



Walla Walla County, Washington

REQUEST FOR PROPOSAL

For

Enterprise Resource Planning Software

RFP # 05/2024-ERP-RFP

Release Date: May 21, 2024

Due Date: June 18, 2024, at 5PM Pacific Time

REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be received by Walla Walla County, WA (County) for ERP Software. Proposals must be sent via email to Chad Goodhue (cgoodhue@co.walla-walla.wa.us).

Due Date and Time: June 18, 2024, at 5:00 PM Pacific Time

Proposals submitted after the due date and time will not be considered.

Questions regarding this Request for Proposal can be submitted via email to Chad Goodhue (cgoodhue@co.walla-walla.wa.us).

RFP Questions Due Date and Time: June 4, 2024, at 5:00 PM Pacific Time

The County will post responses to the questions on or before June 10, 2024.

Walla Walla County reserves the right to:

- Reject any or all proposals for any reason, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of a proposal, including but not limited to a respondent doing a scripted product demonstration. Furthermore, the RFP does not obligate the County to accept or contract for any services.
- Accept the proposal(s) or parts of a proposal deemed most advantageous to the Walla Walla County.
- Amend the RFP in any manner prior to contract award.
- Cancel, postpone or reissue the RFP.
- Obtain clarification of any point in a vendor's proposal. Such clarifications can be in any form such as but not limited to conference calls, email communications, web demonstrations, onsite demonstrations, or vendor headquarters visits.
- Share the RFP, proposals, and subsequent vendor provided information with its consultant(s) to secure expert opinion.
- Conduct investigations with respect to the qualifications and experience of each respondent included in its proposal.

- Materials submitted to the County will not be returned to the proposer and will become public information upon the County's receipt. Submittals and all documents shall not be marked confidential, trade secret or any similarly asserted grounds to resist public disclosure.

Public Disclosure Notice

To protect the integrity of the contracting process, proposals will not be disclosed until after the award and signing of any and all contracts that may result from this Request for Proposal.

All responses to this RFP will become the property of the County. Once a final award is made, all responses, including financial and proprietary information, become a matter of public record, and shall be regarded by the County as such. The County shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a public records request.

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1. PURPOSE

This RFP is issued pursuant to RCW 39.04.270. The purpose of this RFP is to solicit proposals from software vendors, implementation partners or software resellers who can demonstrate that they possess the organizational, functional, and technical capabilities to provide an Enterprise Resources Planning system that meets the County's needs.

The ideal vendor shall have experience in successfully implementing and supporting the proposed solution at comparable organizations with similar requirements to the County. The successful vendor shall be responsible for the final approved design, installation, implementation, and commissioning of the ERP system, including development of user acceptance testing scripts, training, system integration and connectivity to existing systems as well as supporting the system long term.

2. BACKGROUND INFORMATION

Walla Walla County is in Washington state with a population of approximately 63,000. The City of Walla Walla is the county seat and is also the home of Whitman College. The County currently has approximately 305 employees. The primary ERP software in use today is Eden, supported by Tyler Technologies. Eden will no longer be enhanced or supported by Tyler in the near term. For this reason, the County has decided to go to the market to determine the best solution available to meet its current needs.

Other primary applications that could potentially integrate with, or have data that interacts with a new ERP solution are:

- WinCams (Enterprise Asset Management)
- Central Square (Community Development)
- MIP (Project and Grant Accounting)
- PlanIt Police (Law Enforcement Scheduling)
- Microsoft Office 365

Reference Exhibit A – Key Requirements and Pricing Estimates for a more complete listing of existing peripheral solutions in use.

3. ERP SYSTEM SCOPE

The scope of ERP software for this project includes the following areas of functionality:

Functionality	
General Ledger	Budgeting
Procurement/Contract Management	Accounts Payable
Accounts Receivable	Project and Grant Accounting
Fixed Assets	Cashiering
Human Resources	Timekeeping
Payroll	Reporting

Detailed functional requirements are in Exhibit A – Key Requirements & Pricing Estimates.

4. SUBMITTAL REQUIREMENTS

Responses to this RFP must adhere to the submittal format described below with the information as identified in the following table. **Section 5 – Key Requirements and Pricing Estimates must be submitted in MS Word format.**

SECTION	TITLE	INFORMATION TO BE INCLUDED
Section 1	Cover Letter	Provide a signed Cover Letter.
Section 2	Company Background	Provide company background and experience. Please limit this to no more than 3 pages.
Section 3	Customer References	Complete the Customer References form – Exhibit B.
Section 4	Implementation Methodology	Provide a brief overview of your implementation project team and methodology and the expected timeframe for this project. Please limit this to no more than 3 pages.
Section 5	Key Requirements & Pricing Estimates	Complete the Key Requirements & Pricing Estimates form – Exhibit A. <u>Must be provided in MS Word format.</u>

5. RFP SCHEDULE

These dates are given as current estimates, and are subject to change without notice by the County.

Event	Date
Release RFP	05/21/2024
Questions (if any) Due	06/04/2024
County Response to Questions	06/10/2024
Proposal Responses Due	06/18/2024
Short List Vendor Notifications	August 2024
Short List Vendor Demonstrations	September 2024
Follow Up/Reference Checks	October 2024
Contract and Statement of Work Negotiations	November – December 2024
Contract Execution	December 2024/January 2025

6. RFP COORDINATOR/COMMUNICATIONS

Upon release of this RFP, all vendor communications to the County should be submitted via email to Chad Goodhue (cgoodhue@co.walla-walla.wa.us) as provided in this request for proposal. PROPOSERS ARE SPECIFICALLY INSTRUCTED NOT TO CONTACT ANY OTHER COUNTY PERSONNEL REGARDING THIS RFP BETWEEN THE TIME OF PROPOSAL SUBMITTAL AND AWARD. Failure to strictly observe the foregoing prohibition may result in rejection of the violating proposer's proposal, and, at the County's discretion, rejection of future proposals submitted by the violating proposer. Any oral communications will be considered unofficial and non-binding.

7. PROPOSAL EVALUATION CONSIDERATIONS

Walla Walla County will make the final determination of the selected vendor and have engaged SoftResources to support the County's core team in evaluating the submitted proposals.

The County evaluators will consider the completeness of the proposal, how well the vendor complied with the response requirements, responsiveness of vendor to requests, the total cost

of ownership and how well the vendor's proposed solution meets the needs of the County as described in the response to each requirement.

SoftResources may request additional information, conduct clarifying conference calls, ask for a web demonstration, or take any other action it deems necessary in order to review and clarify submitted information for the County evaluation team. In addition, the County will require that a short list of finalist vendors conduct a scripted product demonstration for its selection team.

Factors that will contribute to the decision of the selected vendor include but are not limited to:

- Pricing based on 5-year total cost of ownership
- Project approach and understanding of the County's objectives and requirements
- The implementation timeframe
- Ability to meet the County's requirements (software functionality, usability, performance, flexibility, integration and technology)
- Vendor's install base and experience with customers similar to Walla Walla County
- Feedback from customer references
- Vendor's implementation methodology and history of success
- Ongoing maintenance and support

8. CONTRACT NEGOTIATION

The County reserves the right to negotiate with the selected vendor that, in the opinion of the County, has submitted a proposal that is the most advantageous to the County with price and other factors considered. In other words, the County will select a vendor that they determine provides the best functionality/price/implementation value – which may mean they select a vendor that does not have the lowest cost. In no event will the County be required to offer any modified terms to any other vendor prior to entering into an agreement with a proposer and the County shall incur no liability to any proposer as a result of such negotiation or modifications. It is the intent of the County to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement.

9. CONTRACT AWARD

The County reserves the right to make an award without further discussion of the proposals. The selected vendor will be expected to enter into a contract with the County. The County shall not

be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

Exhibit A – Key Requirements & Pricing Estimates

Please see the separate Key Requirements and Pricing Estimates document in MS Word format that has been provided as part of this RFP download.

The document does not contain a comprehensive list of all of the County’s ERP software requirements, but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contract.

Each requirement has a ranking indicating the importance of the requirement to the County:

- R = Required
- I = Important
- N = Nice to Have
- E = Explore (see if the vendor could support this requirement, but not required)

Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Vendors must **provide a rating and a comment for every line item based on the table below.**

If the requirement does not pertain to the proposal being submitted, enter “N/A”. The comment should include a **brief 1-2 sentence explanation** of how the item is supported.

(Please do not put long paragraphs of information in the response, or insert documents/images.) **Please do not modify the format, font, numbering, etc. of this form in any way. The form MUST be submitted as a separate document in MS Word format in your RFP response.** If a submitted proposal includes blank responses, the document may be eliminated from consideration. Apply the following rating system to each line-item requirement:

Y	Fully supported by the current release of the software.
3P	Supported with third party software (software not directly owned or controlled by the vendor submitting the proposal).
C	Customization is required to meet the requirement (changes to the underlying code must be made, a report must be specifically developed, tables have to be created or modified, etc.).
F	Future functionality on the product roadmap and supported in the next release of the software (or releases) within the next 1 – 2 years.
N	Not supported.

Sample Response Format: Please use the format below when completing your response.

	General	Rating and Comment
R	1. Audit trail with user, date, and time stamp throughout all modules.	Y System logs all transactions and stamps them with user, date, time and before/after values. A report can be generated to review audit history.

Exhibit B – Customer References

Provide at least (3) three references that are similar in size and scope to Walla Walla County, and that have implemented the proposed software in the past five years. References should be fully implemented and live on the current version of the software.

Name of Customer:	
Number of Users:	
Contact Name/Title:	Telephone #:
Modules/Functionality Installed:	
Go Live Date:	
Other comments:	

Name of Customer:	
Number of Users:	
Contact Name/Title:	Telephone #:
Modules/Functionality Installed:	
Go Live Date:	
Other comments:	

Name of Customer:	
Number of Users:	
Contact Name/Title:	Telephone #:
Modules/Functionality Installed:	
Go Live Date:	
Other comments:	

Exhibit C – RFP Terms and Conditions

1. Amended Proposals

A proposer may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. County personnel will not merge, collate, or assemble proposal materials.

2. Proposer’s Rights to Withdraw Proposal

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The proposer must submit a written withdrawal request signed by the proposer’s duly authorized representative addressed to the County Contact.

3. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm until January 2025.

4. Right to Waive Minor Irregularities

The County reserves the right to waive minor irregularities and the right to waive mandatory requirements, provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the County.

5. Change in Agreement or Representatives

The County reserves the right to require a change in the selected proposer or representatives if the assigned representatives are not, in the opinion of the County, meeting its needs adequately.

6. County Rights

The County reserves the right to award the proposal to separate proposers on any of the services as set forth in the proposer’s proposal. It is further understood that if the proposer to whom any recommended award is made fails to enter into an agreement with the County, the County may negotiate with the next best qualified person or firm.

7. Ownership of Documents

All documents submitted in response to the RFP and any proposals, reports, studies, conclusions, software modifications and summaries prepared by the vendor for this project shall become the property of the County.

8. Agreement Award

Proposal will be evaluated by a committee comprised of County staff. This agreement shall be awarded to the proposer or proposers whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The selected proposal will be at the County's discretion and may or may not have received the most points or be the lowest cost proposal.

9. Records and Audits

The proposer shall maintain such detailed records as may be necessary to demonstrate its performance of the duties required by this Agreement, including the date, time and nature of services rendered. These records shall be maintained for a period of three years from the date of the final payment under this Agreement and shall be subject to inspection by County. The County shall have the right to audit any billings or examine any records maintained pursuant to this Agreement both before and after payment. Payment under this Agreement shall not foreclose the right of County to recover excessive and/or illegal payments.

Walla Walla County, WA

ERP System Key Requirements

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Software Vendor	Response
1. Company Name	
2. Software Name	
3. Company Contact	
a. Name and Title	
b. Phone	
c. Email	
4. Company Information	
a. Year Founded	
b. Public or Private	
c. Total Employee Count	
d. Number of Employees on Proposed Product	
5. Customers on Proposed Application	
a. Total Customer Count	
b. Total Number of Counties	
c. Total Number of Washington Customers	
d. Total Number of Washington of Counties	
e. Total Number of Customers in Implementation	
f. Total Number of Counties in Implementation	
g. Total Number of Counties of comparable size to Walla Walla County	
6. Implementation	
a. Direct, Implementation Partner, or Value-Added Reseller	

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Estimated Perpetual License Cost (Cloud-Based Deployment)		
1.	<u>Software License</u> 30 Financial Users/320 W2's Prefer Enterprise Licensing due to the nature of the nonprofit organization. Please provide per user and total cost, as well as the basis for cost metrics. E.g., if the rate changes based on user ranges, employee type, tiers, etc.	
2.	Software Implementation	
3.	Software Maintenance (% of License Cost)	
4.	Hosting Provider Cost	
5.	Other (e.g. 3rd Parties, etc.)	
6.	Total First Year	
7.	Total 5 Years	
Estimated Software as a Service Cost (Cloud-Based Deployment)		
8.	<u>Annual Subscription</u> 30 Financial Users/320 W2's Prefer Enterprise Licensing due to the nature of the nonprofit organization. Please provide per user and total cost, as well as the basis for cost metrics. E.g., if the rate changes based on user ranges, employee type, tiers, etc.	
9.	Software Implementation	
10.	Other (e.g. 3 rd Parties, etc.)	
11.	Total First Year	
12.	Total 5 Years	

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Rank	Technical and Functional Key Requirements	Response
R	Required Core Areas of Functionality	
R	1. General Ledger	
R	2. Purchasing	
R	3. Accounts Payable	
R	4. Accounts Receivable / Cash Receipting	
R	5. Project and Grant Accounting	
R	6. Fixed Assets	
R	7. Budgeting	
R	8. Human Resources	
R	9. Payroll	
R	10. Reporting	
R	Technology	
R	11. Indicate cloud deployment model, e.g., single tenant, multi-tenant, etc.	
R	12. Continental US data residency.	
R	13. List browsers supported (Edge Chromium support required).	
R	14. Published data lifecycle management, retention policy maintenance and repatriation strategies.	
N	15. Point-in-time data restore or reconciliation.	
N	16. Platform security audit log access.	
R	17. List number of environments/tenants provided (Development, Test, etc.) – minimum 2.	
N	18. Geofencing.	
I	19. Support for Microsoft Identity Manager.	
R	20. Support Multi-Factor Authentication (MFA) with Duo.	

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Rank	Technical and Functional Key Requirements	Response
R	21. Support single sign-on (SSO) through Azure Active Directory (MS Entra).	
R	22. Documented disaster recovery and business continuity plans including testing plans.	
R	23. Role-based security to module, menu, screen, attribute, or data field.	
R	24. Published Application Program Interfaces (APIs).	
R	25. Indicate experience integrating, interfacing, or replacing the following County applications and the typical proposed method:	
	a. Central Square (Community Development)	
	b. WinCams (Enterprise Asset Management, Fleet Management, Timekeeping)	
	c. MIP (Project & Grant Accounting, Employee Web Services (EWS) Timekeeping)	
	d. eCivis (Grant Management)	
	e. Microix (Purchasing and Accounts Payable)	
	f. Harris Govern PACS (Computer Assisted Mass Appraisal – CAMA)	
	g. uAttend (Timekeeping – Prosecuting Attorneys, Facilities, Fairgrounds, HR)	
	h. PlanIt Police (Timekeeping, Scheduling – Sheriff’s Office, Juvenile Detention Center, etc.)	
	i. HS GovTech HSCloud (Public Health Permitting and Vital Records, Cashiering)	
	j. NinjaGig (Recruiting Job Board/Applicant Tracking)	
	k. Knowbe4 (Security Awareness Training)	
	l. Hyland Onbase (Records/Content Management)	
	m. Adobe Acrobat (Electronic Signature)	

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Rank	Technical and Functional Key Requirements	Response
	n. Paymentus (Payment Processor)	
	o. CSG Forte (Payment Processor)	
	p. Sympro (Treasury Management)	
	q. Accuracy (Check Scanning)	
	r. Jury Systems JuryPlus (Jury Management)	
	s. Tyler Recorder (Land Records – Enterprise Records Management)	
	t. Saffire (Ticketing – Fairgrounds)	
	u. Showworks (Fair Management)	
	v. Microsoft Office 365 (Productivity Suite)	
	w. Power BI (Business Analytics)	
	x. Umpqua (Bank Account)	
	y. Banner Bank (Credit Cards)	
R	General	
R	26. Mobile strategy; apps and/or responsive design.	
R	27. Support iOS operating system.	
R	28. Rules-based workflow with electronic signatures and visible approval queue.	
R	29. User definable alerts and notifications.	
R	30. Searchable and context sensitive help.	
R	31. Audit trail with date, time, user stamp, and before and after values across all modules.	
R	32. Attach documents and images to transactions throughout all modules.	
R	33. Effective dating throughout the system.	
R	34. Export transactional data to Excel throughout the system.	

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Rank	Technical and Functional Key Requirements	Response
R	35. Vendor to stay current with mandated federal and WA state reporting, including tax table updates.	
R	General Ledger	
R	36. Describe chart of account format, number of segments and characters available.	
R	37. Meet Washington Budgeting, Accounting and Reporting System (BARS) Chart of Accounts reporting requirements.	
R	38. Support accrual-based accounting with GAAP reporting.	
R	39. 13 or more accounting periods supporting year end adjusting, audit, and closing entries.	
R	40. Fund accounting with approved automatic interfund balancing entries.	
R	41. Multiple journal entry types, e.g., standard, reversing, recurring, allocating.	
R	42. Workflow approval routing of journal entries (with attached documentation) with approvals, rejections, corrections, resubmission, etc.	
R	43. Standard and user defined allocations such as department support, headcount, etc.	
R	44. Rules-based validation of account and segment combinations at data entry.	
R	45. Compliant with State of Washington and Federal requirements and reporting.	
E	46. Annual Comprehensive Financial Reporting (ACFR) tools.	
R	47. GASB 87 Leases tracking and reporting.	
R	48. GASB 96 Subscription-Based Information Technology (SBITA) tracking and reporting.	
I	49. Support for future GASB requirements.	
R	Purchasing	

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Rank	Technical and Functional Key Requirements	Response
R	50. User definable standard and configurable vendor master file attributes and attachments.	
I	51. One-time vendor management.	
N	52. Automated duplicate vendor checking.	
I	53. Automatic vendor inactivation based on user defined period of inactivity.	
I	54. Vendor portal functionality; vendor onboarding, bank information submittal, invoice submittal, view payment status, etc.	
I	55. Contract tracking including terms, amount, payment instruction, expiration, renewals, approvals, etc.	
R	56. Support decentralized purchasing.	
R	57. Multi-level approval for purchase order based on department, requisition type, account, cost center, etc.	
R	58. Drop down for coding and allocation of expenses to cost centers, grants, donors, projects, etc.	
R	59. Budget check at entry of purchase order.	
R	60. Budget alerts with overrides for approaching budget limits and overages.	
I	61. Rules-based workflow routing for approval of requisitions based on dollar amount.	
N	62. User definable delegation for approval routing and timeframe.	
R	63. Purchase order notification and status.	
R	64. Encumbrance of funds for purchase order.	
R	65. Multiple purchase order types; standard, contract, blanket, etc.	
R	66. User definable purchase order formatting and fields, e.g., terms & conditions, etc.	

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Rank	Technical and Functional Key Requirements	Response
I	67. System directed automation of federal purchasing guidelines, e.g., “buy American”, single-vendor purchasing thresholds, etc.	
R	68. Split purchase order line items to multiple general ledger accounts at the line level.	
R	69. User-defined rules with ability to identify fixed asset on requisition or purchase order.	
I	70. P-Card support and reconciliation with attachments.	
I	71. Ability to review total spend by vendor, including purchase order and P-Card.	
R	72. Systematic year-end batch purchase close out and multi-year CIP carryover.	
I	73. Catalog or retail punchouts, e.g., office supplies, auto parts, Amazon, etc.	
N	74. Bid and quote management.	
I	75. Identify use of federal funds per GASB 101.	
R	Accounts Payable	
R	76. Support decentralized accounts payable invoice processing.	
R	77. Support invoice scanning with electronic workflow routing for review, approval, account coding, etc.	
R	78. Warrant management features, e.g., process accounts payable for special districts.	
I	79. System notification for invoice approval request.	
I	80. Support multi-level approvals with visibility of approval status.	
R	81. Support automatic 2 and 3-way matching.	
R	82. Duplicate invoice and payment features/management.	

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Rank	Technical and Functional Key Requirements	Response
R	83. Import and process purchasing or credit card transactions from bank file, post transactions to payee vendor.	
R	84. Distribute invoice line items to multiple general ledger accounts.	
I	85. Set up and process recurring payables.	
I	86. Multiple forms of payment; check, wire, ACH, etc.	
R	87. Support blank stock MICR printing.	
R	88. Support off-cycle check issuance.	
N	89. Manage partial payments and retainage.	
N	90. Notifications to department approvers and vendors for payment issuance.	
R	91. Positive Pay management.	
R	92. Import electronic bank files, perform automated bank reconciliations; generate resulting journal entries.	
I	93. Employee expense management.	
R	94. Vendor-level 1099 tracking and generation of forms.	
R	Accounts Receivable / Cash Receipting	
R	95. User definable customer data master file.	
R	96. Define multiple miscellaneous billing types.	
R	97. Track and manage taxable and non-taxable billing types.	
R	98. Grant reimbursement billing.	
R	99. Generate inter-department transfers and billings.	
E	100. Centralized cashiering with single customer master.	

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Rank	Technical and Functional Key Requirements	Response
R	101. Cash consolidation and reconciliation from disparate cashiering systems.	
R	102. Accept multiple forms of payment, e.g., cash, checks, echecks, ACH, wires.	
I	103. Support recurring invoices with ability to edit frequency and amount, e.g., rentals.	
N	104. Loan management.	
R	105. Issue invoices and statements by email through system.	
R	106. Support decentralized cash receipting; cash, checks, credit cards.	
R	107. Ability to take online payments (link to multiple payment processors).	
R	108. Standard aging and collections process including fines, interest, and penalties.	
R	Project and Grant Accounting	
R	109. Project master with standard and user definable attributes.	
R	110. Multi-level project hierarchy with reporting on detail or summary data to project, phase, and task level.	
I	111. Ability to templatize project hierarchy based on project type.	
I	112. Define budgets for all projects, grants and special events, including labor, materials, equipment costs, etc.	
R	113. Revenue and expenditure tracking for projects and grants that span multiple fiscal years.	
I	114. Budget to actuals reporting by project or grant.	
E	115. Full lifecycle grant management (e.g., RFA, pre-application, application, status, award, etc.).	
N	116. Support for both grantee and grantor functionality.	

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Rank	Technical and Functional Key Requirements	Response
R	117. Grant accounting and tracking.	
R	118. Standard and user definable grant master record.	
I	119. Support identification of the allowable and non-allowable expenses by grant.	
I	120. Identify reimbursable expenses through timekeeping, as applicable.	
I	121. Track encumbered funds by grant or project.	
I	122. Grant reimbursement tracking and invoicing.	
R	123. Time tracking to projects and grants with integration to Payroll.	
R	124. Actual burdened hourly rate for project and grant labor cost tracking.	
R	125. Grant cash management and forecasting.	
R	126. Track and management allowable indirect billing, e.g., allowable percentage-based overhead.	
R	127. Inactivate projects and grants.	
R	128. Support State and Federal Grant Accountability and Transparency reporting.	
R	129. Support Schedule of Expenditures of Federal Awards (SEFA) reporting.	
R	Fixed Assets	
R	130. User definable asset categories, e.g., land, land improvements, equipment, buildings, etc.).	
I	131. Convert Capital Improvement Project completion to fixed asset.	
R	132. Track non-capitalized assets that fall under the capitalization level, e.g., small and attractive, program assets (SNAP), etc.	
I	133. User definable asset master file such as asset ID, tag number, serial number, type, function, date of purchase, disposition, condition, other.	

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Rank	Technical and Functional Key Requirements	Response
R	134. User definable capitalization thresholds, e.g., \$5,000 on equipment, \$15,000 infrastructure, etc.	
I	135. Asset tagging with barcoding and scanning features.	
I	136. Track assets at the department level with roll-up to asset category.	
I	137. Track asset transfers and location with history.	
I	138. Support nested assets or related assets with separate depreciation schedules (e.g., for different asset schedules and funds).	
I	139. Track grant-funded assets with special disposition rules.	
R	140. Asset disposition tracking, e.g., issuance, location, retire, sell, disposal, etc.	
R	141. Track loss or gain on sales of an asset.	
I	142. Retain asset disposition history.	
I	143. Basic inventory of assets, e.g., physical count and accountability, location.	
I	144. Attach images and documents, e.g., invoice, warranty, etc. to asset record.	
I	145. Create asset during invoice processing that flows to asset module.	
R	Budgeting	
R	146. Multiple budget types with roll-ups including operating, personnel (position), capital, project, etc.	
R	147. Support bottom-line fund-level biennial budget process.	
R	148. Percentage increase to entire baseline budgets.	
I	149. Budget by grant-funded positions.	
R	150. Support budget encumbrance independent of purchasing, e.g., earmark funds.	

Walla Walla County, WA

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R	151. Allow multi-year budgets and carryforward.	
R	152. Support user defined budget amendment internals and approvals.	
R	153. Decentralized budget entry by department with approval workflow of budget requests.	
I	154. Document line-item notes; attach supporting documentation.	
R	155. Track budget transfers between line items.	
R	156. Support multi-year budget trending, forecasting and analysis.	
R	157. What-if analysis for all budget types.	
I	158. Budget dashboard with views of detailed line-item budgets, budget vs. actual comparisons, historical data, etc.	
I	159. Drill down from dashboard view or queries at object level; drill to source budget entries, e.g., purchase order.	
E	160. Tools to create biennial Budget Book and transparency publishing.	
R	Human Resources	
R	161. Standard and user definable employee master record.	
R	162. Position control management and history with date effectivity.	
I	163. Graphical org chart with drilldown.	
N	164. Automatic minimum qualification check of applicant pool.	
I	165. Interview scheduling.	
R	166. Background check authorization and tracking.	
R	167. Electronic forms and signatures for onboarding.	
R	168. Manage onboarding process and steps via workflow.	

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I	169. Notification to departments, IT, communications, and administration for onboarding; badge, building access, county-issued equipment (keys, computers, etc.).	
E	170. Learning Management System.	
I	171. User definable training programs based on department.	
R	172. Track and manage all matters of compliance including training, certifications, licenses, expiration and renewal dates with reminders.	
R	173. Track and manage user definable probationary period by collective bargaining agreements, contracts, MOUs, and MOAs.	
R	174. Benefits elections and management tied to Washington Counties Insurance Fund (WCIF) – Simon System.	
R	175. Online benefits open enrollment and elections with current and optional benefits across the county for all qualifies benefits packages.	
I	176. Employee election what-if scenarios for benefits updates and changes.	
R	177. Rules-based eligibility for benefits based on benefit type and source.	
I	178. User definable benefits calculations based on benefit type and source.	
R	179. Rules-based eligibility for Washington Public Employees Retirement System (PERS).	
R	180. Personnel Action Form; workflow route for approval and update employee record.	
R	181. Date-effective changes for all transactions; salary, pay rates, benefits, etc.	
R	182. Salary and compensation management including steps and grades.	
R	183. Rules based tracking of FMLA and other user definable leaves with alerts and notifications.	

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R	184. Performance review management, including core competency management, goals, trainings, PIPs, etc.	
I	185. Grievance tracking.	
R	186. Offboarding checklist and workflow to manage separation process.	
R	187. Regulatory tracking and reporting including FLSA, ADA, EEOC, ACA, OSHA, etc.	
I	188. Succession planning, e.g., job shadowing, mentoring, job training, etc.	
R	189. Manager Self-Service, e.g., job requisition, staff leave balances, approve leave requests, performance reviews, notifications, etc.	
R	190. Employee Self-Service, e.g., leave balances, leave requests, pay advice, W2, direct deposit changes, address changes, benefit elections, dependent changes, etc. with user defined approvals prior to posting.	
I	191. Total compensation statements.	
I	192. Employee and human resources trending and analytics, e.g., employee absences, terminations by department or classification, etc.	
I	193. Track and manage volunteers	
R	194. Track and maintain history on ex-employees and retirees.	
R	Timekeeping & Payroll	
R	195. Support hourly and exempt time capture.	
R	196. Support time capture through computer, timeclocks, kiosks, mobile.	
R	197. Support automatically generated timesheet based on schedule.	
R	198. Exception time reporting, e.g., vacation, sick.	
R	199. Time attestation.	

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R	200. Manager timesheet approval electronic workflow – visibility into timesheet submitted and approval process.	
I	201. Ability to reject, make notes, and reroute timesheets for approval and closing.	
R	202. User definable schedule templates, e.g., Regular, Temp, Volunteer, etc.	
R	203. Support multiple schedules including: 5/8, 9/80, 4/10, 7K, etc.	
R	204. Support payroll for all departments and associated special districts.	
R	205. Multi-state payroll, e.g., Washington and Oregon.	
R	206. Flexible and multiple pay cycles, currently monthly.	
R	207. Leave management, e.g., vacation, sick, comp time, floating holiday, holiday, military, executive leave, bereavement, sabbatical, etc. with user definable accrual rules and request and approval workflow.	
R	208. User definable rules-based leave cash out for various leaves, VEBA, by percentage, fixed amount, hours.	
R	209. Leave donation support.	
R	210. Support standard and user defined deductions including benefits, garnishments, deferred compensation, etc.	
R	211. Support standard and user defined special pays, on-call, out-of-class, differentials, draw-pays, longevity, etc.	
I	212. Percentage-based incentive or premium pay on base pay, e.g., 1% for physical fitness, 5% for out-of-class, etc.	
R	213. Multiple pay and deduction codes for an employee in a pay period.	

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R	214. Support payroll draws with bank deposit or check run.	
R	215. Rules-based mass pay updates, e.g., cost of living adjustments with user definable rounding.	
I	216. Mid-period pay changes with effective dates.	
R	217. Direct deposit capability to multiple bank accounts with rules-based pre-note.	
N	218. Calculate effective-dated retro pay changes and associated impacts on deductions and reporting to benefit providers for an individual or group of employees.	
I	219. All adjustments, e.g., one-time line payments, uniform allowance, project adjustments, miscoding, etc. automatically reflect in appropriate pay period.	
R	220. Generate vendor payments as ACH or check.	
R	221. Electronic funds transfer and reporting to Social Security, IRS, DRS, L&I, WA Cares, etc.	
I	222. Reverse accounting for voided payments.	
R	223. Generate monthly benefits and deductions reports.	
I	224. Support for 1095-C process.	
R	Reporting	
R	225. Indicate reporting levels and tools offered. Identify 3 rd parties, if applicable.	
R	226. Library of standard reports for all modules with the ability to modify and save.	
R	227. Real-time reporting and queries.	
R	228. User-level security flows to queries and reports.	
R	229. Search and report on all fields including user defined, with ability to organize, summarize, sort, and sub-total.	

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R	230. End-user multi-parameter filtering and reporting.	
R	231. Configurable role or user-level dashboards with ability to drill to transaction details.	
I	232. Graphical end-user reporting and dashboard display.	
R	233. Drill down to source transactions and attachments from queries or reports.	
R	234. Filterable date-range or point-in-time reporting and queries.	
N	235. Personal data masking.	
R	236. Executive-level summary reporting.	
I	237. Schedule reports for automated user definable distribution internally and externally.	
R	238. User definable professional and customer-facing report formatting.	
R	239. Generate reports in multiple formats, e.g., HTML, PDF, Excel, Word, .CSV, etc.	