calculated on a time weighted basis, maturity and interest receivables reports, numerous investment listing and performance reports, and much more.

4 VENDOR HOSTED/SAAS

Oracle offers a broad range of enterprise and SaaS applications in Oracle Cloud. Since these applications can be consumed as a subscription-based service, there is no software license or hardware to buy and manage. Supporting underlying technologies are taken care of. The purchase can be treated as an operational expense. Very little—if any—involvement from your IT department is needed to get started. This can empower lines of business to efficiently drive these projects and adopt the latest functionality very quickly. Oracle offers a variety of rich functionality that can be consumed in a SaaS model. This includes enterprise resource planning, human capital and talent management, and integrated social collaboration tools.

4.1 VENDOR HOSTED/SAAS MODEL

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 Appendix C.

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 the cost structure for support calls.

The fees paid for the Oracle Cloud Services offering under include the 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 described in the Oracle Cloud Change Management Policy
- Assistance with technical Service Requests
- 24 hours per day, 7 days a week 24 x 7 access to a Cloud Customer Support Portal designated by Oracle (e.g., 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.

Please refer to Oracle Cloud Enterprise Hosting and Delivery Policies, found at http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf and is publicly available to all customers and prospects.

AST Managed Services Option

AST will approach this project with the objective of providing comprehensive training and knowledge sharing to ensure the City achieves internal ownership of the Cloud ERP and HCM applications. However,

oftentimes our clients prefer a more personalized approach to the ongoing support of their Oracle Cloud environment. AST offers ongoing application support services to manage the Cloud applications on behalf of the City.

AST's Managed Services Practice is highly adept at supporting Oracle Cloud ERP/HCM Applications in Public Sector environments and are currently supporting the Cloud ERP deployment at the City of Detroit. Whether the City simply needs supplemental staff or would like to completely offload support duties, we provide customized Service Level Agreements (SLAs), the right combination of skilled resources, and flexible pricing options to suit unique support and budgetary needs.

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.

Optional-Transparent Data Encryption

The optional 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. We have not included pricing for the TDE option as part of our proposal, but would be willing to discuss options with the City.

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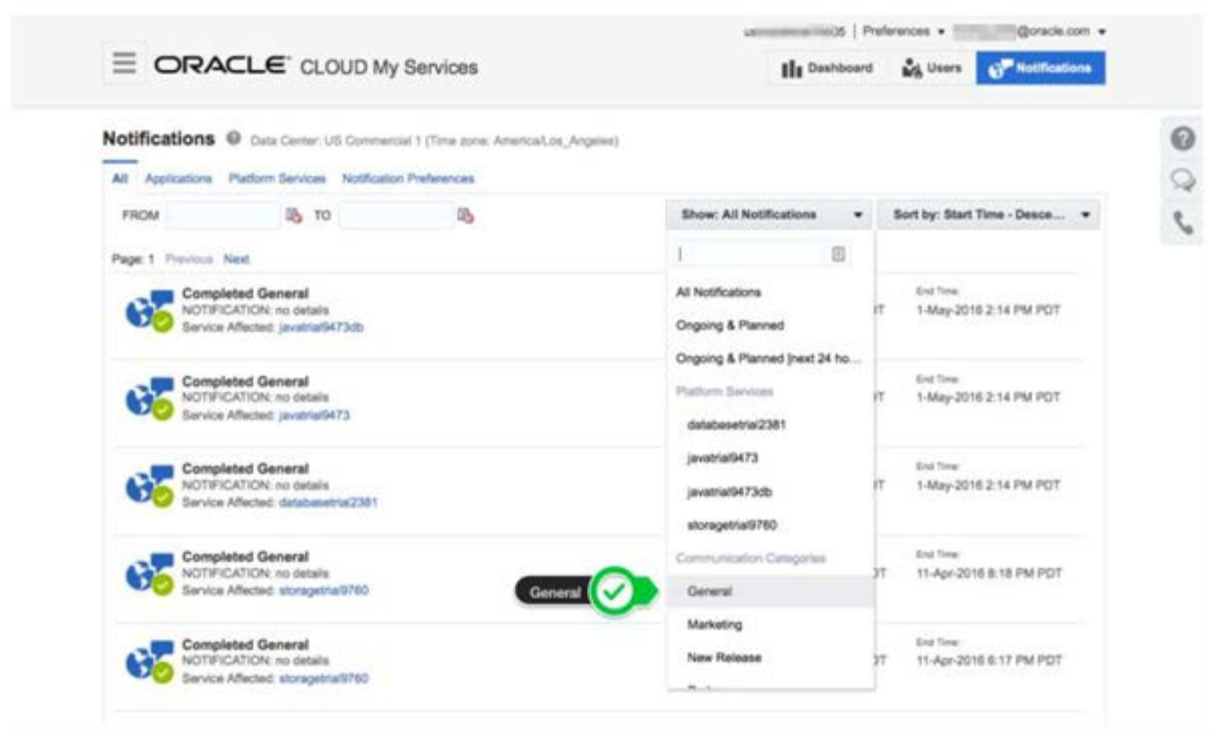
8. Describe how you will help the City move to a new operation at the end of the contract term or if the contract is terminated, including the process for notifying of termination.

After termination or expiration of the Services under the City's order, or at the City's request, Oracle will delete or otherwise render inaccessible the production Services, including the City's 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 the City's production data via secured protocols, or keep the service system accessible, for the purpose of data retrieval by the City. During this period, the service system should not be used for production activities. Oracle has no obligation to retain the City's Content after this 60 day period. If the City needs assistance from Oracle to obtain access to or copies of the City's content, the City must create a service request in the Cloud Customer Support Portal applicable to the service (e.g., My Oracle Support). Data retrieval and any related assistance by Oracle is not applicable for Services that do not store the City's Content. You are responsible for ensuring that if those Services are dependent on separate Cloud Services, such as Storage Cloud Service or Database 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.

Please refer to Oracle Cloud Enterprise Hosting and Delivery Policies, found at http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf and is publicly available to all customers and prospects.

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 electronic format on the USB included with our submission.

4.2 TECHNICAL REQUIREMENTS FORM

In order to provide the City with a complete understanding of our proposed Enterprise Resource Planning solution, we have included responses to the Technical Requirements Form in section 7.11 of the RFP for both the core Oracle Cloud ERP/HCM applications, and the third party software products described in Section 3.1.

Technical Requirements Form-Oracle Cloud

1.	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.
	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.

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.

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.

The network diagram below illustrates the physical network topology used for all Oracle Cloud Services.
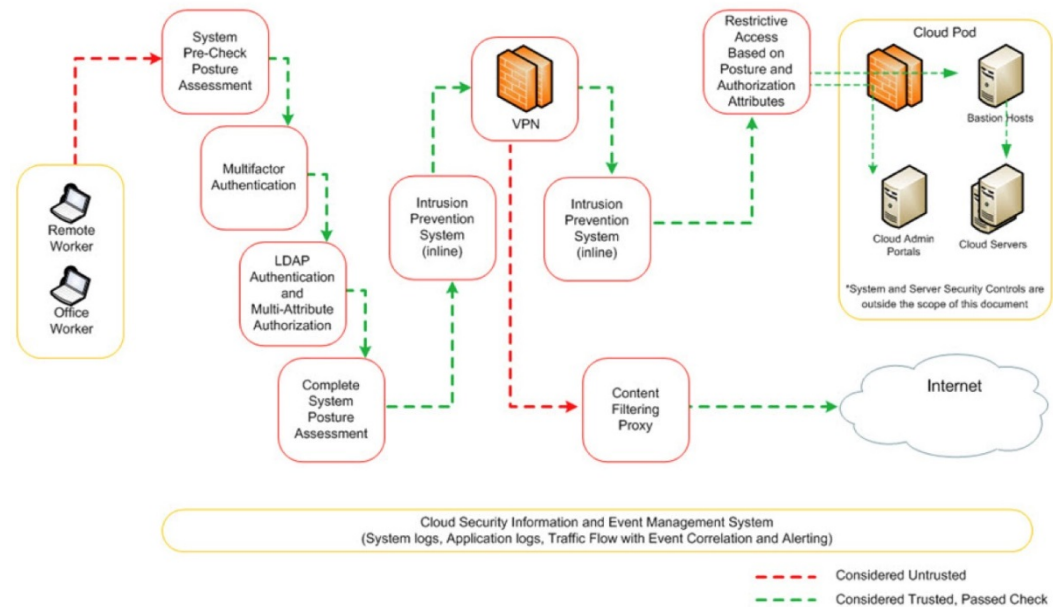
2.	How is your system designed for open standards and interoperability with solutions provided by other vendors?

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 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.
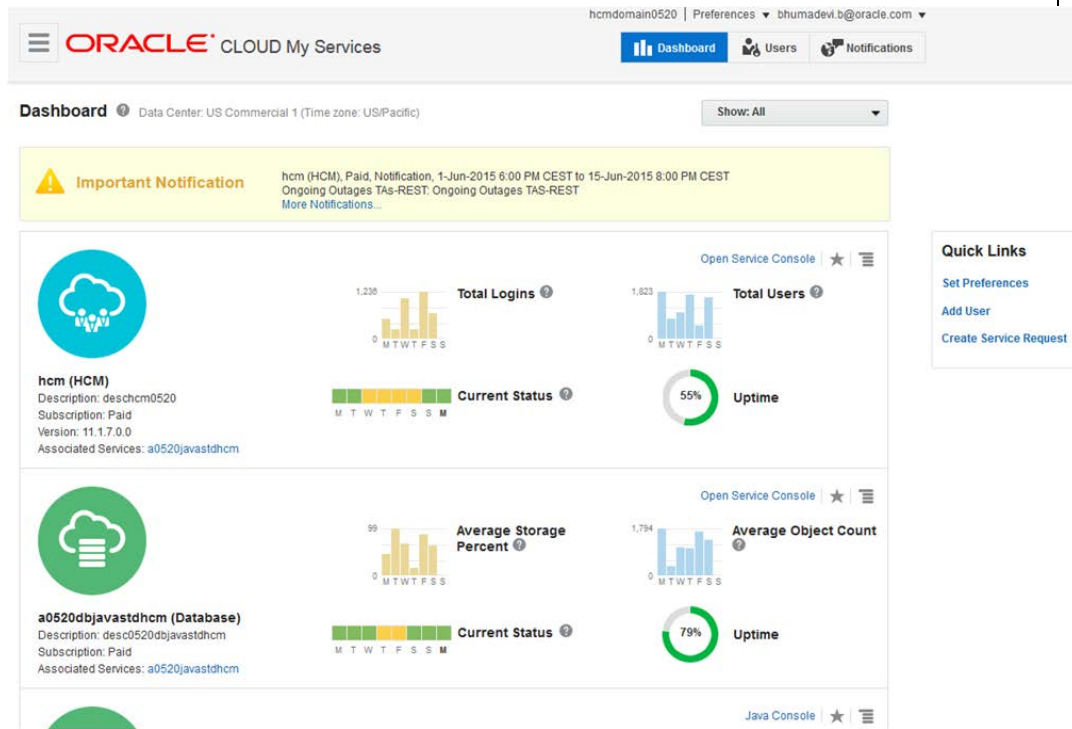
Oracle Cloud Operations are responsible for maintaining the execution, performance, and availability of all Fusions services to the City. The administrative burden of managing the bits and bytes of an ERP are now circumvented and serviced directly by Oracle including all maintenance (system and application) 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 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
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.
	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. 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: http://www.oracle.com/us/products/system-requirements/overview/index.html.
6.	Please describe the physical and technical preferences for a user acceptance testing (UAT) environment?
	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.

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.

Determine how much time you require to test your key business processes and functionality. The time is likely to vary according to:

- The products you have implemented
- Testing plans
- Available resources

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.

To aid you in configuring UAT testing scripts and understanding new release capabilities, visit Oracle Cloud Release Readiness at: https://cloud.oracle.com/readiness to review the latest release information, including:

- Release content documents (RCDs)
- Spotlight videos
- What's New guides
- Product documentation

For webcasts and community discussions, visit the Customer Connect Dashboard. 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.

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?
	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.

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).

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.

For more detailed information, please refer to the Oracle Hosting and Delivery Policies Guide at: http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf.

8.	Can you guarantee a 3-second maximum response time?

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.

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.

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.

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.

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.

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
TOTAL	500	41.7	8.4	4186	1.70

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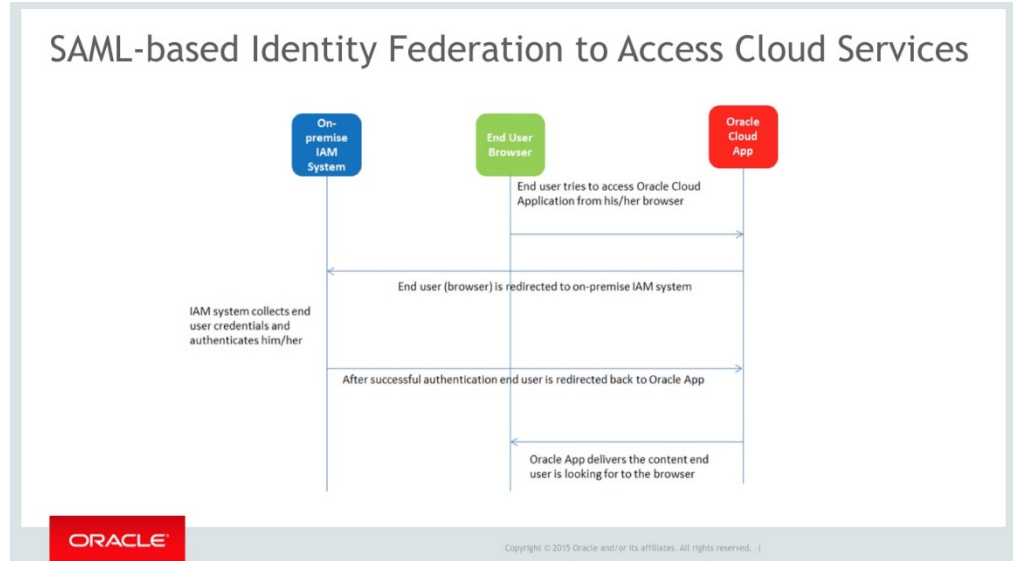
12.	Describe the security audit capabilities of your proposed solution.

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.
	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.
14.	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 & non-critical)? At what cost to the City?
	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.

	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.

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.

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.

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.

- 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 Security and Event Monitoring (SEIM) system.

For more information regarding product Quality Assurance please refer to the link at: http://www.oracle.com/us/support/assurance/fixing-policies/index.html. |
| 15. | **What is your process for notifying the customer and fixing bugs once they have been identified?** |
| | 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. |

Severity Level	Business Impact Technical Impact	Oracle's 1st 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

- **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.

16.	What is your process for notifying the City in the case of a data/security breech?
	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.
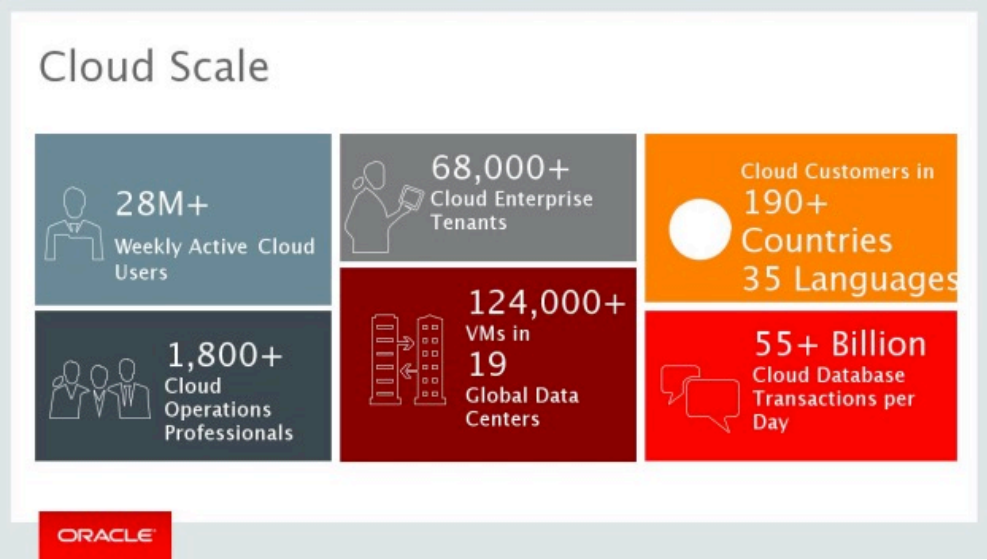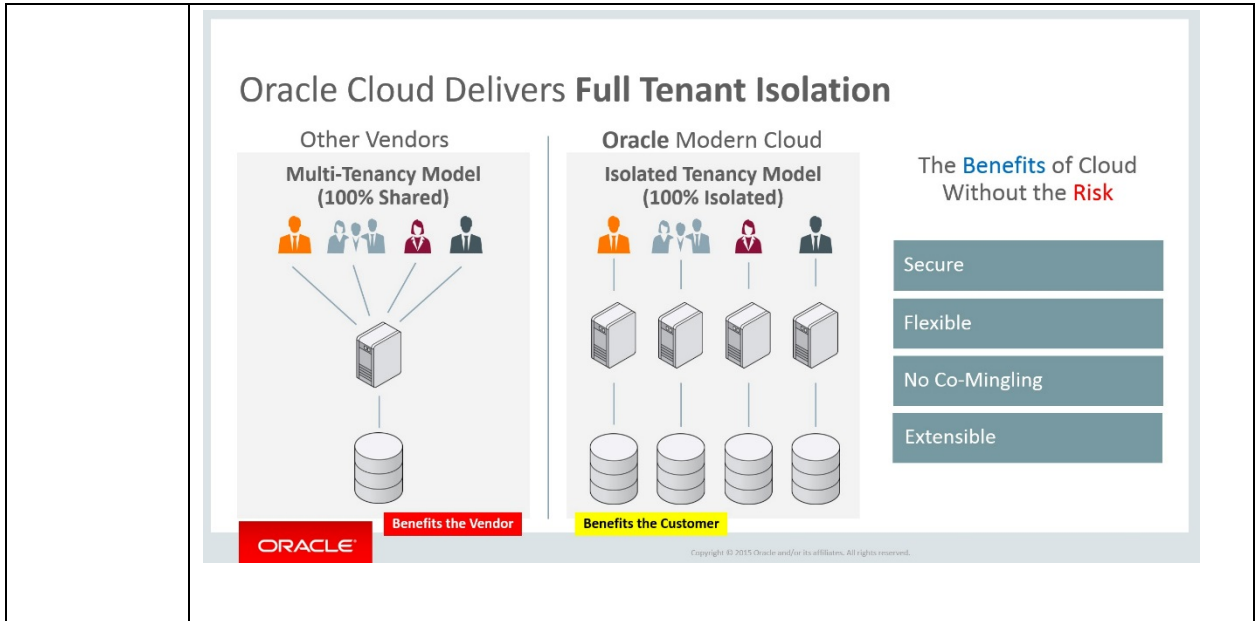
Vendor Hosting/SaaS	
17.	Will your company host the solution or will this be managed by a third party?
	Oracle will host the SaaS Solution in our ISO Certified data center located within the United States. Included are the following dedicated services representatives:

- 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?
	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. 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. Network resilience is achieved through: ▪ Multiple carriers and diverse points of entry ▪ Dual links for network hubs ▪ Diverse fiber entrance paths ▪ Duplicate Hardware: Transit Router/Switches/Firewalls/Load Balancers ▪ Distribution and Access Layer Switches ▪ Multiple up links per component 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 Appendix D.
20.	Where are the data center and storage facilities?
	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. For further details, please see our response to #17 above.
21.	Please provide the total number of clients and corresponding number of end-users of hosted solutions currently supported by your proposed solution.
	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.

22.	Does the system interface support a browser interface with or without the help of additional components?
	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 A comprehensive list of supported browsers and desktop versions is provided at: http://www.oracle.com/us/products/system-requirements/overview/index.html.
23.	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)?
	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.

24.	What system/application availability and response time will your proposed system meet? What are the City's responsibilities to ensure this level of performance?
	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 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).

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.

25.	How do you track monthly usage for subscription-based services?

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).

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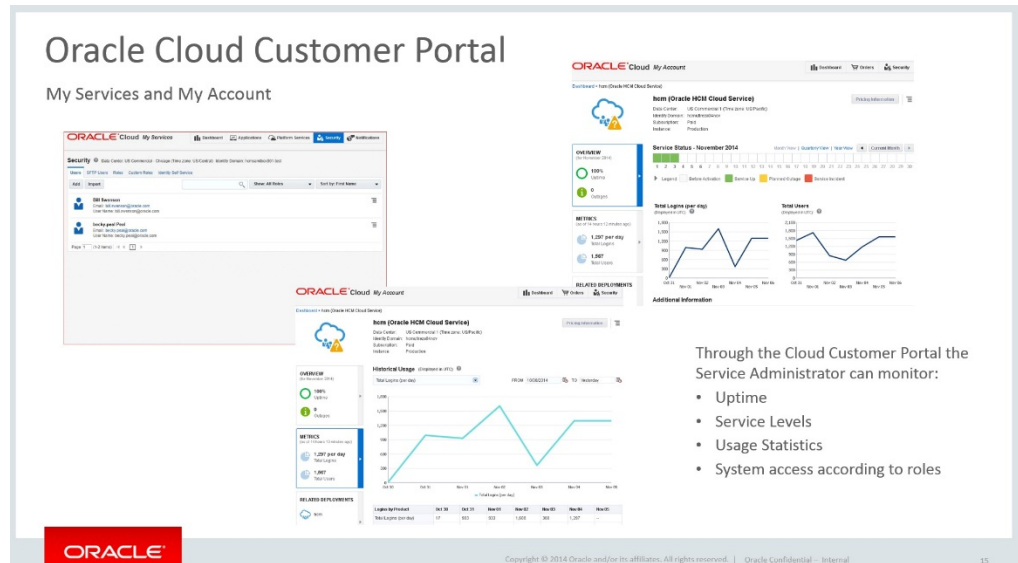
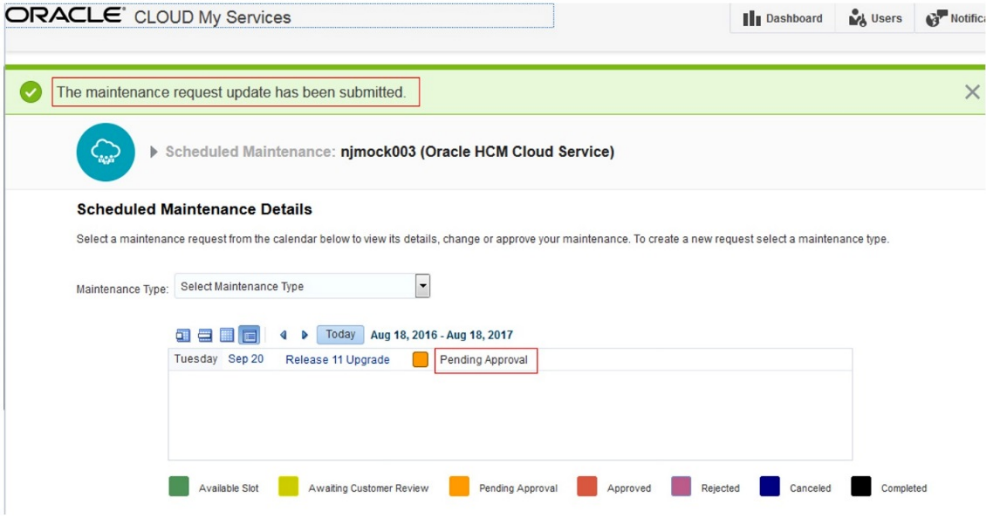| 26.	How much notification will you give the City in advance of any scheduled downtime?

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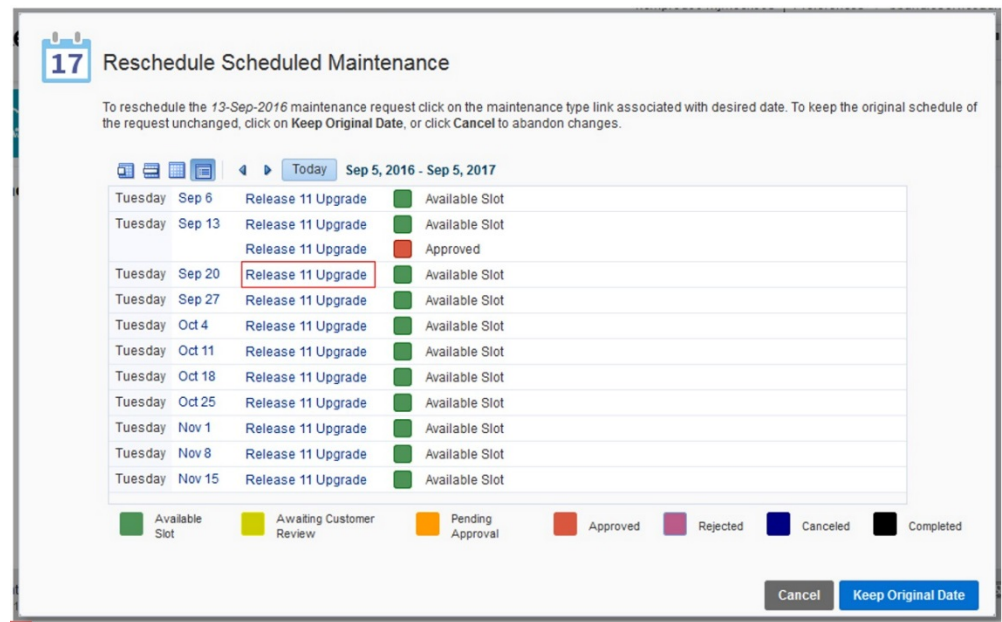
27.	Where would local support be located for a client in Hollywood, FL?

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.

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.

28.	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
	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.

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. |
29.	Please describe the minimum commitment term (in years) for a vendor-hosted option and note the term assumed for determining the proposed costs.
	One year minimum commitment.
30.	How will hosted upgrades be scheduled/notified to minimize operational/financial loss to the city?
	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.

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.

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?
	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.

Technical Requirements Form-Sympro

1.	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.
	SymPro is designed to run on a LAN, with Windows client workstations and any file server capable of serving files to a Windows workstation.
2.	How is your system designed for open standards and interoperability with solutions provided by other vendors?
	SymPro has a very open architecture that allows for easy interfacing to other systems. The SymPro General Ledger Interface is designed to create general ledger journal entries to reflect debt transaction activity within a portfolio for a specific date range. The activity includes issuance, redemptions, maturities, interest paid, and other debt transactions. Once the journal transactions are created, you can view the transaction file on screen, print reports based on the file's data, and export the data to the Oracle System.
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.
	- User Account Administration (User Ids, Passwords, and Password settings) - User Transaction Auditing - User Access Levels (System Admin, User, Reporting only) - Portfolio Backup and Maintenance - System Metadata Configuration
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 are … - System Runtime DLLs - System Processing DLLs - System User Interface DLLs/OCXs - System Runtime Metadata Files
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.
	1. **Network File Server** □ Microsoft Windows Operating System (2005, 2008, 2012) □ 2GB RAM □ 2GB available disk space 2. **Client/Stand-Alone Workstation** □ Microsoft Windows Operation System (7,8,10) □ 1GB RAM □ 1GB available disk space 3. **Database** □ SQL Server(2005,2008,2012) □ 2GB disk space

	4. **Additional items or services required to use certain features:** ▫ Microsoft Excel 2008 or later
6.	Please describe the physical and technical preferences for a user acceptance testing (UAT) environment?
	This is typically done on a standard server with a Windows environment.

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?
	Yes.
8.	Can you guarantee a 3-second maximum response time?
	No, depends upon client environment speeds.
9.	What are your guarantees on system performance?
	That system will operate in an environment as outlined in the technical specification. No performance guarantee as it is reliant on client's network environment.

Security	
10.	Describe the identification and authorization capabilities of your proposed solution for users.
	System has a login requiring User id and Password.
11.	Describe how your system interoperates with Active Directory or SAML
	None.
12.	Describe the security audit capabilities of your proposed solution.
	All transactions can be logged for auditing, indicating the user, date, time, and transaction information.
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?
	No privacy information is stored in the system.
14.	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 & non-critical)? At what cost to the City?
	These will be handled in the same way as any bugs found in the system. They will be categorized and addressed accordingly. Critical issues will be dealt with immediately and fixed as quickly as possible. Timeline will depend upon the complexity of the issue. There will be no cost to the City for system related issues. If it is City generated, then there may be additional costs.
15.	What is your process for notifying the customer and fixing bugs once they have been identified?

	Critical software errors ("bugs") are treated with the highest priority with SymPro developers. Patches for critical software errors are sent to the users currently using the affected version. New releases go through an alpha, beta test, then a limited release before they are made available to the entire user base. Software errors are reported to SymPro via e-mail, website and phone. Software errors are then logged into a tracking system and categorized by critical level.
	A client call tracking system is used to log support calls. Calls are listed at (1) General information inquiries, (2) Issues that do not affect general operations, (3) Issues that are affecting general operations, (4) Issues that have halted general operations. Issues are given priority depending on their severity but clients usually get a response the same day. For general information inquiries, responses could take up to 24 hours to receive an answer depending on call volume. The product support team has initial access to this information and they can pass information along to sales, marketing, or corporate management if necessary.
16.	What is your process for notifying the City in the case of a data/security breech?
	Not applicable
Vendor Hosting/SaaS	
17.	Will your company host the solution or will this be managed by a third party?
	The Vendor Hosting/SaaS questions are not applicable to the SymPro solution.
18.	What measures do you have in place to ensure that there are no single points of failure in your hosted implementation?
20.	Where are the data center and storage facilities?
21.	Please provide the total number of clients and corresponding number of end-users of hosted solutions currently supported by your proposed solution.
22.	Does the system interface support a browser interface with or without the help of additional components?
23.	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)?
24.	What system/application availability and response time will your proposed system meet? What are the City's responsibilities to ensure this level of performance?
25.	How do you track monthly usage for subscription-based services?

26.	How much notification will you give the City in advance of any scheduled downtime?
27.	Where would local support be located for a client in Hollywood, FL?
28.	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
29.	Please describe the minimum commitment term (in years) for a vendor-hosted option and note the term assumed for determining the proposed costs.
30.	How will hosted upgrades be scheduled/notified to minimize operational/financial loss to the city?
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?

5 IMPLEMENTATION PLAN

AST brings single source delivery confidence to the City of Hollywood, FL through our proven end-to-end project implementation approach and oversight. For over two decades, AST has successfully delivered Oracle ERP solutions to Cities, Counties and other Public Sector entities across North America. Our extensive Public Sector experience, combined with the experience of our consultants, has helped AST build a repository of industry-leading practices, which are well-suited for customers migrating from legacy on-premise software to Oracle Cloud Applications.

In addition to hiring and retaining the best Cloud consultants, AST has invested over $3 Million in FY14 and FY15 alone for training and skills development of our consultants specifically for the Cloud applications. We will leverage our team's expertise, proven Public Sector experience and continued excellent relationships with other Municipal Governments where we have implemented both on-premise and cloud Oracle ERP and HCM solutions to recommend the optimum configuration of EPB's solution.

Our approach, project management, and implementation methodologies place special emphasis on providing EPB with a single unified solution to meet all of the organizations project needs.

5.1 GENERAL IMPLEMENTATION APPROACH

AST will be leveraging our proven Enterprise Domain Model (EDM) Methodology for the City's ERP project. EDM provides a comprehensive process, with standard methods, controls, oversight, and guidelines to ensure that all of our clients' projects and programs are conducted in a disciplined, proven, well-managed, and consistent manner.

EDM is designed not only to deliver a robust ERP system on deadline and on budget, but also to promote the City's self-sustainability post go-live. We begin each project with the end in mind by propagating a collaborative environment using a structured knowledge sharing approach in order to enable a smooth and effective transition to the new system. Our team views all tasks and activities as opportunities to advance public sector leading practices, share experiences and knowledge, test ideas, communicate benefits, and address fears that inevitably result from change at this scale. The EDM Methodology constitutes a thorough approach to achieving a project's goals by embracing, controlling, coordinating, and driving the essential components of a successful engagement, including:

- Project Governance
- Day-to-Day Project Management and Administration
- Change Management
- Training
- Configuration and Prototypes (or Sprints)
- Conversion
- Integration
- Testing
- Reporting
- Deployment Planning
- Post Implementation Support

AST knows that your Finance, Budgeting, Procurement, and Human Resources Personnel have limited time and daily responsibilities that often conflict with their ability to actively participate in the project. However, their insight into the City's current business practices is critical to ensuring the delivered product

meets the City's needs. EDM spreads the solution components across functional domains and multiple sprints so that the City's project resources are not over-burdened.

Additional Key features and benefits of EDM are outlined in the table below:

Features	Benefits
Standard methods, controls and oversight guidelines	Means the project, day-to-day tasks and risks will be managed efficiently and effectively from both a granular and enterprise perspective.
Extensive repository of re-useable tools, templates, sizing spreadsheets and test scripts	Improves quality and repeatability and reduces timeframe and costs without sacrificing quality
Logical, Iterative Approach to Software Configuration	Modeling, testing and validation occur through the lifecycle reducing re-work and enabling tight scope control.
Structured knowledge interaction sessions	Enables effective organizational change management and promotes system ownership and self-sustainability post go-live
Quality Assurance Checks to independently assess the project's progress and ensure objectives are being met.	Continuous risk monitoring and mitigation
ProjectFit Project Collaboration System	Digital project collaboration workspace which offers all stakeholders real-time insight into project health.

Distinguishing Characteristics

Built, Refined and Perfected for Public Sector: Successful implementation of Oracle Cloud Applications requires a highly qualified partner that not only understands how to quickly and effectively configure the applications to meet client needs, but also has a deep understanding of the day-to-day issues which affect Public Utility professionals. AST's methods have been refined through hundreds of complex Public Sector Enterprise Resource Planning (ERP) implementation projects delivered nationwide over more than 2 decades. Our approach provides a strong system development methodology (SDM) that is well defined, documented, and repeatable to successfully deliver the Oracle Software as a Service (SaaS) solution.

Designed for Oracle Cloud Applications: AST's Enterprise Domain Method (EDM) Methodology is specifically designed for Oracle Cloud Applications. AST is a pioneer in implementing Oracle Cloud SaaS projects with multiple firsts in the public sector, including:

★ *1st Oracle Cloud ERP Implementation undertaken for any Municipal Government (City of Detroit)*

★ *1st implementation of Oracle Planning and Budgeting Cloud Service in the Public Sector (Greater Orlando International Airport)*

★ *1st implementation of Oracle HCM Cloud Service in the Public Sector (Eastern Municipal Water District)*

The City will be able to leverage the benefits and lessons learned from AST's successfully executed complex Cloud implementations projects in the Public Sector.

Package Enabled Reengineering (PER): To facilitate implementing a solution on time, and within budget, AST starts with the idea of reengineering the City's processes and organizational structure with the Oracle Cloud ERP application as the enabler. This approach supports leveraging the leading Public Sector best practices built into the off-the-shelf Oracle ERP Cloud applications.

***Project FIT* Tool for Administration:** Project FIT is AST's hosted toolset based on the industry-recognized Project Management Book of Knowledge (PMBOK). It provides centralized project and time management for the PMO and accelerates project initiation through pre-defined project templates and modifiable work plans created through MS Project. The tool provides dashboards for quick data entry and workflow-driven project controls (e.g., issues, risks, change, action items) to drive standard PM processes, automated email notifications, and reporting.

Project onboarding program: One of AST's key EDM tools and differentiators is the process of using a comprehensive collection of orientation materials for Project Managers, consultants, and other key AST team members to familiarize themselves with the project scope, contractual obligations, logistics, and roles and responsibilities. We also conduct a mandatory onboarding session for the assigned AST team prior to arrival at the client site to review the information provided in these guides. Equally important, we conduct a similar project onboarding training for the City's core project team where, in addition to the items listed above, we provide City project team members with an introduction to Oracle Cloud navigation and AST's proven project methodologies.

This strategy of starting on a solid project foundation is a key to our success and accelerates the time it takes for the project team to become productive, so they quickly can become valued and contributing members. The goal of this project onboarding program is to provide a consistently friendly and informative experience for all project participants while orienting them to AST and our approaches, our on-site team, and the critical business objectives of the project.

In post-implementation surveys, client project members reported feeling welcomed and well-oriented to AST and our approach, and that they quickly gained the skills necessary to be productive on the project.

Phases and Major Activities

EDM leverages a structured yet flexible framework that defines processes and procedures to specifically guide the entire implementation lifecycle of Hollywood, FL's ERP project. We stress a "fit-to-standard" approach and adoption of leading practices native to the application products as a foundational element of our approach. The following section further defines the four key phases of our EDM methodology: Define, Model, Verify and Deploy.

AST's EDM Methodology

Define

The goal of the Define phase is to plan the execution of the project and to lay the business and technical objectives for the project. The City and AST Project Managers will work together to define and establish the project governance, change management strategy, project charter and build an achievable work plan (schedule). AST functional consultants will lead the Process analysis tasks with participation of key City resources while
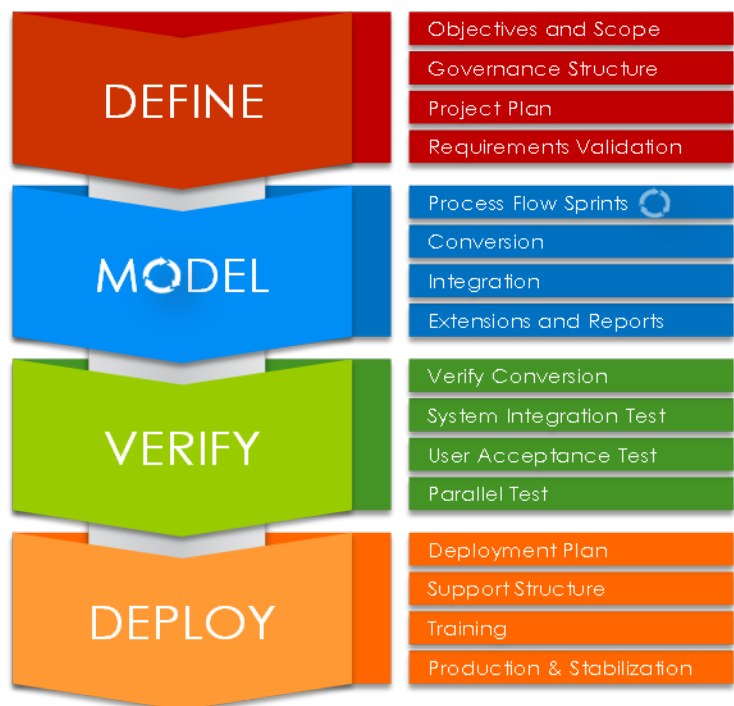
technical consultants review the technical and architectural requirements and identify application development standards which will guide the detailed design and development efforts for integrating, interfacing, and configuring the applications and underlying technology. All of these will contribute towards defining the work efforts in each Sprint in the Model Phase of the project. The Process flows and the development work will together determine the prioritization of the work during the Sprints in the Model Stage, which will be documented in the Sprint Prioritization Matrix.

Model

The goal of the Model stage is to create a City-specific solution to meet business requirements as identified in the previous stage. AST will configure the Cloud Applications in Sprints. The scope of each sprint will be determined by the Sprint Prioritization Matrix drawn up during the Define Stage. Specific components for integrations, conversions and configuration at each sprint will determine the work involved. Focusing on specific components and driving teams to manage and execute in smaller parts completion will enable AST and the City to complete the design and development work quickly.

Verify

The goal of the Verify stage is to validate that the Oracle Cloud solution will meet the City's business flow requirements. AST's testing focus is always towards understanding and validating business flows and requirements that maps to the real world needs of our customers and end users rather than on standard capabilities provided by the deployed solutions. Throughout our testing cycles, we proactively engage end users from day one, such that they get fully comfortable using the functionalities and feature sets of the new system early on which ultimately results in its rapid adoption post go live without any issues and downtime.

Deploy

In the Deploy stage, we develop and execute a production cutover plan. Deploy is a critical stage in the project when very specific activities are performed to set up, initialize and verify the proper operation of the production environment prior to going live. As part of the pre-production activities, we assure all required information is accurately loaded in the new system, all users are appropriately trained, new systems go-live, and all old systems are shut down.

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

Our EDM methodology's project lifecycle includes pre-project activities which help transition from the project acquisition to project delivery. The first part of the Define Stage of our EDM Methodology is Project Mobilization. The objective of mobilization is for AST to plan and prepare for the project, including establishing project standards, schedules, implementation scope, basic technical requirements and team preparation. AST invests and spends considerable time prior to the actual onsite engagement of our projects engaging in proactive preparation activities.

The tasks associated with mobilization are based upon an optimization model and designed to address the pressure that the City is under to have a successful, quality implementation and come in at or under budget. Having a well-prepared team will enable them to respond positively to opportunities that arise and meet the challenges that inevitably emerge.

We will provide baseline project onboarding training that will add both quantitative and qualitative value as well as inspire and sustain a more enthusiastic City project team. Mobilization is critical for all AST projects because it ensures that the AST and City Project Team is ready to effectively hit the ground running on day one with a clear and concise understanding of the project.

During this period, AST also coordinates with the Oracle License Sales representative and the City, for the provisioning of Cloud environments for the Oracle SaaS hosted applications. This coordination prior to AST being onsite ensures that the environments will be available day one and the project can begin at full speed.

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.

Innovation and leadership is deeply rooted in AST's DNA. With cloud computing revolutionizing the Information Technology (IT) Market, it was only natural for AST to play an influential role in its growth and expansion. We have been one of the first systems integrators to aggressively transform our business for cloud computing. In addition to hiring and retaining the best Oracle Cloud consultants, AST has made significant investments in our consultants training and skills development specifically for the Oracle Cloud applications. As a result of our record of successful cloud implementations and dedicated team of Certified Oracle Cloud Implementation Specialists, we are recognized by Oracle as a *Cloud Premier Partner*.

Shifting IT resources to the cloud has a number of significant benefits, but it also presents a considerable assortment of challenges for Public Sector clients. AST is continuously researching and developing practical solutions that facilitate our client's migration to the cloud while reducing risks and costs. The following are some the concerns many of our Cloud clients face as well as AST's cost effective solutions that facilitate a smoother transition with reduced risk.

	AST Cloud Connect is a fully-configurable integration accelerator that provides pre-built interfaces for Oracle Fusion Cloud with both legacy (on-premise) and cloud SaaS solutions. Cloud Connect reduces Fusion Cloud integration time from weeks to just days, enabling increased ROI and including features such as: ▪ **More than 50 pre-defined integrations across Cloud Financials, HCM, SCM, Procurement, PBCS, and Projects** ▪ Rapid adoption and mapping to existing systems ▪ Transaction Retry Rules and integrated handling of business exceptions ▪ Runtime monitoring, detailed notifications, system status, and reports ▪ Reduced service deployment and maintenance costs
High Quality Cloud Data Migration	Data conversion and Data Quality are always challenging aspects of any ERP project. Both Gartner and Bloor Research International conducted surveys on this topic and determined that the majority of customers encountered major hurdles in data migration, and struggled with the quality of their data when doing so. The cost and complexity of successful data migration and conversion, as well as the quality of the outcomes, tends to be ignored until far too late in the project. Within the world of Cloud/SaaS, the data that is required by Oracle Cloud is clear, but that data will typically not be clean, accurate, or adequate to meet client needs. AST has put significant effort into leveraging best of breed tools, and streamlining a process that meets these challenges head-on during implementation. We proactively manage the issues that are encountered across data migration, including: ▪ Lack of understanding and fixing data quality issues ▪ Absence of data governance and related processes ▪ Improper or insufficient tools and technology for understanding and improving data ▪ Inadequate standards or repeatable methods ▪ No robust data model to address current as well as future needs

	▪ Reconciliation of data across systems and to the end state
	Our innovative approach leverages industry leading Oracle technology to analyze and understand your data, resolve duplicates and discrepancies quickly, create re-usable templates and rules, and establish a standard, repeatable method for data quality and data migrations. We know that the customer understands their data the best, but we have a defined method, approach and tools to facilitate this process and leverage customer knowledge to ensure that it can be done within the time and budget constraints of the project.
Security Services	AST understands one of the major roadblocks Government customers face in transitioning to Cloud technologies is concerns over security. It is imperative that the City's information and services are protected from unintended or unauthorized access, change, or destruction. AST ensures that best practices are used to apply security measures that ensure confidentiality, integrity, and availability of data both in-transit and at-rest.
Project FIT	Project FIT is AST's hosted toolset based on industry recognized Project Management Book of Knowledge (PMBOK). It provides centralized project and time management for the PMO and accelerates project initiation through pre-defined project templates and modifiable work plans created through MS Project. The tool provides dashboards for quick data entry and workflow-driven project controls (e.g., issues, risks, change, action items) to drive standard PM processes, automated email notifications, and reporting. AST consultants, Hollywood, FL (the City), and third party project participants can access the tool. The City has the option to purchase the tool post project.
Change Management	AST's approach as it relates to implementing a solution is holistic. Unlike traditional project implementation approaches of focusing on only time, and budget, AST's approach to advising, leading and influencing the City's transformation is based upon achieving key strategic imperatives and benefits to deliver a sustainable and successful project. Our high caliber change management consultants and change agents have a vast range of experience in organizational transformation. AST's approach goes beyond simply assessing the City's readiness to change, but analyzing the potential impact of change on staff and manages strategic change through the development and implementation of a tailored change strategy which focuses on interventions and organizational levers that will minimize resistance to change.

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

The system deployment strategy we have proposed for the City is based on our experience with Municipal Government ERP projects of similar size and complexity. We recognize that implementing Oracle Cloud Applications for a large entity like the City requires a clearly thought-out implementation strategy and plan. The proposed phasing is designed to ease the business transformation and migration to the new ERP system. Our proposed implementation plan is designed to optimize the balance between schedule and risk to ensure a successful implementation.

The following are some of the aspects that need to be taken into consideration while determining the phasing of the modules are given below:

- Size and complexity of the City's organizational structure
- Chart of Accounts implications
- Product functionality and ease of operations of Oracle Cloud Applications

- Module Integration plays a crucial role in determining which set of modules need to go together. For e.g. Purchasing and AP need to track the Project and Grants information on Requisitions, Purchase Orders and Invoices for a proper tie back from PO/AP to Projects and Grants. Hence it would be beneficial to have Purchasing, AP, Projects and Grants to be implemented at the same time.
- Functional, integration and conversion needs of the project
- Length of a project is directly proportional to the overall project cost. Proper consideration should be given to the benefits of a long term project vs the incremental costs

Proposed Approach and Timeline

AST has proposed multi-phased deployment with staggered functionality go-lives over the course of 17 months. The timeline below provides a high-level overview of our implementation approach including the specific applications to be implemented in each phase.
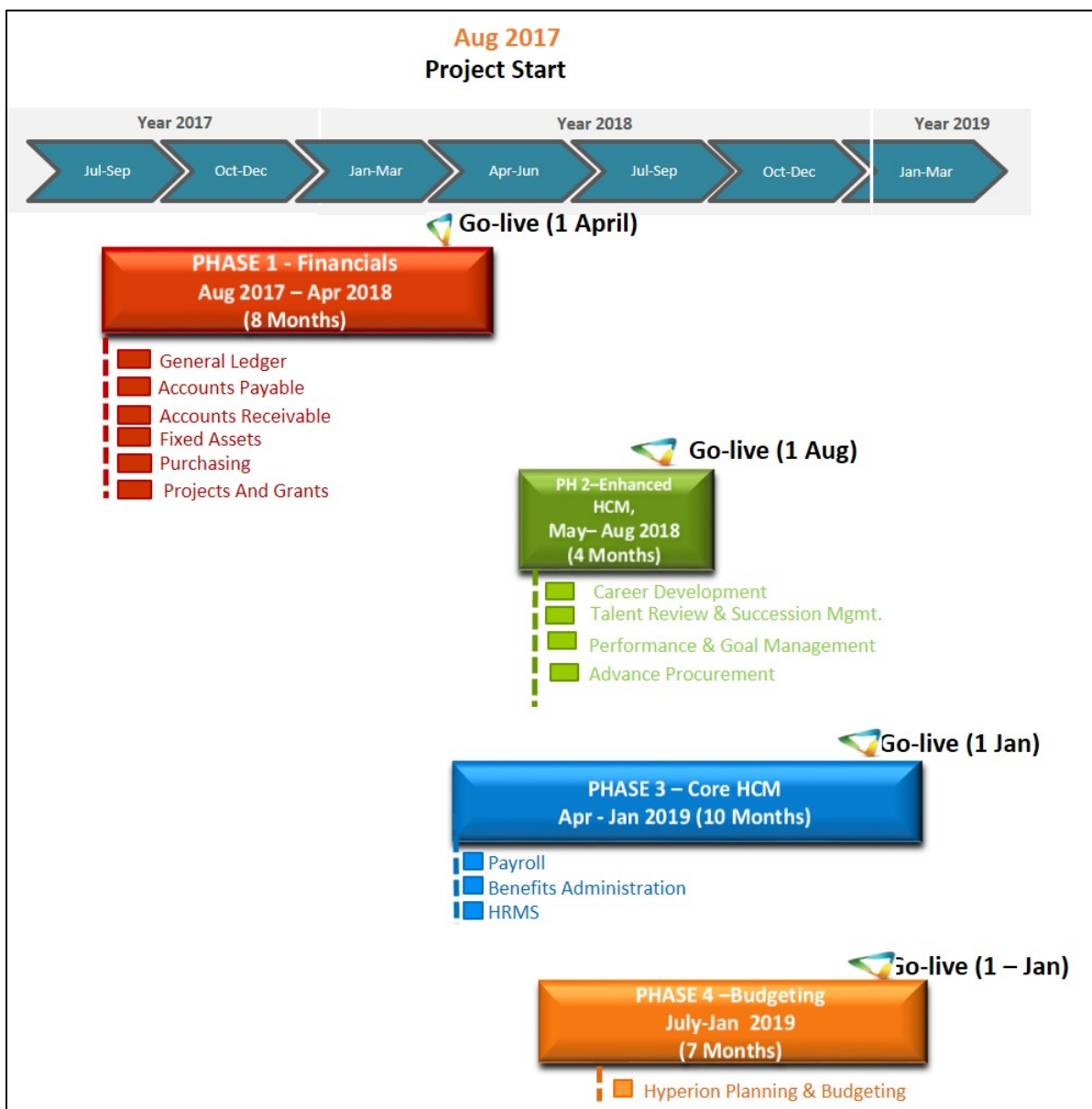
The proposed project timeline is based on our understanding of the project and leverages the information provided by the City. We have given careful consideration to the City's needs and other critical elements detailed in the RFP as summarized below:

✓ The deployment of the functionality is spread over 4 phases to coincide with the corresponding functional business cycle.
✓ Industry best practices and AST's preferred approach is to go-live with a new financials system at the start of the Fiscal Quarter or, budget preparation system at the beginning of the budget cycle, and the new Payroll system at the start of the calendar year.
✓ The deployment of Financials prior to the end of the second fiscal quarter of the City ensures that the City's critical resources are freed up for the year end activities and the system is ready for the new fiscal year.
✓ Implementation of the payroll deployment at the beginning of the calendar year makes year-end tax reporting simpler and limits payroll data conversion needs.
✓ The enhanced functionality of the core applications of Procurement and HRMS is will be implemented in Phase 2 immediately following the base implementation, to ensure continuity and momentum.
✓ The deployment of the Hyperion budget software before the beginning of the budget cycle gives the City the benefit of immediate productive use of the applications.

The benefits of the above deployment plan include:

▪ Risk is reduced by avoiding a "big bang" approach to this implementation. This gives the City's Project Team, Subject Matter Experts and key users time to get familiar with one set of functionality components prior to moving onto another discipline
▪ Reduces complexity of data extraction, cleansing and loading of financial data at the time of implementation
▪ Verification and validation of reports between the old and new systems is easier when the cutover is at the end of a period especially after transactions have been entered in the new system.
▪ Spreads Organizational Change Management tasks over seventeen months and multiple phases.

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.

Parallel testing is a important for critical applications like Payroll. Implementation of Payroll is unique since it's a repetitive batch process for a large volume of data. Therefore, Parallel testing scoped for Payroll applications. A complete batch of Payroll would be processed on the new Oracle system after they were processed in the legacy system.

Unlike Payroll, processing is more real time for applications like Financials and Purchasing. Therefore, it would be a huge burden on Customer staff if the transactions have to be processed on 2 systems simultaneously. It is therefore never done by municipal governments during the ERP implementation. The business process flows are thoroughly validated during the implementation through Unit Testing, System Integration Test and User Acceptance Test to ensure fit and compatibility. Therefore Parallel testing is not planned for any module other than Payroll.

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 6.8 of this RFP, and include it in this section of the response.

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")r. It is expected that the vendor's 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.

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.

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

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

Strong Project Management is pivotal to delivering well communicated, timely and successful projects. In the Public Sector, Project Managers play a unique and crucial role given the number of stakeholders and varying opinions that can influence the direction or outcome of the project. One of AST's key distinguishing features is our consistent and unsurpassed record of executing complex Public Sector projects to a timely and economical conclusion. Our team understands that not everything can be anticipated at the onset of any project and that government's internal priorities and constraints often shift during a long engagement. Therefore, our project management approach for Hollywood, FL, as it has been for all of our Public Sector clients, is collaborative and driven by organizational objectives. We begin every project with the end in mind-establishing clearly defined goals and scope, the necessary infrastructure to monitor progress and mitigate risks, and effective communication protocols to facilitate informed and prompt decisions and promote buy-in.

Initiation

Project Initiation activities will begin at the point of project award when the assigned AST team will be brought together to begin preparing for onsite activities. During this time period, the project management team ensures the entire implementation team is apprised of the final contracted scope of work, budget and timeframes. Project team members are expected to familiarize themselves with any available information about the client, its culture, and the project itself. The assigned AST Project Manager will develop and distribute a Project Orientation Guide to all team members which includes a complete review of the Statement of Work as well as project logistics such as transportation arrangements, lodging, client dress code, and other critical information.

Project Charter

To establish a strong foundation from the outset of the project, AST will work with Hollywood, FL to define and document project governance expectations in a Project Charter document. AST reaffirms the scope of the project, once the project team, and especially the Project Management Officer (PMO) has been established. The PMO discusses and co-creates a project charter to clearly articulate scope, project controls, success factors, governance processes, deliverable review and approval processes, and other key aspects of the project. AST develops a draft based upon its understanding, discusses it with the client, and modifies the document to match the combined understanding that results from these discussions. The project charter becomes the primary source of truth that the PMO utilizes to direct the project throughout the engagement.

> "…AST has delivered projects on time and on budget. I know that as a public entity, we demand much from our vendors, but AST has consistently exceeded our expectations."
>
> **Stacy M. Butterfield**
> **Clerk of the Circuit Court and County Comptroller**
> **Polk County, FL**

Planning

During AST's Define phase, AST's management team consisting of the Project Manager, Training and/or Change Management Leads, Technical Manager, and System Administrator will work with the City's management team to review the project governing processes. AST will conduct a Project Kickoff Meeting and content from the charter will be referenced to make sure all project team members have a common understanding of the goals, objectives, and expectations of the project. The Project Charter will be loaded to the ProjectFIT™ system and should also be required reading for all project team members who enter the engagement after the initial kickoff meeting.

Project Schedule

Following the early project review meetings, AST's Project Manager will develop a comprehensive project plan containing all required deliverables, tasks, milestones, resource assignments, stages and waves of the project/program. The plan is reviewed with the PMO and key project team members to incorporate all necessary input.

Once finalized, it becomes the source for team task status content. This Schedule will be used throughout the project to monitor progress and will be reviewed and updated periodically to reflect current status of tasks, activities and deliverables. Any changes in due dates need to be agreed upon by the entire team in order to present an accurate picture of when deliverables will be completed and ready for City review.

AST uses Microsoft Project (MS Project) to track and document project tasks and activities. MS Project includes familiar scheduling features such as Gantt Charts and powerful report creation and sharing capabilities to keep all stakeholders informed. It is fully integrated with common Microsoft Office applications that most of our clients already use and are familiar with.

We have included a preliminary high-level work plan for achieving the successful deployment of this proposed solution in **Appendix B**.

Technical Planning

AST and City Technical team leads will work together during the early stages of the project to define the strategy and scope of the technical components of the project including:

Data Conversions	Data conversion is one of the most critical aspects of a large implementation. The system testing, integration testing, and production cut over are closely tied to the timely and accurate conversion of data from existing systems to the new system being implemented. If undertaken without a clear scope, strategy, and methodology, it is likely to result in inaccurate and/or incomplete information in the new system as well as project cost and schedule overruns. Discrepancies and delays in data conversion can be a major cause for user dissatisfaction with the new system. The converted data is the most familiar link between the users and the newly implemented system. A successful data conversion can foster confidence in the system, prevent unforeseen errors throughout the life of the system, and greatly contribute to the successful implementation.
Interfaces	Most clients need to maintain other Applications in addition to the new Oracle Applications after implementation. Therefore, the Interface Plan formulates a strategy that will enable the continuation or migration of data of the auxiliary systems into the Oracle applications with minimal disruption. It also aims at providing the conceptual basis upon which the interfaces can be designed and developed.
Reporting	Prior to the Implementation, clients typically use various tools in order to fulfill their reporting needs. With the implementation of Oracle Applications many of the tools for executing these reports and analytical studies will be rendered obsolete. The purpose of the Reporting Strategy document is to describe the strategies and approaches that will be used for reporting and information access systems as a result of the implementation
Testing	This test strategy sets the scope of testing, the overall strategies, the activities to be completed, the general resources required and the methods and processes to be used. The goal of the test strategy is to ensure that the configured system operates in accordance with the functionality defined within the Scope Document and adequately supports the detailed integrated business processes as defined within the end-to-end business processes.

Training and Change Management Planning

Very few large projects are carried out in isolation in an organization. The majority of Enterprise Resource Planning (ERP) projects bring about changes within and across various business units affecting people across the entire organization. Such changes, if not properly managed, can hamper productivity and generate resistance across the board. From the Project Management perspective, an effective Training and Change Management Strategy are critical elements that can mean the difference between failure and success.

AST believes that planning for Training and Change Management begin in concert with the start of the project, not just right before applications are to go live. As part of planning activities we will assess and document your organizational culture, past history and capabilities of implementing significant organizational change, as well as training requirements for both the Project Team and End Users in order to make wise decisions about who should participate in learning events, when, where, how, and assisted by whom. Ultimately, the goal is to make sure that people understand and accept the anticipated outcomes and objectives of the project and then are able to use the full functionality of the new technology so business results can be realized.

Deliverable and Documentation Standards

Quality project deliverables begin by setting clear standards for design, development and documentation. The entire consulting team and designated City personnel review and contribute to the creation of design, build and documentation standards. AST and City project managers then approve the standards documents and evaluate any deliverables that they review according to these standards. The approval

process for different types of deliverables are also determined collectively; ensuring that the whole team is familiar with the standards of program development, design, user documentation and the approval process.

Execution

During Project Execution, AST's management team will be directing and managing all aspects of the implementation. AST will use our ProjectFIT™ system to track all project-related information including status, progress, collaboration, documentation and artifacts.   ProjectFIT™ is a world-class digital collaborative workspace that provides continuous insight into project health. Content within the repository is freely accessible to designated team members and has been designed to facilitate effective communication among the entire project team. Project Team members from both AST and Hollywood, FL, as well as project stakeholders, benefit from a centralized location for all relevant project details.

Resource Management

Project staffing will be managed according to the staffing chart, which ensures resources are brought onto the project at times that are optimum based on the activities and project lifecycle.   Team leads are responsible for overseeing the assignments within their teams from inception through completion, escalating issues that cannot be resolved within their team, and validating the overall quality of each component and deliverable.

Project Reporting

Status Reporting is vital to the success of a project. A status report helps to provide all members of the project with details of how the project is progressing with the scope of the project timeline. But more than just indicate which activities are currently ahead or behind schedule, status reports provide an opportunity to analyze the current status and its impact on the project as a whole.

Team leads will be required to create weekly status reports to communicate the status of their team's progress to the AST Project Managers and other team members. At the start of the project, AST's Project Manager will outline status reporting requirements for the team.

From time to time a more formal executive status report may need to be presented to the Executive Committee of the project. Key performance indicators that may be included in this executive level report could include:

- Evaluation of project progression against plan
- Evaluation of effectiveness of the controlling processes for handling issues
- Hollywood, FL clarity of scope
- Budgetary impact of scope changes
- Timeline impact of scope changes
- Effectiveness of processes identified to manage risk
- Effectiveness of risk mitigation plans
- Evaluation of the project's Actual Cost v. Projected Budget Cost
- Earned Value Analysis of deliverables
- Effectiveness of team
- Analyzing quality issues uncovered during each phase
- Hollywood, FL Report Card
- Assessment of the City's ability to support itself after go-live

Controlling

AST's EDM methodology includes controlling processes that monitor and analyze the effectiveness of the team's ability to control cost, ensure quality, communicate effectively, monitor and mitigate risk, manage and appropriately escalate issues, verify and contain scope.

Budget Management and Invoicing

AST's project management team will create a project budget based on delivery schedules, resource loading and project milestones. All work done on the project is tracked against this project budget, variations are evaluated and corrective action taken to ensure that there is no over-run. The management team also uses multiple tools to compare incurred costs to work completed and the remaining work. AST is proud of our proven record of delivering projects within agreed upon budgets for all of our Public Sector customers.

Our invoicing process is based on the results of deliverable submission and approval. Once a deliverable has been approved by AST for submission, Hollywood, FL will have a pre-negotiated number of days to review the deliverable and provide feedback to AST. AST will make any necessary changes to the deliverable and will submit an Acceptance Certificate to the City. A signed Acceptance Certificate marks the completion of the deliverable and triggers invoicing based upon negotiated terms of payment.

Scope Control

To minimize the risk of compromising project budget and milestones, and to help facilitate change control, we will work with the City to establish rigorous change control procedures for the implementation project. Our change control process involves identifying changes to the project scope, analyzing the impact, presenting the level of effort and adjusting the work plan to include approved changes.

Once the scope of the project is reviewed and finalized by the City and our Project Manager, any change that would affect the scope, timeline, resources or cost is captured on a Project Change Request (PCR) document. The PCR contains a description of the desired change, the business reason for the change, alternatives to the desired change, and estimates of time or cost to incorporate the change and any other pertinent information.

The framework for the change control process is illustrated in the diagram below.
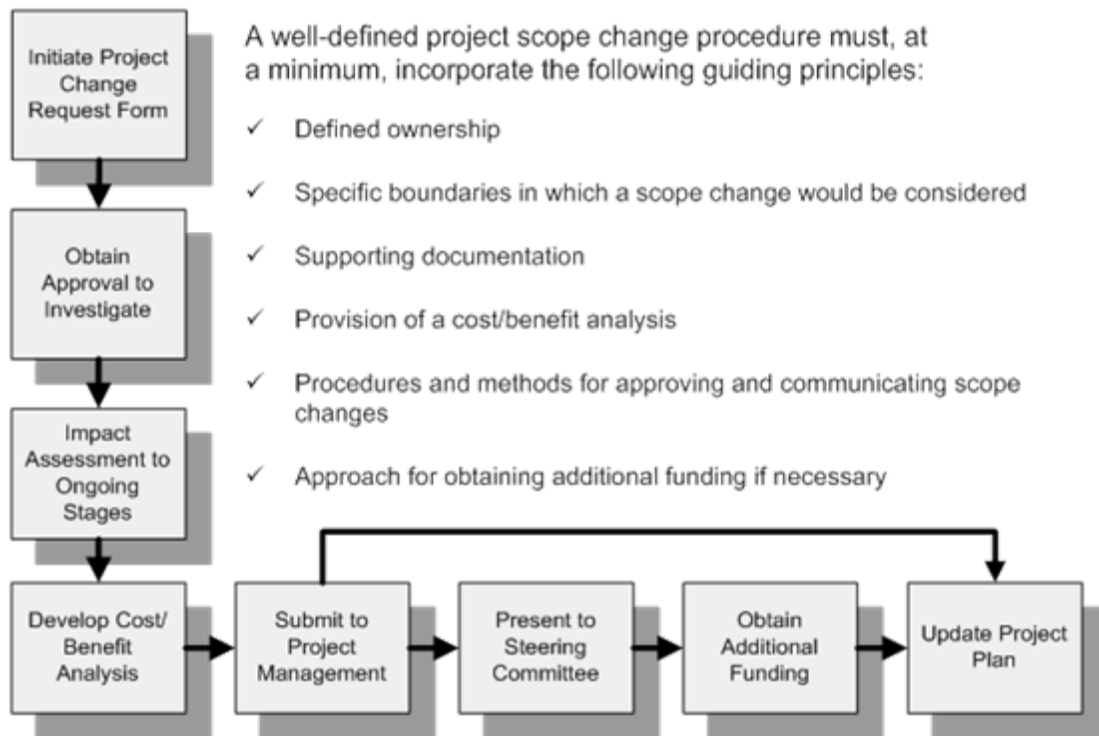
It is critical to keep changes to a minimum so as to not negatively impact the strategy stage that will have been defined by the City and AST in the initial days and weeks of the project. Our Account Manager and Project Manager will assist Hollywood, FL's project management in preparing operational and contingency plans for any unplanned events. The contingency plan will provide a decision framework to deal with unexpected delays in the project. The plan will be used only if an issue arises that cannot be resolved in a timely manner and would delay the project schedule.

We recognize that all Project Team members have a responsibility for managing scope from project inception to final project sign-off. We will communicate this in the Project Team Kick-Off and, in our Change Management practices, will incorporate information about the change request process into project awareness communications to the City user community.

Issue Management

Identification and resolution of issues is a key element of our management approach that occurs through the project. The project team led by the AST project manager will maintain an active log of issues including business process flow issues, system issues, infrastructure issues, Oracle SRs, patches and patch-sets. Issues will be defined and logged by the project team and classified as system, business flow, infrastructure or others in order to streamline the resolution process. This log will be maintained in ProjectFIT™.

As part of the issue resolution process, each issue is categorized by severity and type, and assigned an owner. The issue log indicates when the issue was assigned and when it is expected to be resolved. Any issue that extends beyond the expected resolution date will be escalated to determine impact and, if appropriate, a more aggressive mitigation plan. If the Project Team cannot resolve the issue on its own (i.e. a policy or regulatory issue), it may be escalated to the Steering Committee to resolve. Once resolved, the issue is closed on the issue log and any appropriate documentation is saved in the repository.

Risk Management

No project is perfect, and ERP system implementations of this complexity are not without problems or risks. Common risks we've encountered over 2 decades working with Public Sector agencies include resource constraints, inter-personal and inter-organizational relationships, political considerations, personal commitments, etc. Although project risk cannot be entirely eliminated, their impact can be reduced through early identification and management.

AST's methods for managing risk are continuous, from a project's commencement through completion, with a proactive rather than reactive focus. Starting with the initial project strategy phases, our team looks for opportunities where we can prevent risks that are foreseeable and mitigate negative impact and negative cost on a project. As project conditions change, the chance of risk can rise and fall, and the potential for new risks are introduced which will require identification, analysis and prioritization (see the Risk Assessment process). In addition to escalation processes and as part of our continual risk management and monitoring effort, a "risk review" is conducted, composed of formal monitoring and reassessment activities. The goal of this review is to put the project team in a better, more proactive rather than reactive position. The review also seeks to provide the correct amount of focus on each risk and allocate the appropriate staff at the right time. After a risk review, the project team should have a list of current risks, their status, level of impact, and actions required for mitigation and resolution.

Closing

Closing processes are integrated into each phase of the project versus waiting to the end of the project. This approach ensures that client acceptance is received throughout the project for each deliverable, that there is constant process improvement of controlling measures, and validation that project archives are updated regularly.

Once the Project Phase is been completed, the AST Project Manager and team will ensure the following actions take place:

- **Complete Final Deliverables**: Final project deliverables which include all set-up documents, training materials, technical specifications and standards and procedures will be updated to include all last minute changes. Once these documents are finalized the originals are left with the City. Original copies of all sign-off documents are also provided to the City for their records.
- **Conduct Team/Client Project Review:** While the final team review should include a formal session with feedback on performance, there should be no surprises during this session. All performances should be monitored throughout the project life cycle and feedback given in informal sessions so that the final formal review is just a reiteration of feedback that has been provided throughout the project.

We will also conduct project review sessions with the City to ensure your satisfaction with the project, deliverables, and final outcome.

Internally, the AST Project Manager will ask each consultant that worked on the project to complete a Lessons Learned Document. This document is critical to AST's commitment to continuous improvement. Some of the things that consultants will document include:

- Items that should be repeated that were done well on the project
- Items that could be improved – Description of situation and recommended improvement that can be incorporated in the future

Client-specific information gathered that can be incorporated into a future project at that specific client.

Phases and High Level Timeline

Projected timing for major phases of this implementation can be found in the project timeline in **Section** General Implementation Approach**, in response to Question 3**. A high level work plan is provided in **Appendix B** to this proposal.

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?
	AST will use our ProjectFIT™ system to track all project-related information including status, progress, collaboration, documentation and artifacts. ProjectFIT™ is a Project Fitness infrastructure, and a web-accessible repository that can be adapted and deployed to meet specific project requirements. Content within the repository is freely accessible to designated team members and has been designed to facilitate effective communication as well as issue and risk management. Project Team members from both AST and the City, as well as project stakeholders, benefit from a centralized location for all relevant project details.
2.	How would you facilitate a shard project plan that includes City tasks as well as Vendor tasks to ensure project success and completion?
	As stated above, AST will leverage our ProjectFIT™ system on this project. ProjectFIT™ includes a project site (including its libraries, lists, and logs) that will be tailored for the specific needs of the City and the project team. AST's repository is structured to support our project management and proprietary delivery methodologies, yet is flexible enough to accommodate the City's specific project requirements.

The Home Page provides access to Sites, Lists and Document Repositories that can be accessed from within ProjectFIT™. It also provides a vehicle for team announcements and an overview of the Project Calendar and upcoming dates. The home page can also provide links to other resources outside of the ProjectFIT™ repository. These can be added by team members as new resources are identified. Best practices, tools, and templates are all linked to the repository for easy access.

The repository includes:

- **Project Control** - Project risks, issues, changes and other control logs are a standard subset of each project repository. In accordance with best practices of project management, the logs are designed to monitor and control these elements and provide insight into how each risk, issue, or change request is being addressed.
- **Document Libraries** – Key artifacts and deliverables are uploaded, collaboratively modified and ultimately stored in this file structure. The libraries come populated with document templates to be used throughout the project. Its features include check-out/check-in functionality to ensure that changes are captured sequentially. It also includes automated version control, enabling previous versions of documents to be re-captured and storing all changes made to each document. Documents in libraries are easily accessible and searchable.
- **Project Status Reporting** – In addition to dashboards that provide at-a-glance views into the overall health of the project, a variety of status reporting options are available

	for use by the project manager, the project team and the Steering Committee. Required weekly individual consultant status reports are maintained and rolled up by Project Management into consolidated status reports, which are accessible from several access points in ProjectFIT™. ▪ **Traceability Matrix** - ProjectFIT™ enables the project to import requirements and map them to testing activities to ensure that all requirements are covered in the test plan. ▪ **Discussion Threads** - Team members can post their topics and queries for other project members to respond to. This feature is especially useful when distributed delivery teams support your project. Threaded discussions associated with specific project issues can occur across multiple time zones making available to every interested party all the relevant thoughts on an issue without sending dozens of emails to clutter everyone's inboxes. ▪ **Calendars** – The overall project calendar is maintained and highly visible to users. Additional, subject-specific calendars can be leveraged for specific groups or efforts. ▪ **Automated Email Notification** - Each list, library, and log has a fully automated email notification capability that can alert team members as project information is published or altered. This reduces the burden of manually having to notify other team members that changes in the project have occurred. ▪ **Information Views** - ProjectFIT™ provides team members with the ability to customize their views of the information contained in the project site. Initial standard views are established at the time the project repository is cloned. New and customized views can be developed to meet the particular needs of the project and the project team members.
3.	Please provide specific information on project close-out activities to transition support to the City.
	Once the Project has been completed, the AST Project Manager and team will ensure the following actions take place: ▪ **Complete Final Deliverables**: Final project deliverables which include all set-up documents, training materials, technical specifications and standards and procedures will be updated to include all last minute changes. Once these documents are finalized the originals are left with the City. Original copies of all sign-off documents are also provided to the City for their records. ▪ **Conduct Team/Client Project Review:** While the final team review should include a formal session with feedback on performance, there should be no surprises during this session. All performances should be monitored throughout the project life cycle and feedback given in informal sessions so that the final formal review is just a reiteration of feedback that has been provided throughout the project. We will also conduct project review sessions with the City to ensure your satisfaction with the project, deliverables, and final outcome.
4.	How will project management be resourced?
	The City will receive the highest possible attention from our executive management team for this mission critical project, with AST's Project Manager reporting directly to our Project Executive and project coordination handled via our centralized Program Management Office (PMO).
5.	What measures will you take to ensure that the Customer is satisfied (e.g. not on time, not on budget, etc.)?

Project reviews are an important quality assurance and customer satisfaction tool that AST periodically employs to support successful management of a project. A trained Quality Assurance Manager who is not connected to the day-to-day activities of the project can be assigned to provide a fresh perspective on the project plan and the status of the project. Using a series of pre-built questionnaires, the QA Manager performs quality audits during critical stages within the project lifecycle:

- To assure that all key deliverables and actions of the gate have been completed in compliance with recommended practices and to the customer's satisfaction
- To enable project management to continuously communicate the process and build quality directly into the project
- To provide a tool to effectively manage project expectations and monitor customer satisfaction

The QA Manager will collect knowledge assets and lessons learned at the end of each phase of the City's project. Doing so provides quick access and insights into key deliverables which can inform the later stages of the project.

In addition to the Project Reviews, every deliverable created throughout the project, whether a Document or Technical Code, undergoes a thorough peer review process to ensure that the deliverable meets the standards and guidelines established by Hollywood, FL and AST for the project. Every document will undergo strict revision control as per guidelines established at the start of the project. The Project Manager and Change Management lead will continuously monitor and ensure that proper controls are enforced and adhered to by the entire team.

Additionally, each project AST undertakes is assigned a Project Executive who is a member of AST's Executive Management Team. This individual is the City's direct link to AST Management for quick resolution of critical issues that could have an impact on the project's schedule and budget. For this project, AST has proposed our President, Mr. Shaji Zechariah as the Project Executive.

6.	How will you handle organizational reluctance to adopt new processes and ensure process optimization initially, and ongoing?

There are varying levels of resistance when people are asked to change the tools and business practices they use to accomplish their work. In a typical organization, upwards of 20 percent of employees could resist the changes brought about by an ERP implementation. This is not only normal, it is expected. Another difficulty that we may encounter is the lack of engagement by middle managers, defined as first line supervisors and their managers. Middle managers are a critical business link between the strategic direction provided by executives and the employees who will do work in the new system. Without properly engaged middle managers, expectations setting, performance feedback and coaching may suffer.

We champion new practices in several ways.

- We start with robust project communications and incorporate a formal communication strategy in the project charter to enhance and reinforce the change management efforts.
- "Why change?" and "What's in it for me?" are two critical questions in which we can provide thoughtful and detailed answers. We will continually reinforce the answers to these questions with help from the County's leadership team.

	▪ We ensure there is a proper representation of your organization on the change management team. Project team members are often some of the best champions of change. ▪ Active and visible executive involvement in the project is the #1 factor for success in major business transformations. Therefore, we will develop a sponsor roadmap that makes it easy for executive team to be active and visible leaders for change. ▪ We hold frequent middle manager engagement sessions to spread positive messages throughout the organizations ▪ Last but not the least; we help clients establish a solid network of change agents to build project evangelists throughout your organization.

5.3 HARDWARE, SOFTWARE & 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 pre- installing 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)? Additionally, the City expects the selected Vendor to conduct a test of integration with current authentication and ongoing on-premise systems.

The subscription based Software as a Service (SaaS) model that we have proposed for Hollywood, FL means lower upfront costs. Oracle will manage the IT infrastructure, while the City benefits from lower IT costs for hardware, software, and the people needed to manage it all. The City can also take advantage of the newest product features immediately. Updates and upgrades are automatically applied and there are no patches for City IT staff to download or install. Oracle also manages availability, so the City can add users as the organization grows without having to add more software and/or hardware. The proposed third party iPayment Enterprise and Kronos Workforce Central solutions are also vendor-hosted solutions, further enhancing the City's total cost of ownership, delivering secure, reliable, and scalable hosting, network, and application services. In fact, with AST's proposed solution, the City will only need to maintain hardware for Investment Management and Debt Service Management. SymPro is designed to run on a LAN, with Windows client workstations and any file server capable of serving files to a Windows workstation. Subcontracting resources from SymPro can assist the City, if required, with appropriate set-up of the required environment.

Oracle Cloud customers are automatically provisioned two environments with subscription to the services – a Production Environment for the execution of their Cloud Applications and a Stage Environment for the testing of new releases. Based on best practice in the Public Sector, AST has also included as part of our proposal a third test environment for the Oracle Fusion ERP implementation.   AST is among the first Oracle systems integrators to implement Cloud ERP applications in the Public Sector at the City of Detroit, Orlando International Airport, Greater Orlando Aviation Authority, and Eastern Municipal Water District in California. Our technical consultants will work closely with Oracle Cloud services to provision the various systems environments. Additionally, our Security Analyst will provide guidance to the project team on configurations related to system and network security, access to data and application menus, reports and features.

5.4 DATA CONVERSION PLAN

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

City's new Oracle Cloud ERP system can only be fully utilized if essential data is converted from the current legacy systems to the proposed Oracle SaaS Applications. However, the data conversion challenges faced by Public Utilities are much different from those in other Industry Sectors given regulatory requirements for the archival of certain types of historical data. This is where AST's 20+ year history of Public Sector ERP implementation experience will help the City streamline and take the associated risks out of the data conversion process. Our team has extensive experience with data conversion for large Public Sector agencies, and by leveraging our proven conversion methodology, experience in converting large scale data, as well as pre-built templates and automated conversion solution, the risk associated with a large data conversion effort is minimized.

Similarly to AST's iterative configure and test approach AST's conversation strategy focuses on minimizing manual conversion through our iterative data conversion methodology.
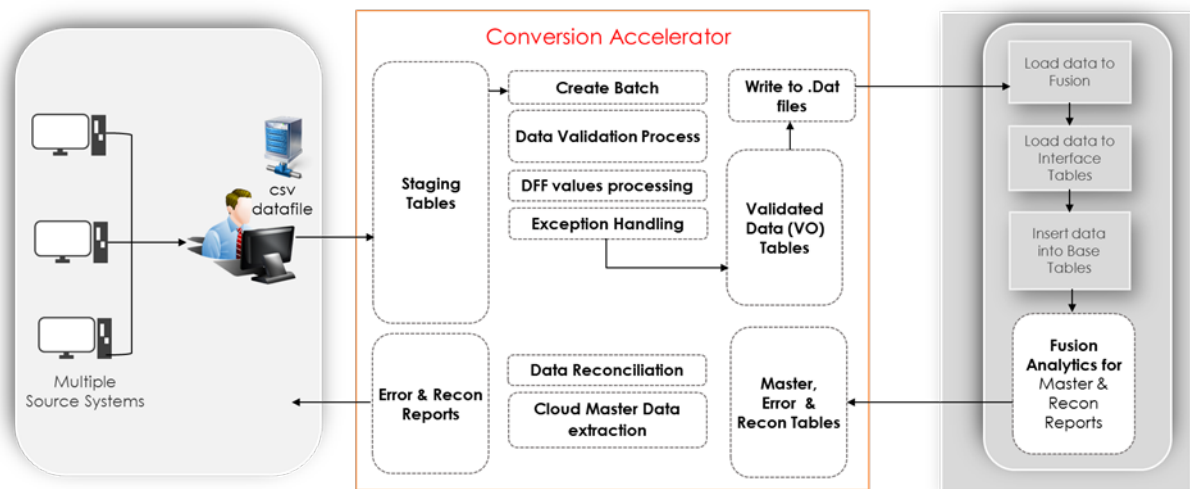
AST's data conversion experience and methodology not only supports the conversion of current data, but also supports the conversion of volumes of critical historical data which may be needed to support ongoing business operations and regulatory reporting.

Without a doubt, data conversion should not be treated as an afterthought of the implementation project. As such, as part of our project planning process we focus on conversion readiness activities to prepare staff for the final conversion. Following AST's well-organized and executed conversion strategy throughout the project will minimize disruptions in the end-user's workflow and contribute to a seamless transition from the existing applications and processes to the new Oracle solution.

The data mapping process provides detailed lists of the data elements that will need to be moved into the Oracle Cloud Applications during the data conversion. During this process, decisions will need to be made with regard to the level of information (summary/detail) needed by the target application. The data that may not be present in the old system will have to be defaulted. The default data and any other constraints required for mapping will be derived as per the rules defined during the design.

Data mapping strategy will be as follows:

- Data mapping elements for each transaction will be identified.
- The mapping rules for each data element will be specified. This will be further bifurcated into Validation Rules and Transformation Rules
- The data mapping tables that show what is needed for the target application to meet business operational requirements and where these data elements will come from will be maintained for each set of data.
- The rules specified will be approved before actual coding for conversion begins

The following table summarizes our conversion approach's feature and benefits.

AST Data Conversion features	AST's Approach Value Added
Predefined intuitive, simplistic, data layout templates build from an end user perspective.	Improves stakeholders understanding of the required data. Uses client time more efficiently and simplifies conversion for stakeholders
Concise, easy-to maintain data mapping	At the business end user level which improves the overall data quality, reduces manual data entry, reduces cascading errors and issues during testing events
Thoroughly vented conversion concepts and accelerators	Reduces development timeline through reuse of technical objects and templates
Results from each conversion iteration is tracked and reported	Expedites data and business rule decisions. Improves stakeholders understanding of the required actions to be taken Facilitates the management of the data conversion schedule
Iterative development, testing and implementation approach	Continual improvement of data quality Reduces overwhelming the client staff
Consultants with proven conversion expertise	Minimizes re-work by avoiding pitfalls based upon Lessons Learned

The following are some of the Oracle tools AST may utilize to load and convert data:

Template driven approaches	Description
File-Based Loader	Enables you to load data in bulk from any source to Oracle Cloud. It uses the Oracle Load Batch Data process to load your source data to the Oracle Cloud application tables. Load Batch Data is a generic utility for loading data to Oracle Cloud from external sources.
Spreadsheet Data Loader	Generates spreadsheets dynamically for several Oracle business objects. Each spreadsheet contains columns for the object attributes, identifies required values, and uses lists of values (LOVs) for many attributes to aid completion. Once you have populated the spreadsheet with your data, the upload, validation, and correction of the data are straightforward processes.
Specialized Data Loaders	AST leverages Oracle Cloud Specialized data loaders to convert additional data.

The AST Project Manager and Functional Leads, in collaboration with the City's Project Team, will assess the functional entities that are essential to provide solutions on implementing the new system. The existing legacy data that needs to be converted will be further assessed, as well as their respective functional entities. Automated processes, manual data entry and/or screen automation tools can be used to convert the legacy data. The AST Team will determine which data conversion methods to follow to convert the legacy data into the Oracle Applications Database. Multiple departments within the City could have multiple data sources for some of the conversion elements. AST will, as far as possible, have the same methodology for data conversion from all the sources for each element so that the efforts of data conversion are minimized. In cases where the same methodology is not possible, AST will choose the

methodology which will be effective and with the least amount of effort. City must provide AST with validated and cleansed data from current systems in the file formats required by AST.

The table on the following page lists the AST and the City roles for data conversion.

Activity	Primary	Secondary
Conversion Planning	AST/City	City
Analysis	AST/City	City
Design	AST/ City	City
Data Mapping	AST/ City	City
Data Extraction (including cleansing and validation)	City	AST
Develop Load Conversion Scripts for Oracle Cloud Applications	AST	City
Testing	AST	City
Data Loading	AST	City
Validation & Acceptance	City	AST

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

AST recommends that only essential data be converted into the new system. Prior history is recommended to be maintained in the legacy system and only open and current transaction and data be converted. The archived data in the Legacy system can be referred to as required. Many of the prior reports created are based off the data structure and nomenclature in the Legacy system and it would be easier to investigate any information on the past data from the legacy system. The need for referring back to history will gradually decline over a period of time and therefore it is not necessary to carry the information into the new system.

Conversion of the history while convenient, may not be the most efficient. When converting data from legacy systems into a new system, the existing data will be analyzed in order to assess its condition. The following must be considered:

- How often and in what way is the existing data used or managed
- Completeness and accuracy of data
- Reconciled or balanced regularly or not
- User perception ("do users believe the data is accurate")

Legacy data systems hold large volumes of data that may be redundant or duplicate or may be in different formats and many times contain invalid values. If the data has not been maintained correctly and is in poor condition, additional effort (such as the development of data cleansing routines, additional resources for cleansing, reports, etc.) will be needed. The more the data the higher the risk of converting the data erroneously.

The data conversion effort estimates are based on the information provided in the "RFP_4542-17-PB_ERP_System_Selection_-_Pricing_Forms".

5.5 REPORT DEVELOPMENT

Oracle Cloud ERP Applications are capable of generating the City's existing critical business reports by leveraging the System Extract or built-in reporting tools like Oracle Transactional Business Intelligence. System Extract consists of a set of prebuilt templates delivered by Oracle on certain defined Oracle data objects. It is ideal for complex reporting and extraction needs, such as distribution of data to third-party systems. Customers can also easily modify existing templates or create their own templates to extract virtually any data in their Cloud service. The Oracle System Extract facility also has the ability to extract

only the changes in a selected data set. Data is extracted to an Extensible Markup Language (XML) file. Oracle Business Intelligence Publisher (BI Publisher) can then transform and transpose to different formats, schedule and automate distribution of these extracts.

Reporting Methods

1. Description of various methods of reporting including Business Intelligence;

The following Oracle tools will be utilized to meet the reporting requirements based on the type of users and reporting data model:

- **BI Publisher** delivers high volume transactional reports such as Trial Balance reports that can be configured to extract the data in Rich Text Format or XML.
- **Oracle Transactional Business Intelligence (OTBI)** delivers a flexible and easy-to-use analysis tool that helps you to gain real-time insight into transactional data, understand data pattern and to be alerted of key events and data anomalies. With robust ad-hoc reporting, role-based dashboards, data visualization and self-service information delivery, Oracle Transactional Business Intelligence (OTBI) puts reporting in the hands of business users.
- **Financial Reporting Center** enables reporting based on multi-dimensional general ledger balances and hierarchies. Live reports that are based on real-time data can be analyzed and viewed in multiple output formats, such as HTML, PDF, Excel and other MS Office product.
- **Smart View** is an Excel plug-in that allows your financial users to perform ad hoc multi-dimensional analysis on general ledger balances in real-time.
- **Optional Data Visualization** makes easy yet powerful visual analytics accessible to everyone. Drag and drop to see your data visualized automatically, change layouts, and present new insights. Everything on the screen is connected, helping you more quickly understand and find value in your information. When you uncover new insights, you can add comments to them to create visual stories that can be securely shared throughout the organization. Analytics in Data Visualization Cloud Service are mobile, offering secure access and full authoring from any device. Data Visualization has not been included as part of our proposed bid, but we would be happy to discuss with the City as part of evaluation.

The diagram on the following page illustrates a high level overview of the Oracle Cloud Reporting Architecture:

Report Development Methodology

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

AST will follow the process outlined below for the development of reports:

- Create a catalog of existing operational, control and regulatory reports. The project team will work with the SME's (Subject Matter Expert) and/or the end users to accomplish this.
- Evaluate and prioritize the business need for the reports based on changed process flows in the new system.
- Identify any additional reports that will be needed due to the implementation of the new applications.
- Each report requirement that is identified during Requirements Definition will be assessed through the Gap Analysis process to determine if a standard report, online inquiry, business process re-engineering, or other non-custom approach can be used to satisfy the need. As per the project goals, all reporting is desired to be via OTBI (Oracle Transactional Business Intelligence) reporting tools. The use of custom reports will only be attempted if it is determined that the report is essential for maintaining operational controls or is required for a regulatory business need and cannot be met by standard reports.
- Review feasibility of using standard Oracle applications, OTBI (Oracle Transactional Business Intelligence) or FR (Financial Reporting) reports to meet the business needs.

Each report will be mapped the appropriate solution/tool and approved as a part of the Gap Analysis process.

Report Development Form

1.	What is the query tool and report writer that Vendor is proposing?
	Oracle Cloud Applications are capable of generating the City's existing critical business reports by leveraging the System Extract or built-in reporting tools like Oracle Transactional Business

Intelligence. System Extract consists of a set of prebuilt templates delivered by Oracle on certain defined Oracle data objects. It is ideal for complex reporting and extraction needs, such as distribution of data to third-party systems. Customers can also easily modify existing templates or create their own templates to extract virtually any data in their Cloud service. The Oracle System Extract facility also has the ability to extract only the changes in a selected data set. Data is extracted to an Extensible Markup Language (XML) file, which Oracle Business Intelligence Publisher (BI Publisher) can then transform and transpose to different formats, schedule and automate distribution.

2.	What is your definition of a report?

AST defines a report as a compilation of data residing within the ERP system that can be queried by authorized users for the purposes of analysis.

3.	What reports are available out of the box? Please provide a list and samples at the end of this section.

Oracle Transactional Business Intelligence (OTBI) provides pre-packaged content covering the major processes and transaction attributes, plus prebuilt financial reporting metrics. Business users create ad-hoc reports based on this metadata layer, in order to produce tactical reporting on real-time operational data. Reports can include powerful analysis features such as drilldowns, calculations and charts. Report layouts can be saved to the BI Catalog for re-use and the output can be viewed directly within Fusion Financials, or downloaded to Excel.

Sample reports, such as Discounts Taken and Lost Report and Sales Journal by Customer Report, are shipped with Fusion Financials for reference. OTBI comes with a large number of transactional attributes available for analysis, including predefined subject areas and prebuilt metrics available for financial reporting.

Below is a partial list of out-of-the-box reports delivered with this solution:

- Bank Statement Analysis Report
- Payables Credit Memo Matching Report
- Payables Discounts Taken and Lost Report
- Payables Invoice Audit by Voucher Number Listing
- Payables Invoice Audit Listing
- Payables Invoice Register
- Payables Negative Supplier Balance Report
- Payables Payment Register
- Payables Posted Invoices Register
- Payables Posted Payments Register
- Payables to Ledger Reconciliation Report
- Payables Withholding Tax by Tax Authority Report
- Payables Withholding Tax Report
- Account Analysis Report
- General Journals Report
- Trial Balance Report
- Intercompany Transaction Summary Report
- Receivables to General Ledger Reconciliation Report
- Fair Market Value Summary
- Missing Fair Market Value on Multiple Element Arrangement (MEA) Lines Summary

	▪ Revenue Forecast ▪ Budgetary Control - Transactions Real-time Samples of some of the above-mentioned reports can be found 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.
	AST uses the following Methodology to determine the scope of report development: ▪ Create a catalog of existing operational, control and regulatory reports. The project team will work with the SME's (Subject Matter Expert) and/or the end users to accomplish this. ▪ Evaluate and prioritize the business need for the reports based on changed process flows in the new system. ▪ Identify any additional reports that will be needed due to the implementation of the new applications. ▪ Each report requirement that is identified during Requirements Definition will be assessed through the Gap Analysis process to determine if a standard report, online inquiry, business process re-engineering, or other non-custom approach can be used to satisfy the need. As per the project goals, all reporting is desired to be via OTBI (Oracle Transactional Business Intelligence) reporting tools. The use of custom reports will only be attempted if it is determined that the report is essential for maintaining operational controls or is required for a regulatory business need and cannot be met by standard reports. ▪ Review feasibility of using standard Oracle applications, OTBI (Oracle Transactional Business Intelligence) or FR (Financial Reporting) reports to meet the business needs. Each report will be mapped the appropriate solution/tool and approved as a part of the Gap Analysis process.
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?
	In Oracle Cloud Applications, Business Intelligence 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 Fusion Transactional Business Intelligence (OTBI) embedded analytics, role-based dashboards (see figure below), 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. For example, during the compensation budgeting process, a manager is able to see a running tally for reference right on the page. 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 – with no impact on system performance, no need to

> push data to a separate warehouse, and no need to engage the IT department for a custom report: it's easy, and right at your fingertips.

Sample Reports

As requested in Question 3 above, we have provided some screenshots of out-of-the-box reports below.

Payables Invoice Audit by Voucher Number Listing

Payables Posted Invoices Register

Account	Accounted Debit (USD)	Accounted Credit (USD)
00-600-2210-0000-800		10,000.00
01-000-2110-0000-000	50.00	6,797.06
01-000-2210-0000-000	1,179,259.00	37,594,941.19
01-000-2440-0000-000	150.00	180.00
01-600-2210-0000-800		10,472.24
Grand Total	**1,179,459.00**	**37,622,390.49**

Receivables to General Ledger Reconciliation Report

Receivables to Ledger Reconciliation Summary

	Receivables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance		6,344,482,086,601,300.00	
(Non-Receivables Begin Balance)		(2,592,864,499,173.84)	
Receivables Begin Balance	6,347,074,951,100,480.00	6,347,074,951,100,480.00	
Invoices	55,638.31	15,360.00	40,278.31
Adjustments	(7,360.00)	0.00	(7,360.00)
Bills Receivable		0.00	
Bills Receivable Application		0.00	
Applied Receipts	(33,200.00)	0.00	(33,200.00)
Unapplied and Unidentified Receipts	7,000.00	7,000.00	0.00
Other Accounting		20,200.00	(20,200.00)
Receivables End Balance	6,347,074,951,122,550.00	6,347,074,951,143,040.00	(20,485.00)
Non-Receivables Begin Balance		(2,592,864,499,173.84)	
Non-Receivables Journals		0.00	
(Not Transferred to General Ledger)		0.00	
(Not Posted in General Ledger)		42,560.00	
Accounting Variance		0.00	
Accounting End Balance		6,344,482,086,601,300.00	

5.6 INTEGRATIONS AND INTERFACES

Oracle's philosophy on integration is based on open standards, interoperability and choice. Oracle offers the City multiple ways to integrate Oracle Cloud Applications with its existing infrastructure and information technology assets, whether integrations call for real-time or batch interaction. These delivered out-of-the-box capabilities enable the City and AST to spend less time and resources to achieve the cost efficiency and business benefits of Oracle Cloud Applications.

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

Oracle provides the most comprehensive set of Cloud Services on the market today, and it is the broadest and deepest Cloud portfolio ever delivered. This portfolio is the result of Oracle's Cloud strategy and encompasses suites of modules that are developed organically, as well as best-in-class modules added to the portfolio through acquisition.

Oracle's cloud solutions share an industry-standard platform, so as you grow your business you can be confident that your needs will be met with the market's most complete cloud solution. This unified platform offers a common technology framework providing standards for integration, security, social, analytics, and mobile. Custom applications and solutions developed by independent software vendors also leverage this platform, which ultimately reduces costs, minimizes IT support requirements, and simplifies integrations. Benefits include:

- Reduces costs and risks with common technology framework, security and identity services
- Minimizes IT support with shared technology used across cloud services
- Supports additional use cases when required with a complete global cloud solution
- Simplifies integrations and extensions with Oracle's universal Platform as a Service
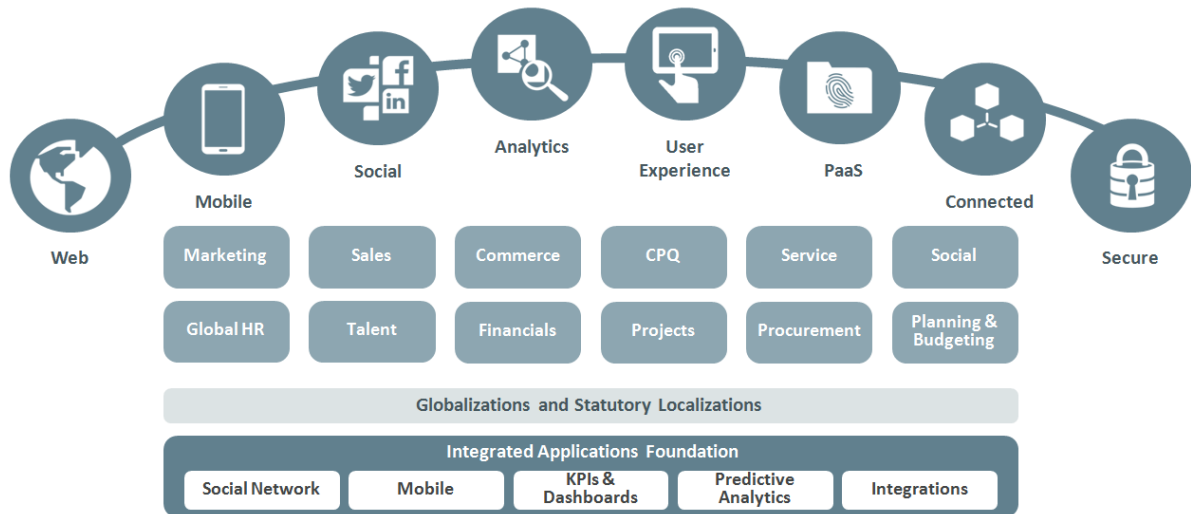
Each solution includes flexible, configurable interoperability tools to facilitate ease of connectivity where native integration is not yet in place, and we advise our partners on best practices so that they can provide template-based integrations for rapid time-to-value and ease of ongoing management.

Third Party Integration

The SymPro Debt Management and Investment solutions integrate with the Oracle system on two levels. It provides the journal entries for both the investment and debt transactions that need to be posted to the Oracle GL system. The SymPro system will create an export file of journal entries formatted to meet the import specifications of the Oracle system. This file can then be validated and posted to the Oracle GL. The second integration point is in the importing of fund cash balances. This is related to the allocation of interest earnings when running an investment pool. The Oracle GL system would provide the SymPro solution with a file of daily fund cash balances. This is typically done on a monthly basis. The cash balances would be posted to the funds participating in the County investment pool. The SymPro system would then distribute the investment pool earnings based on these daily balances (daily weighted average balance basis).

AST has subcontracted with Emphasys Software to provide services necessary to assist with interfacing their solution to the proposed Oracle ERP and HCM Cloud solutions.

Integration Approach

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

Replacing or upgrading an ERP system is a major transformation for any organization. One of the critical success criteria in ERP implementations is seamless integration with third party applications and systems to ensure a single view of business processes and data. Enterprise integration requires considerable experience, maturity and investment of resources to setup as an enabler of organizational growth. A poorly selected integration platform and implementation strategy can ruin the organization's ability to grow and change course with evolving business needs.

AST skillfully incorporates industry-leading technologies, proven business knowledge, and relevant experience to successfully design and implement interfaces. Our integration approach is an integral

component of our EDM methodology allowing solutions to go live with fully functional interfaces as opposed to planning and implementing those interfaces months after system rollout.

The diagram below illustrates the interface methodology we will use for the project.
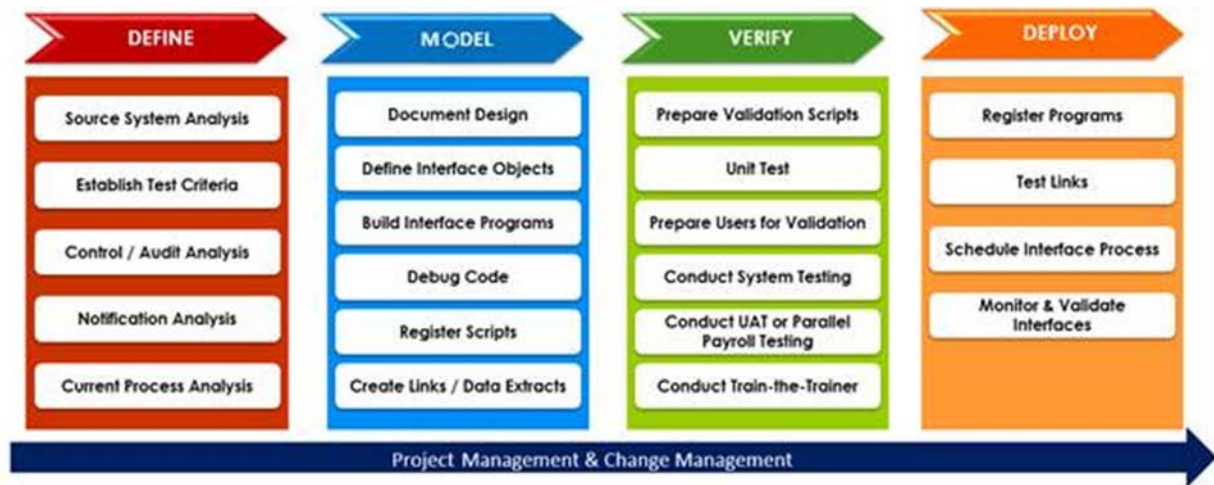
Optional AST Cloud Connect

The introduction of Cloud solutions to the marketplace has introduced high levels of complexity for integrating those solutions with in-house applications and other cloud applications, including:

- Limited database availability in the SaaS model
- Choosing the right integration model for a given use case
- Adding validation long before data is loaded into the target system
- Running reports on loaded data
- Extracting data from cloud systems

Custom integration solutions might address many of these issues, but those solutions are extremely time-consuming and require multiple iterations of development to reach a mature solution. In addition, constant maintenance and development effort is required for each new integration.

To address these integration concerns, AST has developed AST Cloud Connect based on the Oracle SOA Suite platform, which is amongst the most robust and feature rich integration platforms in the market today. Rather than spending time developing integrations, AST Cloud Connect provides fully-configurable integration flows with ready-to-use interfaces for Oracle Fusion Cloud integration with business critical third party On-Premise and Cloud SaaS applications
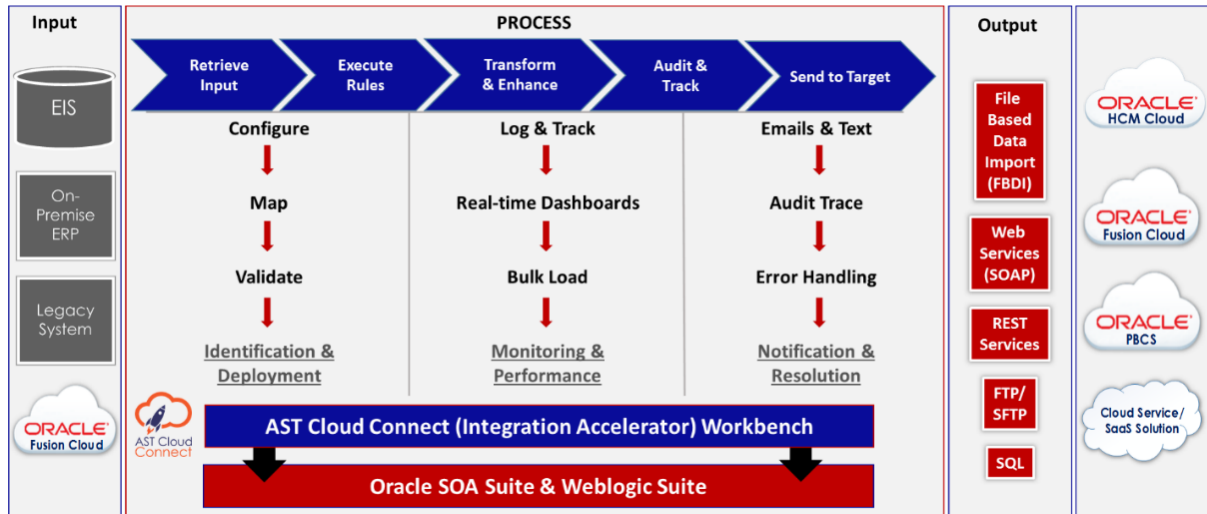
AST Cloud Connect allows end to end automation of information transfer from an On Premise application to Oracle ERP/HCM Cloud and vice versa. AST Cloud Connect saves critical time spent bootstrapping integration solutions, allowing the project team to quickly begin validation and testing. This allows for a smoother implementation as users have quicker access to validate data inflows and make adjustments without slowing down the implementation cycle. The use of pre-build data maps, drag and drop editing, quick deployment and detailed logs help accelerate the implementation process. In-built dashboards and reporting capabilities mean that error notifications are automated resulting in faster resolution. AST Cloud Connect comes with extensive documentation including administration, maintenance, and extension guides enabling organizations to be self-sufficient for their future integration needs.

AST Cloud Connect will allow the City to lower the total cost of ownership (TCO) through reduced time for Fusion Cloud integration implementation and deployment. The efforts for a SOA middleware are not scoped and can be scoped if needed.

Data Exchange Standards

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

Inbound Data

The project team can utilize File Based Loader or Spreadsheet Loader, both powerful and efficient methods of importing bulk data into Oracle Cloud Applications. The upload process can be scheduled to reduce manual intervention in the integration process. In addition, File Based Loader and Spreadsheet Loader leverage the core business objects that serve as the foundation for the Cloud solution – meaning that all edits, business rules and validation logic that an online user would be subject to also govern all data being loaded into the Cloud Applications as well. Spreadsheet Loader allows business users to work with data within a familiar Excel format and upload bulk data into the system.

The project team will also utilize Web Services as a standardized way of integrating Cloud services with other disparate application systems. These Web Services, when invoked or initiated by an event, carry out business process functions. The function of each Web service is described in a Web Service Description Language (WSDL) file. This simple architecture ensures that users need only invoke the required web services and expect the correct results, without going into further complexities. Delivered Oracle Cloud Application web services are documented and available for review within the Oracle Enterprise Repository.

Outbound Data

Outbound data can be extracted using System Extract or built-in reporting tools like Oracle Transactional Business Intelligence. System Extract consists of a set of prebuilt templates delivered by Oracle on certain defined Oracle data objects. It is ideal for complex reporting and extraction needs, such as distribution of data to third-party systems. Customers can also easily modify existing templates or create their own templates to extract virtually any data in their Cloud service. The Oracle System Extract facility also has the ability to extract only the changes in a selected data set. Data is extracted to an Extensible Markup Language (XML) file, which Oracle Business Intelligence Publisher (BI Publisher) can then transforms and transpose to different formats, schedule and automate distribution.

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.

Since the deployment model is a SaaS model on the cloud, there are no potential issues that we notice. Oracle Cloud Applications is technology agnostic on the server. On the client end, customer access to the system is through the Internet. Browser support includes:

- Internet Explorer 11.x
- Mozilla Firefox 24+
- Google Chrome 35+
- Apple Safari 6.x and 7.x

While the above represents the minimum required browser versions, AST recommends using the most current browser version as a good security practice. AST will determine along with the City during the Define Stage of the project as to the specific integration needs to third party applications based on the data type and frequency of data transfer needed to determine the optimal solution for the City.

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

As Oracle Cloud applications are web applications deployed in a SaaS environment, Oracle has moved away from allowing local customizations. However, the Oracle Cloud Applications provide a highly configurable and extensible user experience to maximize user productivity and engagement with your organization. Oracle Cloud Application's configuration capability is achieved via a unique layered architecture. This allows for maximum flexibility while preserving your configurations through upgrades. Organizations may configure the Oracle Cloud Applications to match their business practices while individual users can personalize their experience to maximize individual productivity. Customer may personalize dashboards, configure screens, modify workflows, and capture every piece of data unique to your organization, including:

- Data Level Configuration - Oracle FlexFields allow you to add user defined fields to your Oracle Cloud quickly, easily and without coding.
- Application Tailoring - Oracle Cloud is delivered to allow organizations to configure the functionality of the application to suit their needs. Some of the available configurations include the ability to hide, enable, reorder, rename, and highlight the elements of the application. Oracle Cloud provides a graphical, drag-and-drop user interface for users to easily modify and customize delivered workflows.
- End User Reporting - The Oracle Cloud includes a number of prebuilt business intelligence reports. The solution also includes Oracle Business Intelligence, a tool that allows business users to create custom reports or alter system delivered reports.

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. Please provide pricing for interfaces in the associated Microsoft Excel pricing spreadsheet.**

Responses provided on interfaces in the Functional Requirements spreadsheet are for informational purposes to indicate the available functionality within the applications. The interfaces effort estimates are based on the information provided in the "RFP_4542-17-PB_ERP_System_Selection_-_Pricing_Forms".

5.7 TRAINING

For over 21 years, AST has been providing Oracle training and knowledge transfer services for 100 percent of our applications implementation and upgrade engagements. All AST consultants have extensive experience teaching Oracle modules in the government setting. We have provided comprehensive training services to other large U.S. cities, including Detroit, Michigan, Atlanta, Georgia and Tampa, Florida. The scope of the training shall be governed by the statement of work to be negotiated as part of the contracting process.

AST strongly believes training is a critically essential component of an ERP implementation project. The success of the overall project rests on informed and prepared end users who use the new technology to efficiently perform their tasks and a support staff who can effectively maintain the applications. For the project team, training and knowledge transfer begins on day one as an integrated part of our methodology.

The objective of training is to provide effective and timely education about the new system to the right people in a way that minimizes uncertainty and optimizes the use and support of the system in order to ensure Hollywood, FL realizes the full value of the Oracle Cloud ERP project.

In addition to being an Oracle Platinum Partner, AST is also a certified Oracle Training Partner and an authorized reseller of Oracle University products and services. Oracle education partners are carefully chosen by Oracle for their experience, expertise and teaching skills. This partnership and certification with Oracle ensures the City will receive the highest level of training and the full complement of Oracle benefits.

AST does not rely on outside vendors to supply training services, we manage and execute the training services for our customers. We find that training services are the most effective when provided by the consultants who have done the work, know and have worked side-by-side with our client's staff, and been part of the project's planning and execution.

AST's training services will provide a more effective project team, better-prepared end users and a smoother implementation. As the General Manager of client Hampton Roads Sanitation District stated, "This go live has been a non-event!"

Project Team Orientation Training

Project team training sets the stage for employee engagement and true collaboration between the City's staff and AST consultants. There are two overarching project team training objectives:

1. Prepare project team members to effectively participate in the implementation project with AST consultants.

2. Establish a base of knowledge required to participate in functional or technical knowledge sharing.

Project Team On The Job Training Process

Project team training starts on day one of the project and continues throughout the life of the project. During the Project Kick Off meeting, team members will learn:

- AST's patented Enterprise Domain Methodology (EDM) for Oracle Cloud implementation
- AST's ProjectFit system
- how they will participate in the project
- the project organization chart
- project roles and responsibilities, including any pre-established project governance
- the top line schedule for the entire project
- detailed schedule for the first phase of the project

As with any journey, you must know where you are starting before the journey can begin. Therefore, we will conduct a Training Needs Analysis (TNA) specifically for the project team. This will allow AST to build a detailed training and knowledge transfer plan that is tailored to the unique needs of the City's project team.

As a normal early step at the start of the project, AST will provide a classroom-based overview and orientation for your project team to help them understand the Oracle Cloud application process flows and how the modules are integrated into a true enterprise system. AST will demonstrate out-of-the box functionality for each Oracle Cloud module so team members can see firsthand how Oracle works and ask questions to build their initial understanding.

Technical team members will receive additional orientation training. While the City may already be working with other cloud applications, Technical team members need an introduction to the Oracle Cloud platform and how they will interface with Oracle personnel. They will introduced to Oracle Cloud:

- Oracle roles/City roles
- Patching and upgrades
- Interface standards
- Service requests

AST knows that a well-executed kick off meeting and initial orientation training set a strong foundation for team member engagement. Project team members will be ready and excited to start the project!

After orientation training, knowledge transfer for the Project Team will be the key method for building team member skills and knowledge. A detailed description of our approach to Knowledge Transfer is provided in Section 5.13.

Project Team Training Work Products
Overview and Orientation training
Training Needs Analysis
Training and Knowledge Transfer Plan
Functional Knowledge Transfer Log
Technical Knowledge Transfer Log

Project Team Training Responsibilities		
Activity	**AST**	**City**
Conduct Project Team Training Needs Analysis	Lead	Assist
Develop Project Team Training and Knowledge Transfer Plan	Lead	Assist
Manage Project Team Training and Knowledge Transfer Plan	Lead	Assist

Develop Project Team Training Materials	Lead	Assist
Deliver Project Team Training and Knowledge Transfer	Lead	Assist
Maintain Training Records and Knowledge Transfer Logs (Functional and Technical)	Assist	Lead
Manage Training Evaluations	Assist	Lead

End User Training

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

1. 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.

2. 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 Subject Matter Experts (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 (six4) to support the new system.

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

1. General timeframes in which both types of training will be conducted;

2. The nature, level, and amount of training to be provided for both options in technical training (e.g., programming, operations, etc.), user training and other staff.

The true measure of success for the Oracle implementation will be the ability of City end users to use the Oracle Cloud applications to increase efficiencies, streamline business processes, and do their jobs more effectively.

In our 21 years of planning, designing and delivering end user training, we have determined there are three components of a training approach we have incorporated as best practices:

1. A blended learning approach using variety of delivery channels, including instructor-led and computer-based training.
2. Use Project Team members to train end users.
3. Conduct role-based training.

We will work with you to ensure the end user training objectives are crystal clear. Here is our starting point:

We will provide training that will facilitate end users to effectively do their work in the new Oracle Cloud system in support of the City's ERP project objectives. We will also build your internal capability to maintain training material and deliver Oracle training long after the implementation is complete.

End User Training Process

Just as with Project Team training, effective end user training is a critical component of your successful Oracle Cloud implementation project. There are several steps we use to plan, develop and deliver training to end users.

Conduct Training Needs Analysis	→	Develop Training Strategy	→	Develop Training Plan	→	Establish Training Capability	→	Deliver Training	→	Establish Training Records	→	Plan for Future Training

Conduct Training Needs Analysis

The Training Needs Analysis (TNA) is used to understand the "starting point" for end users. Through interviews or surveys, we will work to gather information about what needs to be developed to meet our skill and knowledge objectives. The TNA will not only address the specific needs of learners, but also addresses the staff needed to conduct training and the capacity of training facilities and equipment. The TNA will help identify any gaps that must be resolved so we can deliver a high quality, effective training experience for end users. Additionally, we will scan the current training systems and culture. We will be sure to maintain "what works" in your current training system.

Develop Training Strategy

The training strategy is a high level document that describes the general direction we will take with training. It is important that the strategic components—such as a multi-channel training delivery model—are understood, reviewed and agreed upon before building the detailed training plan. Once the training strategy is agreed upon we will begin developing our training plan together.

While AST has the full capability to develop and deliver all end-user training, we normally recommend a train-the-trainer approach. In the train-the-trainer approach, AST consultants provide the skills, knowledge and preparation for City employees to lead classroom training sessions. The following table highlights the pros and cons of utilizing a train-the-trainer approach as opposed to the more formal AST-led training approach.

Option	Advantages	Disadvantages
Train-the-Trainer (Trainers are normally selected from the Project Team)	- Builds long-term City training capability - Enhances City subject-matter-expertise through greater ownership of training content - Fosters greater ownership for the new system - Training can be conducted in a smaller window of time	Requires more time from the City

AST Conducts End User Training	Requires less City resources	- Training duration will be longer due to fewer trainers for each functional module - Potential negative impact on schedule because AST functional consultants will be tasked for both training and for final go-live preparation activities at the same time

Develop the Training Plan

The training plan provides the specific actions that will be taken to deliver the training strategy. It includes tasks, responsible person for completing each task, a due date and status. It is the key tool to ensure we coordinate and track the progress needed to manage all the tasks required for training end users in the new Oracle Cloud ERP system.

Develop Training Capability

Developing training capability is a significant portion of the work required for training to end users. First, we will develop role-based training materials. AST functional consultants will create Training Material that are identified in the Training Needs Assessment. These training material will be reviewed by the City project team for accuracy.

Next, we will prepare the trainers to lead instructor-led training sessions.

AST strongly recommends that City end users are trained by other City employees. AST has utilized a client-trainer approach for similar enterprise software implementations with other clients, and it is our preferred approach for delivering end-user training. It helps to quickly build internal training capability and total organizational ownership of the new system. Additionally, end user training can be conducted just-in-time before system go-live.

During the initial classes AST consultants, will provide leadership and will assist the City's trainers. We find that members of the project team are wonderful end-user trainers because of their deep knowledge of the city and the new system. We do not expect them to be professional trainers, however. Great Oracle Cloud trainers are those who know how the system works and are comfortable speaking in front of groups, normally less than 20 people. If needed, we will provide a Training Effectiveness Course for all City trainers. This will provide training facilitation and classroom management skills before the trainers conduct courses for their end users.

Our consultants will also conduct initial classes of all courses for the selected trainers to further prepare them to deliver the end-user training. AST consultants will be available to assist in all subsequent sessions. These AST-trained City personnel can then lead the end user training.

Finally, having adequate facilities and equipment is essential to a good learning experience for end users. Should the City choose to utilize its own facilities for ILT training, the venues should include training aids such as a projector, whiteboard and workstations with system connectivity for the pre-determined number of trainees. The primary training workstations should have settings that will allow access and use of the Oracle Cloud applications. Whenever possible, training classes should be limited to less than 20 students for ILT classes.

Deliver Training

The culmination of the all previous training preparation and work is to schedule, communicate training assignments and deliver end user training. It is best practice to have a central resource who can focus on the training logistics. City should assign a Training Administrator who can reserve training venues, schedule trainers, invite end users to required training sessions, and track progress against the training schedule. Training assignments will be made for both instructor-led and computer-based training. The Training Coordinator will work in close contact with the City's Training Lead and AST's Training Lead.

Establish Training Records

Accurate training records are required for two reasons. First, training records are the method we will use to determine who has completed their assigned training and who has not. Any training certification will be based on the training records. Second, training records will provide one component into the go live readiness review. Training records can be maintained on the City network or in a Sharepoint environment, whichever is more readily available.

Additionally, we will collect feedback from learners about their experience in both CBT and ILT training sessions. This feedback will be used to make any needed enhancement to the training content or delivery.

The Training Coordinator will keep all training records.

Plan for Future Training

As we tell our clients, your Oracle Cloud go live is not the end of the project, it is the beginning of the new system that will serve you well for decades to come. Because it is the beginning, we will work with you to develop plans that will ensure ongoing end user training will become "business as usual" for the City.

We will work with you to conduct a new Training Needs Analysis for end users. If there are unmet training needs, we will develop a training plan to remediate any open issues. Additionally, the plan must include how future end user training will be conducted for new employees or City employees who transfer into new roles. We will recommend a schedule and the appropriate delivery channels for the ongoing end user training. It is not unusual to find the delivery channels that were appropriate for the enterprise transition to Oracle Cloud may need adjusting for ongoing training situation. For example, some of our clients have relied heavily on ILT to prepare end users for go live. They have then evolved to more dependence on CBT for ongoing end user training needs.

End User Training Work Products
Training Needs Analysis
Training Strategy
Training and Plan
A Library of Training Content (CBT, ILT Documents, Training Presentation Materials, Job Aids and On-Line Help)
Training Effectiveness Training
Training Schedule
Training Records
Training Feedback

End User Training Responsibilities		
Activity	**AST**	**City**
Conduct End User Training Needs Analysis	Assist	Lead

Develop End User Training Strategy and Plan	Lead	Assist
Develop Training Materials	Lead	Assist
Enhance Training Topics with business practices, policies or other important City information	Assist	Lead
Deliver Training Effectiveness Training	Lead	Assist
Develop Training Schedule	Assist	Lead
Prepare Training Venues and Equipment	Assist	Lead
Communicate Training Assignments to Learners	Assist	Lead
Deliver End User Training (ILT)	Lead	Assist
Deliver End User Training	Assist initial session of each class;	Lead
Maintain End User Training Records	Assist	Lead
Manage End User Training Evaluations	Assist	Lead
Conduct Post-Go Live Training Needs Analysis	Lead	Assist
Develop Post-Go Live Training and Knowledge Transfer Plan	Lead	Assist

Training Form

1.	What is your recommended approach to training (End-user vs. train the trainer), for the City, and why?
	AST recommends the train-the-trainer training approach, which is a key deployment activity to help prepare users for the transition to new systems and processes. We believe training is most effective when conducted by your employees who the learners know and trust. AST has utilized a train-the-trainer approach for similar City Government implementations with other clients, and it is our preferred approach for delivering end-user training. As mentioned above, it helps to quickly build internal training capability and total organizational ownership of the new system. Additionally, end user training can be conducted just-in-time before system go-live if we develop a sufficient number of trainers.
	AST will train selected project team members to be Oracle trainers. They don't need to be professional trainers. They need to be well-versed in their specific application—which they always are as a result of being on the project team—and willing to help others learn Oracle. AST consultants will also conduct initial classes of all courses for the selected trainers to prepare them to deliver the end-user training. Additionally, we will provide a Training Effectiveness Course for all trainers. This will provide effective training facilitation and classroom management skills before the trainers conduct courses for their end users. These AST-trained employees can then lead the end user training.
2.	What types of training documentation will be developed by the Vendor?
	AST will develop training materials that will identify the processing steps for the key business flows. The City will be responsible for contributing the business process documentation needed to supplement the training materials. This includes explanation on why functions are performed in certain ways, as well as real-life examples and scenarios that will have meaning to the end users.
	The goal is to provide user-friendly and easy-to-access materials and assistance to ensure that users and support staff understand system functions as they relate to day-to-day business processes. The process starts with identifying documentation needs, delivery media and audience. A documentation strategy is developed that may include creation of end user

training documents, end user reference materials, or technical reference documents for procedures such as restart, backup and disaster recovery. AST and the City will work collaboratively to ensure that the training materials meet requirements, and that the curriculum fits the City's needs. It is crucial that the City Project Team provide input to the training materials to ensure that they accurately reflect the tasks to be performed by the users.

Oracle provides a full set of product documentation, in electronic format with its products. All documentation for each release is contained in a compressed document file by product and release. This documentation includes installation guides, system administration guides, user guides, technical reference manuals, release notes, as well as other deliverables that may vary by product.

3.	What additional tools will be used in developing the training material?

AST will leverage our extensive repository of training documentation that has been developed over 2 decades worth of Oracle ERP implementation for similar City Government clients. These pre-built training templates can then be personalized for Hollywood, FL incorporating City-specific configurations and business processes.

4.	Describe the opportunities for ongoing training.

From Day One of the project, each of our activities will be designed to empower City personnel, ease the transition to improved business processes, and promote the City's self-sufficiency for long-term support of the system. The confidence of core project team members in their understanding of the Oracle Cloud applications capabilities will go a long way toward ensuring a smooth implementation and facilitating acceptance across the organization. Therefore members of the Core Project Team may also benefit from additional training opportunities from Oracle University. As a premium Oracle University Education partner, AST can assist the City with purchasing and coordinating ongoing formal Oracle training opportunities.

We would recommend the City consider Oracle Unlimited Learning Subscriptions (ULS). For the price of just one Oracle University Course plus travel and expenses, Unlimited Learning Subscriptions offer individuals one full year of unlimited access to all of Oracle's library of digital training content including:

- **Training On-Demand Courses:** These are the same core and advanced product knowledge courses used in Oracle University classes taught by certified Oracle University Instructors in a pre-recorded video format.
- **Learning Streams:** Video sessions on the latest product features and best practices direct from Oracle's experts.
- **Lab Environments:** Offers hands-on practice and the ability to apply concepts learned online or in AST training courses in a safe zone.
- **Office Hours:** Connect with Oracle University instructors in live sessions for ongoing learning support.

As an authorized reseller of Oracle University products and services, AST is happy to help the City evaluate an appropriate audience and quantity as well as obtain significant discounts on Unlimited Learning Subscriptions. We would be happy to discuss the benefits and costs of Unlimited Learning Subscriptions if elevated for evaluation.

5.	Describe the Vendor's ability to provide online training material versus classroom training.

All documentation is downloadable through Oracle's support site. 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. In addition, Oracle offers a link to contextual help on each screen in Oracle Cloud Applications. The AST functional team leads will ensure that the City project team has access to the latest user guides during the project from the point of orientation through Go-Live.

5.8 CHANGE MANAGEMENT APPROACH

The City recognizes that a movement from the current environment to a new solution will present a change in 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 timeline for the various phases regarding their change management approach.

The City of Hollywood FL is about to embark on a City-wide effort to improve business processes, while implementing a new Enterprise Resource Planning (ERP) System, with limited customization. The City's goal is to maximize knowledge transfer, and increase efficiencies while implementing these high-priority, mission critical applications. To facilitate a transformation of this magnitude requires managing the "people" aspect of the project as much as the technical components and tasks of the implementation.

Based on our past experience, we understand that in a typical Public Sector organization, upwards of 20 percent of employees could resist the changes brought about by a new ERP implementation. A comprehensive and dedicated change management strategy correlates directly with staying on schedule and budget. Over the years, we have built an Organizational Change Management Center of Excellence with a repository of tools and solutions that will help the City assess its change readiness, mitigate resistance, and keep stakeholders engaged with a project for its duration.

Change Management Strategy and Plan

A true partnership is key to a successful change management program. Combining your deep institutional knowledge of the City's culture and business practices with AST's broad experience designing comprehensive change management strategies and plans, we can achieve broad organizational acceptance of the new Oracle applications.

Together, AST and the City will manage the people side of change within the project. During an enterprise software implementation, changes to people, their responsibilities, their roles and way they work can be considerable, prompting natural apprehension and resistance to change. The organizational change management function manages resistance throughout the project and connects the people side with the business and technical side to help people understand, support and engage in the project.

AST's Change Management approach is proactive, comprehensive and woven into the project, and starts as early as possible. It is a three-phase system with the ability to scale and tailor the plan to best meet the unique needs of the project and City's unique culture. The main phases are:

I Prepare for Change		II Manage Change		III Reinforce Change

We have included Change Management tasks and milestones in the Preliminary Project Plan included in **Appendix B**.

Phase I—Prepare for Change

In the Prepare for Change phase, AST will create the comprehensive Change Management Strategy. To accomplish this, we start by conducting a Change Characteristics Assessment that is used to understand the scope, size and impact of the project. This "sizing" exercise helps determine how much change management support will be required and scales the change management approach accordingly. Specifically, for each sizing characteristic the Change Management Strategy requires adjustment. Phase 1 tasks and activities of our Change Management Strategy are illustrated in the diagram on the following page.

Define Change Management Strategy	Identify Change Characteristics	→	Assess the Organization	→	Create Change Management Strategy
Develop Sponsorship Model	Identify Sponsors & Stakeholders	→	Assess Sponsor Positions & Competencies	→	Prepare Sponsors
Prepare Change Management Team	Acquire Resources	→	Assess Resource Competencies	→	Train Change Management Team
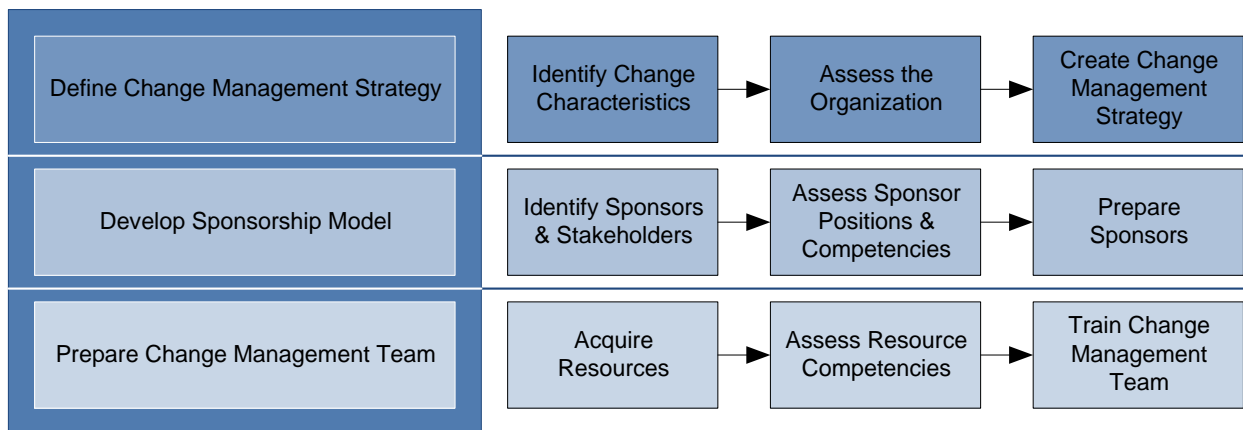
Together, we will assemble members of the Change Management Team. One of their first tasks is to work with AST's Change Management Lead to conduct an Organization Attributes Assessment used to understand your history of implementing change and their current capabilities to implement significant change. Every organization has unique characteristics that make change management easy or challenging. Your culture and history play an important role in the change process. These organizational attributes are important to understand so that we can educate the team and sponsors about the potential obstacles to successfully implementing the upcoming changes to business processes and tools.

Once these assessments are complete, we will build the Change Management Strategy. The key components of the strategy are detailed in the Manage Change phase. The strategy will be vetted for acceptance by the Change Management Team, the Project Management Team, and the Executive Steering Committee [or other Executive Leadership team].

Phase II—Manage Change

In the Managing Change phase, the immediate work is to take the Change Management Strategy and develop detailed action plans. The strategy will typically have four components that all require a detailed

plan: Communications, Sponsor Roadmap, Coaching, and Resistance Management. Phase 2 tasks and activities of our Change Management Strategy are illustrated in the below.

Develop Change Management Plans	Communications Plan → Sponsor Roadmap → Coaching Plan → Resistance Management Plan
Take Action and Implement Plans	Integrate CM Plan with Project Schedule → Implement CM Plan → Track Progress and Follow-Up → Evaluate Results and Adjust CM Plan
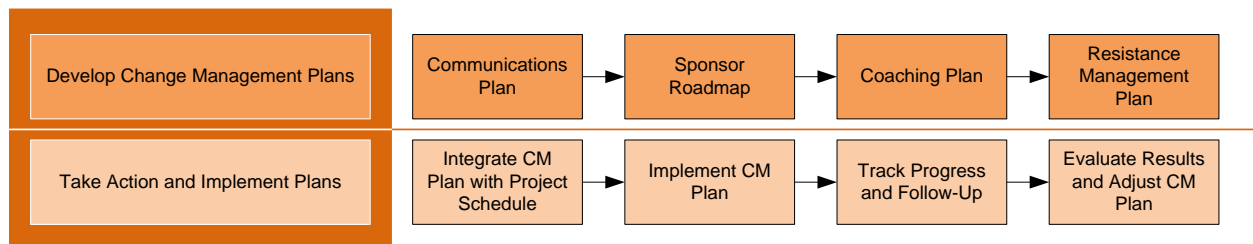
Communications Plan

While all the components of a strong Change Management Strategy are important for project success, effective communications are especially important. Successful project communications are based on solid foundations—they are targeted at the right audience, they are two-way, frequent, open and honest. A comprehensive Communications Plan, an extremely critical tool to build project awareness, will be developed.

Phase III—Reinforce Change

The change management system will only be successful when changes are fully implemented and embraced by all end-users. Auditing performance ensures the change is taking place and that the City is realizing the full benefit of the new improvements. The final phase in our change management system is *Reinforce Change* to ensure long-lasting compliance with new business processes. With the action steps in this phase, AST will work with you to ensure end-users do not "backslide" after go-live. Phase 3 tasks and activities of our Change Management Strategy are illustrated in the diagram below.

Collect and Analyze Feedback	Listen to Employees & Gather Feedback → Audit Compliance → Analyze Change Management Effectiveness
Diagnose Gaps and Manage Resistance	Identify Root Causes & Resistance Areas → Develop Corrective Action Plans → Enable Coaches & Sponsors
Implement Corrective Actions and Recognize Successes	Implement Corrective Actions → Recognize Success & Reinforce Change → Conduct Post-Production Review
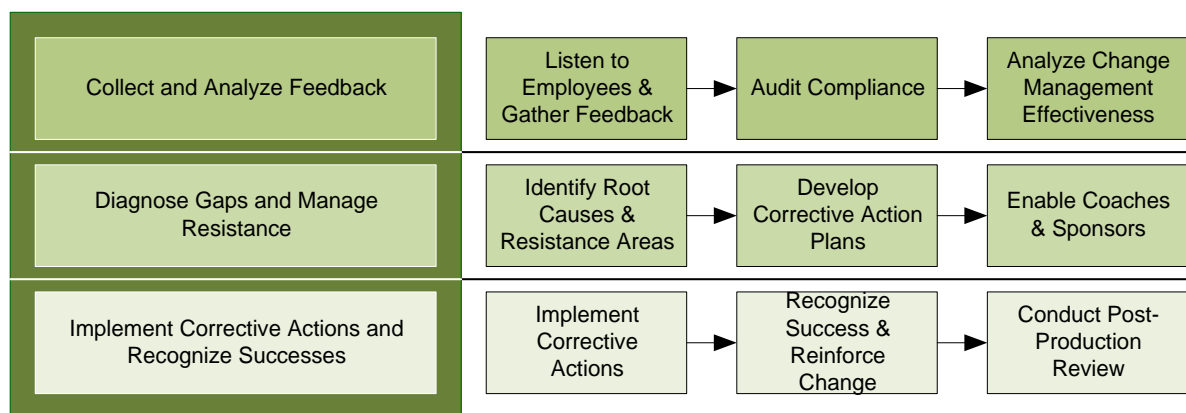
It is important to follow-up with employees to understand how the change is working. Many teams fall into the trap of completing their change management action plans without listening to what employees have to say. The feedback the Change Management Team gathers will be helpful in developing corrective actions and post-go-live change management activities. An initial step of Reinforce Change is to take an introspective look at end-users' compliance in using new tools and processes. Sources of compliance information are supervisors, system usage reports and actual witness of user compliance. It is especially important to talk directly to end-users as well. This step is not to act as the police, but to clearly understand end-user adoption. The results of the audits will be used to complete an analysis of the change management program's effectiveness.

Additionally, the Reinforce Change phase is not exclusively reserved for post go-live. The Resistance Management Plan, in part, works to identify gaps in compliance with expected behaviors at all points throughout the implementation.

The Change Management Team will develop corrective action plans to address resistance and performance gaps. They will work closely with Supervisors, Managers and Sponsors, as these groups normally have a pivotal role in implementing corrective action plans. We will prepare them with the information and tools they need to further manage resistance and implement the corrective action plan.

Once the corrective actions have been implemented and successes have been recognized and/or rewarded, the Change Management Team will conduct a final post-production review.

5.9 TESTING

The Testing phase is one of the most critical activities within an implementation cycle. So in order to streamline and optimize the entire verification phase, we have built our testing approach on the following principles and agile values:

- **Focus on Real World Scenarios:** During the implementation cycle, our testing focus will be towards understanding and validating business flows and requirements that maps to the real world needs of City's various departments and day-to-day job functions of end users rather than on standard capabilities provided by the deployed solutions.

- **Maximize Business End User Involvement:** During each of the testing activity, we will proactively engage business end users from various City's departments from day one. This ensures that they will get fully comfortable using the functionalities and feature sets of the new system early on and ultimately results in its rapid adoption post go-live without any issues and downtime.

- **Accelerate via Standardization and Reusable Assets:** We completely understand the criticality of time to market. So while providing comprehensive testing coverage, we will accelerate verification cycles by using standardized testing processes, methodologies, reusable test assets and templates

- **Collaboration:** Throughout the testing phase, we will take a fully collaborative approach with City's business and IT teams. This produces an environment conducive to fostering highest satisfaction levels while ensuring proper results with better quality and on schedule.

- **Flexibility:** AST consultants are cognizant of the fact that the priorities of business and end users can evolve and change over time. So we will showcase lot of flexibility in terms of accommodating and adapting to evolving business requirements and work towards newer goals as opposed to the

ones that were originally stated. This also ensures that post lengthy implementation lifecycles, City will get a quality and fully tested solution that will address and support all the latest business requirements.

▪ **Communication:** Consistent communication and status reporting is a vital part of our customer satisfaction efforts. As part of our implementation methodology, we will work with a detailed communication and control model whereby City's internal test management resources can establish proper levels of ownership over operations and ensure that all policies and procedures are properly followed.

In order to provide comprehensive testing coverage across all business requirements and implemented solutions, AST will conduct the following set of testing activities during the implementation cycle:

▪ **Define Test Strategy –** At the outset of the project, we will articulate a Test Strategy document that will outline the overall testing approach and execution plan to be followed during the verification phase. This will help all the project stakeholders to get an in-depth understanding as to what will be in testing scope, timeline, resources involved, responsibilities and testing tools and methodologies that will be followed.

▪ **Develop Use Cases** – For each of the City's business process scenarios defined during the planning phase, AST will create and organize use cases that will get validated during planned testing activities to assess the functional quality of the implemented Cloud solution.

▪ **Develop Test Scripts** – For every use case defined**,** we will create corresponding detailed test script documents which will contain information such as navigation steps, test data used, expected results and overall outcome. These test script documents will be provided to the City's business users to help them execute on the verification flows during Systems Integration Testing (SIT) and User Acceptance Testing (UAT) activities.

▪ **Prepare Testing Environments** – Before the start of any major testing event, we will prepare and configure testing instances and machines with all the pre-requisite hardware and software required. The project team will also perform a sanity check across solutions in scope to ensure that all base configurations and set up have been completed and key business flows can be processed fine.

▪ **Prepare Key Users for Testing** – To all the users who will participate in the test scripts execution activity, we will provide basic overview of the Cloud System navigation and specific training in the modules they will be testing. These will ensure smooth execution of the testing events and alleviate any major concerns that the users may have about the Cloud System and/or business processes being validated.

▪ **Test Execution** – AST will fully facilitate and support execution of major testing activities like SIT and UAT. During these events, we will help the business users execute on all the planned test scenarios, test scripts and recording of the results. On a regular basis we will provide summary reports on the test execution progress and the nature of the issues identified.

▪ **Results Analysis and Defect Reporting** – Once the test execution is finished, we will analyze all the failures and log issues/defects in the tracking logs. We will ensure that all issues have appropriate severity and priority markings and also will work with Oracle as appropriate to make sure that high impacting issues are either resolved in a timely fashion or have an agreeable workaround available.

▪ **Retesting and Closure:** As soon as an issue is resolved, we will work with the business users who logged it in the first place to verify/retest the resolution and then take further action as needed. Towards the end of the verification phase, we will work with the project PMO team to make sure that the quality exit criteria is met and the team is ready to move on to the next planned activity in the project cycle

AST consultants believe in 'First Time Right Quality' delivery. To achieve this we provide 100% test coverage against business requirements by performing following different types of testing at our client's site:

a.	System testing;

As the first iteration of formal testing, our functional and technical teams will thoroughly validate the quality each of the implemented application component (data conversions, interfaces, workflows, reports, customizations, extensions and business process flows) at the most basic level and independent of each other e.g. can a new PO be created, can a new supplier be registered in the system. This ensures early detection of defects and significant reduction in testing times and costs downstream when the quality of the integrated solution will be assessed

b.	Integration testing;

The goal of the System Integration Testing (SIT) is to assess the quality of the deployed Cloud System as a whole, along the integration points between various application modules and its interfaces with external systems. AST will work with City's PMO team to plan, execute and facilitate the entire effort. We will create a testing plan, help identify and schedule testers, prepare testing environments, test scripts, determine execution logistics and provide guided assistance during the activity. We will ensure that there is an active participation from all testers involved and each of the key business processes and interfaces will be validated as per their expected usage in the live production environments.

c.	Stress/performance testing; and

As part of the performance and stress testing, the varying nature of concurrent users and transactional load on the system will be simulated and the response time for key business processes, concurrent programs and transactions which are critical to the City from a performance standpoint will be assessed. For feature areas where the performance will be found not at par with the expected SLAs, AST will log issues and SRs and follow up with Oracle to ensure timely resolution. The goal is to minimize system downtime post go-live because of performance issues and provide the best experience to end users.

d.	User acceptance testing (UAT).

It is estimated that around 20%-30% of the project bugs are identified during the UAT phase of the implementation cycle. So AST consultants will work hand in hand with end users from various City's departments throughout this effort and make sure that the deployed Cloud solution can support their day-to-day business functions and it is sufficient and working correctly as per real world expected usage, saving frustration, money and time after the implementation.

5.10 OPERATIONAL REDESIGN APPROACH

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?

In addition, please describe your organization's capabilities to assist in a Citywide redesign of the chart of accounts to best leverage the capabilities of the system in order to meet the City's overall financial tracking and reporting objectives.

Oracle Cloud Applications contain a number of built-in workflows that are based on commonly used best practices. The solution also allows users to manage workflow processes to their specific requirements. Oracle Cloud Applications provides a graphical user interface for users to easily modify and customize delivered workflows. Any changes to the configuration carry forward seamlessly during upgrades.

The Proposed Cloud ERP Business Process Management (BPM) enables organizations to either optimize their business processes or adapt them to new organizational needs. Business process modeling is one important element of BPM.

AST recommends using Cloud ERP BPM. This is based on business process models that are presented in a five-level hierarchy, which illustrates the process from a high-level, conceptual view to a low-level, application specific view.

The levels of the business process modeling hierarchy are: industry (L0), business process area (L1), business process (L2), activity (L3), and tasks (L4). L1 through L3 are business-driven and independent of any specific implementation in an application, while L4 is influenced by Cloud ERP products and functionality. For example, the model includes Financial Control and Reporting as an L1, Close Accounting Period as an L2, and Close Ledger as an L3. Under the Close Ledger activity, there are L4 tasks such as Manage Accounting Periods and Create Balance Sheet Closing Journals, which align with functionality available from Oracle Cloud ERP.

An example of AST's recommended Cloud ERP Business Process Management is illustrated on the following page.

Example - AST's Recommended Cloud ERP Business Process Management

Example - AST's Recommended Cloud ERP Business Process Management
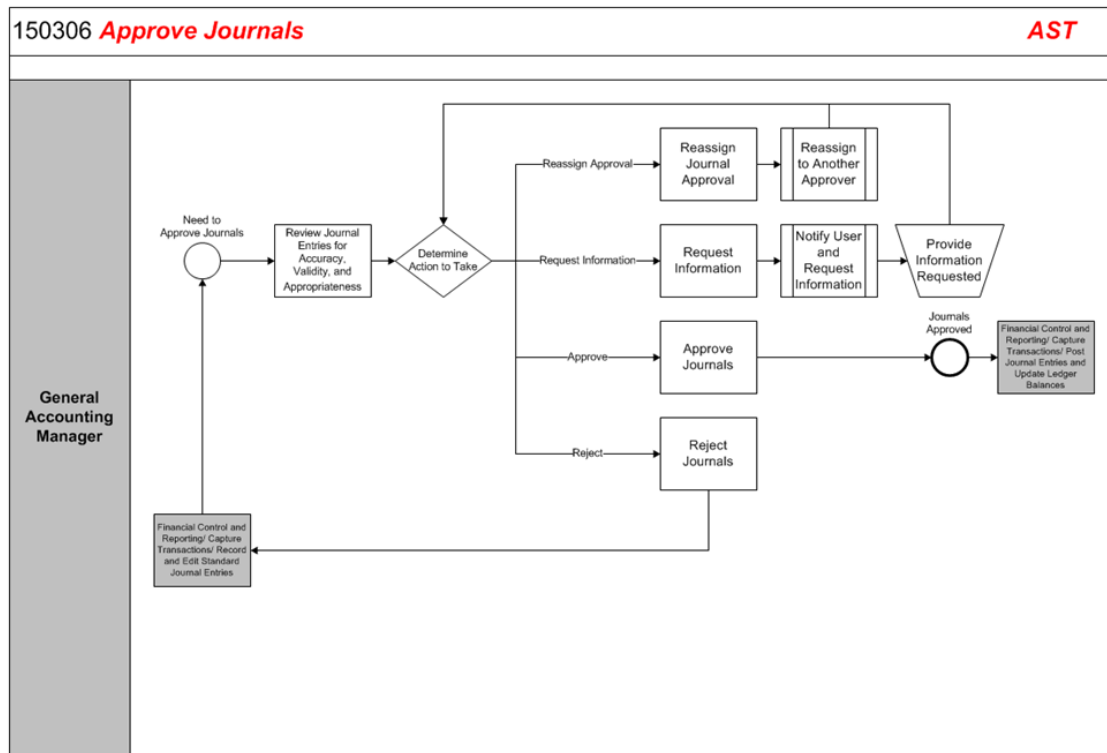
5.11 SYSTEM DOCUMENTATION AND MANUALS

Effective documentation and training help facilitate transfer of system knowledge to allow users and the support community to be at maximum efficiency and effectiveness. The goal is to provide user-friendly and easy-to-access materials and assistance to ensure that users and support staff understand system functions as they relate to day-to-day business processes. The process starts with identifying documentation needs, delivery media and audience. A documentation strategy is developed that may include creation of end user training documents, end user reference materials, or technical reference documents for procedures such as restart, backup and disaster recovery.

Oracle provides an extensive library of system documentation and user guides that are online and downloadable on demand. AST functional team leads will ensure that the City project team has access to the latest user guides during the project from the point of orientation through Go-Live.

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

Oracle Cloud Documentation provides documentation, tutorials, and videos so that you can learn about Oracle Cloud services. You can find all of these resources and more on the Oracle Help Center at: http://docs.oracle.com/cloud/latest/index.html?tab=2
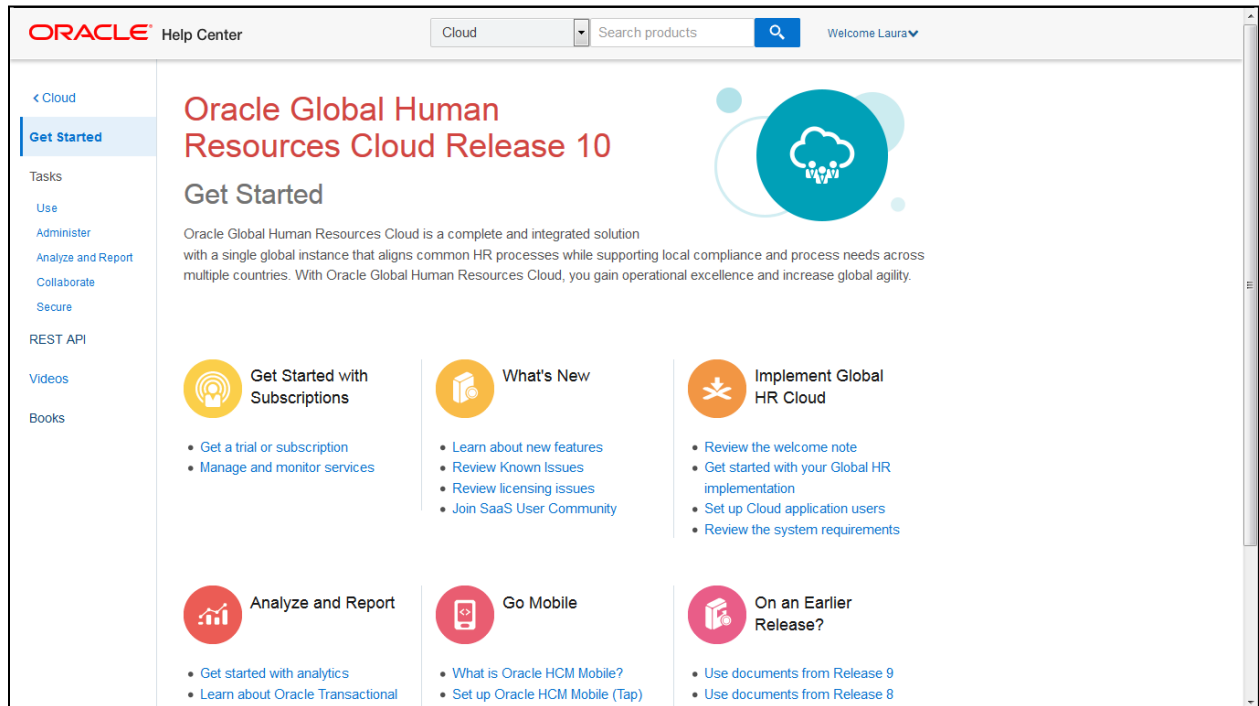
Additional Resources include:

Applications Help

Application Help has many types of help content, including videos, examples, FAQs, and help topics and is available on https://fusionhelp.oracle.com
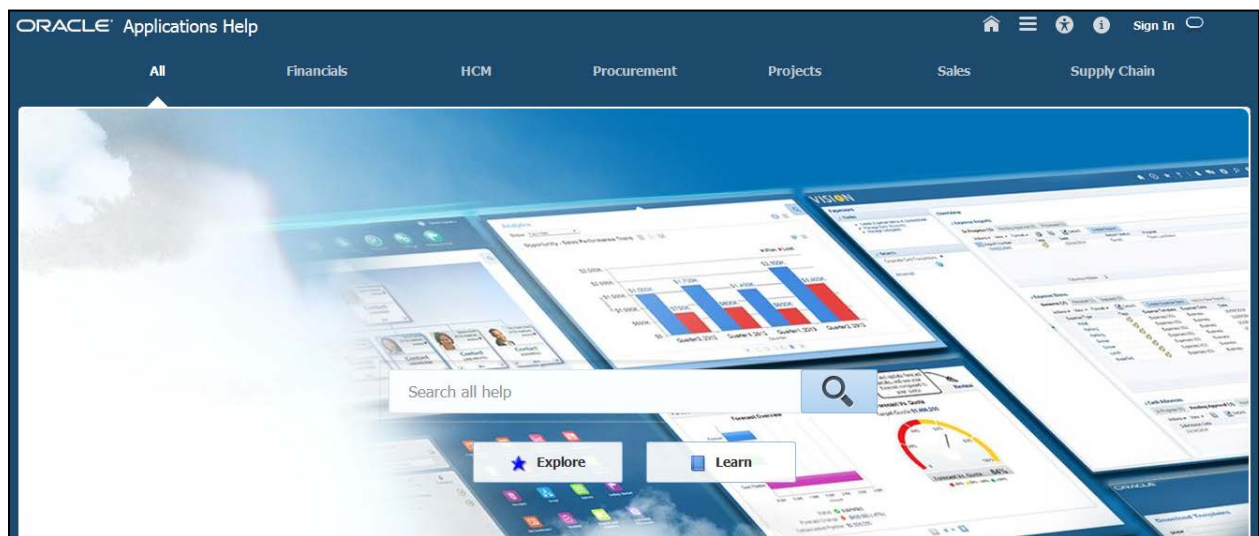
My Oracle Support

My Oracle Support is Oracle's one-stop online technical support portal that offers a wealth of resources for Oracle customers and allows you to search knowledge, participate in communities, log/track service requests, sign up for alerts, view product health recommendations, take advantage of Oracle Maintenance and Upgrade Advisors, and much, much more.

Oracle Applications Customer Connect

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, upcoming events related to Enterprise Resource Planning, answers to use-case questions specific to Supply Chain Management, or executive messaging on Customer Experience, our community is your one-stop-shop. It includes:

- **Peer-to-Peer Support** - We know that our customers expect to find the answers they need quickly and easily, share each other's experiences, and work with peers to solve problems and gain efficiencies. We have made it easy to do just that. Visit the community discussion forums to pose questions, explore ideas, and discuss Oracle Applications – help each other resolve issues by sharing unique insights and experiences.
- **Be the First to Know** - Be the first to know about upcoming events that showcase new release functionality, industry and solution best practices, strategies for your business, and more. Learn about maintenance windows, upgrades, and other important information through news and announcements. Stay abreast of all community activity by subscribing to one or more content areas, and easily update your subscription preferences as your needs and interests change over time
- **Connect with Oracle Experts** - Tap directly into the expertise of Oracle employees by connecting with a business area owner or product experts through forums to explore product functionality and best practices. Take advantage of numerous learning opportunities offered directly through the community or Oracle University, and then choose the option that best fits your schedule and needs. Get connected to instructor led classroom experiences, interactive live virtual courses, self-paced training on demand, and self-study courses.
- **Executive Insights** - Missed Oracle OpenWorld or other events? Watch keynotes and session highlights on demand directly from the community at your convenience. Follow tweets from our executives and product area experts. Become part of the conversation.
- **Be Heard** - You are an integral part of the Oracle brand. We value your insights and want to hear what you have to say. Share your expertise and let your passion help drive the future of Oracle Applications.
- **Join the Conversation** - The Oracle Applications Customer Connect community is a private community, exclusive to Oracle Applications customers and the Oracle resources that you trust and value. Talk to your Account Manager about membership and join the conversation today.
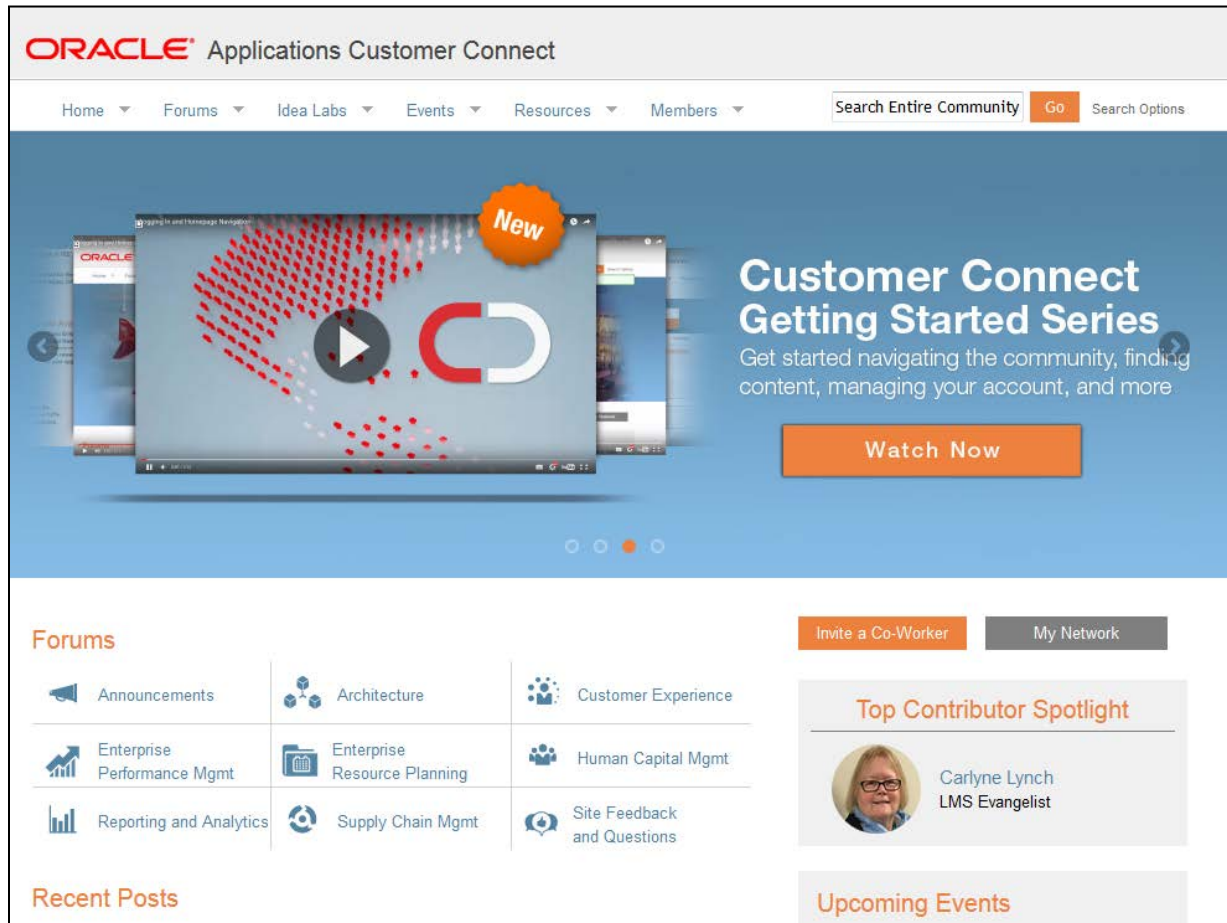
2.	**Describe what types of documentation you anticipate developing during the course of the project.**

Complete and detailed project deliverables will be documented throughout the project. Our documentation including technical components that will be developed consists of:

▪ Implementation Project Plan	▪ Applications Setup
▪ Documentation Standards	▪ Technical Design
▪ Design and Build Standards	▪ Data Conversion Design
▪ Business Process Baseline	▪ Unit Test Scripts
▪ Business Requirements	▪ System Test Scripts
▪ Security, Control and Audit Strategies	▪ Production Deployment Plan
▪ Data Conversion Strategy	▪ Production Cutover Plan
▪ Interface Strategy	▪ Production Readiness Assessment
▪ Customizations and Extensions Strategy	▪ Support Handover

We will develop and provide project-specific and City-specific technical documentation, design documentation, unit test scripts used during training to facilitate the need for reference information in on-going operations and troubleshooting. Core and end user documentation will be developed using to document the City's business processes and tasks.

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 (e.g. 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 found here - http://www.oracle.com/us/corporate/contracts/saas-public-cloud-services-pillar-3089814.pdf

5.13 KNOWLEDGE TRANSFER

The Vendor must 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.

Led by AST consultants, Knowledge Sharing is experiential, on-the-job learning for members of the project team in one-on-one or small group settings. Based on our extensive experience with Oracle ERP implementations, we find that project team Knowledge Sharing is most effective when provided by the consultants as they work shoulder-to-shoulder, on the job, with City team members.

While it is often thought that Knowledge sharing applies only to technical personnel, we use this same experiential learning approach for functional team members. (We define Functional team members as those who are the subject matter experts representing business functions such as Finance and Accounting, Purchasing, Human Resources and Planning/Budgeting.)

The initial training needs assessment will be used to develop the specific learning objectives and detailed Knowledge sharing learning topics for each project team member, both functional and technical.

Functional Knowledge Sharing

Through functional Knowledge sharing, selected City employees will be able to maintain and troubleshoot the application in the future. Using AST's EDM process, City functional team members will work with their AST counterparts to:

- Make design decisions, including critical decisions such as the Chart of Accounts
- Conduct Fit-to-Standard analysis

- Develop future state process flows
- Review and approve configuration documents
- Configure the application to meet the planned design
- Sprint 1: Observe demonstration and provide input
- Sprint 2: Lead a portion of the demonstration
- Integration Testing: Lead most of the testing
- Acceptance Testing: Lead the entire testing process
- Develop test scenarios for integration and acceptance testing
- Log, track and resolve issues
- Troubleshoot configuration and workflow issues
- Issue and track Oracle service requests
- Build expertise as an end user

A functional Knowledge sharing log will be used to schedule, assign, execute and track progress against the Knowledge sharing plan.

Technical Knowledge Sharing

In the SaaS/Cloud setting, the role of the technical employee is significantly different than that in an on-premises solution. In the Cloud, Oracle owns most of the technical work to support the software. For instance, Oracle will manage all software instances and the installation of new patches and releases.

Technical Knowledge sharing will focus on working with Oracle and on those topics that are controlled by the City. Examples are technical Knowledge sharing topics include:

- Working with Oracle (e.g., instance management, patch/release and performance analysis)
- Setting up users and passwords
- Creating new roles
- Testing in advance of patches and releases
- Submitting service requests
- Technical Personalization
- Interface standards
- Review and approve interface documents
- Conduct historical data loading

Just as with functional Knowledge sharing, a technical Knowledge sharing log will be used to schedule, assign, execute and track progress against the Knowledge sharing plan.

AST's Change Management and Training team and ultimately our Project Manager are held responsible for ensuring the goals and objectives of our training and Knowledge sharing plans are clearly defined and met during the course of the project. Our EDM implementation methodology requires a quality assurance period at the end of each stage in the project to ensure that these objectives are accomplished.

The final result of project team training and Knowledge sharing is that the City will have employees who will be able to maintain and support your Oracle Cloud applications long into the future.

6 STAFFING PLAN

On every engagement, AST teams up with our client's personnel to assemble a cohesive team of consultants, users and client IT personnel. The City's project will be lead jointly by the AST and the City Project Management Team to create a total synergistic approach to project management and promote the most effective communication throughout the project. Our experience has shown that the active participation of key City business users from the outset of the project is the single most important factor in a successful implementation. At the same time, we know that users' time is very valuable and often limited, particularly within the Public Sector, and should be utilized with great care and planning. We will be conscientious and prudent in utilizing City personnel's time.

AST prefers to perform most Oracle Application implementation project work on-site at our client's location, as we feel this offers more complete and effective knowledge sharing to our clients. From time to time, some tasks may be performed off-site in order to reduce travel costs. AST will request formal approval from the City prior to any and all remote work. The majority of activities will be performed during normal City business hours. Typically our consultants who travel to client worksites work 4-day, ten hour schedules (Monday-Thursday), however we would be open to discussing alternative schedules with the City. We often conduct production deployment activities over a weekend in order to minimize disruption to the City's ongoing operations.

1. The Vendor must provide an Organizational Chart identifying all personnel who will be 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.

The success of a project of this complexity is directly related to the experience and knowledge of the assigned staff. All of our proposed consultants are certified Oracle implementation champions and many have worked in Finance, Procurement, or Human Resources departments for both Private and Public Sector organizations. Our team comes ready to convey its unique insight and in-depth Oracle knowledge to help the City plan a comprehensive and trouble-free implementation of the Oracle Cloud Applications.

The majority of activities will be performed during normal City business hours. Typically our consultants who travel to client worksites work 4-day, ten hour schedules (Monday-Thursday), however we would be open to discussing alternative schedules with the City. Please note, we prefer to conduct production deployment activities over a weekend in order to minimize disruption to the City's ongoing operations.

The table below provides an overview of the key resources proposed for the City's ERP Implementation. Each of our functional leads has more than 10 years' experience implementing Oracle ERP applications. AST cannot guarantee that particular consultants will be available when the project does start. However, AST employs over 300 consultants throughout the nation and we are highly capable of providing resources that match or exceed the qualifications of those identified here.

Project Role	Consultant	Years' Experience
Project Executive	Shaji Zechariah	30
Project Manager	Jeff Kost	25
Training & Change Management Lead	Tom Grubb	30
Tech Lead	Vishal Kumar	13

Functional Lead (Financials)	Lucy Montana	20
Functional Consultant((Financials)	Loretta Neumann	19
Functional Lead((Purchasing)	Scott Sherrillo	20
Functional Lead((Projects & Grants)	Brian O'Mara	15
Functional Lead(HRMS)	Rao Chamarthy	21
Functional Lead (Payroll)	Sriram Ramaswamy	27
Functional Lead (Recruitment & Onboarding)	Deepa Vyas	15
Functional Lead (Budgeting)	Abhinav Raina	20

Resumes for the proposed consultants listed above are provided in **Appendix A** at the end of this response.

> **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.**

Our experience has shown that the active participation of key City business users from the outset of the project is the single most important factor in a successful implementation. At the same time, we know that users' time is very valuable and often limited, particularly within the Public Sector, and should be utilized with great care and planning. We will be conscientious and prudent in utilizing City personnel's time.

We propose the joint project team structure illustrated in the organizational chart on the following page for implementation of our proposed Oracle Cloud ERP Solution.

City Project Steering Committee

AST Executive Sponsor

City Project Manager

AST Project Manager

Change Management & Training Lead

Technical Team

City Technical SME	AST Technical Leads
City Sys Admin	AST Sys Admin
City Developers	AST Technical Analysts

Performance Mgmt.& BI Team

| City Reporting SME | AST OTBI Developer |

Purchasing Team

City Purchasing SME	AST Procurement Lead
City Contracts SME	AST Procurement Contracts Lead
City Inventory SMEs	AST INV Lead

Projects Team

| City Projects/Grants SME | AST Projects/ Grants Lead |

Finance Team

City GL SMEs	AST GL/FA Lead
City AP SMEs	AST AP Lead
City AR SME	AST AR Lead
City FA SMEs	AST GL/FA Lead
City Treasury SMEs	SymPro Subcontractors

HR Team

| City HR/Benefits SME | AST HRMS Lead |
| City Payroll SME | AST Payroll Lead |

Budgeting Team

| City Budget SME | AST Budget Lead |

Roles and Responsibilities

Our experience with projects of similar size and complexity to the City's project shows that commitment from the City's key personnel will help ensure a successful effort.

We have identified those tasks/responsibilities where our past experience has shown it is best for the City personnel to take a lead role. No specific training is required of these individuals; however AST will provide an Oracle Cloud Applications orientation training for City Project team members prior to the start of the project.

We are listing below the expected roles and responsibilities of the AST implementation consultants, as well as City personnel. We do understand that staff's time is limited and that they have to perform other duties besides the implementation project. In many cases one person can be utilized to fulfil more than one role. This will help the City plan and manage its resources more efficiently. Should any issues or concerns arise regarding resource availability; these can be discussed ahead of time during the contract negotiation process.

AST Project Team

Role	Responsibility	Role Type
Project Manager	Project Oversight	Lead
	Project Planning	Lead
	Project Management	Lead
	Status Reporting and Communication	Lead
	Issues Resolution	Lead
	Consulting Resource Allocation	Lead
	City Resource Allocation	Assist
	Scope Control	Lead
	Knowledge Sharing	Assist
	Production Migration	Assist
	Quality Assurance	Lead
Functional Leads	Requirements Analysis and Definition	Lead
	Prototyping	Lead
	Functional Issues Resolution	Lead
	Functional Design ▪ Data Conversion Design ▪ Interface Design ▪ Custom Reports Design	Lead
	Application/Module Setup	Lead
	Create Unit Test Scripts	Lead
	Unit Testing	Lead
	Integration Testing	Lead
	Integration Test Scenarios and Test Cases	Assist
	System Testing	Lead
	Acceptance Testing	Assist
	Reporting Analysis and Design	Lead
	User Procedure Documentation	Assist
	Training Material Development	Lead

	Knowledge Sharing	Lead
Technical Lead & Developers	Technical Design-Data Conversion	Lead
	Technical Design-Interfaces	Lead
	Technical Design-Custom Reports	Lead
	Integration Testing	Assist
	Legacy Data Extract	Advise
	Knowledge Sharing	Lead

Hollywood, FL Project Team

Role	Responsibility	Role Type
Project Manager	Project Planning	Assist
	Project Management	Lead
	Issues Resolution	Assist
	Resource Allocation	Lead
	Consulting Resource Allocation	Assist
	Scope Control	Assist
	Project Communication	Lead
	Production Migration	Assist
	Knowledge Sharing	Assist
	Deliverable Acceptance	Lead
Functional Subject Matter Experts (SME) and related Functional Process Team members	Requirements Definition	Assist
	Prototyping	Assist
	User Procedure Documentation	Lead
	Training Material Development	Assist
	Customizations Design	Assist
	Interface Design	Assist
	Reporting Analysis/Design	Assist
	Data Cleanup and Validation	Lead
	System Testing	Assist
	Acceptance Testing	Lead
	Knowledge Sharing	Assist
	End User Training	Lead
Technical Developers	Review Design and Build Standards	Lead
	Technical Design-Data Conversions- Extraction	Lead
	Technical Design-Interfaces	Assist
	Technical Design-Customizations	Assist
	Technical Design-Custom Reports	Assist
	Technical Design-Benefit Formulas	Assist
	Legacy Data Extract	Lead
	Integration Testing	Assist
	Knowledge Sharing	Assist
O/S and Network Administrator	Network and O/S Support	Lead
	Desktop Configuration	Lead

Programmer/Technical Staff	Custom Programs and Reports Development	Assist
	Unit and Integration Testing	Assist
	Knowledge Sharing	Assist
Help Desk Analyst	Knowledge Sharing/Training	Assist

6.1 STAFFING PLAN FORM

1.	Identify the degree to which your staff will be onsite versus off-site during the project.
	AST's approach to implementations such as the one being proposed for the City is to have our full project staff perform work on-site for the duration of the project. We feel this approach lends itself well to better collaboration between the City and AST project team members and facilitates comprehensive knowledge sharing which in turn helps the City staff feel more confident using and supporting the applications once the project is complete. To this effect AST has planned up to 50% of the work being completed on site at the City premises. This would include all critical project events including Conference Room Pilot reviews, User testing cycles and production migration.
2.	Please provide the resource and configuration requirements for the Vendor's staff during the implementation:

Number of workstations	Not Required if City allows AST laptop connections to its network
Number of desks	Up to 12
Number and size of dedicated rooms for the project	2-3
Telephones	12 (Can be shared depending on co-location of the desks)
Network accessibility needs	Internal as well as VPN for all consultants (Up to 20 staff members)
White boards	4-6
Flip charts	VPN to connect to the City network remotely if required
Power requirements	Connections for desktops/laptops
Other resource needs	N/A

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 the product in similar environments.
	The table provided below identifies the number of City business staff expected to be committed to the project implementation.

Role	FTE #	Skills	% of Time
Steering Committee	City to determine	Knowledge of City resources; decision making ability and leadership skills	5%
Project Manager	1	Ability to manage large scale projects; understanding of City business processes and approval hierarchy; good communication skills	100%

Financials SMEs	2-4	Complete understanding of City accounting, budgeting, and procurement policies and procedures; good communication skills	50%
Projects/Grants SME	2-4	Complete understanding of City Grants policies and procedures; good communication skills	50%
HR/Payroll SMEs	2-4	Complete understanding of City HR and payroll policies and procedures; good communication skills	50%
Technology (System Administrator)	1	Database administration experience; knowledge of current City systems and technology procurement procedures; Computer Science or Information Sciences background a plus.	50%
Technology (Systems Developer)	2	Programming experience; Computer Science or Information Sciences background; script development; ability to create technical design documents.	50%
Technology (O/S & Network Administrator)	1	Knowledge of City Networking infrastructure and capacity; background in Computer Sciences or Information Sciences	25%
Training & Change Management Lead	1	Planning and communication skills; public speaking and/or training background preferred. Knowledge of interdepartmental and interpersonal dynamics within the City.	100%

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 the product in similar environments.

Project Role	# of FTEs	Skill Set Required	Training Required?	Training Provided?
Help Desk Trainer	1	Manage Front Desk Support	Yes	No
System Administrator	0.25	Coordinate with AST SysAdmin for Oracle Cloud management Ability to Interact with Oracle Cloud Services	Yes	Yes
Report Developer	3-4	Knowledge of Transactional BI and Cloud Applications Data Structure	Yes	Yes
Subject Matter Experts (Financials, Procurement, Hyperion Budgeting)	3-5	Knowledge of City processes and Requirements.	Yes	Yes

			Willingness to learn a new application			
	System Administrator	0.25	Work with AST System Administration to understand how to troubleshoot technical issues	Yes	Yes	
	Security Administrator	0.25	Monitor firewall, User Access requirements	Yes	Yes	

7   ONGOING SUPPORT SERVICES

Oracle Cloud Operations performs changes to cloud hardware infrastructure, operating software, product software, and supporting application software to maintain operational stability, availability, security, performance, and currency of the Oracle Cloud. These changes are performed as part of regular systems maintenance according to a pre-defined scheduled service period. Regular systems maintenance is targeted to occur during the statistically lightest utilization period for the deployment region. In addition, Oracle will apply emergency maintenance as required.

Oracle will perform upgrades to the Customer environments as new services versions become available. Oracle announces availability of new service versions in advance. Customers should systematically upgrade to the most recent version to have consistent access to Oracle's most advanced service capabilities. Where applicable for services that are multi-version, customers have the flexibility to run the latest available version or the version prior to the latest available version. The upgrade process is straightforward and efficient.

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 24X7 product support is available to the City as long as the Cloud subscriptions are active. AST has included one month of post go-live support as part of the proposal. Once the project transitions to Production and the functional modules have gone live, AST analysts will help stabilize the application environment. AST will also help the support staff deal with post-production issues and streamline the support process. AST's Project Manager may also propose next steps for the City, in terms of future business, technical direction etc. AST resources providing this support will consist of resources who participated in the development and implementation of the Cloud ERP system. This will ensure a smooth transition for the City's end-users in a manner that provides a "safety net" by keeping the key consultants available as and when needed.

Optionally, AST can offer extended on-site application support via our dedicated Managed Services practice. By leveraging our team's repository of proven municipal government support solutions, we can offer recommendations that improve important business processes and add value to the City's organizational structures, plans and personnel strengths. Pricing for this level of support can be provided if elevated for evaluation.

Additionally as part of the Oracle Cloud ERP subscription, the City will have access to industry leading Oracle Premier Support in order to achieve maximum service levels within a minimal amount of time following service implementation. 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 27 languages from more than 18 global support hubs 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.

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 described in the Oracle Cloud Change Management Policy
- Assistance with technical Service Requests
- 24 hours per day, 7 days a week 24 x 7 access to a Cloud Customer Support Portal designated by Oracle (e.g., 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.

b. Onsite support (e.g. system tuning, application configuration, interface issues, report development, network optimization, user training and tips to optimize the user experience);

As stated above, AST will provide one month of post-go-live support for each phase of the project. The "post go-live" support period begins once the modules deployed in each respective phase transition to production and have "gone live". This support will be provided on-site and be staffed by key members of the implementation who were actively involved in the configuration and deployment of the modules placed in production for each respective phase. During this support period, AST resources will continue to work collaboratively with their City counterparts to ensure that the system is operating the way that it was designed to work.   Leveraging their experience and insight from the recently completed implementations, our team will be able to quickly address any issues, answer any questions, or provide additional training while City personnel are actually using the new system. These support periods offer the City a window of time to stabilize the system, better utilize the new system, and facilitate greater acceptance of Oracle Cloud ERP solution throughout the organization.

In addition to this level of post-production support, AST can provide ongoing onsite support for system tuning, application configuration, interface issues, report development, etc. via our dedicated Managed Services practice. Providing sustained support and an enhanced user experience for Oracle Cloud Applications requires specialized skills and Cloud ERP experience. Whereas the traditional On-Premise systems require infrastructure, database and technology focused teams, Cloud ERP requires an advanced understanding of your organization's business processes, Oracle Cloud ERP leading practices and familiarity with Oracle's operations and cloud management protocols. The restrictions on access to servers and databases running the Cloud ERP, and frequent patches/upgrades applied by the software vendor require insightful and experienced analysts to promptly debug and resolve system issues. Last but not the least, the transformative nature of the Cloud ERP system implemented by Access, can only be fully assimilated by the business users, if the managed services partner can support them in the effective use of the Cloud ERP and guide them in the use of leading business practices.

AST brings a proven Managed Services methodology (EASM) and innovative tools specifically developed for support engagements. Our methodology is based on ITIL Framework and brings best practices in Service Delivery Management to our clients. In addition, AST has developed an extensive repository of knowledge assets over decades of experience that will be leveraged for support and enhancement functions. Our standardized templates and processes incorporate the discipline to ensure a seamless transition, run support operations efficiently and provide complete visibility.

Additionally, AST has a well-established on-site, on-shore and off-shore support model that can be leveraged to offer 24X7 support coverage to the City. AST adopts a shared services model of engagement driven from our US and India-based delivery centers that optimizes services costs, expedites support execution throughput and improves the overall customer experience.

We offer flexible service level agreements based on customer needs. We have not included pricing for extended application support as part of this proposal, but would happy to discuss options with the City as we gain a better understanding of your needs and requirements.

c. Telephone support;

Telephone support in English is provided 24-hours per day, 7-days a week. Telephone support in an additional 26 languages is provided during local business hours for most products. For further information, please refer to the Global Customer Support Contacts 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.);

Oracle Premier Support is on duty 24/7 and support rolls around the globe with normal working hours on critical issues. During normal working hours for US time zones, the major support centers are located in Orlando and Colorado. Telephone support in English is provided 24-hours per day, 7-days a week. Self-Service support is available 24/7/365 through Oracle's online support portal.

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;

The fees paid for the Oracle Cloud Services offering include support. Support Services for Oracle Cloud consists of:

- 24 hours per day, 7 days a week 24 x 7 access to a Cloud Customer Support Portal designated by Oracle (e.g., My Oracle Support) and Live Telephone Support to log Service Requests
- Non-technical Customer service assistance during normal Oracle business hours (8:00 to 17:00) local time.

f. Users group (i.e. - information about it, where it is held and when);

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. Visit Oracle User Groups for additional information.

Oracle's user groups include:

- Technology User Groups
- Applications User Groups
- Middleware and Development User Groups
- Global Regions User Groups
- Industry User Groups

g. Online knowledgebase (i.e. – how it is accessed, 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 1 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.

As previously stated, AST has proposed Oracle Cloud Applications which are a Software as a Service (SaaS) ERP solution. The City would subscribe to the service on a monthly or annual subscription basis which

includes hosting, support, and maintenance of the applications. Optional renewals are available at the end of each term. A copy of Oracle's Cloud Services Agreement is included in Section 10.

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).

AST and 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, 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.

AST's preferred engagement methodology is to continuously engage our clients even after the deployment and go-live of the applications. In a SaaS model, Oracle will upgrade the applications on a periodic basis. Since our consultants are continuously engaged on newer versions of the applications, they are fully aware of the delta changes between the upgraded versions of the applications. With frequent upgrades it unreasonable to expect end users to be at a similar level of knowledge and it is very common for our Clients to not benefit from the new features of the upgraded system. Hence AST welcomes the

City's progressive thought process to periodically revisit the City's applications and processes. This will help the City not only improve the processes but also take advantage of any new features in the applications. AST has estimated for an annual two week assessment services to revisit the functional processes within the City for a period of 5 years after go live as requested by the City. Each such assessment is capped at 400 hours/year at a cost $66,000/per year. These hours can be suitably distributed across different resources as per the needs for each assessment and can be worked out with the City at the beginning of each assessment. The cost of the assessment does not include travel or project management services.

7.1 ONGOING SUPPORT SERVICES FORM

In order to provide the City with a complete understanding of our proposed Enterprise Resource Planning solution, we have included responses to the Ongoing Support Services Form in section 7.12 of the RFP for both the core Oracle Cloud ERP/HCM applications, and the third party software products described in Section 3.1.

Ongoing Support Services Form-Oracle Cloud

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.
	Every attempt is made to return technical support calls as quickly as possible.

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).

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: http://www.oracle.com/us/support/policies/index.html. |
| 2. | What is the average time for resolution to tickets entered in your system? |
| | Every attempt is made to return technical support calls as quickly as possible.

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).

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: http://www.oracle.com/us/support/policies/index.html.
3.		Provide Help Desk services for technical support and end users. Specify days and hours and any escalation options and procedures.
		Oracle Premier Support

Oracle Premier Support

Customers with a current service subscription may receive the following service support:

- The Second Line Support as described in the Oracle Software as a Service Support Policies document located at: http://www.oracle.com/us/support/policies/index.html.
- Program updates, fixes, security alerts, and critical patch updates
- General maintenance releases, selected functionality releases, and documentation updates
- Assistance with service requests 24 hours per day, 7 days a week
- 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)
- Non-technical customer service during normal business hours

Further information is provided at: http://www.oracle.com/support and http://www.oracle.com/us/corporate/contracts/cloud-services/index.html.

Escalation Process

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:

- Encounter a critical roadblock or showstopper to implementation or upgrade plans.
- Urgently need to communicate important business issues to managers in Oracle Support.
- Are dissatisfied with the resolution or response to a Service Request.

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.

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.

- 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.

	- 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. - The engineer will page the appropriate escalation manager, who will call the customer within approximately 30 minutes of the request. - The escalation manager will work with the customer to create an acceptable action plan. - The escalation manager will document the conversation and the action plan in the service request. - The escalation manager will follow up to ensure that the action plan is followed or reset expectations if necessary. - 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.)
4.	Identify the party or business unit that is responsible for the support options provided above.
	Oracle America, Inc. will be providing technical support. Customers with a current service subscription may receive the following service support: - The Second Line Support as described in the Oracle Software as a Service Support Policies document located at: http://www.oracle.com/us/support/policies/index.html. - Program updates, fixes, security alerts, and critical patch updates - General maintenance releases, selected functionality releases, and documentation updates - Assistance with service requests 24 hours per day, 7 days a week - 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) - Non-technical customer service during normal business hours Further information is provided at: http://www.oracle.com/support and http://www.oracle.com/us/corporate/contracts/cloud-services/index.html.

5.	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:
	    a. Role
	    b. Responsibility
	    c. Estimated time commitment in terms of FTE time

	AST recommends the staffing model identified in our response to question 5 below for on-going support of the application. This recommendation represents an ideal staffing based on the Oracle Cloud Applications we have proposed in this RFP. If ultimately awarded the project, AST will work with the City to refine ongoing staffing needs and governance based

on any constraints the City identifies during the project. Please note that in many cases one FTE may be able to perform multiple roles.

Role	FTE Required (#)	% of Time
Applications Manager	1	50%
Financials Functional SME's	2	30%
Projects Functional SME	1	30%
Procurement Functional Lead	1	30%
Planning & Budgeting Lead	1	30%
Investment/Debt Service Lead	1	30%
HCM Functional Lead	1	30%
Benefits Functional Lead	1	30%
Payroll Functional Lead	1	40%

6.	For ongoing IT staff resources, please provide the following information:
	    a. Type of positions required, as applicable (e.g., help desk, trainer, report developer, application support, system administrator, security administration, etc.)
	    b. Number of FTEs within each position
	    c. Skill sets required for each position
	    a. Training required and whether the Vendor provides this training

Project Role	# of FTEs	Skill Set Required	Training Required?	Training Provided?
System Admin	0.5	Interaction with Oracle Cloud Services for I issues	Yes	Yes
Technical Developers	2-3	Knowledge of the Application /Modules they are supporting Knowledge of OTBI and Cloud Applications Data Structure	Yes	Yes

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?

Typically this is not an issue. However to get the best out of the support infrastructure, Customers limit staff members who will report issues. The customer web administrator can add or grant access to My Oracle Support thereby giving all necessary users access to the various tools, resources, and assets located under My Oracle support.

The Customer's technical contacts are the sole liaisons between Customer and Oracle for Oracle Cloud support services.   Such technical contacts must have, at minimum, initial basic training for Oracle Cloud and, as needed, supplemental training appropriate for specific role or implementation phase, specialized service/product usage, and/or

migration. Customer's technical contacts must be knowledgeable about the Oracle Cloud service offerings and the Oracle environment in order to help resolve system issues and to assist Oracle in analyzing and resolving service requests.

When submitting a service request, Customer's 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, Customer must notify Oracle whenever technical contact responsibilities are transferred to another individual.

Please refer to Oracle's Cloud Technical Support policy under 5.2 Oracle Cloud Customer Support Systems at: http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf.

8.	Describe the types of support needed to keep the product under current support and to keep the product enhanced.

Oracle Cloud Operations performs changes to cloud hardware infrastructure, operating software, product software, and supporting application software to maintain operational stability, availability, security, performance, and currency of the Oracle Cloud. These changes are performed as part of regular systems maintenance according to a pre-defined scheduled service period. Regular systems maintenance is targeted to occur during the statistically lightest utilization period for the deployment region. In addition, Oracle will apply emergency maintenance as required.

Oracle will perform upgrades to the Customer environments as new services versions become available. Oracle announces availability of new service versions in advance. Customers should systematically upgrade to the most recent version to have consistent access to Oracle's most advanced service capabilities. Where applicable for services that are multi-version, customers have the flexibility to run the latest available version or the version prior to the latest available version. The upgrade process is straightforward and efficient.

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.)
	AST has proposed Oracle Cloud Applications which are a Software as a Service (SaaS) ERP solution. The City would subscribe to the service on a yearly subscription basis which includes hosting, support, and maintenance of the applications for a one year term with annual optional renewals.

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 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.

Software Updates and Distribution

12.	Will the City be responsible for performing any system updates or release patches?

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.

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.

	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: https://cloud.oracle.com/en_US/saasreadiness/erp?readinessRID=1445271675962 and https://cloud.oracle.com/en_US/saasreadiness/hcm?readinessRID=1445266019356. 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.

13.	Describe the product release cycle including:
	     a. Frequency of upgrades/enhancements or new versions (major and minor version releases)
	     b. Contents of release,
	     c. How long release takes to implement, and
	     a. Use of release notes.

	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. AST has developed a streamlined approach for implementing new Oracle Cloud Releases which can take anywhere from 2-4 months depending upon the scope and size of the organization. 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. Oracle applies required maintenance and performs release upgrades to the customer's environment on a periodic basis. 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.

Ongoing Support Services Form-SymPro

	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.
	Response time: min.- immediate, max.- 1 day, avg.- 3-4hrs.
2.	Provide Help Desk services for technical support and end users. Specify days and hours and any escalation options and procedures.
	M-F 8am- 7pm CST. Help desk/Client support mgr./Division GM.
3.	Identify the party or business unit that is responsible for the support options provided above. The vendor shall include information for a County-hosted versus a vendor-hosted solution.
	Technical support team.

4.	Provide the following regarding the number of business staff the County should expect to be committed to providing on-going application support:
	    d. Role
	    e. Responsibility
	    f. Estimated time commitment in terms of FTE time

	End users will maintain the application.

5.	For ongoing IT staff resources, please provide the following information:
	    d. Type of positions required (e.g., help desk, trainer, DBA, report developer, application support, system administrator, security administration, etc.)
	    e. Number of FTEs within each position
	    f. Skill sets required for each position
	    b. Training required and whether the vendor provides this training

	1 Application support person. .10 FTE. Network admin rights. (Vendor will support person remotely).
6.	Do you limit the number of County 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?
	No. Yes, we are agreeable.
7.	Describe the types of support needed to keep the product under current support and to keep the product enhanced.
	Technical support personnel to implement upgrades.
8.	Do you need remote access to the server to support/maintain it? If yes, describe the method(s) and security used.
	Access to server is needed for initial installation and troubleshooting during support period. County will provide access.

9.	Describe how your software will be licensed to the County (e.g. site license, named users, concurrent users, etc.)
	Emphasys is delivered based on a site license and concurrent users. Concurrent users are delivered in 3 person licenses.

Software Updates and Distribution

10	It is anticipated that all system updates and release patches will be downloadable from the vendor's web site. An accumulation patch process is desired. Provide information on how "server" and "client-side" software updates are received, processed and distributed to either the server and/or client environment, including but not limited to:
	    a. Backward version compatibility and support of back versions,
	    b. Timeframe/policy on moving to new versions,
	    c. Automatic product upgrades or on demand,
	    d. Ease of implementation for County staff versus need to contract for services.
	    e. Use of Microsoft Systems Management Server (SMS) 2003 and/or Microsoft Software Update Services (SUS) to deploy new versions and patches to servers and clients.

	Upgrades and patches are delivered via the Vendors FTP site.

11	Describe the product release cycle including:
	    d. Frequency of upgrades/enhancements or new versions (major and minor version releases)
	    e. Contents of release,
	    f. How long release takes to implement, and
	    b. Use of release notes.

	Releases typically done 1x per yr. Content varies. Release notes incl.

Customizations

12	How does the vendor define customization versus configuration?
	IF developer programming is required, this would be customization.
13	How can the County customize or configure the software directly without vendor involvement?
	County customization is not supported.
14	How are local customizations or configurations maintained when installing new releases of the vendor's software?
	Customizations/configurations are made part of baseline of code.

8   FUNCTIONAL SYSTEM REQUIREMENTS

A completed copy of the Functional and Technical Requirements Matrix is provided on the following page. Please note, AST bases the proposed implementation scope on the requirements listed in the Functional Requirements which is often at a very high level. In some cases, it may be technically infeasible to meet the requirements due to the lack of availability of data, controls/constraints of the SaaS applications, or for other system architecture reasons. This infeasibility may not become apparent until the detailed Define/Model phase of the project.

As part of the Define phase, AST will conduct a series of workshops and discussions to gather and further define the City's business and technical requirements as they are understood as part of this RFP, but also to understand what additional needs may be required.   Financial, operational, technical and administrative business processes will be reviewed with the City's Subject Matter Experts, team leads and Management, to ensure that they are in agreement with the business requirements.

Rank of importance of requirements is determined by both the business input we receive from the City (project team members and SMEs) as well as thorough discussions with our consultants leveraging their prior experience to derive an overall agreed upon rank of importance. AST has used both client-provided and AST business requirements traceability matrices on projects and is comfortable using either option. Our ProjectFIT™ repository then enables requirements to be imported and mapped to testing activities to ensure that all requirements are covered in the test plan.

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

4.2 - Accounts Payable				Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**General Information**					
2	Ability to track and report on the following information in the accounts payable module:	-			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	240 Characters
15	Contract number/information	H	Y		Oracle Fusion Financials Cloud Service	
16	User-defined fields	H	Y		Oracle Fusion Financials Cloud Service	

Priority

H - High | M - Medium | L - Low

1 of 13

Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

2 of 13

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
35	Ability to flag or prohibit the following with the ability of authorized users to override:	-			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	**Vendor File Set-Up and Maintenance**					
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	
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 pu	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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
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	
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	Y		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	**Invoice Entry and Processing**					
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 a 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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Accounts Payable*

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
95	Ability to handle vendor payment retainages by percent of contract or other defined amount.	M	Y		Oracle Fusion Financials Cloud Service	A Payment schedule can be build consisting of retainage part and non-retainage part. The retainage part can be put on hold and released whenever required.
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		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 lifecyle.
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Payment Processing**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable				Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable				Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
175	**Check Processing/Printing**					
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 anytime.	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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - Accounts Payable				Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
194	Ability to store an electronic copy of each check.	H	Y		Oracle Fusion Financials Cloud Service	
195	**Void Check and Reissue Process**					
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 appropriate account's available budget balance, and provides the tracking of the check void on the Purchase Order transaction.	H	Y		Oracle Fusion Financials Cloud Service	
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	**1099 Processing**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Accounts Payable*

4.2 - Accounts Payable					Oracle Fusion Financials Cloud Service	
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	**Workflow**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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		
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Bank Reconciliation**					
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	

Priority
H - High | M - Medium | L - Low

1 of 2

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.3 - Bank Reconciliation					**Oracle Fusion Financials Cloud Service**	
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.*					
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	
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	**System Processes**					
21	Ability to correct "reconciliation date" in the system after the fact, with the ability to include comments.	M	Y		Oracle Fusion Financials Cloud Service	Accounting can be overriden with comments. Transactions can be un reconcilied 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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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				Planning and Budgeting Cloud Service, Fusion Financials Cloud Service	
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**Budget Preparation**					
2	Ability to search within the budgeting process at all levels of account structure.	H	Y		Planning and Budgeting Cloud Service	
3	Ability to develop budgets at the cost center level.	H	Y		Planning and Budgeting Cloud Service	
4	Ability to support multiple levels of account structure.	H	Y		Planning and Budgeting Cloud Service	
5	Ability to distinguish between discretionary and non-discretionary accounts/funds.	H	Y		Planning and Budgeting Cloud Service	
6	Ability to access budget online, during budget preparation process and after finalized.	H	Y		Planning and Budgeting Cloud Service	
7	Ability to copy budget information between budget approval levels, either overwriting or adding to existing content.	H	Y		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		Planning and Budgeting Cloud Service	
9	Ability to provide budgets and tracking for major commodities or services.	L	Y		Planning and Budgeting Cloud Service	
10	Ability to maintain a requested, recommended, and approved budget.	H	Y		Planning and Budgeting Cloud Service	
11	Ability to identify specific budget items per account.	M	Y		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		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		Planning and Budgeting Cloud Service	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Budgeting				Planning and Budgeting Cloud Service, Fusion Financials Cloud Service		
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
15	Ability to view progress by departments in budget preparation, as defined in user setup in conjunction with account authority.	M	Y		Planning and Budgeting Cloud Service	
16	Ability to approve all requested budget amounts at the same time.	H	Y		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		Planning and Budgeting Cloud Service	
18	Ability to customize budget scenarios based on department, fund, or organization-code.	M	Y		Planning and Budgeting Cloud Service	
19	Ability to perform Budget Prep global (mass) changes (Fringe Benefits, merit increases).	H	Y		Planning and Budgeting Cloud Service	
20	Ability to allow for and/or require comments per budget item / line.	H	Y		Planning and Budgeting Cloud Service	
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		Planning and Budgeting Cloud Service	
22	Ability to allow for configuration of which accounts require line item detail with the budget request.	H	Y		Planning and Budgeting Cloud Service	
23	Ability to modify preliminary budget amounts for a division and automatically update department totals.	H	Y		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		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		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		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		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		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		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		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		Planning and Budgeting Cloud Service	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Budgeting					Planning and Budgeting Cloud Service, Fusion Financials Cloud Service	
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
32	Two previous year actuals	H	Y		Planning and Budgeting Cloud Service	
33	Current year estimated to date	H	Y		Planning and Budgeting Cloud Service	
34	Current year actuals to date	H	Y		Planning and Budgeting Cloud Service	
35	Current year actuals / current year estimated	H	Y		Planning and Budgeting Cloud Service	
36	Current year original estimated to date	H	Y		Planning and Budgeting Cloud Service	
37	Ability to enter estimated non-financial performance measures during the budgeting process.	M	Y		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		Planning and Budgeting Cloud Service	
39	Ability to import off-line developed budget information into the system.	H	Y		Planning and Budgeting Cloud Service	
40	Ability to generate a Budget Book from the system.	H	Y		Planning and Budgeting Cloud Service	
41	Ability to budget revenues and expenditures by department, division or program.	H	Y		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		Planning and Budgeting Cloud Service	
43	Provide ability to assign budget responsibility (prepare, review/approve) to another user.	H	Y		Planning and Budgeting Cloud Service	
44	Ability to create both separate and consolidated budgets for the City	H	Y		Planning and Budgeting Cloud Service	
45	**Position Budgeting**					
46	Ability to generate budget by position.	H	Y		Planning and Budgeting Cloud Service	
47	Ability to enter globally or provide calculation-only fields for:	-	Y		Planning and Budgeting Cloud Service	
48	# of pays for upcoming budget year	H	Y		Planning and Budgeting Cloud Service	
49	Medicare calculation based on wages	H	Y		Planning and Budgeting Cloud Service	
50	Workers' Comp calculation based on wages	H	Y		Planning and Budgeting Cloud Service	
51	Health insurance increases	H	Y		Planning and Budgeting Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Budgeting				Planning and Budgeting Cloud Service, Fusion Financials Cloud Service	
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
52	Retirement	H	Y		Planning and Budgeting Cloud Service	
53	Other user-defined fields	H	Y		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		Planning and Budgeting Cloud Service	
55	System's position budgeting functionality is directly integrated with the Payroll and HR modules.	H	Y		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		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		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		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		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		Planning and Budgeting Cloud Service	
61	Ability to "split" a position between multiple funds in both salary and fringe projections.	H	Y		Planning and Budgeting Cloud Service	
62	**Capital Budgeting**					
63	Ability to perform capital planning.	H	Y		Planning and Budgeting Cloud Service	
64	Ability to integrate with capital project system to assist with capital budget development.	M	Y		Planning and Budgeting Cloud Service	
65	System provides budget upload functionality for capital budgets.	H	Y		Planning and Budgeting Cloud Service	
66	Ability to automate a distributed "capital budget item request" process providing central approval and reporting.	H	Y		Planning and Budgeting Cloud Service	
67	Ability to classify (City can configure the categories) capital project requests and provides reporting by classification.	H	Y		Planning and Budgeting Cloud Service	
68	Ability to rank CIP projects based on selected criteria and scoring against this criteria.	H	Y		Planning and Budgeting Cloud Service	
69	Ability to manage a multi-year (**at least** five years) CIP program.	H	Y		Planning and Budgeting Cloud Service	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Budgeting				Planning and Budgeting Cloud Service, Fusion Financials Cloud Service		
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
70	**Project / Grant Budgeting**					
71	System must provide the ability to use project budgeting within or across funds and years as specified by the user.	M	Y		Planning and Budgeting Cloud Service	
72	**Multi-Year Budgeting**					
73	Ability to prepare budget for multiple years concurrently.	M	Y		Planning and Budgeting Cloud Service	
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		Planning and Budgeting Cloud Service	
75	Ability to budget out five years (budget year plus four more years of estimates).	M	Y		Planning and Budgeting Cloud Service	
76	**Program Budgeting**					
77	Ability to allocate personnel into different programs by percentage time.	H	Y		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		Planning and Budgeting Cloud Service	
79	Total personnel by program must equal total personnel by division.	H	Y		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		Planning and Budgeting Cloud Service	
81	Ability to allow program percentages to be applied to the accounts in the line item budget.	M	Y		Planning and Budgeting Cloud Service	
82	Total budget for all programs within a department must equal the total of all divisions.	H	Y		Planning and Budgeting Cloud Service	
83	**Budget Forecasting / Revenue and Expenditure Estimating**					
84	Ability to customize budget scenarios based on individual department assumptions.	M	Y		Planning and Budgeting Cloud Service	
85	Ability to transfer or change positions between departments/funds for budget and analytical purposes.	M	Y		Planning and Budgeting Cloud Service	
86	Ability to support personnel cost projections that include fringe benefit costs (based on existing benefits elected).	M	Y		Planning and Budgeting Cloud Service	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Budgeting				Planning and Budgeting Cloud Service, Fusion Financials Cloud Service		
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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		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		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		Planning and Budgeting Cloud Service	
90	Ability to perform budget projections for salaries and fringes based on merit/review date.	H	Y		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		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		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		Planning and Budgeting Cloud Service	
94	Ability for revenue and expenditure estimations to be distributed to departmental financial managers for input.	M	Y		Planning and Budgeting Cloud Service	
95	Ability for revenue and expenditure estimations to include report and inquiry features for Budget Office.	H	Y		Planning and Budgeting Cloud Service	
96	Ability to import position information from a Payroll system to perform budget projections.	H	Y		Planning and Budgeting Cloud Service	
97	**Budget Maintenance**					
98	Ability to assign budget dollars by month for a budget line item, after the budget is adopted.	H	Y		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		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		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		Planning and Budgeting Cloud Service	
103	Ability to request/approve budget adjustments/supplements online, through workflow.	M	Y		Planning and Budgeting Cloud Service	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Budgeting				Planning and Budgeting Cloud Service, Fusion Financials Cloud Service		
Objective: *To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.*						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
104	Ability to manage position changes within the system, through workflow.	M	Y		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		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		Planning and Budgeting Cloud Service	
108	Ability to distinguish adopted budget from modified budget and require the system to calculate the adjustments.	H	Y		Planning and Budgeting Cloud Service	
109	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	H	Y		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		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		Planning and Budgeting Cloud Service	
112	Ability to correct budget amendments with appropriate authorization.	H	Y		Planning and Budgeting Cloud Service	
113	Ability to identify a budget adjustment as one-time (temporary) or permanent (affect future base budgets).	H	Y		Planning and Budgeting Cloud Service	
114	Ability to make changes simultaneously to one or more of the departmental budgets.	H	Y		Planning and Budgeting Cloud Service	
115	Ability to have multi-level budget approvals online, for establishing budgets, line item transfers, budget adjustments.	M	Y		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		Planning and Budgeting Cloud Service	
118	**Budget Checking and Controls**					
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		Planning and Budgeting Cloud Service	
121	Ability to track estimated non-financial performance measures versus actual non-financial performance measures.	M	Y		Planning and Budgeting Cloud Service	
122	Ability to view detailed, supporting budget information on individual accounts.	M	Y		Planning and Budgeting Cloud Service	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Budgeting				Planning and Budgeting Cloud Service, Fusion Financials Cloud Service	
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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		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	**Budget Rollover Procedures**					
135	Ability to prepare base budgets from prior year actual or budgeted expenditures.	H	Y		Planning and Budgeting Cloud Service	
136	Ability to automatically install the adopted budget by an authorized user.	H	Y		Planning and Budgeting Cloud Service	
137	Ability to replicate previous year's budget (minus $$ amounts) to assist with budget prep.	H	Y		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		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		Planning and Budgeting Cloud Service	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Budgeting*

4.4 - Budgeting					Planning and Budgeting Cloud Service, Fusion Financials Cloud Service	
Objective: To provide for a semi-automated, on-line, distributed budget preparation and tracking system to save time and effort.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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		Planning and Budgeting Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Code	Availability Definition
	Oracle America, Inc.
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	
Objective: To improve the effective management of City wide cash.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**System Processes**					
2	Ability to provide cash management functionality for managing cash account transactions including bank transfers.	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	**Fund Accounting, Cash Management, Interest Distribution**					
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	R			Reports
12	Ability to track cash equities by Fund.	M	R			Reports
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	

Priority
H - High | M - Medium | L - Low

1 of 3

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.5 - Cash Management					Fusion Financials Cloud Service	
Objective: To improve the effective management of City wide cash.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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 of bank reports, estimated deposits, estimated outstanding warrants/checks to clear and known debits and credits.	M	Y		Fusion Financials Cloud Service	
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	N			
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	**Cash Flow Forecasting**					
29	Ability to customize user-defined inflow/outflow categories for the cash flow forecasting.	H	Y		Fusion Financials Cloud Service	
30	Ability to automate investment interest receipts generated from investment module directly into forecast.	M	Y		Fusion Financials Cloud Service	
31	Ability to automate calendar input for federal reserve holidays, bank holidays, and City holidays.	M	N		Fusion Financials Cloud Service	Only 1 calendar can be defined for internl use.
32	Ability to forecast in annual summary format for 2 or 3 year projections.	M	R		Fusion Financials Cloud Service	
33	Ability to perform trend analysis for actual versus actual, and actual versus forecast.	M	R		Fusion Financials Cloud Service	
34	Ability to create Multi-year forecasts-Original, Dated Version Updates, Final.	M	R		Fusion Financials Cloud Service	
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	N			

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.5 - Cash Management					Fusion Financials Cloud Service	
Objective: To improve the effective management of City wide cash.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
36	Ability to automate investment maturities, calls, sales, purchases from investment module directly into forecast.	M	Y		Fusion Financials Cloud Service	Oracle Fusion Cloud can import the Cash Postion data from third party applications. The City can optionally use AST's propritory Cloud interface methodology to import transactions into the applications.
37	Ability to create trend generation and forecast population based on previous years' historical data.	M	N			

	Oracle America, Inc.	
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	N/A-No Bid				
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
---	---	---	---	---	---	---
1	**Daily Processing**					
2	Ability to accept multiple payment types including:	-			N/A-No Bid	NO BID
3	Cash	H			N/A-No Bid	NO BID
4	Checks	H			N/A-No Bid	NO BID
5	Credit cards	H			N/A-No Bid	NO BID
6	Debit cards	H			N/A-No Bid	NO BID
7	Money order	H			N/A-No Bid	NO BID
8	Credit memo (internal)	H			N/A-No Bid	NO BID
9	ACH	H			N/A-No Bid	NO BID
10	EFT	H			N/A-No Bid	NO BID
11	Internet e-payments	H			N/A-No Bid	NO BID
12	Imported payment file (i.e. from a lockbox)	H			N/A-No Bid	NO BID
13	Other/Miscellaneous	H			N/A-No Bid	NO BID
14	Ability to establish unique personnel identification numbers with authority to perform specific functions.	H			N/A-No Bid	NO BID
15	Ability to process workflows for approvals, review, and modification.	H			N/A-No Bid	NO BID
16	**Point-of-Sale (POS) System**					
17	Ability to connect Point of sale (POS) terminals to the financial system within the departments where volume of transactions warrants the use.	H			N/A-No Bid	NO BID
18	Ability to accommodate numerous P.O.S. terminals and consolidate all P.O.S. terminal receipts at day's end.	H			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
20	Ability to sort POS transactions by:	-			N/A-No Bid	NO BID
21	Division/Department	H			N/A-No Bid	NO BID
22	Date (or date range)	H			N/A-No Bid	NO BID
23	Time (or time range)	H			N/A-No Bid	NO BID
24	Transaction/Cash Receipt Type	H			N/A-No Bid	NO BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.6 - Cash Receipting				**N/A-No Bid**		
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.						
25	Transaction Amount	H			N/A-No Bid	NO BID
26	Clerk ID/Name	H			N/A-No Bid	NO BID
27	Location ID/POS Machine	H			N/A-No Bid	NO BID
28	Credit Card Type (MC/V/AMX)	H			N/A-No Bid	NO BID
29	Any Segment of the GL Account Number	H			N/A-No Bid	NO BID
30	Ability to assign multiple operators per register using separate cash drawers.	H			N/A-No Bid	NO BID
31	Ability to provide multiple drawer functionality.	H			N/A-No Bid	NO BID
32	Ability to provide both cash register and cash drawer functions.	H			N/A-No Bid	NO BID
33	Ability to accept over-the-counter cash register (i.e., point-of-sale-terminal) payments from multiple departments distributed around the City.	H			N/A-No Bid	NO BID
34	Ability to accept over-the-counter payments and generate appropriate credit.	H			N/A-No Bid	NO BID
35	Ability to quickly access a menu of receivable types when accepting payments over-the-counter.	H			N/A-No Bid	NO BID
36	Ability to quickly access a menu of charge code types when accepting payments over-the-counter.	H			N/A-No Bid	NO BID
37	Ability to search by charge code/description when entering in a transaction.	H			N/A-No Bid	NO BID
38	Ability to filter the list of AR and charge codes when processing a payment based on the user's location.	H			N/A-No Bid	NO BID
39	Ability to restrict payment to cash only as directed by item alerts.	H			N/A-No Bid	NO BID
40	Ability to validate cash by denomination on an individual transaction.	L			N/A-No Bid	NO BID
41	Ability to calculate the amount of change due back from amount tendered.	H			N/A-No Bid	NO BID
42	Ability to void all or part of a transaction independent of batch status.	L			N/A-No Bid	NO BID
43	Ability to maintain a complete audit trail for all transactions.	H			N/A-No Bid	NO BID
44	Ability for cash receipting solution to be certified to Check 21 compliance standards.	H			N/A-No Bid	NO BID
45	Ability to interface with electronic deposit software for check processing.	H			N/A-No Bid	NO BID
46	Ability to image checks and associated attachments.	H			N/A-No Bid	NO BID
47	**Payment and Receipt Processing**					
48	Ability to define batch payment creation (electronic Checks, over the counter, mail, etc.).	H			N/A-No Bid	NO BID
49	Ability to include the following information on receipts for individual transactions:	-			N/A-No Bid	NO BID
50	Name of entry clerk	H			N/A-No Bid	NO BID
51	Customer Name	H			N/A-No Bid	NO BID
52	A/R Account number	H			N/A-No Bid	NO BID
53	G/L Account coding	H			N/A-No Bid	NO BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	4.6 - Cash Receipting				**N/A-No Bid**	
	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.					
54	Description for the receipt	H			N/A-No Bid	NO BID
55	Amount	H			N/A-No Bid	NO BID
56	Account Balance	H			N/A-No Bid	NO BID
57	Check number (if payment by check)	H			N/A-No Bid	NO BID
58	Credit Card Type (Visa, MasterCard, Discover, Diner, etc.)	H			N/A-No Bid	NO BID
59	Date	H			N/A-No Bid	NO BID
60	Customer ID	H			N/A-No Bid	NO BID
61	Location ID	H			N/A-No Bid	NO BID
62	Ability to print receipts upon request at any point in time.	H			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
64	Ability to print customer name, customer address and operator on receipts as well as the ability to print an authorized signature line.	H			N/A-No Bid	NO BID
65	Ability to print user configurable comments and messages on the receipt.	H			N/A-No Bid	NO BID
66	Ability to require entering of comments on specific user defined receipt types	H			N/A-No Bid	NO BID
67	Ability to track and search receipts by:	-			N/A-No Bid	NO BID
68	Department	H			N/A-No Bid	NO BID
69	Key Code / CR Type	H			N/A-No Bid	NO BID
70	Amount	H			N/A-No Bid	NO BID
71	Receipt Number/Document Number	H			N/A-No Bid	NO BID
72	Terminal	H			N/A-No Bid	NO BID
73	Clerk ID/Name	H			N/A-No Bid	NO BID
74	Collection Date	H			N/A-No Bid	NO BID
75	Entry Date	H			N/A-No Bid	NO BID
76	Deposit Date	H			N/A-No Bid	NO BID
77	Release Date	H			N/A-No Bid	NO BID
78	Time of Day	H			N/A-No Bid	NO BID
79	Day of Week/Business Day	H			N/A-No Bid	NO BID
80	Day of Month	H			N/A-No Bid	NO BID
81	Account Receipted	H			N/A-No Bid	NO BID
82	Type of Payment	H			N/A-No Bid	NO BID
83	Type of Bill	H			N/A-No Bid	NO BID
84	Customer/Type	H			N/A-No Bid	NO BID
85	Customer (Number/Name)	H			N/A-No Bid	NO BID
86	Deposit Reconcilement Location Code	H			N/A-No Bid	NO BID
87	Bank Account	H			N/A-No Bid	NO BID
88	Batch Number	H			N/A-No Bid	NO BID
89	Check Number	H			N/A-No Bid	NO BID
90	Credit Card Type (i.e. Visa, MasterCard, Discover, Diner, etc.)	H			N/A-No Bid	NO BID
91	Other user-defined fields	H			N/A-No Bid	NO BID

Priority
H - High | M - Medium | L - Low

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.6 - Cash Receipting					N/A-No Bid	
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
92	Ability to see the full account description when processing a receipt.	M			N/A-No Bid	NO BID
93	Ability to have an unlimited number of detail lines per receipt.	M			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
96	Ability to prepare online receipts for departments without a point of sale terminal.	H			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
99	Ability to place receipts on "hold" for subsequent release when the system is online.	M			N/A-No Bid	NO BID
100	Ability to release "held" receipts based on user authorization.	M			N/A-No Bid	NO BID
101	Ability to define security between users who are allowed to place receipts on "hold" and those that are allowed to "release" receipts.	M			N/A-No Bid	NO BID
102	Ability to assign a unique receipt number to each receipt which is auto-generated by the system.	H			N/A-No Bid	NO BID
103	Ability to main traceability between a transaction and the associated receipt number.	H			N/A-No Bid	NO BID
104	Ability for the receipt numbering system to automatically reset itself based on the City's defined number of digits per receipt.	M			N/A-No Bid	NO BID
105	Ability to have receipt number ranges or receipt number format "masks" to be associated to a department or user.	M			N/A-No Bid	NO BID
106	Ability to have receipts remain fully editable until the time they are printed and posted.	M			N/A-No Bid	NO BID
107	Ability to associate a receipt with the specific user who created it.	H			N/A-No Bid	NO BID
108	Ability to void an unposted receipt with proper authority.	M			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
110	Ability to have 24 hour access to the system for receipt functionality.	M			N/A-No Bid	NO BID
111	Ability to use Optical Character Recognition (OCR) or laser barcode readers for scanning receipted bills.	M			N/A-No Bid	NO BID
112	Ability to take payments and recognize revenue even when a receivable has not been established.	M			N/A-No Bid	NO BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.6 - Cash Receipting				N/A-No Bid		
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
113	Ability to, with proper authorization, have any customer pay any invoice of another customer (i.e., FEMA reimbursements).	H			N/A-No Bid	NO BID
114	Ability to apply a payment to multiple invoices or G/L accounts.	H			N/A-No Bid	NO BID
115	Ability to accept mail-in payments via multiple batch entry	M			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
117	Ability to process credit memos.	H			N/A-No Bid	NO BID
118	Ability to pay multiple bills with a single payment w/description	M			N/A-No Bid	NO BID
119	Ability to accommodate multiple check/cash payments for single bill	H			N/A-No Bid	NO BID
120	Ability to endorse/validate multiple checks, bills, and documents within a single transaction	H			N/A-No Bid	NO BID
121	Ability to print account number and transaction number on checks receipted	H			N/A-No Bid	NO BID
122	Ability to print magnetic inscription of amount receipted on checks	M			N/A-No Bid	NO BID
123	Ability to accept full or partial payments and payments without prior bill. Accepts deposits, bonds, etc.	M			N/A-No Bid	NO BID
124	Ability to support multiple depository bank accounts and create separate bank deposit slips.	L			N/A-No Bid	NO BID
125	Ability to key in the following information with proper authorization:	-			N/A-No Bid	NO BID
126	Receipt date (defaults to current date)	M			N/A-No Bid	NO BID
127	User name (drawer)	M			N/A-No Bid	NO BID
128	Receipt number	M			N/A-No Bid	NO BID
129	For each line item on the receipt the following information is entered: fund, amount, type (cash, credit card, check, etc.)	M			N/A-No Bid	NO BID
130	Receipt total	M			N/A-No Bid	NO BID
131	Ability to automatically allocate receipts to several accounts.	H			N/A-No Bid	NO BID
132	Ability to enter comments (to be used internally) at time of receipt.	M			N/A-No Bid	NO BID
133	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.	H			N/A-No Bid	NO BID
134	Ability to reprint duplicate receipts.	H			N/A-No Bid	NO BID
135	Ability to accept grant/bond revenues for distribution to appropriate accounts.	H			N/A-No Bid	NO BID
136	Ability to receipt, apply and refund performance and other types of bonds.	H			N/A-No Bid	NO BID
137	Ability to provide pre-coded templates for ease of input.	M			N/A-No Bid	NO BID
138	Ability to override who is making the payment versus the name on the account when processing a payment.	H			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID

Priority

H - High | M - Medium | L - Low

5 of 8

Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.6 - Cash Receipting					N/A-No Bid	
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.						
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			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
142	Ability to perform online entry of remittance information by the department as payment is received, including account distribution.	M			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
144	Ability to break out sales tax payment based on cash receipt code.	H			N/A-No Bid	NO BID
145	Ability to enter a reason code to enter a reason for canceling any payment.	H			N/A-No Bid	NO BID
146	Ability to apply payments in current year for a future year license.	H			N/A-No Bid	NO BID
147	Ability to accommodate payment plans.	H			N/A-No Bid	NO BID
148	**Online Payment Processing**					
149	System has the ability to process online payments made via:	-			N/A-No Bid	NO BID
150	Credit Cards / Debit Cards	H			N/A-No Bid	NO BID
151	Electronic Checks, Electronic Funds Transfer (EFT), Wire Transfers	H			N/A-No Bid	NO BID
152	PayPal and other payment providers	H			N/A-No Bid	NO BID
153	System is capable of processing recurring online payments.	H			N/A-No Bid	NO BID
154	Ability to perform Electronic Transaction Receipting (includes Internet E-payments) (in other words, providing a confirmation number).	H			N/A-No Bid	NO BID
155	**Deposits**					
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			N/A-No Bid	NO BID
157	Ability to have multiple individual receipts per deposit.	H			N/A-No Bid	NO BID
158	Ability to perform after-the-fact adjustments to deposits w/approvals.	L			N/A-No Bid	NO BID
159	Ability for Finance to check validity of deposits.	M			N/A-No Bid	NO BID
160	**Direct Deposits**					
161	Ability to process direct deposits and match them with the relevant customer invoice.	M			N/A-No Bid	NO BID
162	Ability to cancel any direct deposit payment.	M			N/A-No Bid	NO BID
163	**Credit Card Processing**					
164	Solution conforms to Payment Card Industry (PCI) standards and has received PA-DSS certification.	H			N/A-No Bid	NO BID
165	Ability to generate/retrieve credit card authorizations.	H			N/A-No Bid	NO BID
166	Ability to print credit card receipts with authorization number.	H			N/A-No Bid	NO BID
167	Ability to support credit card refunds.	H			N/A-No Bid	NO BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.6 - Cash Receipting					N/A-No Bid	
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
168	Ability to support separate Merchant ID for each physical location for accepting credit cards.	H			N/A-No Bid	NO BID
169	Ability to utilize signature pads (hardware)	M			N/A-No Bid	NO BID
170	Ability to charge a credit card convenience fee.	M			N/A-No Bid	NO BID
171	**Closing, Balancing and Depositing**					
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			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
174	Ability to balance cash drawers at any point in time.	H			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
176	Ability to summarize and post daily cash receipts by validated General Ledger account.	H			N/A-No Bid	NO BID
177	Ability to assign a department to a batch and change the department on the batch without closing the batch.	M			N/A-No Bid	NO BID
178	Ability for tenders within a batch to have different deposit references by tender type.	M			N/A-No Bid	NO BID
179	Ability to settle batches individually or by selection versus all open batches.	H			N/A-No Bid	NO BID
180	Ability to edit on-line and correct transaction errors prior to posting with proper authorization.	H			N/A-No Bid	NO BID
181	Ability to enter cash count of bills for each denomination for individual receipt balancing.	M			N/A-No Bid	NO BID
182	Ability to balance cash/checks for each receipt prior to release.	H			N/A-No Bid	NO BID
183	Ability to enter/view check list for individual receipt balancing.	H			N/A-No Bid	NO BID
184	Ability to support multiple depository bank accounts and create separate bank deposit slips.	M			N/A-No Bid	NO BID
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			N/A-No Bid	NO BID
186	Ability to print deposit ticket with appropriate deposit reconcilement code.	M			N/A-No Bid	NO BID
187	Ability to assign a bank bag number to each deposit slip.	M			N/A-No Bid	NO BID
188	Ability to provide end-of-day check list by user detailing each check included in a deposit.	H			N/A-No Bid	NO BID
189	Ability to provide end-of-day cash report for balancing and deposit purposes.	H			N/A-No Bid	NO BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.6 - Cash Receipting				N/A-No Bid		
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
190	Ability to process NSF checks as a reversal to the original revenue posting.	H			N/A-No Bid	NO BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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	
Objective: To create, manage, cancel/deobligate and close contracts.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Contract Set-Up**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.7 - Contract Management				Fusion Purchasing Cloud Service	
Objective: *To create, manage, cancel/deobligate and close contracts.*					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.7 - Contract Management				Fusion Purchasing Cloud Service	
Objective: To create, manage, cancel/deobligate and close contracts.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	

Priority

Availability

H - High | M - Medium | L - Low

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Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.7 - Contract Management					Fusion Purchasing Cloud Service	
Objective: To create, manage, cancel/deobligate and close contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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 a 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	
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	**Contract Initiation and Approval Process**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.7 - Contract Management				Fusion Purchasing Cloud Service	
Objective: To create, manage, cancel/deobligate and close contracts.					
Number · **Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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 · **Workflow**					
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 · **Contract Management/Tracking**					
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	

Priority
H - High | M - Medium | L - Low
5 of 9
Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.7 - Contract Management					Fusion Purchasing Cloud Service	
Objective: To create, manage, cancel/deobligate and close contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.7 - Contract Management					Fusion Purchasing Cloud Service	
Objective: To create, manage, cancel/deobligate and close contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	**Contract Change Management**					
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	**Payments**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.7 - Contract Management				Fusion Purchasing Cloud Service		
Objective: To create, manage, cancel/deobligate and close contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Deobligation / Cancelation**					
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 cancelation 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	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.7 - Contract Management					Fusion Purchasing Cloud Service	
Objective: To create, manage, cancel/deobligate and close contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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.
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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.

4.8 - Debt Management				Sympro Debt Manager	
Objective: System to calculate, track, analyze and report on debt obligations of all types.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**Debt Instrument Set-Up**					
2	Ability to track and manage the following related to the City's debt:	-				
3	Bond series	H	T		Sympro Debt Manager	
4	Debt type	H	T		Sympro Debt Manager	
5	Description	H	T		Sympro Debt Manager	
6	Financial institution	H	T		Sympro Debt Manager	
7	CUSIP	H	T		Sympro Debt Manager	
8	Bond Issued amount	H	T		Sympro Debt Manager	
9	Additions	H	T		Sympro Debt Manager	
10	Reductions	H	T		Sympro Debt Manager	
11	Payments	H	T		Sympro Debt Manager	
12	Principal / Year	H	T		Sympro Debt Manager	
13	Remaining issued amount (principal outstanding)	H	T		Sympro Debt Manager	
14	Remaining Original Issue Premium/Discount	H	T		Sympro Debt Manager	
15	Interest / Year	H	T		Sympro Debt Manager	
16	Multiple Accts (Cost of Issue, Escrow, Capitalized Interest, etc.)	H	T		Sympro Debt Manager	
17	Gain/Loss on refinancing	H	T		Sympro Debt Manager	
18	Maturity date	H	T		Sympro Debt Manager	
19	Bond refunding (including partial bond refunding) and relationships	H	T		Sympro Debt Manager	
20	Participation per bond (percent allocated to different activities and to report anything tracked within allocation percentages).	H	T		Sympro Debt Manager	
21	Fund type (proprietary or governmental)	H	T		Sympro Debt Manager	
22	User defined fields	H	T		Sympro Debt Manager	
23	**Debt Management**					
24	Ability to analyze different financing options through analytics and "what-if" scenarios.	H	T		Sympro Debt Manager	A copy routine allows you to mirror the live portfolio to enter "what if" scenarious and run reporting against the adjusted portfolio.
25	Ability to track, initiate and record debt payments.	H	T		Sympro Debt Manager	Track and record only

Priority
H - High | M - Medium | L - Low

1 of 2

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.8 - Debt Management				Sympro Debt Manager		
Objective: System to calculate, track, analyze and report on debt obligations of all types.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
26	Ability to track expenditure of accounts held by a trustee.	M	N		NA	
27	Ability to calculate, track, report cash flows (such as capital project expenditures and investment earnings) for arbitrage calculations.	H	N		NA	
28	Ability to provide accruals on outstanding debt and interface to G/L system.	H	T		Sympro Debt Manager	
29	Ability to provide amortization entries for original issue premium/discount and gain/loss on refund based on user defined method.	H	T		Sympro Debt Manager	Sympro can amortize using the following methods: Expense, Level Yield, Straight Line, Proportional
30	Ability to calculate, track, and report on bond derivatives for GASB 53.	M	N		NA	
31	**Debt Payment Scheduling**					
32	Ability to automate debt payments generated from debt module directly into cash flow forecast with authorized approval.	M	T		Sympro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.
33	Ability to initiate semi-annual payments (principal and interest) to the paying agent/trustee with authorized approval.	M	T		Sympro Debt Manager	Standard flat file or Excel interfaces available with system standard data fields. Additional interfaces or data fields would be custom and need to be further defined.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Fixed Assets*

Oracle America, Inc.	
Code	**Availability Definition**
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N	Functionality is not provided.

4.9 - Fixed Assets					Fusion Financials Cloud Service
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
---	---	---	---	---	---	---
1	**Activation Process**					
2	Ability to define a City wide fixed asset capitalization threshold.	H	R		Fusion Financials Cloud Service	A report can be reviewed to determine if assets meet the threshold for capitalization.
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 Project Financials Cloud Service	
6	Ability to collect data to meet **GASB34** 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:	-			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 Project 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	

Priority

H - High | M - Medium | L - Low

1 of 9

Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.9 - Fixed Assets				Fusion Financials Cloud Service		
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Fixed Asset Master File**					
20	Ability to accommodate alpha numeric asset numbers.	M	Y		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	Oracle can support multiple fields of free-form descriptive text as well as the ability to attach documents.
25	Ability to identify funding for assets (such as grants, bonds, or other):	-			Fusion Financials Cloud Service	
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	

4.9 - Fixed Assets				Fusion Financials Cloud Service	
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	

Priority

H - High | M - Medium | L - Low

3 of 9

Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.9 - Fixed Assets				Fusion Financials Cloud Service		
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	

Priority
H - High | M - Medium | L - Low

4 of 9

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Fixed Assets				Fusion Financials Cloud Service	
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Asset Classes**					
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	**Asset Management (Adds, Adjustments, Retirements, Transfers)**					
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	N		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	N		Fusion Financials Cloud Service	Reports can be configured and distributed to appropriate users based upon a surplus of assets, inventory or expensed consumable items.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.9 - Fixed Assets					Fusion Financials Cloud Service	
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	**Asset Inventory**					

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Fixed Assets					Fusion Financials Cloud Service	
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
115	Ability to read bar coded asset tags and bar code readers for performing physical inventories.	M	Y		Fusion Financials Cloud Service	Asset physical inventory is currently supported with spreadsheet upload. Integration with Fusion Cloud Financials compatible portable bar code readers could be developed during implementation. The cost of the Bar Code readers or the integration are not scoped
116	Ability to print bar-coded tags or labels for fixed asset identification.	M	Y		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	The inventory part of the requirement can be satisfied within "Fusion Inventory Management Cloud Service" which is an optional proposed module.
120	**Asset Depreciation**					
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	The cost allocation can be done in General Ledger but not in Assets module.
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	N		Fusion Financials Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Fixed Assets					Fusion Financials Cloud Service	
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
129	Ability to depreciate fixed assets and allocate depreciation to department and/or function.	M	Y		Fusion Financials Cloud Service	
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	N		Fusion Financials Cloud Service	
138	**Risk Management**					
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	Fixed Asset information is transferred from the Purchasing module to the Accounts Payable module and then to the Fixed Assets module.
145	Ability to collect data from the Project Accounting system to capture project costs for aggregate / project assets	H	Y		Fusion Financials Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Fixed Assets					Fusion Financials Cloud Service	
Objective: To provide improved control over fixed asset accounting and management (capitalized and non-capitalized).						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	M		Fusion Financials Cloud Service	Oracle supports manual entry of cash receipt information. An interface could be developed during implementation to integrate this cash receipting into that application.
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, Fusion Purchasing Cloud Service	
153	Ability to integrate to Purchasing for fixed asset dispositions.	H	N		N/A	
154	Ability to integrate to Budget for line item approval.	M	N		Fusion Financials Cloud Service	
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	

Priority

Availability

H - High | M - Medium | L - Low   9 of 9   Y - Yes | R - Reporting Tool | T - Third Party
                                                                M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
Code	Availability Definition
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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	
Objective: To ensure that the application operates consistently and to the technical standards.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**Documentation**					
2	Ability to provide 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	**Help System**					
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	**Online Vendor Customer Support Portal**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical				Fusion Cloud Services		
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Error Processing**					
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	
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	**Forms Processing**					
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	**Security and Auditing**					
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 a 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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical					Fusion Cloud Services	
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
32	Ability to support electronic/digital signatures.	M	T		Fusion Cloud Services	Oracle Cloud Apps Marketplace provides an inventory of provisionable soutions 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 an	H	Y		Fusion Cloud Services	
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	**Archiving**					

Availability

Priority

Y - Yes | R - Reporting Tool | T - Third Party

H - High | M - Medium | L - Low

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M - Modification | F - Future | N - Not Available

4.10 - General and Technical		Fusion Cloud Services				
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Integration and Interfacing**					
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 it's life in the HRIS (i.e. hire to retire).	M	Y		Fusion Cloud Services	
62	**System Installation**					
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	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical				Fusion Cloud Services		
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**System Operations and Administration**					
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 accesible 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	**Technical Standards & Preferences - Applies to ALL products being proposed by the vendor.**					
79	Ability to provide a system that operates under a Service Oriented Architecture (SOA) environment.	M	Y		Fusion Cloud Services	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical				Fusion Cloud Services	
Objective: To ensure that the application operates consistently and to the technical standards.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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80	Ability to apply effort to use existing computers and printers.	H	Y		Fusion Cloud Services	
81	**Data Management**					
82	System has cut/copy/paste functionality.	H	Y		Fusion Cloud Services	
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	**User Interface**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical		Fusion Cloud Services				
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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 the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act.	M	Y		Fusion Cloud Services	This requirement needs a special pricing so it is an optional requirement. As of February 13, 2017, and prior to any customizations, the Oracle product(s) listed immediately below are capable of providing 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 www.oracle.com/us/corporate/accessibility 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: • Fusion Financials Cloud Service • Fusion Expenses Cloud Service • Fusion Transactional Business
101	**Data Entry & Transaction Processing**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical					Fusion Cloud Services	
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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: http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf.
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	**Central Document / Transaction Workflow Engine**					

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical				Fusion Cloud Services		
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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 will act as a surrogate in being able to review, approve and reject all workflow items in the first user's absence.	M	Y		Fusion Cloud Services	
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.

Priority

Availability

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H - High | M - Medium | L - Low

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - General and Technical		Fusion Cloud Services				
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Address Management**					
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	**Reporting and Printing**					
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.10 - General and Technical		Fusion Cloud Services				
Objective: To ensure that the application operates consistently and to the technical standards.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	R		Fusion Intelligence Business Intelligence	Many fields are available for search but not every field is searchable. If the fields are not searchanble online then a report can always be built and run as required.
169	Ability to allow formatted output to be matched to printer device characteristics without intervention by the user.	M	R		Fusion Cloud Services	

Priority

H - High | M - Medium | L - Low

11 of 11

Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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	
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**General Requirements**					
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.

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.11 - General Ledger					Oracle Fusion Financials Cloud Service	
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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 (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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.11 - General Ledger				Oracle Fusion Financials Cloud Service	
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Chart of Accounts**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.11 - General Ledger				Oracle Fusion Financials Cloud Service		
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.11 - General Ledger				Oracle Fusion Financials Cloud Service	
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Account Information**					
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 Scocial 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 revenues including the ability to automatically close to fund balance to open the new year.	H	Y		Oracle Fusion Financials Cloud Service	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.11 - General Ledger					Oracle Fusion Financials Cloud Service	
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.						
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	**Ledgers**					
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	**Fund Information**					
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	**Allocations**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.11 - General Ledger				Oracle Fusion Financials Cloud Service	
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	**Transaction Processing**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.11 - General Ledger				Oracle Fusion Financials Cloud Service	
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
105	Ability to use transaction workflows within the system.	H	Y		Oracle Fusion Financials Cloud Service	
106	**Inter-Fund Accounting**					
107	Ability for transfers between funds to automatically affect cash.	H	N		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	
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	**Edits/Validations**					
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	**Journaling**					
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.

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.11 - General Ledger					Oracle Fusion Financials Cloud Service	
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	**Posting**					
138	Ability to enter, calculate and post account balances up to $99,999,999,999.99.	H	Y		Oracle Fusion Financials Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.11 - General Ledger				Oracle Fusion Financials Cloud Service	
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.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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 reopend in order for posting to complete. Accounting periods may be opened and closed an unlimited number of times.
144	**Financial Audit Trail**					
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	**Period End Processing**					
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	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.11 - General Ledger					Oracle Fusion Financials Cloud Service	
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Integration**					
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	**On-Line Inquiry**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *General Ledger*

4.11 - General Ledger					Oracle Fusion Financials Cloud Service	
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.						
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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	
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					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**General Requirements**					
2	Ability for authorized users to make changes to employee records in the past (retro).	H	Y		Fusion Human Capital Management Base 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	
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	
5	Ability to tie certain job characteristics to a position.	H	Y		Fusion Human Capital Management Base Cloud Service	
6	**Position Control, Classification & Tracking**					
7	Ability to have unique identifier for each position	H	Y		Fusion Human Capital Management Base 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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
9	Ability for system to track allocation of hours for positions.	H	Y		Fusion Human Capital Management Base 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	
11	Ability to have system warnings or prevent users from entering inconsistent class characteristics.	H	Y		Fusion Human Capital Management Base Cloud Service	When a position is created, it is associated with a valid job classification and, accordinglingly, 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	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	
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	
15	Ability to perform online class specification approvals.	H	Y		Fusion Human Capital Management Base 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	
17	Ability to associate an employee with a position or multiple positions	H	Y		Fusion Human Capital Management Base 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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
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	
21	Ability to maintain Position Control history	H	Y		Fusion Human Capital Management Base 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'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	
24	Ability to create and track all position request activities, status and progress.	H	Y		Fusion Human Capital Management Base 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	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	
27	Ability to incorporate salary schedule and pay ranges into system.	H	Y		Fusion Human Capital Management Base 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	
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.12 - Human Resources					**Fusion Human Capital Management Base 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						
31	Ability to tie an alternatively filled position to the related budgeted position.	H	Y		Fusion Human Capital Management Base 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	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	
34	System must support designation of a position as the "primary"	H	Y		Fusion Human Capital Management Base 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	
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	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	
38	**Employee Onboarding**					
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	This will require the creation of an interface from NeoGov to pull that information in Oracle HCM Cloud Service.
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	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	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.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.12 - Human Resources				Fusion Human Capital Management Base 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					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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, Taleo Recruitment 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	
44	Ability to track additional dates including seniority,	H	Y		Fusion Human Capital Management Base 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	
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'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'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.
48	**Personnel Administration**					
49	Ability to calculate service by:	-			Fusion Human Capital Management Base Cloud Service	
50	Hours	H	Y		Fusion Human Capital Management Base Cloud Service	
51	Elapsed time	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority
H - High | M - Medium | L - Low

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
52	Elapsed time with multiple breaks in service	H	Y		Fusion Human Capital Management Base 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	
54	Identification number (different from Social Security Number)	H	Y		Fusion Human Capital Management Base Cloud Service	
55	Employee name	H	Y		Fusion Human Capital Management Base Cloud Service	
56	Address (unlimited) and address type	M	Y		Fusion Human Capital Management Base Cloud Service	
57	Phone (unlimited) and phone type	M	Y		Fusion Human Capital Management Base Cloud Service	
58	Former/maiden name (unlimited)	H	Y		Fusion Human Capital Management Base Cloud Service	
59	ADA	H	Y		Fusion Human Capital Management Base Cloud Service	
60	Adjusted effective hire date	H	Y		Fusion Human Capital Management Base Cloud Service	
61	Allowance amounts	H	Y		Fusion Human Capital Management Base Cloud Service	
62	Anniversary date (i.e., time in job)	H	Y		Fusion Human Capital Management Base Cloud Service	
63	Base, range and current salary	H	Y		Fusion Human Capital Management Base Cloud Service	
64	Birth date	H	Y		Fusion Human Capital Management Base Cloud Service	
65	Certifications/licenses (license number, expiration date(s), endorsements)	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.12 - Human Resources					Fusion Human Capital Management Base 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						
66	Citizenship	M	Y		Fusion Human Capital Management Base Cloud Service	
67	Completed physical	H	Y		Fusion Human Capital Management Base Cloud Service	
68	Job classification and grade change history	H	Y		Fusion Human Capital Management Base Cloud Service	
69	Date of death	H	Y		Fusion Human Capital Management Base Cloud Service	
70	Days worked	H	Y		Fusion Human Capital Management Base Cloud Service	
71	Department	H	Y		Fusion Human Capital Management Base Cloud Service	
72	Department date	H	Y		Fusion Human Capital Management Base Cloud Service	
73	Dependents (names, ages, social security numbers)	H	Y		Fusion Human Capital Management Base Cloud Service	
74	Discipline records	H	Y		Fusion Human Capital Management Base Cloud Service	
75	Division date	H	Y		Fusion Human Capital Management Base 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	
77	Education/training received (degrees, majors/minors/training)	H	Y		Fusion Human Capital Management Base Cloud Service	
78	Email (both Work / Personal)	H	Y		Fusion Human Capital Management Base 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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
80	Employment status changes (including dates)	H	Y		Fusion Human Capital Management Base Cloud Service	
81	Ethnic background/EEOC classification/Standard Occupational Classification (SOC)	H	Y		Fusion Human Capital Management Base Cloud Service	
82	Gender	H	Y		Fusion Human Capital Management Base Cloud Service	
83	Hiring dates/termination dates (cumulative employment history)	H	Y		Fusion Human Capital Management Base Cloud Service	
84	I-9 certification status	H	Y		Fusion Human Capital Management Base Cloud Service	
85	e-Verify status	H	Y		Fusion Human Capital Management Base Cloud Service	
86	Immunizations	H	Y		Fusion Human Capital Management Base Cloud Service	
87	Languages spoken	H	Y		Fusion Human Capital Management Base Cloud Service	
88	Last date worked	H	Y		Fusion Human Capital Management Base Cloud Service	
89	Layoff/leave of absence/recall/return dates (including military leave)	H	Y		Fusion Human Capital Management Base Cloud Service	
90	Leave accrual	H	Y		Fusion Human Capital Management Base Cloud Service	
91	Leave of absence start and stop dates, type of leave, hours, remarks	H	Y		Fusion Human Capital Management Base Cloud Service	
92	Longevity date	H	Y		Fusion Human Capital Management Base Cloud Service	
93	Marital status	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
94	Military status	H	Y		Fusion Human Capital Management Base Cloud Service	
95	Other/user-defined	M	Y		Fusion Human Capital Management Base Cloud Service	
96	Overall wage history	H	Y		Fusion Human Capital Management Base Cloud Service	
97	Past Work experience (including prior employers)	M	Y		Fusion Human Capital Management Base Cloud Service	
98	Pay for performance with eligibility and amounts received.	H	Y		Fusion Human Capital Management Base Cloud Service	
99	Pay range, step	H	Y		Fusion Human Capital Management Base Cloud Service	
100	Performance evaluations and dates (including next review date)	H	Y		Fusion Human Capital Management Base Cloud Service	
101	Photograph of employee (including date)	H	Y		Fusion Human Capital Management Base Cloud Service	
102	Position change history (including dates)	H	Y		Fusion Human Capital Management Base Cloud Service	
103	Position number	H	Y		Fusion Human Capital Management Base Cloud Service	
104	Preferred name / alias	H	Y		Fusion Human Capital Management Base Cloud Service	
105	Probation dates	H	Y		Fusion Human Capital Management Base Cloud Service	
106	Probationary status	H	Y		Fusion Human Capital Management Base Cloud Service	
107	Promotions/demotions and dates	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
108	Retirement effective date and number	H	Y		Fusion Human Capital Management Base Cloud Service	
109	Safety sensitive position	H	Y		Fusion Human Capital Management Base Cloud Service	
110	Scheduled hours	H	Y		Fusion Human Capital Management Base Cloud Service	
111	Seniority dates (multiple) with adjustments	H	Y		Fusion Human Capital Management Base Cloud Service	
112	Social Security number (not to be changed by employee, only by HR)	H	Y		Fusion Human Capital Management Base Cloud Service	
113	Spouse's name	H	Y		Fusion Human Capital Management Base Cloud Service	
114	Step increase date	H	Y		Fusion Human Capital Management Base Cloud Service	
115	Supervisor (multiple levels)	H	Y		Fusion Human Capital Management Base Cloud Service	
116	Termination date	H	Y		Fusion Human Capital Management Base Cloud Service	
117	Training History (City and prior employers)	H	Y		Fusion Human Capital Management Base Cloud Service	
118	Transfers	H	Y		Fusion Human Capital Management Base Cloud Service	
119	Veteran status including classification	H	Y		Fusion Human Capital Management Base Cloud Service	
120	Visa type & expiration	H	Y		Fusion Human Capital Management Base Cloud Service	
121	W4 information	H	Y		Fusion Human Capital Management Base Cloud Service	

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
122	Work location	H	Y		Fusion Human Capital Management Base Cloud Service	
123	Workers Compensation code	H	Y		Fusion Human Capital Management Base Cloud Service	
124	Unlimited user defined fields	H	Y		Fusion Human Capital Management Base 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 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 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	
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 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	
129	Ability to set up employees with regular and special work hour schedules.	H	Y		Fusion Human Capital Management Base 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	
131	System allows for employee building access assignments.	M	Y		Fusion Human Capital Management Base Cloud Service	A user-defined field can be included on Manage Person to track this information.

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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*						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	
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	
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	
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	
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	
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	
139	Ability to flag terminated employees who are ineligible for rehire.	H	Y		Fusion Human Capital Management Base 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	
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	
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	
143	Ability for new hire to attach electronically required supporting documentation as needed during onboarding	H	Y		Fusion Human Capital Management Base Cloud Service	An employee is able to attach electronically required documentation via the Document of Records feature.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	
146	Ability to move from Active employee to retiree.	H	Y		Fusion Human Capital Management Base Cloud Service	
147	Ability to move from Active employee to COBRA participant.	H	Y		Fusion Human Capital Management Base 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	
149	Ability for department location to have an end date	H	Y		Fusion Human Capital Management Base Cloud Service	
150	**Compliance Tracking & Reporting**					
151	Ability to track and report all necessary elements for compliance with the following laws:	-			Fusion Human Capital Management Base 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	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.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
153	COBRA	H	Y		Fusion Human Capital Management Base 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	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.
155	Veterans	H	Y		Fusion Human Capital Management Base 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	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.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
157	Accommodations - free form text field for accommodations provided	H	Y		Fusion Human Capital Management Base 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	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.
159	Unemployment claims	H	Y		Fusion Human Capital Management Base 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	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.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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*						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
161	Federal Aviation Administration (FAA)	L	Y		Fusion Human Capital Management Base 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	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	**Off boarding**					
164	Ability to track exit activities, including return of material assignments, exit interview results, etc.	H	Y		Fusion Human Capital Management Base 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	
166	Ability to assist with security changes, inactivating badges	M	N		Fusion Human Capital Management Base 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 utlized for badge management.
167	Ability to support collection of assets (phone, laptop, etc.)	H	Y		Fusion Human Capital Management Base 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	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 does not have a cloud based pension administration product.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
170	Ability to provide a user-configurable checklist for the death of an employee	H	Y		Fusion Human Capital Management Base 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	
172	**Employee Relations**					
173	Ability to track grievances and complaints, including status	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Service Cloud	Oracle Service Cloud has been proposed as an optional module
174	Ability to generate user defined reports on grievance and complaint information.	H	R		Fusion Human Capital Management Base Cloud Service, Oracle Service Cloud	Oracle Service Cloud has been proposed as an optional module
175	Ability to track online grievances and complaints by department, employee and type / class	H	Y		Fusion Human Capital Management Base Cloud Service, Oracle Service Cloud	Oracle Service Cloud has been proposed as an optional module
176	**Benefit Enrollment/Eligibility**					
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	
178	Ability to determine benefit eligibility based on a combination of employee class and FTE.	H	Y		Fusion Human Capital Management Base Cloud Service	
179	Ability to manually override benefits assigned based on above rules.	H	Y		Fusion Human Capital Management Base Cloud Service	
180	Ability to perform online update of employees benefit enrollment status.	H	Y		Fusion Human Capital Management Base 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	
182	Ability to have multiple FMLA instances open at a single time with overlapping dates	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
183	Ability to interface to time/attendance system to track FMLA hours	H	Y		Fusion Human Capital Management Base 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	
185	Ability to automatically assign end dates for benefits when employee is terminated.	H	Y		Fusion Human Capital Management Base Cloud Service	
186	Ability to handle employees with multiple retirement programs based on employee group.	H	Y		Fusion Human Capital Management Base Cloud Service	
187	Ability to automatically calculate service for benefit eligibility.	H	Y		Fusion Human Capital Management Base 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	
189	Ability to bill employees on leave or retirees with insufficient benefit for coverage.	H	N		Fusion Human Capital Management Base 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	
191	**Benefit Calculation/Billing**					
192	Ability to accommodate varying employer benefit contribution amounts by employee group.	H	Y		Fusion Human Capital Management Base 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	
194	Effective date	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
195	Benefit plan	H	Y		Fusion Human Capital Management Base Cloud Service	
196	Dependent coverage (individual +1, family)	H	Y		Fusion Human Capital Management Base Cloud Service	
197	Employee group	H	Y		Fusion Human Capital Management Base Cloud Service	
198	Eligibility	H	Y		Fusion Human Capital Management Base Cloud Service	
199	Combination of the above fields	M	Y		Fusion Human Capital Management Base 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	
201	**Benefit Plans**					
202	Ability to support a self-administered benefit plan.	H	Y		Fusion Human Capital Management Base 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	
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	
205	Dependent care	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
206	Medical expense reimbursement	H	Y		Fusion Human Capital Management Base Cloud Service	
207	Medical premiums	H	Y		Fusion Human Capital Management Base Cloud Service	
208	Dental premiums	H	Y		Fusion Human Capital Management Base Cloud Service	
209	Vision premiums	H	Y		Fusion Human Capital Management Base Cloud Service	
210	Life insurance	H	Y		Fusion Human Capital Management Base Cloud Service	
211	Short-term disability	H	Y		Fusion Human Capital Management Base Cloud Service	
212	Long-term disability	H	Y		Fusion Human Capital Management Base Cloud Service	
213	User Defined Other	H	Y		Fusion Human Capital Management Base Cloud Service	
214	Ability to maintain the following data elements for a flexible benefits plan:	-			Fusion Human Capital Management Base Cloud Service	
215	Deduction amounts	H	Y		Fusion Human Capital Management Base Cloud Service	
216	Reimbursements (on payroll side, not in A/P)	H	Y		Fusion Human Capital Management Base Cloud Service	
217	Contribution adjustments	H	Y		Fusion Human Capital Management Base Cloud Service	
218	Health care coverage history	H	Y		Fusion Human Capital Management Base Cloud Service	
219	Waive check minimum	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
220	Ability to print quarterly flex benefit statements	H	Y		Fusion Human Capital Management Base 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	
222	**Benefit Tracking**					
223	Ability to calculate time in medical plan for employee and dependents (history).	H	R		Fusion Human Capital Management Base Cloud Service	
224	Ability to calculate service by:	-			Fusion Human Capital Management Base Cloud Service	
225	Hours (i.e.. FMLA eligibility of 1250 hours)	H	Y		Fusion Human Capital Management Base Cloud Service	
226	Elapsed time	H	Y		Fusion Human Capital Management Base Cloud Service	
227	Elapsed time with multiple breaks in service	H	Y		Fusion Human Capital Management Base 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 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	
230	Ability to record employee and dependents enrollment in health and dental insurance programs	H	Y		Fusion Human Capital Management Base 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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources		Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
232	Ability to track and report on all benefit enrollment history including employee and dependents.	H	Y		Fusion Human Capital Management Base 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	
234	Ability to store salary and other employee information for a user-defined time interval.	M	Y		Fusion Human Capital Management Base Cloud Service	
235	Ability to record and summarize benefits by any employee group level.	H	R		Fusion Human Capital Management Base 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	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	
238	Ability to track benefit change history by employee	H	Y		Fusion Human Capital Management Base 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	
240	**Accruals**					
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	
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	
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
245	Ability to manipulate an employee's time-off balance based on user defined rules	H	Y		Fusion Human Capital Management Base Cloud Service	
246	Ability to pay excess accruals based on user defined rules	H	Y		Fusion Human Capital Management Base Cloud Service	
247	Ability to automatically transfer maximums and accruals from the prior year.	H	Y		Fusion Human Capital Management Base 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	
249	Ability to use compensatory time for exempt employees based on user defined rules	H	N		Fusion Human Capital Management Base 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	**Benefit Reporting**					
251	Ability to produce letter for COBRA and HIPAA that include all necessary data.	H	Y		Fusion Human Capital Management Base 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	
253	Payee	H	R		Fusion Human Capital Management Base Cloud Service	
254	Deduction type	H	R		Fusion Human Capital Management Base Cloud Service	
255	Fund	H	R		Fusion Human Capital Management Base Cloud Service	
256	Department	H	R		Fusion Human Capital Management Base Cloud Service	
257	Division	H	R		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
258	Ability to produce electronic file of any deduction report.	H	Y		Fusion Human Capital Management Base 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	
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	
261	Ability to create a leave activity report.	H	R		Fusion Human Capital Management Base Cloud Service	
262	Ability to create a leave balance report.	H	R		Fusion Human Capital Management Base 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	
264	Ability to view/print benefit enrollment by benefit or by employee.	H	R		Fusion Human Capital Management Base 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	
266	Ability to view/print reports indicating vacation balances in excess of maximum allowable.	H	R		Fusion Human Capital Management Base Cloud Service	
267	Ability to view/print semiannual notices to all employees concerning leave balances.	H	R		Fusion Human Capital Management Base 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	
269	Ability to create an employee statement of current benefits.	H	Y		Fusion Human Capital Management Base Cloud Service	
270	Ability to create an employee confirmation statement.	H	Y		Fusion Human Capital Management Base Cloud Service	
271	Ability to produce a 'total compensation' statement annually.	H	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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							
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**	
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		
273	Ability to produce a notice of benefit changes whenever any of the following conditions is encountered:	-			Fusion Human Capital Management Base Cloud Service		
274	Employee's name changes	H	Y		Fusion Human Capital Management Base Cloud Service		
275	Employee's social security number changes	M	Y		Fusion Human Capital Management Base Cloud Service		
276	Employee terminates employment	H	Y		Fusion Human Capital Management Base Cloud Service		
277	Employee moves to a non-pay status	H	Y		Fusion Human Capital Management Base Cloud Service		
278	Employee's deduction is administratively canceled	H	Y		Fusion Human Capital Management Base Cloud Service		
279	Employee and/or the employer contribution amount is administratively changed	H	Y		Fusion Human Capital Management Base Cloud Service		
280	On demand	M	Y		Fusion Human Capital Management Base Cloud Service		
281	Employee's health plan changes	H	Y		Fusion Human Capital Management Base 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		
283	Ability to view/print benefit enrollment worksheets.	H	N		Fusion Human Capital Management Base Cloud Service		
284	Ability to view/print benefit confirmation statements.	H	Y		Fusion Human Capital Management Base 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		

4.12 - Human Resources				Fusion Human Capital Management Base 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*						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	
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	
289	**Training Management & Administration**					
290	Ability to maintain employee training records	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	
291	Ability to register employees for training courses offered	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning Management Cloud Service	
293	Course Number	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	
294	Course Description	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	
295	Course Hours	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	
296	Materials Requirements	H	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
297	Computer hardware / software requirements	H	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
298	Min/Max number of Employees	H	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning Management Cloud Service	
300	Date	H	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
307	Cost of the class	H	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.
309	Ability to enter trainer's certifications.	M	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning Management Cloud Service	
311	Ability to notify the supervisor if employee did not attend class.	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	
312	Ability to enroll specific employee groups in training courses	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
317	Ability to automatically fill a class from wait list.	M	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning 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, Taleo Learning Management Cloud Service	Management of instructor-led training is available in Oracle 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning Management Cloud Service	
323	Ability to select specific employees and view/print individual training profiles.	H	Y		Fusion Human Capital Management Base Cloud Service, Taleo Learning 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, Taleo Learning 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, Taleo Learning Management Cloud Service	
326	Ability to view/print a roster of class attendees.	H	N		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	Management of instructor-led training is available in Oracle Learning Cloud in the next 12 months.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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, Taleo Learning 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, Taleo Learning 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, Taleo Learning 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, Taleo Learning Management Cloud Service	
331	Ability to view/print employee transcript.	H	R		Fusion Human Capital Management Base Cloud Service, Taleo Learning Management Cloud Service	
332	**Risk Management**					
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	Extensible FlexFields (EFF). In HCM Cloud.
334	Ability to auto populate employee demographic information when submitting a claim	L	Y		Fusion Human Capital Management Base Cloud Service	Interface can be built with vendor managing Workers Compensation. Claim details can be captured in an extensible flex field in Cloud HCM and interface can be designed to combine claim info and personal data.
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.12 - Human Resources				Fusion Human Capital Management Base 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							
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments	
336	Ability to provide functionality to track, manage, inquire and report on basic first aid supplies for and with departments	L	R		Fusion Human Capital Management Base Cloud Service	Custom report can be built on Extensible Flex Field in HCM Cloud	
337	Ability to provide functionality to track, manage, inquire and report on accidents, incidents and losses.	H	R		Fusion Human Capital Management Base Cloud Service	Custom report can be built on Extensible Flex Field in HCM Cloud	
338	Ability to track manual accident refresher training in the case of an accident.	H	R		Fusion Human Capital Management Base Cloud Service	Custom report can be built on Extensible Flex Field in HCM Cloud	
339	Ability for accidents to trigger an automated workflow.	H	N		NA		
340	Ability to track, manage, inquire and report on property, casualty and liability claims.	M	R		Fusion Human Capital Management Base Cloud Service	Custom report can be built on Extensible Flex Field in HCM Cloud	
341	Ability to provide functionality to track insurance certificates	M	Y		Fusion Human Capital Management Base Cloud Service		
342	Ability to provide functionality to track what insurable properties are owned	M	R		Fusion Human Capital Management Base Cloud Service , Fusion Financials Cloud Service	Custom report can be built on Extensible Flex Field	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources		Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
343	Ability to track all drug and alcohol testing information.	M	R		Fusion Human Capital Management Base Cloud Service	Custom report can be built on Extensible Flex Field
344	Ability to track whether an employee has reported active medical prescriptions and approval and conditions for use.	M	R		Fusion Human Capital Management Base Cloud Service	Custom report can be built on Extensible Flex Field
345	**Reporting - Pension / Retirement**					
346	Ability to support multiple retirement plans.	H	Y		Fusion Human Capital Management Base 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'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	
349	Ability to track total voluntary contributions by individual and total by plan.	H	Y		Fusion Human Capital Management Base 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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
352	Ability to create a list of employees retiring in specific month.	M	R		Fusion Human Capital Management Base Cloud Service	
353	**Pension Administration**					
354	System must accumulate and track employee earnings applicable to retirement.	H	Y		Fusion Human Capital Management Base Cloud Service	
355	System must accumulate and track employee credited service applicable to retirement.	H	Y		Fusion Human Capital Management Base 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	
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	
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	
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	
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	
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 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 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 is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
364	System must maintain multiple payment option types.	H	N		Fusion Human Capital Management Base 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 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 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 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 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 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 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	
372	Ability to track investment fund results	H	N		Fusion Human Capital Management Base Cloud Service	Oracle is able to support the enrollment and deduction calculation of multiple retirement plans but does not administer those plans.
373	**DEFINED CONTRIBUTION RETIREMENT ADMINISTRATION**					
374	System must generate auto enrollment data to a Third Party Administrator upon h	M	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources				Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
375	**Employee and Manager Self Service Portal**					
376	Ability to maintain the current status and chronological history of all employees.	M	Y		Fusion Human Capital Management Base Cloud Service	
377	Allow attachment of any electronic forms for submission (i.e. change in life event,	M	Y		Fusion Human Capital Management Base Cloud Service	
378	Allowable search and reporting on any of the attached forms based on security ro	M	Y		Fusion Human Capital Management Base Cloud Service	
379	Allow use of electronic signatures and timestamps on all documents as needed.	M	Y		Fusion Human Capital Management Base 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 g	M	Y		Fusion Human Capital Management Base Cloud Service	
381	Allowable search and reporting of when electronic signatures are used based on s	M	Y		Fusion Human Capital Management Base Cloud Service	
382	**Self Service Portal General Requirements**					
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	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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	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 ire 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	
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	
390	Ability for employees to enroll in training classes online	M	Y		Fusion Human Capital Management Base Cloud Service	
391	Ability for employees to view and enroll in wellness program activities online	M	Y		Fusion Human Capital Management Base Cloud Service	
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	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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
394	Ability to manage and workflow an employee suggestion box	M	Y		Fusion Human Capital Management Base 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	
396	Portal Supports links to internal city sites while enforcing county security profiles	M	Y		Fusion Human Capital Management Base 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	
398	Provide on-line, rules-driven routing of job changes based on signature/approval guidelines.	M	Y		Fusion Human Capital Management Base 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	
400	System allows users to change personal passwords.	H	Y		Fusion Human Capital Management Base 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	
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources			Fusion Human Capital Management Base 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						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	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	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	
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	
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	
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	
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	
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	
412	System must project personal retirement benefits via employee self service (web).	M	N		Fusion Human Capital Management Base 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	
414	**Benefits**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

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Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources		Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	
418	Ability to provide online confirmation statement of benefits elections and dependent/beneficiary data.	M	Y		Fusion Human Capital Management Base 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	
420	Ability to provide links to claim forms.	M	Y		Fusion Human Capital Management Base Cloud Service	
421	Ability to allow users access to searchable SPDs online.	M	Y		Fusion Human Capital Management Base Cloud Service	
422	Ability for employee to create side-by-side plan comparison charts.	M	N		Fusion Human Capital Management Base Cloud Service	
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	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	
425	Ability to validate policies and rules for benefits for participant and dependent data.	M	Y		Fusion Human Capital Management Base Cloud Service	
426	Ability to provide employee inquiry status of direct billing and payment status.	M	N		Fusion Human Capital Management Base 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	
428	Ability to designate an emergency contact.	M	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.12 - Human Resources				Fusion Human Capital Management Base 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					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	
431	Ability for electronic signature approvals from employees' benefit requests.	M	Y		Fusion Human Capital Management Base Cloud Service	
432	**Performance Management**					
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; Fusion Performance Management Cloud Service	Fusion Performance Management Cloud Service has been recommended as an optional module
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	Fusion Performance Management Cloud Service has been recommended as an optional module
435	Ability for employee to view past performance appraisals and performance plans.	H	Y		Fusion Human Capital Management Base Cloud Service	Fusion Performance Management Cloud Service has been recommended as an optional module
436	Ability for employee and/or manager to view and update performance plans.	H	Y		Fusion Human Capital Management Base Cloud Service	Fusion Performance Management Cloud Service has been recommended as an optional module
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	Fusion Performance Management Cloud Service has been recommended as an optional module
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	Fusion Performance Management Cloud Service has been recommended as an optional module
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	Fusion Performance Management Cloud Service has been recommended as an optional module
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	Fusion Performance Management Cloud Service has been recommended as an optional module
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 HR Help Desk will be available within the next 12 months and can be used as a vehicle for employees to request forms.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Human Resources*

4.12 - Human Resources					Fusion Human Capital Management Base 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						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
442	**Affordable Care Act**					
443	System has the ability to flag employees that are not eligible for the Affordable ca	H	Y		Fusion Human Capital Management Base 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	
445	**Workers' Compensation Administration**					
446	Ability to support a self-insured and self-administered workers' compensation environment.	M	Y		Fusion Human Capital Management Base Cloud Service	
447	Ability to track workers' compensation cases with access restricted to select employees.	M	Y		Fusion Human Capital Management Base Cloud Service	
448	Ability to track workers' compensation payments.	M	Y		Fusion Human Capital Management Base Cloud Service	
449	Ability to track workplace safety incidents.	M	Y		Fusion Human Capital Management Base Cloud Service	
450	Ability to aggregate workers' compensation claims for reporting to the State.	M	Y		Fusion Human Capital Management Base Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

	Oracle America, Inc.
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	
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Customer Management**					
2	Ability to associate Customer number ranges or Customer number format "masks" 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		NA	
6	System must provide the ability to maintain the following customer information:	-			NA	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.13 - Misc Billing and AR				Oracle Fusion Financials Cloud Service	
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.13 - Misc Billing and AR				Oracle Fusion Financials Cloud Service	
Objective: *To provide for fully integrated billing and tracking of all City-wide receivables.*					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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		NA	
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	**Miscellaneous Billing and Invoicing**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	4.13 - Misc Billing and AR			**Oracle Fusion Financials Cloud Service**		
	Objective: To provide for fully integrated billing and tracking of all City-wide receivables.					
55	Ability for a particular bill type to be configured to require the association of that bill to a reference number/field.	M	N		NA	
56	Be able to maintain the following information associated with a particular bill type:	-			NA	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.13 - Misc Billing and AR					Oracle Fusion Financials Cloud Service	
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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		NA	
89	Ability for multiple revenue lines (types) to be credited on a single bill.	H	Y		Oracle Fusion Financials Cloud Service	
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 *types* 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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.13 - Misc Billing and AR				Oracle Fusion Financials Cloud Service	
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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 thrid 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		NA	
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 *before* posting (i.e., supervisor approval of batches for posting to G/L).	H	Y		Oracle Fusion Financials Cloud Service	
111	**Invoice numbering**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.13 - Misc Billing and AR				Oracle Fusion Financials Cloud Service		
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
115	**Late Charges/ Interest/Penalty**					
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	
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	**Statement Processing**					
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	**Receivables Management**					
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 *before* 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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.13 - Misc Billing and AR					Oracle Fusion Financials Cloud Service	
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.13 - Misc Billing and AR		Oracle Fusion Financials Cloud Service				
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

	Oracle America, Inc.
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	
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.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**General Functional Requirements**					
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 paydate 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	Y		Payroll Cloud Service for United States	Fast formulas can be created.

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States		
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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 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	This requirement can be satisfied within "Fusion Workforce Compensation Cloud Service" which is an optional proposed module.

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Employee Setup and Maintenance**					
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.
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 subpeonas or returning staff)	H	Y		Fusion Human Capital Management Base Cloud Service/ Payroll Cloud Service for United States	
35	**Deductions and Contributions**					

Priority

Availability

H - High | M - Medium | L - Low

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Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll					Payroll Cloud Service for United States	
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll		Payroll Cloud Service for United States				
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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.
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	Y		Payroll Cloud Service for United States	Use Descriptive Flexfield to store the information
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Payroll Cloud Service for United States	Fast formulas can be created.
73	Amount per hour worked	H	Y		Payroll Cloud Service for United States	Fast formulas can be created.
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	
82	Ability to process both negative and positive payroll deductions.	H	Y		Payroll Cloud Service for United States	

Priority

H - High | M - Medium | L - Low

6 of 22

Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.*					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
101	**Garnishment Processing**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States		
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Earnings**					
119	**Data Elements - Earnings**	-			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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Payroll*

4.14 - Payroll				Payroll Cloud Service for United States		
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll			Payroll Cloud Service for United States			
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.*					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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 **not** splitting benefits in the same way.	H	Y		Payroll Cloud Service for United States	
158	**Other Earnings**					
159	Ability of department to change time record and hold changes in suspense awaiting release by authorized user/department prior to accepting.	H	N		Fusion Time and Labor Cloud Service	Time and Labor is optional and not scoped
160	Ability to calculate step-up pay for temporary assignments above employee's current position.	H	N		Payroll Cloud Service for United States	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States		
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
167	Annual rate	H	Y		Payroll Cloud Service for United States	
168	**Overtime**					
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	**Shift Differential**					
178	Ability to pay shift differential based on percentage of rate or set amount.	H	N		Fusion Time and Labor Cloud Service	Time and Labor is optional and not scoped
179	Ability to calculate differential shift by work times coded by employees, according to agreement	H	N		Fusion Time and Labor Cloud Service	Time and Labor is optional and not scoped
180	**Comp Time**					
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	Time and Labor is optional and not scoped. Data may be needed from legacy time entry system.
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	Time and Labor is optional and not scoped. Data may be needed from legacy time entry system.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Time and Labor is optional and not scoped. Data may be needed from legacy time entry system.
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	**Retroactive Pay**					
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	**PTO**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States		
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	R		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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Labor Distribution**					
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	**Direct Deposit**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.*					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	**Check Printing**					
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	**Payroll Taxes**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States		
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll				Payroll Cloud Service for United States	
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.					
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Void Check Processing**					
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	**Payroll Calendars**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Payroll*

4.14 - Payroll					Payroll Cloud Service for United States	
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.*						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	**Employee Self Service**					
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 nor 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 nor 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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.14 - Payroll					Payroll Cloud Service for United States	
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.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	N		Fusion Time and Labor Cloud Service	Time and Labor is Optional and not scoped
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	Time and Labor is Optional and not scoped
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	
294	Ability to provide on-line approval for merit increases with appropriate prompts for supporting documentation/rules and generate personnel action form	M	N		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	This requirement can be satisfied within "Fusion Workforce Compensation Cloud Service" which is an optional proposed module.
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	This requirement can be satisfied within "Fusion Workforce Compensation Cloud Service" which is an optional proposed module.

4.14 - Payroll					Payroll Cloud Service for United States	
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.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
300	Ability to enable employee to nominate others for internal Recognition program.	M	Y		Oracle Service Cloud	This requirement can be satisfied within "Oracle Service Cloud" which is an optional proposed module.
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	This requirement can be satisfied within "Oracle Service Cloud" which is an optional proposed module.
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Performance Measures*

Oracle America, Inc.	
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		
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, performance measurement module. Allowing for reporting and communication of City performance.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**System Requirements**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.15 - Performance Measures		Cloud Service Applications				
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, performance measurement module. Allowing for reporting and communication of City performance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Project and Grant*

Oracle America, Inc.	
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	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Project / Grant Set-Up**					
2	Ability to create user-maintained master files for:	-			Fusion Project Financials Cloud	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Project and Grant*

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.16 - Project and Grant					Fusion Project Financials Cloud Service	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Project and Grant*

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
	4.16 - Project and Grant				**Fusion Project Financials Cloud Service**	
	Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Project and Grant*

4.16 - Project and Grant					Fusion Project Financials Cloud Service	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
4.16 - Project and Grant					**Fusion Project Financials Cloud Service**	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
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	**Pre-Award Grant Activities**					
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	
96	Ability to automatically notify relevant departments when grant is awarded.	H	N			
97	**Project / Grant Budgeting**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.16 - Project and Grant					Fusion Project Financials Cloud Service	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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/o	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:	-			NA	
110	Description	H	N		NA	
111	Vendor	H	N		NA	
112	Item cost	H	N		NA	
113	Others	H	N		NA	
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	**Project / Grant Ledgers**					

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.16 - Project and Grant					Fusion Project Financials Cloud Service	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
121	Ability to associate a grant / project number with a financial transaction even after it has posted.	H	N		NA	Transactions entered/generated in the other subledgers (e.g. Purchasing) have the project code attached as part of the transaction during entry.
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	**Project / Grant Activity**					
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		NA	
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		NA	
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		NA	
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		NA	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.16 - Project and Grant				Fusion Project Financials Cloud Service		
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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		NA	
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	**Project Costing**					
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	
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):	-			NA	
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		NA	
156	Using both current and historical amounts	M	Y		Fusion Project Financials Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Project and Grant*

4.16 - Project and Grant					Fusion Project Financials Cloud Service	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Grant Tracking**					
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		NA	
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.16 - Project and Grant					Fusion Project Financials Cloud Service	
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Grant Reimbursements**					
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		NA	
188	**Single Audit**					
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	**Project / Grant Close**					
193	Ability to inactivate a grant/project.	H	Y		Fusion Project Financials Cloud Service	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.16 - Project and Grant				Fusion Project Financials Cloud Service		
Objective: To provide a central data repository to track project and grant activity, provide the related information and perform required reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	**Interfaces / Integration**					
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	
198	Ability to associate **multiple** 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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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	
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**System Requirements**					
2	Ability to support a requisition and purchase order process that includes the following capabilities:	-			NA	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.17 - Purchasing					Oracle Fusion Procurement Cloud Service	
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
16	Ability to attach electronic documents to transactions and route them with the transaction though 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	**Vendor Record**					
22	Ability to create and maintain comprehensive centralized active and inactive vendor master file with the following information:	-			NA	
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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		NA	
41	Ability to combine multiple "one-time vendors" to a single standard vendor and include transaction history.	M	Y		Oracle Fusion Procurement Cloud Service	Vendors can be merged into one through the merge process.
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:	-			NA	
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:	-			NA	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Purchasing*

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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		NA	
64	Ability to view each vendor's current active contracts.	H	Y		Oracle Fusion Procurement Cloud Service	
65	**Requisition Processing**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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		NA	
95	**Pre-Encumbrance / Encumbrance Accounting**					
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	**Approval Processing**					
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	
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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		NA	
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	**Blanket Orders**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	
128	Maximum mark-up%	H	N		NA	
129	Ability to close blanket purchase orders in mass based on user defined criteria	H	N		NA	
130	Ability to automatically reverse accounting and inventory transactions at cancellation of order. (Ie. if PO drawn from BPO is cancelled, reduce the quantity used on a BPO)	H	Y		Oracle Fusion Procurement Cloud Service	
131	**Blanket Releases**					
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	**Purchase Order Processing**					
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Hollywood, FL - RFP 4542-17-PB ERP System Selection

Oracle Confidential - Trade Secret Information Exempt from Disclosure Under Section 815.045, Florida Statutes *Purchasing*

4.17 - Purchasing					Oracle Fusion Procurement Cloud Service	
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.17 - Purchasing				Oracle Fusion Procurement Cloud Service		
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
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	**Change Order Processing**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.17 - Purchasing			Oracle Fusion Procurement Cloud Service			
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	
199	Ability to liquidate PO as final step (different from a change order).	H	Y		Oracle Fusion Procurement Cloud Service	
200	**Return to Vendor**					
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	**Purchase Order Inquiry**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.17 - Purchasing					Oracle Fusion Procurement Cloud Service	
Objective: To coordinate purchase orders, vendor information, and performance throughout all departments, as well as to better manage cash flow and budgetary compliance.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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	**Bid/Bid Processing**					
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	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Oracle America, Inc.	
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					NA	
Objective: To provide an automated system for tracking employees' hours.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**System Requirements**					
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			NA	No BID
3	Ability to report on No-Shows for a given scheduled activity for employees and volunteers.	M			NA	No BID
4	Ability to easily identify, via warnings or visual identifiers, when workers are being scheduled for overtime.	H			NA	No BID
5	Ability to ensure compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H			NA	No BID
6	Ability to allow workers to log into a self-service website to request time off.	H			NA	No BID
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			NA	No BID
8	Ability for a supervisor to view worker scheduling preferences when manually assigning shifts.	L			NA	No BID
9	Ability to account for pre-scheduled absences in the schedule generation, such as vacations, sick, FMLA, and other time off.	H			NA	No BID
10	Ability to recommend qualified, available staff members to fill open shifts when unplanned absences occur.	H			NA	No BID
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			NA	No BID
12	Ability to identify employees who are eligible for overtime scheduling based on factors such as:	-			NA	
13	Last time offered overtime	H			NA	No BID
14	Seniority	H			NA	No BID
15	Rank	H			NA	No BID
16	Vacation	H			NA	No BID
17	YTD overtime total	H			NA	No BID

Priority
H - High | M - Medium | L - Low

1 of 13

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance				NA	
Objective: To provide an automated system for tracking employees' hours.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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			NA	No BID
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			NA	No BID
20	Ability to allow vacation requests to be approved and prioritized by seniority.	H			NA	No BID
21	Ability to allow workers to trade, drop, and pick-up shifts, through a posting bulletin board.	H			NA	No BID
22	Ability to allow workers to click a link in an email to confirm receipt of that schedule.	H			NA	No BID
23	Ability to allow a supervisor to view which workers have viewed and confirmed receipt of their schedule.	H			NA	No BID
24	Ability to allow workers to view published schedules online.	H			NA	No BID
25	Ability to create an automatic notification to workers when changes to a schedule occur.	H			NA	No BID
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			NA	No BID
27	Ability to send bulk email within the application to workers in the system to all employees or by employee group.	H			NA	No BID
28	Ability to define schedules with varying lengths (e.g. 4 hours per day, 8 hours per day, etc.).	H			NA	No BID
29	Ability to create and view schedules in the future.	H			NA	No BID
30	Ability to allow for scheduling of shift patterns to be automatically repeated, or rolled forward to future weeks automatically.	H			NA	No BID
31	Ability to create schedule patterns that can repeat at any user defined intervals, e.g. 27-day cycles.	H			NA	No BID
32	Ability for a payroll administrator or manager/supervisor to enter or create schedules and/or hours for employees.	H			NA	No BID
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			NA	No BID
34	Ability to allow for schedules of all employees within a scheduling group to be changed by editing the group schedule.	H			NA	No BID
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			NA	No BID
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			NA	No BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance				NA		
Objective: *To provide an automated system for tracking employees' hours.*						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
37	Ability to view online, an employee's complete work and schedule history.	H			NA	No BID
38	Ability to accommodate unlimited schedule changes and adjustments on demand.	H			NA	No BID
39	Ability to create an unlimited number of user-defined shifts.	H			NA	No BID
40	Ability to define shift start and stop times using a 12-hour or 24-hour clock.	M			NA	No BID
41	Ability to accommodate multiple shift start and stop times	H			NA	No BID
42	Ability to define split shift rotations.	H			NA	No BID
43	Ability to attach employees to shifts at any point in the rotation.	H			NA	No BID
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			NA	No BID
45	Ability to import employee work-schedule information from an external labor scheduling system.	M			NA	No BID
46	Ability to schedule employees to a particular location and job.	H			NA	No BID
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			NA	No BID
48	Ability to schedule transfers to an alternative work rule or pay policy.	H			NA	No BID
49	Ability to schedule meals and breaks, as well as start and end times.	H			NA	No BID
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			NA	No BID
51	Ability to manage staffing workload of employees needed for each department or job by shift.	H			NA	No BID
52	Ability to define scheduling policy and flag any schedules that do not comply with City policy.	M			NA	No BID
53	Ability to track employee scheduling preferences and availability.	H			NA	No BID
54	Ability to track employee seniority by job to use in call-in or priority scheduling processes.	H			NA	No BID
55	Ability to include scheduling metrics such as scheduling effectiveness, actual vs. scheduled hours, and coverage percentage, and display these graphically.	M			NA	No BID
56	Ability to assess coverage to determine over and understaffing.	H			NA	No BID
57	Ability to fill open shifts automatically, using user-defined priority rules.	M			NA	No BID
58	Ability to schedule workers based on skills, shift, etc.	H			NA	No BID
59	Ability to set work schedules by worker or job class.	H			NA	No BID
60	Ability to create time schedules by pay groups.	M			NA	No BID
61	Ability to create a different hours code for each natural disaster where City does work that is FEMA reimbursable.	H			NA	No BID
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			NA	No BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance				NA		
Objective: To provide an automated system for tracking employees' hours.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
63	**Scheduling**					
64	Ability for a supervisor to view worker scheduling preferences when manually assigning shifts.	M			NA	No BID
65	Ability to alert Payroll, HR and/or Manager for absences that require follow-up	M			NA	No BID
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			NA	No BID
67	Ability to allow vacation requests to be approved and prioritized by seniority.	M			NA	No BID
68	Ability to allow vacation requests to be sorted and prioritized by seniority and request date.	M			NA	No BID
69	Ability to allow workers to log into a self-service website to request time off.	M			NA	No BID
70	Ability to allow workers to log into a self-service website to see their vacation/sick/other balances and request time off.	M			NA	No BID
71	Ability to assess coverage to determine over and understaffing.	H			NA	No BID
72	Ability to assign employees to shifts at any point in the schedule.	H			NA	No BID
73	Ability to attach employees to shifts at any point in the rotation.	H			NA	No BID
74	Ability to automatically apply schedule quality rules, such as minimums and maximums per employee, per day, per period.	H			NA	No BID
75	Ability to configure the system to be in compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H			NA	No BID
76	Ability to create a different hours code for each natural disaster where City does work that is FEMA reimbursable.	H			NA	No BID
77	Ability to create an unlimited number user-defined schedules.	M			NA	No BID
78	Ability to create and view schedules in the future.	M			NA	No BID
79	Ability to create time schedules by pay groups.	M			NA	No BID
80	Ability to enforce real-time leave balances and usage rules for scheduling absences.	M			NA	No BID
81	Ability to ensure compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H			NA	No BID
82	Ability to enter actual time worked regardless of existing scheduled hours.	M			NA	No BID
83	Ability to fill open shifts automatically, using user-defined priority rules.	M			NA	No BID
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			NA	No BID
85	Ability to highlight open shifts that require coverage.	H			NA	No BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance					NA	
Objective: To provide an automated system for tracking employees' hours.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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			NA	No BID
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			NA	No BID
88	Ability to manage staffing workload of employees needed for each department or job by shift.	H			NA	No BID
89	Ability to not accept leave time in excess of accruals (or, if needed, to provide a warning rather than a hard-stop).	H			NA	No BID
90	Ability to provide a stand by list once the primary list is at full capacity for an activity.	H			NA	No BID
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			NA	No BID
92	Ability to recommend qualified, available staff members to fill open shifts when unplanned absences occur.	H			NA	No BID
93	Ability to recommended qualified, available staff members to fill open shifts when unplanned absences occur.	H			NA	No BID
94	Ability to report on No-Shows for a given scheduled activity for employees and volunteers.	H			NA	No BID
95	Ability to schedule meals and breaks, as well as start and end times.	M			NA	No BID
96	Ability to schedule transfers to an alternative work rule or pay policy.	M			NA	No BID
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			NA	No BID
98	Ability to send bulk email within the application to workers in the system to all employees or by employee group.	H			NA	No BID
99	Ability to set work schedules by worker or job class.	H			NA	No BID
100	Ability to set work schedules by worker, pay group, or job class.	H			NA	No BID
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			NA	No BID
102	Ability to support workflow for employees to initiate leave of absence events, route to managers for approval and HR notification	H			NA	No BID
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			NA	No BID
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			NA	No BID
105	Ability to utilize a past template or activity to create a new activity in the system.	H			NA	No BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance					NA	
Objective: *To provide an automated system for tracking employees' hours.*						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
106	Ability to view online, an employee's complete work and schedule history.	H			NA	No BID
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			NA	No BID
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			NA	No BID
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			NA	No BID
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			NA	No BID
111	Track leave previously granted and/or revoked.	H			NA	No BID
112	**Time and Attendance - Employee Set-Up**					
113	Ability to store Time and Attendance records for employees and volunteers.	H			NA	No BID
114	Ability to setup workers default time and attendance settings with the following:	-			NA	No BID
115	Standard work week (40.0 hours) divided into 5 working days (Monday-Friday)	H			NA	No BID
116	Alternate work schedule (other than 8 hours a day)	H			NA	No BID
117	Days worked other than a Monday through Friday work week	H			NA	No BID
118	Standard differential shift	H			NA	No BID
119	Various programmatic cost accounting codes (grant accounting)	H			NA	No BID
120	Multi-site data entry	H			NA	No BID
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			NA	No BID
122	**Time and Attendance - Data Collection**					No BID
123	Ability to remotely enter time sheet data with immediate editing for errors, through department work stations.	H			NA	No BID
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			NA	No BID
125	Ability to prevent employees from "clocking in" before their scheduled time within an allowable range.	H			NA	No BID
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			NA	No BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance				NA		
Objective: To provide an automated system for tracking employees' hours.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
127	Ability to provide for the prevention of overlapping or redundant punches.	H			NA	No BID
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			NA	No BID
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			NA	No BID
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			NA	No BID
131	Ability to allow for the inactivation of lost badge numbers and the reassignment of badge numbers without affecting previous employee transactions.	H			NA	No BID
132	Ability to provide employee self service capabilities that must be available on a PC or kiosk through standard web browsers.	H			NA	No BID
133	Ability to create Time sheets by Pay Period, per individual worker (employees and volunteers).	H			NA	No BID
134	Ability to adjust for daylight savings time related to time and attendance reporting.	H			NA	No BID
135	Ability to adjust time and attendance, accrued balances, and cost accounting with single entry with proper security.	H			NA	No BID
136	Ability to enter daily time and attendance transactions on-line/real time.	H			NA	No BID
137	Ability to enter time and attendance data on an exception basis.	H			NA	No BID
138	Ability to have on-line edits performed at the time of entry with all errors detected, highlighted for immediate correction.	H			NA	No BID
139	Ability to enter time in hours up to one decimal point or to the quarter hour.	H			NA	No BID
140	Ability to charge time to the following:	-			NA	No BID
141	GL Accounts	H			NA	No BID
142	Projects	H			NA	No BID
143	Locations	H			NA	No BID
144	Department	H			NA	No BID
145	Grants	H			NA	No BID
146	Fund	H			NA	No BID
147	Other user-defined fields	H			NA	No BID
148	Ability to provide mechanism for the worker and supervisor to certify time for federal grant reporting.	H			NA	No BID
149	**Time and Attendance - Calculation Rules Enforcement and Time Evaluation**					No BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance						NA
Objective: *To provide an automated system for tracking employees' hours.*						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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			NA	No BID
151	Ability to provide for the configuration of an unlimited number of time and attendance calculation rules.	H			NA	No BID
152	Ability to update user-defined rules and have the changes reflected immediately for time entry and processing.	H			NA	No BID
153	Ability for time and attendance calculation rules and other system settings to be effective dated where required.	H			NA	No BID
154	Ability to define time and attendance calculation rules at the employee, or group level.	H			NA	No BID
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			NA	No BID
156	Ability to view immediately the outcome of the rules processing on the time entry web based time card.	H			NA	No BID
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			NA	No BID
158	Ability to accommodate multiple FLSA cycles	H			NA	No BID
159	Ability to automatically calculate overtime and other premiums based on actual worked hours outside the employees' scheduled hours (schedule deviation).	H			NA	No BID
160	Ability to automatically calculate overtime and other premiums based on the employees' actual hours without a schedule.	H			NA	No BID
161	Ability to calculate Shift Differential automatically based on the time of day an employee works.	H			NA	No BID
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			NA	No BID
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			NA	No BID
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			NA	No BID
165	Ability to provide for real time alerts to timekeeping exceptions, such as approaching overtime, minor rules violations, and absences.	M			NA	No BID
166	Ability to convert compensatory time to overtime and vice versa.	H			NA	No BID
167	Ability to earn compensatory time at half time, regular time, or time-and-a-half.	H			NA	No BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance					NA	
Objective: *To provide an automated system for tracking employees' hours.*						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
168	Ability to allocate time to a project or activity by work group (for indirect costing purposes).	H			NA	No BID
169	Ability to track uncompensated benefit (i.e. vehicle usage) for taxable purposes.	H			NA	No BID
170	**Time and Attendance - Approvals**					No BID
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			NA	No BID
172	Ability for employees to approve their timesheets. This approval must be available within employee self service and the data collection terminals.	H			NA	No BID
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			NA	No BID
174	Ability for Managers/Supervisors to view employee timesheets that require approval (both summary and detailed level).	H			NA	No BID
175	Ability for Managers/Supervisors to update the employees time when approving, for instance for missed punches, missing PTO, etc.	H			NA	No BID
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			NA	No BID
177	Ability to provide for a pay period lock function for use by payroll to prevent further timecard edits by supervisors or employees.	H			NA	No BID
178	Ability to route back through approval workflow if changes are made to the time sheet.	H			NA	No BID
179	Ability to limit updates to system based on level of approval authorization.	H			NA	No BID
180	**Time and Attendance - Timecard Edits**					No BID
181	Ability to adjust or correct time entries captured in the current period, but not yet paid.	H			NA	No BID
182	Ability to adjust or correct time entries paid in previous pay periods.	H			NA	No BID
183	Ability to allow manager edit, add, and deletes of any previous pay period data until a predetermined cut-off time.	H			NA	No BID
184	Ability to provide a report that details prior period adjustments and corrections.	H			NA	No BID
185	Ability to provide for retroactive pay period adjustments. Those retroactive adjustments can be paid in current pay period or special check run.	H			NA	No BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance					NA	
Objective: To provide an automated system for tracking employees' hours.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
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			NA	No BID
187	Ability to recalculate all totals immediately after a value is changed.	H			NA	No BID
188	Ability for all historical employee time and attendance information, including any adjustments, to be available online for audit or review purposes.	M			NA	No BID
189	Ability to allow for historical edits by the payroll administrators.	L			NA	No BID
190	Ability for the manager to make mass edits to selected employees.	M			NA	No BID
191	Ability to provide user access to update current time and attendance data at any time.	M			NA	No BID
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			NA	No BID
193	Ability to manually enter (positive or negative) adjustments including retroactive pay.	H			NA	No BID
194	**PTO Accruals Calculations and Enforcement**					No BID
195	Ability to configure multiple (at least 1000) categories of leave accumulators (including vacation, PTO, sick, FMLA, and comp adjustments) in the system.	H			NA	No BID
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			NA	No BID
197	Ability to calculate PTO/vacation and sick leave accrual based on current years of service, employee status (permanent, term), etc.	H			NA	No BID
198	Ability to limit PTO/vacation accruals based on maximum for defined plan, job class, department, status, etc.	H			NA	No BID
199	Ability to prevent the system from recording time lost as a result of limits on accruals.	M			NA	No BID
200	Ability to selectively automatically allow employees to start using time off after completing their probationary period by CBA.	H			NA	No BID
201	Ability to alert user at entry of exceeding accrued balances.	H			NA	No BID
202	Ability to alert user if holiday, personal holiday, or sick incentive days have incorrect hours.	M			NA	No BID
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			NA	No BID
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			NA	No BID
205	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H			NA	No BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance				NA	
Objective: To provide an automated system for tracking employees' hours.					
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
206	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on workers accumulated balances, with exceptions allowed.	H			NA	No BID
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			NA	No BID
208	Ability to store and retrieve "to-date" and "year-to-date" leave accrued, taken, and paid.	H			NA	No BID
209	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H			NA	No BID
210	Ability to prohibit PTO and vacation payoffs for terminating probationary employees, by authorized users.	H			NA	No BID
211	Ability to prohibit sick payoff except to retiring employees.	H			NA	No BID
212	Ability to determine the dollar amount of sick and vacation liability.	H			NA	No BID
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			NA	No BID
214	Ability to have a PTO calendar that can be an annual or fiscal calendar.	H			NA	No BID
215	Ability for PTO balances to be accrued as a percentage of designated worked hours.	M			NA	No BID
216	Ability for comp in lieu of overtime balances to be calculated, reported, and enforced according to our policy.	M			NA	No BID
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			NA	No BID
218	Ability for PTO balances to be adjusted manually with authorization as required with audit trail of such manual adjustments.	H			NA	No BID
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			NA	No BID
220	Ability to allow different employee groups to be assigned different PTO policies based on their employee type, status, or bargaining agreement.	H			NA	No BID
221	Ability to have an unlimited number of such policies to be defined and assigned.	H			NA	No BID
222	Ability for PTO processes to be supported by pre-configured workflow to manage the request, approval, or denial of PTO.	H			NA	No BID
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			NA	No BID
224	**Absence Management - General**					No BID

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance						NA
Objective: To provide an automated system for tracking employees' hours.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
225	Ability to manage the employee's time away from work, including PTO, FMLA and other leave.	H			NA	No BID
226	Ability to set-up pre-configured workflow, notifications, and alerts.	H			NA	No BID
227	Ability to perform reporting, calendar views, and document generation capabilities.	H			NA	No BID
228	Ability to integrate with time and labor and scheduling.	H			NA	No BID
229	Ability to track hours worked and tenure to determine eligibility for FMLA, State mandated leaves and organizational leave of absence policies.	H			NA	No BID
230	Ability to determine eligibility for concurrent leave polices, for instance, FMLA in concurrence with state mandated medical leave.	H			NA	No BID
231	Ability to have Federal and State Family leave preconfigured templates built into the system.	H			NA	No BID
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			NA	No BID
233	Ability to track FMLA leave used, either in pay of non-pay status, for previous 12 months (rolling calendar).	H			NA	No BID
234	Ability to set the maximum allowed family medical leave time.	H			NA	No BID
235	Ability to record and accumulate unpaid leave time.	H			NA	No BID
236	Ability for all required letters and forms to be automatically generated to support leave processes.	H			NA	No BID
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			NA	No BID
238	Ability to manage both paid and unpaid time concurrently.	H			NA	No BID
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			NA	No BID
240	Ability to provide real time visibility to everyone who is on a leave of absence, time taken and time available.	H			NA	No BID
241	Ability to provide FMLA calculations for time available for part time employees.	H			NA	No BID
242	Ability to generate alerts if an employee punches in while on a leave of absence.	H			NA	No BID
243	Ability to coordinate disability pay with vacation or other PTO pay to ensure a full paycheck for the employee.	H			NA	No BID
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			NA	No BID
245	Ability to provide employee availability for scheduling and open shifts created in response to approved leave time.	M			NA	No BID
246	Ability to handle leave without pay including stopping autopay, stopping accruals and tracking arrears.	H			NA	No BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.18 - Time and Attendance					NA	
Objective: To provide an automated system for tracking employees' hours.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
247	Ability to identify an unlimited number of leave type codes and descriptions.	H			NA	No BID
248	Ability to alert user for further action if employee's unpaid leave status has expired.	H			NA	No BID
249	Ability to accommodate more than one year of leave information on-line and provide for carryover of leave balances.	H			NA	No BID
250	Ability to view real-time leave balances in time entry mode.	H			NA	No BID
251	**Absence Management - Attendance Policy Management**					No BID
252	Ability to automate the administration and enforcement of attendance or absence control programs to reduce variability of workforce.	M			NA	No BID
253	Ability to calculate absence points, occurrences, percentages or time missed as well as perfect attendance.	H			NA	No BID
254	Ability to automatically generate letters and forms associated with disciplinary or perfect attendance policies.	H			NA	No BID
255	Ability to identify patterns of absenteeism, for instance, Friday, Thursday or Monday absences.	H			NA	No BID
256	Ability to track reasons for absences.	H			NA	No BID
257	Ability to alert supervisors or managers of necessary actions associated with attendance violations.	H			NA	No BID
258	Ability to automate workflow notifications when an employee has exceeded a threshold for disciplinary action.	H			NA	No BID

Priority
H - High | M - Medium | L - Low

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Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

9 CLIENT REFERENCES

AST has proudly developed a reputation as a "go-to" partner for Oracle applications implementations in the Public Sector. This reputation has been built on a proven track record of success in completing all projects on-time, on-budget, and to the complete satisfaction of our clients. Our clients have always found our commitment to their success, product knowledge, and quality of our resources as our key strengths.

AST takes the satisfaction of its customer seriously and conducts independent customer surveys from time to time to make sure our efforts and intentions match our customers' expectations. The outcome of the most recent customer survey conducted by A.T. Kearny on behalf of AST in July/August of 2016, is outlined in the following table.

Satisfied or Highly Satisfied	86%
Will Consider AST for Cloud Projects	90%
Will Recommend AST to Other Companies	86%

Occasionally, some of our customers conduct their own internal survey amongst their users and departments to evaluate vendor performance. We often score high marks on post-project surveys amongst all users and project participants, as demonstrated on the following page in a county-wide survey from Polk County, FL. This survey was conducted following AST's successful completion of an Oracle E-Business Suite R12 engagement.

CONSULTANT EVALUATION SUMMARY
(To be used for projects less than $50,000.00)

Department/Division: _____ Information Technology _____ Date: ____2/22/2013____

Evaluation Period: Interim ____7/2012 - 2/2013____ Final _____

FIRM: _____ Applications Software Technology _____

Address: _____ 1755 Park Street, Suite 100, Naperville, Illinois 60563 _____

PO # / CPO # / Project #: _____ 21203252, 21203629, 21203632, 21300190, 21300347, 21301120 _____

Contract Amount: _____ 1,342,314 _____

Scope of Work: _____ Oracle R12 eBusiness System Upgrade _____

EVALUATION SUMMARY	
Rating Criteria	Score Awarded
Customer Service	95
Quality of Deliverables	95
Project Management	95
Cost Control & Value	99
Compliance with Schedule	99
Overall Rating (Score)	96.6

County Project Manager Signature: _____

Division Director Signature: _Edward J. Wolfe_ 2/25/2013

Contract Specialist Signature: _Mary W. Combee_

Mailing Date: ____02/26/2013____

Notice to Consultant: Should the consultant wish to file a rebuttal, a letter must be sent to the Contract Specialist outlining the points of disagreement within seven (7) working days. (For detailed procedures, go to http://www.polk-county.net/purchasingandbids/purchasingprocedures)

We understand that not everything can be anticipated at the onset of any project and that our client's internal priorities and constraints will most likely shift during a long engagement, especially within the Public Sector. AST takes great care in highlighting these potential risks to our clients so that together we

can be better prepared to deal effectively with unforeseen events and system issues. By selecting AST as your partner, you will gain more than just a consultant-you gain a committed and trusted business partner as evidenced by the following letters of recommendation from long-time AST customers.

CITY OF BURBANK
275 EAST OLIVE AVENUE, P.O.BOX 6459, BURBANK, CALIFORNIA 91510-6459
www.ci.burbank.ca.us

February 3, 2016

Mr. Shaji Zechariah
Executive VP
AST Corporation
1755 Park Street, Suite 100
Naperville, IL 60563

Dear Mr. Zechariah,

On behalf of the City of Burbank, I wish to express my appreciation for the outstanding work performed by AST since 2005.

I want to recognize AST's ability to complete all of the projects on time and under budget, right from the first engagement of Oracle E-Business Suite 11i migration, followed by R12 Upgrade, HCM Suite and Budgeting implementation, and multiple system enhancements. The City is also very appreciative of the ongoing Managed Services support services. AST's consultants have demonstrated the highest level of professionalism without exception and performed tasks with great skill and dedication.

AST has delivered on every aspect of their commitments to the City in general, and particularly by consistently keeping our organization apprised of the latest Oracle advancements; helping the City decipher between which items would either address mandatory maintenance or updates, provide a strategic advantage, or not be required for our future direction. I would state without hesitation that AST's in-depth knowledge of the Oracle solutions combined with extensive Public Sector experience were key to the success of our projects and have strengthened our partnership.

I wish you and AST good luck in all your future endeavors and am confident that the City will continue to benefit from our relationship with AST Corporation.

Sincerely,

Medik Ghazikhanian
Assistant Information Technology Director
City of Burbank
(818) 238 -5153

INFORMATION TECHNOLOGY DEPARTMENT
PHONE
(818) 238-5080

FAX
(818) 238-5104

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

Metro

February 5, 2016

Mr. Shaji Zechariah
Executive VP
AST Corporation
1755 Park Street, Suite 100
Naperville, IL 60563

Dear Mr. Zechariah,

I want to express my appreciation for the quality of Oracle services that AST has provided to Los Angeles Metropolitan Transit Authority through many successful projects since 2004.

We have relied on AST's consulting expertise for multiple implementations, upgrades, and managed services initiatives. In each case, we have been impressed and extremely satisfied with the work ethic and the knowledge of your consultants. AST's staff has shown a high level of skills across multiple solution footprints including Oracle E-Business Suite, Identity management, Oracle Business Intelligence, SOA, Content Management and Middleware, and the new oracle hardware solutions. I am looking forward to the rollout of Metro's BI project that AST is implementing to further enhance our Analytics capabilities.

AST and the LA Metro have developed a strong relationship, allowing us to navigate our ever-changing needs. AST has shown great flexibility, attention to detail, a commitment to success, and knowledge of the Transit and Public Sector; allowing appropriate solutions to be formed and delivered in a timely manner.

We look forward to a continued partnership and success in the future.

Sincerely,

2/5/2017

Mehul Kumar
Metro Los Angeles
SR. Engineering Manager
Information Technology Services

213.922.2344 W | 818.451.5152 C
metro.net | facebook.com/losangelesmetro | @metrolosangeles

Stacy M. Butterfield

Clerk of the Circuit Court & County Comptroller
Polk County, Florida

Drawer CC-1
Post Office Box 9000
Bartow, FL 33831-9000

(863) 534-4544 Phone
(863) 534-4584 Fax

www.polkcountyclerk.net

November 8, 2013

Pravin Kumar
President & CEO
AST Corporation
1755 Park Street, Suite 100
Naperville, Illinois 60563

Dear Pravin:

I would like to express my appreciation for the services provided by AST Corporation to Polk County in support of Enterprise Resource Planning (ERP) system.

In 2006-07, as Chairman of the executive steering committee, I closely observed the County-wide implementation of Oracle E-Business Suite and was impressed with the methodology and approach adapted by AST's project team. It was a complex but transformational project for the County, and has greatly improved our system capabilities and information access. Our staff was very appreciative of the knowledge and experience of AST consultants, in particular as is related to their awareness of the municipal government business processes. AST consultants not only implemented the ERP system successfully, they were also able to provide strategic guidance and offer solutions for our business issues.

The ability of County staff to efficiently operate, maintain and enhance the ERP system over the years without outside help can be attributed in large part to the training and knowledge transfer provided by your consultants. Their collaboration with County staff during the implementation was noteworthy, and your staff has been readily accessible even to this day in answering questions from our users.

I am pleased to state that your team demonstrated the consistently high quality of service delivery. Whether it is the original ERP implementation or addition of self-service modules like iSupplier or, most recently, the upgrade of Oracle E-Business Suite to Release 12, AST has delivered the projects on time and on budget. I know that as a public entity we demand much from our vendors, but AST has consistently exceeded our expectations.

Given AST's successful track record with the County, I would recommend your firm to other organizations.

I wish you and AST the very best, and thank you for your personal involvement with the County's Oracle projects.

Sincerely,

Stacy M. Butterfield, CPA
Clerk of the Circuit Court & County Comptroller

The Mission of the Office of Clerk of the Circuit Court is to function as a team dedicated to our customers by preparing and maintaining accurate records, furnishing assistance in an understanding and compassionate manner, and providing services with competence, professionalism, and courtesy in compliance with laws, rules and regulations.

We understand that not everything can be anticipated at the onset of any project and that our client's internal priorities and constraints will most likely shift during a long engagement, especially within Public Sector organizations. AST takes great care in highlighting these potential problem areas to our clients so that together we can be better prepared to deal effectively with whatever arises.

Our diverse implementation history of helping clients overcome their challenges and capitalize on the opportunities presented by Oracle Applications has resulted in a 100% success rate of our projects throughout our history. We have never had a project fail or be terminated, and our entire client base is reference-able.

9.1 REFERENCE FORMS

We are pleased to provide references for clients familiar with our history of past performance and ability to successfully deliver the proposed Oracle ERP System.

Reference Form 1

Vendor name:	AST
Customer name:	City of Detroit, MI
Customer contact:	John Naglick
Customer phone number:	313-224-4153
Customer E-mail address	naglickj@detroitmi.gov
System which Solution Replaced	Oracle ERP Applications R11i
Project Completion Date	March 2016

Describe Nature of Project and Services Provided to This Client:

The City of Detroit's Oracle Cloud ERP implementation the first Oracle Cloud ERP implementation in the public sector for Financials, Procurement, and Projects and Grants. This project is very similar to the one AST is proposing to implement at the County.

AST is assisting the City of Detroit to implement Oracle Cloud ERP System to perform the following key business functions:

- Accounting/Finance
- Budgeting
- Procurement
- Project & Grants
  AST provided full implementation services, which include project management, configuration, integration and training. AST is currently supporting the Oracle Cloud Financials and PBCS implementation on a 5 year Managed Services Support Contract.

Configuration of Solution Implemented (Hardware, Software):

Application Area	Module
Financials Cloud Service	General Ledger
	Accounts Payable
	Accounts Receivable
	Fixed Assets
	Cash Management
	Financial Reports Center Cloud Service
	OTBI for Financials Cloud Service
	Expenses Cloud Service
	Advanced Collections Cloud Service
	Automated Invoice Processing Cloud Service
	WebCenter Forms Recognition Cloud Service
Procurement Cloud Service	Purchasing Cloud Service
	Self Service Procurement Cloud Service

	Supplier Portal Cloud Service	
	Supplier Qualification Management	
	Sourcing Cloud Service	
	Procurement Contracts Cloud Service	
	Enterprise Contracts Management Base Cloud Service	
	OTBI for Procurement Cloud Service	
Planning & Budgeting Cloud Services	Planning & Budgeting Cloud Services	
Project Portfolio Management Cloud Services	Project Costing Cloud Service	
	OTBI for Projects Cloud Service	
	Project Control Cloud Service	
	Grants Management Base Cloud Service	
	Project Billing Cloud Service	
	Project Contracts Cloud Service	

Reference Form 2

Vendor name:	AST
Customer name:	Prince William County, VA
Customer contact:	Mona Snead, Project Manager
Customer phone number:	703-792-5536
Customer E-mail address	MSnead@pwcgov.org
System which Solution Replaced	Cogsdale Performance
Project Completion Date	Phase 1 Financials and core HR- July, 2016

Describe Nature of Project and Services Provided to This Client:
Full Service ERP implementation services including project management, change management, functional, technical, training and infrastructure services. The County used an outdated version of Cogsdale's Performance software package system to support its financial operations including Finance, Accounts Payable, and Purchasing. The County selected AST to replace the current financial management system with Oracle E-Business suite of products that includes not only the financial management functions of the County, but also increased functionality in the areas of Accounts Receivable, Grants Management, Asset Management, and Budget Development. Among the benefits the County will enjoy once its new financial management system is fully deployed include: ▪ Eliminate manual, redundant data entry into shadow systems currently being used in many departments throughout the County; ▪ Eliminate the reconciliation of data from various systems being used throughout the County; ▪ Streamline and improve County business processes; and ▪ Provide the County with improved access to financial information

Configuration of Solution Implemented (Hardware, Software):
General Ledger, Payables, Receivables, Fixed Assets, Cash Management, Project Costing, Grants, Oracle Internet Expenses, Oracle Advanced Collections, Purchasing, iProcurement, Services Procurement, iSupplier, Sourcing, Procurement Contracts, Hyperion Public Sector Planning and Budgeting, Hyperion Planning, Business Intelligence Suite, Financial Analytics, Procurement Analytics, Project Analytics, AST Grants Analytics, Oracle Relational Database Enterprise Edition, Weblogic Suite, Oracle Diagnostics and Tuning Pack, User Productivity Kit, Oracle Advanced Security

Reference Form 3

Vendor name:	AST
Customer name:	Polk County, FL
Customer contact:	DeeDee Beaver, Director-Comptroller Division
Customer phone number:	863-534-6508
Customer E-mail address	deedeebeaver@polk-county.net
System which Solution Replaced	N/A
Project Completion Date	Multiple projects since 2005

Describe Nature of Project and Services Provided to This Client:

AST first began working with Polk County, FL in 2005 as the Prime Contractor for the County's POWER (Polk Oracle Web Enabled Resources) project. POWER is a deployment of Oracle's E-Business Suite for the Polk County Board of County Commissioners, the governing body of the County, as well as the County's Clerk of Courts, the County's Chief Financial Officer, Controller, and Treasurer. This system automates and serves key County business processes, including:

- Financial management and procurement,
- Inventory management,
- Projects and grants management, and
- Human resources and payroll management

Since that initial project, Polk County has relied on AST for multiple enhancement projects as well as a migration to the R12 version of the E-Business Suite applications.

AST recently completed a migration from the on-premise Oracle Public Sector Budgeting Solution to the Oracle Planning and Budgeting Cloud Service for the County.

Configuration of Solution Implemented (Hardware, Software):

Polk County, FL has an onsite deployment of the applications on its servers. AST has been selected to assist with a migration of the County's Oracle Budgeting Application to the Oracle Planning and Budgeting Cloud Service.

General Ledger, Projects & Grants, Accounts Payable/Receivable, iProcurement, iSupplier, Assets, Treasury/Cash Management, Public Sector Budgeting, HR, Human Resources, Payroll, Time & Labor , Self-Service Human Resources, Inventory, Web ADI, Discoverer

Reference 4

Vendor name:	AST Corporation
Customer name:	Hampton Roads Sanitation District, VA
Customer contact:	Erin Girardi
Customer phone number:	(757) 460-7026
Customer E-mail address	egirardi@hrsd.com
System which Solution Replaced	Multiple Applications. Core application: FMS
Project Completion Date	October 2015

Describe Nature of Project and Services Provided to This Client:
Full Service ERP implementation services including project management, change management, functional, technical, training and infrastructure services. The First Phase of the project consisting of Financials, Procurement and Projects and Grants went live in June, 2015. The second phase of the project consisting of HR, OAB, and Payroll went live in October 2015, and the third phase with Hyperion Planning for Budgeting went live in October 2015. AST has also deployed Mobile Applications and WebCenter applications to HRSD as a part of the deployment. AST is currently assisting HRSD in support activities for the ERP applications.

Configuration of Solution Implemented (Hardware, Software):
Implementation of Oracle ERP Release 12.2.3. Modules implemented : Phase 1 - Financials(GL, AP, AR, FA, iExpense, Cash Management), Projects/Grants, Procurement, Inventory, HR, Phase 2 - OAB, OLM, OTL, Payroll, iRecruitment and Performance Management Phase 3 - Hyperion Budgeting Public Sector Planning and Budgeting

Reference Form 4

Vendor name:	AST
Customer name:	City of Burbank, CA
Customer contact:	Medik Ghazikhanian, Deputy Director
Customer phone number:	818-238-5153
Customer E-mail address	MGhazikhanian@burbankca.gov
System which Solution Replaced	N/A
Project Completion Date	Multiple Oracle projects since 2005

Describe Nature of Project and Services Provided to This Client:

AST has provided Oracle consulting service and support to the City of Burbank for over 10 years. We currently have a multi-year Managed Services contract with the City to provide ongoing application and technical support for the City's Oracle E-Business Suite ERP. Some of the key projects AST has completed for the City include:

- Oracle E-business Suite 11i migration;
- Oracle E-Business Suite R12 Upgrade;
- Oracle E-Business HCM Suite Implementation;
- EBS-WAM Integration;
- Hyperion Public Sector Planning and Budgeting Implementation;
- and multiple enhancements

Configuration of Solution Implemented (Hardware, Software):

The City of Burbank, CA has an onsite deployment of the applications on its servers

General Ledger, Accounts Payable/Receivable, Hyperion Public Sector Planning and Budgeting, Fixed Assets, Purchasing, Inventory, Project Accounting, Human Resources, Payroll, iRecruitment, Time & Labor, Benefits Administration, Self-Service HR, Learning Management, Enterprise Asset Management, HR Intelligence, Daily Business Intelligence, User Productivity Kit.

9.2 MUNICIPAL CLIENT LISTING

As requested, we have provided a list below of our Municipal (County and City Government) clients. Clients who have implemented a vendor-hosted or SaaS solution are designated in **Bold**.

Municipal Clients	
Counties	**Cities**
Berks County, PA	City of Atlanta, GA
Cook County, IL	City of Burbank, CA
Dallas County, TX	**City of Chattanooga, TN (migrating to Oracle hosted)**
Hillsborough County, FL (Oracle hosted)	**City of Detroit, MI (Cloud ERP and PBCS)**
King County, WA	District of Columbia
Lake County, IL	City of Hurst, TX
Larimer County, CO	City of Knoxville, TN
Los Angeles County, CA	City of Miami, FL
Marion County, OR	City of Modesto, CA
Oklahoma County, OK	City of Oakland, CA
Pinellas County, FL	City of Regina, SK, Canada
Polk County, FL	**City of Tampa, FL (Oracle hosted)**
Prince William County, VA	City of West Palm Beach, FL
Washington County, OR	City of Yonkers, NY
Williamson County, TX	

10 LICENSE AND MAINTENANCE AGREEMENTS

We have included software licensing and maintenance agreements from Oracle America, Inc. and from our third party software partners on the following page.

EXHIBIT B

ORACLE PUBLIC SECTOR CLOUD SERVICES AGREEMENT TERMS

THESE ORACLE CLOUD SERVICES AGREEMENT TERMS APPLY TO THE ORACLE CLOUD SERVICES THAT YOU ORDER. THESE ORACLE CLOUD SERVICES AGREEMENT TERMS SHALL TAKE PRECEDENCE OVER ANY CONFLICTING TERMS IN AN ORDER OR ANY ORDERING DOCUMENTATION.

1. USE OF THE SERVICES

1.1 Oracle will make the Oracle services listed in Your order (the "Services") available to You pursuant to this Agreement and Your order. Except as otherwise stated in this Agreement or Your order, You have the non-exclusive, worldwide, limited right to use the Services during the period defined in Your order, unless earlier terminated in accordance with this Agreement or the order (the "Services Period"), solely for Your internal business operations. You may allow Your Users to use the Services for this purpose, and You are responsible for their compliance with this Agreement and Your order.

1.2 The Service Specifications describe and govern the Services. During the Services Period, Oracle may update the Services and Service Specifications to reflect changes in, among other things, laws, regulations, rules, technology, industry practices, patterns of system use, and availability of Third Party Content. Oracle updates to the Services or Service Specifications will not materially reduce the level of performance, functionality, security or availability of the Services during the Services Period of Your order.

1.3 You may not, and may not cause or permit others to: (a) use the Services to harass any person; cause damage or injury to any person or property; publish any material that is false, defamatory, harassing or obscene; violate privacy rights; promote bigotry, racism, hatred or harm; send unsolicited bulk e-mail, junk mail, spam or chain letters; infringe property rights; or otherwise violate applicable laws, ordinances or regulations; (b) perform or disclose any benchmarking, availability or performance testing of the Services; or (c) perform or disclose network discovery, port and service identification, vulnerability scanning, password cracking, remote access or penetration tests of the Services (the "Acceptable Use Policy"). In addition to other rights that Oracle has in this Agreement and Your order, Oracle hasthe right to take remedial action if the Acceptable Use Policy is violated, and such remedial action may include removing or disabling access to material that violates the policy.

2. OWNERSHIP RIGHTS AND RESTRICTIONS

2.1 You or Your licensors retain all ownership and intellectual property rights in and to Your Content. Oracle or its licensors retain all ownership and intellectual property rights in and to the Services, derivative works thereof, and anything developed or delivered by or on behalf of us under this Agreement.

2.2 You may have access to Third Party Content through use of the Services. Unless otherwise stated in Your order, all ownership and intellectual property rights in and to Third Party Content and the use of such content is governed by separate third party terms between You and the third party.

2.3 You grant us the right to host, use, process, display and transmit Your Content to provide the Services pursuant to and in accordance with this Agreement and Your order. You have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of Your Content, and for obtaining all rights related to Your Content required by Oracle to perform the Services.

2.4 You may not, and may not cause or permit others to: (a) modify, make derivative works of, disassemble, decompile, reverse engineer, reproduce, republish or copy any part of the Services (including data structures or similar materials produced by programs); (b) access or use the Services to build or support, directly or indirectly, products or services competitive to Oracle; or (c) license, sell, transfer, assign, distribute, outsource, permit timesharing or service bureau use of, commercially exploit, or make available the Services to any third party except as permitted by this Agreement or Your order.

a)

3. NONDISCLOSURE

3.1 By virtue of this Agreement, the parties may disclose information that is confidential ("Confidential Information").
To the extent permitted by law, Confidential Information shall be limited to Your Content residing in the Services, and all information clearly identified as confidential at the time of disclosure.

3.2 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.

3.3 Subject to applicable law, each party agrees not to disclose the other party's Confidential Information to any third party other than as set forth in the following sentence for a period of five years from the date of the disclosing party's disclosure of the Confidential Information to the receiving party; however, Oracle will protect the confidentiality of Your Content residing in the Services for as long as such information resides in the Services. Each party 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, and each party may disclose the other party's Confidential Information in any legal proceeding or to a governmental entity as required by law. Oracle will protect the confidentiality of Your Content residing in the Services in accordance with the Oracle security practices defined as part of the Service Specifications applicable to Your order.

The parties acknowledge and agree that You and this Agreement are subject to applicable freedom of information or open records law. Should you receive a request under such law for Oracle's Confidential Information, You agree to give Oracle adequate prior notice of the request and before releasing Oracle's Confidential Information to a third party, in order to allow Oracle sufficient time to seek injunctive relief or other relief against such disclosure.

4. PROTECTION OF YOUR CONTENT

4.1 In performing the Services, Oracle will comply with the Oracle privacy policy applicable to the Services ordered. Oracle privacy policies are available at http://www.oracle.com/us/legal/privacy/overview/index.html.

4.2 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 how Oracle will process Personal Data that You provide to us as part of Oracle's provision of the Services, unless stated otherwise in Your order. You agree to provide any notices and obtain any consents related to Your use of, and Oracle's provision of, the Services.

4.3 Oracle will protect Your Content as described in the Service Specifications, which define the administrative, physical, technical and other safeguards applied to Your Content residing in the Services and describe other aspects of system management applicable to the Services. Oracle and its affiliates may perform certain aspects of the Services (e.g., administration, maintenance, support, disaster recovery, data processing, etc.) from locations and/or through use of subcontractors, worldwide.

4.4 You are responsible for any security vulnerabilities, and the consequences of such vulnerabilities, arising from Your Content, including any viruses, Trojan horses, worms or other harmful programming routines contained in Your Content, or from Your use of the Services in a manner that is inconsistent with the terms of this Agreement. You may disclose or transfer, or instruct us to disclose or transfer in writing, Your Content 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.

4.5 Unless otherwise specified in Your order (including in the Service Specifications), You may not provide us access to health, payment card or similarly sensitive personal information that imposes specific data security obligations on the processing of such data greater than those specified in the Service Specifications. If available, You may purchase services from us (e.g., Oracle Payment Card Industry Compliance Services) designed to address particular data protection requirements applicable to Your business or Your Content.

5. WARRANTIES, DISCLAIMERS AND EXCLUSIVE REMEDIES

5.1 Each party represents that it has validly entered into this Agreement and that it has the power and authority to do so. Oracle warrants that during the Services Period, Oracle will perform the Services using commercially reasonable care and skill in all material respects as described in the Service Specifications. If the Services provided to You were not performed as warranted, You must promptly provide us with a written notice that describes the deficiency in the Services (including, as applicable, the service request number notifying us of the deficiency in the Services).

5.2 ORACLE DOES NOT WARRANT THAT THE SERVICES WILL BE PERFORMED ERROR-FREE OR UNINTERRUPTED, THAT ORACLE WILL CORRECT ALL SERVICES ERRORS, OR THAT THE SERVICES WILL MEET YOUR REQUIREMENTS OR EXPECTATIONS. ORACLE IS NOT RESPONSIBLE FOR ANY ISSUES RELATED TO THE PERFORMANCE, OPERATION OR SECURITY OF THE SERVICES THAT ARISE FROM YOUR CONTENT OR THIRD PARTY CONTENT OR SERVICES PROVIDED BY THIRD PARTIES.

5.3 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 COMMERCIALLY REASONABLE MANNER, YOU MAY END THE DEFICIENT SERVICES AND ORACLE WILL REFUND TO **Applications Software Technology LLC**, AND **Applications Software Technology LLC** WILL IN TURN REFUND TO YOU THE FEES PAID FOR THE DEFICIENT SERVICES FOR THE PERIOD OF TIME DURING WHICH THE SERVICES WERE DEFICIENT.

5.4 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.

6. LIMITATION OF LIABILITY

6.1 IN NO EVENT WILL EITHER PARTY OR ITS AFFILIATES NOR ORACLE BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, OR ANY LOSS OF REVENUE OR PROFITS, DATA, OR DATA USE, SALES, GOODWILL, OR REPUTATION.

6.2 IN NO EVENT SHALLTHE.AGGREGATE LIABILITY OF ORACLE AND ORACLE'S AFFILIATES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR YOUR ORDER, WHETHER IN CONTRACT TORT OR OTHERWISE, EXCEED 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 UNDER SUCH ORDER.

7. INDEMNIFICATION

7.1 Subject to the terms of this Section 7 (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 to the extent not prohibited by law, 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, to the extent not prohibited by law; and
c.   gives the Provider the information, authority and assistance the Provider needs to defend against or settle the claim.

7.2 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, 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 **Applications Software Technology LLC**, and **Applications Software Technology LLC** will in turn refund to You any unused, prepaid fees for such Services.

7.3 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, or (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. The Provider will not indemnify the Recipient to the extent that an infringement claim is based upon any Material not furnished by the Provider. 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.).

7.4 This Section 7 provides the parties' exclusive remedy for any infringement claims or damages.

8. TERM AND TERMINATION

8.1 Services provided under this Agreement shall be provided for the Services Period defined in Your order. If You order Cloud Services that are designated in the Service Specifications or Your order as Services that will be automatically extended, such Services will not automatically be extended for an additional Services Period of the same duration. In order to extend the Services, You must provide **Applications Software Technology LLC** with written notice no later than thirty (30) days prior to the end of the applicable Services Period of Your intent to renew such Cloud Services and You execute a contract modification (or a new contract) evidencing such extension. The preceding sentence shall not apply if **Applications Software Technology LLC** 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 or extend such Cloud Services.

8.2 Oracle may suspend Your or Your Users' access to, or use of, the Services if Oracle believes that (a) there is a significant threat to the functionality, security, integrity, or availability of the Services or any content, data, or applications in the Services; (b) You or Your Users are accessing or using the Services to commit an illegal act; or (c) there is a violation of the Acceptable Use Policy. When reasonably practicable and lawfully permitted, Oracle will provide You with advance notice of any such suspension. Oracle will use reasonable efforts to re-establish the Services promptly after Oracle determines that the issue causing the suspension has been resolved. During any suspension period, Oracle will make Your Content (as it existed on the suspension date) available to You. Any suspension under this paragraph shall not excuse You from Your obligation to make payments under this Agreement.

8.3 If either of us breaches a material term of this Agreement or the order 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 **Applications Software Technology LLC** 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.

8.4 You may terminate this Agreement at any time without cause by giving us 30 days prior written notice of such termination. Termination of the Agreement will not affect orders that are outstanding at the time of termination. Those orders will be performed according to their terms as if this Agreement were still in full force and effect. However, those orders may not be renewed or extended subsequent to termination of this Agreement.

8.5 For a period of no less than 60 days after the end of the Services Period of an order, Oracle will make Your Content (as it existed at the end of the Services Period) available for 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 that remains in the Services.

8.6 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.

9. THIRD-PARTY CONTENT, SERVICES AND WEB SITES

9.1 The Services may enable You to link to, transmit Your Content to, or otherwise access third parties' websites, platforms, content, products, services, and information. Oracle does not control and are not responsible for such third parties' websites, platforms, content, products, services, and information.

9.2 Any Third Party Content Oracle makes accessible is provided on an "as-is" and "as available" basis without any warranty of any kind. You acknowledge and agree that Oracle is not responsible for, and have no obligation to control, monitor, or correct, Third Party Content. Oracle disclaims all liabilities arising from or related to Third Party Content.

9.3 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). Oracle may need to 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 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.

10. SERVICE MONITORING, ANALYSES AND ORACLE SOFTWARE

10.1 Oracle continuously monitors the Services to facilitate Oracle's operation of the Services; to help resolve Your service requests; to detect and address threats to the functionality, security, integrity, and availability of the Services as well as any content, data, or applications in the Services; and to detect and address illegal acts or violations of the Acceptable Use Policy. Oracle monitoring tools do not collect or store any of Your Content residing in the Services, except as needed for such purposes. Oracle does not monitor, and does not address issues with, non-Oracle software provided by You or any of Your Users that is stored in, or run on or through, the Services. Information collected by Oracle monitoring tools (excluding Your Content) 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 management purposes.

10.2 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 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.

10.3 Oracle may provide You with online access to download certain Oracle Software for use with the Services. If Oracle licenses Oracle Software to You and do not specify separate terms for such software, then such Oracle Software is provided as part of the Services and You have the non-exclusive, worldwide, limited right to use such Oracle Software, subject to the terms of this Agreement and Your order, solely to facilitate Your use of the Services.   You may allow Your Users to use the Oracle Software for this purpose, and You are responsible for their compliance with the license terms. Your right to use Oracle Software will terminate upon the earlier of Oracle's notice (by web posting or otherwise) or the end of the Services associated with the Oracle Software. If Oracle Software is licensed to You under separate third party terms, then Your use of such software is governed by the separate third party terms.

11. EXPORT

11.1 Export laws and regulations of the United States and any other relevant local export laws and regulations apply to the Services. Such export laws govern use of the Services (including technical data) and any Services deliverables provided under this Agreement, and You and Oracle each 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.

11.2 You acknowledge that the Services are designed with capabilities for You and Your Users to access the Services without regard to geographic location and to transfer or otherwise move Your Content between the Services and other locations such as User workstations. You are solely responsible for the authorization and management of User accounts across geographic locations, as well as export control and geographic transfer of Your Content.

12. FORCE MAJEURE

Neither of us, nor Oracle, 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.

13. NOTICE

13.1 Any notice required under this Agreement shall be provided to the other party, and Oracle, 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: Oracle America, Inc., 500 Oracle Parkway Redwood Shores, CA 94065, Attention: General Counsel, Legal Department.

13.2 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.

14. ASSIGNMENT

You may not assign this Agreement or give or transfer the Services, or any interest in the Services, to another individual or entity.

15. OTHER

15.1 Oracle is an independent contractor and we agree that no partnership, joint venture, or agency relationship exists between Oracle, **Applications Software Technology LLC**, and You. 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 agreement 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. This Agreement is entered exclusively between You and **Applications Software Technology LLC**. While Oracle has no contractual relationship with You, Oracle is a third party beneficiary of this Agreement.

15.2 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.

15.3 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.

15.4 Prior to entering into an order governed by this Agreement, You are solely responsible for determining whether the Services meet Your technical, business or regulatory requirements. Oracle will cooperate with Your efforts to determine whether use of the standard Services are consistent with those requirements. Additional fees may apply to any additional work performed by Oracle or changes to the Services. You remain solely responsible for Your regulatory compliance in connection with Your use of the Services.

15.5 Upon forty-five (45) days written notice and no more than once every twelve (12) months, Oracle may audit Your compliance with the terms of this Agreement and Your order. You agree to cooperate with Oracle's

audit and to provide reasonable assistance and access to information. Any such audit shall not unreasonably interfere with Your normal business operations.

16. ENTIRE AGREEMENT

16.1 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.

16.2 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. 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 by authorized representatives of You and of Oracle; however, Oracle may update the Service Specifications, including by posting updated documents on Oracle's websites. Except as set forth in Section 15.1, no third party beneficiary relationships are created by this Agreement.

17.   AGREEMENT DEFINITIONS

17.1.   "**Oracle Software**" means any software agent, application or tool that Oracle makes available to You for download specifically for purposes of facilitating Your access to, operation of, and/or use with, the Services.

17.2.   "**Program Documentation**" refers to the user manuals, help windows, readme files for the Services and any Oracle Software. You may access the documentation online at <ins>http://oracle.com/contracts</ins> or such other address specified by Oracle.

17.3.   "**Service Specifications**" means the following documents, as applicable to the Services under Your order: (a) the Cloud Hosting and Delivery Policies, the Program Documentation, the Oracle service descriptions, and the Data Processing Agreement, available at <ins>www.oracle.com/contracts</ins>; (b) Oracle's privacy policy, available at http://www.oracle.com/us/legal/privacy/overview/index.html; and (c) any other Oracle documents that are referenced in or incorporated into Your order. The following do not apply to any non-Cloud Oracle service offerings acquired in Your order, such as professional services: the Cloud Hosting and Delivery Policies, Program Documentation, and the Data Processing Agreement. The following do not apply to any Oracle Software that is provided by Oracle as part of the Services and governed by the terms of this Agreement: the Cloud Hosting and Delivery Policies, Oracle service descriptions, and the Data Processing Agreement.

17.4.   "**Third Party Content**" means all software, data, text, images, audio, video, photographs and other content and material, in any format, that are obtained or derived from third party sources outside of Oracle that You may access through, within, or in conjunction with Your use of, the Services. Examples of Third Party Content include data feeds from social network services, rss feeds from blog posts, Oracle data marketplaces and libraries, dictionaries, and marketing data.

17.5.   "**Users**" means those employees, contractors, and end users, as applicable, authorized by You or on Your behalf to use the Services in accordance with this Agreement and Your order. For 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.

17.6. "**Your Content**" means all software, data (including Personal Data as that term is defined in the Data Processing Agreement for Oracle Cloud Services described in this Agreement), text, images, audio, video, photographs, non-Oracle or third party applications, and other content and material, in any format, provided by You or any of Your Users that is stored in, or run on or through, the Services. Services under this Agreement, Oracle Software, other Oracle products and services, and Oracle intellectual property, and all derivative works thereof, do not fall within the meaning of the term "Your Content"

18. CLOUD SERVICES EFFECTIVE DATE

The Effective Date of this Cloud Services Agreement is _____. (DATE TO BE COMPLETED BY **Applications Software Technology LLC**)

Company Name: Dallas County, Texas

Applications Software Technology LLC

Authorized

Authorized

Signature:_____

Signature:_____

Name:_____

Name: _____

Title: _____

Title: _____

Signature Date: _____

Signature Date: _____

Agreement No.: _____*[to be completed by Oracle]*

ORACLE CLOUD

Oracle Cloud Hosting and Delivery Policies

JULY 2016

VERSION 2.1

ORACLE

Unless otherwise stated, these Oracle Cloud Hosting and Delivery Policies (the "Delivery Policies") describe the Oracle Cloud Services ordered by You. These Delivery Policies may reference other Oracle Cloud policy documents; any reference to "Customer" in these Delivery Policies or in such other policy documents shall be deemed to refer to "You" as defined in the ordering document. Capitalized terms that are not otherwise defined in this document shall have the meaning ascribed to them in the Oracle agreement, ordering document or policy.

Oracle's Cloud Service Pillar documentation, Service Descriptions, or ordering document may include additional details or exceptions related to specific Oracle Cloud Services. The Cloud Service Pillar documentation and the Service Descriptions for Oracle Cloud Services are available at http://www.oracle.com/contracts.

These Delivery Policies do not apply to Oracle BigMachines Express, Oracle ETAWorkforce, or such other Oracle Cloud offerings as specified by Oracle in Your ordering document or the applicable Service Description.

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Overview

The Oracle Cloud Services are provided under the terms of the agreement, ordering document and related service specifications including these Delivery Policies. Oracle's delivery of the Services is conditioned on Your and Your users' compliance with Your obligations and responsibilities defined in such documents and incorporated policies. These Delivery Policies, and the documents referenced herein, are subject to change at Oracle's discretion; however Oracle policy changes will not result in a material reduction in the level of performance, security, or availability of the Cloud Services provided during the Services Period of Your order.

Oracle-managed vs. Customer-managed Public Cloud Services As used in this document, the term "Oracle-managed Public Cloud Services" refers to those designated Oracle Public Cloud Services in which Oracle has sole administrative and management control of the guest virtual machine and Services. All Oracle Public Cloud Services are "Oracle-managed", unless otherwise specified as "Customer-managed" in the Oracle PaaS and IaaS Public Cloud Service Pillar documentation "Customer-managed Public Cloud Services" refers to those designated Oracle PaaS and IaaS Public Cloud Services in which You have sole or shared administrative control over the guest virtual machine, as well as responsibility for controlling and managing some or all, of the services. For example, these responsibilities may include generating SSH key pairs following the appropriate security guidelines for accessing the virtual machine instances in the cloud, configuring the software based firewall for virtual machine instances using concepts such as security rules and security lists, or applying the quarterly Patch Set Updates to virtual machine instances on a regular basis. Oracle Public Cloud Machine ("OPCM") is a Customer-managed Public Cloud Service that is deployed at Your data center or a third-party data center retained by You. All other Oracle Cloud Services are deployed at data centers retained by Oracle.

OPCM Specific Responsibilities. These Delivery Policies describe various responsibilities for OPCM that differ from other Oracle Cloud Services. Oracle will deliver to Your data center certain hardware components, including remote gateway equipment, needed by Oracle to operate OPCM. You are responsible for providing adequate space, power, and cooling to deploy the Oracle hardware including the remote gateway, and for ensuring adequate network connectivity for Oracle Cloud Operations to access the Services. Oracle is solely responsible for maintenance of the Oracle hardware components including remote gateway equipment.

1 Oracle Cloud Security Policy

1.1 Oracle Information Security Practices - General

Oracle has adopted security controls and practices for Oracle Cloud Services that are designed to protect the confidentiality, integrity, and availability of customer data that is hosted by Oracle in the Services. Oracle continually works to strengthen and improve those security controls and practices.

Oracle Cloud Services operates under practices which are aligned with the ISO/IEC 27002 Code of Practice for information security controls, from which a comprehensive set of controls are selected.

Oracle Cloud information security practices establish and govern areas of security applicable to Oracle-managed Public Cloud Services and to Your use of such Services. Oracle personnel (including employees, contractors, and temporary employees) are subject to the Oracle information security practices and any additional policies that govern their employment or the Services they provide to Oracle.

Rather than focusing on individual components, Oracle Cloud takes a holistic approach to information security, implementing a multilayered defense security strategy where network, operating system, database, and software security practices and procedures complement one another with strong internal controls, governance, and oversight.

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1.2   Scope of Customer-managed Public Cloud Services

For Customer-managed Public Cloud Services, Oracle provides reasonable and appropriate security measures designed to protect the Services. Unless otherwise specified, You are solely responsible for configuring, operating, maintaining, and securing the operating systems and other associated software of the Customer-managed Public Cloud Services, including Your Content that is not provided by Oracle as part of the Oracle Cloud Services. You are solely responsible for maintaining appropriate security, protection, and backup of Your Content, which may include the use of encryption technology to protect Your Content from unauthorized access and the routine archiving of Your Content. Oracle Cloud log-in credentials and private keys generated as part of the Cloud Services are solely for Your internal use of the services, and You may not sell, share, transfer or sublicense them to any other entity or person, except that You may disclose Your private key to Users of the Cloud Services who may be performing work on Your behalf.

Additionally, for OPCM, You are responsible for providing adequate network intrusion detection systems and firewalls to ensure that access to OPCM is restricted to approved users including restricting and segregating management networks from public access.

1.3   User Encryption for External Connections

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 2048 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 utilized 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.

For Customer-managed Public Cloud offerings, You may be able to access such Services via SSH in addition to HTTPS.

1.4   Physical Security Safeguards

Oracle provides secured computing facilities for both office locations and production cloud infrastructure. Common controls between office locations and Oracle controlled co-locations/datacenters currently include for example:

» Physical access requires authorization and is monitored.
» All employees and visitors must visibly wear official identification while onsite.
» Visitors must sign a visitor's register and be escorted and/or observed while onsite.
» Possession of keys/access cards and the ability to access the locations is monitored. Staff leaving Oracle employment must return keys/cards.

Additional physical security safeguards are in place for Oracle controlled Cloud data centers, which currently include safeguards such as:

» Premises are monitored by CCTV.
» Entrances are protected by physical barriers designed to prevent unauthorized entry by vehicles.
» Entrances are manned 24 hours a day, 365 days a year by security guards who perform visual identity recognition and visitor escort management.

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This section does not apply to OPCM. You must provide secured computing facilities for the hosting and operation of the OPCM Cloud Service related hardware, including the remote gateway hardware required for Oracle to access the Services.

1.5   Oracle Software Security Assurance

Oracle Software Security Assurance (OSSA) is Oracle's methodology for building security into the design, build, testing, and maintenance of its products and services, including the Oracle Cloud Services. The OSSA program is described at http://www.oracle.com/us/support/assurance/overview/index.html.

1.6   Customer Security Related Obligations

You are responsible for:

» Implementing Your own comprehensive system of security and operational policies, standards and procedures, according to Your risk-based assessments and business requirements.
» Ensuring that end-user devices meet web browser requirements and minimum network bandwidth requirements for access to the Services.
» Managing client device security controls, so that antivirus and malware checks are performed on data or files before importing or uploading data into the Services.
» Maintaining Customer-managed accounts according to Your policies and security best practices.

2   Oracle Cloud Service Continuity Policy

2.1   Scope

This *Cloud Service Continuity Policy* applies only to Oracle-managed Public Cloud Services. For Customer-managed Public Cloud Services, unless otherwise specified, You are solely responsible for backing up and recovering Your data and non-Oracle software and any Oracle software that is not provided by Oracle as part of the Oracle Cloud Services. You are solely responsible for developing a business continuity plan to ensure continuity of Your own operations in the event of a disaster.

2.2   Oracle Cloud Services High Availability Strategy

For service continuity in the case of an event affecting Oracle Cloud Services, Oracle deploys the Services on resilient computing infrastructure. Data centers hosting Oracle Cloud Services have component and power redundancy with backup generators in place to help maintain availability of Cloud Services in case of an event. Oracle may incorporate redundancy in one or more layers including network infrastructure, program servers, database servers, and/or storage.

2.3   Oracle Cloud Services Backup Strategy

For Oracle-managed Public Cloud Services, Oracle periodically makes backups of Your production data in the Services for Oracle's sole use to minimize data loss in the event of an incident. Backups are stored at the primary site used to provide the Oracle Cloud Services, and may also be stored at an alternate location for retention purposes. A backup is typically retained online or offline for a period of at least 60 days after the date that the backup is made. Oracle typically does not update, insert, delete or restore Your data on Your behalf. However, on an exception basis and subject to written approval and additional fees, Oracle may assist You to restore data which You may have lost as a result of Your own actions.

Customer-managed Public Cloud Services provide You with flexibility to perform backups in accordance with Your own backup policies. You are solely responsible for performing and making backups of Your data.

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3 Oracle Cloud Service Level Objective Policy

3.1 Hours of Operation

Oracle performs at least once yearly spot tests to validate the integrity of the data and backups being performed. Testing frequency is at Oracle's discretion.

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*.

3.2 Service Availability Provisions

Commencing at Oracle's activation of Your production service, Oracle works to meet the Target Service Availability Level, or Target Uptime, of 99.5% 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 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.

3.3 Definition of Unplanned Downtime

"Unplanned Downtime" means any time during which the Services are not Available, but does not include any time during which the Services or any Services component are not Available due to:

» A failure or degradation of performance or malfunction resulting from scripts, data, applications, equipment, infrastructure, software, performance testing or monitoring agents directed or provided or performed by You;

» Outages caused by scheduled and announced maintenance, or outages initiated by Oracle at Your request or direction or initiated by You for maintenance, activation of configurations, backups or other purposes that require the Services to be temporarily taken offline;

» Unavailability of management, auxiliary or administration services, including administration tools, reporting services, utilities, third party software components, or other services supporting core transaction processing, not within the sole control of Oracle;

» Outages resulting from Your equipment, third party equipment or software components not within the sole control of Oracle;

» For OPCM, downtime or other unavailability, including due to maintenance, of Your data center;

» Events resulting from an interruption or shut down of the Services due to circumstances reasonably believed by Oracle to be a significant threat to the normal operation of the Services, the operating infrastructure, the facility from which the Services are provided, access to, or the integrity of Your Content (e.g., a hacker or malware attack);

» Outages due to system administration, commands, or file transfers performed by Your users or representatives;

» Outages due to denial of service attacks, natural disasters, changes resulting from government, political, or other regulatory actions or court orders, strikes or labor disputes, acts of civil disobedience, acts of war, acts against parties (including carriers and Oracle's other vendors), or other force majeure events or circumstances outside of Oracle's control;

» Inability to access the Services or outages caused by Your conduct, including Your negligence or breach of Your contractual obligations;

» Your lack of availability or unreasonable delay in responding to incidents that require Your participation for source identification and/or resolution, including meeting Your responsibilities for any Services;

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» Outages caused by failures or fluctuations in electrical, connectivity, network or telecommunications equipment or lines due to Your conduct or circumstances outside of Oracle's control.

Unless otherwise stated in the Cloud Service Pillar documentation for the applicable Cloud Service, Oracle-managed Public Cloud Services are "not Available" at any time during which a problem with the Service prevents Your login and access to the OLTP or transactional portion of Services, and Customer-managed Public Cloud Services are "not Available" at any time during which a problem with the Service prevents, as applicable, external connectivity for Your Nodes or Instances or Your access to storage volumes.

3.4   Monitoring

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 does not monitor, or address deviations experienced by, any non-Oracle components used by You in the Services, such as non-Oracle applications.

3.4.1   Monitored 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.

3.4.2   Customer Monitoring & Testing Tools

Due to potential adverse impact on service performance, security and availability, You may not, as to any program or feature of, or service component within, the Services, (a) use Your own testing tools (including automated user interfaces and web service calls to any Oracle Cloud Service) or perform network or vulnerability scans or penetration tests to directly or indirectly seek to measure security, or (b) use Your own monitoring tools (including automated user interfaces and web service calls to any Oracle Cloud Service) to directly or indirectly seek to measure availability or performance. For Customer-managed Public Cloud Services, You are permitted to use Your own monitoring or testing tools to measure the availability or performance of Customer Content or any program or feature of the Cloud Services controlled by You.

You may not use nor authorize the use of data scraping tools or technologies to collect data available through any Oracle user interface or via web service calls without the express written permission of Oracle. Oracle reserves the right to require Your proposed data scraping tools to be validated and tested by Oracle prior to use in production and to be subsequently validated and tested annually. Oracle may require that a written statement of work be executed to perform such testing and validation work subject to additional fees.

You may not make workload changes beyond the amount permitted under the entitlements provided under Your order.

Oracle reserves the right to remove or disable access to any tools or technologies that violate the restrictions in this section, without any liability to You.

4   Oracle Cloud Change Management Policy

4.1   Oracle Cloud Change Management and Maintenance

Oracle Cloud Operations performs changes to cloud hardware infrastructure, operating software, product software, and supporting application software that is provided by Oracle as part of the Services, to maintain operational stability, availability, security, performance, and currency of the Oracle Cloud. Oracle follows formal change management procedures to review, test, and approve changes prior to application in the production service.

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Changes made through change management procedures include system and service maintenance activities, upgrades and updates, and customer specific changes. Oracle Cloud change management procedures are designed to minimize service interruption during the implementation of changes.

Oracle reserves specific maintenance periods for changes that may require the Services to be unavailable during the maintenance period. Oracle works to ensure that change management procedures are conducted during scheduled maintenance windows, while taking into consideration low traffic periods and geographical requirements.

Oracle will provide prior notice of modifications to the standard maintenance period schedule. For Customer-specific changes and upgrades, where feasible, Oracle will coordinate the maintenance periods with You.

For changes that are expected to cause service interruption, Oracle will work to provide prior notice of the anticipated impact. The durations of the maintenance periods for planned maintenance are not included in the calculation of Unplanned Downtime minutes in the monthly measurement period for System Availability Level (see the *Oracle Cloud Service Level Objective Policy*). Oracle uses commercially reasonable efforts to minimize the use of these reserved maintenance periods and to minimize the duration of maintenance events that cause service interruptions.

However, for Customer-managed Public Cloud Services, unless otherwise specified, You are solely responsible for configuring and maintaining the operating systems and other associated software of the Cloud Services. Any non-Oracle operating system software or other software provided by You is not supported by Oracle and must be supported according to the vendors' policies. Any Oracle operating system or software provided by You must be managed and supported according to Your respective Oracle support contract.

4.1.1   Emergency Maintenance

Oracle may be required to execute emergency maintenance in order to protect the security, performance, availability, or stability of the Services. Emergency maintenance may include program patching and/or core system maintenance as required. Oracle works to minimize the use of emergency maintenance, and to the extent reasonable under the circumstances as determined by Oracle, will work to provide 24 hours prior notice for any emergency maintenance requiring a service interruption.

4.1.2   Major Maintenance Changes

To help ensure continuous stability, availability, security and performance of the Cloud Services, Oracle reserves the right to perform major changes to its hardware infrastructure, operating software, applications software and supporting application software under its control, typically no more than twice per calendar year. Each such major change event is considered scheduled maintenance and may cause the Cloud Services to be unavailable. Each such event is targeted to occur at the same time as the scheduled maintenance period. Oracle will work to provide no less than 60 days prior notice of a major change event.

4.1.3   Data Center Migrations

Oracle may migrate Your Services between production data centers in the same data center region as deemed necessary by Oracle or in the case of disaster recovery. For data center migrations for purposes other than disaster recovery, Oracle will provide a minimum of 30 days notice to You.

4.2   Software Versioning

4.2.1   Software Upgrades and Updates

Oracle requires all Cloud Services customers to keep the software versions of the Services current with the software versions that Oracle designates as generally available (GA) for such Services. Software updates or upgrades will follow the release of every GA release and are required for the Services in order to maintain version currency. Oracle's obligations under these Delivery Policies, including *the Cloud Service Continuity Policy, Cloud Service Levels Objective Policy,* and the *Cloud Support Policy,* are dependent on You maintaining GA version currency. Oracle is not responsible for performance, functionality, availability or security issues experienced with Services that may result from running earlier versions.

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4.2.2   End of Life

Oracle will not support older versions beyond the End of Life Policy described as follows. Oracle will host and support only the designated GA version of a Service. All other versions of the service are considered as "end of life" (EOL). Oracle does not provide Services for EOL versions. You are required to complete the Services upgrade to the latest version before the EOL of a given version. You acknowledge that failure to complete the upgrade prior to the EOL of a Service version may result in an upgrade automatically performed by Oracle or a suspension of the Services. In certain circumstances where a Service version reaches EOL and Oracle does not make available an upgraded version, Oracle may designate, and require You to transition to, a successor cloud service.

5   Oracle Cloud Support Policy

The support described in this *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 You may order for additional fees, additional support service offerings made available by Oracle for the Services.

5.1   Oracle Cloud Support Terms

5.1.1   Support fees

The fees paid by You for the Oracle Cloud Services under Your order include the support described in this Oracle Cloud Support Policy. Additional fees are applicable for additional Oracle support services offerings purchased by You.

5.1.2   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.

5.1.3   Technical contacts

Your technical contacts are the sole liaisons between You 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.

5.1.4   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 described in the *Oracle Cloud Change Management Policy*.

» Assistance with technical service requests 24 hours per day, 7 days a week.

» 24 x 7 access to a Cloud Customer Support Portal designated by Oracle (e.g., My Oracle Support) and Live Telephone Support to log service requests.

» Access to community forums.

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

5.2 Oracle Cloud Customer Support Systems

5.2.1 Cloud Customer Support Portal

Oracle provides customer support for the Cloud Service acquired by You 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 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.

5.2.2 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.

5.3 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 24x7 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 24x7 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.

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5.4   Change to Service Request Severity Level

5.4.1   Initial Severity Level

At the time Oracle accepts a service request, Oracle will record an initial severity level of the service request based on the above severity definitions. Oracle's initial focus, upon acceptance of a service request, will be to resolve the issues underlying the service request. The severity level of a service request may be adjusted as described below.

5.4.2   Downgrade of Service Request Levels

If, during the service request process, the issue no longer warrants the severity level currently assigned based on its current impact on the production operation of the applicable Oracle Cloud Service, then the severity level will be downgraded to the severity level that most appropriately reflects its current impact.

5.4.3   Upgrade of Service Request Levels

If, during the service request process, the issue warrants the assignment of a higher severity level than that currently assigned based on the current impact on the production operation of the applicable Oracle Cloud Service, then the severity level will be upgraded to the severity level that most appropriately reflects its current impact.

5.4.4   Adherence to Severity Levels definitions

You shall ensure that the assignment and adjustment of any severity level designation is accurate based on the current impact on the production operation of the applicable Oracle Cloud Service. You acknowledge that Oracle is not responsible for any failure to meet performance standards caused by Your misuse or mis-assignment of severity level designations.

5.5   Service Request Escalation

For service requests that are escalated, the Oracle support analyst will engage the Oracle service request escalation manager who will be responsible for managing the escalation. The Oracle service request escalation manager will work with You to develop an action plan and allocate the appropriate Oracle resources. If the issue underlying the service request continues to remain unresolved, You may contact the Oracle service request escalation manager to review the service request and request that it be escalated to the next level within Oracle as required. To facilitate the resolution of an escalated service request, You are required to provide contacts within Your organization that are at the same level as that within Oracle to which the service request has been escalated.

6   Oracle Cloud Suspension and Termination Policy

6.1   Termination of Cloud Services

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 (e.g., My Oracle Support).

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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, such as Storage Cloud Service or Database 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.

For Customer-managed Public Cloud Services on OPCM, You must make available for retrieval by Oracle any OPCM related hardware components, including the remote gateway, provided by Oracle in good working order and the same condition as at the start of the Services subject to reasonable wear and tear for appropriate use.

6.2   Termination of Pilot Environments

This Oracle Cloud Suspension and Termination Policy applies to production pilots of Oracle Cloud Services. Production pilots are not available for all Oracle Cloud Services.

6.3   Suspension Due to Violation

If Oracle detects a violation of, or is contacted about a violation of, Services related terms and conditions or acceptable use policy, Oracle will assign an investigating agent. The investigating agent may take actions including but not limited to suspension of user accounts, suspension of administrator accounts, or suspension of access to the Services until the issues are resolved.

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Integrated Cloud Applications & Platform Services

11 EXCEPTIONS AND DEVIATIONS

AST has carefully reviewed all of the City's standard terms and conditions provided in the RFP. Throughout our history, we have always been able to negotiate mutually acceptable terms with our Customers and execute contracts in a timely manner. Similarly, we do not anticipate any issues with the City.

The contract terms have to be negotiated as whole along with the scope of work and fee schedule. The following is a list of terms which needs further discussion upon should AST be awarded the contract for the City's (E.D.G.E.) Enterprise Resource Planning (ERP) System project.

Additionally, 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).

Any omission or generality in AST's responses does not give rise to a binding obligation between the parties or constitute acceptance of any terms or conditions contained in the RFP. In the event that AST is awarded a contract by the City, no terms of any agreement to which AST is a party shall be deemed agreed to unless and until all such terms (together with any referenced attachments or exhibits) are mutually agreed to in writing between AST and the City. All such terms are subject to negotiations until all such terms are agreed to and incorporated into such agreement.

12 OTHER REQUIRED FORMS AND ATTACHMENTS

12.1 CONTRACT TERMS AND CONDITIONS COMPLIANCE CHECKLIST

#	Title	Comply	Exception	Not Comply
4.1.	Agreement	X		
4.2.	Notice to Proceed	X		
4.3.	Force Majeure	X		
4.4.	Governing Law	X		
4.5.	Litigation Venue	X		
4.6.	Sovereign Immunity	X		
4.7.	Survival	X		
4.8.	Indemnification and Hold Harmless Agreement	X		
4.9.	Patent and Copyright Indemnification	X		
4.10.	Insurance Requirements	X		
4.11.	Nature of the Agreement	X		
4.12.	Authority of the City's Project Manager	X		
4.13.	Mutual Obligations	X		
4.14.	Subcontractual Relations	X		
4.15.	Prompt Payment: Late Payments by Proposer to Subproposer and Material Suppliers; Penalty	X		
4.16.	Termination for Convenience and Suspension of Work		X	
4.17.	Event of Default		X	
4.18.	Remedies in the Event of Default		X	
4.19.	Cancellation for Unappropriated Funds	X		
4.20.	Verbal Instructions Procedure	X		
4.21.	E-Verify	X		
4.22.	Bankruptcy	X		
4.23.	Budgetary Constraints		X	
4.24.	Cost Adjustments	X		
4.25.	Documentation	X		
4.26.	Incorporation by Reference	X		
4.27.	Grant of License		X	
4.28.	Use of Licenses by Personnel who are not Employees		X	
4.29.	Replication of Software		X	
4.30.	Disaster Recovery & Disaster Recovery Testing	X		
4.31.	Risk During Software Installation	X		
4.32.	Subcontractors	X		
4.33.	Control of Sub-Contractor, Project Team and Project Manager Designation	X		
4.34.	Effect of Regulation	X		
4.35.	Assignments		X	
4.36.	Password Security	X		
4.37.	Project Schedule and Acceptance.	X		
4.38.	Programming Services	X		

#	Title	Comply	Exception	Not Comply
4.39.	Acceptance Testing		X	
4.40.	Ineffective Training		X	
4.41.	Non-Performance Escalation Procedures	X		
4.42.	Payment Terms		X	
4.43.	Annual Maintenance and Support Services	X		
4.44.	Travel and Expense Reimbursement	X		
4.45.	Funding Out		X	
4.46	Termination of Annual Maintenance and Support		X	
4.47	Source Code Escrow		X	
4.48	Video and Audio Recording	X		
4.49	Federally Mandated Changes	X		
4.50	Future Releases/Upgrades	X		
4.51	Solution Longevity	X		
4.52	Successor Software Products		X	
4.53	Functionality Replacement	X		
4.54	Right to Outsource	X		
4.55	Vendor Merger or Acquisition	X		

12.2 CONTRACT TERMS AND CONDITIONS COMPLIANCE CHECKLIST-EXCEPTION EXPLANATION

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.

AST Exceptions

Exception Explanations		
#	Title	Explanation of Exception
5.16	Termination for Convenience	AST requests to add 30 days written notice
5.17	Event of Default	AST request a window of 30 days to cure after a written notice is received from the City. Also this being fixed fee proposal, AST seeks discretion in staffing the project
5.18	Remedies in the Event of Default	AST requests removal of this section in its entirety. Industry standard is that professional services are not subject to indirect, incidental, special or consequential damages.
5.23	Budgetary Constraints	AST requests a limitation of liability to the value of implementation service fees paid as part of the contract, except for indemnification.
5.27	Grant of License	AST request further review. For a fixed milestone fee based implementation, any reduction of fees has a material impact in work already completed.
5.28	Use of Licenses by Personnel who are not employees	AST is proposing Software as a Service solution and the City shall have the right to use the applications. No software licenses are granted under this model.
5.29	Replication Software	These are also subject to the maximum users by module purchased by the City
5.35	Assignments	Not Applicable for SaaS model as software is hosted and backed up by the provider
5.39	Acceptance Testing – Software Deliverable	AST requests that language be added that the City permission shall not be unreasonably delayed or withheld.
5.40	Ineffective Training	AST request further discussion on the acceptance criteria, process and time period to be more in line with the proposed timeline and industry standards.
5.42	Services Retainage	AST request that the acceptance time period be 5 business days for all deliverables, except the final acceptance testing which can be 8 business days
5.42	Maintenance and Support Fees	AST request further review of this section. AST proposes a Train-The-Trainer model where super users are trained. The Training effectiveness cannot be subjective but based on measurable parameters like content, agenda etc.
5.45	Annual Maintenance and Support Fees	Since the proposal is a milestone based payment and the City only pays after it has validated the milestone, AST request that the retainage be reduced to 5% and the retainage be paid out 30 days after the production use of the specific modules.
5.46	Termination of Annual Maintenance and Support	SaaS subscription fees are due at the beginning of the year and are non-refundable.
5.47	Source Code escrow	SaaS subscription fees will be as per contracted terms for the duration of the contract. Renewals will be processed at the prevalent market rates.
5.52	Successor Software Products	Oracle needs 60 days before each year's annual renewal

12.3 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): Applications Software Technology, LLC _____Federal Tax Identification Number: _36-403814_____

If Corporation - Date Incorporated/Organized: _____

State Incorporated/Organized: __Delaware_____

Company Operating Address: _1755 Park Street, Ste 100 _____

City Naperville_____ State __IL____ Zip Code _60563_____

Remittance Address (if different from ordering address): __Same_____

City _____ State _____ Zip Code _____

Company Contact Person: _David Dawson_____ Email Address:_ddawson@astcorporation.com_____

Phone Number (include area code): 813-631-8975___Fax Number (include area code): 630-778-1179_____

Company's Internet Web Address: __www.astcorporation.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.

_____   2/22/17_____
Bidder/Proposer's Authorized Representative's Signature: Date

Type or Print Name: __Shaji Zechariah_____
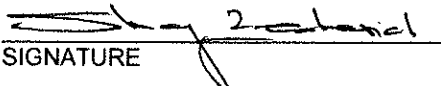
THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT 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.

12.4 HOLD HARMLESS AND INDEMNITY CLAUSE

(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.

_____   David Dawson_____
SIGNATURE   PRINTED NAME

Applications Software Technology, LLC   2/22/17_____
COMPANY OF NAME   DATE

Failure to sign or changes to this page shall render your bid non-responsive.

12.5 NONCOLLUSION AFFIDAVIT

STATE OF: Illinois

COUNTY OF: DuPage _____ , being first duly sworn, deposes and says that:

(1) He/she is ___President_____ of _AST, 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) _____ **President**_____
Title

Failure to sign or changes to this page shall render your bid non-responsive.

12.6 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 __the City of Hollywood, FL_____
by__Shaji Zechariah_____ for ___AST, LLC_____
(Print individual's name and title)   (Print name of entity submitting sworn statement)
whose business address is __1755 Park Street, Ste 100 Naperville, IL 60563_____
and if applicable its Federal Employer Identification Number (FEIN) is __36-4038140_____ 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 Statues, 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 Statues, 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.)

___X_____ 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 ___22___ day of ___February___, 20_17_.

Personally known___Shaji Zechariah___

Or produced identification _____ Notary Public-State of ___IL___

_____ my commission expires_8/10/19_

(Type of identification)

(Printed, Typed or Stamped Commissioned name of Notary Public)

OFFICIAL SEAL
CINDY NGE
Notary Public – State of Illinois
My Commission Expires August 10, 2019
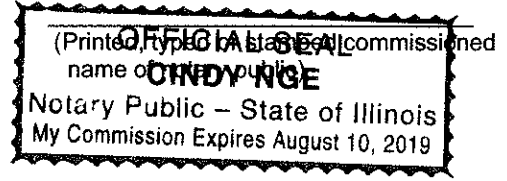
Failure to sign or changes to this page shall render your bid non-responsive.

12.7 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:

Applications Software Technology, LLC

1755 Park Street, Ste 100

Naperville, IL 60563
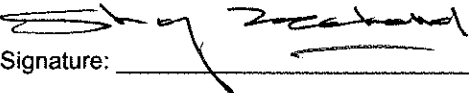
Application Number and/or Project Name:

RFP-4542-17-PB, (E.D.G.E.) Enterprise Resource Planning (ERP) System

Applicant IRS/Vendor Number: 36-4038140

Type/Print Name and Title of Authorized Representative:

Shaji Zechariah

Signature: _____ Date: 2/22/17

Failure to sign or changes to this page shall render your bid non-responsive.

12.8 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.

_____   Shaji Zechariah
VENDOR'S SIGNATURE   PRINTED NAME

AST, LLC
NAME OF COMPANY

12.9 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.

_____	Shaji Zechariah
SIGNATURE	PRINTED NAME
AST, LLC	President
NAME OF COMPANY	TITLE

Failure to sign this page shall render your bid non-responsive.

12.10   MINIMUM CRITERIA

As noted in section 1.9 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
Minimum Client Software Installations 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.	X
Past Experience Must provide contact information for at least two ERP projects/solutions.	X
Response Authorization The RFP response is signed by an authorized company officer.	X
Response Completeness 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.	X

12.11   OPTION LETTER FROM MOST RECENT SSAE 16 TYPE II AUDIT

As noted in Section 4, copies of SOC I and SOC II reports provided in electronic format on the USB included with our submission.

13 ADDENDA

AST acknowledges receipt of the Vendor Q & A from the BidSync portal, however the City has not issued any formal addenda with regards to this RFP.

APPENDIX A: PROJECT TEAM RESUMES

Detailed resumes for the proposed key members of AST's project team are provided on the following page in the order illustrated in the table below.

Project Role	Consultant	Years' Experience
Project Executive	Shaji Zechariah	30
Project Manager	Jeff Kost	25
Training & Change Management Lead	Tom Grubb	30
Tech Lead	Vishal Kumar	13
Functional Lead (Financials)	Lucy Montana	20
Functional Consultant((Financials)	Loretta Neumann	19
Functional Lead((Purchasing)	Scott Sherrillo	20
Functional Lead((Projects & Grants)	Brian O'Mara	15
Functional Lead(HRMS)	Rao Chamarthy	21
Functional Lead (Payroll)	Sriram Ramaswamy	27
Functional Lead (Recruitment & Onboarding)	Deepa Vyas	15
Functional Lead (Budgeting)	Abhinav Raina	20

SHAJI ZECHARIAH

Project Executive

Mr. Zechariah brings over 30 years of industry experience in operations, project management and ERP implementation in the service, government, manufacturing and insurance sectors. Prior to joining AST, Mr. Zechariah was a senior member of the Applications consulting practice with Oracle Corporation in the North Central region. He has served in various capacities through his career, including account and practice management, service delivery leadership, application solution architect and functional implementer.

Oracle Applications

Oracle ERP (Financials, Procurement, Projects and Grants, Human Capital, Management/HRMS, Self Service Web Applications, Oracle Workflow)

Methodologies

AIM: Application Implementation Methodology

EDM: Enterprise Domain Model

EAM: Enterprise Application Migration

EASM: Enterprise Applications Support Methodology

EMM: EasyPath Migration Methodology

Other Software

Oracle Discoverer/Analytics, TOAD, SQL/Navigator, Data Loader, Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft, Visio

Training & Certifications

E-Business Suite 11i Implementation Champion

Education

Master of Business Administration, Finance

Bachelor of Science, Mechanical Engineering

Key Projects

Eastern Municipal Water District, CA	**07/2015 – Present**
Executive Sponsor – Oracle HCM and Payroll Cloud Implementation.	
Los Angeles County Sanitation District, CA	**07/2014 – Present**
Executive Sponsor –Full Life Cycle Oracle ERP Implementation.	
Hampton Roads Sanitation District, VA	**04/2014 – Present**
Executive Sponsor –Full Life Cycle Oracle ERP Implementation.	
Hillsborough County/City of Tampa, FL	**03/2012 – 10/2015**
Executive Sponsor – Full Life Cycle Oracle ERP Implementation.	
Loudoun County and County Schools, VA	**02/2012 – 07/2013**
Executive Sponsor – Full Life Cycle Oracle ERP Implementation.	
Port of Los Angeles, CA	**10/2011 – 07/2013**
Executive Sponsor – Full Life Cycle Oracle ERP Implementation.	
City of Yonkers, NY	**07/2011 – 03/2013**
Executive Sponsor – Full Life Cycle Oracle ERP Implementation.	
Pinellas County, FL	**01/2010 – 12/2011**
Executive Sponsor – Full Life Cycle Oracle ERP Implementation.	
King County, WA	**02/2009 – 12/2011**
Service Delivery Manager – Oracle ERP Re-Implementation.	
City of Modesto, CA	**07/2010 – 10/2011**
Executive Sponsor – Full Life Cycle Oracle ERP Implementation.	
Irvine Ranch Water District, CA	**07/2010 – 10/2011**
Executive Sponsor – Full Life Cycle Oracle ERP Implementation.	
City of Chicago, IL	**12/2009 – 08/2011**
Executive Sponsor – Oracle Grants Implementation.	
Metra, IL	**06/2009 – 04/2011**
Project Sponsor – Oracle Financials, Supply Chain and POS Implementation.	
Chicago Public Schools, IL	**12/2009 – 07/2010**

Executive Sponsor – Oracle Grants Implementation.

City of Burbank, CA	**02/2007 – 03/2009**

Program Manager – Multiple Projects including Oracle ERP Migration, full suite HCM Implementation

Pace Suburban Bus Services, IL	**12/2006 – 07/2009**

Executive Sponsor – Oracle ERP Full Life Cycle Implementation.

Polk County, FL	**11/2005 – 10/2006**

Executive Sponsor – Oracle ERP Implementation.

Metropolitan Water District, CA	**05/2004 – 12/2005**

Program Manager – Oracle Projects and Grants Implementation.

King County, WA	**03/2003 – 03/2004**

Program Manager – Oracle Financials Migration.

Fermilab, IL	**03/2002 – 12/2003**

Project Manager – Oracle Projects Implementation.

City of Chicago, IL	**01/2001 – 12/2003**

Project Manager – Oracle ERP Implementation.

State of California, AOC, CA	**05/2002 – 01/2003**

Project Sponsor – Oracle ERP Upgrade.

City of Oakland, CA	**02/2002 – 05/2002**

Project Manager – Oracle Public Sector Financials Upgrade.

Waukesha County, WI	**04/2001 – 11/2001**

Account Manager – Oracle ERP Upgrade.

Delta Dental Insurance, MN	**03/2001 – 07/2001**

Account Manager – Oracle ERP Upgrade.

Kemper Insurance Companies, IL	**05/1998 – 03/2001**

Project Manager – Oracle ERP Upgrade and Merger of Two Instances.

Fermilab, IL	**09/1996 – 12/2000**

Project Lead, Analyst – Multiple Oracle ERP Applications Projects.

Oracle Corporation, MN	**03/1992 – 09/1996**

Principal Consultant

Tata Consultancy Service, India	**03/1989 – 02/1992**

Senior Analyst – Integrated Financial, Manufacturing Applications.

JEFF KOST, MBA, PMP

Project Manager

Mr. Kost has over twenty five years of industry experience including sixteen years of experience implementing Oracle E-Business Applications. As a project manager and team member of large, full-scale Oracle E-Business implementation projects, he has had significant exposure to diverse environments including in the government, higher education, healthcare, manufacturing, print media and service industries. His project management, solution architect and functional expertise provide leadership to achieve an application configuration and technical design that will fit any client's business requirements. He is fully conversant in the use of EDM, AIM and other leading implementation methodologies and his project delivery consistently meets or exceeds client expectations. Mr. Kost also has excellent personal and leadership skills making him a valuable asset on any project.

Projects Summary

Oracle Applications

Oracle EBS R12.x,11.x, HCM (HR, Payroll, OAB, OTL, iRecruitment, Learning Management), Financials, Public Sector Budgeting, Supply Chain, Projects and Grants, Oracle Mobile Applications, OBIEE, Hyperion Planning Suite, WebCenter Imaging Automation

Methodologies

AIM: Application Implementation Methodology

EDM: Enterprise Domain Model

EAM: Enterprise Application Migration

EASM: Enterprise Applications Support Methodology

EMM: EasyPath Migration Methodology

Other Software & Tools

Discoverer, TOAD, Workflow, OBIEE, Hyperion, Webcenter Imaging, SQL/Navigator, Data Loader, MS Office, MS Project & Visio

Training & Certifications

PMP Certification, PMI

Education

Citizens Property Insurance, FL	**08/2016 – Present**
Project Manager - Oracle Cloud ERP/HCM and PBCS Implementation	
Prince William County, VA	**08/2014 – 08/2016**
QA Manager - Oracle E-Business Suite R12.2 Implementation; Financials, Procurement, Projects, Grants, Adv. Procurement, Hyperion, OBIEE	
Hampton Roads Sanitation District, VA	**03/2014 – 04/2016**
Project Manager – Oracle E-Business Suite R12.2 Implementation; Financials, Procurement, Projects, Grants, Adv. Procurement, HRMS, OAB, Payroll, SSHR, OTL, Mobile Timecards, Hyperion, OBIEE, WebCenter	
Hillsborough County/City of Tampa, FL	**03/2012 – 09/2013**
Solution Architect – Oracle E-Business Suite R12 Implementation; Financials, Procurement and OBIEE.	
Pinellas County, FL	**01/2010 – 03/2012**
Project Manager – Oracle E-Business Suite R12 Implementation; Financials, Procurement, HR, Payroll, OTL, Adv. Procurement, SSHR Hyperion and OBIEE.	
City of Chandler, AZ	**06/2009 – 12/2009**
Project Manager – R12 Readiness Assessment.	
Greater Cleveland RTA, OH	**09/2008 – 11/2008**
Project Manager – Oracle E-Business Suite R11i (Fare Media Solution) Integration to ACS Solution.	
Greater Cleveland RTA, OH	**09/2007 – 04/2008**
Project Manager – Oracle E-Business Suite R11i (Fare Media Solution) Implementation.	
Polk County, FL	**12/2005 – 12/2007**
Project Manager – Oracle E-Business Suite R11i Implementation.	

Master of Business Administration	**City of Burbank, CA**	**06/2007 – 07/2007**
	QA Review – Oracle HRMS, OAB and Budgeting Implementation.	
Bachelor of Science, Business and Accounting	**Ameripath Pathology Laboratories, FL**	**06/2005 – 12/2005**
	Project Director – Oracle Applications R11i Implementation.	
	Sherwin Williams Company, OH	**04/2005 – 12/2005**
	Project Manager – Oracle Applications R11i Implementation.	
	Readers Digest, NY	**11/2004 – 06/2005**
	Project Manager – Oracle Applications R11i Implementation.	
	NYC Health & Hospital Corp., NY	**06/2004 – 10/2004**
	Project Manager, Solution Architect – Oracle Applications R11i Implementation.	
	Rockefeller University, NY	**05/2004 – 06/2004**
	Internal QA Manager – Oracle Applications R11i Assessment.	
	PACE University, NY	**04/2004 – 05/2004**
	Internal QA Manager – Oracle Applications R11i Assessment.	
	NYC Housing Authority, NY	**10/2002 – 04/2004**
	Project Manager – Oracle Applications R11i Implementation and Postproduction Support.	
	U.S. Army Medical Research Institute, MD	**07/2002 – 10/2002**
	Solutions Architect – Oracle Applications R11i Demonstration.	
	Maxxim Medical, FL	**03/2001 – 06/2002**
	Project Manager, Functional Lead – Oracle Applications R11i project.	
	C-Cor.net, PA	**06/2001 – 08/2001**
	Project Manager – ERP Package Selection.	
	CDI Corporation, PA	**06/2001**
	HRMS Lead – Oracle HRMS Assessment.	
	XO Communications, VA	**03/2001 – 06/2001**
	HR Project Manager – Oracle Applications R11.0.2 to R11i Upgrade.	
	TMP Worldwide, NY	**08/2000 – 03/2001**
	HR Functional Lead – Oracle Applications R11i Implementation.	
	Celotex Corporation, FL	**07/1999 – 07/2000**
	HR, Payroll Functional Lead – Oracle Applications R11.0.3 project.	
	Celotex Corporation, FL	**05/1997 – 07/1999**
	Manufacturing Controller – Responsible for the reporting of Cost of Goods sold and inventory control.	

THOMAS M. GRUBB

Training & Change Management Lead

Mr. Grubb is a highly skilled Training specialist and Change enabler with multiple years of experience in enhancing the capabilities of both people and processes. He has designed and implemented comprehensive training and communications systems for Oracle implementations. He has developed numerous high-performing leaders and teams while implementing comprehensive performance management processes. He also has proven expertise in leading significant change—including Oracle ERP implementations, integration, restructuring, process improvement, and re-engineering. Mr. Grubb is a straight-thinking strategic planner with solid implementation skills. He has a proven record of improving operational efficiency and reducing costs. He has strong interpersonal, facilitation, and public speaking skills.

Key Projects

Oracle Applications

Oracle ERP Financials (AR, AP, GL), Projects, Contracts, HR, Payroll, Manufacturing, Procurement
Oracle Hyperion Planning 11, Planning & Budgeting Cloud Service

Methodologies

EDM: Enterprise Domain Model
EAM: Enterprise Application Migration
AIM: Application Implementation Methodology

Other Software

Oracle UPK, PeopleSoft HR, Microsoft Office Suite

Publications

Capitalize on Merger Chaos (Simon & Schuster)
Multiple Articles in publications such as: Across The Board, Atlanta Journal-Constitution, Houston Chronicle, Detroit Free Press, and Pharmaceutical Executive

Education

Master of Business Administration
Bachelor of Science, Business Administration

Citizens Property Insurance, FL	**08/2016 – Present**
Training Lead – Oracle Cloud ERP, HCM, and PBCS Implementation	
City of Detroit, MI	**01/2015 – 08/2016**
Training Lead – Oracle Cloud ERP and Planning and Budgeting Cloud Service Implementation	
LA Sanitation District, AL	**9/2014 – Present**
Change Management & Training Lead – Oracle ERP Full Life Cycle Implementation including Financials, HR, Budgeting (Hyperion), BI.	
Hillsborough County and Tampa, FL	**9/2013 – 11/2014**
Change Management & Training Lead – Oracle ERP Full Life Cycle Implementation including Financials, HR, Budgeting (Hyperion), BI.	
Loudoun County, VA	**12/2011 – 9/2013**
Training Lead – Oracle ERP Full Life Cycle Implementation including Financials, HR, Budgeting (Hyperion), BI.	
Johns Hopkins University, MD	**02/2009 – 12/2011**
Business Application Change and Communication Manager – Oracle ERP Full Life Cycle Implementation.	
AAI Corporation, MD	**05/2005 – 12/2008**
Organizational Development & Training Manager – Led the training, communications, and change management of a comprehensive ERP (Oracle and PeopleSoft) implementation.	
Management Consultant, MD	**02/1996 – 05/2005**
Multiple projects on human resources, training, and organization development practice specializing in leadership and team performance, merger integration, operational excellence, and strategy.	

- Designed and implemented a corporate performance assessment system that integrated 360º feedback with work and development planning.
- Integrated executives from three separate companies into a cohesive senior management team. Based upon the

team's criteria, team development time was reduced from six months to just one.

- Designed integration frameworks: For merging two units of a Fortune 100 company, another for future acquisitions of a Fortune 200 company

Procter & Gamble, MD   **11/1986 – 02/1996**

Training Systems, Manufacturing Department, and Packaging Operations Manager

VISHAL KUMAR

Technical Lead

Mr. Kumar is an experienced technical champion with over twelve years of experience in implementing Oracle Applications on premise as well as on the Cloud. Mr. Kumar has led technical teams and has been involved in the design and development of workflows, migration of CEMLIs to R12, interfaces, data conversion, data cleanups and custom extensions. Mr. Kumar has expert knowledge of Oracle Applications' underlying architecture, developer tools and Oracle's Workflow tool. Mr. Kumar has been an asset to the team with his good communication and management skills. With his vast experience, he is capable of working independently with the end users or leading a team of developers on Oracle Applications implementation and upgrade projects.

Project Summary

Oracle Applications

Oracle Cloud ERP, EBS R12, 11i, Financials(AP, AR,GL), Inventory, BOM, Purchasing (iProcurement), HCM Cloud, Payroll Cloud, Order Management & Shipping, Service Contracts, Projects, Grants

Database

Oracle 12c, 11g

Hardware & Operating System

HP-UX, Sun-Solaris, SCO UNIX, Windows

Methodologies

EDM: Enterprise Domain Model

EAM: Enterprise Application Migration

AIM: Application Implementation Methodology

Developer Tools

AME, Workflow, Data Loader, Discoverer, Shell Scripting, Oracle Reports, XML Publisher, APEX, JDeveloper, OAF

Other Software

*PL/SQL, SQL*Plus, TOAD, PL/SQL Developer, SQL*Loader, Crystal Reports*

Education

Bachelor of Engineering

Eastern Municipal Water District, CA	**10/2015 – Present**
Technical Consultant – Oracle Cloud HCM and Payroll Implementation	
City of Detroit, MI	**06/2015 – 10/2015**
Technical Consultant – Oracle Cloud ERP Implementation.	
City Of Hurst, TX	**01/2015 – 06/2015**
Technical Lead – Oracle R12 Upgrade.	
Hampton Roads Sanitation Project, VA	**03/2014 -01/2015**
Technical Lead – Oracle R12 Full lifecycle Implementation	
Arlington Public Schools, VA	**06/2013 – 02/2014**
Technical Lead - Oracle R12 Upgrade.	
City Of Chattanooga, TN	**01/2013 – 06/2013**
Technical Lead- Oracle 12.1.3 Upgrade.	
Mastec Corporation, FL	**06/2011 – 12/2012**
Technical Consultant – Oracle 12.1.3 Upgrade.	
Haemonetics, MA	**05/2010 – 06/2011**
Techno Functional Consultant – Oracle Quote to Cash Implementation.	
AAI Corporation, MD	**01/2010 – 05/2010**
Oracle Technical Consultant- Oracle Applications Support.	
Cobham Defense Electronic Systems, PA	**01/2009 – 12/2009**
Oracle Techno Functional Consultant – Oracle Applications Support.	
Brooks Automation, MA	**10/2008 – 12/2008**
Oracle Technical Consultant – Oracle Applications Reports.	
Sea Change, MA	**09/2008**
Oracle Technical Consultant – Oracle Applications Reports.	
TallyGenicom, VA	**02/2008 – 08/2008**

Business Analyst – Oracle Applications 11.5.10.

GE Capital Solutions, India	**07/2008 – 01/2008**

Interface Development – Oracle Applications Support.

Canon India Private Limited, India	**09/2006 – 06/2007**

Interface Development – Oracle Applications Support.

Sona Koyo Power Steering, India	**01/2006 – 08/2006**

Reports Customizations – Oracle Applications Support.

Greatbatch, Inc., NY	**10/2004 – 12/2005**

Oracle Apps – Oracle Applications Support.

LUCY MONTANA

Financials Lead

Ms. Montana is a senior accountant and an Oracle Certified Implementer with over nineteen years of experience implementing Oracle Financials applications and over eighteen years of industry experience in financial accounting, procurement, budgeting, management reporting and analysis. Ms. Montana has an extensive Public Sector accounting background, and is proficient in functional requirements at all user and management levels; matching requirements to functionality and implementation requirements. Her Public Sector business and functional expertise spans across financial accounting, budgeting, cash management and project management areas. She has solid experience with financial analysis, closing procedures, financial reporting including CAFR and reconciliations.

Oracle Applications	**Project Summary**	
Oracle ERP Financials (GL, AP, AR, CE, FA), Purchasing (PO, iProcurement), Inventory	**Citizens Property Insurance, FL**	**08/2016 – Present**
	Financials Lead – Oracle ERP Cloud Implementation	
	City of Detroit, MI	**01/2015 – 07/2016**
Methodologies	Financials Lead – Oracle ERP Cloud Implementation	
EDM: Enterprise Domain Model	**City of Los Angeles Housing Authority, CA**	**04/2014 – 12/2014**
EAM: Enterprise Applications Migration	Financials Lead – Oracle ERP Upgrade and Business Process Improvements Implementation	
AIM: Application Implementation Methodology	**LA County MTA, CA**	**03/2013 – 04/2014**
	Financials Lead – Oracle ERP Upgrade	
Other Software	**Clark County Water Reclamation District, NV**	**01/2013 – 03/2013**
MS Office, MS Project, Visio, Discoverer, FSG, BI, Data loader, Workflow, AME, Notifications, Personalization, Configuration Workbench, Functional Setup Manager, HCM Cloud Security Setup, AMX Rules	Financials Lead – Oracle ERP Upgrade.	
	Polk County, FL	**07/2012 – 01/2013**
	Financials Lead – Oracle ERP Upgrade.	
	Port of Los Angeles, CA	**10/2010 – 07/2012**
	Financials Lead – Oracle ERP Implementation.	
	Pinellas County, FL	**06/2010 – 10/2011**
	Financials Lead – Oracle ERP Implementation.	
Education	**City of Burbank, CA**	**02/2008 – 06/2010**
Bachelor of Business Administration, Accounting	Financials Lead – Oracle ERP Upgrade and Utility Accounting (FERC) Analysis.	
	Polk County, FL	**06/2007 – 01/2008**
	Financials Consultant – Oracle Financials System/Process Enhancements.	
	State of California, AOC, CA	**03/2007 – 09/2007**
	Financials Lead– Oracle iProcurement Rollout	
	Polk County, FL	**05/2006 – 07/2007**

Financials Consultant – Oracle Financials (GL, AP, PO, iProcurement, AR, FA) Implementation.

City of Atlanta, GA	**03/2006 – 10/2006**

Financials Consultant – Oracle Financials (GL, AP, PO, iProcurement, AR) Implementation.

City of San Marcos, TX

Financials l Lead – Oracle Financials Upgrade:
11/2002 – 03/2006

Director of Finance – Accounting, Financial Management:
11/2002 – 03/2006

Functional Lead – Oracle Financials Utility Billing Interface and Support: 06/2001 – 11/2002

Business Lead – Oracle Financials Upgrade: 06/2001 – 11/2002

Accounting Manager/Senior Accountant – Accounting and Financial Management: 06/1997 – 11/2002

Functional Lead – Oracle Financials Implementation, Production Support: 06/1997 – 06/2001

Texas Dept. of Housing & Community Affairs, TX	**01/1996 – 06/1997**

Federal Grant Accountant

International Assoc. of Hospitality Accountants	**07/1995 – 06/1996**

Accounting Manager

Martinez, Mendoza and Company, TX	**10/1993 – 04/1995**

Staff Accountant

LORETTA L. NEUMANN

Financials Consultant

Ms. Neumann is an Oracle Certified Implementer with over seventeen years of experience in implementing Oracle Applications in addition to several years of industry experience in Accounting and Finance. Beyond her functional expertise, her experiences include project management, systems implementation, systems and integration testing and training facilitation. Ms. Neumann has extensive experience with Oracle Public Sector applications. She is extremely skilled in many of the EBS modules, including General Ledger, Accounts Payable, Purchasing, Accounts Receivable and Fixed Assets. She is familiar with various implementation methodologies, including AIM, and has been involved in numerous implementations and upgrade projects. Ms. Neumann possesses excellent communication skills and good analytical and logical thinking capabilities.

Key Projects

Oracle Applications

Oracle Cloud ERP, Oracle EBS R12.x, 11.x, Financials (GL, AP, AR, CE, FA, iExpense, Advance Collections), Supply Chain (Purchasing, iProcurement, Inventory), Projects (Project Accounting), OM, iSupplier, Projects

Methodologies

EDM: Enterprise Domain Model

EAM: Enterprise Application Migration

AIM: Application Implementation Methodology

Other Software

MS Office, MS Project, Visio, ADI, Workflow, UPK, Configuration Workbench, FSG, Data Loader, Functional Setup Manager

Training & Certifications

Oracle E-Business Suite Implementation Champion, Procure-to-Pay

Oracle E-Business Suite Implementation Champion for Financials

Accounts Payable, Oracle Instructor

Education

City of Detroit, MI	**12/2014 – Present**
Functional AP & AR Lead – Oracle Financials Cloud Implementation; Financials, Procurement, Budgeting, Projects/Grants	
West Virginia University, WV	**12/2013 – 10/2014**
Functional Lead – Oracle EBS R12 Implementation; Accounts Payables, Accounts Receivables	
Hillsborough County/City of Tampa, FL	**03/2012 – 12/2013**
Functional Consultant – Oracle EBS R12 Implementation; Accounts Payables, Accounts Receivables, Adv. Collections	
King County, WA	**02/2009 – 06/2012**
Functional Lead – Oracle EBS R12 Implementation; Accounts Payables, Accounts Receivables, Adv. Collections.	
Indianapolis Airport, IN	**05/2008 – 02/2009**
Functional Lead – Oracle EBS R11.5.10 Implementation; Fixed Assets.	
City of Hurst, TX	**11/2007 – 05/2008**
Project Manager – Oracle EBS R11.5.10 Upgrade.	
Pace Suburban Bus, IL	**02/2007 – 09/2007**
Functional Lead – Oracle EBSS R12 Implementation.	
Polk County, FL	**12/2005 – 11/2006**
Functional Lead – Oracle EBS R11i Implementation.	
Tampa Airport, FL	**01/2006 – 06/2006**
Functional Lead – Oracle Applications R11.5.10 Migration.	
Greatbatch, NY	**04/2005 – 11/2005**
Functional Lead – Oracle Financials Applications R11.5.10 Migration.	
Indianapolis Airport Authority, IN	**07/2005**
Senior Functional Consultant – Oracle Applications R11i Migration Assessment.	

*Master of Business
Administration, Finance*

Bachelor of Science, Accounting

City of Knoxville, TN	**12/2004 – 05/2005**
Functional Lead – Oracle Applications R11i Implementation.	
Jacksonville Airport Authority, FL	**04/2004 – 10/2004**
Functional Lead – Oracle Applications R11i Implementation.	
Zurich North America, IL	**11/2003 – 04/2004**
Senior Consultant – Receivables and Billing Module Analysis.	
Williamson County, TX	**09/2003 – 10/2003**
Senior Consultant – Oracle R11i iExpense Implementation.	
Greater Orlando Aviation Authority, FL	**06/2003 – 08/2003**
Senior Consultant – Oracle Financials R11i Migration.	
Oklahoma County, OK	**01/2003 – 06/2003**
Senior Consultant – Oracle Applications R10.7 to R11i Upgrade.	
Corporate Lodging Consultants, Inc., KS	**01/2003 – 04/2003**
Project Manager – Oracle Financials R11i Upgrade.	
Marion County, OR	**05/2002 – 12/2002**
Functional Lead – Oracle Public Sector Applications R11i Upgrade.	
City of San Marcos, TX	**11/2001 – 04/2002**
Functional Consultant – Oracle Applications R11i Upgrade.	
Interliant, Inc., MA	**05/2001 – 10/2001**
Functional Consultant – Oracle Financials R11i Implementation.	
Clean Water Services, OR	**07/2000 – 05/2001**
Functional Consultant – Oracle Financials R11i Implementation.	
United Pentecostal Church International, MO	**12/1999 – 07/2000**
Functional Consultant – Oracle Financials R11.0.3 Implementation.	
Assemblies of God, MO	**07/1999 – 10/1999**
Functional Consultant – Oracle Financials R11.0.3 Implementation.	
Oklahoma County, OK	**12/1998 – 07/1999**
Project Manager/Functional Lead – Oracle Assets R10.7SC Implementation.	
City of San Marcos, TX	**07/1998 – 04/1999**
Functional Lead/Trainer – Oracle R10.7SC Implementation.	

SCOTT SHERRILLO

Procurement Lead

Mr. Sherrillo is an Oracle Certified Implementer with over sixteen years of experience implementing Oracle Procurement and Financials applications. He also has several years of industry experience in accounting and finance. Mr. Sherrillo has lead the facilitation of Purchasing and iProcurement implementation in complex Public Sector sites that use Budgeting, Encumbrance Accounting, Grants and HRMS modules. His experience includes project management, systems and integration testing and training delivery. Mr. Sherrillo possesses excellent communication skills and first class analytical and logical thinking capabilities. He is a team player and has the ability to work independently on projects.

Projects Summary

Oracle Applications

Oracle EBS R12.x, 11.x, Procurement (Purchasing, iProcurement, iSupplier, Sourcing, Contracts, Supplier Life Cycle Management), Financials (AP, FA), Inventory, Order Management, MSCA

Methodologies

EDM: Enterprise Domain Model

AIM: Application Implementation Methodology

Other Tools and Software

MS Office, MS Project, Visio, Discoverer, TOAD, Putty, SQL/Navigator, Data loader, Workflow, AME, Notifications, Personalization, Configuration Workbench, Functional Setup Manager, iSetup

Training & Certifications

Oracle E-Business Suite Implementation Champion for Procure to Pay

Education

Master of Business Administration

Bachelor of Science, Business Administration and Accounting

Chicago Transit Authority, IL	**05/2016 – Present**
Functional Lead – Oracle ERP Migration and Implementation of Procurement, Advanced Procurement, MSCA and Taleo	
Housing Authority of City of Los Angeles, CA	**12/2015 – 05/2016**
Functional Lead – Oracle R12 iSupplier Implementation	
Hampton Roads Sanitation District, VA	**04/2014 – Present**
Procurement Lead – Oracle Applications Implementation	
Arlington Public Schools, VA	**08/2013 – 04/2014**
Procurement Lead – Oracle Applications R12 Upgrade	
Hillsborough County/City of Tampa, FL	**03/2012 – 08/2013**
Procurement Lead – Oracle E-Business Suite R12 Implementation.	
TriMet, OR	**01/2012 – 02/2012**
Procurement Lead – Oracle EBS R12 Upgrade.	
Pinellas County, FL	**07/2010 – 12/2011**
Procurement Lead – Oracle E-Business Suite R12 Implementation.	
Larimer County, CO	**02/2010 – 06/2010**
Procurement Lead – Oracle E-Business Suite R12 Upgrade Assessment.	
King County, WA	**02/2009 – 11/2009**
Procurement Lead – Oracle E-Business Suite R12 Implementation.	
City of San Marcos, TX	**01/2008 – 02/2009**
Project Manager – Oracle E-Business Suite Annual Support and 11g Database Upgrade.	
City of Hurst, TX	**01/2008 – 03/2008**
Procurement Lead – Oracle E-Business Suite 11i Upgrade.	
Rhode Island Airport Authority, RI	**08/2007 – 10/2007**

Project Manager – Oracle E-Business Suite Annual Support and 10g Database Upgrade.

City of West Palm Beach, FL	**03/2007 – 09/2007**

Project Manager, Functional Lead – Oracle R11i10 iProcurement Implementation.

Polk County, FL	**11/2005 – 05/2007**

Procurement Functional Lead – Oracle EBS 11.5.10 Implementation.

Metro Atlanta Rapid Transit Authority, GA	**07/2005 – 10/2005**

Senior Functional Consultant – Oracle R11.5.10 Implementation.

New Jersey State Police, NJ	**10/2004 – 10/2005**

Senior Functional Consultant – Oracle Applications R11.5.10 Implementation.

City of St. Petersburg, FL	**06/2004 – 09/2004**

Functional Consultant – Oracle Applications R11.5.9 Implementation.

State of Tennessee Dept. of Child Services, TN	**06/2003 – 06/2004**

Functional Consultant – Oracle Applications R11.5.9 Implementation.

King County, WA	**04/2003 – 11/2003**

Functional Consultant – Oracle Applications Upgrade R10.7C to R11.5.8 Quality Assurance.

Raleigh-Durham Airport Authority, NC	**11/2002 – 03/2003**

Lead Functional Consultant – Oracle Applications R11.5.8 Implementation.

City of Chandler, AZ	**01/2002 – 06/2002**

Functional Consultant – Oracle Applications R10.7 to 11.5.6 Upgrade.

Academy School District 20, CO	**04/2001 – 11/2001**

Functional Consultant – Oracle Applications R11.0.3 to 11.5.4 Upgrade.

City of Detroit, MI	**01/2000 – 04/2001**

Functional Consultant – Oracle Public Sector Financial Applications R10.7 Support.

Orleans Parish School Board, LA	**06/1999 – 12/1999**

Functional Consultant – Oracle Public Sector Financial Applications R10.7 NCA Implementation and Support.

TX Natural Resource Conservation Commission	**01/1999 – 06/1999**

Functional Consultant – Oracle Public Sector Financials R10.7 Implementation.

Southwestern Bell Mobile Systems, TX	**09/1997 – 01/1999**

Finance and Fixed Assets Supervisor

BRIAN O'MARA

Projects and Grants Lead

Mr. O'Mara has over thirty five years of industry experience and has spent the last twenty years working with Public Sector implementations of Oracle ERP applications. His expertise is centered on Projects, Grants Accounting, Payables, Fixed Assets, and Receivables. He has worked with an assortment of clients, designing and setting up applications, conducting business redesign, troubleshooting system setups, and providing post-implementation support. Mr. O'Mara has a keen understanding of many Oracle Financials modules, and brings a valuable perspective stemming from his accounting background and his years on the customer side. He has been responsible for design, setup, testing, and implementation. His knowledge spans many phases of implementation projects, and he brings excellent communication skills and a high degree of professionalism to his clients.

Projects Summary

Oracle Applications

Oracle ERP (Project Accounting, Grants Accounting, Financials (AR, AP, GL, FA)

Methodologies

EDM: Enterprise Domain Model

EAM: Enterprise Application Migration

AIM: Application Implementation Methodology

Other Software

MS Office, MS Projects, MS Visio, Visio

Education

Bachelor of Science, Accounting

Prince Williams County	**04/2015 – Present**
Functional Lead (Financials, Projects & Grants) – Oracle ERP Implementation	
Hampton Roads Sanitation District	**11/2013 – 04/2015**
Functional Lead – Oracle ERP Implementation (incl. Projects/Grants)	
Hillsborough County/City of Tampa, FL	**03/2012 – 11/2013**
Functional Lead – Oracle ERP Implementation (incl. Projects/Grants)	
Pinellas County, FL	**08/2010 – 11/2011**
Functional Lead – Projects/Grants Implementation	
Chicago Public Schools, IL	**01/2010 – 07/2010**
Functional Lead – Projects/Grants Implementation	
Sargent & Lundy, IL	**10/2009 – 01/2010**
Functional Lead – Project Costing and Billing Prototype & Assessment	
Orange County, NY	**10/2008 – 07/2009**
Functional Lead - Oracle ERP Implementation (incl. Projects/Grants)	
Emerson Electric, MO	**08/2009 – 09/2008**
Oracle Projects Lead – Oracle Projects Prototype & Assessment	
New York State Thruway Authority, NY	**11/2006 – 07/2008**
Grants Functional Lead – Oracle ERP Implementation	
Metropolitan Atlanta RTA (MARTA), GA	**08/2005 – 11/2006**
Grants Functional Lead – Oracle ERP implementation	
Housing Authority of the City of LA, CA	**03/2004 – 07/2005**
Grants Accounting Lead –Oracle ERP implementation	
Harvard Pilgrim Healthcare, MA	**05/2003 – 09/2003**
Grants Lead – Grants Accounting Implementation	

Hampton City Public Schools, VA	**10/2002 – 03/2003**
Payables and Purchasing Functional Lead – Oracle Payables and Purchasing Implementation	
Oregon Health & Science University, OR	**04/2001 – 08/2002**
Grants Accounting Functional Lead – Grants Implementation Add On	
Chicago Public Schools, IL	**07/2000 – 04/2001**
Functional Lead – Oracle Payables and Purchasing Implementation	
Applied Research Laboratory, PA	**08/1999 – 07/2000**
Functional Lead – Grants Accounting Implementation	
Bettis Atomic Power Laboratory, PA	**06/1997 – 08/1999**
Projects and Grants Lead on Oracle Implementation	
Bettis Atomic Power Laboratory, ID	**06/1990 – 06/1997**
Controller – General Manager Staff	
Bettis Atomic Power Laboratory, PA	**08/1980 – 06/1990**
Financial Analyst – General Ledger Accountant	

MANIK (RAO) CHAMARTHY

HRMS Lead

Mr. Chamarthy is a senior HCM professional with twenty years of experience in Oracle ERP Implementation projects, including Oracle Cloud HCM. His experience encompasses Project Management, Design, Production, and Implementation of Oracle ERP Applications and customizations and includes Functional and Technical expertise on systems such as Oracle Cloud HCM, Oracle E-Business Suite for Human Capital Management, along with working knowledge of Oracle Financials, and Oracle Projects. He has excellent interpersonal, verbal, and written communication skills, and has a proven track record of successfully delivering Information Technology and System Integration projects on time and within budget.

Oracle Applications	**Project Summary**
Oracle Cloud HCM, EBS R12.x, 11.x, HCM (HR, OAB, OTL, Payroll, SSHR, Performance Management), working knowledge of Oracle Projects and Oracle Financials	**Eastern Municipal Water District, CA** 04/2015 – Present HCM Functional Team Lead – Cloud HCM configuration, design, training.
	Oil and Gas Company, TX 5/2014 – 3/2015 HCM Functional Team Lead – Oracle Cloud Human Resources , Oracle EBS Time and Labor, and Advanced Benefits implementation
Methodologies	**Standard Register, OH** 4/2012 – 3/2014
EDM: Enterprise Domain Model	HCM Functional Lead – Oracle Human Resources and Advanced Benefits implementation
OUM: Oracle Unified Methodology	**Defense Contracting Firm, VA** 10/2006 – 3/2012
AIM: Application Implementation Methodology	Senior Functional Lead – Oracle Human Resources, Payroll, Performance Management, Time and Labor, and Compensation Workbench implementation and upgrade
Other Software and Tools	**UGI Utilities, PA** 01/2005 – 09/2006
UPK, TOAD, SQL Navigator, WinRunner, LoadRunner, Visio, MS Project, SQL Queries, Data loader, Fast Formula, Workflow, AME, Notifications, Functional Setup Manager, Personalization, Configuration workbench, ADP KRONOS, MAXIMO	Project Manager and Functional Lead – Oracle Human Resources, Advanced Benefits, Payroll, OTL, and Financials Implementation
	Merrill Lynch, NY 03/2003 – 12/2004 Functional Lead – Oracle HR Global Implementation
	Citigroup, Tampa, FL 01/2002 – 02/2003 Sr. Applications Consultant – Oracle shared HR implementation on global P2P project
Training & Certifications	**A&P Super Markets, NJ** 02/2001 – 12/2001
Project Management Professional	Sr. Managing Principal Consultant – Oracle Payroll implementation
Oracle E-Business Suite Implementation Champion for HCM	**Boston Consulting Group, MA** 03/2000 – 01/2001
Oracle E-Business Suite Implementation Champion for Applied Technologies	Sr. Managing Principal Consultant – Oracle Human Resources and, Self-Service implementation
Education	**ADT, FL** 05/1999 – 03/2000
Master of Science in Engineering	Sr. Managing Principal Consultant – Oracle Human Resources implementation
Bachelor of Science in Engineering	

Transworld, FL	**10/1998 – 04/1999**
HCM Functional Lead – Oracle fast forward implementation for HR, Benefits and Payroll	
Gevity HR, FL	**04/1996 – 10/1998**
PL/SQL Developer – Development of Interfaces and Reports for Oracle HRMS, AR, and AP	

SRIRAM RAMASWAMY

Payroll Lead

Mr. Ramaswamy is a highly experienced professional with over twenty seven years of experience in the implementation of business application software systems. He is especially seasoned with the Oracle Human Capital Management and Financial applications. Mr. Ramaswamy has extensive experience in leading business application implementations with diverse skills in the areas of business requirements gathering, product configuration, design & development of extensions, systems integration, and project management. His valuable experience in consulting and managing information systems allows him to combine project delivery skills with continuous enhancement, sustenance, and support to deliver a successful project.

Oracle Applications	Project Summary	
Oracle HCM (HR, Payroll, OTL, OPM, OAB, Labor Distribution, SSHR, Compensation, Financials (GL, AP, FA, iExpense), Purchasing, iProcurement	**CTA, IL**	**05/2016 – Present**
	Functional Lead (Payroll & Time Entry) – Oracle ERP Migration & Implementation.	
	Hampton Roads Sanitation District, VA	**02/2015 – 04/2016**
Development Tools	Functional Lead (Payroll & Time Entry) – Full Life-cycle Oracle ERP Implementation including Financials, HCM (OTL/Payroll), Hyperion and OBIEE	
Workflow, AME, OAF, TOAD, Java, Discoverer, SQL, PL/SQL, FSG, Fast Formula, XML Publisher, Configuration Workbench, Personalization, Functional Setup Manager	**University of Chicago Medical Center, IL**	**06/2006 – 01/2015**
	Oracle Techno-Functional Specialist – Oracle ERP Applications Implementation and Upgrade	
	Oracle Corporation, CA	**12/2004 – 06/2006**
Other Software	Sr. Principal Consultant – Oracle Financials and Human Resources Implementations	
Microsoft Project, Visio, PowerPoint, MS Office, Kronos, Vertex	**SIS Inc., IL**	**02/2002 – 12/2004**
	Sr. Principal Consultant – Oracle Financials and Human Resources Implementations	
Training & Certifications	**KPMG Consulting, NY**	**04/2001 – 02/2002**
Oracle HCM Cloud Training	Sr. Consultant –Oracle Financials and Human Resources Implementations	
Education	**Mascon Global, IL**	**12/1995 – 04/2001**
Master of Business Administration, Indian Institute of Management	Sr. Principal Consultant – Oracle Financials and Human Resources Implementations	
	Silverline Technologies, NJ	**06/1992 – 12/1995**
Bachelor of Engineering, Bharathiar University	Sr. Systems Analyst – Oracle Financials and Human Resources Implementations	
	CMC, IL	**05/1989 – 06/1992**
	Systems Engineer – Informix Implementation and Support	

DEEPA VYAS

Oracle Taleo Talent Acquisition Lead

Ms. Vyas is a Certified Principal Consultant with over 15 years of experience, specialized in Oracle Cloud Taleo versions 7 to 15A/B TEE and TBE Talent Management. She has valuable experience with implementations, system administration, configurations, Software-as-a-Service (SaaS), project management, and business process re-engineering. She has extensively worked on many techno-functional implementations, global and multilingual upgrades, optimizations, and integration projects for domestic and international clients. Ms. Vyas brings deep expertise in Oracle Taleo Cloud modules, including Recruitment, Onboarding, Learn, Performance, Reporting OBI, OTBI, and Social Sourcing. Her vast knowledge in Oracle Fusion HCM Cloud technology makes her a dynamic and recognized industry principal consultant and a valued addition to your project.

Project Summary

Oracle Applications

Oracle Taleo Cloud, Oracle Fusion Cloud, Talent Base and Talent Management, Oracle TBE, Taleo Social Sourcing, Taleo Learn, Performance, TCC, TBC, Connect Client, API, ESS, MSS, OTBI, OBI, OBIEE.

Methodologies

EDM: Enterprise Domain Model

EAM: Enterprise Application Migration

AIM: Application Implementation Methodology

Developer Tools

Oracle Cloud Configurator, API, Workday, PeopleSoft, People tools, Success Factor

Languages and other Software

Java, C#, .Net, API, SQL Server/SRS 2000/2005/2008 Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Project, and Access), Visio, SharePoint (all versions) TCC, Great Plains, Navision, Dynamics AX, MS Access, Microsoft Project

Training & Certifications

Oracle Taleo Enterprise Service Cloud Service 2013

Northeast Ohio Regional Sewer District, OH   **11/2016 – Present**
(Taleo Cloud Implementation)
Cloud Techno Functional Implementation Lead – Oracle Taleo Cloud Implementation Modules include Recruitment, Onboarding, Taleo Social Sourcing and Reporting Full Service Implementation

Cetera Financial, CA   **01/2015 – 02/2016**
(Full Suite All Modules- Oracle Cloud Fusion HCM Implementation)
Taleo TEE Project Lead Architect- Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

Bankers Financial, FL   **02/2015 – 12/2015**
(Full Suite All Modules- Oracle Cloud Fusion HCM Implementation)
Functional Taleo Lead - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

El Super aka Bodega Latina, CA   **11/2014 – 02/2016**
(Fusion Cloud HR and Benefits Module with Taleo Cloud Implementation)
Taleo Cloud Onboarding Architect - Oracle Talent Management Suite (Taleo Onboarding , Reporting) Cloud Service Implementation

Shesiedo, NY   **11/2014 -07/2015**
(Taleo Cloud Implementation)
Taleo Functional Lead - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

Rogers Corp, AZ   **11/2014 -07/2015**
(Full Suite All Modules- Oracle Cloud Fusion HCM Implementation)
Technical Project Manager – End to End Fusion HCM Cloud Implementation

NEC, IL   **11/2014 -07/2015**
(Full Suite All Modules- Oracle Cloud Fusion HCM Implementation)
Functional Taleo SME - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

Vertex, VA   **11/2014 -07/2015**
(Full Suite All Modules- Oracle Cloud Fusion HCM Implementation)

Oracle Taleo Enterprise Cloud Implementation Specialist

Oracle Taleo Recruiting Cloud Service 2013 CIS

Taleo ATS Recruitment and Onboarding System Web Top Administrator

General Product Support Specialist v4.0

Oracle Global Human Resources Cloud

Oracle Human Capital Management

Oracle Cloud Application Foundation Sales Specialist

Oracle Human Capital Management Cloud 2016 Presales Specialist

Oracle Exadata Database Machine

Oracle Linux 6 Support Specialist

Education

Post Graduate Computer Applications

Master's Degree Public Administration

Bachelor's Degree English Literature

Taleo Lead - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

Eastern Bank, VA	**11/2014 -07/2015**

(Full Suite All Modules- Oracle Cloud Fusion HCM Implementation)
Taleo Functional Lead - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

Cozen O Conner, PA	**11/2014 -07/2015**

(Full Suite All Modules- Oracle Cloud Fusion HCM Implementation)
Functional Taleo SME/ Recruitment and Onboarding Specialist - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

Baker Hughes Oil and Gas, TX	**08/2013 -07/2014**

(Taleo Cloud Implementation)
Functional Taleo Business Specialist - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding) Cloud Service Implementation

AT&T, TX	**04/2013 -08/2013**

(Taleo Cloud Implementation)
Functional Taleo Business Specialist - Oracle Talent Management Suite (Taleo Recruit, Taleo Learn) Cloud Service Implementation

First Solar, OH	**04/2011 -03/2013**

(Taleo Cloud Implementation)
HRIS Analyst-Taleo Business Analyst - Oracle Talent Management Suite (Taleo Recruit, Taleo Onboarding, Social Sourcing, Reporting) Cloud Service Implementation

Conway Enterprise, CA	**08/2009 -07/2011**

Taleo System Administrator

Miami Healthcare, FL	**04/2005 -07/2009**

HRIS Taleo Business Specialist – Recruit soft Taleo Implementation

ABHINAV (ABHI) RAINA

Budgeting Functional Lead

Mr. Raina is an Oracle Certified Champion with 20 years of industry experience leading Oracle Applications and Hyperion projects. He has extensive exposure to domains in Budgeting, Financials, Manufacturing and CRM applications. His experience includes project management, functional analysis, software configuration, procedure development, product development, training delivery and business process reengineering. He has led multiple Oracle/Hyperion implementations and upgrade projects in all stages of the system life cycle, performing requirements definition, Gap analysis/identification, design, construction, conversion, testing, training, reconciliation and post implementation support. Mr. Raina's industry experience gives him a deep understanding of financial and manufacturing business processes, which allows him to transfer knowledge successfully to the end user community. Mr. Raina possesses excellent communication skills with good analytical and logical thinking capabilities. He is a great team player and has the ability to work independently.

Project Summary

Hyperion and Oracle Applications

Enterprise Performance Management System 11 (Hyperion Planning, Hyperion Public Sector Planning and Budgeting, Essbase, Hyperion Smart View, Oracle Data Integration (ODI), Hyperion Administration Services, Hyperion Shared Services, Financial Data quality Management Enterprise Edition (FDMEE), Enterprise Resource Planning Integrator (ERPi) and Hyperion Financial Reporting (HFR)

Oracle ERP Financials (AR, AP, General Ledger, Inventory), Procurement (Purchasing, Order Entry/Order Management, iProcurement, iExpense, iStore), CRM (JTF, Customer Online, Sales Online, Marketing Online, Field Services, Tele Sales)

Oracle MSCA, OBIEE

Database

Oracle RDBMS 8/9i/10g/11, MS SQL Server

Hardware & Operating System

UNIX, LINUX, Oracle Exalytics and Windows

State of Delaware	**01/2015 – Present**
Solution Architect- Oracle Planning and Budgeting Cloud Service Implémentation	
City of Detroit, MI	**01/2015 – Present**
Solution Architect- Oracle Planning and Budgeting Cloud Service Implémentation	
Greater Orlando Airport Authority, FL	**05/2015 – 12/2014**
Functional Lead Oracle Planning and Budgeting Cloud Service Implémentation	
AST, IL	**06/2014-10/2014**
Product Manager – AST Opex Budgeting Solution Development	
Lake County, IL	**07/2013 – 04/2014**
Solutions Architect (Functional Lead)– Oracle Hyperion Public Hector Planning and Budgeting Implementation	
Tohono O'Odham Gaming Enterprise, AZ	**01/2013 – Present**
Functional Lead)– Oracle Hyperion Public Sector Planning and Budgeting Implementation	
Port of Los Angeles, CA	**12/2011 – 12/2012**
Functional Lead – Oracle Hyperion Public Sector Planning and Budgeting Implementation	
College of American Pathologists, IL	**08/2011 – 12/2011**
Functional Lead – Oracle ERP Support ; Applications Implementation Support – Oracle Financials (AR, Purchasing, OM, Inventory)	
Metra, IL	**11/2009 – 08/2011**
Lead Consultant – Oracle Financials Implementation (EBS, Mobile Supply Chain, Retail Point of Sale)	

Methodologies

AIM: Application Implementation Methodology

EAM: Enterprise Application Migration

EDM: Enterprise Domain Model

Developer Tools

Internet Developer Suite, HFR, Oracle Forms and Reports, Oracle Workflow Builder, SQL, PL/SQL, JDeveloper, JSP, Java, HTML

Other Software

Final Cut Pro, Microsoft Projects, Visio, TOAD

Training & Certifications

Presentation on Quality Management, Oracle India, 2003

Education

Bachelor of Engineering, Electronics and Telecommunications Engineering

Publications

"Hyperion Public Sector Planning and Budgeting: A Successful Case Study," NCOAUG, 2013

"Using Oracle MSCA for Express Inventory Transactions," NCOAUG, 2011

"Outlook Synchronization with Oracle Sales Application," NCOAUG, 2007

"Workflow," NEOAUG, 2001

Administrative Office of the Courts, CA	**10/2009 – 12/2009**
Lead Consultant– Oracle Financials Implementation	
TravelCLICK, IL	**12/2008 – 09/2009**
Senior Consultant – Oracle ERP Upgrade, Quote to Cash Phase 2	
National Association of Boards of Pharmacy, IL	**09/2008 – 12/2008**
Lead Consultant – Oracle Applications Assessment	
College of American Pathologists, IL	**05/2008 – 08/2008**
Lead Consultant – Sales Force Automation Implementation	
TravelCLICK, IL	**09/2007 – 03/2008**
Senior Consultant – Oracle ERP and Phase 1 Quote-to-Cash Implementation	
Oracle Corporation, India	**04/2002 – 06/2007**
Senior Development Manager – Oracle CRM Development Team	
Global Payments, GA	**07/2001 – 03/2002**
Principal Consultant – Custom Billing System	
NCR Corporation, GA	**12/2000 – 06/2001**
Lead Consultant – Order Management and Receivables System	
Oracle Software India Pvt. Ltd., India	**12/1998 – 11/2000**
Lead Technical Developer – Product Development and Porting	
Softcell Information Systems, India	**05/1997 – 12/1998**
System Analyst – Financials, Inventory and Order Entry Application	
Baron Computers Pvt. Ltd., India	**08/1996 – 03/1997**
Technical Support Analyst	

APPENDIX B: PRELIMINARY PROJECT PLAN

As part of project initiation tasks, AST develops a comprehensive project plan containing all required deliverables, tasks, milestones, resource assignments, stages and waves of the project/program. The plan is reviewed with the PMO and key project team members to incorporate all necessary input. Once finalized, it becomes the source for team task status content. By tracking status to the tasks and critical path of the project, it removes the subjective nature of status reporting and meetings and allows the PMO to have a clear, objective view of the health of the project.

Following the structure of our EDM Methodology, we have included a preliminary project plan outlining key activities, milestones, and deliverables with associated dates on the following page. This plan will serve as a starting point for our discussions. During the Definition Phase of our EDM Methodology, AST's Project Manager, in conjunction with the City's Project Manager and Steering Committee, will finalize a detailed, resource-loaded Project Plan including all tasks and activities including Change Management and Training.

ID	Task Name	Duration	Start	Finish
1	**Cloud ERP Implementation**	**394.75 days**	**Mon 8/14/17**	**Wed 1/30/19**
2	**PHASE 1: Financials, Procurement, Projects & Grants, Employee Records**	**191.38 days**	**Mon 8/14/17**	**Mon 4/30/18**
3	**Project Mobilization**	**5 days**	**Mon 8/14/17**	**Fri 8/18/17**
4	**Prepare for the Project**	**5 days**	**Mon 8/14/17**	**Fri 8/18/17**
5	Review SOW and Contract	5 days	Mon 8/14/17	Fri 8/18/17
6	Review Project Budget and Deliverables	5 days	Mon 8/14/17	Fri 8/18/17
7	Review Project Approach, Timeline and Resources	5 days	Mon 8/14/17	Fri 8/18/17
8	Review and Update Project Workplan	5 days	Mon 8/14/17	Fri 8/18/17
9	Prepare Consultant Orientation/Onboarding Guide(s)	5 days	Mon 8/14/17	Fri 8/18/17
10	Set Up Time and Expense Tracking	5 days	Mon 8/14/17	Fri 8/18/17
11	Develop Client Readiness Checklist	5 days	Mon 8/14/17	Fri 8/18/17
12	Review and Update Project Documents and Templates	5 days	Mon 8/14/17	Fri 8/18/17
13	**Project Team and Resource Readiness**	**5 days**	**Mon 8/14/17**	**Fri 8/18/17**
14	Identify Stakeholders, AST and Client Project Team	5 days	Mon 8/14/17	Fri 8/18/17
15	**Project Planning**	**5 days**	**Mon 8/14/17**	**Fri 8/18/17**
16	Create Draft Workshop Schedule	3 days	Mon 8/14/17	Wed 8/16/17
17	Confirm and Update Workshop Scope and Schedule	2 days	Thu 8/17/17	Fri 8/18/17
18	Schedule Project Kick-off Meeting	5 days	Mon 8/14/17	Fri 8/18/17
19	Schedule Meetings for the First Two Weeks	5 days	Mon 8/14/17	Fri 8/18/17
20	P1-01 Project Mobilization	10 days	Mon 8/21/17	Fri 9/1/17
21	**Define**	**39 days**	**Mon 8/21/17**	**Thu 10/12/17**
22	**Project Planning**	**35 days**	**Mon 8/21/17**	**Fri 10/6/17**
23	**Project Start Up**	**4 days**	**Mon 8/21/17**	**Thu 8/24/17**
24	Confirm Cloud Environment Provisioning	4 days	Mon 8/21/17	Thu 8/24/17
25	Provide AST with Cloud Super User Access to all Environments	4 days	Mon 8/21/17	Thu 8/24/17
26	Client Provides and Approves CSI number to AST Project Team	4 days	Mon 8/21/17	Thu 8/24/17
27	Provide AST Team Client Network, VPN, System and Building Access	4 days	Mon 8/21/17	Thu 8/24/17
28	Provide Project Team with Citizen Project tool Access (repository, Rally, HP ALM)	4 days	Mon 8/21/17	Thu 8/24/17
29	Establish Project Team Environment	4 days	Mon 8/21/17	Thu 8/24/17
30	Finalize Project Logistics	4 days	Mon 8/21/17	Thu 8/24/17
31	**Review Project Scope and Deliverables**	**9 days**	**Mon 8/21/17**	**Thu 8/31/17**
32	Review Scope, Objective, Approach and Deliverables	9 days	Mon 8/21/17	Thu 8/31/17
33	Review Client Readiness Checklist	9 days	Mon 8/21/17	Thu 8/31/17
34	**Define Project Governance Structure**	**13 days**	**Mon 8/21/17**	**Wed 9/6/17**
35	Review Status Reporting and Monitoring	5 days	Mon 8/21/17	Fri 8/25/17
36	Review Issue Reporting and Escalation	5 days	Mon 8/21/17	Fri 8/25/17
37	Review Risk Analysis and Management	5 days	Mon 8/21/17	Fri 8/25/17
38	Review Project Organization Chart	5 days	Mon 8/21/17	Fri 8/25/17
39	Review Project Team Roles and Responsibilities	5 days	Mon 8/21/17	Fri 8/25/17
40	Create Project Charter	3 days	Mon 8/28/17	Wed 8/30/17
41	Review and Finalize Project Charter	5 days	Thu 8/31/17	Wed 9/6/17
42	**Schedule Workshops**	**4 days**	**Mon 8/21/17**	**Thu 8/24/17**
43	Finalize Workshop Sessions, Client Resources, and Schedule	4 days	Mon 8/21/17	Thu 8/24/17
44	Schedule Functional Design Workshops	4 days	Mon 8/21/17	Thu 8/24/17
45	Schedule Technical Design Workshops	4 days	Mon 8/21/17	Thu 8/24/17
46	**Project Kick-Off**	**6 days**	**Mon 8/21/17**	**Mon 8/28/17**
47	Review and Update Project Kick-Off Presentation	4 days	Mon 8/21/17	Thu 8/24/17
48	Conduct Project Team Orientation	1 day	Fri 8/25/17	Fri 8/25/17
49	Conduct Project Kick-Off Meeting	1 day	Mon 8/28/17	Mon 8/28/17
50	**Organizational Change Management**	**35 days**	**Mon 8/21/17**	**Fri 10/6/17**
51	Complete Executive Interviews	4 days	Mon 8/21/17	Thu 8/24/17
52	Complete Change Characteristics Assessment	4 days	Mon 8/21/17	Thu 8/24/17
53	Complete Organization Attributes Assessment	4 days	Mon 8/21/17	Thu 8/24/17
54	Create Organizational Change Management Strategy	5 days	Fri 8/25/17	Thu 8/31/17
55	Review and Approve Organizational Change Management Strategy	5 days	Mon 9/11/17	Fri 9/15/17
56	Create Communication Plan	5 days	Mon 9/18/17	Fri 9/22/17
57	Develop Organizational Change Management Plan	5 days	Mon 9/25/17	Fri 9/29/17
58	Review and Approve Change Management Plan	5 days	Mon 10/2/17	Fri 10/6/17
59	**Test Strategy**	**15 days**	**Mon 8/21/17**	**Fri 9/8/17**
60	Create Draft Test Strategy Document	5 days	Mon 8/21/17	Fri 8/25/17
61	Review Test Strategy and Incorporate Feedback	5 days	Mon 8/28/17	Fri 9/1/17
62	Finalize and Approve Test Strategy	5 days	Mon 9/4/17	Fri 9/8/17
63	**Project WorkSchedule**	**18 days**	**Tue 8/29/17**	**Thu 9/21/17**
64	Create High-Level Project WorkSchedule	9 days	Tue 8/29/17	Fri 9/8/17
65	Review and Update Project WorkSchedule	4 days	Mon 9/11/17	Thu 9/14/17
66	Finalize and Approve Project Schedule	5 days	Fri 9/15/17	Thu 9/21/17
67	**Infrastructure Activities**	**25 days**	**Mon 8/21/17**	**Fri 9/22/17**
68	**Instance Strategy**	**25 days**	**Mon 8/21/17**	**Fri 9/22/17**
69	Create Instance Strategy and Plan	20 days	Mon 8/21/17	Fri 9/15/17
70	Review and Approve Instance Strategy & Plan	5 days	Mon 9/18/17	Fri 9/22/17
71	**Provision Oracle OPN Instance**	**4 days**	**Mon 8/21/17**	**Thu 8/24/17**
72	Co-ordinate Access to Oracle OPN Instance	3 days	Mon 8/21/17	Wed 8/23/17
73	Ensure Network Access From Client Site	1 day	Thu 8/24/17	Thu 8/24/17
74	Provide Access to AST Team Members	1 day	Thu 8/24/17	Thu 8/24/17
75	**Provision Sprint 1 Instance**	**24 days**	**Mon 8/21/17**	**Thu 9/21/17**
76	Coordinate Instance Creation	14 days	Mon 8/21/17	Thu 9/7/17
77	Coordinate Instance Management	10 days	Fri 9/8/17	Thu 9/21/17
78	Provide Bug Fixes for Application issues	10 days	Fri 9/8/17	Thu 9/21/17
79	Apply Patches for Application Issues	10 days	Fri 9/8/17	Thu 9/21/17
80	**Business Process and Requirements Review**	**31 days**	**Mon 8/21/17**	**Mon 10/2/17**
81	**Prepare for Workshops**	**9 days**	**Mon 8/21/17**	**Thu 8/31/17**
82	Update Discovery Workbook	4 days	Mon 8/21/17	Thu 8/24/17
83	Update Requirements Traceability Matrix	4 days	Mon 8/21/17	Thu 8/24/17
84	Update Process Flows and Scenarios	4 days	Mon 8/21/17	Thu 8/24/17
85	Prepare Oracle Demo Instance	2 days	Fri 8/25/17	Mon 8/28/17

ID	Task Name	Duration	Start	Finish
86	Prepare Materials Required for the Workshop Sessions	5 days	Fri 8/25/17	Thu 8/31/17
87	**Conduct Functional Design Workshops**	**15 days**	**Fri 9/1/17**	**Thu 9/21/17**
88	**Review Process Flows and Scenarios**	**15 days**	**Fri 9/1/17**	**Thu 9/21/17**
89	General Ledger	15 days	Fri 9/1/17	Thu 9/21/17
90	Payables	15 days	Fri 9/1/17	Thu 9/21/17
91	Assets	15 days	Fri 9/1/17	Thu 9/21/17
92	Receivables	15 days	Fri 9/1/17	Thu 9/21/17
93	Projects	15 days	Fri 9/1/17	Thu 9/21/17
94	Procurement	15 days	Fri 9/1/17	Thu 9/21/17
95	**Prepare Initial Setup Data**	**10 days**	**Fri 9/1/17**	**Thu 9/14/17**
96	Review Setup Data Requirements and Collection Templates	10 days	Fri 9/1/17	Thu 9/14/17
97	Review Workflow and Approval Routing Templates	10 days	Fri 9/1/17	Thu 9/14/17
98	Determine Setup Data Delivery Timeline	10 days	Fri 9/1/17	Thu 9/14/17
99	Capture Initial Setup Data	5 days	Fri 9/15/17	Thu 9/21/17
100	**Update Process Flows and RTM Documents**	**7 days**	**Fri 9/22/17**	**Mon 10/2/17**
101	Update Business Requirements in RTM	3 days	Fri 9/22/17	Tue 9/26/17
102	Update Future Business Process Flows	3 days	Fri 9/22/17	Tue 9/26/17
103	Review and Approve RTM Document	3 days	Wed 9/27/17	Fri 9/29/17
104	Review and Approve Future Business Process Flow Documents	4 days	Wed 9/27/17	Mon 10/2/17
105	**Technical Strategy & Design**	**19 days**	**Tue 8/29/17**	**Fri 9/22/17**
106	**Conduct Technical Design Workshops**	**10 days**	**Tue 8/29/17**	**Mon 9/11/17**
107	**Create Technical Strategies**	**5 days**	**Tue 8/29/17**	**Mon 9/4/17**
108	Create Conversion Strategy	5 days	Tue 8/29/17	Mon 9/4/17
109	Create Integration Strategy	5 days	Tue 8/29/17	Mon 9/4/17
110	Create Reporting Strategy	5 days	Tue 8/29/17	Mon 9/4/17
111	Create Security Strategy	5 days	Tue 8/29/17	Mon 9/4/17
112	Review & Approve Technical Strategies	5 days	Tue 9/5/17	Mon 9/11/17
113	**Create Design Specifications**	**14 days**	**Tue 9/5/17**	**Fri 9/22/17**
114	Create Conversion Design Specifications	14 days	Tue 9/5/17	Fri 9/22/17
115	Create Integration Design Specifications	14 days	Tue 9/5/17	Fri 9/22/17
116	**Sprint Work Prioritization**	**3 days**	**Fri 9/22/17**	**Tue 9/26/17**
117	**Conduct Sprint Prioritization Meeting**	**2 days**	**Fri 9/22/17**	**Mon 9/25/17**
118	Prioritize Process Flows and Requirements	0.5 days	Fri 9/22/17	Fri 9/22/17
119	Prioritize Integration and Conversion	1 day	Mon 9/25/17	Mon 9/25/17
120	**Finalize Sprint Schedule**	**1 day**	**Tue 9/26/17**	**Tue 9/26/17**
121	Review and Finalize Scope for Sprints	1 day	Tue 9/26/17	Tue 9/26/17
122	Finalize Test Scenarios	1 day	Tue 9/26/17	Tue 9/26/17
123	**Project Management**	**33 days**	**Tue 8/29/17**	**Thu 10/12/17**
124	Schedule Status Meetings	33 days	Tue 8/29/17	Thu 10/12/17
125	Conduct Status Meetings	33 days	Tue 8/29/17	Thu 10/12/17
126	Manage Status, Scope and Risk	33 days	Tue 8/29/17	Thu 10/12/17
127	**Implementation Checkpoint**	**1 day**	**Wed 9/27/17**	**Wed 9/27/17**
128	Review Key Work Products	1 day	Wed 9/27/17	Wed 9/27/17
129	Capture Model Phase Detail Tasks, Resource Needs and Schedule	1 day	Wed 9/27/17	Wed 9/27/17
130	P1-02 Project Kick-off Complete	0 days	Mon 8/28/17	Mon 8/28/17
131	P1-03 Project Management Plan Approved	0 days	Wed 9/6/17	Wed 9/6/17
132	P1-04 Project Schedule Approved	0 days	Thu 9/21/17	Thu 9/21/17
133	P1-05 Prel. Business Process Flows Established	0 days	Mon 10/2/17	Mon 10/2/17
134	P1-06 Data Conversion Strategy	0 days	Mon 9/4/17	Mon 9/4/17
135	P1-07 Integration Strategy	0 days	Mon 9/4/17	Mon 9/4/17
136	**Model**	**74 days**	**Fri 9/8/17**	**Wed 12/20/17**
137	**Infrastructure Activities**	**41 days**	**Fri 10/6/17**	**Fri 12/1/17**
138	**Coordination with Oracle**	**36 days**	**Fri 10/13/17**	**Fri 12/1/17**
139	Initiate Sprint 2 Instance Readiness	10 days	Fri 10/13/17	Thu 10/26/17
140	Coordinate Instance Management	36 days	Fri 10/13/17	Fri 12/1/17
141	Coordinate Issue and Patch Management	36 days	Fri 10/13/17	Fri 12/1/17
142	**Oracle Cloud Operations**	**15 days**	**Fri 10/6/17**	**Thu 10/26/17**
143	Create Sprint 2 Instance	5 days	Fri 10/6/17	Thu 10/12/17
144	Provide Bug Fixes for Application issues	15 days	Fri 10/6/17	Thu 10/26/17
145	Apply Patches for Application Issues	15 days	Fri 10/6/17	Thu 10/26/17
146	**Sprint 1**	**35 days**	**Fri 9/8/17**	**Thu 10/26/17**
147	**Sprint Planning**	**1 day**	**Wed 9/27/17**	**Wed 9/27/17**
148	Conduct Sprint 1 Kick-off Meeting (Review Scope, Outcome and Schedule)	1 day	Wed 9/27/17	Wed 9/27/17
149	**Sprint Configuration**	**16 days**	**Fri 9/22/17**	**Fri 10/13/17**
150	**Create Configuration Data**	**5 days**	**Fri 9/22/17**	**Thu 9/28/17**
151	General Ledger	5 days	Fri 9/22/17	Thu 9/28/17
152	Accounts Payable	5 days	Fri 9/22/17	Thu 9/28/17
153	Receivables	5 days	Fri 9/22/17	Thu 9/28/17
154	Projects	5 days	Fri 9/22/17	Thu 9/28/17
155	Assets	5 days	Fri 9/22/17	Thu 9/28/17
156	Procurement	5 days	Fri 9/22/17	Thu 9/28/17
157	HR Employee Data	5 days	Fri 9/22/17	Thu 9/28/17
158	Review Configuration Data	2 days	Wed 9/27/17	Thu 9/28/17
159	**Setup Applications**	**11 days**	**Fri 9/29/17**	**Fri 10/13/17**
160	Create Fusion Functional Setup Manager (FSM) Project	1 day	Fri 9/29/17	Fri 9/29/17
161	**Module Setup**	**8 days**	**Fri 9/29/17**	**Tue 10/10/17**
162	General Ledger	8 days	Fri 9/29/17	Tue 10/10/17
163	Accounts Payable	8 days	Fri 9/29/17	Tue 10/10/17
164	Receivables	8 days	Fri 9/29/17	Tue 10/10/17
165	Projects	8 days	Fri 9/29/17	Tue 10/10/17
166	Assets	8 days	Fri 9/29/17	Tue 10/10/17
167	Procurement	8 days	Fri 9/29/17	Tue 10/10/17
168	HR Employee Data	8 days	Fri 9/29/17	Tue 10/10/17
169	Update Functional Setup Manager (FSM) with Completed Tasks	8 days	Fri 9/29/17	Tue 10/10/17
170	Create Configuration Documents	8 days	Wed 10/4/17	Fri 10/13/17

ID	Task Name	Duration	Start	Finish
171	**Unit Test Cases**	**10 days**	**Wed 9/27/17**	**Tue 10/10/17**
172	Review Module Unit Test Cases	5 days	Wed 9/27/17	Tue 10/3/17
173	Update Module Unit Test Cases	5 days	Wed 10/4/17	Tue 10/10/17
174	**Sprint Development**	**26 days**	**Fri 9/8/17**	**Fri 10/13/17**
175	**Conversions**	**15 days**	**Mon 9/25/17**	**Fri 10/13/17**
176	Write Extraction code for Conversion Data from Legacy Systems	15 days	Mon 9/25/17	Fri 10/13/17
177	Start Data Conversion Development Activities	15 days	Mon 9/25/17	Fri 10/13/17
178	Prepare Data for Loading	3 days	Mon 9/25/17	Wed 9/27/17
179	Load, Reconcile and Validate Data	3 days	Wed 10/11/17	Fri 10/13/17
180	**Integrations**	**15 days**	**Mon 9/25/17**	**Fri 10/13/17**
181	Gather Additional Interface Requirements	5 days	Mon 9/25/17	Fri 9/29/17
182	Update Integration Functional Design Documents	5 days	Mon 9/25/17	Fri 9/29/17
183	Develop Integrations - Oracle Cloud	10 days	Mon 9/25/17	Fri 10/6/17
184	Develop Integrations - Client Systems	10 days	Mon 9/25/17	Fri 10/6/17
185	Receive Preliminary Integration Data from Source Systems	3 days	Mon 10/9/17	Wed 10/11/17
186	Validate Integrations	2 days	Thu 10/12/17	Fri 10/13/17
187	**Workflow Approval Rules (AMX)**	**6 days**	**Thu 9/21/17**	**Thu 9/28/17**
188	Create Approval Rule based on Templates	2 days	Wed 9/27/17	Thu 9/28/17
189	Gather & Verify Preliminary Approval Rules	3 days	Mon 9/25/17	Wed 9/27/17
190	Configure AMX Approval Rules	3 days	Thu 9/21/17	Mon 9/25/17
191	Validate AMX Approval Rules on Application	1 day	Mon 9/25/17	Mon 9/25/17
192	**Reports**	**20 days**	**Fri 9/8/17**	**Thu 10/5/17**
193	Gather Reports Requirements	20 days	Fri 9/8/17	Thu 10/5/17
194	Validate Standard Oracle Cloud Reports	15 days	Fri 9/15/17	Thu 10/5/17
195	**Sprint 1 Review**	**7 days**	**Mon 10/16/17**	**Tue 10/24/17**
196	Demonstrate Business Process-Driven Test Cases	5 days	Mon 10/16/17	Fri 10/20/17
197	Demonstrate Standard Oracle Cloud Reports	5 days	Mon 10/16/17	Fri 10/20/17
198	Document Process Flow and Reporting Gaps	2 days	Mon 10/23/17	Tue 10/24/17
199	Update Business Process Flow and RTM Documents	2 days	Mon 10/23/17	Tue 10/24/17
200	**Sprint Closure**	**2 days**	**Wed 10/25/17**	**Thu 10/26/17**
201	Update Sprint Prioritization Matrix - Sprint 1 Inputs	1 day	Wed 10/25/17	Wed 10/25/17
202	Review Key Take-Always	2 days	Wed 10/25/17	Thu 10/26/17
203	**Sprint 2**	**41 days**	**Wed 10/25/17**	**Wed 12/20/17**
204	**Sprint Planning**	**1 day**	**Fri 10/27/17**	**Fri 10/27/17**
205	Conduct Sprint 2 Kick-off Meeting (Review Scope, Outcome and Schedule)	1 day	Fri 10/27/17	Fri 10/27/17
206	**Sprint Configuration**	**15 days**	**Wed 10/25/17**	**Tue 11/14/17**
207	**Create Configuration Data for Sprint 2**	**5 days**	**Tue 10/31/17**	**Mon 11/6/17**
208	General Ledger	5 days	Tue 10/31/17	Mon 11/6/17
209	Accounts Payable	5 days	Tue 10/31/17	Mon 11/6/17
210	Receivables	5 days	Tue 10/31/17	Mon 11/6/17
211	Projects	5 days	Tue 10/31/17	Mon 11/6/17
212	Assets	5 days	Tue 10/31/17	Mon 11/6/17
213	Procurement	5 days	Tue 10/31/17	Mon 11/6/17
214	HR Employee Data	5 days	Tue 10/31/17	Mon 11/6/17
215	Review Configuration Data	10 days	Tue 10/31/17	Mon 11/13/17
216	**Update Application Setups**	**7 days**	**Tue 10/31/17**	**Wed 11/8/17**
217	General Ledger	7 days	Tue 10/31/17	Wed 11/8/17
218	Accounts Payable	7 days	Tue 10/31/17	Wed 11/8/17
219	Receivables	7 days	Tue 10/31/17	Wed 11/8/17
220	Projects	7 days	Tue 10/31/17	Wed 11/8/17
221	Assets	7 days	Tue 10/31/17	Wed 11/8/17
222	Procurement	7 days	Tue 10/31/17	Wed 11/8/17
223	HR Employee Data	7 days	Tue 10/31/17	Wed 11/8/17
224	Update Functional Setup Manager (FSM) with Completed Tasks	7 days	Tue 10/31/17	Wed 11/8/17
225	Update Configuration Documents	7 days	Thu 11/2/17	Fri 11/10/17
226	**Test Scripts**	**15 days**	**Wed 10/25/17**	**Tue 11/14/17**
227	Create Test Scripts	10 days	Wed 10/25/17	Tue 11/7/17
228	Review Test Scripts	5 days	Wed 11/8/17	Tue 11/14/17
229	**Sprint Development**	**21 days**	**Fri 10/27/17**	**Fri 11/24/17**
230	**Security**	**15 days**	**Fri 10/27/17**	**Thu 11/16/17**
231	Gather Preliminary Roles and Function Information	15 days	Fri 10/27/17	Thu 11/16/17
232	Map Roles and Functions to Application Secuirity and Roles	10 days	Fri 11/3/17	Thu 11/16/17
233	Identify Single Sign-on protocol for the implementation	15 days	Fri 10/27/17	Thu 11/16/17
234	**Conversions**	**21 days**	**Fri 10/27/17**	**Fri 11/24/17**
235	Develop Conversion Extract and Translate Programs	11 days	Fri 10/27/17	Fri 11/10/17
236	Receive Conversion Data from Legacy Systems	11 days	Fri 10/27/17	Fri 11/10/17
237	Prepare Data for Loading	5 days	Mon 11/13/17	Fri 11/17/17
238	Load, Reconcile and Validate Data	5 days	Mon 11/20/17	Fri 11/24/17
239	**Integrations**	**21 days**	**Fri 10/27/17**	**Fri 11/24/17**
240	Develop Integrations - Oracle Cloud	11 days	Fri 10/27/17	Fri 11/10/17
241	Develop Integrations - Client Systems	11 days	Fri 10/27/17	Fri 11/10/17
242	Receive Preliminary Integration Data from Source Systems	5 days	Mon 11/13/17	Fri 11/17/17
243	Validate Integrations	5 days	Mon 11/20/17	Fri 11/24/17
244	**Workflow Approval Rules (AMX)**	**10 days**	**Fri 10/27/17**	**Thu 11/9/17**
245	Update Approval Rules	5 days	Fri 10/27/17	Thu 11/2/17
246	Configure AMX Approval Rules	5 days	Fri 11/3/17	Thu 11/9/17
247	Validate AMX Approval Rules	3 days	Tue 11/7/17	Thu 11/9/17
248	**Reports**	**15 days**	**Fri 10/27/17**	**Thu 11/16/17**
249	Create Report Design Document for Custom Reports	10 days	Fri 10/27/17	Thu 11/9/17
250	Develop Custom Reports Planned for Sprint 2	10 days	Fri 11/3/17	Thu 11/16/17
251	Validate Custom Reports planned for Sprint 2	5 days	Fri 11/10/17	Thu 11/16/17
252	**Security**	**10 days**	**Fri 10/27/17**	**Thu 11/9/17**
253	Provide complete list of roles and functions	5 days	Fri 10/27/17	Thu 11/2/17
254	Configure Security Roles and Functions	4 days	Fri 11/3/17	Wed 11/8/17
255	Validate Secuirty with partial user set across all modules	4 days	Mon 11/6/17	Thu 11/9/17

ID	Task Name	Duration	Start	Finish
256	**Sprint Review**	**21 days**	**Wed 11/15/17**	**Wed 12/13/17**
257	Demonstrate Business Process-Driven Test Cases	5 days	Wed 11/15/17	Tue 11/21/17
258	Demonstrate Conversions with Partial Data	10 days	Mon 11/27/17	Fri 12/8/17
259	Demonstrate Integrations	10 days	Mon 11/27/17	Fri 12/8/17
260	Demonstrate Custom Reports	10 days	Fri 11/17/17	Thu 11/30/17
261	Document Process Flow and Reporting Gaps	3 days	Mon 12/11/17	Wed 12/13/17
262	**Update Business Process Flow and RTM Documents**	**5 days**	**Thu 12/7/17**	**Wed 12/13/17**
263	General Ledger	5 days	Thu 12/7/17	Wed 12/13/17
264	Accounts Payable	5 days	Thu 12/7/17	Wed 12/13/17
265	Receivables	5 days	Thu 12/7/17	Wed 12/13/17
266	Projects	5 days	Thu 12/7/17	Wed 12/13/17
267	Assets	5 days	Thu 12/7/17	Wed 12/13/17
268	Procurement	5 days	Thu 12/7/17	Wed 12/13/17
269	HR Employee Data	5 days	Thu 12/7/17	Wed 12/13/17
270	**Sprint Closure**	**5 days**	**Thu 12/14/17**	**Wed 12/20/17**
271	Update Sprint Prioritization Matrix - Sprint 2 Inputs	2 days	Thu 12/14/17	Fri 12/15/17
272	Review Key Take-Always	2 days	Thu 12/14/17	Fri 12/15/17
273	Obtain Configuration Signoff	5 days	Thu 12/14/17	Wed 12/20/17
274	Obtain Data Mapping Signoff	5 days	Thu 12/14/17	Wed 12/20/17
275	Obtain Future State Design Signoff	5 days	Thu 12/14/17	Wed 12/20/17
276	**Training Strategy**	**30 days**	**Fri 10/27/17**	**Thu 12/7/17**
277	**Develop Training Strategy**	**15 days**	**Fri 10/27/17**	**Thu 11/16/17**
278	Draft Training Strategy	10 days	Fri 10/27/17	Thu 11/9/17
279	Review and Approve Training Strategy	5 days	Fri 11/10/17	Thu 11/16/17
280	Prepare For Knowledge Interaction	10 days	Fri 11/17/17	Thu 11/30/17
281	Develop Training Plan	5 days	Fri 12/1/17	Thu 12/7/17
282	**Project Management**	**36 days**	**Fri 10/13/17**	**Fri 12/1/17**
283	Conduct Status Meetings	36 days	Fri 10/13/17	Fri 12/1/17
284	Manage Status, Scope and Risk	36 days	Fri 10/13/17	Fri 12/1/17
285	**Execute Organizational Change Management/Communication Plan**	**35 days**	**Fri 10/13/17**	**Thu 11/30/17**
286	Evaluate Organization Readiness	10 days	Fri 10/13/17	Thu 10/26/17
287	Collect Feedback	10 days	Fri 10/27/17	Thu 11/9/17
288	Review Feedback and Modify Strategy	5 days	Fri 11/10/17	Thu 11/16/17
289	Execute Organizational Change Management Plan	35 days	Fri 10/13/17	Thu 11/30/17
290	P1-08 Sprint 1 Completed	0 days	Tue 10/24/17	Tue 10/24/17
291	P1-09 Sprint 2 Completed	0 days	Wed 12/13/17	Wed 12/13/17
292	P1-10 Future State Design Complete	5 days	Thu 12/21/17	Wed 12/27/17
293	P1-11 Data Conversion Design Completed	5 days	Mon 9/25/17	Fri 9/29/17
294	P1-12 Integration Design Completed	5 days	Mon 9/25/17	Fri 9/29/17
295	P1-13 Interface Programs Developed	5 days	Mon 11/27/17	Fri 12/1/17
296	**Verify**	**146 days**	**Mon 8/14/17**	**Mon 3/5/18**
297	**Infrastructure Activities**	**54 days**	**Thu 11/23/17**	**Tue 2/6/18**
298	**Coordination with Oracle**	**52 days**	**Thu 11/23/17**	**Fri 2/2/18**
299	Coordinate SIT Instance Creation	15 days	Thu 11/23/17	Wed 12/13/17
300	Coordinate UAT Instance Creation	15 days	Mon 1/15/18	Fri 2/2/18
301	**Oracle Cloud Operations**	**34 days**	**Thu 12/21/17**	**Tue 2/6/18**
302	Refresh Instance for SIT	2 days	Thu 12/21/17	Fri 12/22/17
303	Refresh Instance for UAT	2 days	Mon 2/5/18	Tue 2/6/18
304	**Development Activities**	**10 days**	**Thu 12/14/17**	**Wed 12/27/17**
305	Perform Prel. Validation of Data Conversion	10 days	Thu 12/14/17	Wed 12/27/17
306	Perform Unit Testing of Interfaces	10 days	Thu 12/14/17	Wed 12/27/17
307	Perform Unit Testing of Other Custom Components	10 days	Thu 12/14/17	Wed 12/27/17
308	**Test Plan**	**9 days**	**Thu 12/21/17**	**Tue 1/2/18**
309	**Prepare for Integration Test**	**3 days**	**Thu 12/21/17**	**Mon 12/25/17**
310	Indentify System Testing Team Members	3 days	Thu 12/21/17	Mon 12/25/17
311	Review SIT and UAT Exit Criteria	3 days	Thu 12/21/17	Mon 12/25/17
312	Finalize System Testing Workshop Schedule	3 days	Thu 12/21/17	Mon 12/25/17
313	Review SIT Issue Logging and Resolution Process	3 days	Thu 12/21/17	Mon 12/25/17
314	Identify SIT Execution Logistics	3 days	Thu 12/21/17	Mon 12/25/17
315	Create Integration Test Plan	3 days	Tue 12/26/17	Thu 12/28/17
316	Review Integration Test Plan	3 days	Fri 12/29/17	Tue 1/2/18
317	**System Integration Testing**	**40 days**	**Mon 12/11/17**	**Fri 2/2/18**
318	**Planning for SIT**	**7 days**	**Mon 12/11/17**	**Tue 12/19/17**
319	Finalize Test Scenarios & Cases	2 days	Mon 12/11/17	Tue 12/12/17
320	Identify and Document Integration Test Master Data	5 days	Wed 12/13/17	Tue 12/19/17
321	Create SIT Orientation Session Slide Deck	3 days	Mon 12/11/17	Wed 12/13/17
322	**Configuration**	**15 days**	**Thu 12/14/17**	**Wed 1/3/18**
323	**Finalize Application Security Plan**	**8 days**	**Thu 12/14/17**	**Mon 12/25/17**
324	Finalize Roles and Responsibilities	3 days	Thu 12/14/17	Mon 12/18/17
325	Create Application Access and Security Plan	2 days	Tue 12/19/17	Wed 12/20/17
326	Update Template with Finalized Roles and Responsibilities	5 days	Tue 12/19/17	Mon 12/25/17
327	Setup Cloud Applications for SIT	12 days	Tue 12/19/17	Wed 1/3/18
328	Extract Data from Source Systems	3 days	Thu 12/28/17	Mon 1/1/18
329	Load Data Into Oracle Cloud Applications	3 days	Fri 12/29/17	Tue 1/2/18
330	Setup Integrations Identified for SIT	2 days	Thu 12/28/17	Fri 12/29/17
331	Setup Reports Identified for SIT Testing	2 days	Thu 12/28/17	Fri 12/29/17
332	**Execution**	**37 days**	**Thu 12/14/17**	**Fri 2/2/18**
333	Conduct SIT Orientation Session	1 day	Thu 12/14/17	Thu 12/14/17
334	**Execute Test Scripts**	**20 days**	**Thu 1/4/18**	**Wed 1/31/18**
335	Process Flows and Functionality	20 days	Thu 1/4/18	Wed 1/31/18
336	Data Conversion	5 days	Thu 1/18/18	Wed 1/24/18
337	Integration	5 days	Thu 1/25/18	Wed 1/31/18
338	Reports	5 days	Thu 1/25/18	Wed 1/31/18
339	Security	5 days	Thu 1/4/18	Wed 1/10/18
340	Record Test Execution Results	5 days	Thu 1/18/18	Wed 1/24/18

ID	Task Name	Duration	Start	Finish
341	Analyze Failures & Log Issues/SRs	10 days	Thu 1/18/18	Wed 1/31/18
342	Re-Execute Scripts for Available Resolutions to Issues	10 days	Thu 1/18/18	Wed 1/31/18
343	Review Exit Criteria & Close SIT	2 days	Thu 2/1/18	Fri 2/2/18
344	**User Acceptance Testing**	**146 days**	**Mon 8/14/17**	**Mon 3/5/18**
345	**Plan for UAT**	**2 days**	**Mon 8/14/17**	**Tue 8/15/17**
346	Identify and Document UAT Master Data	2 days	Mon 8/14/17	Tue 8/15/17
347	Indentify UAT Team Members	2 days	Mon 8/14/17	Tue 8/15/17
348	Review UAT Issue Logging and Resolution Process	2 days	Mon 8/14/17	Tue 8/15/17
349	Finalize UAT Workshop Schedule	2 days	Mon 8/14/17	Tue 8/15/17
350	Identify UAT Execution Logistics	2 days	Mon 8/14/17	Tue 8/15/17
351	Publish UAT Schedule	2 days	Mon 8/14/17	Tue 8/15/17
352	Schedule UAT Workshops	2 days	Mon 8/14/17	Tue 8/15/17
353	Create UAT Orientation Session Slide Deck	2 days	Mon 8/14/17	Tue 8/15/17
354	**Configuration**	**10 days**	**Thu 2/1/18**	**Wed 2/14/18**
355	**Finalize Application Security Plan**	**4 days**	**Thu 2/1/18**	**Tue 2/6/18**
356	Finalize Roles and Responsibilities	2 days	Thu 2/1/18	Fri 2/2/18
357	Update Application Access and Security Plan	2 days	Mon 2/5/18	Tue 2/6/18
358	Update Template with Finalized Roles and Responsibilities	2 days	Mon 2/5/18	Tue 2/6/18
359	Setup Cloud Applications for UAT	3 days	Wed 2/7/18	Fri 2/9/18
360	Extract Data from Source Systems	3 days	Mon 2/5/18	Wed 2/7/18
361	Load Data Into Oracle Cloud Applications	3 days	Mon 2/5/18	Wed 2/7/18
362	Setup Integrations for UAT	3 days	Mon 2/12/18	Wed 2/14/18
363	Setup Reports for UAT	3 days	Mon 2/12/18	Wed 2/14/18
364	**Execution**	**17 days**	**Fri 2/9/18**	**Mon 3/5/18**
365	Conduct UAT Orientation Session	0.5 days	Fri 2/9/18	Fri 2/9/18
366	**Execute Test Scripts**	**10 days**	**Thu 2/15/18**	**Wed 2/28/18**
367	Process Flows and Functionality	10 days	Thu 2/15/18	Wed 2/28/18
368	Data Conversion	10 days	Thu 2/15/18	Wed 2/28/18
369	Integration to External Applications	10 days	Thu 2/15/18	Wed 2/28/18
370	Reports	10 days	Thu 2/15/18	Wed 2/28/18
371	Security	10 days	Thu 2/15/18	Wed 2/28/18
372	Application Integration	10 days	Thu 2/15/18	Wed 2/28/18
373	Record Test Execution Results	11 days	Fri 2/16/18	Fri 3/2/18
374	Analyze Failures & Log Issues/SRs	11 days	Fri 2/16/18	Fri 3/2/18
375	Re-Execute Scripts for Available Resolutions to Issues	11 days	Fri 2/16/18	Fri 3/2/18
376	Review Exit Criteria & Close UAT	1 day	Mon 3/5/18	Mon 3/5/18
377	Preliminary Go/No Go Decision	0 days	Mon 3/5/18	Mon 3/5/18
378	**Create Production Migration and Support Strategy**	**24 days**	**Tue 1/2/18**	**Fri 2/2/18**
379	**Production Cut over Strategy and Migration Plan**	**24 days**	**Tue 1/2/18**	**Fri 2/2/18**
380	Create Production Cut over strategy	1 day	Tue 1/2/18	Tue 1/2/18
381	Create Preliminary Implementation (Migration) Schedule	3 days	Tue 1/2/18	Thu 1/4/18
382	Update Migration Schedule based on SIT Input	10 days	Mon 1/22/18	Fri 2/2/18
383	**Post Production Support Strategy**	**10 days**	**Tue 1/2/18**	**Mon 1/15/18**
384	Identify Post-Product Support Roles	10 days	Tue 1/2/18	Mon 1/15/18
385	Identify Production Support Staff Training Needs	10 days	Tue 1/2/18	Mon 1/15/18
386	Identify Help Desk Strategy	10 days	Tue 1/2/18	Mon 1/15/18
387	Create Support Strategy	10 days	Tue 1/2/18	Mon 1/15/18
388	**Develop Training Plan**	**19 days**	**Mon 2/5/18**	**Thu 3/1/18**
389	**Identify Training Plan Elements**	**10 days**	**Mon 2/5/18**	**Fri 2/16/18**
390	Identify Trainers to Conduct Train-the-Trainer	10 days	Mon 2/5/18	Fri 2/16/18
391	Identify training facilities and technologies	10 days	Mon 2/5/18	Fri 2/16/18
392	Identify End Users for Training	10 days	Mon 2/5/18	Fri 2/16/18
393	**Training Schedule**	**10 days**	**Mon 2/5/18**	**Fri 2/16/18**
394	Develop training schedule	10 days	Mon 2/5/18	Fri 2/16/18
395	Develop training roster	10 days	Mon 2/5/18	Fri 2/16/18
396	Gather Training Plan Data Elements	3 days	Mon 2/19/18	Wed 2/21/18
397	Draft Training Plan	2 days	Thu 2/22/18	Fri 2/23/18
398	Review Training Plan	2 days	Mon 2/26/18	Tue 2/27/18
399	Publish Training Schedule	2 days	Wed 2/28/18	Thu 3/1/18
400	**Project Management**	**51 days**	**Mon 12/4/17**	**Mon 2/12/18**
401	Conduct Status Meetings	51 days	Mon 12/4/17	Mon 2/12/18
402	Manage Status, Scope and Risk	51 days	Mon 12/4/17	Mon 2/12/18
403	Execute Organizational Change Management/Communication Plan	51 days	Mon 12/4/17	Mon 2/12/18
404	P1-14 Test Strategy and Plan Prepared	5 days	Wed 1/3/18	Tue 1/9/18
405	P1-15 Prel. Data Conversion Complete (Partial Data)	5 days	Thu 12/28/17	Wed 1/3/18
406	P1-16 System Testing Completed	0 days	Fri 2/2/18	Fri 2/2/18
407	P1-17 User Acceptance Testing Completed	0 days	Mon 3/5/18	Mon 3/5/18
408	**Deploy**	**65.38 days**	**Tue 2/6/18**	**Mon 4/30/18**
409	**Production Migration Plan**	**13 days**	**Tue 3/6/18**	**Thu 3/22/18**
410	Update Production Migration Plan with UAT Input	5 days	Tue 3/6/18	Mon 3/12/18
411	Finalize Production Migration Schedule	5 days	Tue 3/13/18	Mon 3/19/18
412	Publish Production Migration Schedule	2 days	Tue 3/20/18	Wed 3/21/18
413	Conduct Prodution Migration Meeting with all Identifed Personnel for Roles, Responsibilities and Expectations	1 day	Thu 3/22/18	Thu 3/22/18
414	**Review Post Production Support Strategy From UAT data**	**5 days**	**Tue 3/6/18**	**Mon 3/12/18**
415	Review Post-Product Support Roles	5 days	Tue 3/6/18	Mon 3/12/18
416	Review Production Support Staff Training Needs	5 days	Tue 3/6/18	Mon 3/12/18
417	Review Help Desk & Support Strategy	5 days	Tue 3/6/18	Mon 3/12/18
418	**Training**	**36 days**	**Tue 2/6/18**	**Tue 3/27/18**
419	**Prepare for Training**	**5 days**	**Fri 2/23/18**	**Thu 3/1/18**
420	Communicate support staff training logistics	3 days	Fri 2/23/18	Tue 2/27/18
421	Reserve Training Facilities and Resources Per Schedule	3 days	Fri 2/23/18	Tue 2/27/18
422	Maintain training curriculum	2 days	Fri 2/23/18	Mon 2/26/18
423	Maintain training paths	2 days	Fri 2/23/18	Mon 2/26/18
424	Prepare Training environment	2 days	Wed 2/28/18	Thu 3/1/18
425	**Develop/Review Training Materials**	**13 days**	**Tue 2/6/18**	**Thu 2/22/18**

ID	Task Name	Duration	Start	Finish
426	Develop Training course content	10 days	Tue 2/6/18	Mon 2/19/18
427	Review and Modify Training Materials	12 days	Tue 2/6/18	Wed 2/21/18
428	Prepare and Print training materials	1 day	Thu 2/22/18	Thu 2/22/18
429	**Conduct Training**	**27 days**	**Mon 2/19/18**	**Tue 3/27/18**
430	**Train the Trainer**	**17 days**	**Mon 2/19/18**	**Tue 3/13/18**
431	Communicate Train-the-Trainer logistics	1 day	Mon 2/19/18	Mon 2/19/18
432	Conduct 'Train the Trainer' Training	6 days	Tue 3/6/18	Tue 3/13/18
433	**End User Training**	**27 days**	**Mon 2/19/18**	**Tue 3/27/18**
434	Communicate end user training logistics	2 days	Mon 2/19/18	Tue 2/20/18
435	Conduct End-User Training	10 days	Wed 3/14/18	Tue 3/27/18
436	**Production**	**45.38 days**	**Tue 3/6/18**	**Mon 4/30/18**
437	**Assess Production Readiness**	**18 days**	**Tue 3/6/18**	**Thu 3/29/18**
438	Assess System Readiness	5 days	Tue 3/6/18	Mon 3/12/18
439	Assess Dependent System Readiness	5 days	Tue 3/6/18	Mon 3/12/18
440	Assess People Readiness	2 days	Wed 3/28/18	Thu 3/29/18
441	Assess Post-Production Support Readiness	2 days	Tue 3/13/18	Wed 3/14/18
442	**Create Production Environment**	**4 days**	**Tue 3/6/18**	**Fri 3/9/18**
443	Create Oracle Cloud Production Environment	1 day	Tue 3/6/18	Tue 3/6/18
444	Migrate Configuration to Production	2 days	Tue 3/6/18	Wed 3/7/18
445	**Migrate Conversions, Integrations and Extensions to Production**	**2 days**	**Thu 3/8/18**	**Fri 3/9/18**
446	Conversion Programs	2 days	Thu 3/8/18	Fri 3/9/18
447	Integrations	2 days	Thu 3/8/18	Fri 3/9/18
448	**Migrate to Oracle Cloud Applications**	**5.38 days**	**Thu 3/29/18**	**Mon 4/2/18**
449	Cut-Off Transactions in Legacy Systems	0 hrs	Thu 3/29/18	Thu 3/29/18
450	**Cutover Activities (Blackout Period) - Cloud**	**5 days**	**Fri 3/30/18**	**Sun 4/1/18**
451	Extract Data from Legacy System	8 hrs	Fri 3/30/18	Fri 3/30/18
452	Load Data Into Oracle Cloud Applications	10 hrs	Sat 3/31/18	Sat 3/31/18
453	Run Comparison Reports on Legacy Systems	8 hrs	Sat 3/31/18	Sun 4/1/18
454	Validate Data	8 hrs	Sun 4/1/18	Sun 4/1/18
455	Data Reconciliation/System Verification	6 hrs	Sun 4/1/18	Sun 4/1/18
456	Final GO/NO GO Decision	1 hr	Sun 4/1/18	Sun 4/1/18
457	Enable Oracle Production System / Logins	2 hrs	Sun 4/1/18	Mon 4/2/18
458	Transition to Oracle Cloud Applications (Go-Live)	0 days	Mon 4/2/18	Mon 4/2/18
459	**Post Production**	**22 days**	**Mon 4/2/18**	**Mon 4/30/18**
460	Resolve Issues	22 days	Mon 4/2/18	Mon 4/30/18
461	Stabilize Application Environment	22 days	Mon 4/2/18	Mon 4/30/18
462	Report and Manage Status	22 days	Mon 4/2/18	Mon 4/30/18
463	P1-18 Training Materials Prepared	5 days	Fri 2/23/18	Thu 3/1/18
464	P1.19 Train-the-Trainer Training Delivered	0 days	Tue 3/13/18	Tue 3/13/18
465	P1-20 Go-Live with ERP Cloud Applications for the Phase	0 days	Mon 4/2/18	Mon 4/2/18
466	P1-21 Post Production Support Complete (Phase Accepted)	0 days	Mon 4/30/18	Mon 4/30/18
467	**PHASE 2: Enhanced Procurement and HR**	**91.25 days**	**Mon 4/30/18**	**Fri 8/31/18**
468	Initiate Phase 2	0 days	Mon 4/30/18	Mon 4/30/18
469	**Define**	**40 days**	**Mon 4/30/18**	**Fri 6/22/18**
470	**Project Planning**	**16 days**	**Mon 4/30/18**	**Mon 5/21/18**
471	**Project Mobilization**	**5 days**	**Mon 4/30/18**	**Fri 5/4/18**
472	Identify Team On boarding	5 days	Mon 4/30/18	Fri 5/4/18
473	Finalize Project Logistics	5 days	Mon 4/30/18	Fri 5/4/18
474	**Schedule Workshops**	**4 days**	**Mon 4/30/18**	**Thu 5/3/18**
475	Finalize Workshop Sessions, Client Resources, and Schedule	4 days	Mon 4/30/18	Thu 5/3/18
476	Schedule Functional Design Workshops	4 days	Mon 4/30/18	Thu 5/3/18
477	Schedule Technical Design Workshops	4 days	Mon 4/30/18	Thu 5/3/18
478	**Phase Kick-Off**	**4 days**	**Mon 4/30/18**	**Thu 5/3/18**
479	Review and Update Project Kick-Off Presentation	2 days	Mon 4/30/18	Tue 5/1/18
480	Conduct Project Team Orientation	1 day	Wed 5/2/18	Wed 5/2/18
481	Conduct Project Kick-Off Meeting	1 day	Thu 5/3/18	Thu 5/3/18
482	**Project WorkSchedule**	**12 days**	**Fri 5/4/18**	**Mon 5/21/18**
483	Create High-Level Phase Project WorkSchedule	5 days	Fri 5/4/18	Thu 5/10/18
484	Review and Update Project WorkSchedule	2 days	Fri 5/11/18	Mon 5/14/18
485	Finalize and Approve Project Schedule	5 days	Tue 5/15/18	Mon 5/21/18
486	**Infrastructure Activities**	**4 days**	**Mon 4/30/18**	**Thu 5/3/18**
487	**Provision Oracle OPN Instance**	**4 days**	**Mon 4/30/18**	**Thu 5/3/18**
488	Co-ordinate Access to Oracle OPN Instance	3 days	Mon 4/30/18	Wed 5/2/18
489	Ensure Network Access From Client Site	1 day	Thu 5/3/18	Thu 5/3/18
490	Provide Access to AST Team Members	1 day	Thu 5/3/18	Thu 5/3/18
491	**Business Process and Requirements Review**	**17 days**	**Fri 5/4/18**	**Mon 5/28/18**
492	**Prepare for Workshops**	**2 days**	**Fri 5/4/18**	**Mon 5/7/18**
493	Update Discovery Workbook	2 days	Fri 5/4/18	Mon 5/7/18
494	Update Requirements Traceability Matrix	2 days	Fri 5/4/18	Mon 5/7/18
495	Update Process Flows and Scenarios	2 days	Fri 5/4/18	Mon 5/7/18
496	Prepare Oracle Demo Instance	2 days	Fri 5/4/18	Mon 5/7/18
497	Prepare Materials Required for the Workshop Sessions	2 days	Fri 5/4/18	Mon 5/7/18
498	**Conduct Functional Design Workshops**	**15 days**	**Tue 5/8/18**	**Mon 5/28/18**
499	**Review Process Flows and Scenarios**	**5 days**	**Tue 5/8/18**	**Mon 5/14/18**
500	Procurement Contracts	5 days	Tue 5/8/18	Mon 5/14/18
501	Sourcing	5 days	Tue 5/8/18	Mon 5/14/18
502	Recruitment	5 days	Tue 5/8/18	Mon 5/14/18
503	Learning Management	5 days	Tue 5/8/18	Mon 5/14/18
504	**Prepare Initial Setup Data**	**5 days**	**Tue 5/8/18**	**Mon 5/14/18**
505	Review Setup Data Requirements and Collection Templates	5 days	Tue 5/8/18	Mon 5/14/18
506	Review Workflow and Approval Routing Templates	5 days	Tue 5/8/18	Mon 5/14/18
507	Determine Setup Data Delivery Timeline	5 days	Tue 5/8/18	Mon 5/14/18
508	Capture Initial Setup Data	10 days	Tue 5/15/18	Mon 5/28/18
509	**Update Process Flows and RTM Documents**	**7 days**	**Tue 5/15/18**	**Wed 5/23/18**
510	Update Business Requirements in RTM	2 days	Tue 5/15/18	Wed 5/16/18

ID	Task Name	Duration	Start	Finish
511	Update Future Business Process Flows	2 days	Tue 5/15/18	Wed 5/16/18
512	Review and Approve RTM Document	2 days	Thu 5/17/18	Fri 5/18/18
513	Review and Approve Future Business Process Flow Documents	5 days	Thu 5/17/18	Wed 5/23/18
514	**Technical Strategy & Design**	**16 days**	**Mon 4/30/18**	**Mon 5/21/18**
515	Conduct Technical Design Workshops	16 days	Mon 4/30/18	Mon 5/21/18
516	**Create Design Specifications**	**10 days**	**Fri 5/4/18**	**Thu 5/17/18**
517	Create Conversion Design Specifications	10 days	Fri 5/4/18	Thu 5/17/18
518	Create Integration Design Specifications	10 days	Fri 5/4/18	Thu 5/17/18
519	**Sprint Work Prioritization**	**2 days**	**Tue 5/29/18**	**Wed 5/30/18**
520	**Conduct Sprint Prioritization Meeting**	**1 day**	**Tue 5/29/18**	**Tue 5/29/18**
521	Prioritize Process Flows and Requirements	0.5 days	Tue 5/29/18	Tue 5/29/18
522	Prioritize Integration and Conversion	1 day	Tue 5/29/18	Tue 5/29/18
523	**Finalize Sprint Schedule**	**1 day**	**Wed 5/30/18**	**Wed 5/30/18**
524	Review and Finalize Scope for Sprints	1 day	Wed 5/30/18	Wed 5/30/18
525	Finalize Test Scenarios	1 day	Wed 5/30/18	Wed 5/30/18
526	**Project Management**	**36 days**	**Fri 5/4/18**	**Fri 6/22/18**
527	Schedule Status Meetings	36 days	Fri 5/4/18	Fri 6/22/18
528	Conduct Status Meetings	36 days	Fri 5/4/18	Fri 6/22/18
529	Manage Status, Scope and Risk	36 days	Fri 5/4/18	Fri 6/22/18
530	**Implementation Checkpoint**	**1 day**	**Thu 5/31/18**	**Thu 5/31/18**
531	Review Key Work Products	1 day	Thu 5/31/18	Thu 5/31/18
532	Capture Model Phase Detail Tasks, Resource Needs and Schedule	1 day	Thu 5/31/18	Thu 5/31/18
533	P2-01 Project Kick-off Complete	0 days	Thu 5/3/18	Thu 5/3/18
534	P2-02 Project Schedule Approved	5 days	Tue 5/22/18	Mon 5/28/18
535	P2-03 Prel. Business Process Flows Established	5 days	Thu 5/24/18	Wed 5/30/18
536	**Model**	**30 days**	**Tue 5/15/18**	**Mon 6/25/18**
537	**Infrastructure Activities**	**10 days**	**Wed 5/30/18**	**Tue 6/12/18**
538	**Coordination with Oracle**	**5 days**	**Wed 6/6/18**	**Tue 6/12/18**
539	Initiate Sprint 2 Instance Readiness	2 days	Wed 6/6/18	Thu 6/7/18
540	Coordinate Instance Management	5 days	Wed 6/6/18	Tue 6/12/18
541	Coordinate Issue and Patch Management	5 days	Wed 6/6/18	Tue 6/12/18
542	**Oracle Cloud Operations**	**10 days**	**Wed 5/30/18**	**Tue 6/12/18**
543	Create Sprint 2 Instance	5 days	Wed 5/30/18	Tue 6/5/18
544	Provide Bug Fixes for Application issues	10 days	Wed 5/30/18	Tue 6/12/18
545	Apply Patches for Application Issues	10 days	Wed 5/30/18	Tue 6/12/18
546	**Sprint**	**26 days**	**Tue 5/15/18**	**Tue 6/19/18**
547	**Sprint Planning**	**1 day**	**Thu 5/31/18**	**Thu 5/31/18**
548	Conduct Sprint 1 Kick-off Meeting (Review Scope, Outcome and Schedule)	1 day	Thu 5/31/18	Thu 5/31/18
549	**Sprint Configuration**	**14 days**	**Thu 5/31/18**	**Tue 6/19/18**
550	**Create Configuration Data**	**3 days**	**Fri 6/1/18**	**Tue 6/5/18**
551	Procurement Contracts	3 days	Fri 6/1/18	Tue 6/5/18
552	Sourcing	3 days	Fri 6/1/18	Tue 6/5/18
553	Recruitment	3 days	Fri 6/1/18	Tue 6/5/18
554	Learning Management	3 days	Fri 6/1/18	Tue 6/5/18
555	Review Configuration Data	2 days	Wed 6/6/18	Thu 6/7/18
556	**Setup Applications**	**10 days**	**Wed 6/6/18**	**Tue 6/19/18**
557	Create Fusion Functional Setup Manager (FSM) Project	1 day	Wed 6/6/18	Wed 6/6/18
558	**Module Setup**	**2 days**	**Wed 6/6/18**	**Thu 6/7/18**
559	Procurement Contracts	2 days	Wed 6/6/18	Thu 6/7/18
560	Sourcing	2 days	Wed 6/6/18	Thu 6/7/18
561	Recruitment	2 days	Wed 6/6/18	Thu 6/7/18
562	Learning Management	2 days	Wed 6/6/18	Thu 6/7/18
563	Update Functional Setup Manager (FSM) with Completed Tasks	5 days	Wed 6/6/18	Tue 6/12/18
564	Create Configuration Documents	10 days	Wed 6/6/18	Tue 6/19/18
565	**Unit Test Cases**	**5 days**	**Thu 5/31/18**	**Wed 6/6/18**
566	Review Module Unit Test Cases	2 days	Thu 5/31/18	Fri 6/1/18
567	Update Module Unit Test Cases	1 day	Wed 6/6/18	Wed 6/6/18
568	**Sprint Development**	**20 days**	**Tue 5/15/18**	**Mon 6/11/18**
569	**Conversions**	**14 days**	**Fri 5/18/18**	**Wed 6/6/18**
570	Write Extraction code for Conversion Data from Legacy Systems	10 days	Fri 5/18/18	Thu 5/31/18
571	Start Data Conversion Development Activities	10 days	Fri 5/18/18	Thu 5/31/18
572	Prepare Data for Loading	2 days	Fri 6/1/18	Mon 6/4/18
573	Load, Reconcile and Validate Data	2 days	Tue 6/5/18	Wed 6/6/18
574	**Integrations**	**17 days**	**Fri 5/18/18**	**Mon 6/11/18**
575	Gather Additional Interface Requirements	2 days	Fri 5/18/18	Mon 5/21/18
576	Update Integration Functional Design Documents	2 days	Fri 5/18/18	Mon 5/21/18
577	Develop Integrations - Oracle Cloud	10 days	Fri 5/18/18	Thu 5/31/18
578	Develop Integrations - Client Systems	10 days	Fri 5/18/18	Thu 5/31/18
579	Receive Preliminary Integration Data from Source Systems	5 days	Fri 6/1/18	Thu 6/7/18
580	Validate Integrations	2 days	Fri 6/8/18	Mon 6/11/18
581	**Workflow Approval Rules (AMX)**	**7 days**	**Fri 5/25/18**	**Mon 6/4/18**
582	Create Approval Rule based on Templates	2 days	Thu 5/31/18	Fri 6/1/18
583	Gather & Verify Preliminary Approval Rules	5 days	Tue 5/29/18	Mon 6/4/18
584	Configure AMX Approval Rules	5 days	Fri 5/25/18	Thu 5/31/18
585	Validate AMX Approval Rules on Application	5 days	Tue 5/29/18	Mon 6/4/18
586	**Reports**	**10 days**	**Tue 5/15/18**	**Mon 5/28/18**
587	Gather Reports Requirements	5 days	Tue 5/15/18	Mon 5/21/18
588	Validate Standard Oracle Cloud Reports	5 days	Tue 5/22/18	Mon 5/28/18
589	**Sprint Review**	**4 days**	**Thu 6/7/18**	**Tue 6/12/18**
590	Demonstrate Business Process-Driven Test Cases	2 days	Thu 6/7/18	Fri 6/8/18
591	Demonstrate Standard Oracle Cloud Reports	2 days	Thu 6/7/18	Fri 6/8/18
592	Document Process Flow and Reporting Gaps	2 days	Mon 6/11/18	Tue 6/12/18
593	Update Business Process Flow and RTM Documents	1 day	Mon 6/11/18	Mon 6/11/18
594	**Sprint Closure**	**1 day**	**Tue 6/12/18**	**Tue 6/12/18**
595	Update Sprint Prioritization Matrix - Sprint 1 Inputs	1 day	Tue 6/12/18	Tue 6/12/18

ID	Task Name	Duration	Start	Finish
596	Review Key Take-Always	1 day	Tue 6/12/18	Tue 6/12/18
597	**Training Plan**	**7 days**	**Wed 6/13/18**	**Thu 6/21/18**
598	Prepare For Knowledge Interaction	5 days	Wed 6/13/18	Tue 6/19/18
599	Develop Training Plan	2 days	Wed 6/20/18	Thu 6/21/18
600	**Project Management**	**1 day**	**Mon 6/25/18**	**Mon 6/25/18**
601	Conduct Status Meetings	1 day	Mon 6/25/18	Mon 6/25/18
602	Manage Status, Scope and Risk	1 day	Mon 6/25/18	Mon 6/25/18
603	P2-04 Sprint Completed	0 days	Tue 6/12/18	Tue 6/12/18
604	P2-05 Future State Design Complete	5 days	Wed 6/20/18	Tue 6/26/18
605	**Verify**	**23 days**	**Mon 6/11/18**	**Wed 7/11/18**
606	**Infrastructure Activities**	**14 days**	**Mon 6/11/18**	**Thu 6/28/18**
607	**Coordination with Oracle**	**8 days**	**Fri 6/15/18**	**Tue 6/26/18**
608	Coordinate UAT Instance Creation	8 days	Fri 6/15/18	Tue 6/26/18
609	**Oracle Cloud Operations**	**14 days**	**Mon 6/11/18**	**Thu 6/28/18**
610	Refresh Instance for SIT	2 days	Mon 6/11/18	Tue 6/12/18
611	Refresh Instance for UAT	2 days	Wed 6/27/18	Thu 6/28/18
612	**Test Plan**	**6 days**	**Fri 6/22/18**	**Fri 6/29/18**
613	**Prepare for Integration Test**	**2 days**	**Fri 6/22/18**	**Mon 6/25/18**
614	Indentify System Testing Team Members	2 days	Fri 6/22/18	Mon 6/25/18
615	Review SIT and UAT Exit Criteria	2 days	Fri 6/22/18	Mon 6/25/18
616	Finalize System Testing Workshop Schedule	2 days	Fri 6/22/18	Mon 6/25/18
617	Review SIT Issue Logging and Resolution Process	2 days	Fri 6/22/18	Mon 6/25/18
618	Identify SIT Execution Logistics	2 days	Fri 6/22/18	Mon 6/25/18
619	Create Integration Test Plan	2 days	Tue 6/26/18	Wed 6/27/18
620	Review Integration Test Plan	2 days	Thu 6/28/18	Fri 6/29/18
621	**System Integration Testing**	**18 days**	**Tue 6/12/18**	**Thu 7/5/18**
622	**Planning for SIT**	**15 days**	**Tue 6/12/18**	**Mon 7/2/18**
623	Finalize Test Scenarios & Cases	2 days	Wed 6/27/18	Thu 6/28/18
624	Identify and Document Integration Test Master Data	2 days	Fri 6/29/18	Mon 7/2/18
625	Create SIT Orientation Session Slide Deck	1 day	Tue 6/12/18	Tue 6/12/18
626	**Configuration**	**3 days**	**Wed 6/13/18**	**Fri 6/15/18**
627	**Finalize Application Security Plan**	**3 days**	**Wed 6/13/18**	**Fri 6/15/18**
628	Finalize Roles and Responsibilities	1 day	Wed 6/13/18	Wed 6/13/18
629	Create Application Access and Security Plan	1 day	Thu 6/14/18	Thu 6/14/18
630	Update Template with Finalized Roles and Responsibilities	2 days	Thu 6/14/18	Fri 6/15/18
631	Setup Cloud Applications for SIT	2 days	Thu 6/14/18	Fri 6/15/18
632	Extract Data from Source Systems	2 days	Wed 6/13/18	Thu 6/14/18
633	Load Data Into Oracle Cloud Applications	2 days	Thu 6/14/18	Fri 6/15/18
634	**Execution**	**17 days**	**Wed 6/13/18**	**Thu 7/5/18**
635	Conduct SIT Orientation Session	1 day	Wed 6/13/18	Wed 6/13/18
636	**Execute Test Scripts**	**3 days**	**Tue 7/3/18**	**Thu 7/5/18**
637	Process Flows and Functionality	3 days	Tue 7/3/18	Thu 7/5/18
638	Data Conversion	3 days	Tue 7/3/18	Thu 7/5/18
639	Integration	3 days	Tue 7/3/18	Thu 7/5/18
640	Security	3 days	Tue 7/3/18	Thu 7/5/18
641	Record Test Execution Results	5 days	Fri 6/22/18	Thu 6/28/18
642	Analyze Failures & Log Issues/SRs	5 days	Fri 6/22/18	Thu 6/28/18
643	Re-Execute Scripts for Available Resolutions to Issues	5 days	Fri 6/22/18	Thu 6/28/18
644	Review Exit Criteria & Close SIT	1 day	Fri 6/29/18	Fri 6/29/18
645	**User Acceptance Testing**	**11 days**	**Wed 6/27/18**	**Wed 7/11/18**
646	**Plan for UAT**	**3 days**	**Wed 6/27/18**	**Fri 6/29/18**
647	Identify and Document UAT Master Data	3 days	Wed 6/27/18	Fri 6/29/18
648	Indentify UAT Team Members	3 days	Wed 6/27/18	Fri 6/29/18
649	Review UAT Issue Logging and Resolution Process	3 days	Wed 6/27/18	Fri 6/29/18
650	Finalize UAT Workshop Schedule	3 days	Wed 6/27/18	Fri 6/29/18
651	Identify UAT Execution Logistics	3 days	Wed 6/27/18	Fri 6/29/18
652	Publish UAT Schedule	3 days	Wed 6/27/18	Fri 6/29/18
653	Schedule UAT Workshops	3 days	Wed 6/27/18	Fri 6/29/18
654	Create UAT Orientation Session Slide Deck	3 days	Wed 6/27/18	Fri 6/29/18
655	**Execution**	**11 days**	**Wed 6/27/18**	**Wed 7/11/18**
656	Conduct UAT Orientation Session	0.5 days	Wed 6/27/18	Wed 6/27/18
657	**Execute Test Scripts**	**5 days**	**Mon 7/2/18**	**Fri 7/6/18**
658	Process Flows and Functionality	5 days	Mon 7/2/18	Fri 7/6/18
659	Data Conversion	5 days	Mon 7/2/18	Fri 7/6/18
660	Integration to External Applications	5 days	Mon 7/2/18	Fri 7/6/18
661	Reports	4 days	Mon 7/2/18	Thu 7/5/18
662	Security	5 days	Mon 7/2/18	Fri 7/6/18
663	Application Integration	5 days	Mon 7/2/18	Fri 7/6/18
664	Record Test Execution Results	6 days	Tue 7/3/18	Tue 7/10/18
665	Analyze Failures & Log Issues/SRs	6 days	Tue 7/3/18	Tue 7/10/18
666	Re-Execute Scripts for Available Resolutions to Issues	6 days	Tue 7/3/18	Tue 7/10/18
667	Review Exit Criteria & Close UAT	1 day	Wed 7/11/18	Wed 7/11/18
668	Preliminary Go/No Go Decision	0 days	Wed 7/11/18	Wed 7/11/18
669	**Create Production Migration and Support Strategy**	**15 days**	**Fri 6/15/18**	**Thu 7/5/18**
670	**Production Cut over Strategy and Migration Plan**	**15 days**	**Fri 6/15/18**	**Thu 7/5/18**
671	Create Production Cut over strategy	1 day	Fri 6/15/18	Fri 6/15/18
672	Create Preliminary Implementation (Migration) Schedule	3 days	Fri 6/15/18	Tue 6/19/18
673	Update Migration Schedule based on SIT Input	10 days	Fri 6/22/18	Thu 7/5/18
674	**Post Production Support Strategy**	**10 days**	**Fri 6/15/18**	**Thu 6/28/18**
675	Identify Post-Product Support Roles	10 days	Fri 6/15/18	Thu 6/28/18
676	Identify Production Support Staff Training Needs	10 days	Fri 6/15/18	Thu 6/28/18
677	Identify Help Desk Strategy	10 days	Fri 6/15/18	Thu 6/28/18
678	Create Support Strategy	10 days	Fri 6/15/18	Thu 6/28/18
679	**Develop Training Plan**	**5 days**	**Mon 7/2/18**	**Fri 7/6/18**
680	Gather Training Plan Data Elements	2 days	Mon 7/2/18	Tue 7/3/18

ID	Task Name	Duration	Start	Finish
681	Draft Training Plan	2 days	Wed 7/4/18	Thu 7/5/18
682	Review Training Plan	1 day	Fri 7/6/18	Fri 7/6/18
683	**Project Management**	**10 days**	**Tue 6/26/18**	**Mon 7/9/18**
684	Conduct Status Meetings	10 days	Tue 6/26/18	Mon 7/9/18
685	Manage Status, Scope and Risk	10 days	Tue 6/26/18	Mon 7/9/18
686	Execute Organizational Change Management/Communication Plan	10 days	Tue 6/26/18	Mon 7/9/18
687	P2-06 Test Plan Prepared	5 days	Mon 7/2/18	Fri 7/6/18
688	P2-07 System Testing Completed	0 days	Thu 7/5/18	Thu 7/5/18
689	P2-08 User Acceptance Testing Completed	0 days	Wed 7/11/18	Wed 7/11/18
690	**Deploy**	**42.25 days**	**Fri 7/6/18**	**Fri 8/31/18**
691	**Production Migration Plan**	**7 days**	**Thu 7/12/18**	**Fri 7/20/18**
692	Update Production Migration Plan with UAT Input	2 days	Thu 7/12/18	Fri 7/13/18
693	Finalize Production Migration Schedule	2 days	Mon 7/16/18	Tue 7/17/18
694	Publish Production Migration Schedule	2 days	Wed 7/18/18	Thu 7/19/18
695	Conduct Prodution Migration Meeting with all Identifed Personnel for Roles, Responsibilities and Expectations	1 day	Fri 7/20/18	Fri 7/20/18
696	**Review Post Production Support Strategy From UAT data**	**5 days**	**Thu 7/12/18**	**Wed 7/18/18**
697	Review Post-Product Support Roles	5 days	Thu 7/12/18	Wed 7/18/18
698	Review Production Support Staff Training Needs	5 days	Thu 7/12/18	Wed 7/18/18
699	Review Help Desk & Support Strategy	5 days	Thu 7/12/18	Wed 7/18/18
700	**Training**	**15 days**	**Fri 7/6/18**	**Thu 7/26/18**
701	**Identify Training Plan Elements**	**3 days**	**Mon 7/9/18**	**Wed 7/11/18**
702	Identify Trainers to Conduct Train-the-Trainer	3 days	Mon 7/9/18	Wed 7/11/18
703	Identify training facilities and technologies	3 days	Mon 7/9/18	Wed 7/11/18
704	Identify End Users for Training	3 days	Mon 7/9/18	Wed 7/11/18
705	**Training Schedule**	**4 days**	**Thu 7/12/18**	**Tue 7/17/18**
706	Develop training schedule	2 days	Thu 7/12/18	Fri 7/13/18
707	Develop training roster	2 days	Thu 7/12/18	Fri 7/13/18
708	Publish Training Schedule	2 days	Mon 7/16/18	Tue 7/17/18
709	**Develop/Review Training Materials**	**7 days**	**Fri 7/6/18**	**Mon 7/16/18**
710	Develop Training course content	5 days	Fri 7/6/18	Thu 7/12/18
711	Review and Modify Training Materials	5 days	Mon 7/9/18	Fri 7/13/18
712	Prepare and Print training materials	1 day	Mon 7/16/18	Mon 7/16/18
713	**Conduct Training**	**8 days**	**Tue 7/17/18**	**Thu 7/26/18**
714	**Train the Trainer**	**3 days**	**Tue 7/17/18**	**Thu 7/19/18**
715	Communicate Train-the-Trainer logistics	1 day	Wed 7/18/18	Wed 7/18/18
716	Conduct 'Train the Trainer' Training	3 days	Tue 7/17/18	Thu 7/19/18
717	**End User Training**	**7 days**	**Wed 7/18/18**	**Thu 7/26/18**
718	Communicate end user training logistics	2 days	Wed 7/18/18	Thu 7/19/18
719	Conduct End-User Training	5 days	Fri 7/20/18	Thu 7/26/18
720	**Production**	**38.25 days**	**Thu 7/12/18**	**Fri 8/31/18**
721	**Assess Production Readiness**	**12 days**	**Thu 7/12/18**	**Fri 7/27/18**
722	Assess System Readiness	5 days	Thu 7/12/18	Wed 7/18/18
723	Assess Dependent System Readiness	5 days	Thu 7/12/18	Wed 7/18/18
724	Assess People Readiness	1 day	Fri 7/27/18	Fri 7/27/18
725	Assess Post-Production Support Readiness	2 days	Thu 7/19/18	Fri 7/20/18
726	**Create Production Environment**	**5 days**	**Thu 7/12/18**	**Wed 7/18/18**
727	Create Oracle Cloud Production Environment	1 day	Thu 7/12/18	Thu 7/12/18
728	Migrate Configuration to Production	5 days	Thu 7/12/18	Wed 7/18/18
729	**Migrate Conversions, Integrations and Extensions to Production**	**3 days**	**Mon 7/16/18**	**Wed 7/18/18**
730	Conversion Programs	3 days	Mon 7/16/18	Wed 7/18/18
731	Integrations	3 days	Mon 7/16/18	Wed 7/18/18
732	**Migrate to Oracle Cloud Applications**	**3.25 days**	**Fri 7/27/18**	**Tue 7/31/18**
733	Cut-Off Transactions in Legacy Systems	0 hrs	Fri 7/27/18	Fri 7/27/18
734	**Cutover Activities (Blackout Period) - Cloud**	**2.75 days**	**Sat 7/28/18**	**Mon 7/30/18**
735	Extract Data from Legacy System	4 hrs	Sat 7/28/18	Sat 7/28/18
736	Load Data Into Oracle Cloud Applications	4 hrs	Sat 7/28/18	Sat 7/28/18
737	Run Comparison Reports on Legacy Systems	4 hrs	Sun 7/29/18	Sun 7/29/18
738	Validate Data	6 hrs	Sun 7/29/18	Mon 7/30/18
739	Data Reconciliation/System Verification	4 hrs	Mon 7/30/18	Mon 7/30/18
740	Final GO/NO GO Decision	2 hrs	Mon 7/30/18	Mon 7/30/18
741	Enable Oracle Production System / Logins	2 hrs	Tue 7/31/18	Tue 7/31/18
742	Transition to Oracle Cloud Applications (Go-Live)	0 days	Tue 7/31/18	Tue 7/31/18
743	**Post Production**	**23 days**	**Tue 7/31/18**	**Fri 8/31/18**
744	Resolve Issues	23 days	Tue 7/31/18	Fri 8/31/18
745	Stabilize Application Environment	23 days	Tue 7/31/18	Fri 8/31/18
746	Report and Manage Status	23 days	Tue 7/31/18	Fri 8/31/18
747	P2-09 Training Materials Prepared	5 days	Tue 7/17/18	Mon 7/23/18
748	P2.10 Train-the-Trainer Training Delivered	0 days	Thu 7/19/18	Thu 7/19/18
749	P2-11 Go-Live with ERP Cloud Applications for the Phase	0 days	Tue 7/31/18	Tue 7/31/18
750	P2-12 Post Production Support Complete (Phase Accepted)	0 days	Fri 8/31/18	Fri 8/31/18
751	**PHASE 3: HR,Payroll & Benefits**	**225.25 days**	**Mon 4/2/18**	**Wed 1/30/19**
752	Initiate Phase 3	0 days	Mon 4/2/18	Mon 4/2/18
753	**Define**	**28 days**	**Mon 4/2/18**	**Wed 5/9/18**
754	**Project Planning**	**22 days**	**Mon 4/2/18**	**Tue 5/1/18**
755	**Project Mobilization**	**2 days**	**Mon 4/2/18**	**Tue 4/3/18**
756	Identify Team On boarding	2 days	Mon 4/2/18	Tue 4/3/18
757	Finalize Project Logistics	2 days	Mon 4/2/18	Tue 4/3/18
758	**Schedule Workshops**	**2 days**	**Mon 4/2/18**	**Tue 4/3/18**
759	Finalize Workshop Sessions, Client Resources, and Schedule	2 days	Mon 4/2/18	Tue 4/3/18
760	Schedule Functional Design Workshops	2 days	Mon 4/2/18	Tue 4/3/18
761	Schedule Technical Design Workshops	2 days	Mon 4/2/18	Tue 4/3/18
762	**Phase Kick-Off**	**4 days**	**Mon 4/2/18**	**Thu 4/5/18**
763	Review and Update Project Kick-Off Presentation	2 days	Mon 4/2/18	Tue 4/3/18
764	Conduct Project Team Orientation	1 day	Tue 4/3/18	Wed 4/4/18
765	Conduct Project Kick-Off Meeting	1 day	Wed 4/4/18	Thu 4/5/18

ID	Task Name	Duration	Start	Finish
766	**Organizational Change Management**	**15 days**	**Mon 4/2/18**	**Fri 4/20/18**
767	Review Change Management Strategy for Phase Needs	5 days	Mon 4/2/18	Fri 4/6/18
768	Review Communication Plan for Phase Needs	5 days	Mon 4/2/18	Fri 4/6/18
769	Update Organizational Change Management Plan	5 days	Fri 4/6/18	Fri 4/13/18
770	Review and Approve Change Management Plan	5 days	Fri 4/13/18	Fri 4/20/18
771	**Project WorkSchedule**	**18 days**	**Thu 4/5/18**	**Tue 5/1/18**
772	Create High-Level Phase Project WorkSchedule	9 days	Thu 4/5/18	Wed 4/18/18
773	Review and Update Project WorkSchedule	4 days	Wed 4/18/18	Tue 4/24/18
774	Finalize and Approve Project Schedule	5 days	Tue 4/24/18	Tue 5/1/18
775	**Infrastructure Activities**	**5 days**	**Mon 4/2/18**	**Fri 4/6/18**
776	Review and Update Instance Strategy & Plan	5 days	Mon 4/2/18	Fri 4/6/18
777	**Provision Oracle OPN Instance**	**4 days**	**Mon 4/2/18**	**Thu 4/5/18**
778	Co-ordinate Access to Oracle OPN Instance	3 days	Mon 4/2/18	Wed 4/4/18
779	Ensure Network Access From Client Site	1 day	Wed 4/4/18	Thu 4/5/18
780	Provide Access to AST Team Members	1 day	Wed 4/4/18	Thu 4/5/18
781	**Business Process and Requirements Review**	**23 days**	**Thu 4/5/18**	**Tue 5/8/18**
782	**Prepare for Workshops**	**5 days**	**Thu 4/5/18**	**Thu 4/12/18**
783	Update Discovery Workbook	4 days	Thu 4/5/18	Wed 4/11/18
784	Update Requirements Traceability Matrix	4 days	Thu 4/5/18	Wed 4/11/18
785	Update Process Flows and Scenarios	4 days	Thu 4/5/18	Wed 4/11/18
786	Prepare Oracle Demo Instance	2 days	Thu 4/5/18	Mon 4/9/18
787	Prepare Materials Required for the Workshop Sessions	5 days	Thu 4/5/18	Thu 4/12/18
788	**Conduct Functional Design Workshops**	**15 days**	**Thu 4/12/18**	**Thu 5/3/18**
789	**Review Process Flows and Scenarios**	**10 days**	**Thu 4/12/18**	**Thu 4/26/18**
790	Human Resources	10 days	Thu 4/12/18	Thu 4/26/18
791	Benefits	10 days	Thu 4/12/18	Thu 4/26/18
792	Payroll	10 days	Thu 4/12/18	Thu 4/26/18
793	**Prepare Initial Setup Data**	**5 days**	**Thu 4/12/18**	**Thu 4/19/18**
794	Review Setup Data Requirements and Collection Templates	5 days	Thu 4/12/18	Thu 4/19/18
795	Review Workflow and Approval Routing Templates	5 days	Thu 4/12/18	Thu 4/19/18
796	Determine Setup Data Delivery Timeline	5 days	Thu 4/12/18	Thu 4/19/18
797	Capture Initial Setup Data	10 days	Thu 4/19/18	Thu 5/3/18
798	**Update Process Flows and RTM Documents**	**8 days**	**Thu 4/26/18**	**Tue 5/8/18**
799	Update Business Requirements in RTM	3 days	Thu 4/26/18	Tue 5/1/18
800	Update Future Business Process Flows	3 days	Thu 4/26/18	Tue 5/1/18
801	Review and Approve RTM Document	5 days	Tue 5/1/18	Tue 5/8/18
802	Review and Approve Future Business Process Flow Documents	5 days	Tue 5/1/18	Tue 5/8/18
803	**Technical Strategy & Design**	**25 days**	**Mon 4/2/18**	**Fri 5/4/18**
804	Conduct Technical Design Workshops	16 days	Mon 4/2/18	Mon 4/23/18
805	**Create Design Specifications**	**21 days**	**Thu 4/5/18**	**Fri 5/4/18**
806	Create Conversion Design Specifications	21 days	Thu 4/5/18	Fri 5/4/18
807	Create Integration Design Specifications	21 days	Thu 4/5/18	Fri 5/4/18
808	**Sprint Work Prioritization**	**3 days**	**Thu 5/3/18**	**Tue 5/8/18**
809	**Conduct Sprint Prioritization Meeting**	**2 days**	**Thu 5/3/18**	**Mon 5/7/18**
810	Prioritize Process Flows and Requirements	0.5 days	Thu 5/3/18	Thu 5/3/18
811	Prioritize Integration and Conversion	1 day	Fri 5/4/18	Mon 5/7/18
812	**Finalize Sprint Schedule**	**1 day**	**Mon 5/7/18**	**Tue 5/8/18**
813	Review and Finalize Scope for Sprints	1 day	Mon 5/7/18	Tue 5/8/18
814	Finalize Test Scenarios	1 day	Mon 5/7/18	Tue 5/8/18
815	**Project Management**	**21 days**	**Thu 4/5/18**	**Fri 5/4/18**
816	Schedule Status Meetings	21 days	Thu 4/5/18	Fri 5/4/18
817	Conduct Status Meetings	21 days	Thu 4/5/18	Fri 5/4/18
818	Manage Status, Scope and Risk	21 days	Thu 4/5/18	Fri 5/4/18
819	**Implementation Checkpoint**	**1 day**	**Tue 5/8/18**	**Wed 5/9/18**
820	Review Key Work Products	1 day	Tue 5/8/18	Wed 5/9/18
821	Capture Model Phase Detail Tasks, Resource Needs and Schedule	1 day	Tue 5/8/18	Wed 5/9/18
822	P3-01 Project Kick-off Complete	0 days	Thu 4/5/18	Thu 4/5/18
823	P3-02 Project Schedule Approved	5 days	Tue 5/1/18	Tue 5/8/18
824	P3-03 Prel. Business Process Flows Established	5 days	Tue 5/8/18	Tue 5/15/18
825	**Model**	**82 days**	**Fri 5/4/18**	**Fri 8/24/18**
826	**Infrastructure Activities**	**45 days**	**Fri 5/25/18**	**Fri 7/27/18**
827	**Coordination with Oracle**	**40 days**	**Fri 6/1/18**	**Fri 7/27/18**
828	Initiate Sprint 2 Instance Readiness	10 days	Fri 6/1/18	Fri 6/15/18
829	Coordinate Instance Management	40 days	Fri 6/1/18	Fri 7/27/18
830	Coordinate Issue and Patch Management	40 days	Fri 6/1/18	Fri 7/27/18
831	**Oracle Cloud Operations**	**15 days**	**Fri 5/25/18**	**Fri 6/15/18**
832	Create Sprint 2 Instance	5 days	Fri 5/25/18	Fri 6/1/18
833	Provide Bug Fixes for Application issues	15 days	Fri 5/25/18	Fri 6/15/18
834	Apply Patches for Application Issues	15 days	Fri 5/25/18	Fri 6/15/18
835	**Sprint 1**	**28 days**	**Tue 5/8/18**	**Fri 6/15/18**
836	**Sprint Planning**	**1 day**	**Tue 5/8/18**	**Wed 5/9/18**
837	Conduct Sprint 1 Kick-off Meeting (Review Scope, Outcome and Schedule)	1 day	Tue 5/8/18	Wed 5/9/18
838	**Sprint Configuration**	**17 days**	**Tue 5/8/18**	**Thu 5/31/18**
839	**Create Configuration Data**	**7 days**	**Wed 5/9/18**	**Fri 5/18/18**
840	Human Resources	7 days	Wed 5/9/18	Fri 5/18/18
841	Benefits	7 days	Wed 5/9/18	Fri 5/18/18
842	Payroll	7 days	Wed 5/9/18	Fri 5/18/18
843	Review Configuration Data	7 days	Mon 5/14/18	Wed 5/23/18
844	**Setup Applications**	**9 days**	**Fri 5/18/18**	**Thu 5/31/18**
845	Create Fusion Functional Setup Manager (FSM) Project	1 day	Fri 5/18/18	Mon 5/21/18
846	**Module Setup**	**7 days**	**Fri 5/18/18**	**Tue 5/29/18**
847	Human Resources	7 days	Fri 5/18/18	Tue 5/29/18
848	Benefits	7 days	Fri 5/18/18	Tue 5/29/18
849	Payroll	7 days	Fri 5/18/18	Tue 5/29/18
850	Update Functional Setup Manager (FSM) with Completed Tasks	7 days	Fri 5/18/18	Tue 5/29/18

ID	Task Name	Duration	Start	Finish
851	Create Configuration Documents	7 days	Tue 5/22/18	Thu 5/31/18
852	**Unit Test Cases**	**15 days**	**Tue 5/8/18**	**Tue 5/29/18**
853	Review Module Unit Test Cases	5 days	Tue 5/8/18	Tue 5/15/18
854	Update Module Unit Test Cases	5 days	Tue 5/22/18	Tue 5/29/18
855	**Sprint Development**	**25 days**	**Tue 5/8/18**	**Tue 6/12/18**
856	**Conversions**	**25 days**	**Tue 5/8/18**	**Tue 6/12/18**
857	Write Extraction code for Conversion Data from Legacy Systems	15 days	Tue 5/8/18	Tue 5/29/18
858	Start Data Conversion Development Activities	15 days	Tue 5/8/18	Tue 5/29/18
859	Prepare Data for Loading	5 days	Tue 5/29/18	Tue 6/5/18
860	Load, Reconcile and Validate Data	5 days	Tue 6/5/18	Tue 6/12/18
861	**Integrations**	**25 days**	**Tue 5/8/18**	**Tue 6/12/18**
862	Gather Additional Interface Requirements	5 days	Tue 5/8/18	Tue 5/15/18
863	Update Integration Functional Design Documents	5 days	Tue 5/8/18	Tue 5/15/18
864	Develop Integrations - Oracle Cloud	15 days	Tue 5/8/18	Tue 5/29/18
865	Develop Integrations - Client Systems	15 days	Tue 5/8/18	Tue 5/29/18
866	Receive Preliminary Integration Data from Source Systems	5 days	Tue 5/29/18	Tue 6/5/18
867	Validate Integrations	5 days	Tue 6/5/18	Tue 6/12/18
868	**Workflow Approval Rules (AMX)**	**10 days**	**Tue 5/8/18**	**Tue 5/22/18**
869	Create Approval Rule based on Templates	8 days	Tue 5/8/18	Fri 5/18/18
870	Gather & Verify Preliminary Approval Rules	10 days	Tue 5/8/18	Tue 5/22/18
871	Configure AMX Approval Rules	10 days	Tue 5/8/18	Tue 5/22/18
872	Validate AMX Approval Rules on Application	5 days	Thu 5/10/18	Thu 5/17/18
873	**Reports**	**20 days**	**Tue 5/8/18**	**Tue 6/5/18**
874	Gather Reports Requirements	20 days	Tue 5/8/18	Tue 6/5/18
875	Validate Standard Oracle Cloud Reports	15 days	Tue 5/15/18	Tue 6/5/18
876	**Sprint 1 Review**	**10 days**	**Thu 5/31/18**	**Thu 6/14/18**
877	Demonstrate Business Process-Driven Test Cases	5 days	Thu 5/31/18	Thu 6/7/18
878	Demonstrate Standard Oracle Cloud Reports	5 days	Thu 5/31/18	Thu 6/7/18
879	Document Process Flow and Reporting Gaps	5 days	Thu 6/7/18	Thu 6/14/18
880	Update Business Process Flow and RTM Documents	5 days	Thu 6/7/18	Thu 6/14/18
881	**Sprint Closure**	**1 day**	**Thu 6/14/18**	**Fri 6/15/18**
882	Update Sprint Prioritization Matrix - Sprint 1 Inputs	1 day	Thu 6/14/18	Fri 6/15/18
883	Review Key Take-Always	1 day	Thu 6/14/18	Fri 6/15/18
884	**Sprint 2**	**53 days**	**Thu 6/14/18**	**Fri 8/24/18**
885	**Sprint Planning**	**1 day**	**Wed 6/20/18**	**Thu 6/21/18**
886	Conduct Sprint 2 Kick-off Meeting (Review Scope, Outcome and Schedule)	1 day	Wed 6/20/18	Thu 6/21/18
887	**Sprint Configuration**	**16 days**	**Thu 6/14/18**	**Fri 7/6/18**
888	**Create Configuration Data for Sprint 2**	**9 days**	**Fri 6/22/18**	**Thu 7/5/18**
889	Human Resources	9 days	Fri 6/22/18	Thu 7/5/18
890	Benefits	9 days	Fri 6/22/18	Thu 7/5/18
891	Payroll	9 days	Fri 6/22/18	Thu 7/5/18
892	Review Configuration Data	10 days	Fri 6/22/18	Fri 7/6/18
893	**Update Application Setups**	**9 days**	**Fri 6/22/18**	**Thu 7/5/18**
894	Human Resources	9 days	Fri 6/22/18	Thu 7/5/18
895	Benefits	9 days	Fri 6/22/18	Thu 7/5/18
896	Payroll	9 days	Fri 6/22/18	Thu 7/5/18
897	Update Functional Setup Manager (FSM) with Completed Tasks	9 days	Fri 6/22/18	Thu 7/5/18
898	Update Configuration Documents	5 days	Thu 6/28/18	Thu 7/5/18
899	**Test Scripts**	**15 days**	**Thu 6/14/18**	**Thu 7/5/18**
900	Update Test Scripts	10 days	Thu 6/14/18	Thu 6/28/18
901	Review Test Scripts	5 days	Thu 6/28/18	Thu 7/5/18
902	**Sprint Development**	**33 days**	**Fri 6/15/18**	**Mon 7/30/18**
903	**Security**	**15 days**	**Fri 6/15/18**	**Fri 7/6/18**
904	Gather Preliminary Roles and Function Information	10 days	Fri 6/15/18	Fri 6/29/18
905	Map Roles and Functions to Application Secuirity and Roles	10 days	Fri 6/22/18	Fri 7/6/18
906	Identify Single Sign-on protocol for the implementation	15 days	Fri 6/15/18	Fri 7/6/18
907	**Conversions**	**33 days**	**Fri 6/15/18**	**Mon 7/30/18**
908	Develop Conversion Extract and Translate Programs	22 days	Fri 6/15/18	Tue 7/17/18
909	Receive Conversion Data from Legacy Systems	22 days	Fri 6/15/18	Tue 7/17/18
910	Prepare Data for Loading	20 days	Fri 6/29/18	Fri 7/27/18
911	Load, Reconcile and Validate Data	20 days	Wed 7/4/18	Mon 7/30/18
912	**Integrations**	**33 days**	**Fri 6/15/18**	**Mon 7/30/18**
913	Develop Integrations - Oracle Cloud	22 days	Fri 6/15/18	Tue 7/17/18
914	Develop Integrations - Client Systems	22 days	Fri 6/15/18	Tue 7/17/18
915	Receive Preliminary Integration Data from Source Systems	5 days	Tue 7/17/18	Tue 7/24/18
916	Validate Integrations	6 days	Tue 7/24/18	Mon 7/30/18
917	**Workflow Approval Rules (AMX)**	**20 days**	**Fri 6/15/18**	**Fri 7/13/18**
918	Update Approval Rules	10 days	Fri 6/15/18	Fri 6/29/18
919	Configure AMX Approval Rules	10 days	Fri 6/29/18	Fri 7/13/18
920	Validate AMX Approval Rules	5 days	Tue 7/3/18	Tue 7/10/18
921	**Reports**	**30 days**	**Fri 6/15/18**	**Fri 7/27/18**
922	Create Report Design Document for Custom Reports	20 days	Fri 6/15/18	Fri 7/13/18
923	Develop Custom Reports Planned for Sprint 2	20 days	Fri 6/22/18	Fri 7/20/18
924	Validate Custom Reports planned for Sprint 2	20 days	Fri 6/29/18	Fri 7/27/18
925	**Security**	**10 days**	**Fri 6/15/18**	**Fri 6/29/18**
926	Provide complete list of roles and functions	5 days	Fri 6/15/18	Fri 6/22/18
927	Configure Security Roles and Functions	4 days	Fri 6/22/18	Thu 6/28/18
928	Validate Secuirty with partial user set across all modules	4 days	Mon 6/25/18	Fri 6/29/18
929	**Sprint Review**	**16 days**	**Mon 7/30/18**	**Tue 8/21/18**
930	Demonstrate Business Process-Driven Test Cases	8 days	Mon 7/30/18	Thu 8/9/18
931	Demonstrate Conversions with Partial Data	10 days	Mon 7/30/18	Mon 8/13/18
932	Demonstrate Integrations	10 days	Mon 7/30/18	Mon 8/13/18
933	Demonstrate Custom Reports	10 days	Mon 7/30/18	Mon 8/13/18
934	Document Process Flow and Reporting Gaps	4 days	Mon 8/13/18	Fri 8/17/18
935	**Update Business Process Flow and RTM Documents**	**7 days**	**Fri 8/10/18**	**Tue 8/21/18**

ID	Task Name	Duration	Start	Finish
936	Human Resources	7 days	Fri 8/10/18	Tue 8/21/18
937	Benefits	7 days	Fri 8/10/18	Tue 8/21/18
938	Payroll	7 days	Fri 8/10/18	Tue 8/21/18
939	**Sprint Closure**	**5 days**	**Fri 8/17/18**	**Fri 8/24/18**
940	Update Sprint Prioritization Matrix - Sprint 2 Inputs	2 days	Fri 8/17/18	Tue 8/21/18
941	Review Key Take-Always	2 days	Fri 8/17/18	Tue 8/21/18
942	Obtain Configuration Signoff	5 days	Fri 8/17/18	Fri 8/24/18
943	Obtain Data Mapping Signoff	5 days	Fri 8/17/18	Fri 8/24/18
944	Obtain Future State Design Signoff	5 days	Fri 8/17/18	Fri 8/24/18
945	**Training Plan**	**15 days**	**Fri 6/15/18**	**Fri 7/6/18**
946	Prepare For Knowledge Interaction	10 days	Fri 6/15/18	Fri 6/29/18
947	Develop Training Plan	5 days	Fri 6/29/18	Fri 7/6/18
948	**Project Management**	**48 days**	**Fri 5/4/18**	**Wed 7/11/18**
949	Conduct Status Meetings	1 day	Fri 5/4/18	Mon 5/7/18
950	Manage Status, Scope and Risk	1 day	Fri 5/4/18	Mon 5/7/18
951	**Execute Organizational Change Management/Communication Plan**	**48 days**	**Fri 5/4/18**	**Wed 7/11/18**
952	Evaluate Organization Readiness	10 days	Fri 5/4/18	Fri 5/18/18
953	Collect Feedback	10 days	Fri 5/18/18	Fri 6/1/18
954	Review Feedback and Modify Strategy	5 days	Fri 6/1/18	Fri 6/8/18
955	Execute Organizational Change Management Plan	48 days	Fri 5/4/18	Wed 7/11/18
956	P3-04 Sprint 1 Completed	0 days	Thu 6/14/18	Thu 6/14/18
957	P3-05 Sprint 2 Completed	0 days	Tue 8/21/18	Tue 8/21/18
958	P3-06 Future State Design Complete	5 days	Fri 8/24/18	Fri 8/31/18
959	P3-07 Data Conversion Design Completed	5 days	Fri 5/4/18	Fri 5/11/18
960	P3-08 Integration Design Completed	5 days	Fri 5/4/18	Fri 5/11/18
961	P3-09 Interface Programs Developed	5 days	Mon 7/30/18	Mon 8/6/18
962	**Verify**	**118 days**	**Wed 7/11/18**	**Thu 12/20/18**
963	**Infrastructure Activities**	**57 days**	**Tue 7/31/18**	**Thu 10/18/18**
964	**Coordination with Oracle**	**55 days**	**Tue 7/31/18**	**Tue 10/16/18**
965	Coordinate SIT Instance Creation	15 days	Tue 7/31/18	Tue 8/21/18
966	Coordinate UAT Instance Creation	15 days	Tue 9/25/18	Tue 10/16/18
967	**Oracle Cloud Operations**	**39 days**	**Fri 8/24/18**	**Thu 10/18/18**
968	Refresh Instance for SIT	2 days	Fri 8/24/18	Tue 8/28/18
969	Refresh Instance for UAT	2 days	Tue 10/16/18	Thu 10/18/18
970	**Development Activities**	**10 days**	**Tue 8/21/18**	**Tue 9/4/18**
971	Perform Prel. Validation of Data Conversion	10 days	Tue 8/21/18	Tue 9/4/18
972	Perform Unit Testing of Interfaces	10 days	Tue 8/21/18	Tue 9/4/18
973	Perform Unit Testing of Other Custom Components	10 days	Tue 8/21/18	Tue 9/4/18
974	**Test Plan**	**15 days**	**Fri 8/24/18**	**Fri 9/14/18**
975	**Prepare for Integration Test**	**5 days**	**Fri 8/24/18**	**Fri 8/31/18**
976	Indentify System Testing Team Members	5 days	Fri 8/24/18	Fri 8/31/18
977	Review SIT and UAT Exit Criteria	5 days	Fri 8/24/18	Fri 8/31/18
978	Finalize System Testing Workshop Schedule	5 days	Fri 8/24/18	Fri 8/31/18
979	Review SIT Issue Logging and Resolution Process	5 days	Fri 8/24/18	Fri 8/31/18
980	Identify SIT Execution Logistics	5 days	Fri 8/24/18	Fri 8/31/18
981	Create Integration Test Plan	5 days	Fri 8/31/18	Fri 9/7/18
982	Review Integration Test Plan	5 days	Fri 9/7/18	Fri 9/14/18
983	**System Integration Testing**	**45 days**	**Tue 8/14/18**	**Tue 10/16/18**
984	**Planning for SIT**	**12 days**	**Tue 8/14/18**	**Thu 8/30/18**
985	Finalize Test Scenarios & Cases	2 days	Tue 8/14/18	Thu 8/16/18
986	Identify and Document Integration Test Master Data	10 days	Thu 8/16/18	Thu 8/30/18
987	Create SIT Orientation Session Slide Deck	3 days	Tue 8/14/18	Fri 8/17/18
988	**Configuration**	**16 days**	**Fri 8/17/18**	**Mon 9/10/18**
989	**Finalize Application Security Plan**	**8 days**	**Fri 8/17/18**	**Wed 8/29/18**
990	Finalize Roles and Responsibilities	3 days	Fri 8/17/18	Wed 8/22/18
991	Create Application Access and Security Plan	2 days	Wed 8/22/18	Fri 8/24/18
992	Update Template with Finalized Roles and Responsibilities	5 days	Wed 8/22/18	Wed 8/29/18
993	Setup Cloud Applications for SIT	12 days	Wed 8/22/18	Fri 9/7/18
994	Extract Data from Source Systems	3 days	Tue 9/4/18	Fri 9/7/18
995	Load Data Into Oracle Cloud Applications	3 days	Wed 9/5/18	Mon 9/10/18
996	Setup Integrations Identified for SIT	4 days	Tue 9/4/18	Mon 9/10/18
997	Setup Reports Identified for SIT Testing	4 days	Tue 9/4/18	Mon 9/10/18
998	**Execution**	**42 days**	**Fri 8/17/18**	**Tue 10/16/18**
999	Conduct SIT Orientation Session	1 day	Fri 8/17/18	Mon 8/20/18
1000	**Execute Test Scripts**	**20 days**	**Mon 9/10/18**	**Mon 10/8/18**
1001	Process Flows and Functionality	15 days	Mon 9/10/18	Mon 10/1/18
1002	Data Conversion	15 days	Mon 9/17/18	Mon 10/8/18
1003	Integration	15 days	Mon 9/17/18	Mon 10/8/18
1004	Reports	15 days	Mon 9/17/18	Mon 10/8/18
1005	Security	15 days	Mon 9/17/18	Mon 10/8/18
1006	Record Test Execution Results	10 days	Mon 9/24/18	Mon 10/8/18
1007	Analyze Failures & Log Issues/SRs	14 days	Mon 9/24/18	Fri 10/12/18
1008	Re-Execute Scripts for Available Resolutions to Issues	14 days	Mon 9/24/18	Fri 10/12/18
1009	Review Exit Criteria & Close SIT	2 days	Fri 10/12/18	Tue 10/16/18
1010	**User Acceptance Testing**	**47 days**	**Tue 10/16/18**	**Thu 12/20/18**
1011	**Plan for UAT**	**3 days**	**Tue 10/16/18**	**Fri 10/19/18**
1012	Identify and Document UAT Master Data	3 days	Tue 10/16/18	Fri 10/19/18
1013	Indentify UAT Team Members	3 days	Tue 10/16/18	Fri 10/19/18
1014	Review UAT Issue Logging and Resolution Process	3 days	Tue 10/16/18	Fri 10/19/18
1015	Finalize UAT Workshop Schedule	3 days	Tue 10/16/18	Fri 10/19/18
1016	Identify UAT Execution Logistics	3 days	Tue 10/16/18	Fri 10/19/18
1017	Publish UAT Schedule	3 days	Tue 10/16/18	Fri 10/19/18
1018	Schedule UAT Workshops	3 days	Tue 10/16/18	Fri 10/19/18
1019	Create UAT Orientation Session Slide Deck	3 days	Tue 10/16/18	Fri 10/19/18
1020	**Configuration**	**14 days**	**Tue 10/16/18**	**Mon 11/5/18**

ID	Task Name	Duration	Start	Finish
1021	**Finalize Application Security Plan**	**4 days**	**Tue 10/16/18**	**Mon 10/22/18**
1022	Finalize Roles and Responsibilities	2 days	Tue 10/16/18	Thu 10/18/18
1023	Update Application Access and Security Plan	2 days	Thu 10/18/18	Mon 10/22/18
1024	Update Template with Finalized Roles and Responsibilities	2 days	Thu 10/18/18	Mon 10/22/18
1025	Setup Cloud Applications for UAT	5 days	Mon 10/22/18	Mon 10/29/18
1026	Extract Data from Source Systems	5 days	Mon 10/22/18	Mon 10/29/18
1027	Load Data Into Oracle Cloud Applications	5 days	Mon 10/22/18	Mon 10/29/18
1028	Setup Integrations for UAT	5 days	Mon 10/29/18	Mon 11/5/18
1029	Setup Reports for UAT	5 days	Mon 10/29/18	Mon 11/5/18
1030	**Execution**	**21 days**	**Tue 10/30/18**	**Wed 11/28/18**
1031	Conduct UAT Orientation Session	0.5 days	Tue 10/30/18	Tue 10/30/18
1032	**Execute Test Scripts**	**10 days**	**Mon 11/5/18**	**Mon 11/19/18**
1033	Process Flows and Functionality	10 days	Mon 11/5/18	Mon 11/19/18
1034	Data Conversion	10 days	Mon 11/5/18	Mon 11/19/18
1035	Integration to External Applications	10 days	Mon 11/5/18	Mon 11/19/18
1036	Reports	10 days	Mon 11/5/18	Mon 11/19/18
1037	Security	10 days	Mon 11/5/18	Mon 11/19/18
1038	Application Integration	10 days	Mon 11/5/18	Mon 11/19/18
1039	Record Test Execution Results	15 days	Tue 11/6/18	Tue 11/27/18
1040	Analyze Failures & Log Issues/SRs	15 days	Tue 11/6/18	Tue 11/27/18
1041	Re-Execute Scripts for Available Resolutions to Issues	15 days	Tue 11/6/18	Tue 11/27/18
1042	Review Exit Criteria & Close UAT	1 day	Tue 11/27/18	Wed 11/28/18
1043	**Conduct Parallel Testing**	**16 days**	**Wed 11/28/18**	**Thu 12/20/18**
1044	Provision Parallel Test Instance	2 days	Wed 11/28/18	Fri 11/30/18
1045	**Load Parallel Test Data**	**3 days**	**Fri 11/30/18**	**Wed 12/5/18**
1046	Extract Time Entry Data from Source Systems (2 Payrolls)	2 days	Fri 11/30/18	Tue 12/4/18
1047	Load Data Into Oracle Cloud Applications	2 days	Mon 12/3/18	Wed 12/5/18
1048	**Conduct Payroll Parallel Testing**	**11 days**	**Wed 12/5/18**	**Thu 12/20/18**
1049	Execute Payroll and Compare Gross to Net Balances	3 days	Wed 12/5/18	Mon 12/10/18
1050	Resolve Issues	4 days	Fri 12/7/18	Thu 12/13/18
1051	Execute Payroll for 2nd Pay Period and Compare Gross to Net Balances	3 days	Thu 12/13/18	Tue 12/18/18
1052	Resolve Issues	4 days	Fri 12/14/18	Thu 12/20/18
1053	Preliminary Go/No Go Decision	0 days	Thu 12/20/18	Thu 12/20/18
1054	**Create Production Migration and Support Strategy**	**27 days**	**Fri 9/7/18**	**Tue 10/16/18**
1055	**Production Cut over Strategy and Migration Plan**	**27 days**	**Fri 9/7/18**	**Tue 10/16/18**
1056	Create Production Cut over strategy	1 day	Fri 9/7/18	Mon 9/10/18
1057	Create Preliminary Implementation (Migration) Schedule	3 days	Fri 9/7/18	Wed 9/12/18
1058	Update Migration Schedule based on SIT Input	10 days	Tue 10/2/18	Tue 10/16/18
1059	**Post Production Support Strategy**	**10 days**	**Fri 9/7/18**	**Fri 9/21/18**
1060	Identify Post-Product Support Roles	10 days	Fri 9/7/18	Fri 9/21/18
1061	Identify Production Support Staff Training Needs	10 days	Fri 9/7/18	Fri 9/21/18
1062	Identify Help Desk Strategy	10 days	Fri 9/7/18	Fri 9/21/18
1063	Create Support Strategy	10 days	Fri 9/7/18	Fri 9/21/18
1064	**Develop Training Plan**	**18 days**	**Fri 8/31/18**	**Wed 9/26/18**
1065	Gather Training Plan Data Elements	8 days	Fri 8/31/18	Wed 9/12/18
1066	Draft Training Plan	5 days	Wed 9/12/18	Wed 9/19/18
1067	Review Training Plan	5 days	Wed 9/19/18	Wed 9/26/18
1068	**Project Management**	**51 days**	**Wed 7/11/18**	**Tue 9/18/18**
1069	Conduct Status Meetings	51 days	Wed 7/11/18	Tue 9/18/18
1070	Manage Status, Scope and Risk	51 days	Wed 7/11/18	Tue 9/18/18
1071	Execute Organizational Change Management/Communication Plan	51 days	Wed 7/11/18	Tue 9/18/18
1072	P3-10 Test Plan Prepared	5 days	Fri 9/14/18	Fri 9/21/18
1073	P3-11 Prel. Data Conversion Complete (Partial Data)	5 days	Tue 9/4/18	Tue 9/11/18
1074	P3-12 System Testing Completed	0 days	Tue 10/16/18	Tue 10/16/18
1075	P3-13 User Acceptance Testing Completed	0 days	Thu 12/20/18	Thu 12/20/18
1076	**Deploy**	**95.25 days**	**Wed 9/26/18**	**Wed 1/30/19**
1077	**Production Migration Plan**	**13 days**	**Wed 11/28/18**	**Mon 12/17/18**
1078	Update Production Migration Plan with UAT Input	5 days	Wed 11/28/18	Wed 12/5/18
1079	Finalize Production Migration Schedule	5 days	Wed 12/5/18	Wed 12/12/18
1080	Publish Production Migration Schedule	2 days	Wed 12/12/18	Fri 12/14/18
1081	Conduct Production Migration Meeting with all Identifed Personnel for Roles, Responsibilities and Expectations	1 day	Fri 12/14/18	Mon 12/17/18
1082	**Review Post Production Support Strategy From UAT data**	**5 days**	**Thu 12/20/18**	**Thu 12/27/18**
1083	Review Post-Product Support Roles	5 days	Thu 12/20/18	Thu 12/27/18
1084	Review Production Support Staff Training Needs	5 days	Thu 12/20/18	Thu 12/27/18
1085	Review Help Desk & Support Strategy	5 days	Thu 12/20/18	Thu 12/27/18
1086	**Training**	**60 days**	**Wed 9/26/18**	**Wed 12/19/18**
1087	**Identify Training Plan Elements**	**10 days**	**Wed 9/26/18**	**Wed 10/10/18**
1088	Identify Trainers to Conduct Train-the-Trainer	10 days	Wed 9/26/18	Wed 10/10/18
1089	Identify training facilities and technologies	10 days	Wed 9/26/18	Wed 10/10/18
1090	Identify End Users for Training	10 days	Wed 9/26/18	Wed 10/10/18
1091	**Training Schedule**	**12 days**	**Tue 10/16/18**	**Thu 11/1/18**
1092	Develop training schedule	10 days	Tue 10/16/18	Tue 10/30/18
1093	Develop training roster	10 days	Tue 10/16/18	Tue 10/30/18
1094	Publish Training Schedule	2 days	Tue 10/30/18	Thu 11/1/18
1095	**Prepare for Training**	**23 days**	**Thu 11/1/18**	**Tue 12/4/18**
1096	Communicate support staff training logistics	3 days	Thu 11/1/18	Tue 11/6/18
1097	Reserve Training Facilities and Resources Per Schedule	3 days	Thu 11/1/18	Tue 11/6/18
1098	Maintain training curriculum	23 days	Thu 11/1/18	Tue 12/4/18
1099	Maintain training paths	23 days	Thu 11/1/18	Tue 12/4/18
1100	Prepare Training environment	2 days	Tue 11/6/18	Thu 11/8/18
1101	**Develop/Review Training Materials**	**16 days**	**Tue 10/16/18**	**Wed 11/7/18**
1102	Develop Training course content	10 days	Tue 10/16/18	Tue 10/30/18
1103	Review and Modify Training Materials	15 days	Tue 10/16/18	Tue 11/6/18
1104	Prepare and Print training materials	1 day	Tue 11/6/18	Wed 11/7/18
1105	**Conduct Training**	**34 days**	**Thu 11/1/18**	**Wed 12/19/18**

ID	Task Name	Duration	Start	Finish
1106	**Train the Trainer**	**24 days**	**Thu 11/1/18**	**Wed 12/5/18**
1107	Communicate Train-the-Trainer logistics	2 days	Thu 11/1/18	Mon 11/5/18
1108	Conduct 'Train the Trainer' Training	5 days	Wed 11/28/18	Wed 12/5/18
1109	**End User Training**	**34 days**	**Thu 11/1/18**	**Wed 12/19/18**
1110	Communicate end user training logistics	2 days	Thu 11/1/18	Mon 11/5/18
1111	Conduct End-User Training	10 days	Wed 12/5/18	Wed 12/19/18
1112	**Production**	**35.25 days**	**Wed 12/19/18**	**Wed 1/30/19**
1113	**Assess Production Readiness**	**7 days**	**Wed 12/19/18**	**Fri 12/28/18**
1114	Assess System Readiness	5 days	Thu 12/20/18	Thu 12/27/18
1115	Assess Dependent System Readiness	5 days	Thu 12/20/18	Thu 12/27/18
1116	Assess People Readiness	1 day	Wed 12/19/18	Thu 12/20/18
1117	Assess Post-Production Support Readiness	1 day	Thu 12/27/18	Fri 12/28/18
1118	**Create Production Environment**	**5 days**	**Thu 12/20/18**	**Thu 12/27/18**
1119	Create Oracle Cloud Production Environment	1 day	Thu 12/20/18	Fri 12/21/18
1120	Migrate Configuration to Production	3 days	Thu 12/20/18	Tue 12/25/18
1121	**Migrate Conversions, Integrations and Extensions to Production**	**3 days**	**Mon 12/24/18**	**Thu 12/27/18**
1122	Conversion Programs	3 days	Mon 12/24/18	Thu 12/27/18
1123	Integrations	3 days	Mon 12/24/18	Thu 12/27/18
1124	**Migrate to Oracle Cloud Applications**	**6.25 days**	**Fri 12/28/18**	**Mon 12/31/18**
1125	Cut-Off Transactions in Legacy Systems	0 hrs	Fri 12/28/18	Fri 12/28/18
1126	**Cutover Activities (Blackout Period) - Cloud**	**5.75 days**	**Fri 12/28/18**	**Mon 12/31/18**
1127	Extract Data from Legacy System	10 hrs	Fri 12/28/18	Sat 12/29/18
1128	Load Data Into Oracle Cloud Applications	12 hrs	Sat 12/29/18	Sat 12/29/18
1129	Run Comparison Reports on Legacy Systems	8 hrs	Sat 12/29/18	Sun 12/30/18
1130	Validate Data	8 hrs	Sun 12/30/18	Sun 12/30/18
1131	Data Reconciliation/System Verification	8 hrs	Sun 12/30/18	Mon 12/31/18
1132	Final GO/NO GO Decision	2 hrs	Mon 12/31/18	Mon 12/31/18
1133	Enable Oracle Production System / Logins	2 hrs	Mon 12/31/18	Mon 12/31/18
1134	Transition to Oracle Cloud Applications (Go-Live)	0 days	Mon 12/31/18	Mon 12/31/18
1135	**Post Production**	**22 days**	**Mon 12/31/18**	**Wed 1/30/19**
1136	Resolve Issues	22 days	Mon 12/31/18	Wed 1/30/19
1137	Stabilize Application Environment	22 days	Mon 12/31/18	Wed 1/30/19
1138	Report and Manage Status	22 days	Mon 12/31/18	Wed 1/30/19
1139	P3-14 Training Materials Prepared	5 days	Wed 11/7/18	Wed 11/14/18
1140	P3.15 Train-the-Trainer Training Delivered	0 days	Wed 12/5/18	Wed 12/5/18
1141	P3-16 Go-Live with ERP Cloud Applications for the Phase	0 days	Mon 12/31/18	Mon 12/31/18
1142	P3-17 Post Production Support Complete (Phase Accepted)	0 days	Wed 1/30/19	Wed 1/30/19
1143	**PHASE 4 - Budgeting**	**159 days**	**Mon 7/2/18**	**Tue 1/29/19**
1144	Initiate Phase 2	0 days	Mon 7/2/18	Mon 7/2/18
1145	**Define**	**33 days**	**Mon 7/2/18**	**Mon 8/13/18**
1146	**Project Planning**	**5 days**	**Mon 7/2/18**	**Fri 7/6/18**
1147	**Project Mobilization**	**5 days**	**Mon 7/2/18**	**Fri 7/6/18**
1148	Identify Team On boarding	5 days	Mon 7/2/18	Fri 7/6/18
1149	Finalize Project Logistics	5 days	Mon 7/2/18	Fri 7/6/18
1150	**Project Kick-Off**	**1 day**	**Mon 7/2/18**	**Mon 7/2/18**
1151	Conduct Project team Orientation	1 day	Mon 7/2/18	Mon 7/2/18
1152	Conduct Project Kick-Off Meeting	1 day	Mon 7/2/18	Mon 7/2/18
1153	**Project Schedule**	**5 days**	**Mon 7/2/18**	**Fri 7/6/18**
1154	Create Initial High-Level Phase 2 Work Schedule	5 days	Mon 7/2/18	Fri 7/6/18
1155	**Review -Standard Process Flows**	**30 days**	**Tue 7/3/18**	**Thu 8/9/18**
1156	Review Budgeting Fit-to-Standard Process Flows	10 days	Tue 7/3/18	Mon 7/16/18
1157	Identify Applicable Process Flows	10 days	Tue 7/17/18	Sat 7/28/18
1158	Validate Requirements based on Process Flow	10 days	Tue 7/17/18	Sat 7/28/18
1159	Identify Process Gaps	10 days	Tue 7/17/18	Sat 7/28/18
1160	**Identify Process Flow Elements**	**10 days**	**Sun 7/29/18**	**Thu 8/9/18**
1161	Data Models	10 days	Sun 7/29/18	Thu 8/9/18
1162	Conversions	10 days	Sun 7/29/18	Thu 8/9/18
1163	Interfaces	10 days	Sun 7/29/18	Thu 8/9/18
1164	**Sprint Work Prioritization**	**2 days**	**Fri 8/10/18**	**Mon 8/13/18**
1165	Prioritize Process Flows and Requirements	2 days	Fri 8/10/18	Mon 8/13/18
1166	P4.01 Phase Kickoff	0 days	Mon 7/2/18	Mon 7/2/18
1167	P4.01 Updated Project Schedule	0 days	Fri 7/6/18	Fri 7/6/18
1168	P4.03 Preliminary Business Process Flows Established	0 days	Thu 8/9/18	Thu 8/9/18
1169	**Model**	**75 days**	**Thu 7/26/18**	**Mon 11/5/18**
1170	**Infrastructure Activities**	**42 days**	**Thu 7/26/18**	**Wed 9/19/18**
1171	**Oracle Cloud Operations Tasks**	**42 days**	**Thu 7/26/18**	**Wed 9/19/18**
1172	**Instance Management**	**42 days**	**Thu 7/26/18**	**Wed 9/19/18**
1173	**Provision Instances**	**42 days**	**Thu 7/26/18**	**Wed 9/19/18**
1174	Provision Sprint 1 Instance	15 days	Thu 7/26/18	Mon 8/13/18
1175	Provision Sprint 2 Instance	15 days	Thu 8/30/18	Wed 9/19/18
1176	Provide Bug Fixes for Application issues	15 days	Fri 7/27/18	Tue 8/14/18
1177	Apply Patches for Application Issues	15 days	Fri 7/27/18	Tue 8/14/18
1178	**Coordinate with Oracle Cloud Operations**	**40 days**	**Thu 7/26/18**	**Mon 9/17/18**
1179	Coordination for Instance Management	40 days	Thu 7/26/18	Mon 9/17/18
1180	Coordination for SAAS Issue resolution	10 days	Thu 7/26/18	Mon 8/6/18
1181	Coordination for Patch Application	10 days	Thu 7/26/18	Mon 8/6/18
1182	**Project Management**	**62 days**	**Fri 8/10/18**	**Mon 11/5/18**
1183	**Conduct Project Management Activities**	**27 days**	**Fri 8/10/18**	**Mon 9/17/18**
1184	Report and Manage Status	25 days	Fri 8/10/18	Thu 9/13/18
1185	Review and Mitigate Risks	25 days	Fri 8/10/18	Thu 9/13/18
1186	**Manage Project Schedule**	**25 days**	**Tue 8/14/18**	**Mon 9/17/18**
1187	Update initial project Schedule for operational details	5 days	Tue 8/14/18	Mon 8/20/18
1188	Baseline Project Schedule	5 days	Tue 8/21/18	Mon 8/27/18
1189	Maintain Project Work Schedule	15 days	Tue 8/28/18	Mon 9/17/18
1190	**Conduct Project Meetings**	**25 days**	**Fri 8/10/18**	**Thu 9/13/18**

ID	Task Name	Duration	Start	Finish
1191	Conduct Weekly Project Status Meetings	25 days	Fri 8/10/18	Thu 9/13/18
1192	Conduct Steering Committee Meetings	25 days	Fri 8/10/18	Thu 9/13/18
1193	**Execute Change Management/Communication Plan**	**25 days**	**Fri 8/10/18**	**Thu 9/13/18**
1194	Execute Change Management for Sprint Process	25 days	Fri 8/10/18	Thu 9/13/18
1195	Collect Feedback and modify strategy	25 days	Fri 8/10/18	Thu 9/13/18
1196	**Manage Sprint Closure**	**33 days**	**Thu 9/20/18**	**Mon 11/5/18**
1197	Sprint 1 - Key Take-Away's	1 day	Thu 9/20/18	Thu 9/20/18
1198	Sprint 2 - Key Take-Away's	1 day	Mon 11/5/18	Mon 11/5/18
1199	**Sprint 1**	**27 days**	**Tue 8/14/18**	**Wed 9/19/18**
1200	**Sprint 1 Planning**	**1 day**	**Tue 8/14/18**	**Tue 8/14/18**
1201	Review Sprint 1 Objectives & Plan	1 day	Tue 8/14/18	Tue 8/14/18
1202	**Sprint 1 Preparation**	**20 days**	**Tue 8/14/18**	**Mon 9/10/18**
1203	Discuss Sprint 1 Data Modeling	5 days	Tue 8/14/18	Mon 8/20/18
1204	Determine Dimension Sets for Sprint 1	5 days	Tue 8/21/18	Mon 8/27/18
1205	Determine Data Model for Sprint 1	5 days	Tue 8/28/18	Mon 9/3/18
1206	Create Budgeting Data Model for Sprint 1	5 days	Tue 9/4/18	Mon 9/10/18
1207	**Sprint 1 Development**	**20 days**	**Tue 8/14/18**	**Mon 9/10/18**
1208	**Conversion**	**20 days**	**Tue 8/14/18**	**Mon 9/10/18**
1209	Gather Conversion Requirements	5 days	Tue 8/14/18	Mon 8/20/18
1210	Determine Source System constraints	5 days	Tue 8/14/18	Mon 8/20/18
1211	Create Data Conversion Plan	5 days	Tue 8/21/18	Mon 8/27/18
1212	Create Functional Design Document	15 days	Tue 8/21/18	Mon 9/10/18
1213	Clean Data in Source Systems	15 days	Tue 8/21/18	Mon 9/10/18
1214	**Interfaces**	**20 days**	**Tue 8/14/18**	**Mon 9/10/18**
1215	Gather Interface Requirements	5 days	Tue 8/14/18	Mon 8/20/18
1216	Determine External System constraints	5 days	Tue 8/14/18	Mon 8/20/18
1217	Create Interface Strategy/Plan	5 days	Tue 8/21/18	Mon 8/27/18
1218	Create Design Document	15 days	Tue 8/21/18	Mon 9/10/18
1219	**Sprint 1 Execution**	**5 days**	**Tue 9/11/18**	**Mon 9/17/18**
1220	Demonstrate Budgeting Business Processes	5 days	Tue 9/11/18	Mon 9/17/18
1221	**Review Budgeting Business Processes**	**2 days**	**Tue 9/18/18**	**Wed 9/19/18**
1222	Update Sprint Prioritization Matrix - Sprint 1 Inputs	2 days	Tue 9/18/18	Wed 9/19/18
1223	Create Preliminary Fit Gap Document	2 days	Tue 9/18/18	Wed 9/19/18
1224	**Sprint 2**	**32 days**	**Thu 9/20/18**	**Fri 11/2/18**
1225	**Sprint 2 Planning**	**1 day**	**Thu 9/20/18**	**Thu 9/20/18**
1226	Review Sprint 2 Objectives & Plan	1 day	Thu 9/20/18	Thu 9/20/18
1227	**Sprint 2 Preparation**	**12 days**	**Thu 9/20/18**	**Fri 10/5/18**
1228	Discuss Budgeting Data Modeling Requirements	2 days	Thu 9/20/18	Fri 9/21/18
1229	Determine Dimension Sets	3 days	Thu 9/20/18	Mon 9/24/18
1230	Determine Data Model	3 days	Tue 9/25/18	Thu 9/27/18
1231	Create Budgeting Data Model	5 days	Fri 9/28/18	Thu 10/4/18
1232	**Determine Security Requirements**	**12 days**	**Thu 9/20/18**	**Fri 10/5/18**
1233	Hold sessions on Oracle Cloud Budgeting User Roles, and Responsibilities	2 days	Thu 9/20/18	Fri 9/21/18
1234	Provide Data for Sprint 2 Roles and Responsibilities	5 days	Mon 9/24/18	Fri 9/28/18
1235	Configure Users, Roles and Responsibilities in Oracle Cloud Budgeting	5 days	Mon 10/1/18	Fri 10/5/18
1236	**Sprint 2 Development**	**25 days**	**Thu 9/20/18**	**Wed 10/24/18**
1237	**Conversions - Sprint 2**	**17 days**	**Thu 9/20/18**	**Fri 10/12/18**
1238	**Initiate Conversion Tasks**	**1 day**	**Thu 9/20/18**	**Thu 9/20/18**
1239	Plan Conversion Tasks	1 day	Thu 9/20/18	Thu 9/20/18
1240	**Design Conversions**	**15 days**	**Fri 9/21/18**	**Thu 10/11/18**
1241	Design Sprint 2 Conversions	10 days	Fri 9/21/18	Thu 10/4/18
1242	Validate Conversion Design	10 days	Fri 9/28/18	Thu 10/11/18
1243	**Build Conversions**	**10 days**	**Mon 10/1/18**	**Fri 10/12/18**
1244	Extract Conversion from Source Systems	10 days	Mon 10/1/18	Fri 10/12/18
1245	Build Sprint 2 Conversions for Upload into Fusion	10 days	Mon 10/1/18	Fri 10/12/18
1246	**Interfaces - Sprint 2**	**25 days**	**Thu 9/20/18**	**Wed 10/24/18**
1247	**Design Interfaces**	**20 days**	**Thu 9/20/18**	**Wed 10/17/18**
1248	Design Sprint 2 Interfaces	15 days	Thu 9/20/18	Wed 10/10/18
1249	Validate Interface Design	15 days	Thu 9/27/18	Wed 10/17/18
1250	Build Interfaces Between Oracle and Third Party Systems	15 days	Thu 10/4/18	Wed 10/24/18
1251	**Sprint 2 Execution**	**5 days**	**Thu 10/25/18**	**Wed 10/31/18**
1252	Demonstrate Budgeting Business Processes	5 days	Thu 10/25/18	Wed 10/31/18
1253	Validate Roles and Responsibilities for Sprint 2	5 days	Thu 10/25/18	Wed 10/31/18
1254	**Sprint 2 Review**	**2 days**	**Thu 11/1/18**	**Fri 11/2/18**
1255	Capital Budgeting Process	2 days	Thu 11/1/18	Fri 11/2/18
1256	Prepare Final Future State Document	2 days	Thu 11/1/18	Fri 11/2/18
1257	P4.04 Sprint 1 Completed	0 days	Wed 9/19/18	Wed 9/19/18
1258	P4.05 Data Conversion Plan	0 days	Mon 8/27/18	Mon 8/27/18
1259	P4.06 Integration Plan	0 days	Mon 8/27/18	Mon 8/27/18
1260	P4.07 Sprint 2 Completed	0 days	Fri 11/2/18	Fri 11/2/18
1261	P4-08 Future State Analysis Complete	0 days	Fri 11/2/18	Fri 11/2/18
1262	**Verify**	**41 days**	**Mon 10/22/18**	**Mon 12/17/18**
1263	**Create Testing Strategy**	**14 days**	**Tue 10/23/18**	**Fri 11/9/18**
1264	Update Testing Strategy and Plan for Phase 2	9 days	Tue 10/23/18	Fri 11/2/18
1265	Review Updated Testing Strategy and Plan	5 days	Mon 11/5/18	Fri 11/9/18
1266	**Finalize Application Security Plan**	**13 days**	**Mon 10/22/18**	**Wed 11/7/18**
1267	Identify Final Roles and Responsibilities for SIT	3 days	Mon 11/5/18	Wed 11/7/18
1268	Create Application Access and Security Plan	10 days	Mon 10/22/18	Fri 11/2/18
1269	**Infrastructure Activities**	**15 days**	**Mon 11/5/18**	**Fri 11/23/18**
1270	**Oracle Cloud Operations Tasks**	**15 days**	**Mon 11/5/18**	**Fri 11/23/18**
1271	Instance Management	15 days	Mon 11/5/18	Fri 11/23/18
1272	Provide Bug Fixes for Application issues	15 days	Mon 11/5/18	Fri 11/23/18
1273	Apply Patches for Application Issues	15 days	Mon 11/5/18	Fri 11/23/18
1274	**Coordinate with Oracle Cloud Operations**	**15 days**	**Mon 11/5/18**	**Fri 11/23/18**
1275	Coordination for Instance Management	15 days	Mon 11/5/18	Fri 11/23/18

ID	Task Name	Duration	Start	Finish
1276	Coordinate for SAAS Issue resolution	15 days	Mon 11/5/18	Fri 11/23/18
1277	Coordination for Patch Application	15 days	Mon 11/5/18	Fri 11/23/18
1278	**Conduct System Integration/regression Testing**	**18 days**	**Mon 10/29/18**	**Wed 11/21/18**
1279	**Create System Test Data**	**5 days**	**Mon 10/29/18**	**Fri 11/2/18**
1280	Create Integration Test Scenarios	5 days	Mon 10/29/18	Fri 11/2/18
1281	Create Integration Test Cases	5 days	Mon 10/29/18	Fri 11/2/18
1282	**Configure SIT**	**6 days**	**Thu 11/1/18**	**Thu 11/8/18**
1283	Identify Final Data for SIT	3 days	Thu 11/1/18	Mon 11/5/18
1284	Create Data Model	5 days	Fri 11/2/18	Thu 11/8/18
1285	**Convert Data**	**3 days**	**Mon 11/5/18**	**Wed 11/7/18**
1286	Extract Data from Source Systems	2 days	Mon 11/5/18	Tue 11/6/18
1287	Load Data Into Oracle Cloud Applications	2 days	Tue 11/6/18	Wed 11/7/18
1288	**Conduct SIT Testing**	**10 days**	**Wed 11/7/18**	**Tue 11/20/18**
1289	Test System Flows	5 days	Wed 11/7/18	Tue 11/13/18
1290	Test Integration to External Applications	5 days	Wed 11/7/18	Tue 11/13/18
1291	Document and Resolve Issues	5 days	Wed 11/14/18	Tue 11/20/18
1292	Review Integration/Regression Test Results	1 day	Wed 11/21/18	Wed 11/21/18
1293	**Conduct User Acceptance Testing**	**18 days**	**Thu 11/22/18**	**Mon 12/17/18**
1294	Create UAT Data Model	5 days	Thu 11/22/18	Wed 11/28/18
1295	**Convert Data**	**2 days**	**Thu 11/29/18**	**Fri 11/30/18**
1296	Extract Data from Source Systems	2 days	Thu 11/29/18	Fri 11/30/18
1297	Load Data Into Oracle Cloud Applications	2 days	Thu 11/29/18	Fri 11/30/18
1298	**Conduct UAT Testing**	**10 days**	**Mon 12/3/18**	**Fri 12/14/18**
1299	Test System Flows	5 days	Mon 12/3/18	Fri 12/7/18
1300	Test Integration to External Applications	5 days	Mon 12/3/18	Fri 12/7/18
1301	Resolve Issues and Retest	5 days	Mon 12/10/18	Fri 12/14/18
1302	Review UAT Test Results	1 day	Mon 12/17/18	Mon 12/17/18
1303	Preliminary Go/NO GO Decision	0 days	Mon 12/17/18	Mon 12/17/18
1304	**Create Production Migration and Support Strategy**	**5 days**	**Thu 11/22/18**	**Wed 11/28/18**
1305	Create Preliminary Implementation (Migration) Plan	5 days	Thu 11/22/18	Wed 11/28/18
1306	Identify Post-Product Support Roles	5 days	Thu 11/22/18	Wed 11/28/18
1307	Identify Production Support Staff Training Needs	5 days	Thu 11/22/18	Wed 11/28/18
1308	Identify Help Desk Strategy	5 days	Thu 11/22/18	Wed 11/28/18
1309	**Project Management**	**20 days**	**Tue 11/6/18**	**Mon 12/3/18**
1310	Report and Manage Status	20 days	Tue 11/6/18	Mon 12/3/18
1311	Review and manage Risks	20 days	Tue 11/6/18	Mon 12/3/18
1312	P4.09 System Testing Completed	0 days	Wed 11/21/18	Wed 11/21/18
1313	P4.10 User Acceptance Test Completed	0 days	Mon 12/17/18	Mon 12/17/18
1314	**Deploy**	**67 days**	**Mon 11/5/18**	**Tue 1/29/19**
1315	**Training**	**46 days**	**Mon 11/5/18**	**Mon 12/31/18**
1316	**Training and Knowledge Transfer**	**15 days**	**Mon 11/5/18**	**Fri 11/23/18**
1317	Review Knowledge Transfer Methodology	10 days	Mon 11/5/18	Fri 11/16/18
1318	Create Training Plan	10 days	Mon 11/5/18	Fri 11/16/18
1319	Review Training Plan	5 days	Mon 11/19/18	Fri 11/23/18
1320	**Prepare Training Materials**	**10 days**	**Mon 11/26/18**	**Fri 12/7/18**
1321	Prepare Role Based Courseware	10 days	Mon 11/26/18	Fri 12/7/18
1322	Prepare Job Aids	10 days	Mon 11/26/18	Fri 12/7/18
1323	Prepare Procedural Documentation	10 days	Mon 11/26/18	Fri 12/7/18
1324	**Review and Approve Training Materials**	**5 days**	**Mon 12/10/18**	**Fri 12/14/18**
1325	Review and Update Training Material	5 days	Mon 12/10/18	Fri 12/14/18
1326	Review update Procedural Documentation	5 days	Mon 12/10/18	Fri 12/14/18
1327	**Technical User Training**	**5 days**	**Mon 11/26/18**	**Fri 11/30/18**
1328	Train Technical Staff on Support	5 days	Mon 11/26/18	Fri 11/30/18
1329	**Conduct End User Training**	**15 days**	**Tue 12/18/18**	**Mon 12/31/18**
1330	Conduct 'Train the Trainer' Training	5 days	Tue 12/18/18	Mon 12/24/18
1331	Conduct Key Users End User Training	10 days	Tue 12/25/18	Mon 12/31/18
1332	**Production**	**49 days**	**Thu 11/29/18**	**Tue 1/29/19**
1333	**Prepare for Production**	**21 days**	**Thu 11/29/18**	**Thu 12/27/18**
1334	Finalize Detailed Implementation (Migration) Plan	5 days	Tue 12/18/18	Mon 12/24/18
1335	**Assess Production Readiness**	**8 days**	**Tue 12/18/18**	**Thu 12/27/18**
1336	Assess System Readiness	1 day	Tue 12/18/18	Tue 12/18/18
1337	Assess Dependent System Readiness	1 day	Tue 12/18/18	Tue 12/18/18
1338	Assess People Readiness	1 day	Thu 12/27/18	Thu 12/27/18
1339	**Review Support Plan**	**15 days**	**Thu 11/29/18**	**Wed 12/19/18**
1340	Review and Update Help Desk Strategies	15 days	Thu 11/29/18	Wed 12/19/18
1341	**Create Production Environment**	**10 days**	**Tue 12/11/18**	**Mon 12/24/18**
1342	Perform System Setup Steps	10 days	Tue 12/11/18	Mon 12/24/18
1343	**Migrate to Oracle Cloud Budget Applications**	**5.88 days**	**Fri 12/28/18**	**Mon 12/31/18**
1344	Cut-Off Transactions in Legacy Systems	1 hr	Fri 12/28/18	Fri 12/28/18
1345	Run Comparison Reports on Legacy Systems	6 hrs	Fri 12/28/18	Fri 12/28/18
1346	Extract Data From Legacy System	14 hrs	Fri 12/28/18	Sat 12/29/18
1347	Convert Data	14 hrs	Sat 12/29/18	Sun 12/30/18
1348	Conduct Preliminary System Verification Testing	8 hrs	Sun 12/30/18	Mon 12/31/18
1349	Final GO/NO GO Decision	2 hrs	Mon 12/31/18	Mon 12/31/18
1350	Enable Oracle Production System / Logins	2 hrs	Mon 12/31/18	Mon 12/31/18
1351	Transition to Oracle Cloud Budget Applications	1 hr	Mon 12/31/18	Mon 12/31/18
1352	**Post Production**	**22 days**	**Mon 12/31/18**	**Tue 1/29/19**
1353	**Provide Post-Production Support**	**22 days**	**Mon 12/31/18**	**Tue 1/29/19**
1354	Resolve Issues	22 days	Mon 12/31/18	Tue 1/29/19
1355	Stabilize Application Environment	22 days	Mon 12/31/18	Tue 1/29/19
1356	Report and Manage Status	22 days	Mon 12/31/18	Tue 1/29/19
1357	P4.11 Training Materials Prepared	0 days	Fri 12/14/18	Fri 12/14/18
1358	P4.12 Train-the-Trainer Training Delivered	0 days	Mon 12/24/18	Mon 12/24/18
1359	P4.13 Hyperion Budgeting Cloud Applications Live	0 days	Mon 12/31/18	Mon 12/31/18
1360	P4.14 Hyperion Budgeting Support Complet (Phase Accepted)	0 days	Tue 1/29/19	Tue 1/29/19

ORACLE CLOUD DISASTER RECOVERY SERVICE OVERVIEW

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CONTENTS

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.

R E C O V E R Y   O B J E C T I V E S

- **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.

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.

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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.

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.

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 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.
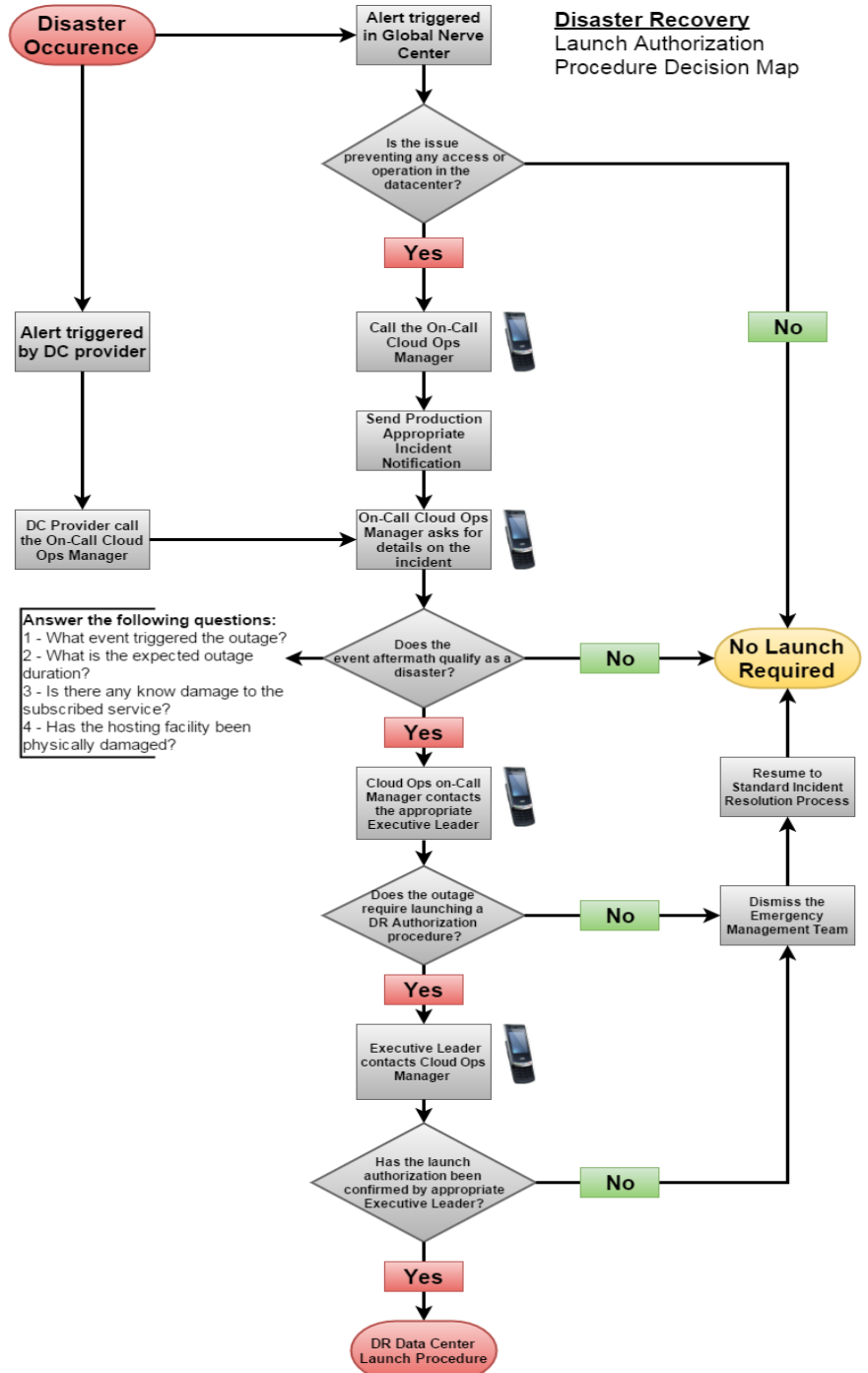
Figure 1. Launching Disaster Recovery (DR) operations

Disaster Recovery Customer Communication

Oracle Cloud Services use various tools an mechanisms for notifications delivery. Notifications methods could include but are not limited to email and portal notifications.

During the course of an outage perdiodic notifications will be provided to customers to keep customers apraised 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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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

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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

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(SEIM) 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 SEIM system.

Oracle is committed to developing practices and products that help protect the environment

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