EAST BAY
MUNICIPAL UTILITY DISTRICT

REQUEST FOR PROPOSAL (RFP)
for HRIS RFP Consultancy

ADDENDA

Prospective bidders are responsible for reviewing any published addenda regarding this bid at
ebmud.com/business-center

CONTACT

Adam Froio, Project Manager
(510) 287-0686
HRISRFP@ebmud.com

RESPONSE DUE

January 10, 2025
4:00 p.m. PST

SUBMIT ELECTRONICALLY TO*

Adam Froio, Project Manager
HRISRFP@ebmud.com
*Hardcopy proposals will not be accepted

EAST BAY MUNICIPAL UTILITY DISTRICT
RFP for HRIS RFP Consultancy

Contents

I. STATEMENT OF WORK

A. SCOPE

The East Bay Municipal Utility District supplies water to 1.4 million customers in 20 cities and 15 unincorporated East Bay communities and provides wastewater treatment for parts of Alameda and Contra Costa counties in California.

The East Bay Municipal Utility District , hereon referred to as the District, which employs 2000+ employees and serving 2000+ retirees, is embarking on procuring a cloud-based, integrated Human Resource Management[1] system (HRMS) solution to replace the current legacy Peoplesoft HRIS and Payroll and the home-grown ETS (Employee Timekeeping System).

We are seeking proposals from consulting organizations to partner with the District and help develop a strategy, elicit the appropriate requirements, and guide the successful procurement of a new Human Resources Information System (HRIS) at the District that best meet our needs.

A draft RFP that was developed by the District in 2022 is attached in the Exhibits to provide proposers some background information.

Our goal is to have our consulting partners on board in Q1 2025, new HRIS product selected by Q3/Q4 2025 and work on the implementation through Q1 2028.

The District intends to award a contract to the Proposer(s) who best meets the District's requirements.

B. PROPOSER QUALIFICATIONS

1. Proposer Minimum Qualifications

- Proposer, Proposer's principal, or Proposer's staff shall have been regularly engaged in the business of consulting and successful guided implementation of HRIS solutions for at least five (5) years.

- Proposer shall have supported the RFP and the successful implementation of HRIS for at least 2 public/government organizations with 1000-4000 employees.

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[1] HRMS will be used interchangeably with HRIS in this document to refer to a suite of HR applications used to manage internal HR functions.

- Proposer shall have supported the implementation of HRIS for at least 2 organizations with multiple (2 or more) labor unions.

- Proposer shall have experience integrating the HRIS with other systems (e.g., payroll, ERP, and benefits management systems) and/or one HRIS product with another HRIS product.

C.   SPECIFIC REQUIREMENTS

1.   District Needs and Objectives:

- The current District HRIS is an old, unsupported Peoplesoft release with many customized codes, running on an on-prem server. The District Payroll runs under this system. Furthermore, the home-grown timekeeping system (ETS) is also reaching its product end-of-life. The ETS application has also evolved over the years to perform functions outside of time tracking.

- The District recognizes the high priority of modernizing its HR technology. It is highly interested in a cloud-based, integrated Human Resource Management System (HRMS) solution. The solution shall cover management of core HR functions.

- Due to support issues and time-sensitivity of payroll functions, the District is procuring a Payroll system as a stopgap solution. The selected payroll system may or may not be the long-term solution and will be reevaluated in the HRIS RFP. The goal is to have a payroll solution that can integrate well with the HRIS solution, if they are not in the same product suite.

2.   Key tasks:

- Understand the current state of HR processes in the District.

- Perform diagnostics and identify opportunities for improvement for key HR areas (whether through technology, redesign, or other strategies).

- Help solidify alignment among key stakeholders on organizational goals for the new HRIS system.

- Identify key milestones and the timeline to achieve them.

- Staffing:

    (1)   Identify key skill sets needs and staffing needs to implement new product.

    (2)   Identify product support staffing needs after implementation.

- Review, refine, and prioritize requirements.

- Guide the RFP process for the new HRIS system.

- Determine scope of the RFP.

- Guide proper evaluation of proposers for best fit to the District.

3. Optional services:

- Manage implementor for HRIS product selected, ensuring that District needs are properly addressed.

D. DELIVERABLES / REPORTS

The awarded Proposer is expected to deliver the following:

1. A detailed plan including milestones and timeline to assist the District in launching an effective RFP and implementing the selected HRIS.

2. Baseline and success metrics to measure the return on investment on the HRIS.

3. Identified improvement opportunities for key HR areas and strategy for improvements / recommendations for the adoption of best practices.

4. Refined and prioritized right-level requirements.

5. Final RFP for HRIS.

6. Staffing Plan for the District reflecting the skills needed for implementation and support.

II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION
RFP Issued	December 10, 2024
Response Due	January 10, 2025 by 4:00 p.m. PST
Anticipated Contract Start Date	March 3, 2025

Note: All dates are subject to change **by District**.

Proposers are responsible for reviewing **https://www.ebmud.com/business-center/requests-proposal-rfps/** for any published addenda. Hard copies of addenda will not be mailed out.

III.   DISTRICT PROCEDURES, TERMS, AND CONDITIONS

A.   RFP ACCEPTANCE AND AWARD

1.   RFP responses will be evaluated by the Selection Committee and will be scored and ranked in accordance with the RFP section entitled "Evaluation Criteria/Selection Committee."

2.   The Selection Committee will recommend award to the Proposer who, in its opinion, has submitted the RFP response that best serves the overall interests of the District. Award may not necessarily be made to the Proposer with the lowest overall cost.

3.   The District reserves the right to award to a single or to multiple General or Professional Service Providers, dependent upon what is in the best interest of the District.

4.   The District has the right to decline to award this contract or any part of it for any reason.

5.   Any specifications, terms, or conditions issued by the District, or those included in the Proposer's submission, in relation to this RFP, may be incorporated into any purchase order or contract that may be awarded as a result of this RFP.

6.   Award of contract. The District reserves the right to reject any or all proposals, to accept one part of a proposal and reject the other, unless the proposer stipulates to the contrary, and to waive minor technical defects and administrative errors, as the interest of the District may require. Award will be made, or proposals rejected by the District as soon as possible after proposals have been opened.

B.   EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals will be evaluated by a Selection Committee. The Selection Committee may be composed of District staff and other parties that have expertise or experience in this type of procurement. The Selection Committee will select a Proposer in accordance with the evaluation criteria set forth in this RFP. The evaluation of the RFP responses shall be within the sole judgment and discretion of the Selection Committee.

The Selection Committee will evaluate each RFP response meeting the qualification requirements set forth in this RFP. Proposer should bear in mind that any RFP response

that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the District's requirements as set forth in this RFP.

RFP responses will be evaluated and scored according to the Evaluation Criteria below and scored according to a zero to five-point scale. The scores for all Evaluation Criteria will then be added to arrive at a weighted score for each RFP response. An RFP response with a high weighted total will be ranked higher than one with a lesser-weighted total.

The Evaluation Criteria are as follows:

	Evaluation Criteria
A.	**Technical Criteria:** 1. Product Expertise – The proposer has direct knowledge of: a. Various HRIS platforms b. Key Requirements needed in RFP for modern HRIS procurement c. Product best fit d. Product Customization and Configuration Capabilities e. Inter-operability with other systems f. Implementation time and complexity g. Ancillary services provided by the product vendor. 2. Product Implementation Experience - The proposer has direct experience implementing a. Variety of HRIS platforms b. Integrating HRIS product with other systems c. Customizing/Configuring a variety of HRIS products 3. Industry Expertise – The proposer has direct knowledge) or access to consulting organization's use cases) for implementing in the public sector with multiple bargaining contracts and memos. 4. Ancillary Services - A comparison will be made of the proposed services with the requirements of this RFP. Credit will be given for convenience, responsiveness, and technical expertise. 5. Change Management Expertise – guiding agencies though change related to system implementation a plus.
B.	**Cost:** The points for Cost will be computed by dividing the amount of the lowest responsive RFP response received by each Proposer's total proposed cost. While not reflected in the Cost evaluation points, an evaluation may also be made of: 1. Reasonableness (i.e., does the proposed pricing accurately reflect the Proposer's effort to meet requirements and objectives?);

	2. Realism (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?); and
	3. Affordability (i.e., the ability of the District to finance this project).
	4. Return on Investment (i.e., the ability to demonstrate value of cost associated for consulting services
	Consideration of price in terms of overall affordability may be controlling in circumstances where two or more RFP responses are otherwise judged to be equal, or when a superior RFP response is at a price that the District cannot afford.
C.	**Consulting Deliverables and Schedule:** An evaluation will be made of the likelihood that the Proposer's consulting plan, deliverables and schedule will meet the District's needs and schedule. Additional credit will be given for the identification and planning for mitigation of schedule risks which the Proposer believes may adversely affect any portion of the District's schedule.
D.	**Relevant Experience:** RFP responses will be evaluated against the RFP specifications and the questions below: 1. Do the individuals assigned to the project have experience on similar projects (HRIS implementation for a public entity, multiple labor unions, 1000-4000 employees)? 2. Are résumés complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires? 3. How extensive is the applicable education and experience of the personnel designated to work on the project?
E.	**References (See Exhibit A – RFP Response Packet):** If a short list process is used for a solicitation, references are only performed on the shortlisted Proposers and the score for reference checks is not included in the preliminary short list score.
F.	**Oral Presentation and Interview:** The oral interview may consist of standard questions asked of each of the Proposers and specific questions regarding the specific RFP response.
G.	**Understanding of the Project:** RFP responses will be evaluated against the RFP specifications and the questions below: 1. Has the Proposer demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the Proposer identified pertinent issues and potential problems related to the project?

	3. Has the Proposer demonstrated that it understands the deliverables the District expects it to provide? 4. Has the Proposer demonstrated that it understands the District's time schedule and can meet it? 5. Has the Proposer demonstrated experience in project management and mitigating risks?
H.	**Methodology:** RFP responses will be evaluated against the RFP specifications and the questions below: 1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? 2. Does the methodology match and contribute to achieving the objectives set out in the RFP? 3. Does the methodology interface with the District's time schedule?
I.	**Contract Equity Program:** Proposer shall be eligible for SBE or DVBE preference points if they are a certified small business entity, as described in the guidelines contained in Exhibit A-Contract Equity Program, and they check the appropriate box, requesting preference, in Exhibit A-Proposer Information and Acceptance. Qualified DVBEs and/or SBEs will receive an additional 5 points to their total score.

C.   PRICING

1.   Prices quoted shall be firm for the duration of any contract that may be awarded pursuant to this RFP.

2.   All prices quoted shall be in United States dollars.

3.   Price quotes shall include any and all payment incentives available to the District.

4.   Proposers are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and extended price.

D.   NOTICE OF INTENT TO AWARD AND PROTESTS

At the conclusion of the RFP response evaluation process, all entities who submitted a proposal package will be notified in writing by e-mail or USPS mail with the name of the Proposer being recommended for contract award. The document providing this notification is the Notice of Intent to Award.

Negotiations for a Consulting Services Agreement with a "not to exceed" contract price (for time and expenses) will be scheduled shortly after the Notice of Intent to Award. If an Agreement cannot be achieved, the District will proceed to negotiate with the next highest ranked Proposer.

Protests must be in writing and must be received no later than seven (7) workdays after the District issues the Notice of Intent to Award. The District will reject the protest as untimely if it is received after this specified time frame. Protests will be accepted from proposers or potential proposers only.

If the protest is mailed and not received by the District, the protesting party bears the burden of proof to submit evidence (e.g., certified mail receipt) that the protest was sent in a timely manner so that it would be received by the District within the RFP protest period.

Proposal protests must contain a detailed and complete written statement describing the reason(s) for protest. The protest must include the name and/or number of the proposal, the name of the firm protesting, and include a name, telephone number, email address and physical address of the protester. If a firm is representing the protester, they shall include their contact information in addition to that of the protesting firm.

Protests must be mailed, hand delivered, or emailed to the Manager of Purchasing, Mailstop 102, East Bay Municipal Utility District, 1010 Franklin St., Oakland, CA 94607 or P.O. Box 24055, Oakland, California 94623. Facsimile and electronic mail protests must be followed by a mailed or hand delivered identical copy of the protest and must arrive within the seven workday time limit. Any proposal protest filed with any other District office shall be forwarded immediately to the Manager of Purchasing.

In the event that the protest is denied, the protester can appeal the determination to the requesting organization's Department Director. The appeal must be submitted to the Department Director no later than five workdays from the date which the protest determination was transmitted by the District, to the protesting party. The appeal shall focus on the points raised in the original protest, and no new points shall be raised in the appeal.

Such an appeal must be made in writing and must include all grounds for the appeal and copies of the original protest and the District's response. The proposal protester must also send the Purchasing Division a copy of all materials sent to the Department Director.

The Department Director will make a determination of the appeal and respond to the protester by certified mail in a timely manner. If the appeal is denied, the letter will

include the date, time, and location of the Board of Directors meeting at which staff will make a recommendation for award and inform the protester it may request to address the Board of Directors at that meeting.

The District may transmit copies of the protest and any attached documentation to all other parties who may be affected by the outcome of the protest. The decision of the District as to the validity of any protest is final. This District's final decision will be transmitted to all affected parties in a timely manner.

E.   WARRANTY

1.   Proposer expressly warrants that all goods and services to be furnished pursuant to any contract awarded it arising from the Proposal will conform to the descriptions and specifications contained herein and in supplier catalogs, product brochures, and other representations, depictions, or models, and will be free from defects, of merchantable quality, good material, and workmanship. Proposer expressly warrants that all goods and services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty shall survive any inspections, delivery, acceptance, payment, or contract termination for any reason, by the District. Proposer warrants that all work and services furnished hereunder shall be guaranteed for a period of three years from the date of acceptance by the District.

F.   INVOICING

1.   Following the Districts acceptance of product(s) meeting all specified requirements, and/or the complete and satisfactory performance of services, the District will render payment within thirty (30) days of receipt of a correct invoice.

2.   The District will notify the Professional Service Provider of any invoice adjustments required.

3.   Invoices shall contain, at a minimum, District purchase order number, invoice number, remit to address, and itemized services description.

4.   The District will pay General or Professional Service Provider in an amount not to exceed the negotiated amount(s) which will be referenced in the agreement signed by both parties.

G.   LIQUIDATED DAMAGES

1.   In the event performance and/or deliverables have been deemed unsatisfactory, the District reserves the right to withhold future payments until the performance and/or deliverables are deemed satisfactory.

IV.   RFP RESPONSE SUBMITTAL INSTRUCTIONS AND INFORMATION

A.   DISTRICT CONTACTS

All contact during the competitive process is to be through the contact listed on the first page of this RFP. The following persons are to be contacted only for the purposes specified below:

FOR INFORMATION REGARDING TECHNICAL
SPECIFICATIONS: Attn: Adam Froio, Project Manager
E-Mail: HRISRFP@ebmud.com
PHONE: (510) 287-0686

FOR INFORMATION ON THE CONTRACT EQUITY PROGRAM:
Attn: Contract Equity Office
PHONE: (510) 287-0114

AFTER AWARD:
Attn: Adam Froio, Project Manager
E-Mail: HRISRFP@ebmud.com
PHONE: (510) 287-0686

B.   SUBMITTAL OF RFP RESPONSE

1.   At this time, no hardcopy proposals will be accepted. Upload your RFP response in pdf format and prior to the bid due date/time RFP submittals, in their entirety, shall be emailed to HRISRFP@ebmud.com. The District's email has limitations on attachment size. Make sure your response is less than 25 megabytes. If the file exceeds the limit, you will need to send multiple emails. Proposers are solely responsible for ensuring timely delivery of the proposals. The District shall not be responsible for any issues related to transfer of files through email. You may call at (510) 287-0723 to check receipt of the proposal.

2.   All costs required for the preparation and submission of an RFP response shall be borne by the Proposer.

3.   California Government Code Section 4552: In submitting an RFP response to a public purchasing body, the Proposer offers and agrees that if the RFP response is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C.

Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the RFP response. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer.

4.   Proposer expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act.

5.   The RFP response shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the RFP documents.

6.   It is understood that the District reserves the right to reject any or all RFP responses.

C.   <u>RESPONSE FORMAT</u>

1.   **Proposers shall not modify the existing text for any part of Exhibits A, B, C, or D or qualify their RFP responses. Proposers shall not submit to the District a re-typed or otherwise re-created version of these documents or any other District-provided document.**

2.   RFP responses, in whole or in part, are NOT to be marked confidential or proprietary. The District may refuse to consider any RFP response or part thereof so marked. RFP responses submitted in response to this RFP may be subject to public disclosure. The District shall not be liable in any way for disclosure of any such records.

EXHIBIT A
RFP RESPONSE PACKET

To: The EAST BAY MUNICIPAL UTILITY District ("District")

From: _____

(Official Name of Proposer)

RFP RESPONSE PACKET GUIDELINES

▪ **SUBMITTAL SHALL CONTAIN THE FOLLOWING:**
  ○ **EXHIBIT A – RFP RESPONSE PACKET**
    ▪ **INCLUDING ALL REQUIRED DOCUMENTATION AS DESCRIBED IN "EXHIBIT A-REQUIRED DOCUMENTATION AND SUBMITTALS"**

▪ **PROPOSERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT AN INCOMPLETE RFP RESPONSE MAY BE SUBJECT TO DISQUALIFICATION AND THEIR RFP RESPONSE REJECTED IN WHOLE.**

▪ **IF PROPOSERS ARE MAKING <u>ANY</u> CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO ANY PART OF THIS RFP, THESE <u>MUST</u> BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AND AMENDMENTS SECTION OF THIS EXHIBIT A – RFP RESPONSE PACKET. THE DISTRICT, AT ITS SOLE DISCRETION, MAY ACCEPT AMENDMENTS/EXCEPTIONS, OR MAY DEEM THEM TO BE UNACCEPTABLE, THEREBY RENDERING THE RFP RESPONSE DISQUALIFIED.**

▪ **PROPOSORS SHALL NOT MODIFY DISTRICT LANGUAGE IN ANY PART OF THIS RFP OR ITS EXHIBITS, NOR SHALL THEY QUALIFY THEIR RFP RESPONSE BY INSERTING THEIR OWN LANGUAGE OR FALSE CLAIMS IN THEIR RESPONSE. ANY EXCEPTIONS AND CLARIFICATIONS MUST BE PLACED IN THE "EXCEPTIONS/ CLARIFICATIONS" PAGE, NOT BURIED IN THE PROPOSAL ITSELF.**

PROPOSER INFORMATION AND ACCEPTANCE

1. The undersigned declares that all RFP documents, including, without limitation, the RFP, Addenda, and Exhibits, have been read and that the terms, conditions, certifications, and requirements are agreed to.

2. The undersigned is authorized to offer, and agrees to furnish, the articles and services specified in accordance with the RFP documents.

3. The undersigned acknowledges acceptance of all addenda related to this RFP. List Addenda for this RFP on the line below:

Addendum #	Date

4. The undersigned hereby certifies to the District that all representations, certifications, and statements made by the Proposer, as set forth in this RFP Response Packet and attachments, are true and correct and are made under penalty of perjury pursuant to the laws of California.

5. The undersigned acknowledges that the Proposer is, and will be, in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated RFP documents.

6. It is the responsibility of each Proposer to be familiar with all of the specifications, terms, and conditions and, if applicable, the site condition. By the submission of an RFP response, the Proposer certifies that if awarded a contract it will make no claim against the District based upon ignorance of conditions or misunderstanding of the specifications.

7. Patent indemnity: General or Professional Service Providers who do business with the District shall hold the District, its Directors, officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article, or appliance furnished or used in connection with the contract or purchase order.

8. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – RFP Response Packet, the Proposer agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the District prior to execution of an agreement by the District and shall include an insurance certificate which meets the minimum insurance requirements, as stated in the RFP.

9. The undersigned acknowledges that RFP responses, in whole or in part, are NOT to be marked confidential or proprietary. The District may refuse to consider any RFP response or part thereof so marked. RFP responses submitted in response to this RFP may be subject to public disclosure. The District shall not be liable in any way for disclosure of any such records.

10. The undersigned Proposer hereby submits this RFP response and binds itself to the District. The RFP, subsequent Addenda, Proposers Response Packet, and any attachments, shall be used to form the basis of a Contract, which once executed shall take precedence.

11. The undersigned acknowledges **_ONE_** of the following (please check only one box)*:

    ☐ Proposer is not an SBE nor a DVBE and is ineligible for any Proposal preference; **OR**

    ☐ Proposer is an SBE or DVBE as described in the Contract Equity Program (CEP) and Equal Employment Opportunity (EEO) Guidelines, and has completed the CEP and EEO forms at the hyperlink contained in the CEP and EEO section of this Exhibit A.

    *If no box is checked it will be assumed that the Proposer is ineligible for Proposal preference, and none will be given. For additional information on SBE/DVBE Proposal preference please refer to the Contract Equity Program and Equal Employment Opportunity Guidelines at the above referenced hyperlink.

Official Name of Proposer (exactly as it appears on Proposer's corporate seal and invoice): _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

☐ Corporation   ☐ Joint Venture

☐ Limited Liability Partnership   ☐ Partnership

☐ Limited Liability Corporation   ☐ Non-Profit / Church

☐ Other: _____

Jurisdiction of Organization Structure: _____

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Department of Industrial Relations (DIR) Registration Number: _____

Primary Contact Information:

    Name / Title: _____

    Telephone Number: _____ Fax Number: _____

    E-mail Address: _____

    Street Address Line 1: _____

    City: _____ State: _____ Zip Code: _____

Does proposer or any employee/representative/service provider have any relatives currently employed with EBMUD? (This does not impact award of a qualified proposal; required reporting purposes only.)

☐ YES ☐ NO

If so, please list :

CONTRACTOR OR CONTRACTOR EMPLOYEE FIRST AND LAST NAME	DISTRICT EMPLOYEE FIRST AND LAST NAME	RELATIONSHIP

SIGNATURE: _____

Name and Title of Signer (printed): _____

Dated this _____ day of _____ 20_____

PROPOSAL FORM

Cost shall be submitted on this Proposal Form as is. The prices quoted shall <u>not</u> include Sales Tax or Use Tax; said tax, wherever applicable, will be paid by the District to the General or Professional Service Provider, if licensed to collect, or otherwise directly to the State.

No alterations or changes of any kind to the Proposal Form(s) are permitted. RFP responses that do not comply may be subject to rejection in total. The cost quoted below shall be the cost the District will pay for the term of any contract that is a result of this RFP process.

Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

1. Identify all service costs associated with implementing the proposed solution per District specification.

2. In column below, provide estimate of expected District FTE support during implementation (in days).

Item #	Cost Category or Item	# of Units	Unit Cost ($)	Total Cost ($)	District FTE Support (days)
1	**Implementation Services**				
	Project Management				
	Gap Analysis				
	Data Cleansing				
	Data Conversion and Migration				
	Image Conversion and Migration				
	System Configuration				
	Analyzing and Building Interfaces				
	Unit Testing				
	Integration Testing				
	User Acceptance Testing				
	System Documentation				
	Analyzing, Designing, Building and Testing Custom Reports				
	Administrator and User Training				

	Production Go-live Support				
	Post-production Go-live Support				
	Travel Expenses				
	Other services				
2	**Additional 3rd Party or Sub-contracted Services**				
	(include any 3rd party services)				
		Totals			

REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – RFP Response Packet. Proposers shall submit all documentation, in the order listed below, and clearly label each section of the RFP response with the appropriate title (i.e., Table of Contents, Letter of Transmittal, Key Personnel, etc.).

1. **Letter of Transmittal**: RFP response shall include a description of the Proposer's capabilities and approach in providing its services to the District, and provide a brief synopsis of the highlights of the RFP response and overall benefits to the District. This synopsis should not exceed three (3) pages in length and should be easily understood.

2. **Key Personnel**: RFP response shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to District staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:

    (a)   The person's relationship with the Proposer, including job title and years of employment with the Proposer;

    (b)   The role that the person will play in connection with the RFP;

    (c)   The person's telephone number, fax number, and e-mail address;

    (d)   The person's educational background; and

    (e)   The person's relevant experience, certifications, and/or merits

3. **Description of the Proposed Services**: RFP response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Proposer's and District personnel involved, and the number of hours scheduled for each person. The description shall identify spare or replacement parts that will be required in performing maintenance services, the anticipated location(s) of the spare parts, and how quickly the parts shall be available for repairs. Finally, the description must: (1) specify how the services in the RFP response will meet or exceed the requirements of the District; (2) explain any special resources or approaches that make the services of the Proposer particularly advantageous to the District; and (3) identify any limitations or restrictions of the Proposer in providing the services that the District should be aware of in evaluating its RFP response to this RFP.

4. **Implementation Plan and Schedule**: The RFP response shall include an implementation plan and schedule. The plan for implementing the proposed equipment/system and services shall include an Acceptance Test Plan. In addition, the plan shall include a detailed schedule indicating how the Proposer will ensure adherence to the timetables for the final equipment/system and/or services.

5. **Sustainability Statement:** Contractors shall submit a statement regarding any sustainable, environmental or socially responsible initiatives or practices that they or their suppliers engage in. This information can be in relation to the specific services or work products solicited via this RFP, or in relation to the manufacture, delivery, or business practices of your firm.

6. **References:**

    (a)   Proposers must use the templates in the "References" section of this Exhibit A – RFP Response Packet to provide references.
    (b)   References should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.
    - Proposers must verify the contact information for all references provided is current and valid.
    - Proposers are strongly encouraged to notify all references that the District may be contacting them to obtain a reference.
    (c)   References MUST demonstrate the successful completion of consulting projects related to HR system procurement and implementation of the same type, quality, and manner as that which is described in this RFP.
    (d)   The District may contact some or all of the references provided in order to determine Proposer's performance record on work similar to that described in this RFP. The District reserves the right to contact references other than those provided in the RFP response and to use the information gained from them in the evaluation process.

7. **Exceptions, Clarifications, Amendments:**

    (a)   The RFP response shall include a separate section calling out all clarifications, exceptions, and amendments, if any, to the RFP and associated RFP documents, which shall be submitted with the proposer's RFP response using the template in the "Exceptions, Clarifications, Amendments" section of this Exhibit A – RFP Response Packet.

    (b)   **THE DISTRICT IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR RFP RESPONSE DISQUALIFICATION.**

8. **Contract Equity Program:**

(a) Every proposer must fill out, sign, and submit the appropriate sections of the Contract Equity Program and Equal Employment Opportunity documents located at the hyperlink contained in the last page of this Exhibit A. Special attention should be given to completing Form P-25, "Employment Data and Certification". Any proposer needing assistance in completing these forms should contact the District's Contract Equity Office at (510) 287-0114 prior to submitting an RFP response.

REFERENCES
RFP For HRIS RFP Consultancy

Proposer Name: _____

Proposer must provide a minimum of three references.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

Proposer Name:_____

List below requests for clarifications, exceptions, and amendments, if any, to the RFP and associated RFP documents, and submit with your RFP response.

The District is under no obligation to accept any exceptions, and such exceptions may be a basis for RFP response disqualification.

Reference to:			Description
Page No.	Section	Item No.	
p. 23	**D**	**1.c.**	*Proposer takes exception to...*

*Print additional pages as necessary

CONTRACT EQUITY PROGRAM & EQUAL EMPLOYMENT OPPORTUNITY

The District's Board of Directors adopted the Contract Equity Program (CEP) to enhance equal opportunities for business owners of all races, ethnicities, and genders who are interested in doing business with the District. The program has contracting objectives, serving as the minimum level of expected contract participation for the three availability groups: white-men owned businesses, white-women owned businesses, and ethnic minority owned businesses. The contracting objectives apply to all contracts that are determined to have subcontracting opportunities, and to all General or Professional Service Providers regardless of their race, gender, or ethnicity.

All Contractors and their subcontractors performing work for the District must be Equal Employment Opportunity (EEO) employers and shall be bound by all laws prohibiting discrimination in employment. There shall be no discrimination against any person, or group of persons, on account of race, color, religion, creed, national origin, ancestry, gender including gender identity or expression, age, marital or domestic partnership status, mental disability, physical disability (including HIV and AIDS), medical condition (including genetic characteristics or cancer), genetic information, or sexual orientation.

Contractor and its subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin in the performance of this contract. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

All Contractors shall include the nondiscrimination provisions above in all subcontracts.
Please include the required completed forms with your proposal. Non-compliance with the Guidelines may deem a proposal non-responsive, and therefore, ineligible for contract award. Your firm is responsible for:

1) Reading and understanding the CEP guidelines.

2) Filling out and submitting with your proposal the appropriate forms.

   The CEP guidelines and forms can be downloaded from the District website at the following link:
   https://www.ebmud.com/business-center/contract-equity-program

If you have questions regarding the Contract Equity Program, please call (510) 287-0114.

EXHIBIT B

INSURANCE REQUIREMENTS

CONTRACTOR/COMPANY NAME: _____

PROPOSER shall take out and maintain during the life of the Agreement all insurance required and PROPOSER shall not commence work until such insurance has been approved by DISTRICT. The proof of insurance shall be on forms provided by DISTRICT directly following these Insurance Requirements.

PROPOSERS are not required to submit completed insurance verification documents with their bid but will be required to submit them upon notification of award. By signing Exhibit A – RFP Response Packet, the BIDDER agrees to meet the minimum insurance requirements stated in the RFP.

Revise the below amounts and required coverages only as instructed in consultation with Risk Management.

The following provisions are applicable to all required insurance:

A. Prior to the beginning of and throughout the duration of Services, and for any additional period of time as specified below, CONTRACTOR shall, at its sole cost and expense, maintain insurance in conformance with the requirements set forth below.

B. CONTRACTOR shall provide Verification of Insurance as required by this Agreement by providing the completed Verification of Insurance as requested below by signing and submitting Exhibit B ("Insurance Requirements") to the DISTRICT. The Insurance Requirements may be signed by the insurance broker or the insurance broker's agent (Insurance Broker/Agent) for the CONTRACTOR, or by an officer of the CONTRACTOR (Officer), or by the CONTRACTOR's risk manager (Risk Manager). The Notice to Proceed shall not be issued, and CONTRACTOR shall not commence Services until a signed Verification of Insurance evidencing the specific coverages and limits required by this Agreement has been received by the DISTRICT.

C. CONTRACTOR shall carry and maintain the minimum insurance requirements as defined in this Agreement. CONTRACTOR shall require any contractor/subcontractor to carry and maintain the minimum insurance required in this Agreement to the extent the insurance applies to the scope of the services to be performed by contractor/subcontractor.

D. Receipt of a signed Verification of Insurance by the DISTRICT shall not relieve CONTRACTOR of any of the insurance requirements, nor decrease liability of CONTRACTOR.

E. Insurance must be maintained, and an updated Verification of Insurance must be provided to the DISTRICT before the expiration of insurance by having the Insurance Broker/Agent, Officer, or Risk Manager update, sign and return the Insurance Requirements to the DISTRICT's contract manager. The updated Insurance Requirements shall become a part of the Agreement but shall not require a change

order to the Agreement. It is the CONTRACTOR's sole responsibility to provide or to ensure that an updated Verification of Insurance is provided to the DISTRICT. The DISTRICT has no obligation to solicit, remind, prompt, request, seek, or otherwise obtain any updated Verification of Insurance, and any actual or alleged failure on the part of the DISTRICT to obtain any updated Verification of Insurance under this Agreement shall not in any way be construed to be a waiver of any right or remedy of the DISTRICT, in this or any regard.

F. The insurance required hereunder may be obtained by a combination of primary, excess and/or umbrella insurance, and all coverage shall be at least as broad as the requirements listed in this Agreement.

G. Any deductibles, self-insurance, or self-insured retentions (SIRs) applicable to the required insurance coverage must be declared to and accepted by the DISTRICT.

H. At the option and request of the DISTRICT, CONTRACTOR shall provide documentation of its financial ability to pay the deductible, self-insurance, or SIR.

I. CONTRACTOR is responsible for the payment of any deductibles or SIRs pertaining to the policies required under this Agreement. In the event CONTRACTOR is unable to pay the required SIR, CONTRACTOR agrees that such SIR may be satisfied, in whole or in part, by the DISTRICT as the additional insured at the DISTRICT's sole and absolute discretion, unless to do so would terminate or void the policy(ies).

J. Unless otherwise accepted by the DISTRICT, all required insurance must be placed with insurers with a current A.M. Best's rating of no less than A- V.

K. CONTRACTOR shall defend the DISTRICT and pay any damages as a result of failure to provide the waiver of subrogation from the insurance carrier required by this Agreement.

L. For any coverage that is provided on a claims-made coverage form (which type of form is permitted only where specified), the retroactive date must be shown, must be before the date of this Agreement, and must be before the beginning of any Services related to this Agreement.

M. For all claims-made policies the updated Verification of Insurance must be provided to the DISTRICT for at least three (3) years after expiration or termination of this Agreement.

N. If claims-made coverage is canceled or is non-renewed and if the claims-made coverage is not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement and prior to the start of any Services related to this Agreement, CONTRACTOR must purchase an extended reporting period for a minimum of three (3) years after expiration or termination of the Agreement.

O. In the event of a claim or suit, and upon request by the DISTRICT, CONTRACTOR agrees to provide a copy of the pertinent policy(ies) within 10 days of such request to the DISTRICT for review. Any actual or alleged failure on the part of the DISTRICT to request a copy of the pertinent policy(ies) shall not in any way be construed to be a waiver of any right or remedy of the DISTRICT, in this or any regard. Additionally, the DISTRICT may, at any time during CONTRACTOR's performance under this Agreement, request a copy of the Declarations pages and Schedule of Forms and Endorsements of any policy required to be maintained by CONTRACTOR hereunder, whether or not a suit or claim has been filed. Premium details may be redacted from any such documents requested.

P. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained herein.

Q. Where additional insured coverage is required, the additional insured coverage shall be primary and non-contributory, and will not seek contribution from the DISTRICT's insurance or self-insurance.

R. CONTRACTOR agrees to provide immediate Notice to the DISTRICT of any loss or claim against CONTRACTOR arising out of, pertaining to, or in any way relating to this Agreement or to Services performed under this Agreement. The DISTRICT assumes no obligation or liability by such Notice but has the right (but not the duty) to monitor the handling of any such claim(s) if the claim(s) is likely to involve the DISTRICT.

S. It is the obligation of the CONTRACTOR to ensure all contractors/subcontractors performing services under this Agreement maintain the necessary coverages and limits. CONTRACTOR shall ensure that all contractors/subcontractors agree to the same indemnity obligation that CONTRACTOR agrees to in this Agreement based on the nature and scope of services being performed by each contractor/subcontractor. CONTRACTOR shall require that each contractor/subcontractor include the DISTRICT, its directors, officers, and employees as additional insureds on its liability policy(ies) (excepting Professional Liability and Workers' Compensation) for all ongoing and completed operations with coverage as broad as required of CONTRACTOR under this Agreement. Failure or inability to secure fully adequate insurance shall in no way relieve the CONTRACTOR or all contractors/subcontractors of the responsibility for its own acts or the acts of any contractors/subcontractors or any employees or agents of either. All contractors/subcontractors are to waive subrogation against the DISTRICT on all policies. CONTRACTOR shall be responsible for maintaining records evidencing contractors'/subcontractors' compliance with the necessary insurance coverages and limits, and such records shall be made available to the DISTRICT within 10 days upon request.

T. It is CONTRACTOR's responsibility to ensure its compliance with the insurance requirements. Any actual or alleged failure on the part of the DISTRICT to obtain proof of insurance required under this Agreement shall not in any way be construed to be a waiver of any right or remedy of the DISTRICT, in this or any regard.

U. Notice of Cancellation/Non-Renewal/Material Reduction. The insurance requirements hereunder are mandatory, and the DISTRICT may, at its sole and absolute discretion, terminate the services provided by CONTRACTOR, should CONTRACTOR breach its obligations to maintain the required coverage and limits set forth in this Agreement. No coverage required hereunder shall be cancelled, non-renewed or materially reduced in coverage or limits without the DISTRICT being provided at least thirty (30) days prior written notice, other than cancellation for the non-payment of premiums, in which event the DISTRICT shall be provided ten (10) days prior written notice. Replacement of coverage with another policy or insurer, without any lapse in coverage or any reduction of the stated requirements does not require notice beyond submission to the DISTRICT of an updated Verification of Insurance which shall be met by having the Insurance Broker/ Agent, or Officer, or Risk Manager update, sign and return the Insurance Requirements.

I. Workers' Compensation and Employer's Liability Insurance Coverage

A. Workers' Compensation insurance including Employer's Liability insurance with minimum limits as follows:
Coverage A.   Statutory Benefits Limits
Coverage B.   Employer's Liability of not less than:
Bodily Injury by accident: $1,000,000 each accident
Bodily Injury by disease: $1,000,000 each employee
Bodily Injury by disease: $1,000,000 policy limit

B. If there is an onsite exposure of injury to CONTRACTOR, and/or contractor/subcontractor's employees under the U.S. Longshore and Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employees, coverage is required for such injuries or claims.

C. If CONTRACTOR is exempt from carrying Workers' Compensation Insurance, CONTRACTOR must return the completed Verification of Insurance confirming that CONTRACTOR has no employees and is exempt from the State of California Workers' Compensation requirements.

D. If CONTRACTOR is self-insured with respect to Workers' Compensation coverage, CONTRACTOR shall provide to the DISTRICT a Certificate of Consent to Self-Insure from the California Department of Industrial Relations. Such self-insurance shall meet the minimum limit requirements and shall waive subrogation rights in favor of the DISTRICT as stated below in section "E."

E. Waiver of Subrogation. Workers' Compensation policies, including any applicable excess and umbrella insurance, must contain a waiver of subrogation endorsement providing that CONTRACTOR and each insurer waive any and all rights of recovery by subrogation, or otherwise, against the DISTRICT, its directors, board, and committee members, officers, officials, employees, agents, and volunteers. CONTRACTOR shall defend and pay any and all damages, fees, and costs, of any kind arising out of, pertaining to, or in any way relating to CONTRACTOR's failure to provide waiver of subrogation from the insurance carrier.

Verification of Workers' Compensation and Employer's Liability Insurance Coverage

☑ **By checking the box and signing below, I hereby verify that the CONTRACTOR is exempt from the State of California's requirement to carry Workers' Compensation insurance.**

As the CONTRACTOR's Insurance Broker/Agent, Officer, or Risk Manager, I hereby verify that I have reviewed and confirmed that the CONTRACTOR carries Workers' Compensation insurance as required by this Agreement, including the relevant provisions applicable to all required insurance.

Self-Insured Retention: Amount: $_____

Policy Limit: $_____

Policy Number: _____

Policy Period: from _____ **to** _____

Insurance Carrier Name: _____

Insurance Broker/Agent or Officer or Risk Manager - Print Name: _____

Insurance Broker/Agent or Officer or Risk Manager's Signature: _____

II. Commercial General Liability Insurance ("CGL") Coverage

A. CONTRACTOR's insurance shall be primary, and any insurance or self-insurance procured or maintained by the DISTRICT shall not be required to contribute to it.

B. The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policies or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the CONTRACTOR.

C. Minimum Requirements. CGL insurance with minimum per occurrence and aggregate limits as follows:
    Bodily Injury and Property Damage $2,000,000 per occurrence & aggregate
    Personal Injury/Advertising Injury $2,000,000 per occurrence & aggregate
    Products/Completed Operations $2,000,000 per occurrence & aggregate

D. Coverage must be on an occurrence basis and be as broad as Insurance Services Office (ISO) form CG 00 01.

E. Coverage for Products, and Completed Operations, and Ongoing Operations must be included in the insurance policies and shall not contain any "prior work" coverage limitation or exclusion applicable to any Services performed by CONTRACTOR and/or contractor/subcontractor under this Agreement.

F. There will be no exclusion for explosions, collapse, or underground liability (XCU).

G. Insurance policies and Additional Insured Endorsement(s) shall not exclude liability and damages to work arising out of, pertaining to, or in any way relating to services performed by contractor/subcontractor on CONTRACTOR's behalf.

H. Contractual liability coverage shall be included and shall not limit, by any modification or endorsement, coverage for liabilities assumed by CONTRACTOR under this Agreement as an "insured contract."

I. Waiver of Subrogation. The policy shall be endorsed to include a Waiver of Subrogation ensuring that the CONTRACTOR and its insurer(s) waive any rights of recovery by subrogation, or otherwise, against the DISTRICT, its directors, board, and committee members, officers, officials, agents, volunteers, and employees. CONTRACTOR shall defend and pay any and all damages, fees, and costs, of any kind, arising out of, pertaining to, or in any way resulting from CONTRACTOR's failure to provide the waiver of subrogation from its insurance carrier(s).

J. Independent Contractor's Liability shall not limit coverage for liability and/or damages arising out of, pertaining to, or in any way resulting from Services provided under this Agreement.

K. To the fullest extent permitted by law, the DISTRICT, its directors, board, and committee members, officers, officials, employees, agents, and volunteers must be covered as Additional Insureds on a primary and noncontributory basis on all underlying, excess and umbrella policies that shall be evidenced in each case by an endorsement. Coverage for the Additional Insureds must be as broad as ISO forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) for liability arising in whole, or in part, from work performed by or on behalf of CONTRACTOR, or in any way related to Services performed under this Agreement.

L. A severability of interest provision must apply for all the Additional Insureds, ensuring that CONTRACTOR's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the policies' limit(s).

Verification of Commercial General Liability (CGL) Insurance Coverage

As the CONTRACTOR'S Insurance Broker/Agent, Officer, or Risk Manager, I hereby verify that I have reviewed and confirmed that the CONTRACTOR carries Commercial General Liability insurance, as required by this Agreement, including the relevant provisions applicable to all required insurance:

Self-Insured Retention: Amount: $_____

Policy Limit: _____

Policy Number: _____

Policy Period: from _____ **to** _____

Insurance Carrier Name: _____

Insurance Broker/Agent or Officer or Risk Manager - Print Name: _____

Insurance Broker/Agent or Officer or Risk Manager's Signature: _____

III. Business Auto Liability Insurance Coverage

A. CONTRACTOR's insurance shall be primary, and any insurance or self-insurance procured or maintained by the DISTRICT shall not be required to contribute to it.

B. The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policies or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the CONTRACTOR.

C. Minimum Requirements. Auto insurance with minimum coverage and limits as follows:
Each Occurrence Limit (per accident) and in the Aggregate: $2,000,000
Bodily Injury and Property Damage: $2,000,000

D. Coverage must include either "owned, non-owned, and hired" autos or "any" automobile.
This provision ensures the policy covers losses arising out of use of company-owned vehicles ("owned autos"), employee's personal autos ("non-owned autos" meaning not owned by company/insured) or autos that are rented or leased ("hired autos").

E. If CONTRACTOR is transporting hazardous materials or contaminants, evidence of the Motor Carrier Act Endorsement-hazardous materials clean-up (MCS-90, or its equivalent) must be provided.

F. If CONTRACTOR's Scope of Services under this Agreement exposes a potential pollution liability risk related to transport of potential pollutants, seepage, release, escape or discharge of any nature (threatened or actual) of pollutants into the environment arising out of, pertaining to, or in any way related to CONTRACTOR's and/or contractor's/subcontractor's performance under this Agreement, then Auto Liability Insurance policies must be endorsed to include Transportation Pollution Liability insurance. Alternatively, coverage may be provided under the CONTRACTOR's Pollution Liability Policies if such policy has no exclusions that would restrict coverage under this Agreement. Coverage shall also include leakage of fuel or other "pollutants" needed for the normal functioning of covered autos.

G. To the fullest extent permitted by law, the DISTRICT, its directors, board, and committee members, officers, officials, employees, agents, and volunteers must be covered as Additional Insureds on a primary and noncontributory basis on all underlying and excess and umbrella policies.

H. A severability of interest provision must apply for all the Additional Insureds, ensuring that CONTRACTOR's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the insurer's limits of liability.

Verification of Business Auto Liability Insurance Coverage

As the CONTRACTOR'S Insurance Broker/Agent, Officer, or Risk Manager, I hereby verify that I have reviewed and confirmed that the CONTRACTOR carries Business Automobile Liability insurance, as required by this Agreement, including the relevant provisions applicable to all required insurance:

Self-Insured Retention: Amount: $_____

Policy Limit: $_____

Policy Number: _____

Policy Period: from _____**to** _____

Insurance Carrier Name: _____

Insurance Broker/Agent or Officer or Risk Manager – Print Name: _____

Insurance Broker/Agent or Officer or Risk Manager's Signature: _____

IV. Professional Liability (also known as Errors and Omissions) Insurance Coverage

A. The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policies or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the CONTRACTOR.

B. Minimum Requirements: Professional Liability Insurance with minimum limits as follows:
   Each Claim: $2,000,000
   Aggregate Limit: $2,000,000

   If Coverage is written on a claims-made form, the following shall apply:

   1. The retroactive date must be shown and must be before the date of the Agreement or the beginning of the Services.

   2. Insurance must be maintained, and evidence of insurance must be provided for a minimum of three (3) years after completion of the Services.

   3. If claims-made coverage is canceled or non-renewed, and not replaced with another claims-made policies form with a retroactive date prior to the effective date of the Agreement, CONTRACTOR must purchase an extended reporting period for a minimum of three (3) years after completion of the Services.

C. Insurance shall include prior acts coverage sufficient to cover the services under this Agreement.

Verification of Professional Liability (Errors and Omissions) Insurance Coverage

As the CONTRACTOR'S Insurance Broker/Agent, Officer, or Risk Manager, I hereby verify that I have reviewed and confirmed that the CONTRACTOR carries Professional Liability insurance as required by this Agreement, including the relevant provisions applicable to all required insurance.

Self-Insured Retention: Amount: $_____

Policy Limit: $_____

Policy Number: _____

Policy Period: from _____ **to** _____

Insurance Carrier Name: _____

Insurance Broker/Agent or Officer or Risk Manager- Print Name: _____

Insurance Broker/Agent or Officer or Risk Manager's Signature: _____

V. Excess and/or Umbrella Liability Insurance Coverage (*Optional* – See Paragraph A below)

A. The insurance requirements set forth above may be satisfied by a combination of primary and excess or umbrella policies. Where excess or umbrella policies are used the following shall apply:

B. CONTRACTOR's insurance shall be primary, and any insurance or self-insurance procured or maintained by the DISTRICT shall not be required to contribute to it.

C. The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policies or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the CONTRACTOR.

D. Minimum Requirements: It is expressly understood by the parties that CONTRACTOR's Excess and/or Umbrella Liability policies shall, at minimum, comply with all insurance requirements set forth within this Agreement, and shall be at least as broad as coverage required of the underlying policies required herein.

1. Coverage for Products, Completed Operations, and Ongoing Operations must be included in the insurance policies and shall not contain any "prior work" coverage limitation or exclusion applicable to any Services performed under this Agreement and, if it is a claims-made policy, it must be maintained for a minimum of three (3) years following final completion of the Services.

2. There will be no exclusion for explosions, collapse, or underground damage (XCU).

3. Insurance policies and Additional Insured Endorsements shall not exclude coverage for liability and damages from services performed by contractor/subcontractor on CONTRACTOR's behalf.

4. Contractual liability coverage shall be included and shall not limit, by any modification or endorsement, coverage for liabilities assumed by CONTRACTOR under this Agreement as an "insured contract."

5. Independent Contractor's Liability shall not limit coverage for liability and/or damage arising out of, pertaining to, or in any way related to Services provided under this Agreement.

6. To the fullest extent permitted by law, the DISTRICT, its directors, officers, officials, agents, volunteers, and employees must be covered as Additional Insureds on a primary and noncontributory basis on all excess and umbrella policies. The Additional Insureds must be covered for liability arising in whole or in part from any premises, Products, Ongoing Operations, and Completed Operations by or on behalf of CONTRACTOR, in any way related to Services performed under this Agreement.

7. A severability of interest provision must apply for all the Additional Insureds, ensuring that the CONTRACTOR's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the policy's limits.

8. CONTRACTOR and its excess and/or umbrella Liability insurance coverage must waive any rights of subrogation against the DISTRICT, its directors, officers, officials, employees, agents, and volunteers, and CONTRACTOR shall defend and pay any damages as a result of failure to provide the waiver of subrogation from the insurance carrier(s).

Verification of Excess and/or Umbrella Liability Insurance Coverage

As the CONTRACTOR'S Insurance Broker/Agent, Officer, or Risk Manager, I hereby verify that I have reviewed and confirmed that the CONTRACTOR carries Excess and/or Umbrella Liability insurance, as required by this Agreement, including the relevant provisions applicable to all required insurance.

Excess/Umbrella Limits: Amount $_____

Policy Limit: $_____

Policy Number: _____

Policy Period from _____ to _____

Insurance Carrier Name: _____

Underlying Policy(ies) listed above to which Excess/Umbrella applies:

_____

Insurance Broker/Agent or Officer or Risk Manager - Print Name: _____

Insurance Broker/Agent or Officer or Risk Manager's Signature: _____

EXHIBIT C
PUBLIC RECORD ACT EXCLUSIONS

INFORMATION TECHNOLOGY SECURITY INFORMATION TO BE EXCLUDED FROM PUBLIC RECORDS ACT REQUESTS

EBMUD is required to respond to California Public Records Act (CA PRA) requests. Request for Proposals (RFP) are subject to CA PRA requests. If you are submitting sensitive security information about your products or services as part of your response to an RFP for software services, you must submit it as part of Exhibit F for it to be categorized as exempt from CA PRA requests. Any information submitted outside of Exhibit F may be released in response to a CA PRA request.

If you are submitting any information as an attachment, be sure to add the phrase EXHIBIT E to the title and/or filename.

EXHIBIT C

EXHIBIT D
DRAFT HRIS REPLACEMENT PROJECT RFP

EXHIBIT D1
FUNCTIONAL AND TECHNICAL REQUIREMENTS

EXHIBIT D2
TECHNICAL & NON-FUNCTIONAL REQUIREMENTS

REQUEST FOR PROPOSAL (RFP) TEMPLATE

WHEN TO USE THIS TEMPLATE	
Selecting professional or general service providers in an amount **above $80,000**	Use this RFP template Note: If the services require materials that are projected to be in excess of $80,000, contact the Purchasing Division at 510-287-0454
Selecting professional or general service providers in an amount **under $80,000**	Use this RFP template <u>or</u> the standard informal RFP format typically used by your Department
WHEN NOT TO USE THIS TEMPLATE	
Materials or supplies **above $80,000**	Contact the Purchasing Division to conduct a formal bid process per Procedure 452
Materials or supplies **under $80,000**	Refer to the <u>Procurement Procedures Overview Chart</u>

<u>INSTRUCTIONS</u>

Begin each process with this document from this location only. **DO NOT prepare new RFPs from any previously issued document or draft.** This document has been reviewed and approved by the Office of General Counsel and is revised from time to time as noted in the revision tracker below. For additional information and to download copies of any of the ancillary documents noted in this template, please see the <u>Purchasing web-link</u>.

<u>Union Notification</u>
Per Procedure 451, some RFP's may require Union notification in cases where the work has the potential to be performed by District forces. In most cases, the Union(s) should be notified prior to the release of an RFP. Further information on the notification process can be found <u>here</u>.

<u>Engineering Consultant Contracts and Engineering Consultant Roster (ECR)</u>
Per Procedure 429 and 451, for specific engineering consultant contracts up to $750,000, project managers shall use the Engineering Consultant Roster established by the Contract Equity Office, along with the Engineering Consultant Roster Guidelines. These documents can be found <u>here</u>. **If, for any reason, you plan to use a consultant**

who is not on the roster for a project of $750K or lower, you must obtain a waiver from the Contract Equity Office prior to proceeding with a proposal process or award.
In general, if a consultant RFP is estimated to be

- Less than $750,000:
  - It is required to use the Engineering Consultant Roster (unless you receive a waiver from the Contract Equity Program (CEP) office)
  - Send the RFP in pdf format to the consultants selected from the ECR
  - The contract is only available to the select consultants and no web posting is needed
- More than $750,000:
  - You have the option to solicit bids from consultants on the ECR, plus other consultants that are not on the ECR
  - Web posting is recommended to maximize the bid pool, contact your Department web author for web posting.

***If the ECR is being used, you <u>do not</u> have to post the RFP to the external website.

Agreements

If a General Services Agreement or Consulting and Professional Services Agreement will accompany the award of this RFP, please consult with the Office of General Counsel regarding your contract documents prior to your beginning to draft the BD-1. OGC must review any contracts or agreements which will be awarded by the BOD and without this preliminary review your BD-1 may require additional time to allow OGC's review of the contract documents at the time of BD-1 submission.

Legend

red text highlighted in yellow	A find and replace should be executed to ensure conformity throughout the document. Once completed, highlights can be removed, and font color changed to black.
white text highlighted in red or red text	Denotes instructions, verbiage to be modified, or other areas in need of consideration which are meant to assist you in the development of the RFP document. All instructional text is to be removed prior to issuing. Modifications to template language, other than where noted (i.e., " modify, delete, or use as is required or red text") should be approved by the Purchasing Division. As necessary, Purchasing will verify acceptance of changes with the Office of General Counsel.

Prior to Posting and/or Releasing
Be sure your RFP has a title and a number in all required locations. Numbers can be created individually. One example is your dept name and the sequential number and year such as "Plant Maintenance and Care PUR-0123" for the first Purchasing RFP of 2023. This helps identify when Purchasing receives inquires, etc.

Drafters: Gain appropriate approvals on final draft from your Division/Department management and send a draft to both **CEP and Risk Management**. Note that CEP shall be invited to site-walks and pre-proposals meetings. If you are unfamiliar with your departmental approvals chain, please ask your supervisor or manager about requirements.

Posting to EBMUD.com
Drafters of RFPs are to use the web-author assigned to their department for posting to the external RFP webpage.

Find your web-author
You can find the web-author for your department here. To sort the web-authors, click "Download data table" at the top of the page (screenshot 1 below). Once the Excel document has been downloaded, use your cursor to select "column N", select "Sort & Filter", and select "Sort A to Z" (screenshot 2 below).

Add a web-author
If you need to add a new web-author, please make this supervisor-approved request by sending an email to: webmaster@ebmud.com.

Instructions on posting to ebmud.com
Web-authors need to log in, select "Help" at the top and select "RFP Mailing template". This will take you to the instruction page. Follow the steps listed at the bottom of the page (screenshot 3 below). If you need further help, please email webmaster@ebmud.com.

Screenshot 1

Screenshot 2

Screenshot 3

RECENT REVISION TRACKER

Date	Description of Revisions (i.e., page#, syntax, grammar, section, item, etc.)	Updated By (Purchasing staff only)
8/6/18	Moved formal bid threshold to $80K. Added description of when to use agreement/general requirements and noted new agreement naming convention. Added Professional Liability Insurance (errors and omissions). Added note to "proposer qualifications" describing standard years of experience. Fixed links.	Jessica Rockwell Kelley Smith
8/27/18	Change RFQ to RFP throughout document	Jessica Rockwell
10/22/18	Remove indemnity language from Exhibit B - insurance	Jessica Rockwell
2/15/19	Updated Consultant Roster Instructions	Kelley Smith
4/18/19	Create and update "Notice of Intent to Award and Protest" section. Update Insurance verbiage	Jessica Rockwell
5/1/19	Changed rev date in footer to be the same on all pages (5/1/19).	Rochelle Roybal
5/10/19	Updated protest language to include no new protest points being raised in an appeal.	Kelley Smith
6/27/19	Changed "bid" to "proposal"	Kelley Smith
7/22/19	Minor update to protest language	Kelley Smith
1/1/20	Added Iran Contracting Exhibit, updated cal. of events language, added acceptance upon "satisfactory work", added LD clause and false claims statement.	Kelley Smith
10/9/20	Updated Insurance and Indemnification Language and added workers comp	Kelley Smith
2/23/21	Removed "Kelley Smith, Purchasing Manager" from mailing instructions	Sharon Sarmenta
7/27/21	Added note about email file size limitation & delivery service requirements updated.	Sharon Sarmenta
3/17/23	Updated CEP webpage link & EBMUD logos	Sharon Sarmenta
5/16/23	Update to allow for software suppliers/consultants to place any proprietary IT security info in a single exhibit; added Exhibit F, TOC reference, & minor modifications to incorporate usage; added personnel association question to proposer & acceptance form.	Kelley Smith, Becky Sharpe
7/31/23	Updated ebmud.com/business center hyperlink (end user notified Purchasing of link error)	Sharon Sarmenta
3/20/24	Insurance Requirements template updated (per Risk Mgmt update 02/2024); updated delivery and mailing address and instructions	Sharon Sarmenta

RFP SCORING CRITERIA AND INSTRUCTIONS

Unless circumstances exist, which create a need for an alternate scoring and evaluation process, proposals should be evaluated in the following manner:

Proposals will be evaluated and scored by a Selection Committee. The Selection Committee may be composed of District staff and other parties that have expertise or experience in this type of procurement.

IMPORTANTPrior to final Proposal submission date, the individual(s) managing the Proposal process shall determine the weighting scale for each criterion in the Evaluation Criteria section of this document. The total weight for all sections combined should equal 100.

The Evaluation Criteria (page 2 of this section), and the Evaluation Criteria section of the RFP, should be customized and descriptions altered or added for each new procurement process. Other than the Contract Equity Compliance, which is required, all of the other sections are flexible. For instance, not all of the nine areas (A. through I.) are required for each proposal. For example, you may choose not to have an oral presentation/interview or may decide that an implementation plan is not necessary. Alternately, the subjects may be changed, and you may decide to add something such as "Thoroughness of Laboratory Analysis Plan".

Proposals will be evaluated according to each of the Evaluation Criteria and may be scored according to the zero to five-point scale outlined below. Scores must be noted and justified, in writing, on the Evaluation Worksheet (pages 3- 4 of this document). Each Selection Committee member must fill out an evaluation worksheet for each of the Proposal Responses which she/he evaluates and scores.

If deemed necessary, the evaluation process may include a two-stage approach where an initial evaluation of the proposals is conducted and a shortlist of only the highest ranked proposals will continue to the final Proposal review stages. The final review may consist of an additional comprehensive review of the Proposal submittal materials, an oral presentation/interview, reference checks, etc.

The zero to five-point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of PROPOSAL.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success; however, some objectives may not be met.

		Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of PROPOSAL by Selection Committee members.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of PROPOSAL by Selection Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success in achieving all objectives and meeting RFP specification.

	Evaluation Criteria ****The end user determines appropriate criteria for her/his project. The below are examples of typical headings/criteria. Please modify and or tailor the below as well as the full descriptions of evaluation criteria in Section III, B of the RFP****	**Points Possible** **(must total 100)**
A.	Technical Criteria	
B.	Cost	
C.	Implementation Plan and Schedule	
D.	Relevant Experience	
E.	References (See Exhibit A – Proposal Response Packet)	
F.	Oral Presentation and Interview	
G.	Understanding of the Project	
H.	Methodology	
I.	Contract Equity Program Compliance	5 or 10 (pick one)

The following pages contain a template of the evaluation form which may be used by the Selection Committee in scoring RFP responses. The rating areas in

this evaluation form must match those in Section III, B. EVALUATION CRITERIA/SELECTION COMMITTEE

EXAMPLE EVALUATION AND SCORING SHEET
(provided only as a "best practice" example, use of this sheet is not required,)
EAST BAY MUNICIPAL UTILITY DISTRICT

EVALUATION FORM
for
INSERT RFP NAME AND RFP NUMBER

Vendor Name:	
Evaluated By:	

		Rating 0 – 5*	Notes (Reasons for rating)
A.	Technical Criteria		
B.	Cost		rate with cost coefficient ranking
C.	Implementation Plan and Schedule		
D.	Relevant Experience		

EXAMPLE EVALUATION AND SCORING SHEET
(provided only as a "best practice" example, use of this sheet is not required,)

		Rating 0 – 5*	Notes (Reasons for rating)
E.	References		
F.	Oral Presentation and Interview		
G.	Understanding of Project		
H.	Methodology		
I.	Contract Equity Program Compliance		Contract Equity to review and score this section

Evaluator's Signature: _____   Date: _____

**EAST BAY
MUNICIPAL UTILITY DISTRICT**

REQUEST FOR PROPOSAL (RFP)
for HRIS Replacement Project

ADDENDA

Prospective bidders are responsible for reviewing any published addenda regarding this bid at
ebmud.com/business-center

CONTACT

Adam Froio, Project Manager
(510) 287-0686
adam.froio@ebmud.com

RESPONSE DUE

Month ##, 20##
4:30 p.m. PST

SUBMIT ELECTRONICALLY TO*

Adam Froio, EBMUD
adam.froio@ebmud.com
OR
Microsoft OneDrive repository (see Exhibit A)
*Hardcopy proposals will not be accepted

EAST BAY MUNICIPAL UTILITY DISTRICT

RFP for HRIS Replacement Project
TABLE OF CONTENTS

ATTACHMENTS ADD EXHIBITS BELOW AS REQUIRED

EXHIBIT A – RFP RESPONSE PACKET
EXHIBIT B – INSURANCE REQUIREMENTS
EXHIBIT C – CONSULTING AND PROFESSIONAL SERVICES AGREEMENT **<u>or</u>** GENERAL REQUIREMENTS (use one or the other, <u>not both</u>; if your final contract will be a consulting and professional services agreement then attach the consulting and professional services agreement template as an exhibit). If your final contract will be a general services agreement, then attach the general requirements to your RFP. These documents can be found on the Purchasing Division Splashpad)
EXHIBIT D – IRAN CONTRACTING ACT CERTIFICATION
EXHIBIT E – BOND FORMS (use as required or delete - required for public work-type projects in excess of $25K, optional for other types of contracts)
EXHIBIT F – INFORMATION TECHNOLOGY SECURITY INFORMATION TO BE EXCLUDED FROM PUBLIC RECORDS ACT REQUESTS (use as required or delete – see Exhibit F for additional information)
Add additional EXHIBIT(s) as necessary

I. GENERAL INFORMATION

A. OVERVIEW OF THE EAST BAY MUNICIPAL UTILITY DISTRICT

East Bay Municipal Utility District (the District) supplies water and provides wastewater treatment for parts of Alameda and Contra Costa counties on the eastern side of San Francisco Bay in Northern California. Approximately 1.4 million customers are served by the District's water system in a 332-square-mile area extending from Crockett on the north, southward to San Lorenzo (encompassing the major cities of Oakland and Berkeley), eastward from San Francisco Bay to Walnut Creek, and south through the San Ramon Valley. The wastewater system serves approximately 740,000 customers in an 88-square-mile area of Alameda and Contra Costa counties along the Bay's east shore, extending from Richmond on the north, southward to Oakland.

The District is a publicly owned utility formed under the Municipal Utility District Act passed by the California Legislature in 1921. The District has a seven-member Board of Directors publicly elected from wards within the District's service area. The Board of Directors and management believe that the District has a public responsibility to preserve the region's resources and set industry standards for the way water and wastewater utilities conduct themselves. The District is a customer-oriented and environmentally sensitive public agency, firmly committed to serving people and the environment.

B. CURRENT STATE

The District is seeking to replace its current human resources information system (HRIS), payroll, and timekeeping systems as phase one. This will be followed by phase two, during which further HR functionality will be implemented. The new HCM and payroll systems will interface with our new Pension system.

HRIS System
The District currently uses PeopleSoft 8.8 HRMS which was originally installed in 1999. This is being supported by internal District staff for functional changes and is kept tax compliant through a third-party service. The current system is an integrated, on-premises system that manages data for employee information, position management, payroll, and the District's pension plans.

Timekeeping
The District's Electronic Timekeeping System (ETS) is a heavily customized application supporting the capture of worked and non-worked time for all employees. This time data is fed to the payroll system to process payroll.
ETS requires integration with numerous District enterprise applications including asset management, work order systems, and projects.

Payroll
The District uses PeopleSoft to process payrolls for employees, retirees and their survivors, and members of the Board of Directors.

The Payroll group consists of four full-time employees who are responsible for administering pay processing for the District. Payroll staff are also responsible for pay adjustments, employee receivables, employee reimbursements, and garnishments. They support retirement pay processes, managing ACH requirements, processing employee income tax withholdings, administering state and federal regulatory filings, and tax reporting.

Benefits
Benefits administration has been outsourced to a third-party administrator (TPA) that provides participants with a self-service portal. Benefits enrollment and changes for employees and retirees are performed using this portal. Earnings and deduction files from the TPA are interfaced into the current PeopleSoft system for Payroll processing.

C.   STATISTICS

HRIS Statistics

Metric	Current	Future State
Employee Population (EBMUD)	1,960 (2,100 W2 Issued in FY2019)	Stable
Retirement Population (EBMUDERS)	1,900 Retirees 250 Survivor/Dependent/QDRO Payees 300 Terminated Vested Employees	Growing
Non-Employee Population	Current Application Support: 7 Board members 1,300 contractors* 50 COBRA participants* <150 interns (non-payroll)* *Currently not resident in HRIS	Creation of basic identity management for non-employees within the new HCM platform for purposes of planning and reporting
Human Resource Department Staff	39 Full-Time Staff, 1 Temp, 5 LT/TC	
Jurisdiction	California, Public Sector	California, Public Sector
Physical Locations	39 staffed locations	39 staffed locations
Companies	Two companies: EBMUD and EBMUDERS (Retirement Plan)	No change anticipated

Metric	Current	Future State
Representation	93% of the workforce is unionized across 4 bargaining units. Exempt employees structured based on classification	No change anticipated
Hierarchy	The District is organized as a complex, informal, matrixed organizational structure Water & Wastewater departments act as Strategic Business Units and share a separately organized Administration unit	See Organization Management section (Combinations of Position management, funding, and organizational hierarchy)
Languages	Application support is English only	Desired multi-lingual support
Pay Approach	Positive pay with custom time capture	Positive pay with a delivered solution offering rich functionality and integration capabilities
Dashboard Approach	None	Flexible, template based, analytics focused and configurable. Ability to distribute dashboards to all levels of the organization.
Portal Approach	Splashpad (intranet)	Navigation to HCM and our Pension system functionality through the District Intranet.
	NeoGov Onboarding only	Desired broad based self-service feature
Document Management	Manual - multiple non-integrated formats, e.g., paper, fiche, thick client OnBase, DOCS (internal document system) and TPA case manager (benefits)	Ability to either provide document management features within the platform or integrate with third-party document management platform.
Workflow Queue Management	Not Applicable	Desired. Integrated with a dashboard for an individual to quickly initiate the transaction needed on the Dashboard.
Online Customization	Development based	Configuration-based
Pay Frequency	Bi-weekly and monthly	Future - weekly, bi-monthly, semi-monthly, monthly

Metric	Current	Future State
Workflow Scope	None	Desired
Effective Date	Acts as a key in most transactional and District level control tables	Continue to be able to record, process against and report transactional and control table history. Creation of a history record to allow for point-in-time reporting at both the organizational and individual level. Allow for future dated transactions to be input.

Payroll Statistics

Printing Job	Approximate Volume	Frequency	Output Source
Employee advice statements	1863	Bi-weekly	Printed in-house
Employee checks	75	Bi-weekly	Printed in-house
Retirement advice statements	1947	Monthly	Printed in-house
Retirement checks	48	Monthly	Printed in-house
Board Member advice statements	7	Monthly	Printed in-house
Garnishments and other deduction checks	40	Bi-weekly	Printed in-house
W-2's	1900	Annually	Printed in-house
1099-R's	2100	Annually	Printed in-house

D. **FUTURE STATE**

This section describes desired functionality to be proposed as part of this RFP process.

General Functional Framework

Compliance
The District operates in a highly regulated environment and seeks to mitigate all sources of compliance-related liability. We look to the proposer to support ongoing compliance needs and to provide all required reporting and filings.

Workflow
The District seeks to leverage workflows for initiating and completing transactional processes using feedback loops that include notifications and statuses. The workflow engine should bring relevant information to employees creating transactional work, such as notification of documents requiring review or productivity tools to help explain a process.

Document Management
The District is currently very paper-based and uses OnBase for most of its HR document management. *Many current forms contain both pension and HCM/Payroll information, requiring access to the same form by multiple parties.*

An open API for file transactions is desired for solutions providing document repositories to allow access from other applications. If the proposed solution does not provide these capabilities, then providing integration with a third-party document management system like OnBase is acceptable.

Effective Dates
The platform must support retroactive, current, and future dating of transactions, data, business rules, and control information. It should identify impacts to current processing for past changes, and allow future information to be posted later when the effective date is active. This allows for processing to occur when information is available without needing to hold information until processes can be executed.

Dashboards, Analytics, and Reporting
The District recognizes that information is being captured throughout our processes. We expect the proposer's solution to ensure the quality and accuracy of this information for reporting and analytics.
The solution must provide access to all information contained within the platform for purpose of analysis using standard reports, custom reports, and ad-hoc reporting tools. We also expect the platform to support dashboards allowing staff to monitor metrics of the business unit they support.

Technical
The District believes that HCM self-service functions should be mobile enabled for ease of data entry so that candidates, employees, retirees, and managers can access all self-service functionality seamlessly, regardless of device.
The District wishes to protect its data, especially PII data, from unauthorized external access. In order to protect its data, the District IT Security staff should have the ability to limit external access to functions or use of roles by defining IP White Lists.
Configuration tools included with the proposed solution should enable District staff to customize and create things like workflow, reporting, queries, screen changes, forms, etc., without the need for proposer support.

Security
Role based security is required across all dimensions of the HCM functions. The roles may change through position or unit and should be controlled via effective dates. We require multiple roles, both internal and external to the organization, that should allow

appropriate access to validated users and access partners including retirees, beneficiaries, trusts, executors, unions, actuaries, s, and others.

The District's intranet is used to guide employees to processes and systems that they use in the workplace. The District's website may also be the entry point for entry for self-service functions for other populations.

The District anticipates that active employees and possibly retirees, retiree beneficiaries, and terminated employees may access the HCM system after being authenticated. As such, the District will need to retain some terminated and retired employee information.

The proposed solution must provide a secure environment that meets modern cybersecurity practices as a critical requirement. The District's data is a key asset of the organization and is used in many ways within our business for transactions, analysis, and planning. We keep a significant amount of information for long periods and expect our proposers to adhere to our security protocols and to meet all applicable privacy laws and best practices for the devices accessing and using this data.

Integration and Interfaces
The District maintains many legacy systems and will need to extract data from the proposer's solution or interact directly with these systems to keep the current data flow intact. We will identify the systems requiring this data exchange and will use the proposer's tools to extract, format, and feed this data to District systems.

E.   HCM – CORE FUNTIONALITY

The District considers replacing the functionality of its PeopleSoft HRMS, payroll, and timekeeping as this project's top priority. Implementation of other functionality is to follow the replacement of this core functionality.

We expect that the platform will accommodate specific District information needs for areas such as position classifications, assignments, union membership and other information needed to manage the workforce.

Pension
Pension administration is outside the scope of this RFP. However, there will be a need for the proposed solutions to interact with the District's pension system.
The District is implementing a pension administration system for retiree processing and is looking to the new HCM replacement solution to accurately track and store key information about active and terminated employees. This information is to be passed to

the pension administration system via an interface. This information includes service time, pensionable earnings, beneficiaries, benefits, and any adjustments or reissued payments to ensure synchronicity between the two systems. We expect that the HCM platform will be used to process pension benefits and payroll and to be the source of all compliance documents and filings.

Time and Labor
Employees submit timesheets for each pay period with hours worked along with billing codes, type of leave, and other District information at time of entry. The District relies on the time and labor (T&L) system to ensure all union rules are followed upon time entry and approval. We expect that T&L will be mobile-enabled and will provide warnings to both the employee and respective managers of any time entries that are not in line with District or union rules.

The District uses unique project codes that are subsequently tracked in our financial system. Proposed T&L solutions must use the same project codes and be synchronized with our financial system. The T&L solution must provide those project codes at time of time entry, be auto filled when possible, and allow multiple similar timesheets to be created by a manager for their unit or crew.

T&L currently captures field, work order, and equipment information for staff at job sites. The information on crew assignments, equipment used, and other factors regarding the job should be captured at the time of entry, if possible. This information is then passed to other District systems to be used for monitoring equipment usage.

Crews are often formed for a specific site and project number. The shift supervisor needs to be able to create crew timesheets from a template and approve them quickly and efficiently.

Payroll
Proposed payroll solutions must provide all payment processing needed and comply with all governmental regulations and required filings. Payment cycles will be dictated by the District.

All tax reporting and filings needed by the District for its employees and Board of Directors must be supported, and the system must provide information to the District's financial information systems via an interface for posting and reconciliation. We require an interface to our Pension platform to ensure all payment information resides in that platform, allowing for 1099-R processing by the pension platform. All reversals or payment changes must be recorded and flow to all systems needing the information for the change.

Earnings must be flexible in how they are calculated, which compensation attributes are associated (tax calculation, included in compensation categorizations like Pension), and distributed in separate or combined statements of earnings to the individual. The flexibility to define all the attributes of a pay type allows the District to oversee the payment to an individual based on several District factors.

Robust retroactive pay, including retroactive deduction processing, is required to support the frequent large scale retroactive compensation and benefits deductions resulting from labor negotiations.

Position Management

Position Management at the District is a complex process, starting with the biennial budget cycle where positions are allocated as either staffed or open and funded. Additional staffing changes may occur throughout the fiscal year as individuals move through position hierarchies and reporting relationships, work out of class, or through budgetary allocations or changes.

The platform must support circumstances that may trigger the creation of a new position, reclassification, inactivation, or transfer, and to account for these within the budget process and staffing report.

The attributes associated with positions determine items like signing authority and role within the District's processes, allowing for approvals, acknowledgements, and other processes requiring oversight. This impacts workflow processes for approval and notifications (See the Position Proc and Attributes tab in Exhibit D).

Organizational Management

Organizational management requirements at the District support interactions with departmental budgets, spans of control, reporting relationships, the formation of teams, and matrixed organizational structures such as crews. All HR transactions must show the current organizational levels for the relationship of the employee to the organizational structure. The system must have the ability to change reporting relationships at the transaction level to maintain the organizational integrity for workflows, authorizations, and organizational charts.

Leave Management

The selected platform must support the ability to request leave, vacation, sick time, etc., through a self-service function. The platform needs to support informational data about real-time leave of absence balances and to provide policy information to the employee to request the appropriate leave scenario. This self-service needs to support the approval process and provide notifications to enable timely review of any request.

Administration of leaves must provide individual, manager, and administrative communications through the length of the absence to ensure a timely and accurate

process. Necessary information should be provided to make decisions, such as reasonable accommodation, and provide management oversight of employees on leave and their current disposition, expected return, and allow for inclusion of the leave information when analyzing staffing, workspace, or scheduling scenarios.

Given the new regulations arising from the pandemic, we will look to our proposer to follow all legal and company leave provisions and to provide sufficient granularity on hours assigned to each type of leave, its accrual, and its usage. We expect to have significant self-service and analysis tools to recognize when an individual is nearing full usage of leave hours and provide notification, documentation, and subsequent actions to apply the correct resolution.

Offboarding
The District expects the proposer solution to incorporate workflows to notify the appropriate District staff of tasks such as termination of network access, collection of District equipment, and the provision of benefits such as COBRA.
We also expect the platform to conduct an exit survey or allow for an exit interview to assess the reasons for leaving. The District would like the ability to process either method at the discretion of the manager or HR.

Benefits Administration
It is the intention of the District to bring benefits administration in-house. Initially, we believe we may need to interact with our current benefits administrator, LifeWorks as we implement higher-priority items such as HCM, Payroll and Time & Labor.

Benefits administration should be an intuitive self-service environment, providing employees and retirees with information to make various benefit choices or make life event changes and to see the impact of various choices on their paycheck. Workflows should provide acknowledgements to the employee and relevant District staff upon submission.

Benefits administration should support health, life, disability, wellbeing, and financial offerings It should provide automation of plan participation, contributions, and information changes for beneficiaries to the plan carrier. It should also support processes that allow employees to process changes and claims through integration to our third-party carriers.

Benefits administration must provide plan carrier information regarding participation, changes, and any premiums charged on a timely basis to mitigate delays in plan participation, based on a schedule set by the District. Automated reconciliation processes for plan carrier invoices by the proposer or through a partner will be considered.

F.   O**PTIONAL SERVICES**

The following services are desired and will be considered if they meet our requirements. These services would be implemented *after* HCM, Payroll, and Time & Labor.

Recruitment
The District currently uses NeoGov for Recruiting and Onboarding functions; this is not integrated with PeopleSoft 8.8.

We are considering integrated options to reach, source, select, and hire talent to our organization. We want the recruitment experience to be smooth and intuitive, with timely communication and information.

The proposed solution should incorporate various forms of assessment, diversity and inclusion processes, virtual testing, and to employ various forms of interview techniques such as video, scenario-based, and simulation. The solution should provide interviewers and panels with all necessary tools and information to conduct meaningful interviews with candidates.

The entire hiring process should be tracked through automation such that the hiring manager and senior management can view the progress across the District's hiring efforts.
We seek a proposer whose metrics can assist Recruitment to analyze and focus on the successful candidates, source and market to the correct audiences, and to deliver a highly satisfactory process to the candidate and the hiring manager.

Onboarding
Onboarding should be initiated upon acceptance of an employment agreement and provide guidance, information, and preparation for a new employee. Onboarding can be initiated at any point of the employee life cycle due to position and other changes.

Applicable information should be delivered in various formats in a progressive manner, and assistance in processing this information should be provided by the solution. District staff related to the hiring process should be notified about the new hire's progress.

Upon completion of initial onboarding, the District requires parameter-based checkpoints such as time in job, training progression, etc. Onboarding will notify the employee of upcoming actions and notify to the appropriate party in the organization of their participation or approval of those actions.

Performance Management
The District provides annual job classification-based performance plans, developed by managers with the new hire, with ongoing milestones requiring notifications. The

District wishes to leverage more frequent check-ins, journal entries, and 360 performance assessments.

The District will be creating more robust career ladders for the workforce to assist in their personal and career development. The performance plans must tie in to Learning and Development to accomplish the balance of District performance goals and personal growth.

Compensation Management
The proposer's solution should be flexible and accommodate complex position and compensation structures. Many positions are governed by compensation step processes while others positions are eligible for pay for performance. The solution should provide compensation ranges or steps associated with positions and grades. The solution should provide tools, such as visibility into current compensation levels within the unit, so that managers can determine fair compensation levels. Compensation analysis is done within HR and is used during union negotiations when analyzing the impact of requested increases and compensation ranges.

Diversity & Inclusion
The District has programs in place to promote and support our Diversity and Inclusion policies. The platform should fully support the need to securely store individual employee information and provide that information to authorized District users to assess and monitor our progress against our goals.

Where appropriate, our policies and goals need to be presented to supervisors and managers to help make decisions in hiring, compensation, and terminations through process aids, dashboards, and reports.

Learning and Development
The District intends to optimize its workforce through opportunities for continuing learning. As such, the District provides access to content that is both external to the organization for compliance training as well as District-developed content for training at all levels of the organization.

The proposed solution should support both instructor-led and self-directed learning and track progress to allow for further job opportunities for the employee within the organization. District employees, with their managers, should be able to set development goals and measure progress toward those goals.

We expect our proposers to provide methods of assessing and tracking learning and expertise so that appropriate content can be delivered to the participant, limiting the training to relevant content.

Case Management

The District needs to track incidents related to Employee Relations, Emergency Operations, unions, COVID-19, and many other areas. These incidents have been resolved using a common pattern: identify, assign, research, document, and resolve.

As a result, we have placed these requirements into a category that we have termed Case Management, requiring a tool with the ability to capture specific information based on category and to provide incident tracking with an associated workflow based on the category and confidentiality of information. Users should have access to progress reports, incident rates, resolutions, and the ability to analyze the potential trends these incidents portray.

The information should be secure and accessible on dashboards for monitoring and analysis to approved roles within the District.

Workforce Planning

Workforce planning is a key business function of the District, HR, and business units. Analysis tools should allow for modelling of the workforce. The platform should support the ability to project future states of the organization, at the monthly, quarterly, and annual level, showing the new structure, composition, numbers of employees, and annualized salary, and a visual depiction of various staffing models of the District for future planning.

Surveys and Communication

The District would like to ability to survey or communicate with parts or all of its populations on a controlled basis. This is in support of surveying and tracking engagement or sentiment analysis.

The functionality must include the ability to develop user questions, provide multiple styles of answers for those questions, and collate that information for analysis and visual display. The functionality must include the distribution of a survey to all levels of the organization, from individual, at the lowest level, to companywide.

The information must be kept in a form that allows for trend data to be compiled to analyze over District defined time periods (weekly, monthly, quarterly, etc.). The analysis information should be able to be exported to all levels of management, via dashboards.

The information must not allow for an individual to be identified, providing total anonymity.

Digital Adoption and Change Management

The proposed platform should include tools that support and measure the adoption of the platform across its varied workforce. Digital adoption tools should include aids such as video and documents that assist a user in performing a function. These tools should be kept in place for new and infrequent users. These tools should accommodate all processes, whether proposer-supplied or customer configured.

These tools should be available across all devices the proposer supports, so they may be used wherever they are accessed. These tools should flexible enough to support complex processes involving multiple disparate systems. It should allow for searches in a knowledge base to accelerate resolution of a process question.

II. STATEMENT OF WORK

G. SCOPE

It is the intent of these specifications, terms, and conditions to describe the replacement of the District's existing HR, Payroll, Timekeeping, and other systems described in Part I, General Information, Sections E. HCM – Core Functionality and F., Optional Services.

East Bay Municipal Utility District (District) intends to award a 5-year contract with 5 options to renew for one-year terms to the Proposer(s) who best meets the District's requirements.

H. PROPOSER QUALIFICATIONS MODIFY AS REQUIRED

1. Proposer Minimum Qualifications

   a. Proposer, Proposer's principal, or Proposer's staff shall have been regularly engaged in the business of providing the services for which they are bidding for at least five (5) years.

   b. Proposer shall be a authorized provider of the services requested by the District within this RFP.

   c. Proposer shall possess all permits, licenses, and professional credentials necessary to perform services as specified under this RFP.

I. SPECIFIC REQUIREMENTS

Please find the specific functional requirements in a separate document entitled, "EXHIBIT D – FUNCTIONAL AND TECHNICAL REQUIREMENTS".

III. CALENDAR OF EVENTS

EVENT	DATE
RFP Issued:	<DATE>
RFP Questions Due Date:	<DATE + 14>
RFP Answers Posting Date:	<DATE + 21>
Response Due:	<DATE + 30 (+14)> by 4:30 p.m. PST
Anticipated Contract Start Date:	<DATE>

Note: All dates are subject to change **by District**.

Proposers are responsible for reviewing **https://www.ebmud.com/business-center/requests-proposal-rfps/** for any published addenda. Hard copies of addenda will not be mailed out.

IV. DISTRICT PROCEDURES, TERMS, AND CONDITIONS

A.   RFP ACCEPTANCE AND AWARD

1. RFP responses will be evaluated by the Selection Committee and will be scored and ranked in accordance with the RFP section entitled "Evaluation Criteria/Selection Committee."

2. The Selection Committee will recommend award to the Proposer who, in its opinion, has submitted the RFP response that best serves the overall interests of the District. Award may not necessarily be made to the Proposer with the lowest overall cost.

3. The District reserves the right to award to a single or to multiple General or Professional Service Providers, dependent upon what is in the best interest of the District.

4. The District has the right to decline to award this contract or any part of it for any reason.

5. Any specifications, terms, or conditions issued by the District, or those included in the Proposer's submission, in relation to this RFP, may be incorporated into any purchase order or contract that may be awarded as a result of this RFP.

6. Award of contract. The District reserves the right to reject any or all proposals, to accept one part of a proposal and reject the other, unless the proposer stipulates to the contrary, and to waive minor technical defects and administrative errors, as the interest of the District may require. Award will be made, or proposals rejected by the District as soon as possible after proposals have been opened.

B.   EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals will be evaluated by an Evaluation Committee. The Evaluation Committee may be composed of District staff and other parties that have expertise or experience in this type of procurement. The Evaluation Committee will recommend a Proposer in accordance with the evaluation criteria set forth in this RFP. The evaluation of the RFP responses shall be within the sole judgment and discretion of the Evaluation Committee.

The Evaluation Committee will evaluate each RFP response meeting the qualification requirements set forth in this RFP. Proposer should bear in mind that any RFP response that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the District's requirements as set forth in this RFP.

The District intends to award a professional services contract to the Proposer who best meets the District's requirements. The District may award multiple proposers and may select to award portions of the requested functionality to individual proposers or proposers and their partners. If a proposer bids on several parts of the solution, the District reserves to right to award any or all parts of the solution.
The District recognizes that Proposers have varied and recommended approaches to implementation of their solutions. The District also recognizes that our resources, time, budget, and change management impact the implementation of a new Proposer solution. As such we are requesting that Proposers provide approaches to the following implementation scenarios, detailing associated costs, timeframes, resources required (both your provided implementation resources and your expectations for District resources throughout the project, specifying type of resource, percentage commitment, skillset anticipated), and any benefits or risks associated with the approach.

1. Complete replacement of our PeopleSoft 8.8 functionality (HR recordkeeping, position management, organization management, and payroll) and our timekeeping functionality which we are calling this Core Functionality. Our Pension implementation is being coordinated with PeopleSoft in place to integrate with that platform, but we recognize that we will select a new platform and incorporate its functionality into the Pension platform as we phase out PeopleSoft.

2. The functionality of your full solution through incremental delivery of the functions of Recruitment, Onboarding, Performance, Benefits, Learning Management, Case Management, remaining Self-service functions/workflow, and Digital Adoption tools, following the implementation of the functions listed in item 1.

3. If you are proposing a more singular functional solution (point solution), identify the information needed from an HCM platform to allow your solution to function well, how that imported information is integrated into your solution, the needed frequency of interaction with the HCM platform for that imported information, and your customers' current HCM platforms that are being integrated into your solution or any partnerships you may have in place with HCM vendors who perform the core functionality requested in item 1 above.

Proposed solutions will also be assessed to support the District's general functional and technical needs as outlined below:
1. Regulatory compliance and compliance reporting
2. Support of District Time and Labor rules/processes
3. Payroll for employees, Board of Directors, retirees, and beneficiaries of retirees
4. Recording earnings and taxation withholding history
5. Flexible workflow, notifications, and approvals
6. User-friendly reporting and query capabilities
7. Customizable dashboards and metrics
8. The ability to capture, categorize, and store of documents to complete a transactional process (i.e., W4, Driver's license) or an integration to a 3rd party Document Management platform. The transaction may need to keep a link to the stored document for quick review later
9. Consolidation, conversion, and retention of historical data from existing HRIS system, document management system (OnBase), our third-party benefits administrator, and other data sources
10. Ability to accept information for other systems and transmit HR information to other District used systems
11. Security compliance.

RFP responses will be evaluated and scored according to the Evaluation Criteria below and scored according to a zero to five-point scale. The scores for all Evaluation Criteria will then be added to arrive at a weighted score for each RFP response. An RFP response with a high weighted total will be ranked higher than one with a lesser-weighted total.

The Evaluation Criteria are as follows:

	Evaluation Criteria
A.	**RFP Formatting Criteria** Adherence to the formatting guidelines in this RFP. This baseline will allow for a fair evaluation of RFP responses.
B.	**Functional Criteria**

	An evaluation will be made of the extent to which the proposed solution addresses all functional requirements as stated in Attachment D.
	Proposers addressing all must-have requirements of the functionality being bid on will be evaluated more favorably than those meeting fewer must-have requirements.
	Proposers addressing more nice-to-have requirements will be evaluated more favorably, to a lesser extent than addressing must-have requirements.
C.	**Technical Criteria** An evaluation will be made of the extent to which the proposed solution addresses all non-functional requirements as stated in Attachment D. Some points are highlighted below: 1. System Security / Authentication - A comparison will be made of the proposed replacement systems, and an evaluation will be made of the design and comprehensive integration of security concepts. 2. System Usability – An evaluation will be made of features of the proposed solution that offer enhanced utility, ease of use, reliable performance, and application stability. 3. Software Interfaces - An evaluation will be made of the ease of developing and maintaining industry standard interfaces to existing and new systems as well as the software's flexibility to accommodate future integrations. 4. Data Management - An assessment will be made of how the solution addresses the District data management goals. 5. Business Continuity / Disaster Recovery - An assessment will be made of the scope and extent of the plans. 6. Implementation Plan and Schedule - An assessment will be made of the completeness and comprehensiveness of the plan and schedule. 7. System Design - A comparison will be made of the proposed solutions. Additional consideration will be given for features of the proposed design that offer enhanced utility, customer configuration without proposer support, ease of use, or ease of integration with existing District systems. 8. Software Design and Development - The evaluation will compare the proposed software capabilities with the requirements of this RFP in terms of the software's compatibility with existing management and data processing systems. 9. Life-Cycle Support - An assessment will be made of the scope and extent of resources required to operate and maintain the proposed solutions.

	10. Ancillary Services - A comparison will be made of the proposed services with the requirements of this RFP. Consideration will be given for convenience, responsiveness, and technical expertise in support of the District's goals outlined in this RFP. Providing specific solution to RFP requirements through a partner of the primary proposer will be regarded as an integrated response to our RFP provided the proposer and partner can demonstrate full integration of functionality.
D.	**Cost** Consideration of price in terms of overall affordability may be controlling in circumstances where two or more RFP responses are otherwise judged to be equal, or when a superior RFP response is at a price that the District cannot afford. 1. **Reasonableness** (i.e., does the proposed pricing accurately reflect the Proposer's effort to meet requirements and objectives?) 2. **Realism** (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?) 3. **Affordability** (i.e., the ability of the District to finance this project)
E.	**Implementation Plan and Schedule:** An evaluation will be made of the likelihood that the Proposer's implementation plan, number of functional and technical resources required by the District, approach, success metrics, and schedule will meet the District's requirements. Consideration will be given for the identification of and planning for mitigation of schedule risks which the Proposer believes may adversely affect any portion of the District's schedule. Minimal components to be included in the implementation plan are training plan, comprehensive integration and user acceptance test plan, business process reengineering tasks, major implementation milestones and project governance strategy.
F.	**Relevant Experience:** RFP responses will be evaluated against the RFP specifications and the questions below: 1. Do the individuals assigned to the project have experience on similar projects? 2. Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires? 3. How extensive is the applicable education and experience of the personnel designated to work on the project?
G.	**References (See Exhibit A – RFP Response Packet)** References will be evaluated against the questions below:

	1. To what extent does the referred client use the services proposed? 2. How closely does the referred client match the District in terms of size and industry? 3. References for partners included in the response must also be included.
H.	**Product Demonstration** Shortlisted proposers will be asked to provide a product demonstration scripted by the District so that the evaluation committee and other stakeholders may see the product and ask questions. If a partner is proposed to fulfill the needs from the RFP Requirements document, then that partner must be included in the demonstration, so that the evaluation committee may view and assess the total solution proposed.
I.	**Understanding of the Project:** RFP responses will be evaluated against the RFP specifications and the questions below: 1. Has the Proposer demonstrated a thorough understanding of the purpose and scope of the project? 2. Has the Proposer demonstrated a thorough understanding of the requirements and is prepared to respond, in detail, regarding their ability to meet the needs of the District? 3. How well has the Proposer identified pertinent issues and potential problems related to the project? 4. Has the Proposer demonstrated that it understands the deliverables the District expects it to provide? 5. Has the Proposer demonstrated that it understands the District's schedule and can meet it?
J.	**Methodology:** RFP responses will be evaluated against the RFP specifications and the questions below: 1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? 2. Does the methodology match and contribute to achieving the objectives set out in the RFP? 3. Does the methodology interface with the District's time schedule?

C.   PRICING

1.   Prices quoted shall be firm for the first twelve months of any contract that may be awarded pursuant to this RFP. Prices quoted must include any partner's software or services and are bound by the same stipulations as the primary proposer.

2.   All prices quoted shall be in United States dollars.

3.   Price quotes shall include all payment incentives available to the District.

4.   Proposers are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and extended price.

5.   Identify all costs by completing attachment entitled, "EXHIBIT G – PRICING WORKSHEET". In the event that a portion of the Proposer solution is awarded, clarify how pricing would be impacted for the solution.

D.   <u>NOTICE OF INTENT TO AWARD AND PROTESTS</u>

At the conclusion of the RFP response evaluation process, all entities who submitted a proposal package will be notified in writing by e-mail or USPS mail with the name of the Proposer being recommended for contract award. The document providing this notification is the Notice of Intent to Award.

Negotiations for a IT Services Agreement with a "not to exceed" contract price (for time and expenses) will be scheduled shortly after the Notice of Intent to Award. If an Agreement cannot be achieved, the District will proceed to negotiate with the next highest ranked Proposer.

Protests must be in writing and must be received no later than seven (7) workdays after the District issues the Notice of Intent to Award. The District will reject the protest as untimely if it is received after this specified time frame. Protests will be accepted from proposers or potential proposers only.

If the protest is mailed and not received by the District, the protesting party bears the burden of proof to submit evidence (e.g., certified mail receipt) that the protest was sent in a timely manner so that it would be received by the District within the RFP protest period.

Proposal protests must contain a detailed and complete written statement describing the reason(s) for protest. The protest must include the name and/or number of the proposal, the name of the firm protesting, and include a name, telephone number, email address and physical address of the protester. If a firm is representing the protester, they shall include their contact information in addition to that of the protesting firm.

Protests must be mailed, hand delivered, or emailed to the Manager of Purchasing, Mailstop 102, East Bay Municipal Utility District, 1010 Franklin St., Oakland, CA 94607 or P.O. Box 24055, Oakland, California 94623. Facsimile and electronic mail protests

must be followed by a mailed or hand delivered identical copy of the protest and must arrive within the seven workday time limit. Any proposal protest filed with any other District office shall be forwarded immediately to the Manager of Purchasing.

In the event that the protest is denied, the protester can appeal the determination to the requesting organization's Department Director. The appeal must be submitted to the Department Director no later than five workdays from the date which the protest determination was transmitted by the District, to the protesting party. The appeal shall focus on the points raised in the original protest, and no new points shall be raised in the appeal.

Such an appeal must be made in writing and must include all grounds for the appeal and copies of the original protest and the District's response. The proposal protester must also send the Purchasing Division a copy of all materials sent to the Department Director.

The Department Director will make a determination of the appeal and respond to the protester by certified mail in a timely manner. If the appeal is denied, the letter will include the date, time, and location of the Board of Directors meeting at which staff will make a recommendation for award and inform the protester it may request to address the Board of Directors at that meeting.

The District may transmit copies of the protest and any attached documentation to all other parties who may be affected by the outcome of the protest. The decision of the District as to the validity of any protest is final. This District's final decision will be transmitted to all affected parties in a timely manner.

E.   <u>WARRANTY</u>

   1.   Proposer expressly warrants that all goods and services to be furnished pursuant to any contract awarded it arising from the Proposal will conform to the descriptions and specifications contained herein and in supplier catalogs, product brochures, and other representations, depictions, or models, and will be free from defects, of merchantable quality, good material, and workmanship. Proposer expressly warrants that all goods and services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty shall survive any inspections, delivery, acceptance, payment, or contract termination for any reason, by the District. Proposer warrants that all work and services furnished hereunder shall be guaranteed for a period of five years from the date of acceptance by the District.

F.   <u>INVOICING</u>

1.   Following the Districts acceptance of product(s) meeting all specified requirements, and/or the complete and satisfactory performance of services, the District will render payment within thirty (30) days of receipt of a correct invoice.

2.   The District will notify the General or Professional Service Provider of any invoice adjustments required.

3.   Invoices shall contain, at a minimum, District purchase order number, invoice number, remit to address, and itemized services description.

4.   The District will pay General or Professional Service Provider in an amount not to exceed the negotiated amount(s) which will be referenced in the agreement signed by both parties.

V.   RFP RESPONSE SUBMITTAL INSTRUCTIONS AND INFORMATION

A.   DISTRICT CONTACTS

All contact during the competitive process is to be through the contact listed on the first page of this RFP. The following persons are to be contacted only for the purposes specified below:

FOR INFORMATION REGARDING TECHNICAL SPECIFICATIONS:
Attn: Adam Froio, Project Manager
EBMUD-Project Management Office
E-Mail: adam.froio@ebmud.com
PHONE: (510) 287-0686

FOR INFORMATION ON THE CONTRACT EQUITY PROGRAM:
Attn: Contract Equity Office
PHONE: (510) 287-0114

AFTER AWARD:
Attn: Adam Froio, Project Manager
EBMUD-Project Management Office
E-Mail: adam.froio@ebmud.com
PHONE: (510) 287-0686

B.   SUBMITTAL OF RFP RESPONSE

1.   At this time, no hardcopy proposals will be accepted. Proposals may be submitted by either of the following two methods:

a.   Emailed to the Project Manager at adam.froio@ebmud.com.

The District's email system has limitations on attachment size. Ensure your response is less than 25 megabytes. If the file exceeds the limit, you will need to send multiple emails. Proposers are solely responsible for ensuring timely delivery of the proposals. The District shall not be responsible for any issues related to transfer of files through email.

OR

b.   Uploaded to the District's Microsoft OneDrive repository. Please contact the District Project Manager at adam.froio@ebmud.com to gain access to the OneDrive repository. Uploaded responses and all attachments are to be zipped and named according to Proposer company name, e.g.: **`Proposer Company Name RFP Response.zip`**.

2.   Proposers will receive email confirmation of receipt of responses and all attachments. If you have not received confirmation within three days, please contact the Project Manager at adam.froio@ebmud.com or (510) 287-0686.

3.   Late responses will not be accepted.

4.   All costs required for the preparation and submission of an RFP response shall be borne by the Proposer.

5.   California Government Code Section 4552: In submitting an RFP response to a public purchasing body, the Proposer offers and agrees that if the RFP response is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the RFP response. Such assignment shall be made

and become effective at the time the purchasing body tenders final payment to the Proposer.

6. Proposer expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act.

7. The RFP response shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the RFP documents.

8. It is understood that the District reserves the right to reject any or all RFP responses.

C. <u>RESPONSE FORMAT</u>

1. **Proposers shall not modify the existing text for any part of Exhibits A, B, C, D, E, or F or qualify their RFP responses. Proposers shall not submit to the District a re-typed or otherwise re-created version of these documents or any other District-provided document.**

2. Responses are to be submitted in Portable Document Format (PDF) except for Exhibits D and G, which should be submitted in Microsoft Excel format (.xls or .xlsx). No attachments are to be embedded within any exhibits other than Exhibit J. Please place all attachments in Exhibit J, labelled specifically as to any requirement number(s) that the attachment may support. Responses and all attachments are to be zipped and named according to proposer's company name, e.g.: **`Proposer Company Name RFP Response.zip`**.

3. Proposers shall not modify any part of any exhibit other than to fill in responses. Proposers shall not qualify their RFP responses. Proposers shall not submit to the District a re-typed or otherwise re-created version of these documents or any other District-provided document.`

4. RFP responses, in whole or in part, are NOT to be marked confidential or proprietary. The District may refuse to consider any RFP response or part thereof so marked. RFP responses submitted in response to this RFP may be subject to public disclosure. The District shall not be liable in any way for disclosure of any such records.

5. Any other information the proposer wishes to submit should be compiled into an **Exhibit J**, with references to the section this additional information should apply to, for example, Exhibit D, requirement ID #.

6. Files are not to be embedded within documents. Instead, add pages to **Exhibit J**.

EXHIBIT A
RFP RESPONSE PACKET
RFP For – HRIS Replacement Project

To: The EAST BAY MUNICIPAL UTILITY District ("District")

From: _____
(Official Name of Proposer)

RFP RESPONSE PACKET GUIDELINES

- ▪ **AS DESCRIBED IN SECTION V - RFP RESPONSE SUBMITTAL INSTRUCTIONS AND INFORMATION, PROPOSERS ARE TO SUBMIT ONE (1) .ZIP FILE, UNLESS FOLLOWING GUIDELINES IN SECITON V.B.1.A, CONTAINING THE FOLLOWING FORMATTED AS SPECIFIED, IN THEIR ENTIRETY:**

    - o **EXHIBIT A – RFP RESPONSE PACKET**
        - ▪ **INCLUDING ALL REQUIRED DOCUMENTATION AS DESCRIBED IN "EXHIBIT A- REQUIRED DOCUMENTATION AND SUBMITTALS"**
        - ▪ **SUBMIT IN ADOBE ACROBAT (.PDF) FORMAT**

    - o **EXHIBIT B – INSURANCE REQUIREMENTS**
        - ▪ **SUBMIT IN ADOBE ACROBAT (.PDF) FORMAT**

    - o **EXHIBIT C – IRAN CONTRACTING ACT CERTIFICATION**
        - ▪ **SUBMIT IN ADOBE ACROBAT (.PDF) FORMAT**

    - o **EXHIBIT D – FUNCTIONAL AND TECHNICAL REQUIREMENTS RESPONSE FORM**
        - ▪ **THIS CONTAINS ALL REQUIREMENTS**
        - ▪ **THE PROPOSER MAY SUBMIT OTHER DOCUMENTS AS PART OF EXHIBIT J TO FURTHER EXPLAIN HOW THEIR SOLUTION MEETS THE FUNCTIONAL REQUIREMENTS, BUT AT A MINIMUM THE EXCEL VERSION FORM MUST BE COMPLETED.**
        - ▪ **ANY CHANGE TO THE TEXT OF A REQUIREMENT WILL DISQUALIFY THE PROPOSER**
        - ▪ **PROPOSERS ARE ENCOURAGED TO RESPOND WHETHER THEY OFFER FUNCTIONAL SOLUTIONS FOR ALL OR SOME OF THE BUSINESS AREAS DOCUMENTED. IF THE PROPOSER PROVIDES SOLUTIONS TO A SUBSET OF THE REQUESTED BUSINESS AREAS, IT IS CRITICAL TO DOCUMENT HOW YOUR SOLUTION WILL INTERFACE WITH OTHER EXISTING AND NEW SYSTEMS.**

- **SUBMIT IN MICROSOFT EXCEL (.XLS or .XLSX) FORMAT**

  o **EXHIBIT E – PRELIMINARY SECURITY INFORMATION GATHERING (PSIG)**
  - **SUBMIT IN ADOBE ACROBAT (.PDF) FORMAT**

  o **EXHIBIT F – P-025 CONTRACT EQUITY FORM**
  - **SUBMIT IN ADOBE ACROBAT (.PDF) FORMAT**

  o **EXHIBIT G – PRICING WORKSHEET**
  - **SUBMIT IN MICROSOFT EXCEL (.XLS or .XLSX) FORMAT**

  o **EXHIBIT H – BUSINESS PROCESS REVIEW OUTPUTS**
  - **THIS IS FOR THE PROPOSER'S REFERENCE. DO NOT INCLUDE IN THE REPSONSE.**

  o **EXHIBIT I – PROPOSER MATERIALS**
  - **PLACE ADDITIONAL AND SUPPORTING INFORMATION HERE**
  - **INDICATE THE REQUIREMENT NUMBER OR SECTION TO WHICH THE INFORMATION APPLIES**
  - **SUBMIT IN ADOBE ACROBAT (.PDF) FORMAT**

  o **EXHIBIT J – IT SERVICE AGREEMENT**
  - **THIS SERVES AS AN EXAMPLE OF THE DISTRICT'S STANDARD CONTRACT TEMPLATE. THIS IS FOR THE PROPOSER'S REFERENCE. DO NOT INCLUDE IN THE RESPONSE.**

- **PROPOSERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT AN INCOMPLETE RFP RESPONSE MAY BE SUBJECT TO DISQUALIFICATION AND THEIR RFP RESPONSE REJECTED IN WHOLE.**

- **IF PROPOSERS ARE MAKING <u>ANY</u> CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO ANY PART OF THIS RFP, THESE <u>MUST</u> BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AND AMENDMENTS SECTION OF THIS EXHIBIT A – RFP RESPONSE PACKET. THE DISTRICT, AT ITS SOLE DISCRETION, MAY ACCEPT AMENDMENTS/EXCEPTIONS, OR MAY DEEM THEM TO BE UNACCEPTABLE, THEREBY RENDERING THE RFP RESPONSE DISQUALIFIED.**

- **PROPOSORS SHALL NOT MODIFY DISTRICT LANGUAGE IN ANY PART OF THIS RFP OR ITS EXHIBITS, NOR SHALL THEY QUALIFY THEIR RFP RESPONSE BY INSERTING THEIR OWN LANGUAGE OR FALSE CLAIMS IN THEIR RESPONSE. ANY EXCEPTIONS AND CLARIFICATIONS MUST BE PLACED IN THE "EXCEPTIONS/ CLARIFICATIONS" PAGE, NOT BURIED IN THE PROPOSAL ITSELF.**

PROPOSER INFORMATION AND ACCEPTANCE

1. The undersigned declares that all RFP documents, including, without limitation, the RFP, Addenda, and Exhibits, have been read and that the terms, conditions, certifications, and requirements are agreed to.

2. The undersigned is authorized to offer, and agrees to furnish, the articles and services specified in accordance with the RFP documents.

3. The undersigned acknowledges acceptance of all addenda related to this RFP. List Addenda for this RFP on the line below:

Addendum #	Date

4. The undersigned hereby certifies to the District that all representations, certifications, and statements made by the Proposer, as set forth in this RFP Response Packet and attachments, are true and correct and are made under penalty of perjury pursuant to the laws of California.

5. The undersigned acknowledges that the Proposer is, and will be, in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated RFP documents.

6. It is the responsibility of each Proposer to be familiar with all of the specifications, terms, and conditions and, if applicable, the site condition. By the submission of an RFP response, the Proposer certifies that if awarded a contract it will make no claim against the District based upon ignorance of conditions or misunderstanding of the specifications.

7. Patent indemnity: General or Professional Service Providers who do business with the District shall hold the District, its Directors, officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article, or appliance furnished or used in connection with the contract or purchase order.

8. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – RFP Response Packet, the Proposer agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the District prior to execution of an agreement by the District

and shall include an insurance certificate which meets the minimum insurance requirements, as stated in the RFP.

9.   The undersigned acknowledges that RFP responses, in whole or in part, are NOT to be marked confidential or proprietary. The District may refuse to consider any RFP response or part thereof so marked. RFP responses submitted in response to this RFP may be subject to public disclosure. The District shall not be liable in any way for disclosure of any such records.

10. The undersigned Proposer hereby submits this RFP response and binds itself to the District. The RFP, subsequent Addenda, Proposers Response Packet, and any attachments, shall be used to form the basis of a Contract, which once executed shall take precedence.

11. The undersigned acknowledges **_ONE_** of the following (please check only one box)*:

☐   Proposer is not an SBE nor a DVBE and is ineligible for any Proposal preference; **OR**

☐   Proposer is an SBE or DVBE as described in the Contract Equity Program (CEP) and Equal Employment Opportunity (EEO) Guidelines, and has completed the CEP and EEO forms at the hyperlink contained in the CEP and EEO section of this Exhibit A.

*If no box is checked it will be assumed that the Proposer is ineligible for Proposal preference, and none will be given. For additional information on SBE/DVBE Proposal preference please refer to the Contract Equity Program and Equal Employment Opportunity Guidelines at the above referenced hyperlink.

Official Name of Proposer (exactly as it appears on Proposer's corporate seal and invoice): _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

☐ Corporation   ☐ Joint Venture

☐ Limited Liability Partnership   ☐ Partnership

☐ Limited Liability Corporation   ☐ Non-Profit / Church

☐ Other: _____

Jurisdiction of Organization Structure: _____

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Department of Industrial Relations (DIR) Registration Number: _____

Primary Contact Information:

   Name / Title: _____

   Telephone Number: _____   Fax Number: _____

   E-mail Address: _____

   Street Address Line 1: _____

   City: _____   State: _____   Zip Code: _____

Does proposer or any employee/representative/service provider have any relatives currently employed with EBMUD? (This does not impact award of a qualified proposal; required reporting purposes only.)

☐ YES ☐ NO

If so, please list :

CONTRACTOR OR CONTRACTOR EMPLOYEE FIRST AND LAST NAME	DISTRICT EMPLOYEE FIRST AND LAST NAME	RELATIONSHIP

SIGNATURE: _____

Name and Title of Signer (printed): _____

Dated this _____ day of _____ 20_____

REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – RFP Response Packet. Proposers shall submit all documentation, in the order listed below, and clearly label each section of the RFP response with the appropriate title (i.e., Table of Contents, Letter of Transmittal, Key Personnel, etc.).

1. **Letter of Transmittal**: RFP response shall include a description of the Proposer's capabilities and approach in providing its services to the District, and provide a brief synopsis of the highlights of the RFP response and overall benefits to the District. This synopsis should not exceed three (3) pages in length and should be easily understood.

2. **Key Personnel**: RFP response shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to District staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:

    (a) The person's relationship with the Proposer, including job title and years of employment with the Proposer;
    (b) The role that the person will play in connection with the RFP;
    (c) The person's telephone number, fax number, and e-mail address;
    (d) The person's educational background; and
    (e) The person's relevant experience, certifications, and/or merits

3. **Description of the Proposed System**: RFP response shall include a description of the proposed system, as it will be finally configured during the term of the contract. The description shall specify how the proposed system will meet or exceed the requirements of the District and shall explain any advantages that this proposed system would have over other possible systems. The description shall include any disadvantages or limitations that the District should be aware of in evaluating the RFP response. Finally, the description shall describe all product warranties provided by the Proposer.

4. **Description of the Proposed Services**: RFP response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Proposer's and District personnel involved, and the number of hours scheduled for each person. The description shall identify spare or replacement parts that will be required in performing maintenance services, the anticipated location(s) of the spare parts, and how quickly the parts shall be available for repairs. Finally, the description must: (1) specify how the services in the RFP response will meet or exceed the requirements of the District; (2) explain any special resources or approaches that make the services of the Proposer particularly advantageous to the District; and (3) identify any limitations or

restrictions of the Proposer in providing the services that the District should be aware of in evaluating its RFP response to this RFP.

5. **Implementation Plan and Schedule**: The RFP response shall include an implementation plan and schedule. The plan for implementing the proposed equipment/system and services shall include an Acceptance Test Plan. In addition, the plan shall include a detailed schedule indicating how the Proposer will ensure adherence to the timetables for the final equipment/system and/or services.

6. **Evidence of Qualification Testing**: RFP response provides evidence that the proposed equipment/system has successfully completed the qualification test standard requirements defined in this RFP. Evidence shall include a statement from an Independent Testing Authority (ITA) that both the hardware elements and the software elements of the proposed equipment/system comply with the requirements of the qualification standard. If the equipment/system specified requires the addition of components or features not previously tested by the ITA, the District will determine, in its sole discretion, whether qualification testing of such components or features will be required prior to the award of a contract.

7. **Sustainability Statement:** Contractors shall submit a statement regarding any sustainable, environmental or socially responsible initiatives or practices that they or their suppliers engage in. This information can be in relation to the specific services or work products solicited via this RFP, or in relation to the manufacture, delivery, or business practices of your firm.

8. **References:**
   (a)   Proposers must use the templates in the "References" section of this Exhibit A – RFP Response Packet to provide references.
   (b)   References should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.
   - Proposers must verify the contact information for all references provided is current and valid.
   - Proposers are strongly encouraged to notify all references that the District may be contacting them to obtain a reference.
   (c)   The District may contact some or all of the references provided in order to determine Proposer's performance record on work similar to that described in this RFP. The District reserves the right to contact references other than those provided in the RFP response and to use the information gained from them in the evaluation process.

9. **Exceptions, Clarifications, Amendments:**

   (a)   The RFP response shall include a separate section calling out all clarifications, exceptions, and amendments, if any, to the RFP and associated RFP documents, which shall be submitted with the proposer's RFP response using the template in the "Exceptions, Clarifications, Amendments" section of this Exhibit A – RFP Response Packet.

(b)   **THE DISTRICT IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR RFP RESPONSE DISQUALIFICATION.**

10.   **<u>Contract Equity Program</u>:**

(a)   Every proposer must fill out, sign, and submit the appropriate sections of the Contract Equity Program and Equal Employment Opportunity documents located at the hyperlink contained in the last page of this Exhibit A. Special attention should be given to completing Form P-25, "Employment Data and Certification". Any proposer needing assistance in completing these forms should contact the District's Contract Equity Office at (510) 287-0114 prior to submitting an RFP response.

REFERENCES
RFP For – HRIS Replacement Project.

Proposer Name: _____

Proposer must provide a minimum of three references.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

HRIS Replacement Project Functional and Technical Requirements

ID	HR Business	Function	Process	Sub Process	HR Technology Category	XREF (Hidden)	Priority	Product Requirement	Requirement Type	Vendor Response	Vendor Comments and Solution Guidance	District Edits
R&S001	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to automatically score candidate test results	Configuration			
R&S002	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to create a ranking list of candidates based on testing scores and District assessments	Configuration			
R&S003	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to define a minimum score in an area of assessment and the overall assessment	Configuration			
R&S004	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to assign a status to an applicant in regards to a specific job posting	Configuration			
R&S005	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to mass change candidate status based on transition of a job posting status	Configuration			
R&S006	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to configure and categorize applicants (source: recruitment fair, job board, internship, etc.)	Configuration			
R&S007	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to prevent duplicate applicants	Configuration			
R&S008	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Desired	Single sign on enabled for internal applicants	Configuration			
R&S009	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	The applicant selection process may be modified to exclude former employees designated as not eligible for rehire	Configuration			
R&S010	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to create/configure printable test booklets for candidate testing	Data Analytics			
R&S011	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to integrate the recruiting solution with a third party testing solution where test results may be sent and recorded in the recruiting solution	Interface/Integration			
R&S012	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Synchronization of internal applicants with Diversity, Employee Development, and Demographic Data	Interface/Integration			
R&S013	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Capability to deliver testing and score answers on all types of media (scantron, mobile, electronic, etc.)	Process			
R&S014	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to notify candidate regarding their test scores via email	Process			
R&S015	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to schedule a candidate for testing and interviews via email	Process			
R&S016	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to notify applicants of information pertinent to their desired position within the District	Process			
R&S017	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to aggregate scoring based on multiple inputs from a hiring/interview panel	Process			
R&S018	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Desired	Ability to track referrals	Process			
R&S019	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to create tests for the purposes of screening candidates	Process			
R&S020	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to create/configure interview kits to enable panel interview efficiency	Data Analytics			
R&S021	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to configure and brand 'offer' letter templates	Data Analytics			
R&S022	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to perform regression analysis against specific test questions to determine how effectively specific questions are measuring targeted traits/skills	Data Analytics			
R&S023	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to accept resumes, cover letters, and links from other social media platforms (LinkedIn) from applicants via browser interface (mobile included), including attachments	Self-service			
R&S024	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability for applicants to create and maintain a profile including login credentials	Self-service			
R&S025	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Solution allows applicants to perform normal identity management function (lost password etc...)	Self-service			
R&S026	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to record the results of any background checks conducted for applicants [District: Live Scan]	Transactional			
R&S027	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Must Have	Ability to enter scoring based on the hiring/interview panel for each area of candidate assessment	Transactional			
R&S028	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to use electronic signature on all necessary documents	Transactional			
R&S029	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to direct workflow and worklists to an individual internal Recruitment Portal	Workflow			
R&S030	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to automate RSVP features for interview/test scheduling [District: Integrate with MS Teams/Office 365]	Workflow			
R&S031	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Applicant Tracking	TALENT MGMT		Should Have	Ability to use configurable multi step workflow to support offer letters	Workflow			
R&S032	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to leverage pre-built job posting templates provided by the product	Configuration			
R&S033	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Should Have	Ability to configure and brand a District standardized online application form (s)	Data Analytics			
R&S034	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Desired	Ability to monitor job board performance with District job postings	Data Analytics			
R&S035	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to import classification requirements and job profile data into recruiting to support job posting processes	Interface/Integration			
R&S036	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to import reporting relationships [District: Position Based Hierarchy] into recruiting to support job posting and applicant processes	Interface/Integration			
R&S037	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to import identified Knowledge, Skill, Education and Abilities based on classification information into recruiting to support job posting processes	Interface/Integration			
R&S038	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to import pertinent position data from HCM/system of record to support the Job Posting process	Interface/Integration			
R&S039	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to send/share job postings to job boards	Interface/Integration			
R&S040	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to push postings to a third party career site [District: GovernmentJobs.com]	Interface/Integration			
R&S041	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to export job [District: classification] data for job postings	Interface/Integration			
R&S042	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Should Have	Ability to extract or link to job descriptions from an external site or secure location	Interface/Integration			
R&S043	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Should Have	Targeted outreach depending on classification. Ability to aim recruiting efforts towards certain demographics (women, minorities, disabled, etc.)	Process			
R&S044	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Should Have	Ability to configure multiple template based job postings sourcing internal and external data repositories	Transactional			
R&S045	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Must Have	Ability to augment the standardized online application form with additional questions specific to the job posting	Transactional			
R&S046	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Should Have	Approval workflow to fill a vacancy and authorize the resulting job posting	Workflow			
R&S047	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Should Have	Ability to leverage workflow for a job description consensus and approval	Workflow			
R&S048	A Employee Lifecycle	A1 Recruitment, Outreach & Selection	A11 Recruitment, Outreach & Selection	Job Posting	TALENT MGMT		Should Have	Ability to assign and/or trigger a job posting status	Workflow			
HRS001	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Accessibility	TECHNOLOGY		Must Have	Ability to access and complete pre-employment activities/tasks via mobile devices	Self-service			
HRS002	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Accessibility	TECHNOLOGY		Must Have	Ability to make printable PDF forms available via the onboarding portal to support necessary onboarding enrollment documents	Data Analytics			
HRS003	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Accessibility	TECHNOLOGY		Must Have	Ability to enable onboarding participants to email forms to themselves via links or setup	Self-service			
HRS004	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Content	TECHNOLOGY		Must Have	Ability to provide targeted content (forms and videos) based on multiple criteria including job class, bargaining unit/union affiliation, contingent workers, job status [District: limited term, temporary, probationary, etc.]	Configuration			
HRS005	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Content	TECHNOLOGY		Must Have	Ability to assist users in the onboarding process via portal linked (multiple format enabled) videos and instructions on how to complete necessary tasks and documents in the onboarding process	Self-service			
HRS006	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Content	COMPLIANCE		Desired	Provide library content of all State and Federal required documents available to use (e.g., FMLA, HIPAA, COBRA Initial Notice. etc.)	Document Mgmt			
HRS007	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Demographics	CORE HR	HRS (Human Resources)	Must Have	Ability to store multiple addresses by history and type	Transactional			
HRS008	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Demographics	CORE HR	HRS (Human Resources)	Must Have	Ability to store multiple names by history and type	Transactional			
HRS009	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Demographics	CORE HR	HRS (Human Resources)	Must Have	Ability to store multiple email address types	Transactional			
HRS010	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Demographics	COMPLIANCE	LAW (Compliance)	Must Have	Ability to enable self-service functionality for employees to self identify for EEO/diversity/veteran status	Self-service			
HRS011	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Empl ID	GOVERNANCE		Must Have	Ability to link an applicant ID with an employee ID even if the applicant id arises out of a different application	Transactional			
HRS012	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Empl ID	GOVERNANCE		Must Have	Ability to re-use an existing employee ID when a former employee rejoins the District assuming the same 'person type'	Transactional			
HRS013	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Empl ID	GOVERNANCE		Must Have	System must generate a unique employee ID for each new hire with the exception of rehires.	Transactional			
HRS014	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	ESS (Employee Self-Service)	TECHNOLOGY		Must Have	Ability to enable a self-service portal where the new employee may submit any designated onboarding documents [District: e.g., Reciprocity]	Self-service			

ID	Category	Subcategory	Area	Topic	Owner	Secondary	Priority	Requirement	Type
HRS015	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	ESS (Employee Self-Service)	CORE HR	HRS (Human Resources)	Must Have	Ability to provision self-service functionality for new hire benefits enrollment, payroll data input and employee orientation	Self-service
HRS016	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	ESS (Employee Self-Service)	TECHNOLOGY		Must Have	Ability to leverage online self-service functionality during onboarding	Self-service
HRS017	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	ESS (Employee Self-Service)	TECHNOLOGY		Desired	Ability to provide self-service appointment scheduling [District: in-person Oath Day] and trigger reminder notifications	Self-service
HRS018	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	License/Certifications	COMPLIANCE	LAW (Compliance)	Must Have	Ability to track a duration by which certain licensing or certification requirements must be completed subsequent to hire	Workflow
HRS019	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	License/Certifications	COMPLIANCE	LAW (Compliance)	Must Have	Ability to submit evidence of certification and/or licensing through an employee portal	Workflow
HRS020	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	License/Certifications	COMPLIANCE	LAW (Compliance)	Must Have	Ability to designate license or certification in a pending status	Transactional
HRS021	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	License/Certifications	COMPLIANCE		Must Have	Ability to define different types of Driver's Licenses for the purpose of certification and licensing	Configuration
HRS022	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	MSS (Manager Self-Service)	TECHNOLOGY		Must Have	Ability to create a sequential onboarding workflow that leverages third party eForms and ancillary services [District: Communications Services Request, eAccount Request, Phone Service etc...]	Workflow
HRS023	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Notifications	COMPLIANCE		Must Have	Notification workflow when an employee has completed all or prescribed onboarding tasks/activities	Workflow
HRS024	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Notifications	COMPLIANCE		Must Have	Ability to leverage workflow messaging to remind employees or applicants that information is pending or documents are not complete in the onboarding process	Workflow
HRS025	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Notifications	TECHNOLOGY		Must Have	Ability to send workflow messaging reminding employees of tasks or documents that need to be completed as part of the onboarding process that may lag into the first full year of employment	Workflow
HRS026	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Notifications	CORE HR		Must Have	Ability to notify union of new member	Workflow
HRS027	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Notifications	PAYROLL		Must Have	Ability to notify payroll of new union deduction	Workflow
HRS028	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Pre-employment Testing	TALENT MGMT	LAW (Compliance)	Must Have	Ability to record results of mandatory employment testing	Transactional
HRS029	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Pre-employment Testing	TALENT MGMT	LAW (Compliance)	Must Have	Ability to track mandatory pre-employment (and subsequent employee testing) test results [District: physical, Driver's license, hearing, illegal drugs] in an effective dated table	Transactional
HRS030	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Status Changes	GOVERNANCE	LAW (Compliance)	Must Have	Ability to use Job actions (Promotion, Demotion, Transfer) to denote the employment movement of an employee from one job to another	Transactional
HRS031	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Tracking	TALENT MGMT	DEV (Employee Development)	Should Have	Ability to track progress (e.g., completed forms, videos watched)	Data Analytics
HRS032	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Waived	TALENT MGMT		Must Have	Ability to reverse onboarding employee who rescinds their employment prior to their first day of employment at the District	Transactional
HRS033	A Employee Lifecycle	A2 Onboarding	A21 Onboarding	Waived	TALENT MGMT		Must Have	Ability to record information on an applicant that accepted and then later rescinded their offer	Transactional
HRS034	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		TECHNOLOGY		Must Have	Ability to create multiple onboarding workflows with differing requirements based on classification (job) [District: drug testing, physical]	Workflow
HRS035	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR		Should Have	Ability to record and report on employees that have been reinstated and the reason why	Transactional
HRS036	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR		Should Have	Ability to record terms of reinstatement	Case Management
HRS037	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR	LAW (Compliance)	Must Have	Ability to interface new hire, leveraging demographic, diversity, eVerify and position data found in the applicant and posting data available in the recruiting application	Interface/Integration
HRS038	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		TIME MGMT	T&L (Time and Labor)	Must Have	Ability to assign the T&L bargaining unit/union to the new employee automatically [District: Electronic Timekeeping System (ETS)]	Transactional
HRS039	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR		Must Have	Ability to create multiple onboarding workflows for contingent workforce and Board of Directors	Workflow
HRS040	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		TALENT MGMT	R&S (Recruiting/Selection)	Must Have	Integration with recruitment	Interface/Integration
HRS041	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		TECHNOLOGY		Must Have	Onboarding processes support digital signatures	Self-service
HRS042	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR		Must Have	I-9 recertification supported by workflow reminders	Workflow
HRS043	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR		Must Have	I-9 recertification may be recorded	Transactional
HRS044	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR		Must Have	I-9 recertification may be reported upon	Data Analytics
HRS045	A Employee Lifecycle	A2 Onboarding	A21 Onboarding		CORE HR		Must Have	Nonemployees may be represented as specific (configurable) entities [District: Contractor identity and facility security credentials are recorded in Ccure]	Configuration
HRS046	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Record Data	CORE HR		Must Have	Ability to record the last day of employment	Transactional
HRS047	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Record Data	CORE HR		Must Have	Ability to record the last day worked	Transactional
HRS048	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Exit interviews	TECHNOLOGY		Must Have	Ability to provide workflow for exit surveys/interviews and made accessible prior to and after separation (access privileges)	Workflow
HRS049	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Notifications	TECHNOLOGY		Should Have	Associated with the Resignation workflow, notifications to security admin role, ISD asset role, facilities role, benefits role, pension role, HRIS transactional role, Employee Relations (Exit Interview)	Workflow
HRS050	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Notifications	TECHNOLOGY		Should Have	Associated with the Resignation workflow, termination messaging to ancillary District applications [District: NeoGov, Samba]	Interface/Integration
HRS051	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	PE-080/PE-016	TECHNOLOGY		Should Have	Trigger of Resignation Workflow is generated by Supervisor (Manager Self-service function) - online form completion of final pay and time capture pushed through to payroll	Workflow
HRS052	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Rehire Eligibility	CORE HR		Should Have	Off boarding employees may be designated as not eligible for rehire	Transactional
HRS053	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Rehire Eligibility	CORE HR		Should Have	Supporting information regarding off boarding employees designated as not eligible for rehire may be stored as case management style content	Case Management
HRS054	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Reinstatement	CORE HR		Must Have	Ability to record and report on employees electing an interest in returning to the District subsequent to resigning from their Civil Service position [District: Reinstatement List]	Transactional
HRS055	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	ESS (Employee Self-Service)	TECHNOLOGY		Desired	Trigger of Resignation Workflow is generated by employee (Employee Self-service function)	Workflow
HRS056	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	ESS (Employee Self-Service)	TECHNOLOGY		Desired	Ability to allow certain employee provided self-service information for separated employees (limited self-service access)	Configuration
HRS057	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Separation Checklist	CORE HR		Must Have	Ability to record acknowledgement of the collector and separating employee of returned District assets [District: Separation Checklist]	Transactional
HRS058	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Terminations	TECHNOLOGY		Must Have	High Priority designation for a workflow may be designated in a specific workflow [District: immediate termination]	Workflow
HRS059	A Employee Lifecycle	A3 Off boarding	A31 Off boarding	Terminations	CORE HR		Should Have	Ability to record terms of separations	Case Management
HRS060	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Backfill tracking	ANALYTICS	POS (Position Management)	Must Have	Ability to run an incumbent or employee report which includes cascading backfills targeting one classification and/or position	Data Analytics
HRS061	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Benefits Enrollment	BENEFITS	BEN (Benefits)	Must Have	Based on employment data, ability to categorize any employee into the correct Benefit Program (aggregate of like benefit plans and options available to a designated set of employees)	Configuration
HRS062	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Benefits Enrollment	BENEFITS	BEN (Benefits)	Must Have	Ability to configure triggers for specific benefit events based on changes in job data	Workflow
HRS063	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Career Service Pay	PAYROLL	PAY (Payroll)	Must Have	Ability to configure a seniority pay supplement to eligible employees based on configured duration and/or hours [District: Career Service Pay] leveraging a calculated amount based on pay data	Transactional
HRS064	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Career Service Pay	PAYROLL	CMP (Compensation)	Must Have	Ability to provide payroll a recognizable transaction pertaining to seniority pay [District: Career Service Pay]	Transactional
HRS065	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Certification Pay	PAYROLL	PAY (Payroll)	Must Have	Ability to associate a supplementary payment to a certification and job classification	Configuration
HRS066	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Certification Pay	CORE HR		Must Have	Ability to configure a workflow based on a change in job classification [District: Certification Pay]	Workflow
HRS067	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Certification Pay	CORE HR		Must Have	Ability to configure a workflow based on a change in employment status (leave of absence) that affects one component of pay [District: Certification Pay]	Workflow
HRS068	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Certification Pay	CORE HR	PAY (Payroll)	Should Have	Trigger a stop/start in certification pay if employee is on a leave of absence until return to work	Workflow
HRS069	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Compensation	COMPLIANCE		Must Have	Ability to assign or attribute employee FLSA status based on job/classification	Transactional
HRS070	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	EDD	PAYROLL		Must Have	Ability to produce the quarterly wage report grouped by operating units	Data Analytics
HRS071	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	GSI (General Salary Increase)	PAYROLL	PAY (Payroll)	Must Have	Ability to calculate via process, effective dated retroactive payments based on salary schedule changes for payroll processing [District: Retro General Salary Increases]	Transactional
HRS072	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	GSI (General Salary Increase)	PAYROLL	PAY (Payroll)	Must Have	Ability to calculate via process, effective dated retroactive payments based on salary schedule changes for payroll processing [District: Retro General Salary Increases] for eligible separated employees	Transactional
HRS073	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Job Data Changes	CORE HR		Must Have	At the employee level, ability to record the transactional promotion and demotion history of an employee, including configurable reasons, and effective dates	Transactional
HRS074	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Less than full-time tracking	CORE HR		Must Have	Ability to configure part-time status [District: less than full-time, 'intermittent', 'job share']	Configuration
HRS075	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Less than full-time tracking	CORE HR		Must Have	Ability to track the duration of an employee's temporary assignment(s) over a configured time span (1 year, 6 months)	Transactional
HRS076	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Locations	CORE HR		Must Have	Ability to denote the employee building location including floor (and even further granularity if required)	Transactional
HRS077	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Locations	CORE HR		Should Have	Location functionality needs to be inclusive of the exact location of an employee [District: exact cubicle on the floor of a building or GPS via mobile device in the field]	Transactional
HRS078	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Multiple Role	CORE HR		Must Have	Ability to track multiple concurrent employment instances for an employee	Transactional
HRS079	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Position Management	CORE HR	POS (Position Management)	Must Have	Ability to track a temporary assignment for an employee while continuing to be able to reference their original job/classification (PeopleSoft temporary assignment functionality is an approximation of this)	Transactional
HRS080	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Probationary Tracking	CORE HR		Must Have	At the employee/job level, ability to record the probationary, start, completion, failure and/or extension of a probation period	Transactional
HRS081	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Probationary Tracking	CORE HR		Must Have	At the job level, ability to record the established probationary period	Transactional
HRS082	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Probationary Tracking	CORE HR		Must Have	Ability to associate a job to a salary schedule	Transactional
HRS083	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Probationary Tracking	CORE HR		Must Have	Ability to associate a job or position to a probationary period	Transactional
HRS084	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Probationary Tracking	CORE HR		Must Have	Ability to configure a supervisor/HRIS workflow based on a nearing probation completion period for an employee	Workflow
HRS085	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Reporting	GOVERNANCE		Must Have	Ability to create an effective dated reporting history for an employee - including multiple events on the same day	Data Analytics
HRS086	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Reporting	ANALYTICS		Must Have	Ability to create a report (or query) identifying specific employee transactions occurring within a data range	Data Analytics
HRS087	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Representation	CORE HR		Must Have	Ability to designate bargaining unit/union information for employees in a specific job	Configuration

ID	Category	Subcategory	Section	Detail	Module	Secondary Module	Priority	Description	Type
HRS088	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Step Increases	CORE HR		Must Have	Ability to assign wage progression step increases via configurable hours and part-time/full-time status	Configuration
HRS089	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Step Increases	CORE HR		Must Have	Ability to assign wage progression step increases via date duration and part-time/full-time status	Configuration
HRS090	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Step Increases	CORE HR		Must Have	Ability to assign wage progression step increases via accumulated hours duration and part-time/full-time status	Configuration
HRS091	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Step Increases	CORE HR	CMP (Compensation)	Must Have	Ability to export employees eligible for step increases to a spreadsheet and import worker/employment/job data pertaining to Step Increase from a spreadsheet into the application/service	Interface/Integration
HRS092	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes	Step Increases	CORE HR		Must Have	Ability to track wage progression for an employee while they are working a temporary appointment then use it to apply scheduled step increases when they return to their 'owned' civil service classification	Transactional
HRS093	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR		Must Have	Ability to leverage employee and department [District: ORG also called 'Budget Units'] level position data tracked by Budget into HCM and from there move data or not based on configuration to employee job data (i.e., Position Loads)	Interface/Integration
HRS094	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR		Must Have	Ability to override position data in the employment record	Transactional
HRS095	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR		Must Have	Ability to synchronize job/employment transactions with appropriate time collection work group allocations	Interface/Integration
HRS096	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		GOVERNANCE		Must Have	Ability to create future dated job transactions that will not be selected in the current period pay cycle or any reporting	Transactional
HRS097	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		ANALYTICS		Must Have	System is able to report employees occupying more than one job at a specific date	Transactional
HRS098	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR		Should Have	System is able to track concurrent employment based compensation processes [District example: Compensation rate on promotion (taking into consideration next due salary step). For internal promotions, Supervisors may take into consideration how close is the employee to their next salary increase. Impacts calculation for promotional salary.]	Process
HRS099	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR	CMP (Compensation)	Must Have	Compensation Ranges, including step data and comp ratio are inclusive in the data available in the representation of employment data	Configuration
HRS100	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR	POS (Position Management)	Should Have	Capability to record an 'owned' Civil Service position irrespective of whether the employee is occupying the position or not (and also preserving the ability to progress through the civil service based hierarchical chain in the case of staff reductions)	Transactional
HRS101	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR		Must Have	Capability to record employment based attributes of designated nonemployee groups [District: TPA Interns]	Configuration
HRS102	A Employee Lifecycle	A4 Data Management	A42 Job Data Changes		CORE HR		Must Have	Different nonemployee groups may be defined to be represented in the system. This includes options to track payroll and/or benefit eligibility. Types of employment relationships may include, but are not restricted to; employee, contingent workers, various persons of interest (cobra participants, retirees, survivors, term vested former employees), and contractors.	Configuration
HRS103	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Address	CORE HR		Must Have	Multiple address types or profiles may be configured and used: home, physical (for tax reporting), P.O. box (mailing), benefits coverage (employees living outside service area currently using EBMUD address)	Configuration
HRS104	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Address	CORE HR		Must Have	Authorized users may use portal delivered functionality to update specific types of their addresses	Self-service
HRS105	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	License/Certifications	CORE HR		Must Have	Approval Workflow to support employee submitted licenses, endorsements, certifications in support of specific classification/civil service requirements	Workflow
HRS106	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Email	CORE HR		Must Have	Multiple email addresses may configured and stored	Configuration
HRS107	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Email	CORE HR		Must Have	Authorized users may use portal delivered functionality to update specific types of their email addresses	Self-service
HRS108	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Emergency Contact	CORE HR		Must Have	Authorized users may use portal delivered functionality to update their emergency contact information	Self-service
HRS109	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Name	CORE HR		Must Have	Multiple name types may be configured and used	Configuration
HRS110	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Name	CORE HR		Must Have	Authorized users may use portal delivered functionality to update specific types of their names	Self-service
HRS111	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Name	CORE HR		Must Have	Approval Workflow to support employee name changes	Workflow
HRS112	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Name	CORE HR	DEV (Employee Development)	Must Have	Authorized users may use portal delivered functionality to submit documentation in support of personal data	Self-service
HRS113	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Multiple Role	CORE HR	DEV (Employee Development)	Must Have	Authorized users may use portal delivered functionality to submit documentation in support of skills, knowledge, education, and abilities	Self-service
HRS114	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Other data	CORE HR	LAW (Compliance)	Must Have	Authorized users may use portal delivered functionality to submit documentation in support of licenses, endorsements, certifications in support of specific classification/civil service requirements	Self-service
HRS115	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	Phone	CORE HR		Must Have	Multiple phone types may be configured and stored	Configuration
HRS116	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	SSN (Social Security Number)	CORE HR		Must Have	Partial string searches on national ID [District: SSN] are disabled	Security
HRS117	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes	SSN (Social Security Number)	CORE HR		Must Have	Specific field level security may be applied to national ID [District: SSN]	Security
HRS118	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes		CORE HR	PAY (Payroll)	Should Have	Multiple types of persons may be defined [District: employee, paid intern, unpaid intern, contractors, pension payees]	Configuration
HRS119	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes		CORE HR		Must Have	Ability to record international addresses	Configuration
HRS120	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes		CORE HR	BEN (Benefits)	Must Have	Ability to provide multiple national ID types (i.e., Tax Payer Identification) for employees and beneficiaries	Configuration
HRS121	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes		CORE HR		Must Have	Ability to configure additional District sponsored gender types	Configuration
HRS122	A Employee Lifecycle	A4 Data Management	A43 Personal Data Changes		COMPLIANCE		Must Have	History - effective date keys on transactional and control tables are required for history	Configuration
PAY001	B Employee Compensation	B1 Pay	B11 Payroll		COMPLIANCE		Must Have	Maintain compliance with latest Federal, State, and local tax and labor laws. Automatically update tax rates, withholdings, garnishments, etc.	Compliance
PAY002	B Employee Compensation	B1 Pay	B11 Payroll		COMPLIANCE		Must Have	Generate and electronically distribute or file all Federal, State, and local regulatory reports/forms from multiple accounts (State: personal withholdings and SDI have different accounts)	Compliance
PAY003	B Employee Compensation	B1 Pay	B11 Payroll		COMPLIANCE		Must Have	Generate and electronically distribute tax forms and statements to employees, payees (including payees subject to IRC 415(b) and board of directors (W-2, 1099R)	Compliance
PAY004	B Employee Compensation	B1 Pay	B11 Payroll		COMPLIANCE	PEN (Pension)	Must Have	Ability to support a replacement plan for payees subject to IRC 415(b) Retirement Benefit Limit	Compliance
PAY005	B Employee Compensation	B1 Pay	B11 Payroll		COMPLIANCE		Must Have	Calculate imputed income for W-2 reporting	Compliance
PAY006	B Employee Compensation	B1 Pay	B11 Payroll		COMPLIANCE		Must Have	Retains records to meet all regulatory requirements	Compliance
PAY007	B Employee Compensation	B1 Pay	B11 Payroll		COMPLIANCE		Desired	Ability to issue 1099 MISC for regulatory remittances arising out of payments from a supplemental plan	Compliance
PAY008	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to create and/or configure custom online or processing messages to identify data exceptions as informational messages, warnings or processing errors	Configuration
PAY009	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	System shall have an unlimited amount of configurable earnings and deductions codes and types (premium pay, allowances, stipends, voluntary/involuntary deductions, etc.), with full descriptions (related displays)	Configuration
PAY010	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	LVM (Leave Management)	Must Have	Allow the configuration of unlimited leave types or groups based on various compliance and District rules	Configuration
PAY011	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Configure the system to identify and track different leave types (sick, vacation, LWOP, service extension, etc.)	Configuration
PAY012	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Enter/create and configure a deductions code as needed (taxable/non-taxable, before/after tax, recurring/non-recurring, flat vs %, goal amount. EBMUD specific. etc.)	Configuration
PAY013	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Enter voluntary or involuntary deductions and configure as defined by law or regulation (set dollar amounts, percentage of pay, applying caps or limitations, goal amount etc.)	Configuration
PAY014	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Subtract deductions in the order of precedence defined by laws or regulations	Configuration
PAY015	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Enter/create and configure earnings code as needed (taxable/non-taxable, before/after tax, recurring/non-recurring, flat vs %. EBMUD specific, precedence, etc.)	Configuration
PAY016	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Configurable rule based calculations e.g., bargaining units/unions, shifts differentials, payroll special accumulators etc.	Configuration
PAY017	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Provide a configurable pay calendar with multiple pay schedules and pay groups	Configuration
PAY018	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	The ability to configure the system to identify, track, and export (if necessary) employee pay data (including historical) to other systems (pension system, 401k). All transactions.	Configuration
PAY019	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to configure and track earnings or sets of earnings ($ and/or hours) over specific time periods	Configuration
PAY020	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to configure and track deductions or sets of deductions ($) over specific time periods	Configuration
PAY021	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Allow an unlimited number of employees, non employee payees, or other within each payroll group	Configuration
PAY022	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to automatically reconcile issued checks and advices	Data Analytics
PAY023	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Ability to code and track different pay types (Work Out of Class, shift differential, subject to retirement, etc.) or groups	Data Analytics
PAY024	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Payroll reporting capabilities and/or the ability to provide payroll data in support of other processes such as regulatory reporting (State Controllers, quarterly/annual tax reporting, etc.) and financial reporting (Payroll Summary Report, payroll expenses, employer/employee retirement contributions, etc.). Examples of payroll reports include but are not limited to: check and advice registers, leave accrual, premium/special pay, employee/employer contributions, garnishments, reconciliation, and error/exception reports, etc.	Data Analytics
PAY025	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Have the ability to calculate the dollar amount of leave balances (sick, vacation, compensation time, etc.) upon separation	Data Analytics
PAY026	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Be able to track and report pay associated with job-related injury time (Workers' Comp) and associated Light Duty while retaining confidentiality	Data Analytics
PAY027	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to capture disbursement status (check cashed, not cashed, retained and deposited, etc.) via reconciliation with a bank file	Data Analytics
PAY028	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to display payment information necessary to permit user to complete bank reconciliation processes	Data Analytics
PAY029	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to identify the type of payment made to a vendor or member (i.e., system-generated check, manual check, or wire transfer, etc.)	Data Analytics

ID						Priority	Description	Type
PAY030	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to display or configure all detailed benefit payment information (current/historical) for each electronic transfer/direct deposit or "paper" check initiated (e.g., check number, payment type, gross payment amount, net payment amount, deduction amounts, check address used, etc.). Create a template.	Data Analytics
PAY031	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to maintain a historical file of critical payroll exceptions	Data Analytics
PAY032	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to provide adequate check numbering, voucher numbering, and payroll controls to ensure accurate information is sent to third party payroll service provider, banks, and financial institutions	Data Analytics
PAY033	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to retain history of payment addresses, the member's address, and their survivor's addresses, with effective dates 'attached' to all historical addresses. Ability to update names and addresses (different payees).	Data Analytics
PAY034						Must Have	Ability to issue payments to legal or other entities on behalf of an employee or other payee	Compliance
PAY035	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to reconcile deductions with vendor interface files	Data Analytics
PAY036	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to support a reconciliation process for all payroll transactions against Electronic Funds Transfer accounting system (to be performed after payroll validation)	Data Analytics
PAY037	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to track and reconcile payments made to benefit recipients receiving any third party payments, e.g., SSA payments, against the amounts offset for those payments in payroll run (for benefits eligibility)	Data Analytics
PAY038	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Calendar and Fiscal monthly, quarterly, annual balances exist for all regulatory and configured payroll accumulators	Data Analytics
PAY039	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to support different levels of exceptions/errors, both fatal and non-fatal (e.g., payroll runs successfully versus payroll does not run successfully)	Data Analytics
PAY040	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to receive and update electronic transfer information from third party payroll service provider (e.g., financial institution name and address, routing numbers, check digit error listing, etc.)	Interface/Integration
PAY041	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Provide accomodation for expense reimbursements (eg. imputed income added to employees' check - mileage)	Interface/Integration
PAY042	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to import pay file from an external vendor or time capture system and related annual adjustment processing	Interface/Integration
PAY043	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to extract, transform and load third party inbound interface files (e.g., DDA check number file, FIS, generic payroll deduction information, tax levies, etc.) as required	Interface/Integration
PAY044	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Integrate Payroll with HR, Pension, Time and Labor, and Financial Reporting (GL, Budget, Projects, Grants) modules	Interface/Integration
PAY045	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Provide needed information to the core financial and other information systems (interface, file upload, integration, etc.)	Interface/Integration
PAY046	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to receive and update payroll information from third party payroll service provider	Interface/Integration
PAY047	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Be able to combine payments from third-party Workers' Comp administrator and EBMUD as a single source of payment and ensure payment does not exceed gross monthly income	Process
PAY048	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to capture all types of stop payments (direct rollover, vendor payments, etc.) including the date of stop payment and a reason for the stop payment	Process
PAY049	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to capture check/payment status, including cancellation status at the check level, the account level and the person level since some individuals may receive multiple checks from different sources	Process
PAY050	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to capture information from payments that were returned to EFT and automatically initiate a process for investigation and corrective action	Process
PAY051	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to capture and maintain separate disbursement addresses for different types of payments for the same employee/ other payee	Process
PAY052	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to process returned benefit checks and update member's account accordingly	Process
PAY053	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to process ACH rejects via electronic notification from the depository institution	Process
PAY054	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to apply annual adjustments to a payroll transaction when applicable	Process
PAY055	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to generate multiple payments per payee in a single pay period	Process
PAY056	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to re-execute payroll edits after a correction has been made in response to an exception/error or the creation of a new record	Process
PAY057	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to capture and maintain separate check/payee names (eg. Power of Attorney) for different types of payments for the same employee/ other payee	Process
PAY058	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Desired	Ability to recalculate batch totals after a payroll exception/error is corrected or if records are created or deleted; new summaries must be displayed for the corresponding payroll process	Process
PAY059	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Perform mass and one time adjustments to deductions, taxes and earnings	Process
PAY060	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Have the ability to process (perform updates) retroactive mass changes such as general salary increases using effective dating. Provide audit trail with historical records.	Process
PAY061	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Have the ability to create an off-cycle check for any pay group when needed	Process
PAY062	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	The ability to generate payments (manual checks) for employees or other payees at termination/death etc..(eg Final Cheque Process)	Process
PAY063	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Compute the maximum deduction allowable as defined by law or regulation	Process
PAY064	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Process and calculate pay and deductions for various employees under different bargaining units/unions, and different pay, leave, or benefits entitlements	Process
PAY065	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Automatic calculation of payroll taxes, withholdings, and garnishments (Federal, State, local, FICA)	Process
PAY066	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Remittance of payroll tax withholdings to Federal, State, and local agencies	Process
PAY067	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Validate and process all earnings and deductions to calculate pay for each employee at the end of each pay period	Process
PAY068	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Calculate overtime based on FLSA rules	Process
PAY069	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ensure deductions do not exceed gross pay prior to payroll processing	Process
PAY070	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Perform gross to net, net to gross, and taxable gross calculations for each employee per pay period	Process
PAY071	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Have the ability to allow mass changes to earnings or deductions directly through the system or through an import or configurable process	Process
PAY072	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Have the ability to process (insert data) mass changes such as general salary increases using effective dating by	Process
PAY073	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to generate paychecks and direct deposit advices including related ACH and positive pay files, and print them either directly or through interface to another solution	Process
PAY074	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to void, place stop payment, and re-issue a check	Process
PAY075	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to make electronic funds transfer (EFT) payments as well as other methods of payments (ACH, Wire transfer), including off-cycle (one-time payments) and third party payments	Process
PAY076	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to enter pay adjustments (earnings, deductions, pay line, etc.) both one-time and recurring. Ability to load from spreadsheet.	Process
PAY077	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to capture, update, and validate bank routing numbers (pre-note) and cross match with financial institution name and address	Process
PAY078	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to add survivors and beneficiaries to payroll for either recurring payments or one-time payments. Provision system to add or create new payees.	Process
PAY079	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to store and display the before benefit amount, the benefit adjustment, the benefit adjustment percentage, the cumulative adjustment, and the benefit amount after application of the benefit adjustment (including all applicable deductions). Change report. Pay Check Modeller.	Data Analytics
PAY080	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to calculate distribution for mandated deductions from a paycheck.	Process
PAY081	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Ability to adjust distribution to mandated payee(s) when pay check is adjusted or because of subsequent court action and to recover overpayments or make retroactive distributions	Process
PAY082	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Must Have	Be able to process prior, current and future period transactions based on effective dates	Process
PAY083	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Provide ability to test payroll (earnings, deductions, calculation) rules and view results	Process
PAY084	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Provide paperless options for checks, advices, pay statements, and other related media (paycards, PayPal, Venmo)	Process
PAY085	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Arrears processing for employees when deductions exceed gross pay. Client designated order of precedence. Partial or full. Flexibility in configuring rules based on MOU.	Process
PAY086	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to capture changes in individual and bank routing numbers for direct deposit of benefit payments	Process
PAY087	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to enter one or more messages to be printed on a check stub or ACH advice for all or a subset of disbursements	Process
PAY088	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to support the following payment types: original, replacement, void	Process
PAY089	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to automatically determine, process and pay retroactive annual benefit adjustment, if applicable	Process
PAY090	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to calculate and apply annual benefit adjustment based on legislation	Process
PAY091	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to calculate and issue retroactive payments to a member who has been suspended from payroll for a period of time	Process
PAY092	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to create and/or update a detail payroll record with appropriate audit trail	Process
PAY093	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to make one-time adjustments to earnings, deductions and/or taxes at the pay check level	Process
PAY094	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to process payments to more than one financial institution and provide for reconciliation and payments to the appropriate institution	Process
PAY095	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	Should Have	Ability to support payment of a specified lump sum amounts to multiple financial institutions and/or multiple accounts within one financial institution	Process

ID							Priority	Requirement	Category
PAY096	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to suspend and reactivate an employee for the purposes of payment	Process
PAY097	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to override benefit deductions and other third party deductions from a benefit payment	Process
PAY098	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to record and collect on payroll overpayments due to errors or deceased employees	Process
PAY099	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to calculate and/or export/or import calculated deductions for employees based on potentially complex rules	Process
PAY100	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to calculate and/or export/or import calculated earnings for employees based on potentially complex rules (Work Out of Class, Shift, etc.)	Process
PAY101	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to calculate and/or export/or import calculated tax/FICA based on potentially complex rules	Process
PAY102	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to correctly designate the 1099-R code based on delivered or configurable selection criteria	Process
PAY103	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to conduct repotropay and retro deduction processes in a pay calculation based on criteria provided by users	Process
PAY104	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Scheduled/targeted notifications i.e., deadlines, special pays, vacation donations	Process
PAY105	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Support pay advances outside of the regular pay cycle - advances are deducted from employee's regular pay. Can be used during emergency operations (BCP, EOT).	Process
PAY106	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to capture response from member relating to pay issues	Workflow
PAY107	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to receive notifications for benefits related DRO/community property annuitants upon a qualifying event (e.g., employee death)	Process
PAY108	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to place a suspend pay and release on date based criteria or user action	Process
PAY109	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Employee name and SSN matching (against SSA, IRS database) for wage reporting purposes	Process
PAY110	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Workflow shall accommodate third-party (banks, lenders) requests for verification of employment and employee financial information with appropriate reviews and approvals	Self-Service
PAY111	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Paycheck modeling/calculator through self-service. The ability to estimate the effect of changes in taxes, benefits, deductions, etc. to net pay.	Self-Service
PAY112	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to support multiple payment addresses, each in effect for a portion of a year and ability to distribute address changes to related parties as necessary	Self-Service
PAY113	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Self-service capabilities for employees, and if applicable, other payees/board members to view and manage tax information including but not limited to: withholdings, dependents, and marital status	Self-Service
PAY114	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Self-service capabilities for employees, and if applicable, other payees/board members to view and manage voluntary deductions including but not limited to: health and life insurance, union dues, and deferred compensation	Self-Service
PAY115	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Self-service capabilities for employees, and if applicable, other payees/board members to view and manage banking information including but not limited to: direct deposits, multiple bank accounts, and credit union accounts	Self-Service
PAY116	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Self-service capabilities for employees, and if applicable, other payees/board members to view and manage current loans and repayment information including but not limited to: personal computers, ergonomic equipment, and emergency supplies	Self-Service
PAY117	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Allow employees to view and manage leave information including but not limited to: leave balances, leave requests, vacation donations, and include attachments	Self-Service
PAY118	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Self-service capabilities for employees, and if applicable, other payees/board members to view and manage pay data including but not limited to: pay checks, advices, pay stubs, and tax documents (W-2s, 1099-Rs) as well as amended tax forms	Self-Service
PAY119	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Self-service capabilities for employees, and if applicable, board members to view and manage premium pays including but not limited to: bike/walk stipends, cellphone allowance, certification pay, and language premiums	Self-Service
PAY120	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to process a response from the member relating to outstanding payment and initiate a process to re-issue a new payment	Self-Service
PAY121	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Desired	Ability to permit payees to opt out of receipt of payment advice except when payment or deduction amounts change (electronic only)	Self-Service
PAY122	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Must Have	Provide a means of correcting (insert or update) transactions for an employee for one or more pay periods	Transactional
PAY123	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL		Should Have	Ability to validate US residential addresses	Interface/Integration
PAY124	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	BEN (Benefits)	Must Have	Ability to record adjustments to deductions/earnings based on reconciliation and timing issues	Transactional
PAY125	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	BEN (Benefits)	Must Have	Ability to maintain effective dated 'rate tables' and use the appropriate values for retroactive adjustment purposes	Configuration
PAY126	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	BEN (Benefits)	Must Have	Ability to conduct retroactive (effective date based) benefits deduction/earning processing	Process
PAY127	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	BEN (Benefits)	Desired	Employees may utilize self-service to view loan payment history [District: loans]	Self-service
PAY128	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	PEN (Pension)	Must Have	Pay Check data must include the date or pay period applicable to Earnings and Deductions attributable to a retroactive or corrective process - in other words historic pay data paid in the current pay period but attributable to an earlier period (ie. Retro pay and retro deductions)	Transactional
PAY129	B Employee Compensation	B1 Pay	B11 Payroll		PAYROLL	PEN (Pension)	Must Have	Ability to mask the employees' or other payees social security number on W-2s, 1099Rs, defined online pages, selected reports and other legal statements.	Configuration
T&L001	B Employee Compensation	B1 Pay	B12 Time and Labor	Approval Functionality	TIME MGMT		Must Have	Where timekeepers are responsible for reporting time for multiple employees, a configurable template(s) enabling the timekeeper to mass report on a bargaining unit/union is required	Configuration
T&L002	B Employee Compensation	B1 Pay	B12 Time and Labor	Approval Functionality	TIME MGMT		Desired	Ability of timekeeper approval functionality to split approval function where employee is working in multiple bargaining units/unions or for multiple supervisors/leads/projects	Workflow
T&L003	B Employee Compensation	B1 Pay	B12 Time and Labor	Approval Functionality	TIME MGMT		Must Have	Ability to certify reported time by authorized approvers (employee -> approved authorizer)	Workflow
T&L004	B Employee Compensation	B1 Pay	B12 Time and Labor	Approval Functionality	TECHNOLOGY		Must Have	Ability of authorized approvers to temporarily delegate approval authority	Workflow
T&L005	B Employee Compensation	B1 Pay	B12 Time and Labor	Approval Functionality	TIME MGMT		Must Have	Where timekeepers are responsible for reporting time for multiple employees, a workflow supported approval mechanism is required for authorized approvers	Workflow
T&L006	B Employee Compensation	B1 Pay	B12 Time and Labor	Approval Functionality	TIME MGMT		Must Have	Notifications to employees of timesheet submission when a timesheet has been submitted on their behalf	Workflow
T&L007	B Employee Compensation	B1 Pay	B12 Time and Labor	Rules Engine	COMPLIANCE		Must Have	Compliance with overtime requirements (Fair Labor Standards Act)	Compliance
T&L008	B Employee Compensation	B1 Pay	B12 Time and Labor	Rules Engine	TIME MGMT		Must Have	Ability to create rules that split allocations over multiple Time Reporting Codes (TRC)/earnings codes/leave types	Configuration
T&L009	B Employee Compensation	B1 Pay	B12 Time and Labor	Rules Engine	TIME MGMT		Must Have	Ability to apply a sequence to processing rules for reported time	Configuration
T&L010	B Employee Compensation	B1 Pay	B12 Time and Labor	Rules Engine	TIME MGMT		Must Have	Ability to sequence rules application based on existing leave balances	Configuration
T&L011	B Employee Compensation	B1 Pay	B12 Time and Labor	Rules Engine	TIME MGMT		Must Have	The system must support division/department cost center and job changes with TRC entry	Configuration
T&L012	B Employee Compensation	B1 Pay	B12 Time and Labor	Rules Engine	TIME MGMT		Must Have	Configurable, automated overtime rules for inclusion and exclusion of non-worked hours pay codes in timecard	Configuration
T&L013	B Employee Compensation	B1 Pay	B12 Time and Labor	Rules Engine	TIME MGMT		Must Have	Unlimited different pay and attendance rules and policies to support each group using the same time system	Configuration
T&L014	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TIME MGMT		Should Have	Ability to configure timecard templates for bargaining units/unions as positive pay, exception only and/or salaried in terms of requirements to report time	Configuration
T&L015	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TIME MGMT		Must Have	Ability to configure a standardized template (with needed data elements) for each distinct bargaining unit/union as required	Configuration
T&L016	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TECHNOLOGY		Must Have	Configurable error codes, checking and severity policy set by group not system wide	Configuration
T&L017	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	PAYROLL		Must Have	Support: Biweekly and semi- monthly pay periods; work schedules (fixed, rotating, as-needed)	Configuration
T&L018	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TIME MGMT		Must Have	Unlimited shift schedule definition and assignments or no schedule for specified bargaining units/unions	Configuration
T&L019	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TIME MGMT		Must Have	Automatically adjust to time and date changes due to the number of days in the month, daylight savings time, leap year, etc.	Configuration
T&L020	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TIME MGMT		Must Have	Support unlimited different pay codes and usage accruals including codes for vacation, sick leave, leave without pay, bereavement leave, workers' compensation, military leave, FMLA leave, jury duty, etc.	Configuration
T&L021	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TIME MGMT		Must Have	Support and integration with payroll for both hourly and salary compensation	Interface/Integration
T&L022	B Employee Compensation	B1 Pay	B12 Time and Labor	T&L Configuration	TIME MGMT		Must Have	The shift supervisor needs to be able to create crew timesheets from a template and approve them quickly and efficiently.	Interface/Integration
T&L023	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT		Must Have	Ability to allocate multiple types of (reported) time for one time reporting period on the same time card (time entry)	Configuration
T&L024	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT		Must Have	Timecard is viewable via Accounting Segments, Project Costing, Time Reporting Code, Daily/Weekly, Activity or Equipment views as configured by the user or system administrator	Data Analytics
T&L025	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT		Must Have	The system must support reporting of reported and payable time hours at a project costing/employee/bargaining unit/union/department level on a multiple duration period basis (i.e., daily, weekly, monthly, etc.)	Data Analytics
T&L026	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT		Must Have	Ability to view the status of a timecard (In Process, Approved, Corrected etc....)	Self-service
T&L027	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT		Should Have	Authorized users may make corrections to Work Orders and Project Costing without the normal validations against active Work Orders and Projects	Transactional
T&L028	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT		Must Have	Time cards may be changed up until the point they are processed by payroll. This would require reapproval of time cards potentially	Transactional
T&L029	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT		Must Have	Timecard may be configured to display available leave balances	Workflow
T&L030	B Employee Compensation	B1 Pay	B12 Time and Labor		COMPLIANCE		Must Have	Prototype FLSA OT Rule Template for worked hours in excess of weekly scheduled hours exists in application in addition to EBMUD specific rules	Compliance
T&L031	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT		Must Have	Ability to create multiple work schedules	Configuration
T&L032	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT		Must Have	Ability to accommodate a changed work schedule in the timecard	Configuration
T&L033	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT		Must Have	Prior Period Adjustments are enabled in terms of rules application into existing time cards	Configuration
T&L034	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT		Must Have	Look back on prior period adjustments is configurable in terms of duration and/or dates	Configuration
T&L035	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT		Must Have	TRCs should have a configurable relationship with payroll earnings and deductions codes, if applicable	Configuration
T&L036	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT		Must Have	Select security roles may be authorized to update submitted (but not approved) time outside of the normal bargaining unit/union security scheme	Configuration

ID	Category	Sub	Module	Sub-area	Domain	Priority	Requirement	Type
T&L037	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Conditional logic or approval may override normal controls surrounding schedule [District: reported hours < scheduled hours in a new hire event]	Configuration
T&L038	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Timecard functionality supports optional work order attributes	Configuration
T&L039	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Shift accommodation for daylight savings time transitions	Configuration
T&L040	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Total compensatory leave earned may be capped in a pay calendar year and presented in the timecard or accessible via online action in the timecard (may be part of another HR function)	Configuration
T&L041	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Time card functionality is enabled to hide or unhide fields via configuration for certain identified teams reporting Project Costing and Work Orders information on their time cards	Configuration
T&L042	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Workflow to accommodate OT requests and ability to "freeze" OT entries during the pay period. OT or other TRC can be configured to only allow entries for what was approved [Operations and Maintenance Department]	Configuration
T&L043	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	During time entry, system should only display list of time codes the employee is eligible to use, or if all codes are displayed, the reason the timecode selected can't be used is shown. Example, an employee with no available vacation should not have the option to choose the vacation time code, or the reason the employee cannot use the timecode selected is displayed.	Configuration
T&L044	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Upfront real-time validation of time entries	Transactional
T&L045	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to configure the granularity of time taken (fraction of hours, hours, minutes, units, etc.)	Configuration
T&L046	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to add/import holidays based on work groups	Configuration
T&L047	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Role based access - user views and privileges based on predefined roles	Configuration
T&L048	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Employees may be members of multiple departments [District: Business Units, orgs] for the purposes of timecard approval	Configuration
T&L049	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Desired	If/then/else logic loops may be used in Rules Configuration	Configuration
T&L050	B Employee Compensation	B1 Pay	B12 Time and Labor		ANALYTICS	Must Have	System supports daily, weekly, bi-weekly and semi monthly time submissions	Data Analytics
T&L051	B Employee Compensation	B1 Pay	B12 Time and Labor		ANALYTICS	Must Have	Ability to group TRC's for reporting and summarization	Data Analytics
T&L052	B Employee Compensation	B1 Pay	B12 Time and Labor		ANALYTICS	Must Have	TRCs may be used to track reported time that is exempt from payroll processing [District: FMLA]	Data Analytics
T&L053	B Employee Compensation	B1 Pay	B12 Time and Labor		ANALYTICS	Must Have	Reporting capabilities and/or the ability to provide timesheet data in support of other processes such as regulatory reporting (Cal/OSHA job injury/light duty report) and leave management (leave usage, unpaid leave, FMLA/CFRA monitoring). Other examples include but are not limited to: timesheet submittal status, timesheet corrections, reconciliation, and error/exception reports, etc.	Data Analytics
T&L054	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	External time reporting sources [District Work Order Systems: GWO, AIM, Maximo] may leverage time card staging tables to re populate unsubmitted time cards	Interface/Integration
T&L055	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Time card functionality includes the ability to record time and labor costs to project costing chartfields [District: Oracle Cloud Financials]	Interface/Integration
T&L056	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Project Costing online validation prevents non active projects from being charged [District: dblink to project costing module]	Interface/Integration
T&L057	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Work Order online validation prevents non active work orders from being charged [District: dblink to work order system]	Interface/Integration
T&L058	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Send payable time with project costing data to the financial Project Costing module	Interface/Integration
T&L059	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Email notification and integration [District: Microsoft Office/Teams] for timecard management	Interface/Integration
T&L060	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Time card functionality includes the ability to import time from work order systems by individual employee [District: GWO, AIM] or in mass [Maximo]	Interface/Integration
T&L061	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Desired	Integration with Equipment application/service is necessary to validate equipment entries tied to the timecard	Interface/Integration
T&L062	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Desired	Assumed push back to equipment application for weighted labor costs or equivalent labor data needed	Interface/Integration
T&L063	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to mass change schedules for all or specific bargaining units/unions	Process
T&L064	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Compensatory leave is tracked as a net balance of earned, taken and paid out	Process
T&L065	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Accrued leave is tracked as a net balance of earned, taken, paid out, and pending	Process
T&L066	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Group timecards together for mass timecard corrections and include preview functionality prior to accepting changes	Process
T&L067	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to copy timesheet to one or more employees (crew)	Process
T&L068	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Timecards should be mobility enabled (i.e., accessible and useable by authorized mobile devices iOS and Android)	Self-service
T&L069	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Timecard supports location attributes including remote work	Transactional
T&L070	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to make corrections to previous timecards and all related transactions	Transactional
T&L071	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to calculate and pay the difference in excess of the Workers' Comp Temporary Total Disability (usually 2/3 average weekly rate) and the employee's regular salary while out on approved Job Injury/Workers' Comp	Transactional
T&L072	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Desired	Leave (accruals, takes, adjustments, balance) history is available as a report or link off of the timecard	Self-service
T&L073	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Notifications for submitted but not approved time cards at time of administration cutoff	Workflow
T&L074	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Informational workflow to advise a bargaining unit/union of a change in the authorized timecard approver	Workflow
T&L075	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Informational workflow to advise an authorized approver of changes in the bargaining unit/union(s) subject to their approval authority	Workflow
T&L076	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Denied time flows back to original employee or submitter (Approval Denied -> employee or mass time submitter)	Workflow
T&L077	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Regular timecard approval authorization includes the hierarchical supervisor chain of the original authorized approver without requiring any purposeful delegation actions	Workflow
T&L078	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Timecards may be created for future pay periods, includes projected accrued leaves [District: forecasted worked time]	Workflow
T&L079	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Select TRCs may be excluded from being used in forecasted time via configuration [District: Leaves]	Workflow
T&L080	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Should Have	Time approval may be configured so that certain roles aside from the department or bargaining unit/union supervisor may be required to approve specific TRCs	Workflow
T&L081	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to create an inbound interface or upload TPA (Third Party Administrator) data into current Time & Labor system in order to calculate and pay supplemental Workers' Comp amounts (amounts not required by law, per MOU (Memorandum of Understanding))	Interface/Integration
T&L082	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to support and configure an unlimited number of TRCs based on potentially complex rules	Configuration
T&L083	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to create an outbound interface to the third party administrator of Workers' Compensation claims including indicative, demographic, timekeeping and payroll data to support TPA claims adjudication service	Interface/Integration
T&L084	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to see history of timesheet changes and who made those changes	Configuration
T&L085	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to configure earnings codes with special accumulators for calculation of Average Weekly Wages or other defined business rules	Configuration
T&L086	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to perform mass updates on approved time to recharacterize pending leave or occupational injury leave to another form of leave subsequent to claims adjudication	Transactional
T&L087	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to mass update approved occupational injury and non occupational injury time to another leave transaction in a specific time period	Transactional
T&L088	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to record undefined injury based leave in the District timekeeping system	Transactional
T&L089	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to associate (and update) time entries with an injury incident and/or claim identifier	Case Management
T&L090	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to track and report job injuries and Worker's Compensation claims	Transactional
T&L091	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to track each claim by specific injury	Transactional
T&L092	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT	Must Have	Ability to set and enforce the maximum number of applicable leave hours for each confirmed occupational injury	Configuration
T&L093	B Employee Compensation	B1 Pay	B12 Time and Labor	Equipment Charges	TIME MGMT	Should Have	Equipment charges must be associated with a project, task, and award	Configuration
T&L094	B Employee Compensation	B1 Pay	B12 Time and Labor	Equipment Charges	TIME MGMT	Should Have	Ability to import equipment charges (equipment number, dates, hours used, project, task, award) from external equipment system into a timesheet.	Interface/Integration
T&L095	B Employee Compensation	B1 Pay	B12 Time and Labor	Equipment Charges	TIME MGMT	Should Have	Equipment charges may also originate from the external work order system.	Interface/Integration
T&L096	B Employee Compensation	B1 Pay	B12 Time and Labor	Equipment Charges	TIME MGMT	Should Have	Ability to record equipment charges (equipment number, hours) to timesheet.	Interface/Integration
T&L097	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT	Must Have	All "work time" entries must include a valid TRC in association with a project, task, and award.	Configuration
T&L098	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT	Must Have	Leave or absence codes including job injury entries are associated with default project values.	Configuration
T&L099	B Employee Compensation	B1 Pay	B12 Time and Labor	Timecard	TIME MGMT	Must Have	Ability to sync (through API) active and valid time reporting codes to the external work order system(s).	Interface/Integration
T&L100	B Employee Compensation	B1 Pay	B12 Time and Labor	Work Order Systems	TIME MGMT	Should Have	Allow easily assign work on the calendar (such as via drag and drop). And when work is assigned, the system should update and display: - The total hours of work orders assigned in the work unit - The total hours of work orders available to be assigned in the work unit - The total hours assigned to each staff member - The total hours available to be assigned to each staff member.	Interface/Integration
T&L101	B Employee Compensation	B1 Pay	B12 Time and Labor	Work Order Systems	TIME MGMT	Should Have	Time card functionality includes the ability for an employee to import and populate work time entries from the external work order system. Data will include the work order number (as reference), time spent, the pay code, the financial data elements (project, task, and award) associated with the work order, and any KPI indicators.	Interface/Integration
T&L102	B Employee Compensation	B1 Pay	B12 Time and Labor	Work Order Systems	TIME MGMT	Should Have	Ability to sync team assignments with the external work order system.	Interface/Integration

ID							Priority	Requirement	Type
T&L103	B Employee Compensation	B1 Pay	B12 Time and Labor		TIME MGMT		Should Have	Provide a scheduling algorithm which: Allows for optimal assignment of staff to work orders based on: - Location of staff - Skill set of staff Availability of staff: - Current workload of staff in a work unit - Number of staff in a work unit - The days and hours when staff is available(includes leave, compressed workweek schedules, etc.) - The hours staff on call - When staff is on vacation - When staff calls in sick - Interface with the work order systems so that leave (vacation, sick, etc.) and scheduled hours don't need to be entered in two systems.	Configuration
BEN001	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability for employees to initiate a change in beneficiary designation	Self-service
BEN002	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to lock down specific options preventing any change in beneficiary	Configuration
BEN003	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to designate Power of Attorney, Conservator, etc....as beneficiaries	Configuration
BEN004	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to identify contingent beneficiaries	Configuration
BEN005	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to allocate via percentage or flat amount between multiple beneficiaries	Configuration
BEN006	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to capture multiple beneficiary types (e.g., primary, contingent, living trust), update, and inquire, and report on beneficiary change history including source of change	Configuration
BEN007	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to capture and report on marital status/relationship to beneficiary	Configuration
BEN008	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to record addresses, including international, for beneficiaries	Configuration
BEN009	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to provide multiple national ID types (i.e., Tax Payer Identification) for dependents and beneficiaries	Configuration
BEN010	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to record addresses, including international, for covered dependents	Configuration
BEN011	B Employee Compensation	B2 Benefits	B21 Benefits	Beneficiary Collection and Maintenance	BENEFITS		Must Have	Ability to identify dependents as disabled or court ordered	Configuration
BEN012	B Employee Compensation	B2 Benefits	B21 Benefits	Benefits Administration	BENEFITS		Should Have	Ability to collect, record and submit information to support a claim submission to mitigate challenges to coverage	Case Management
BEN013	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	Ability to reconcile pay processing deductions against the carrier files	Process
BEN014	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	Ability to remit enrollment information and premium backup to benefits vendors/carriers	Interface/Integration
BEN015	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	Ability to identify and bill employees and/or payees whose premiums exceed their pay check	Workflow
BEN016	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	System is to provide reconciliation utilities supporting the variance analysis necessary for Benefit deductions/carrier premiums	Configuration
BEN017	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS	PAY (Payroll)	Must Have	Ability to generate receivables/billing transactions as a result of arrears processing	Transactional
BEN018	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	Ability to apply an employee level premium waiver for specific benefits - and for no premium to be calculated - but the employee remains covered	Configuration
BEN019	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	Ability to interface Benefits vendors with Enterprise Financial systems Accounts Payable for vendor ID and synchronization as well as remittances	Interface/Integration
BEN020	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS	PAY (Payroll)	Should Have	Ability to issue a 'Premiums Due' letter based on a District approved template and calculated maximum receivable	Data Analytics
BEN021	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS	PAY (Payroll)	Must Have	Ability to configure a calculation for the maximum allowable employee receivable based on complex Union MOU	Configuration
BEN022	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS	PAY (Payroll)	Must Have	Ability to report on employee/payee receivables generated in a pay cycle	Data Analytics
BEN023	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS	PAY (Payroll)	Must Have	Ability to report on aggregate employee/payee receivables	Data Analytics
BEN024	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS	PAY (Payroll)	Must Have	Ability to view employee or payee receivables and the transaction causing the receivable	Process
BEN025	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	Ability to apply payments made in other systems (FIS) from external role based entries [District: Treasury or Finance] to reduce known employee/payee receivables	Interface/Integration
BEN026	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS	PAY (Payroll)	Must Have	Ability to configure workflow to trigger notification to the employee/payee from the results of arrears processing	Workflow
BEN027	B Employee Compensation	B2 Benefits	B21 Benefits	Billing	BENEFITS		Must Have	Ability to record and track approved effective and end dates of an employee's premium waiver for specific benefits	Transactional
BEN028	B Employee Compensation	B2 Benefits	B21 Benefits	COBRA Administration	BENEFITS		Must Have	Ability to identify employees, transitioning or former employees affected by COBRA qualifying events	Configuration
BEN029	B Employee Compensation	B2 Benefits	B21 Benefits	COBRA Administration	BENEFITS		Must Have	Ability to extract necessary data and interface data to third party COBRA administrator	Interface/Integration
BEN030	B Employee Compensation	B2 Benefits	B21 Benefits	COBRA Administration	BENEFITS		Must Have	Ability to identify COBRA participants, their eligibility period (start/end dates), enrolled coverage, and payments	Configuration
BEN031	B Employee Compensation	B2 Benefits	B21 Benefits	COBRA Administration	BENEFITS		Must Have	Ability to integrate Enrollment and select eligibility data with COBRA participants	Interface/Integration
BEN032	B Employee Compensation	B2 Benefits	B21 Benefits	Communications	BENEFITS		Must Have	Ability to issue high volume, high quality correspondence to employees based on benefits data via merge techniques (e.g., Total Rewards Statement, Health Insurance Benefit (HIB) Annual Notice) in multiple media form	Process
BEN033	B Employee Compensation	B2 Benefits	B21 Benefits	Communications	BENEFITS		Must Have	Ability to select data to be provided on correspondence to employees	Transactional
BEN034	B Employee Compensation	B2 Benefits	B21 Benefits	Communications	BENEFITS		Must Have	Ability to design templates of correspondences	Data Analytics
BEN035	B Employee Compensation	B2 Benefits	B21 Benefits	Communications	BENEFITS		Must Have	Ability to mass produce correspondences in multiple media form	Data Analytics
BEN036	B Employee Compensation	B2 Benefits	B21 Benefits	Communications	BENEFITS		Should Have	Ability to track and appropriately process receipt of notification of change in marital status, death of survivor, divorce or QDRO, etc., as well as automatically generating and transmitting all appropriate process-related correspondence	Workflow
BEN037	B Employee Compensation	B2 Benefits	B21 Benefits	Content	BENEFITS		Must Have	Ability to access Self-service Benefits functionality including election history, coverage history, life event documentation submission, evidence of insurability submission, open enrollment, Benefits FAQ, etc.	Self-service
BEN038	B Employee Compensation	B2 Benefits	B21 Benefits	Content	TECHNOLOGY		Must Have	Ability to provide online guidance to self-service users to support election/coverage enrollment, changes, waivers and drops in the form of messages, warnings and errors	Self-service
BEN039	B Employee Compensation	B2 Benefits	B21 Benefits	Content	TECHNOLOGY		Should Have	Ability to configure custom online guidance to self-service users to support election/coverage enrollment, changes, waivers and drops in the form of messages, warnings and errors	Self-service
BEN040	B Employee Compensation	B2 Benefits	B21 Benefits	Content	TECHNOLOGY		Should Have	Ability to provide online guidance to self-service users to support election/coverage enrollment, changes, waivers and drops in the form of videos, instructions, interactive guidance	Self-service
BEN041	B Employee Compensation	B2 Benefits	B21 Benefits	Content	TECHNOLOGY		Should Have	Ability to edit, format the text/labels and description of self-service content displayed to self service users.	Self-service
BEN042	B Employee Compensation	B2 Benefits	B21 Benefits	Content	TECHNOLOGY		Should Have	Ability to create custom hyperlinks to route self-service users to relevant third party or external to the application content [District: Splashpad intranet, summary plan documents, vendor information]	Self-service
BEN043	B Employee Compensation	B2 Benefits	B21 Benefits	Content	BENEFITS		Must Have	Ability to display current election/coverage costs/taxable benefits/tax status/credits via the self-service portal	Self-service
BEN044	B Employee Compensation	B2 Benefits	B21 Benefits	Content	TECHNOLOGY		Should Have	Ability to create/edit specific page content/tips/tools in the self-service portal	Self-service
BEN045	B Employee Compensation	B2 Benefits	B21 Benefits	Content	TECHNOLOGY		Should Have	Ability to identify and make available (at least via link) necessary forms for all benefits processes supported by the self-service portal	Self-service
BEN046	B Employee Compensation	B2 Benefits	B21 Benefits	Content	ANALYTICS		Must Have	Ability to summarize the status of any recent or pending benefits activities for the self service user	Self-service
BEN047	B Employee Compensation	B2 Benefits	B21 Benefits	Content	ANALYTICS		Must Have	Ability to display employee/payee and employer benefit costs within enrollment events (Benefits modeling)	Configuration
BEN048	B Employee Compensation	B2 Benefits	B21 Benefits	Content	BENEFITS	PAY (Payroll)	Should Have	Ability for participants to view any loan balances (e.g., computer, emergency or ergonomic equipment, etc.) via self-service	Self-service
BEN049	B Employee Compensation	B2 Benefits	B21 Benefits	Deferred Compensation	BENEFITS		Must Have	Ability to generate an outbound interface(s) to a deferred compensation third party administrator containing payroll deductions, loan, loan repayment and demographic information	Interface/Integration
BEN050	B Employee Compensation	B2 Benefits	B21 Benefits	Deferred Compensation	BENEFITS		Must Have	Ability to generate an outbound interface(s) to a deferred compensation third party administrator containing loan repayment information	Interface/Integration
BEN051	B Employee Compensation	B2 Benefits	B21 Benefits	Deferred Compensation	COMPLIANCE		Must Have	Ability to monitor, coordinate and apply contribution limits with employees participating in multiple deferred compensation plans	Compliance
BEN052	B Employee Compensation	B2 Benefits	B21 Benefits	Deferred Compensation	COMPLIANCE		Must Have	Ability to transition employee plan options to deferred compensation catch up plans based on age eligibility	Process
BEN053	B Employee Compensation	B2 Benefits	B21 Benefits	Deferred Compensation	COMPLIANCE		Must Have	Ability to apply IRS Deferred Compensation contribution limits	Compliance
BEN054	B Employee Compensation	B2 Benefits	B21 Benefits	Deferred Compensation	COMPLIANCE		Must Have	Ability to receive an inbound interface on changing contribution rates from third party deferred compensation vendor	Interface/Integration
BEN055	B Employee Compensation	B2 Benefits	B21 Benefits	Deferred Compensation	BENEFITS		Must Have	Ability to report and provide an outbound interface detailed information on loan repayment status, leave status, default, etc...	Interface/Integration
BEN056	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to cross reference employees, pension payees, dependents, and beneficiaries (e.g., shared family - employee married to employee or pension payee)	Configuration
BEN057	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS	PAY (Payroll)	Must Have	Ability to record Plan Attributes in a manner that will allow a general or benefit deduction file for payroll processing to correctly apply plan deductions on an employee/payee, including employer cost on a pre/post tax basis per enrolled member	Configuration
BEN058	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS	PAY (Payroll)	Must Have	Ability to record Plan Attributes in a manner that will allow an earning (credits, e.g., non-dual enrollment incentive, domestic partner taxable credit, supplemental benefit, HIB, low income subsidy) file for payroll processing to correctly apply plan earnings on an employee/payee and taxable/non-taxable basis per enrolled member	Configuration

ID	Category	L2	L3	Function	Type	Sub	Priority	Requirement	Classification
BEN059	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to define the 'relationship' of the Dependent Beneficiary and execute normal processing (eligibility and coverage determination) against the created relationship	Configuration
BEN060	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to define plan eligibility based on geographical location	Configuration
BEN061	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to assess and record employee benefit plan eligibility, coverage and enrollment data for all possible benefit plans (including employee perquisites; transit, parking etc....)	Configuration
BEN062	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to trigger an enrollment event (based on representation upon hire or status change) to record an employee's election of opting in or out of California State Disability	Configuration
BEN063	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to create benefit eligibility rules based on employee data fields in the system	Configuration
BEN064	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to receive Demographic updates via interface and update core demographic data for active participants	Interface/Integration
BEN065	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to automatically update benefits data via mass change processes through configurable rules	Transactional
BEN066	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to configure life event parameters for self-service life events	Configuration
BEN067	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to manage and prioritize multiple qualifying events occurring in the same period	Configuration
BEN068	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to group employees based on HR data for benefits processing where the benefits offering is consistent across the group but different from other employee populations (which would be defined by their own processing groups)	Configuration
BEN069	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to override benefit eligibility based on address [District: live work rule] (e.g., leverage work location address vs. home address)	Configuration
BEN070	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to distinguish between State registered versus District recognized domestic partnership status (taxation purposes)	Configuration
BEN071	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to interface earnings [District: Health Insurance Benefit, FSA, Supplemental Benefit] to Benefits Provider or Benefits module	Interface/Integration
BEN072	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to manually override an eligibility determination at an enrollee level	Configuration
BEN073	B Employee Compensation	B2 Benefits	B21 Benefits	FSA (Flexible Spending Account)	BENEFITS		Must Have	Ability to create an outbound interface(s) to provide FSA third party administrator demographic, indicative, elections, and contribution information	Interface/Integration
BEN074	B Employee Compensation	B2 Benefits	B21 Benefits	FSA (Flexible Spending Account)	COMPLIANCE		Must Have	Ability to apply IRS contributory limits to FSA plans	Compliance
BEN075	B Employee Compensation	B2 Benefits	B21 Benefits	FSA (Flexible Spending Account)	ANALYTICS		Must Have	Report on previous year tax information for dependent care nondiscrimination testing (NDT) by third party administrator	Data Analytics
BEN076	B Employee Compensation	B2 Benefits	B21 Benefits	FSA (Flexible Spending Account)	ANALYTICS		Must Have	Report on current year FSA plan contribution balances	Data Analytics
BEN077	B Employee Compensation	B2 Benefits	B21 Benefits	FSA (Flexible Spending Account)	BENEFITS		Must Have	Ability to create the Direct Supplemental Payment as a taxable cash benefit including passive duration based eligibility as part of the FSA plan design	Configuration
BEN078	B Employee Compensation	B2 Benefits	B21 Benefits	FSA (Flexible Spending Account)	BENEFITS		Must Have	Ability to adjust FSA benefit deduction and/or pledge amount based on pay processing and non discrimination testing results	Process
BEN079	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to apply a 401(h) [District: Health Insurance Benefit 'HIB'] benefit to overall benefits/compensation offering to eligible pension payees	Configuration
BEN080	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to record the progress of HIB requirements through the benefits enrollment and eligibility process including the issuing of correspondence	Transactional
BEN081	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to set up credits as part of the pension payee benefit program	Configuration
BEN082	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to base credit setup on eligibility criteria (marital status, years of service)	Configuration
BEN083	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to record employee level health benefit expenses generated outside of the 'District' for each type of benefit (Health, Dental, Other)	Transactional
BEN084	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to configure what may happen with excess credits (including 'lost' if not used')	Configuration
BEN085	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to prioritize plan premiums that credits will apply against	Configuration
BEN086	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to record expenses in an effective dated record for specific plan types that will be used specifically as offsets against the HIB credit	Transactional
BEN087	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Should Have	Enable Self-service functionality to support pension payees that are required to submit evidence (upload documentation) on non district medical and/or dental coverage	Configuration
BEN088	B Employee Compensation	B2 Benefits	B21 Benefits	401(h) Plan	BENEFITS		Must Have	Ability to adjust credits and benefits expenses (Medicare) enmasse	Transactional
BEN089	B Employee Compensation	B2 Benefits	B21 Benefits	HSA (Health Savings Account)	BENEFITS		Must Have	Ability to create an outbound interface(s) to provide HSA third party administrator demographic, indicative, elections, and contribution information	Interface/Integration
BEN090	B Employee Compensation	B2 Benefits	B21 Benefits	HSA (Health Savings Account)	COMPLIANCE		Must Have	Ability to apply IRS contributory limits to HSA plans	Compliance
BEN091	B Employee Compensation	B2 Benefits	B21 Benefits	HSA (Health Savings Account)	ANALYTICS		Must Have	Report on current year HSA plan contribution balances	Data Analytics
BEN092	B Employee Compensation	B2 Benefits	B21 Benefits	HSA (Health Savings Account)	BENEFITS		Must Have	Ability to create the Direct Supplemental Payment as a taxable cash benefit including passive duration based eligibility as part of the HSA plan design	Configuration
BEN093	B Employee Compensation	B2 Benefits	B21 Benefits	HSA (Health Savings Account)	BENEFITS		Must Have	Ability to adjust HSA benefit deduction and/or pledge amount based on pay processing etc....	Transactional
BEN094	B Employee Compensation	B2 Benefits	B21 Benefits	Legal (riders, DROs, dissolution, etc.)	BENEFITS		Should Have	Ability to utilize a case management tool to support Benefits related content arising out of complex or litigious issues	Case Management
BEN095	B Employee Compensation	B2 Benefits	B21 Benefits	Legal (riders, DROs, dissolution, etc.)	GOVERNANCE		Must Have	Ability to easily identify where a participant has a rider or other legal judgment that needs to be reviewed by the user - via a simple identification in a common search dialog	Case Management
BEN096	B Employee Compensation	B2 Benefits	B21 Benefits	Legal (riders, DROs, dissolution, etc.)	BENEFITS		Must Have	Ability to appropriately document DROs, joinders etc....	Case Management
BEN097	B Employee Compensation	B2 Benefits	B21 Benefits	Legal (riders, DROs, dissolution, etc.)	BENEFITS		Must Have	Case Management functionality to detail Legal Processing information as required	Case Management
BEN098	B Employee Compensation	B2 Benefits	B23 Pension and Retirement	Medicare Plan Transition	BENEFITS		Must Have	Ability to trigger an Age Based Benefit Event based on recorded Medicare enrollment	Configuration
BEN099	B Employee Compensation	B2 Benefits	B23 Pension and Retirement	Medicare Plan Transition	BENEFITS		Must Have	Ability to record the progress of a Medicare requirements through the benefits enrollment process	Transactional
BEN100	B Employee Compensation	B2 Benefits	B23 Pension and Retirement	Medicare Plan Transition	BENEFITS		Must Have	Ability to record data pertaining to Medicare Eligibility Assessment	Transactional
BEN101	B Employee Compensation	B2 Benefits	B23 Pension and Retirement	Medicare Plan Transition	BENEFITS		Must Have	Ability to record Medicare A and/or B enrollment	Transactional
BEN102	B Employee Compensation	B2 Benefits	B21 Benefits	Open Enrollment	BENEFITS		Must Have	Ability to interface medical/dental enrollment/coverage/covered dependents to another District cloud enterprise application [District: pension system]	Interface/Integration
BEN103	B Employee Compensation	B2 Benefits	B21 Benefits	Open Enrollment	BENEFITS		Must Have	Ability to conduct open enrollment against the full or select portions of the employee population (company or union groups)	Configuration
BEN104	B Employee Compensation	B2 Benefits	B21 Benefits	Open Enrollment	BENEFITS		Must Have	Ability to perform open enrollment annually in any defined Plan Year with a configurable Open Enrollment period/duration	Configuration
BEN105	B Employee Compensation	B2 Benefits	B21 Benefits	Open Enrollment	BENEFITS		Must Have	Ability to deliver open enrollment for all eligible plan types and options for all eligible employee groups	Configuration
BEN106	B Employee Compensation	B2 Benefits	B21 Benefits	Open Enrollment	BENEFITS		Must Have	Ability to deliver open enrollment via self-service and template based forms generated in the application/service	Configuration
BEN107	B Employee Compensation	B2 Benefits	B21 Benefits	Open Enrollment	BENEFITS		Must Have	Ability to apply default options to all enrollees who have not made their selections at the end of the OE period - only with specific security authorization	Configuration
BEN108	B Employee Compensation	B2 Benefits	B21 Benefits	Plan Configuration	BENEFITS		Must Have	Ability to calculate premiums/credits for employees/pension payees given their elected coverage for all Benefits Plans	Transactional
BEN109	B Employee Compensation	B2 Benefits	B21 Benefits	Plan Configuration	BENEFITS		Must Have	Ability to integrate healthcare subsidies or other subsidies into an overall benefit program	Configuration
BEN110	B Employee Compensation	B2 Benefits	B21 Benefits	Plan Configuration	COMPLIANCE		Must Have	Ability to automatically update annual limits and other legislated values used in Benefits Processing	Compliance
BEN111	B Employee Compensation	B2 Benefits	B21 Benefits	Plan Configuration	COMPLIANCE		Must Have	Ability to configure Evidence of Insurability (EOI) rules for specific plans	Configuration
BEN112	B Employee Compensation	B2 Benefits	B21 Benefits	Plan Configuration	BENEFITS		Must Have	Ability to tie a Benefit Plan to a Vendor	Configuration
BEN113	B Employee Compensation	B2 Benefits	B21 Benefits	Plan Configuration	BENEFITS		Must Have	Benefit plan configuration supports simple flat deduction benefit offerings [District: Transit subsidy, Parking]	Configuration
BEN114	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	TECHNOLOGY	IMG (Records Management)	Must Have	Authorized Users may submit supporting information via self-service portal [District: marriage certificates, divorce decree, death certificate, birth/adoption, SSN or birthday corrections or beneficiary adds, Conservatorship/Power of Attorney]	Self-service
BEN115	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	BENEFITS		Must Have	Ability to manage plan enrollment options for employees/pension payees (coverage, plan, coverage date, plan date, deduction/earning date, eligible dependent/beneficiaries) based on eligibility data in light of specific events including (but not limited to) Marriage, Death, etc....(i.e., Changes in Demographic Data)	Configuration
BEN116	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	BENEFITS		Must Have	Ability to configure qualifying events (eligibility triggers manifesting changes based on configured coverage and enrollment rules) that creates an opportunity for a change to their current benefits enrollment	Configuration
BEN117	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	BENEFITS		Must Have	Ability to automatically trigger qualifying events on age or other duration based criteria	Configuration
BEN118	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	BENEFITS		Must Have	Ability to automatically trigger qualifying events based on data changes in the system; including death, birth, adoption, guardianship, divorce, annulment, marriage, common law status changes	Configuration
BEN119	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	BENEFITS		Must Have	Ability to manually create qualifying events [District: qualifying event triggers]	Configuration
BEN120	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	TECHNOLOGY		Must Have	Ability to store and review documentation received via self-service portal	Document Mgmt
BEN121	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	BENEFITS		Must Have	Ability to support qualifying event evidence documentation via workflow (approved, denied etc....)	Workflow
BEN122	B Employee Compensation	B2 Benefits	B21 Benefits	Qualifying Events	BENEFITS		Must Have	Ability to trigger the cessation or suspension of benefits as a result of an inbound interface triggering events specific to the change of address or death of covered individuals	Configuration
BEN123	B Employee Compensation	B2 Benefits	B21 Benefits	Retiree Medical/Dental Enrollment	BENEFITS		Must Have	Ability to assess and record retiree benefit plan eligibility, coverage and enrollment data for Medical and Dental Plans	Transactional
BEN124	B Employee Compensation	B2 Benefits	B21 Benefits	Retiree Medical/Dental Enrollment	BENEFITS		Should Have	Ability to transition medical and dental coverage elected while the participant was an active employee to their initial coverage as a retiree	Process
BEN125	B Employee Compensation	B2 Benefits	B21 Benefits	Retiree Medical/Dental Enrollment	BENEFITS		Must Have	Ability to perform open enrollment annually for all eligible pension payees	Configuration
BEN126	B Employee Compensation	B2 Benefits	B21 Benefits	Retiree Medical/Dental Enrollment	BENEFITS		Must Have	Ability to deliver open enrollment for all eligible plan types and options for all eligible pension payees	Configuration
BEN127	B Employee Compensation	B2 Benefits	B21 Benefits	Workflow	TECHNOLOGY		Must Have	Ability to store and reference a library of necessary forms and documents for use in benefits processes (i.e., New Hire Cover Letter Template, Enrollment Checklist, Benefits Guide, COBRA Rights Notice, Confirmation Template)	Document Mgmt
BEN128	B Employee Compensation	B2 Benefits	B21 Benefits	Workflow	BENEFITS		Must Have	Approval workflow may be configured for District benefit events [District: marriage certificates, divorce decree, death certificate, birth/adoption, SSN or birthday corrections or beneficiary adds, Conservatorship/Power of Attorney, loan programs]	Workflow
BEN129	B Employee Compensation	B2 Benefits	B21 Benefits		ANALYTICS		Must Have	Ability to capture (and appropriately apply in processing) wellness attestation information for each employee (tobacco use, health risk assessment, etc.)	Transactional
BEN130	B Employee Compensation	B2 Benefits	B21 Benefits		TECHNOLOGY		Must Have	Ability to create help dialogue and/or help wizard to enable assistance to self-service users	Self-service

ID	Category	Area	Sub-Area	Detail	Dept	Related	Priority	Requirement	Type
BEN131	B Employee Compensation	B2 Benefits	B21 Benefits		GOVERNANCE		Should Have	Ability to apply future effective dated transactions for data modeling and analysis	Configuration
BEN132	B Employee Compensation	B2 Benefits	B21 Benefits		TECHNOLOGY		Must Have	Ability to create a system audit log for self-service access	Security
BEN133	B Employee Compensation	B2 Benefits	B21 Benefits		GOVERNANCE		Must Have	Ability to record and save self-service transactions (audits)	Self-service
BEN134	B Employee Compensation	B2 Benefits	B21 Benefits		GOVERNANCE		Must Have	Ability to capture and report on acceptance by an enrollee of a required action	Self-service
BEN135	B Employee Compensation	B2 Benefits	B21 Benefits		GOVERNANCE		Must Have	Ability to configure effective dates in system (organizational level data, control tables)	Configuration
BEN136	B Employee Compensation	B2 Benefits	B21 Benefits		TECHNOLOGY		Must Have	Rich functionality to customize self-service display	Self-service
BEN137	B Employee Compensation	B2 Benefits	B21 Benefits		BENEFITS	PEN (Pension)	Must Have	Ability to override benefit plan or program eligibility at an employee level basis [District: temporary position changes that should not impact pension eligibility]	Configuration
BEN138	B Employee Compensation	B2 Benefits	B21 Benefits		BENEFITS	PEN (Pension)	Must Have	Ability to modify benefit plan entry date that modifies pension deductions	Configuration
BEN139	B Employee Compensation	B2 Benefits	B21 Benefits		BENEFITS	PEN (Pension)	Must Have	Ability to track payees' eligibility for District medical plans [District rule: once waived no longer eligible]	Configuration
BEN140	B Employee Compensation	B2 Benefits	B21 Benefits	SCO (State Controller's Office) & Actuarial Reporting	BENEFITS	PEN (Pension)	Should Have	Ability to configure the system to apply, track, and report on split allocation of employer pension contributions (i.e., normal cost, unfunded actuarial accrued liability). Rate (%) applied to pensionable wages and actual contributions amounts ($) applied	Configuration
BEN141	B Employee Compensation	B2 Benefits	B21 Benefits	SCO (State Controller's Office) & Actuarial Reporting	BENEFITS	PEN (Pension)	Should Have	Ability to apply, track, and report on employee pension (i.e., pensionable wages, employee/employer contributions)	Configuration
BEN142	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to leverage multiple communication channels to deliver District Giving Campaign news, relevant documents and resources	Process
BEN143	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to automate generating correspondences [District: donation receipt, acknowledgements] upon completion of event	Workflow
BEN144	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to generate and display real time dashboards based on donated funds	Data Analytics
BEN145	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to remit donor information and pledge amounts to receiving federation/organization	Interface/Integration
BEN146	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to display employee/payee costs within Giving Campaign events (paycheck modeling)	Configuration
BEN147	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to configure custom online guidance to self-service users to support District Giving Campaign including messages, warnings and errors	Self-service
BEN148	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Provides tools that implement, manage, track, and administer Employee Giving Campaign	Process
BEN149	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to leverage tools for budget creation, goal setting, and donation program progress tracking	Process
BEN150	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to provide self-service functionality for employees and payees supporting District Giving Campaign annually and upon hire/retirement	Self-service
BEN151	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to configure the system to record donor pledges	Configuration
BEN152	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to configure the system to record and track donor payments [District: lump sum payroll deduction, per pay deduction, or check payment] including ability to cancel payments	Configuration
BEN153	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability for employees and payees to access Self-service to view donation history	Self-service
BEN154	B Employee Compensation	B2 Benefits	B21 Benefits	Employee Giving Campaign	BENEFITS		Desired	Ability to allow users to default previous year's donation election	Configuration
BEN155	B Employee Compensation	B2 Benefits	B21 Benefits	Eligibility & Enrollment	BENEFITS		Must Have	Ability to track tax dependency status for purpose of tax implications or tax effect(s) on imputed income for domestic partnerships.	Configuration
HLT001	B Employee Compensation	B2 Benefits	B24 Wellbeing	Communications	BENEFITS		Must Have	Ability to leverage multiple communication channels to deliver company news, employee recognition, relevant documents and services available to staff	Process
HLT002	B Employee Compensation	B2 Benefits	B24 Wellbeing	Communications	BENEFITS		Must Have	Ability to send targeted mobile communications	Configuration
HLT003	B Employee Compensation	B2 Benefits	B24 Wellbeing	Communications	BENEFITS		Should Have	Ability to create/manage videos, polls, events and surveys	Configuration
HLT004	B Employee Compensation	B2 Benefits	B24 Wellbeing	Communications	BENEFITS		Should Have	Provide utilities that enable audio and/or video conferencing delivery and functionality or interaction with [District: Microsoft Teams]	Configuration
HLT005	B Employee Compensation	B2 Benefits	B24 Wellbeing	Communications	BENEFITS		Should Have	Ability to share personal and professional goals with other users and track and measure performance using built in tools	Configuration
HLT006	B Employee Compensation	B2 Benefits	B24 Wellbeing	Communications	BENEFITS		Should Have	Ability to send and receive recognition in the form of digital badges, awards, or messages to colleagues, employees, and managers	Configuration
HLT007	B Employee Compensation	B2 Benefits	B24 Wellbeing	Communications	BENEFITS		Should Have	Ability to provide intra-community message board	Configuration
HLT008	B Employee Compensation	B2 Benefits	B24 Wellbeing	Content	BENEFITS		Should Have	Provides pre-built and third party library of useable content	Configuration
HLT009	B Employee Compensation	B2 Benefits	B24 Wellbeing	Content	BENEFITS		Should Have	Ability to collate, curate and disperse content	Configuration
HLT010	B Employee Compensation	B2 Benefits	B24 Wellbeing	Content	BENEFITS		Should Have	Ability to bring in additional external sources/content	Configuration
HLT011	B Employee Compensation	B2 Benefits	B24 Wellbeing	Reporting	BENEFITS		Should Have	Ability to generate and display real time dashboards based on trends in wellness metrics	Data Analytics
HLT012	B Employee Compensation	B2 Benefits	B24 Wellbeing	ESS (Employee Self-Service)	BENEFITS		Should Have	Provides self-service functionality to let employees log into the system to help track their wellness	Self-service
HLT013	B Employee Compensation	B2 Benefits	B24 Wellbeing	Survey	BENEFITS	DEV (Employee Development)	Desired	Ability to craft and/or use and/or edit surveys and survey templates with the purposes of assessing employee wellbeing, wellness risks in the workplace	Configuration
HLT014	B Employee Compensation	B2 Benefits	B24 Wellbeing	Survey	BENEFITS	DEV (Employee Development)	Should Have	Ability to report survey results visualized and reported on in real time, with manager dashboards and automated reporting tools. Reports can be customized and distributed to aid in organizational improvement and employee performance reviews.	Data Analytics
HLT015	B Employee Compensation	B2 Benefits	B24 Wellbeing	Survey	BENEFITS	DEV (Employee Development)	Desired	Ability to distribute short, customizable culture-focused surveys or polls to employees to measure the various factors of employee engagement, including job, environment, and pay satisfaction	Configuration
HLT016	B Employee Compensation	B2 Benefits	B24 Wellbeing	Survey	BENEFITS	DEV (Employee Development)	Desired	Ability to customize various components of surveys, including individual questions, distribution frequency, audience size, and anonymity	Configuration
HLT017	B Employee Compensation	B2 Benefits	B24 Wellbeing	Survey	BENEFITS	DEV (Employee Development)	Desired	Provides employee survey and feedback features	Configuration
HLT018	B Employee Compensation	B2 Benefits	B24 Wellbeing	Survey	BENEFITS	DEV (Employee Development)	Desired	Ability to distribute surveys and filter survey results according to employee segments	Configuration
HLT019	B Employee Compensation	B2 Benefits	B24 Wellbeing	Tools	BENEFITS		Should Have	Ability to create individual wellness action plans for individual or specific groups of employees	Configuration
HLT020	B Employee Compensation	B2 Benefits	B24 Wellbeing	Tools	BENEFITS		Should Have	Ability to leverage educational tools that provide including planning, budgeting, and tips on how to improve wellness	Configuration
HLT021	B Employee Compensation	B2 Benefits	B24 Wellbeing	Tools	BENEFITS		Should Have	Ability to leverage tools for budget creation, assets tracking, goal setting, and corporate wellness management progress tracking	Data Analytics
HLT022	B Employee Compensation	B2 Benefits	B24 Wellbeing	Tools	BENEFITS		Should Have	Provides tools that implement, manage, and administer corporate wellness programs	Configuration
HLT023	B Employee Compensation	B2 Benefits	B24 Wellbeing	Tools	BENEFITS	DEV (Employee Development)	Should Have	Ability to set professional and personal goals with customizable due dates and milestones within the system	Configuration
HLT024	B Employee Compensation	B2 Benefits	B24 Wellbeing	Integration	BENEFITS		Must Have	Ability to integrate with the Enterprise HR system including the preservation of employee ID or alternate unique ID and ability to receive inbound demographic files	Interface/Integration
HLT025	B Employee Compensation	B2 Benefits	B24 Wellbeing		BENEFITS	ORG (Organizational Mgmt)	Must Have	Ability to segment employees according to factors such as location, demographics, and position	Configuration
LVM001	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS	BEN (Benefits)	Must Have	Ability to override benefit plan or program eligibility at an employee level basis for a specified period of time [District: extended leave without pay, extended sick leave beyond 18 months, unpaid leaves (other than unpaid sick) designated as unprotected]	Configuration
LVM002	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Ability to record, track, and maintain history of start and end dates as employee's transition between paid and unpaid statuses as well as the reason an employee is in an unpaid status	Transactional
LVM003	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	SDI/PFL (State Disability Insurance/Paid Family Leave)	BENEFITS		Must Have	Ability to record an employee as being in receipt of California State Disability Insurance (SDI) benefits or Paid Family Leave (PFL) benefits	Transactional
LVM004	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	SDI/PFL (State Disability Insurance/Paid Family Leave)	TIME MGMT	T&L (Time and Labor)	Must Have	Employees may receive 60% to 70% of CA State SDI or PFL benefits based on wages earned while on leave. Ability to use the determined earnings computed by system to be used to calculate against State Disability income limit.	Configuration
LVM005	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	SDI/PFL (State Disability Insurance/Paid Family Leave)	BENEFITS		Must Have	Ability to record an employee's SDI participation election via workflow as part of onboarding or a change in job status or union representation	Transactional
LVM006	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to define a maximum balance for a leave balance that may be exceeded	Configuration
LVM007	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to define compensatory time eligibility based on 1) union code, 2) bargaining unit 3) FLSA status	Configuration
LVM008	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability for self-service users, timekeepers and employees with approval authorization to view real time leave balances	Self-service
LVM009	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS	T&L (Time and Labor)	Must Have	Ability to configure the system to message, warn and/or error timekeeping entries based on (real-time) validations on leave balance amounts	Configuration
LVM010	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to interface payroll based leave accruals or interface with a payroll system to gather the data needed to calculate leave accruals or perform the leave accrual calculation with the solution	Interface/Integration
LVM011	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to assign hours from time reporting codes or earnings codes to an aggregate summary function (e.g., Special accumulator) that may be referenced in the computation of leave accrual service functions	Configuration
LVM012	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to calculate leave accruals based on duration, schedule and/or special accumulator	Configuration
LVM013	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to configure minimums of leave accrual balances/thresholds that employees may not exceed during the assessment of leave balance availability to time off	Configuration
LVM014	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to validate any leave 'take' against the existing balance and any pending leave transactions to determine eligibility for the proposed 'take' transaction	Configuration
LVM015	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to hold and track a leave balance as either dollars or hours	Transactional
LVM016	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to transfer a leave balance between two different leave plans	Configuration
LVM017	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to zero out leave as part of separation or rehire [District: rehired within 1 year any previous accrued sick leave hours should be made available upon rehire], if the leave plan calls for it	Configuration

ID							Priority	Description	Type
LVM018	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Ability to preserve and restore (if required) an employee level history of leave accruals by plan	Configuration
LVM019	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Adjustments	BENEFITS		Must Have	Mechanism exists to adjust leaves due to erroneous entries etc....	Configuration
LVM020	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS		Must Have	Ability to determine the date of earned compensatory leave	Configuration
LVM021	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS	PAY (Payroll)	Must Have	Ability to leverage FLSA calculation to determine overtime	Configuration
LVM022	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS		Must Have	For the purposes of rate determination with compensatory time, the ability to use the oldest compensatory time first as it is taken or paid out	Configuration
LVM023	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS		Must Have	Ability to configure caps (maximums) on leave accrual balances to be applied on fiscal or plan year cycles	Configuration
LVM024	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS		Must Have	Ability to define the date or pay period the leave carryover process is effective	Configuration
LVM025	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS		Must Have	Ability to configure leave carryover maximums	Configuration
LVM026	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS		Must Have	Ability to easily convert excess leave to a different leave, forfeit all, forfeit to a cap, pay out all or pay out to a cap during the carryover processing	Configuration
LVM027	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Carryover	BENEFITS		Must Have	Ability to easily convert excess leave to a different leave, delete, pay out during accrual processing	Configuration
LVM028	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Request	BENEFITS	T&L (Time and Labor)	Must Have	Ability to configure Manager Self-Service ('MSS') functionality to require approval for specific leave types/plans	Configuration
LVM029	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Request	BENEFITS	T&L (Time and Labor)	Must Have	Ability to leverage all MSS requirements in approving leave for employee requests	Self-service
LVM030	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Request	BENEFITS	T&L (Time and Labor)	Must Have	Ability to leverage existing related bargaining unit/union schedule as part of the Leave Approval process	Configuration
LVM031	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Request	BENEFITS	T&L (Time and Labor)	Must Have	Ability for employees to see if a leave request has been approved or not via workflow and/or timesheet	Workflow
LVM032	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Request	TIME MGMT	T&L (Time and Labor)	Must Have	Ability for employee to request for leave (vacation) via self-service	Self-service
LVM033	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Sellback	BENEFITS		Must Have	Ability to validate whether or not a specific leave balance reduction option (Vacation [Sell]) is available to an employee based on dynamic eligibility rules. If the employee is not eligible, do not enable the time reporting code	Configuration
LVM034	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Sellback	BENEFITS		Must Have	Ability to sell up to a defined maximum of vacation hours in 1 hour increments per payroll calendar year (e.g., prorated for less than full time, temporary increase of annual max for COVID)	Configuration
LVM035	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Validation	BENEFITS	T&L (Time and Labor)	Must Have	Ability to schedule daily, weekly, biweekly and semi-monthly work schedule configuration for field level validations on excessive hours entered in one day, one week, one pay period	Configuration
LVM036	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Sick Leave Advance	BENEFITS		Must Have	Ability to configure the system to allow the amount of leave to be granted to an employee as an 'advance' where the leave balance would normally be insufficient to grant leave	Configuration
LVM037	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Sick Leave Buyback	BENEFITS		Must Have	Ability to create unique self-service enabled online transactions supporting the EBMUD sick leave sell or conversion where eligible employees may cash out their sick leave or convert their sick leave to vacation in 8 or 16 hours increments	Workflow
LVM038	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Sick Leave Buyback	BENEFITS		Must Have	Ability to configure eligibility for specific leave transactions [Sick Leave Sell/Sick Leave Conversion] based on the absence of a specific leave transaction [Sick Leave Take] over a specified, configurable duration	Configuration
LVM039	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Sick Leave Buyback	BENEFITS		Must Have	Ability to configure the incremental leave amounts (in hours) available for sell or conversion processes	Configuration
LVM040	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Sick Leave Buyback	BENEFITS		Must Have	Ability to transact in real time to update leave balances on completion of the authorized self service leave transactions (Sick [Sell]. Sick [Leave Conversion])	Transactional
LVM041	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Must Have	Ability to manually reduce an employee's leave balance for the reason of 'Vacation Donation'	Configuration
LVM042	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Must Have	Ability to manually increase an employee's leave balance for the reason of 'Vacation Donation'	Configuration
LVM043	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Must Have	Ability to reduce an employee's leave, convert it from hours to dollars based on the primary job rate, then convert that amount back into hours from dollars for another employee based on their primary job rate, and increase the leave balance for the targeted employee	Configuration
LVM044	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Should Have	Ability for employees to elect to donate accrued vacation hours (in one hour increments) to District's vacation bank via self-service	Self-service
LVM045	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Should Have	Ability for employees to request for vacation donation via self-service, with ability to restrict event based on leave status/type and balance of accrued leaves	Self-service
LVM046	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Should Have	Convert donated hours to dollars at the donating employee's hourly rate to go into a bank	Transactional
LVM047	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Should Have	Convert hours being donated to requesting employee to dollars at the requesting employee's hourly rate	Transactional
LVM048	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Should Have	Ability to track incremental and decremental balance of vacation donation bank	Transactional
LVM049	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Vacation Donation	BENEFITS		Should Have	Ability to create a workflow for the purpose of vacation donation (requesting for and donating)	Workflow
LVM050	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Create a case to manage absenteeism	Case Management
LVM051	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Configure a duration of missing significant, measurable durations of work consecutive or non consecutive	Configuration
LVM052	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Trigger a workflow to identified roles based on absenteeism criteria	Workflow
LVM053	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Report, via workflow and/or report, employees identified based on the configurable missed work parameters [District: Case Review Report]	Data Analytics
LVM054	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Ability to define specific time and labor codes (ETS values) that constitute the sick time to be validated in the identification of missed work	Configuration
LVM055	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Ability to update an employee's employment status as being on a leave of absence	Transactional
LVM056	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Ability to record reason an employee is on leave [District: disability, parental, military, job injury, pandemic related, quarantine, etc.]	Transactional
LVM057	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Ability to track multiple instances of leave concurrently or in sequence (e.g., pregnancy disability leave followed by parental leave)	Process
LVM058	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Case Review	BENEFITS		Must Have	Ability to configure reminders for Manager Self-Service (MSS) and Employee Self-Service (ESS) functionality (e.g., pending required documentation such as return to work authorizations, medical certifications, etc.)	Configuration
LVM059	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability for employee to request for leave [District: FMLA] including documentation as attachments via self-service, including configurable reminders (e.g., pending required documentation)	Self-service
LVM060	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to record an employee as being on FMLA Leave	Transactional
LVM061	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to report an employee as being on FMLA Leave	Data Analytics
LVM062	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to record an employee as being on Pregnancy Disability Leave (PDL)	Transactional
LVM063	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to report an employee as being on Pregnancy Disability Leave (PDL)	Data Analytics
LVM064	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to record an employee as taking California Family Rights Act Leave (CFRA)	Transactional
LVM065	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to report an employee as taking California Family Rights Act Leave (CFRA)	Data Analytics
LVM066	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to assess eligibility for either version of FMLA leave (12 weeks or 26 weeks for military caregiver)	Case Management
LVM067	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to access eligibility for CFRA leave	Case Management
LVM068	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to assess hours of eligibility for PDL	Case Management
LVM069	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to accurately record and report any protected leaves that may be taken concurrently (e.g., FMLA and CFRA)	Transactional
LVM070	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to retroactively adjust or update time reporting codes to correctly reflect protected leave granted after the employee, manager or timekeeper was required to enter time for the affected employee - at an enterprise level this may require backing out erroneous time entries and their effects all the pay to payroll, payroll expense and project costing	Process
LVM071	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to record expected return to work for employees on protected leave - if on concurrent protected leaves, this would require the end point of each leave to be recorded independently	Transactional
LVM072	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to leverage case management functionality to track the diverse data collection as a result of any of the protected leaves processes	Case Management
LVM073	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to associate any protected leave benefits with the District offered Short Term Disability/Wage Indemnity plan	Case Management
LVM074	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to store and reference a library of necessary forms and documents for use in leave monitoring processes (i.e., FMLA Eligibility Notice, FMLA Designation, other required protected leave notices, etc.)	Workflow
LVM075	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Should Have	Ability to meet Federal, State, local regulatory compliance and standards in relations to protect leave monitoring	Compliance
LVM076	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Protected Leave	BENEFITS		Must Have	Ability to track FMLA/CFRA hours (used and unused)	Transactional

ID	Category	Section	Subsection	Feature	Module	Extra	Priority	Requirement	Type
LVM077	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Service Extension	BENEFITS		Must Have	Ability to configure the system where a leave type is accrued until the defined maximum is reached where the employee will then begin accruing a different leave type [District: service extension]	Configuration
LVM078	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Service Extension	BENEFITS		Must Have	Ability to configure the system to enable a transfer of leave balance from one leave plan to another	Configuration
LVM079	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Service Extension	BENEFITS		Must Have	Ability to configure the system to set a limit on amount and frequency of leave transferred	Configuration
LVM080	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Service Extension	BENEFITS		Must Have	Ability to convert leave hours applicable to service extension	Process
LVM081	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	LTD (Long Term Disability)	BENEFITS		Must Have	Ability to record an employee's Long Term Disability (LTD) claim status and plans applicable to premium waivers	Transactional
LVM082	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Job Injury	TIME MGMT		Must Have	Ability to set and enforce the maximum number of applicable light duty hours for each confirmed occupational injury	Process
LVM083	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Job Injury	TIME MGMT		Must Have	Ability to set and enforce maximum light duty hours for lifetime of employment for non-job related injury	Process
LVM084	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Job Injury	TIME MGMT		Must Have	Automate notifications when an employee reaches a defined low balance of available job injury leave or light duty hours	Process
LVM085	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Administration of leaves must provide individual, manager, and administrative communications through the length of the absence to ensure a timely and accurate process.	Interface/Integration
LVM086	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Should Have	Solution must provide all necessary information to make decisions , such as (Reasonable Accommodations) and provide management oversight of employees on leave and their current disposition, expected return, and allow for inclusion of the leave information when analyzing staffing, workspace, or scheduling scenarios.	Interface/Integration
LVM087	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	Given the newest regulations arising from the pandemic, we will look to our proposer to follow all forms of legal and company leave programs and provide sufficient granularity on hours assigned to each type of leave, its accrual, and its usage.	Interface/Integration
LVM088	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Should Have	Solution should provide all necessary information should be provided to make decisions , such as(like Reasonable Accommodation,), and provide management oversight of the employees on leave and their current disposition, expected return, and allow for inclusion of the leave information when analyzing staffing, workspace, or scheduling scenarios.	Interface/Integration
LVM089	B Employee Compensation	B2 Benefits	B22 Leave and Absence Management	Leave Accruals and Balances	BENEFITS		Must Have	We require significant self-service and analysis tools to recognize when an individual is nearing full usage of leave hours and provide processes of notification, documentation, and subsequent actions to address and manage the situation.	Interface/Integration
CMP001	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR	POS (Position Management)	Must Have	Ability to define or derive Full Time Equivalency (FTE) for a job/classification	Configuration
CMP002	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Ability to assign an FLSA by classification/job	Configuration
CMP003	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Ability to associate specific classifications/job with pre-employment testing requirements	Configuration
CMP004	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Desired	Ability to attach job description and job analysis documents to application pages supporting job functionality	Case Management
CMP005	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Ability to maintain and manage job classifications and all relevant information such as: Class title, class description, and requirements (knowledge, education, skills, and abilities).	Configuration
CMP006	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Ability to align a job within a job family [District: class series]	Configuration
CMP007	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Ability to assign probation period, class code, class title, salary range and salary steps to a job classification	Configuration
CMP008	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Desired	Ability to perform simulation based skills assessments (virtual/augmented reality or other tools)	Process
CMP009	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Should Have	Ability to record that a desk audit has been performed as an employee transaction in their job history	Transactional
CMP010	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Approval Workflow for new classification	Workflow
CMP011	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Approval Workflow for class description updates	Workflow
CMP012	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Approval Workflow to retire a job classification	Workflow
CMP013	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Approval Workflow for advancement within a class series	Workflow
CMP014	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR		Must Have	Provide goal management that allows a supervisor to create, add, or modify an employees performance objective	Configuration
CMP015	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Classifications	CORE HR	CMT (Case Management)	Must Have	Provides access to all talent factors, including employee information, review history, skills and competencies, education, salary history, and learning history, based on role.	Data Analytics
CMP016	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Communications	CORE HR		Should Have	Ability to utilize and edit pre configured email templates for communications	Configuration
CMP017	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Should Have	Ability to store local labor market CPI-W Data in a specific regulatory table and use in compensation processes to manage broad general compensation increases across salary ranges (mass update)	Configuration
CMP018	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to define compensation as an hourly, monthly and/or annual rate	Configuration
CMP019	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to configure salary grades, steps and progression	Configuration
CMP020	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to configure compensation schedule based on classification and bargaining unit/union code	Configuration
CMP021	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Rate changes and increases are effective-dated for payroll processing.	Configuration
CMP022	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to apply changed compensation information via automatic online or batch processing	Interface/Integration
CMP023	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to load employee compensation data via Excel load to mitigate any rounding issues that an automatic load may cause.	Interface/Integration
CMP024	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to apply mass insert/update functionality into compensation setup tables to insert new rates etc...	Process
CMP025	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Enterprise Integration	CORE HR		Should Have	Ability to integrate with a background check service	Interface/Integration
CMP026	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to administer the Pay for Performance process with options to allow administrators to configure the PFP process to their specific business needs (pool amounts, target amounts, etc.)	Configuration
CMP027	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to control the payout approach of Pay for Performance based on control point evaluation	Configuration
CMP028	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to identify a payment as a Pay for Performance payout	Configuration
CMP029	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Query/report on employees eligible for 'Pay for Performance' grouped by bargaining unit/department (org), who are also in receipt of civil service longevity (seniority pay), and near term step increases.	Data Analytics
CMP030	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Report on Pay for Performance incremental costs	Process
CMP031	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Report on Pay for Performance Departmental Budget including Dept. roster of eligible employees	Data Analytics
CMP032	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Should Have	Ability to load pay for performance lump and salary increases via Excel into Payroll	Interface/Integration
CMP033	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to track Pay for Performance (PFP) status	Process
CMP034	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to allocate different percentages and/or dollar amounts of their PFP award to different employees.	Process
CMP035	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Should Have	Ability to generate PFP award letters	Process
CMP036	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to track performance pay by employee, class title, position number, bargaining unit, department, and type of award (lump sum, salary increase)	Process
CMP037	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to record employee annual performance review results	Transactional
CMP038	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Pay for Performance	CORE HR		Must Have	Ability to record pay for performance elections made by recipients	Transactional
CMP039	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Salary Schedule	CORE HR		Must Have	Ability to maintain and manage a Salary Schedule with information including bargaining unit, probation period, class code, class title, salary range, and salary steps	Configuration
CMP040	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Salary Schedule	CORE HR		Must Have	Ability to configure and assign specified salary plans using wage progression rules	Configuration
CMP041	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Salary Schedule	CORE HR		Must Have	Ability to assign min, mid, control and max points in a salary grade table	Configuration
CMP042	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Salary Schedule	CORE HR		Must Have	Ability to define and calculate the control point in all applicable salary schedules.	Configuration
CMP043	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to apply "across the board" salary increases with options to allow the administrator to configure them to their specific business needs - by class, by union, etc.	Process
CMP044	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	CORE HR		Must Have	Ability to determine a class series within a group of class codes	Configuration
CMP045	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Staffing Plan	ANALYTICS		Must Have	Query/report filtered by position type and civil service permanent job status grouped by bargaining unit/department(org).	Data Analytics
CMP046	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Compensation	BENEFITS		Must Have	Ability to track and identify red-circle [District: Y-Rating] employees	Process

ID	Category	Sub-Category	Sub-Sub-Category	Area	Module	Sub-Module	Priority	Requirement	Type
CMP047	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	Ability to track performance appraisals	Transactional
CMP048	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	Ability to create and record performance plan for purposes of performance appraisal	Process
CMP049	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	Ability to configure performance appraisal schedule based on employee status [District: probationary, regular]	Process
CMP050	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	Automatic notification of upcoming or past due performance appraisals	Configuration
CMP051	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	Ability to perform informal performance appraisals as needed	Configuration
CMP052	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	Ability to draft a performance appraisal for an employee using templates	Process
CMP053	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	The ability to acknowledge performance appraisals by employee and supervisor for purposes of finalizing the appraisal	Process
CMP054	B Employee Compensation	B3 Classification and Compensation	B31 Classification and Compensation	Performance Appraisal	TALENT MGMT	DEV (Employee Development)	Must Have	Ability to identify employees eligible for pay for performance based on classification	Workflow
DEV001	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Record peer recognition awards to recipient employees with date, identifying the nominating employee ID/position on who recognized the employee	Transactional
DEV002	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Record reason for peer recognition from a configurable list and optionally supported by a long comment field	Transactional
DEV003	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Record 'Service Award Date' as a derived function of hire/civil service date	Transactional
DEV004	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Notification of Service Award to Employee Development and Supervisor or Lead to initiate award	Workflow
DEV005	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Authorized security roles may modify the 'Service Award Date'	Transactional
DEV006	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Should Have	Configurable Template based construction of service award letter may be configured or created using District branding	Configuration
DEV007	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Record service awards to recipient employees with supporting fields to provide information on the specific service award	Transactional
DEV008	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to identify pre-requisite courses and prevent session enrollment where pre-requisite courses have not been completed	Configuration
DEV009	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	May override course/session enrollment in spite of pre-requisite not completed by learner	Transactional
DEV010	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to group courses into programs	Configuration
DEV011	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to automate completion status	Configuration
DEV012	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Learning and development delivery systems must include technologies such as mobile delivery, virtual simulations, and artificial intelligence enhanced assessments and testing.	Process
DEV013	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to create a waiting list for classes (instructor led bandwidth)	Configuration
DEV014	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Should Have	Being able to assess the training participant's knowledge level is a requirement in the learning space. The proposer should provide methods of both assessing and keeping a record of tracking learning and expertise so that appropriate levels of content can be delivered to the participant, shortening limiting the training period to just highly relevant content or not known content. As an example, as an Emergency Service organization, our ability to identify and view individuals with specialized skills (CPR, construction, emergency medical training) can make a significant difference in our response to the organization and community emergency needs.	Process
DEV015	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to mark courses, exams, and assessments completed with proof of completion	Configuration
DEV016	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Must Have	Content curation will be needed as the volume of learning content grows, ensuring that the most up to date content is presented in a learning course, regardless of the medium. (PDF, PowerPoint, video, audio, etc.). Proposer to provide standard learning formats as part of their content management processes.	Process
DEV017	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to enable eligible employees to sign up for training classes via self-service	Self-service
DEV018	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Should Have	In conjunction with content curation, the proposer should provide metadata attached to course content to aid in finding specific training content, accessing it quickly, and be able to view that specific content directly without going through an entire course.	Process
DEV019	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Should Have	Ability to associate training with expense breakdown, including GL allocation	Configuration
DEV020	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Should Have	The solution must provide compliance, management support to instructor-led and self-directed content, and track the progress to allow for further job opportunities for the employee.	Process
DEV021	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to track and support compliance or District mandated training/programs	Data Analytics
DEV022	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to leverage workflow [District: Employee Development/Employee/Supervisor] for any duration triggered District mandated course work/testing including configurable reminders, and overdue notices to affected employees and their supervisors	Workflow
DEV023	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to group related employee development block scheduled activities as part of a program [District: Academy]	Configuration
DEV024	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to route training approval through supervisor and/or training analysts	Workflow
DEV025	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to create a session waitlist for a specific instance of a course	Configuration
DEV026	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to automatically move session waitlisted employees into an open session (optionally requiring approval)	Workflow
DEV027	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Should Have	Ability to trigger waitlist migration to a session based on configured priority criteria	Configuration
DEV028	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Should Have	Ability to trigger waitlist migration to be enacted in a specific timeframe related to the session schedule [District: not interested in moving waitlisted employees to a session in a short time period prior to the session]	Workflow
DEV029	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Should Have	Ability to notify waitlisted employees that they have a window to confirm attendance as a waitlist is processed	Workflow
DEV030	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Should Have	Ability to notify configured training roles of waitlisted employees transitioned into specific session (prioritization)	Workflow
DEV031	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to conduct ad-hoc queries on courses, classes and any other content in Training Management System and/or Learning Management System applications/services/modules	Data Analytics
DEV032	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to record course equivalency for required course and attach documentation, provide override	Configuration
DEV033	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to create a set of courses housed within a training program including pre-requisite attributes	Configuration
DEV034	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to store sessions and course waitlists	Configuration
DEV035	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to store sessions and course interest lists for Employee Development to assess interest level and demand	Configuration
DEV036	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Ability to update wait lists and interest lists based on employees taking the identified session/courses or via employment changes that would purge the employee from any wait or course lists. Allow employee to view interest list.	Configuration
DEV037	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Enable the system to allow employees to self identify on course pre-requisites - for specifically configured classes	Self-service
DEV038	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Partial completion of academy may be recorded (some courses completed; others not)	Data Analytics
DEV039	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	May identify condensed courses [District: Academies] which are an aggregation of courses presented sequentially in a block of time	Configuration
DEV040	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	May report on training hours with costs	Data Analytics
DEV041	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Electronic sign-in sheets or equivalent, are available for sessions	Self-service
DEV042	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Minimum class sizes may be configured for sessions	Configuration
DEV043	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Last date to enroll may be enforced to a specific session	Configuration
DEV044	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Class, Academy and Program creation may be saved in progress [District: Unpublished]	Configuration
DEV045	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Session enrollment history is available	Configuration
DEV046	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Automatic and configurable reminder and overdue notices to learners, supervisors and identified training roles	Workflow
DEV047	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Course/Session Features	TALENT MGMT		Must Have	Recurring enrollment may be configured for any course in the course catalog	Configuration
DEV048	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to support mobile content delivery to learners	Self-service
DEV049	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to store files and learning assets for eLearning and instructor lead training	Configuration
DEV050	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to develop course specific tests and assessments	Configuration

DEV051	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to conduct online tests and assessments	Configuration		
DEV052	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Should Have	Ability to create, host and deliver online employee onboarding (and other District driven content) classes via collaborative tools or optional third party functionality	Configuration		
DEV053	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to offer e-Learning and blended content produced by the District	Configuration		
DEV054	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Unlimited training content size (videos)	Configuration		
DEV055	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	SCORM/xAPI compliancy is required	Compliance		
DEV056	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Delivered Content is editable	Configuration		
DEV057	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to use and integrate District email and calendar solution [District: Outlook, MS Teams] to schedule sessions and classrooms (if not online)	Interface/Integration		
DEV058	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to record or import competencies into a schema that enables other business processes to leverage them as organizationally deemed competencies for employees, positions, classifications etc.....	Interface/Integration		
DEV059	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to import employee Skills, Knowledge, Abilities, Education from a third party or internal recruiting applicant profile [District: NeoGov]	Interface/Integration		
DEV060	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to synchronize job (classification based requirements) competencies with Employee Development (LMS/TMS) applications as system of record or not	Interface/Integration		
DEV061	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to synchronize employee ('worker') competencies with District Employee Development (TMS/LMS) applications	Interface/Integration		
DEV062	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to import Personal Data to District Employee Development application(s) from the System of Record	Interface/Integration		
DEV063	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to import Job/Employment Data to District Training application from the System of Record	Interface/Integration		
DEV064	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to import Classification Data to District Training application from the System of Record	Interface/Integration		
DEV065	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to synchronize needed data elements (Demographic, Classification, Person Skills, Job Skills, Approval Hierarchies etc...) from within the Employee Development suite of applications	Interface/Integration		
DEV066	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to integrate classification and or position based competencies with Recruiting module or external application	Interface/Integration		
DEV067	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Application/Service Training Calendar may be synchronized with the District email enterprise and calendar	Interface/Integration		
DEV068	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Integration with A/P to pay for instructors or tuition reimbursements	Interface/Integration		
DEV069	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Timecard integration for assessing and reporting on training costs	Interface/Integration		
DEV070	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Integration of third party external content [District: quizzes and tests, 'Tincan', SCORM, 'Classmarker']	Interface/Integration		
DEV071	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Ability to copy workflows from other processes/functionalities from another Enterprise App to be used in Employee Development	Interface/Integration		
DEV072	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to search courses based on a user's security role or role in the organization	Self-service		
DEV073	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to identify and designate employees eligible for specific Training Programs	Process		
DEV074	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to enroll employees in multiple Training Programs at the same time	Process		
DEV075	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to record skills assessments for classifications and for employees	Process		
DEV076	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to assemble/reference a specific set of competencies for employee or job (classification) profiles	Configuration		
DEV077	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to identify employees or a classification of employees, or group of classifications as being a priority target for employee development initiatives	Process		
DEV078	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to identify employee skills, knowledge, education and abilities (in aggregate: "competencies")	Process		
DEV079	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Should Have	Ability to associate employees with organizationally defined competencies	Process		
DEV080	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Should Have	Ability to create personalized learning paths for specific employee groups (Classifications, Union Representation)	Process		
DEV081	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Desired	Ability to create learner dashboards to track progress through courses and programs	Configuration		
DEV082	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to conduct and record results of assessments in determining the correct courses for users	Process		
DEV083	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to track student progress through a course and/or program	Process		
DEV084	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Authorized users may create and update their education and skills via an online portal to the application	Self-service		
DEV085	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Training Roles required in approval workflow should work through a configurable Dashboard that enables workflow queues	Workflow		
DEV093	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to track overall job skill competencies based on courses passed and assessments	Process		
DEV094	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to create and manage a 360 degree evaluation process for assessments	Configuration		
DEV095	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to record employee development goals and objectives	Configuration		
DEV096	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Must Have	Ability to record an action plan based on the recorded employee development goals and objectives and configure frequency of updates	Configuration		
DEV097	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Authorized users may submit documentation for tuition reimbursement and continuing education expense	Self-service		
DEV098	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Approval workflow may be configured for the tuition reimbursement/continuing education processes	Workflow		
DEV099	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Desired	Template based correspondence with District branding is viable with a mail merge approach	Data Analytics		
DEV100	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Learner Attributes	TALENT MGMT		Should Have	Individualized learning plan may be created with inclusion of previous completed training	Configuration		
DEV101	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Tasks (not a class) may be configured as part of a Learning Plan	Configuration		
DEV102	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Internal and External Instructors may be configured for session scheduling	Configuration		
DEV103	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Internal and External Instructors may be configured for payments	Configuration		
DEV104	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Individually created development programs - interests outside of required classes	Interface/Integration		
DEV105	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Manager, company, individual development plans combined into one - accessible by individual and manager	Configuration		
DEV106	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to obtain course evaluations from students	Data Analytics		
DEV107	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to obtain instructor evaluations from students	Data Analytics		
DEV108	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to assess value of courses and instructors to validate effectiveness of training	Data Analytics		
DEV109	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Enterprise Integration	TALENT MGMT		Must Have	Synchronize vendors between Employee Development and financial system via API calls	Interface/Integration		
DEV110	C Employment Development	C1 Workforce Development	C13 Training and Talent Management	Creating and Delivering Content	TALENT MGMT		Must Have	Ability to notify students of upcoming course availability based on classification or individual (targeted notifications)	Configuration		
DEV111	C Employment Development	C1 Workforce Development	C11 Engagement		TALENT MGMT		Should Have	Self-directed learning should be fully supported through management in creating the opportunities, District employees, with their managers, should be able to setting development goals, and assessing/measuring progress towards those goals. It is a mutually interactive process between the employee and manager to discuss, set these goals, and mutually assess them for attainment.	Process		
DEV086	C Employment Development	C2 Workforce Management	C21 Succession Planning	Succession Planning	TALENT MGMT		Must Have	Ability to identify and record key positions/classifications/employees in the District to support Succession Planning initiatives	Configuration		
DEV087	C Employment Development	C2 Workforce Management	C21 Succession Planning	Succession Planning	TALENT MGMT		Must Have	Ability to identify/record mentors	Process		
DEV088	C Employment Development	C2 Workforce Management	C21 Succession Planning	Succession Planning	TALENT MGMT		Must Have	Ability to identify employees ("mentees") looking of mentors	Process		
DEV089	C Employment Development	C2 Workforce Management	C21 Succession Planning	Succession Planning	TALENT MGMT		Must Have	Ability to record employee development goals with mentees and have a feedback mechanism at end of program	Process		
DEV090	C Employment Development	C2 Workforce Management	C21 Succession Planning	Succession Planning	TALENT MGMT		Must Have	Ability to match employee development goals with mentors competency profile	Process		
DEV091	C Employment Development	C2 Workforce Management	C21 Succession Planning	Succession Planning	TALENT MGMT		Must Have	Ability to define and manage a select group of employees in a 'Talent Pool'	Process		
DEV092	C Employment Development	C2 Workforce Management	C21 Succession Planning	Succession Planning	TALENT MGMT		Must Have	Ability to match mentors and mentees	Process		
ORG001	D HR Processes	D1 Organizational Development	D11 Organizational Management	Approval Hierarchies and Delegation	CORE HR		Should Have	Workflow notifications may be configured to update interested roles in addition to roles in the approval chain	Workflow		

ID							Priority	Requirement	Type
ORG002	D HR Processes	D1 Organizational Development	D11 Organizational Management	Approval Hierarchies and Delegation	CORE HR		Must Have	Reporting hierarchies have an approval delegation function	Workflow
ORG003	D HR Processes	D1 Organizational Development	D11 Organizational Management	Approval Hierarchies and Delegation	CORE HR		Should Have	Passive delegation for workflow based approvals is presumed within higher levels of the approval based organizational hierarchy. [Example: Your direct manager is empowered to approve transactions nominally assigned to you]	Workflow
ORG004	D HR Processes	D1 Organizational Development	D11 Organizational Management	Approval Hierarchies and Delegation	CORE HR		Must Have	Ability for a supervisor to permanently or temporarily delegate security/permission to another supervisor or position (depending on how organizational hierarchy is configured)	Workflow
ORG005	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Desired	Notify specified roles of changes to the existing Chartfield structures affecting HCM organizational entities [District: ORG] and/or accounts [District: Earnings codes, Deduction Codes and tax]	Workflow
ORG006	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Desired	Notify specified roles of new Chartfield structures affecting HCM departments and/or accounts	Workflow
ORG007	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Desired	Notify specified roles of inactivated Chartfield structures affecting HCM departments and/or accounts	Workflow
ORG008	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Must Have	System is flexible enough to accommodate changes to the structure of the accounting line	Configuration
ORG009	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Must Have	Accounting segments/chartfields are keyed by effective date and effective status or equivalent	Transactional
ORG010	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Must Have	Hierarchical trees may be created and maintained in conjunction with the applicable financial chartfields/accounting segments held within HCM	Configuration
ORG011	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Desired	Notify Budget of HCM initiated Position Changes across departments [District: Org]	Workflow
ORG012	D HR Processes	D1 Organizational Development	D11 Organizational Management	Budget Based	CORE HR		Should Have	Ability to synchronize specified Chartfields/Accounting Segments sourced from the system of record [District: FIS, soon to be Oracle Cloud Financials]	Interface/Integration
ORG013	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Budget Based	CORE HR		Must Have	Trees or equivalent functionality to rollup organizational unit reporting	Configuration
ORG014	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Budget Based	CORE HR		Must Have	Levels of authority and reporting structures may be configured/designated in the system - this attribute may act independently of other organizational structures configured within HCM	Configuration
ORG015	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Budget Based	CORE HR		Must Have	Subsets of 'Departments' [District: Benefits, HRIS, Retirement Admin] may be created dynamically to produce transactional reporting with more granularity than the Budget based department level reporting [District: HR Departments based on FIS Budget Unit at this time]	Configuration
ORG016	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Budget Based	CORE HR		Should Have	Solution may define the relationship that organizational entities within HCM track to the chartfields/accounting segments used to report payroll expense via the Payroll Sub Ledger - this may be inclusive of a "roll up" entity	Configuration
ORG017	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Budget Based	CORE HR		Must Have	Solution may define multiple coincident organizational hierarchies to support HCM span of control, approval hierarchy, security and/or work crew time capture requirements	Configuration
ORG018	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Budget Based	CORE HR		Must Have	Organizational architecture within the solution supports organizational entity roll ups for reporting and payroll expense requirements	Configuration
ORG019	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Budget Based	CORE HR		Must Have	Ad-hoc multi disciplinary organizational entities and reporting structures [District: project teams] may be assembled for project and non project based work [District: Emergency Operations, HRIS Replacement Project]- Does not impact security configuration for individuals in the new organizational entity	Configuration
ORG020	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Employees	CORE HR		Must Have	Non employees may be represented in the system [District: External Instructors, COBRA participants, Paid Interns, Unpaid Interns, Contractors]	Configuration
ORG021	D HR Processes	D1 Organizational Development	D11 Organizational Management	Non Employees	CORE HR		Must Have	Provisioning of non employee profiles [District: contractors, instructors, other persons of interest, summer interns, contingent workers etc….]	Configuration
ORG022	D HR Processes	D1 Organizational Development	D11 Organizational Management	Other Financial Requirements	CORE HR		Must Have	Project Costing chartfields/accounting segments maybe be held in the system if required	Transactional
ORG023	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Setup (non transactional) Table filters may be configured for use in the system [District: EBMUD and EBMUDERS] [PeopleSoft: SetIds]	Configuration
ORG024	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Transactional Table filters may be configured for use in the system [PeopleSoft: Business Units]	Configuration
ORG025	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Position, department trees, and custom trees may be used to create hierarchical reporting and workflow approval structures	Configuration
ORG026	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Organizational charts may be created from full or partial hierarchies created in the system	Data Analytics
ORG027	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Multiple organizational hierarchies may be configured to support operational requirements	Configuration
ORG028	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Ability to differentiate segments of non-represented [District: Management, Confidential, Non-Civil Service, etc.] employee populations [District: District understanding and concept of bargaining unit/unions] for the purposes of compensation, time and labor processing and/or benefits eligibility	Configuration
ORG029	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Ability to print and view online, organizational charts with optional drill down capabilities	Data Analytics
ORG030	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Ability to drill down reporting relationship organizational hierarchy to access approved data at different (lower) organizational levels in the work center or dashboard	Data Analytics
ORG031	D HR Processes	D1 Organizational Development	D11 Organizational Management		CORE HR		Must Have	Work crew/teams are dynamic and flexible groupings of workforce (secondment). Ability to create secondment ad-hoc teams [District: project teams]	Transactional
POS001	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to create an inbound interface with the FIS sourced budget data at the position/department level. [District: Pareto]	Interface/Integration
POS002	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to import data at the department level into a position budget schema	Interface/Integration
POS003	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to represent organizational hierarchy originating in Finance as different levels within a tree or similar utility for the purposes of grouping data for reports and processing.	Configuration
POS004	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to configure a high level attribute on a position of 'Position Type' [District: 'Regular','Non-Civil Service', 'Intermittent', 'Limited Term', 'Part Time', 'Temporary Construction', 'Temporary']	Configuration
POS005	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to designate a position as a job share position	Configuration
POS006	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to associate a position with an employee designating the position as their 'permanent civil service position' or 'non civil service position'- irrespective of whether or not they are the incumbent	Configuration
POS007	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to designate the position status as 'funded', 'unfunded'	Configuration
POS008	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to accommodate any organizational changes (new departments, reallocations, inactivated departments, chartfield reassignment) arising out of changes in the budgeting system and flowing into the HCM solution to update existing active or create position data correctly	Interface/Integration
POS009	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to designate eligible position types able to fill a position [District: Flex]. Must be able to accommodate multiple position types	Process
POS010	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to temporarily reallocate positions to another organization [District: Loan]	Process
POS011	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	Ability to create a position workflow on expiration of a temporarily reallocated ('loaned') position	Workflow
POS012	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to record position changes using effective date as a key	Process
POS013	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	Ability to identify extensions of loaned positions	Process
POS014	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	Ability to create a position workflow on expiration of loan extensions	Workflow
POS015	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Report on Loaned Positions including originating dept. data, receiving dept. data, loan expiration date	Data Analytics
POS016	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Approval [District: GM] Workflow to support Position Reallocation	Workflow
POS017	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Approval [District: GM] Workflow to support Flex Position Allocation, Activation and Deactivation	Workflow
POS018	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to leverage mass update or mass change functionality to support district -wide organizational changes	Process
POS019	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to identify a Position as a 'GM Special Appointment' [District: GM Authorized Position]	Process
POS020	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to identify a Position as a 'Workforce Transition' [District: GM Authorized Position]	Process
POS021	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Report on Position Type, classification, filled/not filled, Division, Org, budgeted/unbudgeted, allowed, and other indicators [flexed, frozen] as 'Staffing Plan' [District: Staffing Plan].	Data Analytics
POS022	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to associate job codes/class codes/classifications with a position	Configuration
POS023	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Approval [District: Manager of Recruitment and Classification] workflow to support reclassifications, title changes, salary range changes, unions, add and delete classes	Workflow
POS024	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Reports on existing GM Special Appointments, Flexed Positions, Specific Position Statuses, Position Reallocation, Loaned Positions and Position Extensions [District: Flagged Positions Report]	Data Analytics
POS025	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Report on Allowed Positions with a Biennial Period	Data Analytics
POS026	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	Report on Frozen and/or Positions on hold	Data Analytics
POS027	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Report on Position Vacancies (Data: Position, Job Code, Flex Status, Budget Status, Civil Service XREF) [District: Vacancy Report]	Data Analytics
POS028	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to configure a secondary position attribute derived from specific Position Types as 'Appointment Type' which defines the durations the position is active	Configuration
POS029	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Report on specific active Position Types (Data: Appointment Type, Position Type, Flex Status, Incumbent Data, Position History Dates, Specific Position History Transactions) [Permanent Positions Backfilled by LT/TC Appointment Report], [All Active LT/TC Position Report] [District: Position Status Report]	Data Analytics
POS030	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to define a permanent Civil Service Position as backfilled or not (Y,N,n/a)	Configuration
POS031	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Approval workflow to retitle a class/job [District: GM]	Workflow
POS032	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Approval workflow to transfer a position [District: GM]	Workflow
POS033	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Approval workflow to extend specific position types [District: GM], 'TC', 'LT'	Workflow
POS034	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to designate direct and indirect reporting relationships by Position	Configuration
POS035	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to manage allowed headcount by position	Process
POS036	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to create/configure an organizational chart based on position reporting	Configuration
POS037	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to identify positions vacated by an incumbent on a temporary basis [District: backfilled positions]	Process
POS038	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	Ability to future date the expiration of specific positions [District: Limited Term ('LT') and Temporary Construction ('TC')]	Configuration
POS039	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Desired	Ability to configure workflow to send reminders on near term expiries for specific position types [District: Limited Term ('LT') and Temporary Construction ('TC')]	Workflow
POS040	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Position must be an attribute of an employee's job history	Configuration
POS041	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Incumbents should be reportable in position reporting with open, approved positions being reported as vacant	Data Analytics

ID	Process	Sub-Process	Detail	Sub-Detail	Category	Sub-Category	Priority	Requirement	Type
POS042	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Backfilled Position History is available as a report and/or online (including dates and incumbent references)	Data Analytics
POS043	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	System supports concurrent assignment of positions to an employee (Position Requirements)	Configuration
POS044	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	System is able to report employees occupying more than one position at a specific date (Position Requirements)	Data Analytics
POS045	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to create an outbound interface with FIS to update position and compensation data for budget purposes [District: Pareto]	Interface/Integration
POS046	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to annotate or add references [District: Board resolution, flagged positions] to each transaction	Transactional
POS047	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to 'freeze' a position to prevent filling of that position with configurable beginning and end dates	Configuration
POS048	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to run ad-hoc queries using one or more position or employee data attribute within a given date range or budget years.	Data Analytics
POS049	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to define multiple 'flex' types [District: Flex for Staffing, Flex for Competive Standards, Character, Classification, etc.]	Configuration
POS050	D HR Processes	D2 Position Management	D21 Position Management	Staffing Plan	CORE HR		Must Have	Ability to associate a position with a 'flexed' group or competive standard group on the staffing plan	Configuration
POS051	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to flag an employee once they've obtained civil service status with effective dates.	Configuration
POS052	D HR Processes	D2 Position Management	D21 Position Management	Staffing Plan	CORE HR		Must Have	Ability to indicate (flag) which positions should be reflected on staffing plan [District: WFT and Special Replacement positions are not reflected on staffing plan]	Configuration
POS053	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Must provide a report with complete position and employee history.	Data Analytics
POS054	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Desired	We seek a proposer whose metrics can assist Recruitment to analyze and focus on the successful candidates, source, and market to the correct audiences, and to deliver a highly satisfactory process to the candidate and the hiring manager.	Data Analytics
POS055	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Must Have	Ability to indicate if a position is civil service eligible using position data attributes [District: REG_TEMP status]	Configuration
POS056	D HR Processes	D2 Position Management	D21 Position Management		CORE HR		Should Have	We expect to use the newest trends being seen today and offered by the selected proposer in Recruitment: marketing, videos, benchmarks, feedback/surveys, fully mobile device-based, creation of candidate pools, reviewing past candidate pools for fit to current openings, internal job postings, proactive notices to previous qualified candidates of new openings, continuous communication at all levels of the process, and automation of correspondence and workflows to accelerate the process.	Configuration
CMT001	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Configurable search functions (keys) enabling search and retrieval function across the diverse HCM functional areas used across the enterprise even authorized security credentials	Configuration
CMT002	E HR Services	E1 HR Services	E13 Case Management		TECHNOLOGY		Must Have	Ability to add attachments and digital evidence directly to a case file/data	Document Mgmt
CMT003	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Users may define types of documents as a precursor to use with a specific case management scheme [District: Corrective action letter is used by Labor Relations but would not be used for a Disability case review]	Document Mgmt
CMT004	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Users may supplement and/or notate attachments for additional information	Document Mgmt
CMT005	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	All entries made in a case management schema are tagged with date/time stamps and userids	Configuration
CMT006	E HR Services	E1 HR Services	E13 Case Management		TECHNOLOGY		Must Have	Case tool supports audio and video files, photos, charts and graphs, MS Word documents, spreadsheets, etc.	Document Mgmt
CMT007	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Individual case files (data) contain the entire history of the investigation and provides a complete audit trail, which can be exported as a comprehensive investigation report	Case Management
CMT008	E HR Services	E1 HR Services	E13 Case Management		COMPLIANCE		Must Have	Case status/disposition values are required and confiaurable	Configuration
CMT009	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Should Have	Case assignments may optionally be configured as part of the case schema	Configuration
CMT010	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Workflow may be configured to follow defined steps and/or approvals necessary for a specific type of case schema [District: Labor Relations Class Action Grievance]	Workflow
CMT011	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE	LVM (Leave Management)	Should Have	Identify employees triggering case criteria for evaluation of potential case creation	Data Analytics
CMT012	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE	LVM (Leave Management)	Must Have	Route notification of operation specific cases via workflow to operational roles requiring data points as specified in case creation criteria	Workflow
CMT013	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Track case disposition reasons	Configuration
CMT014	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE	LVM (Leave Management)	Must Have	Users may create/initialize a case manually or the system may be configured to automatically initialize a specific type of case on a triggering transaction/event	Transactional
CMT015	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Cases may be configured with multiple steps and hierarchies	Configuration
CMT016	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Tasks and assignments may be established with case hierarchies	Configuration
CMT017	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	User ID and date timestamp audits are assigned to initialization and update transactions within a case	Transactional
CMT018	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Cases have a unique ID	Transactional
CMT019	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Related cases may be grouped	Data Analytics
CMT020	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Case assignments may be changed (i.e., Reassigned) based on security role	Security
CMT021	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Should Have	Automated disposition/status changes may be configured to be based on system transactions	Transactional
CMT022	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Should Have	An interest list may be created for specific cases	Transactional
CMT023	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Should Have	Interest List participants may be informed of case disposition and updates on the disposition	Workflow
CMT024	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Links may be created for related cases [District: Grievance -> Performance]	Transactional
CMT025	E HR Services	E1 HR Services	E13 Case Management		GOVERNANCE		Must Have	Cases may be configured to require specific fields with a specific purpose [District: Grievance: Who filed the grievance?]	Configuration
EOT001	E HR Services	E1 HR Services	E12 Business Continuity/EOT		CORE HR		Must Have	HCM real time and/or batch integration of Demographic, Emergency Operations Team (EOT), Organizational and Competency data with District Emergency Operations Applications/Services [District: Marconi, Everbridge]	Interface/Integration
EOT002	E HR Services	E1 HR Services	E12 Business Continuity/EOT		CORE HR		Must Have	Interface with District Emergency Notification and Communication system [District: Everbridge]	Interface/Integration
EOT003	E HR Services	E1 HR Services	E12 Business Continuity/EOT		TALENT MGMT	DEV (Employee Development)	Should Have	Ability to create an EOT competency profile in addition to normal employee profile to support EOT requirements	Configuration
EOT004	E HR Services	E1 HR Services	E12 Business Continuity/EOT		TECHNOLOGY		Must Have	Ability to spawn messages as emergency notifications to employees and other District workers via office phones, mobile phone, email or to a third party service offering this functionality [District: Everbridge]	Interface/Integration
EOT005	E HR Services	E1 HR Services	E12 Business Continuity/EOT		CORE HR	HRS (Human Resources)	Should Have	Self-service functionality to update location and availability and other contact information	Self-service
EOT006	E HR Services	E1 HR Services	E12 Business Continuity/EOT		TECHNOLOGY		Desired	Solution may be used to leverage GIS/GPS location services in emergency situations	Data Analytics
EOT007	E HR Services	E1 HR Services	E12 Business Continuity/EOT		CORE HR		Should Have	Solution enables an EOT location assignment to be recorded	Transactional
EOT008	E HR Services	E1 HR Services	E12 Business Continuity/EOT		COMPLIANCE		Should Have	Security roles to leverage employee job and personal data specific to an assigned EOT functions and/or roles may be assigned	Security
EOT009	E HR Services	E1 HR Services	E12 Business Continuity/EOT		TECHNOLOGY		Should Have	A collaborative chat function/tool is required where users may create groups and share information pertaining to EOT activity, incidents, tasks and information	Configuration
EOT010	E HR Services	E1 HR Services	E12 Business Continuity/EOT		CORE HR	ORG (Organizational Mgmt)	Should Have	Ad-hoc teams and hierarchy may be created to support Task Assignments	Configuration
EOT011	E HR Services	E1 HR Services	E12 Business Continuity/EOT		TECHNOLOGY	CMT (Case Management)	Should Have	Varied configurable output options [phone, email, messaging] required for notification functionality pertaining to notifications arising out of case management functionality [District: task assignments, team assignments, crew assignments, task completion, hazard notifications]	Case Management
EOT012	E HR Services	E1 HR Services	E12 Business Continuity/EOT		COMPLIANCE	LAW (Compliance)	Should Have	Ability to record certain parameters or statuses related to emergencies categorized in an employee's profile	Transactional
EOT013	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Incidents may be edited, combined and/or grouped to organized repair and remedial tasks	Case Management
EOT014	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Solution enables users to assess and record damage to District facilities and equipment during large scale geological, weather and/or hydrological events [District: 'Crisis']	Transactional
EOT015	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Solution enables users to prioritize repair and remedial tasks on District facilities and equipment during large scale geological, weather, and/or hydrological events [District: 'Crisis']	Configuration
EOT016	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE	CMT (Case Management)	Not Scope	Supporting information regarding EOT Incidents [District: Crisis ID, Incident ID, Incident status, incident priority, incident assessment, assigned work team and/or individuals, date time stamp audit, user id audit, Task Duration Estimate, Facility] as case management style content	Case Management
EOT017	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE	CMT (Case Management)	Not Scope	Information may be appended to an existing incident [District: Marconi 'Journal Entry']	Case Management
EOT018	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE	CMT (Case Management)	Not Scope	Large scale geological, weather, and/or hydrological events define the highest level key in an EOT event and 'incidents' are configured off of the large scale event [District: 'Crisis'] to guide tasks and assignments	Case Management
EOT019	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Incident values may be configured and are intended to be compliant with existing formal frameworks such as the National Incident Management System (NIMS)	Configuration
EOT020	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Facilities may be configured in the system and assigned a facilities classification value	Configuration
EOT021	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Facility location and classification are required to integrate with the route and mapping functions of the solution	Interface/Integration
EOT022	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Real time availability status is reported for all District worker resources [District: Available, Assigned, Unavailable] via mobility (or alternative) app based on either app determined availability or individual overrides	Transactional
EOT023	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Users may create watch lists to monitor facility and/or incidents and/or team assignments	Workflow
EOT024	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Functionality include multimedia communication functionality to users	Configuration
EOT025	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Solution enabled to import shake map [District: Hazard Exposure] data from USGS for use with damage modeling capabilities	Interface/Integration
EOT026	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE		Not Scope	Damage Modeling algorithms may be configurable with the damage assessment based on facility proximity, crisis type, crisis class	Interface/Integration
EOT027	E HR Services	E1 HR Services	E12 Business Continuity/EOT		NOT APPLICABLE	CMT (Case Management)	Not Scope	Hierarchies within the Case Schema for an Incident include at least two subordinate levels [District: Task which includes Task Name, Task Description, Crew Size, Status and subordinate to that - Assignment which includes Roles, Status, Acknowledgement Audit fields]	Case Management

ID	Service	Category	Subcategory	Col	Type	Sub-Type	Priority	Requirement	Classification
OHS001	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE	T&L (Time and Labor)	Must Have	Ability to trigger the disbursement of Workers' Compensation claim form DWC 1 when an employee notifies a supervisor of injury	Workflow
OHS002	E HR Services	E1 HR Services	E14 Claims Administration		TIME MGMT	T&L (Time and Labor)	Must Have	Ability to configure and provide automatic notifications to the appropriate organization when an employee is out on leave for a specific amount of time	Configuration
OHS003	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Must Have	Ability to trigger the automatic generation of materials such as claims forms, leave information, benefits and rights and send them to the employee at specified points within the process or defined by business rule	Workflow
OHS004	E HR Services	E1 HR Services	E14 Claims Administration		TIME MGMT	T&L (Time and Labor)	Must Have	Ability to configure and provide automatic notifications to Supervisory chain and supporting leave/occupational health resources of a workplace injury incident	Workflow
OHS005	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Must Have	Ability to enclose/attach an occupational injury claim template or coordinate with an eForm workflow process based on the initiation of a claim derived from an injury incident	Workflow
OHS006	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE	T&L (Time and Labor)	Must Have	Ability to configure and provide automatic notifications to Supervisory chain and supporting leave/occupational health resources of approved occupational disability claim	Workflow
OHS007	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE	T&L (Time and Labor)	Must Have	Ability to configure and provide automatic notifications to Supervisory chain and supporting leave/occupational health resources of denied occupational disability claim	Workflow
OHS008	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE	T&L (Time and Labor)	Must Have	Ability to configure and provide automatic notifications to Supervisory chain and supporting leave/occupational health resources of an injured employee approaching their compensatory cap for a specific injury claim	Workflow
OHS009	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE	T&L (Time and Labor)	Must Have	Ability to pro-rate the occupational injury leave cap based on hours for employees working less than full-time	Configuration
OHS010	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Must Have	Ability to uniquely identify each injury arising out of each occupational or non occupational disability claim	Transactional
OHS011	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Must Have	Ability to assign a unique incident number to each occupational or non occupational injury claim	Transactional
OHS012	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE	CMT (Case Management)	Must Have	Ability to merge or create contextual reference (notes, documents, forms) related to each claim and injury	Case Management
OHS013	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Must Have	Ability to record whether a claim is approved, denied or pending	Transactional
OHS014	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Must Have	Ability to configure workflow to allow only authorized personnel to view or perform actions for each incident/claim in order to limit what is shared and with whom	Workflow
OHS015	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Should Have	Once an employee elects to file a claim, and if the claim is submitted electronically, notify Risk Management of the need to fill out Form 5020 - Employer's Report of Occupational Injury	Interface/Integration
OHS016	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Desired	Ability to pre-populate Form 5020 with information pulled from internal applications [Job injury information: eForm (N10), employee information: HCM application]	Interface/Integration
OHS017	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Should Have	Ability to pull the latest version of the (DWC 1) form from the State and pre-populate with District information	Interface/Integration
OHS018	E HR Services	E1 HR Services	E14 Claims Administration		COMPLIANCE		Must Have	Ability to accommodate digital signatures and route electronic copies of forms to specified parties (TPA, employee, employer)	Workflow
QRY001	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Robust query tool to support ad-hoc internal and external informational requests	Data Analytics
QRY002	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability to develop and brand a template to be used in correspondence	Document Mgmt
QRY003	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability to configure sectional content in a template to be used for internal or external correspondence	Document Mgmt
QRY004	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Complementary pivot functionality is useable with query tool	Data Analytics
QRY005	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability to leverage hyperlinks to securely access browser based web sites outside the District firewall	Configuration
QRY006	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability to create pagelets within dashboard/workcenters to provide access to key data within the HCM application/service	Configuration
QRY007	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability to execute reports and processes from dashboard/workcenters	Configuration
QRY008	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability of work center to act as a nexus for employment related workflow approvals and initiation	Configuration
QRY009	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability of work center to act as a nexus for District related and other agency mandated employee development [District: performance evaluation, training] and compliance related activities	Configuration
QRY010	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability of work center to act as a nexus for time and labor related activity [District: Timecard approval, Leave approval for supervised bargaining unit/unions]	Configuration
QRY011	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability to create a library of dashboards (e.g., annual open enrollment, annual performance review)	Data Analytics
QRY012	E HR Services	E1 HR Services	E16 Informational Requests		ANALYTICS		Must Have	Ability to allow users to modify a portion of their dashboard content from a small series of baseline dashboards	Configuration
IMG001	E HR Services	E3 Office Management	E31 HR Records Management	Security	GOVERNANCE		Must Have	All activity associated with a document is tracked via audit functionality	Security
IMG002	E HR Services	E3 Office Management	E31 HR Records Management	Security	GOVERNANCE		Must Have	A file based on a custom or delivered template may not be copied over that same template	Document Mgmt
IMG003	E HR Services	E3 Office Management	E31 HR Records Management	Security	TECHNOLOGY		Must Have	Printing functionality must have assigned security roles and/or authentication	Security
IMG004	E HR Services	E3 Office Management	E31 HR Records Management	Security	TECHNOLOGY		Must Have	Document groups and document types may be configured as part of the security role	Security
IMG005	E HR Services	E3 Office Management	E31 HR Records Management	Security	TECHNOLOGY		Must Have	Solution supports the form based generation of documents	Security
IMG006	E HR Services	E3 Office Management	E31 HR Records Management	Security	GOVERNANCE		Must Have	Security configuration may be configured to align with business process and/or organizational entities	Transactional
IMG007	E HR Services	E3 Office Management	E31 HR Records Management	Security	TECHNOLOGY		Should Have	Employee Access to records - second instance and access to that instance	Security
IMG008	E HR Services	E3 Office Management	E31 HR Records Management	Security	TECHNOLOGY		Should Have	Ability to assign a specific 'employee' security profile enabling a user to review a specified dataset of images [District: Employee File Review]	Security
IMG009	E HR Services	E3 Office Management	E31 HR Records Management	Security	TECHNOLOGY		Must Have	Imaged documents accessible through a single sign-on to the HCM enterprise	Security
IMG010	E HR Services	E3 Office Management	E31 HR Records Management	Security	TECHNOLOGY		Must Have	Graduated security access to imaged objects [District: Not accessible through to read/write]	Security
IMG011	E HR Services	E3 Office Management	E31 HR Records Management	Technology	TECHNOLOGY		Must Have	Single Repository for HR/Pension related documents accessible by Pension system (LRS) and new HCM system	Interface/Integration
IMG012	E HR Services	E3 Office Management	E31 HR Records Management	Technology	TECHNOLOGY		Must Have	Scanner and copier input are both supported	Interface/Integration
IMG013	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Batch scanning of documents is supported	Interface/Integration
IMG014	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Automated scanning quality assurance includes verification of page counts, image quality including rescans, readability verification and security	Data Analytics
IMG015	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Multi-page and double sided documents are supported	Interface/Integration
IMG016	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Image clean up capabilities	Interface/Integration
IMG017	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Should Have	Optical Mark Recognition is supported	Interface/Integration
IMG018	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Barcode and check box recognition are included	Interface/Integration
IMG019	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Both centralized and decentralized document capture are supported	Process
IMG020	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Drag and Drop functionality allows users to move files (based on their security profile)	Process
IMG021	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Ability to index documents manually or via Optical Character Recognition (OCR) supported templates	Interface/Integration
IMG022	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Ability to receive document(s) content as a fax	Interface/Integration
IMG023	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Metadata may be assigned manually and/or automatically via business rules	Configuration
IMG024	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Should Have	Solution supports optical character recognition	Interface/Integration
IMG025	E HR Services	E3 Office Management	E31 HR Records Management	Cloud Storage	TECHNOLOGY		Must Have	Document storage via cloud based infrastructure	Transactional
IMG026	E HR Services	E3 Office Management	E31 HR Records Management	Data Conversion	TECHNOLOGY		Must Have	Conversion of document from assorted formats to standardized formats for printing and other web production	Document Mgmt
IMG027	E HR Services	E3 Office Management	E31 HR Records Management	Data Conversion	TECHNOLOGY		Must Have	Paper to digital form conversion is supported and authorized users may subsequently edit the converted form	Document Mgmt
IMG028	E HR Services	E3 Office Management	E31 HR Records Management	Data Conversion	TECHNOLOGY		Must Have	System is required to support a variety of file formats and types. Please indicate any file type or format restrictions	Document Mgmt
IMG029	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Ability to associate keywords, index and summary information with documents	Transactional
IMG030	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Provide the ability to categorize documents per specified classification schemes and business rules	Configuration
IMG031	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Specific configurable templates are enabled	Interface/Integration
IMG032	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Should Have	Templates may be associated with specific workflows	Configuration
IMG033	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Should Have	Documents may be viewed even while checked out	Document Mgmt
IMG034	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Configuration of document attributes facilitates document search and retrieval	Document Mgmt
IMG035	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Unique ID is assigned to any document and included in any form of output for purpose of cross reference	Interface/Integration
IMG036	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Functionality is required that enables authorized users to correct keys or indices incorrectly assigned to document attributes	Security
IMG037	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	COMPLIANCE		Must Have	Authorized users may edit document attributes	Security
IMG038	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Authorized user may annotate documents	Configuration
IMG039	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Documents may be assigned to one or many organizational entities	Data Analytics
IMG040	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Documents may be assigned as being representative of a process or part of a process	Security
IMG041	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Authorized users may add user defined fields in addition to standard meta tags	Configuration
IMG042	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Check-In/Check Out control is enabled for each content item in the content repository	Security
IMG043	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Should Have	Check Out functionality may be used off line with the system later synchronizing the document into the repository	Security
IMG044	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Version control is enabled to maintain version integrity of documents	Security
IMG045	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Should Have	Document check-in controls may optionally require a reason for change	Transactional
IMG046	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Should Have	Documents may be deemed final by authorized users, preventing further versions from being created	Security
IMG047	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Associated documents may be configured as being relational	Transactional
IMG048	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Redline capabilities exists for documents in varied formats (PDF, HTML, Office)	Process
IMG049	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Should Have	A redline/annotation tool is required to allow reviewers and document collaborators to flexibly annotate documents circulated for feedback. This functionality would include compare features	Process

ID	Service	Office	Records	Sub-Category	Type		Priority	Requirement	Category
IMG050	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Should Have	Offline hard copy documents - including offline archives - are indexed and tracked	Security
IMG051	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Should Have	Bar Code labeling of forms is supported	Document Mgmt
IMG052	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Should Have	A solution is able to merge collected data into document templates	Process
IMG053	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Must Have	Automatic calculations may be configured within the form fields	Configuration
IMG054	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Must Have	Extraction (including rich output options) and reporting of data from form fields is supported	Data Analytics
IMG055	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Should Have	Related content (e.g., attachments and images) may be attached to forms	Interface/Integration
IMG056	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Should Have	Forms may be published to the web via the content management system by an informed functional user	Interface/Integration
IMG057	E HR Services	E3 Office Management	E31 HR Records Management	Form Properties	TECHNOLOGY		Should Have	Forms processing includes the ability to extract data from boxes and lines	Process
IMG058	E HR Services	E3 Office Management	E31 HR Records Management	Form Properties	TECHNOLOGY		Must Have	Online form creation, publication and management is a function of the solution	Security
IMG059	E HR Services	E3 Office Management	E31 HR Records Management	Form Properties	TECHNOLOGY		Must Have	Form elements including check boxes, radio buttons and data entry fields are supported	Transactional
IMG060	E HR Services	E3 Office Management	E31 HR Records Management	Search Capabilities	GOVERNANCE		Must Have	Search capabilities includes but is not limited to configured metadata, date, document	Transactional
IMG061	E HR Services	E3 Office Management	E31 HR Records Management	Search Capabilities	GOVERNANCE		Must Have	Search criteria is inclusive of related documents	Interface/Integration
IMG062	E HR Services	E3 Office Management	E31 HR Records Management	Workflow	TECHNOLOGY		Must Have	Solution provides methods to manage the mass and ongoing migration of legacy documents	Workflow
IMG063	E HR Services	E3 Office Management	E31 HR Records Management	Workflow	TECHNOLOGY		Must Have	Solution provides methods to manage hard copy to electronic conversion	Workflow
IMG064	E HR Services	E3 Office Management	E31 HR Records Management	Workflow	TECHNOLOGY		Must Have	Automatically route documents to based on a configured workflow	Workflow
IMG065	E HR Services	E3 Office Management	E31 HR Records Management	Workflow	TECHNOLOGY		Should Have	Real-time status is available for documents in an active workflow	Document Mgmt
IMG066	E HR Services	E3 Office Management	E31 HR Records Management	Export	TECHNOLOGY		Must Have	Ability to export scanned images and index information to the document management repository	Configuration
IMG067	E HR Services	E3 Office Management	E31 HR Records Management	Export	TECHNOLOGY		Must Have	Ability to transmit document(s) and/or group of documents content as a fax (user is not required to be viewing the document for this requirement)	Process
IMG068	E HR Services	E3 Office Management	E31 HR Records Management	Export	TECHNOLOGY		Must Have	Ability to integrate fax content with the HCM system via API	Interface/Integration
IMG069	E HR Services	E3 Office Management	E31 HR Records Management	Export	TECHNOLOGY		Must Have	Documents may be exported to a document repository	Document Mgmt
IMG070	E HR Services	E3 Office Management	E31 HR Records Management	Export	TECHNOLOGY		Must Have	Seamless integration between document management and web content management - and enable movement to support reporting and archiving	Interface/Integration
IMG071	E HR Services	E3 Office Management	E31 HR Records Management	Delivery	TECHNOLOGY		Must Have	Automatic generation of emails within the document management system and emailing documents or groups of documents	Document Mgmt
IMG072	E HR Services	E3 Office Management	E31 HR Records Management	Delivery	TECHNOLOGY		Must Have	Solution includes integration/interface functionality that allows other District applications/services to make programmatic calls	Interface/Integration
IMG073	E HR Services	E3 Office Management	E31 HR Records Management	Delivery	TECHNOLOGY		Must Have	Documents or groups of documents may be selected for download or file transfer	Document Mgmt
IMG074	E HR Services	E3 Office Management	E31 HR Records Management	Delivery	TECHNOLOGY		Must Have	Integration with workflow processes triggered via configurable rules based on document types, templates [District: Onboarding may trigger I-9 processes for example]	Interface/Integration
IMG075	E HR Services	E3 Office Management	E31 HR Records Management	Delivery	TECHNOLOGY		Must Have	A mechanism exists for electronic archiving	Process
IMG076	E HR Services	E3 Office Management	E31 HR Records Management	Delivery	TECHNOLOGY		Must Have	Integration with District email application [District: MS Office] up to and including the distributing of forms	Interface/Integration
IMG077	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Automated scanning quality assurance includes verification of page counts, image quality including rescans, readability verification and security	Document Mgmt
IMG078	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	GOVERNANCE		Must Have	Documents may be assigned to one or many organizational entities	Document Mgmt
IMG079	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Must Have	Extraction (including rich output options) and reporting of data from form fields is supported	Document Mgmt
IMG080	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Must Have	A single repository for document storage shared by the PensionGold and the new HCM platforms, thereby sharing documents without duplication or need for synchronizing separate document libraries.	Document Mgmt
IMG081	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Ability to include meta-data tags to allow for topical or data searches.	Document Mgmt
IMG082	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Ability to store multiple media formats (PDF, JPEG, MP4, MP3, etc.).	Document Mgmt
IMG083	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Ability to search and review documents stored under an employee ID or SSN across forms.	Document Mgmt
IMG084	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Must Have	Access to the repository from either system (PensionGold or HCM) during a functional process (i.e., retrieve a document(s) and display) – user will request the retrieval during the process, such as a workflow. Ability to associate documents with workflows.	Document Mgmt
IMG085	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Retention periods of records will be governed by compliance regulations and user policies.	Document Mgmt
IMG086	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	HR would prefer not to duplicate documents based on different access or retention schedules, prefer that documents be shared. The longest retention period or the most restrictive access takes precedence.	Document Mgmt
IMG087	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Must Have	Role-based security (restricting viewing of a document, copying, printing, forwarding)	Document Mgmt
IMG088	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Personal Identifiable Information (PII) considerations when retrieving documents	Document Mgmt
IMG089	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Allowing for the replacement of a "newer document" containing updated information (link to previous versions), date change, and user ID of the individual making the change.	Document Mgmt
IMG090	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Conversion of historical "paper" based documentation	Document Mgmt
IMG091	E HR Services	E3 Office Management	E31 HR Records Management	Document Capture	TECHNOLOGY		Must Have	Convert existing documentation with a potential of recategorizing to better organization of the documentation.	Document Mgmt
IMG092	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Should Have	HR would like to have a capability to convert an "unstructured" document to a structured format for digitization of information.	Document Mgmt
IMG093	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Must Have	The Records platform must provide Index Creation and Re-indexing.	Document Mgmt
IMG094	E HR Services	E3 Office Management	E31 HR Records Management	Form Management	TECHNOLOGY		Should Have	Assignment and Management of Document Properties, with metrics on number of documents, types, aging, access, by date, by access user, by individual (i.e., completeness of a record packet for an individual).	Document Mgmt
IMG095	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Must Have	Based on security access, allow for printing of a document(s).	Document Mgmt
IMG096	E HR Services	E3 Office Management	E31 HR Records Management	Document Properties	TECHNOLOGY		Should Have	Allow for annotation of notes (free form) and also disposition of a document (drop down, allowing search of items such as "under review", not current, missing information, etc.) and t	Document Mgmt
SEC001	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	A security profile must have a row level security attribute [District: defining transactional data access] - some vendors identify this as 'context'	Security
SEC002	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Row level security may be defined based on position, organizational hierarchy or payroll	Security
SEC003	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	A security profile may also have an assigned applicant row level security complementary to the primary row level security configuration	Security
SEC004	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Specific 'Reporting Only' security profiles may be created for users only requiring report access	Security
SEC005	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	A security profile must have a menu/component/page/object security access attribute [District: Navigational rights in the application]	Security
SEC006	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	'Object' security access may be assigned insert, update, delete or read only rights - predicted on application design attributes for the indicated object (Action level permissions)	Security
SEC007	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Automatic 'Forgot Password' functionality may be configured for users	Security
SEC008	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	LDAP synchronization for single sign-on is enabled	Security
SEC009	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Security configuration and protocols within the service/application are complementary to security approaches with other existing District ISD IT assets	Security
SEC010	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Capability to lock out all users at once for maintenance/patching windows	Security
SEC011	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Security configuration may be extended to hiding or unhiding specific fields within a viewable object (field level permissions)	Security
SEC012	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Multiple Security Roles may be assigned to a security profile	Security
SEC013	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Where multiple object security permissions exist and security access is granted by multiple roles to the same domain/object - the greater security access for the domain/object will prevail	Security
SEC014	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Multiple row level assignments may be assigned on a security profile	Security
SEC015	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Multiple object security permissions may be assigned in a security profile	Security
SEC016	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Security profiles may be configured to meet the need of the various technical, administrative and operational needs of the District	Security
SEC017	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Dynamic security profile assignment may be configured	Security
SEC018	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The authorized transactional and object security for an authorized user or role may be viewed online and/or via delivered reporting	Security
SEC019	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The authorized users, roles, and other 'person ID' attributes specific to specified objects may be viewed online and/or via delivered reporting	Security
SEC020	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Predefined templates based on functional areas are delivered with the application	Security
SEC021	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Mobility enabled functionality leverages the same (or equivalent) security model as the service/application	Security
SEC022	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	Role based security is required across all dimensions of the HCM functions.	Security
SEC023	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The security roles may change through position, unit, status, etc., and should be controlled via effective dates.	Security
SEC024	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The District requires multiple roles, both (internal and external to the organization), that should allow, with administrator oversight, appropriate access to validated users. Such access partners may include retirees, beneficiaries/survivors, unions, actuaries, vendors, and others officially sanctioned partners.	Security
SEC025	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Should Have	SplashPad is The District's intranet that is used to guide employees to processes and systems that they use in the workplace. The District's website (WWW.EBMUD.Com) may also be the entry point to menus for self-service actions or information functions.	Security
SEC026	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The District anticipates that active employees and possibly retired individuals, retiree beneficiaries, and terminated employees may access the HCM system after being validated at sign-on.	Security
SEC027	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The District must be able to retain HCM information for terminated and retired employees to allow for validation to access the HCM platform when they leave the District.	Security
SEC028	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The selected product will provide a secure environment that meets modern cybersecurity practices as a critical requirement.	Security
SEC029	E HR Services	E3 Office Management	E32 Security Administration		COMPLIANCE		Must Have	The District keeps significant amounts of information for long periods and expect proposer to adhere to our security protocols and to meet all applicable privacy laws and best practices for the devices accessing and using District data.	Security
LAW001	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Employees must be able to self identify at any time in their employment life cycle	Self-service

ID	Group	Area	Sub-Area	Program	Domain	Module	Priority	Requirement	Classification
LAW002	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Solution includes all of the data elements as required for EEO-1 reporting - including affirmative action compliance at the Federal and State level as required. This includes values for gender, ethnicity, reporting periods and job aggregation categories	Data Analytics
LAW003	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Provide EEO-1 categories to classify job categories and job groups	Configuration
LAW004	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Should Have	EEO-1 Report template and process is included with the application	Data Analytics
LAW005	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Desired	EEO-2 (aka Component 2 Reporting of EEO1 aka Pay Reporting) of Report template and process is included with the application	Data Analytics
LAW006	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Desired	EEO-3 Report template (Local Union Report) and process is included with the application	Data Analytics
LAW007	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	EEO-4 (State and Local Government Information Survey) Report template and process is included with the application	Data Analytics
LAW008	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	VETS-4212 Report template and process is included with the application [District: VETS 100A]	Data Analytics
LAW009	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Protected veteran's status with valid values is included in the application and may be used in the recruitment and subsequent (Post Offer) processes as required.	Data Analytics
LAW010	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Fiscal year reporting may be configured for Diversity and Inclusion content in reporting	Data Analytics
LAW011	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	On demand reporting of job group composition in terms of gender, minority, disabled and veteran statuses, including incumbency	Data Analytics
LAW012	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Job Groups representing Rangers, Supervising Engineers, Pipeline Maintenance, Heavy Equipment/Truck Operators, Electrical/Structural Maintenance, Mechanical Maintenance, Service Maintenance exist in the application or may be configured up to and including specific classifications/job codes tied to these job groups. Ability to configure classifications and job groups as needed.	Data Analytics
LAW013	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Should Have	Placement Goals may be created for different incumbency groups with regards to Job Groups	Data Analytics
LAW014	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Should Have	Placement Analysis on Job Groups for targeted incumbent protected employee populations	Data Analytics
LAW015	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Should Have	Availability Analysis on Job Groups for targeted incumbent protected employee populations	Data Analytics
LAW016	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Should Have	Solution may store and prorate Local Labor Market data to factor Placement and Availability Analysis results for Job Group reporting	Data Analytics
LAW017	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Recording of applicant self identification in regards to veteran status in a defined time period	Self-service
LAW018	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Should Have	Recruiting solution includes duration based reporting for job postings, job postings filled, external and internal applicants	Data Analytics
LAW019	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Recording of applicant self identification in regards to disability status in a defined time period	Self-service
LAW020	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Must Have	Allow reporting on specific job groups identified by the District (for example a run control pick list)	Data Analytics
LAW021	F Compliance & Governance Processes	F1 Compliance Reporting	F11 Compliance Reporting		COMPLIANCE		Should Have	Non employee profiles [District: High School and College Interns] may be represented	Configuration
UCM001	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Ability to track/record corrective action by date, bargaining unit/union, affected employee(s), and contract section or MOU	Transactional
UCM002	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Ability to track/record grievances by date, bargaining unit/union, grievor, and contract section or MOU	Case Management
UCM003	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Ability to track class action level issues	Case Management
UCM004	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Ability to configure and record different corrective action severity [District: Written Warning, Suspension 1-4 days, Suspension 5-15 days, Termination, Demotion]	Case Management
UCM005	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Ability to indicate whether a correction action is nullified due to duration since the event	Case Management
UCM006	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Configuration and Branding for Preserve Notice [District: Investigation Template]	Document Mgmt
UCM007	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Configuration and Branding for Counseling Letter [District: Pre-Disciplinary Template]	Document Mgmt
UCM008	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Configuration and Branding for Warning Letter [District: Disciplinary Template]	Document Mgmt
UCM009	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Configuration and Branding for 1-4 Day Suspension Letter [District: Disciplinary Template]	Document Mgmt
UCM010	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Configuration and Branding for Pre-Disciplinary Meeting Letter [District: Disciplinary Template]	Document Mgmt
UCM011	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Configuration and Branding for Decision (Suspension) Letter [District: Disciplinary Template]	Document Mgmt
UCM012	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Configuration and Branding for Decision (Demotion) Letter [District: Disciplinary Template]	Document Mgmt
UCM013	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Ability to configure grievance type [District: Discrimination, Civil Service, Contract]	Configuration
UCM014	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Ability to track the resolution of a grievance	Transactional
UCM015	F Compliance & Governance Processes	F2 Union and Labor Relations	F21 Union Contract Management		CORE HR	CMT (Case Management)	Must Have	Organize both grievances and corrective actions using a configurable case management tool with rich reporting and search features.	Configuration
ECP001	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Must Have	Ability to receive DMV inbound file (Employer Pull Notices (EPN), commercial driver's licenses, suspension, medical certification) via Samba third party application (ongoing monitoring for all employees)	Interface/Integration
ECP002	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Must Have	Ability to interface with third party administrator [District: Samba, FMCSA Driver's Clearinghouse]	Interface/Integration
ECP003	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE	HRS (Human Resources)	Must Have	Record verification of pre-employment driver's license clearance [District: DMV/Basic Inspection of Terminal Program]	Transactional
ECP004	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE	HRS (Human Resources)	Must Have	Record verification of pre-employment certification [District: commercial driver's licenses, medical clearance]	Transactional
ECP005	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Must Have	System may record driver's license suspension with an effective date of suspension including the recording of the end of the suspension	Transactional
ECP006	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Should Have	Ability to allow employee to submit documentation via self-service of license reinstatement	Self-service
ECP007	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE	DEV (Employee Development)	Must Have	Hazardous materials transportation certificate may be tracked in the system	Transactional
ECP008	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Must Have	System may record multiple types of driver's licenses [District: Class A, B, and C] and also allocate multiple driver's licenses for the same worker including expiration dates	Transactional
ECP009	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Should Have	Ability to configure workflow to trigger notification for expiring driver's licenses at a reasonable (configured) point of expiry and at the point expiry	Workflow
ECP010	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Must Have	Ability to record and track renewal dates for medical certifications	Transactional
ECP011	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Should Have	Ability to configure workflow to trigger notification for expiring medical certifications at a reasonable (configured) point of expiry and at the point expiry	Workflow
ECP012	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Must Have	Ability to record positive results arising out of Basic Inspection of Terminals (BIT) Program	Transactional
ECP013	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Basic Inspection Terminal Program	COMPLIANCE		Must Have	Ability to report positive results arising out of Basic Inspection of Terminals (BIT) Program	Data Analytics
ECP014	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring		COMPLIANCE		Must Have	Case Management schema supporting driver's license monitoring (suspensions) configurable as part of the solution	Case Management
ECP015	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE	DEV (Employee Development)	Must Have	Ability to record employees outside of the designated classifications (job code) opting into eligibility for classifications subject to Department of Transportation (DOT) testing programs	Transactional
ECP016	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE		Must Have	Ability to identify employees in designations required to participate in DOT testing programs	Data Analytics
ECP017	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE	T&L (Time and Labor)	Must Have	Ability to identify employees electing to remain eligible to Work Out of Class in classifications subject to DOT testing programs	Data Analytics
ECP018	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE	LVM (Leave Management)	Must Have	Ability to identify employees subject to reasonable accommodation as part of assessing eligibility for DOT testing	Data Analytics
ECP019	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE		Must Have	Report positive results arising out of DOT testing	Data Analytics
ECP020	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE		Must Have	Ability to record incremental positive results arising out of DOT testing	Transactional
ECP021	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE		Must Have	Duration configurable workflow to follow up on DOT testing cycles	Workflow
ECP022	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	DOT Testing & Compliance	COMPLIANCE		Should Have	Case Management schema supporting DOT positive results configurable as part of the solution	Case Management
ECP023	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Reasonable Accommodation	COMPLIANCE		Should Have	Ability to configure an approval workflow for reasonable accommodation requests, including configurable reminders (e.g., due for re-evaluation)	Workflow
ECP024	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring	Reasonable Accommodation	COMPLIANCE		Should Have	Case management functionality to manage and track employees with reasonable accommodation requests	Case Management
ECP025	F Compliance & Governance Processes	F4 Recurring	F42 Employee Compliance Monitoring		COMPLIANCE		Must Have	We look to the proposer to support ongoing compliance and to provide all required reporting and filing in a timely manner.	Case Management
GEN001	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Should Have	Ability to automatically trigger reminders for incomplete events	Configuration

ID	Category	Section	Subsection		Area		Priority	Requirement	Type
GEN002	G General Functional Requirement	G1 Workflows	G11 Workflows		BENEFITS		Must Have	Ability to control edits for workflows based on type of change (e.g., effective dates, sequence, applying error conditions)	Workflow
GEN003	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Must Have	Ability to trigger notifications, help messages, access help wizard, etc. when user encounters errors	Workflow
GEN005	G General Functional Requirement	G1 Workflows	G11 Workflows		TALENT MGMT		Must Have	Approval authority may be delegated to other configurable security roles	Workflow
GEN006	G General Functional Requirement	G1 Workflows	G11 Workflows		TALENT MGMT		Must Have	Email needs to be viable for external workflow notifications	Workflow
GEN007	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Must Have	The District requires to leverage workflows for initiating and completing transactional processes with more efficiency and accuracy.	Workflow
GEN008	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Must Have	Workflows are essential in providing notifications to either the workforce in general, segments of the workforce (union based, management levels, and specific responses needed by a deadline).	Workflow
GEN009	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Must Have	The workflows must be able to provide notifications to various parties on an individual's dashboard for action or review.	Workflow
GEN010	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Must Have	Workflows must also allow for assignments of proxies in terms of vacation/leave or other assignments that may take an individual away from monitoring their workflow.	Workflow
GEN011	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Should Have	The workflow engine should bring relevant information to employees creating transactional work, such as documents required for review, documentation, or productivity tools to help explain a process.	Workflow
GEN012	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Must Have	The proxies should be assigned by the individual, specifying the next point of contact and an end date. In the absence of a proxy assignment, the workflow actions should default to the next higher level of authority.	Workflow
GEN013	G General Functional Requirement	G1 Workflows	G11 Workflows		TECHNOLOGY		Must Have	Solution must provide a feedback loop that include notifications and statuses, approval/pending/denied, acknowledgements, completed, or escalation.	Workflow
GEN014	G General Functional Requirement	G2 Effective Dates	G21 Effective Dates		TECHNOLOGY		Must Have	The platform must support retroactive, current, and future dating of transactions, data, and control information and to identify impacts to current processing for past changes, minimally in warnings, and for future information to be posted later.	Transactional
GEN015	G General Functional Requirement	G2 Effective Dates	G21 Effective Dates		TECHNOLOGY		Must Have	Effective data must allow for processing to occur when information is available and not have to hold information until processes are to be executed.	Transactional
GEN016	G General Functional Requirement	G2 Effective Dates	G21 Effective Dates		CORE HR		Must Have	Ability to create future data transactions that will not be selected in the current pay cycle or any reporting	Configuration
GEN017	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		PAYROLL		Should Have	Provide management with forecasting capabilities for multiple scenarios (leave, head count, workforce changes, compensation changes, etc.)	Data Analytics
GEN018	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Must Have	Ability to deploy dashboards and work centers to support supervisory, manager and/or senior leadership information needs	Data Analytics
GEN019	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Must Have	Ability to create a library of queries	Data Analytics
GEN020	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		TECHNOLOGY		Must Have	Configurable approval chain for workflow	Workflow
GEN021	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		TECHNOLOGY		Must Have	Ability to create exception reporting and/or processing (online message/warning/error) based on District Data. Managers can create their own exception reports based on their own staff.	Data Analytics
GEN022	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		COMPLIANCE		Must Have	Analysis shall include but not be limited to the following: - Page hits - Requesting source - Errors and details	Data Analytics
GEN023	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		COMPLIANCE		Should Have	Analytics should include statistics on minimum, maximum, mean, median, and 1st and 2nd standard deviation for time users spent to perform workflows and functionality	Data Analytics
GEN024	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		COMPLIANCE		Must Have	Analytics should be provided for all functionality and should support the ability to search, sort, and filter including by date range.	Data Analytics
GEN025	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		BENEFITS	DEV (Employee Development)	Desired	Ability to compare survey results to industry benchmarks to locate key areas for improvement. Evaluate survey results at either a high-level or individual employee level.	Data Analytics
GEN026	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		TALENT MGMT		Must Have	Ability to set key performance indicators (KPI) for tracking and reporting	Data Analytics
GEN027	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		TALENT MGMT		Must Have	Report output options include PDF, Excel (where viable), CSV, comma delimited (where viable)	Data Analytics
GEN028	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Must Have	All reports should be real time and have the ability to reflect any adjustments or changes to the data set within the reporting period since the last report run.	Data Analytics
GEN029	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Must Have	Ad hoc reports and queries should be able to be saved. The parameters and results should be shareable with others.	Data Analytics
GEN030	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Must Have	Provide KPI and exception reports	Data Analytics
GEN031	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Must Have	Dashboard should provide access to: - User Guides - Quick Start/Reference Guides - Training material including videos - Reports showing standard data, as is found in drop-down lists - FAQs - Glossary - Contact information (for example the Administrators of the system) - Other documents which might be needed in the future.	Data Analytics
GEN032	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Must Have	Provide canned and ad-hoc reporting on all aspects of the system (functions and processes) - Reports should be real time and have the ability to track updates to the data within the reporting time range. - User configurable report(s) should be available to allow reporting on any groups of the dataset. - Users should be able to share reports they create with other users.	Data Analytics
GEN033	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		PAYROLL		Should Have	Provide management with the ability to view and manage data in various ways (heat maps, drill down, charts, and graphs, pivot groups, etc.)	Data Analytics
GEN034	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Should Have	Provide District staff with the means to create (and replicate), save, and share with other staff ad-hoc reports and queries.	Data Analytics
GEN035	G General Functional Requirement	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS		Should Have	Dashboard should allow for communication concerning the application, such as "New Features" and "Planned System Outages", useful links, etc.	Configuration
GEN036	G General Functional Requirement	G4 Digital Adoption	G41 Digital Adoption		TECHNOLOGY		Should Have	Tools should allow for customer created content to be placed into the digital adoption environment to personalize and brand the experience.	Self-service
GEN037	G General Functional Requirement	G4 Digital Adoption	G41 Digital Adoption		TECHNOLOGY		Should Have	The programming of new digital adoption processes must be configurable by the customer with minimal proposer support and at no cost.	Self-service
GEN038	G General Functional Requirement	G4 Digital Adoption	G41 Digital Adoption		TECHNOLOGY		Should Have	Content curation is desired so that up-to-date content is brought to a user.	Self-service
GEN039	G General Functional Requirement	G4 Digital Adoption	G41 Digital Adoption		ANALYTICS		Should Have	The system must collect analytical information to measure overall performance and impact of the tool and adoption, its usage over time, identifying potential areas of improvement and to track ongoing adoption (logons to the proposer system, less reliance on the adoption tool, better processing times).	Data Analytics
GEN040	G General Functional Requirement	G4 Digital Adoption	G41 Digital Adoption		TECHNOLOGY		Should Have	The tool must provide user feedback for the experience and potential improvements.	Data Analytics
TCH001	H Technical/Non-Functional	H1 Security/Authentication	H11 Security/Authentication		TECHNOLOGY		Must Have	Changed security permissions take effect in real time	Security
TCH002	H Technical/Non-Functional	H1 Security/Authentication	H11 Security/Authentication		TECHNOLOGY		Must Have	Security Credentials may be assigned on a temporary basis to identified security profiles	Security
TCH003	H Technical/Non-Functional	H1 Security/Authentication	H11 Security/Authentication		PAYROLL		Should Have	Allow managers to perform overrides or corrections at source/transaction level due to system limitations, if any	Transactional
TCH004	H Technical/Non-Functional	H1 Security/Authentication	H12 Single Sign-On		COMPLIANCE			The System shall use District's Single Sign-On Architecture: Microsoft Azure Active Directory (AD) Single Sign-on (SSO). The District supports SAML Version 2.0 and OAuth2 protocols.	Compliance
TCH006	H Technical/Non-Functional	H1 Security/Authentication	H12 Single Sign-On		COMPLIANCE			No modification of the standard Azure metadata file will be required.	Compliance
TCH007	H Technical/Non-Functional	H1 Security/Authentication	H12 Single Sign-On		COMPLIANCE			The System shall support a configurable session timeout, requiring users to re-authenticate upon session expiry.	Compliance
TCH008	H Technical/Non-Functional	H1 Security/Authentication	H13 Encryption		COMPLIANCE			The System shall utilize standard cryptographic protocols (TLS 1.2) to encrypt any web page performing transaction processing for internal or external tasks.	Security
TCH009	H Technical/Non-Functional	H1 Security/Authentication	H13 Encryption		COMPLIANCE			The System shall strongly encrypt all confidential or personally identifiable information in transit (during transactions) and at rest (in the database or file), using AES-256 or an equivalent cipher.	Security
TCH010	H Technical/Non-Functional	H1 Security/Authentication	H13 Encryption		COMPLIANCE			Vendor shall provide specifications listing the encryption algorithms and protocols used to secure data in transit and at rest, and notify District of any changes made regarding encryption.	Security
TCH011	H Technical/Non-Functional	H1 Security/Authentication	H14 Role Based Access		COMPLIANCE			The System shall provide role-based access control throughout the System to implement least privilege access.	Security
TCH012	H Technical/Non-Functional	H1 Security/Authentication	H14 Role Based Access		COMPLIANCE			The System shall extend role-based access control to the application, transaction, and data levels.	Security
TCH013	H Technical/Non-Functional	H1 Security/Authentication	H14 Role Based Access		COMPLIANCE			The System shall provide configuration tools for District contract administrators and other defined user roles to assign and modify users to and from different roles. District contract administrators and other defined user roles shall have the ability to add, delete, and modify roles and shall have the ability to customize security permissions assigned to each role.	Security
TCH014	H Technical/Non-Functional	H1 Security/Authentication	H15 Application Design		COMPLIANCE			The System shall be designed, developed, deployed, and tested in accordance with and up to industry standards including but not limited to Open Web Application Security Project (OWASP) security principles.	Security
TCH015	H Technical/Non-Functional	H1 Security/Authentication	H16 Audit Trails & Logging		COMPLIANCE			The System shall log all system activity, including, but not limited to, events, errors, transactions, warnings, failures, notifications, and outages.	Security

ID	Category	Subcategory	Sub-subcategory		Type	Priority	Requirement	Class
TCH016	H Technical/Non-Functional	H1 Security/Authentication	H16 Audit Trails & Logging		COMPLIANCE		The System shall provide audit trails for all transactions generated by the System which includes capturing, storing, and reporting on activities including but not limited to user activities, API calls, automated internal system activities, CRON jobs, interfaces, file transfers and errors. Audit trails reports shall support the ability to search, sort and filter based on functionality.	Security
TCH017	H Technical/Non-Functional	H1 Security/Authentication	H16 Audit Trails & Logging		COMPLIANCE		The System shall make all logged activity available to District staff through both a web interface and SYSLOG via TCP/IP. As opposed to audit trail functionality, logged activity interfaces shall target an IT audience.	Data Analytics
TCH018	H Technical/Non-Functional	H1 Security/Authentication	H16 Audit Trails & Logging		COMPLIANCE		The System shall make audit trail and logging information available to only a select group of user roles designated by DISTRICT system administrators.	Security
TCH019	H Technical/Non-Functional	H1 Security/Authentication	H16 Audit Trails & Logging		COMPLIANCE		The System shall provide DISTRICT system administrators the ability to purge audit trail and logging data as needed.	Security
TCH020	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		The Vendor will specify if the proposed solution is a Cloud-based Service, on-premise or hybrid solution.	Security
TCH021	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		Regardless of the solution, it must comply with accepted industry standards and best practices. - Services shall be available 24 hours per day, seven days per week. - Services shall have a 99.9% or better uptime.	Compliance
TCH022	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		If an On-Premise Solution is offered, provide the details of solution including but not limited to the following information: - Software requirements e.g., ability to run in a VM, operating system, middleware, database, web server etc. - Hardware requirements e.g., CPU, RAM, storage, etc. - Security requirements - Details of the type of vendor access needed to support the on-premise systems - What is each party's responsibility for software installation, upgrades, and support? - What support is offered for on premise installation? - What support is offered post-installation? - Provide LAN, WAN and other related network requirements for hosting an On-Premise Solution.	Compliance
TCH023	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		If a Cloud-based service or hybrid solution is offered, provide the details of the solution including but not limited to the following information: - If the solution is hosted by an Application Service Provider, provide Application Service Provide name and details. - Whether the cloud service is public or private - If public cloud, how will the vendor protect each customer's data from access by another customer in the shared environment? If private cloud, is it hosted on District managed infrastructure or Vendor managed infrastructure? If hosted on District managed infrastructure, what kind of access will the Vendor require including authentication and firewall access?	Compliance
TCH024	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		If private cloud hosted on District managed infrastructure provide the details of required infrastructure including but not limited to the following information: - Software requirements e.g., ability to run in a VM, operating system, middleware, database, etc. - Hardware requirements e.g., CPU, RAM, storage, etc. - Details of the type of vendor access needed to support the hosted systems - What is each party's responsibility for software installation and support? - What support is offered for a District hosted installation? - What support is offered post-installation? - Provide LAN, WAN and other related network requirements for hosting on District managed infrastructure.	Compliance
TCH025	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		State what access privileges will be available to District IT Systems staff.	Security
TCH026	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		Cloud-based services shall comply with all relevant security standards including ISO/IEC 27001:2013 and PCI DSS.	Compliance
TCH027	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		Cloud-based services should be utilizing an industry recognized security framework such as CIS CSC-20 or NIST 800-53 SP4. Service provider must provide a current SOC2 Type II audit report to EBMUD annually. Scope of the audit report should include the physical compute environment as well as the ongoing operations/maintenance of the SAAS application and data.	Compliance
TCH028	H Technical/Non-Functional	H1 Security/Authentication	H17 Cloud-based Services or On-Premise Solution		COMPLIANCE		Cloud-based service providers shall be obligated to immediately notify the District of any suspected or confirmed security breach and shall take immediate action to remedy such breach.	Security
TCH029	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		The System shall be available to the District 24 hours a day, 7 days a week.	Compliance
TCH030	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		The System shall provide 99.5 percent availability.	Compliance
TCH031	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		95% of application pages shall be displayed within 2 seconds. 99% of application pages shall be displayed within 5 seconds.	Compliance
TCH032	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		Vendor shall provide a Service Level Agreement (SLA) that specifically identifies system uptime and performance guarantees.	Compliance
TCH033	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		The System shall have a mechanism to document system up-time that is available to the District to review.	Compliance
TCH034	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		The System shall have tools to evaluate real-time system performance and make them available to the District.	Compliance
TCH035	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		95% of the time, no single click action should take more than 5 seconds to respond.	Compliance
TCH036	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		The implementer must have experience at effectively optimizing the application configuration and workflows for ease of use and performance issues.	Compliance
TCH037	H Technical/Non-Functional	H2 Usability	H21 System Performance & Availability		COMPLIANCE		Describe how you ensure reasonable response times and test for performance issues	Compliance
TCH038	H Technical/Non-Functional	H2 Usability	H22 Mobility		COMPLIANCE		The System shall provide access to all major Self Service functions (employee, supervisor/manager) through mobile devices running iOS, Android, or Windows operating systems.	Compliance
TCH039	H Technical/Non-Functional	H2 Usability	H22 Mobility		COMPLIANCE		The System shall use responsive, mobile-friendly user interface.	Compliance
TCH040	H Technical/Non-Functional	H2 Usability	H22 Mobility		TECHNOLOGY		Should they exist, the Vendor shall provide, and maintain, a list of functions not supported on particular mobile devices, or particular mobile environments.	Compliance
TCH041	H Technical/Non-Functional	H2 Usability	H23 Accessibility		COMPLIANCE		The System shall provide access to all functionality through HTML 5 compliant standard web browser.	Compliance
TCH042	H Technical/Non-Functional	H2 Usability	H23 Accessibility		COMPLIANCE		The System shall be accessible from District supported browsers which are the current versons of Edge and Chrome.	Compliance
TCH043	H Technical/Non-Functional	H2 Usability	H23 Accessibility		COMPLIANCE		It is desirable for the System to be accessible from current versions of Firefox, Safari, and any other commonly used desktop and mobile web browsers	Compliance
TCH044	H Technical/Non-Functional	H2 Usability	H23 Accessibility		COMPLIANCE		The System should be in compliance with Section 508 of the Rehabilitation Act of 1973.	Compliance
TCH045	H Technical/Non-Functional	H2 Usability	H24 Design		TECHNOLOGY	Must Have	Configuration tools included with the solution must allow District staff to enable functions like customizing workflow, reporting, queries, screen changes, forms, etc., without the need for proposer support.	Configuration
TCH046	H Technical/Non-Functional	H2 Usability	H24 Design		COMPLIANCE		The System shall incorporate well established User Interface patterns and design practices to facilitate a productive and intuitive user experience. E.g., provide tips for form fields, provide drop down menus for fields that the customer may not know the correct terminology to type in, etc.	Configuration
TCH047	H Technical/Non-Functional	H2 Usability	H24 Design		COMPLIANCE		The System shall provide multiple methods of online, interactive help including but not limited to context-sensitive, topical searches of documentation, reference documents, tutorial videos and specific, clear, non-technical error messages.	Compliance
TCH048	H Technical/Non-Functional	H2 Usability	H24 Design		COMPLIANCE		The System should have the ability to match the look and feel of www.ebmud.com.	Configuration
TCH049	H Technical/Non-Functional	H2 Usability	H24 Design		COMPLIANCE		The System should have the ability to modify look and feel should DISTRICT wish to change look and feel.	Configuration
TCH050	H Technical/Non-Functional	H2 Usability	H25 Scalability & Flexibility		COMPLIANCE		The System shall accommodate 4500 concurrent users without noticeable degradation in performance. The System shall be able to accommodate an increased number of District users without any degradation in performance.	Compliance
TCH051	H Technical/Non-Functional	H2 Usability	H25 Scalability & Flexibility		COMPLIANCE		The System shall accommodate interactions with new systems through standard interfaces (details in Interfaces section below).	Compliance
TCH052	H Technical/Non-Functional	H2 Usability	H25 Scalability & Flexibility		COMPLIANCE		The Vendor shall provide a Capacity Management Plan containing scenarios for different predictions of business demand as well as costed options for delivering agreed upon service levels.	Compliance
TCH053	H Technical/Non-Functional	H3 Data Management	H31 Data Security		COMPLIANCE		All data written into the System or read by the System shall remain the property of the District and shall not be used, disclosed, or sold without written authorization from the District.	Compliance
TCH054	H Technical/Non-Functional	H3 Data Management	H31 Data Security		COMPLIANCE		Vendor shall identify the data elements required from the District to deliver the functionality listed in the functional requirements.	Compliance
TCH055	H Technical/Non-Functional	H3 Data Management	H31 Data Security		COMPLIANCE		Vendor should provide a data masking tool that can be used to obfuscate non-production data.	Compliance
TCH056	H Technical/Non-Functional	H3 Data Management	H31 Data Security		COMPLIANCE		Vendor shall notify the District of any changes to its Infrastructure after the initial implementation.	Compliance

ID	Category	Area	Sub-Area	Type	Priority	Requirement	Classification
TCH057	H Technical/Non-Functional	H3 Data Management	H31 Data Security	COMPLIANCE		Vendor shall not share any District data (atomic or aggregated) with any 3rd party for any purpose, unless otherwise agreed upon by the District.	Security
TCH058	H Technical/Non-Functional	H3 Data Management	H31 Data Security	COMPLIANCE		Vendor shall create a Data Management plan and annually review it with the District.	Security
TCH059	H Technical/Non-Functional	H3 Data Management	H31 Data Security	COMPLIANCE		Vendor shall maintain cyber security insurance coverage for as long as the District is using the vendor provided solution.	Compliance
TCH060	H Technical/Non-Functional	H3 Data Management	H32 Data Conversion & Migration	COMPLIANCE		Vendor shall provide the framework, tools, guidance, mapping documentation, and validation methods for the conversion of existing District data to a format compatible with the System.	Compliance
TCH061	H Technical/Non-Functional	H3 Data Management	H32 Data Conversion & Migration	COMPLIANCE		Vendor shall load converted data into the System as required to thoroughly test and prepare System for production deployment.	Compliance
TCH062	H Technical/Non-Functional	H3 Data Management	H32 Data Conversion & Migration	COMPLIANCE		Vendor shall design all data conversion processes to be fully automated and repeatable. Such processes shall be designed in a modular manner to facilitate error recovery. Processes that encounter errors shall be capable of being rerun after correcting the errors without needing to rerun preceding processes that executed successfully.	Compliance
TCH063	H Technical/Non-Functional	H3 Data Management	H32 Data Conversion & Migration	COMPLIANCE		Vendor shall work with the District to determine the proper system of record for all data in the existing District HRIS database. If it is determined by the District that certain data is not to be migrated because the System is not the proper system of record, the System is to acquire that data from the proper District system of record via API.	Compliance
TCH064	H Technical/Non-Functional	H3 Data Management	H32 Data Conversion & Migration	COMPLIANCE		Vendor shall describe its support for District's use of third-party ETL tools or other automated tools to export data from Vendor's databases to District's databases	Compliance
TCH065	H Technical/Non-Functional	H3 Data Management	H32 Data Conversion & Migration	COMPLIANCE		Vendor shall describe its support for District's use of third-party ETL tools or other automated tools to perform data conversion and data extraction.	Compliance
TCH066	H Technical/Non-Functional	H3 Data Management	H32 Data Conversion & Migration	COMPLIANCE		The vendor shall be responsible for the following in terms of data extract: - Provide the initial data extract methodology and configuration. - Provide analysis and modifications as needed. - Provide finalized data extract methodology and configuration. Provide regularly scheduled and on-demand extracts of data from vendor's system to District systems.	Compliance
TCH067	H Technical/Non-Functional	H3 Data Management	H33 Data Export	COMPLIANCE		The System shall provide mechanisms for the export of all data, including stored files, to District storage, or other external media, in a format specified by the District using predefined business rules.	Compliance
TCH068	H Technical/Non-Functional	H3 Data Management	H33 Data Export	COMPLIANCE		The System shall provide automated mechanisms for scheduled and on-demand export of all data or a subset of data to District databases in formats specified by District	Compliance
TCH069	H Technical/Non-Functional	H3 Data Management	H33 Data Export	COMPLIANCE		Data export mechanisms shall provide the following: 4.3.2.1 - Full Export -- A complete export of all data 4.3.2.2 - Incremental Export — An export of changed data since the last full or incremental export	Compliance
TCH070	H Technical/Non-Functional	H3 Data Management	H33 Data Export	COMPLIANCE		Vendor shall design all data extraction processes to be fully automated and repeatable. Such processes shall be designed in a modular manner to facilitate error recovery. Processes that encounter errors shall be capable of being rerun after correcting the errors without needing to rerun preceding processes that	Compliance
TCH071	H Technical/Non-Functional	H3 Data Management	H34 Data Availability	COMPLIANCE		The System shall be able to associate data to predefined retention schedules. Retention schedules shall be permanently tied to the data but the retention schedule, itself, can be subject to change. - The System shall provide mechanisms for the archival of data to external media utilizing predefined	Compliance
TCH072	H Technical/Non-Functional	H3 Data Management	H34 Data Availability	COMPLIANCE		Data exceptions are identified in varying degrees of severity from informational all the way to hard errors. Meaningful help dialog is available to the user to understand the problematic data and potential remedies	Compliance
TCH073	H Technical/Non-Functional	H3 Data Management	H34 Data Availability	COMPLIANCE		The System shall allow the District to retrieve data from the System at regular intervals.	Compliance
TCH074	H Technical/Non-Functional	H3 Data Management	H34 Data Availability	COMPLIANCE		The District must be able to extract any and all of its data from the system in a usable format that can be stored in the District's Enterprise database or data warehouse. Such data must be compatible with District systems and data structures.	Compliance
TCH075	H Technical/Non-Functional	H3 Data Management	H34 Data Availability	COMPLIANCE		All data entered or uploaded into the System shall remain the property of the District and not to be used without its written permission.	
TCH076	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE	Must Have	Ability to create vendor interfaces varying on the different vendor requirements (multiple output formats and methods including an aggregate file that may be parsed out)	Interface/Integration
TCH077	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	TALENT MGMT	Must Have	Workflow notifications are integrated with the District email enterprise for calendar and email	Interface/Integration
TCH078	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	TECHNOLOGY	Must Have	The District maintains many legacy systems and will need to extract data from the proposer's solution or interact directly with these systems to keep the current data flow intact.	Interface/Integration
TCH079	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	TECHNOLOGY	Must Have	The District will identify the systems requiring this data exchange and will use the proposer's tools to extract, format, and feed this data to District systems.	Data Analytics
TCH080	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		The System shall utilize standard interface technologies to exchange data with other applications. This includes but not limited to Microsoft Excel, JSON and XML for data exchange, REST and SOAP as messaging protocols and industry-standard web services, and secure bi-directional file transfer via SFTP.	Compliance
TCH081	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		The System shall encrypt all data that traverses public computer networks and protect that data from fraudulent activity, unauthorized disclosure or modification.	Security
TCH082	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		The District preferred methods of data exchange are listed below in the order of higher to lower priority: 1) Web services 2) Flat files	Compliance
TCH083	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		The District utilizes electronic documents in a variety of contexts. The System shall be able to import or export electronic documents into / out of a third-party document management system identified by the District using API's provided by the District or the third-party document management system vendor.	Document Mgmt
TCH084	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		For new and existing interfaces, the District will need specifications including but not limited to the following: - Authentication and authorization	Compliance
TCH085	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		The System shall be able to consume data and export data in multiple file formats including but not limited to PDF, CSV, HTML, XML, JSON, Microsoft Excel, and Microsoft Word	Compliance
TCH086	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		Vendor shall provide an SFTP server to serve as a centralized location for bi-directional file-based data transfer. Files from Vendor to District shall have been previously validated prior to making the files available on the SFTP server for download. Files uploaded by District to Vendor shall be validated prior to consumption and errors shall be logged and reported.	Compliance
TCH088	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		Ability to record and send/receive via enterprise integration and/or participant driven web portal - the necessary pension payee data to support payroll and benefits administration.	Interface/Integration
TCH089	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		Ability to provide view only access on pension payee demographic data preventing any online override where the data is sourced from another application (which would be the system of record for demographic data)	Self-service
TCH090	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		Ability to extract, load and transform employment and payroll data updates as they pertain to material pension data (i.e., pension status, service, deductions, earnings)	Interface/Integration
TCH091	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		The District utilizes numerous custom-built, commercial off-the-shelf, and cloud software solutions. When applicable, the System will need to exchange data with many of these applications in batch or real time. When applicable, the System will provide standard interfaces to existing and future District systems/applications for incoming and outgoing data. Appendix A provides a list of applications/vendors with which the System may need to interface.	Compliance
TCH092	H Technical/Non-Functional	H4 Interfaces/Integrations	H41 Interfaces/Integrations	COMPLIANCE		Ability to provide PDF copies of Pay Statements for retrieval and viewing by employees and Operations staff.	Compliance
TCH093	H Technical/Non-Functional	H5 Testing & Validation	H51 Testing & Validation	COMPLIANCE		The vendor shall provide test scripts that encompass all functionality of the system to be used by the District. The District will use these test scripts as the basis for customizing the testing for District specific use cases.	Compliance
TCH094	H Technical/Non-Functional	H5 Testing & Validation	H51 Testing & Validation	COMPLIANCE		The vendor shall provide functional and technical support during all test phases.	Compliance
TCH095	H Technical/Non-Functional	H5 Testing & Validation	H51 Testing & Validation	COMPLIANCE		Vendor shall have staff available to facilitate testing activities including but not limited to development and customization of test scripts, training testers on using the system, resolving issues and correcting errors encountered during testing.	Compliance
TCH096	H Technical/Non-Functional	H5 Testing & Validation	H51 Testing & Validation	COMPLIANCE		An issues log shall be maintained during testing activities to log success/fail status of tests, issues and errors identified, and resolutions.	Compliance
TCH097	H Technical/Non-Functional	H6 Instance Management	H61 Instance Management	COMPLIANCE		Vendor shall provide SFTP production and non-production instances equal in number to those provided for the System.	Compliance
TCH098	H Technical/Non-Functional	H6 Instance Management	H61 Instance Management	COMPLIANCE		In addition to a production instance, Vendor shall provide additional instances as listed below, during the implementation period as well as post go-live, for the life of the contract. Each instance must independently possess all required components including infrastructure, application servers, middleware, databases, etc.	Compliance
TCH099	H Technical/Non-Functional	H6 Instance Management	H61 Instance Management	COMPLIANCE		Vendor shall provide details regarding instance management including but not limited to the following: - Administration - Instance refresh procedures	Compliance
TCH100	H Technical/Non-Functional	H6 Instance Management	H61 Instance Management	COMPLIANCE		All instances shall support the automated transfer of configuration data, such as scripted configuration moves, allowing transfer from one environment to another or from the configuration repository.	Compliance
TCH101	H Technical/Non-Functional	H6 Instance Management	H61 Instance Management	COMPLIANCE		Upon request by District, Vendor shall refresh non-production instances specified by District with a copy of production data and/or files. Vendor shall perform and complete such refreshes within 5 business days.	Compliance

ID	Category	Group	Subgroup		Type	Priority	Requirement	Classification
TCH102	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		Vendor shall notify District at least 14 business days in advance of software patches. Vendor shall notify District at least 30 business days in advance of major software or infrastructure upgrades. All such notifications must be accompanied by release notes, documentation, and training as applicable.	Compliance
TCH103	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		The Vendor shall perform all planned system maintenance outside of District business hours (6:00 AM to 5:00 PM Pacific time, Monday through Friday), unless otherwise agreed upon by the District.	Compliance
TCH104	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		The Vendor shall provide 90 days advance notice for every planned update or release that includes a "breaking change" to System API, unless otherwise agreed upon by the District. The Vendor shall provide documentation that reflects the breaking change.	Compliance
TCH105	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		The Vendor shall provide options to go back to the previous release of the System if issues are encountered post-release.	Compliance
TCH106	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		Vendor shall work with the District to provide a release candidate instance to the District at least 14 business days to test patches, 30 business days to test major upgrades, and 90 days for planned update or release that includes a "breaking change" to System API. Vendor shall coordinate with District to deploy	Compliance
TCH107	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		The Vendor shall provide detailed release notes for every planned software release.	Compliance
TCH108	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		The Vendor shall notify the District of all updates, releases, and other system changes, whether planned or unplanned.	Compliance
TCH109	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		The Vendor shall provide system/application support regardless of whether EBMUD agrees to updates and releases.	Compliance
TCH110	H Technical/Non-Functional	H7 Updates & Releases	H71 Updates & Releases		COMPLIANCE		Vendor shall provide options to opt out of updates and releases.	Compliance
TCH111	H Technical/Non-Functional	H8 Business Continuity & Disaster Recovery	H81 Business Continuity & Disaster Recovery		COMPLIANCE		The System shall provide full data back-ups on a predetermined schedule and provide recovery capabilities. Desired Recovery Time Objective (RTO) is 12 hours or less.	Compliance
TCH112	H Technical/Non-Functional	H8 Business Continuity & Disaster Recovery	H81 Business Continuity & Disaster Recovery		COMPLIANCE		The System shall provide a Recovery Point Objective (RPO) of 5 minutes or less. Ideally, the System shall be able to recover all committed transactions as of the time point immediately preceding the disaster.	Compliance
TCH113	H Technical/Non-Functional	H8 Business Continuity & Disaster Recovery	H81 Business Continuity & Disaster Recovery		COMPLIANCE		The System shall have its business continuity plan tested on a regular, predetermined timeframe.	Compliance
TCH115	H Technical/Non-Functional	H9 Exit Strategy	H91 Exit Strategy		COMPLIANCE		Upon contract termination for any reason, Vendor shall provide District with a current copy of all Production data, along with a current mapping of that data. The data shall be in a format specified by District. For a period of no less than 90 days, Vendor shall provide support to District for migration of production data to District databases or a destination specified by District.	Compliance
TCH116	H Technical/Non-Functional	H9 Exit Strategy	H91 Exit Strategy		COMPLIANCE		Subsequent to providing District with a complete copy of all production data at District's request, Vendor and its subcontractors shall securely destroy all copies of District data and attest to such destruction	Compliance
TCH117	H Technical/Non-Functional	H9 Exit Strategy	H91 Exit Strategy		COMPLIANCE		If Vendor goes out of business or ceases support for the System, Vendor shall provide District with all source code, configurations, data, and documentation so that District can continue using the System at District's own risk. Vendor shall escrow all such materials	Compliance
TCH118	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		The System must be web-enabled and have web access to 100% of its functionality. The System, including the software, architecture, and environment, must use modern technology that meets accepted industry standards and best practices.	Compliance
TCH119	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		The System must provide tools for monitoring the System health and performance.	Compliance
TCH120	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		Vendor shall provide the current release version of its operating system and application stack. Vendor shall describe how often they are patched or updated and shall report modifications to District.	Compliance
TCH121	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		Vendor will report to the District any time the application stack is modified.	
TCH122	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		Operating System – The System shall be required to run on an operating system that is designed for enterprise applications and it must be patchable and maintainable into the future. The OS must be in a current maintenance and release cycle. Acceptable operating systems are currently supported versions of Windows Server and Red Hat Enterprise Linux. Other operating systems may be considered at the District's discretion.	Compliance
TCH123	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		Web Server – The web server must be a currently supported version of Apache, NGINX, or IIS. Other web servers may be considered at the District's discretion.	Compliance
TCH124	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		Database – The database must be an enterprise relational database system of type Oracle or Microsoft SQL Server and must be in a current maintenance and release cycle (Oracle 12 preferred, SQL Server Std 2012 R4 or above preferred). Other database systems may be considered at the District's discretion.	Compliance
TCH125	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		Programming Language – The System must be written in a modern and widely used programming language or combination of such languages, such as Java, C#, Python, Ruby, and JavaScript. Other programming languages may be considered at the District's discretion.	Compliance
TCH126	H Technical/Non-Functional	H10 Technology Stack	H101 Technology Stack		COMPLIANCE		Reporting Engine – The System's reporting engine must be modern, flexible, and robust. Elements of an acceptable reporting engine include, but are not limited to, the following: - Non-technical users must be able to create their own reports with a short learning curve. - Reports must have access to all data in the System. - Reports must be displayable in modern browsers. - Reports must be exportable to common formats including PDF, CSV, and Microsoft Excel. - Reports must be viewable only by users with appropriate permissions.	Data Analytics
TCH127	H Technical/Non-Functional	H11 Training & System Documentation	H111 Initial Onboarding		COMPLIANCE		Before system go-live Vendor shall provide sufficient training sessions for District users to allow them to successfully use the system in their daily work.	Compliance
TCH128	H Technical/Non-Functional	H11 Training & System Documentation	H111 Initial Onboarding		COMPLIANCE		Vendor shall provide sufficient training session for District System Administrators users to allow them to successfully administer the system.	Compliance
TCH129	H Technical/Non-Functional	H11 Training & System Documentation	H111 Initial Onboarding		COMPLIANCE		Vendor shall provide other necessary onboarding training sessions prior to system go-live.	Compliance
TCH130	H Technical/Non-Functional	H11 Training & System Documentation	H112 Ongoing training		COMPLIANCE		Vendor shall provide a negotiated number of additional training sessions for new District users.	Compliance
TCH131	H Technical/Non-Functional	H11 Training & System Documentation	H112 Ongoing training		COMPLIANCE		Vendor shall provide additional trainings billed individually as requested by the District.	Compliance
TCH132	H Technical/Non-Functional	H11 Training & System Documentation	H113 System Documentation		TECHNOLOGY		The Vendor shall provide system documentation for District negotiated functions, and the following topics: - General System Overview - Activity-based Tutorials - Report Configurator - System Administrator Overview - Application Programming Interfaces (API)	Compliance
TCH133	H Technical/Non-Functional	H12 Implementation Plan & Schedule	H121 Implementation Approach		COMPLIANCE		Standard Implementation - Vendor shall provide a phased implementation plan and a proposed schedule which details major project phases, tasks to be performed in each phase, dependencies, assumptions made, staff time and resources required from vendor and District, etc. This implementation plan will be reviewed for acceptance by the District and is subject to change during the course of the project.	Compliance
TCH134	H Technical/Non-Functional	H12 Implementation Plan & Schedule	H122 Implementation Methodology		COMPLIANCE		Agile – Agile development process by the Vendor is required so that District can get frequent deliverables weekly/bi-weekly for testing. This shortens the feedback cycle and helps detects major problems/issues sooner in the project.	Compliance
TCH135	H Technical/Non-Functional	H12 Implementation Plan & Schedule	H122 Implementation Methodology		COMPLIANCE		Vendor shall provide a proposed detailed implementation methodology. Details will include but are not limited to the following - Project Management - Change Management - Initiation - Planning - Executing - Monitoring/Controlling - Testing - Closing	Compliance
GEN035	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS	Must Have	Allow for multiple surveys to be generated, at the individual level to district-wide, ensuring we have sufficient numbers to not identify an individual, unless authorized to be directed to be an individual survey (i.e. - offboarding/exit survey).	Analytics
GEN036	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS	Must Have	Allow for specifying other individual conditions, such as status, job, gender, ethnicity, length of service, or other factors contained in the individual's demographic information that guides who will receive a survey.	Analytics
GEN037	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		TECHNOLOGY	Must Have	Secure the launching of a survey to those roles authorized to create a survey and view the results.	Analytics
GEN038	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		TECHNOLOGY	Must Have	Store surveys and associated results in a manner that subsequent surveys can be reused or comparative information is kept for analysis purposes.	Analytics
GEN039	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS	Must Have	Ability to develop District questions, store those questions for ongoing use (consistency of survey)	Analytics
GEN040	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS	Must Have	Ability to create different response formats (yes/no, ranking, multiple choice, etc.).	Analytics
GEN041	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS	Must Have	The information must be kept in a form that allows for trend data to be compiled to analyze over District defined time periods (weekly, monthly, quarterly, etc.).	Analytics
GEN042	G General Functional Requirements	G3 Dashboards, Analytics, and Reporting	G31 Dashboards, Analytics, and Reporting		ANALYTICS	Should Have	The analysis information should be able to be exported to all levels of management, via dashboards.	Analytics

EXHIBIT D2

EAST BAY MUNICIPAL UTILITY DISTRICT
Human Resources Information System (HRIS) Replacement

Technical & Non-Functional Requirements

November 2021

1   Definitions

Cloud-based Services	Applications, services, or resources made available to users via the Internet.
HRIS	Human Resources Information System (HRIS), the requirements for which are specified in this document; also referred to as 'System'.
District	East Bay Municipal Utility District (EBMUD)
Personally Identifiable Information (PII)	For the purposes of this document, data types that constitute PII include (but are not limited to):

- An individual's first initial and last name, or first name and last name, with:
    - Social security numbers, or portions thereof
    - Driver's license numbers
    - Financial account numbers (e.g., credit card numbers, bank accounts, etc.)
    - Medical information
    - Health insurance information
- Online account usernames and passwords
- Information related to specific customer accounts (water consumption, account numbers, financial data, phone numbers, home address, etc.)
- Personnel records (birthdates, home address, phone numbers, etc.)

System	The software solution including licenses and configurations which meets all defined requirements or an agreed upon subset of requirements.
Vendor	Person or company that specializes in bringing together software subsystems into a functioning whole, integrating existing or new business processes and warrants configuration and services to meet defined requirements.

2   System Security / Authentication

2.1   Single Sign-On

2.1.1   The System shall use District's Single Sign-On Architecture: Microsoft Azure Active Directory (AD) Single Sign-on (SSO). The District supports SAML Version 2.0 and OAuth2 protocols.

2.1.2   No modification of the standard Azure metadata file will be required.

2.1.3   The System shall support a configurable session timeout, requiring users to re-authenticate upon session expiry.

2.2   Encryption

2.2.1   The System shall utilize standard cryptographic protocols (TLS 1.2) to encrypt any web page performing transaction processing for internal or external tasks.

2.2.2   The System shall strongly encrypt all confidential or personally identifiable information in transit (during transactions) and at rest (in the database), using AES-256 or an equivalent cipher.

2.2.3   Vendor shall provide specifications listing the encryption algorithms and protocols used to secure data in transit and at rest, and notify District of any changes made regarding encryption.

2.3   Role-based User Access

2.3.1   The System shall provide role-based access control throughout the System to implement least privilege access.

2.3.2   The System shall extend role-based access control to the application, transaction, and data levels.

2.3.3   The System shall provide configuration tools for District contract administrators and other defined user roles to assign and modify users to and from different roles. District contract administrators and other defined user roles shall have the ability to add, delete, and modify roles and shall have the ability to customize security permissions assigned to each role.

2.4   Application Design

2.4.1   The System shall be designed, developed, deployed, and tested in accordance with and up to industry standards including but not limited to Open Web Application Security Project (OWASP) security principles.

2.5   Audit Logs

2.5.1   The System shall log all system activity, including, but not limited to, events, errors, transactions, warnings, failures, notifications, and outages.

2.5.2   The System shall provide audit trails for all transactions generated by the System which includes capturing, storing, and reporting on activities including but not limited to user activities, API calls, automated internal system activities, CRON jobs, interfaces, file transfers and errors. Audit trails reports shall support the ability to search, sort and filter based on functionality.

2.5.3   The System shall make all logged activity available to District staff through both a web interface and SYSLOG via TCP/IP. As opposed to audit trail functionality, logged activity interfaces shall target an IT audience.

2.5.4   The System shall make audit trail and logging information available to only a select group of user roles designated by DISTRICT system administrators.

2.5.5   The System shall provide DISTRICT system administrators the ability to purge audit trail and logging data as needed.

2.6   Cloud-based Services or On-Premise Solution

2.6.1   The Vendor will specify if the proposed solution is a Cloud-based Service, on-premise or hybrid solution.

2.6.2   Regardless of the solution, it must comply with accepted industry standards and best practices.

    2.6.2.1   Services shall be available 24 hours per day, seven days per week.

    2.6.2.2   Services shall have a 99.9% or better uptime.

2.6.3   If an On-Premise Solution is offered, provide the details of solution including but not limited to the following information:

    2.6.3.1   Software requirements e.g., ability to run in a VM, operating system, middleware, database, etc.

    2.6.3.2   Hardware requirements e.g., CPU, RAM, storage, etc.

    2.6.3.3   Details of the type of vendor access needed to support the on-premise systems

    2.6.3.4   What is each party's responsibility for software installation and support?

        2.6.3.4.1   What support is offered for on premise installation?

        2.6.3.4.2   What support is offered post-installation?

    2.6.3.5   Provide LAN, WAN and other related network requirements for hosting an On-Premise Solution.

2.6.4   If a Cloud-based service or hybrid solution is offered, provide the details of the solution including but not limited to the following information:

    2.6.4.1   If the solution is hosted by an Application Service Provider, provide Application Service Provide name and details.

    2.6.4.2   Whether the cloud service is public or private

        2.6.4.2.1   If public cloud, how will the vendor protect each customer's data from access by another customer in the shared environment?

        2.6.4.2.2   If private cloud, is it hosted on District managed infrastructure or Vendor managed infrastructure? If hosted on District managed infrastructure, what kind of access will the Vendor require including authentication and firewall access?

2.6.5   If hosted on District managed infrastructure provide the details of required infrastructure including but not limited to the following information:

     2.6.5.1   Software requirements e.g., ability to run in a VM, operating system, middleware, database, etc.

     2.6.5.2   Hardware requirements e.g., CPU, RAM, storage, etc.

     2.6.5.3   Details of the type of vendor access needed to support the hosted systems

     2.6.5.4   What is each party's responsibility for software installation and support?

         2.6.5.4.1   What support is offered for a District hosted installation?

         2.6.5.4.2   What support is offered post-installation?

     2.6.5.5   Provide LAN, WAN and other related network requirements for hosting on District managed infrastructure.

2.6.6   State what access privileges will be available to District IT Systems staff?

2.6.7   Cloud-based services shall comply with all relevant security standards including ISO/IEC 27001:2013 and PCI DSS.

2.6.8   Cloud-based services should be utilizing an industry recognized security framework such as CIS CSC-20 or NIST 800-53 SP4. Service provider must provide a current SOC2 Type II audit report to EBMUD annually. Scope of the audit report should include the physical compute environment as well as the ongoing operations/maintenance of the SAAS application and data.

2.6.9   Cloud-based service providers shall be obligated to immediately notify the District of any suspected or confirmed security breach and shall take immediate action to remedy such breach.

3   Usability

3.1   System Performance & Availability

3.1.1   The System shall be available to the District 24 hours a day, 7 days a week.

3.1.2   The System shall provide 99.5 percent availability.

3.1.3   95% of application pages displayed within 2 seconds.

3.1.4   99% of application pages displayed within 5 seconds.

3.1.5   Vendor shall provide a Service Level Agreement (SLA) that specifically identifies system uptime and performance guarantees.

3.1.6   The System shall have a mechanism to document system up-time that is available to the District to review.

3.1.7   The System shall have tools to evaluate real-time system performance and make them available to the District.

3.2   Mobility

3.2.1   The System shall provide access to all majorSelf-service functions (employee, supervisor/manager) through mobile devices running iOS, Android, or Windows operating systems.

3.2.2   The System shall use responsive, mobile-friendly user interface.

3.2.3   Should they exist, the Vendor shall provide, and maintain, a list of functions not supported on particular mobile devices, or particular mobile environments.

3.3   Accessibility

3.3.1   The System shall provide access to all functionality through HTML 5 compliant standard web browser.

3.3.2   The System shall be accessible from District acceptable versions of Edge, Chrome, Firefox, Safari, and any other commonly used desktop and/or mobile web browser.

3.3.3   The System should be in compliance with Section 508 of the Rehabilitation Act of 1973.

3.4   Design

3.4.1   The System shall incorporate well established User Interface patterns to facilitate a good user experience. E.g., provide tips for form fields, provide drop down menus for fields that the customer may not know the correct terminology to type in, etc.

3.4.2   The System shall provide multiple methods of online, interactive help including but not limited to context-sensitive, topical searches of documentation, reference documents, tutorial videos and specific, clear, non-technical error messages.

3.4.3   The System should have the ability to match the look and feel of www.ebmud.com.

3.4.4   The System should have the ability to modify look and feel should DISTRICT wish to change look and feel ("white Label").

3.5   Scalability & Flexibility

3.5.1   The System shall accommodate 4500 concurrent users without noticeable degradation in performance.

3.5.2   The System shall accommodate interactions with new systems through standard interfaces (details in Interfaces section below).

3.5.3   The Vendor shall provide a Capacity Management Plan containing scenarios for different predictions of business demand as well as costed options for delivering agreed upon service levels.

3.6   Analytics

3.6.1   Analytics shall be provided for all functionality.

3.6.2 Analysis shall include but not be limited to the following:

    3.6.2.1 Page hits

    3.6.2.2 Requesting source

    3.6.2.3 Errors and details

3.6.3 The max, min, and average (including the first & second standard deviation) of the time it takes to complete the functionality in a specified date range.

    3.6.3.1 Time spent on each web page in the functionality

    3.6.3.2 Visitor Flow Path to get to the functionality. I.e. the web pages the customer visited before executing a functionality

    3.6.3.3 Abandonment rate and a list of pages on which a visitor abandoned a process

4 Data Management

4.1 Data Security

4.1.1 All data written into the System or read by the System shall remain the property of the District and shall not be used, disclosed, or sold without written authorization from the District.

4.1.2 Vendor shall identify the data elements required from the District to deliver the functionality listed in the functional requirements.

4.1.3 Vendor should provide a data masking tool that can be used to obfuscate non-production data.

4.1.4 The System shall be able to associate data to predefined retention schedules. Retention schedule shall be permanently tied to the data but retention schedule, itself, can be subject to change

4.1.5 ~~Unless otherwise agreed upon by the District, Vendor shall eliminate local storage of PII, retrieving it only on an as-needed basis from the District via REST web services.~~

4.1.6 Vendor shall notify the District of any changes to its Infrastructure after the initial implementation.

4.1.7 Vendor shall not share any District data (atomic or aggregated) with any 3rd party for any purpose, unless otherwise agreed upon by the District.

4.1.8 Vendor shall create a Data Management plan and annually review it with the District.

4.1.9 Vendor shall maintain cyber security insurance coverage for as long as the District is using the vendor provided solution.

4.2 Data Conversion & Migration

4.2.1   Vendor shall provide the framework, tools, guidance, mapping documentation, and validation methods for the conversion of existing District data to a format compatible with the System.

4.2.2   Vendor shall load converted data into the System as required to thoroughly test and prepare System for production deployment.

4.2.3   Vendor shall design all data conversion processes to be fully automated and repeatable. Such processes shall be designed in a modular manner to facilitate error recovery. Processes that encounter errors shall be capable of being rerun after correcting the errors without needing to rerun preceding processes that executed successfully.

4.2.4   Vendor shall work with the District to determine the proper system of record for all data in the existing District HRIS database. If it is determined by the District that certain data is not to be migrated because the System is not the proper system of record, the System is to acquire that data from the proper District system of record via API.

4.2.5   Vendor shall describe its support for District's use of third-party ETL tools or other automated tools to perform data conversion and data extraction.

       4.2.5.1   The District must be able to extract any of its data from the system in a usable format that can be stored in the District's Enterprise database or data warehouse. Such data must be compatible with District systems and data structures." The vendor shall be responsible for the following in terms of reverse data mapping:

            4.2.5.1.1   Provide the initial reverse data mapping methodology and configuration.

            4.2.5.1.2   Provide analysis and modifications as needed.

            4.2.5.1.3   Provide finalized reverse data mapping methodology and configuration. Provide regularly scheduled and on-demand extracts of data from vendor's system to District systems.

4.3   Data Export

4.3.1   The System shall provide mechanisms for the export of all data, including stored files, to District storage, or other external media, in a format specified by the District.

4.3.2   Data export mechanisms shall provide the following:

       4.3.2.1   Full Export -- A complete export of all data

       4.3.2.2   Incremental Export -- An export of changed data since the last full or incremental export

       4.3.2.3   Defined Export -- A configurable export of data sets as defined by District

4.3.3   Vendor shall design all data extraction processes to be fully automated and repeatable. Such processes shall be designed in a modular manner to facilitate error recovery.

Processes that encounter errors shall be capable of being rerun after correcting the errors without needing to rerun preceding processes that executed successfully.

4.4 Data Availability

4.4.1 The System shall be able to associate data to predefined retention schedules. Retention schedules shall be permanently tied to the data but the retention schedule, itself, can be subject to change.

4.4.1.1 The System shall provide mechanisms for the archival of data to external media utilizing predefined business rules.

4.4.2 The System shall allow the District to retrieve data from the System at regular intervals.

4.4.3 All data entered or uploaded into the System shall remain the property of the District and not to be used without its written permission.

5 Interfaces

5.1 Interfaces

5.1.1 The District utilizes numerous custom-built, commercial off-the shelf, and cloud software solutions. When applicable, the System will need to exchange data with many of these applications in batch or real time. When applicable, the System will provide standard interfaces to existing and future District systems/applications for incoming and outgoing data. **Appendix A** provides a list of applications/vendors with which the System may need to interface.

5.1.2 The System shall utilize standard interface technologies to exchange data with other applications. This includes but not limited to JSON and XML for data exchange, REST and SOAP as messaging protocols and industry-standard web services.

5.1.3 The System shall encrypt all data that traverses public computer networks and protect that data from fraudulent activity, unauthorized disclosure or modification.

5.1.4 The District utilizes electronic documents in a variety of contexts. The System shall be able to import or export electronic documents into / out of a third-party document management system identified by the District using API's provided by the District or the third-party document management system vendor.

5.1.5 For new and existing interfaces, the District will need specifications including but not limited to the following:

5.1.5.1 Authentication and authorization

5.1.5.2   Data fields, data types, source systems, and destination systems

5.1.5.3   Frequency

5.1.5.4   Communication protocol

5.1.5.5   How interface error processing and recovery are handled

5.1.5.6   How transactions are logged

5.1.5.7   SLA requirements for incoming and outgoing interface transactions

6   Testing & Validation

6.1.1   The vendor shall provide test scripts that encompass all functionality of the system to be used by the District. The District will use these test scripts as the basis for customizing the testing for District specific use cases.

6.1.2   The vendor shall provide functional and technical support during all test phases.

6.1.3   Vendor shall have staff available to facilitate testing activities including but not limited to development and customization of test scripts, training testers on using the system, resolving issues and correcting errors encountered during testing.

6.1.4   An issues log shall be maintained during testing activities to log success/fail status of tests, issues and errors identified, and resolutions.

7   Instance Management

7.1.1   In addition to a production instance, Vendor shall provide additional instances as listed below, during the implementation period as well as post go-live, for the life of the contract. Each instance must independently possess all required components including infrastructure, application servers, middleware, databases, etc. Each instance shall provide functionality identical to the production instance except for changes being developed or tested. These instances shall be configurable by the District to connect to other systems, and to disable or modify any production-specific functionality (such as notifications).

7.1.1.1   Development instance to perform software development and unit testing.

7.1.1.2   Testing instance to verify patches and upgrades before they are implemented in production.

7.1.1.3   Training instance to allow District staff to train on the system without using the production instance.

7.1.1.4   Staging instance to allow the District to test integrations with other non-vendor applications, if applicable.

7.1.2   Vendor shall provide details regarding instance management including but not limited to the following:

     7.1.2.1   Administration

     7.1.2.2   Instance refresh procedures

     7.1.2.3   Backup and restore

     7.1.2.4   Infrastructure and performance variances versus the production instance

7.1.3   All instances shall support the automated transfer of configuration data, such as scripted configuration moves, allowing transfer from one environment to another or from the configuration repository.

7.1.4   Upon request by District, Vendor shall refresh non-production instances specified by District with a copy of production data and/or files. Vendor shall perform and complete such refreshes within 5 business days.

8   Updates & Releases

8.1.1   The Vendor shall notify the District of all updates, releases, and other system changes, whether planned or unplanned.

8.1.2   The Vendor shall provide 14 days advance notice for every planned software release and update, unless otherwise agreed upon by the District.

8.1.3   The Vendor shall provide 90 days advance notice for every planned update or release that includes a "breaking change" to System API, unless otherwise agreed upon by the District. The Vendor shall provide documentation that reflects the breaking change.

8.1.4   The Vendor shall provide detailed release notes for every planned software release.

8.1.5   The Vendor shall perform all planned system maintenance outside of District business hours (6:00 AM to 5:00 PM Pacific time, Monday through Friday), unless otherwise agreed upon by the District.

8.1.6   The Vendor shall work with the District to provide a release candidate instance at least seven days before all planned updates and releases. Vendor shall provide options to opt out of updates and releases.

8.1.7   The Vendor shall provide system/application support regardless of whether EBMUD agrees to updates and releases.

8.1.8   The Vendor shall provide options to go back to the previous release of the System if issues are encountered post-release.

9   Business Continuity & Disaster Recovery

9.1.1   The vendor shall provide a Business Continuity and Disaster Recovery plan.

9.1.2 The System shall provide full data back-ups on a predetermined schedule and provide recovery capabilities. Desired Recovery Time Objective (RTO) is 12 hours or less.

9.1.3 The System shall provide a Recovery Point Objective (RPO) of 5 minutes or less. Ideally, the System shall be able to recover all committed transactions as of the time point immediately preceding the disaster.

9.1.4 The System shall have its business continuity plan tested on a regular, predetermined timeframe.

9.1.5 The System shall provide manual, hard copy workflow provisions during critical system failure.

10 Exit Strategy

10.1.1 Upon contract termination for any reason, Vendor shall provide District with a current copy of all Production data, along with a current mapping of that data. The data shall be in a format specified by District. For a period of no less than 90 days, Vendor shall provide support to District for migration of production data to District databases or a destination specified by District.

10.1.2 Subsequent to providing District with a current copy of all Production data and at District's request, Vendor and all of its subcontractors shall securely destroy all copies of District data and attest to such destruction.

10.1.3 If Vendor goes out of business or ceases support for the System, the Vendor shall provide District with all source code, configurations, data, and documentation so that District can continue using the System at District's own risk. Vendor shall escrow all such materials.

11 Technology Stack

11.1.1 The System, including the software, architecture, and environment, must use modern technology that meets accepted industry standards and best practices.

11.1.2 The System shall provide tools for monitoring the System health and performance.

11.1.3 Vendor will provide the current release version of its application stack and indicate how often patches and updates occur.

11.1.4 Vendor will report to the District any time the application stack is modified.

11.1.5 Operating System – The System shall be required to run on an operating system that is designed for enterprise applications and it must be patchable and maintainable into the future. The OS must be in a current maintenance and release cycle. Acceptable operating systems are currently supported versions of Windows Server and Red Hat Enterprise Linux. Other operating systems may be considered at the District's discretion.

11.1.6 Web Server – The web server must be a currently supported version of Apache, NGINX, or IIS. Other web servers may be considered at the District's discretion.

11.1.7   Database – The database must be an enterprise relational database system of type Oracle or Microsoft SQL Server and must be in a current maintenance and release cycle (Oracle 12 preferred, SQL Server Std 2012 R4 or above preferred). Other database systems may be considered at the District's discretion.

11.1.8   Programming Language – The System must be written in a modern and widely used programming language or combination of such languages, such as Java, C#, Python, Ruby, and JavaScript. Other programming languages may be considered at the District's discretion.

11.1.9   Reporting Engine – The System's reporting engine must be modern, flexible, and robust. Elements of an acceptable reporting engine include, but are not limited to, the following:

11.1.9.1   Non-technical users must be able to create their own reports with a short learning curve.

11.1.9.2   Reports must have access to all data in the System.

11.1.9.3   Reports must be displayable in modern web browsers.

11.1.9.4   Reports must be exportable to common formats including PDF, CSV, and Microsoft Excel.

11.1.9.5   Reports must be viewable only by users with appropriate permissions.

12   Training & System Documentation

12.1   Initial Onboarding

12.1.1   Vendor shall provide sufficient training sessions for District users to allow them to successfully use the system in their daily work.

12.1.2   Vendor shall provide sufficient training session for District System Administrators users to allow them to successfully administer the system.

12.1.3   Vendor shall provide other necessary onboarding training sessions prior to system go-live.

12.2   Ongoing Training

12.2.1   Vendor shall provide a negotiated number of additional training sessions for new District users.

12.2.2   Vendor shall provide additional trainings billed individually as requested by the District.

13   System Documentation

The Vendor shall provide system documentation for District negotiated functions and the following topics:

13.1   General System Overview

13.2 Activity-based Tutorials

13.3 Report Configuration

13.4 System Administrator Overview

13.5 Application Programming Interfaces (API)

14 Implementation Plan and Schedule

14.1 Implementation Approach

14.1.1 **Standard Implementation** - Vendor shall provide a phased implementation plan and a proposed schedule which details major project phases, tasks to be performed in each phase, dependencies, assumptions made, staff time and resources required from vendor and District, etc. This implementation plan will be reviewed for acceptance by the District and is subject to change during the course of the project.

14.2 Implementation Methodology

14.2.1 **Agile** – Agile development process by the Vendor is required so that District can get frequent deliverables weekly/bi-weekly for testing. This shortens the feedback cycle and helps detects major problems/issues sooner in the project.

14.2.2 Vendor shall provide a proposed detailed implementation methodology. Details will include but are not limited to the following

14.2.2.1 Project Management

14.2.2.2 Change Management

14.2.2.3 Initiation

14.2.2.4 Planning

14.2.2.5 Executing

14.2.2.6 Monitoring/Controlling

14.2.2.7 Testing

14.2.2.8 Closing

By signing below, I acknowledge that I have read and understand the requirements as set forth in this document. My signature also certifies that documentation will be provided wherever the System does not fully meet any of the requirements set forth in this document.

_____

Print Name

_____   _____

Sign Name   Date

15 Appendix A – District Systems, Software, and Third Party Applications

The table below lists District systems that the HRIS might integrate or interface with:

System Name	Description	Interface Type	Notes
CCURE	District Security System....		
Enterprise Oracle Database	Various Enterprise Oracle 11g/12c Databases	Web Service API, Flat File	
DOCS	District Document Archival System	Web Service API, page links with parameters	Internally developed.
DocuSign			
Elsie	Cloud-based Oracle Fusion ERP -- Financial Information System & Procurement System	Web Service API	Recently implemented on 11/1/2021.
ETS	Electronic Timesheet System		Internally developed.
Jasper Reports	Report Engine by TIBCO Jaspersoft, Version 1120-JSP79-14		Similar to Crystal Reports
Microsoft Office 365	G3 License includes office productivity software such as Outlook, Teams, OneNote, SharePoint, PowerBI, etc.		Use of Outlook for notifications, SharePoint storage for Videos/aids,
Pension	LRS PensionGold		
SplashPad	District's Intranet		Developed with Concrete5
SSO	The District's Single Sign-On Architecture: Microsoft Azure Active Directory (AD) Single Sign-on (SSO) for Authentication.	Web Service API	
NeoGov	Recruiting and onboarding		

Governmentjobs.com			
Samba?			
LifeWorks,			
..Transit Subsidy? Parking?			
Third-Party External Content	[District: quizzes and tests, 'Tincan', SCORM, 'Classmarker']		
FMCSA Driver's Clearinghouse			
Marconi	District Emergency Notification and Communication system		
Everbridge	District Emergency Notification and Communication system		
GIS	Example requirements: Solution enabled to import shake map [District: Hazard Exposure] data from USGS for use with damage modeling capabilities Location functionality needs to be inclusive of the exact location of an employee [District: exact cubicle on the floor of a building or GPS via mobile device in the field] Hmm.		
Oracle Enterprise Planning Management	Budget planning.		
CMMS	External time reporting sources [District Work Order Systems: GWO, AIM, Maximo] may leverage		

	time card staging tables to pre populate unsubmitted time cards		
FSA?			
COBRA admin			
LMS (CSOD/TMS	Learning management systems.		

EXHIBIT E
IT Services Agreement

INFORMATION TECHNOLOGY SERVICES AGREEMENT
BETWEEN
THE EAST BAY MUNICIPAL UTILITY DISTRICT
AND
[CONTRACTOR]

This Information Technology Services Agreement ("Agreement"), effective as of [DATE] (the "Effective Date"), is by and between the East Bay Municipal Utility District ("District"), a public entity, and [Contractor Name], a [State of Organization] [Entity Type] ("Contractor"). The District and Contractor may be referred to herein collectively as the "Parties" or individually as a "Party."

RECITALS

1.   The District requires [*briefly describe services*], defined as the "Services" below.

2.   Contractor has submitted a proposal to provide the Services and Contractor represents that it has the experience, licenses, qualifications, staff and expertise to provide the Services in a professional and competent manner.

3.   The District's Board of Directors has authorized this Agreement by Motion Number _____.

4.   In consideration of the mutual covenants, terms, and conditions set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

It is agreed that the District retains Contractor to provide the Services, and Contractor accepts this engagement based on the requirements described in this Agreement and the following Exhibits, all of which are incorporated into this Agreement by reference:

Exhibit A   Scope of Services
Exhibit B   Payment Terms and Procedures [IF NECESSARY - i.e. describe phased project/payment plans, amounts to be paid upon approved submittals, etc.]
Exhibit C   Insurance Requirements [Download latest version and attach]
Exhibit D   Bond Requirements [IF NECESSARY, Performance and Payment.]
Exhibit E   Public Works Forms [IF NECESSARY i.e. **completed** Declaration of Noncollusion, Eligibility to Work on Public Works Project.]

1. **DEFINITIONS**

    1.1.   "Authorized Employees" means Contractor's employees who have a need to know or otherwise access Protected Information to enable Contractor to perform its obligations under this Agreement.

1.2. "Authorized Persons" means Authorized Employees and Contractor's agents and contractors who have a need to know or otherwise access Protected Information to enable Contractor to perform its obligations under this Agreement.

1.3. "Change Order" A Change Order is a written instrument used for modifying this Agreement with regards to the scope of Services, Agreement sum, and/or Agreement Time. An approved Change Order is a Change Order signed by the District Project Manager. An executed Change Order is a Change Order signed by both the District Project Manager and Contractor Project Manager.

1.4. "Customer Information" means the name, address, phone number, account number and water usage data of any water or wastewater customer of the District.

1.5. "Days" shall mean calendar days.

1.6. "Delay Event" shall mean any act, occurrence or omission causing a delay in the completion of the Services within the time limits set forth in this Agreement.

   1.6.1. "Compensable Delay Event" shall mean a Delay Event that could not be avoided by Contractor mitigation, caused directly and solely by the District or by causes within the exclusive control of the District, and which were not concurrent with any other type of Delay Event.

   1.6.2. "Concurrent Delay Event" shall mean two or more independent Delay Events where the Delay Events occur at the same time during all or a portion of the delay period being considered, and where each of the Delay Events would have caused delay to Contractor even in the absence of any of the other Delay Events.

   1.6.3. "Excusable Delay Event" shall mean a Delay Event directly caused by events beyond the control of both Contractor and the District, including Force Majeure events, which is not concurrent with an Inexcusable Delay Event and which could not have been avoided by Contractor through reasonable mitigation measures.

   1.6.4. "Inexcusable Delay Event" shall mean a Delay Event caused by circumstances within the control of Contractor, its subcontractors or suppliers of any tier.

1.7. "District Information" means all data to be handled by Contractor pursuant to the Services, including but not limited to Customer Information, Employee Information, Facilities Information and Personal Information.

1.8. "Employee Information" means an employee identification number, personnel records and any Personal Information of a District employee.

1.9. "Facilities Information" means any data or records that could reveal details of critical

District infrastructure or operations, including, but not limited to, reports, maps, drawings, databases, models, GIS information, and plans and schematics containing detailed information about the District's water and wastewater infrastructure that, if released, could compromise the safety, integrity, and operations of the public water and wastewater system. Examples include the locations of security systems and security devices, services, pipelines, interceptors, aqueducts, valves, pressure zones, or details about major facilities (i.e., wet weather processing, treatment plants, pumping plants, and storage structures).

1.10. "Force Majeure" means any act of God, war, earthquake, fire, flood, storm, civil disobedience, court order, labor dispute, or other cause beyond a Party' s reasonable control Any acts of domestic or foreign hacking or cyberwarfare are specifically excluded from this definition of Force Majeure and do not excuse Contractor from performance.

1.11. "Highly-Sensitive Personal Information" means an individual's:

   1.11.1. Government-issued identification numbers (including Social Security number, partial Social Security number, driver's license number, or state-issued identification number);

   1.11.2. Financial account numbers, credit card numbers, debit card numbers, or credit report information, with or without any required security codes, access codes, personal identification numbers, or passwords that would permit access to an individual's financial accounts; or

   1.11.3. Biometric, genetic, health, medical, or medical insurance data.

1.12. "Personal Information" means information provided to Contractor by or at the direction of the District, information which is created or obtained by Contractor on behalf of the District, or information to which access was provided to Contractor by or at the direction of the District, in the course of Contractor's performance under this Agreement, that is:

   1.12.1. Information that identifies or can be used to identify an individual (including, without limitation, names, signatures, addresses, telephone numbers, email addresses, and other unique identifiers);

   1.12.2. Information that can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, user identification and account access credentials or passwords, financial account numbers, credit or debit card numbers, credit report information, medical insurance data, answers to security questions, and other personal identifiers); and

1.12.3. All Highly-Sensitive Personal Information.

1.13. "Protected Information" means the following:

    1.13.1. Customer Information.

    1.13.2. Employee Information.

    1.13.3. Facilities Information.

    1.13.4. Personal Information.

    1.13.5. [*Modify this definition as necessary, adding and deleting relevant categories of information to be protected*].

1.14. "Security Breach" means any act or omission that gives rise to the reasonable belief of a compromise to the security, confidentiality, or integrity of Protected Information or the physical, technical, administrative, or organizational safeguards put in place by Contractor or any Authorized Persons, or by the District should Contractor have access to the District's systems in the performance of the Services, that relate to the protection of the security, confidentiality, or integrity of Protected Information. Without limiting the foregoing, a compromise shall include any unauthorized access to or disclosure or acquisition of Protected Information.

1.15. "Services" means those services described in Paragraph 2 and on Exhibit A to this Agreement.

2. SERVICES TO BE PROVIDED

2.1. Contractor agrees to furnish the Services as described in Exhibit A, Scope of Services, attached to and incorporated in this Agreement.

2.2. The Services shall be completed and submitted in accordance with the standards specified and the schedule listed in Exhibit A. The completion dates specified may be modified by mutual agreement between the District and Contractor, provided that the District's Project Manager notifies Contractor of modified completion dates by letter. Contractor agrees to diligently perform the Services. In the performance of this Agreement, time is of the essence.

2.3. To the extent any Service performance standards or requirements as described in this Agreement conflict with any performance standards or requirements included in any license or terms and conditions document provided by Contractor or Contractor's, partners, contractors or agents to the District in support of the Services, whether included as an exhibit to this Agreement or not, the requirements as stated in this Agreement shall govern.

2.4.   It is understood and agreed that Contractor has the professional skills necessary to perform the Services and that the District relies upon the professional skills of Contractor to perform the Services in a skillful and professional manner. Contractor represents that it has all the necessary licenses to perform the Services and shall maintain them during the term of this Agreement. Contractor agrees that the Services shall follow practices usual and customary to the [*state type - for example "software engineering"*] profession. Acceptance by the District of the Services does not operate as a release of Contractor from such professional responsibility for the work performed.

2.5.   Contractor agrees to maintain in confidence and not disclose to any person or entity, without the District's prior written consent, any District Information or, trade secret, confidential information or knowledge or data relating to the products, process, or operation of the District. Contractor further agrees to maintain in confidence and not to disclose to any person or entity, any District Information, data, information, technology, or material developed or obtained by Contractor during the term of this Agreement. The covenants contained in this Paragraph shall survive the termination of this Agreement for whatever cause.

2.6.   The originals of all computations, drawings, designs, graphics, studies, reports, manuals, photographs, videotapes, data, computer files, and other documents prepared or caused to be prepared by Contractor or its subconsultants in connection with the Services shall be delivered to and shall become the exclusive property of the District. The District is licensed to utilize these documents for the District applications on other projects or extensions of this project, at its own risk. Contractor and its subconsultants may retain and use copies of such documents, with written approval of the District.

2.7.   Contractor is an independent contractor and not an employee of the District. Contractor expressly warrants that it will not represent that it is an employee or servant of the District.

2.8.   Contractor is retained to provide the Services only and all payments made are compensation solely for provision of the Services and recommendations it may make in performing the Services.

2.9.   It is further understood and agreed by the Parties that Contractor, in the performance of its obligations under this Agreement, is subject to the control or direction of the District as to the designation of tasks to be performed and the results to be accomplished, and not the means, methods, or sequence used by Contractor for accomplishing the results, unless otherwise specified in Exhibit A.

2.10.   If any third persons are employed by Contractor in the performance of this agreement, such persons shall be entirely and exclusively under the direction, supervision, and control of Contractor. All terms of employment, including hours,

wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law shall be determined by Contractor, and the District shall have no right or authority over such persons or their terms of employment.

2.11. It is further understood and agreed that as an independent contractor, neither Contractor nor Contractor's assigned personnel shall have any entitlement as a District employee, right to act on behalf of the District in any capacity whatsoever as an agent, nor to bind the District to any obligation whatsoever. Contractor shall not be covered by the District's worker's compensation insurance; nor shall Contractor be entitled to compensated sick leave, vacation leave, retirement entitlements, participation in group health, dental, life or other insurance programs, or entitled to other fringe benefits payable by the District to employees of the District.

3. TERM OF AGREEMENT

3.1. Unless earlier terminated pursuant to Paragraph 8, this Agreement shall commence on the Effective Date and shall expire when all tasks have been completed and final payment has been made by the District.

4. COMPENSATION

4.1. For the Services described in Paragraph 2, the District agrees to pay Contractor in accordance with the method and amounts described in Exhibit B, attached hereto and incorporated herein. Total compensation under the Agreement shall not exceed a Maximum Agreement Ceiling of $(dollars).

4.2. In case of changes affecting the scope of Services resulting from new findings, unanticipated conditions, or other conflicts or discrepancies, Contractor shall promptly notify the District of the identified changes and advise the District of the recommended solution. Work shall not be performed on such changes without prior written authorization of the District.

5. NOTICE TO PROCEED

5.1. This Agreement shall become effective upon execution of the second signature. Contractor shall commence work upon receipt of the District's Notice to Proceed, which shall be in the form of a letter signed by the District's Project Manager, as specified in Paragraph 11.1 herein. The District's Notice to Proceed will authorize the Services described in Exhibit A with ceiling prices described in Paragraph 4. No work shall commence until the Notice to Proceed is issued.

5.2. [*Include this paragraph only if your scope of services includes Optional Services.*] The District may at its option issue a Notice to Proceed for some or all of the Optional Services described in Exhibit A. Compensation for Optional Services shall be in

accordance with the method and amounts described in Exhibit B.

6. **SECURITY OF PROTECTED INFORMATION**

6.1. Standard of Care.

6.1.1. Contractor acknowledges and agrees that, in the course of providing the Services, Contractor may create, receive, or have access to Protected Information. Contractor shall comply with the terms and conditions set forth in this Agreement in its creation, collection, receipt, transmission, storage, disposal, use, and disclosure of Protected Information and be responsible for any unauthorized creation, collection, receipt, transmission, access, storage, disposal, use, or disclosure of Protected Information under its control or in its possession by all Authorized Persons. Protected Information is deemed to be the property of the District and is not the property of Contractor.

6.1.2. In recognition of the foregoing, Contractor agrees and covenants that it shall:

6.1.2.1. Keep and maintain all Protected Information in strict confidence, using such degree of care as is appropriate to avoid unauthorized access, use, or disclosure;

6.1.2.2. Not create, collect, receive, access, or use Protected Information in violation of law, including state, federal, and international law;

6.1.2.3. Use and disclose Protected Information solely and exclusively for the purposes for which the Protected Information, or access to it, is provided by the District to Contractor pursuant to the terms and conditions of this Agreement, and not use, sell, rent, transfer, distribute, or otherwise disclose or make available Protected Information for Contractor's own purposes or for the benefit of anyone other than the District; and

6.1.2.4. Not, directly or indirectly, disclose Protected Information to any person other than Authorized Persons.

6.2. Information Security.

6.2.1. Contractor represents and warrants that its creation, collection, receipt, access, use, storage, disposal, and disclosure of Protected Information does and will comply with all applicable federal, state and international privacy and data protection laws, as well as all other applicable regulations and directives. Contractor will remain aware at all times of changes to all applicable federal, state and international privacy and data protection laws and promptly implement all procedures and practices as may be necessary to remain in compliance with the laws, in each case, at Contractor's sole cost

and expense.

6.2.2. Contractor shall implement and maintain a written information security program including appropriate policies, procedures and risk assessments to safeguard data security and privacy that are reviewed by Contractor at least annually.

6.2.3. Without limiting Contractor's obligations under Paragraph 6.2.1, Contractor shall implement administrative, physical, and technical safeguards to protect Protected Information from unauthorized access, acquisition, or disclosure, destruction, alteration, accidental loss, misuse, or damage that are no less rigorous than accepted industry best practices, the International Organization for Standardization's standards: ISO/IEC 27001 – Information Security Management Systems – Requirements and ISO/IEC 27002 – Code of Practice for International Security Management, the National Institute of Standards and Technology (NIST) Cybersecurity Framework or Center for Internet Security, Critical Security Controls (CSC-20), and shall ensure that all such safeguards, including the manner in which Protected Information is created, collected, accessed, received, used, stored, processed, disposed of, and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of this Agreement.

6.2.4. At a minimum, Contractor's safeguards for the protection of Protected Information shall include: (i) limiting access of Personal Information to Authorized Persons; (ii) securing, both physically and technologically, business facilities, data centers, paper files, servers, backup systems, and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (iii) implementing network, application, database, and platform security; (iv) securing information transmission, storage, and disposal; (v) implementing authentication and access controls within media, applications, operating systems, and equipment; (vi) encrypting Highly-Sensitive Personal Information stored on any media; (vii) encrypting Highly-Sensitive Personal Information transmitted over public or wireless networks; (viii) strictly segregating Protected Information from information of Contractor or its other customers so that Protected Information is not commingled with any other types of information; (ix) conducting risk assessments, penetration testing, and vulnerability scans and promptly implementing, at Contractor's sole cost and expense, a corrective action plan to correct any issues that are reported as a result of the testing; (x) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (xi) providing appropriate privacy and information security training to Contractor's employees.

6.2.5.   During the term of each Authorized Person's employment or retention through subcontract by Contractor, Contractor shall at all times cause such Authorized Persons to abide strictly by Contractor's obligations under this Agreement. Contractor further agrees that it shall maintain a disciplinary process to address any unauthorized access, use, or disclosure of Protected Information by any of Contractor's officers, partners, principals, employees, agents, or contractors.

6.2.6.   Within 15 days of making any material changes to Contractor's security program or administrative, physical, or technical safeguards to protect Protected Information from unauthorized access, disclosure, or use under Paragraphs 6.2.2 and 6.2.3 of this Agreement, Contractor shall notify the District of the change in writing.

6.3.   Security Breach Procedures.

6.3.1.   Contractor shall:

6.3.1.1.   Upon execution of this agreement, provide the District with the name and contact information for an employee of Contractor who shall serve as the District's primary security contact and shall be available to assist the District twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a Security Breach;

6.3.1.2.   Notify the District of a suspected Security Breach as soon as practicable, but no later than twenty-four (24) hours after Contractor becomes aware of it; and

6.3.1.3.   Notify the District of any suspected Security Breaches by reporting via email to itsecurity@ebmud.com. Once a suspected Security Breach has been confirmed, written notice should be provided to the District within twenty-four (24) hours of confirmation that a breach occurred.

6.3.2.   Immediately following Contractor's notification to the District of a Security Breach, the parties shall coordinate with each other to investigate the Security Breach. Contractor agrees to fully cooperate with the District in the District's handling of the matter, including, without limitation: (i) assisting with any investigation; (ii) providing the District with physical access to the facilities and operations affected; (iii) facilitating interviews with Contractor's employees, agents and others involved in the matter; and (iv) making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law, regulation, industry standards, or as otherwise required by the District.

6.3.3. Contractor shall, at its own expense, use best efforts to immediately contain and remedy any Security Breach and prevent any further Security Breach, including, but not limited to taking any and all action necessary to comply with applicable data security and privacy rights, laws, regulations, and standards. Contractor shall reimburse the District for all actual costs incurred by the District in responding to, and mitigating damages caused by, any Security Breach, including all costs of notice and/or remediation.

6.3.4. Contractor agrees that it shall not inform any third party of any Security Breach involving Protected Information without first obtaining the District's prior written consent, other than to inform a complaining District customer that the matter has been forwarded to the District. Further, Contractor agrees that the District shall have the sole right to determine: (i) whether notice of the Security Breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies, or others as required by law or regulation, or otherwise in the District's discretion; and (ii) the contents of such notice, whether any type of remediation may be offered to affected persons, and the nature and extent of any such remediation.

6.3.5. Contractor agrees to maintain and preserve all documents, records, and other data related to any Security Breach.

6.3.6. Contractor agrees to reasonably cooperate with the District in any litigation, investigation, or other action deemed necessary by the District to protect its rights relating to the use, disclosure, protection, and maintenance of the Protected Information.

6.4. Oversight of Security Compliance.

Upon the District's written request, to confirm compliance with this Agreement, as well as any applicable laws and industry standards, Contractor shall promptly and accurately complete a written information security questionnaire provided by the District, or a third party on the District's behalf, regarding Contractor's business practices and information technology environment in relation to all Protected Information being handled and/or services being provided by Contractor to the District pursuant to this Agreement. Contractor shall fully cooperate with such inquiries.

6.5. Return or Destruction of Protected Information.

At any time during the term of this Agreement at the District's written request or upon the termination or expiration of this Agreement for any reason, at the District's direction Contractor shall, and shall instruct all Authorized Persons to, promptly return to the District all copies, whether in written, electronic, or other form or media, of Protected Information in its possession or the possession of such

Authorized Persons, or securely dispose of all such copies, and certify in writing to the District that such Protected Information has been returned to the District or disposed of securely. Contractor shall comply with all directions provided by the District with respect to the return or disposal of Protected Information.

6.6.   Contractor acknowledges that any breach of its covenants or obligations set forth in Paragraph 6 may cause the District irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the District is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance, and any other relief that may be available from any court, in addition to any other remedy to which the District may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Agreement to the contrary.

7. BREACH OF AGREEMENT

7.1.   The following shall be considered a material breach of this Agreement:

7.1.1.   Contractor's failure to comply with any of the security requirements of Paragraph 6.

7.1.2.   The failure of the Services to comply with the technical specifications of Exhibit A.

7.1.3.   Contractor's failure to implement the Services in accordance with the schedule provided in Exhibit A.

7.1.4.   Contractor's failure to comply with any warranty provision of Paragraph 14.

7.1.5.   Contractor's failure to supply skilled supervisory personnel, an adequate number of properly skilled workers, proper materials, or necessary equipment to prosecute the Services in accordance with this Agreement.

7.1.6.   Contractor's failure to provide the District with a written plan to cure a District identified default as specified in Paragraph 7.2, or the District's reasonable refusal to accept Contractor's plan for curing its breach; or Contractor does not fully carry out an accepted plan to cure.

7.1.7.   Contractor's abandonment of the Services. Abandonment is conclusively presumed when the District requests a written plan to cure a breach and Contractor does not submit the plan within five (5) business days of the District's request.

7.1.8.   Contractor's insolvency or filing for relief under the bankruptcy laws of the United States.

7.1.9. Contractor's general assignment of this Agreement for the benefit of its creditors or failure to pay its debts as the same become due.

7.1.10. Appointment of a receiver to take charge of Contractor's property.

7.1.11. Contractor's disregard of legal requirements of agencies having jurisdiction over the Services, Contractor, or the District.

7.1.12. Contractor's breach of any other material obligation under this Agreement.

7.2. If the nature of any of the breaches identified in Paragraphs 7.1.1 through 7.1.12 is such that the breach may be cured, the breach shall not be considered a material breach if, after written notice from the District, the District is presented with a satisfactory plan to cure the breach within five (5) days and the breach is cured within thirty (30) days, except that any failures related to Contractor's information security obligations under Paragraph 6 shall be cured within five (5) days.

7.3. Upon any material breach of this Agreement, the District shall have the following remedies, at its option:

7.3.1. The District may terminate the Agreement immediately in writing for cause under Paragraph 8.1.

7.3.2. The District may provide notice in writing to Contractor of its intent to terminate this Agreement for cause, with the notice providing an effective termination date. The time between the date of the notice and the effective date of termination shall be the "Notice Period."

7.3.3. During any Notice Period:

7.3.3.1. Contractor shall continue to retain the District Information, or solely such specific databases or other collections or articles of District Information as the District may allow;

7.3.3.2. Contractor shall continue to provide the Services as though this Agreement was still in force;

7.3.3.3. The District shall pay in full all undisputed compensation due Contractor as of the notice date and shall pay monthly compensation to Contractor for retention of the Services, in accordance with the Agreement;

7.3.3.4. Contractor will fully cooperate with the District so as to enable the District to transition the District Information and the Services to a District platform or a platform provided by a third party.

7.3.4. The District shall have the right, through written notice to Contractor, to extend the Notice Period or terminate the Agreement earlier than the Notice Period.

7.4. The remedies in this Paragraph 7 shall not be deemed to be exclusive but shall be in addition to all other remedies available in this Agreement or at law or in equity.

8. TERMINATION OF AGREEMENT

8.1. Termination by the District for Cause:

8.1.1. District may terminate Contractor's right to proceed under this Agreement, in whole or in part, for cause at any time after the occurrence of any material breach under Paragraph 7.

8.2. Termination by the District for Convenience:

8.2.1. The District may, at its option, and for its convenience, terminate this Agreement at any time by giving a minimum 30 day written notice to Contractor specifying the effective date of termination. Upon such termination, Contractor agrees to comply with the notice and further agrees to waive any claims for damages, including loss of anticipated profits, on account of the termination; and, as the sole right and remedy of Contractor, the District shall pay Contractor as set forth below.

8.2.2. Upon receipt of a notice of termination for convenience, Contractor shall, unless the District directs otherwise, do the following:

8.2.2.1. Immediately discontinue its performance of the Agreement to the extent specified in the notice.

8.2.2.2. Place no further orders or subcontracts for equipment, services or software, except as may be necessary for completion of a portion of the Services that is not discontinued or that is necessary for an orderly cessation of the Services.

8.2.2.3. Promptly cancel, on the most favorable terms reasonably possible, all subcontracts to the extent they relate to the performance of the discontinued portion of the Services, except for any subcontracts for which the District has requested assignment.

8.2.2.4. Thereafter, perform only such Services as may be necessary to preserve and protect work done in furtherance of the Services already in progress.

8.3. This Agreement may be terminated by Contractor upon ninety (90) days written notice

to the District only in the event of substantial failure by the District to fulfill its obligations under this Agreement through no fault of Contractor.

8.4. Effect of Termination:

8.4.1. Upon termination, the obligations of the Agreement shall continue as to portions of the Services already performed and, subject to Contractor's obligations under Paragraph 8.2.2, as to bona fide obligations assumed by Contractor prior to the date of termination.

8.4.2. Upon termination of this Agreement the District may, at its election and by notice to Contractor, accept the assignment of any or all of Contractor's subcontracts and then complete the Services by any method the District may deem expedient.

8.4.3. If this Agreement is terminated, Contractor shall be entitled to compensation for services satisfactorily performed up to the effective date of termination; provided however, that the District may condition payment of such compensation upon Contractor's delivery to the District of any and all District Information, documents, photographs, computer software, digital files, and other materials provided to Contractor or prepared by Contractor for the District under this Agreement. Payment by the District for the services satisfactorily performed to the effective date of termination shall be the sole and exclusive remedy to which Contractor is entitled in the event of termination of the Agreement and Contractor shall be entitled to no other compensation or damages and expressly waives same.

8.4.4. Termination of this Agreement shall not relieve Contractor of any warranty obligations under Paragraph 14.

8.4.5. No termination or action taken by the District after termination shall prejudice any other rights or remedies of the District provided by law or by this Agreement.

8.4.6. If, after termination for other than convenience, it is determined that Contractor was not in material breach of this Agreement, or that the material breach was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for convenience pursuant to Paragraph 8.2.

9. **CHANGES**

9.1. Changes in the Services can only be made by way of an approved Change Order. The District Project Manager shall have authority to approve the Change Order. If the change causes an increase or decrease in the Maximum Cost Ceiling a change in the

time for performance under the Agreement, or other substantial modifications to the Services, the District Project Manager shall memorialize these changes as an amendment to the Agreement.

9.2. The District reserves the right to make changes in the Services specified in Exhibit A or to omit any item or portion of the Services, as may be deemed by the District Project Manager to be necessary or advisable and to order such extra work as may be determined by the District Project Manager to be required for the proper execution and completion of the Services. Any such changes will be ordered in writing by the District Project Manager. The determination of the District Project Manager on all questions relating to changes, including extra work, shall be conclusive and binding.

9.3. If Contractor agrees with the terms and conditions of the approved Change Order, Contractor shall indicate its acceptance by signing the original copy and returning it to the District Project Manager with reasonable promptness and in such sequence as to not delay the Services or activities of the District or of separate contractors, whichever is sooner. Payment in accordance with the terms and conditions set forth in the executed Change Order shall constitute full compensation for all Services included in the Change Order and the District will be released from any and all claims for direct, indirect, and impact expenses and additional time impact resulting from the Services.

9.4. If Contractor disagrees with the terms and conditions of the approved Change Order, Contractor shall indicate specific areas of disagreement and return the approved Change Order to the District Project Manager with a detailed written dispute. No payment will be made on the disputed work until the approved Change Order is returned to the District Project Manager. However, whether or not Contractor agrees with the terms and conditions of an approved Change Order, Contractor shall immediately revise its sequence of operations as required to facilitate timely completion of the changed work and shall proceed with the revised work sequence.

10. DELAYS

10.1. Contractor shall take reasonable precautions to foresee and prevent Delay Events in execution of the Services.

10.1.1. When Contractor foresees a Delay Event, and upon the occurrence of a Delay Event, Contractor shall immediately notify the District Project Manager of the probability or the actual occurrence of a delay, and its cause. Within 15 days from the identification of a Delay Event, Contractor shall provide the District Project Manager with a detailed written description of the delay, its cause, its impact on the Services and the project schedule, and Contractor's mitigation plans. Failure to provide the notification required above shall operate as a waiver of Contractor's right to any additional time or compensation resulting from the Delay Event for whatever cause.

10.1.2. The District Project Manager will investigate the facts and ascertain the extent of the Delay Event, and the District Project Manager's findings regarding the Delay Event shall be final and conclusive, except in the case of gross error on the part of the District Project Manager. An extension of time must be approved by the District Project Manager to be effective.

10.1.3. The granting, or acceptance, of extensions of time to complete the Services will not operate as a release of Contractor or the surety on Contractor's faithful performance bond.

10.1.4. With respect to all Delay Events (Compensable, Excusable, or Inexcusable), Contractor shall reschedule the Services and revise its operations, to the extent possible, to mitigate the effects of the Delay Event.

10.2. For Inexcusable Delay Events, Contractor shall not be entitled to an extension of time or additional compensation for any loss, cost, damage, expense or liability resulting directly or indirectly from the Inexcusable Delay Event.

10.3. For Excusable Delay Events , the District Project Manager will grant Contractor an extension of the time to perform under the Agreement, but Contractor shall not be entitled to any additional compensation for any loss, costs, damages, expenses or liability resulting directly or indirectly from the Excusable Delay Event.

10.4. For Compensable Delay Events, the District Project Manager will grant Contractor an extension of the time to perform under the Agreement and compensation in an amount that represents Contractor's actual direct costs incurred as a direct result of the compensable delay. Contractor may recover its direct costs only and may not recover (and waives) all other types of indirect, consequential, special and incidental damages.

10.5. For Concurrent Delay Events, the following rules apply:

10.5.1. If one or more of the Concurrent Delay Events are Excusable or Compensable, the period of concurrent delay will be treated as an Excusable Delay Event.

10.5.2. If all of the Concurrent Delay Events are Inexcusable, the period of concurrent delay will be treated as an Inexcusable Delay Event.

11. PROJECT MANAGERS

11.1. The District designates [District Project Manager's name] as its Project Manager, who shall be responsible for administering and interpreting the terms and conditions of this Agreement, for matters relating to Contractor's performance under this Agreement, and for liaison and coordination between the District and Contractor.

Contractor may be requested to assist in such coordinating activities as necessary as part of the services. In the event the District wishes to make a change in the District's representative, the District will notify Contractor of the change in writing.

11.2. Contractor designates [Contractor's Project Manager's name] as its Project Manager, who shall have immediate responsibility for the performance of the work and for all matters relating to performance under this Agreement. Any change in Contractor-designated personnel or subconsultants shall be subject to approval by the District's Project Manager.

12. INSURANCE

12.1. <u>Required Coverage</u>. The Contractor shall take out and maintain during the life of the Agreement all insurance required as described in Exhibit C, attached hereto and incorporated herein.

12.2. <u>Non-Waiver</u>. This Paragraph 12 is not intended to and shall not be construed in any manner as to waive, restrict, or limit the liability of Contractor for any obligations under this Agreement (including Contractor's obligation to indemnify, defend and hold harmless the District).

13. INDEMNIFICATION

13.1. <u>General Indemnification</u>. Contractor expressly agrees to defend, indemnify, and hold harmless the District and its Directors, officers, agents and employees from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or pertaining or relating to Contractor's, its associates', employees', subcontractors', or other agents' negligence, recklessness, or willful misconduct, in the operation and/or performance under this Agreement.

13.2. <u>Security Breach Indemnification</u>. Contractor expressly agrees to defend, indemnify, and hold harmless the District and its Directors, officers, agents and employees from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or pertaining or relating to Contractor's, its associates', employees', subconsultants', or other agents' failure to comply with any of the Security provisions of Paragraph 6 of this Agreement.

14. WARRANTIES AND REMEDIES

14.1. Contractor warrants for a period of [three (3) years that the Services:

14.1.1. Will conform to and perform in accordance with the requirements of this Agreement, including the Security provisions of Paragraph 6, and any specifications set forth in Exhibit A;

14.1.2. Will be performed in a professional and workmanlike manner in accordance

with industry standards and practices for similar services, using personnel with the requisite skill, experience, and qualifications, devoting adequate resources to meet its obligations under this Agreement;

14.1.3. Will be provided free from harmful or malicious code;

14.1.4. Will be provided in compliance with all applicable laws; and

14.1.5. Will not infringe, misappropriate, or otherwise violate any Intellectual Property Right or other right of any third party.

14.2. In the event of any Security Breach or if the Services fail to comply with the warranties as stated in Paragraph 14, in addition to any equitable remedies provided in Paragraphs 6 and 7, the District shall be entitled to any resulting direct and indirect damages. However, in no event shall Contractor's liability exceed the minimum insurance limits set forth in this Agreement.

14.3. The limitations on liability in Paragraph 14.2 shall not apply to:

14.3.1. Losses resulting from Contractor's failure to comply with its obligations under Paragraph 6;

14.3.2. Losses resulting from any claim that the Services infringe, misappropriate, or otherwise violate any Intellectual Property Right or other right of any third party.

14.3.3. Contractor's indemnification obligations under Paragraph 13;

14.3.4. Losses resulting from Contractor's unauthorized or intentional suspension, termination, or disabling of the Services in breach of this Agreement;

14.3.5. Losses resulting from Contractor's gross negligence or more culpable conduct, including any willful misconduct or intentional wrongful acts;

14.3.6. Losses resulting from death, bodily injury, or damage to real or tangible personal property arising out of or relating to Contractor's negligent or more culpable acts or omissions; or

14.3.7. Losses resulting from Contractor's violation of any law.

14.4. Except for the express warranties provided in this Paragraph 14, each Party hereby disclaims all warranties, whether express, implied, statutory, or otherwise under or in connection with this Agreement or any subject matter hereof.

14.5. To the extent the provisions of this Paragraph 14 conflict with any warranties, disclaimers, limitations of liability or exclusions of remedies included in any license or

terms and conditions document provided to the District by Contractor or Contractor's, partners, contractor's or agents in support of the Services, the provisions of this Paragraph 14 shall govern.

15. NOTICES

15.1. Any notice that the District may desire or is required at any time to give or serve Contractor may be delivered personally, or be sent by United States mail, postage prepaid, addressed to:

> [Contractor's firm's name]
> [address]
> Attention: [contact, usually Contractor's project manager],

or at such other address as shall have been last furnished in writing by Contractor to the District.

15.2. Any notice which Contractor may desire or is required at any time to give or serve upon the District may be delivered personally at EBMUD, 375 11th Street, Oakland, CA 94607-4240, or be sent by United States mail, postage prepaid, addressed to:

> [District position, not a specific name]
> P.O. Box 24055, MS [mailstop]
> Oakland, CA 94623-1055

or at such other address as shall have been last furnished in writing by the District to Contractor.

15.3. Such personal delivery or mailing in such manner shall constitute a good, sufficient and lawful notice and service thereof in all such cases.

16. CONTRACT EQUITY PROGRAM COMPLIANCE

16.1. Contractor expressly agrees that this Agreement is subject to the District's Contract Equity Program ("CEP"). Contractor is familiar with the District's CEP and Equal Opportunity Guidelines, and has read and understood all of the program requirements. Contractor understands and agrees to comply with the CEP and all requirements therein, including each of the Good Faith Efforts. Contractor further understands and agrees that non-compliance with the CEP requirements may result in termination of this Agreement.

16.2. Designated CEP compliance for the duration of this Agreement is listed in Exhibit C, which is attached hereto and incorporated herein. Contractor shall maintain records of the total amount actually paid to each subconsultant. Any change of Contractor's listed subconsultants shall be subject to approval by the District's Project Manager.

17. NONDISCRIMINATION

17.1. There shall be no discrimination in the performance of this Agreement, against any person, or group of persons, on account of race, color, religion, creed, national origin, ancestry, gender including gender identity or expression, age, marital or domestic partnership status, mental disability, physical disability (including HIV and AIDS), medical condition (including genetic characteristics or cancer), veteran or military status, family or medical leave status, genetic information, or sexual orientation. Contractor shall not establish or permit any such practice(s) of discrimination with reference to the Agreement or any part. Contractors determined to be in violation of this Paragraph shall be deemed to be in material breach of this Agreement.

17.2. **Contractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin in the performance of this Agreement. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.**

17.3. Contractor shall include the two nondiscrimination provisions above in all subcontracts.

18. GENERAL PROVISIONS

18.1. Contractor affirms that it does not have any financial interest or conflict of interest that would prevent Contractor from providing unbiased, impartial service to the District under this Agreement.

18.2. This Agreement represents the entire understanding of the District and Contractor as to those matters contained within it. No prior oral or written understanding shall be of any force or effect with respect to those matters covered under this Agreement. This Agreement may only be modified by amendment in writing signed by each party.

18.3. This Agreement is for the sole benefit of the Parties and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this Agreement.

18.4. This Agreement is to be binding on the successors and assigns of the Parties. The services to be provided under this Agreement are deemed unique and Contractor shall not assign, transfer or otherwise substitute its interest in this Agreement or any of its obligations hereunder without the prior written consent of the District.

18.5. Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement can be interpreted to give effect to the intentions of the Parties.

18.6. In the event that any action, suit, or other legal or administrative proceeding is instituted or commenced by either Party against the other Party arising out of this Agreement, the prevailing Party shall be entitled to recover its reasonable attorneys' fees and court costs from the non-prevailing Party.

18.7. Multiple copies of this Agreement may be executed by the Parties and the Parties agree that the Agreement on file at the District is the version of the Agreement that shall take precedence should any differences exist among counterparts of the Agreement.

18.8. This Agreement and all matters relating to it shall be governed by the laws of the State of California.

18.9. Contractor, its employees, subcontractors, and agents shall not refer to the District, or use any logos, images, or photographs of the District for any commercial purpose, including, but not limited to, advertising, promotion, or public relations, without the District's prior written consent. Such written consent shall not be required for the inclusion of the District's name on a customer list.

18.10. The District's waiver of the performance of any covenant, condition, obligation, representation, warranty or promise in this agreement shall not invalidate this Agreement or be deemed a waiver of any other covenant, condition, obligation, representation, warranty or promise. The District's waiver of the time for performing any act or condition hereunder does not constitute a waiver of the act or condition itself.

18.11. The rights and remedies of the District provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Agreement.

18.12. The provisions of Paragraphs 2.5, 13 and 14 shall survive any termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

EAST BAY MUNICIPAL UTILITY DISTRICT

By: _____   Date _____
  (Name),
  (Insert title - Director of Engineering and Construction or Manager of Support Services)

Approved As To Form

By:_____
  for the Office of the General Counsel

(CONSULTING FIRM'S NAME, ALL CAPS & BOLD)

By:_____   Date _____
  (Name),
  (Title)

EXHIBIT F
Contract Equity Form

EMPLOYMENT DATA AND CERTIFICATION INSTRUCTIONS (P-025)

EBMUD

COMPLETION OF THIS FORM IS REQUIRED FOR ALL BIDS AND PROPOSALS.
AN IMPROPER OR INCOMPLETE FORM MAY RESULT IN REJECTION OF YOUR BID OR PROPOSAL OR TERMINATION OF YOUR CONTRACT

The East Bay Municipal Utility District REQUIRES the completion of this form when submitting any formal bid in response to a Notice to Contractors (NTC), Request for Statement of Qualifications (RSOQ), Request for Quotation (RFQ), or Request for Proposal (RFP) for materials, equipment, construction or professional or general services. Bidder/Proposer who fails to complete all applicable sections of this form may be denied contracts with the District.

Note: If you have difficulty completing this form or need clarification of the instructions, contact the Contract Equity Office at 510-287-0114.

SECTION A

FIRM NAME

☐ PRIME

PARENT COMPANY

☐ SUBCONTRACTORS/TRUCKERS/ SUPPLIERS

STREET ADDRESS (City, State, ZIP)

Submit a separate P-25 form for each subcontractor/trucker/supplier doing work for $70,000 or more.

MAILING ADDRESS (City, State, ZIP)

PHONE NO.   FAX NO.   WEBSITE   E-MAIL

A1. TYPE OF ORGANIZATION

☐ **INDIVIDUAL**   NAME OF OWNER:

☐ NONPROFIT CORP.   ☐ PUBLICLY HELD CORP.   STATE OF INCORPORATION:

☐ PRIVATE CORP.   ☐ FOREIGN-OWNED

Name(s), title, family relationship(s) and percentage of stock ownership for all shareholders who own 25% or more of stock in the corporation.

NAME	TITLE	FAMILY RELATIONSHIP	PERCENTAGE
			%
			%
			%

☐ **JOINT VENTURE**

List of Participants – Indicate percentage of work to be realized by each.

_____ %

_____ %

☐ **PARTNERSHIP**

Names of Partners – Indicate whether (G) General or (L) Limited.

A2. COMPOSITION OF OWNERSHIP

Indicate the percent of ethnic and gender ownership below

	Non-Hispanic Origin		Hispanic/ Latin American	Asian			Native American	Other	Refuse to State*
	White/ Caucasian	Black/ African American		Asian American	Asian-Pacific Islander American	Asian- Indian American		_____ Indicate	
MALE									
FEMALE									
TOTAL									

* Firms that refuse to state will be classified as "Other".

SECTION B

B1. EMPLOYMENT DATA

Indicate below the number of employees in each occupational category for each of the ethnic groups listed for your firm's permanent workforce. *(Report employees in only one category. Permanent workforce is defined as full- and part-time employees wth 6 months or more of continuous service.)* You may attach your EEO1 report in lieu of completing the form below. Please provide both your firm's consolidated and individual establishment EEO1 reports.

JOB CATEGORIES	RACE/ETHNICITY (number of employees)															
	Hispanic or Latino		Not Hispanic or Latino													Total A–N
			Male						Female							
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N		O
Executive/Senior Level Officials & Managers																
First/Mid-Level Officials & Managers																
Professionals																
Technicians																
Sales Workers																
Administrative Support Workers																
Craft Workers																
Laborers & Helpers																
Service Workers																
Firm's Total																
Bay Area* Total																

* Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Solano, Sonoma, and Santa Clara Counties

B1a. Identify the metropolitan statistical area (MSA) from which your firm's total permanent workforce is drawn. (See page 5)

B1b. If your firms total permanent workforce is located in one county or parish, please identify:

B1c. Name of person responsible for affirmative action and compliance with equal employment opportunity laws in your firm:

PRINT NAME

TITLE

TELEPHONE NUMBER

CERTIFICATION OF FIRM'S OWNERSHIP AND COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS REGARDING EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION REPORTING AND COMPLIANCE PROGRAMS INCLUDING HAVING A DISTRICT APPROVED PROCESS FOR RESPONDING TO COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND RETALIATION

The undersigned has been (is) authorized to execute this certificate on behalf of _____
<div align="center">NAME OF FIRM</div>

_____and

swears under penalty of perjury that the foregoing statements are true and correct and that they include all material information necessary to identify and explain the operations of this firm as well as the ownership thereof. Any material misrepresentation will be grounds for terminating any purchase orders or contracts which may be or were awarded and for initiating actions under Federal or State laws concerning false statements. The District reserves the right to request support documentation, such as tax records, articles of incorporation and board minutes to verify composition of ownership.

The undersigned does further certify that the firm named above complies with the following non-discrimination clauses:

There shall be no discrimination against any person, or groups of persons, per Government Code Section 12940, Labor Code Section 1735, or any other applicable law or regulation in the performance of this contract.

There shall be no discrimination in the performance of this contract, against any person, or group of persons, on account of race, color, religion, religious creed, national origin, ancestry, gender including gender identity or expression, age, marital or domestic partnership status, mental disability, physical disability (including HIV and AIDS), medical condition (including genetic characteristics or cancer), genetic information, sexual orientation, or military and veteran status. The Contractor shall not establish or permit any such practice(s) of discrimination with reference to the contract. Contractors determined to be in violation of this section will be deemed to be in material breach of the contract.

Contractor and its subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin in the performance of this contract. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

The Contractor shall include the nondiscrimination and compliance provisions of these clauses in all subcontracts

EXECUTED IN _____
<div align="center">CITY, COUNTY, STATE</div>

ON _____
<div align="center">DATE</div>

BY _____
PRINT NAME   TITLE

_____
SIGNATURE   PHONE NUMBER

Instructions to Determine Your Statistical Areas (SA): If you operate a business solely or predominantly within one of the SA's listed below, use that location. If you have multiple facilities within a single state, use a State SA. If you have multiple facilities throughout the United States, use Total United States percentage. If you have any questions, call 510-287-0114.

CA STATISTICAL AREAS	WM%	WW%	EM%
BAKERSFIELD	29.7%	24.6%	45.7%
FRESNO	25.1%	21.6%	53.3%
LOS ANGELES-LONG BEACH	20.2%	16.4%	63.5%
MERCED	24.9%	21.1%	54.0%
MODESTO	33.0%	28.4%	38.6%
OAKLAND	28.0%	24.2%	47.8%
REDDING	46.6%	41.5%	11.9%
RIVERSIDE-SAN BERNADINO	28.2%	23.4%	48.3%
SACRAMENTO	36.1%	32.3%	31.6%
SAN DIEGO	32.4%	27.5%	40.2%
SAN FRANCISCO	30.8%	25.1%	44.0%

CA STATISTICAL AREAS	WM%	WW%	EM%
SAN JOSE	26.9%	21.0%	52.1%
SAN LUIS OBISPO-ATASCADERO-PASA ROBLES	42.3%	36.6%	21.1%
SANTA BARBARA-SANTA MARIA-LOMPOC	31.8%	28.6%	39.6%
SANTA CRUZ-WATSONVILLE	37.5%	32.1%	30.4%
SANTA ROSA	39.8%	36.9%	23.4%
STOCKTON-LODI	28.1%	24.5%	47.4%
VALLEJO-FAIRFIELD-NAPA	30.2%	26.8%	42.9%
VENTURA	33.3%	27.6%	39.1%
YUBA CITY	34.9%	31.0%	34.1%

CA COUNTIES	WM%	WW%	EM%
9 BAY AREA COUNTIES*	32.3%	27.8%	39.9%
ALAMEDA/CONTRA COSTA	28.9%	24.9%	46.2%
ALAMEDA	24.5%	21.6%	53.9%
CONTRA COSTA	33.3%	28.2%	38.5%
EL DORADO	46.7%	39.4%	13.9%
FRESNO	24.7%	21.4%	54.0%
LOS ANGELES	20.2%	16.4%	63.5%
MARIN	42.8%	38.4%	18.8%
MENDOCINO	40.4%	37.0%	22.6%
MERCED	24.9%	21.1%	54.0%
MONTEREY	23.8%	21.3%	54.9%
NAPA	37.6%	33.6%	28.8%
ORANGE	30.9%	25.5%	43.6%
RIVERSIDE	30.1%	24.7%	45.3%
SACRAMENTO	32.7%	30.0%	37.3%

CA COUNTIES	WM%	WW%	EM%
SAN BERNARDINO	26.5%	22.3%	51.1%
SAN DIEGO	32.4%	27.5%	40.2%
SAN FRANCISCO	29.2%	22.5%	48.3%
SAN JOAQUIN	28.1%	24.5%	47.4%
SAN LUIS OBISPO	42.3%	36.6%	21.1%
SAN MATEO	28.6%	23.6%	47.9%
SANTA CLARA	26.9%	21.0%	52.1%
SANTA CRUZ	37.5%	32.1%	30.4%
SHASTA	46.6%	41.5%	11.9%
SOLANO	27.8%	24.6%	47.6%
SONOMA	39.8%	36.9%	23.4%
STANISLAUS	33.0%	28.4%	28.6%
YOLO	31.7%	29.8%	38.5%
YUBA	36.7%	34.0%	29.4%

*ALAMEDA, CONTRA COSTA, MARIN, NAPA, SAN FRANCISCO, SAN MATEO, SOLANO, SONOMA, AND SANTA CLARA

STATES	WM%	WW%	EM%
ALABAMA	40.8%	33.2%	26.0%
ALASKA	40.2%	33.1%	26.7%
ARIZONA	37.0%	31.7%	31.3%
ARKANSAS	44.0%	37.5%	18.5%
CALIFORNIA	28.0%	23.6%	48.4%
COLORADO	42.2%	36.2%	21.6%
CONNETICUT	42.4%	37.8%	19.8%
DELEWARE	39.3%	35.5%	25.3%
DISTRICT OF COLUMBIA	19.2%	18.0%	62.8%
FLORIDA	35.7%	30.9%	33.4%
GEORGIA	35.9%	30.0%	34.2%
HAWAII	13.1%	11.1%	75.8%
IDAHO	48.6%	40.8%	10.5%
ILLINOIS	38.6%	33.6%	27.8%
INDIANA	47.1%	40.6%	12.3%
IOWA	49.2%	44.8%	6.0%
KANSAS	45.6%	40.1%	14.3%
KENTUCKY	48.4%	41.9%	9.7%
LOUISIANA	37.3%	30.0%	32.7%
MAINE	50.6%	46.5%	2.9%
MARYLAND	34.0%	30.2%	35.8%
MASSACHUSETTS	44.0%	40.6%	15.3%
MICHIGAN	44.1%	37.5%	18.4%
MINNESOTA	47.6%	43.1%	9.3%
MISSISSIPPI	36.1%	29.6%	34.3%
MISSOURI	45.6%	40.3%	14.1%

STATES	WM%	WW%	EM%
MONTANA	49.1%	42.5%	8.4%
NEBRASKA	47.1%	42.7%	10.2%
NEVADA	37.8%	31.3%	30.9%
NEW HAMPSHIRE	50.6%	45.0%	4.4%
NEW JERSEY	36.7%	31.5%	31.7%
NEW MEXICO	26.6%	23.1%	50.3%
NEW YORK	35.0%	30.9%	34.1%
NORTH CAROLINA	39.1%	34.0%	26.9%
NORTH DAKOTA	49.6%	44.4%	6.0%
OHIO	46.1%	40.2%	13.7%
OKLAHOMA	41.7%	35.4%	22.9%
OREGON	45.5%	39.5%	15.0%
PENNSYLVANIA	46.4%	40.2%	13.4%
RHODE ISLAND	44.1%	41.4%	14.5%
SOUTH CAROLINA	37.6%	32.4%	30.0%
SOUTH DAKOTA	48.0%	43.6%	8.4%
TENNESSEE	44.1%	37.1%	18.8%
TEXAS	31.5%	26.1%	42.4%
UTAH	47.7%	39.1%	13.2%
VERMONT	50.4%	46.3%	3.3%
VIRGINIA	38.6%	34.0%	27.3%
WASHINGTON	43.6%	37.6%	18.8%
WEST VIRGINIA	51.9%	43.3%	4.9%
WISCONSIN	47.5%	42.8%	9.6%
WYOMING	49.0%	41.4%	9.6%

	WM%	WW%	EM%
TOTAL USA	39.0%	33.7%	27.2%

WM = White Men, **WW** = White Women, **EM** = Ethnic Minority.
Figures compiled from the 2010 Census of Population, U.S. Department of Commerce, Bureau of the Census.

EXHIBIT G
Preliminary Security Information Gathering

EBMUD

Preliminary Security Information Gathering (PSIG)

As a component of the supplemental RFP process, EBMUD will be performing a qualifying evaluation of each of the RFP respondents Information Protection program. Please respond to the following questions, keeping your responses as brief as possible, please limit your responses to no more than five (5) pages in total. If your organization is selected you will have the opportunity to provide more in-depth responses during the formal security review.

A.   Risk Management
Objective: Organizations should create and maintain a continuous process for IT and Infrastructure risk management to identify, quantify, and prioritize risks against defined risk acceptance levels and objectives relevant to the organization.

1. Describe your organization's IT Risk Governance
2. Describe your organization's IT Risk Life Cycle

B.   Information Security Policy
Objective: Organizations should provide management direction and support for information security in accordance with business requirements and relevant laws and regulations. They should set a clear policy direction in line with business objectives and demonstrate support for, and commitment to, information security through the issue, acceptance and maintenance of an information security policy across the organization.

1. Describe your organization's Information Security Policy
2. Describe how the policy or policy set is reviewed and maintained, include the frequency of review

C.   Information Security Organization
Objective: Organizations should establish a management framework to control and manage the information security organization. This should include the protection of organizational information through the use of employee confidentiality agreements and the addition of clauses in dependent service provider contracts or agreements.

1. Describe the size and structure of your Information Security department.
2. Does your organization rely on dependant service providers? If so, how is their security vetted by your organization?

D.   Physical and Environmental Security
Objective: Organizations should take appropriate steps to prevent unauthorized physical access, as well as accidental and intentional damage to the organizations' physical premises, systems and information. Organizations should also take appropriate steps to protect against environmental and systems malfunctions or failures.

1. Describe the physical controls in place at your data center(s)
2. Describe the environmental controls in your data center(s)

Preliminary Security Information Gathering

E.   Operational Security

Objective: Organizations should maintain documented operating procedures and technological controls to ensure the effective management, operation, integrity and security of their information systems and data.

1. Describe the operational controls in place
2. How does your organization log and monitor system and network activity?
3. Describe your intrusion detection methodology
4. Describe your organization's data backup and restoration process
5. Describe your organization's change control process

F.   Access Control

Objective: Organizations should ensure sufficient control over access to information, including controlled access to target data and information processing systems and facilities. These controls should be based on security and business requirements, and should follow both industry best practices and internal policies.

1. Describe your organization's access control policy
2. How does your organization handle privilege delegation and separation of duties?
3. How does your organization handle inactive accounts and access revocation?

G.   Software Development and Maintenance

Objective: Organizations should utilize a comprehensive application security program to help ensure that external high-risk applications are consistent with industry security requirements. This should include full application compliance testing and software development reviews.

1. Describe your Software Development Lifecycle
2. Describe your application vulnerability assessment methodology
3. Describe your application and system patching strategy.
4. What is the frequency of application and system security review?

H.   Incident management

Organizations' incident response programs should include formal event reporting and escalation procedures that should be clearly communicated throughout the organizations, and should include the active participation of incident response members with clearly defined roles and responsibilities.

1. Describe your incident management program

I.   Business Continuity

Objective: Organizations should incorporate business continuity considerations into the overall design of their business model to mitigate the risk of service disruptions and the impacts of those within the supply chain. This should include an enterprise-wide, process-oriented approach that considers technology, business operations, testing, and communication strategies that are critical to business continuity planning for the entire business.

1. Describe your Organization's Business Continuity program
2. Has your Organization performed a recent Business Impact Analysis?
3. Does your organization have a current Threat Assessment?
4. How often is your business continuity plan tested?

J.   **Regulatory Compliance**

Objective: Organizations should ensure compliance of information systems with the organizational security policies and standards to include checking systems regularly against compliance with security implementation standards and regulatory requirements.

1. How does your organization ensure compliance with internal policies and standards?
2. How do you ensure compliance with Federal, State, and local laws?

K.   **Privacy**

Objective: Organizations should establish a management framework to control and manage their privacy program. This should include the overall management of the privacy program within the organization and with all third parties that have access to target privacy data. The privacy program should include: individuals responsible for the creation, oversight and maintenance of the program; all third parties meeting their commitments under the organization's business requirements, privacy applicable law, policy and industry best practices; and the protection and privacy of target privacy data through its life cycle of collection, storage, usage, sharing, transferring, securing, retention and destruction.

1. Describe your organization's Privacy program

EXHIBIT H
Proposer Materials