

Executive Committee Meeting  
Wednesday, February 5, 2020 4:15 PM  
ESU 5, ESU 5 900 W. Court Street, Beatrice,  
NE 68130  
6949 South 110th Street  
LaVista, NE 68128

1. Call to Order  
Committee Chair
2. Roll Call  
Committee Chair
3. Agenda Item  
Committee Chair
  1. Financials  
Committee Chair
    1. NO Claims, Financials Statements, and Assets this month  
Committee Chair
    2. Approval of January Expenses to be paid in February.  
Committee Chair
    3. Monthly Staff Budget Meeting  
Committee Chair
    4. Executive Director Salary/Benefits for 2020-2021  
Executive Director
    5. ESU #3 ERP RFP Rough Draft  
Committee Chair
  2. Executive Committee  
Board President
    1. Global Teletherapy and E-therapy  
Executive Director
    2. Rule 84 Meeting Updates  
Executive Director
    3. PDO Recordings  
Executive Director
    4. MSA 2020-21  
Board President
    5. ESUCC PDO Calendars 2020-2022  
Board President
    6. Recommend approval of Bold Step One: ESU Standards 8/27/19  
Committee Chair
    7. Nebraska TEACH Launch and Registration Information  
Executive Director
    8. SIMPL Strategic plan  
Executive Director

3. ESUCC State Audit  
Committee Chair
4. Next Meeting Agenda Items  
Committee Chair
5. Adjournment  
Committee Chair

EFINANCE - POWERSCHOOL  
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ESU COORDINATING COUNCIL  
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SELECTION CRITERIA: transact.yr='20' and transact.period='6'  
 ACCOUNTING PERIOD: 5/20

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	14899	02/07/20	1064	ESU 17	01202320100	20110	ADMN EXEC DIRS SALA	0.00	7,794.19
09000	14899	02/07/20	1064	ESU 17	01202320100	20220	ADMN EXEC DIR SS/ME	0.00	535.58
09000	14899	02/07/20	1064	ESU 17	01202320100	20230	ADMN EXEC DIR RETIR	0.00	769.89
09000	14899	02/07/20	1064	ESU 17	01202320100	20270	ADMN EXEC DIR WORK	0.00	46.76
09000	14899	02/07/20	1064	ESU 17	01202800100	20110	ADMN STAFF SALARIES	0.00	4,518.21
09000	14899	02/07/20	1064	ESU 17	01202800100	20220	ADMN STAFF SS/MEDIC	0.00	290.74
09000	14899	02/07/20	1064	ESU 17	01202800100	20230	ADMN STAFF RETIREME	0.00	446.30
09000	14899	02/07/20	1064	ESU 17	01202800100	20270	ADMN STAFF WORK COM	0.00	27.10
09000	14899	02/07/20	1064	ESU 17	01202510100	20315	ADMN FISCAL AGENT F	0.00	206.00
09000	14899	02/07/20	1064	ESU 17	01202320300	20110	COOP EXEC DIR SALAR	0.00	803.52
09000	14899	02/07/20	1064	ESU 17	01202320300	20220	COOP EXEC DIR SS/ME	0.00	55.21
09000	14899	02/07/20	1064	ESU 17	01202320300	20230	COOP EXEC DIR RETIR	0.00	79.37
09000	14899	02/07/20	1064	ESU 17	01202320300	20270	COOP EXEC DIR WORK	0.00	4.82
09000	14899	02/07/20	1064	ESU 17	01202800300	20110	COOP STAFF SALARIES	0.00	19,080.78
09000	14899	02/07/20	1064	ESU 17	01202800300	20220	COOP STAFF SS/MEDIC	0.00	1,146.81
09000	14899	02/07/20	1064	ESU 17	01202800300	20230	COOP STAFF RETIREME	0.00	1,884.76
09000	14899	02/07/20	1064	ESU 17	01202800300	20270	COOP STAFF WORK COM	0.00	114.51
09000	14899	02/07/20	1064	ESU 17	01202610300	20440	COOP RENT AINSWORTH	0.00	608.00
09000	14899	02/07/20	1064	ESU 17	01202580300	20530	COOP PHONE AINSWORT	0.00	84.00
09000	14899	02/07/20	1064	ESU 17	01202530300	20550	COOP COPIER/PRINTIN	0.00	17.50
09000	14899	02/07/20	1064	ESU 17	01202610300	20520	COOP BOND/INSUR EXP	0.00	32.00
09000	14899	02/07/20	1064	ESU 17	01202320620	20110	DEC EXEC DIR SALARI	0.00	5,624.67
09000	14899	02/07/20	1064	ESU 17	01202320620	20220	DEC EXEC DIR SS/MED	0.00	386.50
09000	14899	02/07/20	1064	ESU 17	01202320620	20230	DEC EXEC DIR RETIRE	0.00	555.59
09000	14899	02/07/20	1064	ESU 17	01202320620	20270	DEC EXEC DIR WORK C	0.00	33.75
09000	14899	02/07/20	1064	ESU 17	01202580620	20110	DEC TECH SALARIES	0.00	5,766.79
09000	14899	02/07/20	1064	ESU 17	01202580620	20220	DEC TECH SS/MEDICAR	0.00	432.55
09000	14899	02/07/20	1064	ESU 17	01202580620	20230	DEC TECH RETIREMENT	0.00	569.63
09000	14899	02/07/20	1064	ESU 17	01202580620	20270	DEC TECH WORK COMP	0.00	34.59
09000	14899	02/07/20	1064	ESU 17	01202580620	20290	DEC TECH WAGE WORKS	0.00	3.50
09000	14899	02/07/20	1064	ESU 17	01202800620	20110	DEC STAFF SALARIES	0.00	5,555.82
09000	14899	02/07/20	1064	ESU 17	01202800620	20220	DEC STAFF SS/MEDICA	0.00	406.42
09000	14899	02/07/20	1064	ESU 17	01202800620	20230	DEC STAFF RETIREMEN	0.00	481.60
09000	14899	02/07/20	1064	ESU 17	01202800620	20270	DEC STAFF WORK COMP	0.00	14.47
09000	14899	02/07/20	1064	ESU 17	01202320600	20220	IMAT EXEC DIR SS/ME	0.00	66.26
09000	14899	02/07/20	1064	ESU 17	01202320600	20230	IMAT EXEC DIR RETIR	0.00	95.24
09000	14899	02/07/20	1064	ESU 17	01202320600	20270	IMAT EXEC DIR WORK	0.00	5.79
09000	14899	02/07/20	1064	ESU 17	01202800600	20110	IMAT STAFF SALARIES	0.00	4,533.90
09000	14899	02/07/20	1064	ESU 17	01202800600	20220	IMAT STAFF SS/MEDIC	0.00	336.31
09000	14899	02/07/20	1064	ESU 17	01202800600	20230	IMAT STAFF RETIREME	0.00	431.05
09000	14899	02/07/20	1064	ESU 17	01202800600	20270	IMAT STAFF WORK COM	0.00	22.48
09000	14899	02/07/20	1064	ESU 17	01202320400	20110	SRS EXEC DIR SALARI	0.00	883.87
09000	14899	02/07/20	1064	ESU 17	01202320400	20220	SRS EXEC DIR SS/MED	0.00	60.74
09000	14899	02/07/20	1064	ESU 17	01202320400	20230	SRS EXEC DIR RETIRE	0.00	87.31
09000	14899	02/07/20	1064	ESU 17	01202320400	20270	SRS EXEC DIR WORK C	0.00	5.30
09000	14899	02/07/20	1064	ESU 17	01202580400	20110	SRS TECH SALARIES	0.00	17,965.63
09000	14899	02/07/20	1064	ESU 17	01202580400	20220	SRS TECH SS/MEDICAR	0.00	1,235.10
09000	14899	02/07/20	1064	ESU 17	01202580400	20230	SRS TECH RETIREMENT	0.00	1,774.61
09000	14899	02/07/20	1064	ESU 17	01202580400	20270	SRS TECH WORK COMP	0.00	107.75
09000	14899	02/07/20	1064	ESU 17	01202580400	20290	SRS TECH WAGE WORKS	0.00	10.50
09000	14899	02/07/20	1064	ESU 17	01202800400	20110	SRS STAFF SALARIES	0.00	13,283.54
09000	14899	02/07/20	1064	ESU 17	01202800400	20220	SRS STAFF SS/MEDICA	0.00	848.87

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09000	14899	02/07/20	1064	ESU 17	01202800400	20230	SRS STAFF RETIREMEN	0.00	1,312.13
09000	14899	02/07/20	1064	ESU 17	01202800400	20270	SRS STAFF WORK COMP	0.00	78.82
09000	14899	02/07/20	1064	ESU 17	01202800500	20110	PD STAFF SALARIES	0.00	603.15
09000	14899	02/07/20	1064	ESU 17	01202800500	20220	PD STAFF SS/MEDICAR	0.00	40.76
09000	14899	02/07/20	1064	ESU 17	01202800500	20230	PD STAFF RETIREMENT	0.00	59.58
09000	14899	02/07/20	1064	ESU 17	01202800500	20270	PD STAFF WORK COMP	0.00	3.62
09000	14899	02/07/20	1064	ESU 17	01202320600	20110	IMAT EXEC DIR SALAR	0.00	964.22
TOTAL CHECK								0.00	103,228.46
09000	14900	02/07/20	1431	UNL ITS COMMUNICATI	01202580300	20530	COOP DATA CENTER SP	0.00	62.80
09000	14900	02/07/20	1431	UNL ITS COMMUNICATI	01202580400	20530	SRS DATA CENTER SPA	0.00	376.80
09000	14900	02/07/20	1431	UNL ITS COMMUNICATI	01202580600	20530	IMAT DATA CENTER SP	0.00	100.48
09000	14900	02/07/20	1431	UNL ITS COMMUNICATI	01202580620	20530	DEC DATA CENTER SPA	0.00	87.92
TOTAL CHECK								0.00	628.00
09000	14901	02/07/20	1050	BISHOP BUSINESS	01202530100	20550	ADMN PRINTING EXP	0.00	135.09
09000	14901	02/07/20	1050	BISHOP BUSINESS	01202530400	20550	SRS PRINTING EXP	0.00	45.03
TOTAL CHECK								0.00	180.12
09000	14902	02/07/20	1057	ESU 3	01202320100	20610	ADMN OFFICE SUPPLIE	0.00	8.06
09000	14903	02/07/20	1198	COMFORT INN	01202800400	20580	SRS TRAVEL/LODGING	0.00	159.90
09000	14903	02/07/20	1198	COMFORT INN	01202800600	20580	IMAT TRAVEL/LODGING	0.00	96.00
09000	14903	02/07/20	1198	COMFORT INN	01202800100	20580	ADMN STAFF TRAVEL/L	0.00	282.00
09000	14903	02/07/20	1198	COMFORT INN	01202800300	20580	COOP TRAVEL/LODGING	0.00	94.00
09000	14903	02/07/20	1198	COMFORT INN	01202320100	20580	ADMN EXEC DIR TRAVE	0.00	282.00
TOTAL CHECK								0.00	913.90
09000	14904	02/07/20	1061	DEB HERICKS	01202800100	20580	ADMN STAFF TRAVEL/M	0.00	41.90
09000	14904	02/07/20	1061	DEB HERICKS	01202800100	20333	ADMN STAFF MILEAGE	0.00	227.13
TOTAL CHECK								0.00	269.03
09000	14905	02/07/20	1076	PRISCILLA QUINTANA	01202800100	20580	ADMN STAFF TRAVEL/M	0.00	6.45
09000	14905	02/07/20	1076	PRISCILLA QUINTANA	01202800300	20580	COOP STAFF TRAVEL/M	0.00	6.45
09000	14905	02/07/20	1076	PRISCILLA QUINTANA	01202800100	20333	ADMN STAFF MILEAGE	0.00	94.59
09000	14905	02/07/20	1076	PRISCILLA QUINTANA	01202800300	20333	COOP STAFF MILEAGE	0.00	94.59
TOTAL CHECK								0.00	202.08
09000	14906	02/07/20	1513	MINH VU	01202800400	20333	SRS MILEAGE REIMBUR	0.00	233.45
09000	14907	02/07/20	1463	IMPERO SOLUTIONS IN	01202520300	20900	COOP IMPERO, WEST K	0.00	750.00
09000	14907	02/07/20	1463	IMPERO SOLUTIONS IN	01202520300	20900	COOP IMPERO, EMERSO	0.00	250.00
TOTAL CHECK								0.00	1,000.00
09000	EFT00125	02/03/20	1209	CINCINNATI INSURANC	01202610100	20520	ADMN INSURANCE	0.00	959.00
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202320100	20580	ADMN TRAVEL/MEALS	0.00	151.29
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202320100	20580	ADMN PARKING/UBER E	0.00	62.91
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580300	20650	COOP GODADDY, DOMAI	0.00	106.08
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580100	20650	ADMN GODADDY, DOMAI	0.00	27.40
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580600	20650	IMAT, GODADDY, DOMA	0.00	27.40
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580400	20650	SRS, GODADDY, DOMAI	0.00	27.41

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580620	20650	DEC, DODADDY, DOMAI	0.00	27.41
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580620	20530	DEC GODADDY	0.00	739.98
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580400	20320	SRS, GITHUB	0.00	25.00
09000	EFT00126	02/03/20	1039	UNION BANK & TRUST	01202580400	20320	SRS, ATLISSIN	0.00	10.30
TOTAL CHECK								0.00	1,205.18
TOTAL CASH ACCOUNT								0.00	108,827.28
TOTAL FUND								0.00	108,827.28
TOTAL REPORT								0.00	108,827.28

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	1.1	Can you provide minimum and recommended hardware requirements?		Documentation	
3	1.2	Does your system provide for high availability?		Documentation	
4	1.3	Can your system be run in a VMware environment?			
5	1.4	Can you estimate the storage needed?		Documentation	
6	1.5	Does your system support a hardware load balancer?		Documentation	
7	1.6	Are there specific hardware metrics that should be used in evaluating our hardware purchase, such as Input/Output Operations per second or Transactions Per Second?		Documentation	
8	1.7	Is Firefox supported?			
9	1.8	Is Chrome supported?			
10	1.9	Is Safari supported?			
11	1.10	Is Microsoft Edge supported?			
12	1.11	Is the backend database built on Microsoft SQL?		Documentation	
13	1.12	Does your system have minimum client requirements?		Documentation	
14	1.13	Does your system allow or provide for a test environment?			
15	1.14	Does your system provide multitenancy for authentication?		Documentation	
16	1.15	Does your system require special printer setup?		Documentation	
17	1.16	Does your system provide for full database at rest encryption?			
18	1.17	Does your system provide for sensitive data such Social Security Number and Federal State IDs to be protected either through encryption or other means?		Documentation	

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	2.1	Does your system come with diagnostic software?		Documentation	
3	2.2	Do you recommend third party diagnostic software?		Documentation	
4	2.3	Are upgrades to all minor releases covered by the licensing cost?		Documentation	
5	2.4	Are upgrades to all major releases covered by the licensing cost?		Documentation	
6	2.5	Does your system have a process for requesting customizations?		Documentation	
7	2.6	Is your system able to import from other systems?		Documentation	
8	2.7	Is your system able to export to other systems?		Documentation	
9	2.8	Does your system support Single Sign On?		Documentation	
10	2.9	Does your system support role-based authentication?		Documentation	
11	2.10	Can internal groups be dynamically populated based upon the results of an AD query?		Documentation	
12	2.11	Does your system provide an API that can be used to customize or extend the base system?		Documentation	
13	2.12	Have you ever migrated data from a Powerschool eFinance System			
14	2.13	Will your system convert employee ID's from the current system			
15	2.14	Will your system convert employee ID's from the current system			
16	2.15	Does your system have a timesheet\time clock built in		Demo	
17	2.16	Does your system track leave requests		Demo	

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	3.1	Is your helpdesk open 365 Days a year?			
3	3.2	Is your Helpdesk open between 7 am and 5 pm Central Standard Time?			
4	3.3	Does your system provide for emergency requests during hours that your helpdesk is closed?			
5	3.4	During business hours will all tickets be addressed within 4 hours? This does not mean completed but assigned and triaged.			
6	3.5	Does your company provide for a system to manage enhancement requests?			
7	3.6	Does your system provide for online support documentation which might include but is not limited to technical documentation, video tutorials, and user groups?			
8	3.7	Does your system support the ESU #3 helpdesk acting as a level 1 support mechanism?			
9	3.8	Does your system provide for the ability for an administrator to impersonate a user?			
10	3.9	Does your implementation plan account for travel expenses?			
11	3.10	Upon completion will ESU #3 be given benchmark standards that can be used throughout the lifecycle of this product?			
12	3.11	Can you provide a backup plan and schedule that will guarantee no data loss for more than 4 hours barring any hardware problems at ESU #3 that we are responsible for?			
13	3.12	Can you provide a comparable system average backup sizes and requirements?			
14	3.13	Can every change made in the system be traced back to an individual user?			
15	3.14	Will you provide a roadmap for upcoming changes to your product?		Documentation	

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	4.1	allows immediate up-to-date on-line inquiry capability for the following items:		Demo	
3		a. Beginning Budget Balance		Demo	
4		b. Year-to-Date Budget Activity		Demo	
5		c. Current Budget Balance		Demo	
6		d. Beginning Transaction Balance		Demo	
7		e. Year-to-Date Transaction Activity		Demo	
8		f. Current Transaction Balance		Demo	
9		g. Beginning Encumbrance Balance		Demo	
10		h. Year-to-Date Encumbrance Activity		Demo	
11		i. Current Encumbrance Balance		Demo	
12	4.2	allows on-line inquiry of detailed transactions making up each account balance along with all appropriate transaction references.			
13	4.3	displays closed and unclosed detail activity for each account code on file.		Demo	
14	4.4	allows on-line inquiry for unlimited past fiscal years' information.			
15	4.5	provides for end user-defined adjustments to budget, transaction, and encumbrance balances through use of journal entries.			
16	4.6	Audit trail functionality (who, when, why, and how much)		Demo	
17	4.7	allows an unlimited number of detail lines and text description per journal entry.			
18	4.8	allows journal entries to be numbered by month.			
19	4.9	allows users to define the level of transaction editing for purchasing transactions, such as:		Demo	
20		a) All purchase orders are automatically unapproved and held for management approval.		Demo	

	A	B	C	D	E
21		b) Purchase orders, which exceed the available budget, are unapproved and are held for management approval.		Demo	
22		c) Purchase orders, which exceed a user-defined dollar amount, are unapproved and are held pending management approval.		Demo	
23		d) Combination of options b and c.		Demo	
24		e) allows multiple levels of approvals on purchase orders and workflow for these approvals.		Demo	
25	4.10	allows users to define the types of exception transactions in accounts payable which require additional management approval. For example, transactions for which the invoices exceed the original purchase order amount might require additional manager-level user approval prior to processing.			
26	4.11	allows users to "tailor" transaction processing to their specific installation, by entering the following management options:			
27		a) Fiscal year ending date			
28		b) Whether to allow transactions in excess of the budget to be entered			
29		c) provides different level of transaction editing for "manager-level" and "staff-level" users in all modules of			
30		d) allows users to define an unlimited number of control documents for transaction processing (purchase orders, receiving reports, requisitions, checks, etc.).			
31	4.12	allows control documents to be automatically numbered or user numbered.			
32	4.13	tracks all numbers used for all transactions for audit trail purposes.			

	A	B	C	D	E
33	4.14	prevents out-of-balance entries from being entered through normal transaction entry. Errors are provided for out of balance notifications			
34	4.15	prints a report of any out-of-balance transactions. (NOTE: Out of balance transactions cannot be entered into through normal transaction entry, and are generally the result of abnormal termination of programs due to a power interruption, hardware malfunction, etc.).			
35	4.16	prints reports of encumbrance, transaction, and budget exception activity separately to facilitate correction process.			
36	4.17	provides a simple process to correct out-of-balance transactions without re-entering the entire transaction.			
37	4.18	allows detailed inquiry for all transactions, references, and amounts on-line, to facilitate correcting out-of-balance entries.			
38	4.19	provides balancing controls to prevent unbalanced entries from being closed, and provides a simple method for correcting these transactions. (Out-of-balance entries cannot be entered through normal transaction entry and are generally the result of abnormal program termination, due to power failure, power surge, etc.).			
39	4.20	provides 13 activity periods in which to close activity: 12 monthly periods, and a year-end period.			
40	4.21	allows a user-defined account code format which will allow adjustments for changes in the structure of our account numbers. Currently we do sorts and reports based on any of the sections of the account number in any order.		Demo	

	A	B	C	D	E
41	4.22	a) provides for a user-defined delimiter (special character such as a period or hyphen) to separate account elements within the account code.			
42	4.23	allows account elements to be alphabetic, numeric or a combination of both.			
43	4.24	provides for leading zeroes in account elements to be added automatically to save user keystrokes.			
44	4.25	provides a of "keywords", which are used to define the following accounts which are used by when posting transactions to the general ledger:		Demo	
45	4.26	must comply with the Nebraska Department of Education Accounting User's Manual Guidelines.			
46	4.27	Encumbrance control (used when creating and liquidating POs)			
47		a) Interfund (used on multiple-fund cash transactions)			
48		b) allows users to define an unlimited number of alphanumeric short keywords, which can be used in place of the full account code in all programs, which require an account to be entered.			
49		c) For example, keywords could be defined to correspond to account codes and could be used when entering transactions.			
50		d) allows new keywords to be defined at any time during the fiscal year.			
51		e) provides for an automatic interface between the Budgeting and Financial Management s.			
52		f) provides a detailed accounts payable sub-ledger in vendor number or vendor name order.			

	A	B	C	D	E
53		g) allows users to mark an account code as inactive to prevent it from being used on transactions and reports.			
54		h) provides capability for a user to be restricted to or from multiple account codes.			
55	4.28	allows users to define the codes and related titles for each of the account elements. Codes can be alphabetic, numeric or a combination of both.			
56	4.29	Validation rules should prohibit assignment of duplicate codes.			
57	4.30	allows users to specify by account whether to post in detail or summary to the general ledger with drill down capability.			
58	4.31	allows users to define the financial classification (such as revenue, or expenditure) of each account number element to be used in report writers.			
59	4.32	allows users to indicate each liability account to be included in the accounts payable sub-ledger reports. (For example, the user can select to include only vendor payable amounts on the sub-ledger reports, and exclude payroll-related liabilities, if desired.)			
60	4.33	allows a user to be restricted to a single account or multiple accounts based on elements of the account number			
61	4.34	allows users to access only those accounts to which they are authorized through the account security program.			
62	4.35	allows changes to the user security information at any time during the fiscal year with proper management authority.			

	A	B	C	D	E
63	4.36	allows entry of a beginning transaction, encumbrance and budget balance for each account code.			
64	4.37	provides transaction, encumbrance, and budget total activity by month for on-line inquiry.			
65	4.38	allows new accounts to be added at any time during the fiscal year.			
66	4.39	prevents accounts, which have been used in transaction processing from being deleted during the fiscal year, but allows account number to be deactivated and no longer used in the current year.			
67	4.40	provides programs or departments the ability to test the new year set-up to prevent transactions from being processed. This includes the ability to setup a complete "sandbox" environment for testing.			
68	4.41	produces a report to identify any missing set-up information.			
69	4.42	allows an unlimited number of individual building-based files to be processed concurrently.			
70	4.43	allows multiple fiscal year files to be built and accessed concurrently for each building identifier.			
71	4.44	prints a detailed encumbrance, transaction, or budget ledger using either year-to-date or balance forward (beginning balance + monthly activity) format.		Documentation	
72	4.45	prints detailed encumbrance, transaction, or budget journals using the following sorting capabilities:			
73		a) Transactions in date order			
74		b) Transactions in summary			
75		c) Transactions by account number			
76		d) Transactions summarized by journal and account number			

	A	B	C	D	E
77	4.46	provides for an unlimited number of user-defined calculations to be maintained.			
78	4.47	allows open purchase orders to be carried forward into the subsequent fiscal year.			
79	4.48	provides option to liquidate the previous year encumbrance entry or leave the previous encumbrance entry intact.			
80	4.49	Purchase orders can be carried forward one at a time or in total.			
81	4.50	provides for changing the account code on the purchase orders to be carried into the next year.			
82	4.51	provides capability to carry open invoices forward into the subsequent fiscal year.			
83	4.52	provides capability to change the account code used on the invoices to be carried forward.			
84	4.53	allows definition of up to 4 levels of budget information to be maintained:			
85		a) User defined			
86		b) Proposed budget			
87		c) Approved budget			
88		d) Adopted budget			
89	4.54	allows users to be restricted from accessing proposed budget amounts after they have been rolled into the approved fields.			
90	4.55	allows user to be restricted from accessing approved budget amounts after they have been rolled into the adopted fields.			
91	4.56	allows previous year budget to be used as the basis for budget development for the subsequent year.			
92	4.57	Previous year budget can be carried into the budget development files based on any element within the account code or in total.			

	A	B	C	D	E
93	4.58	copies budgeting and forecasting data from the Employee Management into the budget work files.			
94	4.59	copies both salary and District-paid benefit amounts for budget development purposes.			
95	4.60	allows manual maintenance and editing on proposed budget, and approved budget by account number.			
96	4.61	allows proposed budget amounts to be increased and decreased by a user-defined percentage.			
97	4.62	allows proposed budget amounts to be adjusted by fund, by individual element within the account structure, or in total.			
98	4.63	copies proposed budget or a combination of both into the approved fields in the budget work files.			
99	4.64	rolls approved budget amounts into the adopted fields in the budget work files.			
100	4.65	automatically updates the beginning budget fields for both revenue and expenditure accounts for the new fiscal year.			
101	4.66	allows multiple detail accounts to be associated with a single budgetary control account.			
102	4.67	allows transactions posted to the detail accounts to draw against the control level budget.			
103	4.68	provides for an unlimited number of control accounts to be defined.			
104	4.69	allows immediate on-line inquiry for both available control account budget and detail account budget amounts, as well as on-line inquiry for all transactions posted to the accounts.			

	A	B	C	D	E
105	4.70	provides a calendar set up to be used to identify the days school is in session, holidays, and other non-work days.			
106	4.71	provides a way for administrators to correct errors made in .			
107	4.72	automatically creates interfund entries for journal entries.			
108	4.73	provides workflow for approval of user access to components of .			
109	4.74	allows administrator to define access by user.			
110	4.75	allows administrator to restrict user's access to change or look-up only.			
111	4.76	provides a grants management .			
112	4.77	provides an accounting for schools and department to use to keep track of their budgets and transactions so the deposits, purchases, and transfers they make are automatically logged for them.			
113	4.78	will post outstanding encumbrances to expense accounts at year end, but allows user to define which accounts should be charged.			
114	4.79	allows for the reversal of charged-out encumbrances in the new year and gives these account numbers a credit to offset the outstanding encumbrances.			
115	4.80	allows account numbers to be deactivated during the year and then these account numbers are not copied to the new year.			
116	4.81	will only copy balance sheet accounts to new years for certain funds.			
117	4.82	will copy year to date transaction balances for revenue and expenditure accounts to new year for certain funds.			

	A	B	C	D	E
118	4.83	should all account numbers to be indexed by any piece of the account number. For example, to search by the item number.			
119	4.84	provides a way to look at consolidated account sequences. For example, there is a receipt account and an expenditure account for each school activity. We need a way to look online at the consolidated balance to date.			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	5.1	tracks an ordering/contact and remittance address for each vendor. The remittance address, if entered, could be used on accounts payable checks.			
3	5.2	allows for multiple fax numbers, phone numbers, physical addresses and/or email addresses to be entered for each vendor.			
4	5.3	provides ability to purge vendors with no activity for a specified date range			
5	5.4	allows for including each vendor in unlimited user-defined categories, for use in on-line searches, reports, and mailing label printing.			
6	5.5	allows free-form text comments to be entered for each vendor record. Free-form comments must be reportable.			
7	5.6	allows searching for vendor records by the following criteria:		Demo	
8		a) By vendor number		Demo	
9		b) By vendor name or a portion of the name		Demo	
10		c) By vendor category code		Demo	
11		d) By address		Demo	
12	5.7	allows on-line inquiry of the following amounts:			
13		a) Dollar amount of unreceived orders by vendor			
14		b) Dollar amount of received and unpaid orders by vendor			
15		c) Dollar amount of invoices received and unpaid by vendor			
16		d) Dollar amount of orders paid for the current fiscal year by vendor			
17		e) Dollar amount of orders paid for the prior fiscal year by vendor			
18		F) 1099 volume amount			

	A	B	C	D	E
19	5.8	allows vendors to be defined as 1099 vendors with the ability to enter the tax ID (SSN or EIN) and tax ID name.			
20	5.9	allows vendors to be placed on hold for creation of purchase orders and/or payments.			
21	5.10	Allows for Purchase orders to be created from a requisition		Demo	
22	5.11	provides the ability to manually assign requisition numbers.			
23	5.12	provides for vendor discounts by percentage or dollar amounts.			
24	5.13	provides a free text area for entering additional information about a requisition. Information entered into the text area may be designated to be printed on the purchase order.			
25	5.14	allows a user defined number of line items per requisition.			
26	5.15	provides pre-encumber feature for requisition processing.			
27	5.16	has the ability to validate available budget and dollar amount of the requisition and holds exception transactions for management approval.			
28	5.17	allows each line item of a requisition to be charged to multiple account numbers.			
29	5.18	supports requisition workflow approval based on account number or location.			
30	5.19	has the ability to forward requisition workflow approval to an additional approver.			
31	5.20	supports requisition workflow approval by requisition or line item of the requisition.			
32	5.21	summarizes multiple requisition order amounts (bid cycle reqs)			

	A	B	C	D	E
33	5.22	allows for authorized user to change quantities on a bid cycle requisition and add that quantity into the existing bid prior to creating a Purchase Order			
34	5.23	allows selection of requisition reporting by the following criteria:			
35		a) Requisition number or range of numbers			
36		b) Location identifier			
37		c) Account number or portion of the account number			
38	5.24	provides the following standard Requisition Reports:			
39		a) Requisition By Buyer Report			
40		b) Requisition by Location			
41		c) Unapproved requisitions			
42	5.25	has the ability to notify the creator of a requisition when the item ordered on the requisition is cancelled from the requisition or a purchase order.			
43	5.26	has the ability to copy an existing purchase order or requisition to create a new purchase order or requisition			
44	5.27	provides the ability to assign a buyer to each requisition item			
45	5.28	provides for rush designation and required by date on requisitions			
46	5.29	allows the ability for Purchase Orders to be created by buildings and departments and managed by finance office		Demo	
47	5.30	allows for the PO signature to be customized by department or building?			
48	5.31	Provides the ability to create a purchase orders through workflow or without a submitted requisition.			

	A	B	C	D	E
49	5.32	Provides the ability to assign purchase order numbers automatically by purchase order type.			
50	5.33	provides for vendor discounts by percentage or dollar amounts.			
51	5.34	has the ability to copy an existing purchase order or requisition to create a new purchase order or requisition			
52	5.35	allows for designating different types of purchase orders, such as maintenance, construction, food service, and services.			
53	5.36	Allows for unencumbered purchase orders to be entered into next fiscal year without disrupting current year activity.			
54	5.37	provides for entry of a default or alternate pre-defined ship-to code on each purchase order.			
55	5.38	Default ship-to code is defined by purchase order type.			
56	5.39	allows for entry of the following values on a purchase order: shipping terms, payment terms, cash discount and trade discount.			
57	5.40	allows entry of freight by percentage or dollar amount on each purchase order.			
58	5.41	allows multiple pre-defined messages to be selected and printed on each purchase order.			
59	5.42	allows an unlimited number of funds and account codes to be used on purchase orders.			
60	5.43	automatically posts a balancing encumbrance entry for each expense account used on the purchase order.			
61	5.44	has the ability to validate available budget and dollar amount of the purchase order and holds exception transactions for management approval.			
62	5.45	Allows each line item of a purchase order to be charged to multiple accounts.			

	A	B	C	D	E
63	5.46	Allows for location # and requisition # to be designated on each line item if different from default information			
64	5.47	Allows unlimited line items per purchase order.			
65	5.48	provides a free text area for entering additional information on the purchase order. (i.e. note to distribution or accounting)			
66	5.49	Provides a free text area for entering additional information about a purchase order. (i.e. our "special instructions")			
67	5.50	has the ability to connect a single requisition number to multiple purchase orders (i.e. from Bid Requisitions)			
68	5.51	allows changes to un-printed purchase orders by authorized users and adjusts encumbrance entries automatically.			
69	5.52	provides option for printing, faxing or emailing purchase orders when:			
70		a) Purchase orders are created			
71		b) Purchase orders are revised			
72		c) Purchase order needs to be re-sent to vendor			
73	5.53	allows PO revision due to overages, canceled items or substitutions on purchase orders. (Example: ordered 10—received CS/12)			
74	5.54	Allows change orders to be created with associated changes to update the purchase order.			
75	5.55	Provides on-line query of the change order by purchase order number.			
76	5.56	allows for returns to vendors on purchase orders.			
77	5.57	prints reports of returns to vendors on purchase orders with detailed information.			

	A	B	C	D	E
78	5.58	allows on-line inquiry of the following purchase order detail including purchase order line information for the following:			
79		a) Quantity ordered			
80		b) Quantity received			
81		c) Quantity invoiced			
82		d) Quantity canceled			
83		e) Quantity outstanding			
84	5.59	has the ability to create report of :			
85		a) Unprinted (not sent to the vendor) purchase orders only			
86		b) Previous printed purchase orders			
87		c) Revised purchase orders			
88		d) Purchase orders not fully received			
89		e) Purchase orders not fully paid			
90		f) Single purchase order by purchase order number			
91		g) Unapproved purchase orders.			
92		h) Purchase Orders By location			
93		i) Purchase Orders By Vendor			
94		j) Purchase Orders By Date Required			
95		k) Purchase Order By Buyer			
96	5.60	maintains ability to view details of all closed and open purchase orders for inquiry.			
97	5.61	Provides on-line inquiry to purchase orders by purchase order number, or vendor, or requesting department or requisition number.			
98	5.62	Limits remote site inquiries to purchase orders related to their location.			
99	5.63	Provides the ability to cross-reference purchase orders, vendors, check numbers, and invoice numbers.			
100	5.64	allows for designation of rush PO			
101	5.65	allow for entry of PO date required			
102	5.66	allows for a flag to 'hold payment' on a PO			

	A	B	C	D	E
103	5.67	allows the entry of quantities that are cancelled and a cancellation reason.			
104	5.68	has the ability to enter and track contracts with approval workflow.			
105	5.69	has the ability to track dates of contracts			
106	5.70	contains a vendor portal with the following:		Demo	
107		a) Allow vendor to request to be a vendor for the district and collect general contact information.			
108		b) Ability to approve vendor and collect more information such as W-9, ACH, insurance and other information needed by the district. Allow vendor to create vendor account with username and password at this time.			
109		c) Use portal to allow vendor to view assigned purchase orders, attach invoices, view or attach contracts and view invoices paid with ACH payment information.			
110		d) Ability for vendor to respond to bids through electronic portal			
111	5.71	Ability to enter warehouse location of packages received, number of boxes delivered, delivery date, shipper name			
112	5.72	Ability to scan or take picture of packing lists and shipper label to be stored for each purchase order			
113	5.73	Ability to enter comments on purchase order concerning overages, shortages, defective items and have workflow if any of these occur			
114	5.74	Ability to generate delivery ticket information containing ordering location, quantity received, item received, requisition number, backorder quantities, purchase order number for and non-stock items			

	A	B	C	D	E
115	5.75	Ability to generate bar code label that contains ordering location , requisition number, number of boxes, and attention line for items being delivered that refers back to detailed delivery ticket information.			
116	5.76	Ability to associate a serial number and id number for asset management purposes to purchase order			
117	5.77	Ability to receive items on purchase order that will be included into our stock inventory			
118	5.78	Ability to track all boxes' location with bar code scans			
119	5.79	Ability to generate bar code label for packages not associated to a purchase order - user generated number for package			
120	5.80	Ability to view list of purchase orders needing to be expedited (orders not received)			
121	5.81	Ability to add comments to purchase order that are date stamped and organized by specified type			
122	5.82	Ability to maintain inventory that tracks quantities on hand, backordered, canceled, returned.			
123	5.83	Ability to use cost averaging when determining inventory item value			
124	5.84	Ability to perform a yearly inventory audit			
125	5.85	Ability to make item quantity adjustments with free text comment field			
126	5.86	Ability to create delivery tickets for stock item delivery when requisition is approved.			
127	5.87	Ability to restrict approval of stock requisition temporarily for inventory and year end			
128	5.80	Ability to define delivery routes (day and location) based on school calendar.			

	A	B	C	D	E
129	5.89	Procedure to allow users to request items to be delivered to their location on loan (i.e.. Tables, chairs or risers) with ability to schedule delivery and pickup days for items			
130	5.90	Workflow to allow users to enter and to schedule material transfer requests from one location to another location			
131	5.90	has the ability to unreceive items			
132	5.91	can track an unlimited number of fixed assets.		Demo	
133	5.92	provides the ability to import information into fixed asset from the purchase order or manually		Demo	
134	5.93	provides the ability to define a generic fixed asset item description and be able to map stock catalog items, non-stock catalog items or non-stock purchase orders to the fixed asset item		Demo	
135	5.94	has the ability to generate a barcode or RFID tag that cross references a fixed asset item description, serial number, purchase order and other user-defined attributes		Demo	
136	5.95	Ability to inventory a location using bar code, RFID or manual input		Demo	
137	5.96	Ability to use mobile devices and mobile printing devices for inventory and bar code creation		Demo	
138	5.97	can store complete valuation data, including purchase, replacement, disposal, renewal, book, and other user-defined attributes		Demo	
139	5.98	has capability to record detail property records for all fixed assets including identification codes, item catalog classification, acquisition data, supplier information, make, model, serial number, disposition data, asset useful life and other user-defined information.		Demo	

	A	B	C	D	E
140	5.99	Ability to assign and change location that is associated to a fixed asset item		Demo	

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	6.1	processes detailed vendor invoices for payment.			
3	6.2	defaults information from the purchase order to the invoice entry screen to simplify data entry.			
4	6.3	allows invoice to be paid to an alternate vendor other than the original purchase order vendor.			
5	6.4	automatically uses the vendor's remittance address, if any, from the vendor record when processing invoices.			
6	6.5	validates clerical accuracy of invoices during invoice entry process.			
7	6.6	allows an unlimited number of account number and/or description lines per individual invoice transaction.			
8	6.7	allows multiple invoices to be entered against the same purchase order reference.			
9	6.8	will validate the total quantity and amounts to be paid to the Purchase Order with override capability			
10	6.9	allows invoices to be entered directly to a vendor without a purchase order reference with proper management approval.			
11	6.10	automatically verifies that items have been received prior to making payments on invoices with override capability.			
12	6.11	provides batch totals for proper balancing to control totals.			
13	6.12	allows each batch to have a unique identifier for purposes of balancing.			

	A	B	C	D	E
14	6.13	processes vendor credits. If no outstanding invoices are on file credit memos will be held and automatically matched with the next invoice for the appropriate vendor.			
15	6.14	provides a detailed listing of invoice batches with appropriate user-defined error and warning messages based on defined thresholds, including but not limited to: no unit cost, invoice cost different from PO cost, invoice not in balance, and not paying on PO.			
16	6.15	can list invoice batches in either vendor name or vendor number order or Any Other User Defined Business Rule.			
17	6.16	Batch listing should allow for user specified fields to be included on the report			
18	6.17	provides option to post only error-free invoice batches, or to process individual error-free invoices within the selected batch identifier, and leave error invoices on file for appropriate correction or manager-level user approval.			
19	6.18	provides the capability for on-line inquiry of detailed invoice information including but not limited to the following:			
20		a) Invoice number			
21		b) Purchase Order number			
22		c) Vendor number			
23		d) Check number			
24		e) Vendor Name			
25		f) Requisition Number			
26	6.19	provides capability for manager-level users to approve exception invoices (invoices with error or warning messages).			

	A	B	C	D	E
27	6.20	provides on-line inquiry capability for detailed invoice information for both outstanding and paid invoices.			
28	6.21	provides the ability to make changes to invoices and debit/credit memos until the time they are posted.			
29	6.22	An on-line list of vendors is available.			
30	6.23	General Ledger transactions are automatically generated on a real-time basis.			
31	6.24	accommodates unlimited multiple addresses types and addresses for each vendor.			
32	6.25	allows for the addition of freight and bulk charges.			
33	6.26	Encumbrances are automatically released upon posting of invoice, allowing for full or partial liquidation.			
34	6.27	Invoice amount can be distributed to multiple account numbers.			
35	6.28	Partial shipments can be handled.			
36	6.29	Partial payments can be processed.			
37	6.30	Vendor discounts can be handled.			
38	6.31	provides for pre-encumbrance process when requisition is approved by the principal but PO has not yet been created.			
39	6.32	allows for grouping of invoices by vendor to produce one check per vendor.			
40	6.33	allows voided checks to be posted to multiple account numbers.			
41	6.34	allows voided checks to be re-issued using the same invoice information.			

	A	B	C	D	E
42	6.35	can retrieve document history on-line, linking requisitions to purchase orders, invoices, and checks.			
43	6.36	has capability to identify duplicate invoices.			
44	6.37	Provides the ability to have automatic generation of check numbers based on user-entered starting numbers.			
45	6.38	Provides the ability to make payments to the same vendor multiple times throughout the year without creating a new purchase order for each payment.			
46	6.39	Provides a process to download transactions, such as credit card purchases, allow multiple schools/departments to verify these transactions and put account numbers to charge, and then allow accounting department to post transactions. Also provide default account number for each credit card in master file setup. Create account summary reports, payment report, and online transaction look up. (Procurement Cards/NOGG/Office Depot/School Specialty)			
47	6.40	Provide ability to place vendor name purchased from in description on general ledger for credit card purchases.			
48	6.41	Provide ability to place item purchased in description on general ledger for Office Depot orders.			
49	6.42	allows for automated delivery of invoices via email or printed copies.			

	A	B	C	D	E
50	6.43	allows multiple invoices to be paid for one line on a purchase order.			
51	6.44	allows quantities to be paid to be adjusted.			
52	6.45	allows pre-payments on purchase orders before merchandise is received.			
53	6.46	Paperless Work Flow for processing purchase order payments (or compatible with Laserfiche): Requisition, purchase order, receiving, invoice, reports, processing checks. Reports to include PO Fully Received with Invoices, PO Fully Received without Invoices, Invoice Received and Purchase Order NOT Fully Received, Contract PO's That Have Been Invoices, Credit Limit/Contract PO with Amount Paid Greater than Zero, Error report of invoice scanned and rejected.			
54	6.47	Ability to control what documents are seen by users. Accounting and Purchasing would have full access while schools/departments would only be able to see their purchase orders and invoices.			
55	6.48	Ability to close and re-open purchase orders manually by PO #			
56	6.49	will not allow payment of more than what is received.			
57	6.50	Ability to issue two separate checks to the same vendor in the same check run based on invoice and vendor (instead of doing two check runs).			
58	6.51	Be able to enter invoices for payment in the current fiscal year for payment in the next fiscal year.			

	A	B	C	D	E
59	6.52	provides a way to create a second page of remittance information for a check.			
60	6.53	allows users to define the types of exception transactions in accounts payable which require additional management approval. For example, transactions for which the invoices exceed the original purchase order amount might require additional manager-level user approval prior to processing.			
61	6.54	Allow accounts payable staff to post invoices to different account numbers than those stated on the purchase order			
62	6.55	allows invoices to be imported from an external			
63	6.56	provides ability to close all purchase orders when all lines have been received and paid.			
64	6.57	provides the ability to identify batches entered per user and associated reports for balancing.			
65	6.58	provides email to vendor when eCheck is processed for payment.			
66	6.59	provides ability to hold eCheck batches for payment once created. approval the following Tuesday.			
67	6.60	provides the ability to place a vendor on "Hold" status so payments will not be processed until we release the hold.			
68	6.61	Vendor record has fields for both Purchasing and Accounts Payable to make notes.			
69	6.62	allows user to pick which batches will be paid.			

	A	B	C	D	E
70	6.63	allows administration to define different workflow paths based on situations. Some situations may require more approvers than others.			
71	6.64	allows staff to scan in receipts for reimbursement and forward to school/department office staff to initiate reimbursement			
72	6.65	allows staff to take pictures of receipts for reimbursement and forward those to school/department staff to initiate reimbursement			
73	6.66	allows for editing of bank info and sign for AP Checks			
74	6.67	has the ability to interface deduction vendors from payroll?			
75	6.68	An open encumbrance report by account number can be run at any time from within the A/P module			
76	6.69	Provides payment history report, including vendor number, vendor name, invoice number, check number, amount, date paid, PO #, and payment status. Availability of multiple years at one time.			
77	6.70	Run Vendor report for calendar year end.			
78	6.71	Run Aged Open Purchase Order Report that includes line item status and paid to date amounts per purchase order by PO type.			
79	6.72	produces a detailed schedule of checks on file to be written, sorted by vendor name or vendor number.			
80	6.73	Provides a payment listing prior to posting.			

	A	B	C	D	E
81	6.74	processes 1099 income reporting forms in accordance with federal regulations.		Demo	
82	6.75	allows a vendor's 1099 status to be changed at any time during the year, and all existing activity will be automatically updated.		Demo	
83	6.76	allows individual invoices to be included or excluded from 1099 income for a vendor as appropriate.		Demo	
84	6.77	allows 1099 status for individual invoices to be changed after invoice has been posted.		Demo	
85	6.78	provides capability to change the 1099 status for all invoices for a selected vendor.		Demo	
86	6.79	produces both 1099 paper forms and exportable file.		Demo	
87	6.80	Produce a monthly 1099 report, by vendor with invoice number, description, amount and invoice taxable status for 1099 vendors.		Demo	
88	6.81	allows 1099 status to be changed at point of invoice entry PER LINE.		Demo	
89	6.82	provides a warning if a 1099 'yes' payment is made to an employee		Demo	
90	6.83	automatically totals 1099 activity and displays it on-line.		Demo	
91	6.84	allows open purchase orders to be carried forward into the subsequent fiscal year. With reports of changes made.			
92	6.85	provides option to liquidate the previous year encumbrance entry. With reports of changes made.			
93	6.86	provides option to re-encumber outstanding PO amounts into the new year. With reports of changes made.			

	A	B	C	D	E
94	6.87	Purchase orders can be carried forward one at a time or in total. With reports of changes made.			
95	6.88	provides ability to copy receiving records for all open Purchase Orders to the next fiscal year			
96	6.89	provides ability to copy payment records for all open Purchase Orders to the next fiscal year			
97	6.90	provides the ability to copy purchase orders with a total allowable limit amount to the new year and assign a new purchase order number.			
98	6.91	will post outstanding encumbrances to expense accounts at year end, but allows user to define which funds (account number sequences) should be included in this process. With reports of changes made.			
99	6.92	allows for the reversal of charged-out encumbrances in the new year and gives these account numbers a credit to offset the outstanding encumbrances, but allows user to define which funds (account number sequences) should be included in this process. With reports of changes made.			
100	6.93	allows open requisitions to be carried forward into the subsequent fiscal year. With reports of changes made.			
101	6.94	provides option to liquidate the previous year pre-encumbrance entry. With reports of changes made.			
102	6.95	provides option to re-encumber outstanding Requisition amounts into the new year. With reports of changes made.			
103	6.96	Requisitions can be carried forward one at a time or in total. With reports of changes made.			

	A	B	C	D	E
104	6.97	will post outstanding Pre-encumbrances to expense accounts at year end, but allows user to define which funds (account number sequences) should be included in this process. With reports of changes made.			
105	6.98	allows for the reversal of charged-out Pre-encumbrances in the new year and gives these account numbers a credit to offset the outstanding Pre-encumbrances, but allows user to define which funds (account number sequences) should be included in this process. With reports of changes made.			
106	6.99	provides a way to copy account numbers from the current year to the next year. This process can be run multiple times.			
107	6.100	A process is available to delete un-approved requisitions before year end roll.			
108	6.101	allows administrator to control when access is given to the new year.			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	7.1	allows immediate up-to-date on-line inquiry capability for the following amounts:		Demo	
3		a) Beginning Budget Balance		Demo	
4		b) Year-to-Date Budget Activity		Demo	
5		c) Current Budget Balance		Demo	
6		d) Beginning Transaction Balance		Demo	
7		e) Year-to-Date Transaction Activity		Demo	
8		f) Current Transaction Balance		Demo	
9		g) Beginning Encumbrance Balance		Demo	
10		h) Year-to-Date Encumbrance Activity		Demo	
11		i) Current Encumbrance Balance		Demo	
12		j) Beginning Pre-Encumbrance Balance		Demo	
13		k) Year-to-Date Pre-Encumbrance Activity		Demo	
14		l) Current Pre-Encumbrance Balance		Demo	
15	7.2	allows on-line inquiry of detailed transactions making up each account balance along with all appropriate transaction references.			
16	7.3	allows users to specify by account whether to post in detail or summary to the general ledger with drill down capability.			
17	7.4	displays closed and unclosed detail activity for each account code.			
18	7.5	allows on-line inquiry for up to 3 previous fiscal years' information.			
19	7.6	provides for end user-defined adjustments to budget, transaction, and encumbrance balances through use of journal entries.			
20		a) Audit trail functionality (who, when, why, and how much)			
21	7.7	provides a journal entry program, which if multiple funds are entered automatically creates entries to balance each fund.			

	A	B	C	D	E
22	7.8	allows an unlimited number of account detail lines with a text description per journal entry.			
23	7.9	allows journal entries to be numbered by month by type of journal entry - transaction, budget, encumbrance.			
24	7.10	allows users to "tailor" transaction processing to their specific installation, by entering the following management options:			
25		a) Fiscal year start and end date			
26		b) Allows for programs/departments to have different fiscal year ending dates. This is a key feature in administration of grants.			
27		c) Whether to allow transactions in excess of the budget to be entered			
28		d) provides different level of transaction editing for users based on their role in all modules of			
29		e) allows users to define an unlimited number of control documents for transaction processing (purchase orders, receiving reports, requisitions, checks, etc.).			
30	7.11	allows control documents like purchase orders to be automatically numbered based on user defined ranges			
31	7.12	tracks all numbers used for all transactions for audit trail purposes.			
32	7.13	prevents out-of-balance entries from being entered through normal transaction entry. All transactions are automatically balanced by during posting to the general ledger.			

	A	B	C	D	E
33	7.14	identifies out-of-balance transactions. (NOTE: Out of balance transactions cannot be entered into through normal transaction entry, and are generally the result of abnormal termination of programs due to a power interruption, hardware malfunction, etc.).			
34	7.15	allows for the choice to use encumbrances?			
35	7.16	identifies pre-encumbrances, encumbrances, transactions, and budget exceptions activity separately to facilitate correction process.			
36	7.17	provides a simple process to correct out-of-balance transactions.			
37	7.18	allows users to close accounting activity for each month.			
38	7.19	allows a month to be closed multiple times, to allow for entry of additional transactions into the correct monthly period.			
39	7.2	allows transactions to be entered in the current month without closing the previous month.			
40	7.21	allows a user-defined account code format. Each part of the account number needs to be user defined and the length of each part user defined as well.			
41	7.22	allows users to define the financial classification (such as revenue, or expenditure) of each account number element.			
42	7.23	allows users to define titles for each of the account elements. Titles can be alpha numeric.			
43	7.24	provides for leading zeroes in account elements to be added automatically to save user keystrokes.			
44	7.25	allows elements of the account to be defined as either required or optional.			

	A	B	C	D	E
45	7.26	provides a way to define default account numbers such as inter fund offset account numbers.			
46	7.27	allows summarization reports to be created by user based on various combinations of pieces of the account number structure.			
47	7.28	allows users to mark an account code as inactive to prevent it from being used on transactions and reports. Inactive account codes can not be copied to the new year.			
48	7.29	allows a user to be restricted to a single account or multiple accounts based on elements of the account number such as a school only being able to see their account numbers.			
49	7.3	allows entry of a beginning transaction, pre-encumbrance, encumbrance and budget balance for each account code.			
50	7.31	allows multiple fiscal year files to be accessed concurrently.			
51	7.32	identifies when pre-encumbrance, encumbrance, transaction, or budget journals are out of balance.			
52	7.33	contains the ability to job costing for construction projects.			
53	7.34	provides a record keeping for schools and departments to use to keep track of their budgets and transactions so the deposits, purchases, and transfers they make are automatically logged for them. (School funds accounting and teacher allocation)			
54	7.35	should allow account numbers to be indexed by any piece of the account number. For example, to search by the item number.			

	A	B	C	D	E
55	7.36	provides a way to look at consolidated account sequences. For example, there is a receipt account and an expenditure account for each school activity. We need a way to look online at the consolidated balance to date.			
56	7.37	Ability to import transaction information that will create journal entries including interfund and offsets entries			
57	7.38	Board Report - Summarizes by different account elements showing current budget, year to date transactions, month to date transactions, current pre-encumbrances, current encumbrances.		Demo	
58		a) Need to be created by location and/or the individual location may run			
59	7.39	Principals Allocation Report - Supply and equipment accounts by location showing current budget, year to date transactions, month to date transactions, current pre-encumbrances, current encumbrances			
60		a) Need to be created by location and/or the individual location may run			
61		b) Reporting based on individual elements of account numbers			
62	7.40	provides standard financial reports including comparison from current fiscal year to date to prior fiscal year to date.			
63	7.41	provides ability to copy and rename a report so modifications can be made without starting from scratch.			
64	7.42	provides ability to keep track of an amount, such as \$225, that teachers can spend including and allows portal for teachers to be able to see:			
65		a) current balance			
66		b) dates paid			
67		c) amount paid			

	A	B	C	D	E
68		d) description of item paid for			
69	7.43	provides ability to distribute schools' supply and equipment budgets.			
70	7.44	provides ability to allow schools to determine how their supply and equipment budgets are distributed, i.e. by grade, by department, by team.			
71	7.45	provides schools/departments with their own financial statements where all requisitions, deposits, journal entries, etc are posted in real time, whether the amounts are actuals or estimates.			
72	7.46	automatically updates estimated, or encumbered, amounts are updated in school/department financial statements.			
73	7.47	allows reports to be created by user based on varies pieces of the account number structure.			
74	7.48	provides analytical tools.			
75	7.49	allows mapping of financial information to be put in the Nebraska Annual Financial Report.			
76	7.5	allows district staff to define and map reports.			
77	7.51	allows ability to build school calendars.			
78	7.52	allows schools/department to run their own reports.			
79	7.53	allows schools/departments to only write reports for their account numbers based on the location portion of the account number.			
80	7.54	allows reports to be created by user and pushed out for schools/departments to run based on their location.			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	8.1	Online Budget Prep Tools that include:		Demo	
3		A) Notes		Demo	
4		B) Requested Amounts		Demo	
5		C) Multiple lines for each account code		Demo	
6	8.2	Can notes from budget prep be carried over from year to year			
7	8.3	Are reports available that compare the budget prep to the budget actual?			
8	8.4	allows for the migration from the budget prep module to the budget live system			
9	8.5	Has a report that will show revenue and expenditure out of balance			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	9.1	restricts users from accessing original budget.			
3	9.2	Budget data can be viewed in past years, created and maintained for any number of present and future years.			
4	9.3	Ability to create multiple copies of future budgeting years.			
5	9.4	Allows budgets or budget items to be frozen/unchanged.			
6	9.5	allows immediate on-line inquiry for both single budgetary control account and detail account budget amounts.			
7	9.6	allows definition of budget information to be captured by:			
8		a) Original (beginning) Budget			
9		b) Current Budget (through budget journal entries)			
10	9.7	allows previous year original budget to be used as the basis for budget development for the subsequent year.			
11	9.8	Ability to update contract days and checks to be paid from partial year to full year for late start employees.			
12	9.9	Ability to combine like account numbers by any element of the account number to a single budgetary control account (Pool Parameters)			
13	9.10	provides for an unlimited number of budgetary control accounts to be defined.			
14	9.11	Ability to combine staff positions by any element of the account number and summarize by FTE and Salary			
15	9.12	Ability to create proposed FTE or Salary changes (increase or decrease)			

	A	B	C	D	E
16	9.13	Ability to create budget for Non-Exempt 'Hourly as Reported' employees			
17	9.14	Ability to generate salary, district paid benefits, and district paid contributions for insurance when increasing or decreasing proposed FTE or Salaries (Incremental Assignments)			
18	9.15	Ability for department heads to enter requested increases or decreases to FTE and Salary by Staffing Parameter which may be approved or denied by budget director			
19	9.16	allows proposed budget amounts to be increased and decreased by a user-defined percentage. For salaries that are not FTE based (Non-Contract).			
20	9.17	Ability for department heads to enter requested increases or decreases to non-contract salaries which may be approved or denied by budget director			
21	9.18	Ability to increase years of service which could effect years of service stipend amounts			
22	9.19	Ability to change pay schedules or district paid benefits for budget calculations			
23	9.20	Ability to advance pay schedule step increments for a specific employee group			
24	9.21	Ability to budget for flat rate stipends (Office PSP, 2000 Meals)			
25	9.22	Ability to make mass adjustments to budget line items.			
26	9.23	Ability to remove flat rate stipends that have been generated by the Payroll but are not needed by the Budget			
27	9.24	Based on salary and non-contract salary information has the ability to project Salary and Benefit totals			

	A	B	C	D	E
28	9.25	Ability for department heads to enter requested increases or decreases to non-salary accounts which may be approved or denied by budget director			
29	9.26	Based on salary, non-contract salary, and all other accounts has the ability to project the Proposed Budget totals			
30	9.27	Ability to make adjustments to the Proposed Budget totals and to project the Final Budget from the Proposed Budget			
31	9.28	Ability to load the Final Budget amounts to the original budget amounts in the Financial			
32	9.29	Your has the ability to post from the preparation module to live payroll			
33	9.30	Ability to generate a report of accounts with an original budget amount that does not have a projected salary amount			
34	9.31	Ability to generate a report of budgets that are negative.			
35	9.32	Ability to generate proposed budget book, actual budget book, and state budget document.			
36	9.33	Ability to generate reports for analyzing effects of how changes will effect all or part of a budget.			
37	9.34	generates an audit trail of all budget changes.			
38	9.35	Capabilities allow forecasts to be changed in terms of percentage increases or decreases.			
39	9.36	provides a flexible budgeting and forecasting capable of:			
40		a) Percentage increases			
41		b) Flat rate increases			
42		c) Employee by employee increases			
43		d) Job by job increases			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	10.1	allows an unlimited number of user-defined bank accounts.			
3	10.2	allows check numbers to be assigned automatically by or to be entered by the user.			
4	10.3	allows general ledger posting to an unlimited number of cash accounts.			
5	10.4	automatically posts inter-fund entries for cash transactions.			
6	10.5	provides capability to write laser printed and manually prepared checks.			
7	10.6	provides capability to write accounts payable checks based on the following criteria:			
8		a) By specific fund			
9		b) By vendor number			
10		c) By specific invoice number			
11		d) By voucher number			
12	10.7	allows selected invoices to be held from payment.			
13	10.8	prints checks in either vendor name or vendor number order.			
14	10.9	uses an 8 1/2 by 11 inch check format.			
15	10.10	can use Electronic Funds Transfer for vendor payments			
16	10.11	can produce a detailed remittance advice (including multiple pages) , including the invoice description, along with all appropriate transaction references.			
17	10.12	Checks can be run as often as necessary.			
18	10.13	automatically liquidates outstanding liability amounts and posts the appropriate cash transaction entries in the general ledger module.			

	A	B	C	D	E
19	10.14	displays the starting check number on-line for verification prior to running the checks.			
20	10.15	allows manually prepared checks to be recorded in the cash disbursements records.			
21	10.16	allows manually prepared checks to be used to pay existing accrued invoices or to be posted directly to a specified general ledger account.			
22	10.17	provides for voiding automatic or manually prepared checks and automatically reverses all accounting entries (both cash and expense entries).			
23	10.18	provides for voiding a lost or destroyed check and reusing the invoice to produce a replacement check.			
24	10.19	allows checks to be voided into the original accounts used on the check or into alternate general ledger accounts, as appropriate.			
25	10.20	provides capability to re-run check printing program in case of printer jam or error. When a re-run is done, check numbering can continue from the point of error or jam.			
26	10.21	allows for upload of checks written to bank for positive pay purposes.			
27	10.22	Direct Deposit (ACH) capability for Accounts Payable, which would interact directly with the Payroll files for employee reimbursements.			
28	10.23	is able to void a range of checks, either an A/P run or payroll run.			
29	10.24	An Email with invoice payment would be produced for EFT payments and automatically sent to vendors, with multiple email addresses for payment notifications to vendors available. The vendor email would include remittance detail.			

	A	B	C	D	E
30	10.25	provides voiding and reversal of checks by authorized personnel.			
31	10.26	includes user customizable forms for checks including the ability to adjust signatures			
32	10.27	allows a printed check to be created for a vendor who is usually paid through ACH.			
33	10.28	A report with invoice paid detail would be provided (ACH check register), and payment information would be available for inquiry like check payments.			
34	10.29	produces a detailed manual check register.			
35	10.30	produces a detailed schedule of checks written, sorted by vendor name, vendor number, or voucher number in check number order, with the following selection options:			
36		a) For a selected bank			
37		b) For a selected bank account			
38		c) For a selected date range			
39		d) For a selected check number range			
40		e) Include/exclude voided checks			
41		f) Include/exclude detailed invoice information			
42	10.31	produces a detailed vendor payment history report, including the following options:			
43		a) Ability to include only vendors whose total payments exceed a user-defined dollar amount			
44		b) For a single vendor			
45		c) For a selected date range			
46		d) Sorted by vendor name or vendor number			
47	10.32	produces a voided check register in either detail or summary order, with the following selection criteria:			
48		a) By date range			
49		b) By bank account number			
50		c) By check number			

	A	B	C	D	E
51		d) With detailed account distribution			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	11.1	allows manual entry of bank statement information, by check number, deposit reference, and for user-defined bank adjustments.			
3	11.2	allows entry of cleared check information directly via exported file from the bank.			
4	11.3	produces a detailed edit listing highlighting differences between cleared item amounts entered from the bank statements and the amounts recorded by .			
5	11.4	produces a detailed bank reconciliation report including:			
6		a) Balance per bank			
7		b) Outstanding deposit items			
8		c) Outstanding check items			
9		d) Posted adjustment items			
10		e) Balance per books			
11	11.5	produces detailed outstanding check and outstanding deposit listings; sorted by bank account number, date range, and transaction reference.			
12	11.6	allows entry of deposits directly via exported file from the bank.			
13	11.7	allows entry of ACH transactions directly via exported file from the bank.			
14	11.8	allows transactions received from export file to be posted to the general ledger if not already recorded.			
15	11.9	allows bank reconciliation information to be downloaded to Excel in XLSX format			
16	11.10	allos bank reconciliation information to be downloaded in CSV format			

	A	B	C	D	E
17	11.11	provides the ability to import the bank statement and generate a comparison of missing or incorrect items. To verify that cleared checks are cleared in , etc....			
18	11.12	provides ability to post school/department deposits daily that have cleared the bank.			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	12.1	allows entry of an unlimited number of individual cash receipts per bank deposit.			
3	12.2	allows deposits to be either user-numbered or - numbered.			
4	12.3	allows an unlimited number of description lines per cash receipt.			
5	12.4	allows an unlimited number of funds and account codes per individual receipt and deposit.			
6	12.5	automatically posts revenue entries and offsetting cash entries to the general ledger module.			
7	12.6	produces a detailed listing of individual cash receipts and deposits.			
8	12.7	Late charges can be assessed.			
9	12.8	A bad check fee can be assessed.			
10	12.9	An unlimited number of deposits can be posted against an account.			
11	12.10	An account or specific charge on an account can be interactively written off.			
12	12.11	Billing statements can be generated on-line.			
13	12.12	provides for billing invoice and statement generation.			
14	12.13	provides ability for multiple locations to produce billing invoices or statements (with Administrator approval)			
15	12.14	has capability to print invoices or statements in any desired sort order, i.e., alphabetical, zip			
16	12.15	has capability to print statements based on the balance or date of the transaction.			
17	12.16	has capability to print statements all at once, by type or by balance.			
18	12.17	has capability to designate separate billing addresses.			

	A	B	C	D	E
19	12.18	Second notices can be generated.			
20	12.19	Statements may selectively show either all prior transactions or only those since a user-specified date.			
21	12.20	Information messages may be printed on statements.			
22	12.21	has capability to age past due accounts.			
23	12.22	Cash receipts can be printed immediately.			
24	12.23	provides process to maintain petty cash.			
25	12.24	All receipt postings automatically update all general ledger accounts simultaneously and immediately.			
26	12.25	allows option to enter form of payment on receipt (Cash, check #, money order #, or deposit ticket) in .			
27	12.26	allows cash receipts to be sorted by receipt number, received from, check #, or amount.			
28	12.27	allows for importing of credit card transactions.			
29	12.28	allows for users to be able to assign credit card receipt transactions to different account numbers.			
30	12.29	provides a method for schools and departments to receipt and deposit money from their locations.			
31	12.30	provides a process for school/department deposits to have account numbers assigned and flow through to the Accounting Department for posting. Accounting Department would have a process to release these deposits for posting to the general ledger.			
32	12.31	s provides the ability for receipt information, such as school lunch deposits, to be imported via third party software.			

	A	B	C	D	E
33	12.32	allows for automated delivery of invoices via email or printed copies.			
34	12.33	allows for cash receipts to be flagged as taxable.			
35	12.34	allows for import of ACH transactions and determination of account number(s) to post to the general ledger.			
36	12.35	allows for posting credit card transactions.			
37	12.36	has ability to manage student fines and fees.			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	13.1	System is capable of running payrolls for multiple groups with multiple positions. As part of the Demo companies asked to come on site should be able to demonstrate all items they mark yes to in this section.		Demo	
3	13.2	System is capable of showing date of original entry, date of change made, by whom, and log of the old information prior to the change to fields in all employee records and payroll information .			
4	13.3	If General Ledger account codes change, the system provides an option to automatically make all appropriate changes in the payroll records, including:			
5		a) Deduction records			
6		b) Job definition records			
7		c) Addenda records			
8		d) Employee pay type records			
9	13.4	All payroll adjustments update payroll history totals.			
10	13.5	Must be able to search employees by previous names.			
11	13.6	Be able to keep employees listed by both employee number and social security number. Must be able to look up employees by either number.			
12	13.7	Ability to mass change the effective dates for a specific pay type.			
13	13.8	Be able to do mass account number changes.			
14	13.9	The system allows for multiple pay categories (hourly, daily, salaried, one-time, etc.).			
15	13.10	An unlimited number of user-defined category groupings for employees are available for reporting or processing.			
16	13.11	The system allows for an unlimited number of deductions including voluntary and benefits.			

	A	B	C	D	E
17	13.12	The system provides one single database for payroll and personnel, completely integrated with the Financial System.			
18	13.13	The system automatically calculates and maintains user-defined leaves, and deductions based on the FTE and/or employee group.			
19	13.14	The following information is readily available to authorized personnel			
20		a) Employee Name			
21		b) Employee Number			
22		c) Marital status (both Federal and State)			
23		d) Gender			
24		e) Number of exemptions (both Federal and State)			
25		f) Date of birth			
26		g) Exempt / Non-Exempt status			
27		h) Salary grade and step			
28		i) Federal Withholding			
29		j) State Withholding			
30		k) Local Withholding			
31		l) Pay status (Active / In-Active)			
32		m) Hours per day			
33		n) Days per Week			
34		o) Contract days			
35		p) Contract starting date			
36		q) Contract ending date			
37		r) Voluntary deductions			
38		s) Tax Sheltered Annuities			
39		t) Voluntary deductions			
40		u) Direct Deposit			
41		v) Original hire date			
42		w) Current Hire date			
43		x) Address			
44		y) Phone number			

	A	B	C	D	E
45	13.15	The system provides the ability to input additional user-defined fields in the employee record and ability to sort on these fields.			
46	13.16	The system provides the ability to base deductions on:			
47		a) Flat dollar amount			
48		b) Gross income			
49		c) Another deduction			
50		d) Disposable Income			
51		e) Specific pay types			
52		f) Percentage of pay (net , taxable or gross)			
53	13.17	The system provides the ability to specify payroll posting to the General Ledger either by:			
54		a) Detail			
55		b) Summary			
56	13.18	The system provides the ability to exempt specific employees from FICA and other withholdings.			
57	13.19	The system provides a process for changing gross wage maximums for tax exemptions, FICA withholding and Retirement withholding.			
58	13.20	Any employee can be assigned concurrently to any number of positions, each with its own contract period and funding.			
59	13.21	System provides for multiple benefit employer and employee premium calculation methods including flat amounts, percentages, monthly and yearly limits.			
60	13.22	System permits entry of data with future effective dates including labor distributions and salary information.		Demo	
61	13.23	Must not allow Non-Exempt employees to be paid stipends			
62	13.24	Be able to manually change tax tables, retirement table, etc at any given time.			

	A	B	C	D	E
63	13.25	Must allow payroll staff to change name, address, bank account information, W4 changes, etc.			
64	13.26	Must allow entry of IRS "lock-in" letter deduction maximums by employee.			
65	13.27	Must be able to keep track of multiple start dates; ie. longevity date, tenure date, seniority date		Demo	
66	13.28	Be able to set a maximum dollar amount for a gross paycheck.			
67	13.29	Be able to set up garnishments, levies, child support orders, etc by pay period, by dollar amount and/or by percent.			
68	13.30	Be able to calculate annual salary from hourly rates or daily rates. Ability to calculate hourly rates or daily rates from the annual salary for pay tables.			
69	13.31	Must be able to define the taxation of a pay type or deduction.			
70	13.32	System needs to stop 403b deduction when the calendar max has been reached, including the age limit catch-up.			
71	13.33	Need to be able to define and add a specific pay type to a group of employees based on a primary pay type; ie. assigning pay type Sub Teacher to all ay type Teachers.			
72	13.34	Ability to pay employees an additional flat amount over a set amount of pay periods.			
73	13.35	Must be able to define which pay types are subject to Nebraska State Retirement. Must be able to override at the employee level.			
74	13.36	Must provide a reportable user defined field to identify reason why the subject to retirement at the pay type level has been overridden at the employee level.			

	A	B	C	D	E
75	13.37	Be able to define pay types to be taxed at the supplemental rate.			
76	13.38	Ability to be able to transfer pay tables from the payroll system to the budget system and budget system to payroll system.			
77	13.39	Create journal entries when there is a retroactive pay change or account number changes.			
78	13.40	Be able to change the employer contribution towards health insurance per employee group and plan type (ie. single, family).			
79	13.41	Be able to update benefit rates and have the updated rate automatically apply to all employees that have that benefit.			
80	13.42	Before each payroll is run, be able to re-calculate benefit premumum based on employee salary .			
81	13.43	Be able to add additional amounts to base/hourly pay by employee for additional items such as completed certifications.			
82	13.44	Must be able to handle an unlimited number of employee work calendars with different days and/or different hours.			
83	13.45	Must be able to change the effective date on each pay type by employee.			
84	13.46	Must be able to assign different pay rates to each pay type We call them 'range' and 'steps'. Each grade can have an unlimited number of steps, each having their own pay based on a specific calendar and pay type.			
85	13.47	Does your system have the ability to setup separate pay scales for classified groups?			
86	13.48	Have the ability to inactivate or effective date all codes in codes files including pay tables and deductions.			

	A	B	C	D	E
87	13.49	Change pay tables by percent or by dollar amount.			
88	13.50	Be able to import an employee's voluntary deductions from an outside resource and specify the number of checks which the deduction will apply.			
89	13.51	Need the ability to modify the text of system generated messages.			
90	13.52	The system must allow a schedule to be assigned to an employee by pay type and location. Schedule would consist of a start time and end time by day.			
91	13.53	An employee's standard pay should be able to be charged to an unlimited number of account numbers and at different percentages by account number.			
92	13.54	When defining account numbers certain elements may need to allow for a substitution of an element of the account number. EX: An additional job's account number are defined with a substitution value that part of the account number would be loaded from the primary job's account number.			
93	13.55	Record final pay date in a reportable field.			
94	13.56	Ability to assign additional flat pay amount to an employee by job type.			
95	13.57	Ability to set up period end dates for multiple pay groups.			
96	13.58	Ability to view prior year salary amounts by fiscal year to date and calendar year to date by employee. Needed for salary verification.			
97	13.59	The system allows processing of payroll for both hourly and salaried employees on various time intervals: weekly, biweekly, monthly, semimonthly, etc.			

	A	B	C	D	E
98	13.60	The system accumulate employees' liabilities for deductions and fringe benefits and automatically provides batches for payment in the Accounts Payable subsystem. ( Z-Batches)			
99	13.61	The system provides the ability to post payroll deduction amounts to various liability accounts.			
100	13.62	The system automatically distributes employees' salary to an unlimited number of account numbers.			
101	13.63	The system has the ability to void a payroll check by reversing the following items so a new payroll check may be issued:			
102		a) Leave accrued and absences taken.			
103		b) Salary history			
104		c) Checks paid to date			
105		d) Appropriate deduction balances			
106		e) Vendor payable information			
107		f) All accounting entires are automatically created and posted			
108	13.64	The system provides the ability to run an unlimited number of sample (pro-forma) payrolls without updating records.			
109	13.65	System provides the ability to Dock Pay on a Pre-Tax or Post-Tax basis			
110	13.66	The system provides the ability to activate/de-activate deductions for specific payrolls.			
111	13.67	The system provides the ability to determine when extra withholding amounts related to Federal and State taxes are taken and not taken. (Higher Tax Payroll)			
112	13.68	The payroll processor has the option to bypass employees with errors and continue with a payroll run. Reporting indicates employees with errors.			

	A	B	C	D	E
113	13.69	The system allows direct deposit to multiple bank accounts by employee including percentage distribution.			
114	13.70	The system provides the ability to turn off direct deposit by employee or by payroll run.			
115	13.71	The system is available to users while the proforma or payroll is being performed.			
116	13.72	The system is able to process a billing for insurance premiums when an employee is not receiving a check or the check is not large enough to cover the benefit premium. A report would need to be generated with these employees with the amount billed.			
117	13.73	Imputed income for taxable fringe benefits can be designated and calculated.			
118	13.74	The system provides processing options for both hourly reporting and exception-based reporting.			
119	13.75	Must be able to run a proforma, or "practice payroll" at any given time for any type of payroll run.			
120	13.76	Needs ability to create a pre-tax payroll deduction based on employee insurance elections			
121	13.77	Not allow a payroll or proforma to process an employee's record if invalid or inactive account numbers exist and produce an error report.			
122	13.78	Do not allow a negative check to be generated on the proforma or payroll. Produce a report of any such negative checks.			
123	13.79	Be able to move any time worked or absences to history that were not included in the payroll run when no check is produced. Need to be able to choose the employee, the period end date and the payroll run that such time or absences are associated with.			

	A	B	C	D	E
124	13.80	The system should allow for one time payments for things such as stipends, insurance refunds, or retirement refunds.			
125	13.81	For employees that are paid hourly and work less than 12 months and insurance payments are made over a 12 month period, money needs to be allocated to cover the insurance cost during the pay periods where there is no time worked by the employee. The system needs to calculate insurance escrows per pay period, by day, for benefits on each employee.			
126	13.82	Be able to put messages on paycheck stubs by job code, group or by single person for each specific pay date.			
127	13.83	Be able to process payrolls by pay type, group, single employee or all employees.			
128	13.84	Allow employees to sell back leave at a user defined rate.			
129	13.85	When an employee elects to have additional federal or state taxes withheld on their W4, have the ability to apply this to a specific payroll.			
130	13.86	Be able to control the following when a payroll is run:			
131		a) deduct addition federal or state taxes as indicated on their W4			
132		b) whether leave is accrued			
133		c) whether to apply direct deposit			
134		d) whether to withhold voluntary deductions			
135	13.87	Do not allow inactive or not valid account numbers to be entered or used.			
136	13.88	Validate account numbers being imported from third party software, ie sub calling system.			

	A	B	C	D	E
137	13.89	Process to pay employees that start work before fiscal year start (ie. Start early August and FY starts 9-1)			
138	13.90	Provide a way to make a partial payment to a new salaried employee and adjust the amount remaining to be paid for the remainder of the year.			
139	13.91	The system provides the ability to calculate pay automatically relative to number of checks to be received and salary to be paid.			
140	13.92	The ability to drill down from summary payroll information in the general ledger to get the detail of who was paid.		Demo	
141	13.93	Ability to edit an employee's social security number.			
142	13.94	Ability to increase substitute pay after 10 consecutive days of work.			
143	13.95	Ability to dock an employee's pay when using specific leave codes for the amount paid to the substitute working for that employee.			
144	13.96	Ability to adjust time worked or leave time after payroll has been run for that time period including calculating any backpay or docks.			
145	13.97	Ability to identify and pay out the remainder of an employee's contract for the fiscal year including any additional flat amounts (addendas) over a designated number of checks produced at the same time; ie. Teacher paid over twelve months receives three payroll checks in June, one each for the months of June, July and August.			
146	13.98	Provides the ability to pay staff whose contract amounts have been paid out (see above) any additional time worked without having any voluntary deductions removed from the paycheck.			

	A	B	C	D	E
147	13.99	Ability to mark newly entered direct deposit information so that it can be pre-noted. Ability to change pre-note record back to active record.			
148	13.100	Account numbers used to pay additional or overtime hours worked by a non-exempt employee should default to user defined account number based on information from the employee's contract account number with the ability to override.			
149	13.101	Ability to audit all time worked and time missed for the current payroll run or fiscal year.			
150	13.102	Ability to run a report of all paychecks written in a fiscal year, by employee. Report lists all check detail for each paycheck with fiscal summary by employee.			
151	13.103	Provide process to pay out unused leave per user defined rules when an employee is being final paid. The payout of leave will be paid through a separate payroll run using the supplemental rates.			
152	13.104	Provide a process to remove unused range and steps in paytables that are no longer used on a fiscal year basis.			
153	13.105	When the value of no pay leave hours for a paycheck is greater than the amount of the paycheck allow the system to carry over the remaining dock balance to the next paycheck.			
154	13.106	Ability to control when an employee will receive their first paycheck. Ie. Employee starts mid Septemeber and won't receive their first paycheck until October.			
155	13.107	Ability to default the account number that pays for a substitute's time worked based on the employee's account code for which they are working.			
156	13.108	Ability to process employee information containing newhire, rehire and termination dates to third party vendor.			

	A	B	C	D	E
157	13.109	Provide process to notify financial institution of monthly employee remittance amounts to include monthly salary, year to date salary, social security and monthly amount remitted for 403B, roth ira's and annuity loan payments.			
158	13.110	Provide ability to monitor if staff who currently are not in the state retirement program work over 30 hours per week for three months of the year.			
159	13.111	Ability to to move employee's up one step on the pay table in mass. (step increment)			
160	13.112	The system provides the ability to manually adjust employee leave and absence balances.			
161	13.113	The system provides the ability to choose whether leave is accrued for a specific payroll run.			
162	13.114	The system provides the ability to calculate leave accruals based on length of service.			
163	13.115	Multiple leave accrual rates can be defined.			
164	13.116	An unlimited number of leave types can be defined.			
165	13.117	Employee record may have an unlimited number of leave codes. Must be able to add new leave codes at any time.			
166	13.118	Need to be able to clear leave balances at fiscal year end.			
167	13.119	Be able to accrue leave at the beginning of fiscal year, pay period or based on hours worked.			
168	13.120	Leave codes need to be assigned based on pay type			
169	13.121	Leave accrual should be based on the FTE of the employee's pay type.			
170	13.122	Effective date of leave code should be based on the effective date of the pay type.			
171	13.123	Ability to roll one leave code balance to another leave code balance.			
172	13.124	Ability to document the amount of leave paid out.			

	A	B	C	D	E
173	13.125	Need to generate a report of all no-pay absences			
174	13.126	Ability to limit the number of hours used on a non-accruable leave code by calendar year or fiscal year.			
175	13.127	Specific leave code must be approved by Human Resources before being processed through the payroll.			
176	13.128	Ability to allow and process the donation of leave. To include determining whether the leave is available from the designated donor and adding the donated leave hours to the donee's available leave balance.			
177	13.129	Ability to calculate leave earned for someone who starts mid year.			
178	13.130	System has the ability to log FTE, salary, retirement salary, FICA salary, medicare salary, FICA deduction amount, medicare deduction amount, and employer contribution for health insurance amount by job by payroll run.			
179	13.131	System has the ability to log account number and distribution percent by job by payroll run.			
180	13.132	The system provides for tracking workers' compensation absences.			
181	13.133	Provide way to keep track of workers' comp absences that should not be deducted from the employee's pay check.			
182	13.134	Provides a way to supplement the employee's pay check with sick leave pay to make up for the loss of pay due to workers' comp-the difference between what their net check would normally be and their current check plus the workers' comp pay they receive.			
183	13.135	An employee must be able to work at multiple locations and positions on a given day.		Demo	

	A	B	C	D	E
184	13.136	Occasional and sporadic jobs must not be included in the OT calculation.		Demo	
185	13.137	Overtime needs to be calculated using a blended rate		Documentation	
186	13.138	Does your system have a biometric option for clocking in and out?		Documentation	
187	13.139	Must be able to do a mass entry of absences for staff by employee group. Example: for a snow day or public holiday		Demo	
188	13.140	Employees need to be able to request their absences online, and view their real time leave balances		Demo	
189	13.141	Employees time off request needs to be routed to approver and be able to be approved or denied online		Demo	
190	13.142	Must be able to use RFID employee id badge to clock in and out		Documentation	
191	13.143	Must be able to use computer to clock in and out		Demo	
192	13.144	Be able to control when employees would be locked out from editing their past time for payroll purposes.			
193	13.145	Be able to designate when time clock records are available for payroll processing.			
194	13.146	Be able to track time worked for certain jobs without the employee being paid for that time. Example: Coaches are paid a set stipend payment, but we still need to capture their hours worked.		Documentation	
195	13.147	Needs to provide a report of non-exempt employees who are not clocking in and out		Demo	
196	13.148	Allow employees, approvers and payroll staff to amend time sheets, time worked, absences taken both in current payroll and past payrolls		Demo	
197	13.149	Able to handle retro time worked and absence changes		Demo	
198	13.150	Employees need a way to approve their time sheets		Demo	

	A	B	C	D	E
199	13.151	Need to have a multi-level approval process. Approvers need to be able to approve both time approved by the employee and time not approved by the employee		Demo	
200	13.152	Be able to apply specific holidays to employees by employee group or employee calendar		Demo	
201	13.153	Ability to import third party time and absence data into payroll.		Documentation	
202	13.154	Ability to change "no pay" absences to an applicable leave if available.			
203	13.155	Ability to produce a report of all docks.		Demo	
204	13.156	Ability to determine substitute's account number based on who they are subbing for.			
205	13.157	Ability to mass add leave for a specific employee by date range.			
206	13.158	The system allows printing or exporting of paycheck information and displays to all users through an integrated web site the following information for a specific paycheck:		Demo	
207		a) Paycheck information - show calendar and fiscal year to date		Demo	
208		b) Employer contributions		Demo	
209		c) Insurance coverage		Demo	
210		d) All employee deductions and compensation		Demo	
211		e) W4 information		Demo	
212		f) Leave and Absence balances		Demo	
213		g) Direct Deposit		Demo	
214		h) Detail of hours worked or leave taken		Demo	
215	13.159	Employee has the ability to view and update (if configured as allowed to be updated) the following:		Demo	
216		a) Contact Information including address, phone number, email address, emergency contacts		Demo	
217		b) Employee Schedules		Demo	

	A	B	C	D	E
218		c) Spouse employed with ESU #3 or Affiliate District		Demo	
219		d) Direct Deposit Information		Demo	
220		e) W4		Demo	
221		f) W2 consent		Demo	
222		g) 1094C and 1095C consent		Demo	
223		h) Fiscal Year Salary Information		Demo	
224		Support on-line signatures		Demo	
225	13.160	All pay, deduction, and W4 information may be accessed on-line on a single screen by:		Demo	
226		a) Calendar year-to-date		Demo	
227		b) Fiscal year-to-date		Demo	
228		c) Month-to-date		Demo	
229		d) Leave		Demo	
230		e) Benefits		Demo	
231	13.161	Must not allow W4 changes to those employees who have received a "lock-in" letter from the IRS		Demo	
232	13.162	The following information is on-line and readily available to authorized personnel		Demo	
233		a) Certification type/Endorsements		Demo	
234		b) Benefits - Ability to enroll in benefits, make changes to benefits, beneficiaries or dependents		Demo	
235		c) Degrees earned and college/University name/Majors		Demo	
236		d) Additional pay assignment notification (Extra Standard)		Demo	
237		e) Form I-9 Information		Demo	
238		f) Daily Schedule of Work by Job, Location, Position Title, FTE and Calendar		Demo	
239		g) FLSA Status		Demo	
240		h) Salary Notification by Job, Location, Position Title, FTE by an annual or hourly rate		Demo	
241		i) Emergency Contacts (editable by employee)		Demo	
242		j) Staff Directory		Demo	

	A	B	C	D	E
243		k) Seniority Number and Date for Certificated Staff		Demo	
244		l) District Seniority Listing		Demo	
245		m) View of current and historical positions		Demo	
246		n) Citizenship Status		Demo	
247		o) Race and Ethnicity (editable by employee)		Demo	
248		p) Gender (editable by employee)		Demo	
249		q) Spouse Employed by LPS, needed for Married Couple stipend (editable by employee)		Demo	
250		r) Date of Birth		Demo	
251	13.163	The system provides 1095c generation meeting all state and federal regulations			
252	13.164	The system provides W-2 generation meeting all State and Federal regulations including summary of the following:			
253		a) Gross Wages			
254		b) Federal wages and tax			
255		c) State wages and tax			
256		d) Local wages and Tax			
257		e) FICA wages and Tax			
258		f) State Retirement and Wages			
259		g) Voluntary deductions (each one)			
260		h) Annuities (each one)			
261		i) Dependant Care			
262		j) Medical/Dental employee and employer contribution for benefit value			
263		k) Net Wages			
264		l) Hours Paid			
265	13.165	After W2 file is created, must be able to edit all fields in the W2 file.			
266	13.166	Ability to indicate electronic viewing of W2 by employee or printing of paper W2.			
267	13.167	Create electronic file of W2 information to be sent to SSA and State of Nebraska.			

	A	B	C	D	E
268	13.168	Ability to reset the number of checks to be paid based on fiscal year. Must be able to change the number of checks by employee.			
269	13.169	Ability to calculate service year pay amount to be added to base/hourly pay for employees based on years of service.			
270	13.170	Provide a process to set up new year pay, days worked, checks to be paid, etc. at the start of each fiscal year.			
271	13.171	Provide a process to verify social security numbers with the Social Security Administration.			
272	13.172	Need to be able to do audits on retirement, build retirement reports, count hours worked and pay. Be able to send an electronic file/disk to Nebraska State Retirement			
273	13.173	The system has the capability to produce the federal 941 and state 941N.			
274	13.174	Create quarterly Nebraska State Unemployment report			
275	13.175	The system provides a payroll register which:			
276		a) Prints after check generation process			
277		b) Shows hours worked, earnings, deductions, withholdings, and check number			
278	13.176	Reports to show the payroll distribution by employee and by account number for each payroll or proforma that is run.			
279	13.177	In terms of printed checks, the system prints deductions; overtime hours, regular hours, and all other types of pay on the stub.			
280	13.178	The system provides a payroll journal generated by department, school, or other elements of the account structure.			
281	13.179	The system provides a deduction register which:			

	A	B	C	D	E
282		a) Lists by deduction type			
283		b) Indicates employee number, name, deduction, description, deduction amount, and subject-to amount			
284		c) Employer amount (if applicable)			
285	13.180	The system provides year-to-date registers for wages, deductions, and leave accruals:			
286	13.181	The system provides W-2 year to date totals report at any time during the year.			
287	13.182	The system provides the ability to control if a report is generated by the payroll.			
288	13.183	Be able to run reports of all time worked and absences for any specific date range or pay period end date.			
289	13.184	Must be able to give an error report if an employee has time worked or an absence for the current payroll being run but the system is not going to produce a check.			
290	13.185	Be able to run a report of who have the retirement deduction on any one or more assignments/job, but not on another job.			
291	13.186	Be able to audit all employee benefit records to insure that all employer contributions are correct.			
292	13.187	Run a list of all employees that we have marked as being final paid.			
293	13.188	Be able to generate payroll reports as pdf documents.			
294	13.189	Run salary reports by group, by account number or by location.			
295	13.190	Report to show who is receiving a paycheck, but does not have direct deposit information entered.			
296	13.191	Be able to run a report of employees that are claiming exempt on their W4.			

	A	B	C	D	E
297	13.192	Be able to run a report of employees by any specific year-to-date earnings at any point. Example: In October run a list of all employees who have made over \$200,000 for that calendar year.			
298	13.193	Report that contains the ACH Direct Deposit information for each employee			
299	13.194	A report to identify substitute time worked by a contract employee.			
300	13.195	Be able to run a report of all extra time worked by contract employees.			
301	13.196	Must be able to audit hours worked for employees not subject to state retirement by job type.			
302	13.197	Be able to run a report of hours worked for a specific pay type for a specific date range.			
303	13.198	Be able to run a report of number of paper W2 forms that will be printed (those employees that have not consented to receive electronic W2) by calendar year.			
304	13.199	Provide a report of the district's liability for unused vacation leave. The report lists, by employee, all unused vacation leave hours times the employees hourly rate and total of liability.			
305	13.200	System has the ability to generate roster and corresponding salary information for Medicaid Administrative Claiming			
306	13.201	Is your system able to create the below reports as part of the PreCalculation process			
307		a) Pay Run Number, Payroll Type(s) (Biweekly or Monthly), Pay Period End Date, Pay Groups, Hours, Period Start Date, Period End Date, Default Period Start Date, Default Period End Date, Deduction Frequency			

	A	B	C	D	E
308		B) Pay Run Number, Payroll Type(s) Pay Period End Date, Direct Deposit Prenoted, Excess Leave Usage converted to Leave Without Pay, Leave Bank Overdrawn, Pay Amount equals \$0.00			
309		c) Pay Run Number, Payroll Type(s), Pay Period End Date, Hours worked, pay type(s), pay week descriptors for pay type(s), pay rate by pay type(s), earnings, organization key distribution(s), account code(s), Federal & State Tax Elections, Deduction Description, Deduction Amount, Deduction YTD EE & ER, Leave Type, Leave Taken YD, Leave Balance, Federal, State, FICA & Medicare Taxable wage, Total Hours paid, Gross Wage, Deduction Total, Net Pay, YTD Earnings. Department Totals, Report Totals.			
310		d) Pay Run Number, Payroll Type(s), Pay Period End Date, Deduction Code, Deduction Name, Number of employees, Employee Deduction Total Dollar withheld, Employer Contribution, Arrears, Subject Wages, Report Total Employee Deduction, Report Total Employer Contribution			
311		e) Pay Run Number, Payroll Type(s), Pay Period End Date, Deduction Code, Deduction Description, Employee Name & Number, Employee Subject Wage, Account Department, Employee Deduction, Employer Contribution, Arrears, Per Deduction Code: Report Total Employee Count, Report Total Subject Wages, Report Total Employee Deduction, Report Total Employer Contribution Total, Report Total Arrears			

	A	B	C	D	E
312		f) Pay Run Number, Payroll Type(s), Pay Period End Date, Employee Number & Name, Department Number & Name, Check Location, Hours, Dollar amount, Report Total Hours, Report Total Dollars			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	14.1	The system has items in place to accommodate easy onboarding and offboarding of employees		Demo	
3	14.2	The system allows for user-defined multi-element position codes.			
4		a) Position			
5		b) Subject or Department			
6		c) Further Deliniation			
7	14.3	The system provides alpha/numeric position code definitions, which include but are not limited to the following:			
8		a) Pay table/grade/step			
9		b) Negotiation group			
10		c) Calendar code			
11		d) Default account code			
12		e) Job code			
13		f) Job Schedule			
14		g) Nebraska Department of Education Position Code			
15		h) EEOC Classification			
16	14.4	The system provides multiple user-defined fields of information to be tracked for each position.			
17	14.5	The system has the ability to create calendars based on a start / end date, the number of work days, and normal days of the week.			
18	14.6	The system has the ability to modify calendars by defining non-work days and paid holidays. This should be done via a calendar view process which allows multiple date selections or a range of dates.		Demo	
19	14.7	The system has the ability to modify work schedules by day. This should be done via a calendar view process which allows multiple date selections or a range of dates.		Demo	

	A	B	C	D	E
20	14.8	Does your system have a built in applicant tracking system			
21	14.9	The system has the ability to re-use employee id and username if previously employed by the district.			
22	14.10	The system has the ability to display a customizable terms and conditions page (computer usage policy, password requirements, etc.)			
23	14.11	The system has the ability to require the following: SSN, Gender, Race/Ethnicity, Form I-9, Health Insurance Marketplace Notice			
24	14.12	The system has the ability to allow the employee to fill out the following: Form W-4, Direct Deposit			
25	14.13	The system has the ability to collect information for Non-Employees including but not limited to Name, Phone, Last 4 of SSN, Birthdate, Location, and Position Definition			
26	14.14	For Non-Employees the system generates a username, non-employee id and allows a user to create password based on user defined rules. A file is generated to update Active Directory.			
27	14.15	The system has the ability to calculate tenure for an employee based on days worked (years) and FTE.			
28	14.16	The system has the ability to track Seniority date and Seniority Number			
29	14.17	The system has the ability to track Certifications/Licensure, Endorsement/Levels and Expiration dates for all employee groups			
30	14.18	The system has the ability to track Institution (University), Degree Level, Degree Confirmation, Degree Year, GPA, Major and Minor			
31	14.19	Contract status (One year only, probationary, permanent, etc.)			

	A	B	C	D	E
32	14.20	Multiple free-form text fields can be used for comments.			
33	14.21	The system has the ability to accept uploaded documents to an employee electronic personnel record in a Document Management Solution.			
34	14.22	The system maintains the following data for each employee :			
35		a) Hire Date			
36		b) Seniority Date			
37		c) Benefits Eligible Date			
38		d) Termination Date			
39		e) Ethnicity/Race			
40		f) Address, City, State, Zip			
41		g) Current and Former names			
42		h) Preferred Name			
43		i) Date of Birth			
44		j) Primary and Alternate Email Addresses			
45		k) Primary and Alternate Phone numbers			
46		l) Emergency Contact Information			
47		m) Form I-9 information and documents			
48		n) Spouse Employed with ESU or District and Spouse Name and Employee Id			
49	14.23	The system can track Citizenship or Permanent Resident, Document Types and supporting documents with expiration dates.			
50	14.24	System has capability to provide automatic notification of upcoming events such as expiring documents, employees scheduled to return from leave, etc.			
51	14.25	System allows for alternative to position control for managing employees		Demo	

	A	B	C	D	E
52	14.26	The system provides a detailed position inventory (Position Control) including but not limited to the following information:			
53		a) Employee Id / Vacancy Number			
54		b) Supervisor Employee Id			
55		c) Employee SSN			
56		d) Location Code			
57		e) Position Status (Filled, Inactive, Vacant)			
58		f) Pay table/grade/step			
59		g) Job code			
60		h) Position Start date/End date			
61		i) Person Replaced employee Id			
62		j) FTE			
63		k) Salary Amount			
64		l) Account distribution (unlimited)			
65		m) Job Schedule by Date and Calendar			
66		n) Calendar Code			
67		o) FLSA status (exempt/non-exempt)			
68		p) Board start date/Board end date			
69		q) Position Definition (criteria strings)			
70		r) Grade Minimum and Maximum			
71		s) Position Overlap Flag			
72		t) Limited Contract Code (Ex: One Year Only)			
73		u) Position Start and End Code (Ex: Former Employee Re-Hire, New Hire, Resignation etc)			
74		v) Actual Days Worked			
75	14.27	The system automatically creates a vacancy record when a position is added.			
76	14.28	When hiring an employee, the system has the ability to require but not be limited to the following fields:			
77		a) Board Start Date			
78		b) Position Start Code			
79		c) Pay Table, Grade and Step			

	A	B	C	D	E
80		d) Payroll Job Code			
81		e) Calendar			
82		f) Schedule			
83		g) Hiring Supervisor Employee Id			
84		h) Start and End Dates			
85		i) FTE			
86		j) Limited Contract Code			
87		k) Board and Payroll Comment			
88		l) Seniority Date			
89		m) Birth Date			
90		n) Years of Experience for Total and District			
91		o) Account Numbers and Distribution Percentages			
92	14.29	The system has the ability to generate a Seniority Number based on user defined rules.			
93	14.30	The system has the ability to require the Board End Date and Position End Codes when a termination is entered.			
94	14.31	The employee termination program creates a position vacancy when indicated by the user and records a position history record by employee.			
95	14.32	The system automatically records a detailed history record each time an employee changes or leaves a position. Changes could include but not be limited to the following:			
96		a) FTE			
97		b) Location			
98		c) Any part of the position definition (subject, position, grade level, etc.)			
99		d) Salary Changes			
100		e) Step Changes/Vertical advancement in pay			
101		f) Account Number changes			
102		g) Calendar Changes			

	A	B	C	D	E
103	14.33	The system has the ability to delete a position that was never worked			
104	14.34	The system allows corrections to be made to any field related to the position. Corrections should override the current record's data.			
105	14.35	System allows for workflow between HR and Payroll			
106	14.36	The system has the ability to make changes to multiple employee's Daily Schedules based on position code and/or location for a specific date range. The new daily schedule is validated against the position FTE for each employee.			
107	14.37	The system has the ability to change an employee's Daily Schedules based on a date range. The new daily schedule is validated against the position FTE.			
108	14.38	The system has the ability to collect Employer validated documentation for the Form I-9 with the ability to make corrections and print a copy of the completed form.			
109	14.39	The system has the ability to collect electronic submissions of additional duty assignments which generate additional pay records including but not limited to: (Extra Standard)			
110		a) Department Head			
111		b) Coach			
112		c) Team Leader			
113		d) Optional Period			
114		e) Extra Assignment (debate sponsor, cheer sponsor etc)			
115		f) Extra Days			
116	14.40	The system has the ability to notify employees (by a certain date) that have additional duty assignments of the total additional pay amount they are receiving.			

	A	B	C	D	E
117	14.41	The system has the ability to upload and validate additional pay records in mass.			
118	14.42	The system provides the option to track budget information for all Filled, Inactive and Vacant positions by location, negotiation group, account number, or any user-defined business rule. Budgeting is based on one or more of the following:			
119		a) FTE			
120		b) Salary			
121	14.43	The system has the ability to generate a forecasted budgetary staffing amount for each school/department.			
122	14.44	The system has the ability to allow school/department administrators to request staffing budget changes electronically for the upcoming school year. This information is then approved by district administration.			
123	14.45	The system has the ability to validate that budget exists for staffing changes to the current or upcoming school year.			
124	14.46	The system has the ability to allow for budgetary override when necessary.			
125	14.47	The position history record includes but is not limited to:			
126		a) Employee Id / Vacancy Number			
127		b) Supervisor Employee Id			
128		c) Employee SSN			
129		d) Location Code			
130		e) Position Status (Filled, Inactive, Vacant)			
131		f) Pay table/grade/step			
132		g) Job code			
133		h) Position Start date/End date			
134		i) Person Replaced employee Id			

	A	B	C	D	E
135		j) FTE			
136		k) Salary Amount			
137		l) Account distribution (unlimited)			
138		m) Job Schedule by Date			
139		n) Calendar Code			
140		o) FLSA status (exempt/non-exempt)			
141		p) Board start date/Board end date			
142		q) Position Definition (criteria strings)			
143		r) Grade Minimum and Maximum			
144		s) Position Overlap Flag			
145		t) Limited Contract Code (Ex: One Year Only)			
146		u) Position Start and End Code (Ex: Former Employee Re-Hire, New Hire, Resignation etc)			
147		v) Actual Days Worked			
148	14.48	The system allows for history information to be manually corrected.			
149	14.49	The system has the ability to view a listing of position history records by employee, with drill down capabilities.			
150	14.50	Position history can be maintained on-line for multiple years.			
151	14.51	Salary history can be viewed or reported for an individual employee or employee groups for a specific date range.			
152	14.52	The system has capability of electronic routing of personnel action request forms to appropriate supervisors for authorization/approval.			
153	14.53	The system has the ability to assign additional pay that impact the base pay hourly rate. (2000 Meals, Longevity, PSP etc)			

	A	B	C	D	E
154	14.54	The system has the ability to generate a history record for all positions and remove any inactive positions from the current year based on user defined dates.			
155	14.55	The system has the ability to update actual days worked on each position for the new calendar year.			
156	14.56	The system has the ability to update the total years of experience and years within the district for each negotiating group by employee according to user defined rules.			
157	14.57	The system has the ability to offer annual enrollment			
158	14.58	The system has the ability to offer an enrollment to newly hired employees			
159	14.59	The system has the ability to offer enrollment for life change events including but not limited to marriage, divorce, newborn/adoption etc.			
160	14.60	The system has the ability to allow changes based on negotiated agreements and/or the insurance carrier guidelines			
161	14.61	System has the ability to calculate premiums for age rated life insurance.			
162	14.62	System allows employees the option of using pre-tax or post dollars for benefits.			
163	14.63	The system has the ability to collect and maintain demographic data and relationships for dependents and beneficiaries.			
164	14.64	The system has the ability to collect health care insurance declination data			
165	14.65	System has capability to automatically notify administration of upcoming events including but not limited to dependents aging out.			

	A	B	C	D	E
166	14.66	A benefits confirmation statement can be produced for each employee after open enrollment or any other enrollment during the year. This statement should be available to be viewed at any time of the year.			
167	14.67	The system has the ability to show coverage history			
168	14.68	The system has the ability to report on any benefits data, enrollment progress, etc.			
169	14.69	The system has the ability to collect an electronic signature for any benefits change			
170	14.70	The system has the ability to assign benefit effective dates based on user defined rules			
171	14.71	The system has the ability to notify employees of incomplete benefit enrollment			
172	14.72	The system has the ability to email employees based on specific benefit selections including but not limited to employee group, benefit type etc.			
173	14.73	The system has the ability to place a benefit which requires an Evidence Of Insurability in a pending status.			
174	14.74	The system has the ability to export all benefits data to the related benefits carrier in the required format.			
175	14.75	The system has the ability to allow an employee to acknowledge employer or carrier terms and conditions with an electronic signature.			
176	14.76	The system has the ability for an administrator to make changes to all benefits data			
177	14.77	The system has the ability to audit benefits data with benefit carrier information.			
178	14.78	The system provides for user-defined ad-hoc reporting of position inventory information.			
179	14.79	The system has the ability to produce reports by, but not limited to, the following:			

	A	B	C	D	E
180		a) Location			
181		b) Position Definition			
182		c) Grade minimum/maximum			
183		d) Negotiating group			
184		e) Seniority numbers/dates			
185		f) Contract status for annual staffing conferences			
186		g) Additional Assignments			
187		h) Start/end dates			
188		i) Start/end codes			
189		j) Pay table / grade / step / Salary			
190		k) FTE			
191		l) Employee Name or Employee Id			
192	14.80	The system has the ability to generate Absence reporting (HCRT purposes)			
193	14.82	The system has the ability to generate reports by a specific date, in current or previous years			
194	14.83	The system has the ability to generate State of Nebraska reporting requests (NSSRS / CDC / Unemployment / New Hire)			
195	14.84	The system has the ability to generate the Federal reporting requests (EEOC, CRDC, OCR, 1094-C and 1095-C, JOLTS Monthly)			
196	14.85	System has the ability to generate Board of Education Agenda Report which includes new hires, change of status, leave of absence, and separations. Including, but not limited to the following information:			
197		a) Name			
198		b) Status			
199		c) Position Definition			
200		d) Location			
201		e) FTE			
202		f) Pay Grade and Step			

	A	B	C	D	E
203		g) Start / End Date			
204	14.86	The system has the ability to generate a Staff Count by Location report summarized by negotiation group.			
205	14.87	System has the ability to generate a view or report of employees that are on Leave of Absence, One Year Only contracts, Part Time positions and Resignations grouped by Location and Position Definition. (Staffing Conference Report)			
206	14.88	System can track employees per rules/regulations as defined by the Patient Protection and Affordable Care Act, including tracking of standard and initial measurement periods.			
207	14.89	System allows user defined lookback periods and includes breaks in service.			
208	14.90	System has the ability to generate all employee demographic and benefit data needed for a Comparability Study.			
209	14.91	System has the ability to mock up another school district's salary schedule and benefit structure for comparison purposes.			
210	14.92	System has the ability to allow an employee to electronically (if eligible) apply for FMLA leave. The system will initiate a user defined workflow for approval.			
211	14.93	System has the ability to designate leave taken as FMLA leave.			
212	14.94	System has the ability to automatically identify FMLA eligiblity.			
213	14.95	System has the ability to generate a report of FMLA hours used for a date range.			
214	14.96	System has the ability to generate reminder emails based on various dates.			

	A	B	C	D	E
1	ID Number	Question	Yes\No	Documentation\Demo	Comments
2	15.1	allows reporting from any Microsoft SQL-based s			
3	15.2	does not rely on a third party vendor for report creation. All items listed below are in the base product			
4		supports the following delivery methods:		Demo	
5		a) Ad Hoc		Demo	
6		b) Web-based		Demo	
7		c) Standard Reports		Demo	
8		d) Advanced reports created by the district's IT Department		Demo	
9	15.3	supports export of data in the following formats:		Demo	
10		a) .xlsx (Excel)		Demo	
11		b) .pdf (Adobe Acrobat)		Demo	
12		c) .csv (Comma Separated Values)		Demo	
13		d) .txt (delimited)		Demo	
14		e) .xml(Extensible Markup Language)		Demo	
15		f) .html (Standard Web Page)		Demo	
16	15.4	The Reporting meets the following requirements:			
17		a) Produces financial statements with unlimited columns			
18		b) Links financial data from either a general ledger or other products such as a spreadsheet or database applications			
19		c) Views reports on screen and easily drills down from financial summary information into account and transaction details.			
20		d) Sends e-mail reports directly to users			
21		e) Exports and imports reports and data to and from spreadsheets			
22		f) Provides a drag-and-drop utility in the reporting tree so users can see the financial effect of restructuring			
23		g) Prepares and distributes presentation-quality reports using customized fonts, colors and other formatting options.			
24		h) Operates in client-server and web-based environments.			
25	15.5	provides the ability to define how reports should be divided and distributes reports accordingly.			
26	15.6	provides a repository for document storage.			
27	15.7	provides the ability to copy reports, make changes, and save as a new report.			
28	15.8	provides a query tool.			
29	15.9	provides the ability to write reports that can be distributed for users to run within the product.			
30	15.10	provides for a to burst reports based on a time schedule			

	A	B	C	D	E
31	15.11	provides the ability to map reports that can be exported to Excel.			
32	15.12	Reports provide detailed descriptions of individual payment lines, not just the description from the first line of the payment if there are multiple lines on the payment.			
33	15.13	has a process for capturing information to complete the Medicaid Administrative Quarterly Financial Claim. It has the ability to generate a quarterly list of employees that are to be included in the study. It has the ability to capture monthly salary and benefit information for this specified group of individuals based on identified criteria (i.e. job type, etc.). It has the ability to compile this information into a quarterly report that can be used to prepare the claim. (The quarterly report would consist of information such as salary and benefit amount, FTE, federally funded FTE, federally funded salary, federally funded benefits, etc.)			
34	15.14	provides standard financial reports including comparison from current fiscal year to date to prior fiscal year to date.			
35	15.15	allows for extraction of data by various parameters for report purposes. This would include by fund, function, item, location or program.			
36	15.16	Ability to create new reports from an existing report using a copy process.			



# ENTERPRISE RESOURCE PLANNING SYSTEM

ERP RFP

February 19<sup>th</sup> 2020  
Competitive proposals for a comprehensive  
Enterprise Resource Planning System

Bill Pulte  
Chief Information Office

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## **Section A – Proposal Overview**

### **A.1. Background**

Educational Service Units in the state of Nebraska are mandated by rule 84 to provide services for school districts in a geographical area. Educational Service Unit #3 (ESU #3) is the largest ESU in the state and is located in La Vista, Nebraska. ESU #3 provides services in a four county region to 18 school districts. Currently ESU #3 offers PowerSchool eFinance as an Enterprise Resource Planning tool for its districts, eleven of which make use of this service.

### **A.2. Introduction and Scope**

Educational Service Unit #3 requests competitive proposals for a comprehensive Enterprise Resource Planning System (ERP). This includes project rollout, setup, configuration, implementation services, software, providing training to staff, and transition of existing content from an existing Legacy Business System. This solution will be provided in accordance with terms, conditions and specifications established herein. The general scope for this project includes: financial management, human resources, position control, payroll, payables, general ledger, budgeting, receivables, fixed assets, purchasing, school based accounting, and Nebraska state reporting.

### **A.3. Computing and Network Environment**

Educational Service Unit #3 provides a central aggregation point for all 18 school districts in a hub and spoke environment. Our school districts attain access to Network Nebraska through the ESU #3 data center. The districts provide the connectivity to the data center through a leased line or a dark or lit fiber connection. The ESU #3 connection to Network Nebraska is 9 Gig for the 2019-2020 school year and this is shared by all districts. Currently four districts land their connection on the outside aggregation of the ESU #3 Firewall while the rest of the districts land on the inside aggregation.

The ESU #3 data center has secured access through an HID badging system. It is monitored by 4 digital cameras. Power in the data center is protected through dual uninterruptable power supplies connected to a generator. Two cooling systems are in place as well as a fire suppression system. The equipment and room are monitored by sensors for temperature and power fluctuations as well as PRTG for system failures.

The ESU #3 data center provides options to install new hardware or virtualize into the current environment. That environment consists of five Dell R740 diskless servers running VMware 7.5 connected to a Nimble Storage Area Network. All servers are backed up to an Avamar solution with Data Protection Suite enabled. These backups are also transferred to a data center in Lincoln, Nebraska to assure disaster recovery and data integrity.

The complexity of system evaluation is compounded because each district supports their own desktop hardware and network environment. The chart below will outline each district's needs.

District	Systems
Arlington	Total Employees - 97 Employees who use ERP System – 9 Operating Systems for ERP Users – Windows 7/10 Other Operating systems being used in the district- None Firewall – Fortinet FortiGate 501E Switches – Aruba/HP
Blair	Total Employees - 350 Employees who use ERP System – 25 Operating Systems for ERP Users – Windows 10, Mac OS X Other Operating systems being used in the district- Firewall – FortiGate 501E Switches – Meraki MS225 and MS425
Conestoga	Total Employees - Employees who use ERP System – Operating Systems for ERP Users - Other Operating systems being used in the district- Firewall – Switches -
DC West	Total Employees - Employees who use ERP System – Operating Systems for ERP Users - Other Operating systems being used in the district- Firewall – Switches -
Elkhorn	Total Employees - 1180 Employees who use ERP System – 37 Operating Systems for ERP Users – Windows 10 Other Operating systems being used in the district - Mac OS X Firewall – Fortinet 1500D Switches – mostly Extreme 460 and 440s
ESU	Total Employees - 250 Employees who use ERP System – 15 Operating Systems for ERP Users – Windows 10, Mac OS X Other Operating systems being used in the district- Windows 7 Firewall – Fortinet 1500D Switches – Juniper and Fortinet
Fort Calhoun	Total Employees - 165 Employees who use ERP System – 4 Operating Systems for ERP Users – Windows 10, Mac OS X Other Operating systems being used in the district- Chrome OS Firewall – Fortinet 501E Switches – Aruba
Gretna	Total Employees - Employees who use ERP System – Operating Systems for ERP Users -

	Other Operating systems being used in the district- Firewall – Switches -
Millard	Total Employees - 3861 Total Employees - 2896 Employees who use ERP System - 227 Operating Systems for ERP Users - Windows 10, Mac OS X Other Operating systems being used in the district- Windows 7, iOS Firewall - FortiGate 3200D Switches - Ruckus 7150, 7650, and 7850
Papillion La Vista	Total Employees - Employees who use ERP System – Operating Systems for ERP Users - Other Operating systems being used in the district- Firewall – Switches -
Ralston	Total Employees - 585 Employees who use ERP System – 27 Operating Systems for ERP Users – Windows 10, Mac OS X Other Operating systems being used in the district- Windows 7, Chrome Firewall – Fortinet 900D Switches – Extreme 440 and 460, HPE 3810, Dell 35xx
Westside	Total Employees - Employees who use ERP System – Operating Systems for ERP Users - Other Operating systems being used in the district- Firewall – Switches -

**A.4. Transaction Information**

The following represents the customer's best estimates of current weekly, monthly and yearly transaction counts aggregated for all districts:

**Accounts Payable**

Number of Active Vendors (Payment):	
Number of Active Vendors (Procurement):	
Average Checks per Month:	
Annual # of Invoices:	
Manual Checks Per Month:	

**Accounts Receivable**

Receivable Accounts At Any One Time:	
Transactions Per Year:	
Bills Per Year:	

**Budgeting and Accounting**

General Ledger Accounts:	
Transactions Per Year:	
Transfers: X (does not include personnel budgets)	

**Payroll**

Number of W-2 and 1099 forms generated:	
Annual Number of Paychecks:	
Annual Number of Manual Paychecks:	

## A.5. Applications Environment

Expense and Revenue account code lengths and functions must be customizable.

*Application Environment – The items listed below are systems used by ESU #3 or our associated school districts and have connections made to the current system.*

<b>Application Name or Vendor</b>	<b>Notes</b>
TalentEd	This includes three products, Recruit and Hire, Perform, and Records
TimeClock Plus	Multiple districts use this system for tracking hourly time
School Messenger	Calling and Notification System
Remind 101	Calling and Notification System
Blackboard	Learning Management System
Follett	Library System
TLC	Library System
Moodle	Learning Management System
Edulog	Transportation System
Learn360	
FitnessGram	
NutriKids	
United Healthcare	
Laserfiche	Document Management System
Frontline	Absence Management System and Recruit and Hire
Powerschool	Student Information System
Infinite Campus	Student Information System
Edupoint	Student Information System
SIMS\NebSIS	Homegrown Student Information System using a SQL backend
WordWare	Lunch System

In addition to the systems mentioned above, ESU #3 needs the ability to migrate information to and from your system using flat files or other recommended methods on a nightly basis.

## **Section B - Proposal Instructions**

### **B.1. Proposal Due Date and On-site Product Demonstrations**

All proposals are due on Friday April 10<sup>th</sup> 2020 by 5 pm. Companies chosen for an onsite demo will be notified by the end of the day April 30<sup>th</sup> 2020. The onsite demos will be held the weeks of May 11<sup>th</sup> and May 18<sup>th</sup>, 2020. Each company will be given 1 full day.

It should be noted that all questions regarding the RFP should be communicated in writing to Bill Pulte by 4:00 PM CDT on March 31st, 2020. Email [wpulte@esu3.org](mailto:wpulte@esu3.org).

Submissions received after the due date and time will not be considered.

### **B.2. Proposal Format, Requirements, and Instructions for Submission**

To be considered, the proposal must contain a response to all components listed in this RFP. If an item is not applicable, the response should indicate such. Submission of a proposal assumes that the vendor understands and has read the RFP and is submitting a proposal in the format requested. Any incomplete proposals, exceptions, qualifications not specified may cause the proposal to be rejected. The responses will be emailed to Bill Pulte at [wpulte@esu3.org](mailto:wpulte@esu3.org) by the deadline. The subject line of the email shall read ERP RFP and the body should include the name of the company providing the response. The proposal needs to be submitted as an attachment in PDF format.

PLEASE NOTE THE FOLLOWING:

ESU #3 reserves the right in its sole discretion to terminate this RFP process at any time. ESU #3 also reserves the right in its sole discretion to reject any and all proposals received, including those that are not deemed to be in the best interests of all or any of the districts we serve. ESU #3 further reserves the right to cancel or amend the RFP or any other documents or materials at any time and will notify all persons requesting proposal documents accordingly and to waive any requirements under this RFP or any formalities and minor irregularities in proposals received.

ALL PROPOSALS AND OTHER SUBMITTED DOCUMENTS SHALL BE PUBLIC RECORDS AND SHALL NOT BE CONSIDERED CONFIDENTIAL. By responding to this RFP and submitting a proposal, the proposing vendor is consenting thereto and waiving all confidentiality or privacy rights in and to same.

Participation in this RFP process by interested persons shall be at absolutely no cost or obligation to ESU #3 or any of its participating districts. ESU #3 does not agree to assume, pay, or reimburse any cost, expense or fee or other injury or damage incurred by any submitter or others in connection with this RFP. The submitting proposer shall indemnify and hold ESU #3 and its districts harmless from all such costs, expenses, fees or damages.

Proposals shall contain no contingencies for acceptance.

By receiving this RFP or submitting a proposal, the proposing vendor agrees that this RFP and all information contained herein is confidential information of ESU #3. The vendor agrees that it shall not

disclose this RFP or any information contained herein to any third party, other than ESU #3, and shall protect this RFP and the information contained herein with the same degree of care as the vendor normally uses in protecting its own confidential and proprietary information. This requirement shall not apply to confidential information which becomes part of the public domain by means other than through the vendor. The proposing vendor's proposal should contain an acknowledgement of this non-disclosure requirement.

The proposing vendor shall certify, warrant and represent to ESU #3 that the vendor's proposal is based on a full and complete examination of the RFP documents and that all statements, facts and representations made in all of the submittal documents and materials are true, correct, accurate, and complete, and may be relied upon by ESU #3 in considering the vendor's proposal. The proposing vendor shall certify that it understands it is responsible to immediately provide updated and correct information if any of the information in the proposal changes at any time. The proposing vendor shall certify that it understands that any omission, falsification or misrepresentation made by the proposing vendor in such documents and materials or any supplement thereto, will be sufficient grounds for failure to select the vendor or to terminate any contract with ESU #3. The proposing vendor shall acknowledge its consent and agreement to comply at all times with all ESU #3 policies, regulations, directives, and practices.

The proposing vendor shall certify, warrant and represent to ESU #3 that the vendor, and its principals, is/are not presently declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency and that the vendor, and its principals, has/have not been terminated during the performance of a contract or withdrew from a contract to avoid termination.

The proposing vendor shall certify that it is an equal opportunity employer and actively recruits a well-qualified and diverse staff including minority applicants, and does not discriminate against any employee or applicant for employment by reason of race, color, national origin, religion, marital status, sex, age, disability or sexual orientation. The proposing vendor shall certify that by submitting a proposal, the vendor agrees, if selected, to actively continue and implement this policy throughout any awarded project.

The proposing vendor shall certify that it shall not assign any individual or agent to any work on any ESU #3 or participating school district property with a criminal record of a serious nature as defined by ESU #3 and district policy, regulations, practices or directives, including but not limited to any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness. The proposing vendor shall authorize, give consent, and agree to cooperate in obtaining any additional authorization or consent necessary to assure compliance with this requirement; to actively continue and implement this policy. The proposing vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional background check authorization or consent necessary to assure compliance with this requirement. The proposing vendor shall be prepared to require such provisions in all contracts with any sub-vendors.

The proposing vendor shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

*B.2.A. Vendor Information (Attachment A)*

Vendor profile should include organizational structure, history, size, number of personnel, number of installations, name of principal owners and personnel who will be assigned to this proposal, organizational structure, history, and information about your customer base. Include development philosophy as to how feature requests/enhancements are assigned priority and how development decisions are made. Include success stories at locations of similar size and larger than an aggregation of ESU #3 and its participating districts. Please also include success stories for any other consortiums you have worked with.

*B.2.B. Vendor References (Attachment B)*

References should include the name, school district or consortium name, address, and phone number of two persons who are in charge of the ERP in their district/consortium. All persons must have agreed to serve as a reference and be available for phone calls. References must have experience with the version of the ERP being proposed. Please include references of multiple sizes, including but not limited to more than 50 schools, less than 5 schools, and a consortium model (if available) that have successfully used your system and have comparable demographics, such as enrollments, staff size, and network capacity.

*B.2.C. Third Party Vendors (Attachment C)*

List and profile any third party vendors that will be involved either as part of your proposal, or as your recommended provider for outside services including names, contacts, brief profiles, history, and scope of work they would perform. This includes disclosure of any commercially licensed or open-source code contained in the proposal. Complete a separate Attachment C for each sub-vendor.

*B.2.D General Questions (Attachment D)*

The questions below must all be answered completely. It is the intent of ESU #3 to house the system entirely on premise and it answers should be based on that direction.

1. Provide diagrams and detailed descriptions of hardware components that run the proposed system and that meet the requirements of the RFP within the ESU #3 technical environment.
2. Provide a schematic of the software components as they relate to the hardware components. Describe the software environment including: modules and products, programming languages, system editor, utility modules, database, query language, and application architecture.
3. Describe the programming language(s) used to write the proposed vendor's system code.
4. Describe the RDBMS (relational database management system) and provide details on proprietary licensing to vendor and/or district.
5. Discuss how the DBMS supports an ODBC connection method.

6. Describe the function of each administrative software tool and its relation to the functionality of the system and the efficiency for the administrator. Describe any features specific to modifying, replicating, and configuring the system for the end-user interface.
7. Provide information related to the frequency of new releases and the plan for deploying system upgrades and patches. State whether software enhancements or upgrades to the system software will be provided at no extra charge beyond the annual maintenance fee or contract expectations. Describe the support available for previous versions of the program following the release of upgrades or new products.
8. What is your current release number and the date of the release? When is your next product release or update scheduled? Beyond periodic fixes, please describe any year-over-year release schedule.
9. Describe the process for upgrading an on prem solution taking into account possible customizations?
10. Describe how your system integrates with 3<sup>rd</sup> party software specifically addressing the items in A.5
11. Describe the system used for report creation. Specifically what reporting tools are built into the product and do you use a third party reporting service such as IBM Cognos Analytics.
12. Please provide a sample service level agreement.
13. Describe the system used to track product issues and the method of reporting, tracking and closing reported issues. This should include how the customer is kept updated on each issue and the process the vendor uses for testing the quality of a change or update in the district's environment.
14. Describe any support services that are fee-based and excluded in the maintenance agreement.
15. Describe a typical (daily, weekly or monthly) schedule for system operations including back-ups, maintenance, indexing, batching, statistical reports, file updates, software upgrades. Describe any circumstance that would cause the system to be unavailable during any 24-hour period.
16. Describe the security features of the system related to privacy laws, district policies, integrity of system files, queries, reports, and statistical data, input and update functions.
17. Describe how the following system management functions are performed:
  - Messages to all users
  - Online emergency fixes, shutdown, startup
  - Assessments of file storage capacity
  - Capacity to reorganize and re-index files
  - Capacity to identify and eliminate inactive records
  - Record utilizations of CPU and disk storage, transactions
  - Capacity to transfer transactions to archive files and to easily access archived data
  - Log into vendor technical support to check status
  - Processes for fiscal and annual year-end procedures and creation of snapshot (point in time) files etc.

18. Discuss, in detail, your training plan for this project. In cases where you recommend a “train the trainer” model, describe the experience and skill set of the District person(s) who would be trainers, and explain why you think this approach would be successful. Your plan should address the training needs of:

- District and Consortium Trainers
- Technical Application Administrators (technical staff)
- Server Administrator (technical staff)
- District administrators (Department Directors - Accounting, HR, Budget, etc.)
- Building administrators (Principals)
- District office staff
- Teachers and classroom staff
- ESU #3 support staff

*B.2.D. Attached Checklist (Attachment E)*

The attached checklist consists of several tabs which should all be completed. The first column is an identifier and when documentation is provided that number should be referenced. The second column is the item in question. The third column will be used by the company to identify if they meet or do not meet that requirement. The fourth column is if we are requesting that functionality to be demonstrated by documentation or a demo. If demo is selected all companies that are invited to ESU will be asked to show evidence of that ability. The fourth column will be used by the company to provide notes in regards to that specific item. It is not required that the bidder provides notes for every item, these are to be used for extenuating circumstances. For example, if the company answers no on a question but it will be available in an upcoming release that should be noted here. The checklist is broken down into the parts below.

- 1) System Requirements
- 2) Software Requirements
- 3) Support and Maintenance
- 4) Financial Management
- 5) Purchasing
- 6) Accounts Payable
- 7) General Ledger
- 8) Budgeting
- 9) Personnel Budgeting
- 10) Cash Disbursements
- 11) Bank Reconciliation
- 12) Accounts Receivable
- 13) Payroll
- 14) Human Resources
- 15) Reporting

*B.2.F. Documentation and Training (Attachment F)*

Please provide a sample implementation and training plan addressing all stakeholder groups including

- 1) ESU #3 Support Staff
- 2) District Support Staff
- 3) Report Writers
- 4) Business Offices
- 5) Human Resource Offices
- 6) End Users

### *B.2.H. Contract*

The prospective vendor must submit a proposed draft contract for equipment and services between the vendor and ESU #3. Such draft contract should identify, at a minimum, the scope of the work, the vendor's and owner's obligations, the contract fee and payment terms, insurance and bonding terms, warranty terms, service/maintenance level terms, and any other miscellaneous terms and conditions. Such draft contract also must contain terms and conditions involving the following items:

- License Grant – Base the contract on 175 concurrent connections and 250 total licenses
- Invoicing – Fees and expenses shall be invoiced to ESU #3 not less than 60 calendar days before being due.
- Expenses – All reimbursable expenses must be preapproved by ESU #3 before being incurred.
- Taxes – ESU #3 is tax exempt.
- Interest – ESU #3 shall pay no interest on late payments.
- Annual Maintenance Fee Increases – ESU #3 will negotiate on the amount of any increase in any annual maintenance fees. Annual Fees will not increase by more than 3% each renewal period.
- Data Ownership – ESU #3 and its member districts shall retain all ownership rights in any information and/or data provided to vendor or stored on vendor's ERP solution.
- Data Use – Vendor shall not use, reuse, sell, share or transfer any information and/or data provided to or stored on vendor's ERP solution except as allowed by the contract or written authorization of ESU #3.
- Data Privacy/Security – Contract shall identify vendor's compliance with federal, state and local laws, statutes, regulations, rules, and orders regarding data privacy and data security, including but not limited to compliance with the federal Family Educational Rights and Privacy Act, the federal Protection of Pupil Rights Amendment, the federal Children's Online Privacy Protection Act, and the Nebraska Financial Data Protection and Consumer Notification of Data Security Breach Act of 2006.
- Confidential Information – Vendor's information shall not be confidential, except as allowed by law.
- Warranty – Vendor shall warrant that its installation services, if any, shall be performed in a professional manner by quality personnel in a manner consistent with industry standards, that the ERP solution shall perform in compliance with applicable documentation, and that the ERP solution is free of any known viruses or other malware.
- Infringement – Vendor shall indemnify, defend, and hold harmless ESU #3 against any third-party claims for intellectual property infringement of the ERP solution.
- Limitations of Liability – ESU #3 will negotiate on the amount, if any, of vendor's liability limits.
- Termination / Renewal – Any termination provisions must have notice and cure periods.
- Independent Contractor – Vendor shall be deemed an independent contractor.
- Governing Law and Venue – Governing law shall be Nebraska; exclusive venue shall be in federal or state courts in Sarpy County, Nebraska.
- ESU #3 Policies – Vendor shall comply with all ESU #3 policies, regulations, directives, and practices, as the same may be amended from time to time.

By submitting a proposed draft contract, the vendor understands and agrees that ESU #3 retains the right to negotiate with the selected vendor to arrive at a mutually agreeable relationship. ESU #3 reserves the right to reject the vendor's submitted draft contract in its entirety and to use any other contract ESU #3

deems appropriate. ESU #3 further reserves the right to alter, amend or make any changes to the vendor's submitted draft contract ESU #3 deems are necessary or prudent or in the best interest of ESU #3 and its member districts.

NO CONTRACTUAL RIGHTS SHALL BE CREATED BETWEEN THE SELECTED VENDOR AND ESU #3 UNTIL A WRITTEN CONTRACT HAS BEEN APPROVED BY THE ESU #3 BOARD, AND EXECUTED BY ALL PARTIES THERETO.

### **B.3. Proposal Selection and Evaluation Criteria**

#### *B.3.1 Level One (Educational Service Unit #3 Staff)*

Proposals will be judged for completeness based on the following attachments. Any company not providing answers to one or more of the attachments will not be considered. During this phase Attachments A, B and C will be reviewed for companies that can support this project. References will be contacted to determine accuracy of bid information

#### *B.3.2 Level Two*

Proposals that pass Level One will be reviewed by the Evaluation Committee. The committee will be comprised of district and ESU #3 personnel. This committee will review the entire bid response paying close attention to Attachments D, E and F. This group will determine what companies should be brought back for demos in May. This group will be scoring each company based on the answers provided in the attachment and scores will be tallied using the metrics below:

Attachment D	30%
Attachment E	30%
Attachment F	30%
Pricing Sheet	10%

#### *B.3.3 Level Three*

Vendors passing Level Two will be invited to make on-site presentations the weeks of May 11th, 2020 and May 18th, 2020. Vendors should plan for 8 hours at the ESU #3 facility to make presentations to the evaluation committee highlighting the features and functions required of the system. Vendors will be required to make their presentations by employing live software using test data on a compliant machine running a Web browser performing functions that will be scripted no less than one week prior to presentation. Presentations may be recorded for internal use by ESU #3.

#### *B.3.4. Level Four*

Contract and Board approval – The selected vendor will enter into a contract subject to the terms specified in this document including a commitment to deliver and perform for the price and timeline agreed. At that point, ESU #3 will bring a motion to the Board for approval, and implementation will begin immediately after that approval, following the negotiated timeline.

NO CONTRACTUAL RIGHTS SHALL BE CREATED BETWEEN THE SELECTED VENDOR AND ESU #3 UNTIL A WRITTEN CONTRACT HAS BEEN APPROVED BY THE ESU #3 BOARD, AND EXECUTED BY ALL PARTIES THERETO.



**June 2020**

June 3-4, 2020 10:00-5:00 TBA

**July 2020**

Wednesday, July 29, 2020 3:00-5:00 Holiday Inn, Kearney

**September 2020**

Wednesday, September 02, 2020 10:00-5:00 ESU 10, Kearney

Thursday, September 03, 2020 8:30-1:00 ESU 10, Kearney

**October 2020**

Wednesday, October 07, 2020 10:00-5:00 LPS

Thursday, October 08, 2020 8:00-10:00 LPS

Thursday, October 08, 2020 10:00-3:30 LPS

**November 2020**

Tuesday, November 17, 2020 10:00-5:00 ESU 3

Wednesday, November 18, 2020 8:30-1:00 ESU 3

**January 2021**

Monday, January 11, 2021 10:00-5:00 ESU 10, Kearney

Tuesday, January 12, 2021 8:30-10:00 ESU 10, Kearney

Tuesday, January 19, 2021 10:00-12:00 PM Zoom

**February 2021**

Wednesday, February 03, 2021 10:00-5:00 ESU 19 + DL

Thursday, February 04, 2021 8:30-10:00 ESU 19 + DL

**March 2021**

Wednesday, March 03, 2021 10:00-5:00 ESU 8 + DL

Thursday, March 04, 2021 8:30-10:00 ESU 8 + DL

**April 2021**

Wednesday, April 07, 2021 10:00-5:00 LPS

Thursday, April 08, 2021 8:30-10:00 LPS

Thursday, April 08, 2021 10:00-3:30 LPS

**May 2021**

Tuesday, May 04, 2021 8:30-12:00 ESU 10, Kearney

Tuesday, May 04, 2021 12:00-4:00 ESU 10, Kearney

**June 2021**

June 2-3, 2021 10:00-5:00 TBA

**July 2021**

Wednesday, July 28, 2021 3:00-5:00 Holiday Inn, Kearney  
July 28-Jul 30, 2021

**September 2021**

Wednesday, September 01, 2021 10:00-5:00 ESU 10, Kearney  
Thursday, September 02, 2021 8:30-1:00 ESU 10, Kearney

**October 2021**

Tuesday, October 05, 2021 10:00-5:00 LPS  
Wednesday, October 06, 2021 8:00-10:00 LPS  
Wednesday, October 06, 2021 10:00-3:30 LPS

**November 2021**

Tuesday, November 16, 2021 10:00-5:00 ESU 3  
Wednesday, November 17, 2021 8:30-1:00 ESU 3

**January 2022**

Monday, January 10, 2022 10:00-5:00 ESU 10, Kearney  
Tuesday, January 11, 2022 8:30-10:00 ESU 10, Kearney  
Tuesday, January 18, 2022 10:00-12:00 PM Zoom

**February 2022**

Wednesday, February 02, 2022 10:00-5:00 ESU 07 + DL  
Thursday, February 03, 2022 8:30-10:00 ESU 07 + DL

**March 2022**

Wednesday, March 02, 2022 10:00-5:00 ESU 2 + DL  
Thursday, March 03, 2022 8:30-10:00 ESU 2+ DL

**April 2022**

Wednesday, April 06, 2022 10:00-5:00 LPS  
Thursday, April 07, 2022 8:30-10:00 LPS  
Thursday, April 07, 2022 10:00-3:30 LPS

**May 2022**

Tuesday, May 03, 2022 8:30-12:00 ESU 10, Kearney  
Tuesday, May 03, 2022 12:00-4:00 ESU 10, Kearney

**June 2022**

June 1-2, 2022 10:00-5:00 TBA

**July 2022**

Wednesday, July 27, 2022

July 27-Jul 29, 2022

3:00-5:00

Holiday Inn, Kearney

Younes Conf Center

ESUCC Meetings as needed

Legal Committee: Proposed Legislation

ESUCC Budget Review Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting  
ESUCC/NDE Collaboration Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting  
ESUCC Legislative Committee (Bill Review)

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting  
ESUCC/NDE Collaboration Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

ESUCC Meetings as needed

Legal Committee: Proposed Legislation

ESUCC Budget Review Meeting

NCSA Admin Days

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting  
ESUCC/NDE Collaboration Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

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ESUCC Regular Board Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting  
ESUCC/NDE Collaboration Meeting

ESUCC Committee Meetings  
ESUCC Regular Board Meeting

ESUCC Meetings as needed

Legislative Committee: Proposed Legislation

ESUCC Budget Review Meeting

NCSA Admin Days

## FIVE BOLD STEPS: ESUCC

ESUCC's *PURPOSE* is to enable ESUs to work together effectively, efficiently, and equitably to accomplish common goals and deliver high value to the state's education system.



***Bold Step One: ESU Standards - Pilot Draft #1  
January 2020***

# BOLD STEP ONE: ESU STANDARDS

## Timelines

### September 2019

- Provide update to Executive Committee (DONE)
- Provide brief update to ESUCC Board (DONE)
- Develop feedback loop from the ESUCC Board (Due 3rd week of Sept) (DONE: Sent out on 9-10-19)
- Next Bold Step One Committee Meeting: September 23rd, 2019 via Zoom at 9:00 am (DONE)

### October 2019

- Committee meet October 1 at 10:00 am (Zoom) to develop video outline (DONE)
- Provide revised draft to Executive Committee - October 1 (DONE)
- Provide revised draft to ESUCC Board - October 2 (DONE)
- Share with Affiliate Leadership - by October 31 (target date - Oct 24, 2019 at 10:00 am) (DONE)
- Develop presentation / Google Survey to share information and gather feedback from Affiliates (DONE)

### November 2019

- Bold Step One Committee meeting in November 12, 2019 at 9:00 am (DONE)
- Present update to ESUCC Board at November 19 & 20 Meetings (DONE)

### December 2019

- Subcommittee work on Domains using survey feedback by December 1, 2019 (DONE)
- Bold Step One Committee Meeting to review progress on December 12, 2019 at 3:00 pm (DONE)
- Goal: Finalize the document (DONE)

### January 2020

- Review Zoom Meeting on January 9, 2020 at 10:30 am (CST) (DONE)
- Present update to ESUCC Board on January 13 & 14, 2020 (Scheduled)
- Provide final draft to PDO on January 15 & 16, 2020 (Scheduled)

### February 2020

- Final Bold Step One: ESU Standards approved by ESUCC Board

# ESU Standards (Pilot Draft 1) January 2020

## **Educational Service Unit Standards of Performance and Practice**

### **Context**

Educational service units (ESU) were established in 1965 by the Nebraska legislature to “provide for economy, efficiency, and cost-effectiveness in the cooperative delivery of educational services.” Nebraska State Statute (79-1204) particularly tasks service units with

- Provision of core services in the following service areas in order of priority:
  - Staff development
  - Technology, including distance education services
  - Instructional materials services
- Provision of other services as requested by member school districts
- Provision of educational services through leadership, research, and development in elementary and secondary education
- Take action in cooperation with and support of the State Department of Education

Rule 84 (79-318; 79-1204) further requires that each ESU be evaluated and accredited to assure a level of quality in the educational programs and services provided to school districts by the educational service units.

### **Purpose**

The purpose of the Educational Service Unit Standards of Performance and Practice is to define the knowledge, skills, practices and dispositions necessary for ESUs to provide quality programs and services to Nebraska schools (see Rule 84). The standards promote a common language that fosters an understanding of what it means to be a member of the ESU statewide network and can be used to inform the improvement efforts of individual agencies. The document contains four essential domains: purpose and leadership, programs and services, stakeholder relationships and communication, and resource capacity. The Bold Step 1 committee anticipates that either a rubric or a set of indicators will be developed subsequent to ESUCC approval of a final set of standards.

## **Process**

In February, 2018 the Educational Service Unit Coordinating Council (ESUCC) comprised of administrators from each of the 17 ESUs along with representatives from the Staff Development Affiliate, Teaching and Learning Team Affiliate, Network Operations Affiliate, ESU Special Education Directors Affiliate and the Nebraska Department of Education engaged in an ESUCC organizational redesign process facilitated by Dr. Susan Leddick. The redesign group identified Five Bold Action Steps necessary to enable ESUs to work together effectively, efficiently and equitably to accomplish common goals and deliver high value to the state's education system.

### Five Bold Steps: ESUCC

1. Develop ESU Standards
2. Develop joint decision-making parameters
3. Complete SIMPL inventory
4. Develop value-add metric
5. Develop ESUCC Value Proposition

The Coordinating Council appointed a Bold Step 1 ESU Standards committee of representative ESU administrators and affiliate membership to develop a draft set of standards of performance and practice specific to Nebraska's ESUs. The process included input from the entirety of the ESUCC, the ESU Affiliate leadership as well as the ESU Affiliate membership. This draft is intended for final review and approval by the ESUCC Board. During 2020-21, several ESUs will pilot the use of the newly created ESU Standards during their Continuous Improvement Process.

## **Guiding Framework**

The Educational Service Unit Standards of Performance and Practice are intended to fill a void. There are no state or national standards of performance for educational service units. They are provided as one definition of effective practice for Nebraska's service units. Use of these standards to guide the continuous improvement efforts of individual ESUs is voluntary. The ESUCC recognizes that while there are common components to providing regional programs and services, the implementation of those components will be specific to the needs of the member districts of each service unit.

## **Domain 1: Purpose and Leadership**

A1: The ESU commits to a vision, purpose, and a core set of beliefs about providing programs and services that meets the expectations of the ESU and its member districts.

A2: The ESU engages in a continuous improvement process that improves professional practice, effectiveness, and results.

A3: ESU leadership establishes a strategic plan, as well as processes, procedures and conditions to support agency effectiveness.

A4: The ESU establishes conditions to support the development of individual and collective knowledge, skills and professionalism.

A5: The ESU provides professional growth opportunities for internal and district staff in leadership positions.

A6: The ESU uses a comprehensive process for staff evaluation.

A7: The ESU demonstrates actions that ensure the achievement of the ESUCC's purpose.

A8: The ESU Board, through board policies, understands and practices its defined roles and responsibilities to maintain an effective agency.

A9: ESU programming and services fulfill the requirements of Rule 84.

## **Domain 2: Programs and Services**

B1: ESUs use a data-driven process to systematically identify the needs of districts to develop an agency service plan.

B2: The ESU ensures its services are developed and delivered, have clear and measurable outcomes, and are aligned with evidence-based practices.

B3: The ESU has established a process to assess implementation of targeted programs and services.

B4: Learning opportunities are provided to ESU staff in order to develop and enhance the skills necessary for delivering the agency service plan.

B5: The ESU fosters an innovative and collaborative culture to optimize program and service delivery.

### **Domain 3: Stakeholder Relationships and Communication**

C1: ESU staff provide internal and external stakeholders with opportunities to collaborate and inform the development of the agency's purpose, programs, and services.

C2: ESU staff communicate efficiently and effectively with internal and external stakeholders.

C3: The ESU provides an induction process to their service agency for new district leadership.

C4: The ESU is an active partner in activities and initiatives of the ESUCC, and formally engages with and collaborates with the Nebraska Department of Education.

### **Domain 4: Resource Capacity**

D1: The ESU utilizes strategic planning to align human, material, and fiscal resources to meet the short and long term goals of the agency.

D2: The ESU allocates human, material, and fiscal resources to optimize agency efficiency and effectiveness.

D3: The ESU recruits, employs and retains highly qualified staff.

D4: The ESU provides induction, mentoring, professional learning opportunities for staff to grow and improve.



## Steps for New User Registration

1. Enter <https://online.nedoe.org>
2. Select, “Click here to Register” which will the following.

Registration

First Name \*

Last Name \*

Date of Birth \*

SSN \*

Email Address \*

Confirm Email Address \*

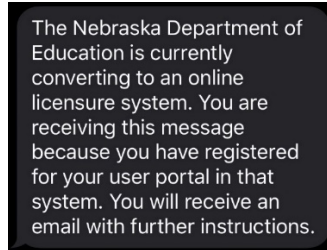
Cell Phone \*

[Submit Registration](#)

[Click here to go to Log In page](#)

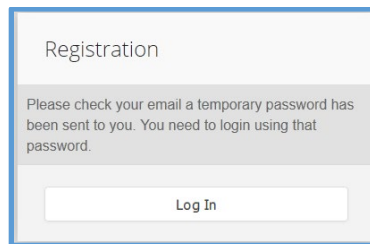
3. Enter your name, date of birth, last four digits of your social security number, a personal email address and your cell phone number. As school email addresses may change over a five year or ten year certificate cycle, it is important for us to have a way to communicate with you.

- Once all of the information is completed, click the, “Submit Registration” button. A temporary password will be sent to your personal email address and a text will be sent to your cell phone similar to the following message.



The Nebraska Department of Education is currently converting to an online licensure system. You are receiving this message because you have registered for your user portal in that system. You will receive an email with further instructions.

- If you have registered successfully, you will see the following message on your screen:

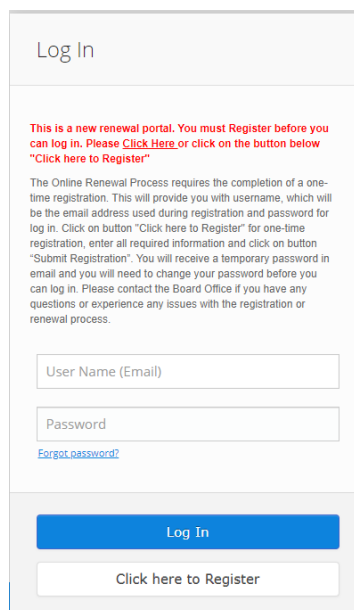


Registration

Please check your email a temporary password has been sent to you. You need to login using that password.

Log In

- Click on the “Log In” button to from message on your screen. Use your personal email address and temporary password that was sent to your personal email to log in to the system by clicking on the “Log In” button again.



Log In

**This is a new renewal portal. You must Register before you can log in. Please [Click Here](#) or click on the button below "Click here to Register"**

The Online Renewal Process requires the completion of a one-time registration. This will provide you with username, which will be the email address, used during registration and password for log in. Click on button "Click here to Register" for one-time registration, enter all required information and click on button "Submit Registration". You will receive a temporary password in email and you will need to change your password before you can log in. Please contact the Board Office if you have any questions or experience any issues with the registration or renewal process.

User Name (Email)

Password

[Forgot password?](#)

Log In

Click here to Register

- The system will prompt you to change your password. The screen will only appear the first time you register. NOTE: You will only need to register one time. Type in or paste your temporary password in the “Old Password” field and choose a new password in the next two fields. Click on, “Reset Password” when all of the fields are completed.

- Once your password has been changed, you will receive an email and text similar to the following.

Thank you for using Nebraska TEACH (The Educator Application and Certification Hub). You are receiving this text because your password was changed on the site. If you did not submit this password reset request, please contact the Nebraska Department of Education immediately! Thank you, Nebraska Department of Education, Educator Certification

- You will be directed back to the login screen one more time where you will use your personal email address and the new password you chose. Once both have been entered, click on, “Log In” and you will be taken to your personal dashboard. The Dashboard will contain information your experience, degrees, endorsements, and status of a current application. This will also be where you will apply initially, a renewal, to add an endorsement, or to change a certificate type.



## NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Charlie Janssen  
State Auditor

Charlie.Janssen@nebraska.gov

PO Box 98917

State Capitol, Suite 2303

Lincoln, Nebraska 68509

402-471-2111, FAX 402-471-3301

[www.auditors.nebraska.gov](http://www.auditors.nebraska.gov)

July 31, 2019

Kraig Lofquist  
Executive Director  
Educational Service Unit Coordinating Council  
6949 South 110th Street  
LaVista, NE 68128

Dear Mr. Lofquist:

In accordance with Neb. Rev. Stat. Section 84-304, the Auditor of Public Accounts will conduct the fiscal year 2019 and the fiscal year 2020 Educational Service Unit Coordinating Council (ESUCC) audits. Neb. Rev. Stat. Section 84-304 states in part, "To examine or cause to be examined, at the expense of the political subdivision, when the Auditor of Public Accounts determines such examination necessary ..."

This letter will serve as official notice to ESUCC that the Auditor of Public Accounts will be conducting the ESUCC Audit for fiscal year 2019 and fiscal year 2020.

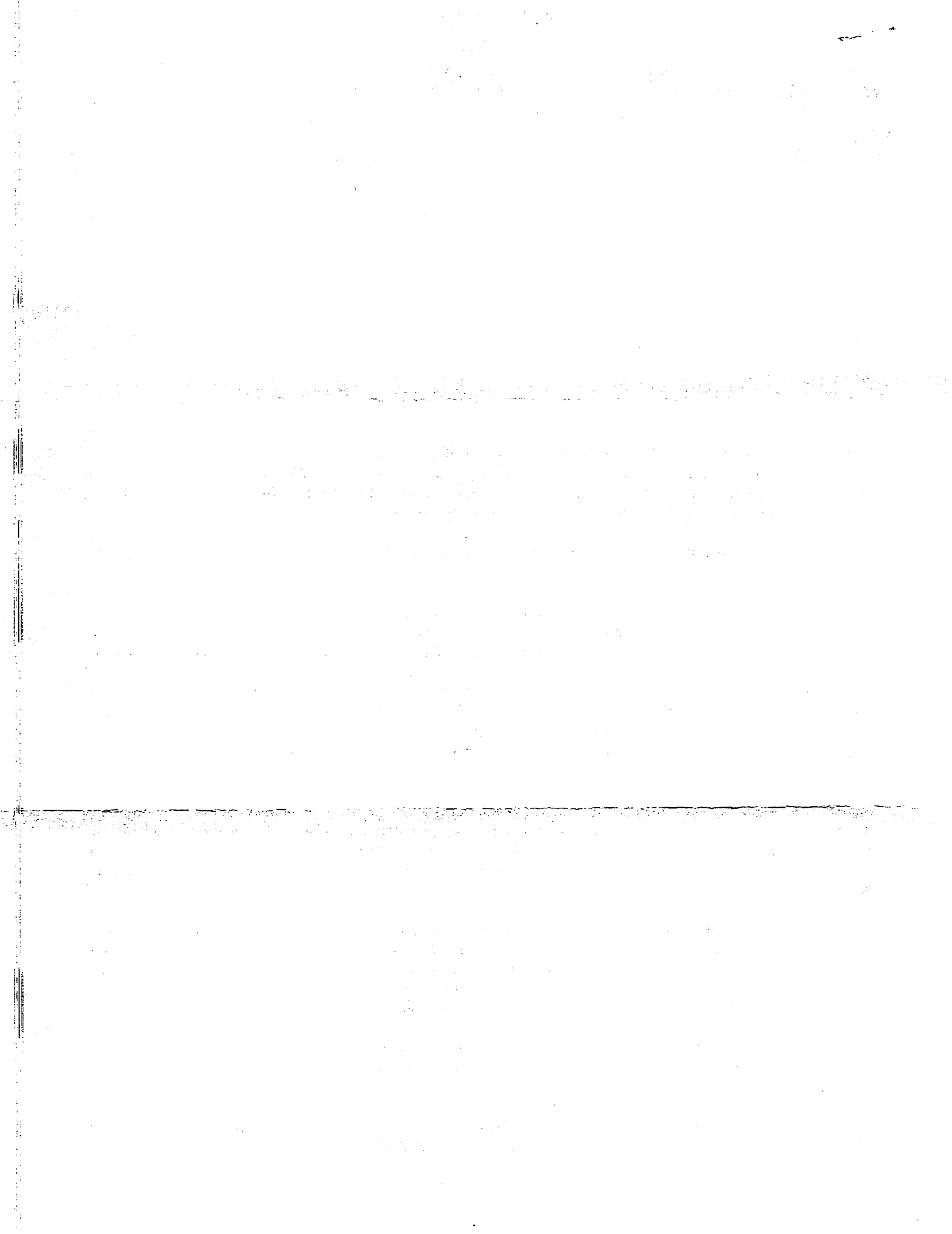
We will conduct our audit in accordance with generally accepted auditing standards United States of America and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. It should be understood that the responsibility for the preparation of financial statements, including adequate disclosure, is that of the management of ESUCC. Our responsibility is to express an opinion on the financial statements based on our audit.

As part of our audit, we will make an assessment of control risk relating to your internal control structure to the extent we consider necessary as required by generally accepted auditing standards. Under these standards, the purpose of such assessment is to establish a basis for reliance on the internal control structure in determining the nature, timing and extent of auditing procedures that are necessary for expressing an opinion on the financial statements.

An audit includes procedures designed to provide reasonable assurance that errors and irregularities that would have a material effect on the financial statements would be detected. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with GAGAS. Accordingly, a material misstatement may remain undetected.

Likewise, in making our audit, we will be aware of the possibility that illegal acts may have occurred. However, it should be recognized such audit cannot be expected to provide assurance illegal acts will be detected.

The establishment of an internal control structure is an important responsibility of management. Appropriate supervisory review procedures are necessary to provide reasonable assurance that adopted policies and prescribed procedures are adhered to and to detect and correct errors and irregularities or illegal acts in a timely manner.



Our audit is not specifically designed and cannot be relied upon to disclose reportable conditions and/or material weaknesses in the internal control structure. However, during the audit, if we become aware of such reportable conditions and/or material weaknesses in the internal control structure, or ways that we believe management practices can be improved, we will communicate them to you.

May we remind you, the responsibility for the preparation of financial statements, including adequate disclosure, is that of the ESUCC's management. This includes adequate disclosures, the maintenance of adequate accounting policies, and the safeguarding of the assets of the State. As a part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

We understand that you will provide us with your financial statements, footnotes, and supporting documentation, which should include all journal entries, recorded. The financial statements and supporting documentation should be prepared in accordance with auditing standards.

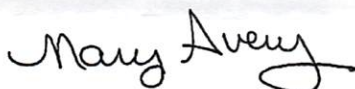
At the conclusion of our audit or audits, we plan on issuing the following reports:

- a report on the financial statements of the ESUCC, on a cash basis;
- a report on the internal control structure based solely on our consideration of the structure made as a part of the audit of the financial statements; and
- a report on compliance with laws and regulations that may have a material effect on the financial statements.

The APA's fee for this service will be sufficient to cover the costs of our work (approximately \$76.00/hour for Managers and \$33.00/hour for audit staff). At this time, we anticipate the total fee will not exceed \$25,000.00 (approximately 700 hours). The APA will bill when the work is completed. The ESUCC will submit payments to the APA accordingly. No additional charges will be made for routine inquiries or requests for information. The fee quoted above is for a financial statement audit, and does not include any bookkeeping or special requests by ESUCC.

A copy of the latest quality control review for the Nebraska Auditor of Public Accounts can be found at: [http://www.auditors.nebraska.gov/About\\_Us/APA%20\\_Review\\_Files/2016\\_NSAA\\_APA\\_Peer\\_Review.pdf](http://www.auditors.nebraska.gov/About_Us/APA%20_Review_Files/2016_NSAA_APA_Peer_Review.pdf). We appreciate this opportunity to be of service and believe this letter accurately summarizes the scope of the audit services to be provided.

Sincerely,



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