

Technical Requirements

Requirements Survey Technical Requirements		Requirements Response Rules:							
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of Ascension Parish. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>		<p>Column #1. Mandatory: Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability CR= Custom report requiring development SR = Standard report provided through a built in or proposed reporting tool NA = Not Available</p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. Mandatory: Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. Mandatory: Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. Mandatory: Proposers are required to list the version number for all functionality proposed to the Parish.</p>							
Req#	PROCESS	1. Response	2. Costs for Mod response	3. Third Party Application for TP response	4. Included in Implementation Costs Yes/No	5. Included in training costs Yes/No	6. Subcontractor	7. Version Number	Comments/Narrative
Technical Requirements									
General Technical									
1	The system integrates all application modules preventing the need to re-key or reconcile records across modules								
2	The system utilizes mobile device(s) technology (mac and android)								
3	The system runs multiple reports and queries simultaneously								
4	The system centralizes all outstanding fees/invoices on a parcel or for a customer that can be viewed and processed from one central screen								
5	The system accommodates attachments in standard formats (e.g. Microsoft Office, Adobe PDF, .jpeg) <i>Provide a list of supported attachments in the comments field.</i>								
6	The system provides integrated spell checking within the ERP system input fields								
Input/output									
The system provides the following output options:									
7	Screen display								
8	HTML format								
9	CSV format								
10	Printer								
11	Email address								
12	Adobe Acrobat (.PDF) file								
13	The system sends email through Exchange 2010, or later								
The system supports downloads to the following applications. Note any version limitations in the comments field:									
14	Microsoft Excel								
15	Microsoft Word								
16	Adobe Acrobat (.PDF) file								
The system supports imports from fixed or delimited datasets from the following applications:									
17	Microsoft Excel 2010								
18	Microsoft Word 2010								
The system inputs/outputs data using the following technologies:									
19	Imaging software								
20	Document scanners								
21	Hand held or mobile devices								
22	Other input/output devices- e.g., Cashiering								
23	The system utilizes graphical tools to illustrate statistical information								
24	The system supports XML import/export.								
25	The system utilizes extensions between ERP and another system, such as GIS								
26	The system manages or integrates with a batch scheduler for reports and/or other system processes								
Security and Audit									
The system provides security controlled user access including the following:									
27	Inquire or read only								
28	Add or create								
29	Modify or update								
30	Delete or remove								
31	Confirm delete or remove								
32	Approval of transactions								
33	Auditor access (with user defined viewing and editing accessibility)								
34	Approval based on user defined allowable transactions (by role/position)								
35	The system allows users to copy & paste data <i>In the comments field, provide a list of data types that can be copied and pasted</i>								
36	The system builds a system-wide audit trail or transaction log								
37	The system reports on the transaction log and audit trail								
38	The system maintains an audit trail of transactions, including what device the transaction originated from by asset number (cell phone, lap top, etc.)								
39	The system allows audit log access to be assigned by system admins (e.g., to department heads or managers for audits)								
The system tracks the following on the system-wide audit trail or transaction log:									
40	Identification of the user								
41	Date & time stamp								
42	Before & after images of modified data								

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					Yes/No	Yes/No				
43	The system supports versioning of data. Specify which type of versioning your software supports in the comments column									
	The system alerts users through email and an integrated notification system for the following:									
44	User-defined events									
45	System defined deadlines									
	The system has the following levels of security:									
46	System-level security									
47	Role-level security & controls and associated separation of duties (separation from system administrator duties, user administration duties, actual data maintenance duties)									
48	Database-level security									
49	Program-level security									
50	Screen-level security									
51	Field-level security									
52	The system supports Single Sign On (SSO).									
53	The system integrates with Active Directory (Microsoft) – including both authentication and authorization									
54	The system supports centralized or decentralized management of access control									
55	The system will log out a user after a defined period of inactivity									
56	The system supports electronic signatures used for online approval									
57	The system provides security for virtual desktops									
58	The system provides security via active directory (Microsoft)									
59	The system determines which users can view scanned documents and then block other users from viewing									
	Data Entry Processing									
60	The system allows users to utilize user defined/configurable data input screens/formats without modifying application source code									
61	The system features quick key functionality, i.e., user can enter data without having to control movement through fields via mouse									
62	The system allows users to define mandatory data entry fields									
63	The system allows users to define default field values for data entry screens									
64	The system allows users to populate standard tables for particular data entry fields									
65	The system attaches associated free form comments to transactions									
66	The system tracks multiple notes for each transaction type									
67	The system has the ability to batch edit with appropriate security levels									
68	The system provides soft or hard warnings prior to executing delete, batch edit or remove functions									
69	The system incorporates field-level data validations									
70	The systems validates that date and format is valid in date fields									
71	The system changes the editing values (tables) on-line/interactively without program coding changes and recompilation									
72	The system allows users to enter alpha, alphanumeric, and numeric values within the same form									
73	The system runs the application within a web browser (Want the ability to fully use all user functions without installing additional local software) <i>Provide a list of supported browsers and required add-ons in the comments field</i>									
74	The system allows access using mobile technology such as tablets and mobile "smart phones" <i>Provide a list of supported mobile devices in the comments section</i>									
	Network Connectivity									
75	The system switches to a backup network in case of an outage or system downtime									
76	The system leverages existing infrastructure for connectivity if such connectivity exists today such as terminal services or other remote connectivity tools									
77	The system provides a secure connection ensuring all data is protected									
78	The system provides encryption as part of the connectivity security approach									
79	The system prints to network printers, using TCP / IP, without additional hardware components									
80	The system performs distributed printing to addressable printers connected to the government's network including on demand printing, scheduled printing and queuing for batch printing.									
	Platform, Operating Environment and Browsers									
81	The system operates in a Windows desktop environment									
82	The system works with Internet Explorer. Specify limitations on versions in the comments column									
83	The system works with Firefox. Specify limitations on versions in the comments column									
84	The system works with Chrome. Specify limitations on versions in the comments column									
85	The system works with Edge. Specify limitations on versions in the comments column									
86	The system works with mobile browsers. Specify types of mobile browsers and any limitations in the comments column									
	Application Architecture									
87	The system provides APIs for custom code to support upgrades to future releases									
88	The system provides the government with data integration and the ability to build interfaces to and from the product									
89	The system concurrently runs a live and test environment to make live updates									
90	The system supports or utilizes web services <i>Note any version or service limitations in the comments field</i>									
	Operational Standards									
91	The system guarantees continuously available (24x7) external web-enabled information access functions <i>Note any limitations in the comments field</i>									
92	The system fully-synchronizes backup and recovery with a well-defined disaster recovery plan. Ability to utilize clustering and/or mirroring, and/or virtual technology. <i>Note any limitations in the comments field</i>									
93	The system provides high availability including application, disk storage and CPU failover <i>Note any limitations in the comments field</i>									
94	The system performs transaction level auditing and rollback/recovery to ensure internal integrity of all transactions <i>Note any limitations in the comments field</i>									
	Report/Inquiry Processing									
95	The system utilizes a report writer									

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96	The system prevents unauthorized data access through the report writer								
97	The system allows users to create reports (beyond ad-hoc reporting) without additional costs								
98	The system modifies pre-existing reports								
99	The system manages report templates								
100	The system generates a report on any field								
101	The system generates and exports a report on any key word search								
102	The system prints reports in batches								
103	The system retains multiple generations of reports to meet retention requirements								
104	The system purges retained reports on schedule according to record retention requirements								
105	The system views current and retained reports on-line								
106	System provides a system wide database diagram and schema with relation links, table names with description, field names with descriptions and data definitions to facilitate custom reporting								
107	The system automatically routes a report to identified users electronically								
108	The system saves and shares custom developed reports with all users through the reporting interface								
	The system allows the user to schedule automatic report printing/generation by the following:								
109	Time of day								
110	Day of week								
111	Day of month								
112	User-defined number of days								
113	User-defined day of the week								
114	Monthly								
115	Semi-annually								
116	Annually								
117	Key word/search field								
118	User-defined time period								
	The system provides the following ad hoc query functionality:								
119	Sort information by multiple fields								
120	Minimize information selection based on multiple field criteria								
121	Provide multi-level totaling								
122	The system allows users to save ad hoc query templates								
	The system provides information analysis tools, including:								
123	Standard on-screen inquiries								
124	Query tools								
125	Key word/search field								
126	The system provides what-if scenario reporting								
	The system allows users to select multiple output formats for reports including:								
127	.PDF								
128	.doc, .docx, .dotx, .docm								
129	.xls, .xlsx, .xltx, .xltm, .xlsb, .xlam, .xlsm								
130	HTML								
131	Strictly defined XML file								
132	Other common output formats								
	The system performs the following output formats on demand, as scheduled and batch:								
133	Paper (printed)								
134	Fax <i>If integration with a third party fax software/service is required, indicate the provider in the comments field</i>								
135	E-mail								
136	File – XML, PDF, HTML, text, csv								
	The system defines user default print locations for the following items:								
137	Reports								
138	Requisitions/POs								
139	Checks, with security								
140	Payroll, with security								
141	Labels								
142	1099s								
143	W-2s								
144	Other printed items, with security								
145	The system performs ad-hoc searches on any fields								
146	The system performs spell check functionality								
147	The system produces flat files for upload to various web portals (i.e. federal online forms)								
	Data Retention								
148	The system enables compliance with applicable local and State retention schedules								
	Archive and Back-Up								
149	The system manages a defined archival and purge procedure, with appropriate user security override								
150	The system pre-schedules data archiving and purge routines, with appropriate user security override								
151	The system performs automatic daily incremental back-up of all system files with periodic full back-up of the complete system <i>If integration with a third party backup/archival system is required, specify the supported provider in the comments field.</i>								
152	The system performs a back-up to retain an hourly transaction log								
153	The system archives data, including all system data								
154	The system performs full back-up and recovery in the event of malfunction (hardware and/or software), and ensures that no transactions are lost <i>If integration with a third party backup/archival system is required, specify the supported provider in the comments field.</i>								
155	The system modifies archive and purge criteria options that can be easily changed by an authorized administrator while maintaining file synchronization and referential integrity of tables								

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156	The system marks records for deletion and does not remove them from the database until archived								
157	The system allows the administrator to reset deleted records (maintaining referential integrity)								
158	The system provides access to archived data when the system architecture changes as a result of a software upgrade								
159	The system purges records upon request that meet user defined time and/or other purge criteria								
160	The system validates integrity of database before and after purge								
161	The system lists all records included in purge								
162	The system identifies orphaned records (e.g. records that do not have parent values)								
163	The system provides a method to access, query, and report against archived data								
164	The system automatically archives cleared checks from the database dependent upon a table driven age limit and maintains access history, with appropriate security override								
Process Scheduling and Execution									
165	The system controls priority of the batch process based on multiple user defined criteria								
166	The system controls job start time based on user-defined criteria								
167	The system controls job by transaction type								
168	The system sequences multiple jobs based on user defined rules								
169	The system manages a system-wide calendar which can be updated on-line by the user to schedule processing or control processing parameters								
170	The system integrates with external process/job scheduler so that dependencies related to external processes can be used to manage system events								
171	The system manages various program checks for controlling data files, verifying correct processing, and ensuring data integrity, such as record counts, totals, limit checks, and dollar totals								
172	The system manages automatic reconciliation of all exported/imported data								
Help Capability									
The system provides the following on-line help functionality:									
173	Searchable help								
174	Field (topic) specific help								
175	The system allows secured customization/configuration of the online help								
The system performs an extensive online help facility capable of being easily modified by system management/administration. The help facility will include:									
176	Window level help								
177	Field level help								
178	Error message help								
179	Context sensitive help								
180	Hypertext linked help								
181	Indexed help								
182	Definable "wizards"								
The system provides an extensive online error message facility capable of being easily modified by system management/administration. The error message facility should include:									
183	Short error message description (at least 30 characters)								
184	Detailed error message description								
185	Highlighting of field in error								
186	Customizable error message text stored in appropriate system tables								
187	The system allows users to access user documentation on-line								
188	The system includes online help to direct the user to help screens specific to the transaction for which they are processing								
189	The system includes an online help facility to be customizable to reflect the government's configuration of the software								
Workflow									
190	The system manages user defined workflow for any system event								
191	The system manages an unlimited number of workflow steps								
192	The system integrates with email provider for notification of workflowed items								
193	The system routes workflow to multiple destinations based on defined workflow events								
194	The system allows documents to be uploaded and routed for approval through an automated user designed workflow								
195	The system routes documents using pre-defined and user defined workflow routes								
196	The system routes a document on ad-hoc workflow routes								
197	The system automatically escalates an approval if not addressed within specific timeframes								
198	The system allows the user to view the status of a document on a workflow route								
199	The system designates workflows as informational or action required (approval)								
200	The system does not finalize until approval workflows are complete								
201	The system routes rejected transactions to any prior approver								
202	The system provides an "inbox" for each user with workflow items to be reviewed								
203	The system manages electronic signatures for approvals and rejections								
204	The system manages tracking of workflow approvals and rejections								
205	The system defines user transaction status including: approved, rejected, pending, and under consideration								
206	The system identifies the status of items submitted to workflow at any time								
207	The system specifies workflow destination as specific users or classes of users within workgroup or other user defined criteria								
208	The system notifies users when items in their inbox have gone unprocessed for a user defined period of time								
209	The system automatically routes transactions to a workgroup or individual after a specific time of inaction (based on transaction type)								
210	The system delegates approval authority to another user for a specified period of time (to cover vacations, other circumstances)								
211	The system bypasses steps in the workflow process by allowing approvers higher in the approval steps to approve transactions before they arrive in their mailbox								
212	The system manages a "master approver" for each workflow that may approve a transaction at any time whether or not they are included in the normal workflow								
213	The system attaches additional documentation to workflow events (word documents, spreadsheets, other files)								
214	The system identifies and tracks the number of transactions approved by person								

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215	The system identifies and tracks the number of transactions processed at each level of the approval hierarchy								
216	The system identifies and tracks the number of transactions rejected at each level of the approval hierarchy								
217	The system identifies the number of transactions pending approval at each level of the approval hierarchy								
218	The system allows for escalation								
Error Messages									
219	The system allows error messages to appear in a consistent format across all system modules, for both batch and on-line processing. Specifically, error messages have like codes, text and screen locations								
220	The system integrates error messages with on-line help function								
221	The system reports an error recycle file for rejected batch transactions								
222	The system maintains a suspense file for rejected or unposted transactions								
223	The system produces error statistics by source								
Required Interfaces									
224	The system interfaces with Laserfiche for document retention								
225	The system interfaces with the government's banks (Whitney National, First American Bank, Bank One, Regions Bank, AmSouth, United Community Bank, Hibernia National Bank and Hibernia Invest securities) to process electronic wire transfers and post to the GL and process receivable transactions.								
226	The system interfaces with Kronos for timekeeping and attendance								
227	The system interfaces with WASP for IT asset tracking								
228	The system interfaces with ESRI GIS systems								
229	The system interfaces with Neptune for automatic meter reading								
230	The system interfaces with Cartegraph for workorder management								
231	The system interfaces with My Permit Now for Permits								
232	The system interfaces with UBS for automatic meter reading								
233	The system interfaces with WebEOC (Incident management software)								
234	The system interfaces with IMS Fleet Maintenance								
235	The system interfaces with Paymate for Payroll system								
236	The system integrates with Absolute Service (IT ticketing support module to tie assets to service								
237	The system provides integration with the government's website to post and automatically update dashboards related to budgeting and operating statistics								

Requirements Survey General Ledger		Requirements Response Rules:							
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					Yes/No	Yes/No			
General Ledger									
CL Set Up and Design									
1	The system sets up a flexible General Ledger structure with shortcuts available to users								
2	The system sets up a chart of accounts (COA) coding structure including, but not limited to: Fund, Center, Account, Department, Division, Program, Service, Object, Project, Line of Business and other criteria								
3	The system sets up controls within every module in the system around every element within the General Ledger (e.g., limit charges to active funds, accounts or centers)								
4	The system validates the chart of accounts (i.e., department, cost center) by field								
5	Account names auto populate based on selected criteria								
6	The system allows multiple users to access the module simultaneously.								
7	The system complies with SAS standards and CAFR financial reporting								
8	The system makes organizational structure changes to be used for future transactions. Ability to close series of account strings & open others easily when designated funds are modified								
9	The system provides compliance with OMB A-133								
10	The system provides compliance with GASB/GAAP								
11	The system sets up user defined segment lengths								
12	The system sets up multiple ranges of accounts for segments of the code								
13	The system sets up multiple roll up levels								
14	The system has multiple organizational structures roll up by period or year								
15	The system sets up multiple account hierarchies								
16	The system sets up and defines funds, accounts, centers or projects as active								
17	The system sets up and defines funds, accounts, centers or projects as inactive and to trigger a workflow for reactivation								
18	The system sets up multiple companies and funds								
19	The system defines the roll up structure for the government's COA/cost centers								
20	The system defines multiple levels of structure for the COA/cost centers								
21	The system provides real time activation of funds, accounts, cost centers, and valid coding combinations								
22	The system performs online creation, editing and control of the chart of accounts and descriptions by authorized staff								
23	The system provides real time input of COA changes and requests with workflow and approval								
24	The system allows users to look up chart of account number, title, and description information online, in all modules, while performing any transaction								
25	The system specifies the number of fields in the code structure and the number of characters within each field								
26	The system manages a flexible account structure, customizable to the government's requirements with ability to record and maintain data at the government's defined segment lengths and details								
27	The system specifies consolidation hierarchy and level for each department, cost center, fund, account, project and other criteria at time of set up and modify based upon user security								
28	The system generates new segment combinations based on user defined rules								
29	The system designates core balance sheet accounts which must be used in all funds, and other balance sheet accounts which can be used in specified funds								
30	The system includes all transactions involving balance sheet accounts to allow program cost centers in the coding so that balance sheet transactions can be tracked back to their program of origination and program level balance sheets can be constructed								
31	The system confirms that all chart of account transaction information used is valid at the time each transaction is entered								
32	The system deactivates chart of account codes to restrict future transaction postings based on user defined rules and effective dating								
33	The system establishes a chart of accounts that allows the definition of hierarchical structures that provide reporting capability of individual accounts and major account series as well as aggregating revenues and expenditures								
34	The system tracks organization structure changes over multiple years								
35	The system moves prior years' history (including detail of transactions) with organization structure changes								
36	The system retains the history of a segment, including historical names, previous roll-up or tree structure, financial data and other data								
37	The system puts effective date in segment name change:								
38	The system provides a utility to facilitate mass updates to Chart of Account transactions, e.g., user can inactivate a broad range of accounts								
39	The system automatically backs out and reapplies transactions affected by midyear organization structure changes								
The system defines the following segments and accounts:									

52	Book status								
53	Number of people								
54	Contract number								
55	Contract amount								
56	Down payment								
57	Final payment date								
58	Cancellation date								
59	Comments								
60	Weather (free form text)								
61	Other user-defined fields <i>List any character limitations</i>								
62	The system ties vendor information to event record								
63	The system tracks event revenue and expenses								
64	The system has online booking capability to venue space and Recreation Vehicle (RV) spaces								
65	The system allows customers to pay online for rentals and other event fees								
66	The system tracks multiple vendors to a single event code								
	Recreational Vehicle (RV) rentals								
67	The system allows users to book RV rental spaces online.								
	The system automatically calculates rental fees based on:								
68	Space number								
69	Length of rental								
70	Hook-ups needed								
71	Time of year								
72	Other miscellaneous fees								
73	The system incorporates the use of a calendar for reservations								
	The system creates a customer record and tracks the following information:								
74	Customer name								
75	Customer phone number (multiple)								
76	Customer e-mail address								
77	Customer address								
78	Customer emergency contact name								
79	Customer emergency contact phone number								
80	RV size								
81	Other user-defined fields								
	The system creates a reservation record and tracks the following information:								
82	Reason for visit								
83	Special accommodations								
84	Comment								
85	Other user-defined fields								
86	The system prepopulates a reservation record with customer information if the customer is logged-in								
87	The system tracks RV rental records by a unique event code								
	Reporting								
88	The system reports booked entries								
89	The system reports vendors with outstanding balances								
90	The system reports all booking vendors								
91	The system reports vendors who have cancelled								
92	The system reports on available venues for a period of time								
93	The system has dashboarding capabilities to report on key performance indicators and other statistical information								
94	The system provides a calendar view of events scheduled based on given criteria								
95	The system reports sales tax by user defined dates								
96	The system reports a year to date outstanding balance report								
97	The system generates a customer history report								

51	The system allows for fee override for authorized users								
52	The system allows for multiple authorization levels based on employee class								
53	The system purges old records using user-defined rules								
	Reporting								
	Reports needed: (user defined date parameters)								
54	Outstanding requests (by date submitted)								
55	Requests in litigation								
56	Requests by user defined date range								
57	Requests by user defined category								