EPI-USE®

July 6, 2018

City of Gainesville

Enterprise Resource Planning (ERP) Product Solutions and Implementation Services
BID #CMGR-180083-MS

Gainesville.
Citizen centered
People empowered

City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

A MEMBER OF:
groupelephant.com™
BEYOND CORPORATE PURPOSE

July 6, 2018

City of Gainesville
Attention: Melanie Sowers, Senior Buyer
200 East University Avenue, Room 339
Gainesville, FL 32601

BID #CMGR-180083-MS Enterprise Resource Planning (ERP) Product Solution(s) and Implementation

Dear Melanie,

The EPI-USE team is honored to submit a response to The City of Gainesville regarding your Enterprise Resource Planning (ERP) Product Solution(s) and Implementation Services. After carefully reviewing the material you have shared with us, the EPI-USE team has held numerous internal sessions and discussions and is pleased to present a response to you.

EPI-USE is a global systems integration organization with offices in 27 countries, over 2,000 employees worldwide with a significant portion of those individuals focused on HCM and ERP service delivery. We create and deliver process-driven technology solutions, such as SAP, SuccessFactors, Workforce Software, etc., to improve our client's performance within their business processes through technology. In addition to our services organization, EPI-USE has a LABS division which is dedicated to delivering solutions for our customers within Finance and HCM. As part of this implementation, our team will utilize these products to accelerate and assist the success in this project.

We are dedicated to customer and employee satisfaction. It is because of our commitment to both that our organization continues to grow and has become one of the most highly desired consulting services partners in the industry. We combine deep industry, business and technology experience to provide strategy, systems design and architecture, applications implementation, and managed services. We strongly believe that we are the right choice for The City of Gainesville.

EPI-USE is a specialist in implementing ERP and HCM solutions; we are well known for our flexibility in our approach and collaborative working style to best meet our client's needs. We strongly believe that we are the right choice for the City of Gainesville. While evaluating our proposal, we ask that you consider three important drivers that helped us develop our initial response:

1. EPI-USE's experience guiding and managing engagements similar to the City of Gainesville
2. EPI-USE's in-depth ERP and HCM experience since 1983
3. EPI-USE's unique positioning with SAP regarding development and support

In conclusion, we will ensure the highest level of executive commitment to this very important initiative for the City of Gainesville. I am passionate about EPI-USE's integrity, honesty, and commitment in ensuring success for our customers. Your success is our success, and that is our ultimate goal.

Sincerely,

Edgar or Monette
Associate Partner
(619) 253-6856
Edgar.Mendoza@us.epiuse.com

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Cover Page

Appendix 1 – Cover Page

Instructions

Complete form with appropriate information.

Proposal from **EPI-USE America, Inc.** ______________________, under
selected scenario CompanyName

	Response
1. Product manufacturer can submit a proposal to provide their solution(s) and implementation services.	☐
2. Product manufacturer can submit a proposal to provide their solution(s) and preferred service implementer partner.	☐
3. Service implementer partner can submit a proposal representing themselves and the most respective product manufacturer that satisfies the City's requirements	X

Preferred service implementer partner, if applicable ______________________

Respective product manufacturer, if applicable **SAP** ______________________

This proposal is submitted under the authority of:

July 1st, 2018

Signature **Date**

Name: **Jameson Greiner** Title: **Director of Client Engagement**

Proposer Point of Contact:

Phone: **(678) 978-4147** ______________________ E-Mail:

jameson.greiner@us.epiuse.com

(This is the individual who will be the primary point of contact for the Proposer.)

Name: **Jameson Greiner** ______________________ Title: **Director of Client Engagement**

Proposer Point of Contact:

Phone: ______________________ E-Mail: ______________________

Table of Contents

Company Introduction

Introduction

Response: Please see the following pages(s) for EPI-USE America, Inc. and SAP Company Introduction:

TAB 3 ï COMPANY INTRODUCTION

a) Provide a brief introduction to the Company, its history, and its areas of specialization.

SAP today is the global leader in business applications and analytics software, a market leader in digital commerce, and the worldôs largest enterprise cloud company with over 150 million cloud users. We have 388,000 customers in more than 180 countries, from small companies (80% of our customers are small and mid-size enterprises) to global organizations (91% of the Forbes Global 2000 companies run SAP software). Globally, more than 77% of all business transactions worldwide touch an SAP software system.

Our unique ecosystem comprises 6,080 startups, 17,000 partners and 2 million SAP Community Network (SCN) members in 200 countries. More than 91,000 SAP team members in 130 countries, including over 24,800 research and development employees and 17,300 professional services staff, help our customers tackle complexity and guide their transformation into digital businesses.

> Our solutions help customers address technology trends such as cloud computing, Big Data, the Internet of Things (IoT), and artificial intelligence that go hand in hand with the social trends that are changing how we live and work.

Our core business is focused on the software and services markets. We offer end-to-end solutions across 25 industries and 12 lines of business, localized by country and for companies of any size. SAP S/4HANA is the next-generation business suite and core around which businesses can operate all their processes in real time to enable successful business outcomes. SAP S/4HANA works seamlessly in combination with our business network offering. Our solutions and services are designed with customer centricity in mind with a superior user experience based on a mobile-first approach and a choice of consumption, be it on premise or in the cloud.

SAP Helps the World Run Better

Our purpose is to help the world run better and improve people's lives. Our promise is to innovate to help our customers run at their best. We are committed to helping every customer become a best-run business. We engineer solutions to fuel innovation, foster equality, and spread opportunity across borders and cultures. Together, with our customers and partners, we can transform industries, grow economies, lift societies, and sustain our environment.

Economy

Economic improvement goes beyond revenue growth. It includes meaningful work for people across the world, a living wage, shelter, and nutrition.

It also means promoting innovation to develop strong industries and infrastructure, while building trust by protecting every individual and organization's privacy.

Society

Health, education, access to technology, and public safety are at the core of a peaceful and just society. They enable citizen engagement, strong public institutions, and human progress.

When people are more productive and feel a sense of belonging, they lead happier, healthier, and more fulfilling lives.

Environment

Climate change touches everyone and will impact the lives of future generations.

Whether in rural or urban areas, the need for water, clean energy, and responsible development is key to continued prosperous life on this planet.

b) Provide contact name(s), titles, resumes of the proposed team member(s). Include an organizational chart beginning with your Company's management team through CEO of your Company.

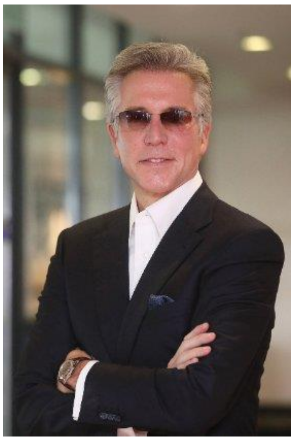
The primary SAP contacts for this proposal are Ben Tatterson and Hannah Hoaglund.

Benjamin Tatterson
Senior Account Executive
SAP America, Inc.
484 639 5089 | Benjamin.Tatterson@SAP.com

Hannah Hoaglund
Senior Account Executive, SAP SuccessFactors
952-240-1012 | E: Hannah.hoaglund@SAP.com

Executive Board

SAP SE's Executive Board is the governing body of SAP. The Executive Board manages the company's business, is responsible for preparing its strategy and represents it in dealings with third parties. The Executive Board provides the Supervisory Board with regular, prompt, and comprehensive reports about all essential issues of business, corporate strategy, and potential risks. The current members of the SAP Executive Board and their areas of responsibility are listed below:



Bill McDermott, Chief Executive Officer

- Joined SAP: 2002
- Appointed to Executive Board: 2008
- Current Executive Board term expires: 2021

Other board memberships:

- Board of Directors, ANSYS, Inc., Canonsburg, PA, USA
- Board of Directors, Dell SecureWorks, Atlanta, GA, USA
- Board of Directors, Under Armour, Inc., Baltimore, MD, USA

Learn more about Bill McDermott

Robert Enslin, President, Cloud Business Group

- Joined SAP: 1992
- Appointed to Executive Board: 2014
- Current Executive Board term expires: 2021

Special responsibilities: global cloud business sales, global go-to-market efforts, small and medium business sales, general business channels, field operations & enablement, specialized industry sales, end-to-end customer experience

Learn more about Robert Enslin

Adaire Fox-Martin, Co-President, Global Customer Operations

- Joined SAP: 2008
- Appointed to Executive Board: 2017
- Current Executive Board term expires: 2020

Special responsibilities: SAPȃs strategy, revenue, and customer success in the Europe-Middle-East-Africa and Greater-China regions

Learn more about Adaire Fox-Martin

Christian Klein, Chief Operating Officer, Global Business Operations

- Joined SAP: 2009
- Appointed to Executive Board: 2018
- Current Executive Board term expires: 2021

Special responsibilities: customer and employee experience, portfolio and investment strategy, product and services quality, digital transformation and SAP's digital backbone, enterprise analytics and data management, Run Simple initiative

Learn more about Christian Klein

Michael Kleinemeier, Digital Business Services

- Joined SAP: 1989
- Appointed to Executive Board: 2015
- Current Executive Board term expires: 2019

Special responsibilities: global consulting delivery, regional service and support, enterprise support and premium engagements, global centers of expertise, product support, maintenance go-to-market, industry cloud liaison, global user groups, mobile services

Other board memberships: Supervisory Board, innogy SE, Essen, Germany

Learn more about Michael Kleinemeier

Bernd Leukert, Products & Innovations

- Joined SAP: 1994
- Appointed to Executive Board: 2014
- Current Executive Board term expires: 2021

Special responsibilities: global development and delivery of SAP technology and products, strategic innovation initiatives, design and user experience

Other board memberships:

- Supervisory Board, DFKI (Deutsches Forschungszentrum f¿r Kuenstliche Intelligenz GmbH), Kaiserslautern, Germany
- Supervisory Board, Bertelsmann SE & Co. KGaA, Guetersloh, Germany
- Supervisory Board, TomTom N. V., Amsterdam, the Netherlands

Learn more about Bernd Leukert

Jennifer Morgan, Co-President, Global Customer Operations

- Joined SAP: 2004
- Appointed to Executive Board: 2017
- Current Executive Board term expires: 2020

Special responsibilities: SAP’s strategy, revenue, and customer success in the Americas and Asia-Pacific-Japan regions

Other board memberships: Board of Directors, Bank of New York Mellon, New York, NY, USA

Learn more about Jennifer Morgan

Luka Mucic, Chief Financial Officer

- Joined SAP: 1996
- Appointed to Executive Board: 2014
- Current Executive Board term expires: 2021

Special responsibilities: finance and administration, including investor relations and data protection and privacy; corporate IT and processes

Learn more about Luka Mucic

Stefan Ries, Chief Human Resources Officer

- Joined SAP: 2002
- Appointed to Executive Board: 2016
- Current Executive Board term expires: 2024

Special responsibilities: HR strategy, business transformation, organizational effectiveness, simplification, culture: how we run, leadership development, talent development, learning experience

Other board memberships: Supervisory Board, Rhein Neckar Loewen GmbH, Kronau, Germany

Learn more about Stefan Ries

c) Provide information about experience with similar current or former projects, including but not limited to Florida. Provide current and former client reference names and key contact information. This list must include the name, address, telephone, and email address of the client contract administrator. Detail which specific area your strengths were with each listed reference. Disclose any conflicts of interest or limitations that may exist should the Company be selected to provide services to the City.

SAP today is the global leader in business applications and analytics software, a market leader in digital commerce, and the worldôs largest enterprise cloud company with over 150 million cloud users. We have 388,000 customers in more than 180 countries, from small companies (80% of our customers are small and mid-size enterprises) to global organizations (91% of the Forbes Global 2000 companies run SAP software). Globally, more than 77% of all business transactions worldwide touch an SAP software system.

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Resumes of Proposed Team

Response: Please see the following pages(s) for Bio-Resumes of Proposed Team:

Proven. Expert. Dedicated. It's the nature of our people.

Edgar Mendoza | SAP Senior Solution Architect

678-872-0040 edgar.mendoza@us.epiuse.com Office Location: Atlanta, GA

Summary

Edgar has over 17 years of SAP implementation experience in roles varying from technical to functional to project management. His projects have included nine full lifecycle SAP implementations and 4 SAP system upgrades. He has worked within public sector, manufacturing, utilities, wood processing and beverage industries.

Profile Overview

- **Solution Manager:**

  Project creation and structuring; Users setup; Test plan creation and configuration of user statuses tracking; Configuration and development of document templates; Clear understanding of project implementation methodology

- **SAP Financials:**

  General ledger, new general ledger, accounts payable, accounts receivable, special purpose ledger, fixed assets, taxes, banking and foreign currency; Cost element, cost center accounting, internal orders, project systems(costing), product costing, and profit center accounting; Funds management, grants management, profitability analysis

- **Other modules/tools:**

  SRM and material management; CRM and sales and distribution; PLM, PP, and SEM; Human Resources; Workflow, ABAP and SAP development tools

SAP Project Experience — Date

Vyaire Medical Inc | Solution Architect — Jan 2017 – Present

- Version: ECC 6.0
- Global Manufacturing Company SAP system carve out project

Purdue University | Solution Architect — Sept 2016 – Present

- Version: S/4 HANA Migration Simple Finance
- Finance Business Transformation Project
- Conversion of the requirements into an architecture and design that will become the blueprint for the

solution being created while observing Be

- Provided oversight in the design, planning and governance of the project
- Provided input in overall design of the SAP Organizational Structure
- Reviewed business process and provided guidance in streamlining business processes within SAP

Korn Ferry International | Finance Lead August 2013 – Sept 2016

- SAP Professional Service Automation (PSA)
- Solution architect for the PSA solution
- Responsible for project deliverables (PDD, Blueprint docs, configuration, development and deployment of the solution.)
- Develop and maintain the BMPL
- Validate the RICEFW list

TriQuint | Project Manager January 2013 – Present

- SAP Asia Rollup – TQI
- Define project deliverables
- Developed and maintained the project plan
- Developed testing plan
- Execute and coordinate the testing phases
- Validate SAP Solution

WMG | Project Solution Architect July 2012 – December 2012

- SAP Segment Implementation.
- Developed and maintained the project plan
- Developed the solution and integration approach
- Coordinated integration and UAT testing
- Managed scope and integration environments

TriQuint | Project Manager December 2011 - Present

- SAP Upgrade from ECC 5.0 to ECC 6.0 EHP5.
- Developed and maintained the project plan
- Developed Status Reports
- Coordinated resources
- Coordinated integration and UAT testing
- Managed scope and integration environments.

Schlumberger | Finance Team Lead July 2011 - Present

- Payroll Implementation
- Managed the integration between SAP Payroll system and the Financial Systems (Oracle and SAP).
- Analyzed the different type of accounting coding blocks and mapping between SAP and Non-SAP systems.
- Managed the Garnishment and employee bank direct deposits process.

EPSON | Finance Team Lead January 2011 – June 2011

- SAP Rollup in North and South America
- Developed a Finance standard SAP solution template for North and South America (Latin America).
- Controlled business process reengineering on Finance and Integration processes.
- Analyzed and comply with local statutory requirements on all countries (United States, Canada and 7 Countries in Latin America).

Care-Fusion, California | Testing Lead June 2010 – December 2010

- CRM Implementation
- Coordinating the testing execution for 12 hundred test scripts and 100 testers.
- Managed HP-Quality Center product to conduct testing and manage tickets.
- Developed a testing and cut-over plan.

Stanley | Finance Lead April 2010 to June 2010

- CRM Implementation
- Developed the design and blueprint for CRM and Finance integration.
- Prototyped CRM service scenario and accounting integration.

Bernalillo County, NM | Integration Manager April 2009 to March 2010

- Continuous Improvement
- Managed a significant enhancement projects
- Developed and maintained the project plan
- Coordinating daily support

AMCC, San Diego, California | SAP Project Leader/Integration Manager July 2008 to March 2009

- SAP ECC 6.0 Upgrade
- Developed and maintained the project plan
- Coordinate resources
- Coordinated integration testing

- Managed scope including support for additional phases [ECC, BW (SEM) and CRM (Channel Management)]

Education & Certifications

- Bachelor of Management Information Systems
  CETYS University, Tijuana, Baja California, 1992-1996
- Master of Information Systems and Network Technology
  CETYS University, Tijuana, Baja California, 1996-1998
- FI-CA Contract Accounting, SAP Financials
- Public Sector Academy Certification, ASAP Certification
- Product Costing Cost Planning
- SAP Enabling Seminars and Conferences

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Monette McNicholas | Executive Sponsor

678-872-0040 monette.mcnicholas@us.epiuse.com Office Location: Atlanta, GA

Summary

Monette is an Integration Manager and Solution Architect with more than 16 years of experience in SAP. Her primary focus area is the Finance and Controlling Module. Cross functional experience in the following areas:

- FI – In depth knowledge in configuration of FI, including General Ledger (GL), New G/L, Document Splitting, Accounts payable (AP), Accounts Receivable (AR) and Asset Management (AM).
- Travel Management – Extensive knowledge in configuration and integration to Finance, Funds Management, Grants Management and Human Resource.
- FM – In depth knowledge in configuration of FM, including master data concept, derivation, AVC control and budgeting process.
- SPL – In depth knowledge in Special Purpose Ledger. Configured SPL, including split ledger, field movements and roll up ledgers.
- GM – In depth knowledge in configuration of Grants Managements, including master data, derivation, business partners as well as billing.
- CO – In depth knowledge in configuration and customization of Cost Center Accounting (CCA), Internal Orders (OM), Profit Center Accounting (PCA)
- PS - Experience with PS functionality and PS Customizing – time elements, WBS structures, cost planning in WBS elements, project scheduling, project budgeting, project settlement, project cash management and project integration to other modules.
- MM – Core understanding of functionality. Customizing of invoice verification and MM account assignments. Focus on integration to accounting modules FI/CO and Logistic Invoice Verification.
- SD – Configuration of master data, sales order types, pricing, billing types including resource-related billing, revenue account determination, integration to accounting
- SRM – Very good understanding of Integration points to Materials Management and Funds Management

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Professional Experience Summary

- Monette's SAP projects and Production Support work have been in the following industries:
  - Industrial Manufacturing
  - Public Sector (State/County/City/K-12/Higher Education)
- Prior to SAP work, Monette worked in management and supervisory positions in Budget and internal and external Financial Reporting

SAP Project Experience | Date

Vyaire Medical Inc | Solution Architect/PMO — January 2017 – Present

- Version: ECC 6.0
- Global Manufacturing Company SAP system carve out project

Purdue University | Public Sector Solution Architect (P/T) — September 2016 – Present

- Version: S/4 HANA Migration Simple Finance
- Finance Business Transformation Project
- Conversion of the requirements into an architecture and design that will become the blueprint for the solution being created while observing Be
- Provided oversight in the design, planning and governance of the project
- Provided input in overall design of the SAP Organizational Structure
- Reviewed business process and provided guidance in streamlining business processes within SAP

Saint Louis Public Schools | Project Manager/Solution Architect — January 2014 – December 2015

- Version: SAP ERP 2005 (ECC 6.0)
- Manage project deliverables (PDD, Blueprint docs, configuration, development and deployment of the solution.)
- Develop and maintain the BPML
- Validate the RICEFW list
- Responsible as an Integration Manager for all configuration aspects, including General Ledger, Splitting roles, Funds Management, Grants Management, Accounts Payable, Accounts. Provided project oversight to manage deliverables and budget
- Successful conversion to a new fiscal year, a new GL account schema aligned with the Missouri Department of Education
- Activated new functionality such as Budget Control Systems
- For the first time in 12 years, SLPS now has the ability to run basic financial reports online and will be in a

position to produce their financial reports seamlessly
- EPI-USE redesign the entire master data structure (cost center, internal orders, fund, fund centers, commitments items)
- Manage on-going production support activity

Clark County School District | Program Manager/FICO Ongoing Support January 2009 - Present

- Version: SAP ERP 2005 (ECC 6.0) Production Support
- Acted as a senior financial support consultant for the financial modules of CCSD. The responsibilities included issue resolution, knowledge transfer, and process improvements for following modules: General Ledger, Funds Management, Grants Management, Travel Management
- Provide on-going support to the school district financial modules
- Successful roll out of travel reimbursement using SAP adobe interactive forms
- Develop the grant AR to cash configuration and technical solution
- Develop grant funded asset depreciation design
- Develop functional and technical report specifications of the State and Federal grant closeout reports
- Develop functional and technical report specifications for all custom FI reports and enhancements
- Liaison with PMO and end users to resolve issues and obtain buy in for new requirements and process redesign
- Develop presentations to document business design and provide knowledge transfer to SAP support staff

City of San Diego |P2P Solution Architect March 2015-June 2015

- Version: SAP ERP 2005 (ECC 6.0)
- Liaison with PMO and end users to resolve issues and obtain buy in for new requirements and process redesign
- Developed an SAP Best Practice end to end process and technology vision for all business units, unifying processes and information flow in the Purchasing Department and other business units in the City

- Review and document the Procurement-related business process areas:
  - Enterprise structure as related to the procure to pay process
  - Material Master Data creation and maintenance
  - Material Group creation and maintenance
  - Vendor Master Data creation and maintenance
  - Contract creation, maintenance and utilization in the procure to pay process
  - Procurement of consumables
  - Procurement of stock items (Materials Requisition Planning)
  - Procurement of services
  - Logistics Invoice Verification
  - Goods Issue processing

Newport Corporation, CA | FICO Lead Consultant December 2013-June 2014

- Version: SAP ERP 2005 (ECC 6.0)
- Provide FICO support to the Data Transformation and SLO project for the Profit Center Redesign Project
- Worked with the SLO team to identify master data and transactions impacted by the transformation project
- Tested and validated results
- Provide as-needed FICO support in the other projects

Judicial Council of California, CA | Integration Manager November 2009 – November 2012

- Version: SAP ERP 2005 (ECC 6.0) Production Support (P/T)
- Acted as a senior financial support consultant for the financial modules of CCSD.
- Responsibilities included issue resolution, knowledge transfer, and process improvements for following modules: Accounts Payable, Funds Management, and Grants Management
- Resolve Maintenance and Operations Support issues
- Develop functional and technical report specifications for all custom FI reports and enhancements
- Provide knowledge transfer to staff

University of Kentucky | GM Lead Consultant May 2010 – June 2010

- Version: SAP ERP 2005 (ECC 6.0)
- Conducted a detailed assessment of UK's grant integration with the Accounts Receivable module
- Gathered detailed requirements for the recommendations and develop an implementation plan for the recommendations
- Completed a gap analysis report with detailed recommendations and an implementation plan for the recommendations

City of Portland | GM Lead Consultant August 2009 -December 2009

- Version: SAP ERP 2005 (ECC 6.0) Production Support (P/T)
- Acted as a senior financial support consultant for the financial modules of City of Portland. The responsibilities included issue resolution, knowledge transfer, and process improvements for following modules: General Ledger, Funds Management, and Grants Management.
- Issue resolution for production support
- Developed functional and technical report specifications for all custom FI reports and enhancements
- Provide knowledge transfer to staff

City of San Diego | New GL Consultant 3 months

- Version: SAP ERP 2005 (ECC 6.0) Implementation
- Responsible for baseline configuration of the New General Ledger module. Ensure basic configuration supports GAAP reporting and management reporting requirements of the City. Ensure key integration points with other modules follows SAP industry best practice. Worked collaboratively with clients to analyze

As-Is business processes and requirements. Provide SAP functionalities gap analysis and specifications. Analyze and map business processes and requirements to SAP functionalities. Coordinate proactively with the clients to establish To-Be processes and apply integrated solutions. Develop financial reports using SAP Report Writer, Report Painter, and Drilldown functionalities. Coordinate proactively with the client to provide change management support and training.

- Completed SAP Chart of Accounts Conversion
- Develop functional and technical report specifications for all custom FI reports and enhancements

Clark County School District | Finance Team Lead 30 Months

- Version: SAP ERP 2005 (ECC 6.0) Implementation
- Implementation of ERP 2005 (ECC 6.0) through all phases of the ASAP project methodology utilizing Solution Manager. SAP R/3 design and configuration experience includes: Funds Management with Budget Control System, Grants Management Module, New General Ledger, Controlling, and Fixed Assets. Responsible for the integration with SRM 5.0, Warehouse Management and Inventory Management, Sales and Distribution, and Purchasing.
- Led the Finance Team from Blueprint through Go-Live and Support phases. Team lead responsibilities include PMO status reporting, coordinating delivery of configuration, custom development and testing for the FI team
- In addition to team lead responsibilities, design, configured, and tested both the Grants Management module with Resource Related Billing and Funds Management module with Budget Control Systems
- Manage the definition of the SAP organization structure and led the Finance master data design for Chart of Accounts and the use of CO/FM/PS/FI objects
- Resolve integration issues with SRM 5.0, Warehouse Management and Inventory Management, Sales and Distribution, and Purchasing
- Document configuration in Solution Manager
- Develop and manage the delivery of business process procedures, unit test scripts, and integration test scripts
- Manage conversion of FI master data structures and transactional data
- Develop functional and technical report specifications for custom reports in ABAP and BI 4.0, such as, Grants Closeout Reports, Budget Book, Comprehensive Annual Financial Reports (CAFR)
- Conduct knowledge transfer with the business analysts responsible for post -production support

University of Nebraska | FM Consultant 6 months

- Version: SAP Upgrade Project
- Provide support during the Realization Phase for the following modules: Financials module (GL, SL, AP, AR, FA, PS, CO, FM), Scope includes extensive work with the FM derivation tool, integration testing, and development of custom reports. Work closely with the On-line Support System (OSS) team to quickly resolve issues
- Created complex FM derivation rules in conjunction with the client's multiple custom user exits and successful resolution of all issues with a 24-hour or less turn- around time.

Los Angeles World Airports | Production Support Manager 48 Months

- Led a team of three analysts for production support activities. Modules include FI, CO, GL, SL, FM, PS, and AM. Develop end user training materials and trained the SAP Production Support Group and Super User Group regarding data and process integration in the SAP modules. Manage Post Go-Live Support and resolution of issues. Provide daily maintenance of SAP functions, including end-user-training, on-going SAP Master Data Management and associated change controls.
- Improve procure-to-process with an average of 3,000 invoices per month and an average processing cycle of 3-4 days
- Provided a series of super user FI-CO training classes to encourage continuous learning
- Trained both finance and non-finance staff in year-end activities to facilitate a seamless year-end transition

Los Angeles World Airports | FI Team Member 12 months

- Version: SAP Implementation 4.6C
- Implementation of SAP Version 4.6C through all phases of the ASAP project. SAP R/3 configuration and integration experience includes: Financials (General Ledger, A/P, A/R), Controlling, Funds Management, Project Systems, Asset Management, Special Ledger, Materials Management, and Purchasing
- Developed presentations to document business design and solicit acceptance from end users
- Completed project systems configuration, data conversion, and reporting
- Developed functional and technical report specifications for all custom FI reports
- Liaised with PMO and client to resolve issues and obtain buy in for major project decisions impacting go live date

Education & Certifications

- **Bachelor of Science in Management,**
  Pepperdine University
- **Graziadio School of Business and Management,**
  Malibu, California
- **Certified SAP Public Sector Integration Specialist**

Proven. Expert. Dedicated. It's the nature of our people.

Francois du Preez | HCM Solutions Architect

678-872-0040 francois.dupreez@us.epiuse.com Office Location: Atlanta, GA

Summary

Francois is an experienced, result-oriented individual with 21 years of proven success in SAP R/3, Employee Central-Employee Central Payroll and Payroll Control Center implementations built on a solid 27 years information technology experience. This includes several full cycle implementations and upgrade projects in the role of project manager, configuration specialist and developer across all SAP HCM modules crossing a multitude of industries. He specializes in Payroll and Time Management complimented with an extensive knowledge across all HCM modules and integration with Finance.

Profile Overview

- SAP HCM Certified
- Payroll control Center
- SAP Payroll
- SAP Cloud Payroll (ECP) using Boomi and P2P (Point to Point)
- SAP Time Management
- Project Management
- Solution Engineering
- Global Implementations in Lead positions
- Successful design of efficient, effective and innovative solutions combining extensive business knowledge and detailed SAP expertise.
- A hands on approach during all phases of the project from kickoff through hyper care.

SAP Project Experience — Date

Growmark Inc | Project Manager, Solution Design and Build Consultant — April 2018- Current 2018

- Responsible for Payroll Control Center (PCC) solution upgrade.
- Budget planning and control.
- Overall design and build.
- Configuration workbooks and implementation using the Epi-Use Config Commander toolset.
- Responsible for training and documentation.
- Hypercare post-go-live.

NRG | Solution Architect and Build Consultant March 2018- May 2018

- Responsible for Payroll Control Center (PCC) solution design and implementation.
- PCC workshops, blueprint definition.
- Configuration workbooks and implementation using the Epi-Use Config Commander toolset.
- Define training material and on site delivery.
- Hypercare post-go-live.

Owens Corning | Solution Architect for Employee Central Payroll US and Canada April 2017- May 2018

- Responsible for Employee Central Payroll solution design.
- Day to day project liaison and Leadership.
- Replication using P2P (Point to Point), implementation of several Business Add In's (BAdI's) to refine the replication process, example: streamlined country/company transfers, payment models, off cycle reason defaults, workers comp utilized in Canadian payroll and other extensibilities.
- Design and execute data load processes from several legacy systems.
- Scope includes Payroll Control Center.
- Hypercare post-go-live.

Growmark Inc | Solution Lead for Employee Central Payroll US and Canada June 2015- Present

- Responsible for Employee Central Payroll solution utilizing the SAP Launch methodology.
- System landscape design to accommodate 30 plus primary interfaces.
- Replication using BOOMI, troubleshooting and fine tuning.
- Set up of BSI Saas using eTaxFactory with automated TUB application.
- Multiple time systems (Kronos Cloud, Sheakley, Inhouse), BenefitFocus, Fidelity, ACH files to bank and Others.
- Unique Finance landscape posting pay results to SAP and Non SAP systems utilizing 38 Chart of Accounts.
- First project globally to utilize Payroll Control Center together with SFSF Employee Central and hosted Employee Central Payroll. (EC-ECP)
- Plan and execute application of Support Packs from SP25 to SP39.

Schlumberger | Solution Architect Sept 2012- Dec 2016

- Liaise with client counterpart in scoping and defining solutions for mergers and acquisitions, new functionality, system enhancements and business process improvements.
- Perform level 2 (configuration) and 3 (development) support requiring more complex solutions, support note evaluation and applications, and transport system optimization.

Koch Business Solutions (KBS) | Project Manager April 2012- Aug 2012

- Defined and executed project standards, resource management, policies, procedures, & budget management
- Defined project roles, functions and responsibilities of all team members.
- Presided on project communication to steering committee, EPI-USE peers and project team members
- Creator and keeper of the project plan using MS Project 2010
- Updated Project Timeline for high level communications.
- Provided direction and continuous liaison with Test Manager in defining testing approach, definition of Master Test Plan, and execution of the plan.
- Collaborated with KBS counterparts in defining Training, Communication and Change Management Planning.
- Closed collaboration with Basis team being a technical upgrade.
- Established team collaboration site (SharePoint) for document sharing, deliverables, tracking of project decisions, action items and driving issues to resolution
- Kept eye on scope, and managed expectations on both the client and consulting side.
- Managed the deployment of EPI-USE Tools (Data Sync Manager and Variance Monitor) to accelerate testing (Unit, Integration, Payroll Parallel and User Acceptance).
- Implemented Successful Go-Live, on time, on budget within scope.

Schlumberger | Payroll/Solution Lead for US and Canada April 2011- Mar 2012

- Lead responsibility for all US and Canadian company solutions.
- Plan and execution of workshops, documentation of findings, blueprint, build plans and liaison with testing teams through solution roll out.
- Consolidation of 25 payrolls down to 7.
- Payroll Posting to SAP and Oracle Financials (custom interface using a custom interface).
- Tax Filing and Garnishment processing utilizing a Ceridian interface.
- Re-design payroll payment advice processing to utilize one form for both US and Canada and automated encrypted transfer to Ceridian.
- Liaison with existing HCM production team to ensure contingency
- Streamlining of existing productive business processes

BHPBilliton, Singapore | Global Payroll Lead Mar 2010 - Mar 2011

- Lead responsibility for all country payroll schemas and rules.
- Definition of build standards and design principles.
- Manage 11 country leads across 3 build hubs

- Issue and bug resolution with SAP
- Audit and compliance monitoring on build activities, catalogs and documentation.
- 27 payrolls including new country version for Chile.

City of Portland | Solution Architect Oct 2009 – Feb 2010

- Technical support for support packs validation and testing and troubleshooting.
- Optimization of third party remittance processing.
- Optimization of tax calculations in the payroll schema.

Canadian National Railways | Solution Architect July 2009 - Current

- Responsible for Time Management and Payroll Team in designing the iCREW product.
- High level scope includes an add on to the standard SAP Time and Payroll modules to be used for crew scheduling and management along the lines incorporating complex Rail specific rules (Events , Activities, Claims, Payroll).

St. Jude Medical | Solution Architect – Global Payroll Feb 2008 – June 2009

- Responsible for Global Payroll Team and related development lifecycle activities ranging from Blueprint through Go-Live and Support
- This included the planning and running payroll workshops, gap analyses, integration with Time Management, Benefits and Personnel Administration, Configuration, all Testing Cycles (unit integration, parallel and user acceptance), Cutover, Go-Live and Support.
- Post go-live support of Time Management and Payroll.

Eclipse Aviation | Senior Solutions Architect May 2007 – Jan 2008

- Responsible for optimization and support of business processes in the Time Management and Payroll Sub Modules for an existing SAP implementation.

Jabil Circuit | Senior Solutions Architect / Time Management July 2006 – April 2007

- Responsible for Time Management Solution design, configuration, testing, user training and implementation
- Blueprint the Time Management solution for China (4 sites).
- Project scope: PA, OM, BN, TM, PY, CM

Education & Certifications

- **Bachelor of Science (Computer Science, Information Systems)**
  University of South Africa
- **ASAP Certified**
- **HCM Certified**

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Keith Harmon | Sr. Director, Finance and Logistics

678-872-0040 keith.harmon@us.epiuse.com Office Location: Atlanta, GA

Summary

Keith possesses executive engagement and leadership expertise with 18 years of SAP experience. He spent 5 years as an SAP innovation project leader and over 10 years in industry go-to-market strategy and execution. He has an excellent reputation as a creative and results oriented individual in jobs providing support to leading Education, Research, NGOs and Public Sector organizations.

Profile Overview

- Deep Industry Expertise
- Go to Market Strategies
- Business Planning
- Executive Engagement
- Teamwork and Collaboration
- Presentations and Speaking
- Presentations and Speaking
- Communication and Writing
- Program—Project Management
- Process Analysis—Design
- Managing Cross Functional Teams
- Change Management

- Consistent record of accomplishment: managing simultaneous projects, demonstrating ownership and ability to drive projects to completion on time protecting financial impacts
- Considered highly skilled with deep industry knowledge
- Energetic leader with strong business analysis and senior level leadership skills
- Proven track record of working with executives to assess market opportunities, innovation investment business cases and executive thought leadership
- Successful g0-to-market strategies to grow industry penetration
- Recognized for outstanding analytical skills for developing and streamlining business process and finding innovative solutions to complex opportunities
- Excellent facilitation, communication and coordination skills for new product innovation and solutions for industry verticals
- Known as an effective motivator and for working successfully within a diverse environment; persons from all cultures and organizational levels
- Committed to and strives for the highest level of professional ethics and personal excellence

SAP Project Experience — Date

EPI-USE America — Since 2016

Purdue University- Business Transformation, SAP S4/HANA Migration

| Project Manager, Finance — Since 2016

Senior team member responsible for Finance implementation team. Detailed responsibilities:

- Work hand in hand with Purdue University Project Management Office
- (PMO) and Finance Lead to manage project budget, coordinate consulting
- resources to ensure project KPIs and milestones are met.
- Manage Finance Consultants – Functional and Development teams
- S AP modules implemented: General Ledger/Chart of Accounts/AP/AR, Sponsored
- Programs, Budgeting, Faculty Allocation & Reporting, Treasury, Asset Management and Workflow
- Finance workstream currently on schedule and within budget

SAP — Since 2001

Higher Education & Research Global Industry Cloud | Sr. Director, Industry Solutions — Since 2008

Senior team member responsible for IBU North and South America and strategic opportunities globally with a focus on Academic Research solutions. Detailed responsibilities:

- Align go-to-market strategy with country Managing Directors and Heads of Sales
- Review/Assess sales opportunities and align with SAP Account Executive on account plan and deliverables and influence successful outcomes
- Customer engagement and direct support: Managing global HE&R Customer Advisory Council, US K-12 Advisory Council, ASUG PoC for HE&R and K-12
- Sales enablement: Determine and execute Industry plans for SAP Sales, Pre-sales and strategic Partners. Overall team responsibility for global Partner management and strategy.
- Innovation roadmap for Research focused solutions in accord with SAP corporate strategy investments

SAP Labs- Public Services | Solution Manager/Product Expert — 2001-2008

Lead SAP Development projects for Grants Management, Effort Certification & Reporting and BOBJ Analytic content. Projects included managing Development teams local and remote as well as Customer co-innovation partners and interest groups. Detailed responsibilities:

- Product functional requirements documentation, including SAP integration scenarios
- Led Customer and Partner proof of concept reviews, updates and testing for each release
- On-site and remote project management for early adopter/pilot implementations.
- Delivered go-to-market and sales enablement tools (L1 presentations, pre-sales training, demo system configuration, Customer training manual and system configuration)

Baylor College of Medicine — 1986-2001

SAP Implementation | SAP Finance Team Lead and PMO — 1998-2001

Managed project team and SAP/3rd Party consultants responsible for SAP modules: Finance, Project Systems, Finance/Budgeting/Funds Management/Workflow/Institutional Reporting, Controlling, Asset Management, Project Systems and Sales & Distributions. Personally responsible for PS design to support Grants Management and Accounting workflows. Approx. 1,300 Business Users. Detailed responsibilities:

- Conducted and supported team Vision workshops, documented detailed system requirements and confirmed with User communities
- System design and configuration including Business User sign-off. Worked closely with ABAP team to develop enhancements, interfaces and basic financial reports
- Created and support team Business User training documents, conducted training courses and responsible for post go-live roll-out and help desk
- On-time and successful go-live support including first year-end close and financial audit
- Lead Decision Support reporting for enhanced Business User reporting completed post go-live of R/3 implementation

Department of Medicine, Gastroenterology |Administrator/Business Manager 1995-1997

- Managed all Funding - Clinical Services, Grants, Contracts, Affiliated Hospitals and College support totaling $4.6M
- Managed day to day clinical operations, four Physicians and 11 support staff
- Participated in developing budgeting tool for the Department's annual budget
- Headed clinical improvement project and prepared daily management data reports
- Prepared all financial reports – routine and ad-hoc, internal and external
- Promoted to department Chairman's administrative staff

Finance, Endowment Accounting | Accounting Supervisor 1994-1995

- Team leader for developing and implementing new Endowment database (MRED)
- Endowment database deployed and documented on scheduled, under budget
- Managed Endowment and Gift Accounts (approximately 1,500 accounts)
- Prepared Endowment Investment Report for College Officers and Board members
- Prepared Baylor Medical Foundation Annual Financial Statements and serve as primary contact for year-end Audit
- Assisted in preparing Baylor College of Medicine Annual Financial Statements and period end closings
- Received an award for system design: CUMREC for including paper and national meeting presentation on MRED

Finance, Sponsored Programs | Accounting Supervisor 1990-1994

- Reviewed and approved Sponsored research financial reports and contract invoices
- Managed Team of 3 Accountants and 3 Accounting Clerks
- Supervised implementation of new Accounts Receivable database (ARS)
- Served as backup to the Director, Grants and Contracts

Department of Medicine, Hematology & Oncology | Administrator/Business Manager 1989-1990

- Managed all Department funding sources - Clinical Fees, Grants, Contracts, Affiliated Institutions/Hospitals totaling $1.5M
- Reviewed and approved Departmental Transactions - Personnel and Purchases

- Assisted Faculty with managing the Clinical Activities and Accounts Receivable
- Assisted Faculty with Sponsored research applications and identifying funding opportunities
- Served on Medicine Department's Clinical Billing Quality Assurance Team

"Additional Project Details Available Upon Request"

Education & Certifications

- **Texas A&M University**, 1986
  Bachelor of Business Administration, Accounting

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Mark A. Palma | VP SAP Consulting Services – Financials and Logistics

910-228-1697 mark.palma@us.epiuse.com Office Location: Atlanta, GA

Summary

Mark is an SAP/IT Leader with over 20 years of experience in managing and leading small, medium, and large scale SAP (ERP) system implementation projects as a Project Manager, Program Manager, and Solution Architect. His most recent experience is delivering one of the first SAP S/4 HANA 1511 FPS01 implementations consisting of Embedded BW, BPC, Embedded GRC, Fiori Hub Deployment, Vertex, Paymetric, SHIP ERP, and Enosix for SalesForce Integration. He has extensive Experience in a wide array of industries including Consumer Products, Chemicals, Automotive, Aerospace, Textiles, Legal, and Manufacturing. He has focused on all aspects of Project Delivery and Sales Enablement.

SAP Technical Skills

- **Technologies:** Operating Systems: VAX/VMS/MVS/IMS, DOS, Windows, OS/2, UNIX, AIX, and Apple OS. Languages: ABAP/4, SAP Scripts, C, SQL, SQL Plus, COBOL, FORTRAN, PASCAL, and numerous UNIX Scripting Languages Data Base: Oracle, SQL Server, Access, DBase, Foxpro, IMS Client-Server Apps: SAP R/3 3.1 thru ECC 6.0, IP21, LIMS, COGNOS, Lotus Notes, Microsoft SharePoint, Novell Groupware, Informatica PowerMart Versions 3.5 and 4.0.
- **Functional Expertise**: SAP Module Experience: CA (Workflow, ALE, EDI, IDOC), EC, EH&S, FI/CO, HR, LO, MM, PM, PP, PP-PI, PS, QM, SD, WM SAP Cross Application Experience: APO, WF, BW, BI, MDM. SAP Business Suite Experience: CRM, PLM, SCM, SRM.
- **Industry Expertise**: Consumer Products, Chemical, Manufacturing, Textiles, Aerospace, Consulting, Legal
- SAP S/4 HANA 1511 and 1610, Hana Enterprise Cloud Hosting, Fiori Hub Deployment, Embedded GRC, Vertex, SHIP ERP, Enosix for SalesForce, Quadrate

SAP Project Experience — Date

YETI Coolers | Project Manager & Solution Architect — 2016 – present

This Consumer Products Company is on the cutting edge of its market growth and has quickly become one of the fastest growing premium cooler and drinkware companies with a fervent following. The company was founded in Austin in 2006 by two brothers and quickly became a top brand in the premium cooler category. In recent years the company has expanded into premium drinkware, soft coolers, and branded apparel.

- Project Manager for SAP S/4 HANA 1511 OP HEC Hosted Implementation. Provide project leadership managing Scope, Budget, and Resources. Focus on ASAP Project Methodology for Implementation. SAP

Landscape consisting of SAP S/4 HANA 1511 OP HEC Hosted, BW/BI, BPC, Fiori, Embedded GRC, Vertex, SHIP ERP, and Enosix for SalesForce.
  - Steering Committee preparation and updates
  - Project Governance and Leadership
  - Project Team Coordination
  - Issue Management
  - Decision Management
  - Scope Management
  - Staffing Planning and Issue Management
  - Financial Tracking and Invoice Management

Buckman Labs | Project Manager & Solution Architect 2014 – 2016

With over 1700 associates focused in over 90 countries. Founded in 1945 and focused on core markets of Paper, Water, and Leather. Global Template spanning USA/Canada, Southern Cone, Mexico, South Africa, Europe, Asia/China, Australia, and Japan. Initial implementation for North America.

- Project Manager for Global Blueprint Template and North America Implementation. Provide project leadership managing Scope, Budget, and Resources. Focus on ASAP Project Methodology for Implementation. SAP Landscape consisting of ECC 6.0 EHP7, Solution Manager, BW, PCM, BPC, and HCM.
  - Steering Committee preparation and updates
  - Project Governance and Leadership
  - Project Team Coordination
  - Issue Management
  - Decision Management
  - Scope Management
  - Staffing Planning and Issue Management
  - Financial Tracking and Invoice Management

FXI | Project Manager & Solution Architect 2011 – 2014

Large Global producer of Foam Innovation for the Home, Healthcare, Electronics, Industrial, Healthcare, Electronics, Industrial, Personal Care, and Transportation Markets. Global Implementation for 17 Plants simultaneously.

- Project Manager and Solution Architect for ECC 6.0 EHP5 Implementation for 17 Plants. Provide project leadership managing Scope, Budget, and Resources. Focus on SAP Optimization for all 17 Plants. SAP Landscape consisting of ECC 6.0 EHP5, Solution Manager, BW, SCM, and APO.
  - Steering Committee preparation and updates
  - Project Governance and Leadership
  - Project Team Coordination
  - Issue Management
  - Decision Management
  - Scope Management
  - Staffing Planning and Issue Management
  - Financial Tracking and Invoice Management

- Maintain Project Plan, Manage Project Scope, Budget, and Resources, monitor and streamline issue resolution and communicate Project Status to Executive Leadership. Also, Manage overall Solution Architecture Plan and Implementation as well as Technology Team Leadership

- Project Leadership, Governance and Management through Project Prep and Mobilization through Post Production Support
- Peak Project Size of ~ 75 FTEs
- Build complex SAP Landscape consisting of ECC 6.0 EHP5, Solution Manager, BW, SCM, and APO
- SAP build consisted of full EHP5 Implementation
- Security focusing on Authentication, Authorizations, and Provisioning as well as SSO for SAP and other environments
- STMS, Transport Automation
- **Technologies:** SAP ECC 6.0, Solution Manager, BW, SCM, and APO

Baker & McKenzie | Project Manager & Solution Architect 2010 – 2011

World's largest global legal law firm

- Technology Project Management for Technical Architecture, Development, Reporting, Security
- Maintain Technology Project Plan, Manage Technology Scope, Budget, and Resources, monitor and streamline issue resolution and communicate Technology status to PMO
- Data Governance and Data Conversion Oversight
- Overall Technology Issue Management and Resolution
- Steering Committee Updates for Technology Team
- Build complex SAP/LMS Landscape consisting of ECC 6.0, LMS, EP, PI, TREX, Solution Manager, BW, and BOBJ
- SAP/LMS consisted of full EHP3 and EHP4 installations with 20+ languages and 40+ countries Added complexity due to LMS Pre Installation Activities including 1200+ Support Packs
- Security focusing on Authentication, Authorizations, and Provisioning as well as SSO for SAP and BOBJ
- STMS, Transport Automation, and CTS+ for complex SAP/LMS Landscape
- GRC 5.3 Implementation consisting of RAR, ERM, and SPM
- **Technologies:** SAP ECC 6.0, LMS (Legal Management Solution), EP, PI, TREX, Solution Manager, BW, BOBJ (Enterprise, Xcelcius, Web Intelligence, Crystal Reports), NWBC 3.0, RWD uPerform & Help Launchpad, TDMS, LoadRunner, TAO, HP QC, QTP, BPT, GRC 5.3.

Education & Certifications

- B.S., Management Information Systems, Operations Management, The University of Arizona, Tucson, AZ
- Affiliations: SHPE, ASUG, APICS
- SAP TRAINING/CERTIFICATION:
    - Intro to Logistics, ABAP/4 Programming, ABAP/4 Data Interfaces, Data Dictionary, Authorization Concept, System Architecture, System Administration, SAP R/3 Under Oracle, Correction & Transport, Text, Styles, Layout Sets, SAP Script Programming Interfaces, Detail Sales and Distribution, Financial Accounting, Production Planning, Materials Management, Human Resources, Quality Management, ABAP/4 Development Workbench Reporting.

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Kenneth Medved | Principal Consultant

678-872-0040 kenneth.medved@us.epi-use.com Office Location: Atlanta, GA

Summary

Kenneth is a Principal Consultant that has served in lead roles for SAP public sector customers for almost nineteen (19) years. Additionally, he possesses over 30 years of budget and finance experience in public sector, fully aware of the challenges and issues facing the SCO, dealing with limited resources. Ken is knowledgeable with SAP implementation methodology, tools, and accelerators.

- Ability to provide SAP Public Sector financial support & issue resolution across disciplines, gaining confidence of support team members and project management
- Understand and have implemented GASB requirements of the Fund based reporting model, supporting both fiscal and operational accountability
- SAP ECC 6.0 experience in a full-cycle implementation, master data objects: General Ledger, Funds Management, Grant Management, Controlling, Project System, and business process prototyping and data conversions in a public sector industry.
- Understand business needs in the public sector for administrative cost reduction, organizational efficiencies and timely delivery of services

Profile Overview

- Principal Consultant with 19 years of experience in Financial and Controlling and over 30 years' experience overall assisting Public Sector and Healthcare Industry overcome their most difficult functional and technical challenges in Finance, Integration, and Conversions.
- Rich experience in configuring & supporting Accounts Payable, Accounts Receivable, General Ledger, Asset Accounting, Bank accounting, Funds Management, Grants Management, Cash Management, Position Budgeting, Cash and Disbursement, Cost Center Accounting, Internal order, Project Systems, Investment Management, and Profit Center accounting, Position Budget Control
- Team Lead of up to 17 professionals on multiple engagements; serves as subject matter expert for Finance/Controlling consultants and customers, also participates in "emergency" spot assignments; recognized as possessing superior design, configuration, implementation and team lead abilities;
- SAP – Certified Integrator of mySAP Pubic Sector
- SAP – Certified Solution Manager
- SAP – Certified SAP HANA
- SAP – ASAP 7.2
- Former SAP Principal Architect and Platinum Consultant

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SAP Technical Skills

- Expert in Solution Manager Methodology
- Expert in Solution Manager Support Desk and Issue tracking
- Master in configuration of public sector solution
- Master in financial reporting tool
- Master in public sector integration with other SAP applications
- Expert in with PMI standard and how they relate to ASAP Methodology
- Expert in General Ledger, Accounts Payable, Accounts Receivable, Funds Management, Budget Control, Controlling, Internal order Project Systems. Banking, Grants Management, Grantor and Report Writer
- Strong experience in designing and implementing solutions in Finance/Controlling/Funds Management

SAP Project Experience — Date

Purdue University | Principal Consultant — Jul 2017 - Present

As a member of the Business Process Transformation Project:

- Improved business processes for Asset Accounting
- Designed new reporting solution for Faculty funding commitment and expense allocation
- Migrated Classic Asset Accounting to New Asset Accounting
- Migrated Asset Accounting to S/4 HANA Finance
- Reorganized Business Area, Fund, Cost Center, Funds Center, Functional Area and Grants on Asset Accounting, Plant Maintenance and Project System master data.

United Nations | Principal Consultant — Jul 2017

- Configured and converted UN data for POC system demo
- Participated in Project System POC demo
- Supported Public Sector Integrations for the POC team
- Completed POC documentation

Municipality of Anchorage | Architect Principal — Oct 2016 – May 2017

- Developed Functional Specification for Enhancement, Reports, and interfaces
- Tested security Roles
- Participated in Unit Testing
- Patriated in Integration Testing Cycle One and Two

United Nations Architect | Principal Grants Management Support — Sept 2015 – Sept 2016

- Subject Matter Expert for Financial Applications
- Development of Business Process Documents

- Development of Functional Specification
- Development of Issue Resolution
- Knowledge Transfer of key Business Process
- Development of Business Process for Grants Management
- Development of New enhancements for Grants Management

Munipality of Anchorage | Financial/Data migration Team Lead Jan 2015 – Aug 2015

- Subject Matter Expert for Financial Applications
- Development of Business Process Documents
- Development of Functional Specification
- Completed Blueprint Documentation

State of Mississippi| Financial/Data migration Team Lead Jan 2012 – Dec 2014

- Manage FI Team Consultants
- Lead and Manage the Blueprint Phase of the Project for the FI Team
- Manage and Support the Trusted Advisor Role
- Manage the development of the FI team documentation
- Manage Solution Manager updates for the FI team
- Manage the Testing and Implement business process for the FI team
- Manage the conversion strategies for the FI team
- Management of CRM - Grantor Management
- Management of Grantee Management
- ERP ECC 6.0 EHP05 Implementation

UNICEF | Financial/Data migration Team Lead May 2011 – Dec 2012

- Manage FI Team Consultants
- Coordinate Resource and Assignment
- Manage and Support the Trusted Advisor Role
- Develop and coordinate FI team documentation
- Develop Training Material for the FI applications
- Test and Implement business process for the FI team
- Develop conversion strategies
- Implement IPSAS requirements
- Manage Data Migration activities for 168 countries
- Completed Project Realization
- Completed Project Final Preparation
- Completed Go-Live and Post Go-live Support
- Complete the Migration to IPSAS account Standard
- Complete data migration for 168 countries

"Additional Project Details Available Upon Request"

Education & Certifications

- BS Health Systems Georgia Institute of Technology, Atlanta, Georgia
- Certified Integrator of mySAP Public Sector Professional accreditation
- Certified Solution Manager
- Certified SAP HANA

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Brian Kress | Consultant, Finance, Logistics, Business Analytics

678-872-0040 brian.kress@us.epiuse.com Office Location: Atlanta, GA

Summary

Brian is a FI/CO Consultant with over 6 years of experience with EPI-USE and SAP Finance, Controlling, Funds Management, Grants Management, Travel Management, and Business Analytics. He specializes in configuration and integration with experience in Financial Accounting (Payroll Accounting, Enterprise Structure, General Ledger, Accounts Payable, Accounts Receivable, Bank Accounting), Public Sector Accounting (Funds Management and Grants Management), Controlling, and Business Analytics (Business Objects/Xcelsius Dashboards).

Profile Overview

- SAP General Ledger
- SAP Accounts Payable
- SAP Accounts Receivable
- SAP Payroll Accounting
- SAP Controlling
- SAP Public Budget Formulation
- SAP Business Objects 4.0
- SAP Xcelsius/Dashboard Design
- SAP Funds Management
- SAP Grants Management
- SAP Bank Accounting

SAP Project Experience Date

Purdue University | SAP S/4 HANA Functional Consultant November 2016 – Current

- Responsible for Accounts Payable, Accounts Receivable, and Grants Management as part of the Business Process Transformation Project
- Improved business processes for Accounts Payable, Accounts Receivable, and Grants Management
- Led transition from Contract Accounting to standard Accounts Receivable
- Migrated Accounts Payable, Accounts Receivable, and Grants Management to S/4 HANA Finance
- Reorganized Business Area, Fund, Cost Center, Funds Center, Functional Area and Grants on master data

Saint Louis Public Schools | Funds Management and Grants Management Consultant June 2016 – Present

- Responsible for Funds Management, Grants Management, and Materials Management day-to-day support, as well as various small projects that required the creation of customized reporting programs and configuration changes

Saint Louis Public Schools | Financial Data Transformation Lead January 2016 – May 2016

- Responsible for the creation, testing, and implementation of project to fix inconsistencies in reporting and alignment between modules caused by incorrect maintenance and creation of master data
- Responsible for the creation of various customized programs to allow for all fiscal year actuals (Financial, Funds Management, Grants Management, and Special Ledger), budgeting (Grants Management and Funds Management), and procurement documents to be deleted, transformed, and then reposted correctly
- Responsible for evaluating and correcting master data objects (grants, sponsored programs, internal orders, cost centers, commitment items) and the FM deriver for alignment and use with various customized programs

Fulton County School System | Materials Management Consultant August 2015 – December 2016

- Responsible for reviewing, evaluating and creating end-user documentation for the complete end-to-end Procure-to-Pay process, which includes the Purchasing, Accounts Payable and Reporting processes

Koch Business Solutions | Employee Self-Service Testing April 2015 – June 2015

- Responsible for creating and testing scenarios and functionality for the implementation of a new Employee Self Services system

Bridgestone America | Procure-to-Pay Process Analyst March 2015 – April 2015

- Responsible for reviewing and evaluating Accounts Payable, Purchasing and General Ledger in regards to the current Procure-to-Pay process, including, 3-way matching, GR/IR, 2-way matching, electronic approval processes, interfaces, blocked invoice processing, and reporting
- Responsible for creating a full roadmap and framework that included Business Process Recommendations, SAP Procure-to-Pay Best Practices, and short and long term strategic initiatives

Direct Energy | Finance Integration Lead for Payroll Implementation August 2014 – February 2015

- Responsible for FI integration of SAP HR/Payroll as a replacement of legacy Payroll systems
- Supported Payroll team in creation/mapping of wage types, symbolic accounts and general ledger accounts

- Supported Payroll team by leading testing and troubleshooting of Payroll Postings to Finance, including the creation of an ABAP enhancement for the Payroll to Finance Posting Interface
- Created and developed assignments for a new Company Code, validation/substitution rules, cost centers, profit centers, and general ledger accounts
- Created Bank Reconciliation process for new Payroll banks, including bank creation, bank general ledger accounts creation, Payment Medium Workbench format creation for ACH payments, and BAI file integration through the creation of posting rules
- Created custom SAP reports in ABAP for necessary Payroll reporting to external Non-SAP financial systems
- Created Accounts Payable Vendor Group and created vendor master data through LSMW Workbench
- Developed presentations and created documentation to provide detailed knowledge transfer to SAP support staff and end users of new configuration and processes

Clark County School District | Business Intelligence/Analytics Consultant — January 2012 – August 2014

- Responsible for the creation of a wide-range of interactive internal and external financial reporting dashboards within SAP Xcelsius Dashboards, including linking dashboards to SAP through Business Objects and Business Warehouses
- Provided on-going support for business analytics & provide knowledge transfer to SAP support staff

Schlumberger | FI/CO & Testing Consultant — October 2011 – January 2012

- Responsible for FI integration of SAP HR/Payroll as a replacement of legacy Payroll systems
- Supported Payroll team in mapping of wage types and symbolic accounts to general ledger accounts
- Supported Payroll team with the creation and extension of general ledger accounts
- Tested, performed troubleshooting, and resolved multiple issues with the payroll and financial systems

Education & Certifications

- Bachelor of Science in Business Administration, the Ohio State University,
  Specializations in Accounting and Finance with a minor in German
- SAP Course Training in: Accounting Customizing Fundamentals: General Ledger, Accounts Receivable, Accounts Payable & Xcelsius/Dashboard Design, SAP Cloud for Travel and Expense, Contract Accounts Receivable and Payable

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Dave Thornton | SAP Principal Public Sector Consultant

678-872-0040 dave.thornton@us.epiuse.com Office Location: Atlanta, GA

Summary

Dave is a highly dedicated and skilled senior SAP consultant with twenty years of SAP consulting experience. Dave has over forty years of hands-on financial accounting experience. He is a specialist in SAP Fixed Asset Accounting, Internal Order and Project Accounting, Investment Management Program Budgeting and Appropriation Requests. He has extensive experience with public sector Funds Management and Grants Management, as well as extensive knowledge of configuration for the public sector under GASB 34. He has a strong knowledge of U.S. tax depreciation laws for private sector fixed assets. Dave has been involved in seven full life-cycle SAP implementations, three SAP upgrades, and he assisted in the troubleshooting, support, testing and training for numerous client sites.

Dave has thirteen years' experience with full-cycle SAP implementations utilizing ASAP methodology including Solution Manager. He specializes in business process blueprinting and re-engineering with public and private sector clients. He also has extensive experience importing legacy data from various sources. He has performed the various roles of Functional Consultant, Team Lead, Business Process Owner, and Trainer in the Public Sector. Dave has implemented CO planning integration with Investment Management Appropriation Requests with integration to FM Budgeting. He has also implemented PS/SD billing integration with resource-related billing and long-term capital planning with Investment Management programs and Appropriation Requests. Additionally, Dave has extensive experience in all aspects of FICO integration testing.

SAP Project Experience — Date

St Louis Public Schools | FICO Consultant — May 2016- Present

- Corrected the configuration of the FI-AA subsystem and revalued erroneous legacy fixed assets. The result of these corrections brought the FI-AA subsystem into agreement with the full- and modified-accrual GL accounts. He continues to support the Finance, Funds Management and Fixed Asset modules.

Ann Inc. | FICO Consultant — Oct 2015- Feb 2016

- Retroactively updated 235K fixed assets based on the August 2015 acquisition of Ann Inc. (Ann Taylor/Loft) by Ascena Retail Group.

Ortho-Clinical Diagnostics | FICO Consultant Feb 2015- Sep 2015

- Delivered a blueprint design for implementing the Fixed Asset Accounting module for this global medical device company.

ITT Corporation | FICO Consultant Sep 2014- Jan 2015

- Implemented the Fixed Asset Accounting module for this global manufacturer in the energy, transportation and industrial markets.

Marathon Petroleum Company | FICO Consultant Feb 2014-Aug 2014

- Assisted the client during the second integration testing cycle through the July 1 Go-Live of this oil refining and marketing company.

Gulfstream Aerospace | FICO Consultant Feb 2012- Jan 2014

- Managed the Blueprint to post Go-Live implementation of the Investment Management and Asset Management modules of aerospace manufacturing company.

Norfolk Southern | FICO Consultant Feb 2011- Jan 2012

- Managed the CO-PS integration, security, performance and disaster testing on this initial SAP implementation.

ITT Corporation | FICO Consultant May 2010- Jan 2011

- Managed the Blueprint Project for the global implementation of the Asset Management module of this multinational corporation.

Bernalillo County, NM | FICO Consultant Nov 2008- Feb 2010

- Managed the implementation of budget and long-term capital plan preparation using CO planning and Investment Management.
- Provided post go-live support for the Project System and Asset Management modules.

City of Portland, OR | Project Accounting and Fixed Asset Team Lead Nov 2006- Oct 2008

- Responsible for the design, documentation, implementation and testing of the Project System and Asset Accounting modules in SAP ECC 6.0.
- Designed and configured the PS module for financial accounting of expense and capital projects for government-wide and enterprise departments.
- Cleansed and loaded all legacy project and asset data and configured simultaneous, dual-asset accounting methods in compliance with GASB 34 – Accounting for Fixed Assets.

City of Simi Valley, CA | Project Accounting and Fixed Asset Team Lead May 2006- Sep 2006

- Responsible for the re-implementation of the Asset Accounting module as a part of 4.6c to 4.72 upgrade.
- Designed and implemented a project billing system with SD resource-related billing.

Suffolk County Water Authority, NY | FICO Consultant Jan 2006- Mar 2006

- Responsible for the blueprint design and integration of the Project System, Asset Management and Investment Management modules. This was an IBM project that delivered a financials and logistics implementation blueprint.

"Additional Project Details Available Upon Request"

Education & Certifications

- **Bachelor of Science in Business Administration**
  Michigan Technological University
  August 1970

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Sreenivas Lingala | Cloud Payroll Consultant

678-872-0040 sreenivas.lingala@us.epiuse.com Office Location: Atlanta, GA

Summary

Sreenivas has over 12 years of SAP industry experience and is a Senior SAP HCM & SuccessFactors Certified Consultant with detailed knowledge of SAP implementation methodologies and tools, SAP Solution Manager and IMG. He worked with Leading Payroll Services Providers, including ADP Private limited and Deloitte consulting. Sreenivas is a seasoned professional with outstanding project planning, execution, monitoring and resource balancing skills with the ability to support multiple simultaneous projects in a matrix organizational structure. He has worked in many roles varying from support consultant to payroll team lead.

He has superior coordination of user acceptance testing and software development deliverables through iterative evolutions. As a team lead he managed teams from onsite and off-shore as well. As an on-site lead he handled entire development work for around 100 plus custom developments with off-shore team. His expertise is in as-is & to-be analysis, gap analysis, business process re-engineering, cut-over plans, design, configuration, testing and production support in Global world-wide and local systems environment. He fully utilizes a strong customer service attitude, exceptional organizational ability and communication skills.

Additionally, Sreenivas has 4 years of working experience in Human Resource department. He worked with several IT/BPO & IT Enabled Services and Manufacturing companies handling Recruitment, Onboarding, Payroll, Employee relations, Performance Management and Full and final settlements.

Profile Overview

- Expert Knowledge in all areas of HCM Components with exceptional expertise in Payroll & Time Management
- Skilled in writing payroll PCR's for overtime, shift premium, union calculations, and Schema
- Expert in SFSF Employee Central Global implementation for 69 countries
- Experienced with business integration points and issues with HR and FI/CO
- Effectively trained, motivated and mentored functional and technical consultants both onsite and offshore
- Hands on experience in integrating SAP with third party products like BSI (Tax Engine) and ADP
- Functional design, configuration, project management, testing, training, security controls and expert knowledge in SAP Integration with third party payroll (ADP)

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Professional Experience

Organization	Location	From	To	Designation
EPI-USE America	Atlanta, GA, USA	January 2016	Till Date	Cloud Payroll Consultant
Deloitte Consulting	Hyderabad, India & Various places in USA	August 2010	January 2016	Senior Consultant (Payroll, Time Management & SuccessFactors Employee Central)
ADP Private Limited	Hyderabad, India	September 2005	August 2010	Senior Associate Consultant (Payroll, Time Management & SuccessFactors Employee Central)

SAP Project Experience — Date

Delek Logistics | Point-to-Point Replication (PTP) EC to ECP — April 2017- Till Date

- Responsible for implementation of point-to-point integration between employee central and employee central payroll.
- Responsible for organizing, conducting and leading blueprint workshop for point-to-point replication requirements.
- Responsible for documenting all business requirements and prepare business blueprint and configuration workbook.
- Responsible to arrange business requirements walkthrough with business/client, then request for blueprint sign-off.
- Responsible to activate/connect integration ping between employee central and employee central payroll
- Responsible to make sure both employee central and employee central payroll system and connected and exchange of data connecting is working.
- Responsible for configuration of point-to-point replication system. And the following are implemented
  - ✓ Setting up master data integration
  - ✓ Defining customer specific activates
  - ✓ Configuration of point-to-point replication
  - ✓ Assignment of code values
  - ✓ Key mapping of organizational terms
  - ✓ Wage type processing
  - ✓ Extensibility

- ✓ Country filtering
- ✓ Infotype Filtering

Pre-Sales presentation | Employee Central payroll Feb 2017- Feb 2017

- I was sole responsible for preparation of Employee Central payroll business blueprint, configuration workbook, configuration of demo system and preparation of power-point presentation.
- I have presented ECP payroll system process to the client owners.

Schlumberger | ECC6 Payroll upgrade May 2017- October 2017

- Responsible for USA and Canada payroll master data.
- Extract master data for all USA and Canada employees from legacy SAP system
- Prepare extracted legacy into loadable format
- Configure LSMW programs for loading USA and Canada payroll data in ECC6 system
- Responsible to lead production cutover activities for Canada payroll data
- Responsible to make sure entire payroll data is extracted, converted and loaded successfully into ECC6 system.

Owens Corning | Point-to-Point Replication (PTP) EC to ECP Nov 2016- June 2017

- Only implementation consultant to develop PTP replication solution at XPO
- Conducted business workshops to gather PTP replication for data mapping between EC and ECP
- Created/prepared excellent business blueprint configuration workbook
- Configured PTP replication data mapping
- Responsible for configuration of point-to-point replication system. And the following are implemented
  - ✓ Setting up master data integration
  - ✓ Defining customer specific activates
  - ✓ Configuration of point-to-point replication
  - ✓ Assignment of code values
  - ✓ Key mapping of organizational terms
  - ✓ Wage type processing
  - ✓ Extensibility
  - ✓ Country filtering
  - ✓ Infotype Filtering

XPO Logistics | Point-to-Point Replication (PTP) EC to ECP Aug 2016- May 2017

- Only implementation consultant to develop PTP replication solution at XPO
- Conducted business workshops to gather PTP replication for data mapping between EC and ECP
- Created/prepared excellent business blueprint configuration workbook
- Configured PTP replication data mapping
- Created steps for unit testing of PTP replication
- Conducted/processed all unit testing task for PTP replication
- Successfully replicated all employees from EC to ECP through PTP replication
  - ➔ For pay parallel cycle 1, 2 and system integration
  - ➔ Successfully replicated for production
- Currently actively involved in production support.

Growmark | Time Management Training May 2016- June 2016

- Helped ECP payroll team, with ECP payroll configuration
  Configuration of:
  - Enterprise structure,
  - Pay scale structure
  - Wage type creation and mapping
  - Custom payroll rules
  - Variance Monitor

Bosch | Time Management Training Feb 2016- June 2016

- Prepare time management training material
- Conduct and train business end user on SAP time management

Cypress Semi-Conductor | ECP payroll Feb 2016- Oct 2016

- Reviewed existing organizational, personal structure, pay components, overtime and premium rates and mapping to ECP payroll.
- Co-ordinate with ADP for year-to-date results and convert year-to-date results into ECP payroll.
- Configure ECP payroll system
- Plan, document user acceptance testing plan
- Configure US taxes
- Make sure all payroll requirements are discussed and documented
- Plan and document pay parallel testing plan
- Configure variance monitor
- Process and validate payroll parallel results between ECP payroll and legacy system

TECO Energy | Team Lead (Offshore Coordination) Mar 2015- Jan 2016

- Reviewed existing organizational, personal structure, pay components, overtime and premium rates and mapping to newly accrued company
- Rationalization and re-engineering of existing 466 custom objects, then worked on planning work load, resource requirement, and effort estimate
- Worked with business process owners, offshore counterpart on drafting of functional specification as per new company requirements, reviewed them with process owners, then forwarded to development team for technical specification and coding
- Co-ordination and clarifying questions to offshore development team, then worked with business for

functional unit testing and processing object to final PMO approval stage

EMCII | Team Lead Jan 2014- Feb 2015

- Analyzed and researched critical business requirements
- Managed work allocation
- Configuration of system as per business requirement
- Addressed all questions that team had
- Configured SuccessFactors Employee Central system
- Wrote functional requirements for integration from SuccessFactors to ADP
- Provided SuccessFactors Project management methodology & deliverables
- Defined business requirements and performed fit gap analysis between client requirements and standard SuccessFactors Employee Central Solution
- Provided Consulting Services to the Global organizations in HCM Best Practices and helped clients to migrate to SAP HCM Cloud solutions
- Translated business requirements into System Configuration Objects and created Solution Design for SuccessFactors Employee Central Solution
- Configured system in accordance with Solution Design & Configuration Workbook / Business Blueprint
- Modified and updated XML's
- Provided integration solution with SuccessFactors / SAP or 3rd party HRIS
- Prepared an executed Test Cases / Test Plans / Test scripts
- Provided Project Team Orientation and trained the user communities (End users / BPOs / Super Users)

United Drug | Consultant Oct 2013- Dec 2013

- United Drug has 55,000 employees and all have time reporting employees with eligible attendance/absence quotas (Sick, Personal, Vacation, Comp time and Overtime)
- Involved in all project phases, including requirement gathering, design, build and integration testing, etc.
- Time Types, Time Transfer Types and Counting, Rounding Rule configuration
- PA/PSA, EG/ESG grouping for work schedules, quotas, time types and time recording
- Quota Configuration: Absence/Attendance quotas were defined and grouped according to unique PA/PSA Grouping
- Work Schedules: Daily, Weekly, Periodic work schedules and Work Schedule Rules
- Holidays and Holiday Calendar: Defined Holidays and different holiday calendars for all variations of above groupings
- Features: involved in configuring of all time related features
- PCR's and Schema: wrote all rules for day processing, Error Checks, quota accruals and attendance/absence processing, Rules for schema generated wage types (Holidays, Premium Pay)
- Involved in designing and assisting development team with various CATS and Infotype Enhancements
- Configuration of Custom Schema and PCR's
- Involved in writing functional specifications for FRICE – W Objects and worked closely with technical team
- Prepared Test Cases and detailed test steps for Unit and functional testing
- Involved in Integration Testing

- Involved in Conversion objects to load SAP using LSMW and inbound and outbound program to SAP, from Legacy

Cameron Corporation Ltd | Consultant July 2010- Sep 2013

Blue-Printing:

- Involved in full life cycle of global implementation including Mapping of Business Processes, Configuration of Personnel Administration, Payroll, Benefits, Testing and Training
- Studied the AS IS process in the organization and defined the TO BE process to make the business process complaint with SAP R/3 system
- Participated in requirements gathering, Performed GAP analysis between client requirements and SAP R/3 and made determinations on efficient alternatives
- Analyzed existing Pay-Codes for different payroll processing requirements
- Involved in documentation and preparation of Process definition documents (PDD)

Realization:

- Created Payroll Areas to accommodate different pay periods, pay frequency and payment dates
- Configured different Basic Pay wage types for different employee groups
- Created spreadsheets to gather data for each existing pay-code/deduction code to map them to SAP wage types
- Wage Types (Payments & Deductions) were created to match all the legacy pay codes
- Customized the US standard Payroll Schema for Union Dues
- Created Payment Models for recurring payments and deductions, maintained the feature MODDE for defaulting payment and deduction schedule, defined deduction frequencies, set limits on deduction, included priorities and arrears processing for calculating deductions
- Created process models for monthly and bi-weekly payroll
- Configured the features LGMST, TARIF and ABKRS to default the Basic Pay Wage type, Pay Scale Type and Area, and Payroll Accounting Area, respectively
- BSI and SAP Tax tables were maintained; different tax combinations of different tax types were created for different tax models
- Defined the steps for Pay Scale reclassification
- Defined employee groupings for account determination, created Symbolic Accounts required for postings to accounting
- Posting to Financial Accounting: Defined employee grouping/account assignment, symbolic accounts, wage type posting attributes and account assignment
- Garnishment documents /order types were created. Service charges rules were enforced through configuration. Rules for Non-exempt amount were created
- Off-Cycle reason-codes and wage types were configured
- Configured off-cycle functionality
- Customized Remuneration statement as per existing pay stub
- Configured House Banks with Accounts and Payment methods for each company code
- CATT (Computer Aided Test Tool) was used to edit HR/Payroll data

- Helped Master data load team to identify the Infotype and fields for data mapping
  Organizational management & Personnel Administration
- Company Structure, Organizational Assignments (Global Settings, Organizational Data and Integration of PA/PD, Job, Position, Organizational unit), and Payroll Data (Pay Scale and Wage Type Structures)
- Configuration of Organization Management: Organization Plan, Organizational Structures and reporting structure, Integration with controlling by assigning cost centers to the organization units, configured different relationship to various OM objects

Testing

- Conducted and coordinated User Acceptance testing for payroll
- Planned and conducted the payroll parallel testing for all payroll areas
- Assisted in producing different possible scenarios for scenario testing
- Fine-tuned taxability models after analyzing parallel testing results to fix taxes

Go-Live

- Prepared a mapping document for YTD load of payroll result from legacy system
- Loaded YTD payroll data in SAP system through Data Tool Box

"Additional Project Details Available Upon Request"

Education & Certifications

- **Masters in Human Resource Management –** 2002
- **Bachelor in Commerce –** 1999
- **SAP HCM certified**
- **SAP SuccessFactors Employee Central certified**

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Knott Thanyapolpalakorn | SAP SBP and Financial Consultant

323-547-4125 knott.thanyapolpalakorn@us.epiuse.com Office Location: Atlanta, GA

Profile Overview

- Application Consultant with over 18 years of SAP public sector project experience with extensive knowledge of governmental accounting for state and local government, K-12, and higher education.
- Solution Architect, team lead and subject matter expert for successful Public Services projects with project management experience.
- Extensive experience in the development and implementation of strategic business solutions.
- Strong analytical aptitude – skilled in quantitative analysis in business applications.
- Well-developed interpersonal skills with demonstrated leadership and team-building skills. Able to establish trust and rapport across diverse cultural groups.

SAP Functional/Technical Skills

- SAP-Certified Integrator of Public Sector.
- Expert in SAP Budgeting and Planning (SBP) / Public Budget Formulation (PBF) master data and processes, Budgeting Life Cycle, Budget Forms Configurations, Personnel Expenditure Planning Configurations, and Reports.
- Expert in Grants Management (GM) master data and processes, GM Life Cycle and Status Management, Indirect Costs, Cost Sharing, Billing Rules, and GM Derivation Rules.
- Expert in Funds Management (FM) master data and processes, Budget Control System (BCS), FM Availability Control, and FM Derivation Rules. Master in configuration Funds master data and processes, Fund Accounting and split processor in New General Ledger, and Earmarked Funds processing.
- Very experienced in configuration of General Ledger (New G/L), Accounts Receivable, Accounts Payable, Asset Accounting, Cost Element/Center Accounting, and Internal Order Processing.
- Master in reporting tools including SAP BW and Business Objects, Business Explorer (BEx), Ad Hoc Query, SAP Query, SAP QuickViewer and familiar with standard SAP FI reports.
    - Experience with SAP ASAP methodology, SAP Solution Manager, Change Request Management (ChaRM), IT Service Management (ITSM), and HP-ALM.

SAP Project Experience — Date

Higher Education, IN | SAP S4 – Finance GL — March 2018 - Present

- Working collaboratively with customers in SAP S4 migration project in FI areas including General Ledger (G/L), and Accounts Payable (A/P).
- Analyze and bridge business process gaps.
- Prototype solutions with proof of concept in SAP S4 configurations.
- Lead G/L and A/P teams in system integration testing.

State and Local Government, AK | Module Lead November 2017 – January 2018

Responsibilities/Deliverables: Module Lead responsible for data migration from legacy system to SAP ECC, and the responsibilities include:

- Work collaboratively with clients to gather and analyze As-Is business processes and requirements.
- Provide data mapping design and SAP functionalities gap analysis and specifications.
- Coordinate proactively with the clients to establish To-Be processes and applied integrated solutions.
- Establish design solutions and create a blueprint document.

State and Local Government, CA | Module Lead April 2016 – October 2017

Full life cycle implementation of SAP ECC HANA Enterprise Could (HEC) with Public Sector Management Solutions

Responsibilities/Deliverables: Module Lead responsible for Comprehensive Annual Financial Report (CAFR), Accounts Receivable, Cash Management, and Sales and Distribution. Other responsibilities included:

- Work collaboratively with clients to analyze As-Is business processes and requirements.
- Provide SAP functionalities gap analysis and specifications.
- Coordinate proactively with the clients to establish To-Be processes and applied integrated solutions.
- Developed financial reports using SAP Report Writer, Report Painter, SAP BW and Business Objects with drilldown functionalities.
- Coordinated proactively with the client to provide change management support and training.

Higher Education, CA | PBF Solution Architect August 2015 – February 2017

Full Cycle of Public Budget Formulation (PBF) Implementation -- Focus Business Solution (FBS 8.1). This is a full cycle project implementation of PBF 8.1.

- Primary responsible areas are PBF Budget Forms and Personnel Expenditure Planning.
- Leaded business process workshops to gather budgeting requirements.
- Provided analysis on data modeling and data integration with Enterprise Core Components (ECC) and publication requirements.
- Provided solutions on budget forms according to budgeting processes.
- Created solution design document.
- Created and maintained PBF master data and hierarchies based on Funds Management (FM) dimensions.
- Provided knowledge transfer and documentation to customer.

City Government, CA | PBF Solution Architect July 2015 – October 2015

Full Cycle of Public Budget Formulation (PBF) Upgrade Implementation -- Focus Business Solution (FBS 8.1)

- Conducted business process workshops to gather budgeting requirements.
- Migrated existing budget forms to version 8.1 with the new released functionalities.
- Provided analysis on data modeling and data integration with Enterprise Core Components (ECC) and publication requirements.
- Provided solutions on budget forms according to budgeting processes. Created solution design document.
- Created and maintained PBF master data and hierarchies based on Funds Management (FM) dimensions. Provided knowledge transfer and documentation to customer.

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City Government, CT | PBF Solution Architect September 2014 – February 2015

Responsibilities: Implement solutions for focused business solution including fringe benefits calculation, GAAP calculation, and Spending Cap calculation.

- Conducted workshops to obtain understanding what business processes are in accordance with business rules.
- Analyzed and mapped business process requirements with the PBF Functionalities and created business bluerprint documentations.
- Created functional specifications based on requirements defined in the blueprint documents including forms and projections.
- Developed BW data model structure to support business requirements.
- Created and maintained PBF master data and hierarchies.
- Developed Maintenance Rules for budget forms.
- Developed testing requirements and testing scenarios with test data preparation.
- Prepared all functional related documentations.

K-12, GA | PBF Solution Architect July 2013 – March 2014

Lead team of nine of clients and consultants through blueprint phase.

- Full cycle implmentation of Public Budget Formulation with SAP ECC 6.0 EHP14 backend.
- Conducted workshops to obtain understanding what business processes are in accordance with business rules. Analyzed and mapped business process requirements with the PBF Functionalities in Version 8.0 and created business bluerprint documentations.
- Created functional specifications based on requirements defined in the blueprint documents including budget forms and school allocation program.
- Created and maintained PBF master data and hierarchies.
- Developed Maintenance Rules for budget forms, testing requirements and testing scenarios with test data preparation.
- Prepared all functional related documentations.

City Government, MS | Grants Management February 2013 – June 2013

- Managed and supported the grants implementation and testing for integration test cycles.
- The assigned tasks include final configuration because of defect testing.
- Prepared documentation, functional specification because of change requests, building test scripts, and release of SAP software.

City Government, CT | PBF Solution Architect October 2011 – February 2013

A full cycle implementation of Public Budget Formulation with external datasource.

- Analyzed several data structure: non-SAP and SAP systems, data structures needs to be analyzed and determined between two systems. Then,
- Established BW Data Model with data transformation strategy.
- Gathered budgeting process requirements.
- Conducted workshops to obtain understanding what business processes are in accordance with business rules.

- Analyzed and mapped business process requirements with the PBF Functionalities in Version 7.1 and created business blueprint documentations.
- Created functional specifications based on requirements defined in the blueprint documents including forms and projections.
- Created and maintained PBF master data and hierarchies.
- Developed Maintenance Rules for budget forms.
- Developed testing requirements and testing scenarios with test data preparation.
- Prepared all functional related documentations.

"Additional Project Details Available Upon Request"

Education & Certifications

- Bachelor of Science in Accountancy, California State University, Northridge.
- SAP Simple Finance Course
- SAP Revenue Accounting Course
- SAP Certified Public Sector Consultant.
- SAP Certified Finance/Controlling Consultant
- SAP Public Budget Formulation (PBF) Academy
- SAP Public Sector Collections and Disbursements (PSCD) Course
- SAP New General Ledger Course
- SAP Grants Management Course
- SAP Travel Management Course

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Summary

The EPI-USE consultant is an experienced, result-oriented individual with 21 years of proven success in SAP R/3, Employee Central-Employee Central Payroll and Payroll Control Center implementations built on a solid 27 years information technology experience. This includes several full cycle implementations and upgrade projects in the role of project manager, configuration specialist and developer across all SAP HCM modules crossing a multitude of industries. He specializes in Payroll and Time Management complimented with an extensive knowledge across all HCM modules and integration with Finance.

Profile Overview

- SAP HCM Certified
- Payroll control Center
- SAP Payroll
- SAP Cloud Payroll (ECP) using Boomi and P2P (Point to Point)
- SAP Time Management
- Project Management
- Solution Engineering
- Global Implementations in Lead positions
- Successful design of efficient, effective and innovative solutions combining extensive business knowledge and detailed SAP expertise.
- A hands on approach during all phases of the project from kickoff through hyper care.

SAP Project Experience — Date

Growmark Inc | Project Manager, Solution Design and Build Consultant — April 2018- Current 2018

- Responsible for Payroll Control Center (PCC) solution upgrade.
- Budget planning and control.
- Overall design and build.
- Configuration workbooks and implementation using the Epi-Use Config Commander toolset.
- Responsible for training and documentation.
- Hypercare post-go-live.

NRG | Solution Architect and Build Consultant — March 2018- May 2018

- Responsible for Payroll Control Center (PCC) solution design and implementation.
- PCC workshops, blueprint definition.
- Configuration workbooks and implementation using the Epi-Use Config Commander toolset.
- Define training material and on site delivery.
- Hypercare post-go-live.

Owens Corning | Solution Architect for Employee Central Payroll US and Canada April 2017- May 2018

- Responsible for Employee Central Payroll solution design.
- Day to day project liaison and Leadership.
- Replication using P2P (Point to Point), implementation of several Business Add In's (BAdI's) to refine the replication process, example: streamlined country/company transfers, payment models, off cycle reason defaults, workers comp utilized in Canadian payroll and other extensibilities.
- Design and execute data load processes from several legacy systems.
- Scope includes Payroll Control Center.
- Hypercare post-go-live.

Growmark Inc | Solution Lead for Employee Central Payroll US and Canada June 2015- Present

- Responsible for Employee Central Payroll solution utilizing the SAP Launch methodology.
- System landscape design to accommodate 30 plus primary interfaces.
- Replication using BOOMI, troubleshooting and fine tuning.
- Set up of BSI Saas using eTaxFactory with automated TUB application.
- Multiple time systems (Kronos Cloud, Sheakley, Inhouse), BenefitFocus, Fidelity, ACH files to bank and Others.
- Unique Finance landscape posting pay results to SAP and Non SAP systems utilizing 38 Chart of Accounts.
- First project globally to utilize Payroll Control Center together with SFSF Employee Central and hosted Employee Central Payroll. (EC-ECP)
- Plan and execute application of Support Packs from SP25 to SP39.

Schlumberger | Solution Architect Sept 2012- Dec 2016

- Liaise with client counterpart in scoping and defining solutions for mergers and acquisitions, new functionality, system enhancements and business process improvements.
- Perform level 2 (configuration) and 3 (development) support requiring more complex solutions, support note evaluation and applications, and transport system optimization.

Koch Business Solutions (KBS) | Project Manager April 2012- Aug 2012

- Defined and executed project standards, resource management, policies, procedures, & budget management
- Defined project roles, functions and responsibilities of all team members.
- Presided on project communication to steering committee, EPI-USE peers and project team members
- Creator and keeper of the project plan using MS Project 2010
- Updated Project Timeline for high level communications.
- Provided direction and continuous liaison with Test Manager in defining testing approach, definition of Master Test Plan, and execution of the plan.
- Collaborated with KBS counterparts in defining Training, Communication and Change Management Planning.
- Closed collaboration with Basis team being a technical upgrade.
- Established team collaboration site (SharePoint) for document sharing, deliverables, tracking of project decisions, action items and driving issues to resolution
- Kept eye on scope, and managed expectations on both the client and consulting side.
- Managed the deployment of EPI-USE Tools (Data Sync Manager and Variance Monitor) to accelerate testing (Unit, Integration, Payroll Parallel and User Acceptance).
- Implemented Successful Go-Live, on time, on budget within scope.

Schlumberger | Payroll/Solution Lead for US and Canada April 2011- Mar 2012

- Lead responsibility for all US and Canadian company solutions.
- Plan and execution of workshops, documentation of findings, blueprint, build plans and liaison with testing teams through solution roll out.
- Consolidation of 25 payrolls down to 7.
- Payroll Posting to SAP and Oracle Financials (custom interface using a custom interface).
- Tax Filing and Garnishment processing utilizing a Ceridian interface.
- Re-design payroll payment advice processing to utilize one form for both US and Canada and automated encrypted transfer to Ceridian.
- Liaison with existing HCM production team to ensure contingency
- Streamlining of existing productive business processes

BHPBilliton, Singapore | Global Payroll Lead Mar 2010 - Mar 2011

- Lead responsibility for all country payroll schemas and rules.
- Definition of build standards and design principles.
- Manage 11 country leads across 3 build hubs
- Issue and bug resolution with SAP
- Audit and compliance monitoring on build activities, catalogs and documentation.
- 27 payrolls including new country version for Chile.

City of Portland | Solution Architect Oct 2009 – Feb 2010

- Technical support for support packs validation and testing and troubleshooting.
- Optimization of third party remittance processing.
- Optimization of tax calculations in the payroll schema.

Canadian National Railways | Solution Architect July 2009 - Current

- Responsible for Time Management and Payroll Team in designing the iCREW product.
- High level scope includes an add on to the standard SAP Time and Payroll modules to be used for crew scheduling and management along the lines incorporating complex Rail specific rules (Events , Activities, Claims, Payroll).

St. Jude Medical | Solution Architect – Global Payroll Feb 2008 – June 2009

- Responsible for Global Payroll Team and related development lifecycle activities ranging from Blueprint through Go-Live and Support
- This included the planning and running payroll workshops, gap analyses, integration with Time Management, Benefits and Personnel Administration, Configuration, all Testing Cycles (unit integration, parallel and user acceptance), Cutover, Go-Live and Support.
- Post go-live support of Time Management and Payroll.

Eclipse Aviation | Senior Solutions Architect May 2007 – Jan 2008

- Responsible for optimization and support of business processes in the Time Management and Payroll Sub Modules for an existing SAP implementation.

Jabil Circuit | Senior Solutions Architect / Time Management July 2006 – April 2007

- Responsible for Time Management Solution design, configuration, testing, user training and implementation
- Blueprint the Time Management solution for China (4 sites).
- Project scope: PA, OM, BN, TM, PY, CM

Education & Certifications

- **Bachelor of Science (Computer Science, Information Systems)**

University of South Africa

- **ASAP Certified**
- **HCM Certified**

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Summary

The EPI-USE consultant has more than 17 years of experience working with SAP. She has extensive experience in finding business optimization strategies, full SAP life cycle implementations, and day-to-day production support.

She worked on the client side for 12 years as a Human Resources Business Analyst responsible for implementing and training end users in E-Recruiting, Performance Management, Employee Self Service (ESS) and Manager Self Service (MSS) modules.

She accepted a position as a Talent Management Consultant with EPI-USE 7 years ago. She has since implemented all SAP On Premise Talent modules and Cloud (SuccessFactors) talent modules.

Profile Overview

- Organized and detail oriented
- Able to communicate effectively and interact at all levels
- Proven ability to work well with others
- Adaptable to all situations
- Highly motivated to successfully implement projects and do whatever it takes

SAP Technical Skills

- Recruiting Management, Onboarding, Succession Planning & Career Development Planning, Jam
- Additional Topics: Job Profile Builder, Career Development Planning
- SAP E-Recruiting, Performance Management, Learning, Succession, Qualifications
- MS Project, Microsoft Office, and Microsoft Visio

Client Summary

Detailed project responsibilities for some of the following clients are listed below; however, additional information can be provided upon request.

SAP Project Experience — Date

Purdue University | Recruiting Lead — September 2017 – Present

- Developed process design documents for Recruiting
- Configured instance based on customer requirements
- Developed test scripts for iterations
- Configured reports
- Configured Career Site Builder based on customer requirements
- Configured integration with Employee Central Position Management for requisition creation and new hire records
- Configured system with background check vendor

Johns Hopkins University | Recruiting Lead November 2016 – September 2017

- Developed process design documents for Recruiting
- Configured instance based on customer requirements
- Developed test scripts for iterations
- Configured reports
- Configured Career Site Builder based on customer requirements
- Configured integration with SAP for requisition creation and new hire records

Amway | Recruiting Lead November 2016 – January 2017

- Developed process design documents for Recruiting Management
- Configured instance based on customer requirements
- Configured integration with Employee Central
- Developed test scripts for iterations
- Configured reports
- Configured Career Site Builder based on customer requirements

UGI Utilities Inc. | Recruiting Lead July 2016 – November 2016

- Developed process design documents for Recruiting Management
- Configured instance based on customer requirements
- Configured Job Profile Builder based on customer requirements with integration to Recruiting Management
- Developed test scripts for iterations
- Configured reports
- Configured Career Site Builder based on customer requirements

Loves | Recruiting Management Lead March 2016 – June 2016

- Configured People Answers assessment vendor with existing Recruiting Management module
- Updated application and requisition XML feeds for assessment integration

Tyson | Succession Management Lead February 2016 – April 2016

- Converted legacy succession model to MDF Positions
- Configured roles and permissions for additional functionality
- Configured Talent Search, Position Tile, 9 Box and Calibration for Succession

ThyssenKrupp Materials NA | Role Based Permissions Lead January 2016 – February 2016

- Converted legacy permissions to Role Based Permissions for all modules
- Trained end users in how to maintain configuration

Methodist Healthcare | Recruiting Management Lead October 2015 – January 2016

- Developed process design documents for Recruiting Management
- Configured instance based on customer requirements
- Configured Job Profile Builder based on customer requirements with integration to Recruiting Management
- Developed test scripts for iterations
- Configured reports
- Configured integration points with Onboarding and SAP

IHS | Job Profile Builder Lead May 2015 – October 2015

- Advised recruiting, performance and IT analysts on the impact of implementing Job Profile Builder on other modules
- Configured Job Profile Builder based on customer requirements with integration to Recruiting Management
- Configured upload templates for data integration
- Trained end users in how to maintain configuration

Arizona Chemical | Training Lead May 2015 – October 2015

- Developed process design documents for Employee Central and Compensation Management
- Created work instructions for HR transactions
- Developed Train the Trainer materials for HR Administrator, Manager and Employee roles

Sasol | Recruiting Management Lead March 2015 – October 2015

- Developed process design documents for Recruiting Management migration
- Assisted North American group with data migration of employee profiles to European instance
- Configured reports
- Create data migration templates for uploads
- Advised recruiters on business processes for closing out the current instance and moving to the new one

Sage | Succession Management Lead November 2014 – January 2015

- Configured instance based on customer requirements
- Configured Individual Development Plan based on customer requirements with integration to Employee Profile
- Developed test scripts for iterations
- Configured Role Based Permissions for regional HR analysts

Health Net | Recruiting Management Lead June 2014 – April 2015

- Developed process design documents for Recruiting Management
- Configured instance based on customer requirements
- Configured Job Profile Builder based on customer requirements with integration to Recruiting Management
- Developed test scripts for iterations
- Configured reports
- Configured integration points with Onboarding and Employee Central

Rowan Companies | Functional Lead March 2013 – June 2014

- Developed process design documents for Performance Management and Succession Planning
- Developed functional specifications for Performance Management and Succession Planning & Talent Development
- Assisted with project management tasks for the weekly project updates
- Configured Performance Management template
- Configured Succession Planning tables
- Developed testing strategy and plan
- Developed testing scripts for Unit Testing, User Acceptance Testing and Integration Testing
- Developed job aides and training documents for Performance Management, Succession Planning and Learning modules
- Provided Post Go-Live support and worked tickets

Washoe County | Functional Lead January 2013 – March 2013

- Gathered enhancement requirements for a reimplementation of Performance Management
- Developed functional specifications and assisted with overall project management planning and tasks
- Configured the appraisal template
- Developed testing strategy and plan

- Delivered training to end users

Rowan Companies | Functional Consultant October 2012 – December 2012

- Gathered Talent Management as-is processes and pain points to determine needs
- Developed Talent Management future state processes based on business requirements
- Scored business requirements against solution capabilities for SAP On Premise and Cloud Performance Management, Succession Planning, Learning Management, Competencies and Recruiting
- Delivered a strategic roadmap with recommendations for implementation

Pacific Gas & Electric | Training Developer July 2012 – September 2012

- Developed job aids for 40 custom hiring and recruiting reports
- Trained 100 end users on-site
- Developed web-based training and deliverables for consistency across end user populations in the future

Pacific Gas & Electric | Testing Lead January 2012 – June 2012

- Developed Test Plan and Approach for E-Recruiting
- Configured test plan and enhancements in Mercury Quality Center for defect tracking and reporting
- Delivered daily and weekly reports during the full life cycle of testing to the Executive Sponsors
- Supervised three SMEs in the development of over 270 unique Test Scripts and over 150 Business Process Procedures covering both standard functionality and enhancements using the UPK tool
- Developed Use Cases that tied all enhancements and test scripts together
- Completed all unit testing and integration testing prior to turning scripts over to business owners
- Tracked all defects in Mercury Quality Center and worked closely with the Technical Lead in defect resolution
- Oversaw Integration and User Acceptance Testing and provided support to over twenty SMEs
- Delivered a testing plan approach for future regression testing that included data and role set up
- Provided knowledge transfer to a SME in the development of all testing documentation and system functionality, including security

Starwood Hotels & Resorts Worldwide, Inc. | Functional Consultant February 2011 – December 2011

- Maintained business blueprint document based on business processes
- Developed functional specifications for customer enhancements
- Configuration of Development, Quality and Production systems
- Developed test cases based on test plan
- Developed testing scripts for Unit and User Acceptance Testing
- Completed unit testing and integration testing prior to turning development items over to business owners

- Assisted with tracking testing defects and issue resolution
- Translated Candidate and Recruiter UI texts including SO10, OTR, Message Classes and Configuration Tables and Smartforms
- Served as functional liaison to the training team that designed five e-learning courses for the Recruiter role
- Trained Super Users and Recruiting Administrators in their functional roles within the system
- Worked service tickets post Go-Live

Orange County Public Schools | Business Process Specialist July 2010-January 2011

- Co-Trained a 2 day Business Process Reengineering workshop for Recruiting
- Interviewed all stakeholders to identify areas for process optimization in all Talent Management modules
- Created final to-be maps
- Served as Functional and Testing Lead for all implementations of Talent suite
- Developed business blueprint of system
- Configured development, test and production systems
- Developed functional specifications
- Devised test cases
- Developed unit tests for each development item
- Devised integration test scripts for internal and external users
- Prepared detailed testing schedule with delivery targets
- Tracked all defects and served as liaison between developers and testers
- Provided real-time coaching and feedback to all testers
- Developed online training materials for internal and external users
- Go-Live was on time and under budget

Education & Certifications

- Bachelor of Arts, Elementary Education/Specific Learning Disabilities
- Masters, Educational Leadership

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Summary

The EPI-USE consultant has 7 years of SAP/SuccessFactors Employee Central (EC) & Employee Central Payroll (ECP), Performance and Goals Management and Onboarding Implementation experience, having completed 14 Full Project Go-Lives of EC, ECP, Talent Management. She possesses 25 years of SAP HCM/Payroll Implementation experience, participating in 19 Full SAP ERP life cycle implementations of SAP Time Management, Time Evaluation, CATS and all the SAP HCM/Payroll and Talent Management suites. She is an expert in full suite of SAP HCM including mastery of Time Management, (CATS), Time Evaluation, Payroll, Personnel Administration and Organization Management.

Profile Overview

- SAP / SuccessFactors SR HR Program and Project Manager – Nemak Mexico, Quality Assurance Review of Global EC Implementation
- SAP / SuccessFactors SR HR Program and Project Manager – Owens Corning, Employee Central Payroll Implementation
- SAP / SuccessFactors HR Cloud Architect, Platinum – KPMG, Global Employee Central Implementation
- SAP HCM and Payroll Architect at Municipality of Anchorage and Business Process Expert, Principal – Platinum designation for Global implementation of EC for Bruker Corporation
- 36 years of Systems Implementation experience
- Industry Experience:
    - Professional Services – Audit, Tax, Advisory
        - Considered Overall Cloud Solution Architect – Employee Central
        - Global – Latin America, Asia PAC and EMEA
    - High Technology - Manufacturing
        - Considered Expert across all phases of Wave roll-out of Employee Central (3 waves: US, Latin America, Asia PAC and EMEA)
        - Implemented Employee Central for 38 countries in all 3 Waves
        - 8 Languages implemented with Translations
        - 3 Successful go-lives
    - High Technology - Manufacturing
        - BizXpress Implementation of Employee Central
        - Was Project Manager and EC expert for entire implementation
        - 5 Countries as part of the Global roll-out
        - 5 Languages implemented with Translations
        - Successful go-live
    - High Technology - Manufacturing
        - BizXpress Implementation of Employee Central
        - EC expert for entire implementation
        - Multiple countries as part of the Global roll-out
        - 6 Languages implemented with Translations
        - Successful go-live

- Retail
  - Early adopter of EC; full roll-out of EC including Position Management
  - Business process expert, Platinum consultant assisting full service team
  - Successful go-live
- High Technology - Manufacturing
  - Early adopter of EC and EC Payroll
  - Business process expert, Platinum consultant assisting full service team
  - Successful go-live; multiple waves in Global roll-out
- Banking
  - Early adopter of EC and Workforce Integration
  - Business process expert, Platinum consultant assisting full service team
  - Successful go-live
- Healthcare
  - Assisted in implementing Performance and Goals Management; Successful go-live
- City Government
  - Conducted SAP Payroll Quality Assurance Review – January 2015
  - Became Payroll lead once SAP Consulting became engaged April 2015
  - SAP HCM and Payroll Architect for Synergy Blueprint Phase- February 2016

SAP Project Experience — Date

Nemak Mexico | HR Cloud Architect — Feb 2018

- Developed and Delivered Quality Assurance Design and Solution Review for Global EC Implementation

Owens Corning | Senior HR Program Manager — Oct 2017 – Jan 2018

- Cutover planning – Delivery and Execution for SAP SuccessFactors Employee Central Payroll Global implementation
- Assisted in Troubleshooting Delivery and Configuration challenges
- Provided Guidance and Leadership in achieving overall high excellence in a Trusted Advisory capacity

KPMG | HR Cloud Architect — July 2016- Feb 2017

- Prepared a Functional and Technical Strategy approach for KPMG's transition to the Cloud
- Orchestrated, Prepared and Delivered Blueprint Employee Central Workshops
- Organized, prepared and delivered a series of blueprint workshops documenting the HR transformation effort at KPMG UK
- Organized, prepared and documented the overall business process architecture outcome for the Employee Central functional workshops for KPMG UK business ownership adoption
- Organized, prepared and delivered an HR Cloud Architect program to Cloud Deployments for KPMG across all their operating countries and member firms

- Developed and Architected KPMG's HR Cloud Client landscape for Employee Central, Compensation and Learning for all operating countries and member firms

Municipality of Anchorage, Alaska | SAP HCM/Payroll Architect; QA Payroll Lead Jan 2015-July 2017

- Led the QA effort for the SAP HCM and Payroll team for the QA done in January 2015
- Was instrumental in winning SAP services contract for recovering the project in April 2015
- Payroll Architect Lead for Parallel Payroll testing cycles (3 full comparison payroll cycles)
- Completed one of the best and comprehensive QA analyses done within a very short timeframe (3 weeks) which led to SAP services being engaged to recover the project
- Completed Blueprint Validation end of 02/2016
- Led a very successful Parallel Payroll Comparison Test Cycle, completed in July 2017
- Nearing completion of Realization, with a projected go-live of August 2017; Go-live Achieved successfully

Bruker International | Business Process Expert, Principal (Platinum) EC Expert June 2015- Feb 2016

- Configured, Tested and Implemented Employee Central across all 38 countries; this included cross-integration with other team members implementing Employee Profile, Succession Planning, Compensation and Performance and Goals Management
- All 3 Waves were implemented on time and within budget
- 8 languages implemented including Translations

Sun Edison | Business Process Expert, Principal (Platinum) EC Expert Feb 2015- Aug 2015

- Configured, Tested and Implemented Employee Central across all 5 countries; this included cross-integration with the IT department to produce EC extracts for processing in downstream systems.
- EC implemented successfully using Best practices content

Dril Quip | Business Process Expert, Principal (Platinum) EC Expert Jan 2015- May 2015

- Configured, Tested and Implemented Employee Central across all 6 countries; this included cross-integration with other team members implementing Compensation
- All countries were implemented successfully
- 6 languages implemented including Translations

Plains Capital Corporation | Business Process Expert, Principal (Platinum) EC Expert July 2014- Feb 2015

- Configured, Tested and Implemented Employee Central and ECPayroll for the US
- Configured Gaps to previous design prior to SAP Services engagement
- Resolved issues during Testing including analysis of EC to ECPayroll iFlow errors
- Resolved outstanding EC and ECPayroll issues from previous system integrators
- Applications were ready to go live and tested successfully

Nokia Communications | Business Process Expert, Principal (Platinum) EC Expert Mar 2014- Aug 2014

- Configured, Tested and Implemented Reporting
- Assisted EC team in troubleshooting and resolving issues
- Assisted in resolving all open tickets for EC and Reporting

Sprouts Fresh Markets | Business Process Expert, Principal (Platinum) EC Expert Jan 2013- Mar 2014

- Configured, Tested and Implemented Employee Central across many retail stores in multiple regions; this included cross-integration with other team members implementing Boomi iFlows, ADP Payroll, Workforce and BenefitFocus.
- Was an early adopter for EC including Position Management, EC to ADP Integration, EC to Workforce Integration and EC to BenefitFocus Integration

"Additional Project Details Available Upon Request"

Education & Certifications

- B.A. - University of San Diego and Oxford University Oxford, England.
- B.S. – Bellevue College
- SAP HCM Professional Certifications- Self Services using ESS and MSS, Personnel Administration, Benefits, Gross/Net Payroll, Time Management/Time Evaluation, FI/CO Integration
- SAP/SuccessFactors Professional and Associate Certifications in EC
- SAP Business Process Expert Certification
- SAP Solution Manager Certification

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Summary

The EPI-USE consultant is a versatile consultant with functional, technical, and project management experience. His focus is in the areas of Enterprise Learning, Qualification and Competency Management. Sunil currently leads EPI-USE's Learning Management Systems practice. He is professionally certified in SuccessFactors LMS and has led more than five successful full-cycle implementations of the LMS to date. As a project lead with an SAP Talent Management and SAP Netweaver background, he has been able to leverage his strong technical background and practical knowledge to become an asset on both the technical and business aspects of each project. He completed, as project lead, the successful deployment of SAP Learning Solution 6.03 at PG&E. Further, He led the successful deployment effort for Learning Solution and Qualifications at the Diablo Canyon Nuclear Power Plant.

Profile Overview

- Project Management
- SuccessFactors LMS professional certification
- LSO, Qualification and Competency Management Functional
- Industry: Public Sector, Utilities, Hospitality, Oil & Gas

SAP Project Experience — Date

County of Sacramento | Learning Implementation Lead (SuccessFactors) — November 2017 – Present

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for the functional solution (configuration) as well as data migration activities
- Migration from SAP Training and Events Management to SuccessFactors Learning

Altice USA | Learning Implementation Lead (SuccessFactors) — June 2017 – October 2017

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for the functional solution (configuration) as well as data migration activities
- Migration from Cornerstone LMS to SuccessFactors Learning
- Designed and created Python scripts for source data conversion
- Implementation completed in under 10 weeks

- Responsible for post go-live ongoing support

Magic Leap | Learning Implementation Lead (SuccessFactors) June 2017 - Present

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Leading the design for the functional solution (configuration)
- Rapid implementation – implementation duration scheduled for 6 weeks for first phase

Purdue University | Learning Implementation Lead (SuccessFactors) February 2017 - Present

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Leading the design for the functional solution (configuration)

City of San Diego | Learning Support Lead (SuccessFactors) April 2016 - Present

- Performed an audit of existing LMS implementation, identifying over 20 improvements to configuration
- Developed custom reports in the LMS to meet customer requirements
- Responsible for post go-live ongoing support

ThyssenKrupp Materials | Learning Implementation Lead (SuccessFactors) September 2015 - Present

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for the functional solution (configuration) as well as data migration activities
- Responsible for post go-live ongoing support

Bentley Systems | Learning Support Lead (SuccessFactors) June 2016 – December 2016

- Led redesign of security roles
- Led the design of a connector between EC and the LMS through Integration Center
- Responsible for post go-live ongoing support

Tyson Foods | Learning Implementation Lead (SuccessFactors) April 2014 – December 2015

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for the functional solution (configuration)
- Completed the initial deployment in 6 weeks for a pilot group and offering ongoing support

Health Net | Project Manager, SuccessFactors Data Conversion February 2015 –October 2015

- Led the conversion for the EC and Payroll workstreams from a PeopleSoft source system
- Developed project plans and coordinated resources across multiple project phases

Colorado Dept of Transportation | Learning Implementation Lead (SuccessFactors) January 2015 – September 2015

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for the functional solution (configuration)
- Implemented PayPal connector, Jam, Commerce in addition to core functionality

Health Net | Learning Implementation Lead (SuccessFactors) April 2014 – December 2014

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for the functional solution (configuration)
- Provided QA to the client project managers and educated staff on project management principles and project plan creation

Clark County Government | Learning Implementation Lead (SuccessFactors) January 2014 – May 2014

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for both the functional solution (configuration) and business process modifications
- Led and participated in the creation of all functional design documents
- Created the initial project plan and acted as the sole point of contact for the implementation

Rowan Companies | Learning and Qualifications Lead May 2013 – November 2013

- Responsible for leading requirements gathering workshops on the overall solution and blueprint
- Led the design for both the functional solution (configuration) and the technical solution (enhancements, interfaces, and reporting)
- Led and participated in the creation of all functional and technical design documents for Learning and Qualifications
- Led user acceptance testing and was responsible for coordinating the resolution of all defects with the technical team

Weill Cornell Medical College | Advisory Services February 2013 – April 2013

- Responsible for leading requirements gathering workshops on the overall solution and blueprint for the SAP LSO side of the implementation

- Provided technical advisory services on potential integration points between Canvas and SAP LSO for users, course enrollments, and course completions

Pacific Gas & Electric | Project Lead June 2008 – May 2013

- Responsible for overall delivery of implementation, along with client project manager and project PMO including project planning, staff management – including client, EPI-USE and subcontracting staff - facilitation of solution design efforts, oversight of development and QA processes and training and change management in general
- Led a team of SAP portal developers in designing and delivering a custom version of learner and manager portal functions to improve usability and underlying business process flow. Responsible for some development deliverables in addition to solution design
- Led requirements gathering and functional solution design processes with internal and client team members; participated, when necessary, in personally troubleshooting a number of functional and technical aspects of the LSO implementation
- Responsible for collaborating with larger IT group, along with client project manager, in the planning, execution, QA and deployment of a mid-stream upgrade (from LSO200 to LSO603)
- Responsible for liaising with client business leads and subject matter experts in discussing and formulating solutions for interfacing with a number of third party products related to the LSO deployment

Cameron | Engagement Manager May 2012 – August 2013

- Provided QA review to system solution
- Participated in bi-weekly steering committee meetings to ensure that the project maintained timelines and adhered to budget
- Acted as escalation point for any issues

State Controller's Office (SCO) | SAP NetWeaver Consultant October 2006 – May 2008

- Responsible for the creation of Functional and Technical Specifications for Conversion programs
- Developing BAPIs which leverage the new Infotype Framework for Concurrent Employment
- Employing the Legacy System Migration Workbench (LSMW) to transform legacy data and transmit data to conversion BAPIs via IDocs
- Working closely with functional teams to ensure that the converted data supports the SAP business processes for Personnel Administration and Payroll

Education

- **B.S. Computer Engineering with Highest Honors** **August 1996 – December 2000**
  Georgia Institute of Technology, Atlanta, GA

- **M.S. Computer Science** **September 2016 –July 2019 (expected)**
  Georgia Institute of Technology, Atlanta, GA

Client References

Response: Please see the following pages(s) for Client References:

Exhibit G - BUSINESS REFERENCES

PROPOSER: **EPI-USE, American Inc.**

PROJECT: ERP Product Solution(s) and Implementation Services

BID#: CMGR-180083-MS **BID DUE DATE:** July 6, 2018

Provide the following business reference information for three clients that a same or similar project has been provided within the past five years. You may include photos or other pertinent information.

The City reserves the right to check references with current customers as provided by the Proposer and with any customers the City identifies as necessary to understand prior performance at any time throughout the process.

#1 Service dates): July 2016 – September 2018 **Amount** $ 4,701,760

Project Client Name: Purdue University

Project Location: West Lafayette, Indiana

City, State Zip: West Lafayette, Indiana 47907

Client Contact Name: Vicki Farnsworth – Confidential Reference calls should be coordinated with Keith Harmon (832) 318 9406

Phone Number: 832-318-9406 Fax Number: N/A

Email Address (if available): vahecht@purdue.edu

#2 Service dates: 06/2016 to 06/2018 **Amount** $3.5mil (payroll only). 60,000 employees/50 states.

Project Client Name: XPO Logistics

Project Location: Portland, OR

City, State Zip: Portland, OR

Client Contact Name: Michael Beaty

Phone Number: 503-450-3297 Fax Number: N/A

Email Address (if available): michael.beaty@xpo.com

#3 Service dates: 12/2013 - 7/2015 **Amount-** $1,032m for EC / Comp project specifically

Project Client Name: JM Huber

Project Location: Edison, NJ

City, State Zip: Edison, NJ

Client Contact Name: Deborah Fuchs

Phone Number: 732-310-0312 Fax Number: N/A

Email Address (if available): d.fuchs@huber.com

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Executive Summary

Introduction

EPI-USE is a global services and software organization focused on enterprise-grade technology implementations for over 30 years. EPI-USE provides SAP, SuccessFactors, and technology solutions specializing in advisory, implementation, and on-going production support services.

Globally, EPI-USE has more than 2,000 specialists and currently employs more than 220 consultants in the United States. The consultants belong to one of the service lines as defined in Figure 1.

As a Public Sector certified SAP Partner and global SuccessFactors partner, EPI-USE enjoys an outstanding business relationship with SAP. Additionally, with our dedicated and highly skilled resources, EPI-USE provides unmatched SAP expertise and world-class solutions to our clients.

Figure 1: EPI-USE Service Lines

Our experience spans numerous industries, countries, global deployments, complex integrations, outsourcing, and more. We pride ourselves in being public sector experts, with deep understanding and experience in public sector best practices and higher education business processes. Our consultants are experts with managing and implementing SAP SuccessFactors, Finance, Funds Management, Grants Management, Public Sector Cash Management, HCM, GRC and Security, and Business Intelligence.

EPI-USE Team has gained significant experience, developed specialized skillsets, and insight through the years working on the public-sector industry. These, in turn, have allowed us to develop specific solutions, which provide additional value to clients, streamline implementations, improve the quality of projects and reduce risk.

EPI-USE employees typically have a long tenure with our firm ranging from 6 to 20 or more years with the organization. Our culture of innovation, dedication to our long-term client relationships and a groundbreaking business model fuels our employees in all that they do from personal and professional development to their conscious contributions in both our for-profit and not-for profit business sectors.

Beyond Corporate Purpose: Elephants, Rhinos & People ('ERP')

Our Group operates under a hybrid business model in terms of which we fund and run an in-house nonprofit, so that we go 'Beyond Corporate Purpose' in our day-to-day activities. Rather than implementing a traditional corporate social responsibility program and simply donating funds to charities, with 'Beyond Corporate Purpose' we operate a professionalized, institutional nonprofit delivery capability, the primary focus of which is the protection and conservation of **E**lephants and **R**hinos in the wild, through an unusual strategy based on the economic upliftment of impoverished rural **P**eople in areas adjacent to the threatened species, or another definition of 'ERP', if you will.

Should we be successful in winning this engagement, we will channel 1% (one percent) of our net revenues deriving therefrom, to ERP projects. You would be able to choose from a range of projects towards which the funds would be directed, and our ERP staff will provide you with ongoing monitoring and evaluation, and reporting, at your election. Please note that the monies do not constitute an elective add-on to our fees but would rather be taken out of our revenues.

Please visit www.erp.ngo for examples of our current initiatives and interventions.

Organizational Minimum Qualifications (Section 3.1.1)

A. Provide Company Financial Stability Report to include:
•Bonding Capability up to $250,000
•Credit Rating or Financial Statements

B. Bank Reference

Response: Please see the following pages(s) for items listed below:

- EPI-USE 2017 Financial Report
- D&B Credit Capacity Summary and Rating
- Bank Reference

EPI-USE AMERICA, INC. AND SUBSIDIARIES

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED
FEBRUARY 28, 2017

Warren Averett
CPAs AND ADVISORS

EPI-USE AMERICA, INC. AND SUBSIDIARIES
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FOR THE YEAR ENDED FEBRUARY 28, 2017

Warren Averett
CPAs AND ADVISORS

6 Concourse Parkway, Suite 600
Atlanta, GA 30328-5351
770.396.1100
warrenaverett.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Stockholders
EPI-USE America, Inc.

We have reviewed the accompanying consolidated financial statements of EPI-USE America, Inc. and Subsidiaries, which comprise the consolidated balance sheet as of February 28, 2017 and the related consolidated statements of income, other comprehensive income, changes in stockholder's equity and cash flows for the year then ended, and the related notes to the consolidated financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the consolidated financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the consolidated financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion
Based on our reviews, we are not aware of any material modifications that should be made to the accompanying consolidated financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Warren Averett, LLC

Atlanta, Georgia
July 18, 2017

EPI-USE AMERICA, INC. AND SUBSIDIARIES
CONSOLIDATED BALANCE SHEET
FEBRUARY 28, 2017

ASSETS

CURRENT ASSETS	
Cash and cash equivalents	$ 10,321,513
Certificates of deposit	75,768
Accounts receivable, net of allowance for doubtful accounts	9,989,507
Accounts receivable ï related party	1,008,499
Unbilled receivables	3,824,934
Unbilled receivable ï related party	35,089
Notes receivable ï related party, current portion	463,026
Prepaid income taxes	269,034
Prepaid expenses	644,999
Total current assets	26,632,369
PROPERTY AND EQUIPMENT, NET OF ACCUMULATED DEPRECIATION	1,015,718
OTHER ASSETS	
Other assets	103,584
Deferred tax assets	293,000
Goodwill, net	329,075
Notes receivable ï related party, less current portion	786,339
Total other assets	1,511,998
TOTAL ASSETS	$ 29,160,085

See accompanying notes and independent accountantsô review report.

EPI-USE AMERICA, INC. AND SUBSIDIARIES
CONSOLIDATED BALANCE SHEET – CONTINUED
FEBRUARY 28, 2017

LIABILITIES AND STOCKHOLDER'S EQUITY

CURRENT LIABILITIES	
Accounts payable	$ 2,744,483
Accounts payable ï related party	701,453
Accrued expenses	5,633,921
Customer deposits	913,500
Current portion of long term debt	36,243
Income taxes payable	548,166
Total current liabilities	10,577,766
OTHER LIABILITIES	
Long term debt	691,757
Deferred tax liabilities	114,259
Total other liabilities	806,016
COMMITMENTS AND CONTINGENCIES	
STOCKHOLDER'S EQUITY	
Common stock, no par value; 1,500 shares authorized, issued and outstanding	1,000
Retained earnings	17,971,477
Accumulated other comprehensive loss	(196,174)
Total stockholderõs equity	17,776,303
TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	$ 29,160,085

See accompanying notes and independent accountantsõ review report.

EPI-USE AMERICA, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF INCOME
FOR THE YEAR ENDED FEBRUARY 28, 2017

REVENUES	$ 57,078,329
Direct expenses	41,233,851
GROSS PROFIT	15,844,478
General and administrative expenses	10,995,064
OPERATING INCOME	4,849,414
OTHER EXPENSE	
Other expense, net	(1,830,216)
Interest expense, net	(129,737)
Net other expense	(1,959,953)
INCOME BEFORE TAXES	2,889,461
Provision for income taxes	1,069,236
NET INCOME	$ 1,820,225

See accompanying notes and independent accountantsô review report.

EPI-USE AMERICA, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED FEBRUARY 28, 2017

NET INCOME	$ 1,820,225
OTHER COMPREHENSIVE INCOME	
Foreign currency translation adjustment	204,525
OTHER COMPREHENSIVE INCOME	$ 2,024,750

See accompanying notes and independent accountantsôreview report.

EPI-USE AMERICA, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF CHANGES IN STOCKHOLDER'S EQUITY
FOR THE YEAR ENDED FEBRUARY 28, 2017

	Common Stock	Retained Earnings	Accumulated Other Comprehensive Loss	Total
BALANCE AT FEBRUARY 29, 2016, as previously reported	$ 1,000	$ 16,208,482	$ (400,699)	$ 15,808,783
Restatement	-	(57,230)	-	(57,230)
BALANCE AT FEBRUARY 29, 2016, restated	1,000	16,151,252	(400,699)	15,751,553
Net income	-	1,820,225	-	1,820,225
Foreign currency				
Translation adjustment	-	-	204,525	204,525
BALANCE AT FEBRUARY 28, 2017	$ 1,000	$ 17,971,477	$ (196,174)	$ 17,776,303

See accompanying notes and independent accountantsôreview report.

EPI-USE AMERICA, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED FEBRUARY 28, 2017

CASH FLOWS FROM OPERATING ACTIVITIES	
Net income	$ 1,820,225
Adjustments to reconcile net income to	
net cash provided by operating activities:	
Depreciation and amortization	98,437
Deferred tax expense	79,859
Other comprehensive income	204,525
(Increase) decrease in assets	
Accounts receivable	(2,437,833)
Accounts receivable ï related party	595,835
Unbilled receivable	(273,784)
Unbilled receivable ï related party	190,545
Prepaid income taxes	(249,871)
Prepaid expenses	435,470
Interest receivable on notes receivable	3,161
Other assets	(11,772)
Increase (decrease) in liabilities	
Accounts payable	1,093,003
Accounts payable ï related party	(667,140)
Accrued expenses	809,740
Customer deposits	1,029
Income taxes payable	(185,581)
Net cash provided by operating activities	1,505,848

See accompanying notes and independent accountantsô review report.

EPI-USE AMERICA, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENTS OF CASH FLOWS – CONTINUED
FOR THE YEAR ENDED FEBRUARY 28, 2017

CASH FLOWS FROM INVESTING ACTIVITIES	
Purchases of property and equipment	$ (212,656)
Repayments on related party loans	460,000
Net cash provided by investing activities	247,344
NET CHANGE IN CASH	1,753,192
CASH AND CASH EQUIVALENTS	
AT THE BEGINNING OF YEAR	8,568,321
AT THE END OF YEAR	$ 10,321,513
SUPPLEMENTAL CASH FLOW DISCLOSURES	
Taxes paid	$ 973,620
NON-CASH ACTIVITY	
Other comprehensive income (loss)	$ 204,525
Property and equipment purchases through proceeds from notes payable	$ 728,000

See accompanying notes and independent accountantsôreview report.

EPI-USE AMERICA, INC. AND SUBSIDIARIES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED FEBRUARY 28, 2017

1. ORGANIZATION

Principles of Consolidation and Nature of Operations

The consolidated financial statements include the accounts of EPI-USE America, Inc. (a C Corporation), and its subsidiaries, EPI-USE Mexico, EPI-USE Brazil, EPI-USE Canada, EPI-USE Colombia, South Boston 4B, LLC and Avalon Cottage, LLC (collectively referred to as the ñCompanyò), after elimination of all material intercompany accounts and transactions.

EPI-USE America, Inc. (EUAM) was incorporated in October 1998 in Delaware and began operations January 1, 1999. EUAM is 100% owned by EPI-USE Systems, Ltd (the ñParent Companyò).

EPI-USE Mexico (EUMX) was established in March 2006. EUAM owns 99.9% of EUMX.

EPI-USE Brazil (EUBR) was established in March 2009. EUAM owns 99.9% of EUBR.

EPI-USE Canada (EUCA) was established in August 2012. EUAM owns 100% of EUCA.

EPI-USE Colombia (EUCO) was established in August 2013. EUAM owns 100% of EUCO.

South Boston 4B, LLC (SB) was established in November 2016. EUAM owns 100% of SB.

Avalon Cottage, LLC (Avalon) was established in February 2017. EUAM owns 100% of Avalon.

Intercompany activity relates to accounts receivable, accounts payable, loans, management fees and earnings in subsidiaries, all of which are eliminated in the consolidated financial statements. See Note 4 regarding related party transactions. The minority interest of 0.1% in EUMX and EUBR is considered to be immaterial and no adjustments have been made in these financial statements for minority interests.

The Company provides a wide range of computer related consulting services, primarily for SAP software systems, on a contract basis throughout the world.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For the purpose of reporting cash flows, the Company considers all demand notes and short-term investments with maturities of three months or less to be cash equivalents.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Concentration of Credit Risk

The Company's financial instruments that are exposed to concentrations of credit risk consist primarily of cash and certificates of deposit. At February 28, 2017, the Company's uninsured cash balance was approximately $8,000,000. The Company believes no significant credit risk exists with respect to any of its financial instruments.

The Company provides services to customers worldwide. Approximately 10% of sales for the year ended February 28, 2017 represented sales to one customer. As of February 28, 2017, 20% of accounts and unbilled receivables were from one major customer. The Company does not require any other security to support customer receivables.

Accounts Receivable

The Company uses the allowance for bad debts method of valuing doubtful accounts receivable which is based on a percentage of sales, coupled with historical experience. Management reviewed the status of accounts receivable as of the balance sheet date and determined that an allowance for doubtful accounts was necessary as of February 28, 2017 in the amount of $86,034. Receivables are considered impaired if payments are not received in accordance with contractual terms. It is the Company's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected.

Property and Equipment

Property and equipment are stated at cost and are depreciated using the straight line method over their estimated useful lives of 3 to 27 years. Maintenance and repairs are expensed as incurred.

Fair Value of Financial Instruments

The Company has a number of financial instruments, none of which are held for trading purposes. The Company estimates that the fair value of all financial instruments at February 28, 2017 does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying balance sheet. The estimated fair value amounts have been determined using available market information and appropriate valuation methodologies.

Revenue Recognition

Revenues from consulting or programming are recognized in the month services are provided. Revenue related to maintenance contracts is recognized over the service period in the customer agreement, which is typically one year. Revenues earned but not yet billed are reported as unbilled receivables until the billing process is completed. Customer payments received in advance for future services are recorded as customer deposits until revenues are earned.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Goodwill and Other Intangible Assets

In accordance with accounting standards regarding business combinations and accounting for intangibles including Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 805, *Business Combinations*, and ASC 350, *Intangibles – Goodwill and Other*, the Company has accounted for goodwill in a purchase business combination as the excess of the cost over the fair value of net assets acquired. The Company has elected to amortize goodwill over a ten year period. Additionally, in accordance with ASC 350, the Company tests goodwill for impairment at least annually or more frequently under certain circumstances. The Company conducts this review during the fourth quarter of each fiscal year absent any triggering events. No impairment was noted for the year ended February 28, 2017. Goodwill is deductible for tax purposes and will be amortized over a 15 year life.

As of November 1, 2014, the Company adopted FASB Accounting Standards Update (ASU) 2014-18, Business Combinations, which allows private companies to no longer recognize separately from goodwill (1) customer-related intangible assets unless they are capable of being sold or licensed independently from the other assets of the business and (2) noncompetition agreements. As such, all business combinations effective on and after November 1, 2014 have been accounted for under this policy – reference Notes 5 and 12.

Income Taxes

The Company accounts for income taxes under the provisions of FASB ASC 740, *Income Taxes*, which requires, among other things, that deferred income taxes be provided for temporary differences between the tax basis of the Company's assets and liabilities and their reported financial statement amounts.

Management does not believe there are any uncertain tax positions as defined by FASB ASC 740 at February 28, 2017. The Company could be subject to income tax examinations for its federal and state income taxes for the current tax year and previous filings for tax years 2016, 2015 and 2014 still open under the statute of limitations.

Events Occurring After Report Date

The Company has evaluated events and transactions that occurred between February 28, 2017 and July 18, 2017, which is the date that the consolidated financial statements were available to be issued, for possible recognition or disclosure in the consolidated financial statements.

3. PROPERTY AND EQUIPMENT

At February 28, 2017, property and equipment consisted of the following:

Computer equipment	$ 21,078
Computer software	367,738
Furniture and fixtures	187,347
Building	919,711
	1,495,874
Less: accumulated depreciation	(480,156)
	$ 1,015,718

Depreciation expense was $55,514 for the year ended February 28, 2017.

4. RELATED PARTY TRANSACTIONS

Transactions with Parent
The Company paid for services rendered by their Parent Company in the amounts of $1,369,970 for the year ended February 28, 2017 for various related costs incurred by the Parent Company on behalf of the Company.

The detail of costs for the years ended February 28, 2017 was as follows:

Advisory services	$ 343,800
Governance	409,400
Strategic planning and business process development	411,570
Marketing	182,400
Other	22,800
	$ 1,369,970

4. RELATED PARTY TRANSACTIONS – CONTINUED

Notes Receivable

During December 2014, the Company entered into a loan agreement with a related party. The loan provided for borrowings of $2,176,305 at 4% and matures on December 31, 2018. The related party contracted to make minimum quarterly payments of $115,000 beginning in June 2015 through September 2017 to the Company. The minimum quarterly payments will be reduced to $110,000 beginning in December 2017 through September 2018. Any outstanding principal and interest will be due upon maturity of the loan. The balance of the loan was $1,241,339 at February 28, 2017. Accrued interest as of February 28, 2017 was $8,026, which is included in the current portion of the note receivable.

Future maturities on notes receivables ï related parties are as follows:

Years Ending February 28,	Amount
2018	$ 463,026
2019	786,339

Other Transactions

The Company shares personnel on consulting engagements with other related entities including its parent company. As of February 28, 2017, there were accounts receivable balances and unbilled receivables with related parties of $1,008,499 and $35,089, respectively, as well as accounts payable balances with related parties of $701,453.

Revenue recognized for the year ended February 28, 2017 for services rendered to related parties amounted to $7,663,172

5. GOODWILL

Goodwill was initially measured at fair value on the date of contribution or acquisition (Reference Note 12). Goodwill is being amortized over a ten year period. The changes in the carrying amount of goodwill for the year ended February 28, 2017 is as follows:

Balance as of February 29, 2016	$ 371,998
Amortization for the period	(42,923)
Balance as of February 28, 2017	$ 329,075

5. GOODWILL – CONTINUED

Estimated amortization expense for goodwill is as follows:

Years ending February 28,	Amount
2018	$ 42,923
2019	42,923
2020	42,923
2021	42,923
2022	42,923
Thereafter	114,460
	$ 329,075

6. LETTER AND LINE OF CREDIT

The Company maintains a line of credit with a bank for borrowings up to $1,250,000. Advances under the line of credit bear interest at prime +1% and are secured by the Company's accounts receivable and equipment. Accrued interest is payable monthly. The line of credit agreement matures on November 30, 2017. There were no outstanding balances on this line of credit as of February 28, 2017.

7. LONG-TERM DEBT

In February 2017 the Company entered into a note payable agreement with a financial institution in the amount of $728,000. The note requires aggregate monthly payments of $5,428 of principal and interest. The notes accrues interest at 4.06% annually and is secured by real estate. The note matures on February 3, 2022 at which time all outstanding principal and accrued interest is due. At February 28, 2017, the aggregate outstanding balance on the note was $728,000. The note also contains restrictive covenants related to, among other things, certain financial ratios. As of February 28, 2017, the Company was in compliance with the loan covenants.

Subsequent to year end, in April 2017 the Company entered into a note payable agreement with a financial institution in the amount of $599,920. The note requires aggregate monthly payments of $4,498 of principal and interest. The notes accrued interest at 4.14% annually and is secured by real estate. The note matures on April 18, 2022.

7. LONG-TERM DEBT – CONTINUED

Future minimum principal commitments for existing long-term debt are as follows:

Years Ending February 28,	Amount
2018	$ 36,243
2019	37,742
2020	39,303
2021	40,929
2022	573,783
Total	$ 728,000

8. INCOME TAXES

Deferred income taxes reflect the net income tax effects of temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts for income tax purposes.

Significant components of the Company's deferred income tax assets and liabilities at February 28, 2017 are as follows:

Deferred income tax assets:	
Allowance for bad debts	$ 28,000
Accrued expenses	265,000
Total deferred income tax assets	293,000
Deferred income tax liability:	
Prepaid expenses	(81,259)
Accumulated depreciation	(33,000)
Total deferred income tax liabilities	(114,259)
Net deferred income tax asset	$ 178,741

8. INCOME TAXES – CONTINUED

The provision for income taxes at February 28, 2017 is as follows:

Current tax provision		
Federal	$	581,193
State		102,563
Foreign		305,621
		989,377
Deferred tax provision		
Federal		67,880
State		11,979
		79,859
Total income tax provision	$	1,069,236

The income tax provision for the year ended February 28, 2017 as a percentage of income before income taxes differs from the expected amounts for taxes based upon statutory rates due to various foreign taxes recognized for the year ended February 28, 2017.

9. COMMITMENTS AND CONTINGENCIES

The Company leases office space and equipment under noncancelable operating lease agreements. Rent expense of approximately $104,000 was recognized for the year ended February 28, 2017. Total future minimum lease payments are as follows:

Years Ending February 28,		Amount
2018	$	82,842
2019		79,562
2020		79,111
2021		95,409

The Company shares the lease for office space in one location with another entity. Amounts received for rent from this entity for the year ended February 28, 2017 was $66,820.

10. EMPLOYEE BENEFIT PLANS

The Company sponsors a salary deferral plan (the 401(k) Plan) qualified under appropriate sections of the Internal Revenue Code. Eligible employees may participate in the 401(k) Plan in the form of tax-deferred contributions, subject to limitations of the Internal Revenue Code. The Company's matching contributions to the plan for the year ended February 28, 2017 was equal to 50% of each participant's salary deferral, up to a maximum of 3% of eligible compensation. Company matching contributions for the year ended February 28, 2017 are included in the totals for accrued expenses and approximated $537,000.

11. SUBSEQUENT EVENTS

On March 15, 2017, the Company purchased COEXYS S.A.S. ("COEX"), a Colombian software consultant. The expected purchase price is approximately $538,000 inclusive of cash consideration of approximately $132,000, shares valued at approximately $102,000 and contingent consideration of $304,000 subject to certain earn out metrics as defined in the agreement. The purchase price was allocated to identifiable tangible assets and intangible assets acquired based on their estimated fair values at the acquisition date less liabilities assumed with the excess being allocated to goodwill.

12. PRIOR PERIOD RESTATEMENT

The consolidated financial statements as of, and for the year ended February 29, 2016 has been restated from those previously issued due to an acquisition previously reported by EPI-USE Systems Limited which should have been recorded on the consolidated financial statements of EPI-USE America, Inc. On November 1, 2014, the net assets of Santana Consultores SAS (Santana) were acquired for a purchase price of $444,000 funded by EPI-USE Systems Limited with cash consideration of $60,000 and issuance of EPI-USE Systems Limited shares valued at $384,000. At the date of acquisition, Santana had net identifiable assets of $14,772 which resulted in recognizing goodwill of $429,228. The restatement resulted in reporting the acquisition on the consolidated statements of EPI-USE America, Inc. and recognizing accumulated amortization of goodwill of $57,230 as of February 29, 2016. The accumulated restatement resulted in a decrease in retained earnings of $57,230 as of February 29, 2016.

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EPI-USE AMERICA INC.

D-U-N-S® 13-896-8024 Headquarters(Subsidiary) 2002 Summit Blvd Ste 825, Atlanta, GA 30319 Phone 678 872-0040

Business Information Report

Purchase Date: 05/09/2017
Last Update Date: 05/08/2017
Attention: Lyle

Executive Summary

Company Info

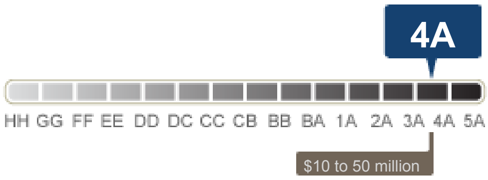
Year Started	1998	Working Capital	$14,481,785
Control Year	1998	Trade Styles	(FOREIGN PARENT IS EPI-USE SYSTEMS LTD, GEORGE TOWN, CAYMAN ISLANDS.)
CEO	PHILIPPUS PIEK, PRIN		
Employees	135	Sales (Financial Statement)	$50,347,462
Employees Here	15 at this location	Net Worth (Financial Statement)	15,808,783

As of 02/29/2016

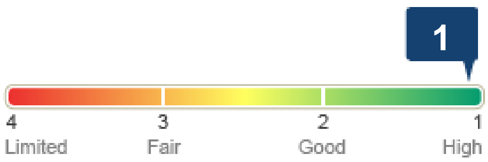
D&B Rating

D&B Rating **4A1**

Financial Strength

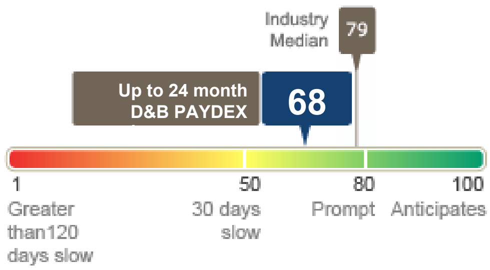


Composite Credit Appraisal

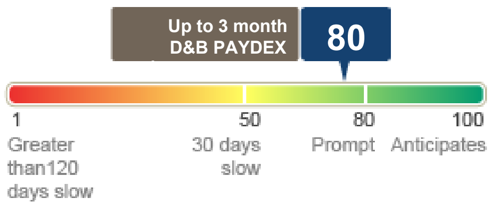


D&B PAYDEX®

Up to 24 month D&B PAYDEX



Up to 3 month D&B PAYDEX



D&B Viability Rating

D&B Viability Rating **1 1 A Z**

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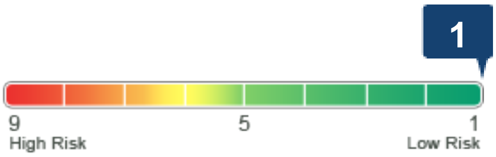
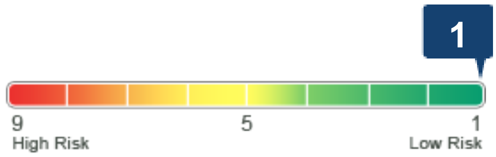
1	Viability Score
1	Portfolio Comparison
A	Data Depth Indicator
Z	Company Profile: **Subsidiary**

Viability Score



Portfolio Comparison



Data Depth Indicator

Company Profile

Subsidiary

Business Information

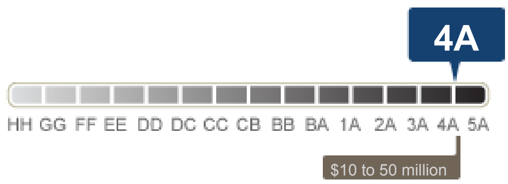
Business Summary

SIC	7379 Computer related services
NAICS	541512 Computer Systems Design Services
History Status	CLEAR

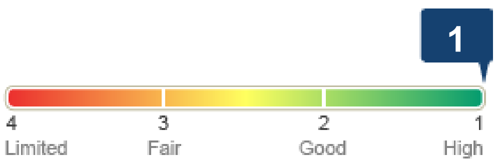
Credit Capacity Summary

D&B Rating **4A1**

Financial Strength



Composite Credit Appraisal



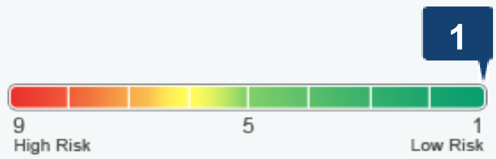
Prior D&B Rating	4A1
Rating Date	05/28/2015

Payment Activity (based on 19 experiences)	USD
Average High Credit	$21,107
Highest Credit	100,000
Total Highest Credit	149,200

D&B Viability Rating

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will no longer be in business within the next 12 months.

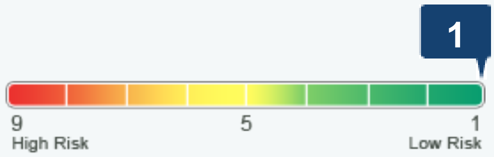
1 Viability Score



Compared to All US Businesses within D&B Database:

- Level of risk: **Low Risk**
- Businesses ranked 1 have a probability of becoming no longer viable: **0.2%**
- Percentage of businesses ranked 1: **0.3%**
- Across all US businesses, the average probability of becoming no longer viable: **14%**

1 Portfolio Comparison

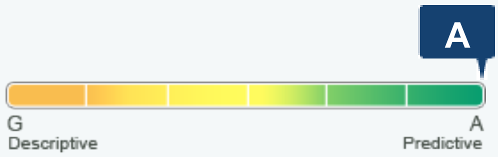


Compared to all Businesses within the same MODEL SEGMENT:

Model Segment: **Available Financial Data**

- Level of risk: **Low Risk**
- Businesses ranked 1 within this model segment have a probability of becoming no longer viable: **0.1%**
- Percentage of businesses ranked 1 within this model segment: **23%**
- Within this model segment, the average probability of becoming no longer viable: **0.6%**

A Data Depth Indicator



Data Depth Indicator Details:

✓ Rich Firmographics
✓ Extensive Commercial Trading Activity
✓ Comprehensive Financial Attributes

Z Company Profile

Subsidiary

Business History

Officers	PHILIPPUS PIEK, PRIN; GERHARD OOSTHUIZEN D
Directors	THE OFFICER(S) and Rowan Hinton, Rob Levy, Gerhard D Ooosthuizen, Phillip Loots, Phillip Stofberg, Daniel Richards, Francois Botha, Quintin Smith, Werner Joubert.

As of 05/08/2017

The Delaware Secretary of State's business registrations file showed that EPI-USE America Inc. was registered as a Corporation on October 14, 1998, under the file registration number 2955184.

Business started 1998 by parent company. 100% of capital stock is owned by parent company.

PHILIPPUS PIEK. Antecedents are unknown .

GERHARD OOSTHUIZEN D. Work history unknown.

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Government Activity Summary

Activity Summary

Borrower	No
Administrative Debt	No
Grantee	No
Party Excluded from Federal Programs	No
Public Company	N/A
Contractor	No
Importer/Exporter	N/A

Possible candidate for socioeconomic program consideration

Labor Surplus Area	YES (2017)
Small Business	N/A
Women Owned	N/A
Minority Owned	N/A

The details provided in the Government Activity section are as reported to Dun & Bradstreet by the federal government and other sources.

Operations Data

As of 05/08/2017

Description: Foreign parent is EPI-USE Systems Ltd, George Town, Cayman Islands.

Provides computer related consulting (100%).

Terms are on a retainer plus additional billings on a contractual basis, on a fee basis and Net 30 days. Sells to manufacturers, commercial concerns and government. Territory : International.

Nonseasonal.

Employees: 135 which includes officer(s). 15 employed here.

Facilities: Rents 8,000 sq. ft. in a multi story steel building.

Location: Suburban business section on main street.

Special Events

As of 05/05/2017
On May 5, 2017, Amanda Badenhorst, Acct Mgr, verified that the correct parent company of the captioned business is EPI-USE Systems Ltd, George Town, Cayman Islands.

As of 10/04/2016
The Chief Executive Officer is now Philippus Piek.

Industry Data

SIC

Code	Description
73790200	Computer related consulting services

NAICS

Code	Description
541512	Computer Systems Design Services

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Family Tree

Parent

Epi-Use Systems Ltd
(D-U-N-S®:86-442-0948)
C/O Severeign (Cayman) Limited,
Anderson Square Building,
GEORGE TOWN,
KY

Subsidiaries Global

EPI - USE México, S.A. de C.V.; (D-U-N-S®:81-313-1430) Paseo Alexander Von Humbolt No. 43 A, Edificio Torre 1 Piso 1, NAUCALPAN, 53120, MX	Epi-Use Brasil Serviços em Sistemas Ltda.; (D-U-N-S®:89-982-9719) AKA: Epi-use Brasil Av. Engenheiro Luiz Carlos Berrini 550, conjunto 41 - sala 32, SAO PAULO, 04571-000, BR

Affiliates Global

EPI-USE LIMITED (D-U-N-S®:23-712-9304) AKA: EPI-USE Systems Brook House, 10 Church Terrace, RICHMOND, TW10 6SE, GB	MAGNISOL LIMITED (D-U-N-S®:89-609-9012) Dame Court, 41 Central Chambers, Dublin, IE

This list is limited to the first 25 branches, subsidiaries, divisions and affiliates, both domestic and international. Please use the Global Family Linkage Link above to view the full listing.

Financial Statements

Two Years Comparative Statement

	Fiscal Consolidated Dec 31 2012 USD	Interim Feb 28 2013 USD
Curr Assets	$17,356,707	$18,774,362
Curr Liabs	5,292,373	6,146,124
Current Ratio	3.28	3.05
Working Capital	12,064,334	12,628,238
Other Assets	432,016	190,402
Worth	12,476,350	12,798,640
Sales	42,196,601	7,142,890
Long Term Liab	20,000	20,000
Net Profit (Loss)	1,897,443	305,841

Key Business Ratios (Based on 10 establishments)

	This Business	Industry Median	Industry Quartile
Profitability			
Return on Sales	2.7	5.4	3
Return on Net Worth	8.7	29.0	4
Short Term Solvency			
Current Ratio	2.6	2.6	2
Quick Ratio	1.8	2.1	3
Efficiency			
Assets Sales	49.4	36.4	3
Sales / Net Working Capital	3.5	5.5	3
Utilization			
Total Liabs / Net Worth	57.5	59.3	2

As of 02/29/2016

Most Recent Financial Statement

Fiscal Consolidated statement dated FEB 29 2016:

Assets	USD	Liabilities	USD
Current Assets		**Current Liabilities**	
Cash	$8,644,089	Accts Pay	$1,447,961
Accts Rec	7,551,674	Accounts Payable-Related Party	924,469
Accounts/Notes Rec-Related Party	4,106,170	Accruals	5,027,700
Total Unbilled Receivable	1,829,968	Taxes	733,747
Deferred Taxes	296,600	Customer Deposits	912,471
Prepaid	1,099,632	**Total Current Liabilities**	**9,046,348**
Total Current Assets	**23,528,133**		
Non Current Assets		**Non Current Liabilities**	
Fixt & Equip	130,576	Deferred Taxes	38,000
Note Receivable-Related Party	1,157,506	COMMON STOCK	1,000
Other Assets	76,916	ACCUM OTHER COMPREHENSIVE LOSS	(400,699)
Total Assets	**24,893,131**	RETAINED EARNINGS	16,208,482
		Total Liabilities & Net Worth	**24,893,131**

As of 10/04/2016

From MAR 01 2015 to FEB 29 2016 annual sales $50,347,462; cost of goods sold $36,569,926. Gross profit $13,777,536; operating expenses $8,743,216. Operating income $5,034,320; other income $80,098; other expenses $2,835,501; net income before taxes $2,278,917; Federal income tax $903,831. Net income $1,375,086.

Statement Source
Prepared from statement(s) by Accountant: Warren Averett, LLC, Atlanta, Georgia.

Accountant's Opinion
The financial statement as submitted by the subject company was reviewed by the accountant.

Fixed assets shown net less $419,627 depreciation.

D&B has updated this report using available sources.

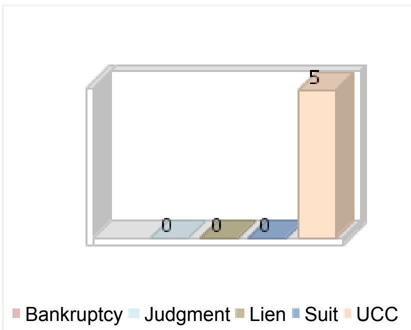
Indicators

Public Filings Summary

The following data includes both open and closed filings found in D&B's database on this company

Record Type	No. of Records	Most Recent Filing Date
Judgment	0	
Lien	0	
Suit	0	
UCC	5	06/04/2013

Public Filings



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

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Full Filings

UCC Filings

Collateral	Leased Computer equipment and proceeds	Latest Info Received	02/24/2011
Filing No.	2011 0416571	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	02/03/2011
Secured Party	DELL FINANCIAL SERVICES L.L.C., ROUND ROCK, TX		
Debtor	EPI-USE AMERICA INC.		

Collateral	Leased Computer equipment and proceeds	Latest Info Received	11/18/2010
Filing No.	2010 3752643	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	10/26/2010
Secured Party	DELL FINANCIAL SERVICES L.L.C., ROUND ROCK, TX		
Debtor	EPI-USE AMERICA INC.		

Collateral	Leased Computer equipment and proceeds	Latest Info Received	11/18/2009
Filing No.	2009 3371215	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	10/20/2009
Secured Party	DELL FINANCIAL SERVICES L.L.C., ROUND ROCK, TX		
Debtor	EPI-USE AMERICA INC.		

Filing No.	2008 3891254	Latest Info Received	12/19/2008
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Type	Original
Secured Party	BANK OF AMERICA, N.A., JACKSONVILLE, FL	Date Filed	11/21/2008
Debtor	EPI-USE AMERICA INC.		

Filing No.	2013 2125236	Latest Info Received	07/23/2013
Original UCC Filed Date	11/21/2008	Type	Continuation
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	06/04/2013
Secured Party	BANK OF AMERICA, N.A., JACKSONVILLE, FL	Original Filing No.	2008 3891254
Debtor	EPI-USE AMERICA INC.		

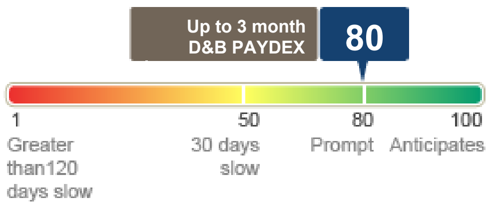
The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this report was printed. Additional UCC and SLJ filings for this company can be found by conducting a more detailed search in our Public Records Database.

Paydex

D&B PAYDEX®

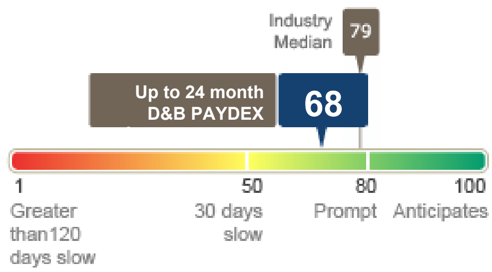
Shows the D&B PAYDEX scores as calculated up to 3 months and up to 24 months of payment experiences.

Up to 3 month D&B PAYDEX



When weighted by dollar amount, payments to suppliers average Within terms. Based on payments collected over last 3 months.

Up to 24 month D&B PAYDEX



When weighted by dollar amount, payments to suppliers average 17 days beyond terms. Based on payments collected up to 24 months.

When weighted by dollar amount, the industry average is 2 DAYS BEYOND terms.

- High risk of late payment (average 30 to 120 days beyond terms)
- Medium risk of late payment (average 30 days or less beyond terms)
- Low risk of late payment (average prompt to 30+ days sooner)

Payment Trend	unchanged *	**Total Payment Experiences for the HQ**	19	**Highest Now Owing**	$500
Payments Within Terms	84%	**Total Placed for Collection**	0	**Highest Past Due**	$0
Average High Credit	$21,107	**Largest High Credit**	$100,000		

* compared to payments three months ago

Payment Summary

The Payment Summary section reflects payment information in D&B's file as of the date of this report.

There are 19 payment experiences in D&B's file, with 5 experiences reported during the last three month period.
The highest Now Owes on file is $500. The highest Past Due on file is $0.

Top 10 Industries

Industries	Total Received	Total Amounts	Largest High Credit	Within Terms (%)	Days Slow (%)			
					0-30	31-60	61-90	90+
Misc business credit	2	$500	$500	100	0	0	0	0
Custom programming	1	100,000	100,000	50	0	50	0	0
Short-trm busn credit	1	45,000	45,000	100	0	0	0	0
Public finance	1	1,000	1,000	100	0	0	0	0
Mfg computers	1	750	750	0	100	0	0	0
Reg misc coml sector	1	250	250	100	0	0	0	0
Misc business service	1	250	250	100	0	0	0	0

Other Payment Categories

Category	Total Received	Total Dollar Amounts	Largest High Credit
Cash Experiences	11	$1,450	$750
Payment record unknown	0	0	0
Unfavorable comments	0	0	0
Placed for Collection	0	0	0

Detailed Payment History

Date Reported	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last Sale within(months)

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April 2017	Ppt	$500	$500	$0	Lease Agreemnt	1
	(002)	50	0	0	Cash account	4-5
March 2017	(003)	100	0	0	Cash account	1
	(004)	50	0	0	Cash account	1
February 2017	(005)Cash own option	50	0	0	N/A	1
October 2016	Ppt	250	0	0	N/A	6-12
	(007)Satisfactory	250	0	0	N/A	1
September 2016	Ppt	0	0	0	N/A	6-12
	(009)Cash own option	100	0	0	Cash account	1
July 2016	(010)	100	0	0	Cash account	1
	(011)	50	0	0	Cash account	6-12
June 2016	(012)	100	0	0	Cash account	1
	(013)	50	0	0	Cash account	1
May 2016	(014)	750	0	0	Cash account	1
March 2016	Ppt	45,000	0	0	N/A	6-12
February 2016	Slow 30	750	0	0	N/A	6-12
November 2015	(017)	50	0	0	Cash account	1
June 2015	Ppt-Slow 60	100,000	0	0	N/A	4-5
May 2015	Ppt	1,000	0	0	N/A	1

Lines shown in red are 30 or more days beyond terms

Payment experiences reflect how bills are met in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

EPI-USE Bank Reference

Bank of America, N.A. will respond to business credit inquiry requests through www.confirmation.com.

Valarie Asbury, Vice President
Relationship Manager
Business Banking
Bank of America Merrill Lynch
Bank of America, N.A.
GA1-006-03-41, 600 Peachtree St. NE, Atlanta, GA 30308
T 404.607.3879 F 972.728.4458
valarie.asbury@baml.com

Website: https://rm.bofaml.com/valarie.asbury/

ITN Specific Minimum Qualifications (Section 3.1.2)

To be considered responsible to perform the work, proposer must have the following qualifications. **Please limit your responses to Yes, No, or N/A and provided ALL requested documentation**.

A. Must have no less than two (2) years' experience in providing ERP solution(s) for governmental entities and must have successfully implemented ERP solution(s) for no less than three (3) government municipalities. For details, please complete Exhibit G. **YES**

B. Must be able to be supported on multiple operating systems and browsers **YES**

C. Must be able to supply ERP products incorporating robust and verifiable security features **YES**

D. Must provide and implement data migration services **YES**

E. Must provide and implement interface and integration services **YES**

F. Must provide and conduct training services **YES**

G. The service implementer must be able to provide key implementation services on-site at the City through use of an on-site implementation team. Proposers must provide experienced and qualified professionals with in-depth knowledge of ERP product(s) and service implementation. Include profiles of the proposed implementation team(s) in Tab 3, Company Introduction. **YES (INCLUDED)**

H. The service implementer must be a certified partner of the product manufacturer. Provide documentation in Tab 11, Certifications and Qualifications. **YES (INCLUDED)**

I. Must support all the source codes for customization and enhancements. **YES (INCLUDED)**

J. Must disclose any and all complaints or pending actions, legal or otherwise, against the Respondent within the last two (2) years **N/A**

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Functional Requirements (Exhibit 1)

Response: Please see the following page(s):

- Exhibit 1 Functional Requirements Excel Document

City's ERP Functional Requirements

1	Vendor Response - this column and criteria is only for vendor purposes when they submit their proposal	
2	R1.x refers to HR Requirements	
3	R2.x refers to Finance Requirements	
4	R3.x refers to Risk Requirements	
5	R4.x refers to General Requirements	

Vendor Response	Criteria	Description	Cost
S - Standard	Provided as a part of the base system	No Modification is required. Desired functionality is achieved through user configuration	Included
F - Future	Provide in the base of the next release	Provided in the next scheduled future release within 6 months at no additional cost	Included
T - Third-Party	Provided by third-party	Desired functionality is achieved through a third-party	Included
C1 - Customization Level1	Base will require some enhancements	Enhancements are classified as minor coding	$1,000 - $15,000
C2 - Customization Level2	Base will require minor coding	Minor custom coding	$15,001 - $35,000
C3 - Customization Level3	Base code needs modification	Substantial coding effort	$35,001 - $75,000
C4 - Customization Level4	Extensive modification to base code	Extensive coding effort	$75,001 - $100,000
N- Not Available	Does not include	Development not possible	Not included

Requirement ID	Requirement Description	Vendor Response	Is the functionality included in the proposed price (yes or no)	Name of the module that provides the functionality	If not included, provide the solution to capture the needed functionality (best-of-breed)	Version	Vendor Notes	Product/Preferred Service Implementer
R1.1	Ability to generate a report on remitted union dues (e.g., by year, month, employee, union, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.2	Ability to modify probation periods and to generate reminder alerts to supervisors before the probation period ends	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides the capbility to configure and fields and generate reminders through the use of rules	
R1.3	Ability to manage positions every fiscal year	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to allow those with permissions to create and manage Organization, Pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.4	Ability to manage job titles/subtitles of active and inactive classifications	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to allow those with permissions to create and manage Organization, Pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.5	Ability to make job descriptions available on intranet and City's website	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution allows display access to Organization, Pay and Job Structures as long as the correct permissions are set	

R1.6	Ability to assign pay grades to job classifications	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to allow those with permissions to create and manage Organization, Pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.7	Ability to manage pay plans and occupational index	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to allow those with permissions to create and manage Organization, Pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.8	Ability to manage internal/external salary analysis requests	T - Third Party	Provided by the customer	Provided by the customer				
R1.9	Ability to analyze salary analysis data	T - Third Party	Provided by the customer	Provided by the customer				
R1.10	Ability to upload compensation & "benchmark" market data into the system for each job classification	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to Import/Export Data where you can export the data, make changes, and import	
R1.11	Ability to request and track classification or position review from Class&Comp Review Panel (e.g., job audits, reorganizations, add/delete positions, reclassifications, title changes)	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.12	Ability to manage to the employee record (e.g., W4, Direct Deposit)	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution allows the HR resources to manage employee information and for employees to update their own data as needed while being limited by configuration settings	
R1.13	Ability to manage salary changes	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.14	Ability to create a future end date for employee's pay premium after an interim appointment is over (e.g., Acting and Special Assignment)	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.15	Ability to track pay studies	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.16	Ability to generate reports on third-party market salary data for salary analysis/job classifications ranges	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.17	Ability for employees in acting roles to view their assignment agenda	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple layers of authorizations to limit access to the tools and data as needed	
R1.18	Ability to automatically increase pay once an employee achieves a step in their progression plan	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.19	Ability to track employees recognized for special and annual merit awards	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.20	Ability to manage Performance Evaluations end-to-end and attached to the employee's personnel record	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	
R1.21	Ability for employees to view their DROP status	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central Need definition of DROP		b1805	Refer to SI Implementation Price Proposal	
R1.22	Ability to automatically increase and track supplemental pay premiums to employees based on labor agreements	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need. Solution also provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.23	Ability to manage pay grade range minimums and maximums in accordance to Policy C-6	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to allow those with permissions to create and manage Organization, pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.24	Ability to manage allowances (e.g. car, cell phone)	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.25	Ability to manage voluntary and involuntary separations end-to-end	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.26	Ability to manage the longevity process end-to-end in accordance to Policy B-4	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central		b1805	Refer to SI Implementation Price Proposal	
R1.27	Ability to search all job descriptions by specified parameters (e.g., pay grade, title, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.28	Ability to forward modified job descriptions for approvals	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides that ability to create rules and workflows based on data activity	
R1.29	Ability to manage a calendar displaying city holidays	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides manage Company Settings that allows for customization of all company specific items	
R1.30	Ability to generate a union membership eligibility report	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	

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R1.31	Ability to manage official written reprimands	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.32	Ability to manage the grievance process in accordance to Policy E-4	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution helps employees to create grievances, through the automated workflow. Managers and unions can follow through grievance steps and record the outcomes by referring to policies listed in the contracts by the unions and department of labor. These policies can be loaded in the solution and users can perform a multisearch across all contracts by unions/policy books.	
R1.33	Ability to attach multiple documents within a Grievance record	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Users can upload audio, video, pictures and documents as attachments at each step of grievance.	
R1.34	Ability to manage Request For Arbitration Panel Forms	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution provides the ability to request, schedule and track for arbitration and record outcomes in step by step meetings.	
R1.35	Ability to manage Paid Time Off (PTO) Request forms	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution provides the ability to manage modified and light duties data as well as time off with time codes. This is achieved through integration with leave management.	
R1.36	Ability to manage multiple FMLA letter templates	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides manage Company Settings that allows for customization of all company specific items	
R1.37	Ability to manage termination letters	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides manage Company Settings that allows for customization of all company specific items	
R1.38	Ability to generate reports based on specified parameters (e.g., grievances, terminations, etc.)	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution comes with KPI modeler where users can run report on any recorded data e.g. grievances, claims, terminations, disciplinary actions, etc.	
R1.39	Ability to manage cases (e.g., discipline, grievances, E.O., etc.) by status (e.g., open/closed, pending, 1st step, 2nd step, arbitration/appeal, etc.)	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution provides ability to record and update this information at each step of grievance giving users the real-time status of the case	
R1.40	Ability to manage public record requests adhering to FS119 Sunshine Laws and E.O. standards	C1 - Customization Level1	Yes	Need more details			Refer to SI Implementation Price Proposal	
R1.41	Ability to manage mandatory policy revisions	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	If a policy has changes the tools provided in the solution will allow for changes to all the elements of the policy	
R1.42	Ability to manage Exit Surveys (as part of separation with the organization)	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides manage Company Settings that allows for customization of all company specific items	
R1.43	Ability to generate a report on an employee record	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.44	Ability to manage employee status based on probationary period parameters	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.45	Ability to manage employee personal data changes	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.46	Ability to manage employment verifications requests from end-to-end	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.47	Ability to auto-populate employee-related fields on all forms	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.48	Ability to manage requests for Employee ID/Security badges	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.49	Ability to manage requests for parking cards and link to the employee record	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central		b1805	Refer to SI Implementation Price Proposal	
R1.50	Ability for employees to view their paystubs	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Employees have access to the data as designed to include information from other systems using links	
R1.51	Ability for employee to discontinue their Union dues	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution uses trigger notifications to update discontinuation with a union based on any trigger events such as change of departments/location/termination etc.	
R1.52	Ability to reserve city pool vehicles	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution allows to reserve city pool vehicles with minor configuration and a status overview	
R1.53	Ability to manage claims	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution has ability to record various type of claims	
R1.54	Ability to manage inventory materials	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution can integrate with the inventory management application to provide goods receipt and materials management details	
R1.55	Ability to manage division spendings	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution can be up to date with finance in S4 HANA or EC to provide invoice details and budgeting. We can also integrate with 3rd party finance products.	
R1.56	Ability to maintain documents attached to employee records	S - Standard	Yes	Sodales Labor Relations Solutions for SAP SuccessFactors		N/A	Solution allows the users to attach and store documents such as pdf, audio, video files etc.	
R1.57	Ability to track license certification compliance	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.58	Ability to send notifications of upcoming certification renewal due dates to employees and to their supervisors	S - Standard	Yes	SAP SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	

R1.59	Ability to maintain an organizational chart of all employees currently working for the city	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	The Org Chart is standard which can be displayed at any manager level. Some changes can be initiated directly from the Org Chart.	
R1.60	Ability to generate and track an "as of" headcount report	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.61	Ability to generate Employee Demographic reports based on specified parameters (e.g., age, gender, ethnicity)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.62	Ability to generate contract reports that adheres to federal, state, and local requirements	C1 - Customization Level1	Yes	Need more details		Refer to SI Implementation Price Proposal	
R1.63	Ability to calculate leave based on union contracts	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.64	Ability to generate an eligible retirement date report based on specified parameters (e.g., union contracts)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.65	Ability to provide a monthly update to the Union President on eligible employees' statuses due to promotion, retirement, termination, and/or transfer	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.66	Ability to track and administer if users of a specific group (or all users) to read an HR policy and then take a quiz to score their understanding	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.67	Ability to establish a Personal Critical Leave Bank system and enforce policies related to Policy L-3	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Additional details are needed in order to provide a more complete explanation and confirmation about standard functionality within SuccessFactors EC that may be able to be used to satisfy this requirement	
R1.68	Ability to apply maximum cap restrictions on vacation and/or PTO leave hour balances in adherence to Policy L-3 and L-4	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.69	Ability to monitor employees who have separated from the organization by limiting their access to only viewing their W2s up to year after separation	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.70	Ability to create, track, modify and archive Tuition Reimbursement Requests	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.71	Ability for employees to receive tuition reimbursements in adherence to Policy B-1 and the State of Florida's University system credit-hour reimbursement rates	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central	b1805	Refer to SI Implementation Price Proposal	
R1.72	Ability to manage and track tuition reimbursements contingent on employee status	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.73	Ability to categorize educational reimbursement requests into distinct subcategories such as: tuition, lab fees, and books	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides the ability to create picklists for categories of most data fields	
R1.74	Ability to create an educational reimbursement requests as per the rules of Policy B-1	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central	b1805	Refer to SI Implementation Price Proposal	
R1.75	Ability to restrict/deny access for those employees who have not met the educational reimbursement criteria	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need. Security settings with the solution can be configured to limit who can initiate reimbursement requests	
R1.76	Ability to track and manage educational reimbursements fund portfolio and adhere on a first-come-first served basis	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Additional details are needed in order to provide a more complete explanation and confirmation about standard functionality within SuccessFactors EC that may be able to be used to satisfy this requirement	
R1.77	Ability for employees to electronically upload educational reimbursements	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution allows the users to create requests, route for approval and attach and store documents	
R1.78	Ability to manage a calendar of training course offerings	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.79	Ability to post advertisements and notify employees about upcoming/required trainings courses	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	

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R1.80	Ability to manage requests for trainings	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.81	Ability to manage e-learning training courses	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.82	Ability to manage certifications and re-certifications for job-related licenses	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.83	Ability to integrate with third party training course offerings and class materials from multiple vendors	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.84	Ability to add trainers to training classes	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.85	Ability for employees to volunteer to conduct training courses	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.86	Ability to maintain training materials	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.87	Ability to track class enrollment vs class attendance	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.88	Ability to notify employees once class registrations are approved	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.89	Ability to manage locations for classes and meetings	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.90	Ability to manage evaluation surveys to class attendees	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.91	Ability to manage the Performance Evaluation process from end-to-end	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	
R1.92	Ability to conduct disciplinary action trainings	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.93	Ability to capture 360 degree feedback for performance evaluations (e.g., documentation tool for comments)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	
R1.94	Ability to align performance evaluation goals with the organizational goals	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	
R1.95	Ability to perform skills/competency assessments for different job positions	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	

R1.96	Ability to maintain a performance evaluation matrix in real-time	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	
R1.97	Ability to attach outside certificates into an employee records	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution allows the users to attach and store documents such as pdf, audio, video files etc.	
R1.98	Ability for employees to view training videos	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.99	Ability to view a progress report (% complete) for an employee taking an on-line course	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.100	Ability to manage quizzes and tests	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.101	Ability to manage training course pre-requisites	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.102	Ability to provide multiple language capabilities	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.103	Ability for managers to allow or deny training requests before enrollment is finalized	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.104	Ability to notify enrollees their registration has been either approved or transferred to waiting list	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.105	Ability to notify enrollees confirming enrollment	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.106	Ability to maintain waiting list for training classes	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.107	Ability to track training attendance online	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.108	Ability to manage a training module dashboard	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.109	Ability to maintain employee training records per Chapter 119 of the Florida Statutes	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.110	Ability to conduct training on mobile devices	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Additional details are needed in order to provide a more complete explanation and confirmation about standard functionality within SuccessFactors EC that may be able to be used to satisfy this requirement	
R1.111	Ability to provide online learning community features	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	

R1.112	Ability to provide gamification capabilities	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.113	Ability for employees to download certificates of completion	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.114	Ability to manage onboarding checklists	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.115	Ability to maintain the status of the Supervisor Progression Through Training and Progression Through Training	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.116	Ability to conduct workforce planning analysis including needs analysis, competency framework and managing talent pools	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.117	Ability to automatically assign learning plans to individual employees or groups by job title or group membership	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.118	Ability to maintain inventory control of L&OD specific materials	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.119	Ability to manage the learning budget	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R1.120	Ability to maintain a pool for all external candidate applications for future reference	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.121	Ability to generate application templates based on the job descriptions	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.122	Ability to create and forward job descriptions for approval	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.123	Ability to manage the Personnel Requisition Action Form (PRAF)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.124	Ability to track the candidate's status through the selection and hiring process	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.125	Ability to manage the recruitment plan (e.g., advertisement, screening criteria, interview questions, assessments and interview panel)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.126	Ability to advertise a job internally and externally	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.127	Ability to maintain specific parameters for job advertisements	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.128	Ability to search internal and external talent pipelines	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	

R1.129	Ability to distribute job advertisements to relevant sourcing channels and post electronically on the core government sites, employment page, job boards, social media, etc.	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.130	Ability to maintain external third-party vendors and recruitment partners	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.131	Ability for internal and external candidates to apply for vacancies	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.132	Ability to share the screened applications with hiring manager	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.133	Ability to perform wild card and advanced filtered searches on job applications	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.134	Ability for applicants to sign-up for interview/test slots	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.135	Ability for hiring manager to upload interview notes/outcomes, administer written tests/exams incl. weights and scores and send interview documents including recommendation to HR	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.136	Ability to integrate with background check vendors	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.137	Ability to maintain background check vendor contact info, services offered and cost data	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.138	Ability to manage background checks and educational verifications attached to an employee record	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.139	Ability to request internal/external salary analysis	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	See item R1.8	
R1.140	Ability to notify candidates of selection outcome	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.141	Ability to manage job offers	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.142	Ability to integrate with an applicant tracking system	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.143	Ability to attach position descriptions to employee records	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to allow those with permissions to create and manage Organization, Pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.144	Ability to maintain an employee's position history	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution automatically retains history information on all employee data that can be easily displayed in the employee profile	
R1.145	Ability to manage promotions, demotions and lateral transfers	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.146	Ability to maintain reports on preferred vendor data	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.147	Ability to maintain and track temporary hire data (e.g., contract, seasonal, temp-to-time limited, city temps, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides configuration of multiple dates in the employment information which are available in the Report Center	
R1.148	Ability to conduct analytical wild card searches on employee data (e.g., core competencies, licenses held, educational background, experience, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	

R1.149	Ability to manage demographic reports (e.g., age, gender, ethnicity, etc.) on applicants in adherence to EO guidelines	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.150	Ability to adhere to the Florida Department of Revenues' (Welfare Reform Act Federal Requirement, Florida Statue 409) new hire policies	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.151	Ability to electronically capture and upload employee-signed documents to the employee's record	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution allows the users to attach and store documents such as pdf, audio, video files etc.	
R1.152	Ability to capture time-to-fill metrics; including time between each stage of the process	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.153	Ability for applicants to update or edit profiles	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.154	Ability for applicants to update their application during advertising period	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.155	Ability to manage EHS authorizations	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides security to define authorizations at data level and employee data	
R1.156	Ability to manage and track new hire approvals	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.157	Ability to manage and track salary approvals electronically	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.158	Ability to manage and track online pre-employment testing	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.159	Ability to distribute a web-based link to candidates for pre-employment testing	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.160	Ability to send notifications to applicants who claim veterans preference	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.161	Ability for unselected applicants to update or edit application after submitted	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.162	Ability to conduct video interviews	T - Third Party	No	We can integrate with any third party video interview provider			
R1.163	Ability to establish evaluated competencies as part of the prescreening process	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.164	Ability to "auto-score" applicants	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a complete Recruiting solution that allows for configuring solutions to communicate job openings, engage top talent, track applicants and process all candidates through the selection process using customer defined notifications, workflows and rules.	
R1.165	Ability to manage leave request (e.g., leave of absence, PTO, etc.) from end-to-end	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows, rules are configured to trigger these activities based on need	
R1.166	Ability to manage leave accrual rates based on employment status and years of service, etc.	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides the ability to manage modified and light duties data as well as time off with time codes. This is achieved through integration with leave management.	
R1.167	Ability to put an employee <u>on the new PTO leave system</u> who does not have a sufficient accrued PTO balance to cover an unscheduled leave event in "leave without pay" status for the first 16 hours	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides the ability to manage modified and light duties data as well as time off with time codes. This is achieved through integration with leave management.	
R1.168	Ability to adhere to the overtime policies/rules	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool for Time Management which allows the set up of accruals and time codes with the use of rules, workflow, and notifications	
R1.169	Ability to notify eligible FMLA employees when their leave is about to be exhausted	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		Solution provides the ability to manage modified and light duties data as well as time off with time codes. This is achieved through integration with leave management.	
R1.170	Ability to restore the tenure of service of any laid-off employee recalled in adherence to Policy E-5	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides the ability to manage modified and light duties data as well as time off with time codes. This is achieved through integration with leave management.	

R1.171	Ability to manage job descriptions	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to allow those with permissions to create and manage Organization, Pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.172	Ability to conduct interim pay studies	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.173	Ability to manage a Performance Management dashboard	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	
R1.174	Ability to manage end-to-end hiring process	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.175	Ability to identify "benchmark" jobs, positions, and individuals critical to the organization	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.176	Ability to manage suitable successors for "benchmark" jobs, positions, and individuals based on different types of competencies	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Managed through SuccessFactors Succession & Development	
R1.177	Ability to manage a library of re-usable objectives	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Objective Management that allows for the configuration objectives and templates	
R1.178	Ability to assign specific objectives to employees based on defined criteria	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Objective Management that allows for the configuration objectives and templates	
R1.179	Ability to manage personal scorecards for performance related criteria	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides tools for Performance Management that allows for the configuration of Performance Evaluations. This is then used to create an evaluation with workflow if needed and will save the results to the employee record when completed	
R1.180	Ability to manage a centralized data center for all employee related data (e.g., salaries, leaves, disciplinary actions, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Additional details are needed in order to provide a more complete explanation and confirmation about standard functionality within SuccessFactors EC that may be able to be used to satisfy this requirement	
R1.181	Ability to manage a Frequently Asked Questions or Help Page for end-user support (e.g., chat)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Custom Help screens can be created and launched directly from the solution providing an intuitive user experience without having to spend time searching for answers.	
R1.182	Ability to manage the separation process from end-to-end (e.g., separation checklist)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.183	Ability to manage claims in the employee record	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central	b1805	Refer to SI Implementation Price Proposal	
R1.184	Ability to integrate with the employee directory	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a Directory that reads data from employee files and has robust search capability	
R1.185	Ability to manage employee checklist (e.g., onboard)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.186	Ability to maintain full-time employee allotments in adherence to City's Commission's budget approval	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central	b1805	Refer to SI Implementation Price Proposal	
R1.187	Ability for employees to sellback unused PTO hours	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool for Time Management which allows the set up of accruals and time codes with the use of rules, workflow, and notifications	
R1.188	Ability to manage employment surveys	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.190	Ability to manage affirmative action requirements	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides all of the necessary functionality to be in compliance with federal laws and regulations. Additionally, SuccessFactors is continually updated as the laws are updated so that customers remain in compliance.	
R1.191	Ability to manage union contracts (e.g., effective dates, etc.)	C1 - Customization Level1	Yes	Contracts are not managed in cloud HCM		Refer to SI Implementation Price Proposal	
R1.192	Ability to create, modify and administer surveys	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.193	Ability to create and maintain a position and position history with an approval workflow (e.g., title, description, salary schedule, position qualifications, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.194	Ability to refer to designated reference guide as per union contracts	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.195	Ability to assign and track merit increases and performance bonuses	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R1.196	Ability manage employee's total rewards statements in real-time	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provided by SuccessFactors Compensation	

R1.197	Ability to track the level of security clearance required for positions	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a tool to allow those with permissions to create and manage Organization, Pay and Job Structures as well as Import/Export Data to handle large amounts of transactions	
R1.198	Ability to manage salary schedules in adherence to union contracts	C1 - Customization Level1	Yes	SAP SuccessFactors Employee Central.	b1805	Refer to SI Implementation Price Proposal	
R1.199	Ability to manage retroactive pay adjustments	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provided by Employee Central Payroll	
R1.200	Ability to analyze and determine termination cost payouts	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provided by Employee Central Payroll	
R1.201	Ability to calculate cost of remaining payrolls in the year (e.g., fund, department, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provided by Employee Central Payroll	
R1.202	Ability to manage internal equity request	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provided by SuccessFactors Compensation	
R1.203	Ability to manage job audit requests	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.204	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly etc.) showing data metrics for specified parameters (e.g., headcount, job titles, positions, applicant data, new hires, rehires, separation, unemployment, trainings, performance management, compensation adjustments, etc.)	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R1.205	Ability to plot high performance and potential matrixes to conduct and track succession planning	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Managed through SuccessFactors Succession & Development	
R1.206	Ability to group and align training courses to create curriculum paths	S - Standard	Yes	SAP SuccessFactors Employee Central	b1805	Solution provides a robust set of tools for Employee Learning & Development that allows for the configuration of actions, data updates, notifications, workflows and rules which are set up based upon your specific needs. The solution will save to the employee record when process is complete	
R2.1	Ability to mange the Payroll process from end-to-end (e.g., run Payroll - Active Employee & Retiree)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805	Activation of Payroll Control Center	
R2.2	Ability to send Payroll notifications when an employee is no longer working for the City prior to release of final pay	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.3	Ability to manage changes to the employee record (e.g., W2, W4, employee access, position changes, etc..)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.4	Ability manage payroll adjustments and deductions (e.g. add awards, reimbursements, loans, programs, etc.)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.5	Ability to manage timesheets from end-to-end	S - Standard	Yes	SAP SuccessFactors Payroll	b1805	SAP SuccessFactors powered by Workforce Software	
R2.6	Ability for system to adhere to leap year	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.7	Ability to verify leave balances during time entry for payroll processing	S - Standard	Yes	SAP SuccessFactors Payroll	b1805	SAP SuccessFactors powered by Workforce Software	
R2.8	Ability to verify accounting on timesheets for payroll processing (e.g., multiple Labor Distributions)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805	SAP SuccessFactors powered by Workforce Software	
R2.9	Ability to manage (i.e., create and pay) child support and garnishment payments to various state agencies	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.10	Ability to manage checks including manual checks	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.11	Ability to process supplemental payments for allowances	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.12	Ability to process pension rollovers into qualifying pension plans	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.13	Ability to create W2s	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.14	Ability to distribute W2s to employees based upon their choice (paper or electronic)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.15	Ability to electronically file W2s to the Social Security Administration	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.16	Ability to calculate Final Average Earnings based on parameters (e.g., Highest earnings over 36 months, 48 months or 60 months)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805	Custom report may need to be developed for this in Employee Central Payroll - Low to medium complexity.	
R2.17	Ability to calculate payroll tax totals for 941 (i.e., IRS Payroll Taxes for Active Employees)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.18	Ability to calculate and file payroll tax totals for 945 (i.e., IRS Payroll Taxes for Retirees)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		
R2.19	Ability to prepare forms and file 941 (i.e., IRS Payroll Taxes for Active Employees)	S - Standard	Yes	SAP SuccessFactors Payroll	b1805		

R2.20	Ability to create and distribute 1099 to retirees and vendors based upon their choice (paper or electronic)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.21	Ability to process payroll based on City policies	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.22	Ability to manage multiple Pay Cycles	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.23	Ability to manage multiple Payroll groups (GG and GRU)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.24	Ability to manage multiple Payroll numbers (GG and GRU)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.25	Ability for accounting to be charged based on position	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.26	Ability to automatically calculate, track, and distribute OT based on policy	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.27	Ability to automatically calculate and post retro pay based on changes to employee records	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.28	Ability to assign OT rules based on employees hire date (e.g., pensionable OT vs non-pensionable OT)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.29	Ability to automatically award leave bonuses based on sick leave non-use	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.30	Ability to automatically reduce leave balance on employees anniversary to an amount based on years of service (e.g., leave cap of 240 hrs. for employees with 20 yrs. of service)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.31	Ability to automatically transfer leave from PTO to PCLB on employees anniversary based on years of service	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.32	Ability to automatically adjust leave accruals based on years of service	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.33	Ability to automatically move a defined amount of leave accrual to a PCLB	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.34	Ability for employees to request leave sellback and the system check eligibility and post to the correct pay period	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.35	Ability to add pay without reducing base pay (e.g., active assignments)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.36	Ability for system to validate and reduce base pay when other pay is entered (e.g., leave)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.37	Ability for employees to donate leave to other employees	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.38	Ability for payroll department to manage non-cash fringe benefits	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.39	Ability to manage W2 boxes based on pay/deduction codes	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.40	Ability to calculate pay and withholdings based on IRS tax changes	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.41	Ability to automatically limit garnishments based on Department of Labor rules	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.42	Ability to automatically calculate gross up payment amounts (e.g., moving expenses)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.43	Ability to accrue leave based on City policies	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.44	Ability to set incremental deductions to employee pay based on City approved claims	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.45	Ability to scan and attach documents to transactions	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.46	Ability to manage documents (e.g., index, upload, attach, retain, scan, etc.)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.47	Ability to rank or prioritize deduction order from the pay of any employee for any payroll period in which the employee's net earnings for that period, after other deductions, are less than the amount of the deductions needed	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.48	The ability to track FMLA hours used by an employee each calendar year	S - Standard	Yes	SAP SuccessFactors Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R2.49	Ability to Reconcile	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.50	Ability to wire to IRS	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				

R2.51	Ability to calculate mass depreciation for financial reporting	S - Standard	Yes	SAP S/4 HANA -Asset Management				
R2.52	Ability to manage inventory	S - Standard	Yes	SAP S/4 HANA Inventory Management				
R2.53	Ability to manage fixed assets (e.g., transfer between funds, departments etc.) including history	S - Standard	Yes	SAP S/4 HANA - Asset Management				
R2.54	Ability to maintain (e.g., location, serial numbers, model numbers, descriptions),(increase/ decrease) the value of a fixed asset	S - Standard	Yes	SAP S/4 HANA -Asset Management				
R2.55	Ability to remove and delete a zero dollar fixed asset	S - Standard	Yes	SAP S/4 HANA -Asset Management				
R2.56	Ability to remove components from assets and apply replacement component	S - Standard	Yes	SAP S/4 HANA -Asset Management				
R2.57	Ability to track retainage pay	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.58	Ability to assign commodity codes to vendors	S - Standard	Yes	SAP S/4 HANA -AP/IM/MM				
R2.59	Ability to view and print vendor transaction history	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.60	Ability to electronically approve payment request	S - Standard	Yes	SAP S/4 HANA -Accounts Payable			SAP workflow needs to be implemented.	
R2.61	Ability to manage payment requests (e.g., by decentralized department, by vendor etc.) and attach supporting documentation (e.g., invoices, packing slips, receipts, shipping docs and contracts)	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.62	Ability to process (in part or whole), reject, suspend, and void hold payment requests	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.63	Ability to schedule payments for processing	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.64	Ability to create and accommodate electronic bank files (e.g., ACH, EFT, Wire etc.)	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.65	Ability to manage vendor withholdings (e.g., calculate pay, hold and track retainage)	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.66	Ability to pay payroll deductions to third parties (e.g., Child support, garnishments)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.67	Ability to track and retain historical vendor information	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.68	Ability to set payment date information	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.69	Ability to adjust vendor payment dates	S - Standard	Yes	SAP S/4 HANA -Accounts Payable				
R2.70	Ability to run salary and benefit reports by payroll chart of accounts elements (e.g., employee, fund, unit, etc.)	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.71	Ability to drill down on budget lines to determine actual activity (e.g., journal entries, budget transfers, etc.)	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.72	Ability to produce financial/operating plans (e.g., budget documents)	S - Standard	Yes	SAP S/4 HANA -General Ledger				
R2.73	Ability to track budget vs actuals	S - Standard	Yes	SAP S/4 HANA -All				
R2.74	Ability to calculate salary and benefits	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.75	Ability to manage budget decrements/increments	S - Standard	Yes	SAP S/4 HANA - Controlling			Planning is financial estimate to prepare the organization for the future possible situations that it is likely to face in the environment in which it operates. This is done at the GL account level. Budgeting is a control process to ensure that actual expenses do not exceed the assigned limit for a type of expense	
R2.76	Ability to track changes to the budget (e.g., budget transfers and amendatory budget)	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.77	Ability to manage Chart of Accounts elements	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.78	Ability to activate and deactivate budget lines	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.79	Ability to automatically forecast budgets (e.g., auto- based on prior/current YTD totals)	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.80	Ability to add and track supporting documentation (attachments) to budget transactions	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.81	Ability to complete, edit, approve and input budget transactions	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.82	Ability to budget and track multi year capital improvement projects	S - Standard	Yes	SAP S/4 HANA Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.83	Ability to authorize positions and edit FTE count	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.84	Ability to calculate salary based on employee position change status	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		
R2.85	Ability to distribute, assign and allocate position costs	S - Standard	Yes	SAP SuccessFactors Payroll		b1805		

R2.86	Ability to budget by various parameters (e.g., program/activity)	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.87	Ability to maintain and track budget versions	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.88	Ability to apply inflators to various Chart of Account elements	S - Standard	Yes	SAP S/4 HANA - Controlling			Assuming those are inflators to existing planning or actual numbers	
R2.89	Ability to maintain, edit and report from real-time dashboards	S - Standard	Yes	SAP S/4 HANA - All				
R2.90	Ability to export real-time budget data to various document formats (e.g., Microsoft Suite)	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.91	Ability to send and receive budget notifications	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.92	Ability to do budget rounding	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.93	Ability to budget revenues and expense	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.94	Ability to budget and track grant agreements	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Grants Management	
R2.95	Ability to manage budget controls	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.96	Ability to manage changes to specific budget line items	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.97	Ability for departments to directly enter their own proposed budget	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.98	Ability to track departments proposed budget	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.99	Ability to categorize budget transactions by change type (e.g., activated, deactivated, new and amended)	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.100	Ability to manage budget carry forward and year end closeout process	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP S/4 HANA - Controlling in combination with SAP Funds Management	
R2.101	Ability to capture and record revenue	S - Standard	Yes	SAP S/4 HANA - Controlling/Sales Planning/Profitability Analysis				
R2.102	Ability to capture and record expenses	S - Standard	Yes	SAP S/4 HANA - All				
R2.103	Ability to generate/automatically populate and maintain standard grantee financial documents (e.g., SF425)	C1 - Customization Level1	This would be a report that would be included in the RICEFS and yes - the tools required to write a report like this is included in the pricing	SAP S/4 HANA	Please refer to SI proposal		SAP Grants Management Module and Reporting	
R2.104	Ability to view all Chart of Accounts parameters in all system outputs (e.g., trial balance, reports, etc.)	S - Standard	Yes	SAP S/4 HANA - General Ledger/Controlling				
R2.105	Ability to retrieve account end balances (e.g., expense, revenue, balance sheet, dept., fund)	S - Standard	Yes	SAP S/4 HANA - General Ledger/Controlling				
R2.106	Ability to produce detailed trial balance	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.107	Ability to produce general ledger	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.108	Ability to produce summary trial balance	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.109	Ability to create custom financial statements (e.g., expenditure trends, managerial)	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.110	Ability to manage journal entry templates	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.111	Ability to create, modify and delete a journal entry (e.g., standard, auto-reversing, recurring, etc.)	S - Standard	Yes	SAP S/4 HANA - General Ledger			In SAP, for compliance reasons, no deletion of JE's can occur but they can be easily reversed.	
R2.112	Ability to enter a journal entry from an outside source	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.113	Ability to have a payroll clearing fund	S - Standard	Yes	SAP s/4 HANA - General Ledger/Human Resources				
R2.114	Ability to interface with banking institution	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			SAP Treasury, Banking and Accounts Payable	
R2.115	Ability to do a soft year end close	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.116	Ability to do month end closes	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.117	Ability to create and maintain account classification (e.g., asset, liability, equity, expense, revenue, etc.)	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.118	Ability to do automated year end accrued payroll based on days	S - Standard	Yes	SAP S/4 HANA - General Ledger/Human Resources				
R2.119	Ability to manage and track grant life cycle end-to-end (e.g., application, award, close) and attach supporting documentation	S - Standard	Yes	SAP S/4 HANA - Treasury			SAP Grants Management	
R2.120	Ability to generate reconciliation reports	S - Standard	Yes	SAP S/4 HANA - All				
R2.121	Ability to accept various payment methods (e.g., online, in person) and types (e.g., cash, card)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.122	Ability to integrate with cashiering systems (e.g., Inovah)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			SAP Intgration with Cashiering systems (SAP POS)	
R2.123	Ability for all payment terminals to update cashiering system in real time	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			SAP Intgration with Cashiering systems (SAP POS)	

R2.124	Ability for cashiering system to update financial system in real time	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			SAP Intgration with Cashiering systems (SAP POS)	
R2.125	Ability to receive notifications (e.g., when recurring about receivables are about to expire)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable			Reporting is standard approach. Workflow can be used as well if auto email is desired.	
R2.126	Ability to attach/view supporting documentation relating to payments (e.g., applications for parking decals/citations, business tax, landlord licensing, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			SAP Contract Accounts Receivable and Payable	
R2.127	Ability for customers to upload supporting documentation relating to type of payment (e.g., applications for parking decals/citations, business tax, landlord licensing, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			SAP Contract Accounts Receivable and Payable	
R2.128	Ability to calculate invoice due date	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.129	Ability to manage user accounts in the cashiering system	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.130	Ability to write-off invoices/accounts receivable	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable			SAP Contract Accounts Receivable and Payable	
R2.131	Ability to override/edit accounting values on payments (e.g., if a payment is allocated to a wrong account) and reflect edits in all related areas	S - Standard	No	SAP S/4 HANA - Accounts Payable/Receivable			SAP not allow to edit dollars on posted documents by design. Posted docs have to be reversed and entered correctly with a doc.	
R2.132	Ability to manage invoices/accounts receivable in real time	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.133	Ability to receive and automatically modify/update invoices for payments (e.g., partial, line item, whole) and maintain history	S - Standard	No	SAP S/4 HANA - Accounts Payable/Receivable			SAP not allow to edit dollars on posted documents by design. Posted docs have to be reversed and entered correctly with a doc.	
R2.134	Ability to send and receive information with 3rd Party Vendor Applications (e.g., Business Tax, Landlord Licensing, Innoprise, T2 Flex etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			That's is, SAP can communicate with 3rd party service to handle docs	
R2.135	Ability to track payments (e.g., mail-in, walk-in, only, wires, inter-departmental	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.136	Ability to track parking decals (e.g., commercial, service, visitor, temporary and zone)	C1 - Customization Level1	Yes	SuccessFactors Employee Central		b1805	Refer to SI Implementation Price Proposal	
R2.137	Ability to track/update fee increases on receivables with or without invoice (escalation of a parking citation, decals, landlord licensing and business tax) contingent on the increased fee schedule	C1 - Customization Level1	Yes	SuccessFactors Employee Central Payroll		b1805	Refer to SI Implementation Price Proposal with SAP Contract Accounts Receivable and Payable functionality	
R2.138	Ability to issue credits (outside sources) and maintain history	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.139	Ability to automate online credits (Jet pay, iNovah, MPS, Webapps, T2 Flex) and maintain history	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.140	Ability to search previous payments/customer history by various parameters (e.g., amount, date, invoice number, customer, account number, etc.)	S - Standard	Yes	SAP S/4 HANA - General Ledger/Accounts Payable/Receivable				
R2.141	Ability to view disputed parking citations	S - Standard	Yes - if the parking citations are entered into SAP as a document with an associated AR record these would be accessible in the system	SAP S/4 HANA - Accounts Receivable				
R2.142	Ability to acknowledge decal application, process payment and issue decal	S - Standard	Yes	SAP S/4 HANA - Sales and Accounts Receivable				
R2.143	Ability to receive payment notifications (e.g., when a payment is received)	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.144	Ability to prevent duplicate online payments (e-services) between 3rd party system and the financial system	S - Standard	Yes	SAP S/4 HANA -Accounts Payable/Bank Account Management				
R2.145	Ability to adjust, cancel and void payments	S - Standard	Yes	SAP S/4 HANA -Accounts Payable/Bank Account Management				
R2.146	Ability to text/email sales receipt	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.147	Ability to automate delinquent parking citation notifications	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable			SAP Contract Accounts Receivable and Payable	
R2.148	Ability to calculated and collect business taxes in compliance with state and local laws and issue required documents	S - Standard	Yes	SAP S/4 HANA - General Ledger/Tax			SAP Contract Accounts Receivable and Payable	
R2.149	Ability to correct document entry errors without changing the original transaction date (maintain history)	S - Standard	Yes	SAP S/4 HANA - All			Only text items can be changed. No amounts, org info, etc. can be changed. This is by design. See answers above for more detail	

R2.150	Ability to suspend and resume a transaction	S - Standard	Yes	SAP S/4 HANA - All			SAP Parking transactions	
R2.151	Ability for the online portal to "shopping cart" payments (e.g., business tax and parking citation in a single transaction)	S - Standard	Yes	SAP S/4 HANA - SRM				
R2.152	Ability to create zero dollar payments for tax exempt (e.g. senior citizens that don't pay but still need to receive a receipt)	S - Standard	Yes	SAP S/4 HANA -Accounts Payable/BAM				
R2.153	Ability to upload, add and delete digital documents (e.g. receipts, invoices)	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.154	Ability to be in compliance with payment card industry (PCI) Standards	S - Standard	Yes					
R2.155	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly etc.) showing data metrics for procurement parameters (e.g., encumbrances, purchase order status, contract status, vendor, vendor performance, internal departmental requests for goods and service (requisitions), solicitation status & responses, commodity code, workflow timing etc.)	S - Standard	Yes	SAP S/4 HANA -Materials Management/General Ledger				
R2.156	Ability to create, modify, (e.g., funding distribution, line items, description etc.) delete, close and print various types (e.g. standard, regular, blanket, multi- year etc.) of Purchase Orders	S - Standard	Yes	SAP S4 HANA - Procurement				
R2.157	Ability to upload and modify supporting Purchase Order documents (e.g., contract, bid record, commission agenda item etc.) and maintain for the retention period as per regulations (e.g., FL Statue and Sunshine Law)	S - Standard	Yes	SAP S4 HANA - Procurement				
R2.158	Ability to group Purchase Orders by Fiscal Year and designated date (e.g., close PO or leave open for new FY and as desired etc.)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.159	Ability to electronically authorize and distribute Purchase Orders	S - Standard	Yes	SAP S/4 HANA - Materials Management			SAP workflow functionality	
R2.160	Ability to retrieve signed Purchase Orders/Contracts in various document formats (e.g., PDF, etc.)	S - Standard	Yes	SAP S/4 HANA -Materials Management				
R2.161	Ability to receive, record and tabulate (e.g., price, unit, volumes) solicitation response documentation and capture basic information (e.g., bidder name, address, contact info, status, etc.)	S - Standard	Yes	SAP S/4 HANA - Materials Management			SRM - SAP Procurement for Public Sector	
R2.162	Ability to publish end-to-end solicitation process (e.g., original and updates) via different sources per FL Statue and Policy	S - Standard	Yes	Materials Management			SRM - SAP Procurement for Public Sector	
R2.163	Ability to create, distribute and track (internal and external (incl. vendors) notifications in various forms (e.g., email, letter) (e.g., change of bid date, pre bid meeting date, addenda, etc.)	S - Standard	Yes	Materials Management				
R2.164	Ability to track (date/time) vendor notifications	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.165	Ability to track (date/time) plan holders (e.g., vendors who have obtained supporting bid documentation)	S - Standard	Yes	SAP S/4 HANA -Materials Management/Accounts Payable				
R2.166	Ability to track supplemental vendors	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.167	Ability to create, track and modify requisitions (e.g., supplies, services, equipment, etc.)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.168	Ability to interact with 3rd Party Purchasing Solicitations Solution (e.g., Demand Star)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.169	Ability for vendors to complete online vendor registration/application	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable			SRM - SAP Procurement for Public Sector	
R2.170	Ability to create, modify and maintain purchasing templates	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.171	Ability to pre populate documents (e.g., bids, purchase orders)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable			SRM - SAP Procurement for Public Sector	

R2.172	Ability to manage electronic project documents (e.g., bid document, addenda, submittals, dept. backup documentation, bid record, bid award recommendation, purchase orders, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.173	Ability to interact with 3rd party Purchasing Card applications (e.g., Bank of America VISA Works)	S - Standard	Yes	Materials Management				
R2.174	Ability to reject Purchasing Card Transactions	S - Standard	Yes	Materials Management				
R2.175	Ability to manage Purchasing Card Transaction	S - Standard	Yes	Materials Management				
R2.176	Ability to enter/upload and track (project, purchasing contracts) and all related documents	S - Standard	Yes	SAP S/4 HANA - General Ledger/Materials Management/Project Systems			SRM - SAP Procurement for Public Sector	
R2.177	Ability to wild card search uploaded documents (e.g., by contract number, requisition number, vendor, contract criteria, contract description, assigned buyer, etc.)	S - Standard	Yes	SAP S/4 HANA _ General Ledger/Materials Management				
R2.178	Ability to manage commodity codes to classify procured products and services (e.g., NAICS, NIGP, internally created codes)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.179	Ability to enable centralized purchasing (e.g., capturing and tracking real-time analytics to determine business needs, find strategic sourcing, contract management, vendor performance/ management, internal electronic requisitions, e procurement, cost analysis, market supply assessments, etc.)	S - Standard	Yes	SAP S/4 HANA - Materials Management/Accounts Payable/Analytics				
R2.180	Ability to receive, approve, reject, modify electronic requisitions (internal requests for procurement services)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.181	Ability to track requisitions and purchase order status (e.g., open, closed, rejected, cancelled, pending, on bid)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.182	Ability to track solicitation status (e.g., open, closed, rejected, cancelled, pending, on bid)	S - Standard	Yes				SRM - SAP Procurement for Public Sector	
R2.183	Ability to track and indicate vendor performance and compliance on various parameters (e.g., accuracy, timeliness, quality, etc.)	S - Standard	Yes	SAP S/4/ HANA - Accounts Payable/Analytics/BPC			SRM - SAP Procurement for Public Sector	
R2.184	Ability to maintain history of all purchasing transactions (e.g., requisitions, bid/quotes, buyer name, etc.)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.185	Ability to characterize vendor status (e.g., active, inactive, grantee, debarred, temporary (one time), hold payment)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.186	Ability to create, modify, track, pre approved "pool of vendors" that have been pre-approved for contract based on categories (e.g., architecture)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			SRM - SAP Procurement for Public Sector	
R2.187	Ability to create, modify, track vendor groupings for specific commodities	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.188	Ability to create, modify, track vendor classifications (e.g., local preference, Veteran , small business, disadvantage, minority, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.189	Ability to generate purchase order from requisition	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.190	Ability to support various types of solicitations (e.g., RFP, RFQ, ITN, non competitive, etc.)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.191	Ability assign numbers to (e.g., purchase order, contract, requisitions, solicitation) (manually or automatically)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.192	Ability to aggregate requests (requisitions) for identical commodity codes into a single Purchase Order	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.193	Ability to carry over open purchase orders to the following fiscal year	S - Standard	Yes	SAP S/4 HANA - Materials Management			SAP MM and Funds Management	

R2.194	Ability to group individual p-card transaction to the appropriate categorize (e.g., commodity code, payment account, project, grant, etc.)	S - Standard	Yes	Materials Management/General Ledger			P-card provider	
R2.195	Ability to create, modify and delete fixed asset shell	S - Standard	Yes	SAP S/4 HANA - Asset Management				
R2.196	Ability to accommodate vender self service	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			Make sure license to cover external Vendors	
R2.197	Ability to distribute invoices (electronically, manual, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.198	Ability create and maintain customer record	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.199	Ability for accounts receivable to offset accounts payable (vendors, customers, employees etc.)	S - Standard	Yes	SAP S/4 HANA -AP/AR				
R2.200	Ability to provide customer balance in real-time (in person, online)	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.201	Ability to generate an analytical report to project cash flow receipts based on historical data by accounts receivable type	S - Standard	Yes	SAP S/4 HANA -Cash Management				
R2.202	Ability to generate and distribute delinquent notices	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.203	Ability to accommodate decentralized departmental payment entry	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.204	Ability for customer to view accounts payable and accounts receivable on same screen	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable/Basis			Portal requirements/license	
R2.205	Ability to generate and distribute to customers notifications of debit, credits to their profile	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.206	Ability to automatically generate future invoices	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.207	Ability to automatically generate recurring invoices	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.208	Ability to generate variances reports (e.g., accrual v collections; deposits v receipts, etc.)	S - Standard	Yes	SAP S/4 HANA - Finance				
R2.209	Ability to accommodate automatic bank reconciliations	S - Standard	Yes	SAP S/4 HANA - Bank Account Management				
R2.210	Ability to manage and track petty cash usage	S - Standard	Yes	SAP S/4 HANA -Cash Management				
R2.211	Ability to age accounts receivable	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.212	Ability to comply with GASB 34 reporting requirements	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.213	Ability for Purchasing module to automatically create a fixed "asset shell" by category and sub categories (e.g., land, buildings, vehicles, fire arms, drainage, sewers, roads, location, etc.)	S - Standard	Yes	SAP S/4 HANA -Asset Management/Materials Management				
R2.214	Ability to support fixed asset inventory process with handheld bar code reader capability	S - Standard	Yes	SAP S/4 HANA - Asset Management			SAP Barcode integration	
R2.215	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly etc.) showing data metrics for accounts receivable parameters (e.g., customer, invoice number/ type, payment type, etc.) in a defined range (e.g., date, year-to-date, FY, life- to-date, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Receivable				
R2.216	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly etc.) showing data metrics for fixed assets parameters (e.g., classification, decal number, type, useful life etc.) in a defined range (e.g., date, year-to-date, life- to-date, etc.)	S - Standard	Yes	SAP S/4 HANA - Asset Management				
R2.217	Ability to age accounts payable	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.218	Ability for accounts payable to offset accounts recievable	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.219	Ability to flag vendor/customer when there is an overdue accounts receivable	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Receivable				
R2.220	Ability to support digital signatures for approvals	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/Bank Account Mgmt.				
R2.221	Ability to prevent duplicate vendor entry	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.222	Ability to retrieve and autofill default information from purchase order	S - Standard	Yes	SAP S/4 HANA - Materials Management			Purchasing	
R2.223	Ability to create, add, delete and modify vendor	S - Standard	Yes	SAP S/4 HANA - Accounts Payable			Master Data	

R2.224	Ability to notify vendor (e.g., denied payment, payment processed, need more documentation, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.225	Ability to split payment between various account (e.g., by dollar, by %)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.226	Ability to capture subcontractor utilization info at the time of accounts payable entry (e.g., amount paid, type of subcontractor (MBE) etc.)	S - Standard	Yes	SAP S/4 HANA - Materials Management				
R2.227	Ability to maintain and release recurring payments	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.228	Ability to prohibit transactions with insufficient sources (appropriations, funds, etc.)	S - Standard	Yes	SAP S/4 HANA - Controlling/Funds Management/Investment Management			SAP Funds Management BCS	
R2.229	Ability to check for duplicate invoices by various parameters (e.g., invoice #, vendor, item, service, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.230	Ability to consolidate multiple invoices into a one payment for same vendor	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.231	Ability to change vendor profile but retain history when name/ owner changes	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.232	Ability to apply credit memos against open invoices	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.233	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly, etc.) showing data metrics for accounts payable parameters (e.g., vendor, amount, commodity code, invoice, purchase order, chart of accounts, vendor type, vendor classification etc.) in a defined range (e.g., date, year-to-date, FY, life- to-date, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.234	Ability to track payments issued by (e.g., vendor, product, commodity code, purchase orders, vendor type/class, chart of accounts, etc.)	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/General Ledger				
R2.235	Ability to generate accounts payable / general ledger reconciliation	S - Standard	Yes	SAP S/4 HANA - Accounts Payable/General Ledger				
R2.236	Ability of Financial applications to meet governmental Generally Accepted Account Principles (GAAP)/ (GASB)	S - Standard	Yes	SAP S/4 HANA			SAP General Ledger	
R2.237	Ability to account for transaction on a modified accrual basis	S - Standard	Yes	SAP S/4 HANA - GL/AP/AR/Controlling			SAP GL and Fixed Assets	
R2.238	Ability to capture and tack expenses by various parameters (e.g., date, vendor, source, chart of accounts, date, etc.)	S - Standard	Yes	SAP S/4 HANA - General Ledger/Controlling				
R2.239	Ability to create standard financial statements (e.g., comparative balance sheet, comparative statement of revenues and expenditure changes, comparative cash flow statement, etc.) in accordance with GAAP (e.g., full and modified accrual)	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.240	Ability to exclude/ include selected items (per chart of accounts) in the creation of standard financial statements (e.g., comparative balance sheet, comparative statement of revenues and expenditure changes, comparative cash flow statement, etc.)	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.241	Ability to Generate Comprehensive Annual Report (CAFR) as per GAAP/GASB and GFOA	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.242	Ability to calculate and assign costs across departments (e.g., indirect costs)	S - Standard	Yes	SAP S/4 HANA - General Ledger/Controlling				
R2.243	Ability to support full accrual (GAAP/GASB, modified accrual (GAAP), and budgetary bases of accounting	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.244	Ability populate a journal entry from a spreadsheet file	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.245	Ability to look up chart of accounts	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.246	Ability to keep a log of activity (e.g., transaction to JVA)	S - Standard	Yes	SAP S/4 HANA - General Ledger				

R2.247	Ability upload and view journal voucher and supporting documentation	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.248	Ability to submit claims (p-card/ travel) in system	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.249	Ability to accommodate non-receivable revenues (i.e., interdepartmental cost allocations) and internal expenses	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.250	Ability to hold a period or fiscal year open indefinitely before closing	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.251	Ability to allow more than one accounting period to be open	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.252	Ability to allow more than one fiscal year to be open	S - Standard	Yes	SAP S/4 HANA - General Ledger				
R2.253	Ability to export reports to popular desktop applications (i.e., Microsoft Office) and print	S - Standard	Yes	SAP S/4 HANA - All				
R2.254	Ability to define and post indirect cost allocations	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.255	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly, etc.) showing data metrics for and across all finance areas (e.g., budget, Fixed Assets, Accounts Receivable, Accounts Payable, Payroll, Purchasing etc.) in a defined range (e.g., date, year-to-date, FY, life- to-date, etc.)	S - Standard	Yes	SAP S/4 HANA - Finance and Controlling			For Payroll, access to certain information in reporting is/can be restricted	
R2.256	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly etc.) showing data metrics for and across all general ledger and trial balance parameters (e.g., assets, liability, equity, cash, revenue, expenses, etc.) in a defined range (e.g., date, year-to-date, FY, life- to-date, etc.)	S - Standard	Yes	SAP S/4 HANA - Controlling				
R2.257	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly etc.) showing data metrics for budget parameters (e.g., budget v actuals, budget amendments, surplus/ deficit, projects, positions, labor allocations, budget versions/ increments/ decrements, etc.)	S - Standard	Yes	SAP S/4 HANA - Controlling			SAP Funds Management	
R2.258	Ability to enter time for pay (hours (reg., special), exceptions for MAPs, etc.)	S - Standard	Yes	SAP S/4 HANA - Human Resources/CATS				
R2.259	Ability to integrate with third-party scheduling systems (e.g., Paycheck, Telestaff, ADP, Hastus, etc.)	S - Standard	Yes	SAP S/4 HANA - Basis/Project Systems				
R2.260	Ability to integrated with third-party ERP systems	S - Standard	Yes	SAP S/4 HANA -Basis				
R2.261	Ability to run analytical wild search reports (at any time-daily, quarterly, bi weekly, etc.) showing data metrics for payroll parameters	S - Standard	Yes	Human Resources/General Ledger				
R2.262	Ability to submit and receive claims from vendors	S - Standard	Yes	SAP S/4 HANA - Accounts Payable				
R2.263	Ability for departments to create accounts receivable and attach documentation for workflow approval (e.g., invoices)	S - Standard	Yes	SAP S/4 HANA - All				
R3.1	Ability to manage claims (e.g., facilities, third party associates, outside council, individual proceedings) for Workplace injury - Non Compensable & Compensable	S - Standard	Yes	SAP S/4 HANA			SAP Claims Management can provide the ability to manage claims.	
R3.2	Ability to manage fraud cases	N- Not Available					A custom solution can be develop, but an assessment is necessary to evaluate the solution or check on a 3rd party product.	
R3.3	Ability to conduct driving analysis based on license type (CDL) and frequency	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution can provide managers the capability to get a view into the employee records revealing driving license types and frequency of events to help with investigations during vehicle related incidents	
R3.4	Ability to do annual report Workers Compensation state report based on Risk Code	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution automatically generates reports using KPIs that are compliant with WCB/OSHA or any regulatory reports annually to show executive level reporting helping with risk assessment	
R3.5	Ability to manage Safety Program	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows to report incidents, perform investigations on them to avoid from reoccurring, and assigning action plans to these incidents as preventative measures. Solution also allows to perform site inspections to observe workers and sites.	

R3.6	Ability to manage Safety Manuals	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows to update Safety manuals and for users to search on them during work shifts	
R3.7	Ability to manage awards Program	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows to collect points as a rewards program based on the employees track record and performance e.g. the number of reported hazards by an employee. Points can be redeemed through the Rewards page showing the balance amount and what can be redeemed with that amount.	
R3.8	Ability to conduct on-site inspections for compliance	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows to conduct safety walks to observe workers on the job and see if they are practicing safe work processes. Solution also allows no go evaluation to perform a rating on each section while inspecting the working conditions by using a predefined weightage to give an overall score. positive and negative feedback is gathered and root cause analysis performed to help determine precautionary measures for the future	
R3.9	Ability to maintain Safety Violations forms	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Safety violation forms are maintained based on company policies indicating which violations are not tolerable. A pass fail system is enabled in the solution for the observer to use during site inspections.	
R3.10	Ability to conduct Safety Training classes	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution is integratable with LMS or any third party training system. Results are updated in the employee records for managers to refer to during investigations	
R3.11	Ability to do Video Production	N- Not Available						
R3.12	Ability for a nurse to be notified and track walk-in visits	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Nurses can be notified via text and/email and can input their visit time and date when updating the notes using configurable forms and dropdown templates	
R3.13	Ability for a nurse to manage work related injuries in the system	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Nurse can access the report accident/incident form with dropdown lists, checkboxes and input text fields to update details of incident/injuries with root cause analysis, location of injury, time, attach photos etc. to update records.	
R3.14	Ability for a nurse to manage and close pre-employment health evaluations (temp or full time)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System allows to perform and update results from medical tests/request tests in the future/track drug and alcohol test results etc. a person with administrative rights can maintain rules in the rule engine around what would happen as a consequence based on certain test results that could affect job	
R3.15	Ability for a nurse to track pre-employment offsite evaluations	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Nurse can access doctors notes and test results made available in employee records by providing nurse with the right authorizations and maintaining security	
R3.16	Ability to maintain lab results record according to HIPAA regulations	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution is compliant with HIPAA regulations	
R3.17	Ability to review and maintain annual physical records completed offsite for new hires and existing employees	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution has a section for new hires. Solution can allow the person with the correct authorizations to maintain physical records of new hires and employees using attachments and input fields from results from physical examinations at medical centers	
R3.18	Ability to manage monthly health events (e.g., wellness seminars)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution can allow auto reminders to managers to carry out monthly seminars. This can integrate with outlook by sending out iCalendar invites as attachments on the designated time of the month with some fixed verbiage	
R3.19	Ability to manage annual assessments for employees and retirees	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System can allow auto reminders to enforce annual assessments for employees and retirees	
R3.20	Ability for Employee Health Services (EHS) to have Employee Information in Health Management System	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Employee information is traceable in the Employee records through the EHS app	
R3.21	Ability to manage FMLA approvals	S - Standard	Yes	SAP SuccessFactors Employee Central			Solution provided by Workforce Software	
R3.22	Ability to manage drug testing trainings	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System can be configured to allow for drug test trainings	
R3.23	Ability to generate lists for monthly random drug testing for employees based on union contract and federal laws	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Union drug tests can be set up in the admin console to suggest drug tests at random on a monthly basis for specific unions. This will be supported with minor configurations	
R3.24	Ability to mange the drug testing process end-to-end	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows to track end to end drug tests/alcohol tests with dates of the tests and results updated in the employee record	
R3.25	Ability to track and record employee's drug testing results	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows to track end to end drug tests/alcohol tests with dates of the tests and results updated in the employee record	
R3.26	Ability to track and record employee's return to work after accidents/illness	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System allows to request additional time off through return to work application. Employees can request modified duties and attach physicians notes to support request	
R3.27	Ability to manage the injury care and prevention process from end-to-end	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Managers can do root cause analysis and suggest hazards with action items to adopt preventative measures for the future	
R3.28	Ability to track the injury information between third party administrators and OHM	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution can allow an external portal for third party administrators and OHM to reveal injury information and incident details that are sharable with configurable authorizations and security	
R3.29	Ability to manage employee health consultations and evaluations	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Employee health consultations and evaluations by a medical expert can be updated into the system using attachments, dropdowns and open text forms	
R3.30	Ability to manage Pro Club program	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	With minor configuration system can allow to manage pro club programs and their policies	

R3.31	Ability to manage EHS records (e.g., leave, return to work, drug testing, pre-employment and any communication)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	solution can provide an audit trail of activities showing a historic timeline for each employee with date of leave, date of return and status updates, drug test results and other communications	
R3.32	Ability to maintain Pension Summary plan descriptions (SPD) from City Code of Ordinance Article 7, Chapter 5, Division 2	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Pension summary plans can be maintained and integrated with payroll and benefits and referenced in the EHS app with minor configurations	
R3.33	Ability to manage Retirement Training Program	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Minor configuration needed with scheduling of dates and auto reminders for retirement training	
R3.34	Ability to manage the return to work process from end-to-end (e.g., slips)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	After an injury, an employee may need to request additional time off. They can do so end to end through this application whilst managers can do root cause analysis and suggest whether they believe this is required or not. Approval workflow will be triggered and modified duties can be suggested upon evaluation	
R3.35	Ability to track employee's health status	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Employee records will be updated in real time	
R3.36	Ability for the supervisor to analyze the employee's leave history	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Supervisor can get visibility into the employees calendars and track their FMLA, leave history before deciding on eligibility for future leaves	
R3.37	Ability to notify department of employee health status	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Reporting of an incident or health issue will trigger a workflow to the right departments via push notifications e.g. payroll, HR, H&S dept.	
R3.38	Ability to manage accident analysis process	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	With configurable dropdown lists, input text fields and checkboxes, solution allows to report accidents, choose time, location, witnesses, reasons, root cause analysis and action plans end to end for the report accident process	
R3.39	Ability to allow all departments electronic access and submission of accident analysis form (DWC-1)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution supports offline/native mobile app functionality as well as a web app on the mobile device or tablet. Solution just adapt to the size of the screen on your device and allows the application to be accessed the same way a web app is accessed on the desktop computer	
R3.40	Ability to receive and track accident reports from decentralized departments	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows end to end tracking of the solution from decentralized departments as well	
R3.41	Ability to handle accident reports as per the policies (e.g., Drug Free Workplace, CDL, etc.)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Accident reports will be handled as per policies mentioned in the admin console. Solution can also create dynamic forms which will use company policies to only make accessible the sections allowed to be entered based on the set rules.	
R3.42	Ability to send and receive information to and from Occupational Health Manager (OHM)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	OHM can be given push notifications upon occurrence of an event and vice versa when they respond to the employee/supervisor with a decision	
R3.43	Ability to send the information to third party administrators (frequency, details)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Solution allows to integrate with any third party system seamlessly. Third party will be updated in real time upon minor configuration	
R3.44	Ability to create a Workers Compensation injury report on daily basis in third party administrators requested format	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System can use companies templates and formats with branding to provide workers compensation injury reports daily at a fixed scheduled time	
R3.45	Ability to receive a third party administrators report (after comparing Statute 440)	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System can do this upon minor configuration	
R3.46	Ability to manage DWC-25 form	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System can do this upon minor configuration	
R3.47	Ability to manage Workers Compensation claim	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	Workers compensation claims can be managed and provide external portal access to the insurance company to record their notes as well.	
R3.48	Ability to adhere to Worker's Compensation Law Chapter, 440 Florida Statutes	S - Standard	Yes	Enterprise Health, Safety & Environment Management		N/A	System is compliant with all regulatory forms and rules.	
R3.49	Ability to define benefit carrier and third party administrator information (e.g., name, contact person, address, phone number, and policy number)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus mantains third party administrator information.	
R3.50	Ability to manage the Attorney data	N- Not Available	No					
R3.51	Ability to maintain documentation from Attorneys	N- Not Available	No					
R3.52	Ability to manage employee, dependent, and retiree benefit plans and related data (e.g., benefit type, deduction amount, enrollment and exit date, etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.53	Ability to adhere to the Sunshine Law regarding record retention on all retirees and dependents	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus maintains data for the term of the agreement and a short period of time thereafter to assist with transition services. Customer data can be de-identified upon request.	

R3.54	Ability of benefit changes to be reflected in employee pay and retiree pension pay	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	The Benefits Platform always supports the calculation and payroll system integration for benefit premium and funding account contributions. Data for non-active participants can reside on the Benefits Platform and be managed by the HR administrators. Rules can be configured so offers and plans available to non-active members are different from those offered to active users; however, Benefitfocus does not provide functionality for pension accounts.	
R3.55	Ability for employees and retirees to add, modify, and view their information (paystubs, 1099s, 1095s, benefit information, etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	The Benefits Platform is not a payroll system, however, the Platform integrates with payroll providers. Payroll integration provides reflects new benefit elections and their respective deductions, scheduled contributions for FSA, HSA, 401(k) and other contributory benefits, coverage level changes, benefit changes or cancellations, and benefit effective date changes. For benefit information: employees can log onto the Benefits Platform at any time to add, modify and view their benefit-related information, per City of Gainesville's business rules. For 1095/1094: BENEFITFOCUS® ACA Management & Reporting provides self-service reporting for 1094-C and 1095-C through the administrator role. HR administrators can run a 1094-C/1095-C Data Extraction report to get existing data from the Benefits Platform about members and dependents in the Benefitfocus Platform. HR administrators can then review extracted data to determine what required information may be missing. Once the HR administrator has compiled and reviewed all of the required data, he or she can use the self-service upload tool to add the complete information into the Benefitfocus platform. After the data upload,	
R3.56	Ability for employees and retirees to make benefit elections during open enrollment and for life changing events from anywhere	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.57	Ability to make passive annual elections externally during the open enrollment process	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.58	Ability to calculate disability payments per Policy 22.3 (e.g., state and federal regulations)	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.59	Ability to calculate disability payment based on Social Security status	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.60	Ability to calculate Workers Compensation payment based on Worker's Compensation Law Chapter 440, Florida Statutes	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.61	Ability to calculate General Plan offset payments for disability retirees	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.62	Ability to create, maintain, track, modify different retirement benefit plans based on policy/ ordinance	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.63	Ability to switch between retirement plans based on disability status for active and retiree employee and track the changes	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.64	Ability to reassign employee retirement plan	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.65	Ability to assign multiple plans to an employee/ retiree	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.66	Ability to define all benefit plans offered (e.g., benefit plan type, benefit plan name, rules, carrier for each benefit plan, deduction code/type, plan description, payee, and maintain historically	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.67	Ability to identify and track disability retiree pay type (e.g., line-of-duty, not line-of-duty, heart disease, etc.)	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.68	Ability to incorporate benefit changes for employee selection	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.69	Ability to pay monthly retirement benefits from multiple employer EIN to same retiree	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.70	Ability to pay annual retiree COLA based on City Ordinance	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.71	Ability to make COLA adjustments systematically	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		

R3.72	Ability to make retiree pay adjustments and maintain historical records for amounts & dates	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.73	Ability to distinguish, track & utilize multiple benefit eligibility for retirees based on City of Gainesville Ordinance (Article 7, Chapter 2, Division 5)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.74	Ability to identify and track original pension payment amounts	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.75	Ability to calculate retiree benefit for beneficiary payment	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.76	Ability to designate & track annual employer contributions for every retiree's health insurance cost	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.77	Ability to a capture beneficiaries of retiree	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.78	Ability to manage employee fringe benefits	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Integrated with the Benefits Platform, Benefitfocus BenefitsPlace™ allows customers to offer more competitive benefits packages that provide employees a convenient, cost-effective way to supplement their medical plans, fill gaps in coverage, afford out-of-pocket costs and better protect their financial wellbeing. With BenefitsPlace, traditional benefit options such as life, accident, disability and critical illness are offered to consumers. However, BenefitsPlace takes a holistic approach in employee well-being and offers products such as financial wellness, pet insurance, identity theft protection, auto & home, and legal services (for example) to offer employees robust benefit packages that protect them at all stages in their life.	
R3.79	S - Standard	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.80	Ability for employee/retiree to pay health insurance deductions online	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	With the Benefitfocus Direct Billing feature, employers have the option to bill employees directly for the cost of enrolled benefits when payroll deduction is not an option, such as when an employee goes on an unpaid leave of absence or retires. This automated solution removes the burden from the employer by tracking employees who are required to make premium payments, determining premiums due and sending invoices each billing cycle and providing employees multiple options for submitting payment.	
R3.81	Ability to manage eligible employees for benefit enrollment	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.82	Ability manage COLA eligible employees based on City Ordinance	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.83	Ability to manage employee payment amounts under multiple pension plans for future payments	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.84	Ability to generate pension statistics report on limited participants prior to retirement for actuary	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.85	Ability for retirees to select DROP rate elections	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.86	Ability for employees to calculate final average earning based on parameters	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.87	Ability to manage Pre98 Post tax contributions for individual employees & retirees	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.88	Ability to identify all members of each retirement plan	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.89	Ability to automatically enroll employees in retirement plans (e.g., defined benefit or defined contribution plan) for employee & employer deductions based on plan requirements	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.90	Ability to define employee deductions/ contributions and employer share amount/percentage for multiple benefit plans	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.91	Ability to define eligibility for benefit plans (e.g., bargaining unit, employment, job status)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.92	Ability to determine eligibility for retirement plans (e.g., defined benefit or defined contribution)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.93	Ability to manage deductions and/or leave policy upon employee DROP entry based on plan requirements (e.g., longevity or general increases)	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		

R3.94	Ability to identify and track type of employee retirement (early, regular, disability, DROP, etc.)	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.95	Ability to cap PTO hours paid out at retirement based City Policy (L3, L4)	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805	SAP SuccessFactors powered by Workforce Software	
R3.96	Ability to transfer enrollment and employee data for 401 & FRS enrollments to outside vendor	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.97	Ability to track and calculate final average earnings (incl. sick leave)	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.98	Ability to keep track of the years of service	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.99	Ability to designate & process biweekly deductions for City financed prior City service including date finance agreement is to end	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.100	Ability to manage plan dependents	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.101	Ability to manage rehired retiree benefits	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.102	Ability to assign pension plan for rehired employees based on prior service with the City	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.103	Ability to manage deductions for employee and dependents (e.g., age, amount, policy maturity, salary, retirement, etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.104	Ability to automatically enroll mandatory benefits on date of hire based on plan criteria	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.105	Ability to automatically enroll benefits on criteria other than upon hire (health insurance waiting periods & 1st of month)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.106	Ability to designate deduction eligibility based on plan requirements for multiple employee groups (e.g., union, temporary, full time/part time, etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.107	Ability to manage beneficiary information for designated plans (employee and employer plans)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.108	Ability to manage retiree health/Medicare Supplement costs based on unique individual employer contributions (every retiree cost different) and plan costs (e.g., based in yrs of service and age of retirement)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Additional scoping required to understand the City's requirements.	
R3.109	Ability to automatically terminate deductions within the same benefit class when enrolling in different plan (multiple health insurance types, or Medicare Supplement & health insurance)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.110	Ability to manage employee benefits	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.111	Ability to transfer enrollment information for new hires, Open Enrollment, and qualifying events to all participating vendors as per HIPAA regulations (utilizing HIPAA standard file format)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.112	Ability to designate & track COBRA status (for notifications and elections) systematically for qualifying events (e.g., FMLA, Medicare eligibility, death, job loss, divorce, etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus offers COBRA administration and compliance services with a single partner in one system and with one implementation. Benefitfocus offers everything from enrollment to customer service, fulfillment and payment processing with integration with Benefitfocus Marketplace data. Unlike many other COBRA solutions, Benefitfocus offers a single point of contact so benefit leaders no longer have to manage multiple vendors.	
R3.113	Ability to designate & track monthly COBRA billing & payments to participants	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus offers COBRA administration and compliance services with a single partner in one system and with one implementation. Benefitfocus offers everything from enrollment to customer service, fulfillment and payment processing with integration with Benefitfocus Marketplace data. Unlike many other COBRA solutions, Benefitfocus offers a single point of contact so benefit leaders no longer have to manage multiple vendors.	

R3.114	Ability to systematically generate and distribute 1095B, and 1095C forms for employees, retirees, dependents & COBRA participants per annual 1095 requirements (Affordable Care Act requirements)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus offers COBRA administration and compliance services with a single partner in one system and with one implementation. Benefitfocus offers everything from enrollment to customer service, fulfillment and payment processing with integration with Benefitfocus Marketplace data. Unlike many other COBRA solutions, Benefitfocus offers a single point of contact so benefit leaders no longer have to manage multiple vendors.	
R3.115	Ability to transmit electronically 1095 & 1094 information in required format to IRS annually (Affordable Care Act requirement)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus offers COBRA administration and compliance services with a single partner in one system and with one implementation. Benefitfocus offers everything from enrollment to customer service, fulfillment and payment processing with integration with Benefitfocus Marketplace data. Unlike many other COBRA solutions, Benefitfocus offers a single point of contact so benefit leaders no longer have to manage multiple vendors.	
R3.116	Ability to systematically generate benefit statements	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	HR administrators can run a 1094-C/1095-C Data Extraction report to get existing data from the Benefits Platform about members and dependents in the Benefits Platform. HR administrators can then review extracted data to determine what required information may be missing. Administrators may have to add information such as: - COBRA, Leave of Absence, retiree and terminated employees not housed in the Benefits Platform - 4980H Safe Harbor codes - Corresponding FEIN numbers (if applicable) Once the HR administrator has compiled and reviewed all of the required data, he or she can use the self-service upload tool to add the complete information into the Benefits Platform. After the data upload, administrators can accomplish the following within the Benefitfocus Platform: - Publish and submit the Form 1094-C to the IRS. - Collect employee consent to receive 1095-C forms electronically. - Create and schedule email and text messages to automatically notify employees once their tax forms are	
R3.117	Ability to designate, identify & track employee status -for all employees for verification of enrollment or waiver of Health Insurance for Affordable Care Act compliance	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.118	Ability to track FMLA usage and status	S - Standard	Yes	SAP SuccessFactors powered by WFS				
R3.119	Ability to designate, identify and track employee/retirees changing HI divisions (GG to GRU or over 65 division or claims data)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.120	Ability to automatically terminate employee deductions upon employee termination or retirement	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.121	Ability to enter one-time deductions for missed deductions or under/over payments	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.122	Ability to conduct multiple Open Enrollment sessions based on employee specifics (department, temporary etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.123	Ability to generate new hire COBRA notifications	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus offers COBRA administration and compliance services with a single partner in one system and with one implementation. Benefitfocus offers everything from enrollment to customer service, fulfillment and payment processing with integration with the Benefits Platform data. Unlike many other COBRA solutions, Benefitfocus offers a single point of contact so benefit leaders no longer have to manage multiple vendors.	
R3.124	Ability to have secondary deductions taken when only entering the primary deduction (e.g., admin fees, domestic partners)	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		
R3.125	Ability to distinguish between employee and fringe (employer) deductions	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		

R3.126	Ability to track historical data on benefit rates for employees/retirees	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.127	Ability to restrict/deny access for those employees who have not met the FMLA eligibility criteria in adherence to Policy L-5	S - Standard	Yes	SAP SuccessFactors powered by WFS				
R3.128	Ability for employees/retirees to enroll in benefits remotely via employee portal for Open Enrollment, New hire enrollment and qualifying events, including ability to attach backup documentation (e.g., applications, marriage certificate, etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.129	Ability to conduct both passive & positive Open Enrollment processes with customizable capability	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.130	Ability to inform employees that open enrollment selections have been validated and processed	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.131	Ability for employee to update their benefit information (e.g., beneficiaries, dependents, employee information)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.132	Ability for system to prompt employee for appropriate/ suggested options or selections during open enrollment or during qualifying events, and to maintain history of responses to questions (e.g., Do you need to change the number of dependents in your health benefit options)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.133	Ability for accident report DWC-1 to be electronically uploaded, emailed, faxed, etc.	S - Standard	Yes	SuccessFactors Employee Central		b1805	Additional details are needed in order to provide a more complete explanation and confirmation about standard functionality within SuccessFactors EC that may be able to be used to satisfy this requirement	
R3.134	Ability for employee (actives and retirees) to review and edit deductions/benefits both prior to and after open enrollment to verify correct enrollments	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.135	Ability for employees (actives and retirees) to receive confirmation of benefit enrollment	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.136	Ability for employees (active and retiree) to see summary of pension contributions to date & historically	S - Standard	Yes	SuccessFactors Employee Central		b1805	Additional details are needed in order to provide a more complete explanation and confirmation about standard functionality within SuccessFactors EC that may be able to be used to satisfy this requirement	
R3.137	Ability to get notified of employee time off	S - Standard	Yes	SuccessFactors Employee Central			Solution provided by Workforce Software	
R3.138	Ability to store and track document attachments	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.139	Ability to generate detailed billing statements for the purpose of carrier claim and billing and payment reconciliation	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2	Benefitfocus Consolidated Billing & Payment helps employers manage the monthly invoice and payment process across all of their carriers. Consolidated Billing and Payment services require additional scoping.	
R3.140	Ability to assign drug testing requirements to new hires/employees according to federal policy for pre-employment and random testing pool	S - Standard	Yes	SuccessFactors Employee Central		b1805	Solution provides all of the necessary functionality to be in compliance with federal laws and regulations. Additionally, SuccessFactors is continually updated as the laws are updated so that customers remain in compliance.	
R3.141	Ability to assign codes to jobs for worker's compensation categorization to determine amounts due annually based on current Worker's Compensation Scopes Manual	S - Standard	Yes	SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R3.142	Ability to manage property costs for insurance purposes	S - Standard	Yes	Human Resource/Project Systems				
R3.143	Ability to transfer data to and from third party administrator	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.144	Ability to track and be notified of any changes to an employee benefit record	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.145	Ability to maintain different types of plan providers	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.146	Ability to identify employees who did not enroll or waive heath coverage during Open Enrollment	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.147	Ability to generate ACA compliant reports	S - Standard	Yes	SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R3.148	Ability to calculate deductions for employee/retiree on Leave Without Pay Status	S - Standard	Yes	SuccessFactors Employee Central Payroll		b1805		

R3.149	Ability to generate report of eligible employees and part-time employees enrolled in plan compared to number of employees who declined enrollment (ACA requirement)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.150	Ability to receive notifications on employee status changes for Affordable Care Act compliance	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.151	Ability to generate reports to identify monthly retirements and DROP entries and exit dates	S - Standard	Yes	SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R3.152	Ability to generate a report of retiree recertifications	S - Standard	Yes	SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R3.153	Ability to notify retirees of recertification requirement	S - Standard	Yes	SuccessFactors Employee Central		b1805	Solution provides a tool to manage Company Settings which allows the set up of actions, data updates, notifications, workflows and rules which are configured to trigger these activities based on need	
R3.154	Ability to upload benefit enrollment information to vendor site	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.155	Ability to generate and track random employee drug testing lists according to the Drug Free Workplace Policy	S - Standard	Yes	SuccessFactors Employee Central		b1805	Solution provides multiple reporting options in the Report Center that allows for reporting on all tables and fields that have been configured	
R3.156	Ability to track employees mandatory benefit deductions	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3.157	Ability to generate pension refund for terminated employee prior to vested employee status based on City Pension Plan Policy Article 7, Chapter 2, Division 5	C1 - Customization Level1	Yes	SuccessFactors Employee Central Payroll		b1805	Refer to SI Implementation Price Proposal	
R3.158	Ability to create and modify the list of FAQs for employees	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R3. 159	Ability to determine benefit plan rate by employee status (e.g., FTE, retired, active, etc.)	S - Standard	Yes	SAP® U.S. Benefits Administration by Benefitfocus		2018.2		
R4.1	Ability to migrate existing data	S - Standard	Yes	SAP Employee Central		b1805	Solution provides templates to move data into the solution	
R4.2	Ability for the user to change passwords	S - Standard	Yes	SAP Employee Central		b1805	Solution allows user to change password once they enter current password	
R4.3	Ability to make mass changes to the employee and retiree record (e.g., deductions, increases, etc.)	S - Standard	Yes	SAP Employee Central		b1805	Solution provides Manage Mass Data functionality as well as Import/Export Data capabilties to easily make mass changes	
R4.4	Ability to customize paychecks and paystubs to the City's specifications	S - Standard	Yes	SAP Employee Central		b1805	Solution provided by Employee Central Payroll	
R4.5	Ability to manage time entered	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		b1805		
R4.6	Ability to manage overtime rules and provisions	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		b1805		
R4.7	Ability to maintain a calendar of City holidays	S - Standard	Yes	SAP Employee Central		b1805	Solution provides manage Company Settings that allows for customization of all company specific items	
R4.8	Ability to capture inputs from scheduling system	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		b1805		
R4.9	Ability to capture inputs through mobile capability	S - Standard	Yes	SAP Employee Central		b1805	Additional details are needed in order to provide a more complete explanation and confirmation about standard functionality within SuccessFactors EC that may be able to be used to satisfy this requirement	
R4.10	Ability to estimate the time for the payroll cycle	S - Standard	Yes	SAP Employee Central		b1805	Solution provided by Employee Central Payroll	
R4.11	Ability to adjust estimated time to actual time worked	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		b1805		
R4.12	Ability to assign pay to the assignment or project	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		b1805		
R4.13	Ability to automatically generate timesheets	S - Standard	Yes	SAP SuccessFactors powered by Workforce Software		b1805		
R4.14	Ability to associate data with external system	S - Standard	Yes	SAP Employee Central		b1805	Solution provides connectors to associate with external systems for transferring data to/from those systems based upon meeting data security guidelines	

	Response
Partner Name	N/A
Please describe the partnership	
Please describe how the solution will be integrated into your proposal	
Have the proposed products been successfully integrated/interfaced in other similarly situated municipalities? If yes, please identify the clients and the approach used.	
Will implementation services for the third-party software product be provided by the Primary Proposer, or by the proposed third-party's employees?	

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Technical Requirements (Section 4.2)

4.1 Technical Requirements

Proposers are requested to provide a high-level overview in response to the information requested below. If the proposal is selected to go to the next phase, the opportunity will be given to elaborate on the answers provided in the initial proposal.

Limit the response overviews to a maximum of 5 bullet points per statement (each bullet point should be limited to a maximum of 25 words)

4.1.1 Data & Security

1. Provide an overview of the data conversion/migration tools and methods.

- Integration is supported through .CSV, XML and Web Services (OData & SOAP) standards, and S/4 Hana also supports traditional SAP integration methods such as iDocs
- Import and integration methods include: Flat-file imports/exports, individually and batched and scheduled; Asynchronous/Synchronous integration; and Pre-built integrations with SAP ERP version 6.0
- SAP Cloud Platform Integration Service, included with the solution, is SAP's strategic platform for SAP Cloud customers
- SAP content enables synchronization of relevant master data between SAP applications and commonly used third party vendors. Pre-built integrations are productized, continually supported, and maintained
- Generic templates are available to support integration between other third-party vendors.

2. Provide an overview of the data encryption provided by your proposed solution.

- SAP solutions are 100% web browser based applications, with all access over HTTPS
- All application access to the SAP hosted solution is encrypted-in-transit over HTTPS using TLS v1.2 and for Data at Rest 256-bit AES encryption by default
- We manage all encryption keys and key management has passed the FIPS 140-2 level 3 certification testing
- In our standard deployment, the application uses a general digital certificate, signed by Verisign

3. Provide an overview of the role-based security capabilities of the proposed solution.

- The application incorporates role-based permissions (RBP). The main elements in RBP are permission groups and permission roles

- Permission groups define employees by attributes, and you can use various attributes to select the group members, (a user's department, division, or job code, etc.)
- Permission roles control access rights an employee or group of employees has to the application or employee data
- Role Based Permissions allow you to grant a role to a specific employee, a manager, a group, or to all employees in the organization
- Roles can provide very granular permissions, and customers can have as many permission roles as they require

4. Provide an overview of how the proposed solution avoids the duplication of data and maintains data quality.

- Employee Central is the repository of HR master data
- EC feeds data relevant to all the modules of the system, making sure that each module has up to date and accurate information
- Duplication of data is managed using unique keys for each employee, which maintains data quality, but the customer must also monitor data quality
- S4 Hana also has multiple sophisticated mechanisms in place to assure data quality and accuracy

5. Provide an overview of the Data Backup Strategy.

- Data backup includes storage system snapshots every 24 hours, nightly incremental database backups, and weekly full database backups.
- All backups are stored on disk in the primary and backup data center facilities for 30 days.
- Database backups are encrypted and stored at a customer's “primary” location, as well as the “alternate” warm-site location for redundancy and disaster recovery purposes
- Archiving of data is the customer's responsibility

4.1.2 Compliance

1. Provide an overview of how the proposed solution complies with federal, state, and local laws and regulations.

- To help you stay compliant with ever-changing local legislations, we have a team of over 200 people around the world monitoring changes

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- Our team configures the solution to help you with compliance for HR and payroll across 81 countries
- The team can assist you in following necessary standards and compliance with local regulations

4.1.3 User-Friendly Interface

1. Provide an overview of the user-interface in the proposed solution.

- Our solution is available in both mobile (in a modern User Interface and experience) and web environments
- In 2016 we announced a partnership with Apple to incorporate Apple innovation and design principles into our design, creating a modern and current user experience and that robust partnership continues today

2. Provide an overview of the mobile platform in the proposed solution.

- Our hire to retire solution is accessible from a device's native browser, and has mobile apps for smartphones and tablets for speed and efficiency
- Capture, send, and watch videos, view documents, add comments, and send direct messages with Jam.
- Employees can access learning plans, register for classes, view a Quick Card to and individual's reporting structure, and request time off and submit benefit claims
- Managers have personalized and predictive workforce analytics with Workforce Analytics, and can speed up recruiting by sharing feedback on candidates and approving an offer
- S4 Hana has several hundred use-case specific features and function available via mobile, depending on implementation details.

3. Provide an overview of the online help and tool capabilities in the proposed solution.

- Context sensitive help, resources and documentation are available user online help, including tutorial videos, job aids, and product usage information
- Release Notes, including highlights of enhancements in each product release, are available via our Customer Community
- You can also create personalized 'Show Me' videos for each page in the solution
- A single point of access for support through Employee Central Service Center
- EC Services center gives access to a searchable, customized, context-sensitive knowledge base (if configured) for answers to questions related to the system and HR processes

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4. Provide an overview of how the solution's user interface can be personalized, specifically by end-users with limited technical knowledge.

- Employees can personalize their home page and UI experience to match the way they work; however, there is one consistent experience for each named user
- The experience includes choosing information tiles to display, reordering layout, and setting quick links for one-click access to other, frequently used parts of the application
- Employee can select a language preference when language packs are enabled.
- Dashboards are fully configurable to allow different users access to data that is only relevant to them without being inundated with unnecessary information.
- Employees view only the metrics and data that is relevant for them and that they have permission to see from a security standpoint

4.1.4 Standardization

1. Provide an overview of managing forms and templates of the proposed solution.

- Documents are automatically built within the solution and accessible via the solution. Document formats can then be downloaded as a PDF file.

2. Provide an overview of the workflow capabilities of the proposed solution.

- SAP SuccessFactors has a native workflow engine that helps customers to configure and automate most any task within the system
- Advanced automation through our Intelligent Services that can couple together complex workflows and actions, whether internal to the system or interacting with any third-party system
- Through the SAP Cloud Platform, there is our Workflow-as-a-Service that can bridge the gap in orchestrating processes and data across the enterprise

3. Provide an overview of the reporting capabilities of the proposed solution.

- Our solution provides an extensive set of reporting and analytical capability as part of the platform
- Standard reports are available for all core areas of the solution, including Performance, Goals, Succession, Learning, Compensation, and many financial specific reports

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- Reports are in the form of interactive, drillable and filterable dashboards, homepage tiles, and other embedded analytics and reports throughout the solution

4. Provide an overview of the time and attendance module of the proposed solution.

- SAP supports standard interfaces to and from Employee Central with Time & Attendance systems such as Kronos and Workforce Software
- It is possible to build custom interfaces to other parties using the APIs from Employee Central
- For a quicker implementation we offer integration templates for T&A systems

5. Provide an overview of the image capture and document management capabilities of the proposed solution.

- You can add attachments to employee and candidate information and retrieve them. Access to attachments can be defined through role based permissions
- We have a partnership and integration with OpenText, Box, PeopleDoc, Accenture ACD, NextMoves Digital Personnel File, Google and other partners
- Our solution partners provide robust solutions to manage and access documents

4.1.5 Scalability & Performance

1. Provide an overview of any limitations meeting high availability (99.9%).

- SAP SuccessFactors guarantees a 99.5% system availability percentage during each month for production versions, with the exception of regularly scheduled and emergency maintenance.
- Refer to Service Level Agreement for complete details, including maintenance windows at: http://www.sap.com/corporate-en/about/our-company/policies/cloud/service-level-agreement.html.
- S4 HANA in the HEC environment has even higher availability options, including 99.9%

2. Provide an overview of the Disaster Recovery Plan for the proposed solution.

- We have formal business continuity and disaster recovery plans in place, which are reviewed and tested at a minimum of once per year.
- Basic subscriptions include backup and restore services with alternate site backup replication.
- We offer our customers an enhanced option for disaster recovery that provides more advanced and sophisticated systems and technologies for the fastest uptimes.

- Copies of our annual disaster recovery plan are available to existing customers.

4.1.6 Flexibility & Extensibility

1. Provide an overview of any third-party Commercial Off-The-Shelf (COTS) package integration supported by the proposed solution.

- SAP supports a multitude of COTS products either directly using productized integrations or by easy to create and administrate import / exports.

2. Provide an overview of how the proposed solution integrates with the security of third-party applications (LDAP, Single Sign on Tools).

- SSO provides authentication to the authorizing system (LDAP) through tokens (MD5, SHA-1, HMAC encryption, DES, 3DES) or Security Assertion Markup Language (SAML 1.1, 2.0)
- Attributes can be sourced from the directory to base permission on, and permission assignments can be set by Web Services
- Integration with Active Directory is supported with our Employee Central Solution. New hires and leavers in Employee Central can trigger a LDAP request to AD
- We also supply a LDAP connector on the SAP Cloud Platform Integration Service that can be leveraged to support this integration

3. Provide an overview of the minimum hardware and software requirements for the proposed solution.

- There are no pre-requisites for workstation software and hardware as they are not applicable to our solution. Access is via a web browser or mobile app.

4. Provide an overview for the proposed solution roadmap for the next 5 years. Specifically addressing the following:
    - Functionality
    - Technology Platform
    - Mobility
    - Integration
    - Hosting Options

- Updated information on SAP releases is delivered via the Product Availability Matrix (PAM)
- PAM bundles technical and release planning information on SAP components for quick reference.

- Includes availability of SAP component releases (product versions), maintenance end dates, upgrade paths, and technical release information (database platforms, operating systems, languages, countries, etc.)

4.1.7 Solution Architecture

1. Provide an overview of the major function modules of the proposed solution and how they relate to each other.

- SAP SuccessFactors is the leader in business processes, providing a full comprehensive HR solution that will cover the full hire to retire process
- Solution includes Recruiting, Onboarding, Performance and Goals, Compensation, Succession and Development, Learning and Personnel Administration with time recording, organizational management, global benefits, etc.
- We give you the flexibility to start and deploy any of those components independently and deliver them at your own pace within your organization
- Shares a common data model across the entire suite and processes are integrated throughout, so no need to 'integrate' one module to the next

2. Provide an overview on how internal and external integration are incorporated.

- Core functionality of the solution was organically developed forming the foundation of a suite of applications that are truly integrated with each other
- Our system will integrate with any HRIS, and is highly configurable, allowing customers to manage employee talent and HR data according to your business needs
- Upgrades and new features are released on a quarterly basis, so customers will always be using the most recent version of our application

3. Provide an overview on how the proposed solution enables the upgrade of the specific modules.

- SuccessFactors pushes out upgrades once a quarter, with 2 releases a year providing functional innovations, and 2 releases providing technical / administrative innovations
- Nearly all new features and functions are pushed out turned off, following an opt in strategy, allowing customers to control when they accept new functionality

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- S4 Hana in the managed cloud environment is upgraded based on customer needs, but is typically done once a year.

4. Provide an overview of the proposed solution hosting methods.

- Our solutions are delivered via Controlled Cloud, a public cloud using a multi-tenant architecture
- Controlled Cloud includes a contractual framework reflecting applicable data privacy regulations and implementation and maintenance in accordance with Technical and Organizational Measures (TOMS)
- Controlled Cloud also includes regular audits by an independent third party for industry compliance and transparency.
- Additional information is available via https://www.sap.com/corporate/en/company/security.html#cloudsecurity

4.1.8 Implementation

1. Provide a detailed Service Level Agreement (SLA) matrix or a sample that is applicable for this solicitation.

- Refer to our Service Level Agreement for complete details, including maintenance windows at: http://www.sap.com/corporate-en/about/our-company/policies/cloud/service-level-agreement.html.

2. Provide an overview of the software components.
3. Provide an overview of the software deployment model; including a complete detailed timeline.
4. Provide an approach to data mapping and data conversion.
5. Describe your methodology for documenting and developing integration between the solution and other systems (i.e., Application Program Interfaces, batch processes, etc.).
6. Describe your recommended testing methodology, approach and tools.
7. Describe your approach to training.
8. Provide an overview of resource hour estimate for both implementation team and City staff as well as estimated timeline for overall project.
9. Provide the description of the system and application architect (List all hardware/operating system/database platforms upon which the product is supported. List which industry standard benchmarks or guidelines measures are used to establish this recommendation)

10. Describe the ongoing maintenance and support level that is being proposed (refer to 3.2(C) Preferences).

- SAP Enterprise Support is our foundation customer support offering, focusing on interaction and issue resolution to help you maximize reliability, drive innovation, and realize value

- **Includes collaboration -** to give you additional advice whenever needed, addressing your needs proactively, and helping ensure positive technical and business outcome.
- **Enables empowerment** - employees build know-how to help run your organization at peak efficiency, to reduce operational costs, and to innovate and drive better performance
- **Provides Automation** to help simplify IT and realize more value by dedicating less time and energy to system management and applying more resources to innovation.

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Pricing Requirements (Exhibit 5)

Response: Please see the following page(s):

- Exhibit 5 Pricing Requirements Excel Document

Proposals must lay out all of the cost with no hidden fees (if you are proposing mutiple hosting methods, you ***must*** complete Exhibit 5, Pricing for each method)

Total Price		**Vendor Notes**
Category	Price	
HR	$166,000 annually	
Financials	license B13 & support B12	
Payroll	$77,592 annually	
Time and Attendance	$72,316 annually	
Document Management	Gainesville is licensed to SAP's Extended Enterprise Content by OpenText Solution	
Benefits	$110,067 annually	
Implementation Services	$4,335,585	
Maintenance		
Support	$158,361 annually	
License	$719,821- one - time	
Data Conversion	$143,550	
Integration, Interface, and File Import/Export	$211,536	
Third-party Software/Services		
Software Customization	$204,450	
Hardware		
Software Hosting		
Travel	$659,638	
Other (please itemize)		

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Human Resources											
Module Summary	Application Software		Implementation Services			Maintenance		Support		Total Cost	
Please list and provide a detail level of pricing for each module in proposal.	One-time Cost	On-Going Annual Cost	Estimated Hours	Hourly Rate	Extended Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost
SAP SuccessFactors Enterprise HR Bundle											
Sodales Labor Relations Solutions for Sap SuccessFactors											
		Annual License Cost									
		$166,000	3571	$ 180.00	$ 642,780.00					$ 642,780.00	$166,000
Phase II Modules - Not included on the proposal											
Compensation Consultant			514	$ 185.00	$ 95,090.00						
LMS Consultant			850	$ 185.00	$ 157,250.00						
Succession Planning Consultant			504	$ 185.00	$ 93,240.00						

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Financials											
Module Summary	Application Software		Implementation Services			Maintenance		Support		Total Cost	
Please list and provide a detail level of pricing for each module in proposal.	One-time Cost	On-Going Annual Cost	Estimated Hours	Hourly Rate	Extended Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost
SAP HANA, RT ed Applic & BW-new/subsq											
S/4 Ent. Mgmt. Professional use											
SAP S/4HANA Fin, cash mgmt (first 10)											
SAP Access Control for SAP S/4HANA											
SAP Identity Management											
SAP Single Sign-On											
field masking for SAP GUI											
RCS package for Enterprise Support Cust.											
field masking for SAPUI5 and SAP Fiori											
field masking for WebClient UI											
SAP Budgeting and Planning f Publ Sect											
SAP S/4HANA Financial Closing cockpit											
Tax,Benefits&Pay.Proc. for PS for S/4											
SAP S/4HANA Asset Mgmt EHS IM, first 50											
SAP S/4HANA Asset Mgmt EHS H&S, first 50											
SAP S/4HANA, Developer access											
SAP Extended Sourcing Public Sector											
SAP BusinessObjects Ent, pro ed (CS)											
SAP BusinessObjects, prof ed (user)	Net license costs	Net Enterprise Support									
	$719,821	$158,361	17772	$ 148.77	$ 2,643,861.00					$ 3,363,682.00	$158,361
Phase II Modules - Not included on the proposal											
SRM - Procurement for Public Sector			8540	$ 168.26	$ 1,436,900.00						

Payroll											
Module Summary	Application Software		Implementation Services			Maintenance		Support		Total Cost	
Please list and provide a detail level of pricing for each module in proposal.	One-time Cost	On-Going Annual Cost	Estimated Hours	Hourly Rate	Extended Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost
Sap Successfactors Employee Central Payroll											
Sap Successfactors US Tax Calculation											
		Annual License Cost									
		$77,592	3606	$ 173.85	$ 626,910.00					$ 626,910.00	$77,592

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Benefits											
Module Summary	Application Software		Implementation Services			Maintenance		Support		Total Cost	
Please list and provide a detail level of pricing for each module in proposal.	One-time Cost	On-Going Annual Cost	Estimated Hours	Hourly Rate	Extended Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost
Sap SuccessFactors US benefit administration by Benefitfocus											
SAP SuccessFactors US ACA benefit administration by Benefitfocus											
Benefitfocus Video Production		Annual License Cost									
Benfitfocus Cobra Administration	$1,000	$110,067	1600	$ 171.88	$ 275,000.00					$ 276,000.00	$110,067

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Time and Attendance											
Module Summary	Application Software		Implementation Services			Maintenance		Support		Total Cost	
Please list and provide a detail level of pricing for each module in proposal.	One-time Cost	On-Going Annual Cost	Estimated Hours	Hourly Rate	Extended Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost
SAP SuccessFactors Time & Attendance Workforce Software		Annual License Cost $72,316	3096	$ 172.08	$ 532,770.00					$ 532,770.00	$72,316
Workforcce Software Clocks (Not included in quote)											

Document Management											
Module Summary	Application Software		Implementation Services			Maintenance		Support		Total Cost	
Please list and provide a detail level of pricing for each module in proposal.	One-time Cost	On-Going Annual Cost	Estimated Hours	Hourly Rate	Extended Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost	One-time Cost	On-Going Annual Cost
Gainesville is licensed to SAP's Extended Enterprise Content Management By OpenText There are Users available for the City to Use as part of this program.			1080	160	$ 172,800.00					$ 172,800.00	$0

Purchasing Forms *(Page 17-39 of ITN)*

Response: Please see the following pages(s) for all 'required' completed and signed forms:

Action: Proposer is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your Company.

This proposal is submitted in response to Invitation to Negotiate CMGR-180083-MS issued by the City of Gainesville. The undersigned, as a duly authorized officer, hereby certifies that

EPI-USE America, Inc.
(Respondent Company Name-Legal and d/b/a Name of Responding Entity)

2002 Summit Blvd (Suite 825) Atlanta, GA 30319
Respondent Company Address

N/A
Respondent's License Number (if applicable)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Invitation to Negotiate (ITN) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the ITN. The proposal shall remain in effect for a period of one hundred sixty (160) calendar days as of the Due Date for responses to the ITN.

The undersigned certifies that to the best of his/her knowledge: (check one pf the below and provide information if required)

__X__ There is no Commissioner or employee of the City of Gainesville who has, or whose Relative has, an Interest in the entity or entities making this proposal.

___ There are Commissioner(s) and/or employee(s) of the City of Gainesville who have, and/or whose Relative(s) have, an Interest in the entity or entities making this proposal. Describe the nature of the interest held by each trustee, employee, or Relative of the trustee or employee (for example, grandson of Employee X owns the Company or spouse of Employee Y is a director of the Company).

"Interest" for purposes of this disclosure includes the following: director, trustee, officer, or employee of an entity, any contract with an entity (including consulting), or any partner, proprietor, stock, equity, or other ownership interest in an entity.

"Relative" for the purpose of this disclosure is an individual who is related to the trustee or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the trustee or employee or who otherwise holds himself or herself out as or is generally known as the person whom the trustee or employee intends to marry or with whom the trustee or employee intends to form a household, or any other natural person having the same legal residence as the trustee or employee"

The undersigned further certifies that their firm (check one)_**IS** *or* x **IS NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the City of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Invitation to Negotiate are:

Name: Edgar Mendoza ________________ Title: Associate Partner ______________

Signature: ________________________ Date: 07/03/2018 ________________

Email: Edgar.Mendoza@us.epiuse.com ______

Name:____________________________ Title: ________________________

Signature:_________________________ Date: ________________________

_ Date:____________________________ Signature of Authorized Officer

_ Email:___________________________ Printed Name

7.2 Addenda

The Bidder hereby acknowledges receipt of Addenda Nos. 1, 2, 3, 4, 5, 6, 7,8 to these Specifications.

7.3 Taxes

The Bidder agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since the City of Gainesville is generally exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

Note: THE CITY RESERVES THE RIGHT TO ADD OR DELETE LOCATIONS, SERVICES, ITEMS, MATERIALS OR ANY OTHER ASPECTS OF CONSIDERATION FROM THIS CONTRACT SHOULD IT BE IN THE BEST INTEREST OF THE CITY. THE CONTRACT PRICE WILL BE ADJUSTED ACCORDINGLY UPON MUTUAL NEGOTIATION AND AGREEMENT OF THE CONTRACTOR AND THE CITY'S REPRESENTATIVE.

7.4 Local Preference (check one)

Local Preference requested: ☐ YES ☒ NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested. (see Exhibit C)

7.5 Qualified Local Small and/or Disabled veteran Business Status (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (see attached Exhibit A) ☐ YES ☒ NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (see attached Exhibit A) ☐ YES ☒ NO

SIGNATURE ACKNOWLEDGES THAT: (check one)

- [x] Bid is in full compliance with the Specifications.
- [ ] Bid is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Bidder has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this bid.

(CORPORATE SEAL)

ATTEST:	BIDDER:
_______________	_______________
Signature	Signature
By:_______________	By: 07/03/2018
Title: _______________	Title: Associate Partner

Exhibit A – LOCAL SMALL AND SERVICE-DISABLED VETERAN BUSINESS PROGRAM

It is the policy of the City of Gainesville that Local Small Businesses shall have the maximum opportunity to participate in the performance of all aspects of contracting and subcontracting opportunities for the City of Gainesville. In this regard, the City of Gainesville and its contractors will take all necessary and reasonable steps to ensure that Local Small Businesses have the maximum opportunity to compete for and perform such contracts/subcontracts and provide materials for such contracts/subcontracts.

Except as provided below, evaluation of a bid/proposal may result in bid/proposal being rejected for failure to comply with the following conditions. Upon contract award, failure of any Bidder/Respondent to comply with these conditions/requirements which seek to maximize the use of Local Small Businesses shall constitute a breach of a contract award. Upon such breach, the City of Gainesville may at its option, terminate the contract and/or pursue any and all other appropriate remedies available under the contract or otherwise under applicable law.

Contract Award Conditions:

Contract award will be conditioned on meeting the requirements of this section. The City of Gainesville requires the following:

1. Submission by the Bidder/Respondent of the completed "Tabulation of Subcontractors" form (Exhibit 9) with the bid/proposal;
2. The names and addresses of all Subcontractors. Clearly designate which Subcontractors are Local Small Businesses that will participate in the contract;
3. A description of the Work and/or Materials that each Local Small Businesses will perform or supply;
4. The dollar amount or percentage of the Work and/or Materials that each Local Small Business will provide on the project.
5. If the actual participation of Local Small Business in the apparently successful bid/proposal is not maximized, as determined by the Local Small Business Procurement Program Coordinator, such bidder/respondent shall submit documentation of all Good Faith Efforts (successful and unsuccessful) that were engaged in, prior to bid or proposal submission, to maximize the use of Local Small Businesses on this project. Efforts undertaken after proposal submissions are not relevant to the decision to award.

Good Faith Efforts:

A condition of contract award is that the contract award be made only to the Bidder/Respondent (including Local Small Business Bidders/Respondents) who maximize the utilization of Local Small Business subcontractors or who makes Good Faith Efforts to maximize the use of Local Small Business Subcontractors. The City of Gainesville will determine whether a Bidder/Respondent has made Good Faith Efforts if the Bidder/Respondent does the following:

If the Bidder/Respondent does not maximize the participation of Local Small Businesses on this project, the Bidder/Respondent must provide all documentation which by its scope, quality, quantity and intensity of the different kinds of efforts, the Bidder/Respondent made to maximize participation can be confirmed and be evaluated. The documentation should be provided both as to those efforts wherein the Bidder/Respondent was successful in obtaining participation and those where it was not. In the latter case, the documentation should further indicate the reason for lack for success, i.e. Subcontractor's bid too high, Subcontractor who bids is apparently not qualified to perform the particular services, no bids received, etc.

Mere pro forma efforts are not Good Faith Efforts to meet the Local Small Business requirements. The Bidder/Respondent will be required to submit written documentation of Good Faith Efforts when the participation on this project is not maximized, if they wish to be awarded the contract.

The City of Gainesville will consider the following list of types of actions as a part of the Bidder's/Respondent's Good Faith Efforts to obtain Local Small Business Subcontractor participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

1. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all Local Small Business who have the capability to perform the Work or provide Materials needed to complete the project. The Bidder/Respondent must solicit this interest within sufficient time to allow them to respond to the solicitation. The Bidder/Respondent must determine with certainty if they are interested by taking appropriate steps to follow-up the initial solicitations.

2. Selecting portions of the Work to be performed or portions of the Materials to be provided by Local Small Businesses in order to increase the likelihood that participation is maximized. This includes, where appropriate, breaking out contract Work items or Material items into economically feasible units to facilitate participation, even when the prime contractor might otherwise prefer to perform these Work items or provide these Material items with its own forces.

3. Providing interested Local Small Businesses with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.

4. (a) Negotiating in good faith with interested Local Small Businesses. It is the Bidder's/Respondent's responsibility to make a portion of the Work or Materials available to the Subcontractors and to select those portions of the Work or Material needed consistent with the available Local Small Business Subcontractors, so as to facilitate participation. Evidence of such negotiation includes the names, addresses and telephone numbers of Local Small Businesses that were considered; a description of the information provided regarding the plans and specifications for the Work or Materials selected for subcontracting; and evidence as to why additional agreements could not be reached to perform the Work or provide the Materials.

   (b) A Bidder/Respondent using good business judgment would consider a number of factors in negotiating with Subcontractors, and would take a firm's price and capabilities into consideration. However, the fact that there may be some additional costs involved in finding and using Local Small Businesses is not in itself sufficient reason for a Bidder/Respondent's failure to seek to maximize the use of them as long as such costs are reasonable and/or may be offset by other less tangible benefits. Also, the availability or desire of a Bidder/Respondent, including a Local Small Business Bidder/Respondent to perform the Work or provide the Materials of a contract with its own organization does not relieve the Bidder/Respondent the responsibility to make Good Faith Efforts and maximize utilization of other Local Small Businesses. Bidder/Respondents are not, however, required to accept higher quotes from Local Small Businesses if the price difference is excessive or unreasonable or they are not qualified to perform the Work. These decisions should, however, be supportable and documented as part of the required Good Faith Efforts.

5. Making efforts to assist interested Local Small Businesses in obtaining bonding, lines of credit, or insurance as required by the City of Gainesville or Bidder/Respondent.

6. Making efforts to assist interested Local Small Businesses in obtaining necessary equipment, supplies, Materials, or related assistance and services.

7. Effectively using the services of available small and minority business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of Local Small Businesses.

In determining whether a Bidder/Respondent has maximized participation, the City of Gainesville will take into account the performance of other Bidders/Respondents in meeting this requirement of the bid/proposal and historical participation by Local Small Businesses involving similar Work or Materials. For example, when the apparent successful Bidder/Respondent fails to obtain or fails to maximize Local Small Business participation, but others Bidders/Respondents obtained and/or maximized such participation, the City of Gainesville will reasonably raise questions whether, with additional reasonable efforts, the apparent successful Bidder/Respondent could have obtained and/or maximized participation. As indicated, a reasonable level of participation (maximization) may not be apparent until after bids/proposals are opened and participation of various bidders compared. Therefore, it is recommended that in all cases, all pre-submittal Good Faith Efforts be documented, and retained in the event that such are required to be submitted for review/verification.

Even if a Bidder/Respondent is a Local Small Business, maximizing the utilization of other Local Small Businesses is still required.

<u>Local Small Businesses Terminations/Substitutions</u>:

A Bidder/Respondent shall not terminate for convenience a Local Small Business Subcontractor and then perform the Work or provide the Materials of the terminated Subcontractor within its own forces or those of an affiliate without the prior consent of the City of Gainesville.

When a Local Small Business Subcontractor is terminated or fails to complete its Work or fails to provide the Materials on the contract for any reason, the prime contractor shall make Good Faith Efforts to find another Local Small Business subcontractor to substitute for the original Local Small Business. These Good Faith Efforts shall be directed at finding another Local Small Business to perform at least the same amount of Work or provide the same amount of Materials under the contract as the business that was terminated to the extent needed to meet the contract goal or commitment.

The City of Gainesville shall have the right to consider price, quality, past performance including meeting Small Business Procurement Program commitments, time required for performance and qualifications of the Bidder/Respondent in making the award.

<u>Equal Opportunity Assurance:</u>

The Respondent, sub recipient, or Subcontractor shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability, and gender identity in the performance of this contract. Failure by the Respondent to carry out these requirements is a material breach of his contract, which may result in termination of this contract or such other remedy as the recipient deems appropriate.

The Respondent shall include this assurance in each subcontract it signs with a Subcontractor or Material Supplier.

Protest of Rejected Bid/Proposal – Administrative Reconsideration

1. The Local Small Business Procurement Program Coordinator shall review bids and proposals to evaluate whether said bids or proposals comply with the above stated requirements. In the event that a bid or proposal is rejected for failure to comply with the stated requirements, the affected bidder or respondent may obtain reconsideration of such determination by filing a Protest/Request for Reconsideration.

2. In the reconsideration, the Bidder/Respondent has the opportunity to demonstrate how the Bid/Proposal met the requirements of the Program. The Request for Reconsideration shall be submitted to the Small Business Procurement Program Office within five (5) working days after receipt of notice of rejection. The Request for Reconsideration shall address the issues of whether the Bidder/Respondent maximized Local Small Business participation or made adequate good faith efforts to maximize the participation of local small business participation and shall include documentation associated with these factors.

3. The decision on reconsideration will be made by the Executive Chief of Staff.

4. The Bidder/Respondent may have the opportunity to meet in person with the Executive Chief of Staff to discuss the issue of whether it met the criteria outlined above (see Item 2).

5. The Bidder/Respondent will be sent a written decision on reconsideration, explaining the basis for finding that the Bidder/Respondent did or did not meet the criteria above. (see Item 2).

6. All the arguments, documentation, and evidence, which is relevant to the Request for Reconsideration must be submitted by the Bidder/Respondent to the Executive Chief of Staff at least three (3) working days prior to the meeting described in Item 4 above or, if no meeting is held, three (3) days prior to the anticipated date of the decision on reconsideration. Absent fraud or mistake not attributable to the Bidder/Respondent, evidence of efforts undertaken subsequent to submission of the bid/proposal will not be considered. If no additional evidence or documentation is submitted by the Bidder/Respondent in accordance with the above, only the documents currently on file with the Procurement Division will be reviewed at the meeting.

Exhibit B - QUALIFIED LOCAL SMALL BUSINESS UNAVAILABILITY FORM

This form will assist you in meeting your Good Faith Efforts requirements. *Please TYPE or PRINT legibly. Use additional sheets as necessary.*

***Note:** Keep all relevant documentation that verifies opportunities were provided to Qualified Local Small Businesses. If it is not evident that your firm made Good Faith Efforts to maximize the Qualified Local Small Businesses, you will be asked to submit documentation.

BUSINESS RESPONSES: **1** -Did not bid in response to the invitation; **2** -Submitted a bid which was not the low responsible bid; **3** - Please specify other.

Qualified Local Small Business Name	**Business Phone Number**	**Description of Work/Material Sought**	**Response of Business (1, 2 or 3)**	**Notes:**
Lakshmi Consulting Services (LCS) LLC	512-426-8757	Software Consulting Services	3	Subcontractor was not qualified to perform the work required

The undersigned representative of the prime contractor confirms that the above Qualified Local Small Businesses were invited to participate as subcontractors and/or materials suppliers in the prime contractor's the bid/proposal for the City of Gainesville. Bidding/Proposing

Company: **EPI-USE America, Inc.**

Form Completed By: **Jameson Greiner**

Title: **Director of Client Engagement**

Signature:

Date: **July 1st, 2018**

180745FFF

CITY OF GAINESVILLE

Exhibit C - ARTICLE X. LOCAL PREFERENCE POLICY*

***Editor's note:** Section 9 of Ord. No. 001261 states: "This ordinance shall become effective October 1, 2004, and shall be reviewed by the City Commission October 1, 2005, and unless extended by action of the City Commission, shall be deemed repealed effective March 31, 2006, provided that it shall remain applicable to new contracts solicited prior to repeal."

Sec. 2-620. Findings of fact.

The City annually spends significant amounts on purchasing personal property, materials, and contractual services and in constructing improvements to real property or to existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees, and utility revenues derived from local businesses in the corporate city limits of Gainesville, and the city commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the city commission has determined that it is in the best interest of the City to give a preference to local businesses in the corporate city limits of Gainesville in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of proposals received in relation to such expenditures.

(Ord. No. 001261, § 1, 3-29-04)

Sec. 2-621. Definition.

"Local business" means the vendor has a valid business tax receipt, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, the vendor must provide a copy of the business tax receipt.

(Ord. No. 001261, § 2, 3-29-04)

Sec. 2-622. Local preference in purchasing and contracting.

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the Procurement policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, as described below, and in any event the cost differential should not exceed $25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased or awarded by the city commission or other authority. In the case of requests for proposals, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses, local businesses are assigned five percent of the total points of the total evaluation points.

(Ord. No. 001261, § 3, 3-29-04)

Sec. 2-623. Exceptions to local preference policy.

The preference set forth in this Article X shall not apply to any of the following purchases or contracts:

(1) Good or services provided under a cooperative purchasing agreement;

(2) Contracts for professional services procurement of which is subject to the Consultants' Competitive Negotiation Act (F.S. § 287.055) or subject to any competitive consultant selection policy or procedure adopted or utilized by the city commission or charter officer;

(3) Purchases or contracts which are funded, in whole or in part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference; or

(4) Purchases made or contracts let under emergency or noncompetitive situations, or for litigation related legal services, etc., as such are described in the City's Procurement policies;

(5) Purchases with an estimated cost of $50,000.00 or less;

(6) Application of local preference to a particular purchase, contract, or category of contracts for which the city commission is the awarding authority may be waived upon written justification and recommendation of the charter officer and approval of the city commission. The preferences established herein in no way prohibit the right of the city commission or other purchasing authority to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals. Further, the preferences established herein in no way prohibit the right of the city commission or other purchasing authority from giving any other preference permitted by law in addition to the preference authorized herein.

(Ord. No. 001261, § 4, 3-29-04)

Sec. 2-624. Application, enforcement.

The local preference shall apply to new contracts for supplies, materials, equipment and services first solicited after October 1, 2004. This article shall be implemented in a fashion consistent with otherwise applicable City Procurement policies and procedures.

(Ord. No. 001261, § 5, 3-29-04)

CITY OF GAINESVILLE

Exhibit D - DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

EPI-USE America, Inc. ______________________________ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Respondent's Signature

July 1st, 2018
Date

CITY OF GAINESVILLE

Exhibit E - AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

(1) That I am the respondent (if the respondent is an individual), a partner of the respondent (if the respondent is a partnership), or an officer or employee of the bidding corporation with authority to sign on its behalf (if the respondent is a corporation);

(2) That the attached proposal or proposals have been arrived at by the respondent independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.

(3) That the contents of the bid or bids have not been communicated by the respondent or its employees or agents to any person not an employee or agent of the respondent or its surety on any bond furnished with the bid or bids; and

(4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed:

Firm Name: EPI-USE AMERICA, INC.

JULIE QUAY NOTARY PUBLIC FULTON COUNTY, GEORGIA

Subscribed and sworn to before me this. 06 Day Of July 2018

Notary Public

My Commission expires 3/29, 2020.

Respondent's E.I. Number: 58-2430345

(Number used on Employer's Quarterly Federal tax return)

Exhibit F - DEBARRED AND SUSPENDED RESPONDENTS

Breach of Contract

1. Scope.

This policy prescribes policies and procedures relating to:

(a) the debarment of respondents for cause;

(b) the suspension of respondents for cause under prescribed conditions;

and,

(c) the rejection of bids, revocation of acceptance and termination of contracts for cause.

It is directly applicable to the advertised and negotiated purchases and contracts, for equipment and services of the City.

2. General.

Debarment and suspension are measures which may be invoked by the City either to exclude or to disqualify respondents and contractors from participation in City contracting or subcontracting. These measures should be used for the purpose of protecting the interests of the City and not for punishment. To assure the City the benefits to be derived from the full and free competition of interested respondents, these measures should not be instituted for any time longer than deemed necessary to protect the interests of the City, and should preclude awards only for the probably duration of the period of non-responsibility.

2.1 Definitions.

(a) "Debarment" means, in general, an exclusion from City contracting and subcontracting for a reasonable, specified period of time commensurate with the seriousness of the offense, improper conduct or the inadequacy of performance.

(b) "Suspension" means a disqualification from City contracting and subcontracting for a temporary period of time because a concern or individual is suspected upon adequate evidence (See Section 6) of engaging in criminal, fraudulent, improper conduct or inadequate performance.

(c) A "debarment list" or "debarred bidders list" means a list of names of concerns or individuals against whom any or all of the measures referred to in this policy have been invoked.

(d) "Bidders" means, wherever the term is used in this policy, an offerors bidding pursuant to an invitation for bids or a request for proposals.

(e) "Affiliates" means business concerns which are affiliates of each other when either directly or indirectly one concern or individual controls or has the power to control another, or when a third party controls or has the power to control both.

(f) "Business operations" means commercial or industrial activity engaged in regularly and continuously over a period of time for the purpose of receiving pecuniary benefit or otherwise accomplishing an objective. "Business operations" constitute and are equivalent to "carrying on business", "engaged in business", "doing business".

3. Establishment and Maintenance of a List of Concerns or Individuals Debarred or Suspended.

(a) The Procurement Department shall establish and maintain on the basis contained in Sections 6 and 6.1, a consolidated list of concerns and individuals to whom contracts will not be awarded and from whom bids or proposals will not be solicited.

(b) The list shall show as a minimum the following information:

(1) the names of those concerns or individuals debarred or suspended (in alphabetical order) with appropriate cross-reference where more than one name is involved in a single action;

(2) the basis of authority for each action;

(3) the extent of restrictions imposed; and,

(4) the termination date for each debarred or suspended listing.

(c) The list shall be kept current by issuance of notices of additions and deletions.

4. Treatment to be Accorded Firms or Individuals Debarred or Suspended

Firms or individuals listed by the Purchasing Department as debarred or suspended shall be treated as follows.

(a) Total restrictions. A contract shall not be awarded to a concern or individual that is listed on the basis of a Section 5(a)(1), (2) or (3) felony "conviction", or to any concern, corporation, partnership, or association in which the listed concern or individual has actual control or a material interest; nor shall bids or proposals be solicited therefrom. However, when it is determined essential in the public interest by the City Commission, an exception may be made with respect to a particular procurement action where the individual or concern is effectively the sole source of supply or it is an emergency purchase.

(b) Restrictions on subcontracting. If a concern or individual listed on the debarred and suspended bidders list is proposed as a subcontractor, the Purchasing Department shall decline to approve subcontracting with that firm or individual in any instance in which consent is required of the City before the subcontract is made, unless it is determined by the City to grant approval City Commission essential to public interest and the individual or concern is effectively the sole source of supply or it is an emergency purchase.

5. Causes and Conditions Applicable to Determination of Debarment.

Subject to the following conditions, the Department of Management and Financial Services is authorized to debar a firm or individual in the public interest for any of the following causes occurring with ten (10) years of debarment.

(a) Causes

(1) "Conviction" for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract thereunder, or in the performance of such contract or subcontract.

(2) "Convictions" of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification or destruction of records, perjury, or receiving stolen property where the conviction is based upon conduct which arose out of, or was related to, business operations of the respondent.

(3) "Conviction" for bid-rigging activities arising out of the submission of bids or proposals.

(4) Violation of contract provisions, as set forth below, of a character which is regarded by the City to be so serious as to justify debarment action:

(i) willful failure to perform in accordance with the specifications or within the time limit provided in the contract;

(ii) a record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts. Failure to perform or unsatisfactory performance caused by acts beyond the control of the firm or individual as a Vendor shall not be considered to be a basis for debarment.

(5) Debarment by any other governmental agency.

(b) Conditions.

(1) Debarment for any of the causes set forth in this section shall be made only upon approval of the Department of Management and Financial Services.

(2) The existence of any of the causes set forth in (a) of this section does not necessarily require that a firm or individual be debarred except as provided in 4(a). In each instance, whether the offense or failure, or inadequacy of performance, be of criminal, fraudulent, or serious nature, the decision to debar shall only be made if supported by a preponderance of the credible evidence available. Likewise, all mitigating factors may be considered in determining the seriousness of the offense, failure, or inadequacy of performance, in deciding whether debarment is warranted. The actual or apparent authority of an involved individual, the present relationship of involved individuals with the respondent, the past performance of the individual or concern, and the relationship of the violation to the services or materials involved shall be considered.

(3) The existence of a cause set forth in (a)(1), (2), and (3) of this section shall be established by criminal "conviction" by a court of competent jurisdiction. In the event that an appeal taken from such conviction results in reversal of the "conviction", the debarment shall be removed upon the request of the respondent (unless other causes for debarment exists). for the purposes of this policy, the following shall have the same effect as a "conviction": pleading guilty or nolo contendere, or being found guilty by a jury or court of, the offense in question, regardless of whether probation is imposed and adjudication withheld.

(4) The existence of a cause set forth in (a)(4) and (5) of this section shall be established by a preponderance of credible evidence by the Department of Management and Financial Services.

(5) Debarment for the cause set forth in (a)(5) of this section (debarment by another agency) shall be proper if one of the causes for debarment set forth in (a)(1) through (4) of this section was the basis for debarment by the original debarring agency. Such debarment may be based entirely on the record of facts obtained by the original debarring agency, or upon a combination of such facts and additional facts.

5.1 Period of Debarment.

(a) Debarment of a firm or individual shall be for a reasonable, definitely stated period of time commensurate with the seriousness of the offense or the failure or inadequacy or performance. As a general rule, a period of debarment shall not exceed five (5) years. However, when partial or total debarment for an additional period is deemed necessary, notice of the proposed additional debarment shall be furnished to that concern or individual in accordance with Section 8.

(b) A debarment may be removed or the period thereof may be reduced by the City Manager upon the submission of an application supported by documentary evidence, setting forth appropriate grounds for the granting of relief; such as newly discovered material evidence, reversal of a conviction, bona fide change of ownership or management, or the elimination of the causes for which the debarment was imposed. The City Manager may request additional information, shall consider all relevant facts, and shall render a decision within twenty (20) days of receipt of the application unless a longer period is warranted under the circumstances.

6. Suspension of Respondents.

(a) Suspension is a drastic action and, as such, shall not be based upon an unsupported accusation. In assessing whether evidence exists for invoking a suspension, consideration should be given to the amount of credible evidence which is available, to the existence or absence of corroboration as to important allegations, as well as to the inferences which may properly be drawn from the existence or absence of affirmative facts. This assessment should include an examination of basic documents, such as contracts, inspection reports, and correspondence. In making a determination to suspend, the Department of Management and Financial Services shall consider the factors set forth in Section 5(b)(2). A suspension may be modified by the City Manager as described in Section 5.1(b).

6.1 Causes and Conditions Under Which the City May Suspend Contractors

(a) The Department of Management and Financial Services may, in the interest of the City, suspend a firm or individual when the firm or individual is suspected, upon credible evidence, of having committed one or more the following act(s) within three (3) years of the date of suspension:

(1) Commission of fraud or a criminal offense as an incident to obtaining, attempting to obtain, or in the performance of a public contract;

(2) Violation of statutes concerning bid-rigging activities out of the submission of bids and proposals; and,

(3) Commission of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification, or destruction of records, perjury, receiving stolen property. Commission of any other offense indicating a lack of business integrity or business honesty which seriously and directly affects the question of present responsibility as a City contractor.

6.2 Period of Suspension.

(a) All suspension shall be for temporary period pending the completion of an investigation and such legal proceedings as may ensue. In the event that prosecution has not been initiated within twelve (12) months form the date of the suspension, the suspension shall be terminated. Upon removal of suspension, consideration may be given to debarment in accordance with Section 5 of this policy.

7. Scope of Debarment or Suspension.

(a) A debarment or suspension may include all known affiliates of a concern or individual.

(b) Each decision to include a known affiliate within the scope of a proposed debarment or suspension is to be made on a case-by-case basis, after giving due regard to actual or apparent authority of the controlling concern or individual and similarity of the services provided by the affiliate to those provided by the debarred individual or concern.

(c) The criminal, fraudulent, or seriously improper conduct of an individual may be imputed to the business concern with which he is connected, where such impropriety was accomplished within the course of his official duty or apparent authority, or was effected by him with the knowledge and approval of that concern. When the individual was an officer of the concern, knowledge and approval may be presumed. Likewise, where a concern is involved in criminal, fraudulent, or seriously improper conduct, any individual who was involved in the commission of the impropriety may be debarred or suspended.

8. Notice of Debarment of Suspension.

When the Department of Management and Financial Services seeks to debar or suspend a concern or individual (or any affiliate thereof) for cause, it shall furnish that party with a written notice:

(1) stating that debarment or suspension is being considered;

(2) setting forth the reasons for the proposed action;

(3) indicating that such party will be afforded an opportunity for a hearing if he so requests one within ten (10) days; and,

(4) indicating that such party may make a written response in accordance with Section 9 (a).

9. Response to Notice of Debarment or Suspension.

(a) In lieu of requesting a hearing within the prescribed ten (10) day period, the party may, within said ten (10) day period, notify the City of its intent to provide a written reply and submit written evidence to contest the debarment or suspension. Such written evidence must be submitted within twenty (20) days after receipt of the notice of proposed debarment or suspension in order for it to be considered.

(b) Whatever response is received to the notice of intent to debar or suspend, such will be considered in determining whether debarment or suspension action will be made. Where a reply is received to the notice of intent to debar or to suspend, and evidence to refute such action is furnished but no hearing is requested, the information furnished will be considered in determining the action to be taken.

(c) If a hearing is requested, it shall be conducted by the City Manager. The hearing will be held at a location convenient to the City as determined by the City Manager and on a date and at a time stated. An opportunity shall be afforded to the firm or individual to appear with witnesses and counsel, to present facts or circumstances showing cause why such firm or individual should not be debarred or suspended. The proceeding shall be of an informal nature as determined by the City Manager. After consideration of the facts, the City Manager shall notify the firm or individual of the final decision.

(d) If no response is made to the notice of debarment or suspension within the first ten (10) day period, the decision of the Department of Management and Financial Services shall be deemed final and the party so notified.

10. Rejection of Bids, Breach of Contract.

(a) Previously solicited and/or accepted bids may be rejected or acceptance revoked prior to beginning of performance upon discovery by the City that the respondent or its affiliates have committed any act which would have been cause for debarment.

(b) If after a contract is awarded and performance has been begun the City discovers that the respondent or its affiliates have committed any act prior to award or acceptance which would have been cause for debarment had it been discovered prior to solicitation or acceptance, the City may consider such to be a material breach of the contract and such shall constitute cause for termination of the contract.

(c) If after bids have been solicited and/or accepted or after a contract is awarded and performance begun, the City discovers that the respondent or its affiliates committed any act prior to award or acceptance which would have been cause for disbarment or suspension had it been discovered prior to solicitation or acceptance, the City may require additional satisfactory assurances that such act(s) have not occurred and that the contract can and will be faithfully performed. If additional assurances are requested and are not satisfactory or if the respondent or its affiliates fail to immediately cooperate with all reasonable requests, including requests for information reasonably calculated to lead to the discovery of relevant evidence, then such may be considered a material breach of the contract and such shall constitute cause for termination of the contract.

CITY OF GAINESVILLE

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Participant (potential contractor for a major third-party contract), **EPI-USE America, Inc.** certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(If the primary participant (potentially third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification).

THE PRIMARY PARTICIPANT (POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT),____________________, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET. SEQ. ARE APPLICABLE THERETO.

E Mendoza E __________ Associate Partner

Signature and Title of Authorized Official

Exhibit G - BUSINESS REFERENCES

PROPOSER: **EPI-USE, American Inc.**

PROJECT: ERP Product Solution(s) and Implementation Services

BID#: CMGR-180083-MS **BID DUE DATE:** July 6, 2018

Provide the following business reference information for three clients that a same or similar project has been provided within the past five years. You may include photos or other pertinent information.

The City reserves the right to check references with current customers as provided by the Proposer and with any customers the City identifies as necessary to understand prior performance at any time throughout the process.

#1 Service dates): July 2016 – September 2018 **Amount** $ 4,701,760

Project Client Name: Purdue University

Project Location: West Lafayette, Indiana

City, State Zip: West Lafayette, Indiana 47907

Client Contact Name: Vicki Farnsworth – Confidential Reference calls should be coordinated with Keith Harmon (832) 318 9406

Phone Number: 832-318-9406 Fax Number: N/A

Email Address (if available): vahecht@purdue.edu

#2 Service dates: 06/2016 to 06/2018 **Amount** $3.5mil (payroll only). 60,000 employees/50 states.

Project Client Name: XPO Logistics

Project Location: Portland, OR

City, State Zip: Portland, OR

Client Contact Name: Michael Beaty

Phone Number: 503-450-3297 Fax Number: N/A

Email Address (if available): michael.beaty@xpo.com

#3 Service dates: 12/2013 - 7/2015 **Amount-** $1,032m for EC / Comp project specifically

Project Client Name: JM Huber

Project Location: Edison, NJ

City, State Zip: Edison, NJ

Client Contact Name: Deborah Fuchs

Phone Number: 732-310-0312 Fax Number: N/A

Email Address (if available): d.fuchs@huber.com

Exhibit H- BID INFORMATION SURVEY

CITY OF GAINESVILLE
GENERAL GOVERNMENT
PURCHASING DIVISION SURVEY
BID INFORMATION

BID #: CMGR-180083-MS DUE DATE: June 26, 2018

SEALED BID ON: ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION(S) AND IMPLEMENTATION SERVICES

IF YOU DO NOT BID

Please check the appropriate or explain:

__________ 1. Not enough bid response time.

__________ 2. Specifications not clear.

__________ 3. Do not submit bids to Municipalities.

__________ 4. Current workload does not permit time to bid.

__________ 5. Delay in payment from Governmental agencies.

__________ 6. Do not handle this item.

__________ 7. Other:

____

____

____

____

Company:____

Address: ____

Are you a Local Small Business? yes__________ no_______

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ADDENDUM NO. 1

Date: May 31, 2018

Bid Date: June 26, 2018
at 3:00 p.m. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 7, 2018**.** Questions may be submitted as follows:
   Email: sowersma@cityofgainesville.org
   or
   Faxed (352) 334-3163
   Attention: Melanie Sowers

2. Please find attached:

   a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory Pre-Bid meeting.
   b) Copy of the Pre-Bid sign-in sheet for your information.
   c) Copy of the Pre-Bid meeting presentation.

3. Melanie Sowers, Purchasing Division, discussed bid requirements.

   a. Sign-in Sheet is circulating.
   b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on June 26, 2018. Any bids received after 3:00 p.m. on that date will not be accepted.
   c. Send questions in writing to Melanie Sowers via email.
      i. All communication through Melanie only. Do not communicate with other City staff.
   d. Discussed bid due date, time and delivery location.
      i. Deliver (or have delivered) to Purchasing by 3:00 p.m. on June 26, 2018.
   e. Various forms (i.e. Tabulation of Subcontractor and Material Suppliers) are to be completed and returned with your bid.
      i. Sign, date and return all Addenda.
   f. Exhibit 1, Functional Requirements – the Vendor Response column contains a drop-down menu.
   g. Exhibit 5, Pricing Sheet – make sure you complete all tabs on the bottom of the screen.

4. Ginny Ahuja discussed the project (see below slide presentation). The City is looking for an all-inclusive solution to achieve the City's vision; this is the first step to building the necessary baseline to achieve this vision. The City has 2200 employees total; however General Government and GRU (utilities) function separately. GRU does support our IT services.

The following are answers/clarifications to questions received at the mandatory pre-bid conference:

5. Question: You mentioned you already have an IT Consultant chosen; are you at liberty to say who that is?
   Answer: Berry Dunn McNeil & Parker, LLC

6. Question: Are they involved in the selection process or just helping in other capacities?
   Answer: Yes, they are also involved in the selection process.

7. Question: You mentioned your budget is 7 million. What does that include?
   Answer: It includes IT Consulting Firm, Personnel, Capital, this bid. However, a specific amount for the software and implementation services portion has not yet been determined

8. Question: If we have more than one product we are recommending, those must be in two separate proposals?
   Answer: The City is looking for one package solution. If you have one product and 3rd party products then City accepts one package solution in one proposal.

4. Question: Is your local preference requirement City or State?
   Answer: City – Exhibit C of the bid document lists all requirements to claim local preference.

5. Question: Who is the executive sponsor?
   Answer: Anthony Lyons, City Manager

6. Question: GRU is currently supporting your legacy ERP system. Will they be supporting the new system?
   Answer: There has been no distinction of ownership yet. GRU will support the new system, unless we go a different direction.

7. Question: Do you have a preference whether the solution is housed onsite or on a cloud?
   Answer: There is no preference. It all depends on the proposals

8. Question: Do you have an idea of how much data conversion is needed?
   Answer: This has not yet been determined; at minimum, we would need to comply with the state retention requirements.

9. Question: There can also be other retention strategies as well.
   Answer: Yes, we are looking for a comprehensive solution.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **<u>and a copy of this Addendum to be returned with proposal.</u>**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

41-424 **Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black-out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

180745FFF

City of Gainesville

Enterprise Resource Planning (ERP) Product Solution(s) and Implementation Services ITN

ITN NO. CMGR-180083-MS

Non-Mandatory Pre-bid call

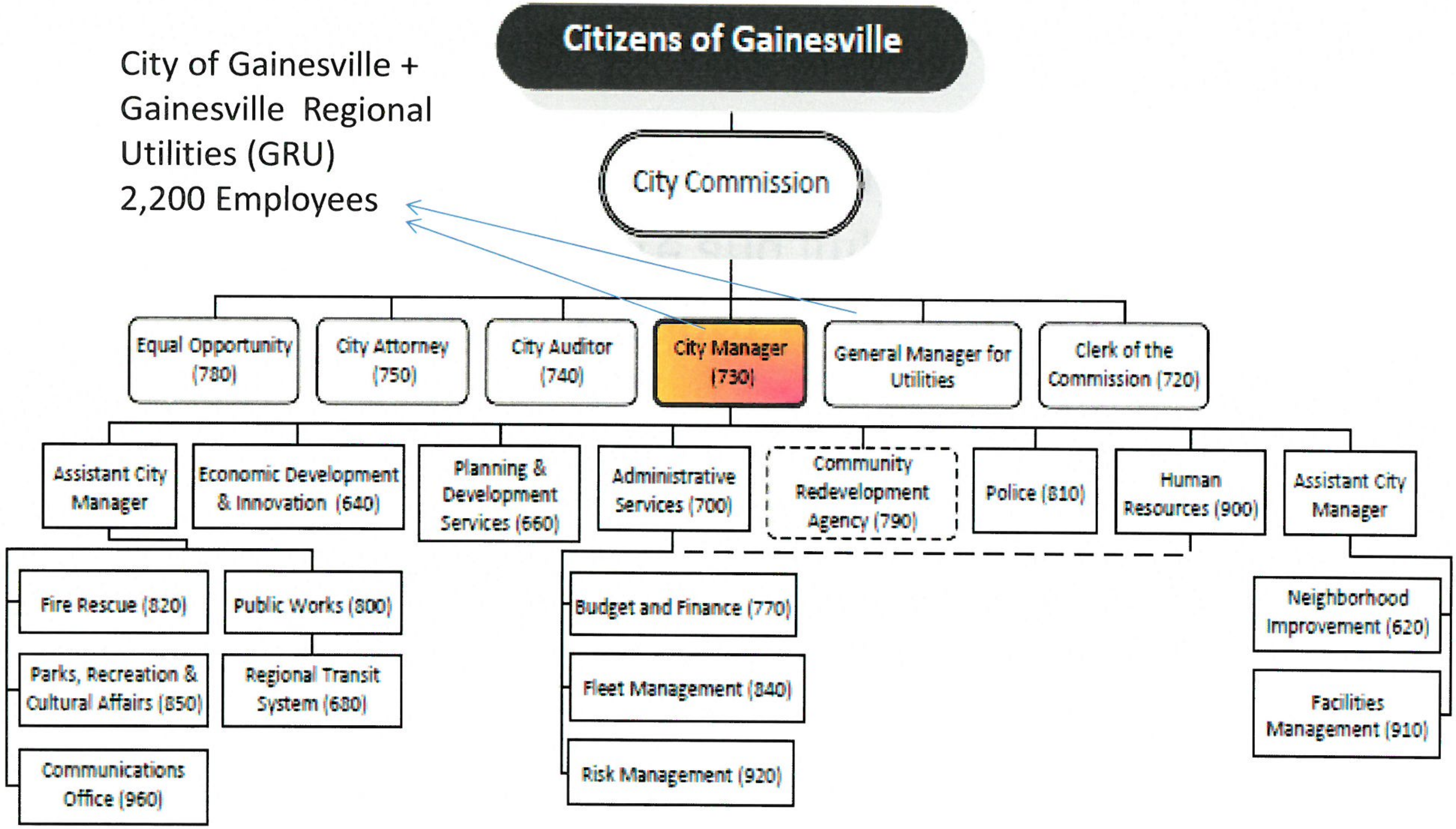
5/31/2018

10:00AM EST

Purpose of ITN

To solicit Proposals to satisfy the City of Gainesville's (City) needs for software and professional services to implement an Enterprise Resource Planning (ERP) in City's core service areas (HR, Finance and Risk) and partner alongside a product manufacturer and service implementer to be apart of the City's vision of becoming the New American City through a strong technological baseline.

City of Gainesville + Gainesville Regional Utilities (GRU)
2,200 Employees



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ERP Project Overview

- ✓ Project Timeline – Implementation planned to start before Jan 2019 by onboarding experts

  IT Consulting Firm Selected

  Product Selection

  Service Implementer Selection

- ✓ Total ERP Project Budget – ***$7 million*** (a specific amount for the software and implementation services portion has not yet been determined)

- ✓ City's ERP Team – Executive Sponsor, Sponsors, Project Manager, and Functional Leads

Key Notes

- ✓ The City has been on the existing technology from last 20-30 years
- ✓ Evaluation of the City's "as-is" state is in progress in terms of processes and technology
- ✓ Process mapping is in progress
- ✓ Data streamlining initiative is in progress

Accepted Proposal Scenarios

- ✓ Product manufacturer can submit a proposal to provide their solution(s) and implementation services
- ✓ Product manufacturer can submit a proposal to provide their solution(s) and preferred service implementer partner
- ✓ Service implementer partner can submit a proposal representing themselves and respective product manufacturer

*Must select one option

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CITY OF GAINESVILLE
GENERAL GOVERNMENT PURCHASING DIVISION
PRE-BID CONFERENCE
ERP Product Solution(s) and Implementation Services
DATE: May 31, 2018 @ 10:00 AM LOCAL TIME
BID #CMGR-180083-MS
DUE DATE: June 26, 2018 @ 3:00PM LOCAL TIME

YOUR ***COMPANY'S*** NAME, ADDRESS & PHONE NUMBER	***YOUR*** SIGNATURE, PRINTED ***NAME***, EMAIL ADDRESS & FAX NUMBER
1) Rod Clark City Staff PHONE # (____)	SIGNATURE: PRINTED NAME: E-MAIL: FAX # (____)
2) Alisa Tolbert City Staff PHONE # (____)	SIGNATURE: PRINTED NAME: E-MAIL: FAX # (____)
3) Oracle, Inc 1831 Whitecap Cir N Ft Myers, FL 33903 PHONE # (239) 292-6907	SIGNATURE: John J Kazmin PRINTED NAME: John Kazmin E-MAIL: john.kazmin@oracle.com FAX # (____)
4) Cherry Road Technologies 2101 NW Corporate Blvd Boca Raton, FL 33431 PHONE # (317) 250-1536	SIGNATURE: Kevin Teder PRINTED NAME: Kevin Teder E-MAIL: Kteder@cherryroad.com FAX # (561) 988-9066
5) SAP 3999 Westchester Pike Newtown Square PA 19073 PHONE # (484) 639 5089	SIGNATURE: Benjamin Tatterson PRINTED NAME: Benjamin Tatterson E-MAIL: Benjamin.Tatterson@sap.com FAX # (____)

180745FFF

CITY OF GAINESVILLE
GENERAL GOVERNMENT PURCHASING DIVISION
PRE-BID CONFERENCE
ERP Product Solution(s) and Implementation Services
DATE: May 31, 2018 @ 10:00 AM LOCAL TIME
BID #CMGR-180083-MS
DUE DATE: June 26, 2018 @ 3:00PM LOCAL TIME

YOUR ***COMPANY'S*** NAME, ADDRESS & PHONE NUMBER	***YOUR*** SIGNATURE, PRINTED ***NAME***, EMAIL ADDRESS & FAX NUMBER
6) City of Gainesville PHONE # ( )	SIGNATURE: [signature] PRINTED NAME: GINNY AHUJA E-MAIL: FAX # ( )
7) City of Gainesville PHONE # ( )	SIGNATURE: [signature] PRINTED NAME: Lisa Bennett E-MAIL: FAX # ( )
8) City of Gainesville PHONE # ( )	SIGNATURE: [signature] PRINTED NAME: Christopher Quinn E-MAIL: FAX # ( )
9) PHONE # ( )	SIGNATURE PRINTED NAME E-MAIL: FAX # ( )
10) PHONE # ( )	SIGNATURE PRINTED NAME E-MAIL: FAX # ( )

The following attended the pre-bid meeting via telephone:

Brian Kelly – Workday

Jameson Greiner – EPI-USE America, Inc.

Mary Hako – Infor Services

Bo Zimmerman - Superion

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ADDENDUM NO. 2

Date: June 5, 2018

Bid Date: ~~June 26, 2018~~
June 29, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

1. Question: Would the City consider extending the deadline by one week?
   Answer: The bid due date will be changed to June 29 at 3:00 p.m. (local time). See below revised timeline; this will replace the timeline in Section 2.2. These dates are tentative and subject to change.

2.2 Revised Schedule

Distribution of ITN	May 24, 2018
Non-Mandatory Pre-Proposal Discussion	May 31, 2018
Deadline for receipt of questions	June 14, 2018 – 3:00 pm local time
Deadline for receipt of proposals	June 29, 2018 – 3:00 pm local time
Evaluation of Written Proposal/Selection process	*July 23, 2018
Oral presentations/Evaluation, if conducted	*Aug 13-17, 2018
Product Demonstrations by Review Teams/Evaluation	*Sept 4 – Oct 5, 2018
Negotiations Commence	*October 8, 2018
Recommendation to City Commission/Approval	*TBD
Projected award date	*TBD
Projected contract start date	*TBD

2. Question: Would we be able to get all of the documents in Word Document format instead of the pdf versions?
   Answer: The City publishes all documents in pdf in order to maintain the integrity of the documents and they are easily viewable for anyone with Adobe.

3. Question: Could the City please clarify this instruction – or at least provide a guideline that instead sets a total page limit for responses to sections 4.2.1 through 4.2.8 as some responses will require more detail than others?
   Answer: This is meant to be a high-level-overview of your response. We expect that we will get into the greater detail of these questions at Orals. Please use the suggested 5 bullet points with each bullet point limited to a maximum of 25 words (i.e. 125 words per question).

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

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ADDENDUM NO. 3

Date: June 11, 2018

Bid Date: ~~June 26, 2018~~
June 29, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

General

1. Question: What is your targeted start date?

   Answer: If the questions is referring to the start of implementation, please refer to Addendum 1.
2. Question: What is your targeted Go Live date?

   Answer: The "go-live" date depends on the proposers approach; however, the City intends to have the "go-live" during the first quarter of calendar year 2019.
3. Question: What is driving the dates above – fiscal year, contracts, etc?

   Answer: The dates above are contingent on numerous factors (i.e., City Commission, City's need, technology upgrade, fiscal year closing, etc.)
4. Question: How many employees are in scope? How many contingent workers are in scope?

   Answer: Please refer to Addendum 1 and Exhibit 3, Data Volume in the ITN for estimate number of employees/workers
5. Question: Please describe the Project Team resources that will be allocated by the City, and their estimated FTE allocation to the deployment project.

   Answer: Please refer to Addendum 1 for current Project Team structure. Resource estimation will be conducted per the proposals.

HCM

6. Question: How many unions does the City have? How many bargaining agreements?

   Answer: Please refer to Exhibit 3, Data Volume

7. Question: Do any city employees have multiple jobs requiring different pay rates?

   Answer: Yes

8. Question: How does the City pay contingent workers if applicable?

   Answer: The City currently pays contingent workers through Purchase Orders; however, the City is continuing to explore options for improvements with this Project

Recruiting

9. Question: How many Job Posting Templates will you need?

   Answer: The City currently has 5+ job posting templates. This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

10. Question: How many Offer Templates will you need? How many variations of each offer template do you have (where the text dynamically changes based on logic)?

    Answer: The City currently has 10+ offer templates. This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

11. Question: Will you utilize questionnaires on the external job application? If yes, how many questions per questionnaire? Do you have specific questions for specific jobs or functional areas?

    Answer: The City currently utilizes a questionnaire for external job applications. This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

12. Question: How many Active estimated candidates are in your current ATS system today? Do you want to import all active candidates into Workday?

    Answer: The City estimated number of candidates in our current ATS system is ~10,000+. The City has not yet determined the ERP product but in general the City would like to have integration between the systems instead of duplication of data.

13. Question: How many unique recruiting business processes are in place today? For example, do you have different processes for hourly, executive, professional, intern or college hires? We are looking to see if your company has different recruiting process steps for some positions such as screening questions, background checks, drug testing, or other recruiting process steps that can be different by role or perhaps if they are standardized for all positions.

Answer: The City currently has different recruiting business processes in place; however, the City desires a standardized process for all positions. This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

Compensation

14. Question: How many compensation plans do you need (hourly, salary, allowance, one-time payments, etc.)?

    Answer: Please refer to Exhibit 3, Data Volume. The City currently has a breadth of different compensation plans (200+); including longevity, special and active assignments, car allowances, injury, etc.
15. Question: How many Ad-hoc payment types will be needed?

    Answer: Please refer to Exhibit 1, Functional Requirements
16. Question: How many Merit plans do you want configured?

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.
17. Question: How many Bonus plans do you want configured?

    Answer: The City does not currently utilize any bonus plans
18. Question: How many Stock plans do you want configured?

    Answer: The City is not a publically traded company, so we do not utilize stock plans
19. Question: How many Grades (Pay Ranges) do you want configured?

    Answer: The City currently has 40+ pay grades; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.
20. Question: Do you need any customized compensation statements? If so, how many?

    Answer: Yes, This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

Benefits

21. Question: How many Benefit Plans will you need?

    Answer: The City currently has 5 benefit plans
22. Question: How many Benefit Providers will you have?

    Answer: The City currently has 8 benefit providers

23. Question: How many Benefit Groups are anticipated? (ex. administrative employees get a different benefit package than engineer employees)

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.
24. Question: How many Enrollment Events will need to be configured (passive and life events)?

    Answer: The City currently has 6+ enrollment events; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.
25. Question: How many Enrollment Rules will you need (ex. Spouse life can only be up to 50% of employee life)?

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.
26. Question: Do you have any Grandfathered workers? If so, how many plans?

    Answer: Yes, the City currently has 4+ plans
27. Question: Do you have Benefit Credits such as Wellness? If so, how many?

    Answer: Yes, the City currently has 10+ credits

<u>Payroll</u>

28. Question: How many Earning Codes?

    Answer: Please refer to Exhibit 3, Data Volume Row #74
29. Question: How many Deduction Codes?

    Answer: Please refer to Exhibit 3, Data Volume Row #74
30. Question: How many FEINs?

    Answer: The City currently has 1 FEIN
31. Question: How many employees do you have with local taxes?

    Answer: Further clarification needed
32. Question: How often do your employees get paid (bi-weekly, monthly, etc.)? Are there populations that get different frequencies?

    Answer: Active City's employee get paid bi-weekly and retirees get paid monthly
33. Question: How many Pay Groups?

    Answer: The City has 2 pay groups (General Government and Gainesville Regional Utilities)

34. Question: How many employees have garnishments?

    Answer: The City has multiple employees with garnishments

35. Question: Are you outsourcing Taxes, Garnishments, check printing or any other part of your payroll process?

    Answer: No, the City currently process all payroll end-to-end

<u>Time Tracking</u>

36. Question: How many time entry codes (hours worked, meetings, etc.) do you want configured?

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

37. Question: How many calculations and validations do you want configured?

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

38. Question: How many time entry templates will you need?

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

39. Question: How many different work schedules do you have?

    Answer: The City has similar work schedules as other municipalities (i.e., fire, police, etc.)

40. Question: How many different periods for entering time do you have?

    Answer: Currently, time entry is decentralized; however, there is a centralized final due day for time entry completion. This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

41. Question: Do your employees use web clocks, web entry, time clocks, all or other? If other, please explain.

    Answer: Yes. There are different sources for entering time

<u>Absence</u>

42. Question: How many accruing time off plans do you need configured?

Answer: The City has 2 accruing time off plans

43. Question: How many non-accruing time off plans do you need configured?

    Answer: The City currently has 10+ non-accruing time off plans

44. Question: How many Leave Families or groups of leave types do you have?

    Answer: The City currently has 4 leave families or groups

45. Question: How many Leave Types do you have?

    Answer: The City currently has 32 leave types

Talent Management

46. Question: How many review types (PIP, performance review, disciplinary, development, etc.) will you want configured?

    Answer: The City does not have a definite number of review types; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

47. Question: How many different performance review templates do you need?

    Answer: The City is the process of generating templates; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

48. Question: Do you perform review calibrations?

    Answer: The City is utilizing this project as a baseline to determine this process; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

49. Question: Do you store competencies on the employee or job level?

    Answer: Please refer Exhibit 1, Functional Requirements

50. Question: Do you collect feedback on your employees? Annually for performance reviews or on an ongoing basis?

    Answer: Yes, the City does collect feedback from employees on an annual basis. The City is utilizing this project as a baseline to determine this process; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

51. Question: If you plan to review talent, in addition to performance, do you have a need for differing templates? If so, how many?

    Answer: The City is utilizing this project as a baseline to determine this process; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

52. Question: Do you plan to utilize succession?

    Answer: Yes, This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

Learning Management

53. Question: How many segmented topics or courses do you have?

    Answer: The City has 50 segmented topics or courses that are offered to our employees

54. Question: Do you have any courses that are part of a grouping where a learner must take them in a specific order? If so, how many groupings would you have?

    Answer: Yes, the City does have courses that are part of a grouping where a learner must take them in a specific order; however, there is no exact determination at this point on the total number of groupings.

55. Question: How many learning instructors will need to be loaded?

    Answer: The City would like to utilize the active directory to pull learning instructors

56. Question: How many course templates, course offerings and lessons will be needed?

    Answer: The City offers numerous training course offerings based on the organizational need

57. Question: How many records of historical learner completion records or data will you want loaded?

    Answer: Please refer to Exhibit 1, Functional Requirements

58. Question: How much content (GB) will you want loaded?

    Answer: This will be a design/data migration phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

Financials

59. Question: Can the City please supply the following Financial volumes and information?
    a. The number of Ledger Accounts
    b. The number of Legal Entities and/or Business Units
    c. The number of departments (cost centers)

d. The number of divisions
e. The number of journals added per month
f. The number of vendors (suppliers)
g. The number of vendor (supplier) contracts
h. The number of purchase orders created per month
i. The number of vendor (supplier) invoices created per month
j. Do you have capital projects?
    i. If yes, please describe process the City follows to create a capital project.
    ii. Are there any asset integrations?
    iii. The total number of Projects and the average amount added per year
    iv. Are projects tracked at a granular level (Phases, tasks)?
k. The number of customers
l. The number of current and active customer contracts
m. The total number of current and active Grants
n. The volume of Grants established per year
o. The number of current and active funds
p. The number of current and active programs
q. The number of banks (financial institutions)
r. The number of bank accounts per financial institution
s. The number of business assets
t. How are business assets depreciated?
u. Does the City track assets by employee, location, etc.?

Answer: Please refer to Exhibit 3, Data Volume. This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

60. Question: Is the City using procurement cards? If so, please explain the process.

    Answer: Yes, This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

61. Question: Is the City using Travel/Expense cards? If so, please explain the process.

    Answer: No

62. Question: How does the City currently track their gifts/investments (if any)?

    Answer: The City currently track gifts/investments through chart of accounts

63. Question: Do you have a centralized A/P structure?

    Answer: Yes

64. Question: Do you have a centralized A/R structure?

Answer: Yes

65. Question: Do you have multiple systems of record for finance (I.e., sub systems and/or access databases/additional accounting entries that are not in your current PeopleSoft environment)? If so, how many and what types?

    Answer: The City does not utilize PeopleSoft. Please refer to Exhibit 2, Department Diagrams.

66. Question: Which accounting dimensions does the City use to balance their financial reporting (i.e., Fund/Grant/etc.)?

    Answer: Further clarification needed

67. Question: What types of reporting or analytics are you unable to generate today, using your current systems?

    Answer: The City is in the process of streamlining its reporting capabilities; however, this will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

68. Question: Under current processes, how long does it take the City to close a period?

    Answer: The City currently closes the monthly period in 15 days and the closes the quarterly period in 30 days

69. Question: Under current processes, how long does it take the City to close a year?

    Answer: The City currently closes the year in 3 months

70. Question: What is the estimated volume of A/R and A/P carryover to the next year?

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

<u>Data Conversion</u>

71. Question: Please explain your data conversion strategy and if the City has a data warehouse in place today.

    Answer: This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

72. Question: Do you plan to load transactional history for any areas? If so, how many years?

    Answer: Please refer to Exhibit 1, Functional Requirements (Florida Sunshine Law)

Integrations

73. Question: Please identify the internal and external systems that the new system will need to integrate with. Common integration types include:
    i. Active Directory / Identify Management Systems
    ii. Internal or external systems for employee awards and recognition
    iii. Background check providers
    iv. E-Verify
    v. State and/or Federal reporting
    vi. Other internal and external systems that require HR/Demographic
    vii. Other internal and external systems that require Financial/Budget data
    viii. Banks and third-party payroll service providers

    Answer: The City would prefer to integrate with most internal and external systems to streamline City's processes and maintain the data integrity. The identification of all the system will be in the design phase. Please refer to Section 4.3.2 in the ITN

74. Question: Does the City wish to use Single Sign On (SSO)?

    Answer**:** Yes, This will be a design phase determination. The City expects the vendor to understand the City's current needs and challenges to recommend solutions aligning with the market best practices. The City will review and approve the vendor's recommendation which will lead to streamlining the City's current processes. Please refer to Section 1 of the ITN.

Organizational Change and Training

75. Question: How many internal resources will be dedicated to the Change Management Team tasks after product selection and during your implementation cycle and what is the anticipated FTE allocation percentage?

    Answer: The City's project team consists of 4 resources; however, the additional resource determination will be contingent on the proposed implementation plan

76. Question: Do you have an internal training team that would be leveraged for end-user training development and/or delivery?

    Answer: Not yet

77. Question: Have you conducted any Stakeholder or Readiness Assessments related to this initiative?

    Answer: Yes

78. Question: Have you used a Change Champion Network successfully in past initiatives?

    Answer: No

79. Question: Once the selection of the new ERP system has been made, do you have a strategy in place to evaluate staffing, change management, timeline, and other needs related to the implementation process itself?

    Answer: Yes

80. Question: How many internal, dedicated change management, communications and training resources will be provided for the Workday implementation?

Answer: The City has not selected the ERP product

81. Question: Briefly describe your organization's culture and estimated level of resistance to change/adoption of technology.

    Answer: As mentioned in ITN, City has been on the current technical environment for the last 20 years. Exposure to the latest technology has been limited, however 80% of the stakeholder are looking forward to this change.

82. Question: Have you engaged end-users in a Change Champion network previously?

    Answer: Yes

83. Question: Will development of training materials (job aids, Captivate simulation videos, PPTs, etc.) be created internally or by your partner?

    Answer: Need further clarification

<u>Other</u>

84. Question: We would like to request a 2 week extension on the ITN proposal submission. This will allow us to better prepare the response for the City of Gainesville.
    Answer: See addendum 2.
85. Question: Can the City please provide the current name of the Risk Management system that is used at the City? Name of system and Company that provided.
    Answer: The City currently utilizes CGI Advantage and OHM (PureSafety and Underwriters Lab)

86. Question: We take our commitment to sustainability very seriously. We do always ask that prospective customers receive sales proposals from us in electronic form only in order to save paper. You have stipulated that you require printed copies of our response, which we will provide if it absolutely essential, but assuming that it is not we would propose to provide an electronic copy only. Please let me know if this is acceptable.
    Answer: The City is taking steps to become more sustainably responsible, but at this time we do not have the resources to only accept electronic copies. Please provide the required 10 copies plus 1 electronic version.
87. Question: Do you withhold state tax for Retirees? We understand that Florida does not have a state income tax, but just wanted to check if you have Retirees is another state which requires withholding state tax.

    Answer: The City does not withhold state tax for Retirees
88. Question: Section4.2 Technical Requirements - This section of the ITN states that responses should be limited to 5 bullet point of 25 words max each. Many of these questions cannot be answered in that brief format. Would the City consider removing the response limitation?
    Answer: Please refer to Addendum 2
89. Question: Section 4.2.8 Implementation, Question 2 - Please clarify what this question is asking: "Provide an overview of the software components."

    Answer: During the implementation of the ERP product, the City would like to know the overview of the all of the modules that will be implemented with any additional software that would be required for implementation
90. Question: Response Organization, Tab 10 - Please clarify which "forms" are

Purchasing Forms
Answer: Pages 17-39 of the bid document and Exhibit 9-Tabulation of Subs

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

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ADDENDUM NO. 4

Date: June 12, 2018

Bid Date: ~~June 26, 2018~~
June 29, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

1. Question: Exhibit 1 – City's ERP Functional Requirements: The list of options in the drop down of column C, Vendor Response, doesn't contain "N – Not Available" as it says it should in the instructions. Please provide a copy with this option.

   Answer: An updated "Exhibit 1- v 1.1" has been uploaded on DemandStar to include the Not Available drop down option.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

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ADDENDUM NO. 5

Date: June 14, 2018

Bid Date: ~~June 26, 2018~~
June 29, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

1. Question: Can you direct me to the page and section where it stipulates Vendors are to include all addendum(s) with their RFP response?
Answer: We prefer to have each addenda signed and attached, but you can also acknowledge in Section 7.2 that you received each one.

2. Question: Just a clarification on a few questions in the addendums. In Addendum #3, question #2 in the general section, it states the City would like to go live during the first quarter of 2019. But in addendum #1, it is stated the City wants to start the implementation before Jan 2019.

   Answer: Jan- March 2019 – First quarter of calendar year 2019.

3. Question: Can you provide additional information on the following functional requirements?

- R2.78 - Ability to activate and deactivate budget lines
  Answer: Ability to activate and deactivate the CoA elements

- R2.24 - Ability to manage multiple Payroll numbers (GG and GRU)

Answer: Please refer to the organizational hierarchy structure in Addendum #1. CoA for City of Gainesville(GG) is different from CoA of Gainesville Regional Utility(GRU) , however GG does the payroll for GRU.

4. Question: The following functional requirements reference either an internal City policy number or Florida Statue. Can you please provide additional information on the policy or specifically what within the policy you are trying to meet with the requested requirement? We attempted searching on the City of Gainesville and State of FL websites but need more specific information as search produced multiple results etc.

· R1.23 - Policy C-6

· R1.26 - Policy B-4

· R1.32 - Policy E-4

· R1.40 - FS 119

· R1.67 - Policy L-3

· R1.68 - Policy L-3 and L-4

· R1.71 - Policy B-1 and State of FL University System Credit-hour rates

· R1.74 - Policy B-1

· R1.150 - FL Department of Revenue (Florida Statue 409)

· R1.170 - Policy E-5

· R2.21 - Payroll based on **City policies**

Answer: Please see additional Policy uploads in DemandStar for your use.

- Based on union contracts. Please refer to this link http://www.cityofgainesville.org/HumanResources.aspx

· R2.26 - Ability to automatically calculate, track and distribute OT **based on policy**

- Based on union contracts. Please refer to this link http://www.cityofgainesville.org/HumanResources.aspx

· R3.32 - City Code of Ordinance Article 7, Chapter 5, Division 2

· R3.39 - Accident Analysis Form (DWC-1)?

Please refer to Appendix 2, Glossary

· R3.41 - Ability to handle **per policies**?

- Please refer to this link http://www.cityofgainesville.org/HumanResources.aspx

· R3.58 - Policy 22.3

· R3.73 - City Ordinance Article 7, Chapter 2, Division 5

· R3.95 - City Policy L3, L4

· R3.127 - Policy L-5

· R3.157 - City Pension Plan Policy Article 7, Chapter 2, Division 5

- Please refer to this link https://library.municode.com/fl/gainesville/codes/code_of_ordinances

· R2.162 - Ability to publish end-to-end solicitation process (e.g., original and updates) via different sources per FL Statue and Policy

Answer: Please see additional Policy uploads in DemandStar for your use.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 5 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 5 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

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ADDENDUM NO. 6

Date: June 20, 2018

Bid Date: ~~June 26, 2018~~
June 29, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please replace sections 4.3.1 and 4.3.2 from the ITN with the below language:

~~**4.3.1 Business Process Mapping**~~
~~Business process mapping is in progress by the project functional leads and will be provided prior to award of bid.~~

~~**4.3.2 Environment Assessment**~~
~~Assessment of the current "as-is" environment (e.g., number of applications, infrastructure environment) is in progress by an IT Consulting firm and will be provided prior to award of bid.~~

4.3.1 Business Process Mapping

Business process mapping is in progress by the project functional leads and will be completed prior to award of bid.

4.3.2 Environment Assessment

Assessment of the current "as-is" environment (e.g., number of applications, infrastructure environment) is in progress by an IT Consulting firm and will be completed prior to award of bid.

Please find attached:
Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

1. Question: R3.2 – Please define what type of Fraud Cases?
   Answer: Worker's Compensation Injury Cases

2. Question: R.3.12/13/14/15 – Please define the nurse and clinic relation to the city. City Employee? Clinic for city employees?
Answer: The City has in-house urgent care clinic for all the City Employees (GG + GRU)
3. Question: R3.143 - What type of data and from what source?
Answer: The City has employee's health benefit data, worker's compensation data etc.; the details will be discussed during the design tasks of the Implementation phase. The data is required to be shared with different source like ICMA, Florida Blue etc.
4. Question: R4.14 - Please define the data and the external system?
Answer: Employee and Financial Data is required to be shared with various external sites e.g. Gainesville Regional Utility(GRU), Banks, Decentralized departments
5. Question: R2.61- What is the strategy for uploading or attaching invoices and payment requests? SAP offers several solutions such as DMS (Doc Mgmnt Serv), Upload directly in to SAP, as well as offer third party like OpenText.
Answer: The City prefers to utilize out of the box functionality for most of the City's requirements. We expect the proposals should be able to specify the strategies based on the product.
6. Questions: R2.71- Drilldown is available, including for budgeting line items. But, not clear on the expectation of drilling down on a budgeted line item and that line item would show some actual cost value?
Answer: The City would like to do analytics based on the details of every budget line-item expenditure. The City is looking to be able to do all this in one user screen instead of toggling between screens/different sources.
7. Questions: R2.88 - The assumption is that the inflators are reflective from plan, budgeted, or actual values?
Answer: All of the above and deflaters.
8. Questions: R2.126 - What is the process flow today for payment processing? In that, where in the flow should the supporting documentation be attached?
Answer: The City's process flow will be discussed in detail during the design task of the Implementation phase. The City would prefer to have the upload functionality at the time of submitting a payment request.
9. Questions: R2.134 - Need to understand the process flow and the services used by 3rd Party to know when and how attachments are being entered. What 3rd party is being considered?
Answer: The City's process flow will be discussed in detail during the design task of the Implementation phase. The City is looking for proposals to include one package solution to meet almost all the City's requirements that may include any 3rd party recommendations. Examples have been mentioned in the requirement of the existing 3rd party applications, however the City is open to explore other options based on proposals. Also, please refer to Exhibit 2.
10. Questions: R2.226 - What is defined as "capturing subcontractor utilization at the time of AP entry"? Is there a desire for a report to see or some other method?
Answer: The City requires subcontractor information to be shared with Commission, Grants, public etc. for decision making purposes.
11. Questions: R2.228 - What is considered as "insufficient sources" in order to disallow transactions from occurring? This is common but need to make sure what these sources are.

Answer: Please refer to the requirement as it does mention the examples of sources (appropriations, funds etc.)

12. Questions: R2.146 - Need a deep dive on the types of outgoing messages and the use of 3rd party services
    Answer: The City is looking for improving their current processes. Deep dive to current City's processes is considered to be explored during the design tasks of the Implementation.
13. Question: May we submit a cover letter to precede the Cover Page?
    Answer: The City requests to follow the standard format as provided.
14. Question: May we include an Appendix after Tab 11 to include supplemental information?
    Answer: No
15. Question: Does the City require Exhibit 1 and Exhibit 5 (Excel files) to be included in the hard copy submission (printed) or is an electronic submission-only sufficient?
    Answer: These two Excel files are very large and will be difficult to print. Please submit in electronic format.
16. Question: Should we include Exhibit H in the submission if we are bidding?
    Answer: No, only if you decide not to bid.
17. Question: May we include Exhibit G in our response to "C" in Tab 3?
    Answer: Yes, references can be included in Tab 3 in "C".
18. Question: Can you clarify which forms should be in Tab 10?
    Answer: All the forms from the ITN pages 18-36, plus Exhibit 9-Tabulation of Subcontractors
19. Question: Can you clarify which questions should be addressed in Tab 11? The RFP refers to section 3; however, a majority of section 3 (3.1.1 and 3.1.2) are to be included I Tab 5, respectively.
    Answer: Section 3.1.2 bullet point "H" needs to be included in Tab 11
20. Question: In which section/Tab would you like exhibit 9 and the Good Faith Effort to be in the final submission?
    Answer: Tab 10
21. Question: Which Exhibits must be returned with the ITN? Specifically, Exhibit 8 – does the draft NDA need to be completed, acknowledged or reviewed at this time.
    Answer: No, this does not need to be returned at this time. This was only an example of what you can expect to see attached to the final contract.
22. Question: Please clarify the response the City requires when asking for, "Bonding Capability up to $250,000.00
    Answer: Letter from surety company showing you have the capability to bond up to $250,000.00
23. Question: We see the Q&A deadline has moved to June 14. When will the City post the results of the final Q&A?
    Answer: As soon as we can gather all the answers to questions received from vendors. This addenda includes all questions received before the 3 pm questions deadline.
24. Question: Our solution may include one or two third party products to fulfill all solution requirements (e.g. document management). Is the City amenable to signing an agreement with a third-party solution provider that we propose with whim we have numerous years

of experience? The advantage to the City would be direct product support from that vendor.
Answer: The City is open to explore options to meet all our requirements.

25. Question: At the ITN response stage, can you clarify the good faith effort the City is anticipating? Typically, with the solution we are proposing, subcontractors are not required and can add coat/complexity to our clients.
Answer: The City will decide the implementation order of the functionality based on the proposals strategy. The City is looking to start the Implementation Phase in first quarter of 2019 which includes the following at a high level: Preparation, Design/Business Blueprint, System Realization, System Final Preparation, Go-Live Support Strategy
26. Question: Can you define what you mean by implementation is to begin January 2019?
Answer: We are referring to the start of the Implementation Phase which includes the following at a high level: preparation, design/business blueprint, system realization, system final preparation, go-live support strategy
27. Question: We understand from the pre-bidders' conference call that the City has an approximate budget of $7m for this program. Can the City elaborate as to how much of the $7m is allocated for ERP software acquisition (and if SaaS, how many years) and one-time consulting implementation costs.
Answer: Please refer Addendum#1 question7 and the pre-bid slide deck.
28. Question: Can you clarify your expectation for the unredacted hardcopies? The ITN reads: "3. Provide one (1) original and nine (9) unredacted copies of the proposal in a separate envelope, with the confidential and/or exempt information highlighted in yellow." Is this request for 10 hard copies in addition/different to the 10 copies of the proposal response?
Answer: This requirement is only if you have confidential information. Yes, it is in addition to the response.
29. Question: What is the breakout percentage of employees that will require access to the systems - Financials/Accounting Users, HR Time Approvers, Time entry/self-service, HR admin/Risk Management (Position management, forecasting, payroll)?
Answer: The City prefers to have all City employees to have access to the system, however it will be role based security access with an approval workflow to request access.
30. Question: Can you provide the Requirements to Business Process Mapping outlined in the RFP document?
Answer: The City is still working on it and will be completed prior to the award of the bid for this ITN (not RFP).
31. Question: Can you provide an integration diagram to show integrations between internally managed systems by the city and external systems/vendors?
Answer: The City is still working on it and will be completed prior to the award of the bid for this ITN.
32. Question: What file handling solution if any is currently being used to send and receive flat files?
Answer: The City is looking to improve its current processes. The City currently does not have any solution to handle flat files.
33. Question: What tool is being used for e-Signature functionality if any?

Answer: The City is looking to improve its current processes The City currently does not have any tool for e-signature.

34. Question: What is your current state document management (Hummingbird (Exceed)) solution and do you have any timeline restrictions on how long you have to keep attachments and what type of sensitive data is stored there (PHI, PII, etc.)
Answer: Hummingbird is our current DMS. The City's abides to the Florida Statue for the retention schedule. The City is looking to explore options for ECM solutions to secure/encrypt sensitive data.
35. Question: What is the RTE interface/tool used for in the current state environment?
Answer: RTE (Remote Time Entry) is an in house system used for time entry by all City/GRU departments.
36. Question: What is the data flow (inbound/outbound), type of data and method of transport for RTE interface/tool?
Answer: The City is looking to explore options to replace RTE. Currently; all the communication with RTE is manual through flat files.
37. Question: How does Change Gear current integrate with your system - flat file, api, etc. and what data is sent/received from this system?
Answer: Change Gear is the incident tracking system used by IT. Employee data is uploaded to ChangeGear by utilizing the data from the nightly data extracts from the current HT ERP system. GRU IT maintains the updated to ChangeGear.
38. Question: What is the Lynda.com interface/tool used for in the current state environment?
Answer: The City is currently using Lynda.com for training requirements for few courses. It is not used extensively.
39. Question: What is the data flow (inbound/outbound), type of data and method of transport for Lynda.com interface/tool?
Answer: Currently, there is no data flow from Lynda.com to any of the City's interface. However, the City's admin rarely utilizes the employee certificates to be uploaded to the employee record manually. The City is looking to improve its current processes.
40. Question: What is the Visa Works interface/tool used for in the current state environment?
Answer: The City has the P-card program with Bank of America. Visa Works is a system provided by Bank of America to administer the Visa changes.
41. Question: What is the data flow (inbound/outbound), type of data and method of transport for Visa Works interface/tool?
Answer: Currently, there is no data flow from VisaWorks to any of the City's interface. The data from VisaWorks in inputted in the current City's system by manual/batch process. The City is looking to improve its current processes.
42. Question: How is the NEOGOV system solution used in today's current state, does it integrate with CGI and how is that being done?
Answer: NEOGOV is used for the HR functions like Onboard, Performance Management. It is not integrated with CGI. The City is looking to improve its current processes.
43. Question: What is the Actuary Site interface/tool used for in the current state environment?
Answer: Currently, the City is using the Actuary firm for the City's retirement plans like General Pension Plan, Consolidated Plan

44. Question: What is the data flow (inbound/outbound), type of data and method of transport for Actuary Site interface/tool?
Answer: We have a FTP site to the Actuary firm to send the data to the firm. The City is looking to improve its current processes.
45. Question: What is the ICMA E2 Link interface/tool used for in the current state environment?
Answer: Currently, the City is using the ICMA tool for the following retirement plans 401, 457, IRA
46. Question: What is the data flow (inbound/outbound), type of data and method of transport for ICMA E2 interface/tool?
Answer: There is no data flow from ICMA. On need basis the data is downloaded and used for reports. We do bi-weekly upload a text file into ICMA E2 Link for payroll purposes.
47. Question: What is the Granicous interface/tool used for in the current state environment and what is the type of data and data flow (inbound/outbound)?
Answer: This tool is used for uploading the safety training videos and pdf to the website.
48. Question: What is the data flow (inbound/outbound), type of data and method of transport for Granicous interface/tool?
Answer: The City uploads data into Granicous but there's no outbound data flow.
49. Question: What is the Risk Master System and how does it work with the CGI system and any other integrating points?
Answer: Risk master System is the claims processing software tool provided by City's Third Party Administrator (TPAs). The City has limited access to that tool for reporting, tracking and TPA supports the City to upload the claims for processing. The City looking to improve the process. It is not integrated with our current system.
50. Question: What is the data flow (inbound/outbound), type of data and method of transport for Risk Master System interface/tool?
Answer: There is no data flow. The documents/files are sent to TPAs for processing.
51. Question: What is the ADP interface/tool used for in the current state environment?
Answer: ADP interface is used for time entry for RTS.
52. Question: What is the data flow (inbound/outbound), type of data and method of transport for ADP interface/tool?
Answer: Time keeping data is manually/batch transferred to process payroll. The data is exported from ADP, transformed into the required format through an in-house program and is loaded into the in-house RTE (Remote Time Entry) system.
53. Question: What is the Inovah interface/tool used for in the current state environment what type of data and direction of the data flow (inbound, outbound)?
Answer: iNovah interface is used as a cashiering system for the City.
54. Question: What is the data flow (inbound/outbound), type of data and method of transport for Inovah interface/tool?
Answer: iNovah data gets to the CGI through a batch process. All funds received by t the City is done through iNovah.
55. Question: What is the Jet Pay interface/tool used for in the current state environment?
Answer: Jetpay is one of the source of funds to iNovah.
56. Question: What is the data flow (inbound/outbound), type of data and method of transport for Jet Pay interface/tool?

Answer: : JetPay is building online payment system.The data from JetPay is manually entered into iNovah.

57. Question: What is the Payeezy interface/tool used for in the current state environment?
Answer: The City's parking garage payment system
58. Question: What is the data flow (inbound/outbound), type of data and method of transport for Payeezy interface/tool?
Answer: The payment data is inputted into the iNovah system manually through batch processing.
59. Question: What is the Paychex interface/tool used for in the current state environment?
Answer: Parks, Recreation & Cultural Affairs time entry system
60. Question: What is the data flow (inbound/outbound), type of data and method of transport for Paychex interface/tool?
Answer: The data is exported from Paychex, transformed into the required format through an in-house program and is loaded into the in-house RTE (Remote Time Entry) system.
61. Question: What is the Telestaff interface/tool used for in the current state environment?
Answer: Telestaff tool is a scheduling software used by few City's department to provide input to RTE for payroll processing.
62. Question: What is the data flow (inbound/outbound), type of data and method of transport for Telestaff interface/tool?
Answer: Telestaff is not integrated with any of the current City's systems. All the data entry is done manually.
63. Question: What is the CSI interface/tool used for in the current state environment?
Answer: CSI is now called JetPay. Please refer to #55
64. Question: What is the data flow (inbound/outbound), type of data and method of transport for CSI interface/tool?
Answer: CSI is now called JetPay. Please refer to #26
65. Question: What is the T-2 interface/tool used for in the current state environment?
Answer: T-2 tool is used for citations and decals.
66. Question: What is the data flow (inbound/outbound), type of data and method of transport for T-2 interface/tool?
Answer: T-2 data gets into iNovah manually/batch process.
67. Question: What is the SAP interface/tool used for in the current state environment?
Answer: SAP is the Financial and Customer Care ERP systems used by Gainesville Regional Utilities (GRU). The City does not have a SAP interface/tool
68. Question: What is the data flow (inbound/outbound), type of data and method of transport for SAP interface tool?
Answer: Payroll accounting data for GRU employees is exported from the City's current HR ERP system, transformed into the required format through an in-house program and is sent to GRU for import into the SAP Financial system.
69. Question: What is the Web Apps interface/tool used for in the current state environment?
Answer: The City uses WebApps for business tax online payment.
70. Question: What is the data flow (inbound/outbound), type of data and method of transport for Web Apps interface/tool?
Answer: Batch process gets the data from WebApps to iNovah.
71. Question: What is the B2G Now Interface/tool used for in the current state environment?

Answer: B2GNow is a system used by the City to certify vendors for the Small Business Procurement program.

72. Question: What is the data flow (inbound/outbound), type of data and method of transport for B2G interface/tool?
Answer: Vendor expenditure data is exported from the City's current Financial ERP system, transformed into the required format through an in-house program and sent to B2GNow for import into the B2GNow system.
73. Question: What is the Convey Interface/tool used for in the current state environment?
Answer: Convey is used by the Payroll/Accounts Payable (AP) division to process W2, 1099R, and 1099M forms for employees as well as generate required IRS files.
74. Question: What is the data flow (inbound/outbound), type of data and method of transport for Convey interface/tool?
Answer: W2 data is processed in the current HR ERP system, exported, transformed into the required format through an in-house program and imported into Convey. 1099R data is processed in the current Retiree HR ERP system, exported, transformed into the required format through an in-house program and imported into Convey. 1099M data is processed in the current Financial ERP system, exported, transformed into the required format through an in-house program and imported into Convey.
75. Question: What is the Legistar Interface/tool used for in the current state environment?
Answer: This tool is used to upload the Commission Agenda, videos, legislative file , backups etc. This is accessible by public . It interfaces with Granicus tool.
76. Question: What is the data flow (inbound/outbound), type of data and method of transport for Legistar interface/tool?
Answer: We upload and download the files on a need basis.
77. Question: What is the Suntrust system used for and how does it integrate with CGI and other interface partners?
Answer: SunTrust is the City's banking institution. The current HR and Financial ERP system creates EFT Bank files by transforming the data into a format that can be submitted to the bank for processing. The bank files are uploaded to SunTrust via a secure website provided by SunTrust.
78. Question: What is the Expert Pay system used for and how does it integrate with CGI and other interface partners?
Answer: The Expert Pay system is used to report child support payments. The child support payments are taken as deductions during the payroll process in the current HR ERP. The data is exported from the current HR ERP, transformed into the required format through an in-house program and uploaded to the Expert Pay website.
79. Question: What is the Master Parcel system used for and how does it integrate with CGI and other interface partners?
Answer: The City's system to track landlord payments. There's no integration with CGI.
80. Question: What is the 3rd Party Scheduling system used for and how does it integrate with CGI and other interface partners?
Answer: The City has several 3rd party scheduling systems (e.g., Telestaff, Redwood, Fleetnet). None of the 3rd party scheduling systems integrate with CGI.
81. Question: What is the Visa Works system used for and how does it integrate with CGI and other interface partners?
Answer: Please refer to question 40

82. Question: What is the Demand Star system used for and how does it integrate with CGI and other interface partners?
Answer: This is used to publicly advertise solicitations. It does not integrate with CGI.
83. Question: What is the Open Gov system used for and how does it integrate with CGI and other interface partners?
Answer: OpenGov tool is used for budget forecasting. It does not integrate with CGI.
84. Question: What is the Info Advantage system used for and how does it integrate with CGI and other interface partners?
Answer: InfoAdvantage is the name of the reporting tool for the current HR and Financial ERP systems. It is actually Business Objects. The current HR and Financial ERP vendor provides the ETL and standard reports for InfoAdvantage/Business Objects. There is an in-house extract from the current HR and Financial ERP databases that is connected to Business Objects to allow users to create custom reports.
85. Question: How is the Shared Drive leveraged (document repository, location for batch / file handling file integrations)
Answer: Documents are typically stored on domain shares in secured and unsecured folders, depending on data sensitivity. Also, various output file formats (text, spreadsheet, PDF) are generated and stored on domain folders (shares) that are not considered local to the server. Inputs are mostly XML and Excel formatted and located in folders considered local to the server processing the data.
86. Question: How is SharePoint used and what level of sensitive data is held here (PII, PHI, etc.)
Answer: Shared drive is used for document repository. There is no sensitive data stored on the SharePoint.
87. Question: What is the BIRT & RTE interface/tool used for in the current state environment?
Answer: BIRT (Business Intelligence and Reporting Tools) is used to design and print forms for the current HRM/RET/Financial ERP systems. The BIRT report designer is used within the Eclipse application. The forms are delivered and configured in the ERP by the current vendor and customized by the City. Examples of forms are Payroll paystubs and checks, Vendor paystubs and checks, Purchase Orders, Invoices, etc.
88. Question: What is the data flow (inbound/outbound), type of data and method of transport for BIRT & RTE interface/tool?
Answer: The current HRM/RET/Financial ERP systems are configured by the vendor to work with BIRT to process and print the forms through the ERP system's batch jobs. There are also email capabilities to email pdfs instead of printing.
89. Question: What is the OHM system used for and how does it integrate with CGI and other interface partners?
Answer: OHM (Occupational Health Management System) is used for store, schedule, creating reports for Employee Health Information only. It does not integrate with other systems.
90. Question: What is the G-Suite interface/tool used for in the current state environment?
Answer: Google docs are used to share program details with all employees and retirees. Also used to schedule evaluations, to do reporting .Specially used for Wellness division.
91. Question: What is the data flow (inbound/outbound), type of data and method of transport for G-Suite interface/tool if applicable?

Answer: The City download and uploads files

92. Question: What is the 834 Format Vendor Files interface/tool used for in the current state environment?
Answer: The 834 format is used to send health insurance enrollment and maintenance to the City's insurance administrator.
93. Question: What is the data flow (inbound/outbound), type of data and method of transport for 834 Format Vendor Files interface/tool?
Answer: The data is exported from the current HR ERP, transformed into the required 834 format through an in-house program and sent to the insurance administrator.
94. Question: What is the IRS File Transfer interface/tool used for in the current state environment?
Answer: The IRS File Transfer tool is a website provided by the IRS.
95. Question: What is the data flow (inbound/outbound), type of data and method of transport for IRS File Transfer interface/tool?
Answer: Convey generates the applicable IRS and SSA file transfer documents and they are uploaded to the Fire.IRS.gov and SSA.gov websites.
96. Question: What is the relationship between Exhibit 2 (with all the systems listed by area) and Exhibit 1 (functional requirements)? Do we have to address every "bubble" on the exhibit 2 diagram?
Answer: The exhibits are interrelated in terms of the information from processes to requirements.
97. Question: How many employees will need access to HR and how many will need access to Accounting?
Answer: The City prefers to have all City employees to have access to the system; however, it will be role based security access with an approval workflow to request access.
98. Question: Does the city have a document storage solution that will stay in place or would the proposed system be required to host files? If files are required to be hosted, what volume of file storage is required?
Answer: The City is expecting the proposed system to host the files. The volume of the file storage is dependent on the proposals received to meet the City's requirements.
99. Question: If data is to be hosted in a cloud environment, is a Government dedicated cloud preferred or required?
Answer: The City is open to explore the option, please submit your best proposal that meets the City's requirements.
100. Question: Is Section 508 Compliance required or preferred for the user interface?
Answer: Yes, 508 Compliance is required.
101. Question: What existing systems/servers/databases will stay in place that this system will need to integrate with?
Answer: Please refer to the ITN, Section 4.
102. Question: Bonding Capability up to $250,000 - please provide further clarification on what City of Gainesville are expecting
Answer: Letter from surety company showing you have the capability to bond up to $250,000.00
103. Question: Credit Rating or Financial Statements - Which financial statements? Income Statement and Balance Sheet? For how many years?

Answer: Audited financial statements, to include all statements and schedules, for most current completed year.

104. Question: Time entry vs. time keeping (one is in Finance and Risk, one in HR processes)? Are there different systems per department for entering time now?
Answer: In reference to Exhibit 2, Department Diagrams; time entry vs timekeeping is the same across each department. No, there are not different systems for the core areas per the scope of the ITN.
105. Question: What vendors, if any, has the City of Gainesville met with?
Answer: The City has only viewed Product Demo's while conducting market research prior to this bid, but has not met with any vendors.
106. Question: What process/systems do you have in place for employee training? Are they wanting to keep/replace current training systems? Do you provide training for anyone other than employees?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Please refer to Exhibit 2, Department Diagrams. The City does not currently offer training to the public.
107. Question: Are you looking for an LMS system for the training
Answer: Yes
108. Question: What current solution do you have in place to handle your public record requests?
Answer: The City's current solution is an "on need" basis for public records request; however, the City has a parallel effort to help streamline this process.
109. Question: Please send us your Organizational chart - City Wide
Answer: Please refer to Addendum#1 and the presentation slide deck from pre-bid call.
110. Question: Have you established decision criteria or requirements list that you'll utilize to evaluate vendors?
Answer: Yes
111. Question: How will you compare and score the different options you explore to determine a partner?
Answer: Details to this will be provided in an ITN handbook.
112. Question: What workflows would you like to see automated?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Please refer to the ITN.
113. Question: What are the typical HR Reports you run?
Answer: The City's HR runs reports prevalent to federal, state and local compliance; in addition to, any reports requested by City Commission for decision making. Additionally, the City's HR runs reports for any public records request.
114. Question: How many hourly (non-exempt), salaried and contractor employees do you have?
Answer: Please refer to Exhibit 3, Data Volume
115. Question: Is there a need for employees to clock in/out from outside of work locations (mobile)?
Answer: Yes
116. Question: How many supervisors approve timecards, corrects errors etc.?
Answer: Currently, the City has one layer of approval for their timecards. The City is looking to see the proposals for recommendations to improve efficiency.

117. Question: What if any shift premiums are paid?
Answer: Please refer to Addendum#5
118. Question: Do employees transfer departments?
Answer: Yes
119. Question: Do they earn different rates for transfers?
Answer: Yes
120. Question: How are meals and breaks managed?
Answer: This is contingent upon union contracts. Please refer to Addendum#5.
121. Question: What (if any) are the eligibility rules for paid Holidays?
Answer: This is contingent upon union contract agreements. Please refer to Addendum#5.
122. Question: Do you need to track absence events?
Answer: Yes
123. Question: What methods do you utilize to collect time worked for your salaried or exempt employees?
Answer: As per the scope of this ITN (HR, Finance, and Risk); the City does not collect time worked for salaried or exempt employees.
124. Question: Could you share a copy of your written time policies?
Answer: Please refer to Addendum#5
125. Question: Are there any other unique time capture factors we need to understand?
Answer: The details will be discussed during the design phase when more details will be provided. Please refer to Addendum#5.
126. Question: Are employees scheduled in current system? Who creates schedules? Who can view?
Answer: Yes, as per the union contracts.
127. Question: What are the labor categories that employee's time may be assigned to?
Answer: Exempt, non-exempt
128. Question: What is the process for documenting and allocating their time to these labor categories?
Answer: The documenting of these labor categories and allocating time is done at the employee record level.
129. Question: Can any combination of categories be utilized or are there dependencies between selections?
Answer: No
130. Question: Should all employees be able to select from each labor category or does it need to be filtered to eligible categories for various employees?
Answer: This is set from when the employee record is generated
131. Question: Is there a start and end date for when labor categories should be active?
Answer: Yes
132. Question: Besides capturing hours, are you needing wages, tax and deduction entries to be allocated to the labor categories?
Answer:Yes
133. Question: Do you have any "time theft" concerns, buddy-punching, etc.?
Answer: Yes
134. Question: What reports/data are critical needed to manage time and labor?

Answer: The City is still assessing its current environment to get the details. The City is looking to see the proposals for recommendations to improve efficiency.

135. Question: How do you mitigate against the additional cost of overtime?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Currently, there is no way to mitigate as of now.
136. Question: What paid leave benefits do your employees receive?
Answer: Please refer to Addendum#5
137. Question: Could you share your policy of how paid leave time is earned?
Answer: Please refer to Addendum#5
138. Question: How do employees submit their requests for time off?
Answer: Currently, the employees submits their request in paper form. The City is looking to see the proposals for recommendations to improve efficiency.
139. Question: Who approves?
Answer: Time off is approved by the manager.
140. Question: How much time is devoted to requests for information from managers/executives?
Answer: Considerable amount of time. The City is looking to see the proposals for recommendations to improve efficiency.
141. Question: Besides benefits, what are other common payroll deductions?
Answer: LifeQuest, Union Dues, Charitable deductions, court ordered , uniforms etc
142. Question: How are wage garnishments managed?
Answer: Currently, the City uses ExpertPay as one of the tools to manage garnishments.
143. Question: Can you describe the steps for preparing payroll?
Answer: Currently, the City has a manual payroll process. The City is looking to see the proposals for recommendations to improve efficiency.
144. Question: Besides hours, salaries, what other types of earnings are part of employee compensation?
Answer: Please refer to the following link for the current compensation parameters http://www.cityofgainesville.org/HumanResources/WhyWorkforUs.aspx.
The City is working with Korn Ferry-Hay.
145. Question: Are supplemental earnings keyed or imported?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Currently, the data is keyed.
146. Question: What steps do you take to check the accuracy of the payroll?
Answer: The City is looking to see the proposals for recommendations to improve efficiency.
147. Question: How are reports/checks delivered and distributed?
Answer: The City is looking to see the proposals for recommendations to improve efficiency.
148. Question: What's the process for getting journal entries into the General Ledger to record payroll expenses?
Answer: Currently, the City has 3 ways to get payroll into the General Ledger
    File from RTE to CGI (manual/batch)
    File from GRU ERP to CGI (manual/batch)
    Direct entry to CGI
149. Question: How long does the process take?

Answer: Currently, it takes 3-4 days. The City is looking to improve its processes.

150. Question: In which steps do you think there is an opportunity to save time or improve accuracy?
Answer: The City is looking to see the proposals for recommendations to improve efficiency.

151. Question: What are some of the critical reports that you utilize from your current systems? Please provide the name and Data Contained and Purpose for each report
Answer: The City is still assessing its current environment to get the details. Please refer to ITN section 4.

152. Question: What is your PCard integration partner?
Answer: VisaWorks. However, the City is open to explore options to meet our requirements or improve our processes.

153. Question: What are you credit card providers that support the city as considered outside sources as outlined in R2.138?
Answer: The City's requirement R2.138 refers to the Accounts Receivable not credit cards.

154. Question: Can you give clarification on how you use the NDT (National Transit Database Report)
Answer: NDT is a system utilized by the City to report its regional transit system data to the Federal Transit Administration (FTA).

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 6 by his or her signature below, **<u>and a copy of this Addendum to be returned with proposal.</u>**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 6 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

41-424 **Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

Gainesville.
Citizen centered
People empowered

ADDENDUM NO. 7

Date: June 22, 2018

Bid Date: ~~June 26, 2018~~
~~June 29, 2018~~
July 6, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Correction to Question/Answer #28 in Addendum 6:

28. Question: Can you clarify your expectation for the unredacted hardcopies? The ITN reads: "Provide one (1) original and nine (9) unredacted copies of the proposal in a separate envelope, with the confidential and/or exempt information highlighted in yellow." Is this request for 10 hard copies in addition/different to the 10 copies of the proposal response?

Answer: ~~This requirement is only if you have confidential information. Yes, it is in addition to the response.~~

Corrected Answer: If you have confidential information within your proposal, please provide: a) a redacted original (in both hard copy and electronic format) and
b) 9 unredacted hard copies with the yellow highlighting.

This is instead of not in addition to the requirements in Section 6.2 (A).

Revised Schedule:

2.2 Revised Schedule

Distribution of ITN	May 24, 2018
Non-Mandatory Pre-Proposal Discussion	May 31, 2018
Deadline for receipt of questions	June 14, 2018 – 3:00 pm local time
Deadline for receipt of proposals	~~June 29, 2018~~ July 6, 2018 3:00 pm local time
Evaluation of Written Proposal/Selection process	*July 23, 2018

Oral presentations/Evaluation, if conducted	*Aug 13-17, 2018
Product Demonstrations by Review Teams/Evaluation	*Sept 4 – Oct 5, 2018
Negotiations Commence	*October 8, 2018
Recommendation to City Commission/Approval	*TBD
Projected award date	*TBD
Projected contract start date	*TBD

Please find attached:
Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 7 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 7 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

41-424 **Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

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People empowered

ADDENDUM NO. 8

Date: July 3, 2018

Bid Date: ~~June 26, 2018~~
~~June 29, 2018~~
July 6, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:
ITN handbook to be used for the ERP Product Solution(s) and Implementation Services
Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 8 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 8 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: EPI-USE America, Inc.

BY: Jameson Greiner

DATE: July 3, 2018

CITY OF GAINESVILLE — FINANCIAL SERVICES PROCEDURES MANUAL

41-424 **Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

ITN Process for the ERP Product Solution(s) and Implementation Services

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The City has chosen the Invitation to Negotiate ("ITN") as the process to best procure the Enterprise Resource Planning Product. The ITN is used when a Request for Proposal will not provide appropriate mechanism to purchase the needed services or commodities. This process brings together vendors, which may be capable of providing the required services/commodities. If one or more of the following criteria apply, the ITN is the most applicable purchasing method.

- The scope of work cannot be accurately or completely defined. This often occurs for acquisitions of rapidly changing technology, outsourcing, or complex services.
- The services/commodities can be provided in several different ways, any of which could be acceptable.
- Contractor qualifications and the quality of the services/commodities to be provided can be considered more important than the contract price.
- The expected responses may contain innovative solutions that differ from what the agency may have requested and this process allows for those type of alternatives to be considered.

This addendum lays out the process the City will use in reaching its final negotiated contract. This addendum is to give all participants a clear understanding of the review and selection process.

1. Participants:

The City will use multiple City employees and independent contractors to review, evaluate and negotiate the final contract. Below is a description of the various groups of City employees and independent contractors and each's functional role.

a) Evaluation Team: The Evaluation Team is responsible for reviewing, evaluating, and selecting the vendors who will be invited to give oral presentations, and to give demonstrations. The Evaluation Team will negotiate with the final selected vendor(s) until a Best and Final Offer is reached. The Evaluation Team will consist of representatives from: ERP Project Team, Director of Information Technologies, City Manager's Office, Finance, HR, Risk, Strategic Initiatives and two IT Consultants. While The Evaluation Team meetings are subject to the Florida Sunshine Law (section 286.011, Florida Statutes) most meetings of the Evaluation Team will be exempt from the public meetings requirements (section 286.0113, Florida Statutes). See Paragraph 5 below.

b) Procurement Representative: The Procurement Division representative or designee will attend the ITN opening, all Evaluation Team meeting(s), Oral Presentations, Scheduled Product Demonstrations, and Negotiation Meetings by serving as the facilitator to the selection process, not a voting member.

c) Reviewers: Reviewers are members of user departments who will attend the demonstrations, ask questions, and provide user feedback. Reviewers are not subject to Public Meetings as they do not have decision making authority regarding the products.

d) City Attorney: The City Attorney or designee may attend meetings as requested to provide legal advice.

2. Process:

a) Attendance:

Evaluation Team members will participate in public evaluation team meeting(s), and scheduled oral presentation(s)/interview(s). If a team member is unable to attend a scheduled meeting the meeting will be postponed until all present. In the event an Evaluation Team member is no longer able to serve on the Evaluation Team, a new member will be selected to continue the process.

b) Evaluation Criteria:

Each Bidder will be scored throughout the review process based on the criteria set out in the ITN. The evaluation criteria described below in descending order of importance will be the basis for evaluation in each Phase:

Functional Requirements (Section 4.1)
Technical Qualifications/ References (Section 4.2)
Qualifications above the minimum qualifications listed in (Section 3)

c) Phases of the Negotiation Process:

Pre-Evaluation – Procurement Representative will review the submittals to determine if the bid is responsive and if the bidder meets minimum qualifications in Sections 3.1 and 3.1.1. Evaluation Team will review the submittals to determine if the bidder meets minimum qualifications set forth in Section 3.1.2. Bids that are not responsive will not be considered, unless the Evaluation Team determines that the missing information is a minor irregularity. Bidders who do not meet the qualifications listed in Sections 3.1, 3.1.1., and 3.1.2 will not be considered.

Phase I - Written and Technical Evaluations: Scoring of Written and Technical Responses: All evaluators will complete the written and technical evaluations individually. The Evaluation Team will meet to review the written scores and the technical scores. Based on these discussions, scores may be adjusted. The written and technical scores will be combined and vendors will be ranked based on scores. A competitive range may be used to determine which vendors will move forward in the negotiation process and receive invitations to oral presentations. Maximum score for written evaluation is 100 points, maximum scores for technical evaluation is 100 points. During the scoring of initial responses and at subsequent meetings of the Evaluation Team, the Team will discuss the information to be obtained in the oral presentations and the types and lengths of presentations to be provided. In addition to the oral presentations, the Evaluation Team may send clarifying questions to each vendor as part of the negotiation process.

Phase II – Oral Presentations: Oral presentations will allow proposers to elaborate on what they originally proposed as well as give a high-level product demonstration. Oral presentations will then be scored and ranked individually by all evaluators using the City of Gainesville Professional & Other Services Evaluation Handbook. The Evaluation Team will meet and discuss; rankings may be adjusted at this time. This combined ranking will determine which vendors will receive an invitation to give product demonstrations.

Phase III – Product Demonstrations: Note: After Oral Presentations are finalized, proposers who are invited to continue the negotiation process will be required to provide a product demonstration. This may include providing electronic format demonstrations and videos or a live presentation to demonstrate each scenario the City will be viewing, or a combination of the two.

Evaluators and Reviewers will attend the live demonstration. Proposers should be prepared to respond to questions raised during the session. The live demonstration session is a Sunshine Meeting and will be open to the public. Reviewers will provide written critique. The City may then request electronic format demonstrations and videos as a follow up to the live demonstration.

Upon conclusion of the electronic and video demonstrations, the Evaluation Team members will meet to discuss the Reviewers critique. Proposers will be asked to respond to any additional clarifying questions in writing and may request additional video demonstrations. The Evaluation Team will then determine which vendors will proceed to negotiations.

Phase IV – Negotiations: The City reserves the right to conduct negotiations with one or more proposers concurrently. For concurrent negotiations, the Evaluation Team may negotiate simultaneously with one or more proposers until the Evaluation Team and the successful vendor reach a Best and Final Offer.

An outline of negotiation points for discussion may be provided to Firm(s) prior to the scheduled negotiation session(s).

All phases of the evaluation process are to be followed, unless otherwise approved by the Purchasing Manager.

3. Posting Intent to Award:

After negotiations have been completed, the official intent to award will be posted on the DemandStar website.

4. Commission Approval:

The Evaluation Team will submit the best and final offer to the City Commission for approval. City Commission may approve the award or require the Evaluation Team to continue negotiations.

5. Sunshine Law:

(a) All participants are advised that meetings of the Evaluation Team are subject to the Florida Sunshine Law, unless specifically exempted. Unless exempted, Evaluation Team meetings will:

Be publicly noticed as all other public meetings of the City Of Gainesville
Open and accessible to the public
Minutes will be taken of the meeting and promptly recorded

(b) Any portion of an Evaluation Team meeting at which:
A negotiation with a vendor is conducted
A vendor makes an oral presentation
A vendor answers questions
The Team discusses negotiation strategies are exempt from the public meeting requirement. Exempt meetings will be recorded.

The recording of, and any records presented at the exempt meeting, are also exempt from the public records law until such time as the City provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies. For purposes of this Invitation to Negotiate, the recordings, and any records presented at the exempt meetings, will be available within 30 days after the notice of an intended decision or 30 days after the City receives its Best and Final Offer (see Phase IV above) whichever is sooner.

Evaluators will not discuss the proposals in writing or verbally unless the meetings are noticed pursuant to paragraph (a) above or recorded pursuant to paragraph (b) above.

6. No Lobbying:

The City strictly adheres to an anti-lobbying policy. Bidders who lobby a city employee, agent or Official during the bid process will be disqualified and removed from the selection process.

Certification and Qualifications *(Minimum Qualifications)*

Response: Please see the following page(s):

- Certification - Certified Registration from Florida Department of State, Divisions of Corporations
- Certification – SAP Certified Partner Letter/Service Implementer
- Qualification - EPI-USE Sample COI

180745FFF

State of Florida
Department of State

I certify from the records of this office that EPI-USE AMERICA INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on May 20, 2009.

The document number of this corporation is F09000002062.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 26, 2018, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-first day of June, 2018

Ken Detzner

Secretary of State

Tracking Number: CU9346572032

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

SAP America, Inc.
3999 West Chester Pike
Newtown Square, PA 19073

12/09/2017

Ms. Wendy Emery

Partner ID: 452894
EPI-USE America, Inc.
2002 Summit Blvd Ste 825,
Atlanta,
Georgia 30319-1498

Dear Ms. Emery

This letter serves to confirm that EPI-USE America, Inc., 2002 Summit Blvd Ste 825, Atlanta, Georgia 30319-1498, is a Silver Level PE Sell Partner and a Silver Level PE Service Partner in the SAP PartnerEdge Channel Partner Program.

EPI-USE America, Inc. is at Operational status for their PE Sell and for their PE Service partnerships with SAP.

EPI-USE America, Inc. has been a PE Sell Partner since June 15th, 2017 and has been a PE Service Partner since December 27th, 2011.

Best Regards,

The PartnerEdge Program Team

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

180745FTF DATE (MM/DD/YYYY) 2/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Scott Insurance - Roanoke
10 Franklin Rd SE Ste 550
Roanoke VA 24011

CONTACT NAME: Lynn Blomquist
PHONE (A/C, No, Ext): 434-832-2153 FAX (A/C, No): 434-455-8852
E-MAIL ADDRESS: lblomquist@scottins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Property Casualty Insuran	36161
INSURER B : The Phoenix Insurance Company (A++)	25623
INSURER C : Travelers Property Casualty Company	25674
INSURER D :	
INSURER E :	
INSURER F :	

INSURED EPIUS-1
EPI-USE America, Inc.
2002 Summit Blvd #825
Atlanta GA 30319

COVERAGES **CERTIFICATE NUMBER:** 1725224447 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			630 5931P886	3/1/2017	3/1/2018	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE / X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			BA 5932P27A	3/1/2017	3/1/2018	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$Hired Auto Phys
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$Damage Deds.
							100 Comprehensive	$500 Collision
C	X UMBRELLA LIAB / X OCCUR			CUP 5931P886	3/1/2017	3/1/2018	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB-2141N445	3/1/2017	3/1/2018	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
C	Professional LIab. E&O/ NAISL/ CAML			ZPL- 12T57479	3/1/2017	3/1/2018	Each Occ. Aggregate Deductible	10,000,000 10,000,000 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Sample

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Karen Jones