COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301   FAX: (213) 626-5427

J. TYLER McCAULEY
AUDITOR-CONTROLLER

April 6, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

REQUEST TO APPROVE CONTRACT WITH AMERICAN MANAGEMENT SYSTEMS, INC. FOR SOFTWARE AND IMPLEMENTATION SERVICES TO UPGRADE THE AUDITOR-CONTROLLER'S FINANCIAL SYSTEM
(ALL SUPERVISORIAL DISTRICTS AFFECTED)
(3 VOTES REQUIRED FOR APPROVAL)

CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( ) DISAPPROVE ( )

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached Services and License Agreement (SLA) with American Management Systems, Inc (AMS) to provide an upgrade to the County's existing financial software system on a fixed price deliverable basis at $9,565,000 for services and software plus five years of maintenance services at $4,250,000 ($850,000 per year) for a contract total of $13,815,000, effective upon execution by your Board through the end of the fifth year of maintenance services estimated to be September 30, 2010.

2. Direct the Interim Director of the Internal Services Department (ISD) to purchase, through competitive bids or use of existing agreements with vendors, the hardware and software necessary for the operation of the AMS Advantage 3 software and third party software as described in Exhibit H to the SLA according to the Project Architecture and Schematic identified in Exhibit A – Appendix I to the SLA. These costs are estimated not to exceed $3,500,000 during the term of the agreement.

"To Enrich Lives Through Effective and Caring Service"

3. Authorize the Auditor-Controller to execute change orders to the SLA necessary for the purchase of additional services utilizing contingency funds (not to exceed $700,000) that are part of the $9,565,000 identified in the first recommendation.

4. Approve the budget adjustment in the amount of $17,315,000 to transfer funds from the Provisional Financing Uses to fund the SLA and needed equipment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This project cost of $17,315,000 includes software acquisition, implementation services, an option for 5 years of extended maintenance services at a fixed annual fee after the end of the warranty period and equipment necessary to operate the system. In summary, AMS will provide the following:

1. A perpetual license for AMS's complete financial suite of software (as identified in Exhibit H of the SLA) necessary for the implementation of AMS Advantage software version 3.3 or later at no cost. In addition, AMS will provide perpetual licenses for third party software necessary for the implementation of the Advantage modules for a fixed fee of $565,000.

2. Implementation services totaling $8,300,000 for upgrading the AMS modules for the General Ledger, Accounts Payable, Accounts Receivable, Project Accounting, Cost Accounting, Grant Accounting and the Countywide Reporting Database (CWRD) operated by the Auditor-Controller. In addition, a contingency allocation ($700,000), under the control of the County, is identified for a contract total of $9,000,000 for implementation services.

3. Standard maintenance services for a period of 5 years following the end of the warranty period (October 1, 2005) at a fixed annual fee of $850,000 per year covering all AMS financial software modules and third-party software provided by AMS under Exhibit H of the SLA.

4. Although not part of the implementation, the AMS financial suite also includes licenses for Budget Preparation, Asset Management, Purchasing and Inventory.

County Upgrade of CAPS

The County's central Countywide Accounting and Purchasing System (CAPS) is over 17 years old and in a version no longer supported by the vendor (AMS). In addition, the system has been modified heavily over that period of time and as a result has become complex and difficult to maintain due to a limited number of Auditor-Controller staff understanding the functionality and design of the existing system. A number of the County's check disbursement systems are over 30 years old and consolidation in a new Accounts Payable system would reduce on-going maintenance costs.

Accounts Payable system would reduce on-going maintenance costs.

The Auditor-Controller must address the weaknesses of the existing financial applications in CAPS and reduce the risks of operating an out-of-date financial system to meet its mission and to be responsive to the County's financial needs. An upgrade to the Auditor-Controller's financial systems is proposed as a cost effective approach which will:

- Provide improved financial information and support to decision-makers in as short a time frame as possible,
- Meet the growing demand for more timely, accessible and detailed financial information,
- Migrate the County's critical financial systems to a level supported by the product vendor,
- Improve the Department's ability to maintain and train the workforce on critical County financial systems,
- Lay a foundation for exploring more effective or efficient business processes, such as consolidating departments' fiscal functions, and
- Provide a technology upgrade for the infrastructure supporting the County's financial systems.

The Auditor-Controller is recommending entering into this agreement at this time in order to meet the County's need to upgrade the County's central financial systems as soon as practicable. The financial system upgrade is scheduled for July 1, 2005 under the proposed timetable. It is critical to begin this project as close as possible to the proposed fifteen month schedule in order to meet the proposed implementation date. The implementation date coincides with the beginning of a fiscal year which is an important factor as it will avoid complex mid-year conversions. In addition, it will allow improved monitoring of annual budgets against a new chart of accounts and provide for a more seamless implementation. If there is not sufficient time to complete the project by July 1, 2005, the Auditor-Controller would delay implementation of the newly designed system until the start of a future fiscal year.

The need to upgrade the County's financial system was anticipated in the budget for FY 2003 - 04. The Auditor-Controller has been working with the Chief Information Office and Chief Administrative Office to pursue an enterprise resource planning (ERP) strategy for the County. With the cancellation of the LACAS Request for Proposal in December 2003, and at the direction of the Board of Supervisors, the Auditor-Controller pursued cost effective alternatives for the upgrade of the CAPS financial system in order to meet our immediate needs.

Implementation of Strategic Plan Goals

The proposed contract promotes the Board-approved County Strategic Plan Goals of Service Excellence, Workforce Excellence, Organizational Effectiveness, and Fiscal Responsibility. In addition, the proposed contract lays the foundation for gathering the financial data and monitoring capabilities to support the County's initiative for Performance Counts and the Auditor-Controller's objective for consolidating and standardizing departments' fiscal functions.

FISCAL IMPACT/FINANCING

The total cost of the proposed project is $17,315,000 through September 30, 2010. The project cost is comprised of the following:

Category	Amount
• Third party Software	$ 565,000
• Implementation Services	$ 8,300,000
• County Contingency	$ 700,000
• Maintenance Services	$ 4,250,000
SLA Total	**$13,815,000**
• Equipment	$ 3,500,000
Project Total	**$17,315,000**

I.   Services and License Agreement (SLA) - $13,815,000

   a. Third Party Software ($565,000)

   The cost of the third party software is payable to AMS during FY 2003-04 upon installation and acceptance of the software.

   b. Implementation Services ($8,300,000)

   The contract for implementation services is a fixed price deliverable based contract for $9,000,000 consisting of $8,300,000 to provide for the services identified in the Statement of Work (SOW) (Exhibit A) and a contingency allocation of $700,000 for the purchase of additional similar services beyond the deliverables also identified in the Statement of Work (SOW).

   Implementation services in the SLA cover both a project period from the effective date of the agreement for approximately 15 months to the proposed

go-live date of July 1, 2005 and also a 15 month post-implementation period until September 30, 2006. Final acceptance is anticipated to occur after the end of this post-implementation period. The implementation services are identified in the SOW.

c. County Contingency ($700,000)

The SLA contingency fee provides funds for the Auditor-Controller to purchase more of the same type of implementation services on a fixed price deliverable basis at the rates established in Exhibit C of the SLA. Due to the aggressive project schedule, the contingency funds provide the Auditor-Controller some flexibility to address immediate project needs and not impact the project schedule. These funds will be used for such items as additional training services, report development not covered in the existing business requirements, or unforeseen changes identified during the design and development stages of the project. The SLA establishes a process for the Auditor-Controller to sign change orders to the SLA for the provision of these additional services. These documents would be reviewed by County Counsel and reviewed and approved by the CIO.

d. Maintenance Services ($4,250,000)

The SLA provides for warranty services to the base application software for 90 days after go-live (October 1, 2005). No maintenance service payments are due until the expiration of this warranty period. The Maintenance Provisions (Exhibit E of the SLA) cover a five-year period starting at the end of the warranty period for all software provided under the Software License (Exhibit H). Maintenance services are payable as indicated in the following table:

Fiscal Year	Payment
FY 2003 – 04	$0
FY 2004 – 05	$0
FY 2005 – 06	$ 850,000
FY 2006 – 07	$ 850,000
FY 2007 – 08	$ 850,000
FY 2008 – 09	$ 850,000
FY 2009 – 10	$ 850,000
TOTAL	$4,250,000

Maintenance services have no cost escalator for the five year period and provides for all software upgrades, new major releases, error fixes and

corrections.

II.   Equipment - $3,500,000

The cost of equipment to cover the web servers, application servers, database servers, and operating system software is estimated not to exceed $3,500,000 as described in Exhibit H to the SLA according to the Project Architecture and Schematic identified in Exhibit A – Appendix I to the SLA.

The total project is funded by the transfer of $17,315,000 from the Provisional Financing Uses to the Auditor-Controller's budget and all project costs will be identified under a separate organization code. Of the total project cost, $9,565,000, plus a portion of the equipment allocation, will be encumbered by the Auditor-Controller in the current fiscal year. Any unspent project funds will be carried-over into future fiscal years to complete the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed contract is a combined agreement for (1) implementation services to implement the software modules necessary for the Auditor-Controller to upgrade the County's CAPS financial system, (2) a perpetual software license for the AMS Advantage 3.3 (or later version) and related third-party software, the specific software modules to be implemented by AMS and (3) an agreement for standard maintenance services from AMS for the Advantage application and third-party software for a five-year period.

The Agreement provides in relevant part:
*   A fixed price deliverable based contract for the services identified in the SLA and the Statement of Work.
*   A perpetual license for all financial modules of the AMS Advantage 3.3 (or later version) and related third-party modules identified in Exhibit H – Appendix A of the SLA.
*   Maintenance services according to Exhibit E (Maintenance Provisions) to the SLA that provide for five (5) years of the vendors standard maintenance services at a fixed amount of $850,000 per year.
*   Other professional services may be purchased during the term of the agreement at the rates provided in Exhibit C to the SLA. No additional services are contemplated at this time and would require a written amendment to the contract.

Other significant contract provisions are:
*   AMS's agreement to comply with all of the Board mandated terms and

conditions identified in Exhibit I of the SLA.

- A 15% holdback on each invoice amount.
- The release of the holdback would be one-third (5%) at the completion of the post-implementation services for 1099 processing (approximately March 2006) and the remaining two-thirds (10%) at the point of final acceptance (estimated to be October 2006). A provision was added that the County may, at its discretion, release a portion of the holdback prior to final acceptance if a corrective action plan is specified by AMS for any remaining items. This would require approval of the Board of Supervisors.
- A Limit of Liability at 150% of the contract total during the project ($19,672,500). In addition, for the maintenance periods, the Limit of Liability is at the total remaining annual maintenance amount ($4,250,000 for the initial year and decreasing by $850,000 annually). There are no additional performance securities in the agreement, such as a performance bond or a letter of credit.
- Two separate warranty periods depending on whether the software relates to the base software or third party software and a longer warranty period for customizations. The warranty period on the base software, including third-party products provided by AMS, is for 90 days past the go-live date (estimated at October 1, 2005). Customizations have a longer warranty period that extends for fifteen months after go-live to allow the County a full year of operation and completion of the County's Fiscal Year closing.
- Maintenance services (Exhibit E) are acquired under the standard level of service that AMS provides to all customers. During the implementation phase, the County will be provided a broader coverage under the SLA's definition of deficiency.
- The standard termination requirement for the County to recover its costs is still included, but was modified to give the County the right to pursue coverage of costs rather than AMS automatically paying those costs without a review.

In accordance with your Board's policy of employing outside counsel for certain information technology contracts, the law firm of Mitchell, Silverberg and Knupp was retained, and participated with County Counsel in the negotiations, review, and finalization of the proposed Agreement.

At the close of negotiations, and when an agreement had been reached in principle, the County learned for the first time that AMS was in the process of being acquired by another company, CGI Group, Inc.

In particular, on March 10, 2004, AMS announced a proposed acquisition of the corporation by a Canadian corporation, CGI Group, Inc. (CGI). AMS informed the

Auditor-Controller that, as part of the transaction, the two companies would merge their operations and brand the combined information technology (IT) services in the US market as CGI-AMS. The final corporate structure for CGI-AMS is not yet determined. The proposed transaction is a friendly acquisition that has received unanimous approval of both Boards of Directors. As part of the acquisition, AMS is also selling a portion of the federal defense contract business to a Virginia-based firm, CACI. This part of the transaction is for federal Department of Defense services unrelated to the County's proposed agreement with AMS.

CGI is a $2.7 billion Canadian-based IT services corporation founded in 1976. CGI is the largest independent Canadian IT services company and the fifth largest independent in North America based on its headcount of approximately 20,000 employees. The mix of services provided by CGI include management of IT and business functions, systems development and integration and consulting.

AMS has represented to the Auditor-Controller that the acquisition is intended to provide CGI growth in the U.S. federal, state and local governmental market. Initial reaction from investors and the financial market is that the acquisition is a positive move for both companies.

AMS and CGI anticipate that the terms and conditions of the acquisition will be completed in May or June 2004. CGI has sent the Auditor-Controller a letter, assuring the County that it will honor the terms and conditions of the SLA and plans on continuing to provide support to the AMS Advantage 3 product line.

CONTRACTING PROCESS

The Auditor-Controller's current financial system (CAPS) is based on an AMS software product. As a current user of the AMS products, the County is eligible to obtain upgrades of the software products supporting our financial system. Based on the County's review of AMS's latest version, an upgrade of the CAPS legacy financial system was considered. As these upgrades are only available from AMS, and AMS is currently the only implementer of their software product, the Auditor-Controller requested AMS provide a proposal for the upgrade of the County's CAPS financial system following the cancellation of the solicitation process for implementation of an ERP. The provisions of the current 30 year software license agreement with AMS will be replaced in total by the software license provisions of this SLA.

In order to determine a cost estimate for the scope of the project, the Auditor-Controller provided AMS with the County's business requirements to support an upgrade for general ledger, accounts payable, accounts receivable, project

accounting, cost accounting, grant accounting and the Auditor-Controller's reporting database. Upon receipt of the AMS proposal, the Auditor-Controller, with the assistance of County Counsel and outside counsel, entered into contract negotiation with AMS as the sole provider and implementer of their AMS Advantage 3.3 products. Your Board was notified of this action in January 2004.

IMPACT ON CURRENT SERVICES

The proposed project to upgrade the Auditor-Controller's CAPS financial system will have an impact on all County departments. The redesign of the County Chart of Accounts will provide a more robust capability to categorize, allocate, monitor and report on financial expenditures and revenues.

The AMS Advantage 3.3 software product is a web-based application that will upgrade the technical platform from a mainframe based system to a server based application using a standard web browser, accessible across the County's Enterprise Network. This will allow for easier access to financial information throughout the County. The application design is an open architecture that will improve the County's ability to interface with other legacy systems utilizing currently acceptable standard programming languages.

The proposed project for the upgrade of the Auditor-Controller's financial system is being called eCAPS. The main provisions of the project plan include:

- Redesign of the County's Chart of Accounts by August 2004 for use in development of the County's FY 2005 -2006 budget.
- Design / prototyping sessions to provide an opportunity for all County departments to participate in the design of the new software applications to meet the County's needs on a county-wide and departmental basis.
- Minimal customization of the software application to meet the County's business requirements in Exhibit A – Appendix C of the SLA.
- Nearly 4,300 hours of training time purchased from AMS to provide for a co-training approach between AMS and County staff.
- Implementation of a reporting database to replace the current County-wide Reporting Database (CWRD) developed by the Auditor-Controller.
- Improved edits and workflow capabilities to enhance compliance with the County's Fiscal Manual.
- Post-implementation support from AMS for the first six months of operation, the annual 1099 process in January 2006 and the County's first Fiscal Year closing under the upgraded application in July through September 2006.

The project will be led by the Auditor-Controller and staffed with existing County

staff from several County departments. The Auditor-Controller is proposing to utilize twelve (12) existing staff from its Systems and Audit Divisions. In addition, the Auditor-Controller has requested several County departments, heavily impacted by the eCAPS project, contribute one or more full-time staff to the project. Internal Services Department will provide seven staff, and there will be one staff member from the Sheriff's Department, Department of Public Works and the Chief Administrative Office. The CIO will provide project oversight and assistance during the project.

One of the goals of the project will be to meet the Department of Health Services (DHS) financial requirements necessary to replace the DHS HBOC General Ledger and Accounts Payable applications. The DHS business requirements will be taken into account in the design of the new system, and DHS staff will be invited to participate in the design / prototyping sessions. We will be working with DHS to obtain necessary staff involvement in the project.

Operating costs for the project, including space, project staff equipment the ISD/ITS charges to the Auditor-Controller are proposed to be covered by the Auditor-Controllers' operating budget. A substantial portion of ISD/ITS charges to the Auditor-Controller will be offset by reallocation of ISD/ITS staff currently assigned to Auditor-Controller systems who will now be charged to the eCAPS Project.

Other Department's will be impacted by this project and will incur costs to:

- Modify their legacy systems that currently send or receive information from CAPS,
- Modify other Departmental systems that utilize the Chart of Accounts information,
- Revise internal procedures to conform to business processes for the upgrade system, and
- Participate in the design / prototyping, testing and training sessions for the project.

The cost impact for County departments' legacy systems and applications that will be affected by the change in the Chart of Accounts have not been included in the costs identified above.

CONCLUSION

Approval of this agreement will improve the County financial systems operated by the Auditor-Controller and greatly reduce the risks of outdated applications hindering the Auditor-Controller's ability to meet the County's financial needs. In

addition, the new financial system will provide the County the capability for enhanced tracking and monitoring of its fiscal information. The revision of the County's Chart of Accounts under this project will provide a foundation for future directions in improving budget preparation and, performance tracking of the County's programs and services. It will also result in a more efficient, effective, and less risky operation through the consolidation of the County warrant writing systems. In many cases, standardization of County fiscal processes will allow for more consistent reporting of financial information across County departments.
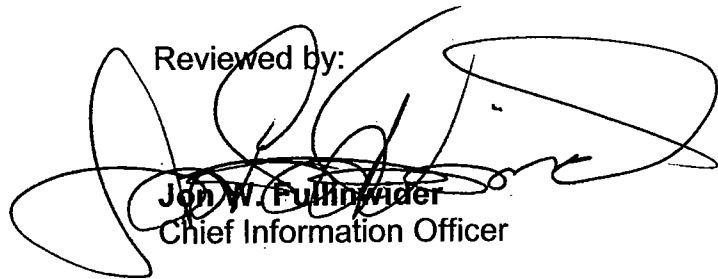
This proposed financial system lays the foundation to provide needed information in support of other major County initiatives such as linking Performance Counts! data with our financial data and making the County operations more efficient through a concurrent project to consolidate departments' fiscal functions.

Respectfully submitted,

Reviewed by:

J. Tyler McCauley
Auditor-Controller

Jon W. Fullinwider
Chief Information Officer

Attachments (1-Services and License Agreement)

c: Chief Administrative Officer
   County Counsel

CIO ANALYSIS

CONTRACT WITH AMERICAN MANAGEMENT SYSTEMS, INC. FOR SOFTWARE AND IMPLEMENTATION SERVICES TO UPGRADE THE AUDITOR-CONTROLLER'S FINANCIAL SYSTEM

CIO RECOMMENDATION: ☒ **APPROVE**   ☐ **APPROVE WITH MODIFICATION**
☐ **DISAPPROVE**

Contract Type:
☒ **New Contract**   ☐ **Contract Amendment**   ☐ **Contract Extension**
☒ **Upgrade Agreement**

New/Revised Contract Term: Base Term: 6.5 Yrs   # of Option Yrs

Contract Components:
☒ **Software**   ☐ **Hardware**   ☐ **Telecommunications**
☒ **Professional Services**

Project Executive Sponsor: J. Tyler McCauley, Auditor-Controller, Department of Auditor-Controller

Budget Information :

Y-T-D Contract Expenditures	$ 0
Requested Contract Amount	$13,815,000
Aggregate Contract Amount	$13,815,000

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? If yes, what percentage is offset?

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan? The eCAPS Project is an alternative solution to the County's plan to acquire an Enterprise Resource Planning (ERP) product to replace its administrative systems. The alternate solution supports and advances the County towards its desired strategic goals of Service Excellence and Fiscal Responsibility. The County's fiscal situation will not support the expense of an ERP solution. The upgrade of the

		existing legacy applications stabilize and improve the County's administrative systems.
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan? The Auditor-Controller identified the project to replace its legacy administrative systems in their 03-04 BAP. They have included the eCAPS project in the most recently approved 2004-05 Business Automation Plan.
☒	☐	Does the project's technology solution comply with County of Los Angeles' IT Directions document? This is a browser-based enterprise application that fully complies with the County IT Directions.
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT Standards. This is a browser-based application using an XML platform with an Oracle database.

Project/Contract Description:

The eCAPS Project and the related agreement allow the County Auditor-Controller to engage American Management Systems, Inc. (AMS) to successfully upgrade the primary financial system of the County, the Countywide Accounting and Purchasing System (CAPS).

Background:

CAPS is supported by a diminishing number of qualified County staff that can maintain its COBOL-based customizations, functionality and existing design. An upgrade to revised technology with a web-based architecture will enable the County to adopt current public sector best business practices through the use of advanced technology and functionality not otherwise available.

Upgrading to the current release of the AMS Advantage software will provide the County with a modern information technology system that has the flexibility to more efficiently and cost effectively support rapidly changing business needs.

CGI Acquisition of AMS`
On March 10, 2004, AMS announced the proposed acquisition of its corporation by a Canadian company, CGI Group, Inc. (CGI). As part of the acquisition, the two companies will merge their operations and brand the combined information technology (IT) services in the US market as CGI-AMS. The proposed transaction is a friendly acquisition that has the unanimous support of both Boards of Directors.

AMS and CGI anticipate that the terms and conditions of the acquisition will be completed in May 2004 or June 2004. CGI has sent the Auditor-Controller a letter, assuring the County that

they will honor the terms and conditions of the Software Licensing Agreement (SLA) and that they plan to continue providing support to the AMS Advantage 3 product line.

Project Justification/Benefits:

The eCAPS Project has several benefits including:

- Provide improved financial information, workflow and support to decision-makers in a reduced time frame from current processes.
- Provide for single data entry and simultaneous update. This delivers consistent, accurate, real-time information across the County.
- Meet the growing demand for more timely, accessible and detailed financial information.
- Migrate the County's critical financial systems to a level supported by the product vendor.
- Enable the County to adopt open, standards-based architecture for eCAPS. Use of web-based technology and open integration standards will ease deployment and maintenance costs while enhancing collaboration capabilities.
- Allow for an intuitive web-based user interface. Web-architected, browser-based, thin client interface enabling intuitive usability, greater self-service and enhanced integration.
- Improve the County's ability to maintain and train the workforce on critical County financial systems.
- Facilitate business rule-level configurability that significantly reduces customization requirements, ongoing support and software maintenance costs.
- Provide the means to technologically support adoption of more effective and efficient business processes.

Project Metrics

- Go Live Date - The eCAPS upgrade is scheduled for implementation on July 2005. The start of FY 2005- 2006 go-live-date is critical to avoid conversion of prior fiscal year data.
- Project Budget – The County is sensitive to the fiscal situation and will work to deliver the project within budget.
- Re-engineering of County Process – The software solution proposed is based on best practices and will result in efficiencies in County operations.
- Elimination of Disparate Systems – The eCAPS upgrade will advance the County's central systems as well as eliminate several disparate systems, e.g., warrant writing systems.

Impact If Proposal Is Not Approved

The Auditor-Controller's central financial systems, CAPS, warrant writing systems, and others, have been in operation for almost 20 years, with some in excess of 30 years. Though these systems continue to meet the County's financial and reporting requirements, inherent weaknesses in the existing technology and infrastructure make it difficult to address the County's ever growing demands. Potentially, these systems could malfunction, without an upgrade in the next couple of years.

To continue to operate older technologies, unsupported applications, and heavily customized applications will eventually put the County in an even more precarious situation. Developing patches/fixes to resolve problems as they arise will become more difficult and time-consuming.

The age and maturity of the systems necessitate that we pursue a strategy to upgrade our systems sooner rather than later and a strategy that is practical given fiscal constraints.

Alternatives Considered:

The County originally pursued the acquisition of an ERP solution and had completed the selection process. Unfortunately, budget constraints led to the cancellation of the solicitation and more inexpensive solutions had to be explored. By pursuing an upgrade approach, the County stands to realize benefits including the enhancement of technology, business process improvement, and re-engineering opportunities.

Project Risks:

Project management activities are built-into the eCAPS work plan to alleviate potential risks and to build a project plan that maximizes the probability of project success. However, as with any IT project there is inherent project risks including:

- Scope Creep – When project scope exceeds the limits of the original work plan due to change orders and individual department agendas, projects become unmanageable.

- Lack of availability and commitment of sufficient experienced, motivated resources – Project implementation requires a dedicated team of individuals to see the project through.

- County's readiness and acceptance to change – Level of motivation for change and the understanding of the eCAPS vision.

Risk Mitigation Measures:

Project management represents ongoing tasks that will span the life of the eCAPS Project. The Project Control Plan brings together the key planning and control documents and serves as the guide that outlines how key management activities will be carried out to ensure that intended goals are achieved and risks are mitigated.

Specifically, the Project Control Plan will include the following key components:

Project Planning
- Detailed Project Plan
- Project Governance and Structure
- Communication
- Staffing and Team Management
- Software Estimation and Metrics

Scope Management
- Deliverables Management
- Change Control Process Management
- Requirements Management
- Review and approval by CIO and County Counsel for any contingency expenditures

Issue and Risk Management
- ▪ Issue Management
- ▪ Project Risk Management

Quality
- ▪ Quality Management
- ▪ Work Product Reviews
- ▪ Incident and Defect Management

In addition the contract calls for:
- • A 15% holdback on each invoice amount.
- • A Limit of Liability at 150% of the contract total during the project ($19,672,500). The Limit of Liability during the maintenance periods is the remaining annual maintenance amount ($4,250,000 for the initial year and decreasing by $850,000 annually).
- • Warranty to meet specified transaction processing response times that will require AMS to purchase additional equipment and deed the equipment to the County in the event that AMS cannot resolve the agreed to response times.
- • Two separate warranty periods depending on whether the software relates to the base software or third party software and a longer warranty period for customizations. The warranty period on the base software, including third-party products provided by AMS, is for 90 days past the go-live date (estimated at October 1, 2005). Customizations have a longer warranty period that extends for 15 months after go-live to allow the County a full year of operation and completion of the County's fiscal year closing.
- • Maintenance services (Exhibit E) are acquired under the standard level of service that AMS provides to all customers. During the warranty period, the County will be provided a broader coverage under the SLA's definition of deficiency.
- • The standard termination requirement for the County to recover its costs is included, but was modified to give the County the right to pursue coverage of costs rather than AMS automatically paying these costs without a review.

Our office will work with ISD and the Auditor-Controller's office to review alternative platform configurations that may be more economical than the proposed AMS technical configuration.

The CIO will provide project oversight and independent verification and validation of progress based on the project plan, statement of work and the contract. Additionally, the project will be monitored using the new Information Technology Project Tracking System.

Financial Analysis:

The eCAPS Project cost is estimated as follows:

- AMS Advantage 3.3 software cost for upgrade of the CAPS modules $ 0.00

- Software cost for implementation of AMS Advantage 3.3. product
  (Third party tools for web-based application) $ 565,000

- Professional Services (Hourly rate is a $125 blended rate) $8,300,000

- County Contingency $ 700,000

Maintenance (5 years at $850,000 per year) $ 4,250,000

           AMS Sub Total $13,815,000

- Equipment. (to be purchased by County) $ 3,500,000

           Total Project Cost   **$17,315,000**

Note: The costs shown above does not include the cost of County staff that will support the implementation for the upgraded system.

CIO Concerns:

None

CIO Recommendations:

We recommend the Board approve the Auditor-Controller's request.

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CIO APPROVAL

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Date Received: _03/22/2004_

Prepared by: _H. Baker_

Date: _03/25/2004_

Approved: _Jon. E. Will_

Date: _03/25/2004_

76R 352M 11/83

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. 04-01
No.

DEPARTMENT OF AUDITOR CONTROLLER

March 24 XX 2004

AUDITOR-CONTROLLER
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3 VOTES

Financing Source

Provisional Financing Uses
Services and Supplies
A01-BS-13760-2000
$17,315,000.00

Financing Use

Auditor-Controller - ECAPS
Services and Supplies Project
A01-AU-10799-2000
$17,315,000.00

JUSTIFICATION

To transfer funds from Provisional Financing to the Auditor-Controller for the eCAPS Project.

K. Tyler McCauley, Auditor-Controller

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR—	ACTION	APPROVED AS REQUESTED ✓	AS REVISED
	✓ RECOMMENDATION	MARCH 25 2004	CHIEF ADMINISTRATIVE OFFICER
AUDITOR-CONTROLLER BY		APPROVED (AS REVISED) BOARD OF SUPERVISORS	19
NO. 239	March 25 2004	BY	DEPUTY COUNTY CLERK

SERVICES AND LICENSE AGREEMENT

Between

COUNTY OF LOS ANGELES

and

AMERICAN MANAGEMENT SYSTEMS

0632257.5

TABLE OF CONTENTS

i

v

SERVICES AND LICENSE AGREEMENT

This Services and License Agreement (hereafter "Agreement") is made and entered into this_____ day of _____, 2004, by and between the County of Los Angeles in the State of California (hereafter "COUNTY") and American Management Systems, Incorporated, a Delaware corporation having its principal place of business at 4050 Legato Road, Fairfax, Virginia, 22033 (hereafter "AMS").

WHEREAS, COUNTY has been using AMS's County-wide Accounting and Purchasing System (CAPS) since 1988;

WHEREAS, pursuant to an existing maintenance agreement with AMS, COUNTY is entitled to receive, without charge, an upgrade to the most current version (3.3 or higher) of the AMS Advantage® Financial software suite, which evolved from the CAPS software currently being utilized by COUNTY; and

WHEREAS, COUNTY and AMS desire: (i) to formalize the terms upon which COUNTY will be entitled to use the most current version of the AMS Advantage software suite, (ii) for COUNTY to engage AMS to configure, install and implement certain portions of the AMS Advantage Financial software suite upgrade (sometimes herein referred to as "eCAPS"), and (iii) to define the terms upon which AMS will provide support and maintenance to COUNTY in connection with such software.

NOW, THEREFORE, AMS and COUNTY agree as follows:

1. **APPLICABLE DOCUMENTS AND DEFINITIONS:**

1.1 **INTERPRETATION:**

The following Exhibits are attached to and form a part of this Agreement:

Exhibit A - Statement of Work
        Appendix A - Deliverables Definitions
        Appendix B - Project Plan
        Appendix C - Business Requirements
        Appendix D - Interfaces
        Appendix E - Conversions
        Appendix F - Reports
        Appendix G - Business Processes
        Appendix H - System Performance and Transaction Volumes
        Appendix I - Project Architecture Schematic
        Appendix J - Configurations and Customizations
        Appendix K - Training Volumes
        Appendix L - Legacy Reports Inventory
        Appendix M - Project Assumptions

3/25/04

Exhibit B - Schedule of Payments
Exhibit C - Rates for Other Professional Services
Exhibit D - Project Schedule
Exhibit E - Maintenance Provisions
      Appendix A - Software Maintenance Terms
Exhibit F - Contractor Employee, Agent, Subcontractor, Sublicensee, Consultant Acknowledgement, And Agreement Re Confidentiality
Exhibit G - AMS's EEO Certification
Exhibit H - License Provisions
      Appendix A - Licensed Materials and Additional Terms
Exhibit I - COUNTY-Mandated Provisions

Unless otherwise indicated, all references herein to this Agreement shall include all such Exhibits. Unless otherwise indicated, all references herein to an Exhibit also shall include all of its Appendices, if any. Capitalized terms that are used but not defined in any Exhibit shall have the meanings given to them in the main body of this Agreement. The requirements set forth herein are intended to be read cumulatively for the benefit of COUNTY. However, in the event of any direct conflict or inconsistency in the definition or interpretation of any word, responsibility or schedule, or in the contents of, requirements for or description of any deliverable, services or other work, or in any other matter, between the body of this Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Agreement, and then to the Exhibits according to the following priority, listed from highest to lowest priority:

1.	Exhibit I -	COUNTY-Mandated Provisions
2.	Exhibit H -	License Provisions
3.	Exhibit E -	Maintenance Provisions
4.	Exhibit C -	Rates for Other Professional Services
5.	Exhibit F -	Contractor Employee, Agent, Subcontractor, Sublicensee, Consultant Acknowledgement, And Agreement Re Confidentiality
6.	Exhibit A -	Statement of Work
7.	Exhibit B -	Schedule of Payments
8.	Exhibit D -	Project Schedule
9.	Exhibit G -	AMS's EEO Certification

In the event of a conflict between the main body of any Exhibit and one or more of its Appendices, the provisions and requirements in the main body of the Exhibit shall control. As between the Appendices of Exhibit A (Statement of Work), the requirements of Appendix C (Business Requirements) shall have priority over any directly conflicting requirement in any other Appendix.

3/25/04

0632257.5

1.2   ENTIRE AGREEMENT:

This Agreement, including all Recitals and Exhibits, shall constitute the complete and exclusive statement of understanding between the parties and shall supersede all previous agreements, written or oral, and all communications between the parties relating to the subject matter of this Agreement.

1.3   SCOPE OF AGREEMENT/WORK:

Pursuant to the terms of this Agreement, AMS shall provide the Licensed Software to COUNTY. However, AMS shall be obligated to configure, install and implement only the Baseline Application Software, in the most current versions through the beginning of Live Testing. The main goal of the Project is for AMS to provide COUNTY with a System, based on the Baseline Application Software, that fully complies with the Specifications. The System shall interface with such existing COUNTY software and hardware as specified in Exhibit A (Statement of Work). The System provided pursuant to this Agreement shall be run on COUNTY-provided System Hardware. In addition, AMS shall provide the training, Conversions, Interfaces, change management, maintenance and support required by or contemplated under this Agreement. All development and testing of the System, through Final Acceptance shall be performed at the Project Site. The Project Site shall be provided and maintained by COUNTY.

1.4   DEFINITIONS:

1.4.1   Acceptance; Accept

As used herein, the term "Acceptance" and the various tenses of the word "Accept" shall mean COUNTY's written approval of any referenced deliverables or services provided by AMS to COUNTY.

1.4.2   Acceptance Testing

As used herein, the term "Acceptance Testing" shall mean testing of the System or any System Component in accordance with a test plan approved in writing by COUNTY in order to confirm compliance with the Specifications.

1.4.3   AMS

As used herein, the term "AMS" shall mean American Management Systems, Incorporated, a Delaware corporation having its principal place of business at 4050 Legato Road, Fairfax, Virginia, 22033.

1.4.4   AMS's Assistant Project Manager

As used herein, the term "AMS's Assistant Project Manager" shall have the meaning set forth in Subparagraph 3.2 (AMS's Project Manager).

3/25/04

1.4.5 AMS's Project Director

As used herein, the term "AMS's Project Director" shall have the meaning set forth in Subparagraph 3.1 (AMS's Project Director).

1.4.6 AMS's Project Manager

As used herein, the term "AMS's Project Manager" shall have the meaning set forth in Subparagraph 3.2 (AMS's Project Manager).

1.4.7 Application Software Customizations

As used herein, the term "Application Software Customizations" shall mean: (i) the software developed and provided to the COUNTY by or on behalf of AMS under this Agreement, excluding Interfaces, in order to customize, modify or supplement the Baseline Application Software so as to achieve the Specifications, including but not limited to all new source code and new object code; and (ii) all related Documentation, required to be supplied by or on behalf of AMS pursuant to this Agreement.

1.4.8 Approved Third-Party Software

As used herein, the term "Approved Third-Party Software" shall have the meaning set forth in Subparagraph 10.9 (Third-Party Software) of this Agreement.

1.4.9 Baseline Application Software

As used herein, the term "Baseline Application Software" shall mean the following modules of the Licensed Software: (i) Financial Management Base System, (ii) Project & Grants Management, and (iii) *info*Advantage, together with any other modules or components of the Licensed Software which the parties mutually agree to implement and all of the Pre-Approved Third-Party Software. References to modules or components of the Baseline Application Software shall only refer to such specified modules or components; unqualified references to the Baseline Application Software shall mean all Baseline Application Software in the System.

1.4.10 Baseline Warranty Period

As used herein, the term "Baseline Warranty Period" shall mean the period commencing on the Effective Date and extending for 90 days after the beginning of Live Testing of the System as a whole, subject to any extensions in accordance with the terms of this Agreement.

1.4.11 Change Notice

As used herein, the term "Change Notice" shall mean any modification or supplement to any of Exhibit A (Statement of Work), Exhibit B (Schedule of

Payments), Exhibit D (Project Schedule) or Exhibit E (Maintenance Provisions) that is duly executed by AMS and COUNTY's Project Director in accordance with Paragraph 6 (Change Notices and Amendments) of this Agreement.

1.4.12 Change Order Impact Criteria

As used herein, the term "Change Order Impact Criteria" shall mean: best efforts to minimize cost and schedule impact of the requested change, services to be provided at a blended rate of $125.00 per hour, without charge (either for travel time or for out-of-pocket expenses) for any necessary travel, and 100% of AMS's Out-of-Pocket Expenses.

1.4.13 Conditional Acceptance

As used herein, the term "Conditional Acceptance" shall have the meaning set forth in Subparagraph 9.2.1 (Conditional Acceptance of System Deliverables).

1.4.14 Contract Sum

As used herein, the term "Contract Sum" shall mean the maximum total monetary amount payable by COUNTY to AMS hereunder, as set forth in Subparagraph 7.1 (General), subject to adjustment only by authorization of COUNTY's Board of Supervisors. The Contract Sum shall not be adjusted for any taxes, duties, charges, levies or surcharges, or for any costs or expenses of AMS whatsoever.

1.4.15 Conversions

As used herein, the term "Conversions" shall mean all data conversions required to be performed by AMS under the Specifications.

1.4.16 COUNTY

As used herein, the term "COUNTY" shall mean the County of Los Angeles, California.

1.4.17 COUNTY Facility; COUNTY Facilities

As used herein, the term "COUNTY Facility" shall mean any one, and the term "COUNTY Facilities" shall mean any two or more, COUNTY facilities that host or access the System, as designated by COUNTY.

1.4.18 COUNTY Materials

As used herein, the term "COUNTY Materials" shall have the meaning set forth in Subparagraph 21.1.

1.4.19 COUNTY's Project Director

As used herein, the term "COUNTY's Project Director" shall have the meaning set forth in Subparagraph 2.1 (COUNTY's Project Director).

1.4.20 COUNTY's Project Manager

As used herein, the term "COUNTY's Project Manager" shall have the meaning set forth in Subparagraph 2.2 (COUNTY's Project Manager).

1.4.21 Customization Warranty Period

As used herein, the term "Customization Warranty Period" shall mean the period commencing on Live Testing of the System as a whole and extending through Final Acceptance, subject to any extensions in accordance with the terms of this Agreement.

1.4.22 Day(s)

As used herein, the term "day(s)" shall mean calendar days and not business or working days, unless otherwise indicated.

1.4.23 Deficiency; Deficiencies

As used herein, the term "Deficiency" shall mean: (i) any response time or processing time (for which a Response Time is not specifically set forth in the Statement of Work) of the System (or any component thereof), when implemented on the System Hardware, that COUNTY can show is commercially unreasonable, provided that such response time or processing time is measured in a manner similar to that set forth in Appendix H (System Performance and Transaction Volumes) to the Statement of Work; (ii) any failure of the System (or any component thereof) to function or perform in accordance with commercially acceptable standards based upon a commercially reasonable reading of the Specifications; (iii) any impairment in the operation or performance of any of COUNTY's other hardware or software beyond a level that would be commercially reasonable in view of the particular operations being performed by the System (or any component thereof), provided that the System is configured as set forth in the Specifications; or (iv) any deviation from the Specifications. Any of the foregoing shall not be deemed a Deficiency to the extent and only to the extent that they are the result of any of the following:

(a) The negligent or intentional misuse of the System by any User which is inconsistent with the Documentation provided by AMS and Accepted by COUNTY.

(b) The improper performance or non-performance of any hardware or software that COUNTY provides, except to the extent that (i) the same has been specified or recommended by AMS and (ii) the improper

performance or non-performance is attributable to such specification or recommendation by AMS.

(c)   The act of any third party other than AMS (or AMS's employees, agents or contractors) to modify the System, or any portion thereof (but excluding any configuration or settings changes in accordance with provided options) without AMS's prior written approval.

(d)   The introduction by any third party other than AMS (or AMS's employees or agents) of any Disabling Device (as defined in Subparagraph 10.4 (Further Warranties)) into any computer on which the System is installed, except that this Subpart (d) shall not apply to the extent that the System should have prevented or detected introduction of the Disabling Device.

1.4.24 Deliverable

As used herein, the terms "Deliverable" and "deliverable" shall mean an item and/or a service to be provided by AMS under this Agreement that is identified as a numbered deliverable or sub-deliverable in Exhibit A (Statement of Work).

1.4.25 Documentation

As used herein, the term "Documentation" shall mean the documentation listed in Appendix A (Licensed Materials) to Exhibit H (License Provisions) and any written Deliverables provided or required to be provided by AMS hereunder.

1.4.26 Due Date

As used herein, the term "Due Date" shall mean, with respect to any Deliverable, the date for completion of such Deliverable as set forth in the Project Schedule.

1.4.27 Effective Date

As used herein, the term "Effective Date" shall mean the date of execution of this Agreement by COUNTY's Board of Supervisors.

1.4.28 Final Acceptance

As used herein, the term "Final Acceptance" shall have the meaning set forth in Subparagraph 9.2 (System Deliverable Acceptance Testing).

1.4.29 Fiscal Year

As used herein, the term "Fiscal Year" shall mean the period from July 1 in one calendar year through June 30 in the following year.

3/25/04

0632257.5

1.4.30 Fixed Price

As used herein, the term "Fixed Price" shall mean, with respect to a referenced Milestone, the total fixed price (prior to any holdbacks) identified in the Payment Schedule for such Milestone.

1.4.31 F.O.B. Destination

As used herein, the term "F.O.B. Destination" shall mean, with respect to a referenced item, that AMS shall be fully responsible for transportation (including all costs associated therewith, including but not limited to shipping charges, import duties and export duties) of the referenced item to the COUNTY-designated destination and shall bear all risk of loss of and damage to the referenced item until the referenced item reaches such destination.

1.4.32 Force Majeure Event

As used herein, the term "Force Majeure Event" shall mean any fire, flood, epidemic, quarantine restriction, other Act of God, strike, freight embargo, or other event that is completely beyond the control of the referenced party.

1.4.33 Freeze Date

As used herein, the term "Freeze Date" shall mean the date of Acceptance of Deliverable 3.1.5 (Advantage 3, 3rd Party Tools, and infoAdvantage Installation Deliverable).

1.4.34 Intellectual Property

As used herein, the term "Intellectual Property" shall mean copyrights, trademarks, service marks, trade dress, patent rights, trade secret rights and all other forms of intellectual property.

1.4.35 Interfaces

As used herein, the term "Interfaces" shall mean the set(s) of software mechanisms, including, but not limited to, object code and related Documentation, which are required to complete the interfaces referred to in Appendix D (Interfaces) of Exhibit A (Statement of Work), which allow the transfer of electronic data and data files and/or software commands between computer systems, applications, or modules, and all enhancements, revisions and related Documentation prepared or required to be prepared by AMS regarding such interfaces. References to components of the Interfaces shall only refer to such specified components; unqualified references to the Interfaces shall mean all Interfaces in the System.

3/25/04

1.4.36 Key Milestones

As used herein, the term "Key Milestones" shall mean Milestone 2.6.6 (eCAPS Upgrade Analysis), Milestone 3.5.3.9 (Performance Test Plan and Results), Milestone 3.6.3.3.5 (Trainer Training), Milestone 3.6.3.4.5 (End-User Training), and Milestone 4.2.9 (Live Production Operations).

1.4.37 Key Personnel

As used herein, the term "Key Personnel" shall mean AMS's Project Director, AMS's Project Manager and AMS's Assistant Project Manager.

1.4.38 Licensed AMS Software

As used herein, the term "Licensed AMS Software" shall mean the software listed in Section 1 of Appendix A (Licensed Materials and Additional Terms) to Exhibit H (Licensed Provisions).

1.4.39 Licensed Software

As used herein, the term "Licensed Software" shall have the meaning set forth in Exhibit H (License Provisions). References to modules or components of the Licensed Software shall only refer to such specified modules or components; unqualified references to the Licensed Software shall mean all of the Licensed Software.

1.4.40 Live Testing

As used herein, the term "Live Testing" shall have the meaning set forth in Subparagraph 9.2.3 (Final Acceptance Testing).

1.4.41 Maintenance Provisions

As used herein, the term "Maintenance Provisions" shall mean the support and maintenance provisions set forth in Exhibit E (Maintenance Provisions).

1.4.42 Milestone

As used herein, the term "Milestone" shall mean each item (which may include one or more Deliverables) identified in Exhibit B (Schedule of Payments), for which a payment is due upon completion and Acceptance in writing by COUNTY.

1.4.43 Non-System Deliverable

As used herein, the term "Non-System Deliverable" shall mean any Deliverable or portion thereof to the extent not including any System Component, including but not limited to any required reports.

3/25/04

1.4.44 Other Professional Services

As used herein, the term "Other Professional Services" shall mean all professional services related to the System, which AMS is not otherwise obligated to perform hereunder, which may include but are not limited to Application Software Customizations, software maintenance, software development, software design, hardware development, hardware design, hardware modifications, hardware maintenance, consulting services and training services.

1.4.45 Other Professional Services Criteria

As used herein, the term "Other Professional Services Criteria" shall mean: best efforts to minimize cost and schedule impact of the requested change, services to be provided in accordance with the rate schedule set forth in Exhibit C (Rates for Other Professional Services), without charge (either for travel time or for out-of-pocket expenses) for any necessary travel, and 100% of AMS's Out-of-Pocket Expenses.

1.4.46 Out-of-Pocket Expenses

As used herein, the term "Out-of-Pocket Expenses" shall mean AMS's actual (after taking into account all cash and non-cash discounts and the value of all other items acquired in connection with the transaction that are not provided to COUNTY) and reasonable out-of-pocket expenses for any Third-Party Software and/or System Hardware to be provided to COUNTY by AMS and for any other items required or requested by COUNTY in connection with the subject work, but excluding any travel and/or living expenses. Out-of-Pocket Expenses shall be available only for Other Professional Services requested by COUNTY pursuant to Subparagraph 7.5 (Other Professional Services), and all Out-of-Pocket Expenses shall be subject to approval in advance, in writing, by COUNTY's Project Manager, which approval may be granted or withheld in his sole discretion.

1.4.47 Payment Schedule

As used herein, the term "Payment Schedule" shall mean the payment schedule set forth in Exhibit B (Schedule of Payments).

1.4.48 Pre-Approved Third-Party Software

As used herein, the term "Pre-Approved Third-Party Software" shall mean the software listed in Section 5 of Appendix A (Licensed Materials and Additional Terms) to Exhibit H (Licensed Provisions).

1.4.49 Production Use

As used herein, the term "Production Use" shall mean the actual use of the System to perform COUNTY's applicable normal business operations.

3/25/04

1.4.50 Project

As used herein, the term "Project" shall mean the implementation of the Baseline Application Software in accordance with the provisions hereof.

1.4.51 Project Control Document

As used herein, the term "Project Control Document" shall mean a project control document approved by COUNTY's Project Manager pursuant to Section I Part 2.1 (Planning and Management) of Exhibit A (Statement of Work).

1.4.52 Project Price

As used herein, the term "Project Price" shall mean the total fixed price payable by COUNTY to AMS hereunder, as set forth in Subparagraph 7.1 (General), subject to adjustment only pursuant to a duly executed Change Notice. The Project Price shall not be adjusted for any taxes, duties, charges, levies or surcharges, or for any costs or expenses of AMS whatsoever.

1.4.53 Project Schedule

As used herein, the term "Project Schedule" shall mean the project schedule set forth in Exhibit D (Project Schedule) to this Agreement.

1.4.54 Project Site

As used herein, the term "Project Site" shall mean the location or locations in Los Angeles County selected by COUNTY.

1.4.55 Provisional Acceptance

As used herein, the term "Provisional Acceptance" shall have the meaning set forth in Subparagraph 9.2.1 (Conditional Acceptance of System Deliverables). The term "Provisionally Accepted" shall describe a Deliverable for which the conditions required for Provisional Acceptance have occurred.

1.4.56 Response Time

As used herein, the term "Response Time" shall have the meaning set forth in Subparagraph 10.10 (Response Time Warranties).

1.4.57 Response Time Warranties

As used herein, the term "Response Time Warranties" shall have the meaning set forth in Subparagraph 10.10 (Response Time Warranties).

1.4.58 Response Time Warranty Period

As used herein, the term "Response Time Warranty Period" shall mean the period of time commencing upon COUNTY's written approval of Deliverable 3.5.3.9 (Performance Test Plan and Results) of Exhibit A (Statement of Work) and continuing until Final Acceptance.

1.4.59 Scope of Work

As used herein, the term "Scope of Work" shall mean the scope of work set forth in Subparagraph 1.3 (Scope of Work).

1.4.60 Services or services

As used herein, the term "Services" and the term "services" shall mean the services to be provided by AMS under this Agreement in connection with the development of the System.

1.4.61 Specifications

As used herein, the term "Specifications" shall mean all specifications, standards, assurances, requirements and criteria (whether relating to features, functionality, operation, performance or interfaces for the System, including, but not limited to, Response Time, or relating to any other matter pertaining to the System) set forth in any or all of the following, as applicable:

(a)   The body of this Agreement.

(b)   Exhibit A (Statement of Work).

(c)   The Project Control Document

(d)   All reports provided as Deliverables under Exhibit A (Statement of Work).

(e)   Any Documentation, to the extent not inconsistent with any of the foregoing in Subparts (a), (b), (c) and/or (d) of this Subparagraph 1.4.61.

(f)   All specifications identified as such by AMS, including, but not limited to, all System Design Reports provided under this Agreement, but only to the extent (i) not inconsistent with any of the foregoing in Subparts (a), (b), (c), (d) and/or (e) of this Subparagraph 1.4.61, and (ii) acceptable to COUNTY, in its sole discretion.

(g)   All written or electronic materials furnished by or through AMS, but only to the extent: (1) not inconsistent with any of the foregoing in Subparts (a), (b), (c), (d), (e) and/or (f) of this Subparagraph 1.4.61,

3/25/04

and (2) acceptable to COUNTY, in its sole discretion, which pertain to any element of the System, and which outline, describe, provide assurances regarding, or specify: (i) functionality, (ii) features, (iii) capacity, (iv) availability (v) response times, (vi) accuracy, or (vii) any other performance or other criteria for the System or any element of the System.

All such specifications, standards, requirements and criteria set forth in any of the foregoing shall be cumulative in COUNTY'S favor except that in the event of a direct contradiction, the conflict shall be resolved in accordance with the list set forth above in this Subparagraph 1.4.61 (ordered above from highest to lowest priority). Without limiting the generality of the preceding sentence, in the event that a less stringent requirement (which is less favorable to COUNTY) and a more stringent requirement (which is more favorable to COUNTY) pertaining to the same parameter are both set forth in the Specifications, the more stringent requirement shall be deemed applicable unless it is clearly stated that the less stringent requirement should prevail, in which case the conflict shall be resolved in accordance with the list set forth above in this Subparagraph 1.4.61 (ordered above from highest to lowest priority).

1.4.62 Statement of Work

As used herein, the term "Statement of Work" shall mean Exhibit A (Statement of Work).

1.4.63 Subcontractor

As used herein, the term "Subcontractor" shall mean any person, entity or organization to which AMS proposes to delegate or has delegated any of its obligations hereunder in accordance with Paragraph 15 (Subcontracting).

1.4.64 System

As used herein, the term "System" shall mean the integrated system that results from the Project. The System shall consist of the Baseline Application Software as provided by AMS, the Application Software Customizations, the Conversions and Interfaces, and may include any configurations, input parameters and/or other components that AMS deems necessary. References to specific modules or components of the System shall only refer to such specified modules or components; unqualified references to the System shall mean the entire System.

1.4.65 System Component

As used herein, the term "System Component" shall mean any component of the System.

3/25/04

1.4.66 System Deliverable

As used herein, the term "System Deliverable" shall mean any Deliverable or portion thereof to the extent including one or more System Components (or the System as a whole).

1.4.67 System Hardware

As used herein, the term "System Hardware" shall mean the AMS-recommended equipment and other items specified in Appendix I (Project Architecture Schematic) of Exhibit A (Statement of Work), in the configuration shown therein. References to components of the System Hardware shall only refer to such specified components; unqualified references to the System Hardware shall mean all of the System Hardware.

1.4.68 Task

As used herein, the terms "Task" and "task" shall mean one of the items of work to be performed under this Agreement, including, without limitation, those identified as a numbered task or sub-task in Exhibit A (Statement of Work).

1.4.69 Third-Party Software

As used herein, the term "Third-Party Software" shall have the meaning set forth in Subparagraph 10.9 (Third-Party Software).

1.4.70 User

As used herein, the term "User" shall mean any person or entity authorized by COUNTY to access or use the System.

1.4.71 Warranty Periods

As used herein, the term "Warranty Periods" shall mean the periods set forth in Paragraph 10 (Warranty), and each individually is referred to as a "Warranty Period."

1.4.72 Working Day(s)

As used herein, the term "working day(s)" shall mean 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding COUNTY-observed holidays.

1.4.73 Work Product

As used herein, the term "Work Product" shall mean all Application Software Customizations, Interfaces and other portions of the System other than the Baseline Application Software.

14   3/25/04

2. ADMINISTRATION OF AGREEMENT - COUNTY:

2.1 COUNTY'S PROJECT DIRECTOR:

2.1.1 COUNTY's Project Director for this Agreement shall be the following person or his designee:

> J. Tyler McCauley
> 500 W. Temple St., Rm 525
> Los Angeles, CA 90012
> 213-974-8301
> tmmcauley@auditor.co.la.ca.us

2.1.2 COUNTY will notify AMS in writing of any change in the name or address of COUNTY's Project Director.

2.1.3 COUNTY's Project Director will be responsible for COUNTY's performance of its obligations and for verifying AMS's compliance with its obligations under this Agreement.

2.1.4 COUNTY's Project Director shall meet or confer with AMS's Project Director on a regular basis.

2.1.5 Except as expressly set forth in this Agreement, COUNTY's Project Director is not authorized to make any changes in any of the terms or conditions of this Agreement and is not authorized to further obligate COUNTY in any respect whatsoever.

2.1.6 COUNTY's Project Director and Project Manager will have the right at all times to inspect any and all tasks, subtasks, deliverables, goods, System Hardware, System software, services or other work provided by or on behalf of AMS.

2.2 COUNTY'S PROJECT MANAGER:

2.2.1 COUNTY's Project Manager for this Agreement shall be the following person or her designee

> Robert A. Davis
> 320 W. Temple St., Rm 380
> Los Angeles, CA 90012
> 213-974-7186
> radavis@auditor.co.la.ca.us

2.2.2 COUNTY will notify AMS in writing of any change in the name or address of COUNTY's Project Manager.

2.2.3 COUNTY's Project Manager will be responsible for ensuring that the technical standards and requirements of this Agreement are met.

3/25/04

2.2.4 COUNTY's Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate COUNTY in any respect whatsoever.

2.2.5 COUNTY's Project Manager will advise COUNTY's Project Director as to AMS's performance in areas relating to requirements and technical standards.

2.3 COUNTY PERSONNEL:

All COUNTY personnel assigned to this Agreement shall be under the exclusive supervision of COUNTY. AMS understands and agrees that all such COUNTY personnel are assigned only for the convenience of COUNTY. AMS hereby represents that its price, project schedule, and performance hereunder are based solely on the work of AMS's personnel, except as otherwise expressly provided in this Agreement.

2.4 APPROVAL OF INVOICES:

All invoices submitted by AMS for payment must have the written approval of COUNTY's Project Manager prior to any payment thereof. In no event shall COUNTY be liable or responsible for any payment prior to such written approval.

3. ADMINISTRATION OF AGREEMENT - AMS:

3.1 AMS'S PROJECT DIRECTOR:

3.1.1 AMS's Project Director shall be the following person who shall be a full-time employee of AMS:

Dinyar Kodia

Address:

American Management Systems, Inc.
350 South Grand Avenue, Suite 2350
Los Angeles, CA 90071-3425
Office Phone: 213.613.5400
Office Fax: 213.613.5430

3.1.2 AMS's Project Director shall be responsible for AMS's performance of all its tasks and subtasks and assuring AMS's compliance with this Agreement.

3.1.3 AMS's Project Director shall be available to meet with COUNTY's Project Director at least monthly to review project progress and discuss project coordination. Such meetings shall be conducted at a time and place convenient to COUNTY's Project Director.

3/25/04

3.2 AMS'S PROJECT MANAGER:

3.2.1 AMS's Project Manager shall be the following person who shall be a full-time employee of AMS:

Matthew Hargis until August 1, 2004

James Colbert from August 1, 2004, through the end of the Project

Address:

American Management Systems, Inc.
350 South Grand Avenue, Suite 2350
Los Angeles, CA 90071-3425
Office Phone: 213.613.5400
Office Fax: 213.613.5430

3.2.2 AMS's Project Manager shall be responsible for AMS's day-to-day activities as related to this Agreement and for reporting to COUNTY in the manner set forth in Subparagraph 3.4 (Reports by AMS).

3.2.3 AMS's Project Manager shall meet and confer with COUNTY's Project Manager on a regular basis.

3.2.4 AMS's Assistant Project Manager shall be a full-time employee of AMS specified by AMS and approved in writing by COUNTY's Project Manager prior to the Effective Date.

3.3 APPROVAL OF AMS'S STAFF:

3.3.1 COUNTY has the right to approve or disapprove each of AMS's Key Personnel, prior to any such Key Personnel commencing work under this Agreement, as well as to approve or disapprove any proposed deletions from or other changes in such Key Personnel. Approvals by COUNTY as required by this Subparagraph 3.3.1 shall not be unreasonably withheld or delayed. COUNTY's Project Director may require replacement of any member of AMS's Key Personnel. AMS shall provide COUNTY with a resume of each such proposed initial Key Personnel, and of any proposed substitute therefor or addition thereto and an opportunity to interview such person prior to such person performing any work hereunder. If COUNTY requests removal of any Key Personnel, COUNTY agrees that it will work with AMS to identify and transition the substitute Key Personnel so as to minimize impact and disruption to the project.

3.3.2 AMS shall not permanently remove from the Project or temporarily reassign any of the Key Personnel, reduce the time of any Key Personnel on the Project, or divide the time of any Key Personnel between the Project and any other project or task, event or activity unrelated to the Project, except in the event of: illness; retirement; disability; termination of employment or completion of assignments,

as defined in Exhibit A (Statement of Work), or otherwise leaving AMS's employment; or by mutual agreement of the parties. AMS shall not rehire any such personnel as a consultant or contractor to AMS. COUNTY will not arbitrarily or capriciously withhold agreement to such removal, reassignment or reduction or division of time of Key Personnel and will work with AMS in scheduling Key Personnel and staff vacations or other reasonable and foreseeable absences from the Project.

3.3.3 In the event of any actual or anticipated staff vacancy, AMS shall fill such vacancy with personnel having qualifications at least equivalent to those of the staff member(s) being replaced.

3.3.4 In the event AMS should ever need to remove any Key Personnel from performing work under this Agreement, AMS shall provide COUNTY with notice at least fifteen (15) days in advance, except to the extent that such notice is not possible, and shall work with COUNTY on a mutually agreeable transition plan so as to provide an acceptable replacement and project continuity. As soon as reasonably practicable after removal or departure of any staff member, AMS shall make available a temporary replacement staff member to perform the prior staff member's duties. As soon as reasonably practicable after such removal or departure, AMS shall replace the prior staff member with a permanent replacement approved by COUNTY's Project Director. In the event that any Key Personnel staff member is replaced, COUNTY shall not be liable for the costs of any time or effort necessary to make the replacement Key Personnel staff member as familiar with the requirements, status, history and any other details of the Project as was the replaced Key Personnel staff member.

3.3.5 All staff employed by and on behalf of AMS shall be adults who are fully fluent in both spoken and written English.

3.4 REPORTS BY AMS:

In order to ensure the reporting of Deliverables and Services, and other work provided by AMS, AMS shall provide COUNTY's Project Director and COUNTY's Project Manager with written reports as described in Exhibit A (Statement of Work), which shall include, but not be limited to, a weekly report that includes the following information:

A. Period covered by the report.

B. Overview of the reporting period.

C. Deliverables and Services scheduled for the reporting period which were not completed, together with an explanation as to why such Deliverables and Services were not completed.

D. Deliverables and Services for the reporting period which were completed.

3/25/04

0632257.5

E. Deliverables and Services completed in the reporting period which were not scheduled.

F. Deliverables and Services to be completed in the next reporting period.

G. Issues to be resolved.

H. Issues resolved.

I. Summary of project status as of reporting date.

J. Any approved updates to Appendix B (Project Plan).

K. Any anticipated delays and/or anticipated required changes to the Project Schedule

L. Any other information which COUNTY may from time-to-time require.

4. WORK:

4.1 GENERAL:

AMS shall provide, complete and deliver all Deliverables and services, and other work as set forth in this Agreement by the deadlines specified in the Specifications.

4.2 UNAPPROVED WORK:

If AMS provides any tasks, subtasks, deliverables, goods, services or other work to COUNTY other than those specified in this Agreement, or if AMS provides such items requiring COUNTY's prior written approval without first having obtained such written approval, the same shall be deemed to be a gratuitous effort on the part of AMS and AMS shall have no claim whatsoever against COUNTY therefor.

4.3 SYSTEM:

AMS shall provide the System to COUNTY in accordance with the terms and conditions set forth in this Agreement.

4.4 MAINTENANCE SERVICES:

AMS shall provide COUNTY with maintenance services as described in Exhibit E (Maintenance Provisions).

4.5 MILESTONES:

Exhibit D (Project Schedule) sets forth the due date for completion of each Milestone. A Milestone shall be deemed completed for purposes of this

3/25/04

Subparagraph 4.5 on the earliest date that all of the required deliverables and services for completion of such Milestone are completed and delivered to COUNTY, provided that all of the required deliverables and services for such Milestone are thereafter approved in writing by COUNTY pursuant to Paragraph 9 (Acceptance). The determination of whether each Milestone has been so completed and so approved, and of the date upon which such Milestone was completed, shall be made by COUNTY's Project Manager as soon as practicable after COUNTY is informed by AMS that such Milestone has been completed and is given all the necessary information, data and documentation to verify such completion. A failure by AMS to complete any Key Milestone by the applicable date set forth in the Project Schedule (as such date may be modified pursuant to Paragraph 32 (Notice of Delays)) shall be subject to the provisions of Subparagraph 7.2 (Credits to COUNTY) and Subparagraph 7.3 (Termination), and a failure by AMS to complete any Milestone by the applicable date set forth in the Project Schedule (as such date may be modified pursuant to Paragraph 32 (Notice of Delays)) shall be subject to the provisions of Paragraph 29 (Termination for Default).

5. **TERM:**

The term of this Agreement shall commence on the Effective Date and shall continue through forty-eight months after Final Acceptance, unless sooner terminated, in whole or in part, as provided in this Agreement.

6. **CHANGE NOTICES AND AMENDMENTS:**

6.1 The parties may mutually agree to change any portion of the work required under this Agreement and any other provisions of this Agreement. All such changes shall be accomplished only as provided in this Paragraph 6.

6.2 For any change (including any supplement) requested by COUNTY prior to Final Acceptance that is within the permissible scope of a Change Notice, AMS shall, within five (5) days after notification of COUNTY's change request, prepare a written proposal in accordance with the Change Order Impact Criteria which includes: (i) specific details regarding any Third-Party Software and additional System Hardware that will be required to implement the requested change; (ii) a fixed price; (iii) a statement of the impact on the Project Schedule, if any; (iv) AMS's proposed staffing and anticipated number of hours for each staff member; and (v) any other information reasonably requested by COUNTY. AMS's written proposal shall be valid for sixty (60) days from submission and, at COUNTY's discretion, shall be negotiated in accordance with the Change Order Impact Criteria and the provisions of this Agreement. In the event that agreement is reached, a Change Notice, which incorporates the requested change and the agreed-upon terms thereof, shall be prepared and executed by COUNTY and AMS, and the requested change thereafter shall be implemented in accordance with such Change Notice. Any change that is outside of the permissible scope of

3/25/04

a Change Notice shall only be effective if authorized by COUNTY's Board of Supervisors and executed by the chairman of COUNTY's Board of Supervisors.

6.3 Notwithstanding anything to the contrary, changes to any portion of this Agreement shall be made only by a written agreement executed by duly authorized representatives of COUNTY and AMS.

6.4 Notwithstanding any other provision of this Paragraph 6 or Paragraph 31 (Termination for Convenience), COUNTY's Project Director shall take all appropriate action to carry out any orders of COUNTY's Board of Supervisors relating to this Agreement, and, for this purpose, in addition to any other authority expressly granted to COUNTY's Project Director in this Agreement, COUNTY's Project Director is authorized to: (1) issue written notice(s) of partial or complete termination of this Agreement pursuant to Paragraph 31 (Termination for Convenience) in accordance with the following restrictions, but otherwise without further action by COUNTY's Board of Supervisors or COUNTY's Purchasing Agent; and (2) prepare and sign Change Notices in accordance with the following restrictions, but otherwise without further action by COUNTY's Board of Supervisors or COUNTY's Purchasing Agent.

Such notices of partial or complete termination shall be deemed authorized only after all of the following conditions have been satisfied:

A. Notices shall be in compliance with this Agreement and with all applicable Federal, State, and COUNTY laws, rules, regulations, ordinances, guidelines, and directives.

B. COUNTY's Project Director shall obtain the approval of County Counsel for any notice.

C. COUNTY's Project Director shall file a copy of all notices with the Executive Office of COUNTY's Board of Supervisors, COUNTY's Purchasing Agent, and COUNTY's Chief Administrative Office within fifteen (15) days after execution of each notice.

D. No such notice shall be deemed effective unless and until ratified by COUNTY's Board of Supervisors.

Such Change Notices shall be authorized under the following conditions:

E. Change Notices shall be in compliance with all applicable Federal, State, and COUNTY laws, rules, regulations, ordinances, guidelines, and directives.

F. COUNTY's Board of Supervisors has appropriated sufficient funds for purposes of such Change Notices and this Agreement.

3/25/04

G.   COUNTY's Project Director shall obtain the approval of County Counsel for any Change Notice.

H.   COUNTY's Project Director shall file a copy of all Change Notices with the Executive Office of COUNTY's Board of Supervisors, COUNTY's Purchasing Agent, and COUNTY's Chief Administrative Office within fifteen (15) days after execution of each Change Notice.

I.   Unless approved by COUNTY's Board of Supervisors, COUNTY's Project Director may not increase the Project Price to any amount in excess of the Contract Sum or extend the due date for Milestone 4.2.9 (Live Production Operations), as set forth in Exhibit D (Project Schedule), for more than 60 days.

7.   PROJECT PRICE; CONTRACT SUM:

7.1   GENERAL:

The Project Price shall be the total fixed monetary amount payable by COUNTY to AMS for supplying all of the software licenses, tasks, subtasks, deliverables, services and other work required under this Agreement, provided that nothing herein shall be deemed to preclude COUNTY from unilaterally increasing the Project Price in connection with any executed Change Notices under Subparagraph 6.2 or any Other Professional Services under Subparagraph 7.5 (Other Professional Services). All Deliverables completed by AMS must be Accepted in writing by COUNTY. If COUNTY does not Accept a Deliverable in writing or Provisionally Accept such Deliverable, no payment shall be due to AMS for that Deliverable or any associated Milestone. The Project Price, which includes all applicable taxes, transportation and other charges hereunder, authorized by COUNTY hereunder is Thirteen Million One Hundred Fifteen Thousand Dollars ($13,115,000). Except in accordance with a properly executed Change Notice, the Project Price shall not be adjusted for any costs or expenses whatsoever of AMS. Except in accordance with a properly executed Change Notice, COUNTY shall have no other financial obligation to AMS hereunder or arising herefrom. Notwithstanding anything to the contrary, the Project Price may not be increased (e.g., pursuant to one or more Change Notices) beyond the Contract Sum without authorization from COUNTY's Board of Supervisors, and any purported increase beyond the Contract Sum shall be deemed void and of no force or effect. As used herein, the term "Contract Sum" shall mean Thirteen Million Eight Hundred Fifteen Thousand Dollars ($13,815,000).

Notwithstanding any provision of this Subparagraph 7.1, AMS shall fully perform and complete all work required of AMS by this Agreement in exchange for the amounts to be paid to AMS as set forth in this Agreement.

3/25/04

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7.2 CREDITS TO COUNTY:

For each and every occasion upon which a Key Milestone has not been completed by AMS within ten (10) days after the Due Date for such Key Milestone, other than as a result of delays caused by acts or omissions of COUNTY, its employees, agents, representatives and other contractors or by any Force Majeure Event, COUNTY shall receive a credit against any or all amounts due to AMS, under this Agreement or otherwise, in the total amount of Five Thousand Dollars ($5,000) for each day after the Due Date for such Key Milestone for a maximum of thirty (30) days. All of the foregoing credits shall apply separately, and cumulatively, to each Key Milestone. A Key Milestone shall be deemed completed for purposes of this Subparagraph 7.2 and Subparagraph 7.3 (Termination) on the earliest date that all of the Deliverables required for the completion of such Key Milestone (including but not limited to those specified in the Payment Schedule) are completed and delivered to COUNTY, provided that the Deliverables required for the completion of such Key Milestone have been Accepted by the COUNTY. For purposes of this Subparagraph 7.2 and Subparagraph 7.3 (Termination), the determination of whether a Key Milestone has been so completed and is so approved, and of the date upon which such Key Milestone is completed, will be made by COUNTY's Project Director as soon as practicable after COUNTY is informed by AMS that such Key Milestone has been completed and is given all the necessary information, data and documentation to verify such completion. The credits specified in this Subparagraph 7.2 represent the sole and exclusive remedy available to the COUNTY for the first thirty (30) days after its due date that any Key Milestone is delayed in completion. After such thirty-day period, COUNTY may exercise any and all of its rights and/or remedies under this Agreement and/or at law or in equity, including without limitation immediately terminating this Agreement under Subparagraph 7.3 (Termination) or Subparagraph 29 (Termination for Default). The parties acknowledge and agree that the foregoing credits are a fair and reasonable estimate of COUNTY's damages for the first thirty (30) days that any of the Key Milestones is delayed and do not constitute a penalty.

7.3 TERMINATION:

In addition to the provisions of Subparagraph 7.2 (Credits to COUNTY), if any Key Milestone is not completed within thirty (30) days after its Due Date, and thereafter Accepted in writing by COUNTY pursuant to Paragraph 9 (Acceptance of Deliverables by COUNTY), other than as a result of delays caused by acts or omissions of COUNTY, its employees, agents, representatives or other contractors or by any Force Majeure Event, then COUNTY may, immediately upon notice to AMS, terminate this Agreement, which termination may, in the sole discretion of COUNTY, be deemed a termination for default within the meaning of Paragraph 29 (Termination for Default) or a termination for convenience within the meaning of Paragraph 31 (Termination for Convenience).

3/25/04

7.4 COUNTY'S OBLIGATION FOR FUTURE FISCAL YEARS:

Notwithstanding anything to the contrary, (i) COUNTY's obligations hereunder are payable only from funds specifically appropriated by COUNTY's Board of Supervisors; and (ii) COUNTY shall not be obligated for AMS's performance hereunder or by any provision of this Agreement during any of COUNTY's future Fiscal Years unless and until COUNTY's Board of Supervisors appropriates funds for this Agreement in COUNTY's Budget for each such future Fiscal Year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of the last day of the last Fiscal Year for which funds were appropriated. COUNTY will make a good faith effort to notify AMS in writing of any such non-appropriation of funds at the earliest possible date.

7.5 OTHER PROFESSIONAL SERVICES:

Upon COUNTY's written request for Other Professional Services, made at any time and from time to time during the term of this Agreement, AMS shall, within ten (10) days after receipt of COUNTY's request, prepare a written proposal in accordance with the Other Professional Services Criteria which includes: (i) specific details regarding any Third-Party Software and additional System Hardware that will be required to implement the request; (ii) a fixed price; (iii) a schedule for implementation; (iv) AMS's proposed staffing and anticipated number of hours for each staff member; and (v) any other information reasonably requested by COUNTY, provided that any of or all the foregoing items may be omitted to the extent that they are not capable of being provided or are not applicable to the requested Other Professional Services. AMS's written proposal shall be valid for sixty (60) days from submission and, at COUNTY's discretion, shall be negotiated in accordance with the provisions of this Agreement. In the event that agreement is reached, an additional statement of work, which provides for the performance of the requested Other Professional Services and incorporates the agreed-upon terms, will be prepared and executed by COUNTY and AMS, and the requested Other Professional Services thereafter shall be implemented in accordance with such additional statement of work and in accordance with the Other Professional Services Criteria.

8. INVOICES AND PAYMENTS:

8.1 INVOICES:

AMS shall invoice COUNTY for all Milestones identified in Exhibit B (Payment Schedule) that have been completed or provided by AMS and, with respect to Milestones, Accepted by COUNTY pursuant to the terms of this Agreement. All invoices shall be subject to COUNTY's written approval pursuant to Subparagraph 2.4 (Approval of Invoices). AMS shall prepare invoices which shall include the charges owed to AMS by COUNTY under the terms of this Agreement. AMS's invoices shall be in accordance with Exhibit B (Schedule of

Payments) and Exhibit E (Maintenance Provisions). All invoices under this Agreement shall be submitted to the following address:

Robert A. Davis
320 W. Temple St., Rm 380
Los Angeles, CA 90012
213-974-7186
radavis@auditor.co.la.ca.us

Each invoice submitted by AMS shall indicate all of the following:

A.   The Deliverables and services as described in Subparagraph 7.5 (Other Professional Services), Exhibit A (Statement of Work), Exhibit B (Schedule of Payments) and Exhibit E (Maintenance Provisions) for which payment is claimed.

B.   The date of written approval of the Deliverables by COUNTY's Project Director.

C.   Indication of any applicable withhold amount for payments claimed or reversals thereof.

D.   Indication of any applicable credits due COUNTY under the terms of this Agreement or any reversals thereof.

E.   Any other information reasonably requested by COUNTY.

8.2   TRANSPORTATION CHARGES:

All System Components and other Deliverables hereunder shall be F.O.B. Destination. The Contract Sum shown in Subparagraph 7.1 (General) includes all amounts necessary for COUNTY to reimburse AMS for all transportation and related insurance charges on all System components and other Deliverables procured by COUNTY pursuant to this Agreement. All transportation and related insurance charges shall be paid directly by AMS to the applicable carrier. AMS shall be solely liable and responsible for, and shall indemnify, defend, and hold harmless COUNTY from, any and all transportation and related insurance charges.

8.3   SALES/USE TAX:

The Contract Sum shown in Subparagraph 7.1 (General) shall be deemed to include all amounts necessary for COUNTY to reimburse AMS for all applicable California and other sales/use taxes, value-added taxes and other similar taxes ("Sales/Use Taxes") on all System Components procured by COUNTY pursuant to or otherwise due as a result of this Agreement. All Sales/Use Taxes shall be paid directly by AMS to the State or other taxing authority. AMS shall be solely liable and responsible for, and shall indemnify, defend, and hold harmless

3/25/04

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COUNTY from, any and all such California and other Sales/Use Taxes. Further, AMS shall be solely liable and responsible for, and shall indemnify, defend, and hold harmless COUNTY from, all applicable California and other Sales/Use Taxes on all other items pertaining to the System Components and services to be provided by AMS hereunder (including, without limitation, installation, maintenance, etc.), and shall pay all such taxes directly to the State or other taxing authority.

8.4   PAYMENTS:

8.4.1   COUNTY will pay AMS the following amounts at the following times:

8.4.1.1   AMS's invoice for each of the Milestones prior to Final Acceptance shall be submitted to COUNTY after COUNTY has approved in writing or Provisionally Accepted all Deliverables referenced in the description of such Milestone in Exhibit B (Schedule of Payments) and in Appendix A (Deliverables Definitions) to Exhibit A (Statement of Work). The amount of each such invoice shall equal 85% of the Fixed Price for each Milestone shown on Exhibit B (Schedule of Payments) that has a due date prior to the First Release Event (defined below), reflecting a 15% holdback for each such Milestone. Thereafter, each invoice will equal 90% of the Fixed Price for such Milestone, reflecting a 10% holdback for each such Milestone. For purposes of this Subparagraph 8.4.1, the "First Release Event" shall mean the date of successful completion of the first issuance of all U.S. 1099 tax forms while using the System in Live Testing, provided that no Level 1 or Level 2 Deficiencies (as such levels are defined in the Maintenance Provisions) remain outstanding or were discovered in connection with the issuance of such 1099 tax forms.

8.4.1.2   Upon the First Release Event, COUNTY will release one third of the then-current retained holdback.

8.4.1.3   Notwithstanding the preceding provisions, COUNTY shall not hold back any portion of the Fixed Price for Milestone 2.1.4 (AMS Advantage 3 Prototyping Environment) or for any of the fees due under the Maintenance Provisions.

8.4.1.4   AMS's invoice after Final Acceptance may, in addition to any other amounts due upon Final Acceptance, request payment of all amounts held back by COUNTY pursuant to Subparagraph 8.4.1.1 and not already refunded pursuant to Subparagraph 8.4.1.2, subject to COUNTY's right to withhold a portion of the holdback as described in Subparagraph 9.2.3 (Final Acceptance Testing).

8.4.2   If this Agreement is terminated by COUNTY for default under Paragraph 29 (Termination For Default), then, without excusing such default, and without prejudice to any other rights of COUNTY under this Agreement or as provided by law, AMS shall not be entitled to any sums not previously paid to AMS under the provisions of this Subparagraph 8.4. If such termination by COUNTY results from a failure by AMS to timely achieve any Key Milestone as set forth in Subparagraph 4.5 (Milestones), then, without excusing such default, and without prejudice to any other rights of COUNTY under this Agreement or as provided by law, COUNTY may pursue all of its rights and remedies under applicable law, subject to the provisions of Paragraph 23 (Limitation of Liability).

8.5   COUNTY'S RIGHT TO WITHHOLD PAYMENT:

Notwithstanding any other provision of this Agreement, and in addition to any rights of COUNTY given by law or provided in this Agreement, COUNTY may upon written notice to AMS withhold payment for any Milestone or Deliverable: (i) while AMS is in default hereunder, or (ii) which the Project Control Document identifies as being dependent upon, and indicates that AMS is to deliver subsequent to or concurrently with, any other Deliverable that COUNTY has not yet Accepted pursuant to Section 9 (Acceptance of Deliverables by County).

9.   ACCEPTANCE OF DELIVERABLES BY COUNTY:

9.1   ACCEPTANCE:

Unless otherwise agreed in writing by COUNTY, COUNTY's Project Director, on behalf of COUNTY, shall have the right to review each Deliverable to be provided by AMS under this Agreement, upon written notification by AMS to COUNTY that such Deliverable is ready for review, and shall have the right to either accept or reject such Deliverable in accordance with this Paragraph 9. Payment for any such Deliverable will be made, as specified in Paragraph 8 (Invoices and Payments), in arrears after COUNTY's Acceptance of such Deliverable.

9.2   SYSTEM DELIVERABLE ACCEPTANCE TESTING:

9.2.1   Conditional Acceptance of System Deliverables.

Upon AMS's notification to COUNTY that AMS has completed any System Deliverable and that such System Deliverable is ready for testing, COUNTY will begin testing such System Deliverable in a non-production environment using the testing procedures and standards set forth in the body of this Agreement, Exhibit A (Statement of Work), the Project Control Document, industry standards and procedures and/or such other standards and procedures as are mutually agreed upon in writing ("Acceptance Test Procedures"), to determine whether such System Deliverable meets all applicable Specifications and acceptance criteria set forth in this Agreement, Exhibit A (Statement of Work), and the Project Control Document, and/or such other criteria as are mutually agreed upon in writing

("Pre-Live Testing"). The Pre-Live Testing period for each System Deliverable will be thirty (30) days unless otherwise stated in the Statement of Work or mutually agreed upon Project Schedule ("Acceptance Period"). After COUNTY has completed the Pre-Live Testing for a System Deliverable COUNTY will either notify AMS in writing of its "Conditional Acceptance" of such System Deliverable, or if COUNTY determines (as a result of the foregoing testing or in any other manner) that any System Deliverable has a Deficiency or does not perform as provided for in this Agreement, then COUNTY will deliver to AMS a report describing the Deficiency ("Deficiency Notice"). AMS shall correct each such Deficiency within fifteen (15) calendar days after receiving such report, or if any Deficiency is one that is not capable of being corrected within the fifteen (15) day period, then within such longer period of time as mutually agreed to by the parties, and thereafter COUNTY may re-test such System Deliverable in accordance with Subparagraph 9.3 (Failed System Deliverable Testing). If COUNTY fails to provide written notice of Acceptance or a Deficiency Notice within the requisite Acceptance Period or any Retest Period (as defined in Subparagraph 9.3 below), as the case may be, AMS will provide COUNTY with a notice reminding COUNTY that the Acceptance Period or Retest Period, as the case may be, has expired ("Reminder Notice") and COUNTY shall then have three (3) additional business days to provide the required notice, failing which, a "Provisional Acceptance" will be deemed to have occurred. In the event of any Provisional Acceptance, AMS shall be entitled to consider the Deliverable Conditionally Accepted solely for the purpose of invoicing COUNTY for completed Milestones. However, if COUNTY subsequently rejects such Deliverable: (i) AMS shall be required to correct the identified Deficiencies pursuant to Subparagraph 9.3; and (ii) AMS may, within ten (10) days after AMS's receipt of the COUNTY's written notice of rejection, prepare and submit a written proposal for a Change Notice to account for any impact on the Project Price and/or on the Project Schedule that has resulted from COUNTY's delayed rejection of the subject Deliverable. COUNTY agrees that, upon completion of the Pre-Live Testing of the System as a whole, the System may begin Live Testing, provided there remains no uncorrected Level 1 or Level 2 Deficiency (and no combination of lower level Deficiencies that in the aggregate can be categorized as a Level 1 or Level 2 Deficiency), as such levels are described in Exhibit E (Maintenance Provisions). If there remain any Deficiencies upon the beginning of Live Testing, AMS shall diligently work to correct such errors in accordance with Paragraph 10 (Warranty).

9.2.2 Deficiency Corrections

AMS shall correct any Deficiencies not corrected at the expiration of the applicable Warranty Period in accordance with the timeframes specified in the Maintenance Provisions. Whenever this Agreement contains a reference to a correction that is not being made to the Baseline Application Software, such correction shall be made not later than when a Deficiency at the same severity level in the Baseline Application Software would be required to be made under the Maintenance Provisions.

28   3/25/04

9.2.3 Final Acceptance Testing.

After Conditional Acceptance of the System as a whole has occurred, COUNTY will begin using the System in Production Use. After the System has been in Production Use for a full Fiscal Year and throughout all closing activities and processing for such Fiscal Year ("Live Testing") not to exceed ninety (90) days following the end of the Fiscal Year (unless such activities and/or processing is delayed as a result of any Deficiency in the System), and COUNTY has determined that: (i) the System has no Level 1 or Level 2 Deficiency (and no combination of lower level Deficiencies that in the aggregate, can be categorized as a Level 1 or Level 2 Deficiency), as such levels are described in Exhibit E (Maintenance Provisions), that have not been fully cured, (ii) the System performs as specified in this Agreement, and (iii) all training services required hereunder, and all other services and Deliverables described in Exhibit A (Statement of Work) and elsewhere in this Agreement, have been fully completed, then COUNTY will notify AMS in writing of its "Final Acceptance" of the System. If there remain any other Deficiencies at that time: (i) AMS shall work to correct such Deficiencies in accordance with Paragraph 10 (Warranty) and Subparagraph 9.2.2 (Deficiency Corrections) and (ii) COUNTY shall be entitled to withhold a portion of the holdback, in an amount determined in its reasonable discretion, to ensure correction of such additional Deficiencies, until such time as such corrections are in fact made and a reasonable and appropriate Retest Period has been successfully completed so as to determine that the identified Deficiencies have been corrected and that no new Deficiencies have been introduced. In no event shall any other action or inaction by COUNTY, including COUNTY's use of the System, or any portion thereof, in a live, operational or Production Use environment, constitute "Final Acceptance" of the System or any portion of the System. Nothing in the preceding sentence is intended to or shall be construed to eliminate COUNTY's obligations under this Subparagraph 9.2.3.

9.2.4 Test Criteria.

Except to the extent otherwise specifically provided in Exhibit A (Statement of Work) or the Project Control Document, COUNTY's testing of each System Component and the System as a whole may include, without limitation, testing to COUNTY's reasonable satisfaction in the following regards: (a) unit testing of any module, program or System Component, including without limitation individual testing of each field, screen, screen-related action, processing requirement, functionality requirement and processing state; (b) testing of the interfaces between different System Components and/or between the System (or any portion thereof) and any other software, hardware or data used by COUNTY; (c) reliability testing of the System or any System Component; (d) system testing of the System (in whole or in part) and testing of the System's integration with other COUNTY systems; and (e) volume/stress testing of the System or any System Component under peak or maximum specified conditions to measure response times and the System's reaction to load.

3/25/04

9.2.5 Software Versions

For purposes of Conditional Acceptance of the System as a whole, the System may be implemented with the most current version of the Baseline Application Software as of the Freeze Date, provided that AMS shall upgrade the System (including without limitation any necessary modifications to the Application Software Customizations) to the most current version of the Baseline Application Software as of the date of Conditional Acceptance of the System as a whole promptly after such Conditional Acceptance. In addition, the parties acknowledge and agree that AMS may apply emergency software patches and/or sub-releases during the time period between the Freeze Date and any such upgrade.

9.3 **FAILED SYSTEM DELIVERABLE TESTING:**

If any System Deliverable, has not successfully completed any testing, COUNTY's Project Director (or his designee) will notify AMS, of such failure, specifying with as much detail as possible the manner in which such System Deliverable failed to pass such testing. AMS shall immediately commence and diligently proceed to correct as quickly as possible the identified Deficiencies and to permit such System Deliverable to be ready for retesting. In any event, such corrections shall be completed within fifteen (15) days, except where the corrections are not capable of being made within such 15-day period, in which case AMS will develop and submit, as promptly as possible but in any event within such 15-day period, for COUNTY's written approval, a plan for correction. Such plan shall include a deadline for completing the corrections, and COUNTY's approval of such plan will not be unreasonably withheld. In the event that COUNTY approves AMS's plan, AMS shall diligently proceed with corrections in accordance with the approved plan and shall complete such corrections by the deadline specified therein. AMS shall promptly notify COUNTY's Project Director, in writing, when such corrections, repairs and modifications have been completed, and the applicable testing shall begin again, provided that in the event any such retesting is to be performed COUNTY shall have the right to modify or supplement such testing as it deems appropriate to ensure that any problems with the System Deliverable have in fact been corrected, both for the failed scenario and for use in scenarios beyond any presented in the previously failed testing. The amount of time during which COUNTY may retest the System Deliverable (the "Retest Period") shall be mutually determined by the parties based on the nature of the Deficiencies that were to have been corrected, the possibility that the corrections may have affected other functionality or performance of the System Deliverable and similar considerations, but in any event will not exceed the initial testing period. If, after such retesting (including any such modifications or supplements) has been completed for a second time, COUNTY's Project Director makes a good faith determination that the System or System Component again fails to pass the subject testing, COUNTY's Project Director (or his designee) will notify AMS, specifying with as much detail as possible the manner in which such System Deliverable failed to pass the retesting. Such procedure shall continue for a reasonable period of time, subject to

3/25/04

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COUNTY's rights under Subparagraph 4.5 (Milestones), Subparagraph 7.2 (Credits to COUNTY) and Subparagraph 7.3 (Termination), until such time as COUNTY notifies AMS in writing either: (i) of the successful completion of such testing; or (ii) that COUNTY has concluded in its sole and reasonable judgment that satisfactory progress toward successful completion of such Deliverable is not being made, in which latter event COUNTY shall have the right to make a determination that a non-curable material default has occurred and to terminate this Agreement in accordance with Paragraph 29 (Termination for Default) on the basis of such default. Such a termination by COUNTY may be, in COUNTY's sole judgment, either: (i) a termination with respect to one or more System Components or (ii) if COUNTY believes that the failure to pass the applicable testing affects the functionality, performance or desirability to COUNTY of the System as a whole, the entire Agreement. The foregoing is without prejudice to any other rights that may accrue to COUNTY or AMS under the terms of this Agreement or by law. Notwithstanding anything to the contrary, no expiration of this Agreement, or termination of this Agreement or any portion thereof by either party, shall affect any of the software licenses granted to or obtained by COUNTY hereunder for the Licensed AMS Software or for any other System software that has been Accepted and paid for (excluding any holdback in the event of a termination by COUNTY under Paragraph 28 (Termination for Insolvency) or 29 (Termination for Default) hereunder.

9.4   ACCEPTANCE OF NON-SYSTEM DELIVERABLES:

Unless otherwise agreed in writing by COUNTY, upon written notification from AMS that any Non-System Deliverable is complete and ready for review, COUNTY's Project Director, on behalf of the COUNTY, shall have the right to review such Non-System Deliverable for a period not to exceed ten (10) days or such other period as set forth in the Statement of Work or Project Schedule, and to either accept or reject such Non-System Deliverable based on industry acceptance standards and the acceptance criteria for such Deliverable set forth in Exhibit A (Statement of Work), the Project Control Document, or otherwise in this Agreement. If a Deliverable is rejected by COUNTY, COUNTY will deliver to AMS a report describing in reasonable detail the reasons for rejection. AMS shall correct the errors or defects within ten (10) calendar days after receiving such report, and COUNTY may then re-examine the Deliverable and to either accept or reject such Non-System Deliverable as set forth above. In the event that such Non-System Deliverable is again rejected, the process described in this Subparagraph 9.4 shall be repeated, subject to COUNTY's rights under Subparagraph 4.5 (Milestones), Subparagraph 7.2 (Credits to COUNTY) and Subparagraph 7.3 (Termination).

3/25/04

10. WARRANTY:

10.1 WARRANTY SERVICES:

AMS's warranty services are set forth in Subparagraphs 10.3 (Warranty Services Response), 10.6 (Notifications of Deficiencies for Warranty Services) and 10.7 (Corrections During Warranty Periods) for the System and each System Component and shall commence upon, and shall continue until the expiration of, the applicable Warranty Periods. AMS shall provide all maintenance services as set forth in Exhibit E (Maintenance Provisions) throughout the Baseline Warranty Period, but AMS shall not charge, and COUNTY shall not pay, any maintenance fees for the System during such period.

10.2 WARRANTY PERIODS FOR WARRANTY SERVICES:

AMS hereby warrants to COUNTY that the System, together with each component thereof, shall conform to and perform in accordance with the Specifications for the periods described as follows:

A. AMS hereby warrants to COUNTY that the Baseline Application Software, and each component thereof, shall conform to and perform in accordance with the Specifications, for the period of time commencing upon the beginning of Live Testing and continuing until ninety (90) days after the beginning of Live Testing (the "Baseline Warranty Period").

B. AMS hereby warrants to COUNTY that the Application Software Customizations, and each component of the foregoing, shall conform to and perform in accordance with the Specifications and this Agreement and shall be free from Deficiencies, for the period of time commencing upon the beginning of Live Testing and continuing until Final Acceptance (the "Customization Warranty Period").

C. During the Customization Warranty Period, AMS hereby warrants to COUNTY that the Conversions shall have been properly converted in accordance with the Specifications and this Agreement. AMS further warrants that during the Customization Warranty Period the data resulting from the Conversions shall be properly formatted for use in connection with the System, provided that the COUNTY has properly performed any and all of its conversion and corresponding data-cleansing responsibilities as set forth in Exhibit A (Statement of Work).

10.3 WARRANTY SERVICES RESPONSE:

For any Deficiency in the System, the parties will classify such Deficiency according to the severity levels described in Exhibit E (Maintenance Provisions). Upon receiving COUNTY's report of the Deficiency, AMS shall commence and work toward corrective measures according to the parameters set forth for the applicable severity level in Exhibit E (Maintenance Provisions). In the event that

3/25/04

0632257.5

AMS fails to correct such Deficiency within a twenty-four (24) hour period, AMS shall, as soon as possible, provide COUNTY with a detailed explanation of the status of the problem(s) and corrective action(s) taken as well as detailed plan(s) for resolution of the problem(s). The correction of Deficiencies shall be at no cost to COUNTY during the applicable Warranty Period.

10.4   FURTHER WARRANTIES:

AMS further warrants and agrees that throughout the term of this Agreement:

A.   All Deliverables and services shall be performed in a timely and professional manner by qualified personnel.

B.   All Deliverables and services, shall be completed in accordance with this Agreement, Deliverable documentation and the Specifications.

C.   All Documentation developed under this Agreement shall be complete, accurate and adequate to instruct COUNTY's personnel in the functionality, use and limitations of the System, and in accordance with industry standards.

D.   The System Components shall be capable of interconnecting and interfacing with each other, and the System Components, when taken together, shall be capable of delivering all of the functionality as set forth in the Specifications.

E.   AMS shall not cause any Unplanned (as defined below) interruption in the operations of, or accessibility to the System or any System Component to COUNTY or any User. AMS shall not introduce into the System any software, device, mechanism, or means including, without limitation, any "virus", "lockup", "time bomb", "key lock", or "worm" that has the potential or capability of causing any Unplanned interruption in the operations of, or accessibility of the System or any System Component to COUNTY or any User, or which could alter, destroy, or inhibit the use of the System, any System Component, any data contained therein or utilized thereby, or any other data (collectively referred to for purposes of this Subparagraph 10.4E as "Disabling Devices") or that has the potential or capability of compromising the security of COUNTY's or any User's confidential or proprietary information (collectively referred to for purposes of this Subparagraph 10.4E as "Security-Comprising Devices"). AMS warrants and agrees that it will not purposely place, and will notify COUNTY if it becomes aware of, any Disabling Device or Security-Comprising Device on any System Component provided to COUNTY under this Agreement. AMS shall not knowingly permit any subsequently delivered System Component to contain any Disabling Device or Security-Comprising Device, and will take all necessary measures to prevent the introduction of any Disabling Device or Security-Comprising Device,

other than lock-offs contained on the delivered media which only prevent use of any software contained on such media other than System Components. As used in this Subparagraph 10.4E, "Unplanned" shall mean not previously and specifically (with regard to scope, time and duration) approved in advance in writing by COUNTY.

F.   <u>Date-Processing Warranty</u>. All System Components licensed pursuant to this Agreement (except Approved Third-Party Software, with respect to which the following warranties are made to AMS's knowledge only), that as of the date of initial installation at any COUNTY Facility of any System Component:

    1.   Each such System Component is capable of functioning properly when used after the calendar year 2000 A.D. and that it shall operate without error relating to date data, specifically including, without limitation, any error relating to, or the product of, date data which represents or references different centuries or more than one century. AMS further represents and warrants that as of the date of initial installation at any COUNTY Facility of any System Component, each System Component shall be and shall continue to be Year 2000 Compliant according to the definitions set forth below. Except for specific Interfaces as may be selected in the sole judgment of, and identified in writing by, COUNTY's Project Director, all date processing by all System Components shall include Four Digit Year Format (defined below) and shall recognize and correctly process dates for Leap Year (defined below). Additionally, except for specific Interfaces as may be selected in the sole judgment of, and identified in writing by, COUNTY's Project Director, all date sorting by all System Components that include a "year category" shall be done based on the Four Digit Year Format code.

Four Digit Year Format shall mean a format that allows processing of a four digit year date: the first two digits shall designate the century and the second two digits shall designate the year within the century. As an example, 1996 shall mean the 96th year of the 20th century.

Leap Year shall mean the year during which an extra day is added in February (February 29th). Leap Year occurs in all years (i) divisible by 400 or (ii) evenly divisible by 4 and not evenly divisible by 100. For example, 1996 is a Leap Year because it is divisible by 4 and not evenly divisible by 100. 2000 is a Leap Year because it is divisible by 400.

Year 2000 Compliant shall mean that all date data, whether within or outside of the range 1900-1999, shall be correctly processed in each level of each System Component.

3/25/04

2.   Each System Component shall not abnormally end or provide invalid or incorrect results as a result of the date data, specifically including date data which represents or references different centuries or more than one century.

3.   Each System Component has been designed to ensure year 2000 compatibility, including, but not limited to, date data century recognition, calculations which accommodate same century and multi-century formulas, and date values, and date data interface values that reflect the century.

4.   Each System Component includes "year 2000 capabilities". For the purposes of this Agreement, "year 2000 capabilities" means each System Component:

> a.   Shall properly manage and manipulate data involving dates, including single century formulas and multi-century formulas, and shall not cause an abnormally ending scenario within the application or generate incorrect values or invalid results involving such dates; and

> b.   Shall provide that all date-related data interface functionalities include the indication of century.

> AMS shall also pass through to COUNTY pursuant to Paragraph 42 (Warranty Pass Through) whatever year 2000 and date-data-processing warranties it receives from any manufacturer or publisher of any of the System Hardware, any System Component or any other product or service provided by AMS hereunder.

> AMS acknowledges and agrees that it is of critical importance to COUNTY that the System be fully Year 2000 Compliant, demonstrate year 2000 compatibility, and have year 2000 capabilities as set forth in this Subparagraph 10.4F, and that any failure of any System Component to conform to the warranties and representations made by AMS pursuant to this Subparagraph 10.4F could result in COUNTY having to bring the System into compliance with these warranties and representations or replace the System with a system that complies with these warranties and representations, which would result in substantial monetary loss and other damages to COUNTY.

G.   AMS shall support all System Components in their respective then-existing architecture and for their respective then-existing versions any other versions installed at any COUNTY Facility for the period of time for which the COUNTY commits to purchase maintenance services from AMS for the then-existing versions installed at the COUNTY Facility.

H.   Provided that COUNTY is paying any applicable maintenance fees for the System as set forth in Exhibit E (Maintenance Provisions), then all updates, enhancements, improvements, releases or versions of the System, or any component or module of such System, and all Documentation related thereto shall be provided to COUNTY, at no additional cost over and above the sums otherwise payable by COUNTY under this Agreement, promptly after the creation thereof, and in no event later than thirty (30) days after COUNTY's request therefor.

I.   AMS shall not introduce any viruses in the process of AMS's loading of the System software, loading of updates and enhancements thereto, or performance of on-line support.

J.   AMS is a corporation duly organized and validly existing under the laws of the State of Delaware. AMS is qualified to conduct business in California as a foreign corporation and is in good standing with the State of California. AMS has full corporate power and authority to own, or hold under lease, its assets and to conduct its business as is required by this Agreement. This Agreement has been duly executed and delivered by AMS and constitutes a valid and legally binding obligation of AMS and is enforceable against AMS in accordance with its terms. The execution, delivery and performance of this Agreement by AMS do not and will not: (i) conflict with, or result in a breach, default or violation of any agreement, license or other obligation of AMS; (ii) require the consent of any other person or entity; or (iii) violate any law, rule or regulation to which AMS is subject. AMS and its personnel have all governmental licenses and permits necessary for the conduct of the AMS's business, such licenses are in full force and effect, and there are no violations in respect of such licenses and permits. There are no pending adjudications, orders or other circumstances which might have an adverse effect on AMS's ability to perform its obligations under this Agreement. AMS has complied, and during the term of this Agreement will comply, with all laws, rules, regulations and orders applicable to the operation of the business conducted by AMS or to AMS's specific obligations under this Agreement.

10.5   **ADDITIONAL WARRANTIES:**

AMS further warrants and agrees to all of the following in providing the System and services of AMS described herein:

A.   COUNTY shall be entitled to use the System and all System Components without interruption of System use, subject only to COUNTY's obligation to make the required payments under this Agreement. AMS represents and warrants that this Agreement is neither subject nor subordinate to any right or claim of any third party, including, without limitation, AMS's creditors. Further, AMS represents and warrants that during the term of

this Agreement, it shall not subordinate this Agreement or any of its rights hereunder to any third party without the prior written consent of COUNTY, and without providing in any such subordination instrument for non-disturbance of COUNTY's use of the System and System Components in accordance with this Agreement.

B.   During the term of this Agreement, upon COUNTY's request, AMS promptly shall supply COUNTY with then-current versions of any or all (as requested by COUNTY) Application Software Customizations, which shall include without limitation all source code, customizations, configurations and Documentation, and all other proprietary information related to the foregoing. Prior to Final Acceptance, AMS shall deliver to COUNTY the version of the Application Software Customizations that were used in the System that passed Final Acceptance Testing, together with complete Documentation that is sufficient to instruct COUNTY's personnel on how to apply the Application Software Customizations and any necessary configurations in connection with the Baseline Application Software to obtain the System.

C.   AMS represents that it is duly authorized to grant to COUNTY all rights, including, but not limited to, license and ownership rights, granted by or under this Agreement with respect to the Licensed Software and all System Components.

D.   Upon delivery of the Baseline Application Software and as to Application Software Customizations, upon delivery of the Application Software Customizations the same shall comply with, and perform in accordance with, all then-applicable laws, rules and regulations. In the event of any change in any applicable Federal law, Federal rule or Federal regulation, AMS promptly shall modify the Baseline Application Software, as necessary, at no additional cost to COUNTY provided COUNTY is current on maintenance, to ensure continued compliance therewith.

E.   Subject to any duly executed Change Notices, AMS can and will perform all of the services required of it in this Agreement and the aggregate charges by, and payments to, AMS hereunder will not exceed the Project Price.

F.   The components of the System: (i) are compatible and will operate with one another on the System Hardware; and (ii) when operated together will not cause any impairment in the operation or performance of any of COUNTY's other hardware or software beyond a level that would be commercially reasonable in view of the particular operations being performed by the System, provided that the System is configured as set forth in the Specifications and is used within the capacity and sizing requirements set forth in the Specifications.

G.   AMS represents and warrants that all indications set forth in Exhibit A (Statement of Work) regarding whether particular features or functionality are included in the Baseline Application Software or need to be addressed by Application Software Customizations are true and correct.

10.6 NOTIFICATION OF DEFICIENCIES FOR WARRANTY SERVICES:

In the event of any Deficiency during the applicable Warranty Period, COUNTY's Project Director will reasonably attempt to notify AMS in writing of the problem(s) within three (3) working days, but failure by COUNTY to notify AMS within such time period shall not affect AMS's warranty obligations under this Agreement. AMS shall undertake corrective action under Subparagraph 10.7 (Corrections During Warranty Periods) within the applicable time specified in Subparagraph 10.3 (Warranty Services Response).

10.7 CORRECTIONS DURING WARRANTY PERIODS:

AMS further warrants and agrees that AMS shall at no additional cost to COUNTY:

A.   Correct any and all Deficiencies in the System identified during the applicable Warranty Period, including but not limited to supplying COUNTY with corrective code, implementing such corrective code if so requested by COUNTY, and making such additions, modifications, or adjustments to the System as may be necessary to keep it operating in conformance with Specifications.

B.   Correct any and all Deficiencies in any services provided hereunder.

10.8 BREACH OF WARRANTY OBLIGATIONS:

In the event AMS fails timely to perform its obligations set forth in this Paragraph 10, then COUNTY may, after written notice thereof to AMS and in the event AMS, after a reasonable time, has still failed to perform such warranty obligations, perform any required correction, replacement or other work and either invoice or debit AMS (at COUNTY's option) therefor at COUNTY's direct actual cost of outside labor and materials and COUNTY's burdened (including, without limitation, salary, employee benefits and reimbursement policies) rates for labor. Any such debit may be made against any amounts owed by COUNTY to AMS under this Agreement or otherwise.

10.9 THIRD-PARTY SOFTWARE:

10.9.1 AMS shall not incorporate into the Application Software Customizations, the System generally or any other software or documentation provided to COUNTY hereunder or in connection herewith any software or other materials owned by any third party (the "Third-Party Software") without COUNTY's prior written consent to each specific element of Third-Party Software proposed to be

3/25/04

incorporated and to the specific use thereof, which consent may be withheld or conditioned in COUNTY's sole and absolute discretion after full disclosure by AMS of all material information pertaining thereto. In connection with any request for such consent, AMS shall provide to COUNTY in writing all material information pertaining to such proposed Third-Party Software and the incorporation thereof. AMS hereby represents and warrants that, upon Final Acceptance of the System, no portion of the System, other than any Third-Party Software approved by COUNTY in accordance with the preceding sentence ("Approved Third-Party Software"), will be owned by any third party. The parties acknowledge and agree that the Pre-Approved Third-Party Software shall be provided by AMS pursuant to this Agreement, is Approved Third-Party Software, and shall be utilized in the System.

10.9.2 Except as specifically approved in writing by COUNTY with respect to the specific details thereof: (i) AMS shall use the Baseline Application Software in the form generally provided by AMS to its other licensees; (ii) AMS shall make no modifications or changes to the source code or object code for the Baseline Application Software that would cause the Baseline Application Software to differ from the standard software licensed by AMS; (iii) all Application Software Customizations and the associated Documentation shall be designed to and shall be capable of allowing COUNTY to reapply the Application Software Customizations on top of the standard Baseline Application Software provided by AMS and any future versions thereof; and (iv) AMS shall not modify the source code, object code or other content of any Approved Third-Party Software. In connection with any request for such approval, AMS shall provide to COUNTY in writing all material information pertaining to such request.

10.9.3 In the event COUNTY so approves any modification by AMS to any Approved Third-Party Software, AMS shall promptly, at no cost to COUNTY, either: (1) obtain a license from the appropriate third party which shall enable AMS to so modify such Third-Party Software, and AMS shall provide all necessary modifications; or (2) to the extent that AMS is unable to obtain such a license, provide an upgrade or alternative solution which is functionally equivalent, in COUNTY's Project Director's reasonable determination, in lieu of modifying such Third-Party Software.

10.9.4 AMS represents and warrants that, to the best of its knowledge after exercise of due diligence, it has delivered to COUNTY true, accurate and complete copies of the end user license agreements for the Pre-Approved Third-Party Software, where such end user license agreements are required. The parties acknowledge and agree that the license fees for the Pre-Approved Third-Party Software are included in the Project Price.

10.9.5 COUNTY acknowledges that it may have to execute certain third-party license agreements with respect to any additional Approved Third-Party Software that AMS proposes to use during the course of the Project. To the extent that any such additional Approved Third-Party Software license agreement conflicts with

3/25/04

this Agreement as it applies to COUNTY's right to use or modify the System, AMS shall take all necessary action and pay all sums required to provide COUNTY with all of the rights to use and modify the System afforded by this Agreement.

10.9.6 AMS represents and warrants that whether or not any Approved Third-Party Software license agreements are required to be executed or entered into by COUNTY, AMS shall procure for COUNTY, at no additional cost to COUNTY, perpetual licenses of all Approved Third-Party Software that permit the use and modification of the System in accordance with all of the terms of this Agreement.

10.9.7 AMS acknowledges and agrees that the licenses acquired and delivered to COUNTY pursuant to this Subparagraph 10.9 do not and shall not in any way limit COUNTY's rights pursuant to Subparagraph 11.2 (License to COUNTY).

10.10 RESPONSE TIME WARRANTIES:

AMS warrants that, for a period beginning at Live Testing and ending upon Final Acceptance (the "Response Time Warranty Period"), the Response Times of the System, when operated in accordance with the Specifications and on the System Hardware, shall not exceed the time values set forth in Appendix H (System Performance & Transaction Volumes) to Exhibit A (Statement of Work) (the "Response Time Warranties"), when subjected to the loads indicated in connection with each required Response Time. As used herein, the term "Response Time" shall mean the Transaction Processing Response Time, as such term is used in Appendix H (System Performance and Transaction Volumes)

The process set forth in Appendix H (Evaluation of Test Results and Monitoring) shall be used to monitor Response Time compliance

10.11 WARRANTY DISCLAIMER:

THE WARRANTIES SET FORTH IN THIS SECTION 10 AND THE WARRANTIES CONTAINED ELSEWHERE IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, INTEGRATION, PERFORMANCE AND ACCURACY AND ANY IMPLIED WARRANTIES ARISING FROM STATUTE.

11. OWNERSHIP OF THE SYSTEM AND LICENSE TO AMS:

11.1 OWNERSHIP:

AMS shall be deemed to have all ownership rights in and to all Work Product developed by it under this Agreement. Notwithstanding anything to the contrary, COUNTY shall not be deemed to grant or assign, or to have any obligation to

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grant or assign, any right, title or interest in order to any of its intellectual property to AMS.

11.2 LICENSE TO COUNTY:

AMS hereby grants to COUNTY a perpetual, nonexclusive, fully paid-up license to use, modify and copy subject only to any confidentiality obligations that COUNTY may have, as set forth in Paragraph 58 (Confidentiality of AMS Information), all Work Product developed by AMS under this Agreement. The foregoing license shall be deemed made with the creation of each new element of such Work Product, and AMS agrees that it will execute any additional license agreements requested by COUNTY to evidence, effect or perfect the foregoing license.

12. PROHIBITION AGAINST DELEGATION AND ASSIGNMENT:

AMS shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of COUNTY. Any assignment or delegation which does not have such prior written COUNTY consent shall be null and void. For purposes of this Paragraph 12, such COUNTY consent shall be granted in COUNTY's sole discretion and shall require a written amendment to this Agreement which is formally approved and executed by the parties in accordance with Paragraph 6 (Change Notices and Amendments). Any billings to COUNTY by any delegatee or assignee on any claim under this Agreement, absent such COUNTY consent, shall not be paid by COUNTY. Any payments by COUNTY to any delegatee or assignee on any claim under this Agreement, in consequence of any such COUNTY consent, shall reduce dollar for dollar any claims which AMS may have against COUNTY and shall be subject to set-off, recoupment, or other reduction for any claims which COUNTY may have against AMS, whether under this Agreement or otherwise. The provisions of this Paragraph 12 in no way shall limit any COUNTY right found elsewhere in this Agreement, including, but not limited to, any right to terminate this Agreement.

13. WARRANTY AGAINST CONTINGENT FEES:

13.1 AMS warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by AMS for the purpose of securing business.

13.2 For breach of this warranty, COUNTY shall have the right to terminate this Agreement and/or, in its sole discretion, to deduct from any amounts owed to AMS under this Agreement, or otherwise to recover from AMS, the full amount of such commission, percentage, brokerage, or contingent fee.

14. INDEPENDENT CONTRACTOR STATUS:

14.1 This Agreement is by and between COUNTY and AMS and is not intended, and shall not be construed, to create any relationship of agency, employment, partnership, joint venture or association, as between COUNTY and AMS. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

14.2 AMS shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement, all compensation and benefits. COUNTY shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of AMS.

14.3 AMS understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of workers' compensation liability, the sole employees of AMS and not employees of COUNTY. AMS shall be solely liable and responsible for furnishing any and all workers' compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of AMS pursuant to this Agreement.

14.4 AMS shall provide to COUNTY an executed Contractor Employee, Agent, Subcontractor, Sublicensee, Consultant Acknowledgement, And Agreement Re Confidentiality (Exhibit F) for each of its employees performing work under this Agreement. Such agreements shall be delivered to COUNTY's Project Manager, on or immediately after the execution of this Agreement by COUNTY's Board of Supervisors, but in no event later than the date any such employee first performs work under this Agreement.

15. SUBCONTRACTING:

15.1 COUNTY has relied, in entering into this Agreement, on the reputation of, and on obtaining the personal performance of, AMS itself. Consequently, no performance of this Agreement, or any portion thereof, shall be subcontracted by AMS without the prior written consent of COUNTY as provided in this Paragraph 15. Any attempt by AMS to subcontract any performance, obligation or responsibility under this Agreement, without the prior written consent of COUNTY, shall be null and void and shall constitute a material breach of this Agreement, upon which COUNTY may immediately terminate this Agreement.

15.2 If AMS desires to subcontract any portion of its performance, obligations or responsibilities under this Agreement, AMS shall make a written request to COUNTY for written approval to enter into the particular subcontract. AMS's request to COUNTY shall include:

A. The reason(s) for the particular subcontract.

B. A detailed description of the work to be performed by the proposed Subcontractor.

C. Identification of the proposed Subcontractor and an explanation of why and how the proposed Subcontractor was selected.

D. A draft copy of the proposed subcontract.

E. A Certificate of Insurance from the proposed Subcontractor which establishes that Subcontractor maintains all the insurance required by COUNTY's risk manager pursuant to Subparagraph 16.3 (Insurance Coverage Requirements).

F. Any other information and/or certifications requested by COUNTY.

15.3 COUNTY will review AMS's request to subcontract and determine, in its sole and absolute discretion, whether or not to consent to such request on a case-by-case basis.

15.4 AMS shall indemnify, defend and hold harmless COUNTY, its officers, employees and agents, from and against any and all claims, demands, liabilities, damages, costs and expenses, including, but not limited to, defense costs and legal, accounting or other expert consulting or professional fees in any way arising from or related to AMS's use of any Subcontractor, including, without limitation, any officers, employees or agents of any Subcontractor, in the same manner as required for AMS, its officers, employees and agents, under this Agreement.

15.5 Notwithstanding any COUNTY consent to any subcontracting, AMS shall remain responsible for any and all performance required of it under this Agreement, including, but not limited to, the obligation properly to supervise, coordinate and perform, all work required hereunder, and no subcontract shall bind or purport to bind COUNTY. Further, COUNTY approval of any subcontract shall not be construed to limit in any way AMS's performance, obligations or responsibilities, to COUNTY, nor shall such approval limit in any way any of COUNTY's rights or remedies contained in this Agreement. Additionally, COUNTY approval of any subcontract shall not be construed in any way to constitute the determination of the allowableness or appropriateness of any cost or payment under this Agreement.

15.6 In the event that COUNTY consents to any subcontracting, such consent shall be subject to COUNTY's right to give prior and continuing approval of any and all Subcontractor personnel providing services under such subcontract. AMS shall ensure that any Subcontractor personnel not approved in writing by COUNTY shall be immediately removed from the provision of any services under the particular subcontract or that other action is taken as requested by COUNTY. Further, in the event that COUNTY consents to any subcontracting, such consent shall be subject to COUNTY's right to terminate, in whole or in part, any

subcontract (to the extent that such subcontract pertains to COUNTY) at any time upon written notice to AMS when such Subcontractor is deemed by COUNTY to be in breach of its subcontract or this Agreement. COUNTY shall not be liable or responsible in any way to AMS, to any Subcontractor, or to any officers, employees or agents of AMS or any Subcontractor, for any claims, demands, damages, liabilities, losses, costs or expenses, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees, in any way arising from or related to COUNTY's exercise of such rights.

15.7 In the event that COUNTY consents to any subcontracting, such consent shall be subject to COUNTY's ongoing approval rights with regard to AMS's staff (including any such subcontractors) as set forth in Subparagraph 3.3 (Approval of AMS's Staff). COUNTY shall not be liable or responsible in any way to AMS, to any Subcontractor, or to any officers, employees or agents of AMS or any Subcontractor, for any liability, damages, costs or expenses arising from or related to COUNTY's exercise of such rights.

15.8 In the event that COUNTY consents to any subcontracting, Subcontractor, on behalf of itself, its successors and administrators, shall assume and be bound by and shall be deemed to have assumed and agreed to be bound by each and all of the provisions of this Agreement and any Amendment hereto, provided that COUNTY, in its sole discretion, shall have the right to waive the requirement that a particular Subcontractor assume and be bound by specific provisions of this Agreement and any Amendment hereto.

15.9 In the event that COUNTY consents to any subcontracting, such consent shall apply to each particular subcontract only and shall not be, or be construed to be, a waiver of this Paragraph 15 or a blanket consent to any further subcontracting.

15.10 COUNTY's Project Director is hereby authorized to act for and on behalf of COUNTY under this Paragraph 15, including, but not limited to, consenting to any subcontracting.

15.11 AMS shall be solely liable and responsible for any and all payments and other compensation to all Subcontractors and their officers, employees and agents. COUNTY shall have no liability or responsibility whatsoever for any payment or other compensation for any Subcontractor or any of its officers, employees or agents.

15.12 AMS shall deliver to COUNTY's Project Director a fully executed copy of each subcontract entered into by AMS pursuant to this Paragraph 15, on or immediately after the effective date of the subcontract but in no event later than the date any work is performed under the subcontract.

15.13 In the event that COUNTY consents to any subcontracting, AMS shall obtain an executed Subcontractor Employee Acknowledgment, Confidentiality and Intellectual Property Assignment Agreement for each of Subcontractor's

3/25/04

employees performing work under the subcontract, in a form specified by COUNTY. Such agreements shall be delivered to COUNTY's Project Director on or immediately after the effective date of the particular subcontract but in no event later than the date any such employee performs any work under the subcontract.

16. INDEMNIFICATION, INSURANCE:

16.1 INDEMNIFICATION:

AMS shall indemnify, defend and hold harmless COUNTY and its Special Districts, elected and appointed officers, employees and agents from and against any and all liability, including but not limited to any losses, damages, demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from or connected with the act(s) and/or omission(s) of AMS or from any damage to COUNTY hardware, software or data resulting from any Deficiency in the System. For purposes of clarification, AMS's indemnification obligations to COUNTY throughout this Agreement are with respect to third-party demands, claims and/or liability.

16.2 GENERAL INSURANCE REQUIREMENTS:

Without limiting AMS's indemnifications of COUNTY hereunder, during the term of this Agreement AMS shall provide and maintain all insurance specified in this Agreement. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by COUNTY, and such coverage shall be provided and maintained at AMS's own expense.

A. Evidence of Insurance: Certificate(s) or other evidence of coverage satisfactory to COUNTY shall be delivered to COUNTY's Project Director prior to commencing services under this Agreement. Such certificates or other evidence shall:

(1) Specifically identify this Agreement.

(2) Clearly evidence all coverages required in this Agreement.

(3) Contain the express the condition that COUNTY is to be given written notice by mail at least thirty (30) days in advance of any cancellation or modification of any policies evidenced on the certificate of insurance.

(4) Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and employees as insureds for all activities related to or arising out of this Agreement.

3/25/04

(5) Identify any deductibles or self-insured retentions for COUNTY's approval. COUNTY retains the right to require AMS to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

B. <u>Insurer Financial Ratings</u>: Insurance is to be provided by an insurance company acceptable to COUNTY with an A. M. Best rating of not less that A:VII, unless otherwise approved by COUNTY.

C. <u>Failure to Maintain Coverage</u>: Failure by AMS to maintain the required insurance shall constitute a material breach of the contract upon which COUNTY may immediately terminate or suspend this Agreement. In the event that AMS fails to provide the requisite evidence of insurance coverage as and when required hereunder, COUNTY may immediately terminate or suspend this Agreement if such breach has not been cured within three (3) Working Days after written notice to AMS. COUNTY, at its sole option, may seek damages from AMS resulting from such breach.

D. <u>Notification of Incidents, Claims or Suits</u>: AMS shall, within two business days (unless a shorter time period is specified below), report to COUNTY:

(1) Any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against AMS and/or COUNTY. Such report shall be made in writing within twenty-four (24) hours of occurrence.

(2) Any third-party claim or lawsuit filed against AMS arising from or related to services performed or to be performed by AMS, or any of AMS's other obligations, under this Agreement.

(3) Any injury to a AMS employee which occurs on COUNTY property. This report shall be submitted on a "County Non-employee Injury Report" to COUNTY's contract manager.

(4) Any loss, disappearance, destruction, misuse or theft of any kind whatsoever of COUNTY property, monies or securities entrusted to AMS under the terms of this Agreement.

E. <u>Compensation for County Costs</u>: In the event that AMS fails to comply with any of the indemnification or insurance requirements of this Agreement, and such failure to comply results in any costs to COUNTY, AMS shall pay full compensation for all costs incurred by COUNTY.

F.   Insurance Coverage Requirements for Subcontractors: AMS shall ensure that any and all subcontractors performing services under this Agreement meet the insurance requirements of this Agreement by either:

    (1)   AMS providing evidence of insurance covering the activities of sub-contractors, or

    (2)   AMS providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage. COUNTY retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.

16.3   INSURANCE COVERAGE REQUIREMENTS:

A.   General Liability insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate:	$10 million
Products/Completed Operations Aggregate:	$ 5 million
Personal and Advertising Injury:	$ 5 million
Each Occurrence:	$ 5 million

B.   Automobile Liability insurance (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than $1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

C.   Workers Compensation and Employers' Liability insurance providing workers compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which AMS is responsible. If AMS's employees will be engaged in maritime employment, coverage shall provide workers compensation benefits as required by the U. S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other Federal law for which AMS is responsible.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident	$1 million
Disease - policy limit:	$1 million
Disease - each employee:	$1 million

D.   Crime Coverage insurance with limits in amounts not less than indicated below covering against loss of money, securities or other property referred to in this Agreement, and naming COUNTY as loss payee.

Employee Dishonesty:	$ 250,000.00
Computer Fraud:	$ 1 million

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E.   <u>Professional Liability</u>. Insurance covering liability arising from any error, omission, negligent or wrongful act of AMS, its officers, managers or employees with limits of not less than $5 million per claim and $5 million aggregate. Such insurance shall include coverage for any actual or alleged infringement of any patent, copyright, or other rights of any third party, or any actual or alleged trade secret disclosure or misappropriation. The coverage also shall provide an extended two-year reporting period commencing upon termination of cancellation of this Agreement.

17.   RECORDS AND AUDITS:

17.1   AMS shall maintain accurate and complete financial records of all of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. AMS shall also maintain accurate and complete employment and other records relating to its performance under this Agreement. AMS agrees that COUNTY, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records relating to this Agreement provided such access rights do not constitute an unlawful invasion of the privacy rights of any AMS employee and would not subject AMS to legal liability. All such material, including, but not limited to, all financial records, time cards and other employment records, and proprietary data and information, shall be kept and maintained by AMS and shall be made available to COUNTY during the term of this Agreement and for a period of five (5) years thereafter, unless COUNTY's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by AMS at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at COUNTY's option, AMS shall pay COUNTY for travel, per diem, and other costs incurred by COUNTY to examine, audit, excerpt, copy or transcribe such material at such other location.

17.2   In the event that an audit is conducted of AMS specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by AMS or otherwise specifically regarding this Agreement, then AMS shall file a copy of such audit report with COUNTY's Auditor-Controller and COUNTY's Project Director within thirty (30) days of AMS's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. COUNTY shall use reasonable effort to maintain the confidentiality of such audit report(s).

17.3   Failure on the part of AMS to comply with any of the provisions of this Paragraph 17 shall constitute a material breach of this Agreement upon which COUNTY may immediately terminate this Agreement.

18. COUNTY AUDIT SETTLEMENTS:

If, at any time during or after the term of this Agreement, representatives of COUNTY conduct an audit of AMS regarding the work performed under this Agreement, and if such audit finds that COUNTY's dollar liability for any such work is less than payments made by COUNTY to AMS, then the difference, together with COUNTY's reasonable costs of audit, shall be either repaid by AMS to COUNTY by cash payment upon demand or, at the sole option of COUNTY's Project Director, deducted from any amounts due to AMS from COUNTY, whether under this Agreement or otherwise. If such audit finds that COUNTY's dollar liability for such work is more than the payments made by COUNTY to AMS, then the difference shall be paid to AMS by COUNTY, provided that in no event shall COUNTY's aggregate payments to AMS exceed the Contract Sum identified in Paragraph 7 (Contract Sum).

19. FEDERAL ACCESS TO RECORDS:

If, and to the extent that Section 1861(v)(1)(i) of the Social Security Act (42 United States Code Section 1395x(v)(1)(i) is applicable, AMS agrees that for a period of four (4) years following the furnishing of services under this Agreement, AMS shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Comptroller General of the United States or to any of their authorized representatives, the contracts, books, documents and records of AMS which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if AMS carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars ($10,000) or more over a twelve month period with a related organization (as that term is defined under Federal law), AMS agrees that each such subcontract shall provide for such access to the subcontract, books, documents, and records of the Subcontractor.

20. DISCLOSURE OF INFORMATION:

20.1 AMS shall not disclose any terms or conditions of, or any circumstances or events which occur during the performance of, this Agreement to any person or entity except as may be otherwise provided herein or required by law. In the event AMS receives any court or administrative agency order, service of process, or request by any person or entity (other than AMS's professionals) for disclosure of any such details, AMS shall immediately notify COUNTY's Project Director. Thereafter, AMS shall comply with such order, process or request only to the extent required by applicable law. Notwithstanding the preceding sentence, to the extent permitted by law, AMS shall delay such compliance and fully cooperate with COUNTY to obtain relief from such obligations to disclose until COUNTY shall have been given a reasonable opportunity to obtain such relief. However, in recognizing AMS's need to identify its services and related clients to sustain itself,

COUNTY shall not inhibit AMS from publishing its role under this Agreement within the following conditions:

A.   AMS shall develop all publicity material in a professional manner.

B.   During the term of this Agreement, AMS shall not publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of COUNTY without the prior written consent of COUNTY's Project Director. COUNTY shall not unreasonably withhold or delay such written consent.

C.   AMS may, without the prior written consent of COUNTY, indicate in its proposals and sales materials that it has been awarded this Agreement with COUNTY, provided that the requirements of this Paragraph 20 shall apply.

20.2   Notwithstanding any other provision of this Agreement, either party may disclose information about the other which: (i) is lawfully in the public domain at the time of disclosure, (ii) is disclosed with the prior written approval of the party to which such information pertains, or (iii) is required by law to be disclosed, provided that the other party is given prompt written notice of the disclosure requirement and the disclosing party reasonably cooperates with any of the other party's efforts to limit or delay the required disclosure.

21.   **ADDITIONAL PROPRIETARY CONSIDERATIONS:**

21.1   AMS warrants, acknowledges and agrees that the Project Control Document; all documentation, materials, plans, reports, acceptance test criteria, acceptance test plans, departmental procedures and processes, deliverables, data and information (other than the Application Software Customizations) developed by (or on behalf of) AMS under this Agreement with, or for delivery to, COUNTY; and all copyrights, trademarks, service marks, trade dress, patent rights, trade secret rights and other proprietary rights in all of the foregoing (collectively, "COUNTY Materials") shall be the sole and exclusive property of COUNTY. AMS hereby assigns and transfers, and agrees to assign and transfer, to COUNTY all right, title and interest in and to all COUNTY Materials, provided that notwithstanding such COUNTY ownership, AMS may retain possession of all working papers prepared by AMS.

21.2   Upon request of COUNTY, AMS shall execute all documents requested by COUNTY and shall perform all other acts requested by COUNTY to assign and transfer to, and vest in, COUNTY all right, title and interest in and to the COUNTY Materials; to perfect such assignment and transfer; and to assist COUNTY in obtaining or maintaining all legal protection in and to the COUNTY Materials throughout the world, including but not limited to all copyrights, patents, trademarks and service marks. COUNTY shall have the right to register all copyrights and patents in the name of the County of Los Angeles. Further,

3/25/04

COUNTY shall have the right to assign, license or otherwise transfer any and all COUNTY's right, title and interest, including, but not limited to, copyrights and patents, in and to the COUNTY Materials.

21.3 AMS shall affix any proprietary notices requested by COUNTY's Project Director to the COUNTY Materials, in the locations and manners requested by COUNTY, including but not limited notices such as: "©Copyright 2004 (or such other date of first publication), County of Los Angeles. All Rights Reserved."

21.4 During the term of this Agreement and for five (5) years thereafter, AMS shall maintain and provide security for all of AMS's working papers prepared under this Agreement, and shall protect such working papers from loss or damage by any cause, including, but not limited to, fire and theft. COUNTY shall have the right to inspect any and all such working papers, make copies thereof, and use the working papers and the information contained therein.

21.5 Items which are in the nature of COUNTY Materials, but which are not COUNTY Materials, which are developed or were originally acquired by AMS outside the scope of this Agreement, which AMS desires to use hereunder, and which AMS considers to be proprietary or confidential, must be promptly and specifically identified by AMS to COUNTY's Project Director as proprietary or confidential, and shall be plainly and prominently marked by AMS as "PROPRIETARY" or "CONFIDENTIAL" when provided to COUNTY.

21.6 AMS hereby grants to COUNTY for the use of COUNTY and all other Users, an irrevocable, perpetual, nonexclusive, unrestricted, nonterminable, no-cost license to use, modify and reproduce any and all of the items described in Subparagraph 21.5.

21.7 COUNTY will use reasonable means to keep AMS's proprietary and confidential items safeguarded and held in confidence. COUNTY agrees not to reproduce, distribute or disclose to non-COUNTY entities (other than outside counsel or consultants subject to non-disclosure agreements or obligations) AMS's proprietary and confidential items, without the prior written permission of AMS or as required by law or pursuant to Paragraph 45 (Dispute Resolution Procedure).

21.8 Notwithstanding any other provision of this Agreement, COUNTY shall not be obligated in any way under this Agreement for:

A. Any of AMS's proprietary and/or confidential items not plainly and prominently marked with restrictive legends required pursuant to Subparagraph 21.5;

B. Any COUNTY Materials; and

C. Any disclosure of any materials which COUNTY is required to make under the California Public Records Act or otherwise by law.

3/25/04

21.9   AMS shall protect the security of and keep confidential all COUNTY Materials in AMS's possession. Further, AMS shall use whatever security measures are reasonably necessary to protect all COUNTY Materials in AMS's possession from loss, damage or disclosure by any cause, including, but not limited to, fire or theft.

21.10   AMS shall not reproduce, distribute or disclose to any person or entity any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness, or problem regarding data security in COUNTY's computer systems, or to any safeguard, countermeasure, or contingency plan, policy or procedure for data security contemplated or implemented by COUNTY, without COUNTY's prior written consent, and AMS shall treat and protect all such information as COUNTY's confidential information.

21.11   The provisions of Subparagraphs 21.8, 21.9, and 21.10 shall survive any expiration or termination of this Agreement.

22.   **PATENT, COPYRIGHT AND TRADE SECRET INDEMNIFICATION:**

22.1   AMS shall indemnify, defend, and hold harmless COUNTY, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees, as such are incurred, for or by reason of any actual or alleged infringement of any patent or copyright, or other rights of any third party, or any actual or alleged trade secret disclosure or misappropriation, arising from or related to the Licensed Software, the System, the operation or utilization thereof, or AMS's work under this Agreement (hereafter collectively referred to as an "Infringement Claim"). AMS shall have no obligation to COUNTY under this Paragraph 22 to the extent that any Infringement Claim is caused by use by COUNTY of the System other than in accordance with the Specifications and other applicable Documentation, as determined by COUNTY's Project Director. Any legal defense pursuant to AMS's indemnification obligations under this Paragraph 22 shall be conducted by AMS (provided that such defense does not and will not result in any prejudice to COUNTY) and performed by counsel selected by AMS and approved by COUNTY in writing. Notwithstanding the preceding sentence, COUNTY shall have the right to participate in any such defense at its sole cost and expense, except that in the event AMS fails to provide COUNTY with a full and adequate defense, as required by law and this Agreement, COUNTY shall be entitled to reimbursement for all such costs and expenses.

22.2   Without limiting the foregoing, in the event COUNTY's Project Director becomes aware that ongoing use of the System or System Components, or any part of them, is the subject of any Infringement Claim that might preclude or impair COUNTY's use of the System or System Component (e.g., injunctive relief), or that COUNTY's continued use of the System or System Component may subject it to punitive damages or statutory penalties or other costs or expenses, COUNTY will give written notice to AMS of such fact(s). Upon notice of such facts, AMS

shall, at no cost to COUNTY, either (1) procure the right, by license or otherwise, for COUNTY to continue to use the System or affected System Component(s), or part(s) thereof, to the same extent of COUNTY's license under this Agreement, or (2) to the extent AMS is unable to procure such right, replace or modify the System or System Component(s) with another system or components of equivalent quality, functionality and performance capabilities to become non-infringing, non-misappropriating and/or non-disclosing. If AMS finds that neither of these alternatives is available to it on commercially reasonable terms, AMS may require the County to return the allegedly infringing item(s), in which case COUNTY, subject to any applicable limitations set forth herein, may recover its damages. Provided that AMS fully performs its obligations under this Paragraph 22, COUNTY agrees that it will not have the right to terminate this Agreement based upon any Infringement Claim. If AMS fails to undertake the remedial acts set forth above within forty-five (45) days of the date of the written notice from COUNTY, COUNTY shall have the right to take such remedial acts as it determines to be reasonable to mitigate any impairment of its use of the System or System Components or damages or other costs or expenses (hereafter referred to as "COUNTY's Remedial Acts"). AMS shall indemnify COUNTY for all amounts paid and all direct and indirect costs associated with COUNTY's Remedial Acts. Failure by AMS to pay such amounts and costs within thirty (30) days of invoice by COUNTY shall, in addition to, and cumulative to all other remedies entitle COUNTY to immediately withhold payments due to AMS under this Agreement up to the total of the amounts and costs paid in connection with COUNTY's Remedial Acts.

23.   LIMITATION OF LIABILITY:

23.1   Except as set forth in Subparagraph 23.2, the total aggregate liability of AMS under this Agreement shall be limited to 150% of the Project Price. In addition, except as set forth in Subparagraph 23.2, AMS's total liability for failing to meet any or all of its obligations under the Maintenance Provisions during any one-year portion of the Initial Maintenance Period following Final Acceptance shall be limited as follows: (i) for the first such one-year portion following Final Acceptance, all maintenance fees paid or payable for the entire Initial Maintenance Period; and (ii) for each subsequent one-year portion thereafter, the limitation for the preceding one-year portion less $850,000.

23.2   Notwithstanding anything to the contrary, the liability limitations set forth in Subparagraph 23.1 shall not apply to: (i) limit AMS's obligations under Paragraph 22 (Patent, Copyright and Trade Secret Indemnification), or Paragraph 34 (Confidentiality) of this Agreement; (ii) losses arising out of the willful misconduct of AMS or any of its agents or subcontractors; or (iii) any injury, death or damage to property caused by AMS or any of its agents or subcontractors.

24. COMPLIANCE WITH APPLICABLE LAW:

24.1 AMS's activities hereunder shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, guidelines and directives, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference. AMS shall have up to fifteen (15) days to correct any noncompliance with COUNTY rules, regulations, ordinances, guidelines and directives following written notice from COUNTY including written copies of such applicable rules, regulations, ordinances, guidelines and/or directives.

24.2 AMS shall indemnify, defend, and hold harmless COUNTY, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees, arising from or related to any alleged violation on the part of AMS, its employees, agents, or Subcontractors of any such laws, rules, regulations, ordinances, guidelines or directives. Any legal defense pursuant to AMS's indemnification obligations under this Subparagraph 24.2 shall be conducted by AMS and performed by counsel selected by AMS and approved by COUNTY (which approval shall not be unreasonably withheld) in writing. Notwithstanding the preceding sentence, COUNTY shall have the right to participate in any such defense at its sole cost and expense, except that in the event AMS fails to provide COUNTY with a full and adequate defense, as required by law or this Agreement, COUNTY shall be entitled to reimbursement for all such costs and expenses.

25. WAIVER:

No waiver by COUNTY of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of COUNTY to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

Without limitation of the foregoing, COUNTY may deduct from amounts otherwise payable to AMS hereunder COUNTY's uncompensated damages for AMS's breach of any provision hereof. The preceding sentence is intended only as a clarification of COUNTY's remedies in the event of breach, and shall not be deemed to impair any claims that AMS may have against COUNTY or AMS's rights to assert such claims pursuant to Paragraph 45 (Dispute Resolution Procedure).

26. GOVERNING LAW, JURISDICTION AND VENUE:

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California applicable to agreements made and to be performed

within that State. AMS agrees and consents to the exclusive jurisdiction of the courts of the State of California (except with respect to claims that are subject to exclusive federal subject matter jurisdiction, as to which AMS agrees and consents to the exclusive jurisdiction of the Federal District Court of the Central District of California) for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles, California.

27.   SEVERABILITY:

If any provision of this Agreement is adjudged void or invalid for any reason whatsoever, but would be valid if part of the wording thereof were deleted or changed, then such provision shall apply with such modifications as may be necessary to make it valid and effective. In the event that one or more of the provisions of this Agreement is found to be invalid, illegal or unenforceable in any respect, such provision shall be deemed deleted here from and the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

28.   TERMINATION FOR INSOLVENCY:

28.1 COUNTY may terminate this Agreement immediately at any time following the occurrence of any of the following:

A.   Insolvency of AMS. AMS shall be deemed to be insolvent if it has ceased to pay or has admitted in writing its inability to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the United States Bankruptcy Code and whether or not AMS is insolvent within the meaning of the United States Bankruptcy Code, provided that AMS shall not be deemed insolvent if it has ceased in the normal course of business to pay its debts which are disputed in good faith and which are not related to this Agreement as determined by COUNTY.

B.   The filing of a voluntary or involuntary petition (which involuntary petition is not dismissed within sixty (60) days) regarding AMS under the United States Bankruptcy Code.

C.   The appointment of a receiver or trustee for AMS.

D.   The execution by AMS of a general assignment for the benefit of creditors.

28.2 The rights and remedies of COUNTY provided in this Paragraph 28 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

3/25/04

28.3 AMS agrees that if AMS as a debtor-in-possession, or if a trustee in bankruptcy, rejects this Agreement, COUNTY may elect to retain its rights under this Agreement, as provided under Section 365(n) of the United States Bankruptcy Code (11 United States Code, Section 365(n)). Upon written request of COUNTY to AMS or the trustee in bankruptcy, as applicable, AMS or such trustee shall allow COUNTY to exercise all of its rights and benefits under this Agreement including, without limitation, such Section 365(n) (including, without limitation, the right to continued use of all source and object code versions of the System software and related Documentation), and shall not interfere with the rights and benefits of COUNTY as provided therein. The foregoing provisions shall survive the termination or expiration of this Agreement for any reason whatsoever.

29. TERMINATION FOR DEFAULT:

29.1 COUNTY may, by written notice to AMS, terminate the whole or any part of this Agreement in any one of the following circumstances:

> A. If AMS fails to perform any service or provide any Deliverable within: (i) the times specified in this Agreement, including the applicable notice and/or cure periods, if any (if no cure period is specified in the Agreement, AMS shall have thirty (30) days to cure prior to termination under this Subparagraph 29.1A); or (ii) any duly authorized extensions thereof (provided that nothing in this Subparagraph 29.1A shall in any way limit or modify any rights of COUNTY or obligations of AMS relating to timely performance by AMS as otherwise set forth in this Agreement); or

> B. If AMS fails to perform or comply with any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms and, in either of these two circumstances, does not cure such failure within a period of thirty (30) days (or such longer period as COUNTY may authorize in writing) after receipt of written notice from COUNTY specifying such failure. The above cure periods shall in no way affect or be taken into consideration in connection with the calculation of the credits to COUNTY described in Subparagraph 7.2 (Credits to County).

29.2 In the event that COUNTY terminates this Agreement in whole or in part as provided in Paragraph 28 (Termination for Insolvency) or this Paragraph 29, then subject to the limitations set forth in Paragraph 23 (Limitation of Liability):

> A. COUNTY shall have the right to procure, upon such terms and in such a manner as COUNTY may deem appropriate, goods, services, and other work, similar to those so terminated, and COUNTY may seek to enforce all of its rights and remedies subject to the provisions of Paragraph 23 (Limitation of Liability).

3/25/04

B.   AMS and COUNTY shall continue the performance of this Agreement to the extent not terminated under the provisions of Paragraph 28 (Termination for Insolvency) and/or this Paragraph 29; and

C.   AMS understands and agrees that COUNTY has obligations that it cannot satisfy without use of the System or an equivalent system, and that a failure to satisfy such obligations could result in irreparable damage to COUNTY and the entities it serves. Therefore, AMS agrees that in the event of any termination of this Agreement as a result of AMS's insolvency or as a result of a breach or default hereunder by AMS, AMS shall, without any additional compensation, fully cooperate with COUNTY in the transition of COUNTY to a new system, toward the end that there be no interruption of COUNTY's day-to-day operations due to the unavailability of the System during such transaction.

29.3   Except with respect to defaults of any Subcontractor(s), AMS shall not be liable for any such excess costs, to the extent its failure to perform this Agreement arises out of any Force Majeure Event, but in every such case the failure to perform must be completely beyond the control and without any fault or negligence of AMS. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both AMS and Subcontractor, and without any fault or negligence of either of them, AMS shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit AMS to meet the required performance schedule. AMS agrees to use diligent efforts to obtain such goods or services from other sources. As used in this Subparagraph 29.3, the terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) at any tier.

29.4   If, after COUNTY has given notice of termination under the provisions of this Paragraph 29, it is determined by COUNTY that AMS was not in default under the provisions of this Paragraph 29, or that the default was excusable under the provisions of this Paragraph 29, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Paragraph 31 (Termination for Convenience).

29.5   Except as otherwise specified in this Agreement, the rights and remedies of COUNTY provided in this Paragraph 29 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

29.6   In the event of any termination under Paragraph 31 (Termination for Convenience) or any other termination for reasons other than as a result of AMS's insolvency, as a result of a breach or default hereunder by AMS, or as a result of COUNTY's failure to pay any undisputed amounts owed by COUNTY, then upon COUNTY's request, AMS shall cooperate with COUNTY in the transition of COUNTY to a new system, provided that AMS is compensated for such services in accordance with Paragraph 7.5 (Other Professional Services).

30. TERMINATION FOR IMPROPER CONSIDERATION:

COUNTY may, by written notice to AMS, immediately terminate the right of AMS to proceed under this Agreement if it is found that consideration, in any form, was offered or given by AMS, either directly or through an intermediary, to any COUNTY officer, employee or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, performance, amendment or extension of this Agreement or the making of any determinations with respect to AMS's performance pursuant to this Agreement. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against AMS as it could pursue in the event of a material default hereunder by AMS.

AMS shall immediately report any attempt by a COUNTY officer or employee to solicit such improper consideration. The report shall be made either to COUNTY's manager charged with the supervision of the employee or to the COUNTY Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

31. TERMINATION FOR CONVENIENCE:

31.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by COUNTY to be in its best interest. Termination of work hereunder shall be effected by delivery to AMS of a notice of termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be not less than thirty (30) days after the notice is sent. In the event COUNTY has purported to terminate this Agreement for default by notice pursuant to Paragraph 29 (Termination for Default) and it has later been determined that AMS was not in default, then at COUNTY's option such notice shall be deemed a notice of termination for convenience under this Subparagraph 31.1, with no additional notice required.

31.2 After receipt of a notice of termination, and except as otherwise directed by COUNTY, AMS shall:

A. Stop work under this Agreement on the date and to the extent specified in such notice;

B. Transfer and deliver to COUNTY copies of all System software and all other completed work and work in process; and

C. Complete performance of such part of the work as shall not have been terminated by such notice.

31.3 In the event of COUNTY's termination of this Agreement for convenience, AMS shall be entitled to receive payment of: (i) 100% of the Fixed Price for each Milestone that has been completed as of the date of termination, less any amounts previously paid by COUNTY for such Milestone; and (ii) a pro rata portion of the Fixed Price for each Milestone that has been partially completed as of the date of termination, less any amounts previously paid by COUNTY for such Milestone.

31.4 For a period of five (5) years after final settlement under this Agreement, AMS shall make available to COUNTY, at all reasonable times, all its books, records, documents, or other evidence bearing on the costs and expenses of AMS under this Agreement with respect to the termination of work hereunder. All such material shall be maintained by AMS at a location in Los Angeles County, provided that if such material is located outside Los Angeles County, then, at COUNTY's option, AMS shall pay COUNTY for travel, per diem, and other costs incurred by COUNTY to examine, audit, excerpt, copy or transcribe such material at such other location.

32. NOTICE OF DELAYS:

In the event AMS determines at any time that failure, delay or inadequacy of performance of any of COUNTY's obligations hereunder may prevent or tend to prevent AMS from completing any of AMS's obligations in a timely manner, AMS shall promptly following such determination (and without limiting AMS's obligation of prompt notification, in any event within three (3) working days following such determination), notify COUNTY's Project Director in writing, which notice shall specify in reasonable detail: (1) any actual and/or anticipated failure, delay or inadequacy of performance by COUNTY and (2) to the best knowledge of AMS after due inquiry and analysis, the estimated impact of such alleged failure, delay or inadequacy on COUNTY and on the performance of AMS's obligations, including, but not limited to, any estimated delay. To the extent that AMS fails to fulfill any of its obligations in a timely manner as a direct result of a failure, delay or inadequacy of performance of any of COUNTY's obligations after timely written notice to COUNTY by AMS of such failure, delay or inadequacy of performance, then the date for AMS's completion of such obligation may be appropriately extended, as determined in the reasonable discretion of COUNTY's Project Director. In any such event, AMS shall take all necessary actions to mitigate or reduce any delays. In the event AMS fails to notify COUNTY in writing of any alleged failure, delay or inadequacy of performance in a timely manner as set forth in this Paragraph 32, AMS shall not be entitled to rely upon such alleged failure, delay or inadequacy of performance for any purpose whatsoever, including, but not limited to, as a purported justification for either: (1) claiming that AMS is entitled to receive any additional payments or any other additional consideration from COUNTY hereunder or (2) failing to fulfill any of AMS's obligations in a timely manner. This Paragraph 32 shall not be interpreted or construed as expanding in any manner or to any extent the financial obligations of COUNTY under this Agreement.

33. **AUTHORIZATION WARRANTY:**

AMS hereby represents and warrants that the person executing this Agreement for AMS is an authorized agent who has actual authority to bind AMS to each and every term, condition and obligation of this Agreement and that all requirements of AMS have been fulfilled to provide such actual authority.

34. **CONFIDENTIALITY:**

AMS shall maintain the confidentiality of all records, data and information, including, but not limited to, billings and COUNTY records and information, in accordance with all applicable Federal, State and local laws, regulations, ordinances, guidelines, and directives relating to confidentiality. AMS shall inform all of its officers, employees, and agents providing services hereunder of the confidentiality provisions of this Agreement. AMS shall provide to COUNTY an executed Contractor Employee, Agent, Subcontractor, Sublicensee, Consultant Acknowledgement, And Agreement Re Confidentiality (Exhibit F) for each of its employees performing work under this Agreement in accordance with Paragraph 14 (Independent Contractor Status).

AMS shall indemnify, defend and hold harmless COUNTY, its officers, employees, and agents, from and against any and all loss, damage, liability and expense, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees, arising from any disclosure or use of such records or information by AMS, its officers, employees, or agents, except for any disclosure or use expressly authorized by this Paragraph 34

With respect to any identifiable records or information concerning any patient or inmate that is obtained by AMS or any other records and information, AMS shall: (1) not use any such records or information for any purpose whatsoever other than carrying out the express terms of this Agreement; (2) promptly transmit to COUNTY all requests for disclosure of any such records or information; (3) not disclose, except as otherwise specifically permitted by this Agreement, any such records or information to any person or organization other than COUNTY without COUNTY's prior written authorization that the records are, or information is, releasable; and (4) at the expiration or termination of this Agreement, return all such records and information to COUNTY or maintain such records and information according to the written procedures sent to AMS by COUNTY for this purpose.

AMS acknowledges that any breach by AMS of this Paragraph 34 may result in irreparable injury to COUNTY that may not be adequately compensated by monetary damages, and that, in addition to COUNTY's other rights under this Paragraph 39 and at law and in equity, COUNTY shall have the right to injunctive relief to enforce the provisions of this Paragraph 34

3/25/04

35. RESOLICITATION OF BIDS OR PROPOSALS:

35.1 AMS acknowledges that, prior to the expiration or earlier termination of this Agreement, COUNTY, in its sole discretion, may exercise its right to invite bids or request proposals for the continued provision of the goods and services delivered or contemplated under this Agreement. COUNTY will make any determination to resolicit bids or request proposals in accordance with applicable COUNTY policies.

35.2 AMS acknowledges that COUNTY, in its sole discretion, may enter into a contract for the future provision of goods and services, based upon the bids or proposals received, with a provider or providers other than AMS. Further, AMS acknowledges that it obtains no greater right to be selected through any future invitation for bids or request for proposals by virtue of its present status as AMS.

36. AMS'S OFFICES:

AMS's business offices are located at 350 S. Grand Ave., Los Angeles, CA 90071. AMS shall notify COUNTY's Project Director and Project Manager of any change in AMS's business address at least ten (10) days prior to the effective date thereof.

37. VALIDITY:

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

38. DELIVERY AND RISK OF LOSS:

AMS shall bear the full risk of loss due to total or partial destruction of the System software until such items are delivered to and accepted in writing by COUNTY as evidenced by COUNTY's signature on delivery documents.

39. ACCESS TO COUNTY FACILITIES:

AMS, its employees and agents, will be granted access to COUNTY Facilities, subject to AMS's prior notification to COUNTY's Project Director, as necessary for the purpose of executing AMS's obligations hereunder. Access to COUNTY Facilities shall be restricted to normal business hours, 8:00 a.m. until 5:00 p.m., Pacific Time, Monday through Friday, COUNTY observed holidays excepted. Access to COUNTY Facilities outside of normal business hours must be approved in writing in advance by COUNTY's Project Director, which approval will not be unreasonably withheld. AMS shall have no tenancy, or any other property or other rights, in COUNTY Facilities. While present at COUNTY Facilities, AMS's personnel shall be accompanied by COUNTY personnel at all times, unless this requirement is waived in writing prior to such event by COUNTY's Project Director.

3/25/04

40. COUNTY FACILITY OFFICE SPACE:

In order for AMS to perform services hereunder and only for the performance of such services, COUNTY will, subject to COUNTY's standard administrative and security requirements, provide AMS with office space and equipment, as determined in the sole judgment of COUNTY's Project Director, at COUNTY Facilities, on a non-exclusive use basis. COUNTY shall also provide AMS with reasonable telephone service in such office space for use only for purposes of this Agreement.

41. SYSTEM USE:

Following installation by AMS and prior to Final Acceptance by COUNTY, COUNTY shall have the right to use, in a Production Use mode, any completed portion of the System, without any additional cost to COUNTY where COUNTY determines that it is necessary for COUNTY operations. Such Production Use shall not restrict AMS's performance under this Agreement and shall not be deemed Acceptance or Final Acceptance of the System or any portion thereof.

42. WARRANTY PASS-THROUGH:

AMS shall assign to COUNTY to the fullest extent permitted by law or by agreement and shall otherwise ensure that the benefits of any applicable warranty or indemnity offered by any provider of any of the System software, or any other product or service provided hereunder shall fully extend to and be enjoyed by COUNTY.

43. LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS AND CERTIFICATES:

AMS shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditations and certificates required by all Federal, State, and local laws, ordinances, rules, regulations, guidelines and directives, which are applicable to AMS's services under this Agreement. AMS shall further ensure that all of its officers, employees, agents and Subcontractors who perform services hereunder, shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditations and certificates which are applicable to their performance hereunder. A copy of each such license, permit, registration, accreditation and certificate required by all applicable Federal, State, and local laws, ordinances, rules, regulations, guidelines and directives shall be provided, in duplicate, to COUNTY's Project Director and Project Manager.

44. PHYSICAL ALTERATIONS:

AMS shall not in any way physically alter or improve any COUNTY Facility without the prior written approval of COUNTY's Project Director and COUNTY's Director of Internal Services Department, in their sole discretion.

3/25/04

45. **DISPUTE RESOLUTION PROCEDURE:**

45.1 AMS and COUNTY agree to act immediately to mutually resolve any disputes which may arise with respect to this Agreement. All such disputes shall be subject to the provisions of this Paragraph 45. Time is of the essence in the resolution of disputes.

45.2 AMS and COUNTY agree that, the existence and details of a dispute notwithstanding, both parties shall continue without delay their performance hereunder, except for any performance which COUNTY, in its sole discretion, determines should be delayed as a result of such dispute.

If AMS fails to continue without delay its performance hereunder which COUNTY, in its sole discretion, determines should not be delayed as a result of such dispute, then any additional costs which may be incurred by AMS or COUNTY as a result of AMS's failure to continue to so perform shall be borne by AMS, and AMS shall make no claim whatsoever against COUNTY for such costs. AMS shall promptly reimburse COUNTY for such COUNTY costs, as determined by COUNTY, or COUNTY may deduct all such additional costs from any amounts due to AMS from COUNTY.

If COUNTY fails to continue without delay to perform its responsibilities under this Agreement which COUNTY, in its sole discretion, determines should not be delayed as a result of such dispute, then any additional costs incurred by AMS or COUNTY as a result of COUNTY's failure to continue to so perform will be borne by COUNTY, and COUNTY will make no claim whatsoever against AMS for such costs. COUNTY will promptly reimburse AMS for all such additional AMS costs subject to the approval of such costs by COUNTY.

45.3 In the event of any dispute between the parties with respect to this Agreement, AMS and COUNTY shall submit the matter to their respective Project Managers for the purpose of endeavoring to resolve such dispute.

45.4 In the event that the Project Managers are unable to resolve the dispute within a reasonable time, not to exceed ten (10) days from the date of submission of the dispute, then the matter shall be immediately submitted to the parties' respective Project Directors for further consideration and discussion to attempt to resolve the dispute.

45.5 In the event that at these levels, there is not a resolution of the dispute acceptable to both parties, then each party may assert its other rights and remedies provided under this Agreement and/or its rights and remedies as provided by law.

45.6 All disputes utilizing this dispute resolution procedure shall be documented in writing by each party and shall state the specifics of each alleged dispute and all actions taken. The parties shall act in good faith to resolve all disputes. At all levels described in this Paragraph 45, the efforts to resolve the dispute shall be undertaken by conference between the parties' respective representatives, either

orally, by face-to-face meeting or by telephone, or in writing by exchange of correspondence.

45.7 Notwithstanding any other provision of this Agreement, COUNTY's right to terminate this Agreement pursuant to Paragraph 28 (Termination for Insolvency), Paragraph 29 (Termination for Default), Paragraph 30 (Termination for Improper Consideration), Paragraph 31 (Termination for Convenience), or any other termination provision hereunder, and COUNTY's right to seek injunctive relief to enforce any provision of Paragraph 21 (Proprietary Considerations), Paragraph 34 (Confidentiality), or any other provision hereunder shall not be subject to the dispute resolution procedure of this Paragraph 45.

46. NEW TECHNOLOGY:

AMS and COUNTY acknowledge the probability that the technology of the software and hardware which comprise the System will change and improve during the term of this Agreement. COUNTY desires the flexibility to incorporate into the System any new technologies as they may become available. Accordingly, AMS's Project Manager shall, promptly upon discovery and on a continuing basis, apprise COUNTY's Project Manager of all new technologies, methodologies and techniques which AMS considers to be applicable to the System. Specifically, upon COUNTY's request, AMS shall provide, in writing, a description of such new technologies, methodologies and techniques, indicating the advantages and disadvantages of incorporating same into the System, and provide an estimate of the impact such incorporation will have on the performance, scheduling and price of the System. COUNTY, at its sole discretion, may require that this Agreement be amended to incorporate the new technologies, methodologies and techniques into the System pursuant to the provisions of Paragraph 6 (Change Notices and Amendments). In such event, any cost savings attributable to such new technologies, methodologies and techniques shall be directly reflected in the not-to-exceed costs set forth in the Payment Schedule.

47. NOTICES:

All notices or demands required or permitted to be given or made under this Agreement, unless otherwise specified, shall be in writing and shall be addressed to the parties at the following addresses and delivered: (1) by hand with signed receipt, (2) by first-class registered or certified mail, postage prepaid or (3) by national overnight courier service (e.g., FedEx or DHL). Notices or demands shall be deemed given at the time of signed receipt in the case of hand delivery, three (3) days after deposit in the United States mail as set forth above, or two (2) working days after deposit with the national overnight courier service. Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party.

3/25/04

COUNTY's Project Director shall have the authority to issue all notices or demands which are required or permitted by COUNTY under this Agreement.

To COUNTY: (1) COUNTY's Project Director
J. Tyler McCauley
500 W. Temple St., Rm 525
Los Angeles, CA 90012
213-974-8301
tmccauley@auditor.co.la.ca.us

(2) COUNTY's Project Manager
Robert A. Davis
320 W. Temple St., Rm 380
Los Angeles, CA 90012
213-974-7186
radavis@auditor.co.la.ca.us

To AMS: American Management Systems, Incorporated
4050 Legato Road
Fairfax, Virginia 22033

Attention: Ed Nadworny, Senior Vice President
Facsimile: (703) 267-8404
Electronic mail: Ed.Nadworny@ams.com

With a copy to: American Management Systems, Incorporated
4050 Legato Road
Fairfax, VA 22033
Attn: Sharie A. Kirsch, Senior Principal
Facsimile: (703) 267-8404
Electronic mail: Sharie.Kirsch@ams.com

48. NO THIRD-PARTY BENEFICIARIES:

Notwithstanding any other provision of this Agreement, AMS and COUNTY do not in any way intend that any other person or entity shall acquire any rights as a third-party beneficiary of this Agreement, except that this provision shall not be construed to diminish AMS's indemnification obligations hereunder.

49. TERMINATION FOR GRATUITIES:

COUNTY may, by written notice to AMS, terminate the right of AMS to proceed under this Agreement upon one (1) day's notice, if it is found that gratuities in the form of entertainment, gifts, or otherwise were offered or given by AMS, or any agent or representative of AMS, to any officer, employee, or agent of COUNTY

with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performance, of such contract. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against AMS as it could pursue in the event of material default by AMS.

50.   HIRING OF EMPLOYEES:

AMS and COUNTY agree that, during the term of this Agreement and for a period of one (1) year thereafter, except with the prior written consent of the other party, neither party shall in any way intentionally induce or persuade any Project Director, Project Manager or other employee of one party to become an employee or agent of the other party. Notwithstanding the foregoing, COUNTY shall be entitled to make offers of employment to employees of AMS necessary or desirable to perform work described in this Agreement, in the event that: (1) COUNTY has the right to terminate this Agreement pursuant to Paragraph 28 (Termination for Insolvency), (2) this Agreement is terminated by COUNTY due to AMS's default pursuant to Paragraph 29 (Termination for Default), (3) AMS and COUNTY have followed the dispute resolution procedure set forth in Paragraph 45 (Dispute Resolution Procedure), and have otherwise exhausted other administrative remedies, if any, as determined by COUNTY, or (4) AMS either announces the withdrawal of support of, or otherwise no longer provides services COUNTY deems essential to, the ongoing support of the System.

51.   MOST FAVORED PUBLIC ENTITY:

If AMS's prices decline, or should AMS, at any time during the term of this Agreement, provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality or district of the State at prices below those set forth in this Agreement, then such lower prices shall be extended immediately to COUNTY. COUNTY shall have the right, at COUNTY's expense, to utilize a COUNTY auditor or an independent auditor to verify AMS's compliance with this Paragraph 51 by review of AMS's books and records.

52.   TIME IS OF THE ESSENCE:

Time is of the essence for AMS's performance under this Agreement. For purposes of this Agreement, "time is of the essence" shall exclusively mean that Key Milestones shall be delivered by the corresponding Due Dates specified in the Statement of Work and shall be subject to the provisions of Subparagraph 7.2 (Credits to COUNTY).

53.   ASSIGNMENT BY COUNTY:

This Agreement may be assigned, in whole or in part, by COUNTY, without the further consent of AMS, to a party which is not a direct competitor of AMS and which agrees in writing to perform COUNTY's obligations under this Agreement.

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54. **CAPTIONS AND PARAGRAPH HEADINGS:**

Captions and paragraph headings used in this Agreement are for convenience only and are not a part of this Agreement and shall not be used in construing this Agreement.

55. **ARM'S LENGTH NEGOTIATIONS:**

This Agreement is the product of arm's length negotiations between AMS and COUNTY. Each party has had the opportunity to receive advice from counsel of its own choosing, internal counsel, in the case of AMS, and Lloyd W. Pellman, County Counsel, and by outside counsel, Mitchell Silberberg & Knupp, by Alan L. Pepper, in the case of COUNTY. This Agreement is to be interpreted fairly as between the parties, and not strictly construed as against either party.

56. **SURVIVAL:**

The following provisions of this Agreement, together with any other provisions herein to the extent that they state that they will survive and any other provisions herein required to interpret any surviving provision, shall survive any expiration or termination of this Agreement for any reason:

Exhibits:
E	Maintenance Provisions
H	License Provisions
I	COUNTY-Mandated Provisions

Subparagraph:
8.5	COUNTY'S Right to Withhold Payment

and Paragraphs:
10	Warranty
11	Ownership of the System and License to AMS
13	Warranty Against Contingent Fees
16	Indemnification, Insurance
17	Records and Audits
18	COUNTY Audit Settlements
19	Federal Access to Records
20	Disclosure of Information
21	Additional Proprietary Considerations
22	Patent, Copyright and Trade Secret Indemnification
24	Compliance with Applicable Law
26	Governing Law, Jurisdiction and Venue
27	Severability
50	Hiring of Employees
28	Termination for Insolvency
29	Termination for Default

3/25/04

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57.   TRANSITION PROVISIONS:

57.1   AMS understands and agrees that COUNTY's business operations are dependent on the Services, and that COUNTY's inability to receive the Services could result in irreparable damages to COUNTY. Therefore, upon the expiration of this Agreement or its termination by either party for any reason, including the breach of this Agreement by the other party, the rights of COUNTY shall in any and all events (except as provided in Paragraph 57.2 below) be provided as set forth in this Paragraph 57. COUNTY and AMS shall negotiate, agree to, set forth in writing, and update as necessary a termination transition plan to facilitate, to as great an extent as possible, the transition of the Services to COUNTY or to a third party designated by COUNTY in the event of expiration or any termination of this Agreement (the "Termination Transition Plan"). If no Termination Transition Plan has yet been agreed to at the time of expiration or termination, the rights of COUNTY upon any termination shall be as set forth in this Paragraph 57. If a Termination Transition Plan has been agreed to, then the rights of COUNTY upon any expiration or termination of this Agreement shall be as set forth in the most recently approved Termination Transition Plan, and also as set forth in this Paragraph 57. In the event of any inconsistency between this Paragraph 57 and the applicable Termination Transition Plan, this Paragraph 57 shall govern.

57.2   AMS shall provide COUNTY with all of the Services and all of the transition services as provided in this Paragraph 57 and in the then most recently approved version of the Termination Transition Plan. The duty of AMS to provide such services shall be conditioned on COUNTY paying AMS at the rates set forth herein as to the Services and the COUNTY paying AMS in accordance with the Change Order Impact Criteria for transition services outside the scope of this Agreement. Subject to AMS's right in Paragraph 29 (Termination for Default) to terminate for breach, AMS shall have no right to withhold or limit any of the Services or any of such transition services on the basis of any alleged breach of this Agreement by COUNTY, other than a failure by COUNTY to timely pay the

3/25/04

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amounts due for Services rendered during the transition period, or the amounts due for such transition services under this Paragraph 57.

57.3 COUNTY shall have the right to seek specific performance of this Paragraph 57 in any court of competent jurisdiction, notwithstanding the provisions of Paragraph 45 (Dispute Resolution Procedure).

57.4 AMS shall (i) meet with COUNTY as soon as practicable after a notice of termination or notice of a decision not to extend this Agreement has been given, to discuss any potential modifications to the then most current Termination Transition Plan, (ii) use best efforts to assist COUNTY in effecting a transition of the AMS Services to COUNTY or another contractor chosen by COUNTY, and (iii) be compensated for all transition related services and costs by payment by COUNTY in accordance with the rates set forth in this Agreement for Services or at rates mutually agreed upon by the parties for service(s) outside the scope of this Agreement.

57.5 AMS shall continue to provide Services as well as transition services for a period defined in the Termination Transition Plan but in no event less than twelve (12) months following the expiration or termination of this Agreement. Prior to the expiration of such transition period, COUNTY shall have the option to elect one (1) additional extensions of transition support services for one (1) to six (6) months. The total period of transition support services, including all extensions provided for herein, shall not exceed eighteen (18) months. In addition to the Services as set forth in this Agreement, the transition services shall include, at a minimum, converting data, providing parallel services until transition to a new system, providing on-site technical support, cooperating with COUNTY or its designated vendor in developing required interfaces, and such other services as shall be necessary or appropriate to facilitate, without interruption to the Services, the orderly transition of services to COUNTY or its new provider of services in accordance with industry best practices.

57.6 AMS shall (i) promptly return to COUNTY, in the format and on the media type reasonably requested by COUNTY, all COUNTY data set forth in the Termination Transition Plan or as reasonably required to provide COUNTY with historical and current information regarding COUNTY's network operations or the billing for Services in AMS's possession or control, and (ii) when directed by COUNTY to do so, delete (and certify in writing such deletion) all COUNTY data in AMS's possession or control from any tapes or other data storage media, including written records, in AMS's possession or control, except archival records as necessary for documentation of AMS's engagement with COUNTY.

57.7 If no Termination Transition Plan has been agreed to by the parties at the time of any termination of this Agreement, then AMS shall provide the professional services staff necessary to provide the Services, at the levels in effect at the time of termination or expiration, as well as the transition support services.

3/25/04

58.   CONFIDENTIALITY OF AMS INFORMATION:

58.1   "AMS Confidential Information" means any and all information furnished or disclosed to COUNTY under this Agreement that is clearly marked as "proprietary," "confidential" or "trade secret", or in some other manner to indicate it is confidential, or reasonably would be understood to be confidential given the nature of the disclosure and all surrounding circumstances. The Baseline Application Software, Application Customizations, Third Party Software and any and all related Documentation are deemed to be AMS Confidential Information.

58.2   AMS Confidential Information will remain the property of AMS, and COUNTY will not be deemed by virtue of this Agreement or any access to AMS Confidential Information to have acquired any ownership interest in or to the AMS Confidential Information. Subject to Subparagraph 58.3, COUNTY agrees: (i) to hold the AMS Confidential Information in confidence; (ii) to limit disclosure of the AMS Confidential Information to COUNTY's own employees having a need to know the AMS Confidential Information for the purposes of this Agreement or to exercise COUNTY's rights hereunder; (iii) not to disclose any AMS Confidential Information to any third party other than to its contractors that perform services with respect to the System or any portion thereof on COUNTY's behalf and who have executed AMS's standard form "Confidentiality Agreement" or "Third Party Access Agreement" as of the Effective Date directly with AMS; (iv) to use the AMS Confidential Information solely and exclusively in accordance with the terms of this Agreement in order to carry out its obligations and exercise its rights under this Agreement; (v) to afford the AMS Confidential Information at least the same level of protection against unauthorized disclosure or use as the County normally uses to protect its own information of a similar character, but in no event less than reasonable care; and (vi) to notify AMS promptly of any unauthorized use or disclosure of the AMS Confidential Information of which COUNTY becomes aware and to cooperate with and assist AMS in every reasonable way to stop or minimize such unauthorized use or disclosure. AMS represents and warrants that it has delivered to COUNTY true, correct and complete copies of its current (as of the Effective Date) standard form "Confidentiality Agreement" and its "Third Party Access Agreement". AMS agrees that it will not unreasonably withhold its execution of any such agreement with any contractor or other third party requested by COUNTY.

58.3   Notwithstanding anything to the contrary contained herein, the restrictions set forth above regarding AMS Confidential Information shall not apply to any material or information: (a) which is publicly available at the time of disclosure or which becomes publicly available thereafter other than by breach of this Agreement; (b) which is already known to COUNTY prior to disclosure; (c) which is rightfully received by COUNTY from a third party without similar restrictions on disclosure imposed upon such third party; or (d) which COUNTY can prove has been or subsequently is developed by COUNTY independently of any such information, through no wrongful act of COUNTY; and the foregoing

3/25/04

categories of material shall not be deemed AMS Confidential Information. Notwithstanding anything to the contrary, COUNTY shall not be restricted from disclosing AMS Confidential Information pursuant to a subpoena or governmental order, provided that in such circumstances COUNTY shall reasonably attempts to notify AMS and assist AMS in intervening in response to such subpoena or order; and COUNTY shall not be prohibited from publicly disclosing any information that is required by law to be publicly disclosed.

END OF BASE DOCUMENT TERMS

3/25/04

IN WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Agreement to be subscribed by its Chairman and the seal of such Board to be hereto affixed and attested by the Executive Officer thereof, and Contractor has caused this Agreement to be subscribed in its behalf by its authorized officer, effective as of the date approved by such Board.

COUNTY OF LOS ANGELES

By _____

Chairman, Board of Supervisors

ATTEST:
Violet Varona-Lukens
Executive Officer
Los Angeles County
Board of Supervisors

By _____

Deposit Deputy

American Management Systems, Inc.

Contractor

Signed: _____

Title: Senior Vice President

APPROVED AS TO FORM:
Lloyd W. Pellman
County Counsel

By _____

John L. Geiger

Title: Senior Deputy County Counsel

TABLE OF CONTENTS

Introduction

Section I – Implementation Methodology

Section II – Project Management

Section III – Software Application

Section IV – Business Requirements and Reporting

Section V – Technical

Section VI – Change Management

Introduction

This Statement of Work (SOW) sets forth the requirements for American Management Systems, Inc. (AMS) to develop and deliver the eCAPS project described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Project is a system upgrade project for the County Auditor-Controller to engage AMS to successfully upgrade the primary financial system of the County, the Countywide Accounting and Purchasing System (CAPS).

This SOW details the tasks, deliverables and system functionality to be implemented and/or delivered during the eCAPS Project which encompasses:

- An upgrade of the County financial modules under license from AMS by moving to the latest version of AMS Advantage Financial software (release 3.3 or later).

- A successful upgrade of the AMS modules for:

    - Financial Management Base System (General Ledger, Accounts Payable, Accounts Receivable)

    - Project and Grants Management (Cost, Program, Project, and Grant Accounting)

    - AMS infoAdvantage Server Bundle.

This SOW specifies the obligations for AMS to deliver to the County a functioning system that supports the County's business requirements as listed in the appendices of this document according to the Deliverables Definitions in Appendix A. A description of the County's obligations for the eCAPS project and other key project assumptions is provided as Appendix M of this SOW.

eCAPS project goals are to:

- Provide improved financial information and support to County decision-makers
- Meet the growing demand for more timely, accessible and detailed financial information
- Migrate the County's critical financial systems to a level supported by AMS
- Provide a current system architecture that will allow for a future expansion of functionality and growth

- Improve County departments' ability to maintain and train its workforce to use this critical County financial system
- Lay a foundation for exploring more effective or efficient business processes
- Better position the County for future considerations of an ERP strategy.

The major objectives to be achieved with the eCAPS project are to:

- Increase data integrity
- Reduce data redundancy
- Promote data sharing
- Reduce and/or eliminate duplicate and disparate departmental systems
- Integrate systems and data sharing
- Improve/standardize business processes
- Improve visibility and decision-making opportunities
- Adopt "best practices" in the way the County does business
- Provide browser-based entry and presentation of data
- Provide robust ad-hoc query and reporting functionality.

AMS shall follow a deliverables-based project management approach to validate the County's business requirements, work with the County to establish the To-Be business processes, and configure or customize the AMS Advantage software application to support the County's business requirements as stated in Appendix C of this SOW.

The eCAPS Project will begin in April 2004 following a Project Plan outlined in this SOW (Appendix B) which contemplates a broad involvement of County departments through a contractual arrangement with AMS to provide for:

- Software installation and support
- Project team and end-user training
- Fit-Gap Analysis to confirm the approach for supporting the business requirements in Appendix C for the upgrade project
- Design sessions for configuration of the application to meet the County's stated business requirements
- Software design, development, and testing services
- A plan and execution of the plan for end-user training
- Knowledge transfer plan to support the on-going system operation at the completion of the project
- Implementation support
- Post-implementation support.

Section I – Implementation Methodology

This section of the Statement of Work (SOW) provides a general description of the planned activities for the eCAPS Project, including:

- An overview of the implementation methodology proposed by AMS for the duration of the project

- Identification of the business functions to be implemented

- A high-level description of the eCAPS Project Plan

- An overview of the major tasks and timelines proposed for the project implementation.

1. Overview of Implementation Methodology

AMS shall use sound project management principles based on prior experience in large-scale implementation projects for the implementation of an upgrade of the County's existing CAPS system (eCAPS). Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the project schedule internally such as design, development and testing and the external dependencies and success factors that can impact the overall progress and effectiveness of an engagement. This integrated approach provides an invaluable tool to track overall progress against the agreed upon milestones, identify risk areas, and proactively take the appropriate steps to mitigate those risks.

AMS's methodology is supported by an inventory of AMS-specific tools, assets, utilities, templates, checklists, and deliverables. AMS-specific work product samples will be used as a starting point for the work products AMS shall complete under this SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to implement the AMS Advantage Financial software modules for the County. The high-level work products are outlined, as are the methods for achieving them. A detailed description of these deliverables is provided in Appendix A – Deliverables Definition and in the remaining sections of this SOW.

2.1 Planning & Management (Project Plan Task 1)

Project management represents ongoing tasks that will span the life of the project. AMS shall develop the Project Control Document (PCD) **(Project Plan Task 1.1.8)**. The purpose of the PCD is to define how the AMS Project Management Standards will be applied to the eCAPS Project. The PCD brings together the key planning and control

documents and serves as the basis for defining how the project team will carry out project administration and management activities. It is intended to be a tool for communicating the project's management practices to managers, team members, and stakeholders.

Specifically, the PCD shall define the eCAPS project management strategies for the following areas:

Project Planning
- Detailed Project Plan
- Project Governance and Structure
- Communication
- Staffing and Team Management
- Software Estimation and Metrics

Scope Management
- Deliverables Management
- Change Control Process Management
- Requirements Management

Issue and Risk Management
- Issue Management (including issue escalation processes)
- Project Risk Management

Quality
- Quality Management
- Work Product Reviews
- Incident and Defect Management

AMS shall provide on-site, full-time project management services to the eCAPS project for the duration of the project through implementation and part-time project management services for the duration of the post-implementation period.

AMS ongoing project management tasks include **(Project Plan Task 1.3)**:
- Assigning and coordinating AMS team resources and deliverables
- Tracking AMS team resources
- Tracking AMS tasks and deliverable budgets
- Reporting on AMS resources, deliverables and budget, including the development of weekly and monthly status reports and presentations for the project oversight committee
- Identifying, tracking, and helping to resolve project issues
- Providing review and guidance to the project team in addressing tasks/deliverables
- Coordinating project deliverables among all AMS resources.

2.2 Envision Phase (Project Plan Task 2)

During the Envision phase, AMS shall translate the County's functional business requirements for the CAPS upgrade, as specified in Appendix C, into a set of detailed project tasks via two steps. The first step documents at a high level the modifications necessary for the system to support the County's business requirements thereby validating the project scope. The second step defines the method for completing the functional and technical tasks to support these requirements. The objective of the Envision phase is to create the blueprint that guides the new process implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage software applications. AMS shall be primarily responsible for the completion of the following key tasks/deliverables during the Envision phase:

- AMS Advantage 3 Prototype Environment

- Functional Analysis

- Technical Assessment

- Implementation Assessment

- eCAPS Upgrade Analysis Document.

2.2.1 Establish AMS Advantage 3 Prototype Environment (Project Plan Task 2.1)

AMS shall install the baseline AMS Advantage application and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the project team. AMS shall also configure the software components for the purpose of prototyping the functionality of the AMS Advantage financial software and conducting product training for the County project team.

2.2.2 Functional Analysis (Project Plan Task 2.2)

The Functional Analysis is comprised of three key tasks: product training, prototyping sessions and the Fit-Gap Analysis.

Product Training

AMS shall provide product training to the County project team and subject matter experts as indicated in Appendix K – Training Volumes. The purpose of this training is for AMS to provide the County team with a general overview of AMS Advantage

functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation tasks.

Prototyping Sessions

Prototyping sessions are application design sessions directed by AMS to demonstrate the capabilities of the AMS Advantage application to support the County's stated business requirements in Appendix C using representative County data. In preparation for these sessions, AMS shall map the County's requirements to the To-Be business processes identified in Appendix G. Once this mapping is complete, AMS shall develop scripts for prototyping how AMS Advantage will support the To-Be processes and corresponding business requirements.

By conducting the prototyping sessions, AMS shall provide a process which allows County managers and end users from the representative County departments to participate in the design of the To-Be system. The County will identify the appropriate County staff that will participate in these sessions and facilitate their participation.

Fit-Gap Analysis

As the prototyping scripts are executed, AMS shall identify the options and alternatives for supporting the County's requirements and conduct a Fit-Gap Analysis to assess the fit between AMS Advantage baseline functionality and these requirements. Where appropriate, AMS shall identify the table-driven configurations, user interface configurations, application customizations, and business process changes required to close any gaps in functionality between the County's stated requirements and the baseline software.

AMS's primary work products from the completed prototyping sessions and Fit-Gap Analysis include: a) Requirements Traceability Matrix (RTM), which will be a cross-reference of County business requirements and the alternatives adopted by the County to support these requirements, b) prioritized list of potential software configurations and customizations, and c) recommendations for potential changes to County business processes. These components shall be included in the Fit-Gap Analysis Report **(Project Plan Task 2.2.7.10)**. Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

2.2.3 Technical Assessment (Project Plan Task 2.3)

AMS shall work with County staff to assess the infrastructure requirements, transaction volumes, and technical platform alternatives for implementing the upgrade to CAPS. This assessment will be based on the County's current usage information, transaction volumes, archival requirements, and growth projections and will support the technical requirements identified in Appendix H.

Based on this assessment, AMS shall design the technical architecture for each of the project environments identified by the County to support the eCAPS implementation. AMS shall summarize the results of the Technical Assessment and technical architecture design process in the Technical Specifications Document deliverable.

2.2.4 Implementation Assessment (Project Plan Task 2.5)

During the Implementation Assessment activity, AMS shall work with the County to review, confirm, and update its requirements as stated in Appendices D – Interfaces, E – Conversions, F – Reports, and K – Training Volumes. Based on this review, AMS shall draft the following key strategies to support the eCAPS implementation **(Project Plan Tasks 2.5.1 through 2.5.5)**:

- Data Conversion Strategy

- System Interface Strategy

- Training Strategy

- Transition Strategy

- eCAPS Reporting Strategy.

In these strategies, AMS shall identify the approaches, software tools, and testing methodologies that will govern the design and development of the associated Create phase work products and deliverables. AMS shall compile these strategies in the eCAPS Upgrade Analysis Document.

2.2.5 eCAPS Upgrade Analysis Document (Project Plan Task 2.6)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, AMS shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (eCAPS Upgrade Analysis Document) and updated eCAPS Project Plan **(Project Plan Task 2.6.6).** These documents will be presented to the County for feedback, review, and approval before beginning the next phase of work.

2.2.6 Envision Phase: Summary of AMS Deliverables

A summary list of the deliverables and interim work products to be produced by AMS during the Envision phase is provided in Appendix A – Deliverables Definition.

2.3 Create Phase (Project Plan Task 3)

The Create phase encompasses activities related to software construction and testing and preparations for implementation, such as training and transition management. The tasks to be completed during the Create phase are organized into the following activities:

- Technical environment set-up

- Technical project team training

- Table-driven application configuration

- Software construction

- Software testing

- Preparation for implementation.

2.3.1 Technical Environment Set-Up (Project Plan Task 3.1)

Upon the County's establishment of the following eCAPS technical environments (i.e., installation and configuration of hardware and system software), AMS shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document:

- Baseline

- Development / unit test

- System test

- User acceptance test / practice

- Conversion

- Training

- Production

- InfoADVANTAGE.

AMS shall work with the County to adjust any inconsistencies with the technical specifications and install and test the AMS Advantage application and third-party software in these environments in accordance with the approach described in the

Technical Specifications Document. Onsite AMS staff shall develop and test AMS Advantage configurations and customizations in the eCAPS development / unit test and system test environments.

In order to support the County's reporting requirements (Appendix F – Reports), AMS shall install the baseline AMS Advantage data model (i.e., pre-structured tables for reporting and inquiry) and the AMS infoAdvantage software components for performing ad hoc queries and developing reports against this model. AMS shall perform the installation tests to confirm that these components may be accessed by the eCAPS project team members.

2.3.2 Technical Project Team Training (Project Plan Task 3.2)

As defined in the training strategy developed during the Envision phase, AMS shall conduct training for the number of County technical staff identified in Appendix K. This training will utilize baseline training materials and cover the following topics: AMS Advantage Design Studio, Data Junction, Adobe forms, and AMS infoAdvantage.

Technical training shall also include the eCAPS project approaches, methodologies, tasks, and procedures for:

- Technical Design and Development Standards and Templates

- Naming Standards (files, programs, screens, reports, error codes)

- Software Migration (i.e., procedures, documentation templates, approval process)

- Software Version Control Procedures

- Testing (unit testing scripts and templates)

- AMS Advantage / Third-Party Software Upgrades (approach, available AMS Advantage toolkits, release notes, instructions)

- Emergency Patches and Sub-Releases (procedures for securing, applying, and testing across all eCAPS environments.

AMS shall assist the County in configuring/installing the AMS Advantage bundled toolsets on developer workstations in order to facilitate hands-on training for the aforementioned topics.

2.3.3 Table-Driven Application Configuration (Project Plan Task 3.3)

During the Envision phase, the table-driven configurations will be identified and documented. Where applicable, these configurations allow the project team to tailor

AMS Advantage processing to support County-specific requirements using table set-ups instead of software modifications. The minimization of custom software modifications and configurability of AMS Advantage software will help the County lower on-going system maintenance/upgrade costs.

In the Create phase, AMS shall assist County staff in applying these configurations by populating the reference and system tables as defined in the Fit-Gap Analysis Report. AMS shall also assist County staff as they execute tests to confirm that these configurations support the County's stated requirements. With input from County subject matter experts, the system tables within each of the four key functional areas: General Ledger, Cost/Program/Project/Grant Accounting, Accounts Payable, and Accounts Receivable will be configured**.**

2.3.4 Software Construction (Project Plan Task 3.4)

Software construction entails the design and development of the user interface configurations, application customizations, Annual Close and CAFR processes, data conversion processes, system interface processes, and reports and forms to support the County's business requirements as stated in the appendices to this SOW.

AMS technical staff shall be primarily responsible for the design, development, and unit testing of:

- Application customizations **(Project Plan Task 3.4.2)**

- Annual Close and CAFR customizations **(Project Plan Tasks 3.4.3.1 to 3.4.3.10)**

- CAPS data conversion processes **(Project Plan Task 3.4.4.3)**

- Outbound system interfaces **(Project Plan Task 3.4.5.3)**

- eCAPS General Ledger and Accounts Payable reports **(Project Plan Task 3.4.6.2)**

AMS shall also answer questions and provide support to the County technical staff assigned to design and develop the remaining eCAPS software components as identified in the eCAPS project plan (Appendix B).

AMS shall create a Functional Design for each application customization (i.e., modification to the AMS Advantage software). The Functional Design is a high-level design specification that provides an overview of the business requirements and processes to be supported by the customization, processing logic for online, batch, and reporting software components, business scenarios to be included in the unit tests, and key assumptions.

AMS shall create a Detailed Design for each customization, CAPS data conversion process, outbound system interface process, and countywide report to be developed by AMS staff. Each detailed design will provide the technical specifications and description of each software development effort, as well as drive the functional design into a lower level of detail that is required for programming. Depending upon the type of software being developed, the detailed design shall include as necessary: pseudo-code, database input/output requirements, data mapping and transformation rules, and a unit test plan.

In order to provide a unified structure and strategy for developing conversion and system interface processes, AMS shall develop a CAPS Conversion Plan **(Project Task 3.4.4.1)** and provide County technical staff with the standard data mapping templates for creating transactions in standard AMS Advantage format **(Project Task 3.4.5.1).**

AMS and County staff shall use the development tools that are bundled with the AMS Advantage 3 application (i.e., AMS Advantage Design Studio, Data Junction, Adobe forms, AMS infoAdvantage) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from AMS to County technical staff.

2.3.5 Software Testing (Project Plan Task 3.5)

Software testing entails the planning and execution of tests to secure the County's acceptance of the AMS Advantage application as modified in accordance with the County-approved functional and detailed designs. Software testing is comprised of four (4) types of tests:

- Integrated System Test **(Project Plan Task 3.5.1)**

- User Acceptance Test **(Project Plan Task 3.5.2)**

- Performance Test **(Project Plan Task 3.5.3)**

- Regression Test **(Project Plan Task 3.5.4).**

AMS shall be primarily responsible for the planning and execution of the Integrated System Test and Performance Test. AMS shall also answer questions and provide support to the County team assigned to conduct the user acceptance and regression tests. AMS shall provide support by helping to resolve and track incidents reported by the County team and developing any software fixes required to resolve these incidents.

Integrated System Test

Before the Integrated System Test is conducted, AMS shall review the County's stated business requirements and processes and define which requirements and processes require testing. The selected requirements and processes will become test conditions and will be grouped into test cycles. Test cycles are logical groups of test conditions. AMS shall develop test scripts to define steps, input data and expected output for all of the integrated system test conditions. Once the Integrated System Test environment is established, the test scripts will be executed. If the actual results do not match the expected results, an incident will be identified, documented, and resolved. Incident resolution may require the development of software fixes and re-testing, as needed.

Performance Test

AMS is also primarily responsible for the planning and execution of the Performance Test. This test is intended to demonstrate the system's readiness for supporting the County's transaction and user volumes as specified in Appendix H and the Technical Specifications Document. The test plan and scripts shall define the transaction volumes, test scenarios, and online and batch conditions to be addressed by the test. AMS shall resolve performance issues by working County database administrators and technical staff to perform the system and database tuning necessary to support the County's stated requirements.

During the testing process, AMS shall continue to update the detailed design documents to create "as-built" detailed design documents. These documents will include the final descriptions of the change, database impacts, and panel layouts and/or report formats. The resulting documentation from this testing will allow County IT staff to support the system after implementation.

2.3.6 Preparation for Implementation (Project Plan Task 3.6)

Preparation for implementation entails the completion of the following tasks:

- Security and workflow set-up **(Project Plan Task 3.6.1)**

- Data cleansing and departmental/legacy conversion preparation **(Project Plan Task 3.6.2)**

- Training and knowledge transfer **(Project Plan Task 3.6.3)**

- Documentation development **(Project Plan Task 3.6.4)**

- Transition management **(Project Plan Task 3.6.5).**

AMS shall be primarily responsible for the development of the training plan, AMS Advantage documentation updates, and the transition management-related checklists to assess the County's operational and implementation readiness for the eCAPS go-live. AMS shall also deliver system administration and trainer training.

AMS shall also answer questions and provide support to the County team assigned to complete the remaining implementation preparation activities as identified in the eCAPS project plan (Appendix B), including the development of an eCAPS security plan to facilitate the County's completion of its security and workflow set-up, end-user training, and transition management (e.g., departmental rollout and outreach and assessment of the County's readiness for the eCAPS go-live).

Training and Knowledge Transfer

In accordance with the training strategy developed during the Envision phase and the training volumes specified in Appendix K, AMS shall prepare a detailed training plan for governing training materials development and execution and develop the training program specifications (e.g., curriculum, content, duration, class size, class audiences, prerequisites, location, and training aids) for system administration and end user training **(Project Plan Task 3.6.3)**.

AMS shall execute the plan via a co-training approach for end-user training whereby AMS shall jointly conduct training courses with County trainers as specified in SOW Section VI – Change Management.

Throughout the project, AMS shall promote knowledge transfer to County technical staff by providing support and assistance during the County's development of data conversion, data cleansing, system interface, and report programs. The scope of this support shall be defined in the training strategy and presented to the County during technical training.

Documentation

AMS shall apply the updates and/or prepare an addendum to the baseline AMS Advantage users and system documentation to reflect the modifications completed during the eCAPS implementation. AMS shall provide the following documentation:

- AMS Advantage User Documentation – updated version of the AMS Advantage baseline documentation. These updates shall be loaded to the online application such that field level and page level help and effort handling may reflect eCAPS modifications.

- AMS Advantage Systems / Operations Documentation – updated version of the AMS Advantage baseline systems documentation. These updates shall include considerations for the County to update its operations documentation (e.g., potential impacts to the County's run books, call back lists, job dependencies, etc)

Transition Management

Transition management is comprised of tasks related to three key areas: departmental rollout, County fiscal procedures, and change management.

In the departmental rollout area, AMS shall provide the support identified in the County's departmental rollout plan. This support includes the development of an AMS Advantage Procedures Manual (i.e., eCAPS end users' data entry guide) that will serve as the basis for the County to develop its fiscal policies and procedures manual as well as the department-specific handbooks.

In the change management area, AMS shall prepare checklists for helping the County assess its readiness for the eCAPS go-live date. One checklist shall focus on a review of the County's operational/technical readiness (e.g., printers installed, workstations configured, operations team identified and trained, etc.) and the other shall focus on a review of the County's implementation/end-user readiness (e.g., end users trained, department outreach activities completed, etc.). AMS shall also provide assistance in conducting the readiness assessments and complete the change management support tasks identified in the transition strategy developed during the Envision phase.

2.3.7 Create Phase: Summary of AMS Deliverables

A summary list of the deliverables and interim work products to be produced by AMS during the Create phase is provided in Appendix A – Deliverables Definition.

2.4 Achieve Phase (Project Plan Task 4)

The Achieve phase encompasses those activities related to data conversion, production cutover (i.e., installation of the final-tested system into the County's production environment), and post-implementation support. The tasks to be completed during the Achieve phase are organized into the following sets of activities:

- Data Conversion Preparation

- Production Cutover

- Post-Implementation Support.

AMS shall also answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

2.4.1 Data Conversion Preparation (Project Plan Task 4.1)

AMS shall execute CAPS data conversion software and load converted legacy data to facilitate a mock conversion process (i.e., "dress rehearsal" of the final conversion). The mock conversion is intended to provide a projection of the final results from converting CAPS data and loading legacy data into AMS Advantage 3 format. AMS shall conduct

the mock conversion process in accordance with the volumes, data sources, and schedule identified in the Data Conversion Plan and use as input, data corrected and cleansed by the County. AMS shall present the mock conversion results to the County for review, verification, and approval.

2.4.2 Production Cutover (Project Plan Task 4.2)

AMS shall prepare a detailed Production Cutover Script. This script shall define the County and AMS roles/responsibilities and sequence/timing of tasks (e.g., automated conversion processes, manual conversion processes, conversion verification, software migration, online table updates, and batch processing) that are necessary to activate eCAPS in the County's production environment.

AMS shall also provide the assistance and support outlined in the Production Cutover script to facilitate the completion of the final conversion process and other cutover activities. These activities include a full back-up of the County's production data by the County prior to the final conversion.

2.4.3 Post-Implementation Support (Project Plan Task 4.3)

AMS shall provide support services subsequent to the eCAPS go-live date. During this post-implementation support period, AMS shall provide services in the following areas:

- Production operations monitoring

- Production incidents resolution

- Change Order support

- Post-Implementation training

- 1099 / Annual Close Support.

Production Operations Monitoring

AMS shall work with County staff to monitor eCAPS processing in the County's production environment. This task entails the review of system assurance reports and month-end close results, completion of any software upgrades, and system and database tuning assistance.

Production Incidents Resolution

AMS shall work with the County to resolve incidents reported by its end-user community and operations staff. Onsite AMS staff will coordinate incident resolution activities with its corporate Customer Support staff located in Fairfax, VA as needed. AMS shall also assist County staff in the set-up and of the eCAPS help desk and help the County team transition into their roles and responsibilities for on-going eCAPS support.

Change Order Support

AMS shall design and develop software modifications per the priorities, estimates, and schedule assigned to them as part of the eCAPS Change Control process. Upon completion of each modification, AMS shall present the unit test results to County staff for review, approval, and acceptance testing.

Post-Implementation End-User Training

The purpose of post-implementation end-user training is to provide the County's end user community with refresher training and/or make-up courses for those who were unable to attend the training conducted during the Create phase of the project. Via the co-training approach identified in the training plan, AMS shall assist County staff in conducting post-implementation end-user training in accordance with the training volumes identified in Appendix K.

1099 / Annual Close Support

As described in SOW Section VII – Maintenance and Support, AMS shall assist County staff in monitoring and resolving issues identified during the first execution of the 1099 processes in early calendar year 2006 and the annual close process for fiscal year 2005-2006.

2.4.4 Achieve Phase: Summary of AMS Deliverables

A summary list of the deliverables and interim work products to be produced by AMS during the Achieve phase is provided in Appendix A – Deliverables Definition.

Section II – Project Management

This section describes the project management activities and deliverables necessary to:

- Provide project direction and oversight to the eCAPS project

- Establish an approach to communicating the status of project activities and deliverables

- Establish the staffing requirements and staffing projections for the eCAPS implementation

- Establish the eCAPS Project Office.

1. Project Management

AMS shall provide project management and oversight to the AMS staff on the eCAPS Project Team in accordance with the tasks identified in this SOW section and Appendix M – Project Assumptions.

The purpose of these activities is to establish the protocols for managing the eCAPS project, organize the project team, review project members' roles and responsibilities, and establish the project site. AMS shall have responsibility for its staff and complete project management-related tasks, with County review and approval, including:

- Establish protocols for project management and change control
- Confirm key staff members and their roles and responsibilities
- Establish project management standards and tools
- Develop the key planning documents for the project
- Developing a strategy to communicate the project approach
- Plan & prepare kickoff meeting materials
- Conduct kickoff meetings.

1.1 Project Team Operations (Project Plan Task 1.3)

The on-going project management services to be provided by AMS shall encompass:
- Assigning and coordinating AMS team resources and deliverables
- Tracking AMS team resources
- Tracking AMS task and deliverable budgets
- Reporting on AMS resources, deliverables and budgets, including the development of weekly and monthly status reports and presentations to the project oversight committee

- Identifying, tracking, and helping to resolve project issues
- Providing review and guidance to the AMS team in addressing tasks/deliverables
- Coordinating project deliverables among all AMS resources.

1.2 Change Control Strategy (Project Plan Task 1.1.3)

AMS, with the County's review and approval, shall establish a Change Control Strategy. This plan shall be included in the Project Control Document (PCD) as described in Section I – Implementation Methodology. The purpose of the Change Control Strategy is to define the specific policies and procedures that will control the priorities and approvals of:

- Required modifications to the software
- Changes due to legal or Federal, State and Board of Supervisor mandates
- Departmental requests for changes
- Project Team request for changes

The County desires to minimize any modifications to the AMS Advantage application software which will have an adverse impact on the County's ability to maintain the application in a cost effective manner. As such, any request for changes must follow the established Change Control Process which explores alternatives for utilizing the software application in its delivered state, configuring the software in a way that does not impact the County's ability to upgrade or maintain the software and possible changes to departmental business procedures.

The Change Control Strategy shall include at a minimum:

- Procedures for determining the best alternative to address the proposed change
- Approval process of the recommended approach and alternative
- Priority setting of requests
- AMS response times for analysis of costs, workload, impact on County departments and timeframe needed to implement requested change
- Flow chart of Change Control process, including decision tree
- Recommended solution to track and monitor changes.

1.3 Status Reports (Project Plan Task 1.3.3)

AMS shall submit weekly and monthly status reports to County Management that include:

- Project status against the project timetable
- Status of deliverables
- Project Issues
- Review of the Project Plans (as necessary)

- Other significant issues that impact project stakeholders (e.g., departments).

It is expected that the County and AMS Project Managers hold weekly project meetings and bring staff, as necessary, to present and discuss project progress, issues, and risks.

The AMS monthly status report to County management will be used for briefing the project oversight committee. The AMS Project Manager will attend project oversight meetings and provide a briefing on project matters to the County. AMS shall assist County staff in the presentation of other briefings that may be requested by the County in order to inform the Board of Supervisors, departments or other committees on project status and issues for their consideration.

1.4 Project Organizational Chart (Project Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS project, organize the project team, and review key project members' roles and responsibilities. Project organization responsibilities will be divided between the County and AMS with each having prime responsibility for their respective staffs.

2. Planning

Developing clear plans that allocate resources, define deliverables, and provide a comprehensive view of all components of the project will be critical for the successful implementation of the eCAPS Project. The eCAPS project necessitates a well-defined roadmap of the project activities and the impact they will have on the County departments. AMS shall develop the detailed plan **(Project Plan Task 2.6.6)** within the first five months of the project and update the plan as necessary during the project.

3. Project Site

At a County designated project site, AMS shall be responsible for:

- Assisting County staff in confirming that their set-up of the eCAPS technical environments is consistent with the Technical Specifications Document **(Project Plan Task 2.3.9)**

- Installing the AMS Advantage application and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments **(Project Plan Task 3.1.2 and 3.1.3)**

- Making the project management tools/templates adopted by AMS and the County available on the project team network **(Project Plan Task 1.1.2)**

- Providing and installing training software/ equipment necessary for training County Project Team members **(Project Plan Tasks 2.2.1 and 3.2).**

4. Communications

The eCAPS Project is a countywide initiative that requires the complete support and understanding of all County departments. A key component to soliciting this type of support is the development of a communication approach for facilitating open and timely communication. This helps County department management and end users:

- Be aware of the project approach, schedule, and status

- Have access to up-to-date training and procedural materials

- Provide feedback and input to the Project Team

- Be aware of the potential impact on their respective departments.

4.1 Communication Strategy

AMS shall prepare a strategy for communicating the activities of the project team both among members and to outside parties (management, departments, committees, vendors, etc.). This strategy shall be included in the Project Control Document (PCD) as described in Section I – Implementation Methodology **(Project Plan Task 1.1.3).** The purpose of the Communication Strategy is to establish protocols for project team communication among all project stakeholders, including the eCAPS liaisons identified by the County to facilitate communication to the County departments.

AMS shall produce its assigned materials, as identified in the Communication Strategy. AMS communication materials may include:

- Updates to the County-maintained eCAPS project website
- Project status reports to County project management
- Input to the eCAPS Project website
- Assistance in developing and participation in executive presentations
- Assistance in developing and participation in departmental briefings.

4.2 Kick-off Meetings / Periodic Briefings

AMS shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments **(Project Plan Task 1.2.7)**. The informational meetings will primarily consist of an eCAPS Project overview presentation. The County may re-use the AMS kick-off meeting materials for these informational meetings.

AMS shall create an overview for each of the key functional areas (i.e., General Accounting, Cost/Program/Project/Grant Accounting, Accounts Payable, and Accounts Receivable) and present these overview materials at the start of the

Design / Prototyping Sessions for each area. Each overview shall introduce the business processes associated with the corresponding AMS Advantage software modules, system integration and navigation, and key terms and concepts.

4.3 eCAPS Website

The County will establish and maintain with AMS input and assistance an eCAPS website as part of the eCAPS Communication Plan. This website will be used to:

- Maintain project materials on the project

- Communicate the status of the project

- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.)

- Distribute project materials.

The County will be responsible for maintaining the website and AMS shall assist in developing materials for placement on the site and completing its assigned tasks as identified in the Communication Plan.

5. Staffing - Key and Support Personnel & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS project **(Project Plan Task 1.1.1)**. These roles and responsibilities may be modified at any time during the project through mutual agreement between the County of Los Angeles and AMS.

Key personnel will be, unless identified as otherwise, dedicated full-time to the project during the specific times indicated by the Project Plan. These staff members will be assigned to the project in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

The AMS team members shall be proficient with the AMS Advantage product. AMS shall provide the County with a suggested list of qualifications to assist the County in identifying qualified, skilled resources for the County's project team.

AMS shall provide the following Key Staff to the Project:

	Title	Name
1.	Project Director / Engagement Manager	Dinyar Kodia
2.	Project Manager (start – 07/31/04)	Matthew Hargis
3.	Project Manager (08/01/04 – Final Acceptance)	James Colbert
4.	Assistant Project Manager	TBD

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the eCAPS project are provided in Appendix M – Project Assumptions.

5.1 Project Management (Project Plan Task 1)

AMS Project Manager

The AMS Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS project in conjunction with the County Project Manager

- Serve as principle liaison with the County and the County's Project Manager

- Participate in program strategic planning, coordination and release management

- Compile and assist in the resolution of project issues

- Acquire AMS resources

- Manage scope

- Coordinate AMS resources, activities and project teams

- Coordinate submission of all work product and milestone deliverables required for acceptance and approval by the County of Los Angeles

- Develop weekly and monthly progress reports to County Management and participate in status meetings and project oversight committee briefings **(Project Plan Task 1.3)**

5.2 Functional Teams

AMS Functional Team Leads

The responsibilities of the AMS Functional Team Leads shall be to:

- Conduct the Design / Prototyping Sessions
- Provide product expertise on specific issues
- Oversee the quality of functional deliverables
- Participate in the production of functional project deliverables on reporting, security, chart of accounts, etc.
- Assist individual designers/developers with resolving functional issues
- Review all functional designs for quality and consistency

- Assist with the formulation and execution of the integrated system test plan
- Support teams in identifying and resolving incidents identified during testing
- Design and develop the training plan and materials
- Conduct training courses.

AMS Functional Team Members

The functional AMS team members shall perform the following tasks under the direction of the AMS Project Manager and Functional Team Leads:

- Prepare for and execute Design / Prototyping Sessions
- Design "To-Be" business processes
- Identify potential software configurations, customizations, and business process changes during the Fit-Gap Analysis
- Assist with table-driven application configurations
- Assist with Chart of Accounts definition and set-up
- Identify and resolve functional issues
- Create functional designs and system test software modifications and reports
- Provide assistance to the County in the functional design and acceptance testing of conversion programs and interfaces
- Develop integrated system test approach and assist in developing test scripts
- Develop/provide functional deliverables templates and standards, where applicable
- Design and develop training materials
- Conduct training courses.

5.3 Technical Resources

AMS Technical Team Lead

The responsibilities of the AMS Technical Team Lead shall be to:

- Track software construction work and progress to-date
- Coordinate AMS technical resources
- Forecast and manage work requirements for software development and testing
- Forecast resource requirements for software development and testing
- Provide expertise in the creation and support of project development environments
- Provide guidance to the technical project team in the design and development of the eCAPS technical architecture and production environment
- Participate in release planning and management
- Track and facilitate resolution of software construction and technical issues
- Lead management review and approval process for software construction deliverables
- Determine overall conversion and interface architecture strategy

- Coordinate software incident resolution activities with AMS Customer Support staff.

AMS Technical Team Members

The AMS Technical Team shall perform the following tasks under the direction of the AMS Project Manager and Technical Lead:

- eCAPS Technical architecture support
- eCAPS System administration support
- eCAPS Reporting architecture definition
- eCAPS Performance test scripting.

A more detailed listing of these activities is provided below:

- Design, develop, and test software configurations, customizations, and new system processes (e. g., interfaces, conversion programs, etc.)
- Apply patches and fixes to AMS Advantage software
- Manage and configure the AMS Advantage software during the project in accordance with the eCAPS Project Plan
- Monitor system logs during software development and assist in trouble-shooting
- Work closely with the end-user security authorization administrator(s) during development and implementation of end-user security objects
- Identify software rollout requirements
- Build and execute software installation scripts
- Confirm consistency of security approach across clients and systems and resolve any security related issues.

5.4 Change Management

AMS Change Management Team Members

The responsibilities of the AMS staff assigned to change management activities shall be to:

- Track change and transition management work and progress to-date on a monthly basis
- Coordinate work assigned to AMS change management team resources
- Forecast and manage work requirements for change management tasks on a monthly basis
- Assist the County change management lead in coordinating communication with County stakeholders in accordance with the eCAPS Project Plan

- Assist the County change management lead in facilitating departmental readiness for the new system in accordance with the eCAPS Project Plan
- Track change management-related issues and initiate issue resolution on a weekly basis
- Lead management review and approval process of change management deliverables, as needed.

Section III – Software Application

1. Software Description

AMS shall provide the AMS Advantage Financial 3.3 (or later) modules to the County as identified in the Exhibit-A License Provisions.

It is the County's intent to implement the following AMS Advantage financial and reporting modules:

- AMS Advantage Financial Management Base System, including the modules for:
  - General Ledger
  - Budget Control
  - Accounts Payable
  - Accounts Receivable
- Project and Grants Management
- AMS infoAdvantage

The project team shall implement AMS Advantage Financial release 3.3 or later on the scheduled eCAPS go-live date of July 1, 2005. A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the eCAPS production environment (Project Plan Task 3.1.5). At such time, the AMS Advantage 3 version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the eCAPS implementation date, AMS shall implement any major AMS Advantage software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

2. AMS Advantage Software Implemented

This section presents a high-level summary of the functionality provided by the baseline AMS Advantage software modules to be installed by AMS under the eCAPS Project. The actual functionality to be implemented shall be fully in accordance with the Business Requirements identified in Appendix C and the design decisions that will be made by the County during the Design / Prototyping Sessions and Fit-Gap Analysis activities of the eCAPS project.

The AMS software shall be supplied and installed by AMS. The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. Although the entire AMS suite of financial products will be received as part of the upgrade, only the following financial modules and associated reporting tool will be implemented: (i) AMS Advantage Financial Management Base System, (ii) Project & Grants Management, and (iii) AMS infoAdvantage.

Based on feedback and input from the County, AMS shall perform tasks to install the software and review the County's set-up of the eCAPS project technical environments, including but not limited to the following:

- Install and test AMS Advantage 3 software and prototyping environment **(Project Plan Task 2.1)**

- Review County network infrastructure **(Project Plan Task 2.3.2)**

- Analyze transaction volumes (current and future) **(Project Plan Task 2.3.3)**

- Review technical platform alternatives **(Project Plan Task 2.3.4)**

- Develop Technical Specifications Document **(Project Plan Task 2.3.9)**

- Install and test Advantage 3 software and third party tools in the project technical environments **(Project Plan Tasks 3.1.2 and 3.1.3).**

The AMS Advantage Financial Management modules to be implemented during the eCAPS project are:

- **General Ledger (including Budget Control)** – The AMS Advantage General Ledger module upgrades the core functionality of the Countywide Accounting and Purchasing System (CAPS). The implementation of the AMS Advantage General Ledger module and accompanying AMS infoAdvantage reporting tool provides the ability to implement a flexible chart of accounts, ad-hoc query/reporting capabilities, flexible budgetary control and general accounting functionality to support project/grant accounting processes. The AMS Advantage General Ledger module will be configured / modified to support the County's requirements for single-entry cash and accrual accounting methods for financial transaction processing.

- **Accounts Payable** – The AMS Advantage Accounts Payable module will upgrade the Accounts Payable components of CAPS. It will also replace the Accounts Payable functionality provided by CAPS for the County's miscellaneous disbursement systems and two warrant inquiry systems identified in Appendix D - Interfaces. The Accounts Payable module maintains one-time and regular vendors. Features are provided for payment processing, such as control of payment cancellations and creation of the corresponding offsetting accounting entries, Electronic Funds Transfer (EFT) and automatic warrant reconciliation.

- **Accounts Receivable** – The AMS Advantage Accounts Receivable module upgrades the current billing and receivables functionality in the County systems. The AMS Advantage Accounts Receivable module offers revenue and appropriations tracking and reporting capabilities. The module's billing and receivables functionality provides the capability for user-defined detail of customer

information, invoice layout flexibility, on-line bill processing, and tracking of billing information.

- **Project and Grants Management** – The AMS Project and Grants Management module upgrades the existing CAPS functionality and wherever possible, replaces the departmental project, cost allocation and grant accounting systems that rely on CAPS processing.

AMS shall complete the installation and installation testing activities to allow the installed AMS Advantage software to be accessed and executed by County and AMS staff for the purposes of:

- Conducting prototyping sessions and product training **(Project Plan Task 2.1)**

- Conducting technical training **(Project Plan Task 3.2)**

- Completing configurations, customizations, software development, and reports development, and software testing **(Project Plan Tasks 3.3, 3.4, 3.5)**

- Completing system administration and end user training **(Project Plan Task 3.6.3)**

- Completing production cutover activities **(Project Plan Task 4.2).**

The installation and installation testing process for each environment shall include the AMS delivery of a written certification (verification memorandum) that the AMS Advantage application can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The modified AMS Advantage software will be implemented in production operations only after the County completes its acceptance test.

3. Third Party Products - To Be Provided by AMS

In addition, required third-party products are included in the standard AMS software license (Services and License Agreement – Exhibit H).

AMS shall complete the installation and installation testing activities to allow the installed third-party software to be accessed and executed by County and AMS staff for the purposes of:

- Conducting prototyping sessions and product training **(Project Plan Task 2.1)**

- Conducting technical project team training **(Project Plan Task 3.2)**

- Completing configurations, customizations, software development, and reports development, and software testing **(Project Plan Tasks 3.3, 3.4, 3.5)**

- Completing system administration and end user training **(Project Plan Task 3.6.3)**

- Completing production cutover activities **(Project Plan Task 4.2).**

The installation and installation testing process for each environment shall include the AMS delivery of a written certification (verification memorandum) that the third-party tools can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The third-party software will be implemented in production operations only after the County completes its acceptance test of the modified AMS Advantage software.

4. End User Training Tool

AMS shall provide AMS Advantage training materials to support the end user training, subject matter expert orientations, product training, and technical training volumes identified in Appendix K. The Project Plan assumes utilization of the AMS Advantage training materials (as customized per the Training Plan) and standard training methodologies as the basis for conducting training of the financial modules implemented in the eCAPS system. For those modules and training topics where baseline materials are not available, AMS shall develop comparable materials that are subject to review and approval by the County **(Project Plan Task 3.6.3.2)**. Standard training materials and methodologies include: on-line independent study guides, on-line training courses, printed learning aids, alternative training mechanisms through coaching sessions, training tools, and Job Aids.

Section IV – Business Requirements and Reporting

1. Business Requirements

The County's business requirements for each of the AMS Advantage financial modules are detailed in Appendix C of this Statement of Work (SOW). AMS has identified how the AMS Advantage financial modules can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C Business Requirements – AMS's response to all of the County's stated business requirements

- Appendix J Customizations – Business requirements AMS has identified as: a) requiring configuration or customization using the AMS Advantage Design Studio toolset or b) being supported in the next AMS Advantage software release

- Appendix F Reporting – Appendix F is a subset of Appendix C that identifies the business requirements specifically related to reporting. Each of these requirements is to be supported by one of the following: baseline reporting tool functionality, standard reports, custom-developed reports or ad hoc queries.

As stated in Appendix M – Project Assumptions, the design and development of the eCAPS reports based on the requirements identified in Appendix F shall be a shared responsibility between the County and AMS. AMS shall be responsible for the design and development of the General Ledger (GL) and Accounts Payable (AP) reports based on the requirements identified in Appendix F and for providing the standard reports for Accounts Receivable (AR), Cost Accounting (CA), Grant Accounting (GR), and Project Accounting (PJ) to the County. The County shall be responsible for the possible customization of the standard reports and the design and development of additional Accounts Receivable (AR), Cost Accounting (CA), Grant Accounting (GR), and Project Accounting (PJ) reports based on the requirements identified in Appendix F.

AMS shall review the business requirements and shall present the options and alternatives available for meeting these requirements during the following activities:

- Functional Analysis (i.e., Design / Prototyping Sessions **(Project Plan Tasks 2.2.2 through 2.2.6)** and Fit-Gap Analysis **(Project Plan Task 2.2.7)**) and

- Implementation Assessment **(Project Plan Task 2.5)** wherein the eCAPS reporting strategy will be developed.

The County will select the approach to achieving the functionality for each business requirement. This selection process will be accommodated through the County's participation in the Functional Analysis and Implementation Assessment. The actual

customizations to be applied will be dependent upon the further refinement of requirements by the County during the Design / Prototyping Sessions of the project and a subsequent structured County-AMS prioritization process to be conducted prior to the publication of the eCAPS Upgrade Analysis Document and final Project Plan **(Project Plan Task 2.6)**.

1.1 The AMS Approach

Appendix C encompasses AMS's response to the County's business requirements. AMS shall perform a Functional Analysis of the County's stated functional and reporting-related requirements by conducting Design / Prototyping Sessions and a Fit-Gap Analysis. Based on the results from these activities, AMS shall develop the overall strategy for supporting the County's Appendix F reporting requirements during the Implementation Assessment activity.

The results of the Functional Analysis will confirm the actual customizations and reports to be implemented during the eCAPS project. Absent any agreement between AMS and the County to modify the stated business requirements and AMS response, it is the sole responsibility of AMS to provide the business functionality identified as fully provided in Appendix C.

In the event that additional business requirements (i.e., not included in Appendix C) are identified by the County during the Functional Analysis, AMS and the County shall identify the appropriate solutions, estimates, and schedule for supporting these requirements through the Change Control process.

There are 2,234 business requirements in Appendix C. AMS shall use the standard AMS Advantage toolsets to configure the software to support the functional requirements and work with the County to develop the reports to support its stated reporting requirements. The results of the Functional Analysis and Implementation Assessment shall demonstrate, in the Requirement Traceability Matrix (RTM), how the AMS Advantage software suite:

- Meets the Fully Provided "Out-of-the Box" requirements
- Will be configured with the AMS built-in toolset
- Supports the County's stated reporting requirements.

The final version of the RTM shall be incorporated in the eCAPS Upgrade Analysis Document **(Project Plan Task 2.6)**.

1.2 Functional Analysis (Project Plan Task 2.2)

The purpose of the Functional Analysis for the County's functional experts and AMS is to:

1) Analyze and confirm the County's business requirements as provided in Appendix C
2) Present how the requirements can best be met through the software application as delivered and/or configured, a change in the County's business process, a work-around (e.g., generating a report to provide the information required) or a software modification
3) Document how the requirement will be met or if it is no longer required
4) Prioritize the additional modifications identified in the Design / Prototyping Sessions necessary to meet the County's stated business requirements.

AMS shall complete the Functional Analysis by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as described below.

1.2.1 Design / Prototyping Sessions

The Design / Prototyping Sessions shall be conducted by AMS with participation from the County and shall provide an opportunity for the County project team to observe the proposed process for utilizing the AMS application and bundled reporting tool to meet the County's business requirements.

These sessions shall address the functional business requirements in Appendix C - Business Requirements. Appendix C contains a) functional requirements which are to be supported by the AMS Advantage application and b) reporting requirements which are to be supported by inquiry features in the AMS Advantage application and ad hoc/reports development capabilities provided in the bundled reporting tool, AMS infoAdvantage. A description of the process for prototyping these requirements is provided below.

Functional Requirements

AMS shall develop and execute the prototyping scripts for these sessions based on the key business processes identified in Appendix G – Business Processes (To-Be). For those requirements listed in Appendix J - Customizations, AMS shall identify alternatives for consideration which will minimize the impact on the County for future upgrades, avoid software customizations and not interfere with the County's ability to maintain the eCAPS software through future upgrades.

Reporting Requirements

AMS shall develop and execute prototyping scripts to prototype how each of the requirements identified in Appendix F will be supported by one of the following solutions:

- Online AMS Advantage inquiry page
- Standard AMS Advantage 3 reports
- Baseline infoAdvantage universes or Advantage data model
- Other online alternatives, such as ad hoc query templates.

The County has drafted and included Appendix L – Legacy Reports Inventory in order to provide data points as to the types of reports and information that the County currently produces to support its financial reporting needs. During the prototyping sessions, AMS shall identify the AMS Advantage sources for the information provided in these reports in order to create a cross-walk between legacy reports and eCAPS. The reports listed in Appendix L may not necessarily be re-created.

1.2.2 Fit-Gap Analysis

Concurrent with the Design / Prototyping Sessions, AMS shall perform a Fit-Gap Analysis to identify the table-driven application configurations, user interface configurations, application customizations, and business process changes that must be implemented to close any gaps between the County's stated business requirements and the AMS Advantage baseline software. As these items are identified,

Additionally, AMS and the County shall identify the reports to be developed during the eCAPS implementation. Each of the requirements listed in Appendix F does not represent a separate report. During the Fit-Gap Analysis, the County and AMS will group related requirements together in order for the project team to determine how many separate custom reports must be developed by County and AMS staff and how the remaining requirements can be supported by AMS Advantage inquiry functionality and ad hoc queries using the reporting tool.

AMS shall update the RTM such that the solution for supporting each requirement can be documented. Upon completion of the Fit-Gap Analysis, AMS shall produce a summary Fit-Gap Analysis report for the County's review.

1.3 Implementation Assessment (Project Plan Task 2.5)

Upon completion of the Functional Analysis, another key activity to be conducted during the Envision phase is the Implementation Assessment. It is during this activity that AMS and the County shall:

- Confirm and update the system interfaces to be implemented during the eCAPS the project as listed in Appendix D
- Confirm and update the data conversion requirements as listed in Appendix E
- Confirm and update the County's reporting requirements as listed in Appendix F
- Assist the County in identifying the eCAPS data sources corresponding to the County's existing legacy reports as identified in Appendix L

Upon completion of this review and analysis, AMS shall develop strategies for supporting the County's stated data conversion, system interface, and reporting requirements. Among other items, these strategies shall describe the development tools and methodologies and testing approaches to be used by the project team. A more detailed description of the County's requirements for the eCAPS reporting strategy is provided in sub-section 2 – Reporting / Query below.

1.4 eCAPS Upgrade Analysis Document (2.6)

Along with the results of the Technical Assessment **(Project Plan Task 2.3)** – which shall be discussed in Section V - Technical, AMS shall summarize the results of the Functional Analysis and Implementation Assessment in the eCAPS Upgrade Analysis Document.

The following work products will be incorporated into this document:

- Requirements Traceability Matrix (RTM) identifying how each of the business requirements in Appendix C will be met
- Updated To-Be business processes (i.e., updates to Appendix G) for the functionality being implemented during the eCAPS project
- Fit-Gap Analysis Report summarizing the configurations, customizations, and business process changes necessary to support the County's stated business requirements
- Updated requirements and data conversion strategy
- Updated requirements and system interface strategy
- Updated requirements and training strategy
- Transition and change management strategy
- Updated requirements and reporting strategy
  (Please refer to sub-section 2. Reporting / Query for additional details of development approach.)
- Prioritized list of customizations and reports and updated deliverables schedule
- Updated eCAPS project plan.

The County's contribution and level of participation in the creation of these work products and eCAPS Upgrade Analysis Document deliverable are described in Appendix M – Project Assumptions.

2. Reporting / Query

AMS will develop a strategy for supporting the County's reporting requirements (Appendix F). This strategy shall describe the approach, development and testing tools, and methodologies governing the following areas:
- Implementation of the baseline Advantage data model

- Crosswalk document for mapping of County's Countywide Reporting Database (CWRD) data elements to the Advantage data model
- Responsibility of AMS and County for the design and development of reports
- Report distribution approach for ad hoc, production and corporate reports.

This strategy shall also include an inventory of the reports to be produced for the eCAPS project by functional area. As stated above, AMS shall be responsible for the design and development of the General Ledger (GL) and Accounts Payable (AP) reports based on the requirements identified in Appendix F and for providing the standard reports for Accounts Receivable (AR), Cost Accounting (CA), Grant Accounting (GR), and Project Accounting (PJ) to the County. The County shall be responsible for the possible customization of the standard reports and the design and development of additional Accounts Receivable (AR), Cost Accounting (CA), Grant Accounting (GR), and Project Accounting (PJ) reports based on the requirements identified in Appendix F.

AMS shall also assist County staff in identifying the AMS Advantage inquiry pages and AMS Advantage data model tables and fields available for inquiry and ad hoc reporting to support the County's remaining Appendix F requirements.

2.1 Reporting Tools

The AMS infoAdvantage reporting software that will be provided by AMS shall include report query, report generation, report scheduler, and report distribution capabilities. This software offers a comprehensive suite of tools to support the County's reporting requirements for eCAPS. AMS's reporting offering fits into three broad categories:

- Ad-hoc querying tools
- Multidimensional reporting, analysis, and exploration tools
- Production reporting tools

By implementing the baseline AMS Advantage data model in addition to the AMS infoAdvantage software, AMS's reporting offering will share the same infrastructure, which includes:

- A common set of metadata
- A common security infrastructure
- A common subscription, distribution, and output management infrastructure.

2.2 Ad-Hoc Querying Tools

AMS has informed the County that AMS infoAdvantage is the ad-hoc query tool delivered with the AMS Advantage application and is designed for use by the

County's Business Analysts, end users, and reports developers. AMS shall configure the application to allow users to:
- Define queries in an expedient fashion
- Create their own reports in a drag and drop, graphical user interface without the assistance of programmers or IT staff
- Download to Microsoft Excel for further analysis and formatting data retrieved
- Schedule queries so they can be run on a regular basis, if desired.

AMS infoAdvantage is designed to help users do the following:
- Find existing queries and the tables to query
- Identify the data elements available in the tables resident in the AMS Advantage data model
- Find data that meet the criteria identified in their queries
- Set constraints and filters to obtain focused/targeted information
- Obtain the data that is available within the time periods requested in their queries.

2.4 Production Reporting Tools

AMS infoAdvantage along with the universes and data model delivered with the AMS Advantage software and appropriately configured hardware/storage shall provide the County the ability to generate and distribute reports that contain complex business rules against large volumes of data. AMS infoAdvantage is a part of AMS's report scheduling and distribution infrastructure, so that reports can be run, distributed and viewed from a browser.

AMS shall provide the County with:
- End user bundle specified in the Services and License Agreement (SLA)
- Training on the use of the AMS infoAdvantage software in accordance with the training volumes identified in Appendix K and the training plan to be developed during the Envision phase.

2.5 Managing and Viewing Reports

AMS infoAdvantage provides user access via a web portal. Users can see a list of recently run reports or they can go to a report manager and navigate to reports by category or by a search page.

The lists of reports displayed in either of these pages may cross AMS modules. This means that users shall have a single list of reports for all these systems and they can navigate directly to those reports regardless of where they were generated.

Section V – Technical

1. eCAPS Technical Architecture

Appendix I provides an estimate of processing capacity requirements for eCAPS and depicts the technical architecture as recommended by AMS based on preliminary discussions with the County. This architecture was developed based on a set of assumptions and technical requirements provided by AMS and the County.

AMS shall prepare a Technical Specifications Document **(Project Plan Task 2.3.9)** to describe the recommended technical architecture for the eCAPS project and the testing / verification approach for securing the County's Conditional Acceptance that eCAPS is viable for production operations.

Prior to the County's acceptance test process, AMS shall conduct the installation tests to confirm connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Performance

When AMS has completed installation and configuration of the AMS software, AMS shall certify the technical architecture as ready and capable of supporting the eCAPS project **(Project Plan Task 3.1)**.

Subsequent to the initial certification, AMS shall verify the system performance prior to the scheduled implementation. The verification process shall take the form of fulfilling the applicable performance standards in Appendix H. Conformance to the application performance (e.g., transaction processing response time targets, test methodology) is also documented in Appendix H.

1.2 Environments

Part of the setup of the architecture will be the configuration of a minimum of eight separate environments. At this time, the environments have been designated as:

1. Baseline
2. Development / Unit Test
3. System Test
4. User Acceptance Test / Practice
5. Conversion
6. Training
7. Production
8. infoAdvantage.

Where applicable (as stated in the Technical Specifications Document), each environment may be a clone of the production environment with the exception of the data stored in the application databases which shall be limited to support the purpose of the environment. Each must be fully functional and able to stand alone without any reliance on another environment. Each environment shall be capable of standing alone without sharing components of another environment.

AMS shall provide the design and specifications for each of these environments in the Technical Specifications Document.

1.3 Communication Protocols

AMS shall document the communication software/protocols that the eCAPS system will use in the Technical Specifications Document **(Project Plan Task 2.3.9).** AMS shall also document the ports that will be required to support the protocols used by the eCAPS system. This document shall be presented to the County for their staffs use in implementing the necessary hardware and configuration necessary to support the communication requirements of the eCAPS system.

2. eCAPS Data Warehouse

The eCAPS project shall include the implementation of a data warehouse facility comprised of the AMS Advantage data model and the AMS infoAdvantage software and baseline universes. The AMS Advantage data model includes the tables that will be populated with the data generated by eCAPS subsequent to the eCAPS go-live. Prior to the eCAPS go-live date, CAPS historical data will be retained in the County's current Countywide Reporting Database (CWRD). In response to the County's data conversion requirements as stated in Appendix E – Conversions, AMS shall develop a cross-walk document that will map the CWRD ledger table fields to the corresponding AMS Advantage data model fields. AMS shall present this document to the County for the County's use should it choose to merge CWRD ledger table data into the AMS Advantage data model tables in the future.

3. Workstation Specifications

AMS has informed the County that its AMS Advantage suite uses an architecture without traditional client software installed on the end user workstations to support end user functions. An AMS Advantage® compatible Web browser is required to support end user functions. Other than the compatible Web browser, there are no executables on the client-side to use the AMS Advantage client, except for those required for certain configuration and system administration functions. Thus, the client can be an Internet device that can

use a Web browser supported by AMS Advantage® that uses standard Internet technologies such as HTTP, HyperText Markup Language (HTML) 4.0 and higher, Cascading Style Sheets (CSS) level 1 and JavaScript 1.1 and higher to communicate with the AMS Advantage Application. Currently, AMS Advantage supports Microsoft Internet Explorer 6.0 and higher and Netscape Navigator 7.1 and higher on the Windows platform. Other browser and platforms may be compatible, if the required browser standards are supported. However, AMS has not certified tested other operating system (OS) platforms and other web browsers and can not provide customer support services for platforms other than those that are certified. The Internet client device accessing the Internet architecture already has the software and configuration it needs, assuming that it is installed and configured with the AMS Advantage® supported Web browser. No additional software (e.g. Java applets, Windows DLLs, or browser plug-ins), except for configuration and system administration functions and certain advanced end user features related to AMS infoAdvantage, must be installed on the client workstations for interaction with AMS Advantage applications.

3.1 Memory

Memory requirements will fluctuate, depending upon the Windows operating system type, the number of other applications running concurrently (e.g., word processing application, virus checker, etc.). Additionally, memory requirements will be directly dependent upon the requirements defined by the Web browser vendor. For illustration purposes, the following memory requirements were taken from the Microsoft Web site for Internet Explorer Web browser and from the Netscape Web site for Navigator, respectively:

System Requirements for Internet Explorer

Posted: September 09, 2002

The recommended system configuration to use Internet Explorer 6 Service Pack 1 (SP1) is Microsoft Windows® 2000, Windows Millennium Edition (Windows Me), or Windows NT® on a computer running with a Pentium III processor and 128 megabytes (MB) of RAM.

The minimum requirements your computer needs to run Internet Explorer 6 SP1 are listed below. Additional system requirements are not required when running Windows XP. Some components may require additional system resources not outlined below.

Minimum Requirements	
Computer/Processor	Computer with a 486/66-MHz processor or higher (Pentium processor recommended)
Operating System	Microsoft Windows® 98, Windows 98 Second Edition, Windows

	Millennium Edition (Windows Me), Windows NT® 4.0 with the high encryption version of Service Pack 6a (SP6a) and higher, Windows 2000, or Windows XP
Memory	**For Internet Explorer 6 SP1:** RAM requirements depend on the operating system used **Windows 98:** 16 MB of RAM minimum Full install size: 11.5 MB **Windows 98 Second Edition:** 16 MB of RAM minimum Full install size: 12.4 MB **Windows Me:** 32 MB of RAM minimum Full install size: 8.7 MB **Windows NT® 4.0 with SP 6a and higher:** 32 MB of RAM minimum Full install size: 12.7 MB **Windows 2000:** 32 MB of RAM minimum Full install size: 12 MB **Windows XP:** 32 MB of RAM minimum Full install size: 12 MB
Drive	CD-ROM drive (if installation is done from a CD-ROM)
Display	Super VGA (800 x 600) or higher-resolution monitor with 256 colors
Peripherals	Modem or Internet connection; Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

Netscape 7.1 System Requirements

Windows

Operating Systems   Windows 98
                              Windows 98SE
                              Windows ME

Windows NT 4.0
Windows 2000
Windows XP

Minimum Hardware   Pentium 233 MHz
64 MB RAM
52 MB hard drive space

Given the graphical nature of Web applications, AMS recommends a minimum of 256MB of memory for an average end-user Workstation configuration. Based on AMS experience, vendor minimum requirements generally do not promote satisfying end user experiences.

3.2 CPU

CPU speed does affect HTML page refresh time. All users should have a minimum of 256MB of RAM and a Pentium III 1.2 GHz processor with equivalent graphics card capabilities to have a good user experience.

Since the AMS solution is completely Web-based for end users, powerful client hardware of traditional client/server applications is not required. In general, PC configurations must support a compatible web browser (e.g., IE 6.0 or higher). The following exhibit illustrates some typical configurations that can support Web browsers for an end user. The minimum configuration represents a "reasonable" minimum to support a low-end configuration using IE 6.0 as the web browser. The performance is affected by many factors, such as network connectivity (LAN speed, NIC, etc.); graphics card capabilities, other running applications, etc. End users must have adequate network connectivity to the AMS Advantage® assigned web servers.

Sample Client Hardware Configurations

Client Specifications	Minimum Configuration	Typical Configuration
Operating System	Windows 98 and above (per Microsoft system requirements for IE 6.0)	Windows 2000
CPU	Pentium III	Pentium 4
Machine Speed	400 Mhz	1 GHz and higher
RAM	128-256 MB	256-512 MB
Hard Drive	10 GB	40 GB and higher
Monitor	17" Monitor	17" Monitor
Network	Appropriate NIC for local network access (e.g. 100-Base-TX Ethernet NIC)	Appropriate NIC for local network access (e.g. 100-Base-TX Ethernet NIC)

Graphics	High quality graphic card	High quality graphic card

For IT developers, analysts, and administrators, more powerful workstations are recommended. While 512MB is the minimum for most configuration and administration functions, AMS suggests a minimum of a Pentium 4 with 1GB of memory or higher to sustain developer productivity levels. Typically, developers will run both the Web and application servers on their workstations, with connectivity to a shared non-production database server. These additional applications require greater processing power over that needed by typical production users.

4. Conversion Approach

Data Conversion for eCAPS will have 4 broad phases, Plan Development, Conversion Design and Data Mapping, Development and Testing, and Deployment/Conversion. Each phase will have its own list of tasks and deliverables as detailed below.

The County's participation in the planning, development and execution of the data conversion for departmental/legacy data, data cleansing, and data conversion verification processes are described in Appendix M – Project Assumptions.

4.1 eCAPS Conversion Plan Development

AMS shall develop the eCAPS data conversion plan in two stages. During the Envision phase, AMS shall develop a data conversion strategy that will include any updates to the County's data conversion requirements (as stated in Appendix E) and describe the development and testing methodologies to be used during the conversion software design/development effort. This strategy shall also confirm the types and volume of data that must be converted **(Project Plan Task 2.5).**

In the Create phase, AMS shall build upon this high-level strategy and create the eCAPS Conversion Plan **(Project Plan Task 3.4.4.1)**.

This plan shall include specific details for the following items:
- An overview of the conversion process
- An assessment of the source files including scope and condition of the data
- Assumptions, issues, and risk areas
- Tools available for conversion
- Conversion methodology and testing approach
- Controls approach
- Assessment of manual conversion feasibility
- Post-conversion clean-up assumptions
- Contingency plans

- Overall conversion schedule.

4.2 Conversion Design and Data Mapping

When the conversion plan has been finalized and approved by the County, the detailed conversion design and data mapping process can begin. During this process, AMS staff will map the source data files to the eCAPS tables on a field-by-field basis and generate the pseudo-code and/or transformation logic for developing the conversion software. All issues must be documented in the conversion mapping documentation. Unresolved issues will be brought to project management's attention. AMS shall be responsible for developing the data mapping documents for CAPS databases and files **(Project Plan Task 3.4.4.3.5)**.

4.3 Development and Testing (Project Plan Task 3.4.4.3.10)

Upon completion of the detailed conversion designs and data mapping, AMS shall code and unit test the conversion software components. After programming and unit test, complex conversion processes comprised of multiple programs shall move to the assembly test phase. Assembly testing will demonstrate that the individual programs shall function together as designed. At this stage, the testing will use actual CAPS data whenever possible. The end result of the string test should be an eCAPS table properly loaded with the corresponding CAPS data. The conversion controls will be verified in order to account for all data processed. Exception reports will be produced. These reports may identify areas where further data purification is needed, either by the departments or by the project conversion staff.

The last task of the development and testing phase are the mock conversions. These processes should be considered a 'dress rehearsal' for the production conversion. By using production data as input to the mock conversions (as cleansed by the County), the conversion team will obtain practical experience running the conversion process, determining the time frames required to run the jobs, and facilitating the County's final review of the quality of the data.

AMS and County staff must closely coordinate their respective conversion efforts for CAPS and departmental / legacy data throughout the design, development, and testing process.

4.4 Deployment/Conversion (Project Plan Task 4.2.3)

AMS staff will provide assistance to the County staff assigned to execute and verify the results of the conversion processes in production operations. AMS conversion support includes providing assistance to County staff in the areas of: data verification,

reconciliation of conversion controls, and resolution of any errors identified during the process.

4.5 Conversion Risk Areas (Project Plan Task 2.5.1)

The following are potential risk areas that shall be evaluated and managed by AMS and the County during the conversion. Changes in project schedule and level-of-effort could change as a result of issues discovered in the following areas:

- Data Purification – It is critical that only "clean" data be input into the production conversion programs.

- Timing of Conversion Tasks – Conversion tasks must be integrated into the main application development schedule and closely coordinated.

- Increased complexity - The fields of the old systems must map cleanly to the AMS Advantage fields. For example, if a field in the old system uses five characters and AMS only allows three characters, new codes must be developed. In addition, a translation table of the old values to the AMS values must be developed and maintained.

- Functional modifications and enhancements to the AMS system must be carefully managed and coordinated.

- Performance of the selected tools and utilities must be monitored to minimize conversion run times.

4.6 Data Targeted for Conversion

As stated in Appendix E - Conversions, the legacy data to be converted will fall into one of two categories, reference data or historical data. Appendix M – Project Assumptions describes the County and AMS roles and responsibilities for data conversion and scope of data to be converted.

4.6.1 Reference Data

Reference data is used by the system to validate information and codes on transactions. It is also used to infer information to a transaction. AMS shall complete the design and development of software to convert the following items:

- CAPS Vendors
- CAPS Discounts
- CAPS Labor Charge Codes
- CAPS Chart of Account Codes

4.6.2 Historical Data

In accordance with Appendix E – Conversion and the roles and responsibilities described for County and AMS staff in Appendix M – Project Assumptions, AMS shall include the following items in its CAPS conversion software design/development effort for the eCAPS project:

- Open items in CAPS (e.g., open purchase orders, encumbrances, payments)
- Active grants stored in CAPS tables
- Active projects stored in CAPS tables
- Active jobs stored in CAPS tables

The County's conversion effort for legacy 1099 / EDD data is described in Appendix M – Project Assumptions.

AMS shall employ standard AMS Advantage upgrade tools/templates, AMS best practices, and proven approaches to help mitigate conversion risks, minimize the County's data cleansing effort, and improve the consistency and quality of the CAPS conversion effort. To this end, AMS shall employ the following proven approaches for converting the aforementioned items.

Open Items

CAPS open purchase orders, encumbrances, and payments will be reflected in the eCAPS Document Catalog and any other related tables after conversion. AMS shall create Data Junction templates for translating data from the CAPS open item tables into AMS Advantage 3 documents. These documents shall be processed in eCAPS in order to create the appropriate entries in the Document Catalog and ledgers.

For example, if a $100 purchase order reflects a $40 balance in CAPS, a Data Junction template will be used to create an AMS Advantage document. During the conversion process, the document will be processed in eCAPS, thus, creating a Document Catalog entry for $40 along with the corresponding entries on the eCAPS ledgers.

The previous history (i.e., detail associated with the $60 previously liquidated) shall be reflected in the current legacy system files and will not be converted into the eCAPS database.

Active CAPS Grants, Projects, and Jobs

The CAPS grants, projects, and jobs that are active (i.e., open) at the time of conversion shall be carried forward to eCAPS. AMS shall create Data Junction templates for translating the data from the appropriate CAPS tables into AMS

Advantage 3 documents. These documents shall be processed in eCAPS in order to create the appropriate entries in the Document Catalog, program/job-related tables, and ledgers.

The detailed history shall be reflected in a Legacy Ledger Table within the eCAPS data warehouse tables. This table shall be comprised of the ledger records created inception-to-date for each active grant, project, and job in CAPS at the time of conversion.

5. Interface Approach

Interfaces will exist in two forms in eCAPS, temporary and permanent. The temporary interfaces are those that will exist in eCAPS until legacy systems are phased out by the County or until all legacy data such as 1099's have been processed. eCAPS interfaces will both import data to eCAPS and export from eCAPS to legacy systems. Examples of temporary interfaces are for the bank interfaces for paid warrants and the interface for Sheriff and its Stores/Stock data.

Permanent interfaces are those that will survive the project implementation and have no foreseeable expiration. Examples of a permanent interface are CWPAY, miscellaneous payment requests such as Child Support and Foster Care, and bank issuance files.

During the Implementation Assessment, the County and AMS shall develop an Interface development strategy and AMS shall include this strategy in the eCAPS Upgrade Analysis Document.

This strategy will take into account the following items:

- Confirmation of the interface requirements identified in Appendix D
- Identification of a complete list of eCAPS interfaces
- Determination of the types of interface (temporary or permanent)
- Scheduling in the daily cycle
- Implementation phase
- Interface design/development estimates.

Upon the County's confirmation that the specific interfaces have been identified and the review and approval of the eCAPS Upgrade Analysis Document, the design effort can begin for the development of the interfaces.

AMS technical staff will be primarily responsible for the design, development and unit testing of outbound system interfaces **(Project Plan Task 3.4.5.3)**, The County shall complete its acceptance testing of these interfaces by coordinating the execution of interface testing with any entities external to the County (e.g., banking institutions, other government agencies) and among County departments interfacing data to and from CAPS.

In order to provide a unified structure and strategy for developing system interface processes, AMS shall provide County technical staff with the standard data mapping templates for creating transactions in standard AMS Advantage format **(Project Task 3.4.5.1)**

The development and testing effort for the interfaces will require extensive coordination between the AMS staff and the County legacy maintenance staff. Data and test schedules will need to be coordinated to enable proper system testing. The level of participation of County staff in the design, development, and testing of system interfaces is provided in Appendix M – Project Assumptions.

5.1 Additional Interface Requirements

- CAPS (AP, GL, AR functionality) is replaced at the end of the project (July 2005). Therefore, system interface software developed by AMS and County legacy maintenance staff must accommodate the existing data exchange to/from CAPS in the new interfaces with AMS Advantage.
- Software developed by AMS and County legacy maintenance staff shall include existing interfaces as identified in Appendix D - Interfaces.
- AMS shall provide output interface files (except disbursement post back files) in a format specified by the County legacy maintenance staff.
- AMS shall provide the format for input interface files to County legacy maintenance staff.

5.2 Interface Risks To Be Managed By the County and AMS

- Compatibility of eCAPS and legacy schedules – AMS shall work with County operations staff to confirm that legally mandated timeframes can continue to be supported

- Complete identification of required interfaces

- Compatibility of data between eCAPS and legacy systems.

5.3 Interfaces To Be Developed

AMS shall develop and test the outbound eCAPS interfaces in accordance with the list of interface requirements provided in Appendix D.

Section VI – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of the eCAPS implementation and AMS shall incorporate the following project tasks in the detailed implementation plan:

- Project Team Training **(Project Plan Task 2.2.1)**

- Operational and Implementation Readiness Assessments **(Project Plan Tasks 3.6.5.3.1.5 and 3.6.5.3.2.5)**

1.1   Project Team Training

AMS shall train the project team members **(Project Plan Tasks 2.2.1 and 3.2)**. Training includes:

- Orientation to the AMS Advantage implementation methodology
- Functionality of the application modules being implemented
- Training for technical staff responsible for the installation, development, implementation and support of the application
- AMS Advantage tools
- Third-party software provided as part of the software license.

1.2   Transition Strategy

During the Implementation Assessment (Envision phase), AMS shall work with the County to develop the strategy for facilitating a smooth transition to eCAPS (**Project Plan Task 2.5.4)** AMS shall draft this strategy based on the County's determination of the departments' change readiness and change resistance. Specifically, the Change Management Team shall analyze the County's level of motivation for change, understanding of the eCAPS implementation vision, current end user skills and overall support for change.

The Change Management Team, based on this analysis, shall define the transition strategy to address detected change management-related risks. This strategy shall be consistent with the risk mitigation and departmental communication strategies outlined in the Project Control Document **(Project Plan Task 1.1.8)**. AMS shall assist the County project team and department liaisons to determine each department's state of readiness prior to the deployment of the upgraded system. The level of AMS assistance to be provided shall be defined in the transition strategy. This strategy shall be incorporated into the eCAPS Upgrade Analysis Document **(Project Plan Task 2.6)**.

2. Business Process Modeling Strategy

AMS's implementation methodology is designed to align the County's business processes to take advantage of the best practices supported by the AMS Advantage 3.3 software. This allows the project team to keep modifications to the software at a minimum, thereby reducing short-term implementation costs and long-term software upgrade costs.

Once the Functional Analysis (i.e., Design / Prototyping Sessions and Fit-Gap Analysis) is complete **(Project Plan Task 2.2)**, the County shall update its fiscal policies and procedures based on the business impacts identified and documented during the prototyping sessions and Fit-Gap Analysis. The County shall work with the central services departments (e.g. CAO, Auditor Controller) to implement the new / revised fiscal policies and procedures **(Project Plan Task 3.6.5.2)**. It is important that central countywide policies and procedures are developed and distributed early so other departments have time to adapt and incorporate them into departmental policies and procedures.

3. Training Volumes (Appendix K)

During the Implementation Assessment (Envision phase), AMS shall design a blended training strategy combining formal classroom training, technology-based training, knowledge transfer between AMS specialists and County staff, and customized training for end-users to prepare the County for implementation and ongoing operation of the proposed systems **(Project Plan Task 2.5.3)**. In this strategy, AMS shall provide for a training approach which will provide opportunities for identified County staff to be trained in the use of the AMS Advantage 3.3 suite according to the business processes identified by the eCAPS Project team.

During the Create phase, AMS shall develop and maintain a detailed training plan **(Project Plan Task 3.6.3.2)**.which identifies the scope of the training plan including:

- Training curriculum for AMS Advantage 3.3 modules implemented

- Training schedules to accommodate both "just-in-time" and on-going training sessions for each phase of software implementation

- Identifying resources necessary to conduct the training

- Materials necessary to develop the training.

The following expands on each of the components to be included in the eCAPS Training Plan.

3.1   Training Timeframe

The training strategy shall be to schedule the user training to occur as close to the implementation of the AMS Advantage software as possible.

The training approach includes two distinct components: project team training and end user training.

3.2   Project Team Training (Project Plan Tasks 2.2.1 and 3.2)

County project team members will attend formal AMS Advantage 3.3 training prior to the Design / Prototyping Sessions during the Envision phase of the project. In addition, AMS shall work with the County to determine the best approach for training the remaining departmental members involved in later phases and manage additional training needs if turnover occurs on the project team.

The AMS technical training program, shall present the baseline training materials designed to train the County's technical staff to operate and maintain the upgraded system on the platform selected by the County during the technical architecture design activity in the Envision phase of the project. The technical team training shall also cover the software development and testing methodologies and standards to be used during the eCAPS project.

AMS offers an array of training courses that are designed for project team members of an AMS Advantage upgrade project.   These courses focus on preparing implementation teams with the knowledge and skills required to configure AMS Advantage 3.3 for their organization.   Training shall consist of general AMS Advantage 3.3 Financials courses, along with courses dedicated to preparing developers to use the AMS Advantage 3.3 suite of development tools.

3.3   End User Training (Project Plan Task 3.6.3.2)

AMS shall work with the County to confirm the training requirements of the end users of the AMS Advantage 3.3 system and new business processes. The AMS Training Plan shall outline the detailed logistics, methodologies, and materials necessary to prepare end users to operate in the new environment.

AMS's proposed training strategy shall be to co-train with County staff for end user training.   Under a blended training approach, end-users, where appropriate, may attend Instructor Facilitated Learning (ILF), and/or Technology Based Learning (TBL) courses, and practice performing the County business functions in a training environment. Managers are a subset of the end-user training audience and specific training materials will be available to present AMS Advantage system functionality at an overview level.

AMS shall deliver two types of training: 1) instructor orientation and 2) instructor-led classroom training. AMS shall familiarize the County personnel with the training

development material to maintain end-user training materials for future updates and use.

AMS proposes to use baseline AMS Advantage training materials and standard training methodologies as the basis for the end-user training materials and shall customize the products to correspond to County procedures and configuration of the AMS Advantage application.

AMS Advantage End-User Training products provide out of the box training materials, including the Instructor and Participant Guides, and learning aids. These materials can be customized to reflect the specific County business processes **(Project Plan Task 3.6.3.2)**. Any modules not provided by EUT will be developed in the same style/fashion as EUT to provide consistency between training materials.

Depending upon the training plan to be developed by AMS, end-user training may include:

- Technology Based Learning (TBL)
- Instructor Facilitated Learning (IFL)
- Learning aids
- Instructor Facilitated e-Learning
- On The Job Sessions (OTJ)
- On-going informal training – communications, workshops, and subject matter expert support (on-site)
- Training Practice Environment – end-users are able to practice what was learned during the instructor led training class in a training environment at their own desk (on-site)
- Independent Study Guides- tool for the occasional user, who may not need classroom training but may require some level of support in using the product on the job.

3.4   Timing of Training

AMS's training strategy and detailed plan **(Project Plan Tasks 2.5.3 and 3.6.3.2)** shall strive to conduct training as close to the actual application of the training concepts and the production cutover as possible, as described below:

- AMS shall train the County's functional analysts in their applicable functional applications prior to the start of the Design /Prototyping Sessions.

- AMS shall train the project team technical support personnel prior to use of the particular toolset in the required work activity.

- AMS shall train the project team analysts and programmers in AMS Advantage Third Party tools prior to the design/build process of the modifications. It is

possible that some team members may be trained in AMS Advantage toolsets prior to the Design / Prototyping Sessions in order to research objects within the AMS Advantage 3.3 applications in the Envision stage.

▪ AMS shall train the end users in the software functionality prior to roll-out of the system, as close as possible to the date they will begin to use the software.

3.5 Training Needs Assessment

AMS shall conduct a Training Needs Assessment, which will drive the overall training schedule and methods for training delivery, as well as other planning activities to determine the training needs for each of the primary audiences **(Project Plan Task 3.6.3.2.1)**:

- Project Team
- End-Users
- Technology Personnel

The Training Needs Assessment identifies end user roles and their corresponding tasks/responsibilities. This assessment is used as input to the development of the end user training plan.

3.6 Training Plan

The Training Plan shall outline the detailed tasks for training materials development and execution and will include:

Planning
- Training guiding principles
- Key Impact Areas
- Timeline for training development and delivery
- Training needs analysis for each To Be role
- Training development estimates
- Preliminary trainer/coach and facilities requirements

Course Development and Delivery
- Approach for training delivery and evaluation
- User support approach
- Participant registration approach
- Strategy for incorporating procedures into training
- High-level requirements the training database (e.g. development, refresh strategy, etc.)
- High-level requirements for customization of the delivered End User Training (EUT) materials
- High-level requirements for development of custom training materials

- Documentation standards approach for EUT
- Testing approach for EUT
- Approach for ongoing training maintenance and delivery

3.7   Training Facilities

AMS shall use County-provided training facilities for end-user training courses. Where stated in the detailed training plan, AMS may use self-study courses, web cast courses, and/or online technology-based courses to accommodate the training volumes identified by the County in Appendix K. AMS shall recommend the training facilities specifications for these courses (e.g., size of room, number of PCs, etc.) during the Envision Phase **(Project Plan Task 2.5.3)**.

3.8   Credential and Experience of the Trainers

AMS instructors, with AMS Advantage 3.3 experience, shall conduct project team training. End user training shall be conducted by a team of two to three people, comprised of AMS personnel and County personnel, per course. These trainers will have functional expertise in the areas they are conducting training, AMS Advantage knowledge, as well as training experience. AMS recommends that each course has both a primary and a secondary instructor. The primary instructor will lead the class discussions, explain the exercises, demonstrate software modules, and answer questions. The secondary instructor assists the primary instructor to observe participants, help participants with exercises, set up classrooms, and manages course materials. AMS shall provide at least one member for each of the training sessions to be either the lead trainer or a co-facilitator. AMS shall identify the number of trainers required, as well as desired skills and experience in the detailed training plan.

4. Training Environment

AMS shall develop a Training Environment to roll out the new application to end users 1 to 2 months before the system goes into production.

- The technical infrastructure is rolled out to the end-user community before the actual implementation date and allows end-users to test connectivity, application access, printing, and application security BEFORE the implementation date so that these types of issues can be fixed before the first day of production.

- Self-study materials will be provided to allow end-users to practice what they learned in training at their own desks - keeping their skills fresh until the system goes live.

This also gives the training team a way of identifying the users who may need additional training during the post-implementation support period.

5. Knowledge Transfer

AMS shall provide "knowledge transfer" to County staff **by** working side-by-side with County staff from the beginning of the project.

As part of the overall training and knowledge transfer strategy developed during the Envision phase, AMS shall develop a Knowledge Transfer plan and present the details of this plan to County staff during the technical project team training. This plan shall identify the details for:

- Preparing the County to manage the application after each stage of implementation

- Preparing the County to manage the application on an on-going basis after completion of the project

- Providing documentation of the system

- Documenting procedures for maintaining the system.

Section VII – Maintenance and Support

1. Software Maintenance and Support

AMS shall provide a complete set of AMS Advantage users and systems documentation and the associated updates to this documentation to reflect modifications made during the eCAPS implementation (**Project Plan Tasks 3.6.4.1 and 3.6.4.2**). AMS's standard maintenance and escalation process are included in the Services and License Agreement (SLA) to which this SOW is attached.

2. AMS Advantage Software Upgrade Support

AMS shall implement the latest version of AMS Advantage and AMS infoAdvantage software before the end of the implementation project or such other mutually agreeable time that does not interfere with the system go-live process.

Assumptions:
- The upgrade activities will occur on-site at the County facilities
- The onsite AMS team will support any corporate AMS technical staff assigned to perform mid-project software upgrades
- Upgrades will be implemented when development activity is minimal
- Upgrades should be executable within the term of this agreement
- New AMS Advantage software releases shall be released to the project team as soon as possible to enable the County to perform a gap analysis between the old business processes and new or changed functionality in the new release.

A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the eCAPS production environment (Project Plan Task 3.1.5). At such time, the AMS Advantage 3 version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the eCAPS implementation date, AMS shall implement any major AMS Advantage software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

3. Post Implementation Support

AMS shall provide a 6-month period of post implementation support **(Project Plan Task 4.3)**. Subsequent to this 6-month period, AMS shall provide additional support services during the County's 1099 processing in early 2006 and first annual close scheduled for mid-2006 (**Project Plan Tasks 4.3.7, 4.3.8)**.

In accordance with the detailed Project Plan developed at the end of the Envision phase, the AMS Post Implementation Support team will be engaged in the following activities during the 6-month post-implementation support period (as described in Section I – Implementation Methodology):

- Production Operations Monitoring

- Production Incidents Resolution
- Change Order Support

- Post-Implementation End-User Training.

AMS shall provide Knowledge Transfer to facilitate County staff's ability to support the system after the six-month period and to assume the longer-term application maintenance responsibilities.

3.1. Support of the Closing Process

AMS shall assist the County in designing the monthly and annual closing processes according to specifications supplied by the County **(Project Plan Task 3.4.3)**. In addition, AMS shall assist the County in meeting the federal IRS Regulations by designing the annual IRS 1099 process as well as random interim IRS 1099 correction reporting and EDD reporting required by the State of California as stated in Appendix D - Interfaces.

AMS shall support the County for the first 6 monthly closings as well as the first annual close and the first annual 1099 process **(Project Plan Tasks 4.3.7, 4.3.8)**.

3.2. Vendor 1099 (Project Plan Task 4.3.7)

The AMS Advantage Accounts Payable module supports 1099 processing by collecting the appropriate information throughout the calendar year. 1099's are produced by the system after the end of the calendar year, not at fiscal year end. There is no roll over process required at fiscal year end to produce 1099s at calendar year end.

Vendors must be able to be identified as 1099 type vendors so that line items acquired from those vendors are accumulated for inclusion in calendar year end processing as a default. However, the 1099 default can be overridden at the line item level to, for example, allow travel expenses on a consulting invoice to be excluded from 1099 processing. At calendar year end, the table of accumulated 1099 information is used for production of 1099s. If a specific transaction was incorrectly included, a revised 1099 can be produced.

The first 1099 year-end closing that will be performed using a pure eCAPS process is currently scheduled for tax year 2006. AMS shall provide assistance in monitoring the 1099 process **(Project Plan Task 4.3.7).** As stated in Appendix M – Project Assumptions, the eCAPS 1099 processing for tax year 2005 will require that the County provide TWW1099 and UVPS1099 data in standard AMS Advantage format and interface these files with eCAPS.

4. Third Party Software

AMS proposed the use of a number of third party software products to supplement the base functionality of the AMS Advantage software as well as the technical architecture and development process. AMS shall maintain the relationships with these third parties and upgrade the AMS Advantage software as required when these third parties upgrade their software. These changes shall be transparent to the County and should be reflected in the County's system when regular software upgrades are applied. Any problems or issues with the required software will be directed to AMS who will negotiate the resolution.

To provide for the continued viability of the eCAPS system, third party software upgrades must be properly managed. Managing third party software upgrades is handled by AMS when they release new versions of AMS Advantage. Each AMS Advantage release specifies the software versions it supports. AMS shall take all responsibility for testing third party upgrades.

Some additional third party products, not provided as part of the software license agreement, will need to be maintained and upgraded independently of the AMS Advantage application.

Technical Support – The ongoing technical support will be the responsibility of the Auditor-Controller and ISD/ITS. In accordance with the training strategy for eCAPS, AMS shall provide the training and knowledge transfer that these staffs will require to support eCAPS on an on-going basis **(Project Plan Task 2.5.3).**

APPENDIX A – DELIVERABLES DEFINITIONS

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
Planning					
1	Final Roles & Responsibilities	eCAPS Project Control Document	Finalize roles & responsibilities and submit project team members' resumes to the County for approval.	1.1.1	1.1.8
2	eCAPS Project Plan	eCAPS Project Control Document	Identify the tasks to be completed by phase over the course of the eCAPS project. The project plan shall list the: • Projected time frame for each task • Resources assigned to each task • Related tasks and dependencies • Projected completion dates.	1.1.1	1.1.8
3	Project Management Tools Established	eCAPS Project Control Document	Provide and establish project management strategies, tools, standards, and templates for each of the following areas on the eCAPS project team network. **Project Planning** • Detailed Project Plan • Project Governance and Structure • Communication • Staffing and Team Management • Software Estimation and Metrics **Scope Management** • Deliverables Management (e.g.,	1.1.2	1.1.8

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			deliverables logs & reporting) • Change Control Management • Requirements Management **Issue and Risk Management** • Issue Management • Project Risk Management **Quality** • Quality Management (including standard templates for memorandums, designs, code walkthroughs, testing, prototyping, etc.) • Work Product Reviews • Incident and Defect Management Compile documentation and procedures for using these items in the Project Control Document (PCD).		
4	eCAPS Project Control Document	eCAPS Project Control Document	Develop the following strategies for inclusion in the Project Control Document (PCD): 1. Change Control Strategy - Policies and procedures that shall control the priorities and approvals of: • Required modifications to the software • Changes due to legal or Federal, State and Board of Supervisor mandates • Departmental requests for changes • Project Team request for changes This strategy shall include procedures for: • Approval & priority–setting	1.1.3 1.1.5	1.1.8

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Change Order tracking • Analyzing solutions and estimating costs, workload and timeframe needed • Decision-making & management 2. Communication Strategy – Overall approach for communicating with project stakeholders: • Identification of target audiences • Communication vehicles • Feedback mechanisms • Format for executive briefings. 3. Risk Mitigation Strategy - Identify risk factors roles, responsibilities and processes for: • Strategies for mitigating or eliminating risks • Setting action items / timetables • Management status reporting.		
5	eCAPS Kick-off Meeting	eCAPS Kickoff Meeting	Plan and conduct a kick-off meeting for the eCAPS project. Assist the County in countywide informational meetings for the departments.	1.2.1 1.2.3 1.2.5 1.2.7	1.2.6
6	Project Plan Maintenance	eCAPS Monthly Status Reports	Submit an updated eCAPS project plan and related PM logs (e.g., deliverables log) weekly to track: • Progress against deliverables due dates • Changes in resources and/or task dependencies	1.3.1	1.3.3

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
7	Quality & Risk Management	eCAPS Monthly Status Reports	Submit updated weekly PM logs to reflect the completion of on-going PM and team lead tasks: • Assigning, tracking, and coordinating AMS team resources and deliverables • Tracking task and deliverable progress vs. project budgets • Managing project issues & risks • Enforcing quality standards and conducting walkthroughs of functional and technical deliverables • Tracking software migrations • Tracking software incidents and resolutions • Monitoring technical impacts from upgrades, patches, and other system-related issues. AMS shall provide full-time project management support through the eCAPS implementation and part-time support during the post-implementation period.	1.3.2	1.3.3
8	eCAPS Status Reporting	eCAPS Monthly Status Reports	Prepare weekly and monthly status reports. Weekly Report contents shall include: • Deliverable status • Project issues & risks • Project plan updates Monthly Status Reports shall include: • Project Status (deliverables & budget) • Project issues and risks • Updated project plan • Summary of completed and upcoming tasks	1.3.3	1.3.3

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			Prepare presentation materials and participate in project oversight committee briefings to be held on a quarterly or as-needed basis.		
Envision					
9	AMS Advantage 3 Prototyping Environment & Third-Party Software	AMS Advantage 3 Prototyping Environment & Third-Party Software	Set-up the environment and install application and third-party software which shall be used for the Prototype Sessions and Product Training. Verify project team access to the Prototype Environment.	2.1.2	2.1.4
10	Product Training Materials	Product Training	Tailor baseline AMS Advantage 3 training materials to support training of County eCAPS project team.	2.2.1.1	2.2.1.4
11	Product Training Courses	Product Training	Conduct project team training for County team members to facilitate their participation in the prototyping, design, and system implementation process. The purpose of the Product Training is to review AMS Advantage 3 functionality that will be used for the prototype sessions.	2.2.1.2	2.2.1.4
12	Prototype Preparation	Prototype Scripts	Prepare for prototyping sessions by developing the following items: • Mapping of Appendix C – Business Requirements to Business Processes (i.e., map each requirement to a AMS Advantage software module and To-Be processes in Appendix G) • Prototyping session schedule (set schedule, date, time, course title around To-Be processes)	2.2.2.1 2.2.2.2 2.2.2.3	2.2.2.7

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Prototyping scripts. At the beginning of each prototype session, AMS shall provide an overview presentation for each module. Each presentation shall cover: • AMS Advantage functionality for each module • Functional areas and business processes to be addressed during the session • Key terms and concepts		
13	Chart of Accounts Prototyping Sessions	Fit-Gap Analysis Report	Execute Chart of Accounts (COA) prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements. These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software • Online functionality • Offline processes, as needed. Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Upon completion of the Chart of Accounts prototyping session, AMS shall document the COA mappings, hierarchies and roll-ups identified during	2.2.3.1 2.2.7.1	2.2.7.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			the prototyping sessions. The purpose of the COA Prototype documentation is to enable County staff to develop the County's COA and budget model and instructions to the Departments.		
14	General Accounting Prototyping Sessions	Fit-Gap Analysis Report	Execute General Accounting prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements. These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software • Online functionality • Offline processes, as needed. Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Prototype results will be documented in the Fit-Gap Analysis Report.	2.2.3.2	2.2.7.9
15	Budget Control & Structures Prototyping Sessions	Fit-Gap Analysis Report	Execute Budget Control prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements. These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software	2.2.3.3	2.2.7.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Online functionality • Offline processes, as needed. Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Prototype results will be documented in the Fit-Gap Analysis Report.		
16	Grants Accounting Prototyping Sessions	Fit-Gap Analysis Report	Execute Grants Accounting prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements. These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software • Online functionality • Offline processes, as needed. Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Prototype results will be documented in the Fit-Gap Analysis Report.	2.2.4.1	2.2.7.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
17	Project Accounting Prototyping Sessions	Fit-Gap Analysis Report	Execute Project Accounting prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements. These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software • Online functionality • Offline processes, as needed. Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Prototype results will be documented in the Fit-Gap Analysis Report.	2.2.4.2	2.2.7.9
18	Cost Allocation, Job Billing Prototyping Sessions	Fit-Gap Analysis Report	Execute Cost Allocation / Job Billing prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements. These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software • Online functionality • Offline processes, as needed.	2.2.4.3	2.2.7.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Prototype results will be documented in the Fit-Gap Analysis Report.		
19	Accounts Payable Prototyping Sessions	Fit-Gap Analysis Report	Execute Accounts Payable prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements. These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software • Online functionality • Offline processes, as needed. Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Prototype results will be documented in the Fit-Gap Analysis Report.	2.2.5	2.2.7.9
20	Accounts Receivable Prototyping	Fit-Gap Analysis Report	Execute Accounts Receivable prototyping scripts to demonstrate how baseline AMS Advantage 3 supports these business requirements.	2.2.6	2.2.7.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
	Sessions		These prototyping scripts shall include: • Illustration of best practices included in AMS Advantage software • Online functionality • Offline processes, as needed. Prior to this session, AMS shall: • Create scripts and input data that are representative of current County processes • Create prototype materials and agenda for the County to issue to session participants. Prototype results will be documented in the Fit-Gap Analysis Report.		
21	Fit-Gap Analysis Report	Fit-Gap Analysis Report	Prepare a summary report for the prototyping sessions that maps each of the following items to the County's business requirements prototyped in each session: • Table-Driven Application Configurations (i.e., table settings required) • User Interface Configurations (i.e., changes to AMS Advantage screen labels & edits) • Application Customizations (i.e., modifications to AMS Advantage software) • Business Process Impacts. This report shall include: • Discussion of the business process changes, impacts and potential associated	2.2.7.1 2.2.7.2 2.2.7.3 2.2.7.4 2.2.7.5 2.2.7.6	2.2.7.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			business benefits due to these changes • Potential impacts to data conversion, system interfaces, training, transition/change management, and reports to be investigated during the Implementation Assessment. The results of the Fit-Gap Analysis will be summarized in a Requirements-Traceability Matrix (RTM) and incorporated in an updated eCAPS Project Plan. This plan and accompanying deliverables schedule are components of the eCAPS Upgrade Analysis Document.		
22	County Network Infrastructure Review	Technical Specifications Document	Analyze the County's current network infrastructure and evaluate its capacity to support the AMS Advantage 3.3 Internet Architecture and the County's technical requirements as outlined in Appendices C and H.	2.3.2	2.3.9
23	Transaction Volume Analysis	Technical Specifications Document	Analyze the County's current transaction volumes and work with County staff to project these volumes upon implementation of eCAPS. Identify the hardware, network and storage specifications to support the County's technical requirements as outlined in Appendices C and H.	2.3.3	2.3.9
24	Development of Technical Platform Alternatives	Technical Specifications Document	Based on the analyses conducted during a review of the County's network infrastructure and transaction volumes, AMS will develop and present the technical platform alternatives that the County may consider for eCAPS. These alternatives must support the County's requirements as outlined in	2.3.4	2.3.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			Appendices C and H and be compatible with the County's existing Data Center.		
25	Technical Specifications Document	Technical Specifications Document	Compile and report on the specifications developed during the Technical Assessment (i.e., Technical Infrastructure Review, Transaction Volume Analysis, and Technical Platform Analysis். The technical specifications will include: • Schematic drawings to depict the deployment of the technical architecture • Reporting technical architecture to support ✓ Report types and access methods ✓ Printing and archiving ✓ Distribution ✓ Query and security requirements ✓ Expected print volume • Online architecture (Web and application server shall be sufficient to up to 3.5 times the annual volumes listed in Appendix H) • Operations architecture to support ✓ Batch/Scheduling ✓ Printing (ad hoc & production reports) ✓ Security ✓ Data Archiving ✓ Systems Management/Monitoring ✓ Backup/Restore ✓ Software Migration / Distribution • 'Shopping list' for the acquisition of the equipment and 3rd party software required by the project.	2.3.5	2.3.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
26	Development of Data Conversion Strategy	eCAPS Upgrade Analysis Document	Analyze the County's data conversion requirements (Appendix E) and develop a strategy for converting CAPS data. Develop a Conversion Strategy based on the types (e.g., tables, ledgers) of data to be converted and the following assumptions: • County shall be responsible for data cleansing, data verification, and conversion of departmental and legacy data • AMS shall be responsible for converting CAPS data whereby historical data shall be maintained in the existing legacy files (i.e., open and active balances will be carried forward to eCAPS) as described in Appendix M. The Data Conversion Strategy shall include: • A list of the tables within the eCAPS modules that need to be populated for production • Source data for these tables (source systems and files) • Logic or rules, if any, for completing the conversion process • Data cleansing considerations for the County • Data conversion timetable • CAPS reference data conversion requirements • Departmental / legacy data that the County will be converting • Required error and exception reporting • Proposed conversion method (automated or manual).	2.5.1	2.6.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
27	Development of System Interface Strategy	eCAPS Upgrade Analysis Document	Analyze the County's system interface requirements (Appendix D) and identify the interfaces that will be retained or eliminated upon the upgrade of CAPS. The System Interface Strategy is comprised of a list of the inbound and outbound interfaces for eCAPS. For each interface the deliverable shall provide: • Name and Functional Description • System source and/or destination • Frequency, whether one or two way • Whether on-line or manual • Proposed tool to be used for development and implementation • Impacts, if any, on conversion, configuration, security or the technical architecture • Description of the impacted objects including online, batch and reporting objects • File transfer approach and requirements • Data management and header / control record requirements • Security requirements, e.g. file authentication and verification methodology • Error handling and restart/recovery approach • Other software components required (e.g., error and exception reports) Inventory the interfaces as to level of complexity (high, medium or low) and design/development assignment. AMS shall be responsible for the design and development of the outbound interfaces	2.5.2	2.6.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			from eCAPS and providing a template for the County's development of the inbound interfaces. All interface file formats will be based on standard AMS Advantage 3 transactions and formats. The County shall coordinate the testing of outbound interfaces with entities outside the County and among County departments.		
28	Development of Training Strategy	eCAPS Upgrade Analysis Document	Analyze the County's projected training volumes (Appendix K) and determine the method and approach for conducting training via a co-training approach with County staff. Strategy includes: *Planning* • Training guiding principles • Key Impact Areas • Timeline and approach for training development and delivery • Training needs analysis for each user role • Preliminary trainer/coach and facilities requirements • Knowledge Transfer Plan (topics, tasks, timeline, roles & responsibilities) *Course Development and Delivery* • Participant registration approach • Training delivery methods and modes. • Training database maintenance (e.g. development, refresh strategy, etc.) • Training standards and templates (as needed)	2.5.3	2.6.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Approach for validating and refining EUT • Approach for transition and ongoing training maintenance and delivery		
29	Development of Transition and Change Management Strategy	eCAPS Upgrade Analysis Document	Changes to business processes and procedures will be identified during the Fit-Gap Analysis. AMS shall develop a transition strategy to define the: • Methods for communicating these changes and supporting the County's efforts to secure buy-in from the departments • Timetable and roles and responsibilities for implementing recommended change management strategies (e.g., County team, AMS team, departments) Additionally, this strategy shall address: • Staffing and support levels during post-implementation period • Scope, requirements and responsibilities of post-implementation support tasks (e.g., training, help desk, etc.)	2.5.4	2.6.6
30	Development of Reporting Strategy	eCAPS Upgrade Analysis Document	Develop a strategy for supporting the County's reporting requirements (Appendix F) and assisting the County in identifying if / how the AMS Advantage data model provides the information provided in the County's existing legacy reports (Appendix L). This strategy shall also address the: • Implementation of the baseline Advantage data model for supporting the County's requirements (Appendix F)	2.5.5	2.6.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Approach for incorporating or interfacing with the County's County-wide Reporting Database (CWRD) • Reports development assignments for County and AMS developers • Report distribution and balancing approach for ad hoc, production and corporate reports. Create an inventory of reports to be produced by eCAPS by functional area (GL, AP, AR, and CPPG). The inventory should include: • Report Title • Source tables and key data elements • Run frequency • Distribution and distribution method • Scheduling constraints		
31	Updated eCAPS Project Plan & Deliverables Schedule	eCAPS Upgrade Analysis Document	Provide the detailed project plan for the Create and Achieve phases of the eCAPS project. This plan and accompanying attachments shall detail the: • Tasks • Resource requirements • Deliverables schedule for the Create-related work effort identified during the Envision phase. AMS shall create a list of the software configurations and modifications identified during the Prototype Sessions (as prioritized by the County) with the following details:	2.6.1	2.6.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Functional area / Advantage module • A unique reference number to identify the modification identified during the prototype • Short description of the modification • Short description for any potential workaround including potential impacts the workaround would have on the system • Priority of the modification		
32	eCAPS Upgrade Analysis Document	eCAPS Upgrade Analysis Document	Compile and summarize the analyses and strategies developed during the • Fit-Gap Analysis (e.g., identified configurations, customizations, business process impacts) • Technical Assessment (i.e., Technical Specifications Document) • Implementation Assessment (e.g., strategies for data conversion, system interfaces, training, transition, reporting). This document shall include the updated eCAPS project plan and deliverables schedule and an executive summary of the aforementioned analyses by functional area (GL, AP, AR, CPPG).	2.6.2	2.6.6
Create					
33	AMS Advantage 3 Software and 3rd Party Tools Installation	AMS Advantage 3 Software and 3rd Party Tools Installation	Verify and conduct interim reviews as necessary to confirm County's set-up and hardware / software configuration (including developer workstations) of the 7 technical environments requested by the County to support the eCAPS implementation:	3.1.2.1 3.1.2.2 3.1.2.3 3.1.2.4 3.1.2.5	3.1.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Development/Unit Test • User Acceptance Test/Practice • Conversion • Baseline • System Test • Training • Production Install the AMS Advantage 3.3 software and bundled third-party tools. Provide written certification that the aforementioned software components may be accessed and executed in each technical environment (in accordance with the Technical Specifications Document) upon resolution of reported issues related to the installation.	3.1.2.6 3.1.2.7	
34	infoAdvantage Environment Set-up	AMS Advantage 3 Software and 3rd Party Tools Installation	Verify and confirm County's set-up and configuration of the infoAdvantage technical environment. Install the AMS infoAdvantage 3 software and database based on AMS Data Model. Provide written certification that the aforementioned software can be accessed and executed upon resolution of reported issues related to the installation.	3.1.3.1 3.1.3.2 3.1.3.3 3.1.3.4 3.1.3.5 3.1.3.6 3.1.3.7	3.1.5
35	Technical Project Team Training Materials	Technical Project Team Training	Tailor baseline training materials to support the training volumes identified in Appendix K and approach articulated in the training strategy	3.2.1	3.2.4

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			developed during the Envision phase. The materials shall include courses in: - AMS Advantage Design Studio - Data Junction - Adobe Forms - infoAdvantage. Develop and present the recommended eCAPS project methodologies and procedures for: - Technical Design and Development standards and templates - Naming standards (files, programs, screens, reports, error codes) - Software migration (i.e., procedures, documentation templates, approval process) - Version control procedures - Testing (unit testing scripts & templates) - Advantage & Bundled Third-Party software upgrades (approach, available Advantage toolkits, release notes, instructions) - Procedures for securing, reviewing with County staff, applying and testing emergency patches/fixes across all environments - Procedures for securing, reviewing with County staff applying and testing Advantage patches and sub-releases across all environments.		
36	Technical Project	Technical Project	Conduct training for the County's technical project	3.2.2	3.2.4

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
	Team Training Courses	Team Training	team to support the training volumes identified in Appendix K, using the baseline materials tailored to meet the County's requirements (as defined in the Envision phase). These courses shall be hands-on using developer workstations configured with the Advantage tools to be used for the County's software & reports development efforts.		
37	General Ledger Table Configuration	General Ledger Configurations	Apply the application table configurations identified during the prototyping sessions to enable County staff to populate tables and test configurations. Prior to applying the configurations, AMS shall: • Describe the values to be captured for each group of tables which require configuration • Describe primary roles that will be using the functionality • Define menu path for populating the table • Identify any table dependencies • Identify sequence for configuring tables • Provide guidelines for value definition and populating the fields • Suggest guidelines for configuration testing considerations for the County's use prior to testing the configurations and other assumptions • Describe technical considerations (e.g., migrations, security, etc.), if applicable	3.3.1.1 3.3.1.2	3.3.1.6
38	Cost Accounting Table Configuration	Cost/Program/Project/ Grant Accounting Configurations	Apply the application table configurations identified during the prototyping sessions to enable County staff to populate tables and test configurations.	3.3.2.1 3.3.2.2	3.3.2.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			Prior to applying the configurations, AMS shall: • Describe the values to be captured for each group of tables which require configuration • Describe primary users • Define menu path for populating the table • Identify any table dependencies • Identify sequence for configuring tables • Identify fields which need to be populated • Provide guidelines for value definition and populating the fields including the location for the source data (manual, automated) • Provide guidelines for configuration testing considerations for the County's use prior to testing the configurations and other assumptions • Describe technical considerations (e.g., migrations, security, etc.)		
39	Accounts Payable Table Configuration	Accounts Payable Configurations	Apply the application table configurations identified during the prototyping sessions to enable County staff to populate tables and test configurations. Prior to applying the configurations, AMS shall: • Describe the values to be captured for each group of tables which require configuration • Describe primary users • Define menu path for populating the table • Identify any table dependencies • Identify sequence for configuring tables • Identify fields which need to be populated • Provide guidelines for value definition and	3.3.3.1 3.3.3.2	3.3.3.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			populating the fields including the location for the source data (manual, automated) • Provide guidelines for configuration testing considerations for the County's use prior to testing the configurations and other assumptions • Describe technical considerations (e.g., migrations, security, etc.)		
40	Accounts Receivable Table Configuration	Accounts Receivable Configurations	Apply the application table configurations identified during the prototyping sessions to enable County staff to populate tables and test configurations. Prior to applying the configurations, AMS shall: • Describe the values to be captured for each group of tables which require configuration • Describe primary users • Define menu path for populating the table • Identify any table dependencies • Identify sequence for configuring tables • Identify fields which need to be populated • Provide guidelines for value definition and populating the fields including the location for the source data (manual, automated) • Provide guidelines for configuration testing considerations for the County's use prior to testing the configurations and other assumptions • Describe technical considerations (e.g., migrations, security, etc.)	3.3.4.1 3.3.4.2	3.3.4.6
41	Application	Application	Prepare a functional design specification for each	3.4.2.1	3.4.2.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
	Customizations Functional Designs	Customizations Functional Designs	customization identified during the Fit-Gap Analysis as prioritized/itemized in the deliverables schedule included in the eCAPS Upgrade Analysis Document. Each design shall identify, at a high-level, a: • Functional description of the modification including an overview of the processing logic • Description of the impacts, if any, on conversion, configuration, security or the technical architecture • High-level flow diagram of the modification in the business process • Description of the impacted objects including online, batch and reporting objects • Description of forms or templates required in the business process to support the modification • Key business conditions to be tested for unit testing • Assumptions • Report layout or panel layout as appropriate		
42	Application Customizations	Application Customizations	Complete a work unit package for each customization identified during the Fit-Gap Analysis as prioritized/itemized in the deliverables schedule included in the eCAPS Upgrade Analysis Document. Each work unit package shall consist of a: • Detailed design	3.4.2.6	3.4.2.10

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Coded software components • Unit test plan and assumptions • Unit test results for each software component • String test considerations, assumptions, and test results (if necessary for complex customizations containing groups of related software components) • Abend, restart, job dependencies. For each work package, AMS shall base its software development on a County approved detail design specification in conjunction with any changes that have been County approved through the change control process. Once completed, AMS technical team leads must conduct a code review and approve software and test results prior to authorizing each unit's migration to the system test environment. eCAPS quality standards must be upheld in accordance with the code walkthrough checklists established for the project in the Project Control Document.		
43	Annual Close and CAFR Designs	Annual Close and CAFR Designs	Prepare a functional design specification for each Annual Close and CAFR-related customization/data extract requirement identified during the Fit-Gap Analysis as prioritized/ itemized in the deliverables schedule included in the eCAPS Upgrade Analysis Document. Each design shall identify, at a high-level, a:	3.4.3.1	3.4.3.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Functional description of the modification including an overview of the processing logic • Description of the impacts, if any, on conversion, configuration, security or the technical architecture • High-level flow diagram of the modification in the business process • Description of the impacted objects including online, batch and reporting objects • Description of forms or templates required in the business process to support the modification • Key business conditions to be tested for unit testing • Assumptions • Web page layout, as appropriate		
44	Annual Close and CAFR Customizations	Annual Close and CAFR Software	Complete a work unit package for each customization identified during the Fit-Gap Analysis as prioritized/itemized in the deliverables schedule included in the eCAPS Upgrade Analysis Document. Each work unit shall consist of a: • Detailed design • Coded software components • Unit test plan and assumptions • Unit test results for each software component • String test considerations, assumptions, and test results (if necessary for complex customizations containing groups of related	3.4.3.7	3.4.3.12

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			software components). For each work package, AMS shall base its software development on a County approved detail design specification in conjunction with any changes that have been County approved through the change control process. Once completed, AMS technical team leads must conduct a code review and approve software and test results prior to authorizing each unit's migration to the system test environment. eCAPS quality standards must be upheld in accordance with the code walkthrough checklists established for the project in the Project Control Document.		
45	CAFR Data Extract Software	Annual Close and CAFR Software	Design, develop, and test software to create extracts from eCAPS data to support the County's CAFR reports development process.	3.4.3.8	3.4.3.12
46	CAPS Conversion Plan	CAPS Conversion Plan	Prepare an eCAPS Conversion Plan that shall include a: • List of the tables within the eCAPS modules that need to be populated for production • Source data for these tables (source systems and files) • Data integrity rules for the final version of the tables • Data conversion timing and sequence • Required control reporting • An indication of the proposed conversion	3.4.4.1.1	3.4.4.1.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			method (automated or manual) • Testing strategy, conditions, and cycles • Detailed testing schedule • Description of any other project impacts • Considerations for the County's departmental/legacy conversions • Participants (roles & responsibilities) • Procedures for database population and refresh This plan shall support the County's CAPS conversion requirements as outlined in Appendix E and the strategy developed during the Envision phase.		
47	CAPS Data Conversion Mapping	CAPS Data Conversion Mapping	Develop the source-to-target field mappings and transformation logic for each CAPS table or file to be converted as itemized and prioritized in the CAPS Conversion Plan. Mapping will be based on the assumption that Data Junction will be used for conversion software development.	3.4.4.3.1	3.4.4.3.5
48	CAPS Data Conversion Software	CAPS Data Conversion Software	Use Data Junction and other tools (as needed) to develop the software components, JCL, and scripts necessary to support the CAPS data conversion mappings. Complete a work package for conversion software consisting of: • Coded software components	3.4.4.3.6	3.4.4.3.10

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Unit test plan and assumptions • Unit test results for each software component • String test considerations, assumptions, and test results (if necessary for complex reports containing groups of related software components). For each work package, AMS shall base its software development on a County approved detail design specification in conjunction with any changes that have been County approved through the change control process. Once completed, AMS technical team leads must conduct a code review and approve software and test results prior to authorizing each unit's migration to the system test environment. eCAPS quality standards must be upheld in accordance with the code walkthrough checklists established for the project in the Project Control Document.		
49	Inbound Interface Mapping Template	Inbound Interface Mapping Template	Use Data Junction and other tools (as needed) to develop an XML template of each type of AMS Advantage 3 standard document that will be sent to eCAPS from an external system (e.g., purchase order, payment request). AMS shall prepare the scripts and conduct the testing to confirm that each template creates Advantage standard documents that can be loaded and processed by eCAPS.	3.4.5.1.1	3.4.5.1.5
50	Outbound Interface	Outbound Interface	Develop the source-to-target field mappings and	3.4.5.3.1	3.4.5.3.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
	Mapping	Mapping	transformation logic for each outbound interface as itemized and prioritized in the system interface strategy developed during the Envision phase.		
51	Outbound Interface Software	Outbound Interface Software	Use Data Junction and other tools (as needed) to develop the software components, JCL, and scripts necessary to support the outbound interface mappings. Complete a work package for system interface software consisting of: • Coded software components • Unit test plan and assumptions • Unit test results for each software component • String test plan, assumptions, and test results (if necessary for complex reports containing groups of related software components) • File transmission to legacy systems. For each work package, AMS shall base its software development on a County approved detail design specification in conjunction with any changes that have been County approved through the change control process. Once completed, AMS technical team leads must conduct a code review and approve software and test results prior to authorizing each unit's migration to the system test environment. eCAPS quality	3.4.5.3.6	3.4.5.3.11

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			standards must be upheld in accordance with the code walkthrough checklists established for the project in the Project Control Document. The County shall coordinate the testing of outbound interfaces with agencies external to the County and among County departments.		
52	eCAPS ETL & Reports Technical Designs	Updated infoAdvantage Data Model and eCAPS ETL & Report Technical Designs	Prepare a technical design for each countywide eCAPS report to be developed by AMS. Each design shall include a: • Brief description that provides an explanation of the report and its purpose • List of impacted objects • Technical specifications, such as: processing logic, input parameters, frequency, source tables, summary totals, sorts, selection criteria, etc. • Page layouts • Headings, section/page breaks and control totals • Security considerations • Field mappings to the AMS Advantage data model or specifications for new data models • Test conditions. Prior to initiating reports design, AMS shall confirm the eCAPS reporting requirements (as identified in Appendix F and addressed in the reporting strategy).	3.4.6.2.1 3.4.6.2.2 3.4.6.2.3 3.4.6.2.4 3.4.6.2.5	3.4.6.2.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
53	eCAPS ETL Software	eCAPS ETL Software	Complete a work package for ETL software consisting of: • Coded software components (i.e., reports software and new/updated reporting tables) • Unit test plan and assumptions • Unit test results for each software component • String test considerations, assumptions, and test results (if necessary for complex reports containing groups of related software components). Target for ETL software is the AMS Advantage data model to support eCAPS. For each work package, AMS shall base its software development on a County approved detail design specification in conjunction with any changes that have been County approved through the change control process. Once completed, AMS technical team leads must conduct a code review and approve software and test results prior to authorizing each unit's migration to the system test environment. eCAPS quality standards must be upheld in accordance with the code walkthrough checklists established for the project in the Project Control Document.	3.4.6.2.7 3.4.6.2.8 3.4.6.2.9 3.4.6.2.10 3.4.6.2.11	3.4.6.2.15
54	eCAPS Reports Software	eCAPS Reports Software	Complete a work unit package for each report. Each work unit package shall consist of:	3.4.6.2.16 3.4.6.2.17	3.4.6.2.20

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Coded software components (i.e., reports software and new/updated reporting tables) • Unit test plan and assumptions • Unit test results for each software component • String test considerations, assumptions, and test results (if necessary for complex reports containing groups of related software components). For each work unit, AMS shall base its software development on a County approved detail design specification in conjunction with any changes that have been County approved through the change control process. Once completed (reviewed and approved by the County) each work unit shall be ready for string testing or product testing as required by the String Test Plan.	3.4.6.2.18	
55	Integrated System Test Plan & Scripts	Integrated System Test Plan & Scripts	Prepare a plan and scripts to test that the developed eCAPS system supports the requirements defined in the County-approved/AMS-developed design documents for customizations, data conversion, and interfaces. This plan and scripts shall include: • Definition of the business processes, test scenarios, conditions, and cycles covered under the test • Test schedule and list of participants • Steps for database population, back-ups and restores	3.5.1.1	3.5.1.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Expected results for each test script step. The Integrated System Test Plan shall describe the overall approach, tools (if needed), script development methodologies, and documentation for testing the overall application (i.e., conversion, interfaces, customizations, reports) across multiple types of testing: • Integrated System Test • User Acceptance Test • Performance Test • Regression Test. AMS shall provide the Integrated System Test Plan and scripts and sample UAT plan/scripts (if available from another site) to the County team for their consideration in developing the UAT plan and scripts.		
56	Integrated System Test Results	Integrated System Test Results	Execute the integrated system test and document/ resolve deviations from the expected results from each step (including the implementation of any software fixes). Prepare for and conduct a high-level walk-through of the integrated system test results with County test team members. This review shall also serve as an orientation for the County members executing the user acceptance test.	3.5.1.6	3.5.1.10
57	User Acceptance Test Execution Support	User Acceptance Test Execution Support	Provide support to the County team during their execution of the User Acceptance Test (UAT). This support shall include: • Participating in the incident resolution	3.5.2.4	3.5.2.4

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			process (i.e., help resolve and track incidents reported by the County team) • Designing/developing software fixes and conducting reviews of these fixes with the County • Providing documentation for to support the County's migration of eCAPS software components and fixes into the acceptance test environment • Providing support to County staff in the areas of job submission and regression testing.		
58	Performance Test Plan and Scripts	Performance Test Plan and Scripts	Provide a plan and scripts for conducting a performance test to confirm that the system supports the Performance Standards specified in Appendix H of the SOW. This plan and scripts shall include: • Definition of the transaction volumes, test scenarios, conditions, and cycles covered under the test • Development of scripts to cover stress testing in batch and online capacity to confirm capability to support usage as described in Appendix H • Test schedule and list of participants • Steps for database back-ups and restores • Expected results for each test script step. This plan shall also identify the tools, if needed, for creating input data volumes and simulate high	3.5.3.1	3.5.3.9

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			volume of concurrent users to confirm achievement of performance standards identified in Appendix H.		
59	Performance Test Results	Performance Test Results	Execute the performance test and document/ resolve deviations from the expected results from each step. Prepare for and conduct a high-level walk-through of the performance test results with County test team members. This activity shall also include: • Executing both on-line and batch scenarios (including confirmation that batch processes can execute within planned processing windows) • Working with County DBAs to perform system tuning to improve performance • Working with County DBAs to resolve performance issues and conduct re-testing • Documenting suggestions for ongoing performance tuning procedures for County staff.	3.5.3.6	3.5.3.9
60	Regression Test Support	Regression Test Support	Provide support to the County team during their execution of the Regression Test. This support shall include: • Participating in the incident resolution process (i.e., help resolve and track incidents reported by the County team) • Designing/developing software fixes and conducting reviews of these fixes with the	3.5.4.4	3.5.4.4

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			County • Providing documentation for to support the County's migration of eCAPS software components and fixes into the acceptance test environment.		
61	Security and Workflow Rules Definition	Security and Workflow	Draft eCAPS security plan by presenting the security and workflow capabilities available in AMS Advantage 3 and infoAdvantage. This plan will include: • Overview of security capabilities for online application, online reports, and the report distribution medium • eCAPS user roles and security profiles • Methodology for the maintenance of the Security levels • Methodology for incorporating the eCAPS security function into the County's existing security framework • Overview of the data security needs • Overview of establishing new user ID's and modifying existing user ID's Develop the security and workflow requirements for the eCAPS implementation including: • Online security • Role-based security (transactions, approvals) • Report distribution and access • Security maintenance procedures, roles, and responsibilities.	3.6.1.1	3.6.1.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
62	Security and Workflow Set-Up Support	Security and Workflow	Answer questions and provide assistance to the County team during their set-up of the eCAPS security and workflow tables.	3.6.1.4	3.6.1.5
63	System Administration Training	System Administration Training	Tailor baseline training materials and conduct system administration courses to support the training volumes identified in Appendix K in accordance with the training strategy developed during the Envision phase. Training topics shall include: • Workflow / approval design and maintenance • User security role design and maintenance • Configuration table maintenance • Discussion of the eCAPS system administrator role (i.e., high-level discussion of the administrator's responsibilities for software migration, test planning, and system monitoring to assist the County in determining the staffing requirements for this role).	3.6.3.1.1 3.6.3.1.2	3.6.3.1.4
64	End User Training Plan and Materials	End User Training Plan and Materials	Conduct a Training Needs Assessment to identify the County's training requirements to support its end users' roles and responsibilities. This assessment will be used as input to the development of the training plan. Develop the plan and materials for conducting end user training. End user training shall support the training volumes identified in Appendix K and the	3.6.3.2.1 3.6.3.2.2	3.6.3.2.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			requirements for the skill levels (e.g., advanced, basic) identified in the training strategy developed during the Envision phase. The plan shall outline: • Training sessions to be conducted, their schedule, facility requirements and participants • Training methodology for each session (e.g., instructor-led, webcast) • Procedures for registration and training effectiveness evaluation Course materials include: • Baseline Independent Study Guides • Training Guides for County instructors and participants • Handbooks and Learning Aids (i.e., brief aids no more than 2 pages in length) • Online exercises • Practice Environment • Online documentation accessed directly from AMS Advantage system for online user support (i.e. includes field and page level help and error handling) • Self-paced, downloadable computer-based training. Custom-developed materials and exercises shall reflect the use of representative County data and scenarios and be organized by functional area. AMS will develop recommended procedures for training database maintenance. All course materials must be reviewed and approved by the		

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			County prior to presentation to County trainees. AMS shall prepare a catalog of the materials created for the eCAPS project to assist in the transition of these materials (via in-person hand-off) to the County trainer "owners" of each functional area.		
65	County Trainer Training Courses	County Trainer Training	Conduct an orientation and training courses for County trainers and SMEs who shall be delivering the eCAPS training in accordance with the methodologies and logistics identified for this audience in the End User Training Plan. The focus of this deliverable will be on providing the trainers with information regarding the administration and specific delivery requirements for each module included in the end user training program. End user training materials shall be provided to a pilot set of trainers to review prior to roll-out to the end-user community. The training materials will be reviewed to confirm that: • Exercises in the guides and handbooks can be executed using the training database • Page captures in each handbook or guide are accurate • Independent Study Guide references are accurate. The types of materials for the end-user training program (e.g., Independent Study Guides, workshop handbooks, etc.) will be defined in accordance with the training plan.	3.6.3.3.1 3.6.3.3.2	3.6.3.3.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			AMS shall facilitate practice sessions with County trainers in order to provide feedback to trainers prior to their delivery of courses to the end-user community.		
66	County Trainer Training Assessment	County Trainer Training	Complete assessment of trainer and end user training courses using the training evaluation process identified in the End User Training Plan. Evaluate the end user training effort and provide a summary for management review. The summary shall be derived from the evaluation results captured during each training course. The report shall also provide recommendations for corrective actions as required.

Create the Evaluation Results Report based on an analysis of the data collected after each training session and observations made during training delivery. | 3.6.3.3.3 | 3.6.3.3.5 |
67	End User Training Courses	End User Training	Deliver the end user training courses in accordance with the co-training methodologies and logistics identified for this audience in the End User Training Plan.	3.6.3.4.3	3.6.3.4.5
68	infoAdvantage Training Courses	infoAdvantage Training	Conduct training courses for the infoAdvantage reporting tool in accordance with the methodologies and logistics identified in the End User Training Plan.	3.6.3.5.1 3.6.3.5.2	3.6.3.5.5
69	infoAdvantage	infoAdvantage	Complete assessment of infoAdvantage training	3.6.3.5.3	3.6.3.5.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
	Training Assessment	Training	courses using the training evaluation process identified in the End User Training Plan.		
70	AMS Advantage Users Documentation	eCAPS Documentation	Prepare updates to AMS Advantage baseline users documentation to reflect modifications implemented during eCAPS upgrade project. These updates shall be loaded to the online application such that field level and page level help and effort handling may reflect eCAPS modifications. Updates shall be applied in a manner and style that is consistent with the baseline AMS Advantage documentation.	3.6.4.1.1 3.6.4.1.2	3.6.4.1.6
71	AMS Advantage Systems / Operations Documentation	eCAPS Documentation	Prepare updates to AMS Advantage baseline systems documentation to reflect modifications implemented during eCAPS upgrade project. Updates shall be applied in a manner and style that is consistent with the baseline AMS Advantage documentation. Where appropriate, these updates may include: • Updated program descriptions • Updated flowcharts, dependencies, restart / recovering procedures • Considerations for the County's updates to its operations documentation (e.g., potential impacts to the County's run books, call back lists, job dependencies, etc.) This documentation provides a high-level view of	3.6.4.2.1 3.6.4.2.2	3.6.4.2.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			the documentation that is prepared at the work unit (i.e., software program) level.		
72	Departmental Rollout Support	Departmental Rollout	Provide assistance with the departmental rollout in accordance with the transition strategy developed during the Envision phase. Support activities include both technical and functional support in such areas as: • Confirming connectivity to Advantage application and reporting tool • Clarifying Advantage data entry procedures • Answering eCAPS system interface-related questions • Clarifying business process impacts.	3.6.5.1.4	3.6.5.1.3
73	AMS Advantage Procedures Manual	Departmental Rollout	Re-use the eCAPS training materials and AMS Advantage documentation to create step-by-step data entry procedures manual for using eCAPS. This manual shall serve as the basis for the County to update the County's Fiscal Manual and to create department-specific manuals and may include considerations of the County's internal controls, as needed. This manual can be posted to the eCAPS website and downloaded by the County's end users.	3.6.5.1.5	3.6.5.1.5
74	Operational Readiness Checklist	Operational Readiness Assessment (Technical)	Develop a checklist for verifying the readiness of the County's operations and technical infrastructure for the eCAPS go-live. Among other items, this checklist will assist the County in confirming the availability of:	3.6.5.3.1.1	3.6.5.3.1.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Back-up and recovery procedures • Operations roles, staffing and job schedules for daily, weekly, monthly processes • Production environment set-up and sizing • Production libraries • Technical infrastructure to support eCAPS (including printers and workstations) • Connectivity from all user departments • Etc.		
75	Operational Readiness Assessment	Operational Readiness Assessment	Assist County staff in completing the operational checklist and completing the corrective actions to achieve readiness as defined in the checklist.	3.6.5.3.1.7	3.6.5.3.1.5
76	Implementation Readiness Checklist	Implementation Readiness Checklist (End User)	Develop a checklist for verifying the readiness of the County's end user community for the eCAPS go-live. Among other items, this checklist will assist the County in confirming availability of: • Updated departmental policies and procedures • Updated departmental systems • Staff trained in eCAPS in accordance with proficiency goals in the End User training plan • County help desk (facilities and staffing).	3.6.5.3.2.1	3.6.5.3.2.5
77	Implementation Readiness Assessment	Implementation Readiness Assessment	Assist County staff in completing the implementation checklist and completing the corrective actions to achieve readiness as defined in the checklist.	3.6.5.3.2.7	3.6.5.3.2.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
78	Department Outreach/Change Management Support	Department Outreach/Change Management	Provide assistance with the department outreach and change management effort in accordance with the transition strategy developed during the Envision phase. AMS support activities include the development of communication materials, such as: • Updates to the County website • Input to the project newsletter • Executive presentations • Departmental briefings.	3.6.5.3.3	3.6.5.3.3
Achieve					
79	Mock Data Conversion	Mock Data Conversion	Execute CAPS data conversion software to facilitate a mock conversion (i.e., dress rehearsal for the conversion process). The mock conversion shall include all data planned for inclusion in the final conversion process (e.g., departmental / legacy, CAPS reference data and balances and open items). The County will confirm consistency and synchronization with the County's conversion of departmental / legacy data and data cleansing processes and perform the data verification and reconciliation. The mock conversion process will be conducted in accordance with the volumes, data sources, and schedule identified in the Data Conversion plan.	4.1.1	4.1.3
80	Production Cutover Script	Production Cutover Script	Prepare the Production Cutover Script. The script shall define the sequence and timing of events and activities, such as: • Production cutover software and scripts, as needed	4.2.1.1	4.2.1.5

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			• Configuration of production database and environment (if required) • Automated conversion processes • Manual conversion processes • Conversion verification • Software migration • System table configurations • Batch processing • AMS and County staffing requirements for the cutover.		
81	Production Cutover	Production Cutover	Assist County in executing cutover activities in accordance with the production cutover script.	4.2.7 4.2.8	4.2.9
82	Production Operations Monitoring & Support	Post-Implementation Support	Support the system in production for the following activities: • System assurance monitoring • System and database tuning • Monthly close • 1099 processing • Software upgrade analysis and support.	4.3.1 4.3.2 4.3.3 4.3.4 4.3.5 4.3.6	4.3.1 4.3.2 4.3.3 4.3.4 4.3.5 4.3.6
83	Production Incident Support	Post-Implementation Support	Provide staffing for the onsite County help desk for the following activities: • Resolving end user incidents • Resolving operations-related incidents • Coordinating incident resolution with AMS Customer Support staff • Facilitating knowledge transfer from AMS staff to County functional and technical staff	4.3.1 4.3.2 4.3.3 4.3.4 4.3.5 4.3.6	4.3.1 4.3.2 4.3.3 4.3.4 4.3.5 4.3.6

#	Work Product	Deliverable	Description	Project Plan Task	Payment Milestone
			assigned to help desk roles.		
84	Post-Implementation Training Support	Post-Implementation Support	Conduct end-user training in accordance with the training volumes identified in Appendix K and the training plan developed during the Create phase.	4.3.1 4.3.2 4.3.3 4.3.4 4.3.5 4.3.6	4.3.1 4.3.2 4.3.3 4.3.4 4.3.5 4.3.6
85	Support for 1099 Processing	Post-Implementation Support	Provide support for County's 1099 Processing	4.3.7	4.3.7
86	Support for FY 2004-05 Annual Close Processing	Post-Implementation Support	Provide support for Fiscal 2004-05 Annual Close and CAFR Processing	4.3.8	4.3.8

Task Name	Duration	Start	Finish	1st Half		2nd Half		1st Half		2nd Half		1st Half		2nd Half	
				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
eCAPS UPGRADE PROJECT	**652 days**	**4/1/04**	**9/29/06**												
1 PLANNING & MANAGEMENT	**457 days**	**4/1/04**	**12/30/05**												
1.1 Develop eCAPS Project Control Document (incl. plan, PM strategies, etc.)	**29 days**	**4/1/04**	**5/11/04**												
1.1.1 Finalize Roles & Responsibilities and Project Plan	5 days	4/1/04	4/7/04												
1.1.2 Establish Project Management Standards and Tools	5 days	4/1/04	4/7/04												
1.1.3 Draft Strategies for: Communication, Risk Mitigation, & Change Control	7 days	4/8/04	4/16/04												
1.1.4 Draft Project Control Document	10 days	4/5/04	4/16/04												
1.1.5 Review Project Control Document	10 days	4/12/04	4/23/04												
1.1.6 Update Project Control Document	2 days	4/26/04	4/27/04												
1.1.7 Approve Project Control Document	10 days	4/28/04	5/11/04												
1.1.8 AMS Deliverable: eCAPS Project Control Document	*0 days*	*4/28/04*	*4/28/04*		4/28										
1.2 eCAPS Kick-off	**16 days**	**4/1/04**	**4/22/04**												
1.2.1 Develop Kick-off Materials	5 days	4/1/04	4/7/04												
1.2.2 Review eCAPS Kick-off Materials	5 days	4/5/04	4/9/04												
1.2.3 Update eCAPS Kick-off Materials	1 day	4/12/04	4/12/04												
1.2.4 Approve eCAPS Kick-off Materials	2 days	4/13/04	4/14/04												
1.2.5 Conduct eCAPS Kick-off Meeting	1 day	4/15/04	4/15/04												
1.2.6 AMS Deliverable: eCAPS Kick-off Meeting	*0 days*	*4/15/04*	*4/15/04*		4/15										
1.2.7 Conduct Informational Meetings with County Department Representatives	5 days	4/16/04	4/22/04												
1.3 On-Going Project Management	**457 days**	**4/1/04**	**12/30/05**												
1.3.1 Provide Project Management Oversight / Maintain Project Plan	457 days	4/1/04	12/30/05												
1.3.2 Provide Quality & Risk Management	457 days	4/1/04	12/30/05												
1.3.3 Develop eCAPS Monthly Status Reports	457 days	4/1/04	12/30/05												
2 ENVISION PHASE	**118 days**	**4/1/04**	**9/13/04**												
2.1 Establish Advantage 3 Prototype Environment & Install 3rd Party Software	**15 days**	**4/1/04**	**4/21/04**												
2.1.1 Provide servers and establish Prototyping Environment & 3rd Party Software	5 days	4/1/04	4/7/04												
2.1.2 Install & Test AMS Advantage 3 Prototyping Environment & 3rd Party Software	15 days	4/1/04	4/21/04												
2.1.3 Review & Approve Advantage 3 Prototyping Environment & 3rd Party Software	10 days	4/8/04	4/21/04												
2.1.4 AMS Deliverable: AMS Advantage 3 Prototyping Environment & 3rd Party Software	*0 days*	*4/21/04*	*4/21/04*		4/21										
2.2 Functional Analysis	**104 days**	**4/1/04**	**8/24/04**												
2.2.1 Product Training	**25 days**	**4/1/04**	**5/5/04**												
2.2.1.1 Prepare Materials / Schedule Product Training for Core Project Team	15 days	4/1/04	4/21/04												
2.2.1.2 Conduct Product Training for Core Project Team/Prototype Participants	10 days	4/22/04	5/5/04												
2.2.1.3 Review & Approve Product Training	10 days	4/22/04	5/5/04												
2.2.1.4 AMS Deliverable: Product Training	*0 days*	*5/5/04*	*5/5/04*		5/5										
2.2.2 Prepare for Application Prototyping	**30 days**	**4/5/04**	**5/14/04**												
2.2.2.1 Review eCAPS Business Requirements	10 days	4/5/04	4/16/04												
2.2.2.2 Map Requirements to Business Processes	2 days	4/15/04	4/16/04												
2.2.2.3 Prepare Prototype Scripts	15 days	4/5/04	4/23/04												
2.2.2.4 Review Prototype Scripts	10 days	4/12/04	4/23/04												
2.2.2.5 Update Prototype Scripts	5 days	4/26/04	4/30/04												
2.2.2.6 Approve Prototype Scripts	10 days	5/3/04	5/14/04												
2.2.2.7 AMS Deliverable: Prototype Scripts	*0 days*	*5/3/04*	*5/3/04*		5/3										
2.2.3 Prototype Chart of Accounts, General Accounting & Budget Structures	**37 days**	**4/22/04**	**6/11/04**												

Task Name	Duration	Start	Finish	1st Half		2nd Half		1st Half		2nd Half		1st Half		2nd Half	
				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
2.2.3.1 Prototype Chart of Accounts	5 days	4/22/04	4/28/04												
2.2.3.2 Prototype General Accounting	10 days	4/29/04	5/12/04												
2.2.3.3 Prototype Budget Structures	15 days	5/13/04	6/2/04												
2.2.3.4 Review reporting requirements	2 days	6/3/04	6/4/04												
2.2.3.5 Document prototype results	5 days	6/7/04	6/11/04												
2.2.4 Prototype Cost Accounting	**27 days**	**6/3/04**	**7/9/04**												
2.2.4.1 Prototype Grants	4 days	6/3/04	6/8/04												
2.2.4.2 Prototype Projects	5 days	6/9/04	6/15/04												
2.2.4.3 Prototype Cost Allocation, Labor Extension, Job Billing	8 days	6/16/04	6/25/04												
2.2.4.4 Review reporting requirements	5 days	6/28/04	7/2/04												
2.2.4.5 Document prototype results	5 days	7/5/04	7/9/04												
2.2.5 Prototype Accounts Payable	**15 days**	**5/13/04**	**6/2/04**												
2.2.5.1 Prototype Accounts Payable	8 days	5/13/04	5/24/04												
2.2.5.2 Review reporting requirements	2 days	5/25/04	5/26/04												
2.2.5.3 Document prototype results	5 days	5/27/04	6/2/04												
2.2.6 Prototype Accounts Receivable	**15 days**	**6/3/04**	**6/23/04**												
2.2.6.1 Prototype Accounts Receivable	8 days	6/3/04	6/14/04												
2.2.6.2 Review reporting requirements	2 days	6/15/04	6/16/04												
2.2.6.3 Document prototype results	5 days	6/17/04	6/23/04												
2.2.7 Fit-Gap Analysis	**84 days**	**4/29/04**	**8/24/04**												
2.2.7.1 Identify Application Configurations (Table-Driven)	60 days	4/29/04	7/21/04												
2.2.7.2 Identify User Interface Configurations (Studio)	25 days	6/10/04	7/14/04												
2.2.7.3 Identify Application Customizations (Studio, Java, Batch)	60 days	4/29/04	7/21/04												
2.2.7.4 Identify Business Process Impacts	15 days	7/8/04	7/28/04												
2.2.7.5 Develop Fit-Gap Analysis Report	30 days	6/17/04	7/28/04												
2.2.7.6 Review Fit-Gap Analysis Report	10 days	7/22/04	8/4/04												
2.2.7.7 Update Fit-Gap Analysis Report	4 days	8/5/04	8/10/04												
2.2.7.8 Approve Fit-Gap Analysis Report	10 days	8/11/04	8/24/04												
2.2.7.9 AMS Deliverable: Fit-Gap Analysis Report	***0 days***	***8/11/04***	***8/11/04***			8/11									
2.2.8 Chart of Accounts and Budget Model	20 days	6/14/04	7/9/04												
2.2.8.1 Develop Chart of Account & Budget Model based on prototype results	5 days	6/14/04	6/18/04												
2.2.8.2 Update COA and Budget Instructions to Department	15 days	6/21/04	7/9/04												
2.2.8.3 County Obligation: LA County COA Book and Dept Instructions	***0 days***	***7/9/04***	***7/9/04***			7/9									
2.3 Technical Assessment	**52 days**	**4/1/04**	**6/11/04**												
2.3.1 Provide current CAPS/legacy txn volumes & County infrastructure information	5 days	4/1/04	4/7/04												
2.3.2 Review County Network Infrastructure	5 days	4/8/04	4/14/04												
2.3.3 Analyze Transaction Volumes (current & future)	10 days	4/15/04	4/28/04												
2.3.4 Review Technical Platform Alternatives	10 days	4/22/04	5/5/04												
2.3.5 Develop Technical Specifications Document	25 days	4/15/04	5/19/04												
2.3.6 Review Technical Specifications Document	10 days	5/13/04	5/26/04												
2.3.7 Update Technical Specifications Document	2 days	5/27/04	5/28/04												
2.3.8 Approve Technical Specifications Document	10 days	5/31/04	6/11/04												
2.3.9 AMS Deliverable: Technical Specifications Document	***0 days***	***5/31/04***	***5/31/04***		5/31										
2.4 Hardware/Software Procurement	**75 days**	**5/31/04**	**9/10/04**												
2.4.1 Select Technical Platform	5 days	5/31/04	6/4/04												

Task Name	Duration	Start	Finish
2.4.2 Prepare procurement documents	10 days	6/7/04	6/18/04
2.4.3 Procure Hardware & System Software (as needed)	60 days	6/21/04	9/10/04
2.4.4 County Obligation: Procured Hardware & System Sofware	*0 days*	*9/10/04*	*9/10/04*
2.5 Implementation Assessment	**58 days**	**5/31/04**	**8/18/04**
2.5.1 Develop Data Conversion Strategy	15 days	5/31/04	6/18/04
2.5.2 Develop System Interface Strategy	20 days	6/16/04	7/13/04
2.5.3 Develop Training Strategy	15 days	7/29/04	8/18/04
2.5.4 Develop Transition Strategy	10 days	6/24/04	7/7/04
2.5.5 Develop eCAPS Reporting Strategy	15 days	7/29/04	8/18/04
2.6 Develop eCAPS Upgrade Analysis Document	**43 days**	**7/15/04**	**9/13/04**
2.6.1 Update eCAPS Upgrade Project Plan & Deliverables Schedule	5 days	7/22/04	7/28/04
2.6.2 Develop eCAPS Upgrade Analysis Document	25 days	7/15/04	8/18/04
2.6.3 Review eCAPS Upgrade Analysis Document	10 days	8/12/04	8/25/04
2.6.4 Update eCAPS Upgrade Analysis Document	3 days	8/26/04	8/30/04
2.6.5 Approve eCAPS Upgrade Analysis Document	10 days	8/31/04	9/13/04
2.6.6 AMS Deliverable: eCAPS Upgrade Analysis Document	*0 days*	*8/31/04*	*8/31/04*
3 CREATE PHASE	**372 days**	**4/1/04**	**9/2/05**
3.1 Technical Environment Set-Up	**60 days**	**9/13/04**	**12/3/04**
3.1.1 Establish Technical Environments	**45 days**	**9/13/04**	**11/12/04**
3.1.1.1 Install and configure Baseline Environment	5 days	9/13/04	9/17/04
3.1.1.2 Install and configure Development/Unit Test Environment	5 days	9/20/04	9/24/04
3.1.1.3 Install and configure System Test Environment	5 days	10/4/04	10/8/04
3.1.1.4 Install and configure User Acceptance Test/Practice Environment	5 days	10/11/04	10/15/04
3.1.1.5 Install and configure Conversion Environment	5 days	9/27/04	10/1/04
3.1.1.6 Install and configure Training Environment	5 days	10/18/04	10/22/04
3.1.1.7 Install and configure Production Environment	15 days	10/25/04	11/12/04
3.1.1.8 County Obligation: Technical Environments	*0 days*	*11/12/04*	*11/12/04*
3.1.2 Install/Test ADVANTAGE 3 Software & 3rd Party Tools	**50 days**	**9/20/04**	**11/26/04**
3.1.2.1 Install ADVANTAGE 3 & 3rd Party Tools in Baseline Environment	10 days	9/20/04	10/1/04
3.1.2.2 Install ADVANTAGE 3 & 3rd Party Tools in Development/Unit Test Environment	5 days	10/11/04	10/15/04
3.1.2.3 Install ADVANTAGE 3 & 3rd Party Tools in System Test Environment	5 days	10/18/04	10/22/04
3.1.2.4 Install ADVANTAGE 3 & 3rd Party Tools in User Acceptance Test/Practice Environme	5 days	10/25/04	10/29/04
3.1.2.5 Install ADVANTAGE 3 & 3rd Party Tools in Conversion Environment	5 days	10/4/04	10/8/04
3.1.2.6 Install ADVANTAGE 3 & 3rd Party Tools in Training Environment	5 days	11/1/04	11/5/04
3.1.2.7 Install ADVANTAGE 3 & 3rd Party Tools in Production Environment	10 days	11/15/04	11/26/04
3.1.3 InfoAdvantage Environment Set-up	**23 days**	**10/25/04**	**11/24/04**
3.1.3.1 Establish infoAdvantage Environment	10 days	10/25/04	11/5/04
3.1.3.2 Create DDL for infoAdvantage database tables	3 days	11/8/04	11/10/04
3.1.3.3 Generate infoAdvantage database based on Data Model	2 days	11/11/04	11/12/04
3.1.3.4 Install and test Data Junction Module	3 days	11/15/04	11/17/04
3.1.3.5 Install & configure infoAdvantage software & tools	5 days	11/18/04	11/24/04
3.1.3.6 Create connections to infoAdvantage databases	2 days	11/16/04	11/17/04
3.1.3.7 Create Repositories	5 days	11/18/04	11/24/04
3.1.4 Review & Approve Advantage 3, 3rd Party & infoAdvantage Installations	45 days	10/4/04	12/3/04

Task Name	Duration	Start	Finish	1st Half Qtr 1	Qtr 2	2nd Half Qtr 3	Qtr 4	1st Half Qtr 1	Qtr 2	2nd Half Qtr 3	Qtr 4	1st Half Qtr 1	Qtr 2	2nd Half Qtr 3	Qtr 4
3.1.5 AMS Deliverable: Advantage 3, 3rd Party Tools & infoAdvantage Installation	*0 days*	*12/3/04*	*12/3/04*				12/3								
3.2 Technical Project Team Training	*72 days*	*8/19/04*	*11/26/04*												
3.2.1 Prepare Materials / Schedule Technical Training	20 days	8/19/04	9/15/04												
3.2.2 Conduct Technical Project Team Training	50 days	9/20/04	11/26/04												
3.2.3 Review & Approve Technical Project Team Training	10 days	11/15/04	11/26/04												
3.2.4 AMS Deliverable: Technical Project Team Training	*0 days*	*11/26/04*	*11/26/04*				11/26								
3.3 Application Configuration - Table-Driven	78 days	10/18/04	2/2/05												
3.3.1 General Ledger (COA, General Accounting, Budget)	46 days	10/18/04	12/20/04												
3.3.1.1 Review Delivered Model/Table Configuration	5 days	10/18/04	10/22/04												
3.3.1.2 Apply Identified Application Configurations (from Fit-Gap Analysis)	25 days	10/25/04	11/26/04												
3.3.1.3 Populate tables and test General Ledger Configurations	25 days	11/15/04	12/17/04												
3.3.1.4 Update General Ledger Configurations	5 days	12/13/04	12/17/04												
3.3.1.5 Review & Approve General Ledger Configurations	10 days	12/7/04	12/20/04												
3.3.1.6 AMS Deliverable: General Ledger Configurations	*0 days*	*12/20/04*	*12/20/04*				12/20								
3.3.2 Cost/Program/Project/Grant (CPPG)	48 days	10/25/04	12/29/04												
3.3.2.1 Review Delivered Model/Table Configuration	7 days	10/25/04	11/2/04												
3.3.2.2 Apply Identified Application Configurations (from Fit-Gap Analysis)	30 days	11/3/04	12/14/04												
3.3.2.3 Populate tables and test Cost/Program/Project/Grant Accounting Configurations	20 days	12/1/04	12/28/04												
3.3.2.4 Update Cost/Program/Project/Grant Configurations	5 days	12/22/04	12/28/04												
3.3.2.5 Review & Approve Cost/Program/Project/Grant Configurations	10 days	12/16/04	12/29/04												
3.3.2.6 AMS Deliverable: Cost/Program/Project/Grant Accounting Configurations	*0 days*	*12/29/04*	*12/29/04*				12/29								
3.3.3 Accounts Payable	26 days	12/20/04	1/24/05												
3.3.3.1 Review Delivered Model/Table Configuration	5 days	12/20/04	12/24/04												
3.3.3.2 Apply Identified Application Configurations (from Fit-Gap Analysis)	10 days	12/27/04	1/7/05												
3.3.3.3 Populate tables and test Accounts Payable Configurations	15 days	1/3/05	1/21/05												
3.3.3.4 Update Accounts Payable Configurations	5 days	1/17/05	1/21/05												
3.3.3.5 Review & Approve Accounts Payable Configurations	10 days	1/11/05	1/24/05												
3.3.3.6 AMS Deliverable: Accounts Payable Configurations	*0 days*	*1/24/05*	*1/24/05*					1/24							
3.3.4 Accounts Receivable	25 days	12/30/04	2/2/05												
3.3.4.1 Review Delivered Model/Table Configuration	3 days	12/30/04	1/3/05												
3.3.4.2 Apply Identified Application Configurations (from Fit-Gap Analysis)	10 days	1/4/05	1/17/05												
3.3.4.3 Populate and test Accounts Receivable Configurations	10 days	1/14/05	1/27/05												
3.3.4.4 Update Accounts Receivable Configurations	3 days	1/28/05	2/1/05												
3.3.4.5 Review & Approve Accounts Receivable Configurations	10 days	1/20/05	2/2/05												
3.3.4.6 AMS Deliverable: Accounts Receivable Configurations	*0 days*	*2/2/05*	*2/2/05*					2/2							
3.4 Software Construction	372 days	4/1/04	9/2/05												
3.4.1 User Interface Configurations (e.g., labels, error msg) - Studio	70 days	8/30/04	12/3/04												
3.4.1.1 Develop UI Functional Designs	25 days	8/30/04	10/4/04												
3.4.1.2 County Obligations: UI Functional Designs	*0 days*	*10/4/04*	*10/4/04*				10/4								
3.4.1.3 Design/Develop/Unit Test UI Configuration	45 days	10/4/04	12/3/04												
3.4.1.4 County Obligations: User Interface Configurations	*0 days*	*12/3/04*	*12/3/04*				12/3								
3.4.2 Application Customizations (Studio, Java, Batch)	*170 days*	*7/22/04*	*3/16/05*												
3.4.2.1 Develop Application Customization Functional Designs	30 days	7/22/04	9/1/04												
3.4.2.2 Review Application Customization Functional Designs	25 days	8/5/04	9/8/04												
3.4.2.3 Update Application Customization Functional Designs	20 days	8/19/04	9/15/04												

High-Level Plan

Task Name	Duration	Start	Finish
3.4.2.4 Approve Application Customization Functional Designs	10 days	9/16/04	9/29/04
3.4.2.5 AMS Deliverables: Application Customization Functional Designs	*0 days*	*9/16/04*	*9/16/04*
3.4.2.6 Design/Develop/Unit Test Application Customization	130 days	8/26/04	2/23/05
3.4.2.7 Review Customization Unit Test Results	110 days	9/30/04	3/2/05
3.4.2.8 Correct Application Customization Issues	100 days	10/21/04	3/9/05
3.4.2.9 Approve Application Customizations	100 days	10/28/04	3/16/05
3.4.2.10 AMS Deliverables: Application Customizations	*0 days*	*3/16/05*	*3/16/05*
3.4.3 Annual Close and CAFR	262 days	9/2/04	9/2/05
3.4.3.1 Develop Annual Close and CAFR Customization Functional Design	20 days	9/2/04	9/29/04
3.4.3.2 Develop CAFR Data Extract Technical Design	10 days	9/16/04	9/29/04
3.4.3.3 Review Annual Close and CAFR Customization/Data Extract Designs	10 days	9/23/04	10/6/04
3.4.3.4 Update Annual Close and CAFR Customization/Data Extract Designs	5 days	10/7/04	10/13/04
3.4.3.5 Approve Annual Close and CAFR Customization/Data Extract Designs	10 days	10/14/04	10/27/04
3.4.3.6 AMS Deliverable: Annual Close and CAFR Designs	*0 days*	*10/14/04*	*10/14/04*
3.4.3.7 Design/Develop/Unit Test Annual Close and CAFR Customizations	65 days	10/14/04	1/12/05
3.4.3.8 Develop/Unit Test CAFR Data Extract Software	30 days	12/2/04	1/12/05
3.4.3.9 Review Annual Close and CAFR Unit Test Results	10 days	1/6/05	1/19/05
3.4.3.10 Correct Annual Close and CAFR Issues	2 days	1/20/05	1/21/05
3.4.3.11 Approve Annual Close and CAFR Software	10 days	1/24/05	2/4/05
3.4.3.12 AMS Deliverable: Annual Close and CAFR Software	*0 days*	*1/24/05*	*1/24/05*
3.4.3.13 Publish and produce County CAFR Report	40 days	7/11/05	9/2/05
3.4.3.14 County Obligation: County CAFR Report	*0 days*	*9/2/05*	*9/2/05*
3.4.4 Data Conversion	198 days	7/5/04	4/6/05
3.4.4.1 CAPS Conversion Plan	32 days	7/5/04	8/17/04
3.4.4.1.1 Develop Detailed CAPS Conversion Plan	15 days	7/5/04	7/23/04
3.4.4.1.2 Review CAPS Conversion Plan	10 days	7/19/04	7/30/04
3.4.4.1.3 Update CAPS Conversion Plan	2 days	8/2/04	8/3/04
3.4.4.1.4 Approve CAPS Conversion Plan	10 days	8/4/04	8/17/04
3.4.4.1.5 AMS Deliverable: Detailed CAPS Conversion Plan	*0 days*	*8/4/04*	*8/4/04*
3.4.4.2 CAPS Data Cleansing Plan	15 days	7/12/04	7/30/04
3.4.4.2.1 Develop Detailed Data Cleansing Plan	15 days	7/12/04	7/30/04
3.4.4.2.2 County Obligation: Detailed CAPS Data Cleansing Plan	*0 days*	*7/30/04*	*7/30/04*
3.4.4.3 CAPS Data Conversion	183 days	7/26/04	4/6/05
3.4.4.3.1 Develop CAPS Data Conversion Mapping & Transformation Rules	30 days	7/26/04	9/3/04
3.4.4.3.2 Review CAPS Data Conversion Mapping	10 days	8/30/04	9/10/04
3.4.4.3.3 Update CAPS Data Conversion Mapping	4 days	9/13/04	9/16/04
3.4.4.3.4 Approve CAPS Data Conversion Mapping	10 days	9/17/04	9/30/04
3.4.4.3.5 AMS Deliverables: CAPS Data Conversion Mapping	*0 days*	*9/17/04*	*9/17/04*
3.4.4.3.6 Develop & Unit Test CAPS Data Conversion Programs	120 days	9/27/04	3/11/05
3.4.4.3.7 Review CAPS Conversion Test Results	30 days	2/7/05	3/18/05
3.4.4.3.8 Correct CAPS Data Conversion Programs	8 days	3/14/05	3/23/05
3.4.4.3.9 Approve Conversion Test Results	10 days	3/24/05	4/6/05
3.4.4.3.10 AMS Deliverables: CAPS Data Conversion Software	*0 days*	*3/24/05*	*3/24/05*
3.4.4.4 Departmental Data Conversion	145 days	9/6/04	3/25/05
3.4.4.4.1 Develop Dept Conversion Mapping & Transformation Rules	45 days	9/6/04	11/5/04

Task Name	Duration	Start	Finish
3.4.4.4.2 County Obligation: Dept Conversion Mapping	0 days	11/5/04	11/5/04
3.4.4.4.3 Develop & Unit Test Dept Data Conversion & Cleansing Software	100 days	11/8/04	3/25/05
3.4.4.4.4 County Obligation: Dept Conversion Software	0 days	3/25/05	3/25/05
3.4.5 System Interfaces	90 days	10/1/04	2/3/05
3.4.5.1 Inbound eCAPS Interface Template	25 days	10/1/04	11/4/04
3.4.5.1.1 Develop Data Mapping Template for Inbound eCAPS Interfaces	10 days	10/1/04	10/14/04
3.4.5.1.2 Review Data Mapping Template for Inbound eCAPS Interfaces	10 days	10/6/04	10/19/04
3.4.5.1.3 Update Data Mapping Template for Inbound eCAPS Interfaces	2 days	10/20/04	10/21/04
3.4.5.1.4 Approve Data Mapping Template for Inbound eCAPS Interfaces	10 days	10/22/04	11/4/04
3.4.5.1.5 AMS Deliverable: Inbound Interface Mapping Template	0 days	10/22/04	10/22/04
3.4.5.2 Inbound eCAPS Interfaces	75 days	10/22/04	2/3/05
3.4.5.2.1 Develop Inbound Interface Mapping & Transformation Rules	40 days	10/22/04	12/16/04
3.4.5.2.2 County Obligation: Inbound Interface Mapping	0 days	12/16/04	12/16/04
3.4.5.2.3 Develop & Unit Test Inbound Interfaces	60 days	11/12/04	2/3/05
3.4.5.2.4 County Obligation: Inbound Interface Software	0 days	2/3/05	2/3/05
3.4.5.3 Outbound eCAPS Interfaces	85 days	10/1/04	1/27/05
3.4.5.3.1 Provide Outbound Target Mappings	15 days	10/1/04	10/22/04
3.4.5.3.2 Develop Outbound Interface Mapping & Transformation Rules	12 days	10/22/04	11/8/04
3.4.5.3.3 Review Outbound Interface Mapping & Transformation Rules	10 days	11/2/04	11/15/04
3.4.5.3.4 Update Outbound Interface Mapping & Transformation Rules	2 days	11/16/04	11/17/04
3.4.5.3.5 Approve Outbound Interface Mapping & Transformation Rules	10 days	11/18/04	12/1/04
3.4.5.3.6 AMS Deliverables: Outbound Interface Mapping	0 days	11/18/04	11/18/04
3.4.5.3.7 Develop & Unit Test Outbound Interfaces	60 days	10/21/04	1/12/05
3.4.5.3.8 Review Outbound Interface Test Results	10 days	1/6/05	1/19/05
3.4.5.3.9 Correct Outbound Interface Software	5 days	1/20/05	1/26/05
3.4.5.3.10 Approve Outbound Interface Software	1 day	1/27/05	1/27/05
3.4.5.3.11 AMS Deliverable: Outbound Interface Software	0 days	1/27/05	1/27/05
3.4.6 Reports & Forms	247 days	4/1/04	3/11/05
3.4.6.1 eCAPS Cost/Project/Grant Accounting and Accounts Receivable Reports	110 days	10/4/04	3/4/05
3.4.6.1.1 Develop eCAPS Cost/Project/Grant Accounting and Accounts Receivable Rep	25 days	10/4/04	11/5/04
3.4.6.1.2 County Obligations: eCAPS Cost/Project/Grant Accounting and Accounts	0 days	11/5/04	11/5/04
3.4.6.1.3 Develop & Test eCAPS Cost/Project/Grant Accounting and Accounts Receivab	85 days	11/8/04	3/4/05
3.4.6.1.4 County Obligations: eCAPS eCAPS Cost/Project/Grant Accounting and A	0 days	3/4/05	3/4/05
3.4.6.2 eCAPS General Ledger and Accounts Payable Reports	247 days	4/1/04	3/11/05
3.4.6.2.1 Develop ETL Designs and Update infoAdvantage Data Model	10 days	4/1/04	4/14/04
3.4.6.2.2 Develop eCAPS General Ledger and Accounts Payable Reports Technical Des	25 days	9/27/04	10/29/04
3.4.6.2.3 Review eCAPS General Ledger and Accounts Payable Reports Technical Des	10 days	10/25/04	11/5/04
3.4.6.2.4 Update eCAPS General Ledger and Accounts Payable Reports Technical Des	5 days	11/8/04	11/12/04
3.4.6.2.5 Approve eCAPS General Ledger and Accounts Payable Reports Technical De	10 days	11/15/04	11/26/04
3.4.6.2.6 AMS Deliverable: Updated InfoAdvantage Data Model and eCAPS ETL & I	0 days	11/15/04	11/15/04
3.4.6.2.7 Establish System Administration settings	5 days	10/18/04	10/22/04
3.4.6.2.8 Set-up Security, Universe & Document Domains	5 days	10/25/04	10/29/04
3.4.6.2.9 Set-up Security Profiles and User IDs	10 days	11/1/04	11/12/04
3.4.6.2.10 Modify & Configure Universes for LA County	15 days	11/15/04	12/3/04
3.4.6.2.11 Develop & Unit Test ETL	20 days	12/6/04	12/31/04

Task Name	Duration	Start	Finish	1st Half		2nd Half		1st Half		2nd Half		1st Half		2nd Half	
				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
3.4.6.2.12 Review ETL Test Results	10 days	12/27/04	1/7/05												
3.4.6.2.13 Correct ETL Software	5 days	1/10/05	1/14/05												
3.4.6.2.14 Approve ETL Software	10 days	1/17/05	1/28/05												
3.4.6.2.15 AMS Deliverable: ETL Software	*0 days*	*1/17/05*	*1/17/05*					1/17							
3.4.6.2.16 Develop & Unit Test eCAPS General Ledger and Accounts Payable Reports	80 days	10/18/04	2/4/05												
3.4.6.2.17 Review eCAPS General Ledger and Accounts Payable Reports Test Results	20 days	1/24/05	2/18/05												
3.4.6.2.18 Correct eCAPS General Ledger and Accounts Payable Reports	5 days	2/21/05	2/25/05												
3.4.6.2.19 Approve eCAPS General Ledger and Accounts Payable Reports Software	10 days	2/28/05	3/11/05												
3.4.6.2.20 AMS Deliverable: eCAPS General Ledger and Accounts Payable Reports	*0 days*	*2/28/05*	*2/28/05*						2/28						
3.5 Software Testing	**190 days**	**9/30/04**	**6/22/05**												
3.5.1 Integrated System Test	**145 days**	**9/30/04**	**4/20/05**												
3.5.1.1 Develop Integrated System Test Plan & Scripts	30 days	9/30/04	11/10/04												
3.5.1.2 Review Integrated System Test Plan & Scripts	10 days	11/4/04	11/17/04												
3.5.1.3 Update Integrated System Test Plan & Scripts	5 days	11/18/04	11/24/04												
3.5.1.4 Approve Integrated System Test Plan & Scripts	10 days	11/25/04	12/8/04												
3.5.1.5 AMS Deliverables: Integrated System Test Plan & Scripts	*0 days*	*11/25/04*	*11/25/04*				11/25								
3.5.1.6 Execute & Document Integrated System Test Results	60 days	1/6/05	3/30/05												
3.5.1.7 Review Integrated System Test Results	10 days	3/17/05	3/30/05												
3.5.1.8 Correct Integrated System Test Issues	5 days	3/31/05	4/6/05												
3.5.1.9 Approve Integrated System Test Results	10 days	4/7/05	4/20/05												
3.5.1.10 AMS Deliverables: Integrated System Test Results	*0 days*	*4/7/05*	*4/7/05*						4/7						
3.5.2 User Acceptance Test	**160 days**	**11/11/04**	**6/22/05**												
3.5.2.1 Develop User Acceptance Test Plan & Scripts	45 days	11/11/04	1/12/05												
3.5.2.2 County Obligations: User Acceptance Test Plan & Scripts	*0 days*	*1/12/05*	*1/12/05*					1/12							
3.5.2.3 Execute & Document User Acceptance Test Results	40 days	4/21/05	6/15/05												
3.5.2.4 Support User Acceptance Test	45 days	4/21/05	6/22/05												
3.5.2.5 Review & Approve User Acceptance Test Results	10 days	6/9/05	6/22/05												
3.5.2.6 County Obligation: User Acceptance Test Results	*0 days*	*6/22/05*	*6/22/05*							6/22					
3.5.3 Performance Test	**44 days**	**3/4/05**	**5/4/05**												
3.5.3.1 Develop Performance Test Plan & Scripts	10 days	3/4/05	3/17/05												
3.5.3.2 Review Performance Test Plan & Scripts	10 days	3/8/05	3/22/05												
3.5.3.3 Update Performance Test Plan & Scripts	1 day	3/22/05	3/23/05												
3.5.3.4 Approve Performance Test Plan & Scripts	1 day	3/23/05	3/24/05												
3.5.3.5 Execute Performance Test	15 days	3/24/05	4/13/05												
3.5.3.6 Review Performance Test Results	10 days	3/31/05	4/13/05												
3.5.3.7 Correct Performance Test Issues	5 days	4/14/05	4/20/05												
3.5.3.8 Approve Performance Test Results	10 days	4/21/05	5/4/05												
3.5.3.9 AMS Deliverable: Performance Test Plan and Results	*0 days*	*4/21/05*	*4/21/05*						4/21						
3.5.4 Regression Test	**42 days**	**4/4/05**	**5/31/05**												
3.5.4.1 Develop Regression Test Plan & Scripts	7 days	4/4/05	4/12/05												
3.5.4.2 County Obligations: Regression Test Plan & Scripts	*0 days*	*4/12/05*	*4/12/05*						4/12						
3.5.4.3 Execute & Document Regression Test Results	35 days	4/13/05	5/31/05												
3.5.4.4 Support & Address Regression Test Issues	20 days	5/4/05	5/31/05												
3.5.4.5 County Obligation: Regression Test Results	*0 days*	*5/31/05*	*5/31/05*							5/31					
3.6 Preparation for Implementation	**265 days**	**8/2/04**	**8/5/05**												

Task Name	Duration	Start	Finish	1st Half		2nd Half		1st Half		2nd Half		1st Half		2nd Half	
				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
3.6.1 Security and Workflow Set-Up	**45 days**	**2/10/05**	**4/13/05**												
3.6.1.1 Define Security and Workflow Rules	15 days	2/10/05	3/2/05												
3.6.1.2 Review and approve Security & Workflow Rules	10 days	2/17/05	3/2/05												
3.6.1.3 Configure Security and Workflow Tables/Settings	30 days	3/3/05	4/13/05												
3.6.1.4 Support Security and Workflow Tables/Settings	30 days	3/3/05	4/13/05												
3.6.1.5 County Obligation: Configured Security & Workflow Tables	*0 days*	*4/13/05*	*4/13/05*					4/13							
3.6.2 Data Cleansing & Dept/Legacy Conversion Preparation	**145 days**	**8/2/04**	**2/18/05**												
3.6.2.1 Implement Data Cleansing Plan (procedures + software)	100 days	10/4/04	2/18/05												
3.6.2.2 County Obligations: Data Cleansing Procedures & Software	*0 days*	*2/18/05*	*2/18/05*					2/18							
3.6.2.3 Develop Detailed Dept/Legacy Conversion Script	15 days	8/2/04	8/20/04												
3.6.2.4 Review & Approve Dept/Legacy Conversion Script	10 days	8/16/04	8/27/04												
3.6.2.5 County Obligation: Detailed Dept/Legacy Conversion Script	*0 days*	*8/27/04*	*8/27/04*			8/27									
3.6.3 Knowledge Transfer & Training	**125 days**	**1/3/05**	**6/24/05**												
3.6.3.1 System Administration Training	**10 days**	**3/21/05**	**4/1/05**												
3.6.3.1.1 Prepare Materials / Schedule System Administration Training	5 days	3/21/05	3/28/05												
3.6.3.1.2 Conduct System Administration Training	5 days	3/28/05	4/1/05												
3.6.3.1.3 Review & Approve System Administration Training	10 days	3/21/05	4/1/05												
3.6.3.1.4 AMS Deliverable: System Administration Training	*0 days*	*4/1/05*	*4/1/05*					4/1							
3.6.3.2 Develop End User Training Plan and Materials	**45 days**	**1/3/05**	**3/4/05**												
3.6.3.2.1 Develop Detailed Plan	10 days	1/3/05	1/14/05												
3.6.3.2.2 Tailor Advantage 3 Training Materials (Power & End Users)	15 days	1/17/05	2/4/05												
3.6.3.2.3 Review End User Training Plan & Materials	10 days	1/31/05	2/11/05												
3.6.3.2.4 Update End User Training Plan & Materials	5 days	2/14/05	2/18/05												
3.6.3.2.5 Approve End User Training Plan & Materials	10 days	2/21/05	3/4/05												
3.6.3.2.6 AMS Deliverable: End User Training Plan and Materials	*0 days*	*2/21/05*	*2/21/05*					2/21							
3.6.3.3 Train Trainers	**40 days**	**2/21/05**	**4/15/05**												
3.6.3.3.1 Finalize Logistics and Attendees	5 days	2/21/05	2/25/05												
3.6.3.3.2 Conduct Trainer Training	30 days	2/28/05	4/8/05												
3.6.3.3.3 Conduct Trainer Training Assessment	5 days	4/11/05	4/15/05												
3.6.3.3.4 Review & Approve Trainer Training	10 days	4/4/05	4/15/05												
3.6.3.3.5 AMS Deliverable: Trainer Training	*0 days*	*4/15/05*	*4/15/05*					4/15							
3.6.3.4 Train End Users	**85 days**	**2/28/05**	**6/24/05**												
3.6.3.4.1 Finalize Logistics and Attendees	10 days	2/28/05	3/11/05												
3.6.3.4.2 Conduct End User Training (County)	65 days	3/14/05	6/10/05												
3.6.3.4.3 Conduct End User Training (AMS)	65 days	3/14/05	6/10/05												
3.6.3.4.4 Conduct Training Assessment	10 days	6/13/05	6/24/05												
3.6.3.4.5 County Obligation: End User Training	*0 days*	*6/24/05*	*6/24/05*						6/24						
3.6.3.5 infoADVANTAGE Training	**55 days**	**3/28/05**	**6/10/05**												
3.6.3.5.1 Prepare Materials / Schedule Reporting Tool Training	15 days	3/28/05	4/15/05												
3.6.3.5.2 Conduct Reporting Tool Training	35 days	4/18/05	6/3/05												
3.6.3.5.3 Conduct Training Assessment	5 days	6/6/05	6/10/05												
3.6.3.5.4 Review & Approve infoADVANTAGE Training	10 days	5/30/05	6/10/05												
3.6.3.5.5 AMS Deliverable: infoADVANTAGE Training	*0 days*	*6/10/05*	*6/10/05*						6/10						
3.6.4 eCAPS Documentation	**65 days**	**2/21/05**	**5/20/05**												
3.6.4.1 Users' Documentation	**45 days**	**2/21/05**	**4/22/05**												

Task Name	Duration	Start	Finish
3.6.4.1.1 Update Online Users' Documentation	15 days	2/21/05	3/11/05
3.6.4.1.2 Prepare Updates/Addendum to Baseline Users' Guides	10 days	3/14/05	3/25/05
3.6.4.1.3 Review Updated Users' Documentation	10 days	3/21/05	4/1/05
3.6.4.1.4 Update Users' Documentation	5 days	4/4/05	4/8/05
3.6.4.1.5 Approve Updated Users' Documentation	10 days	4/11/05	4/22/05
3.6.4.1.6 AMS Deliverable: AMS Advantage User Documentation	*0 days*	*4/11/05*	*4/11/05*
3.6.4.2 System/Operations Documentation	**35 days**	**2/21/05**	**4/8/05**
3.6.4.2.1 Update Online System Documentation	10 days	2/21/05	3/4/05
3.6.4.2.2 Prepare Updates/Addendum to System/Operations Documentation	5 days	3/7/05	3/11/05
3.6.4.2.3 Review Updated System/Operations Documentation	10 days	3/7/05	3/18/05
3.6.4.2.4 Update System/Operations Documentation	5 days	3/21/05	3/25/05
3.6.4.2.5 Approve Updated System/Operations Documentation	10 days	3/28/05	4/8/05
3.6.4.2.6 AMS Deliverable: AMS Advantage System/Operations Documentation	*0 days*	*3/28/05*	*3/28/05*
3.6.4.3 Operations Documentation	**20 days**	**4/25/05**	**5/20/05**
3.6.4.3.1 Prepare Updates to County Operations Documentation	15 days	4/25/05	5/13/05
3.6.4.3.2 Review & Approve County Operations Documentation	10 days	5/9/05	5/20/05
3.6.4.3.3 County Obligation: Operations Documentation Updates	*0 days*	*5/20/05*	*5/20/05*
3.6.5 Transition Management	**244 days**	**8/31/04**	**8/5/05**
3.6.5.1 Departmental Rollout	**215 days**	**8/31/04**	**6/27/05**
3.6.5.1.1 Prepare Departmental Rollout Plan	50 days	8/31/04	11/8/04
3.6.5.1.2 County Obligation: Departmental Rollout Plan	*0 days*	*11/8/04*	*11/8/04*
3.6.5.1.3 Perform Departmental Rollout	165 days	11/9/04	6/27/05
3.6.5.1.4 Provide Departmental Rollout Support	165 days	11/9/04	6/27/05
3.6.5.1.5 Develop AMS ADVANTAGE Procedures Manual	35 days	4/11/05	5/27/05
3.6.5.2 County Fiscal Procedures Manual	**110 days**	**3/7/05**	**8/5/05**
3.6.5.2.1 Update County's Policies & Procedures	50 days	5/30/05	8/5/05
3.6.5.2.2 Prepare Department Policies & Procedures	60 days	3/7/05	5/27/05
3.6.5.2.3 County Obligation: eCAPS & Department Policies & Procedures	*0 days*	*5/27/05*	*5/27/05*
3.6.5.3 Change Management	**189 days**	**10/11/04**	**6/30/05**
3.6.5.3.1 Operational/Technical Readiness Assessment	**32 days**	**4/18/05**	**5/31/05**
3.6.5.3.1.1 Prepare Operational Readiness Checklist	10 days	4/18/05	4/29/05
3.6.5.3.1.2 Review Operational Readiness Checklist	10 days	4/25/05	5/6/05
3.6.5.3.1.3 Update Operational Readiness Checklist	2 days	5/9/05	5/10/05
3.6.5.3.1.4 Approve Operational Readiness Checklist	10 days	5/11/05	5/24/05
3.6.5.3.1.5 AMS Deliverable: Operational Readiness Checklist	*0 days*	*5/11/05*	*5/11/05*
3.6.5.3.1.6 Conduct Operational Readiness Assessment	15 days	5/11/05	5/31/05
3.6.5.3.1.7 Support for Operational Readiness Assessment	15 days	5/11/05	5/31/05
3.6.5.3.2 Implementation/End-User Readiness Assessment	**37 days**	**4/18/05**	**6/7/05**
3.6.5.3.2.1 Prepare Implementation Readiness Checklist	10 days	4/18/05	4/29/05
3.6.5.3.2.2 Review Implementation Readiness Checklist	10 days	4/25/05	5/6/05
3.6.5.3.2.3 Update Implementation Readiness Checklist	2 days	5/9/05	5/10/05
3.6.5.3.2.4 Approve Implementation Readiness Checklist	10 days	5/11/05	5/24/05
3.6.5.3.2.5 AMS Deliverable: Implementation Readiness Checklist	*0 days*	*5/11/05*	*5/11/05*
3.6.5.3.2.6 Conduct Implementation Readiness Assessment	20 days	5/11/05	6/7/05
3.6.5.3.2.7 Support for Implementation Readiness Assessment	20 days	5/11/05	6/7/05

Task Name	Duration	Start	Finish	1st Half		2nd Half		1st Half		2nd Half		1st Half		2nd Half	
				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
3.6.5.3.3 Provide Department Outreach / Change Management Support	**189 days**	**10/11/04**	**6/30/05**												
4 ACHIEVE PHASE	**370 days**	**5/2/05**	**9/29/06**												
4.1 Data Conversion Preparation	**40 days**	**5/2/05**	**6/24/05**												
4.1.1 Execute & Verify Mock Data Conversion	20 days	5/2/05	5/27/05												
4.1.2 Review & Approve Mock Conversion Results	10 days	5/23/05	6/3/05												
4.1.3 AMS Deliverable: Mock Conversion Results	*0 days*	*6/3/05*	*6/3/05*							6/3					
4.1.4 Perform Additional Data Cleansing as Needed	15 days	6/6/05	6/24/05												
4.2 Production Cutover	**47 days**	**5/2/05**	**7/5/05**												
4.2.1 Production Cutover Script	**43 days**	**5/2/05**	**6/29/05**												
4.2.1.1 Draft Production Cutover Script	25 days	5/2/05	6/3/05												
4.2.1.2 Review Production Cutover Script	10 days	5/30/05	6/10/05												
4.2.1.3 Update Production Cutover Script	3 days	6/13/05	6/15/05												
4.2.1.4 Approve Production Cutover Script	10 days	6/16/05	6/29/05												
4.2.1.5 AMS Deliverable: Production Cutover Script	*0 days*	*6/16/05*	*6/16/05*							6/16					
4.2.2 Execute Cutover Rehearsal	5 days	6/20/05	6/24/05												
4.2.3 Execute Production Data Conversion	4 days	6/27/05	6/30/05												
4.2.4 Execute Production Cutover	3 days	7/1/05	7/5/05												
4.2.5 Execute Cutover to New Operational Procedures	5 days	6/29/05	7/5/05												
4.2.6 Implement Updated Business Processes	5 days	6/29/05	7/5/05												
4.2.7 Technical support for Production Cutover	12 days	6/20/05	7/5/05												
4.2.8 Hand-Off Operations to Client Support Staff	5 days	6/29/05	7/5/05												
4.2.9 Production Cutover	*0 days*	*7/5/05*	*7/5/05*							7/5					
4.3 Post-Implementation Support	323 days	7/6/05	9/29/06												
4.3.1 Post-implementation Support Month 1	18 days	7/6/05	7/29/05												
4.3.2 Post-implementation Support Month 2	23 days	8/1/05	8/31/05												
4.3.3 Post-implementation Support Month 3	22 days	9/1/05	9/30/05												
4.3.4 Post-implementation Support Month 4	21 days	10/3/05	10/31/05												
4.3.5 Post-implementation Support Month 5	22 days	11/1/05	11/30/05												
4.3.6 Post-implementation Support Month 6	22 days	12/1/05	12/30/05												
4.3.7 Technical Support for 1099 Processing	55 days	1/2/06	3/17/06												
4.3.8 Technical Support for 2004-05 Annual Close Processing	90 days	5/29/06	9/29/06												

Appendix C - Business Requirements

Summary of Financial Business Requirements

This inculdes all business requirements with vendor response and comments from AMS.

Module	Tab ID	# Requirements
Accounts Payable	AP	401
Accounts Receivable	AR	220
Cost Accounting	CA	339
Data Warehouse	DW	35
General Ledger	GL	353
Grant Accounting	GR	237
Project Accounting	PJ	215
General Requirements	GEN	164
Technical Requirements	TEC	270
		2,234

Functional Category: Financial -
Accounts Payable

Vendor Response Codes:

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Accounts Payable General Design		
AP 1.00	AP	Maintains and provides online access for various Accounts Payable data, including payment information.	F	AMS ADVANTAGE Financial provides online entry and inquiry of Accounts Payable data.
AP 2.00		Accumulates and displays monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for:		Please see individual responses below.
AP 2.01	infoADV	Purchases by vendor (i.e., by invoice, purchase order / contract number, purchase item, budget unit).	R	
AP 2.02	infoADV	Payments to Vendor, by Contract, and/or by Contract Type	R	
AP 3.00	infoADV	Produces an accounts payable aging report according to user defined aging buckets or provides for query.	R	
AP 4.00		Provides for match by combination of the items below based on system configuration:		AMS ADVANTAGE Financial provides matching capabilities for order-invoice, order-receiver, and order-invoice-receiver depending on user-defined configuration.
AP 4.01	AP	One or more receiver documents	F	Please see 4.00 above.
AP 4.02	AP	Purchase order (Encumbering Document)	F	Please see 4.00 above.
AP 4.03	AP	Contract or other encumbering documents	F	Please see 4.00 above.
AP 4.04	AP	Invoice	F	Please see 4.00 above.
AP 5.00	AP	Automatically updates the general ledger for preencumbrance, encumbrance, payment voucher, and payment activities.	F	AMS ADVANTAGE Financial journals and ledgers are updated with actual information including pre-encumbrance, encumbrance, payment voucher, and payments.
AP 6.00	AP	Supports the recording of pre-encumbrances and encumbrances against all elements in the data classification structure.	F	AMS ADVANTAGE Financial provides user-defined table configuration to determine which Chart of Accounts elements are used when recording pre-encumbrances and encumbrances.
AP 7.00	AP	Automatically relieves an encumbrance when an expenditure transaction is entered.	F	AMS ADVANTAGE Financial provides the capability to reference an encumbrance on expenditure transactions. This automatically liquidates the encumbrance.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 8.00	AP	Automatically updates the general ledger on-line and in batch as preencumbrances and encumbrances are liquidated upon entry of encumbrances/expenditures or payables.	F	The AMS ADVANTAGE Financial detail journal records the accounting entries resulting from processed transactions automatically. This includes liquidation or reversal of pre-encumbrances and encumbrances.
AP 9.00	AP	Maintains and releases recurring payments based upon user defined amounts and payment dates.	F	The ability to set up recurring payments is a feature of AMS ADVANTAGE Financial. User defined amounts and payment dates are defined on a table.
AP 10.00	AP	Provides notification according to user defined parameters (such as length of time) and allows the user the option to close out/reverse encumbrances.	F	AMS assumes that the County's requirement for notification can be supported by the configuration of workflow and approval rules. Functionality exists that allow users to close out/reverse encumbrances or pre-encumbrances
AP 11.00	AP	Provides ability to perform annual encumbrance reviews and close-outs at yearend.	F	AMS ADVANTAGE Financial year-end processes include the capability to review and close out encumbrances.
AP 12.00	AP	Provides for assignment of unique pre-encumbrance and encumbrance document numbers, which are system-generated or manually entered. System-generated document numbers are drawn from a block of unique numbers assigned to each department.	F	Document numbers can be system generated and/or manually entered. AMS ADVANTAGE Financial does not allow the assignment of duplicate document numbers.
AP 13.00		Accommodates the recording of:		These encumbrances may be recorded in AMS ADVANTAGE Financial. User defined table entries determine the accounting entries/posting codes for each transaction.
AP 13.01	AP	Pre-encumbered encumbrances	F	Please see 13.00 above.
AP 13.02	AP	Non pre-encumbered encumbrances	F	Please see 13.00 above.
AP 13.03	AP	Non-pre-encumbered/non-encumbered vouchers payable, with the appropriate security control	F	Please see 13.00 above.

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Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 14.00	AP	Rejects transactions for insufficient appropriation (with only users with the appropriate level of security having override ability).	F	Flexible and user-defined budget controls allow transactions to reject based on insufficient appropriation amounts.
AP 15.00	AP	Provides the ability to determine how a disbursement transaction should be edited (e.g., whether the system should reject disbursement if insufficient balance or allow payment despite lack of sufficient funds).	F	Flexible and user-defined fund balance controls allow transactions to reject/not-reject based on fund and/or cash balances.
AP 16.00	AP	Provides the ability to flag a fund so that no payments can be disbursed.	F	Option is located on the fund table.
AP 17.00	AP	Automatically updates budget ledgers.	F	AMS ADVANTAGE Financial journals and ledgers (included budget ledgers) are updated with the actual information including preencumbrance, encumbrance, payment voucher, and payments.
AP 18.00	AP	Provides for the automatic liquidation of outstanding encumbrance balances upon final payment.	F	AMS ADVANTAGE Financial provides the capability to reference an encumbrance on expenditure transactions. This automatically liquidates the encumbrance.
AP 19.00	AP	For partial payments, system provides the automatic liquidation of outstanding encumbrance balances for the payment amount up to the outstanding encumbrance balance.	F	Partial payments referencing an encumbrance will liquidate the encumbrance to the payment amount.
AP 20.00	AP	If all match criteria are met, system creates a transaction to reduce the encumbrance, record an expense, and establish a voucher payable.	F	AMS ADVANTAGE Financial provides matching capabilities for order-invoice, order-receiver, and order-invoice-receiver depending on user-defined configuration. If match criteria are met, payment may be automatically generated.
AP 21.00	AP	Provides the option to accrue expenses at year-end only.	F	AMS Advantage provides the option to accrue expenses at year end by processing a Journal Voucher using the correct Event Type.
AP 22.00	AP	Prevents duplicate payments by editing invoice numbers and dollar amounts.	F	AMS Advantage Financial tracks the invoice numbers that have been processed to prevent duplicate payment processing.

**Functional Category: Financial -
Accounts Payable**

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 23.00	AP	Allows the user to identify payment vouchers that did not contain use tax charges and create a payment voucher for the tax amount due as well as include these payment vouchers on a report.	R	Identification of vouchers without use tax is a straightforward report, which could be used to manually enter another payment voucher. Automating this process would require a new process.
AP 24.00	AP	Automatically establishes recurring payments with an end date when capital leases are recorded.	F	The ability to set up recurring payments is a feature of AMS ADVANTAGE Financial. User defined amounts and payment dates are defined on a table.
AP 25.00	AP	Can process prepaid expenses (i.e., advanced payment, travel, etc.).	F	AMS Financial provides the ability to process prepaid expenses by using the prepaid expense event type.
AP 26.00	AP	Optionally provides standard payment terms at the vendor level or individual payment terms at the payment level.	F	Payment Terms can be established for an individual vendor to be used for all vendor payments, or it may be entered at the payment level at the time of the payment.
AP 27.00	AP	Ability to have at least a 10-character issuance number.	F	In AMS ADVANTAGE Financial, this feature is controlled by the Automated Document Numbering table
AP 28.00	Base	Provides for off-line storage (e.g., CD or alternate acceptable media) of all detailed payment information purged from the system.	F	The purging/archiving of data is a manual process. AMS ADVANTAGE will allow the County to store the data it has purged from the system in the offline media of its choice.
AP 29.00	AP	Supports HIPAA (Health Insurance Portability and Accountability Act) requirements in regards to disbursements.	T	AMS ADVANTAGE disbursements functionality would be tailored to meet the County's requirements based on the outcome of the table-driven configuration process. Assuming that the County's HIPAA rules can be configured into the baseline system tables, this requirement can be supported upon completion of this configuration. Otherwise, a custom modification will be necessary.

Functional Category: Financial -
Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 30.00		Can generate accruals:		Accruals are generated for each of the scenarios below:
AP 30.01	AP	Identify commodities received and not invoiced by year-end	F	See AP 30.00.
AP 30.02	AP	Transmit accrual to accounting system for expensing/accounts payable establishment	F	See AP 30.00.
AP 30.03	AP	Liquidate encumbrances for applicable amounts that were accrued	F	See AP 30.00.
AP 30.04	AP	Reverse accrual and reinstate encumbrances in new fiscal year	F	See AP 30.00.
		Vendor Files		
AP 31.00	AP	System provides an enterprise-wide shared vendor file (i.e., accessible by purchasing and accounts payable modules).	F	In AMS ADVANTAGE Financial, the vendor file is accessible by purchasing and accounts payable modules
AP 32.00	AP	Provide the ability to associate a vendor number with an external financial / payment system.	F	AMS ADVANTAGE Financial includes the System Crosswalk table that associates a vendor number with an external financial/payment system.
AP 33.00	AP	Ability to differentiate vendors from external warrant systems uniquely.	F	The Vendor/Customer table includes fields that can be used to differentiate vendors from an external warrant system
AP 34.00	AP	Users with authorized security can add, change or delete vendor master file records.	F	
AP 35.00	AP	Vendor numbers (numeric and alphanumeric) can be system generated or assigned manually.	F	Provided as part of ADVANTAGE Accounts Payable.
AP 36.00	AP	Provide an 11 character vendor number.	F	AMS Financial provides a 20-characters Vendor Number field
AP 37.00	AP	System maintains an on-line audit trail of changes to the vendor master file.	F	Provided as part of ADVANTAGE Accounts Payable.
AP 38.00		Vendor file minimally contains the following data elements:		The data fields listed in 38.01 through 38.21 are available on the AMS ADVANTAGE Financial Vendor file as indicated, unless specified.
AP 38.01	AP	Multiple vendor numbers per vendor (system-generated or user-defined)	F	Please see AP 38.00.

**Functional Category: Financial -
Accounts Payable**

Vendor Response Codes:

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 38.02	AP	Designated "primary" vendor number	F	Please see AP 38.00.
AP 38.03	AP	Vendor name	F	Please see AP 38.00.
AP 38.04	AP	Vendor phone & fax numbers	F	Please see AP 38.00.
AP 38.05	AP	Multiple locations	F	Please see AP 38.00.
AP 38.06	AP	Multiple (at least four) vendor addresses for each location, including multiple "remit-to" addresses	F	Please see AP 38.00.
AP 38.07	AP	Vendor email and website information	F	Please see AP 38.00.
AP 38.08	AP	Key vendor contacts with phone numbers, street address, and e-mail address	F	Please see AP 38.00.
AP 38.09	AP	Default chart of account distribution	T	Can be configured using ADVANTAGE Design Studio.
AP 38.10	AP	Payment methods (single check, direct deposit, etc.)	F	Please see AP 38.00.
AP 38.11	AP	Demographic information (e.g., small business, minority-owned, women-owned, etc.)	F	Please see AP 38.00.
AP 38.12	AP	License Type {permit or registration}	T	Can be configured using ADVANTAGE Design Studio.
AP 38.13	AP	License Number	T	Can be configured using ADVANTAGE Design Studio.
AP 38.14	AP	Hold indicator (P.O., payment, etc.)	F	Please see AP 38.00.
AP 38.15	AP	Hold reason	F	Please see AP 38.00.
AP 38.16	AP	Child Support Compliance flag	T	Can be configured using ADVANTAGE Design Studio.
AP 38.17	AP	Confidential Indicator	T	Can be configured using ADVANTAGE Design Studio.
AP 38.18	AP	Sales and use tax information	F	Please see AP 38.00.
AP 38.19	AP	1099 indicator, 1099 code, SSN, TIN	F	Please see AP 38.00.
AP 38.20	AP	Garnishment flag (New)	F	Please see AP 38.00.
AP 38.21	AP	Other user defined fields	F	Please see AP 38.00.
AP 39.00	AP	System accommodates at least 12 user-defined vendor categories (e.g., Disadvantaged Business Enterprises, Problem vendors, etc.).	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 40.00	AP	System provides the ability to assign status codes to vendors (i.e., inactive) and this status can vary by department or facility (i.e., a vendor can be blocked from use by certain departments / facilities but not blocked for other departments / facilities).	F	Provided as part of ADVANTAGE Accounts Payable.
AP 41.00	AP	Edit Name and Address fields to prevent SSN or TIN being stored in the field. (New)	T	Edits can be configured via Design Studio.
AP 42.00	AP	System can infer default vendor information from the vendor master file when creating requisitions, purchase orders and payments.	F	AMS Financial provides the ability to infer default vendor information from the vendor table when creating a procurement or payment document.
AP 43.00	AP	System allows transactions with valid vendors only.	F	AMS Financial only allows transaction to be processed with a valid vendor that is activated
AP 44.00	AP	System provides the ability to maintain an individual and an accumulated purchase history for each vendor in system.	R	infoADVANTAGE reporting tool can provide this functionality
AP 45.00	AP	System should provide the ability to maintain comments regarding vendors and customers (i.e., user departments).	F	
AP 46.00	AP	Vendor history is not lost when vendor name is changed.	F	
AP 47.00	AP	System has the ability to track vendor name changes and cross-reference to history.	F	
AP 48.00	AP	System maintains a history of vendor payments.	F	This requirement is met by AMS ADVANTAGE Financial
AP 49.00	AP	System provides the ability to detect duplicate vendor information based on multiple criteria (e.g., FEIN, SSN, other).	F	
AP 50.00	AP	A new vendor can be added or maintenance can be performed without leaving a related process (e.g., accounts payable), with proper authority.	F	
AP 51.00	AP	System should have the ability to reject purchasing or payment transactions to deactivated vendors (vendors no longer accredited by the County).	F	AMS ADVANTAGE Financial only allows transactions to be processed with a valid vendor that is activated
AP 52.00	AP	System provides the ability to enter and process net and discount terms.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 53.00	AP	System can delete or deactivate vendor from vendor listing by date with reason. Historical data would be retained.	F	
AP 54.00	AP	System allows the selective purge of vendors by user-defined criteria.	F	
AP 55.00	AP	System provides the ability to classify one-time vendors and to check whether already on file based on multiple criteria (e.g., FEIN, SSN, etc.).	T	AMS ADVANTAGE allows users to classify one-time vendors and to manually search for these vendors prior to adding to database.Should additional functionality be required, a software customization must be implemented.
AP 56.00	AP	System provides the ability to track and to report / inquire on vendor performance including delivery, complaints (including complaints about discrimination allegations) and resolution.	F	AMS Financial provides online screens to track vendors performance.
AP 57.00	AP	System provides the ability to search for a vendor by commodity code / number / description and by vendor number / name. (Attach vendor to commodity).	F	
AP 58.00	AP	System provides the ability to automatically carry forward a vendor number to the next transaction (i.e., requisition to PO and PO to invoice), optional on requisition.	F	
AP 59.00	AP	System maintains pricing information, quantity breaks, freight terms and shipping information for each vendor.	F	
AP 60.00	AP	System tracks vendor by performance / history, date added / deleted or inactivated and reason.	F	
AP 61.00	AP	System rates vendor at each event point based on user-defined criteria and these ratings are displayed at each point in the procurement process.	F	
AP 62.00	AP	System provides the ability to search vendor files from within purchasing processes (i.e. requisition, purchase order, etc.).	F	AMS Financial provides the ability to search vendor records from within the purchasing or payment document
Invoice Processing				

**Functional Category: Financial -
Accounts Payable**

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 63.00	AP	Provides the ability to manually schedule invoices for payment.	F	The Schedule Payment Date may be manually entered on the payment request. In addition, individual payments may be scheduled for disbursement using the Disbursement Management functionality.
AP 64.00	AP	Provides the ability to put an invoice on hold.	F	A hold indicator is provided on invoices.
AP 65.00	AP	Allows the storage of a due date, discount date and discount percentage.	F	These fields are stored on the AMS ADVANTAGE Financial invoice transaction.
AP 66.00	AP	Allocates an invoice amount to various accounts according to a percentage of the invoice amount.	F	Allocation controlled at time of payment request.
AP 67.00	AP	Accepts memo information related to an invoice (including the vendor invoice number) and passes that information along to the vendor in the form of a remittance advice associated with a warrant or ACH payment.	F	ADVANTAGE has the ability process a remittance advice for specified vendors.
AP 68.00	AP	Ability to create Payment Vouchers in hard copy.	F	Hard copies of a payment voucher may be printed by any permitted user.
AP 69.00	AP	Allows addition of user-defined fields.	T	Can be configured using ADVANTAGE Design Studio.
AP 70.00		Payment vouchers must contain the following data (field size and format are user-defined):		The data fields listed in 70.01 through 70.31 are available on the AMS ADVANTAGE Financial payment voucher as indicated.
AP 70.01	AP	Date Prepared	F	Please see AP 70.00.
AP 70.02	AP	PO/Encumbrance Document Reference (& sequence number if multiple payments against one document)	F	Please see AP 70.00.
AP 70.03	AP	Payment voucher number (system generated)	F	Please see AP 70.00.
AP 70.04	AP	Payment Type	F	Please see AP 70.00.
AP 70.05	AP	Location Code	F	Please see AP 70.00.
AP 70.06	AP	Receiving Reference (invoice, packing slip, verbal, email, etc.)	F	Please see AP 70.00.
AP 70.07	AP	Date Received	F	Please see AP 70.00.
AP 70.08	AP	Invoice number	F	Please see AP 70.00.
AP 70.09	AP	Vendor Name, Address, Contact info, and Vendor Invoice number	F	Please see AP 70.00.
AP 70.10	AP	Vendor number/code	F	Please see AP 70.00.

County of Los Angeles
eCAPS
American Management Systems
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 70.11	AP	Out-of-State Vendor ID	F	Please see AP 70.00.
AP 70.12	AP	Chart of Account codes (as listed in the GL section)	F	Please see AP 70.00.
AP 70.13	AP	Line Item number	F	Please see AP 70.00.
AP 70.14	AP	Item code	F	Please see AP 70.00.
AP 70.15	AP	Description	F	Please see AP 70.00.
AP 70.16	AP	Quantity	F	Please see AP 70.00.
AP 70.17	AP	Unit Price	F	Please see AP 70.00.
AP 70.18	AP	Extended Dollar Amount (including sales tax, freight, use tax, etc.)	F	Please see AP 70.00.
AP 70.19	AP	Payment Indicator (final or partial)	F	Please see AP 70.00.
AP 70.20	AP	Approval fields	F	Please see AP 70.00.
AP 70.21	AP	Taxable Flag/1099 code	F	Please see AP 70.00.
AP 70.22	AP	Accrual or service period for contracts (i.e., contract expiration date)	F	Please see AP 70.00.
AP 70.23	AP	Statistical object field for storage of such things as doctors' hours	NV	
AP 70.24	AP	Scheduled Payment Date	F	Please see AP 70.00.
AP 70.25	AP	Special Handling Code	F	Please see AP 70.00.
AP 70.26	AP	Discount Term	F	Please see AP 70.00.
AP 70.27	AP	Reference field	F	Please see AP 70.00.
AP 70.28	AP	Comment field	F	Please see AP 70.00.
AP 70.29	AP	User ID	F	Please see AP 70.00.
AP 70.30	AP	Multiple user-defined fields	F	Please see AP 70.00.
AP 70.31	AP	1099 payment type (1099 box)	F	Please see AP 70.00.
AP 71.00	AP	Provides user the ability to change chart of accounts distributions on payments (with proper authorization).	F	Chart of Accounts changes are permitted at the payment line level in AMS ADVANTAGE Financial.
AP 72.00	AP	Supports chart of account number distribution changes at the line item level on either requisition, PO, invoice, or payment.	F	Chart of Accounts changes are permitted at the line level for requisitions, orders, invoices, or payments.
AP 73.00	AP	An invoice payment may be charged to multiple funds.	F	Invoice payments may be charged to multiple funds by processing multiple accounting lines for an individual payment.
AP 74.00		Ability for users to maintain, update, and retrieve invoice transactions by the following:		

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 74.01	AP	Payee	F	Online inquiry tables display invoice information by payee.
AP 74.02	AP	Department	F	Document Catalog allows search by department and multiple departments.
AP 74.03	AP	Invoice number	F	Online inquiry tables display invoice information by invoice number.
AP 75.00	AP	Tracks and reports daily, weekly, or monthly future payment requirement schedules (cash requirements reporting) for disbursements.	F	The Disbursement Summary Daily table displays all pending payments, including future payments, by Schedule Payment Date. The Disbursement Summary Daily by Priority table displays the same information by the priority of the payment.
AP 76.00	AP	Allows on-screen review of payment due invoices by vendor and/or payment date.	F	AMS ADVANTAGE Financial allows review of payments by vendor and/or schedule payment date using the Disbursement Management table.
AP 77.00	AP	Associates multiple payment vouchers with a single purchase order.	F	AMS ADVANTAGE Financial allows multiple payments to be associated with a purchase order. Each payment may reference the purchase order.
AP 78.00	AP	Provides for automatically generated unique payment voucher numbers for each department, with override capabilities.	F	Document numbers can be system generated and/or manually entered. AMS ADVANTAGE Financial does not allow the assignment of duplicate document numbers.
AP 79.00	AP	Allows users to access all purchase order information on-line during payment voucher processing.	F	AMS ADVANTAGE Financial purchase order and payment functionality is completely integrated.--purchase order information is available and can be referenced during payment processing.;
AP 80.00	AP	Provides ability to control payments in excess of encumbered amounts by user-defined tolerance limits for each type of encumbrance (e.g., 10% or $50 over encumbrance amount) provided sufficient spending authority exists.	F	Payment tolerance amounts and spending authority limits are user-defined and table driven.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 81.00	AP	Accrues sales and use tax on items when it is not charged based on rules established for vendors and commodities.	T	Can be configured using ADVANTAGE Design Studio.
AP 82.00	AP	Automatically calculates invoice due date based on invoice date or a user-specified date (such as 30 days from the date of receipt) and payment terms and schedules optimum payment date based on that calculation.	F	ADVANTAGE automatically calculates the schedule payment date based on a number of factors, including available discount terms (to take advantage of prompt pay discounts) and a user-specified date called the Payment Lag day.
AP 83.00	AP	Optionally allows manual entry of sales or use tax amounts on the payment voucher to each line on a voucher or at the header level. If applied at the header level, prevents calculation of tax amounts on non-taxable lines.	F	Tax amounts may be applied at the individual commodity line, or at the vendor level to apply to the entire payment voucher.
AP 84.00	AP	Accommodate the effective dating of sales tax rates by jurisdiction.	T	
AP 85.00	AP	Provide the ability to store more than one sales tax rate for a period through use of a sales tax code.	F	Sales tax rates are user defined and established on the tax tables.
AP 86.00	AP	Provide the ability to interface with a third-party tax table provider.	F	Tax table rates may be uploaded into AMS ADVANTAGE Financial tables, assuming that the correct format is used.
AP 87.00	AP	Provides the ability to identify vendors subject to use tax and accumulates use tax for reporting at the appropriate time.	F	AMS ADVANTAGE Financial allows users to identify the vendors who are eligible for use tax on the vendor table.
AP 88.00	AP	Allows sales or use tax to be recorded to the sales and use tax object codes.	F	
AP 89.00	AP	Distributes sales or use tax to the cost of the good or service acquired.	F	
AP 90.00	AP	Provides ability to flag invoices for additional workflow approval upon entry.	F	Invoices may be setup for workflow based on user-defined criteria.
AP 91.00	AP	Provide ability to indicate whether payment is final or partial upon entry of the invoice.	F	
		Payment Matching		
AP 92.00	AP	Provides the ability to cross reference a purchase order and invoice for the same transaction.	F	Please see 4.0 above.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 93.00	AP	Automatically generates a payment voucher based on three way matching (invoice, receipt, PO). System also provides workflow process to ensure appropriate approvals are assigned at user-defined points throughout the process.	F	Please 4.0 and 90.00 above.
AP 94.00	AP	Provides the ability to override three way matching and process payments with proper approval.	F	ADVANTAGE Financial has the ability to override the three way match process and generate a payment document on demand.
AP 95.00	AP	Provides the ability to associate payment with matching purchase documentation and receiving information and allows users to check validity and details of payment on-line and in real time, prior to creating payment voucher.	F	All documents associated with a specific match document are tracked on the Matching Status table.
AP 96.00		Highlights discrepancies between purchase order, invoice and receiving document:		
AP 96.01	AP	Unit price variances	F	
AP 96.02	AP	Quantity received vs. quantity ordered vs. quantity invoiced	F	
AP 96.03	AP	Extended value of the PO vs. extended value of the invoice.	F	
AP 97.00		Highlights discrepancies between encumbrance, invoice and authorizing documents for non-commodity purchases:		Please see individual responses below.
AP 97.01	AP	Hourly rate for services (i.e., consulting, contracted personnel services, etc.)	F	Provided as part of ADVANTAGE Accounts Payable.
AP 97.02	AP	Deliverables	T	This is possible if data points on deliverables and completion of milestones are loaded into AMS ADVANTAGE Financial.
AP 97.03	AP	Terms of contract	T	This is possible if data points on performance against terms of contract are loaded into AMS ADVANTAGE Financial.
AP 98.00	AP	Supports user-defined tolerances in price and quantity, both on the individual line level and a cumulative tolerance on the header level. As long as match is within tolerance, payment voucher transaction will be accepted.	F	Tolerances are user-defined and table driven, and may be established at a system wide level, or for an individual Purchase Order. As long as a match is within tolerance, a payment transaction will be accepted.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 99.00	AP	Provides notification for additional information for equipment valued at a user-defined dollar value.	F	ADVANTAGE Financial has the ability to workflow specific documents based on a user-defined dollar value.
AP 100.00	AP	Allows input of sales tax and freight invoices/payments where there may be no corresponding purchase order reference.	F	Sales tax and freight invoice/payment information may be entered directly onto the payment document without a purchase order reference.
AP 101.00	AP	Automatically defaults certain line item details for PO related payments during vendor invoice entry with override capability.	F	Payments may reference purchase order line/lines which defaults or infers that detail. This information may be overridden if necessary.
		Payment Processing		
AP 102.00	AP	Associates a single payment voucher with multiple purchase orders.	F	ADVANTAGE Financial allows a single payment voucher to reference multiple purchase orders both on the Payment Request Document as well as on the General Accounting Expenditure document.
AP 103.00	AP	Accommodates payment to multiple vendors from a single payment voucher (e.g., multipayee voucher).	F	Both the Payment Request and the General Accounting Expenditure document accommodate multiple vendors.
AP 104.00	AP	Permits disbursements (warrants/direct deposit) without a vendor in the vendor table (miscellaneous vendors / one time vendors).	F	ADVANTAGE Financial accommodates processing disbursements for miscellaneous vendors.
AP 105.00	AP	Edit Name and Address fields for miscellaneous vendors or one time vendors to prevent SSN or TIN being stored in the field. (New)	T	
AP 106.00	AP	Accept inbound payment requests through an open interface in order to facilitate situations like patient refunds from an external patient billing system.	I	Assumes that the County's external departments will create payment requests in AMS ADVANTAGE payment request standard format.
AP 107.00	AP	Provides the ability to void or correct payments on-line, with appropriate corrections made to all financial balances.	F	ADVANTAGE Financial allows payments that have not been closed to be modified.
AP 108.00	AP	Allows prepayment and the ability to monitor for and record the receipt of goods or services.	F	The accounts payable module allows prepayment processing.

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AP 109.00	AP	Processes payments based on user-defined thresholds and criteria.	F	Payment criteria including tolerances are user-defined and table-driven.
AP 110.00	AP	Auto-initiates payment transactions based on a payment or milestone schedule as established in vendor contracts.	F	Automated payments are supported assuming the contract manager uses the Future Triggering functionality to schedule the payments according to payment or milestone schedules.
AP 111.00	AP	Provides the ability to record refunds from vendors.	F	ADVANTAGE Financial provides the ability to record refunds from vendors on the Cash Receipt Document.
AP 112.00	AP	Links the refund payments to a specific receipt or collection and the associated revenue transaction.	F	Vendor refunds can be lined to a specific receipt or collection using the document reference feature of ADVANTAGE Financial.
AP 113.00	AP	Provides for the selection of specific items to be paid and items to be withheld from payment for a particular issuance run based on the availability of cash or other constraints.	F	ADVANTAGE Financial allows users to control the selection of specific items to be paid or withheld from payment using the Disbursement Management Functionality.
AP 114.00	AP	Produces issuance payment registers and postback files (reference files which update payment information with date and issuance number) by location code (source).	F	
AP 115.00	AP	The accounting period of payment transactions is assigned automatically by the system based on user defined criteria with an option for manual override.	F	The accounting period is assigned manually, but may be overridden on individual transactions.
AP 116.00	AP	Provides the ability to detect and correct errors on-line prior to processing a payment (e.g. voucher balance, account number, data error).	F	Payment transactions may be saved as drafts before processing and all code-related data will be validated before a payment is finalized.
AP 117.00	AP	Processes invoices from prior periods and properly updates general ledger.	F	All transactions processed are updated to the journal/ledger.
AP 118.00	AP	Ability to process invoices and payments to multiple accounting periods on the same processing date.	F	Any open accounting period may be specified on the transaction for a given processing date.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 119.00	AP	Supports an on-screen approval list (approved vendors or expenditures) that can be accessed during the payment process.	F	
AP 120.00	AP	Supports late payments charges which can be calculated based on a County defined period interest rate applied to the overdue balance.	F	ADVANTAGE Financial accommodates the calculation of interest on late payments at a system-wide level on the System Wide Options table.
AP 121.00	AP	Automatically generate credits for returned items.	F	Assuming returned item is recorded on vendor credit memo.
AP 122.00	AP	Calculates sales and use tax at the time of invoice processing based on an entered percentage or sales tax code provided which would infer the appropriate rate.	F	Sales and use tax is calculated based on the entered tax rate at the time the invoice is processed.
AP 123.00	AP	Allows for the release of payment vouchers to payment processing by batch, document, or individual line item. System does not process payments (warrants or direct deposits) until authorized personnel release payment voucher records.	F	Approvals and workflow set up will determine payment processing flow.
AP 124.00	AP	Applies credit and debit memo amounts before producing payment, and applies credit memos only to the extent that they do not produce a negative payment.	F	
AP 125.00	AP	Provides notification that vendor has a credit memo that exceeds the payment voucher amount.	F	
AP 126.00	AP	Allows for recording of credit or debit memo that is netted against or added to other payment vouchers during payment processing. Payment stub provides detail of netting.	F	Credit memos are netted against outstanding payment vouchers during disbursement processing. The payment stub provides full details of all additions and subtractions to an individual payment.
AP 127.00	AP	Tracks balance remaining on credit memo and displays the invoices to which the credit has been applied.	F	
AP 128.00	AP	Ensures that account distribution on credit memo transactions is the same as original expense account distribution.	T	Can be configured using ADVANTAGE Design Studio.
AP 129.00	AP	Automatically updates cash balances and accounts payable in the general ledger for payment processes.	F	Accounting events are established for the payment process using event types and posting codes.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 130.00	AP	Tracks all cash disbursements by financial reporting categories required by GAAP (i.e., other funds, component units, related governments, private customers, federal).	F	AMS ADVANTAGE chart of accounts features provide necessary financial reporting categories.
AP 131.00	AP	Provides ability to accept electronic billings from vendors and processes appropriate payments to vendors.	F	Assumes that vendor invoices are received in ADVANTAGE's specified format.
AP 132.00	AP	Allows for cancellation of payment made in a previous period and enables generation of general ledger transactions in the current period. Additionally, system allows user to override the accounting period impacted by the payment cancellation.	F	Check cancellation processes provide this functionality for a payment previously made.
AP 133.00	AP	Provides the option to produce a single warrant for payment vouchers that have different department numbers.	F	ADVANTAGE Financial allows the consolidation of vouchers from multiple departments into a single payment during payment consolidation.
AP 134.00	AP	Allows the user to prevent a payment from being produced on a processed payment voucher.	F	ADVANTAGE Financial allows users to control the selection of specific items to be paid or withheld from payment using the Disbursement Management Functionality.
AP 135.00		Provides audit trails with the following information:		When entered on a payment transaction, the fields below are recorded and stored in the journal/ledger.
AP 135.01	AP	Disbursements	F	See AP 135.00.
AP 135.02	AP	Requisition number	F	See AP 135.00.
AP 135.03	AP	Purchase order number	F	See AP 135.00.
AP 135.04	AP	Contract number	F	See AP 135.00.
AP 135.05	AP	Invoice number	F	See AP 135.00.
AP 135.06	AP	Vendor number	F	See AP 135.00.
AP 135.07	AP	Issuance number	F	See AP 135.00.
AP 135.08	AP	Issuance Issue Date	F	See AP 135.00.
AP 135.09	AP	Payment Transaction Date	F	See AP 135.00.
AP 135.10	AP	Approval tracking	F	See AP 135.00.
AP 135.11	AP	Payee name and mailing address	F	See AP 135.00.
		Registered Warrant Processing (New)		

Functional Category: Financial - Accounts Payable

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 136.00		Provide the ability to produce registered warrants to include the following:		Registered warrant processing will be provided in AMS ADVANTAGE 3.3. Additional analysis must be conducted in order to confirm that the County's requirements can be supported with this release. Otherwise, software modifications may be required.
AP 136.01	AP	IOU document (registered warrant)	F	
AP 136.02	AP	Accounting entries to relieve payable with appropriate offset to non-cash account	F	
AP 136.03	AP	Interest calculation when warrants are redeemed	F	
AP 136.04	AP	Register selection process by dollar value, warrant type or bank account	F	
AP 136.05	AP	Release process by account or document number range	F	
AP 136.06	AP	Periodic interest accrual	F	
AP 136.07	AP	Replacement warrant (original warrant plus interest)	F	
AP 136.08	AP	Accounting entries for replacement warrant to relieve original non-cash account, post interest and cash reduction	F	
AP 136.09	AP	Inquiry for outstanding registered warrants	F	
AP 136.10	AP	Inquiry for paid registered warrants	F	
AP 136.11	AP	Inquiry for interest paid on registered warrants	F	
		Vendor Garnishments Processing (New)		AMS ADVANTAGE supports the County's vendor garnishment process via the Intercept Process of the Accounts Receivable module. The Intercept Process effectively offsets the payments to vendors and either retains that portion of the payment by the disbursing entity or remits it to a third-party. Payments to a vendor may be intercepted on the basis of a lien, tax levy, garnishment or receivable.
AP 137.00	AR	Provide the ability to flag a vendor for garnishment.	F	
AP 138.00		Provide the ability to track garnishment information including, but not limited to:		

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 138.01	AR	Garnishor Name and Address	F	
AP 138.02	AR	Max amount per payment	F	
AP 138.03	AR	Max amount of garnishment	F	
AP 138.04	AR	Garnishment % per warrant	T	
AP 138.05	AR	Garnishment amount per warrant	F	
AP 138.06	AR	Garnishment rules	T	Must be configured in the AR tables.
AP 139.00	AR	Ability at disbursement time to calculate garnishment amount and payee amount and write warrants to payee and garnishor.	T	
Discounts				
AP 140.00	AP	Allows payment scheduling by discount date.	F	ADVANTAGE Financial schedules payments based on Discount Days to take the best advantage of payment discounts.
AP 141.00	AP	Provides the ability to automatically distribute discounts taken during issuance to the general ledger.	F	Discounts are applied during the disbursements process and updated to the journal/ledger.
AP 142.00	AP	Automatically calculates discounts when the issuance payment date is the same as, or prior to, the discount due date with override capabilities on discount due date.	F	ADVANTAGE Financial automatically calculates discounts during the disbursement process on payments that qualify.
AP 143.00	AP	Generates vendor payments based on due date and discount date (whichever is earliest) to maximize interest earned and discounts received by the County.	F	Disbursement priorities may be set for each payment.
AP 144.00	AP	Accommodates time-based discounts based on quantity (e.g., $.03/gallon discount if certain quantity of gasoline is purchased and paid for within a certain timeframe).	F	Can be configured using ADVANTAGE Design Studio.
Holds				
AP 145.00	AP	Provides the ability to put a payment on hold.	F	ADVANTAGE Financial allows users to control the selection of specific items to be paid or placed on hold using the Disbursement Management Functionality.

**Functional Category: Financial -
Accounts Payable**

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 146.00	AP	Provides mechanism for "holding" payment to vendors (separate from a Purchasing "hold") which have outstanding liabilities to the County, due to unresolved contractual problems, due to court-ordered garnishments, or for other reasons as dictated by State law (e.g., failure to pay child support), with the ability to override the hold with the necessary security.	F	Individual vendors may be placed entirely on hold, or only prevented from new spending on the vendor table.
AP 147.00	AP	Provides ability to identify payees / vendors for whom payments should be held.	F	ADVANTAGE Financial allows users to control the selection of specific payees/vendors for whom payment should be hold on the Disbursement Management Functionality.
AP 148.00	AP	Verifies that vendor is not in a payment "hold" status prior to generating payment and must not generate payment for vendors in hold status.	F	The disbursement process verifies that a vendor is not on hold before a payment is generated. If a vendor is on hold, a payment will not be created.
AP 149.00	AP	Provide the ability to place a payment "hold" on encumbrances/documents such that no payment can be generated until the "hold" is lifted.	F	ADVANTAGE Financial allows users to control the selection of specific items to be paid or placed on hold using the Disbursement Management Functionality.
AP 150.00	AP	Provide the ability to place a "hold" on payments from one department to a vendor, but maintain the ability for other departments to continue to make payments to that vendor.	F	Vendors may be prevented from new spending for all departments or individual departments.
AP 151.00	AP	Provides ability to place a "hold" on payments related to a specific contract for a vendor, but maintain the ability to make payments associated with other contracts for that vendor.	F	ADVANTAGE Financial allows users to control the selection of specific items to be paid or placed on hold using the Disbursement Management Functionality.
Banking				
AP 152.00	AP	Supports electronic banking and can integrate bank software (such as Bamtrac, CitiCash Manager, or PC Manager).	F	AMS ADVANTAGE provides the open interface capability to receive/send files in XML format.
AP 153.00	AP	Supports electronic data interchange (EDI) standards and electronic commerce (EC).	F	AMS ADVANTAGE Financial supports EDI and EC standards.

**Functional Category: Financial -
Accounts Payable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 154.00	AP	Supports EFT payments and allows ability to specify which type of EFT transaction to use (PPD, CCD, EDI, etc.).	F	ADVANTAGE Financial supports the following ACH EFT formats: PPD, CTX and CCD
AP 155.00	AP	Sorts EFT prenotes by account and bank for transmission to bank.	F	ADVANTAGE Financial sorts EFT prenotes by account and bank for transmission to the bank.
AP 156.00	Base	Accommodates management of bank transmission files (sorts prenotes and EFT payments by ACH clearing account and sends file at appropriate time).	I	Automated interfaces must be developed to support this requirement.
AP 157.00	Base	Accommodates international EFT payments, with the ability to set up different security control for international and domestic EFT transactions.	I	See comment to AP 156.00.
AP 158.00	Base	Automates EFT bank transactions for cancellations within NACHA rules and timeframes and automatically generates the appropriate accounting transactions and bank transactions.	I	See comment to AP 156.00.
AP 159.00	AP	Retains obsolete EFT participant bank information for research purposes.	F	
AP 160.00	AP	Allows effective dating (including future dating) of updated EFT bank information.	F	
AP 161.00	Base	Provide for MICR reader interface for scanning bank information from voided checks for EFT setup (to populate a screen).	C	See comment on AP 182.00.
AP 162.00	AP	Supports EBT payments and bank settlements.	T	Assumes a typo, i.e. should be EFT not EBT payments.
AP 163.00	AP	Supports the use of multiple banks with multiple accounts for both warrants and EFTs.	F	ADVANTAGE Financial supported the use of multiple banks and multiple bank accounts for the creation of both warrants and electronic payments by establishing multiple banks on the Bank table.
AP 164.00	AP	Segregates payments to international addresses.	F	
AP 165.00	AP	Retains payment information and associated mailing address together.	F	

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Accounts Payable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 166.00	AP	Provides the ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one warrant, and itemize the invoices (including the vendor invoice number) on the remittance advice.	F	The selection of the Single Check flag on the individual payment or on the vendor itself provides the ability to not consolidate payments to an individual vendor. If this flag is not selected, payments to a single vendor will be consolidated into a single payment.
		Payment Authorization		
AP 167.00	AP	Allows for an electronic hierarchical approval path for approvals of payment requests.	F	Payments may be routed through workflow for approval processing.
AP 168.00	AP	Allows for the validation through an inquiry screen of cash availability in appropriate funds/accounts before generation of an issuance/payment.	F	ADVANTAGE Financial provides several tables to validate cash availability. These include the Fund Balance, Cash Balance and Account Balance tables.
AP 169.00	infoADV	Generates daily report of all payments and wire transfers that could not be generated due to funds not being available.	R	infoADVANTAGE reporting tool can provide this functionality
AP 170.00	AP	Recycles file of payments and wire transfers that have not been made until funds are available, or request is deleted.	F	
AP 171.00	AP	Allows for the manual deletion of payments and wire transfers based upon a single item, or a range of items.	F	
AP 172.00	AP	Allows override capabilities to allow a payment or wire transfer when funds are not available.	F	
AP 173.00	AP	Posts accounting entries to record cancellation information accepted by the system.	F	
		Warrant Printing and Handling		
AP 174.00		Provides all standard warrant writing functionality including:		Please see individual responses below.
AP 174.01	AP	Producing a warrant register, in both paper or electronic format	F	ADVANTAGE Financial provides both an online check register (Check Reconciliation table) as well as a standard register report that can be created on demand.
AP 174.02	AP	Printing U.S. Post Office approved barcodes on warrants and printing required Post Office reports required to obtain mailing discounts	F	AMS ADVANTAGE Financial provides the address information necessary for the printer to create the bar code.

**Functional Category: Financial -
Accounts Payable**

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AP 174.03	AP	Printing warrants based on multiple sorts (e.g., bank account first, then department, then vendor number, etc.) as defined by the County.	C	See comment on AP 182.00.
AP 175.00	AP	Provide the ability to print warrants through the following means: on-demand (override batch), on-schedule/same day, or manual (immediate).	F	AMS ADVANTAGE Financial provides the ability to schedule warrant printing based on user specification. In addition a transaction for on-demand or manual checks is also provided for immediate warrant printing.
AP 176.00	AP	Prevents the printing or producing of blank, negative, or zero amount issuances as well as issuances with no payee specified or incomplete address information.	F	
AP 177.00	AP	Suppresses printing or producing of issuances under a user-defined dollar amount parameter (e.g. $2) by bank. Those that fail should be retained until such time as the rolled up amount is greater than the limit.	T	Can be configured using ADVANTAGE Design Studio.
AP 178.00	AP	Provides the ability to print on-demand warrants (exclusive of the normal payment processing cycle) and record in a separate warrant register, bank file, and control file, if desired.	F	
AP 179.00	AP	Accommodates the on demand reprinting of the remittance advice / warrant stub.	F	ADVANTAGE Financial allows the reprinting of the Remittance Advice as part of the Disbursement Corrections process.
AP 180.00	AP	Provides the ability to enter "global" promotional or reminder comments on the remittance advice.	F	Global comments and reminders that should be printed on a remittance advice can be entered on the Disbursement Parameters table.
AP 181.00	AP	Provides the ability to enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.	F	Payment comments can be included on the remittance advice. This could be a standard part of the remittance advice layout.

Functional Category: Financial -
Accounts Payable

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 182.00	Base	Provides the ability to produce, through secure printers, warrants with MICR encoding, post office approved bar codes, and electronic signatures.	C	Perform customizations to support the County's specific requirements for warrant generation and format. Customization includes effort to support a MICR reader interface. AMS assumes that the County will have installed and tested the third-party software and printers necessary to support their stated requirements.
AP 183.00	AP	Supports printing warrants at various locations.	F	ADVANTAGE Financial supports centralized and decentralized payment printing.
AP 184.00	AP	Provides ability to generate replacement warrants to replace canceled, stale dated, lost, or voided warrants and generate related table updates for the replacement warrants.	F	The Disbursement Correction and Disbursement Cancellation processes provides the ability to replace cancelled, stale dated, lost or voided warrants, and takes care of related table updates.
AP 185.00	AP	Ensures that warrant numbers assigned by the system agree with the pre-printed warrant numbers, if used, and prints an exception report.	F	
AP 186.00	AP	Provides the ability to designate warrants for special handling and specify priority in printing cycle. (e.g. sorted to the front or back of the warrant run)	F	
AP 187.00	AP	Provides the ability to designate warrants for special handling when source is electronic file.	F	Payments may be designated for special handling and priority by using the handling code and priority functionality.
AP 188.00	AP	Provides the ability to issue payments over a budget year-end (e.g., prepare warrant that must be available on first day of new fiscal year).	F	Payment processing is available during budget year-end processes for the new fiscal year.
AP 189.00	AP	Allows for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.	F	
AP 190.00	AP	Optionally combines payment transactions by vendor across the classification structure elements (i.e., fund, agency, appropriation, and project) and supports full identification of invoices paid and payor departments on the associated remittance advice.	F	

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Accounts Payable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 191.00	AP	Generates payment through direct deposit if designated to do so in vendor file (for vendors) or in the employee master file maintained in the Human Resource module.	F	
AP 192.00	AP	Provides ability to cancel a payment or warrant or a portion of or entire warrant run by entering certain payment cancellation information, including a cancel reason code (e.g., pending cancel, cancel, stop, etc.). Depending on the reason code, system may automatically update the financial balances including general ledger and available budget in the appropriate budget year.	F	Payments may be cancelled individually, or an entire warrant run may be cancelled by using the Mass Cancellation process.
AP 193.00	AP	Provides the ability to place a "stop payment" on issuances and generate the appropriate General Ledger transaction and bank transaction.	F	
AP 194.00	Base	Stop payment functionality provides the ability to interface directly with various bank systems to update confirmed stop payment status directly to the A/P system.	I	Interface must be developed to support this requirement.
AP 195.00	Base	Accommodates the generation of barcodes indicating the warrant number, date, etc. at the time the warrant is printed.	C	See comment on AP 182.00.
AP 196.00	AP	Allows system to be updated to indicate warrants returned by Post Office and generates message to issuing department notifying them that an address correction should be made to automatically generate a replacement warrant to the correct address or that the warrant should be cancelled.	F	ADVANTAGE Financial has the ability to track if mail has been returned from individual vendor on the Vendor table. In addition, the system can generate replacement payments to the correct address using the Reschedule Cancellation type.
AP 197.00	Base	Provides standard bar code interface which allows scanning of warrant to automatically retrieve information such as warrant number, date, etc. to facilitate processing of returned warrants.	C	See comment on AP 182.00.
AP 198.00	AP	Provides ability to restart warrant and remittance advice printing in the event paper stock is damaged or the printer malfunctions. Restart is initiated by entry of the last undamaged warrant number and the next warrant number to be used. System then processes remaining warrants and generates voided warrant transactions for the damaged or missing warrant stock.	F	The Disbursement Correction functionality handles reprinting, renumbering and voiding payments in the event of stock damage or printer malfunction.

Functional Category: Financial -
Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 199.00	AP	Provides ability to reprint a specific range of warrant numbers in the event paper stock is damaged or printer malfunctions.	F	The Disbursement Correction functionality handles reprinting, renumbering and voiding payments in the event of stock damage or printer malfunction.
AP 200.00	AP	Can generate accounts payable issuances on a daily, weekly, or monthly basis or on demand.	F	Payments may be generated at any user-defined frequency.
AP 201.00	AP	Sequentially numbers and controls payments and remittance advices.	F	This functionality is taken of using the Automated Document Numbering Functionality.
		Positive Pay Banking		
AP 202.00	AP	Accommodates positive pay banking.	F	
AP 203.00	AP	Records non-match paid warrants from the bank's warrant file to the system for inquiry on an exception file.	F	
AP 204.00	AP	Retains non-match paid records for subsequent automated processing (clearing by future bank files) or manual processing. (New)	F	
AP 205.00	AP	Provides ability to transmit warrant number, warrant amount, payee name, and issue date of warrants issued directly to each bank.	F	Assumes use of standard file layouts included with AMS ADVANTAGE Financial.
AP 206.00	AP	Provides ability to receive and post paid warrant information, including warrant number, payee name, issue date, and status of warrant, based on the bank account number.	F	Assumes use of standard file layouts included with AMS ADVANTAGE Financial.
AP 207.00	AP	Generates a "hard" exception when the paid warrant file does not match issuance information on the system.	F	Exceptions are written to a separate file for inquiry and reconciliation.
AP 208.00	AP	Recycles "hard" exceptions and allows posting if issuance information was corrected to match the paid information. Also allows for the manual deletion of a single item or a range of items from the recycle file.	F	Check exception records remain on exception table until match is made between exception table and bank file. Exception records could be removed manually from the exception table as needed.
AP 209.00	AP	Provides ability to receive electronic exception files from bank and records discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation database without updating financial balances (suspense file).	F	The Check Reconciliation process provides the ability to receive electronic files from the bank. The process records any discrepancies on the Check Exception table.

Functional Category: Financial -
Accounts Payable

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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AP 210.00	AP	After a mismatch has been identified, accommodates subsequent posting of a bank reversal in the reconciliation database and reposts the corrected information to clear the suspense file.	F	
AP 211.00	AP	Provide the ability to change the issuance number (i.e., manual warrant number recorded incorrectly) and the payment amount.	F	The Disbursement Correction functionality handles reprinting, renumbering and voiding payments in the event of stock damage or printer malfunction.
AP 212.00	AP	Allows electronic updates from the various banks when stop payments are confirmed.	T	Can be configured using ADVANTAGE Design Studio.
AP 213.00	AP	Paid warrant images must be accessible by warrant number and payee name. (New)	C	Can be configured using ADVANTAGE Design Studio. Assumes that the County will have installed and tested the necessary third party imaging software to support its stated requirements.
		Stale Dating of Warrants		
AP 214.00	AP	Supports separate stale date period by bank account. (New)	F	AMS ADVANTAGE Financial provides an automated stale dating process that will mark the outstanding check/warrant as stale, reclaim the money, and post the unclaimed money to a specified payable account (e.g., stale payable).
AP 215.00	AP	Generates reports and electronic bank files of cancelled and stale dated warrants, and allows for the transmission of electronic information to banks.	F	See AP 214.00.
AP 216.00	AP	Accepts and posts cancellation status and cancellation date of stale dated warrants posted by our banks.	F	See AP 214.00.
AP 217.00	AP	Generates a "hard" exception when the cancelled warrant file does not match issuance information on the system.	F	See AP 214.00.
AP 218.00	AP	Recycles "hard" exceptions and allows posting if issuance information was corrected to match the cancelled warrant information. Also allows for the manual deletion of a single item or a range of items from the recycle file.	F	See AP 214.00.

**Functional Category: Financial -
Accounts Payable**

**County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004**

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AP 219.00	AP	Posts accounting entries to record cancellation information accepted by the system.	F	See AP 214.00.
		Issuance Reconciliation		
AP 220.00	AP	Provides ability to reconcile by issue date, issuance number, and dollar amount.	F	The Check Reconciliation process provides the ability to receive electronic files from the bank and reconcile by issue date, number and dollar amount.
AP 221.00	AP	Retains cleared warrants in a warrant reconciliation data base for inquiry and/or reporting purposes, including the ability to view the remittance advice.	F	All cleared payments are maintained on the Paid Checks table.
AP 222.00	AP	Provides for an automated reconciliation of all bank activity (including detailed reconciling items) per the Financial Management module to bank transactions received from the County's bank accounts through automated means.	F	The Check Reconciliation process provides the ability to receive electronic files from the bank and reconcile by issue date, number and dollar amount.
AP 223.00	AP	Supports reconciliation of treasury cash balances with fund cash balances.	F	
AP 224.00	AP	Automated bank reconciliation processes must accommodate multiple bank accounts with multiple banks.	F	The Bank Reconciliation process accommodates multiple bank accounts and multiple banks.
AP 225.00	AP	Provides a manual as well as an automated reconciliation process that can be used at the operator's discretion.	F	Bank Reconciliation can be done manually or set to run automatically in a offline batch process.
AP 226.00	AP	Provides the ability to make corrections or changes during the reconciliation process with appropriate user authorization.	F	Corrections or changes may be made during the reconciliation process by users with the correct security.
AP 227.00	AP	Supports reconciliation of cash in bank with fund cash balances.	F	
AP 228.00	AP	Provide reports/inquiries to track history of payments (i.e., warrant, check, direct deposit, etc.) through each successive status (i.e., issuance, paid, cancellation, returned, etc.) including cross referencing of original and replacement warrant(s).	F	The Check Reconciliation and Paid Check tables provide an online inquiry view of a payments history, including cross referencing of original and replacement payments.

**Functional Category: Financial -
Accounts Payable**

**County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 229.00	AP	Provide user-defined status codes and comment fields that can be applied to warrants to track the claims for warrant restoration and the stages of the research (i.e., requested, assigned, researched, restored). Each status code must be effective dated and associated with a reason code. The reason code must be linked to a specific type of form letter that will be mailed to the claimant.	T	Can be configured using ADVANTAGE Design Studio.
AP 230.00	infoADV	Provide reports/inquiries to track history of claims for stale-dated warrants through each successive status.	R	infoADVANTAGE reporting tool can provide this functionality
AP 231.00	infoADV	Produces a monthly detail stale dated Warrants Listing by fund and by warrant type.	R	infoADVANTAGE reporting tool can provide this functionality
AP 232.00	infoADV	Produces warrant reconciliation reports of manual transactions by fund and warrant type on a daily, weekly, monthly, or annual basis or by a specified date range.	R	infoADVANTAGE reporting tool can provide this functionality
AP 233.00	infoADV	Allows for printing of a daily, monthly, annual, or specified date range report of all cleared warrants by warrant type and by fund.	R	infoADVANTAGE reporting tool can provide this functionality
AP 234.00	infoADV	Produces a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding warrants for the fund.	R	infoADVANTAGE reporting tool can provide this functionality
AP 235.00	infoADV	Computes the number and dollar amount of warrants written per warrant run (warrant type) by day and per month.	R	infoADVANTAGE reporting tool can provide this functionality
AP 236.00	infoADV	Supports the ability to store paid check images from CD input and link the image to the warrant issuance record.	R	
		1099 Processing		
AP 237.00	AP	Provides the ability to track 1099 and W-9 forms.	F	
AP 238.00	AP	Provide the ability to report 1099 amounts by SSN / TIN.	F	The 1099 process tracks 1099 information by Tax Payer ID number and can accept social security numbers.
AP 239.00	AP	Supports backup withholding.	F	ADVANTAGE Financial supports the taking of backup withholding for reportable vendors.
AP 240.00	AP	Supports payments to multiple 1099 codes.	F	ADVANTAGE Financial supports the 1099 M, 1099 INT and 1099 G forms.
AP 241.00	AP	Produces 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.).	F	ADVANTAGE Financial fully complies with IRS Reporting Standards.

Functional Category: Financial -
Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 242.00	AP	Provides the ability to query and print 1099 data.	F	All 1099 information is available in online tables and can be queried and reported on.
AP 243.00	AP	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).	F	ADVANTAGE Financial fully complies with IRS Reporting Standards and can create both printed forms and electronic media to report to the IRS.
AP 244.00	infoADV	1099 information from interfaced disbursement systems must also be included for consolidated reporting.	R	
AP 245.00	Base	Accommodates 1099 interfaces with external systems, such as LACERA, RMIS and Jury Services.	I	Interfaces with external systems must be developed.
AP 246.00	AP	Maintains 1099 name and address separately from historical payment information and retains it from one year to the next.	F	All 1099 reporting information is maintained on the 1099 Reported Income table and can retained from one year to the next.
AP 247.00	AP	Provides for reprinted 1099 forms for an individual vendor.	F	ADVANTAGE Financial supports printing 1099 forms for one vendor or multiple vendors.
AP 248.00	AP	Provides the ability to correct 1099 information in the system, reprint the 1099 form, and produce a correction file for the IRS.	F	ADVANTAGE Financial fully complies with IRS Reporting Standards, including correcting a vendors 1099 reporting information, and can create both printed forms and electronic media to report to the IRS, as well as reprint forms.
AP 249.00	AP	Appropriately adjusts 1099 reportable balances for both on-line and batch/interface payments and payment cancellations.	F	
		Employee Reimbursement		
AP 250.00	AP	Provides the ability to reimburse employees for travel and other expenses.	NV	AMS ADVANTAGE Financial is integrating a third party travel reimbursement tool in the next release.
AP 251.00	AP	Generates payments (or invoices) to employees based on reconciliation of advances vs. expense reports.	NV	See comment on AP 250.00.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 252.00	AP	Provides ability for County employees to initiate reimbursement for their travel expenses through direct entry of travel expenses into the System, and to query on the status of their pending travel reimbursements. Travel expense entry utilizes web technology.	NV	See comment on AP 250.00.
AP 253.00	AP	Supports an optional travel authorization process that can be initiated by individual departments, and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement.	NV	See comment on AP 250.00.
AP 254.00	AP	Differentiates between accountable (detailed reporting and payment for actual expenses) and non-accountable (per diem) travel reimbursements, and provides facility for 1099 reporting on per diem payments.	NV	See comment on AP 250.00.
AP 255.00	AP	Automatically detects and rejects any request for duplicate payment based on dollar amount and invoice number.	NV	See comment on AP 250.00.
AP 256.00	AP	Queries employee master files in the Human Resources module to verify that requestor was in fact an active County employee at the time of the expense.	NV	See comment on AP 250.00.
AP 257.00	AP	Records the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and calculates any remaining amount due or receivable.	NV	See comment on AP 250.00.
AP 258.00	AP	Allows the user to enter the to and from address locations and have the system automatically calculate the mileage between the two locations. (Mileage Reimbursement)	NV	See comment on AP 250.00.
AP 259.00	AP	Provides a flexible hierarchical approval process for approving employee reimbursement.	NV	See comment on AP 250.00.
AP 260.00	AP	Edits transactions to ensure that the County maximum for meals and lodging is not exceeded without appropriate approvals.	NV	See comment on AP 250.00.
		Querying		
AP 261.00	infoADV	Allows the user to query by invoice number, purchase order number, warrant number, payee, contract number, commodity code, budgetary line item, and any other defined field in the database. Also allows the user to filter the search on any field (date, chart of account element, etc.).	R	
AP 262.00	infoADV	Provides invoice tracking for pending department/agency approvals.	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 263.00	infoADV	Maintains an open item file of unpaid vendor invoices and allows inquiry into that file by vendor or invoice.	R	
AP 264.00		Maintains, tracks, and inquires (online) the following payment voucher history information:		
AP 264.01	AP	Invoice number	F	AMS ADVANTAGE Financial provides an online inquiry table which displays this information.
AP 264.02	infoADV	Vendor name	R	
AP 264.03	infoADV	Vendor number	R	
AP 264.04	infoADV	Tax ID number or SSN	R	
AP 264.05	infoADV	Requisition number	R	
AP 264.06	infoADV	Purchase order or Encumbering Document number	R	
AP 264.07	infoADV	Contract number	R	
AP 264.08	infoADV	Warrant/EFT amount	R	
AP 264.09	infoADV	Warrant/EFT date	R	
AP 264.10	infoADV	Payment Transaction Date	R	
AP 264.11	infoADV	Warrant/EFT number	R	
AP 264.12	infoADV	Account distribution	R	
AP 264.13	infoADV	Comments	R	
AP 265.00	infoADV	Tracks deleted payments by name, deposit number, date and amount.	R	
AP 266.00	infoADV	Tracks and reports aging of payments in trust over specified number of days.	R	
AP 267.00	infoADV	Extract pending payments by scheduled payment date.	R	
AP 268.00	AP	Provides on-line inquiry to obtain current accounts payable status.	F	AMS ADVANTAGE Financial provides an online inquiry table which displays this information.
AP 269.00	AP	Allows the user to retrieve payment information and determine its redemption status (redeemed, stop payment, etc.).	F	AMS ADVANTAGE Financial provides an online inquiry table which displays this information.
Reporting				
AP 270.00	infoADV	Ensures that all reports can be sorted by user-defined parameters (i.e., date ranges, funds, etc.).	R	
AP 271.00	infoADV	Produces mailing lists, labels, and cards.	R	

**Functional Category: Financial -
Accounts Payable**

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 272.00	Base	Supports multiple types of document imaging.	F	Financial documents that have been imaged may be stored in AMS ADVANTAGE Financial for later online inquiry. AMS ADVANTAGE Financial does not include an imaging OCR component.
AP 273.00		Provides the following reports, including but not limited to:		These reports may be provided by an ADVANTAGE baseline report or by using the infoADVANTAGE reporting tool.
AP 273.01	infoADV	Invoice Aging Report	R	See AP 273.00.
AP 273.02	infoADV	Match Discrepancy Report (discrepancies between matched items)	R	See AP 273.00.
AP 273.03	infoADV	Missing Match Report (2 out of 3 items in the 3 way match in the system)	R	See AP 273.00.
AP 273.04	infoADV	Report of payments made within or on 30 days from receipt of the invoice	R	See AP 273.00.
AP 273.05	infoADV	Report of payments not made within 30 days from the receipt of the invoice	R	See AP 273.00.
AP 273.06	infoADV	Monthly report of all outstanding encumbrances	R	See AP 273.00.
AP 274.00	infoADV	Provide the ability to filter or sort the above reports by vendor.	R	See AP 273.00.
AP 275.00	infoADV	Produces a report that identifies the average number of days for an issuance to be paid by bank account or in aggregate.	R	See AP 273.00.
AP 276.00	infoADV	Provides for updating of uncashed warrants (meeting specific criteria) to the County's Uncashed Check website.	R	See AP 273.00.
AP 277.00	infoADV	Produces a listing of payment vouchers that have not been approved for payment.	R	See AP 273.00.
AP 278.00	infoADV	Allows for online viewing or printing of a summary Outstanding Warrant Report (including the actual date cleared) by fund and warrant type on a daily, monthly, or annual basis or by a specified date range.	R	See AP 273.00.
AP 279.00	infoADV	Provides a report of discounts taken.	R	See AP 273.00.
AP 280.00	infoADV	Lists all discounts lost by any or all of the following items: vendor, time period, department, or organizations within the department.	R	See AP 273.00.
AP 281.00	infoADV	Provides a report of all issuances in a "cancel pending" status for more than a user-defined parameter number of days (e.g., ten days).	R	See AP 273.00.

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AP 282.00	infoADV	Produces an activity report showing all the daily online update activity in the system.	R	See AP 273.00.
AP 283.00	infoADV	Produce a warrant status report activity report and file with summaries by warrant status. (New)	R	See AP 273.00.
AP 284.00	infoADV	Produce a report for the Special Handling warrants for each warrant run. (New)	R	See AP 273.00.
AP 285.00		Support the Uncashed Warrant web site by providing the following: (New)		AMS assumes that these requirements can be supported by the creation of infoADVANTAGE queries and reports and the provision of this information to the County staff managing the uncashed warrant website.
AP 285.01	infoADV	Print affidavit for replacement warrant / payment	R	See AP 285.00.
AP 285.02	infoADV	Data for subscriber downloading	R	See AP 285.00.
AP 285.03	infoADV	A means of providing warrants only for specified bank accounts	R	See AP 285.00.
AP 285.04	infoADV	A means of filtering specific warrants from allowed accounts	R	See AP 285.00.
AP 285.05	infoADV	A means of tracking the status of warrant restoration claims	R	See AP 285.00.
AP 285.06	infoADV	A means of filtering warrants by department / fund	R	See AP 285.00.
AP 285.07	infoADV	A means of filtering warrants by contents of Name & Address fields	R	See AP 285.00.
AP 285.08	infoADV	A means of filtering warrants by dollar amount	R	See AP 285.00.

Functional Category: Financial -
Accounts Receivable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General		
AR 1.00		Provide the following open interfaces to facilitate the integration of specialized billing systems:		
AR 1.01	AR	Customer Invoices	F	AMS supports this requirement by providing the open interface capability to send and receive XML transactions for all system entries. AMS will develop the interfaces assigned to AMS in the SOW.
AR 1.02	AR	Receipts	F	See comment on AR 1.01.
AR 1.03	AR	Customer Maintenance	F	See comment on AR 1.01.
AR 2.00	AR	Provide the ability to enter all chart of account segments on any type of transaction within the revenue/receivables module.	F	Based on user-defined table entries, Chart of Accounts elements may be assigned to transactions in the AMS ADVANTAGE Financial Accounts Receivable module.
AR 3.00	AR	Allow for recording a liability for sales tax for all appropriate revenue transactions to the State Board of Equalization.	F	AMS ADVANTAGE Financial allows the entry of sales tax on all revenue transactions.
AR 4.00	AR	Calculate and include sales tax on all relevant revenue transactions based on an external file of applicable regional (state, city, or county) taxes provided by the State Board of Equalization.	T	Capability exists to include sales tax. Recognition logic for various regional breakouts could require configuration.
AR 5.00	AR	System is able to provide a user-defined tax % to be defined by service code (item) to be used in calculating the customer invoice total. For example, a service is provided that has a liability insurance tax rate of 6% and the cost of the service is $100. Line items for the service and the tax are itemized for $100, and $6 respectively and the invoice total is $106.	F	Capability exists to establish tax and other billing rates by billing rate code.
AR 6.00	AR	System is able to override sales tax on invoices for tax exempt customers for the total invoice or individual line items on the revenue transaction.	F	Sales tax is not automatically applied so override capability is not required.
AR 7.00	AR	Provide ability to associate service codes (items) to the revenue segment of the chart of accounts.	F	
AR 8.00	AR	Provide the ability to import credit card transaction files from a third party to record internet sales and other receipts such as Property Tax.	F	See comment on AR 1.01.

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Accounts Receivable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 9.00	AR	Provide the ability to setup distribution sets that allow users to include as many chart of account codes and a related allocation % as needed. Distribution sets are available for use for any transaction.	F	AMS Advantage supports this requirement by providing users the ability to create templates for specific types of documents and accounting events. Should the County require additional functionality, a software customization will be necessary.
AR 10.00	AR	Provide for manual data entry through online electronic deposit forms of revenue information from bank statement deposits and/or hard copy reports.	F	This functionality provided for in the delivered Cash Receipt Document.
AR 11.00	AR	Provide for recording of countywide investment activity of funds held with the Treasurer Tax Collector.	F	This functionality provided for through the investment management module.
AR 12.00	AR	Allocate interest earned on funds held with the Treasurer Tax Collector across selected cash fund balances (user can include or omit fund from allocation) based upon the average daily balance method to any chart of account segment and automatically create a corresponding journal entry.	F	Treasury Accounting functionality for automated interest apportionments provides for the needed functionality. The pool fund interest earned document is used to reconcile interest earning, and the interest apportionment process automatically generates a journal voucher interest Apportionment document required to allocated interest earned.
AR 13.00	AR	System provides the capability to record cash transfers between bank accounts.	F	Functionality provided though automated bank account transfer process. The automated bank transfer process generates a journal voucher bank transfer document to move the funds.
AR 14.00	AR	System provides classification, categorization, and valuation of investments in accordance with GASB requirements.	F	
		Customer Maintenance		
AR 15.00	AR	Provide a central file for storing all customer-related information (For example but, not limited to: address, name, etc.).	F	AMS ADVANTAGE Financial provides the Vendor/Customer Table to store all customer related information.

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Accounts Receivable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 16.00	AR	Provide the ability to create user-defined customer types (For example: Federal, State, Private Entity, etc.) and associate the customer type to a customer record by department.	F	AMS ADVANTAGE Financial provides the Vendor/Customer Table to store all customer related information.
AR 17.00	AR	System is able to setup 'one-time' customers.	F	One-time/miscellaneous customers are entered directly onto receivable transactions in AMS ADVANTAGE Financial.
AR 18.00	AR	Ability to purge inactive customers based upon user-defined parameters.	F	
AR 19.00	AR	Ability to deactivate and reactivate customers with appropriate security and control.	F	
AR 20.00		Provide the ability to record customer information by department in which users can track organization specific information regarding customer based upon user-defined security rules. Include the following, but not limited to:		AMS ADVANTAGE Financial provides the Vendor/Customer Table to store all customer related information.
AR 20.01	AR	Provide the ability to track multiple addresses per customer.	F	
AR 20.02	AR	Provide the ability to track multiple contact names and numbers per customer.	F	
AR 20.03	AR	Provide user-defined fields	F	
AR 21.00	AR	System is able to capture and retain tax ID number associated with receivable customers.	F	Tax ID information is stored with the customer information on the Vendor/Customer Table.
AR 22.00	AR	System prevents duplicate customer numbers.	F	Vendor/Customer information is stored using unique numbers.
AR 23.00	AR	Provide the ability to record a customer as blocked from future services.	F	Statuses can be set for customers on the Vendor/Customer Table to prevent future activity.
AR 24.00	AR	Provide the ability to record customers as in dispute with a description field dedicated to the reason and details of the dispute.	F	Comments fields are available to record reasons for dispute.
AR 25.00	AR	System maintains an on-line audit trail of changes made to the customer master.	F	A Change Management section is provided on the Vendor/Customer Table which maintains an audit trail of changes to the table.

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AR 26.00	AR	Customer history is not lost when a customer name changes.	F	Customer history is tracked by vendor/customer number and can be accessed using customer name, tax ID number and various other attributes.
AR 27.00	AR	Provide the ability to copy a similar customer record when creating a new record.	F	This capability is on an enhancement list. Kim Rabe can provide the status.
AR 28.00	AR	Provide the ability to merge two different customer records and their associated history.	F	Merging two records can be accomplished by assigning both records to the same parent record.
		Accounts Receivable		
AR 29.00	AR	Provide the ability to purge historical transactions for each department by user-defined criteria into a format that can be later accessed for reporting purposes.	F	
AR 30.00	AR	Provide access to 3 years of complete receivables information in detail format online. For open balance transactions such as accounts receivable, history will be maintained irregardless of any timeframe.	F	
AR 31.00	AR	Provide full integration of Accounts Receivable and Receipts subsystem with the General Ledger. Also, system generates summary receivable transactions in the General Ledger for all original entries, adjustments, penalty and interest assessments, and write-offs.	F	AMS ADVANTAGE Financial is fully integrated - receivables and revenue update the General Ledger with full detail; no interface is required.
AR 32.00	AR	System automatically creates an accounts receivable entry as a by-product of customer invoicing.	F	AMS ADVANTAGE Financial invoices automatically generate an accounts receivable entry in the journal/ledger.
AR 33.00	AR	Provide for department defined and maintained service (items) and payment codes.	F	AMS ADVANTAGE Financial provides the capability to establish billing codes by department and unit and to automatically calculate invoice line amounts based on assigned billing rates.
AR 34.00		System is able to generate customer invoices and provides defaults by department.		
AR 34.01	AR	Provide the ability to enter multiple invoice lines per invoice.	F	AMS ADVANTAGE Financial allows an infinite number of lines to be entered on an invoice.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 34.02	AR	Each invoice line should minimally track service code (item), description, quantity, unit cost, and extended amount.	F	Service code is equivalent to Billing Rate in AMS ADVANTAGE Financial.
AR 34.03	AR	The service code (item) should default unit cost and any applicable tax associated to the service code.	C	
AR 34.04	AR	Invoice lines and any tax applied are automatically extended and summed into the invoice total.	F	Extended amounts are automatically calculated on each detail invoice line and totalled for the entire invoice.
AR 35.00	AR	System is able to generate either a positive or negative adjustment which can either be applied or not applied to a customer invoice.	F	Capability exists to suppress printing of invoice adjustments.
AR 36.00	AR	Support automatic periodic billings to selected customers (e.g., monthly rental billings).	F	Recurring invoices may be established for monthly rentals, etc.
AR 37.00	AR	System is able to process positive or negative billing adjustments with proper controls and audit trail.	F	
AR 38.00	AR	System allows accounts/invoices to be maintained either on an "open item" or "balance forward" basis as determined by a department.	F	
AR 39.00	AR	Provides ability for a single invoice item to be distributed to across multiple chart of accounts based on a user-defined (e.g., percentage) allocation.	T	
AR 40.00	AR	System is able to apply a negative (overpayment) balance total existing in his/her account against a new customer invoice.	F	Overpayment balances are automatically applied to new invoices based on user-defined options. Unapplied balances are automatically refunded back to the customer after a user-defined period of time.
AR 41.00	AR	Provides ability to record a protested or unidentified payment as an unapplied receivable item (clearing accounts).	F	
AR 42.00	AR	System is able to create bills with appropriate authority (i.e. licenses, fees, etc.) by receivable type without creating an accounts receivable general ledger entry.	F	Flexible posting rules of AMS ADVANTAGE Financial allow for billing entries to post with a memo entry.
AR 43.00	AR	Provides the ability to establish and maintain loan information including principal, interest, and fluctuating interest rates, and provide an audit trail.	T	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 44.00	AR	Provide integration of Accounts Receivable and Receipts module with the Job/Project Accounting and Grant modules.	F	AMS ADVANTAGE Financial provides integration of all modules including Accounts Receivable and Cost Accounting (jobs, projects, grants).
		Billing		
AR 45.00	AR	Monitor collection dates and generate workflow transactions or notifications based on user-defined date thresholds.	F	Collection letters, vendor payment intercepts, collection agency referral transactions, and write off transactions are generated based on user-defined frequencies. Workflow rules can be established for each of the Advantage transactions. Dates relating to each of the events are tracked within the application. SK
AR 46.00	AR	Provide billing by department on behalf of other County departments or external agencies which consolidates and reconciles billing information from several sources and provides one consolidated bill.	F	Customers receiving statements are billed based on current period activity within the customer account. Activity from mutliple departments or outside agencies can be consolidated into a single customer account.
AR 47.00	AR	Provide option of billing by service code and/or revenue code.	F	User-defined billing profiles can be established to meet this required functionality.
AR 48.00	AR	Provide option of billing by type of customer.	F	Customer accounts are established by assigning a customer to one or more billing profiles. Billing profiles determine the method of billing for the customer.
AR 49.00	AR	System is able to generate user-defined delinquency notices based upon user-defined aging buckets (for example 30, 60, 90, 120, and greater than 120 days) using the original invoice date and current system date based on receivable type.	F	Collection letter and dunning notice schedules can be defined at the billing profile (receivable type), customer account or invoice level.
AR 50.00		System is able to process uncollectible accounts as follows:		
AR 50.01	AR	Generate dunning letter to customer.	F	Form letters can be defined based on the age of past due receivables and generated on a user-defined frequency.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 50.02	AR	Forward to legal representatives, collection department, or 3rd party collection agencies, and record as bad debt.	F	Collection referral document is used to record receivables that have been turned over to a collection department or outside agency. Flexible posting rules allows the receivable to be posted as bad debt.
AR 50.03	AR	Record receipt of cash if received and any collection fees associated with the collection at anytime against the original receivable and maintain proper accounting entries to reverse the bad debt and to record the collection fee.	F	Cash receipt documents record the receipt and reverse the accounting entries resulting from the collection referral document. Collection fees are recorded using a separate payment request document which can reference the original receivable for tracking purposes (memo reference).
AR 50.04	AR	Obtain proper approvals (Board and Treasurer Tax Collector) on a transaction to write-off account balance if not collected.	F	
AR 51.00	AR	Allow for automatically or manually applying late charges (penalties, interest, etc.) based upon user-defined criteria to the unpaid balance on selected accounts receivable. System supports varying penalty amounts and interest by department.	F	Allows up to five different late charges to be applied to receivables on a user-defined frequency. Rules for applying late charges can be established by department, unit, and billing profile (receivable type). Finance charges can be suppressed on selected receivables.
AR 52.00	AR	Provide ability to print comments on both an individual and group basis on the billing documents.	F	Billing documents are created using the integrated form definition tool. The form layout and fields may be defined according to County requirements and may include any information (e.g. comments) inlcuded in the database.
AR 53.00	AR	Allow users to close or cancel accounts receivable with appropriate authority.	F	
AR 54.00	AR	System automatically calculates interest on an individual account and bill the customer for the interest and principal. A single customer may have multiple receivable accounts.	F	

**Functional Category: Financial -
Accounts Receivable**

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 55.00	AR	Ability to flag accounts with a user-defined follow-up date for collection related activity.	T	
AR 56.00	AR	Provide the ability for users to define billing cycles and frequencies.	F	Billing method, frequency, and other billing options can be defined through the use of table-driven billing profiles.
AR 57.00	AR	Allow the user to document customer communication regarding an invoice and associate it with the specific invoice.	F	Any document in AMS ADVANTAGE Financial may have electronic documents as attachments.
AR 58.00	AR	Ability to include or exclude disputed billings/customers from aging, finance charges, invoice generation/printing, statistics, and dunning based upon user defined parameters.	F	Assumption is that user-defined parameters would be incorporated in the billing profile.
		Receipts		
AR 59.00	AR	System should supply an outbound interface for receipts in order to update several specialized 3rd party billing systems whose functionality cannot be implemented into a central billing system.	F	AMS ADVANTAGE Financial can create an outbound interface file. Definition of the interface layout and summarization and creation of the interface job would be a normal part of the implementation effort.
AR 60.00	AR	Support processing receipts including identifying the payment source, payment source phone number, payee, and any element in the chart of accounts such as fund, program, etc. (i.e., State Tax Intercept or Federal Tax Intercept).	F	This information is entered on the header/line levels of the cash receipt transaction in AMS ADVANTAGE Financial.
AR 61.00	AR	Ability to distribute payments either automatically by pre-defined distribution sets or manually to multiple chart of account codes (including every segment) on the receipts.	F	Payments may be applied by referencing the receivable which infers line level information or manually be entering the appropriate chart of accounts codes on the cash receipt transaction.
AR 62.00	Base	Support bar code or scan line printing on envelopes and remittance stubs to aid in remittance processing.	C	Customizations must be performed to support bar code printing and processing. AMS assumes that the County will install and test the necessary third-party software to support its stated requirements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 63.00	Base	Provide a predefined interface for bar code or scan line information which can capture any and all fields of the coding block applied to financial transactions.	C	See AR 62.00
AR 64.00	AR	Distinguish between cash and non-cash collections (I.e. Trust, foodstamps, other)	F	
AR 65.00	AR	Remote users can collect funds, enter, and account for receipts.	F	All users with AMS ADVANTAGE Financial may enter cash receipt transactions.
AR 66.00	AR	Process multiple and/or partial invoice payments on the same receipt	F	AMS ADVANTAGE Financial cash receipts may reference one or more invoices on the same transaction for full or partial payment.
AR 67.00	AR	Record pre-payments for service and generate balancing amounts (due to / from) when reconciling revenue collected with specific services provided. (e.g. system is able to properly record deposits for reservation of conference rooms for events.)	F	AMS ADVANTAGE Financial supports prepayments on cash receipt transactions.
AR 68.00	AR	Allow on-screen review of all items in a receipt batch before the batch is posted.	F	Payments are captured as separate lines on a cash receipt document. Each payment line can be edited and reviewed prior to processing the cash receipt document.
AR 69.00	AR	Allow the correction of a receipt batch at any time before the batch is posted.	F	Please see AR 68.00.
AR 70.00	AR	Provide ability for user-defined payment methods.	F	
AR 71.00		Receipt transactions upon entry can record the receipt amount to the correct account. The data elements on a receipt minimally includes the following:		
AR 71.01	AR	Chart of account code distributions to which each receipts was deposited (i.e. Fund, Dept, Org, Rev, Exp, Trust)	F	
AR 71.02	AR	Date and time received	F	
AR 71.03	AR	Name/ID of person collecting monies	F	
AR 71.04	AR	Date deposited to bank	F	
AR 71.05	AR	Name/ID of person depositing to bank	T	
AR 71.06	AR	Sequential receipt number	F	
AR 71.07	AR	Contact information for originating unit (I.e. Name, number, and fax)	T	Information is available, but does not currently appear on the receipt form.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 71.08	AR	Reference fields	F	
AR 71.09	AR	Ability to record descriptive data about the receipt	F	
AR 71.10	AR	Service Code (Item)	C	This field must be added to the Cash Receipt transaction or use an existing field on the Cash Receipt.
AR 71.11	AR	Amount	F	
AR 71.12	AR	Invoice Number	F	
AR 71.13	AR	Place of Deposit (Bank Name or Treasurer Tax Collector)	F	
AR 71.14	AR	Location of collection	F	
AR 71.15	AR	Payment Type/Method	F	
AR 71.16	AR	Who Paid (Customer)	F	
AR 72.00		Create hard-copy receipts:		
AR 72.01	AR	Allow users to specify how many receipt copies to print	F	The number of duplicate receipts that may be printed is unlimited.
AR 72.02	AR	Provide the ability to customized hard copy receipts into as many formats with specified data fields as needed (including any of the 20 custom fields from the receipt transaction)	F	Hard copy receipts are created using the integrated form definition tool. The form layout and fields may be defined according to County requirements and may include any information inlcuded in the database.
AR 73.00		Minimally capture the following on each hard copy customer receipt:		
AR 73.01	AR	Transaction Time	F	See note from AR 72.02
AR 73.02	AR	Transaction Date	F	See note from AR 72.02
AR 73.03	AR	Cashier	F	See note from AR 72.02
AR 73.04	AR	Location	F	See note from AR 72.02
AR 73.05	AR	Payment Type/Method	F	See note from AR 72.02
AR 73.06	AR	Case ID	F	See note from AR 72.02
AR 73.07	AR	Case Name	F	See note from AR 72.02
AR 73.08	AR	Purpose/Description	F	See note from AR 72.02
AR 73.09	AR	Amount	F	See note from AR 72.02
AR 74.00	AR	Ability to process split or mixed tendering situations.	F	See response to AR 75.00.
AR 75.00		Enter, track separately, and process simultaneously, (but not limited to) the following tendering situations:		

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 75.01	AR	Cash	F	All of the tendering situations may be entered as payment types on a AMS ADVANTAGE Financial cash receipt transaction.
AR 75.02	AR	Check	F	All of the tendering situations may be entered as payment types on a AMS ADVANTAGE Financial cash receipt transaction.
AR 75.03	AR	Charge Card	F	All of the tendering situations may be entered as payment types on a AMS ADVANTAGE Financial cash receipt transaction.
AR 75.04	AR	Money Orders	F	All of the tendering situations may be entered as payment types on a AMS ADVANTAGE Financial cash receipt transaction.
AR 75.05	AR	EFT	F	All of the tendering situations may be entered as payment types on a AMS ADVANTAGE Financial cash receipt transaction.
AR 75.06	AR	Debit Cards	F	All of the tendering situations may be entered as payment types on a AMS ADVANTAGE Financial cash receipt transaction.
AR 76.00	AR	Create system-generated deposit permits for deposits with the Treasurer Tax Collector	F	The Print Deposit Ticket Table will select receipts for deposit by bank account and print a deposit slip/ticket.
AR 77.00	AR	Provide the capability to record and adjust receipts against the chart of accounts and to monitor revenue against budget to meet countywide and department-specific reporting and control requirements.	F	AMS ADVANTAGE Financial allows user-defined Chart of Account codes to be entered on cash receipt transactions. Monitors revenue budgets via user-defined budget controls.
AR 78.00	AR	System is able to enter detailed receipt transactions for cash collected (against all elements in the data classification structure) and apply receipts against appropriate accounts receivable balances or invoices.	F	AMS ADVANTAGE Financial provides the capability for receivable or invoice transactions to be referenced on cash receipt transactions. This infers all Chart of Accounts data elements which can also be manually entered.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 79.00	AR	Support online entry of department receipt information that is compiled into daily cash deposits (corresponding to actual bank deposits). Also, system supports compiling receipts into deposits less frequently than daily and provide the ability to drill back and forth between deposit and receipt.	F	Deposit slips/tickets may be automatically generated by bank account. All cash receipts may be individually selected for inclusion on the ticket which can be printed on request.
AR 80.00	AR	Support a daily approval and clearance process to clear the daily receipt suspense files for deposits received by the Treasurer Tax Collector (i.e., post the receipts collected and approved by the Treasurer Tax Collector to the general ledger).	F	AMS ADVANTAGE Financial automatically generates posting entries to the journal/ledger after cash receipt transactions are entered and approved.
AR 81.00	AR	Allow for applying payments on receivables by referencing the invoice number which infers all invoice information to the receipt.	F	AMS ADVANTAGE Financial provides the capability for receivable or invoice transactions to be referenced on cash receipt transactions. This infers invoice information including Chart of Accounts data.
AR 82.00	AR	Allow for processing receipts not associated with a specific receivable.	F	Cash receipts do not require a referenced receivable.
AR 83.00	AR	Allow for coding of receipt as a refund to expenditure (with proper authorization).	F	Refunds to expenditure are recorded on cash receipt transaction. Users must have access to this transaction and be authorized to use the entered Chart of Accounts elements to process the refund..
AR 84.00	AR	Provide an audit trail of all accounts receivable and all receipts activity.	F	All accounts receivable activity including receipts is recorded in the AMS ADVANTAGE Financial daily journal/ledger. This information is available online and on reports.
AR 85.00	AR	Provide for receipts via electronic funds transfers (EFT), "lock box", credit card, and other electronic receipts for payment.	F	AMS ADVANTAGE Financial supports alternative payments methods on cash receipts.
AR 86.00	AR	System is able to void receipts with proper controls and an audit trail.	F	All modifications to a previously processed transactions are permitted by authorized user ID only. All changes are tracked.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 87.00	AR	Provide the user with the ability to code, batch, collect and deposit funds on the behalf of other departments/external agencies within user-defined security rules.	F	AMS ADVANTAGE Financial provides the ability for security to define which codes a user may enter on transactions.
AR 88.00		Provide the following functionality for receipts:		
AR 88.01	AR	Record dishonored revenue payments by name, account number, deposit number, date and amount (i.e. NSF) and reverse original receipt's accounting events.	F	Name, account number, deposit number, and amount is tracked on the orginal version of the payment. Payment amount can be adjusted to zero indicating a reason (e.g. NSF). Date of the adjustment is tracked on the revised version.
AR 88.02	AR	Track and report aging of payments in trust over specified number of days	R	Baseline aging reports are available by Department, Customer Account, and Customer.
AR 88.03	AR	Extract pending payments sorted by deposit number and date	R	This information may be extracted using the reporting tools.
		Bank Reconciliation		
AR 89.00	AR	Provide automated on-line bank reconciliation with accommodation of multiple bank accounts.	F	This functionality provided through the bank reconciliation process.
AR 90.00	AR	Reconcile bank deposits, disbursements, and returned checks with receipts.	F	This functionality provided through the bank reconciliation process.
AR 91.00	AR	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated or manual means at the operator's discretion.	F	This functionality provided through the bank reconciliation process. Bank reconciliation can be done automatically via a batch process, or manually.
AR 92.00	AR	Support reconciliation of treasury fund cash balances with cash balances in the General Ledger.	F	Cash ledger and accounting journal maintain records of transaction activity by fund and other accounting attributes. This information can be used to reconcile with treasury books of record.
AR 93.00	AR	Offer the ability to make corrections or changes during the reconciliation process with appropriate user authorization (i.e., NSF Checks).	F	This functionality provided through the bank reconciliation process and the accounts receivable module.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 94.00	AR	Support reconciliation of cash in bank with general ledger fund cash balances.	F	Cash ledger and accounting journal maintain records of transaction activity by fund and other accounting attributes. This information can be used to reconcile with treasury books of record.
AR 95.00	AR	Support reconciliation of general ledger fund cash balances with department fund cash balances.	F	Cash ledger and accounting journal maintain records of transaction activity by fund and other accounting attributes. This information can be used to reconcile with treasury books of record.
AR 96.00	AR	Maintain petty cash account bank reconciliation.	F	This functionality provided through the bank reconciliation process.
		Petty Cash [Revolving Funds]		
AR 97.00	AR	Maintain sequential numbering unique to petty cash transactions.	F	This functionality provided for through Automated Document Numbering.
AR 98.00		Issue petty cash checks.		Petty Cash Checks can be issued using the manual disbursement document, an automated disbursement document, or by writing a check by hand and later recording it in the system.
AR 98.01	AR	If amount of expenditure exceeds a user-defined amount, a petty cash check / transaction is not created by the system.	F	This functionality provided using the document approval, by routing certain document through workflow if they meet a specified threshold amount.
AR 98.02	AR	Provide the ability to have different user defined petty cash thresholds by location within a department.	F	This functionality provided using the document approval, by routing certain document through workflow if they meet a specified threshold amount.
AR 99.00	AR	Differentiate between reimbursements and advances.	F	This functionality is provided using the Accounts Receivable module. Individual billing profiles can be established for advances and expenses, which set these types of business rules.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 100.00	AR	Generate invoices or payments based on reconciled advances and expenses.	F	See AR 99.00.
AR 101.00	AR	Notification of advances should be automated in a user specified increment of time like 10, 15 days, etc. in order to facilitate clearing petty cash advances.	F	See AR 99.00.
AR 102.00		System has the ability to automatically replenish petty cash based upon a user-defined increment of time or dollar amount with the following options:		
AR 102.01	AR	Automatically generate a payment voucher / payment request	T	See comment in AR 107.00. AMS ADVANTAGE supports the replenishment of petty cash using the Cash Receipt and Payment Request documents. Should the County seek a "fully automated" process for replenishing petty cash, a software customization will be required. AMS recommends that further discussion be conducted to ascertain the County's requirements for automation prior to implementing modifications to the system.
AR 102.02	AR	Notify user-specified petty cash administrator by department by location	T	See comment on AR 102.01.
AR 102.03	AR	Provide the ability for each department to specify payment method for the replenishment (I.e. EFT, warrant, etc.)	T	See comment on AR 102.01.
AR 102.04	AR	Distribute replenishment to a chart of account or to a distribution set of chart of account codes.	T	See comment on AR 102.01.
AR 103.00	AR	Provide fields for recording receipts accompanying reimbursement requests.	F	Informational and referencing document fields exist on the recording of receipts and reimbursement requests.
AR 104.00	AR	Provide for user-defined levels of approval on all petty cash transactions.	F	This functionality provided using the document approval, by routing certain document through workflow if they meet a specified threshold amount.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 105.00	AR	Provide workflow capabilities for notifying payees when petty cash is ready for pick up (I.E. Email).	F	Workflow rules in AMS ADVANTAGE can be established to notify payees when petty cash is ready for pick up.
AR 106.00	AR	Provide integration with Accounts Payable to facilitate 1099 reporting for petty cash transactions.	F	This functionality provided by using a journal voucher to record the vendor, object and balance sheet account of each petty cash transaction.
AR 107.00		Maintain the following data in respect to petty cash transactions:		The functionality to account for petty cash transactions and completed by a Cash Receipt and Payment Request. Each of these document types have all the fields listed for AR 107.00
AR 107.01	AR	Chart of Account codes	F	See AR 107.00
AR 107.02	AR	Date requested & date issued	F	See AR 107.00
AR 107.03	AR	Unit / Name of person requesting	F	See AR 107.00
AR 107.04	AR	Payee if different than requestor	F	See AR 107.00
AR 107.05	AR	Amount	F	See AR 107.00
AR 107.06	AR	Description	F	See AR 107.00
AR 107.07	AR	Reimbursement or Advance	F	See AR 107.00
AR 107.08	AR	Receipts on file (Yes or No)	F	See AR 107.00
AR 107.09	AR	Justification (at least 60 characters)	F	See AR 107.00
AR 107.10	AR	Approvals	F	See AR 107.00
AR 107.11	AR	Approval Date	F	See AR 107.00
AR 107.12	AR	Check number / Voucher number (system assigned)	F	See AR 107.00
AR 107.13	AR	Reference Number	F	See AR 107.00
AR 107.14	AR	Address	F	See AR 107.00
AR 107.15	AR	Phone Number	F	See AR 107.00
AR 107.16	AR	Prepared By	F	See AR 107.00
AR 107.17	AR	Location	F	See AR 107.00
AR 108.00	AR	Allow user-input text field (message) on check stub.	F	Information entered in the Line Description field is printed on the physical check.
AR 109.00	AR	Provide the ability to setup, transact, and reconcile multiple petty cash accounts by department.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General Obligation Bonds		
AR 110.00	AP	System provides an automated scheduling tool to setup deposits of tax levies to individual debt service funds by means of user-defined disbursement method (i.e., EFT) with notification to service annual debt payments.	F	Future document triggering allows for the scheduling of payments via check or EFT, based on user defined parameters. These parameters may be made to debit service funds, and other external entities.
AR 111.00	Base	Record debt service for principal and interest for various maturity amounts by maturity date for each debt service fund. Also, allow user to modify dates/amounts or close out the remaining debt service schedule in accordance with bond refunds or bond calls.	F	Records setup for future document triggering may be modified as well.
AR 112.00	Base	Transfer matured principal/interest to the debt service advance fund from each of the individual debt service funds at maturity date.	F	This functionality provided by future document triggering on the internal exchange transaction document.
AR 113.00	AP	Provide the ability to pay each paying agent (normally a bank trust operation) from the debt service advance fund.	F	This functionality provided by automated or manually processing of checks and electronic payments.
AR 114.00	infoADV	Create general obligation bond reports for viewing and reconciling purposes.	R	
		Trust Accounting		
AR 115.00	Base	Provide the capability to record a prepayment (cash deposit) of services and automatically recognize revenue based upon actual expenses collected within a user-defined period of time. When prepayment is expired, system generates an invoice net of any remaining prepaid amount or a refund.	T	AMS ADVANTAGE supports the creation of JVs and CRs that can potentially generate these accounting events. An invoice can be created as a separate action. AMS recommends that further discussion be conducted prior to implementing a system customization to automate these processes.
AR 116.00	infoADV	Provide multi-year transaction history for entities with deposits in trust by user-defined categories.	R	
AR 117.00	AR	Provide for daily reconciliation of the Deposit / Trust Application (deposits and revenue).	F	
AR 118.00	AR	Provide ability to identify deposits by depositor name or number.	F	
AR 119.00	AR	Provide audit trail when money is moved out of the trust fund to other funds.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 120.00	infoADV	Allows for ad hoc reporting of trust deposits, revenue, and expenditure abatements by user-defined categories and criteria.	R	
		Reports and Inquiry		
AR 121.00	infoADV	For all the following reports, provide user-defined sorts and filters.	R	Using AMS infoADVANTAGE, all the reports below may be customized to user specified sorts and filters.
AR 122.00		Query customer information based upon the following:		
AR 122.01	infoADV	Wildcard matches	F	
AR 122.02	infoADV	Soundex (alpha variations based upon a name entered Doe could be Dough, Doemani, etc.)	F	"Soundex" logic does not exist in the reporting tool. However, there is the capability to record an alias for Customers to capture frequent homonymic mistakes.
AR 123.00	infoADV	Provide a tool within the system to customize the printed invoice / adjustments form to include any field entered in the invoice or adjustments transaction entry screen.	F	Billing documents are created using the integrated form definition tool. The form layout and fields may be defined according to County requirements and may include any information (e.g. comments) inlcuded in the database.
AR 124.00	infoADV	Users can preview, print and re-print customized invoices / adjustments (including color variations) individually, by customer, range of invoice / adjustment numbers, and range of customer numbers.	R	Forms are available for printing. Selection for printing according to all criteria listed may require configuration of printing process.
AR 125.00		System supports the generation of various user-defined reports including, but not limited to:		
AR 125.01	infoADV	Billing status	R	See AR 121.00.
AR 125.02	infoADV	Billed and unbilled charges	R	See AR 121.00.
AR 125.03	infoADV	Delinquent accounts and referrals of delinquent accounts and bankrupt customers	R	See AR 121.00.
AR 125.04	infoADV	Receivables tracking	R	See AR 121.00.
AR 125.05	infoADV	Long term receivables	R	See AR 121.00.
AR 125.06	infoADV	Memo billing status	R	See AR 121.00.
AR 126.00	infoADV	System is able to query all invoice / adjustments for a single customer online and print the information queried.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 127.00	infoADV	Provide the ability to report and print customer activity by customer type.	R	See AR 121.00.
AR 128.00	infoADV	Provide ability to report by service code (item) or revenue code across all customers.	R	See AR 121.00.
AR 129.00	infoADV	Provide ability to report revenue on any chart of account segment with a user-specified date range.	R	See AR 121.00.
AR 130.00	infoADV	System is able to generate reports of invoices billed, paid, or voided with a user-defined timeframe.	R	See AR 121.00.
AR 131.00	infoADV	System provides a report of all outstanding invoices on a given date.	R	See AR 121.00.
AR 132.00	infoADV	System reports dollars of delinquent accounts collected, collection cases, and results of collection efforts.	R	See AR 121.00.
AR 133.00	infoADV	Provide aging analysis of outstanding accounts receivable based upon user-defined aging buckets (for example 30, 60, 90, 120, and greater than 120 days) using the original invoice date and current system date.	R	See AR 121.00.
AR 134.00	infoADV	Provide the ability to view and print an itemized customer statement by a individual customer, a range of customers, or all customers for a specified period of time. Disputed customers can optionally be excluded from printing with an appropriate audit trail.	R	Please see response to AR 163.00 - same response applies here to disputed customers.
AR 135.00	infoADV	System is capable of producing a monthly sales tax report by department.	R	See AR 121.00.
AR 136.00	infoADV	System reports are able to separately identify collected revenues and accrued revenues.	R	See AR 121.00.
AR 137.00	infoADV	System provides the ability to report and inquire on customer performance including disputes, blocking, payment history.	R	See AR 121.00.
AR 138.00	infoADV	Provide cash flow monitoring and reporting, including a comprehensive cash receipts / disbursements journal based upon user-specified criteria.	F	Cash activity can be tracked though unique posting codes and balance sheet accounts on the cash journal, as well as on ad hoc reports.
AR 139.00	infoADV	Provide user-defined cash reporting that can be run on a daily, weekly, or monthly basis.	F	Cash activity can be tracked though unique posting codes and balance sheet accounts on the cash journal, as well as on ad hoc reports.

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

Functional Category: Financial -
Accounts Receivable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 140.00	infoADV	Provide a cash flow report that ties to the general ledger cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.	F	Cash activity can be tracked though unique posting codes and balance sheet accounts on the cash journal, as well as on ad hoc reports.
AR 141.00		Provide a cash flow analysis tool that can be utilized to generate cash projections, and 'What ifs' scenarios. Including but not limited to:		
AR 141.01	infoADV	Allow retrieval of actual monthly "cash" receipts and disbursement dollar amounts including petty cash by each month at the lowest levels, I.e., revenue: source; disbursement: minor object with the ability to roll items up to higher levels at user's discretion.	R	
AR 141.02	infoADV	Maintain totals and subtotals of receipts and disbursements by month and line.	R	
AR 141.03	infoADV	Retain history of actual receipt and disbursement dollar amounts.	R	
AR 141.04	infoADV	Retain history of monthly projections.	R	
AR 141.05	infoADV	Allow user the flexibility of determining monthly projections (using selected projection method, I.e., straight-line, proportionate allocation) down to individual item/cell level	R	
AR 141.06	infoADV	System is menu driven.	R	
AR 141.07	infoADV	Prepare a cash projection for the following fiscal year based on available data.	R	
AR 141.08	infoADV	Display actual fiscal year months receipts and disbursements data with remaining projection months data.	R	
AR 141.09	infoADV	Warehouse each month's data (actuals & projections) by fiscal year to allow analysis and comparison of data over several fiscal years.	R	
AR 141.10	infoADV	Print reports from the detailed to the summary level for official reports, i.e., official statements.	R	
AR 142.00	infoADV	System is able drill down from summary deposit or disbursement balances to the supporting detailed transactions.	R	
AR 143.00	infoADV	Generate detailed petty cash activity report based upon user-defined dates.	R	
AR 144.00	infoADV	Provide a petty cash report that users can query, sort, and filter on any petty cash transaction entry field (including custom fields).	R	

Functional Category: Financial -
Accounts Receivable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments

Functional Category: Financial -
Cost Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General		
CA 1.00		Integrate on one common database, for the purpose of collecting, distributing and reporting on financial information, with the following functional areas:		
CA 1.01	Base	General Ledger	F	Base = ADV 3 Base System
CA 1.02	Base	Accounts Payable	F	
CA 1.03	Base	Purchasing	F	
CA 1.04	Base	Contract Management	F	
CA 1.05	Base	Project Accounting	F	
CA 1.06	Base	Human Resources	F	
CA 1.07	Base	Benefits	F	
CA 1.08	Base	Payroll	F	
CA 1.09	Base	Inventory	F	
CA 1.10	Base	Asset Management	F	
CA 1.11	Base	Accounts Receivable/Revenue	F	
CA 1.12	Base	Budget	F	
CA 1.13	Base	Grant Accounting	F	
CA 2.00		Maintain the following cost assignment rules:		CA = Cost Accounting
CA 2.01	CA	Direct tracking of costs	F	
CA 2.02	CA	Causal effect	F	
CA 2.03	CA	Cost Allocation	F	
CA 3.00		Assign resource costs to any element of the Chart of Accounts structure, including but not limited to:		
CA 3.01	CA	Department	F	
CA 3.02	CA	Fund	F	
CA 3.03	CA	Organizational Code	F	
CA 3.04	CA	Program	F	
CA 3.05	CA	Project	F	
CA 3.06	CA	Grant	F	
CA 3.07	CA	Function	F	
CA 3.08	CA	Activity	F	
CA 3.09	CA	Object	F	
CA 3.10	CA	Task	F	

**Functional Category: Financial -
Cost Accounting**

**County of Los Angeles
eCAPS
American Management Systems
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 3.11	CA	Work Order	F	
CA 3.12	CA	Job Order	F	
CA 3.13	CA	Facility	F	
CA 4.00		Provide the following job definition capabilities:		
CA 4.01	CA	Description	F	
CA 4.02	CA	Location	F	
CA 4.03	CA	Geographical Information System coordinates	C	Customization estimate assumes that this field will be added to existing cost accounting table. It does not include any customizations to document processors and batch processes.
CA 4.04	CA	Begin Date	F	
CA 4.05	CA	End Date	F	
CA 4.06	CA	COA Structure for Servicer, Requestor or External Customer	F	
CA 4.07	CA	Multiple State Reporting Code Fields	F	
CA 4.08	CA	Billing Information	F	
CA 4.09	CA	Inter-governmental Purchase Order (IGPO)	F	
CA 4.10	CA	Pre-encumbrance	F	
CA 4.11	CA	Purchase Order	F	
CA 4.12	CA	Job or Project Code	F	
CA 4.13	CA	Maximum dollar amount for job	F	
CA 4.14	CA	Revenue Source	F	
CA 4.15	CA	State Claiming codes	F	
CA 4.16	CA	Audit Start Date	C	See comment in 4.03.
CA 4.17	CA	Actual Field Work Date	C	See comment in 4.03.
CA 4.18	CA	Actual Field Work Completed Date	C	See comment in 4.03.
CA 4.19	CA	Draft Report Date	C	See comment in 4.03.
CA 4.20	CA	Report Issued Date	C	See comment in 4.03.
CA 4.21	CA	Multiple (6 minimum) user-defined fields	F	
CA 5.00	CA	Ability to rollup several jobs to a project.	F	
CA 6.00	CA	Ability to define job types, e.g.. Direct, indirect or equipment.	F	
CA 7.00	CA	Ability to record revenue at the job series level.	F	
CA 8.00	CA	Ability to classify work activities as value-added or non value-added.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 9.00	CA	Ability to classify costs as direct expense or asset related.	F	
CA 10.00	CA	Ability to classify costs as reimbursable or non-reimbursable.	F	
CA 11.00	CA	Interface with other modules so that actual expenditures can be used in rate calculation.	F	Cost Accounting functionality is fully integrated with other modules within the ADV 3 base system. Users can access expenditure information to assist in the manual setting/calculation of rates.
CA 12.00	CA	Overhead rates can be redistributed and amended at user-defined periods.	F	
CA 13.00	CA	Maintain cost account financial information that is consistent and reconcilable with related general ledger and budget accounts. No manual reconciliation of ledgers is necessary.	F	
CA 14.00	CA	Prevent the duplication of cost adjustments.	F	
CA 15.00	CA	Accommodate a defined table of codes for cities and unincorporated communities for consistent application across the County.	F	
CA 16.00	CA	Establish jobs in the system and support electronic transmission to the general ledger; transactions must be built ("staged") in the new system and be capable of being transmitted.	F	ADV 3 supports the uploading and downloading of financial transactions through system maintenance utilities using the standard xml format. The preparation of these worksheets using the standard format will have to prepared by the County and AMS.
CA 17.00	CA	Provide job edits (valid job number, job end date, etc.) for all financial and non-financial transactions.	F	
CA 18.00	CA	Distinguish valid processed records vs. invalid and unprocessed records.	F	
CA 19.00	CA	Access invalid records on line and easily correct invalid codes.	F	
CA 20.00	CA	For job corrections automatically transfer all expenditures from one user-defined data field to another (i.e. job, task, organization, general reporting category, program, project, etc.). This will provide an automated job-to-job transfer capability (expenditure structure is consistent between jobs).	F	
CA 21.00	CA	Use the GL chart of accounts and user-defined additional accounts in usage costing.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 22.00	CA	Maintain historical cost data for at least four years for use in determining rates.	F	
CA 23.00	CA	Maintain standard rate tables describing effective dates for rate per unit value, value per unit of each resource (labor hour, mile, etc.), and how the rate is to be applied (hour, unit, etc.)	C	New standard rate tables must be designed/developed to support this County-specific requirement.
CA 24.00	CA	Allow user to define chargeback/equipment rates to bill by chargeback item/equipment classes.	F	
CA 25.00	CA	Ability to flag adjustments as belonging to a prior period.	F	
CA 26.00	CA	Provide a flexible, secure and reliable environment to maintain and track code changes to values in the system tables.	F	
CA 27.00	CA	Provide for edit and cross-validation checks of key field values at the point of data capture.	F	Required element, combination validation, and inference tables are provided in the baseline system. Additionally, ADV 3 provides the toolset to customize these types of tables to support capture and validation of County-specific data elements.
CA 28.00	CA	Provide for tracking of each transaction record entered into the system by source, date and time of transaction, user ID, effective period, etc.	F	
CA 29.00	CA	Provide a mechanism for making data corrections to transactions received from feeder systems.	F	
CA 30.00	CA	Maintain transaction level detail for a minimum of three years.	F	
CA 31.00	CA	Define a chargeback table for items that are billable at a pre-determined rate.	F	
CA 32.00	CA	Maintenance of current accounts receivable subsidiary detail records that support the GL control account and subsidiary ledger.	F	
CA 33.00	CA	Allow for user definition of long-term receivables, segregation from standard receivables, and tracking and control through a control account and subsidiary detail	F	
CA 34.00	CA	Provide for the accumulation of charges for multiple fiscal years.	F	
CA 35.00	CA	Provide for date sensitivity for all billing-related tables, including contract city liability insurance rates, billing rates, and sales tax tables.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 36.00	CA	Provide for maintenance of tables for overheads and allowable charges for Federal, State, and local government agency requirements for user-defined time periods.	F	
CA 37.00		Standard coding block for all transactions as detailed below:		
CA 37.01	CA	Chart of Accounts String	F	
CA 37.02	CA	Billing Indicator	F	
CA 37.03	CA	Activity Code	F	
CA 37.04	CA	Units/Amount	F	
CA 37.05	CA	Optional Job Task Code	F	
CA 38.00	CA	Ability to make adjustments based on the actual cost, based on the calculated actual rates at period end, based on preset parameters, user command, or selected criteria.	F	ADV 3 offers the County the capability to manually adjust user-defined fields. The County must provide additional information during the Fit Analysis.
		Cost Collection		
CA 39.00	CA	Accommodates both fixed and variable costs.	F	
CA 40.00		Support the following costing methodologies:		
CA 40.01	CA	Standard	F	
CA 40.02	CA	Activity-Based	F	
CA 40.03	CA	Process	F	This requirement is supported if this methodology can be handled using existing Chart of Account elements and standard ADV 3 formulas.
CA 40.04	CA	Job Order	F	
CA 41.00		Accumulate the following resource costs:		
CA 41.01	CA	Labor (Salary and Wage)	F	
CA 41.02	CA	Labor (Employee Benefits)	F	
CA 41.03	CA	Labor (Overtime - various types)	F	
CA 41.04	CA	Additional Labor Costs	F	
CA 41.05	CA	Classification of Labor	F	
CA 41.06	CA	Overhead (Countywide, Department, Division, and User-defined)	F	
CA 41.07	CA	Midyear Cost of Living Adjustments	F	Can be accomplished if the County uses an existing chart of account element.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 41.08	CA	Mileage	F	Can be accomplished if the County uses an existing chart of account element.
CA 41.09	CA	Insurance Expense	F	
CA 41.10	CA	Supplies	F	
CA 41.11	CA	Materials	F	
CA 41.12	CA	Equipment	F	
CA 41.13	CA	Inventory	F	
CA 41.14	CA	Contractual Services (multiple items and rates)	F	
CA 41.15	CA	Facilities (Rental, Leases, etc.)	F	
CA 41.16	CA	Utilities	F	
CA 41.17	CA	Furniture and Fixtures	F	
CA 41.18	CA	Information Technology	F	
CA 41.19	CA	Indirect Costs	F	
CA 41.20	CA	Other Expenditures (Cost Payment Vouchers, journal entries) done separately	F	
CA 42.00		Interface with Automated Fuel System for tracking the following fuel usage variables:		
CA 42.01	Base	Vehicle Number	I	The County can potentially use the ADV 3 toolset (Data Junction) to build an interface between ADV 3 and the County's Automated Fuel System. Additional data mapping and analysis must be conducted to confirm.
CA 42.02	Base	Date	I	See comment in 42.01
CA 42.03	Base	Chart of Accounts Structure	I	See comment in 42.01
CA 42.04	Base	Amount Pumped	I	See comment in 42.01
CA 42.05	Base	Employee validated by employee number	I	See comment in 42.01
CA 42.06	Base	Job	I	See comment in 42.01
CA 42.07	Base	Billable Status	I	See comment in 42.01
CA 43.00	Base	Interface with other County activity tracking systems to assign costs and measure performance. For example, the Fire Department's Dispatch System stores such resource information as equipment time for purposes of tracking total cost of incidents and for FEMA claims.	I	See comment in 42.01
CA 44.00	CA	Capture costs as direct, intra-entity or inter-entity.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 45.00	CA	Allow for the creation of multiple user-defined work input categories.	F	
CA 46.00	infoADV	Provide statistical tracking capabilities for the purpose of distributing costs to outputs.	R	
CA 47.00	CA	Allow for depreciable assets.	F	
CA 48.00	CA	Account for salvage value if equipment is retired early.	F	
CA 49.00	infoADV	Allow for calculation of various user-defined rates, including the ability to calculate different internal and external rates for the same task, job, etc.	R	
CA 50.00	CA	Support the Department of Public Works Internal Service Fund (ISF), a proprietary fund established for the purpose of centralizing the expenditures for salaries and wages, services and supplies, and fixed assets and equipment. The ISF is established with contributions and working capital advances of cash, inventory, and equipment from the major Special Funds.	F	
CA 51.00	CA	Recover ISF expenditures based on the cost of services provided to DPW's Special Funds.	F	
CA 52.00	CA	Provide working capital advances for expenses needed for DPW operations attributable to a Special Fund.	F	
CA 53.00	CA	Accommodate split-funding, in which the ISF may act as a clearing fund to facilitate the encumbrance and expense process as the payment is funded in multiple Special Funds via cost accounting codes on PV lines.	F	
CA 54.00	CA	Provide an edit to ensure that Equipment Usage Dates and Labor Dates reported are within job / project / grant periods.	F	Required element, combination validation, and inference tables are provided in the baseline system. Additionally, ADV 3 provides the toolset to customize these types of tables to support capture and validation of County-specific data elements.
CA 55.00	CA	Allow manual entry of equipment usage.	F	
CA 56.00	CA	Group equipment into classes, and associate rates with each class in order to perform costing.	F	
CA 57.00	CA	Allow manual entry of mileage data.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 58.00	Base	Import/export costed or un-costed records for labor, equipment, materials, mileage, reproduction, materials laboratory, or any other user-defined usage defined as requiring the information.	I	The County can potentially use the ADV 3 toolset (Data Junction) to build an interface between ADV 3 and external user systems. Additional data mapping and analysis must be conducted to confirm.
CA 59.00	Base	Track production and performance units to the individual and system reporting the units.	I	See comment to 58.00.
CA 60.00	CA	Post contract payments and other direct charges based on actual costs from GL.	F	
CA 61.00	CA	Ability to collect units of service and bill at pre-determined rates.	F	Collecting data by unit of service can be performed by ADV 3 billing at the pre-determined rates available in the baseline system. The County can establish additional parameters using the Design Studio toolset.
		Labor Distribution and Costing		
CA 62.00	CA	Assign both productive and non-productive costs.	F	
CA 63.00	CA	Support full costing for providing County services and carrying out programs, and provide distribution processing to distribute overhead or indirect costs that cannot be directly assigned to a direct cost object at the time incurred.	F	The cost allocation module supports direct financial and instream financial methods of allocating expenditures.
CA 64.00	CA	Allow entry of negative overhead rates.	C	ADV 3 does not currently support negative overhead rates.
CA 65.00	CA	Redistribute departmental administrative costs to chargeable divisions.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 66.00	CA	Distribute labor costs by employee classification instead of actual pay rate.	C	A number of cost accounting-related requirements will be addressed by a single customization wherein this customization may impact separate ADV components (tables, batch processes, etc.). In summary, a detailed usage document must be developed for the County to collect usage information. This information will be costed via the Advantage cost allocation process as customized to support the County's specific requirements. The standard rate tables to be used for costing will developed in response to CA 23.00.
CA 67.00	CA	Accommodate the ISF distribution (payment of expenses from the ISF and, as usage is reported, the ISF charges the Special Funds, restoring cash balance with offsetting entry to revenue account).	F	
CA 68.00	CA	Allow for the recording of payroll expenses in the ISF and then distribute to the Special Funds.	F	
CA 69.00	CA	Associate expenditures for Services and Supplies, Other Charges, and Intragovernmental transfers to a specific Special Fund (direct job) or direct jobs after it goes through the ISF Distribution.	F	
CA 70.00	CA	Allow indirect expenditures to remain in the ISF and not go through the ISF distribution.	F	
CA 71.00	Base	Allow Residual Equity Transfers where the initial disbursements for equipment in the automotive fleet are recorded in the ISF and then the expense is recovered from the Special Funds.	T	Assumes that this requirement can be supported via an existing Advantage financial transaction or cost accounting process. Some table or Design Studio configurations may be required.
CA 72.00	Base	Allows for depreciation expense to be deducted from the Residual Equity Transfer to determine the correct equipment usage rates for the fiscal years.	T	An approach for supporting this requirement without customization is for DPW to interface financial transactions to eCAPS to record the intended financial events.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 73.00	CA	Accommodate the systematic distribution of payroll expense to the job and task level, based on information reported on the timesheet.	F	
CA 74.00	CA	Accommodate offsetting entries for the redistribution of salary expenses recorded to clearing account jobs.	F	
CA 75.00	CA	Distribute payroll expenses from and within the ISF by application of rates to hours worked (straight time hourly rate, paid and unpaid employee benefit rates, and overhead rates).	F	The current cost allocation process allocates expenditures, revenues, and charges by actual dollars.
CA 76.00	CA	Allow the costing of equipment or fuel usage and chargeback to a job and the recording of an offsetting entry to a clearing account for the corresponding cost center.	F	
CA 77.00		Provide the following direct costs and associated clearing methodologies:		
CA 77.01	CA	Salaries and wages - straight time hourly rate	C	See comment in CA 66.00.
CA 77.02	CA	Services and supplies - actual cost to job	F	
CA 77.03	CA	Employee benefits - paid and unpaid EB rates	F	
CA 77.04	CA	Equipment - equipment usage rates	C	See comment in CA 66.00.
CA 77.05	CA	Materials handling - material handling rate	C	See comment in CA 66.00.
CA 78.00		Provide an automated mechanism for extracting and costing the following types of resources:		
CA 78.01	CA	Labor	F	
CA 78.02	CA	Equipment	F	
CA 78.03	CA	Private Car Mileage	C	See comment in CA 66.00.
CA 78.04	CA	Material Usage	C	See comment in CA 66.00.
CA 78.05	CA	Chargeback	F	
CA 79.00		Provide Labor Costing of time sheet data based on the following factors:		
CA 79.01	CA	Type of job	C	See comment in CA 66.00.
CA 79.02	CA	Type or classification of employee	C	See comment in CA 66.00.
CA 79.03	CA	Organization to which employee reports	C	See comment in CA 66.00.
CA 79.04	CA	Rates applied for employee benefits	C	See comment in CA 66.00.
CA 79.05	CA	Rates applied for department, division and section overhead	C	See comment in CA 66.00.
CA 79.06	CA	Type of work such as regular time, overtime, bonus time, time off	C	See comment in CA 66.00.
CA 79.07	CA	Time period worked	C	See comment in CA 66.00.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 80.00	CA	Costing of equipment usage is based on equipment number and units e.g. hours and miles.	C	See comment in CA 66.00.
CA 81.00	CA	Allow the flexibility to apply equipment usage rates by class, equipment, or groups of classes.	C	See comment in CA 66.00.
CA 82.00	CA	Costing of private car mileage can be based on number of miles driven and can be recorded by timesheet.	C	See comment in CA 66.00.
CA 83.00	CA	Utilize a specified rate per mile to calculate the mileage cost.	C	See comment in CA 66.00.
CA 84.00	CA	Predetermine control totals for labor, equipment, materials, etc. so that records are not erroneously subtracted or added to the cost file during the costing process.	C	See comment in CA 66.00.
CA 85.00		Apply usage rates to various types of activities so that costed data is available for on-line inquiry and reporting. Examples of rate calculations and applications are:		
CA 85.01	CA	Labor	C	See comment in CA 66.00.
CA 85.02	CA	Each individual's actual rate per hour	C	See comment in CA 66.00.
CA 85.03	CA	Average rate for a class of personnel or personnel in a user-defined category (e.g. cost center, grant, project, etc.) based on (a) an average calculated from actual cost for a user-defined period, or (b) a predetermined average rate adjusted periodically	C	See comment in CA 66.00.
CA 85.04	CA	Fixed percentage	C	See comment in CA 66.00.
CA 85.05	CA	Non-labor	C	See comment in CA 66.00.
CA 85.06	CA	Actual cost	C	See comment in CA 66.00.
CA 85.07	CA	Moving average actual cost	C	See comment in CA 66.00.
CA 85.08	CA	Average cost over a user-defined time period	C	See comment in CA 66.00.
CA 85.09	CA	Actual cost for user-defined quantity	C	See comment in CA 66.00.
CA 85.10	CA	User specified cost	C	See comment in CA 66.00.
CA 86.00	CA	Cost labor, equipment, materials, mileage, reproduction, materials laboratory, or any other user-defined usage at predefined fixed or variable rates from any system defined as the point of entry.	C	See comment in CA 66.00.
CA 87.00	CA	Provide ability to collect units of service and bill out by pre-determined rates. Also create journal entries with appropriate cost offsets to where actual costs are being collected for the purpose of measuring rate recovery to actual costs.	C	See comment in CA 66.00.

**Functional Category: Financial -
Cost Accounting**

**County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 88.00	CA	Accept a user-entered adjusted rate to recalculate costs.	C	See comment in CA 66.00.
CA 89.00	CA	Allow estimated actual costs to be used for costing when actual costs are unknown but resource has been utilized.	C	See comment in CA 66.00.
CA 90.00		Allow for distribution of labor costs to:		
CA 90.01	CA	Fund	F	
CA 90.02	CA	Appropriation	F	
CA 90.03	CA	Department	F	
CA 90.04	CA	Organization Number	F	
CA 90.05	CA	Program	F	
CA 90.06	CA	General Ledger Account	F	
CA 90.07	CA	Object	F	
CA 90.08	CA	Project	F	
CA 90.09	CA	Grant	F	
CA 90.10	CA	Contract	F	This requirement can be supported by baseline ADV 3 provided the County will retain contract as an informational field. Adding contract to the chart of accounts structure would entail a significant customization to the baseline software.
CA 90.11	CA	Activity	F	
CA 90.12	CA	Job Number/Work Order	F	
CA 90.13	CA	Date Worked	F	
CA 90.14	CA	Function Code (i.e., administration, supportive services, etc.)	F	
CA 90.15	CA	Budget Code (i.e., Fiscal Operations)	F	
CA 90.16	CA	User-defined level	F	
CA 91.00	CA	Ensure that when labor adjustments are made, only the adjustments should be reversed instead of the entire timesheet	C	See comment in CA 66.00.
CA 92.00	infoADV	Estimate ongoing cost of a particular job, work order, or other user-defined element for purposes of rearranging allocation, if necessary, based on existing data (decision-making tool).	R	Can be determined via adhoc reports.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 93.00	CA	Support a labor distribution process based on random moment time study results or prior history data.	C	See comment in CA 66.00. Can be supported by this proposed customization provided that the County's requirement can be populated in the new standard rate tables.
CA 94.00	CA	Allow for distribution of employer-paid benefits and costs of paid leave taken (release time) and the hours associated with each cost.	C	See comment in CA 66.00.
CA 95.00	CA	Allow users to define specific payroll-related costs to be considered in distribution process.	C	See comment in CA 66.00.
CA 96.00	CA	Allow for the distribution of non-labor costs (i.e., vehicle mileage) based upon employee time data.	C	See comment in CA 66.00.
CA 97.00	CA	Provide the ability to associate multiple labor distributions to a single project, sub-project, segment or phase.	F	
CA 98.00	CA	Extend costs, with or without overhead, and summarize transactions to post direct costs and indirect costs to the appropriate cost centers, jobs, grants and projects as financial or memo entries.	F	Cost accounting attributes are user-defined by Major Program and Program codes not by cost centers.
CA 99.00	CA	Enter and produce deviated time to the appropriate level of detail.	F	
CA 100.00	CA	Deviate employee time to cost centers from their home cost center.	F	Cost accounting attributes are user-defined by Major Program and Program codes not by cost centers.
CA 101.00	CA	Deviate employee time according to pre-established time allocation models.	C	See comment in CA 66.00. Can be supported by this proposed customization provided that the County's requirement can be populated in the new standard rate tables.
CA 102.00	CA	Designate whether deviated time is at straight time or overtime rates.	F	
CA 103.00	CA	Ensure that timesheet information is consistent with cost accounting ledger for same time period without need for manual reconciliation.	F	
		Cost Allocation		
CA 104.00	CA	Record expenses and reverse at the receipt of revenue, e.g.. Cell phone usage, long distance charges, etc.	F	
CA 105.00	CA	Allocate financial balances from any account coding distribution to any other account coding distribution.	F	
CA 106.00	CA	Provide for intermediate cost objects to accumulate lower-level allocations and redistribute them under another allocation.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 107.00	CA	Allow user agencies to determine frequency of allocation processing.	F	Available frequencies include monthly, quarterly, semi-annually, and annually.
CA 108.00	CA	Allow user to determine which indirect costs are to be allocated, including the time period in which those costs occurred (e.g., effective start and end dates).	F	
CA 109.00	CA	Allocate indirect financial balances based on pre-determined rates, ratios, or statistics.	F	
CA 110.00	CA	Provide source and disposition information on the results of allocation processing.	F	
CA 111.00	CA	Allow users to import allocation pool or statistical information from spreadsheets or other desktop tools as a starting point for allocations.	F	ADV 3 supports the uploading and downloading of financial transactions through system maintenance utilities using the standard xml format. The preparation of these worksheets using the standard format will have to prepared by the County and AMS.
CA 112.00	CA	Allow for the processing of a preliminary allocation process for "what if" analysis purposes before the results of the allocation are officially recorded as final.	F	The current cost allocation process can be executed in Report only mode, Update mode, and Reversal mode.
CA 113.00	CA	Ensure that allocation screens provide totals for percentages allocated. Bases must add to 100%.	F	
CA 114.00	CA	Provide for jobs that collect costs (pools) and jobs where costs are distributed (bases).	F	
CA 115.00	CA	Provide a minimum of 99 cost bases for allocation purposes.	F	
CA 116.00	infoADV	Capture cost allocation factor information and statistics which will control the accounting and allocation of indirect and direct costs to activities through the use of cost pools.	R	County can tabulate information and statistics that will help the County set-up cost pools
CA 117.00	CA	Provide source and disposition information on the results of cost allocation processing.	F	
CA 118.00	CA	Provide information on the factors and specifications applied during the cost allocation process.	F	Base accumulation and expansion reports are provided within the cost allocation process.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 119.00	CA	Allow allocation rules to be different from department to department and allow user-definition of the rules by the departments.	F	Cost Allocation identifiers can be established in ADV 3 for several departments that have different rules.
CA 120.00	CA	Accommodate allocation of departmental costs to external customers (specific cities or unincorporated communities).	F	
CA 121.00	CA	Distribute indirect costs to multiple indirect cost centers or split funded costs to multiple split funded direct jobs (cost allocation).	F	
CA 122.00	infoADV	Compute and use system-generated rates; ability to compare and report past actual to standard allocations, compute the variance, and calculate new allocation rates; for user-specified categories and criteria.	R	Adhoc reports can be developed to cross-compare system table data and facilitate rates definition.
CA 123.00	CA	Establish cost pools and allocate them based on user-supplied criteria such as direct labor dollars, direct labor hours, direct labor and employee benefit dollars, direct material dollars, direct material number of issues, direct contract charges, other direct charges, total direct charges, user specified basis (square footage, machine hours, etc.), total cost (direct cost plus overhead), and fixed percentage.	F	
CA 124.00	CA	Ability to allocate costs from a prior cost allocation run.	F	
CA 125.00	CA	Change allocation bases on-line.	F	
CA 126.00	CA	Provide for automated computing and posting of allocation journal entries on a user-defined frequency.	F	
CA 127.00	CA	Perform allocations for reporting purposes only.	F	
CA 128.00	CA	Generate multiple step automated journal entries to the general ledger (automated journal entries are to be double entry transactions and include the necessary offsetting entries).	F	The current cost allocation process creates a system-generated Cost Allocation document developed specifically for this process.
CA 129.00	CA	Provide two-step (user approval before release) automated reversals of allocations and associated journal entries.	F	Security can be established as to whom may execute off-line process and parameter tables that are required for this process.
CA 130.00	CA	Ability to allocate costs among unlimited funds.	F	
CA 131.00	CA	Ability to allocate revenue based on actuals.	F	The four allocated method supported in ADV 3 are Fixed Percentage, Statitical, Direct Financial, and Instream Financial.
CA 132.00	CA	Ability to allocate revenue based on user-specified bases.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 133.00	CA	Ability to allocate revenue based on fixed percentages.	F	The four allocated method supported in ADV 3 are Fixed Percentage, Statitical, Direct Financial, and Instream Financial.
CA 134.00	CA	Ability to allocate indirect costs to various services based on square footage, etc. or based on previous allocations and accumulated costs.	F	The four allocated method supported in ADV 3 are Fixed Percentage, Statitical, Direct Financial, and Instream Financial.
CA 135.00	CA	Distribute costs using cost allocation to perform simultaneous step-downs between cost centers and across multiple levels of organization and programs during the allocation process.	F	Cost allocation setup tables include series and step tables to perform more robust cost allocation plans.
CA 136.00	CA	Maintain the identity of the source of costs and drilldown to the source of costs.	F	
		Job Billing		
CA 137.00	CA	Transfer cost information to accounts receivable for billing by job series.	F	
CA 138.00	CA	Group job series for billing purposes.	F	
CA 139.00	CA	Setup terms for lease or monthly rental costs and automatically generate billing.	F	
CA 140.00	CA	Setup special billings and terms of agreement for right of way, etc.	F	
CA 141.00	infoADV	Accommodate the accounting requirements of the current automated Internal Service Fund (ISF) transfer process; requires analysis and a design solution that improves on the efficiency and audit trails of the current process as opposed to merely replicating the method currently used; for example, developing one page (currently there are several) to include all detail records for all transactions generated in the ISF to provide for a superior audit trail.	R	Additional information is required. Can potentially be supported via pre-defined set of reports.
CA 142.00	CA	Process chargebacks that create journal entries with the offsets to appropriate accounts to be able to measure what is billed out at rates against the actual costs.	F	
CA 143.00	CA	Ability to create system-generated, automated billings from time and material and /or non-direct charges such as surcharges and sales tax, and rates and units of service data	F	
CA 144.00	CA	Use different overhead rates, employee benefits, and other factors for billing purposes depending on the entity being billed.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 145.00	CA	Determine the lower of actual cost or agency allowable charges for billing purposes.	F	
CA 146.00		Provide the following billing capabilities:		
CA 146.01	CA	Actual cost billings	F	
CA 146.02	CA	Fixed fee billings	F	
CA 146.03	CA	Hourly rate billings	C	See comment in CA 66.00.
CA 146.04	CA	Fixed rate billings	C	See comment in CA 66.00.
CA 146.05	CA	Combination of actual cost and/or hourly rate and/or fixed rate billings	C	See comment in CA 66.00.
CA 146.06	CA	Federal and State reimbursed projects' billings	F	
CA 146.07	CA	Time payments (annual, monthly, semiannual,　　quarterly)	F	
CA 146.08	CA	Billings to Other County Departments	F	
CA 147.00		Supports the following billing categories:		
CA 147.01	CA	Direct Charge where clients are billed for the actual cost of providing a service.	F	
CA 147.02	CA	Fixed fee billings	C	See comment in CA 66.00.
CA 147.03	CA	Units of Service where clients are billed on a standard rate per unit.	C	See comment in CA 66.00.
CA 148.00		System can accommodate multiple billing arrangements including:		System supports multiple billing arrangements for contracts on a manual basis.
CA 148.01	CA	Time and Materials	F	Same comment as CA 148.00
CA 148.02	CA	Composite Rate / Standard Billing	F	Same comment as CA 148.00
CA 148.03	CA	Fixed Fee - based on job estimates	F	Same comment as CA 148.00
CA 148.04	CA	Unit Based	F	Same comment as CA 148.00
CA 148.05	CA	Prorated - for example utility charge by square footage allocated.	F	Same comment as CA 148.00
CA 149.00	CA	Ability to cancel billings and re-establish billing parameters directly into the billing application prior to transmittal to the GL.	F	The cost accounting reimbursement process process can be executed in report mode prior to update mode.
CA 150.00	CA	Provide for invoices that have the ability to include location of work performed by date.	F	
CA 151.00	CA	Maintain detail of unbilled charges and memo billed charges in the application.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 152.00	CA	Provide for updating of the outstanding memo billings upon receipt of the GL-processed IV transaction.	F	
CA 153.00	CA	Billing Indicator can be used to indicate type of account, e.g. client department, capital project, cost pool, etc.	F	
CA 154.00	CA	System supports the ability to establish and record an automated encumbrance for all LAC-CAL charges to departments.	F	ADV 3 can automatically generate encumbrance documents on a defined frequency based on an original copy. There also is the ability to pre-encumber or encumber and then have cost allocation reference and liquidate that document.
CA 155.00	CA	System supports the interdepartmental billing requirements of the Los Angeles County Capital Assets Leasing Corporation (LAC-CAL). LAC-CAL acquires and finances equipment on behalf of County departments and recovers its costs by billing departments on a monthly basis over an extended number of years	F	
CA 156.00	CA	System supports the ability to record LAC-CAL monthly lease payments as memo entries.	F	
CA 157.00	CA	System automatically bills LAC-CAL charges on a monthly basis in a manner that identifies and liquidates the appropriate encumbrances.	F	The current cost accounting reimbursement process input are cash expenditures, therefore the accrued expenditure and encumbrance are already liquidated.
CA 158.00	CA	System provides for the one-time billing of incidental LAC-CAL costs that arise after a lease payment has been established.	F	
CA 159.00	CA	Create internal or external billings from detailed cost information and data.	F	
CA 160.00	CA	Create an internal voucher that charges expenses to the user department and credits the service department.	F	
CA 161.00	CA	Transmit interdepartmental billings with line-item detailed charges.	F	
CA 162.00	CA	Generate customized billings based on user-defined parameters.	F	
CA 163.00	Base	Generate external invoices with a user-defined scan line / bar-code.	T	Configuration required to customize invoice form.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 164.00	CA	Option to bill by work order, job, project, task, Damage Survey Report (DSR), program, and activity code.	F	All accounting attributes (work order, job, project, task, program, activity) can be represented in the billing process, but the system would have to be changed to meet the requirement of billing by Damage Survey Report.
CA 165.00	CA	Exclude or include billing detail data elements, allowable charges, and overheads on specific bills/invoices or on all billings.	F	
CA 166.00	CA	Handle billings with multiple work orders, jobs, projects, tasks, DSRs, programs, and activity codes.	F	Same comment as CA 164.00
CA 167.00	CA	Ability to generate progress statements and final billings.	F	
CA 168.00	CA	Design and generate ready- to-mail invoices for external billings and statements in formats defined by user and conforming with governmental regulations, and customer, County department, and reimbursing agency billing requirements [e.g. cities, Federal Emergency Management Agency (FEMA), State Office of Emergency Services (OES), Federal projects] for the billing types defined above	F	
CA 169.00	CA	Design and generate ready to distribute IVs in formats defined by the user and conforming with governmental regulations, County department, and reimbursing agency billing requirements.	F	ADV 3 provides standard intradepartmental voucher documents. Additional analysis is required during the Fit Analysis.
CA 170.00	CA	Establish contractual billings on-line.	F	Billings can be established on-line as a manual process.
CA 171.00	CA	Allow user to document customer communication regarding an IV; associate with the specific IV.	F	
CA 172.00	CA	Provide for the addition of comments and footnotes to IV's.	F	
CA 173.00	CA	Create an Intergovernmental purchase order (IGPO) for department to department charges that creates an encumbrance.	F	ADV 3 provides standard interdepartmental voucher documents. Additional analysis is required during the Fit Analysis.
CA 174.00	CA	Ability for billing cancellations or modifications to go through the same approval / work flow process as original billing.	F	
CA 175.00	CA	Ability for IV's to go through an approval / work flow process as described below.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 176.00	CA	One-step approval process - IV is generated and sent to servicer for approval and then routed to requestor for approval. After approval, IV posts revenue to servicer and expense to requestor.	F	Specific workflow rules can be established for each document in ADV 3.
CA 177.00	CA	Two-step approval process - IV(A) is generated and sent to servicer for approval. After approval, IV(A) posts revenue to the servicer with an offset to a holding account. IV(B) is generated and sent to the requestor for approval. After approval, IV(B) posts expense to the requestor with an offset to a holding account.	F	Specific workflow rules can be established for each document in ADV 3.
CA 178.00	CA	Maintain current IV memo-billed receivable subsidiary detail records that support the GL encumbrance control amounts (IGPO).	F	The system would be able to control and report encumbrance control amounts if the encumbrance is entered manually into the system that references a Program code.
CA 179.00	CA	Provide date sensitivity for all IV memo billing- related tables, including billing rates and sales tax tables.	F	See comment to CA 173.00.
		Reporting and Inquiry		
CA 180.00		Provide the means to inquire and report on the following ISF costs to ensure that the ISF is adequately recovering its costs:		
CA 180.01	infoADV	Paid and Unpaid Employee Benefits	R	
CA 180.02	infoADV	Department, Division, and Section Overhead	R	
CA 180.03	infoADV	Equipment Usage Rates	R	
CA 180.04	infoADV	Material Handling Rates	R	
CA 180.05	infoADV	Reprographic/Blueprint and Materials Laboratory Rates	R	
CA 180.06	infoADV	Permittee Mileage	R	
CA 181.00	infoADV	Provide tools for analysis and reconciliation of the ISF.	R	
CA 182.00	infoADV	Age and report exception records that fail edits both on-line and in report form.	R	
CA 183.00	infoADV	Summarize costed transactions at various user-defined levels; i.e. by levels in the GL chart of accounts/reporting hierarchy, such as, but not limited to, organization, program, task, project, general reporting category, etc.	R	
CA 184.00	infoADV	Search usage tables for a set of user-defined parameters for on-line viewing and reporting.	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 185.00	infoADV	Report cost information through a set of predefined parameters (no programming necessary on part of user) and report formats.	R	
CA 186.00	infoADV	Extract statistical data captured as data elements in the system, such as, but not limited to, vehicle hours, kilowatt hours, number of employees used on a job, number of tasks used on a project, payment vouchers charged to a job under $50, number of documents processed, etc.	R	
CA 187.00	infoADV	Produce various costing-related reports.	R	
CA 188.00	infoADV	Track historical fixed and variable costing rates for reporting and for the purpose of reversing and reapplying costs to new accounting distributions.	R	
CA 189.00	infoADV	Compare distributed to actual units/dollars, provide analysis, and adjust allocation percentages based on historical and current amounts by user-defined parameters.	R	
CA 190.00	infoADV	On-line inquiry of charges to pool jobs that allocate.	R	
CA 191.00	infoADV	Allows for the use of year-to-date information by employee for use in projection of remaining fiscal year costs.	R	
CA 192.00	infoADV	Retrieve labor cost distribution transactions for audit and reconciliation purposes.	R	
CA 193.00	infoADV	Draw costs by patient day, patient diagnosis, program (Medicare/Medicaid, and insured/non-insured.	R	Reports can be generated using infoADVANTAGE provided that the County populates/maintains this type of data in the reporting database.
CA 194.00	infoADV	Provide statistical tracking of patient days, services detailed by patient and summarized by procedure or service.	R	See comment in CA 193.00..
CA 195.00	infoADV	Provide on-line accounts receivable status (e.g. for credit checking) by user-defined data fields and parameters (i.e. by customer name or number).	F	
CA 196.00	infoADV	Support invoices with a report of detailed cost information, including all labor, equipment, material, and other expenditure transactions for a specified job.	F	
CA 197.00	infoADV	Provide for reporting of unbilled IV memo billings for the same customer by user-defined data fields and parameters.	F	

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CA 198.00	infoADV	Reprint IVs and supporting detail reports on demand (Invoice Detail Report for jobs associated with IV).	F	
CA 199.00	infoADV	Support various user-defined reports with respect to IVs; support a report showing IV memo billing status.	F	
CA 200.00		Provide the following cost reports, including but not limited to:		
CA 200.01	infoADV	Costs per Unit	R	
CA 200.02	infoADV	Cost per Cost Object	R	
CA 200.03	infoADV	Statistical Performance	R	
CA 200.04	infoADV	Interdepartmental Charges	R	
CA 200.05	infoADV	Detailed Resource per Cost Object	R	
CA 200.06	infoADV	Input to Output	R	
CA 200.07	infoADV	Reimbursables	R	
CA 200.08	infoADV	Cost per patient, procedure, diagnosis, or inmate	R	See comment in CA 193.00..
CA 200.09	infoADV	Budget to Actual	R	
CA 200.10	infoADV	Elapsed time of audit	R	See comment in CA 193.00..
CA 201.00	infoADV	Provide departmental report broken down by cost accounting codes, fund, department, and organizational unit.	R	
CA 202.00	infoADV	Provide a standard set of reports to support OSHPD, Medi-Cal, etc. reporting requirements.	R	See comment in CA 193.00..
CA 203.00	CA	Provide a set of system assurance reports and control totals that reconcile with data source systems.	F	
CA 204.00	infoADV	Provide user-defined report showing any of the labor distribution elements by a user-specified date range.	R	

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Data Warehouse**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General		
DW 1.00	infoADV	Provide a data warehouse and / or data marts containing data that is granular, historical, and integrated.	F	The use of our integrated ETL tools will allow the County to build an eCAPS ADVANTAGE 3 data warehouse that contains granular, historical, and integrated data.
DW 2.00	infoADV	Support full deployment of BI tools and applications - reporting, analysis, and information delivery. Indicate BI tools supported.	F	infoADVANTAGE is based on the industry-leading Business Objects reporting solution. Business Objects recently acquired Crystal Decisions.
DW 3.00	infoADV	Provide a robust extraction, transformation and loading (ETL) architecture that is efficient, secure, cost-effective and flexible. In addition to data enhancement and transformation capabilities, provide data filtering and selection functions.	F	The ADVANTAGE 3.x data model is more de-normalized than prior ADVANTAGE releases. This requires less data transformation and make reporting easier. This means the majority of data can be copied directly from the operational system to the data warehouse without manipulation using DBMS tools or simple DataJunction routines. DataJunction tool will be used when data transformation is required.
DW 4.00	infoADV	Allow adequate flexibility to adapt to changing business requirements by choosing the optimal design and topology for a data warehouse.	F	Based on the infoADVANTAGE platform, an ADVANTAGE 3 data warehouse allows adaptation to changing business requirements by reducing the number data transformations. Because these transformations take time to build and would need to be rebuilt as buiness requirements change, a reduction in the number of data transformations will reduce the need to monitor record counts and frequent checks for data integrity.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
DW 5.00	infoADV	Ability to track and allow staff to manage the County's financial and payroll activity from internal and external sources at various levels of granularity using any of the chart of account segments.	R	The journals provided with ADVANTAGE 3.x include all the chart of accounts segments. Adhoc reports can be developed to track information at various levels of granularity.
DW 6.00	infoADV	Support different kinds of analyses ranging from the most basic (query and reporting) to the more complex (OLAP and statistical analysis) to the most complex (data mining). Specify the BI applications supported by the AMS product.	F	infoADVANTAGE supports different types of querying and reporting functions. It is based on the Business Objects reporting platform that offers OLAP, statistical analysis, and data mining capabilities. Certain analytical features may require the licensing of additional Business Objects modules.
DW 7.00	infoADV	Ability to create queries on the fly, perform sophisticated web-based report authoring, and easily analyze summary and detail data.	F	infoADVANTAGE allows users to create queries on the fly. This tool is web-based and can be used to create sophisticated reports. WebIntelligence provides a number of output formats such as tabular, charts, cross-tabular to provide summarized and detailed analysis.
DW 8.00	infoADV	Provide drill-down and drill-across processing. Enable users to look at the same data in many different ways and control how the data is presented.	F	infoADVANTAGE provides drill down capability. An example of this is a summary report can be created with hyper-linked data elements. The hyper-linked data elements being dollar amount values. When one of the dollar amounts is clicked another report is displayed giving the detail level information (transaction ID, chart of account segments, record date, etc...) .
DW 9.00	infoADV	Provide role-based access and reporting security. Ability to restrict/prevent persons access to data as defined in their profile including, access to the data warehouse, data marts, cubes, etc., extent of their access — single-subject area, multiple-subject area or everything, and type of access — read-only or update?	F	Report and data security is provided by the infoADVANTAGE Supervisor tool. This tool restricts users by role to data sources, data elements, and row level security. Business Objects BI tools are view only and does not allow update functions.
DW 10.00		Support various levels of security, including but not limited to:		

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
DW 10.01	infoADV	Application level	F	Financial, HR, Payroll, etc…
DW 10.02	infoADV	Department	F	Sheriff, Parks and Recreation, Auditor, etc…
DW 10.03	infoADV	Organizational	F	Auditor IS, Audit Accounting, etc…
DW 10.04	infoADV	All levels of the COA	F	Fund, Department, Organization, etc..
DW 10.05	infoADV	Document level	F	Transaction ID, Record Date, etc..
DW 10.06	infoADV	Field level	F	Social Security #, Employee #, etc…
DW 10.07	infoADV	User level	F	
DW 10.08	infoADV	Other user defined levels	F	
DW 11.00	TP	Support secure access from other end-user tools (third party product) that are not part of the package.	TP	This would be controlled within the 3rd party tools or by the DBMS that hosts the County's data warehouse.
DW 12.00	infoADV	Ability to download data in popular file formats (e.g., Microsoft Excel, Access, etc.) for additional analysis or presentations and retain formatting.	F	infoADVANTAGE provides download capability into popular formats such as CSV, PDF, RTF, etc..
DW 13.00	infoADV	Provide data quality monitoring. Integrity checks that will be made on the warehouse data during development and an ongoing basis. The checks include tying warehouse data controls back to controls in feeder systems, checking the correctness of aggregation logic, testing whether classifications codes were assigned correctly.	T	Data assurance checks can be built to accommodate the type of data being transformed and loaded. In some instances, it may be suffice to verify accuracy of data using record counts. This works for data such as chart of account tables. And other data may require dollar amount comparison such as verify summary ledgers to detail ledgers.

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DW 14.00	infoADV	Ability to import financial, statistical or HR data from external sources.	F	The data repository may contain data from a number of data sources and can be architected to grow with the County's business needs.
DW 15.00		Ability to support continuing user training including:		
DW 15.01	Base	Data stored in the data warehouse	F	Data Model of ADVANTAGE Application is provided and may need to be augmented by the County for data warehouse needs.
DW 15.02	infoADV	How to analyze the data	F	Reporting tool has online guides
DW 15.03	infoADV	BI tools	F	Reporting tool has online guides
DW 15.04	infoADV	Corporate data model/data warehouse architecture	F	Provided with the application
DW 16.00	infoADV	Provide online reference information stored in the warehouse including, data model, report specifications, error codes, help guides, etc.	F	The ADVANTAGE 3 data model looks very similar to the ADVANTAGE application. So information provided about the application can be leveraged for a data warehouse.
DW 17.00	infoADV	Support query / report development and graphical presentation of query / report results in a browser view in a thin-client mode.	F	infoADVANTAGE WebIntelligence offers the capability to provide a large number of users reporting capabilities without having to install any thick-client software. Reports can be viewed and created with a web-browser on their desktop or laptop.
DW 18.00		Support performance measurement methodologies and various presentations including but not limited to:		
DW 18.01	infoADV	Pie charts	F	
DW 18.02	infoADV	Bar charts	F	
DW 18.03	infoADV	Line charts	F	

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DW 18.04	infoADV	Area and scatter charts	F	
DW 19.00	infoADV	Ability to move and share data throughout the County between departments, between users, etc. Explain options available.	F	Option one is Corporate Documents in which reports are made available to groups of users. These users can run and view the corporate reports. Second option is to share reports between users. Users can send reports to other users. The sent report appears in the receiving user's inbox. Third option is users can create their own reports and not share them with anyone. These reports are located in Personal Documents and stored in an area that is not shared with other users. Fourth option is Broadcast Agent tool which is batch scheduler for reports and can then deliver reports to corporate intranets and email.
DW 20.00	Base	Allow for storage of historical and trend information to support reporting and multi-period comparisons.	F	ADVANTAGE Journals provide the majority of historical information and can be used for multi-period comparisons.
DW 21.00	infoADV	Provide the capability (based on security authorization) to produce and access corporate reports and user reports and publish results to desktops.	F	Corporate reports are provided by infoADVANTAGE. Reports can be secured so that only authorized users can view reports and data sources (universes). Supervisor is the the infoADVANTAGE tool that provides security configuration.
DW 22.00	infoADV	Distribute corporate reports via employee portal, e-mail, and other delivery methods, etc.	F	infoADVANTAGE has a Broadcast Agent tool that is used to refresh reports on a user specified schedule and to deliver the report to Intranet sites or users via email.

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General Requirements		
GL 1.00	Base	System provides adequate control by updating the general ledger and all subsidiary ledgers from the same transaction source.	F	
GL 2.00	Base	System has the capability to reflect credits as negative numbers and debits as positive numbers within the database. On pages and reports, system must reflect positive numbers for nominal balances (e.g. Credit side entries for revenue show positive, but negative for cash).	F	
GL 3.00	Base	Automatically generate and assign document control numbers for all system generated documents and transactions.	F	
GL 4.00	Base	Provide ability to cancel or back-out transactions with audit trail.	F	
GL 5.00	Base	Provide ability to trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems (e.g. accounts payable or accounts receivable) within the system. If the information must be retrieved from these modules or subsystems, it should be transparent to the user.	F	
GL 6.00	Base	System is able to have a two part number which makes up the whole transaction number. The first part of the number is a user-defined prefix such as year and month and the second part of the number is an automated sequence number (that is never duplicated).	F	
GL 7.00	Base	System allows multiple users to enter the same type of transaction (not the same transaction) at the same time.	F	
		Chart of Account Design		
GL 8.00	Base	System permits for authorized users to establish and maintain a standard chart of accounts to meet countywide and user accounting and financial reporting needs, using tables which do not require programming knowledge to establish or modify.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 9.00	Base	System provides up to 15 levels of structure for each segment of the Chart of Accounts.	F	System provides for more than 15 levels of structure for both the fund and detail accounting distribution segments of the chart of accounts. These levels include the base elements and associated hierarchies. The base elements include: fund, sub-fund, object, sub-object, revenue source, sub-revenue source, balance sheet account, sub-balance sheet account, department, unit, sub-unit, appropriation, location, sub-location, activity, sub-activity, function, sub-function, reporting code, department object, department revenue source, task, sub-task, task order, program and phase.
GL 10.00	Base	System permits the length of each Chart of Accounts segment data field to be up to 20 alphanumeric characters.	F	
GL 11.00		System should provide the capability to match the County Chart of Accounts and record transactions by the following segments, but not limited to:		
GL 11.01	Base	Fund	F	
GL 11.02	Base	Department	F	
GL 11.03	Base	Organization	F	
GL 11.04	Base	Program	F	
GL 11.05	Base	Project	F	
GL 11.06	Base	Job	F	
GL 11.07	Base	Expenditure object	F	
GL 11.08	Base	Revenue object	F	
GL 11.09	Base	Balance sheet account	F	
GL 11.10	Base	Grant	F	
GL 11.11	Base	Appropriation (Budgeted Revenue and Expense)	F	
GL 11.12	Base	OSHPD object	F	System provides for both a sub-object as well as a department object.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 12.00		General Ledger account can be designated by a user-definable "account type" which can be tracked on all transactions including, but not limited to:		AMS ADVANTAGE Financial provides posting codes which are user-defined for each event type which is linked to individual transactions.
GL 12.01	Base	Asset account	F	
GL 12.02	Base	Liability account (including trust)	F	
GL 12.03	Base	Fund equity account	F	
GL 12.04	Base	Collected Revenue account (Collected and Accrued)	F	
GL 12.05	Base	Expense or expenditure account (Paid and Accrued)	F	
GL 12.06	Base	Budgetary	F	
GL 12.07	Base	Statistical (I.e. Budgeted position)	F	
GL 12.08	Base	Pre-Encumbrances	F	
GL 12.09	Base	Encumbrances	F	
GL 12.10	Base	Gross Charges	F	
GL 12.11	Base	Deductions from Revenue	F	
GL 13.00	Base	Accounts can be shared across multiple years (i.e., project accounts)	F	
GL 14.00	Base	System allows for sorting of the chart of accounts.	F	
GL 15.00	Base	Accounts can be added or changed to an active or inactive status.	F	
GL 16.00	Base	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies.	F	
GL 17.00	Base	Use effective dating when adding or deleting any segment of the Chart of Accounts (at all levels) and validate entries based upon the effective date.	F	AMS Advantage supports this requirement by allowing Chart of Accounts elements to provide effective dates in addition to an active/inactive indicator. Should the County require additional functionality, project hours must be allocated to implement a software customization.
GL 18.00	Base	Chart of accounts organization structure changes can be tracked for a user-defined period of time.	F	
GL 19.00		System supports reorganization by moving and merging all actual, budget, and historical data when the organization is changed. The following functionality is available to users while performing a reorganization within the system:		

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County of Los Angeles
eCAPS
American Managment Systems
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 19.01	Base	The ability to split an old organization to multiple organizations by amount.	F	System provides the ability to reorganize chart of accounts elements when rolling open documents. For example, chart of accounts elements can be reorganized when rolling purchase orders. Additionally, AMS Advantage provides JV functionality to manually shift dollars in the event of a departmental reorganization. Should the County require additional functionality, project hours must be allocated to implement a software customization.
GL 19.02	Base	The ability to split an old organization to multiple organizations by percent.	F	System provides the ability to reorganize chart of accounts elements when rolling open documents. For example, chart of accounts elements can be reorganized when rolling purchase orders. Additionally, AMS Advantage provides JV functionality to manually shift dollars in the event of a departmental reorganization. Should the County require additional functionality, project hours must be allocated to implement a software customization.
GL 20.00	Base	System has the ability to restate or not restate history after a re-organization.	F	Transactions store their original chart of accounts rollups (at the time of the entry) on the accounting journal but also have access to their re-organized rollups based on current chart of accounts tables. Reporting can be performed with either.
GL 21.00	Base	Supports multiple organizational structures concurrently for reporting purposes.	F	
GL 22.00	Base	Ability to group or ungroup organizational units for reporting purposes.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 23.00	Base	System automatically maps open documents created with old organization information to new organization structure during a reorganization.	F	System provides the ability to reorganize chart of accounts elements when rolling open documents. For example, chart of accounts elements can be reorganized when rolling purchase orders.
GL 24.00	Base	System provides a hierarchical structure that groups projects across departments for countywide reporting purposes.	F	
GL 25.00	Base	System provides an option for coding reduction techniques or tools to significantly reduce the amount of data entry required.	F	
GL 26.00	Base	System provides for creation and editing of reduction codes to be at the department level, and use would be by option.	F	
GL 27.00	Base	System provides for a coding reduction value or code to reference specific user-defined combinations of any segment of the chart of accounts.	F	Software provides for an accounting template that allows for the inference of chart of accounts elements.
GL 28.00	Base	System provides for data entry of a specific coding reduction value on a transaction to infer or "look up" the combination of segments instead of requiring data entry of each of these segments on the transaction.	F	
GL 29.00	Base	System provides for data entry of a specific segment of the chart of accounts to default or "look up" the combination of values for other chart of account segments by referencing a user-defined mapping table.	T	Software provides for inference tables to be specified during application configuration. County business requirements will determine what chart of accounts will be inferred when users are processing accounting documents.
GL 30.00	Base	System provides for proper recording of revenue to the revenue coding structure and monitoring against estimated revenues to meet countywide and department-specific reporting and control requirements.	F	
GL 31.00	Base	Provides an optional level of detail below the countywide revenue and expenditure object, established for use by individual departments at their discretion. The department objects should automatically roll up to countywide objects.	F	System provides for the usage of department objects and department revenue source codes. The County can associate the department objects and department revenue source codes with the Countywide general ledger account through the associated rollups.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 32.00	Base	Provides an optional level of detail below the countywide general ledger account, established for use by individual departments at their discretion. The department general ledger account should automatically roll up to the countywide general ledger account.	F	
GL 33.00	Base	Provide ability to accumulate unlimited user defined, statistical data such as, patient days by payer source, discharges, employee productive, non-productive hours, etc., by fund, department, organization, and program or project and other user defined levels. Must maintain actual data for up to 10 years in detail.	T	AMS Advantage Financial provides the flexibility to allow the County to store additional information in user-defined fields. In order to minimize configuration and prevent customization to the system, the County must limit the retention of additional information to the fields the baseline software has already made available for user definition. The number of years to be retained is contingent upon the County's file management decisions.
GL 34.00	Base	Provide ability to capture departmental data to meet all regulatory requirements to produce state and federal reports. (E.g. Medicare Cost Report, Medi-Cal Cost Report, OSHPD Report, Federally Qualified Health Centers (FQHC) Cost Reporting by Clinic, Categorical Program Reports, State Department of Managed Healthcare reports)	F	System provides for a variety of departmental chart of accounts elements such as department object and department revenue source code. These elements should provide the needed information to meet the regulatory reporting requirements associated with state and federal reports.
GL 35.00	Base	Supports chart of account changes and maintains records of historical Chart of Accounts.	F	
GL 36.00	Base	Supports copying accounts from one organizational unit to another to facilitate Chart of Accounts maintenance.	F	
GL 37.00	Base	Allows the user to upload chart of account records from 3rd party products.	F	
GL 38.00	Base	Provide for Chart of Account segments to have a long description of at least 50 alphanumeric characters.	F	Chart of accounts elements have a name field of 60 alphanumeric characters, short name of 15 alphanumeric characters, and a description of 100 alphanumeric characters.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 39.00	Base	Provide for Chart of Account segments to have a short description of at least 15 alphanumeric characters.	F	Chart of accounts elements have a name field of 60 alphanumeric characters, short name of 15 alphanumeric characters, and a description of 100 alphanumeric characters.
GL 40.00	Base	Provide ability to record and report transactions by location.	F	
GL 41.00		Allow a many to many relationship while creating transactions between chart of account segments within user-defined security rules including, but not limited to the following:		
GL 41.01	Base	Fund	F	
GL 41.02	Base	Department	F	
GL 41.03	Base	Organization	F	
GL 41.04	Base	Program	F	
GL 41.05	Base	Project	F	
GL 41.06	Base	Job	F	
GL 41.07	Base	Expenditure object	F	
GL 41.08	Base	Revenue object	F	
GL 41.09	Base	Balance sheet account	F	
GL 41.10	Base	Grant	F	
GL 41.11	Base	Appropriation (Budgeted Revenue and Expense)	F	
Fund Accounting				
GL 42.00	Base	Provides for the maintenance of funds, each of which is a self balancing set of accounts with all fund records being processed simultaneously by the common system.	F	
GL 43.00	Base	During all processing, the system edits transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity.	F	
GL 44.00	Base	Provides all procedural functions of a fund accounting system in conformity with GAAP, GASB, GAAFR, OMB (Office of Management and Budget), OSHPD (Office of Statewide Health, Planning, and Development), California State Controller Guidelines, and OCJP (Office of Criminal Justice Planning) regulatory standards and guidelines.	F	

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GL 45.00	Base	System provides the appropriate accounting treatment for each fund type in accordance with GAAP as promulgated by GASB.	F	
GL 46.00		System simultaneously supports the following bases of accounting for the appropriate fund types:		
GL 46.01	Base	Cash basis	F	
GL 46.02	Base	Modified accrual basis	F	
GL 46.03	Base	Accrual basis	F	
GL 47.00	Base	System provides capability to report expenditure activity on a cash basis (budgetary compliance and reporting) and accrual basis (CAFR reporting) within the same fund, and to provide reconciling transaction reports as needed, including the transactions that may end up in different fiscal years based on the method of reporting.	F	
GL 48.00	Base	Provide ability for transactions that need to update prior year non-cash accounts, but effect current year cash accounts, the system updates cash in current year and sets up 'due to' and 'due from' entries appropriately across the fiscal years.	F	System provides for the use of different event types to generate an accounting model that updates cash and/or due to and due from as independent actions. Should the County require the system to perform these actions concurrently, a customization will be required.
GL 49.00	Base	System properly accounts for inter-fund transfers of cash in accordance with GAAP, and maintain associated audit trail. Such transfers include loans, advances, operating transfers, quasi-external transactions, reimbursement transactions, and residual equity transfers.	F	
GL 50.00	Base	System provides ability to balance inter-fund receivable, payable, and operating transfer accounts within funds and departments as well as across the entire system.	F	
GL 51.00	Base	Provide transaction edits that permit, warn or reject transactions across funds, based on user-defined allowable Chart of Account code combinations.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 52.00	Base	For every transaction (including expenditure, revenue, or balance sheet accounts), System performs a cash available edit (which is user-defined) and commits the transaction either with or without a warning message if it passes the edit or produces an error message if the transaction fails the edit.	F	
GL 53.00	Base	For every transaction (including expenditure, revenue, or balance sheet accounts), System performs an appropriated funds available edit (which is user-defined) and commits the transaction either with or without a warning message if it passes the edit or produces an error message if the transaction fails the edit.	F	Depending on user preferences, the system allows cash, fund balance, and budget edits to be determined for transaction events. Based on these preferences warning or fatal messages will be received if cash, fund balance, and/or budget amounts are exceeded. AMS assumes that AMS Advantage's budget controls (e.g., no control, full control) can support the County's requirement.Should additional functionality be required, project hours must be allocated for a software customization.
GL 54.00	Base	For every transaction (including expenditure, revenue, or balance sheet accounts), System performs a departmental budget funds available edit (which is user-defined) and commits the transaction either with or without a warning message if it passes the edit or produces an error message if the transaction fails the edit.	F	Depending on user preferences, the system allows cash, fund balance, and budget edits to be determined for transaction events. Based on these preferences warning or fatal messages will be received if cash, fund balance, and/or budget amounts are exceeded. AMS assumes that AMS Advantage's budget controls (e.g., no control, full control) can support the County's requirement.Should additional functionality be required, project hours must be allocated for a software customization.
GL 55.00	Base	The system allows for establishing funds that are exempt from cash available edits.	F	
GL 56.00	Base	Provides ability to process transfers between funds.	F	

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General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 57.00	Base	Allows users to perform the following intra-department and inter-department fund transfers: real (i.e., cash) & nominal (i.e., expenses).	F	
GL 58.00	Base	Supports a fund having multiple bank accounts.	F	
GL 59.00		Ability to record and maintain the following non-financial data for each unique fund:		
GL 59.01	Base	Date Established	F	
GL 59.02	Base	Purpose of Fund	F	
GL 59.03	Base	Source of Revenue	F	
GL 59.04	Base	Acceptable Uses	F	
GL 59.05	Base	Legal Authority for creation of fund	F	
GL 59.06	Base	Date Closed	F	
GL 59.07	Base	Fund Type	F	
GL 59.08	Base	Fund Group	F	
GL 59.09	Base	Interest bearing and not interest bearing indicator	F	Assumption that requirement will be met by using one of the four additional fund rollups. There are six fund rollups two of which will be used for Fund Type and Fund Group. Additionally, there are other true/false type fund attributes such as "Pool Fund".
GL 60.00		Ability to record and maintain the following financial data for each unique fund:		
GL 60.01	Base	Adopted Annual Budget	F	
GL 60.02	Base	Adjusted Annual Budget	F	
GL 60.03	Base	Departmental Annual Budget	F	
GL 60.04	Base	Total expenditures	F	
GL 60.05	Base	Total revenue	F	
GL 60.06	Base	Pre Encumbrances	F	
GL 60.07	Base	Encumbrances	F	
GL 60.08	Base	Interfund Transactions	F	
GL 60.09	Base	Fund Balance	F	
GL 60.10	Base	Breakdown fund balance into reserved, unreserved, designated, and undesignated	F	
GL 61.00	Base	Maintain expenditure and revenue details on a fund-by-fund basis.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 62.00	Base	Provide on-line inter-fund reconciliation	F	System provides the accounting journal to complete on-line inter-fund reconciliations.
		Journal Entry		
GL 63.00	Base	Ability to enter journal transactions online or in batches.	F	Journal vouchers may be entered online directly into AMS ADVANTAGE Financial or be loaded into the system by an interface.
GL 64.00	Base	Ability to view as many lines as possible of the journal vouhcer for data entry and review.	F	
GL 65.00	Base	Provide default data within journal fields (i.e., year, fund).	F	
GL 66.00	Base	Attach or reference multiple backup documents electronically to the journal entry. Additionally, user should be able to print attached documents in addition to printing the journal entry.	F	
GL 67.00	Base	Import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the chart of accounts and allowed chart of account code combinations.	F	
GL 68.00	Base	System provides journal entry worksheets.	F	We are interpreting this requirement as the desire to allow entry and review. Multiple steps of approval on Journal Vouchers allows entry by staff accountants to be reviewed by managers prior to posting.
GL 69.00		System provides user-defined reference fields on journal vouchers for transaction processing which can accommodate the following fields at a minimum:		
GL 69.01	Base	Account Type	F	
GL 69.02	Base	Internal Voucher Type	F	Inter and Interdepartmental Vouchers are processed using an internal exchange document rather than a journal voucher document. Different internal exchange document codes can be created to accommodate the tracking of different internal voucher types. These document codes are recorded on the accounting journal.
GL 69.03	Base	Reference Transaction ID	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 69.04	Base	Department identified claiming codes	F	AMS assumes that the usage of department objects and department revenue source codes can support this requiriement. The County can associate the department objects and department revenue source codes with the Countywide general ledger account through the associated rollups.
GL 70.00		System supports establishment of rules for each journal type which determine the appropriate processing, for example but not limited to:		
GL 70.01	Base	Account default to reduce keystrokes	F	
GL 70.02	Base	Type of data to be entered	F	
GL 70.03	Base	Whether data is required, optional, and not allowed	F	
GL 71.00	Base	System provides ability to generate default offset entries for non-journal voucher financial documents (from sub ledgers). E.g. payment requests, purchase orders, encumbrances, requisitions, cash receipts, etc.	F	
GL 72.00	Base	Provides online validation and editing for error identification and correction before actual posting occurs, including the notification of out-of-balance batches with correction capability prior to posting at the detail level.	F	
GL 73.00	Base	System provides each Department with the ability to print a copy of approved journal vouchers and/or internal vouchers approved by Auditor-Controller.	F	Documents may be printed at any time during the process.
GL 74.00	Base	Support accrual journals, which can (optionally) automatically reverse themselves on a user-specified date in the following period.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 75.00	Base	System provides for the automatic reversal of specified journal entries using a system generated date.	T	AMS Advantage allows the County to enter JVs to reverse specified journal entries. In order to provide user flexibility for this function, the baseline software does not automatically system-generate a reversal date. Additional discussion during the Fit Analysis must be conducted in order to determine whether the available functionality is sufficient for the County's requirements or some configuration is necessary.
GL 76.00	Base	System supports automatic recurring journal vouchers each month.	F	
GL 77.00	Base	System allows creation of a Journal Entry using previously entered journal entry format (copy journal).	F	
GL 78.00	Base	Provide Journal Entry footnotes or a line item description area.	F	
GL 79.00	Base	User may select summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules within the system.	F	All accounting documents such as a Cash Receipt or Journal Voucher post to the Accounting Journal. The level of summarization of the Accounting Journal to the Ledgers is based on user specified parameters. For example, the chart of accounts elements that are retained on the inception to date ledger may be different than what is retained on the accounting fiscal year ledger.
GL 80.00	Base	System provides ability to create and process transactions against statistical and memo accounts in addition to financial accounts.	F	AMS Advantage processes transactions against the financial accounts that support the upgrade of existing CAPS functionality. The County must clarify its definition of "statistical and memo accounts" in order to determine whether a customization is necessary. Should a customization be required, project hours must be allocated to implement the customization.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 81.00	Base	System provides ability to create, enter, track and analyze estimated expenses and estimated revenues.	F	
GL 82.00	Base	Provide for users to save journal entries that have not yet been posted or cleared for all validation errors online.	F	
GL 83.00	Base	Enable users to define default clearing accounts to be optionally used on interface transactions the are in error, but need to be processed. The way the default clearing account is optionally assigned is by a unique combinations of department, account type & document type rules.	F	Once the chart of accounts and reference tables are set-up, the County's users may correct the clearning account field online prior to processing.
		Interfund and Interdepartmental Vouchers		
GL 84.00	Base	Provide all the functionality specified for the journal voucher requirements for interfund and interdepartmental vouchers.	F	Inter and Interdepartmental Vouchers are processed using an internal exchange document rather than a journal voucher document.
GL 85.00	Base	Enter journal entries for multiple departments and funds under one journal header with appropriate security.	F	
GL 86.00	Base	Provide the ability to create an encumbrance for estimated costs for interdepartmental/interfund work to be provided.	F	
GL 87.00	Base	Provides ability for one department to process a payment to another department for goods or services rendered without issuing a warrant.	F	
GL 88.00	Base	Route created interdepartmental/interfund vouchers to a user-specified approval structure for review and either approval or rejection. Transaction will not commit until it is approved.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 89.00	Base	If the interdepartmental/interfund vouchers are rejected or a specified period of time lapses, send a user specified notification (e.g. email).	T	System provides for separate entry of "buyer" and "seller" sides of interfund and interdepartmental vouchers. There is a internal exchange initiator and internal exchange approver documents. The initiator can be either the "buyer" or the "seller". Alternatively, the approver can be either the "buyer" or the "seller". Having two documents (internal exchange initiator and internal exchange approver) allows for user defined workflow rules. However, an option to indicate that an entry is "in dispute" would need to be added.
GL 90.00	Base	Provide the capability of interdepartmental/interfund voucher (IV) to reference a previously established encumbrance. After the IV transaction is posted, the referenced encumbrance document should automatically liquidate.	F	
GL 91.00	Base	Restrict inter-fund postings based upon security.	F	
GL 92.00	Base	Provide the capability to flag inter-departmental vouchers in dispute and allow user-defined workflow rules to resolve dispute.	T	System provides for separate entry of "buyer" and "seller" sides of interfund and interdepartmental vouchers. There is a internal exchange initiator and internal exchange approver documents. The initiator can be either the "buyer" or the "seller". Alternatively, the approver can be either the "buyer" or the "seller". Having two documents (internal exchange initiator and internal exchange approver) allows for user defined workflow rules. However, an option to indicate that an entry is "in dispute" would need to be added.
		Encumbrances		

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 93.00	Base	Ability to generate appropriate type and stages of encumbrance based on type of "legal authority to spend." (such as Board of Supervisors, approved contract, purchase order, etc.).	F	
GL 94.00	Base	Ability to adjust, change, supplement or reduce existing encumbrances and pre-encumbrances, maintaining an audit trail of all adjustments.	F	
GL 95.00		Encumbrance process should include the following data:		
GL 95.01	Base	Type of encumbrance	F	
GL 95.02	Base	Date requested	F	
GL 95.03	Base	Date set up	F	
GL 95.04	Base	Chart of Account codes (multiple sets)	F	
GL 95.05	Base	Originating unit & contact info	F	
GL 95.06	Base	Encumbrance Number (auto-generated by type of encumbrance)	F	
GL 95.07	Base	Fiscal Year	F	
GL 95.08	Base	Description	F	
GL 95.09	Base	Amount	F	
GL 95.10	Base	Payee	F	
GL 95.11	Base	Approval Fields (up to 10 levels)	F	
GL 95.12	Base	Text Fields (up to 5)	F	Software provides a variety of descriptive fields on the PO document such as document description, extended description, shipping additional information, billing additional information, and commodity extended description.
GL 95.13	Base	Multiple Vendor Numbers	F	Software provides encumbering documents that provide for multiple vendor numbers (e.g., general accounting encumbrance document).
GL 96.00		Provide standard and user-defined Year-End Close encumbrance rules and functionality, to include (but not limited to):		
GL 96.01	Base	Carry-forward user-selected encumbrances as commitments	F	
GL 96.02	Base	Non-selected encumbrances are not carried forward	F	
GL 96.03	Base	Carry all encumbrances forward	F	
GL 96.04	Base	Cancel blanket purchase orders (open pre-encumbrances) which have no outstanding items on order at year end	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 96.05	Base	Create year end accruals	F	During the year end accounts payable period (adjustment accounting period(s)) the processing of payment documents results in the accrual of a disbursements payable. This disbursements payable accrual is subsequently liquidated during the next accounting fiscal year by a warrant or electronic funds transfer.
GL 97.00		When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances (at user's discretion) with the following functionality:		
GL 97.01	Base	Encumbrances are reported by fund balance reserves and rolled forward to the current year.	F	
GL 97.02	Base	Increase current year appropriation by encumbrance amount and track fund balance reserve by original budget year separately from the new current year fund balance reserve.	F	System provides for the ability to increase the appropriation balance by the amount of the encumbrance carry forward. Additionally, different reserve for encumbrance balance sheet accounts can be used to segragate the original budget fiscal year fund balance reserve versus the new current year fund balance reserve.
GL 97.03	Base	Liquidate prior year encumbrance from prior year budget reserve due to encumbrance cancellation or payment activity in the current year.	F	Different reserve for encumbrance balance sheet accounts can be used to segragate the original budget fiscal year fund balance reserve versus the new current year fund balance reserve.
GL 97.04	Base	Report and display prior year encumbrance reserve separately from current year encumbrance reserves.	F	Different reserve for encumbrance balance sheet accounts can be used to segragate the original budget fiscal year fund balance reserve versus the new current year fund balance reserve.

Functional Category: Financial -
General Ledger and Budget Control

County of Los Angeles
eCAPS
American Managment Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 97.05	Base	When the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and not added back to current year available funds.	C	AMS Advantage provides the functionality to roll the encumbrances from one accounting fiscal year to the next but retain the original budget fiscal year. If the County requires that carried forward encumbrances be posted to a separate "budget bucket" so that the residual amount is tracked and controlled separately and not added back to current year available funds, a customization is required. However, prior to adding this customization to the project scope, AMS recommends that the County and AMS first explore other alternatives to handling commitments to avoid this software customization.
GL 98.00		When encumbrances are selected to be carried forward, system is able to track them as current year encumbrances (at user's discretion) with the following functionality:		
GL 98.01	Base	Encumbrances are closed in the prior year and re-created in the current year.	F	
GL 98.02	Base	Increase new current year appropriation and track fund balance reserve in the new current year fund balance reserve.	F	
GL 98.03	Base	Liquidate encumbrance and record expense like any other current year encumbrance.	F	
GL 98.04	Base	Report encumbrances with current year encumbrances.	F	
GL 98.05	Base	When the encumbrance is closed in the current year with a residual unspent amount, the residual amount is added back to current year available funds.	F	
GL 99.00	Base	Provide the ability to close encumbrances by type of encumbrance.	F	
		Closing		
GL 100.00	Base	Provides automated year-end close processes (i.e., close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 101.00	Base	Initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).	F	
GL 102.00	Base	Provide for at least 16 user-definable accounting periods per year that can either be used for transacting against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but will be reflected in annual reports.	F	Software provides for 99 accounting periods. Additionally, software provides for posting codes (similar to old account type attribute) that allows for determination of a variety of types of accounts such as assets, liabilities, equity, accrued expense/expenditure, cash expense/expenditure, billed earned revenue, collected earned revenue, and non-accounting or memo entries.
GL 103.00	Base	Provide the ability to perform period end closings.	F	
GL 104.00	Base	Allow users to define closing periods and the period closing dates.	F	
GL 105.00	Base	Allow users to set a default accounting period.	F	
GL 106.00	Base	Roll forward or close grant and project accounts based on the type of project or grant.	F	
GL 107.00		Allow users to run a process that closes all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end. Some of the parameters include, but are not limited to:		Parameters available for the pre-encumbrance and encumbrance rollover process include minimum rollover amount, fund, department, appropriation, budget fiscal year, document code, and event type.
GL 107.01	Base	Dollar Amount	F	
GL 107.02	Base	Age of Encumbrance	F	
GL 107.03	Base	Department	F	
GL 108.00	Base	Ability to close by fund group or by fund.	F	AMS Advantage provides the functionality to "soft close" funds by fiscal year. This prevents all subsequent transaction processing against the closed fund(s) for the selected fiscal year. Should the County require the capability to "soft close" by fund group, a customization is required.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 109.00	Base	Provide support for multiple open periods (either fiscal years or months), which allows users to post transactions for a new fiscal year prior to closing the previous year.	F	
GL 110.00		System should provide for future period transactions to process as follows, but not limited to:		
GL 110.01	Base	New year inputs to be entered before the old year's preliminary closing, with the transactions held in suspense until the new year is opened.	F	Software provides a featured called "Budget Fiscal Year Staging" that allows for or prevents processing of documents based on the County defined fiscal year time frames.
GL 110.02	Base	User defined types of transactions to post into a future period as long as the period is open and the user has appropriate security authority.	F	Software provides a featured called "Budget Fiscal Year Staging" that allows for or prevents processing of documents based on the County defined fiscal year time frames.
GL 111.00	Base	Prevent transactions from posting into a closed period (either month or fiscal year).	F	
GL 112.00		Provide support for prior period adjustments to process as follows, but not limited to:		
GL 112.01	Base	Re-open a closed period (either month or fiscal year) for transaction processing with appropriate security. User is able to re-open a prior period which is several periods back without opening all the prior periods sequentially.	F	
GL 112.02	Base	Post prior period adjustments in the current period.	F	
GL 112.03	Base	Post prior period adjustments in the current period with an identifier to indicate which prior period the adjustment is for so that the transactions can be picked up on reports.	T	Software would require an enhancement to meet this requirement. An indicator would have to be added to any document requiring the capability to be processed in the current period with an indication of what prior period is being adjusted.
GL 113.00	Base	System should support pre-closing (trial closes) and generate pro forma financial statements without restriction.	F	Annual closes can be ran in a "report only" mode such that the actual account balances are not updated. Pro forma financial statements can then be prepared with "report only" data.

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General Ledger and Budget Control**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 114.00	Base	Allow on-line posting of expenditure and revenue accruals required for end of fiscal year closings.	F	
GL 115.00	Base	Provide access to 3 years of complete financial information in detail format online.	F	
GL 116.00	Base	System provides the functionality to roll surplus budgets into fund balance at year end.	C	AMS Advantage provides the functionality to roll residual budgets from one fiscal year to the next. This budget roll updates budget balances. Should the County also require an update to fund balance, a customization is required. Given that the County does not currently "roll" budgets, a discussion with the County is required in order to determine whether this customization should be included in the project scope.
		Budget Control		
GL 117.00	Base	All modules are fully integrated to ensure that all transactions using or affecting budget (appropriation, grant, project, department) authority are validated online, real-time against up-to-date budget totals based on established budgetary controls.	F	Budget controls within AMS ADVANTAGE Financial are fully integrated with all transactions using or affecting budgets.
GL 118.00	Base	System provides multiple levels of controls for departments budgets.	F	Department budgets may be defined at lower levels of detail and with separate budget controls.
GL 119.00	Base	System provides the ability to override appropriation, department, grant, project, and contract budget edits with the appropriate security authority for each type of budget without opening the budget to other users.	F	
GL 120.00	Base	System provides security features that allow users to enter and save but not post budget adjustments.	F	Budget adjustments can be saved as drafts before they are processed.
GL 121.00	Base	System provides security features that allow central office budget personnel to retrieve and post saved budget adjustments.	F	Workflow capabilities allow budget adjustments to be routed to central office budget personnel for review and approval.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 122.00	Base	System provides separate data entry and document types for appropriation and department budget transactions.	F	Budgets are configurable to support budgeting and reporting needs for Centralized and Decentralized budgets
GL 123.00	Base	System separately tracks original budget, budget adjustment, and budget transfer line items for each appropriation.	F	
GL 124.00	Base	System separately tracks original budget, budget adjustment, and budget transfer line items for each department budget.	F	
GL 125.00	Base	System uses the following formula to calculate available budget (original budget +/- budget adjustments +/- budget transfers - freezes/deferments - pre-encumbrances - encumbrances - expenditures) Note the inclusion of pre-encumbrances and encumbrance depends on the system configuration.	F	Budget availability is user defined on budget documents. AMS ADVANTAGE Financial can support the formula described at left.
GL 126.00		System should provide appropriation budget controls by user defined combinations of the elements/element hierarchies shown below:		Budget controls are configurable. Users define the combinations of elements for appropriation budgets.
GL 126.01	Base	Fund	F	See GL 126.00
GL 126.02	Base	Department	F	See GL 126.00
GL 126.03	Base	Organizational hierarchy	F	See GL 126.00
GL 126.04	Base	Appropriation	F	See GL 126.00
GL 126.05	Base	Project	F	See GL 126.00
GL 126.06	Base	Program	F	See GL 126.00
GL 126.07	Base	Grant	F	See GL 126.00
GL 126.08	Base	Account (real, nominal, statistical)	F	See GL 126.00
GL 127.00	Base	System provides multi-year appropriation budget control.	F	Multiple fiscal budget cycles may be established using effective to/from dates.
GL 128.00	Base	System provides appropriation budget control at varying levels and combinations of the chart of accounts (i.e. 3rd level of fund; 2nd level of organization, 3rd level of general ledger account).	F	Budget controls may be established using any chart of accounts level and code.
GL 129.00	Base	System provides an indicator, for each appropriation, that determines if pre-encumbrances are included in the available appropriation budget edit.	F	Tracking amounts are configurable for appropriation budgets.

Functional Category: Financial -
General Ledger and Budget Control

County of Los Angeles
eCAPS
American Managment Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 130.00	Base	System provides an indicator, for each appropriation, that determines if encumbrances are included in the available appropriation budget edit.	F	Tracking amounts are configurable for appropriation budgets.
GL 131.00	Base	System edits pre-encumbrances, encumbrances and expenditures against the appropriation allotment budget.	F	The event type / posting code of an accepted document will determine which budget tracking amount fields are updated.
GL 132.00		System provides the ability to allot and control each appropriation budget by the following periods:		Rules used to define allotment periods may differ across budget structures and budget fiscal years. Possible allotment periods include those listed below.
GL 132.01	Base	Semi-Annual	F	See GL 133.00.
GL 132.02	Base	Quarter	F	See GL 133.00.
GL 132.03	Base	Month	F	See GL 133.00.
GL 132.04	Base	Allocation based on seasonal trend	F	See GL 133.00.
GL 132.05	Base	Seasonal trends	F	See GL 133.00.
GL 132.06	Base	Prior Year actuals	F	See GL 133.00.
GL 132.07	Base	User defined period (manually input budget for each month)	F	See GL 133.00.
GL 133.00	Base	System provides the ability to carry forward appropriation allotments to the next allotment period based on the funding source.	F	Allotment accumulation rules determine if allotments remaining from one period may be spent in a subsequent period.
GL 134.00	Base	System rolls up budget details to a user-defined summary level.	F	
GL 135.00	Base	System distributes the adopted budget (summary level) and budget adjustments to detail Account and Organization levels based on user defined criteria.	F	
GL 136.00		Individual appropriation budgetary control options in the system include:		Configurable budget controls and guidelines determine system edits.
GL 136.01	Base	Absolute control - prevents transaction from processing without override approval	F	See GL 137.00.
GL 136.02	Base	Warning – provides warning message but allows transaction to process	F	See GL 137.00.
GL 136.03	Base	No control – allows transaction to process without warning	F	See GL 137.00.
GL 137.00	Base	System provides a flag that sets the default appropriation control option (absolute, warning, none).	F	Budget controls are configurable at different budget levels.

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General Ledger and Budget Control**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 138.00	Base	System provides multiple levels of appropriation budget control (none, absolute, warning) within one department.	F	Budget controls are configurable at different budget levels.
GL 139.00	Base	System edits all transactions for appropriation budget availablility, based on appropriation control option, before posting the transaction.	F	Configurable budget controls and guidelines determine system edits.
GL 140.00	Base	System prevents transactions not meeting available appropriation budget for those appropriations with absolute control from being transmitted to the next approval stage.	F	Transactions are not sent for approvals until all applicable system edits are passed.
GL 141.00	Base	System provides the ability to drill down from the appropriation budget error message to the budget inquiry page and automatically retrieves budget data.	F	AMS Advantage allows the users to perform these functions as independent actions.
GL 142.00	Base	System provides an on-line inquiry page that displays original appropriation budget, budget adjustments, budget transfers & freezes, pre-encumbrances, encumbrances, expenditures, revenue, and available budget at varying levels of the chart of accounts. The numbers displayed should be the same balances used by the budget edit program.	F	Online budget inquiries are available that display this information for appropriation budgets. Chart of accounts information is displayed based on the codes and budget levels defined for a budget structure.
GL 143.00	Base	System provides an on-line inquiry page that displays appropriation budget, pre-encumbrances, encumbrances, expenditures, and available budget for allotments. The numbers displayed should be the same balances used by the budget edit program.	F	Online budget inquiries are available that display this information for allotment budgets.
GL 144.00	Base	System provides a department budget. Note: the department budget is separate from the appropriation budget and is used to control budgets at a lower or different level of detail than the appropriation budget.	F	Separate department budgets may be established and controlled at lower levels than the appropriation budget.
GL 145.00		System provides department budget controls for each department with user defined combination of the elements shown below:		Budget controls are configurable. Users define the combinations of elements for department budgets.
GL 145.01	Base	Fund	F	See GL 146.00.
GL 145.02	Base	Department	F	See GL 146.00.
GL 145.03	Base	Organizational	F	See GL 146.00.
GL 145.04	Base	Appropriation	F	See GL 146.00.
GL 145.05	Base	Project	F	See GL 146.00.
GL 145.06	Base	Program	F	See GL 146.00.

Functional Category: Financial -
General Ledger and Budget Control

County of Los Angeles
eCAPS
American Managment Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 145.07	Base	Grant	F	See GL 146.00.
GL 145.08	Base	Account (real, nominal, statistical)	F	See GL 146.00.
GL 146.00	Base	System provides department budget control at varying levels and combinations of the chart of accounts (i.e. 4th level of fund; 4th level of organization, 2nd level of general ledger account).	F	Budget controls may be established using combinations of chart of accounts level and code.
GL 147.00	Base	System provides an indicator that determines if pre-encumbrances are included in the available department budget edit.	F	Tracking amounts are configurable for department budgets.
GL 148.00	Base	System provides an indicator that determines if encumbrances are included in the available department budget edit.	F	Tracking amounts are configurable for department budgets.
GL 149.00	Base	System edits pre-encumbrances, encumbrances and expenditures against the department allotment budget.	F	The event type / posting code of an accepted document will determine which budget tracking amount fields are updated.
GL 150.00		System provides the ability to allot and control the department budget by the following periods:		Rules used to define allotment periods may differ across budget structures and budget fiscal years. Possible allotment periods include those listed below.
GL 150.01	Base	Semi-Annual	F	See GL 151.00.
GL 150.02	Base	Quarter	F	See GL 151.00.
GL 150.03	Base	Month	F	See GL 151.00.
GL 150.04	Base	Allocation based on seasonal trend	F	See GL 151.00.
GL 150.05	Base	User defined period (manually input budget for each month)	F	See GL 151.00.
GL 151.00	Base	System rolls up department budget details to a user-defined summary level.	F	
GL 152.00	Base	System distributes the adopted department budget (summary level) to detail Account and Organization levels.	F	
GL 153.00	Base	System edits all transactions to ensure that department budget is available before posting the transaction.	F	The event type / posting code of an accepted document will determine which budget tracking amount fields are updated.
GL 154.00	Base	System prevents transactions not meeting available department budget that are absolutely controlled from being transmitted to the next approval stage.	F	
GL 155.00		Department Budgetary control options in the System include:		Configurable budget controls and guidelines determine system edits.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 155.01	Base	Absolute control - prevents transaction from processing without override approval	F	See GL 156.00.
GL 155.02	Base	Warning – provides warning message but allows transaction to process	F	See GL 156.00.
GL 155.03	Base	No control – allows transaction to process without warning	F	See GL 156.00.
GL 156.00	Base	System provides a flag that sets the default departmental budget control option (absolute, warning, none).	F	Budget control options are configurable at different budget levels.
GL 157.00	Base	System provides multiple levels of departmental budget control (none, absolute, warning) within one department.	F	
GL 158.00	Base	System provides multiple levels of departmental budget (level one and level 3 of the organization) within the same organizational branch.	F	
GL 159.00	Base	System provides the ability to carry forward department allotments to the next allotment period based on the funding source.	F	Allotment accumulation rules determine if allotments remaining from one period may be spent in a subsequent period.
GL 160.00	Base	System provide the ability to drill down from the department budget error message to the budget inquiry page and automatically retrieves budget data.	F	AMS Advantage allows the users to perform these functions as independent actions.
GL 161.00	Base	System provides an on-line inquiry page that displays department budget, adjustments, freezes, pre-encumbrances, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.	F	Online inquiries are available that display this information for department budgets.
GL 162.00	Base	System provides on-line inquiry pages that display the department budget, pre-encumbrances, encumbrances, expenditures, and available budget data at varying levels of the classification structure.	F	Online inquiries are available that display this information for department budgets based on the levels in which the budget is established.
GL 163.00	Base	System provides an on-line inquiry page that displays department allotment budget, pre-encumbrances, encumbrances, expenditures, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.	F	Online inquiries are available that display this information for department budgets.
		Budget Maintenance and Monitoring		
GL 164.00	Base	System provides capability to "soft" freeze, defer/reserve a portion of the appropriation budget. A soft freeze does not update the general ledger.	F	

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General Ledger and Budget Control**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 165.00	Base	System provides capability to "hard" freeze or reserve a portion of the appropriation budget. A "hard" freeze updates the Reserve and/or Designation for Budget general ledger account.	F	
GL 166.00	Base	System provides capability to "soft" freeze, defer/reserve a portion of the department budget. A soft freeze does not update the general ledger.	F	
GL 167.00	Base	System provides capability to "hard" freeze or reserve a portion of the department budget. A "hard" freeze updates the Reserve and/or Designation for Budget general ledger account.	F	
GL 168.00	Base	System provides for override budget control (by those having security) on a transaction by transaction basis without removing budget control for all other users.	F	
GL 169.00		System stamps all adjustments to the "budget" with:		Budget adjustments are recorded on a budget transaction that records the information listed below.
GL 169.01	Base	User	F	See GL 170.00.
GL 169.02	Base	Date	F	See GL 170.00.
GL 169.03	Base	Increase/Decrease	F	See GL 170.00.
GL 169.04	Base	Dollar Amount	F	See GL 170.00.
GL 170.00	Base	System provides inquiries/reports that display budgeted amounts against actual amounts at any level of chart of accounts, at any time during the fiscal year.	F	Online inquiries provide this information based on the chart of accounts levels defined to the budget. Additional detail is available through reporting.
GL 171.00	Base	System maintains and tracks multiple budgets concurrently (e.g., Board adopted budget & the adjusted budget).	F	
GL 172.00	Base	System provides the capability to track original balance, budget increases, budget decreases, budget cancellations, and total budget (balance + increases - decreases) for balance sheet general ledger accounts without netting the increases and decreases	F	
GL 173.00	Base	System allows users to perform on-line appropriation budget adjustments with appropriate security authority.	F	Budget adjustments are entered on a budget transaction. Only authorized users for these transactions will be able to enter the adjustments.

**Functional Category: Financial -
General Ledger and Budget Control**

**County of Los Angeles
eCAPS
American Managment Systems
Exhibit A - Statement of Work
March 8, 2004**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 174.00	Base	System allows users to perform on-line department budget adjustments with appropriate security authority.	F	Budget adjustments are entered on a budget transaction. Only authorized users for these transactions will be able to enter the adjustments.
GL 175.00	Base	System provides security features that allow users to enter and save but not post budget adjustments.	F	Budget adjustments may be saved as drafts. Approvals may also be applied which will require review before the adjustment is processed and posted.
GL 176.00	Base	System provides security features that allow central office budget personnel to retrieve and post saved budget adjustments.	F	Approvals and workflow may be established to allow central office budget personnel to review and post budget adjustments.
GL 177.00	Base	System provides ability through workflow to mark adjustments as "URGENT" and notifies department if approver is out of office.	F	An alternate approver can be identified for the time period that the approver will be out of the office.
GL 178.00	Base	System allows departments and CAO to inquire as to the status of budget adjustment on-line.	F	The status of budget adjustment transactions is available online.
GL 179.00	Base	System retains and allows access to narrative justification for budget adjustments at the departmental level.	F	A description field is available to provide justification to budget adjustments.
GL 180.00	Base	System retains and allows access to narrative justification for budget adjustments at the CAO budget office level.	F	A description field is available to provide justification to budget adjustments.
GL 181.00	Base	System provides drill-down capabilities from budgeted summary categories to line item detail.	F	
GL 182.00	Base	System supplies a method to load budget adjustments to multiple budgets (adopted budget, current budget w/transfers, etc.).	F	
GL 183.00	Base	System tracks budget adjustments individually (by dollar amount and/or Budget Adjustment #), and by chart of account elements (i.e. organizational, account code, project, etc).	F	Budget adjustments are recorded on separate budget transactions that have unique document Ids and are stored in the appropriate journals/ledgers.
GL 184.00	Base	System tracks all budget changes (transfers/amendments), type of change, and reason for change.	F	Budget adjustments are recorded on separate budget transactions that have unique document Ids and are stored in the appropriate journals/ledgers.

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 185.00	Base	System provides hierarchical workflow approval for budget adjustments.	F	Workflow approvals may be defined to user specifications for budget adjustments.
		Inquiry and Reporting		
GL 186.00	infoADV	Provide the ability to report on all detailed data for up to 10 years to meet legislative and management report needs both on a standard and ad-hoc reporting basis.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 187.00	Base	Ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting based on user-defined criteria.	F	Software provides for multiple ledgers which can be setup to include or exclude specific chart of accounts attributes recorded on accounting transactions.
GL 188.00		Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by fiscal year using any of the following chart of account segments:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 188.01	infoADV	Fund	R	
GL 188.02	infoADV	Department	R	
GL 188.03	infoADV	Organization	R	
GL 188.04	infoADV	Program	R	
GL 188.05	infoADV	Project	R	
GL 188.06	infoADV	Job	R	
GL 188.07	infoADV	Expenditure object	R	
GL 188.08	infoADV	Revenue object	R	
GL 188.09	infoADV	Balance sheet account	R	
GL 188.10	infoADV	Grant	R	
GL 188.11	infoADV	Appropriation (Budgeted Revenue and Expense)	R	
GL 188.12	infoADV	Department accounts	R	
GL 189.00	infoADV	Ability to produce an ad-hoc report using any field in the General Ledger.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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General Ledger and Budget Control**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 190.00	infoADV	Maintain a history of all General Ledger transactions and produce detailed transaction reports to provide an appropriate audit trail.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 191.00	infoADV	Provide a trial balance by fund to obtain a running total of debits and credits.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 192.00		Provide compliance with GASB34 financial reporting (e.g. Comprehensive Annual Financial Report). The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 192.01	infoADV	Combined Balance Sheet	R	
GL 192.02	infoADV	Combined Statement of Revenues, Expenditures, and Changes in Fund Balance	R	
GL 192.03	infoADV	Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual on Budgetary Basis	R	
GL 192.04	infoADV	Combined Statements of Revenues, Expenses and Changes in Fund Equity	R	
GL 192.05	infoADV	Combined Statement of Cash Flows	R	
GL 192.06	infoADV	Combined Statement of Changes in Net Assets	R	
GL 192.07	infoADV	Combined Statement of Net Assets	R	
GL 192.08	infoADV	Combined Statement of Activities	R	

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 193.00	infoADV	Presents financial statements on an accrual, modified accrual and cash basis.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 194.00	Base	Provide subsidiary ledgers for balance sheet accounts as needed. These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.	C	AMS Advantage creates subsidiary journals such as the cash journal and the fixed assets journal. If the County requires the creation of an additional subsidiary journal for any balance sheet account, this would require a software enhancement. However, prior to implementing this customization, AMS recommends that the County review the functionality available in the baseline journals, ledgers, and reporting tools.

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General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 195.00	infoADV	Show different organizational structures on a single report displaying accurate prior and current year data. Within the report, a unit existing under one division in the prior year may be reflected under a new division or may not exist in the current year.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 196.00	infoADV	Provide the ability to filter, search, and report month-to-date and year-to date budget, estimated revenue, expenditures, revenue, encumbrances, and pre-encumbrances by any segment in the chart of accounts.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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GL 197.00	infoADV	System is flexible enough to comply with present and future-reporting requirements by GASB, State Department of Managed Healthcare, OSHPD, and State/Federal grant reporting requirements.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 198.00	infoADV	Provide fund transfer reports such as, interfund receivables, interfund payables, operating transfers, and residual equity transfers, that displays month and year to date transfer information.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 199.00		Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 199.01	infoADV	Trial Balance	R	
GL 199.02	infoADV	Cash Flow	R	
GL 199.03	infoADV	Fund Balance Report	R	
GL 199.04	infoADV	Balance Sheet	R	
GL 199.05	infoADV	Income Statement	R	
GL 200.00		Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund type:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 200.01	infoADV	Trial Balance	R	
GL 200.02	infoADV	Cash Flow	R	

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 200.03	infoADV	Fund Balance Report	R	
GL 200.04	infoADV	Balance Sheet	R	
GL 200.05	infoADV	Income Statement	R	
GL 201.00		Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund group:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 201.01	infoADV	Trial Balance	R	
GL 201.02	infoADV	Cash Flow	R	
GL 201.03	infoADV	Fund Balance Report	R	
GL 201.04	infoADV	Balance Sheet	R	
GL 201.05	infoADV	Income Statement	R	
GL 202.00	infoADV	System displays names for all chart of accounts data included when producing reports.	R	

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General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 203.00	infoADV	System is capable of producing a 10 year comparison report by fiscal year which details revenue accruals, expenditures, and commitments.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 204.00	infoADV	Produce a cash basis report with a user-specified date range to meet 1115 Waiver reporting requirements. This report lists paid checks, and cleared deposits, and interfund vouchers (using posting date, since cash is pooled with Treasurer Tax Collector).	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

Functional Category: Financial -
General Ledger and Budget Control

County of Los Angeles
eCAPS
American Managment Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 205.00	infoADV	Provide a net county cost report that displays current revenue less current expenditures less outstanding encumbrances for any element in the chart of accounts	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 206.00	infoADV	Provide a report to reconcile due to / due from accounts between fiscal years at year-end.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 207.00	infoADV	Able to segment prior year activities on all open balances, comparison, and roll forward type of reports (e.g. Open Encumbrances Report).	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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Grant Accounting**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL		
GR 1.00	TP	Track grant applications.	TP	
GR 2.00	PGM	Track grant expenditure activity.	F	PGM = Project & Grant Management
GR 3.00	PGM	Track grant expenditures to multiple funding sources.	F	
GR 4.00	PGM	Track expenditures from multiple funding sources to a single program.	F	
GR 5.00	PGM	Track grant activity over multiple years.	F	
GR 6.00	PGM	Fully integrate with other modules of the accounting and administrative system.	F	
GR 7.00	PGM	Interface with Federal or State grant systems so that grant information can be automatically exchanged.	F	ADV 3 is compliant with the Federal Highway Administration standards (i.e., RASPS). The system maintains the information and provides the development tools to support the County's creation of electronic files to Federal/State grant systems.
GR 8.00	PGM	Account for grant revenues and expenditures for the fiscal year, grant year and the perpetual life of the grant--with breakdowns by period and in total (inception to date) for all prior years.	F	
GR 9.00	PGM	Uniquely identify each grant through the assignment of a department defined grant number and maintain grant-related descriptive information (e.g., grantor's grant number).	F	
GR 10.00	PGM	Allow identification of grants by multiple user-defined identifiers (e.g., award number, state or Board assigned contract number, Catalog of Federal Domestic Assistance (CFDA) number, agreement number, reporting category, and/or project number).	F	
GR 11.00	PGM	Establish grant budgets for and track/multiple funding sources and expenditures against the budget.	F	
GR 12.00	PGM	Track and report grant operations (i.e., budget, expenditures, encumbrances, revenue) over several different periods including county fiscal year, state fiscal year, federal fiscal year, multiple-year grant period, and any specified period within the grant period.	F	
GR 13.00	PGM	Allow for multiple funding sources for a single grant.	F	
GR 14.00	PGM	Provide ability to identify revenue to a funding source.	F	
GR 15.00	PGM	Support grants that do not have a CFDA number.	F	

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Grant Accounting**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 16.00	PGM	Support budgeting grants at varying user-defined levels and combinations of classification structure elements (i.e., grant, function, fund, object, organization number, project and job order).	F	
GR 17.00	PGM	Establish expendable budgets for grants at the grant, grant phase or function, and object level at the user's discretion. Expendable budgets control total expenditures and encumbrances charged to the grant.	F	
GR 18.00	PGM	Provide a grant budget that is separate and independent of all other budgets (i.e., appropriation, department, project, and contract).	F	
GR 19.00		Provide grant budgetary control options as follows:		
GR 19.01	PGM	Absolute control – prevents transaction from processing without override approval;	F	
GR 19.02	PGM	Warning - provides warning message but allows transaction to process.	F	
GR 19.03	PGM	No control - allows transaction to process without warning.	F	
GR 20.00		Accommodate the following budget preparation capabilities:		
GR 20.01	PGM	Budget by total grant amount	F	
GR 20.02	PGM	Budget by county fiscal year, state fiscal year, federal fiscal year, grant year, and multiple-year grant period	F	
GR 20.03	PGM	Budget by user-defined categories (i.e., salaries and employee benefits; travel; services and supplies; staff; etc.)	F	
GR 21.00	PGM	Maintain detailed transaction history for life of grant and for a user-defined period beyond the grant life.	F	
GR 22.00	PGM	Make adjustments for any open accounting period in any grant or fiscal year.	F	
GR 23.00	PGM	Allow multiple departments to enter information on a single grant with security constraints established at transaction level.	F	
GR 24.00	PGM	Comply with the Federal Government's Single Audit Act and cash management legislation.	F	
GR 25.00	PGM	Provide complete accounting in conformity with all U.S. Government and state requirements.	F	
GR 26.00	PGM	Track by individual sub-categories within a single grant.	F	
GR 27.00	PGM	Support annual or multi-year funding allocation process that allows for expenditures or carry-over of prior year budget.	F	

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Grant Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 28.00	PGM	Allow for expenditures and billing to a grant for a user-defined period beyond the grant fiscal year.	F	
GR 29.00	PGM	Define the program or budget year of the grant/project differently than the system established fiscal year.	F	
GR 30.00	PGM	Set up and report budget items based on multiple fiscal years and grant years.	F	
GR 31.00	PGM	Calculate on a user defined basis indirect costs associated with any grant and to provide system generated entries.	F	The four methods that ADV 3 supports are: Fixed Percentage, Statistical, Direct Financial, and Instream Financial.
GR 32.00	PGM	Store the indirect cost rate along with an effective time period for each grant, grant phase, and object.	F	
GR 33.00	PGM	Apply the indirect cost rate to direct costs and store the result as an actual entry associated with the grant, grant phase, and object.	F	
GR 34.00	PGM	Apply the indirect cost rate to direct costs and store the result as a memo entry associated with the grant, grant phase and object.	F	
GR 35.00	PGM	Apply multiple indirect cost rates.	F	ADV 3 applies rates based on user-defined object rate groups.
GR 36.00	PGM	Track grantor match rates by grant, grant phase or function, and object.	F	
GR 37.00	PGM	Track grantee match rates or amounts by grant, grant phase or function and object.	F	
GR 38.00	PGM	Calculate on a user defined basis matching fund requirements associated with any grant and to provide system generated entries.	F	
GR 39.00	PGM	Accommodate grant year accounting and comply with both calendar year and fiscal year budgeting requirements.	F	
GR 40.00	PGM	Provide the ability to roll over appropriations, revenue sources, and expenditures from one grant year to the next, until the grant expires.	F	
GR 41.00	PGM	Provide the ability to recognize revenue only after expenditures have been incurred. System allows unrecognized revenues to be carried forward at year end.	F	
GR 42.00		Maintain and report on the following information in respect to grants. Required user-defined data fields are as follows:		
GR 42.01	PGM	Catalog of Federal Domestic Assistance Number (to identify all grants that have Federal funding)	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 42.02	PGM	Grant, Capital Project, or Board-approved Contract Number or Reporting Category	C	Design Studio may be used to re-use existing informational fields and/or create new reference fields to maintain the information and provide the edits to support this requirement.
GR 42.03	PGM	Date of County Board approval	C	Same comment as GR 42.02
GR 42.04	PGM	Number and type of sworn positions by unit of assignment	C	Same comment as GR 42.02
GR 42.05	PGM	Number and type of civilian positions by unit of assignment	C	Same comment as GR 42.02
GR 42.06	PGM	Start/End and extension dates	C	Same comment as GR 42.02
GR 42.07	PGM	Status of grant (pending, funded, expired, rejected, etc.)	C	The status tracked in ADV 3 is Active and Inactive.
GR 42.08	PGM	County Matching funds (if any)	F	
GR 42.09	infoADV	Allowable expenditures (by type/category/class/percentage etc.)	R	Ad hoc report can be created to calculate a percentage of allowable expenditures.
GR 42.10	PGM	Chart of Account codes for expenditures and revenue	F	
GR 42.11	PGM	County Program Administrator name	C	Same comment as GR 42.02
GR 42.12	PGM	Comment field	F	
GR 42.13	PGM	Date of Last Audit	C	Same comment as GR 42.02
GR 42.14	PGM	Last Audit Type, such as ADA compliance audit (user-defined)	C	Same comment as GR 42.02
GR 42.15	PGM	Details of last audit (text field)	C	Same comment as GR 42.02
GR 42.16	PGM	Approved budget, broken out by expenditure codes	F	
GR 42.17	PGM	Date and details of any Budget Adjustment processed	F	
GR 42.18	PGM	Internal Department or County Board	F	
GR 42.19	PGM	Matching funds amount	F	
GR 42.20	PGM	Entity responsible for matching funds	F	
GR 42.21	PGM	State or Other Agency for Pass-Through Funding	F	
GR 42.22	PGM	Source of Funding	F	
GR 43.00	PGM	Provide a facility to link grants to projects and have the grant look up a project when the transaction is entered.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 44.00	PGM	Link grants to multiple projects.	F	AMS Advantage does not allow grants and projects to be entered on the same document. If a grant and project are related, the baseline billing process may be used to bill costs from a project to a grant (or vice versa). Further analysis must be conducted during the Fit Analysis to determine if a software modification is required.
GR 45.00	PGM	Link multiple grants to a single project.	F	Same comment as GR 44.00
GR 46.00	PGM	Allow for establishing grant activity at lower levels of detail than grant number (e.g., grant phase or activity within phase) and track financial activity associated with each phase.	F	
GR 47.00	PGM	Differentiate between federal, state, county, and other department grants for audit purposes.	F	
		GRANT APPLICATIONS		
GR 48.00		Track the following grant application information:		
GR 48.01	TP	Grant number	TP	The baseline Project and Grants Management functionality in ADV 3 supports grant processing after the grant is awarded. AMS recommends that the County consider a third-party tool to support the County's Grant Application-related requirements.
GR 48.02	TP	Grant name	TP	Same comment as GR 48.01
GR 48.03	TP	Grant description (at least 200 characters)	TP	Same comment as GR 48.01
GR 48.04	TP	Grantor	TP	Same comment as GR 48.01
GR 48.05	TP	Grantor Contact Name	TP	Same comment as GR 48.01
GR 48.06	TP	Grantor's mailing address	TP	Same comment as GR 48.01
GR 48.07	TP	Grantor's phone number	TP	Same comment as GR 48.01
GR 48.08	TP	Date application submitted	TP	Same comment as GR 48.01
GR 48.09	TP	Date application approved or denied	TP	Same comment as GR 48.01
GR 48.10	TP	Original grant approval amount	TP	Same comment as GR 48.01
GR 48.11	TP	Grant budget	TP	Same comment as GR 48.01
GR 48.12	TP	Grant amendments	TP	Same comment as GR 48.01

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 48.13	TP	Grant carryovers	TP	Same comment as GR 48.01
GR 48.14	TP	Grant fiscal calendar	TP	Same comment as GR 48.01
GR 48.15	TP	Grant beginning date	TP	Same comment as GR 48.01
GR 48.16	TP	Grant expiration date	TP	Same comment as GR 48.01
GR 48.17	TP	Letter of credit/draw-down	TP	Same comment as GR 48.01
GR 48.18	TP	Amounts of County matching funds	TP	Same comment as GR 48.01
GR 48.19	TP	Responsible department or division (multiple)	TP	Same comment as GR 48.01
GR 48.20	TP	Department or division contact (multiple)	TP	Same comment as GR 48.01
GR 48.21	TP	Reimbursement schedule	TP	Same comment as GR 48.01
GR 48.22	TP	Award Date	TP	Same comment as GR 48.01
GR 48.23	TP	Letter of Intent to Award Date	TP	Same comment as GR 48.01
GR 48.24	TP	Contract Number	TP	Same comment as GR 48.01
GR 48.25	TP	Contract Award Number	TP	Same comment as GR 48.01
GR 48.26	TP	Approved Contract Date	TP	Same comment as GR 48.01
GR 48.27	TP	Original Request Amount	TP	Same comment as GR 48.01
GR 48.28	TP	Award Amount	TP	Same comment as GR 48.01
GR 49.00	PGM	Provide an edit that ensures the CFDA number is valid for the grantor assigned to the grant.	F	This CFDA-related edit occurs during the validation of the funding lines.
		GRANT ACTIVITY		
GR 50.00	PGM	Capture non-financial transactions without impacting the general ledger.	F	
GR 51.00	PGM	Track program compliance and financial compliance of the grant.	F	
GR 52.00		Capture grant expenditures and revenues by:		
GR 52.01	PGM	Funding source	F	
GR 52.02	PGM	Grant Project Name	F	
GR 52.03	PGM	Program Number	F	
GR 52.04	PGM	Reporting Category	F	
GR 52.05	PGM	Capital Project Number	F	
GR 52.06	PGM	General ledger account numbers	F	
GR 52.07	PGM	Grantor-defined categories or accounts	F	
GR 52.08	PGM	Grant purchase orders and encumbrances	F	
GR 52.09	PGM	Grants status codes	F	
GR 52.10	PGM	Job	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 52.11	PGM	Project	F	
GR 52.12	PGM	User defined fields	F	
GR 52.13	PGM	Grant's conditions and restrictions	F	ADV 3 offers several business rules by Major Program that are enforced at the transaction and reimbursement level. Support of the County's specific restrictions must be confirmed during the Fit Analysis.
GR 52.14	PGM	Narrative fields for miscellaneous information	F	
GR 53.00	PGM	Record direct and indirect costs associated with a grant as memo or actual entries, both for fixed dollars and for applied rates to labor or allowable expenses.	F	
GR 54.00	PGM	Track revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and grant inception date to current date at detail level specified by user.	F	
GR 55.00	PGM	Support unique match rates for each grant award by grant, grant phase and object, including individual objects or groups of objects (e.g., personnel at 100% and supplies at 25% for grant 1, personnel at 90% and supplies at 40% for grant 2).	F	
GR 56.00	PGM	Provide automated front-end splitting of transactions across multiple account coding distribution. If the grant on the transaction is a parent transaction, the system should automatically split the transaction appropriately and create multiple secondary transactions (e.g., Grant A is a parent of grants B and C with a split of 60% and 40% respectively. When an encumbrance transaction is processed for grant A, it is automatically split along predefined percentages for grants B and C).	F	
GR 57.00	PGM	Prohibit processing of grant-related expenditure transactions not within grant service dates (with override capability).	F	
GR 58.00	PGM	Allow processing of grant-related revenue transactions outside of the grant service dates (with override capability).	F	
GR 59.00	PGM	Suspend a grant prior to completion.	F	
GR 60.00	PGM	Carry forward fiscal year fund balances for multi-year grants.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 61.00	PGM	Record as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity.	F	
GR 62.00	PGM	Provide encumbrance liquidation functionality such that when a voucher is processed against an encumbrance that references a parent grant it will automatically split and appropriately liquidate the descendent encumbrances.	F	
GR 63.00	PGM	Not post any of the descendent grant transactions unless all of the descendent transactions pass data and funding edits.	F	
GR 64.00	PGM	Maintain a link between the descendent transactions and the parent transaction.	F	
GR 65.00	PGM	Allow recording of memo and statistical transactions.	F	
GR 66.00	Base	Create system alerts to notify grant administrators and other users of grant milestones (expiration dates, payment % threshold, etc.).	C	A customization is required to create a system alert that will generate a notification based upon an update action to the Program table.
GR 67.00	PGM	Track actual expenditures against budgeted/allowable expenditures by user-defined period (i.e., monthly, quarterly, daily, etc.).	F	
GR 68.00	PGM	Access actual expenditure information from other modules (fixed assets, salaries, supplies, etc.) at a detail and summary level for each grant.	F	
GR 69.00	PGM	Access salary costs associated with a specific grant (on an hourly or partial hour basis).	F	
GR 70.00	PGM	Check actual expenditures against allowable expenditure type.	F	Controlled in ADV 3 through the Event Type (e.g., Encumbrance, Accrued Expenditure, and Cash Expenditure).
GR 71.00		Generate hard-copy reimbursement requests to grantor agencies from expenditure data:		
GR 71.01	infoADV	Form 201 - Criminal Justice reimbursement request form	R	
GR 71.02	infoADV	Form 424 - Federal reimbursement request form	R	
GR 71.03	infoADV	Community Development Commission CDBG Funding Request form	R	
GR 72.00	PGM	Generate revenue/receivable transactions from grants expenditure data.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 73.00	PGM	Prompt or alert users to recognize (realize) grant revenues after grant expenditures have been recorded for a user-specified period of time.	F	ADV 3 workflow functionality supports the review and approval of financial transactions.
GR 74.00	PGM	Link receipt of revenue to grant.	F	
GR 75.00	PGM	Allow distributed users (station/units) to enter grant expenditures on line. Workflow capability to notify grant administrators when a review of information is required.	F	ADV 3 workflow functionality supports the review and approval of financial transactions.
GR 76.00	infoADV	Monitor progress of grant expenditures/revenues against original grant contract information. Track milestones and expiration & extension dates.	R	Ad hoc reports can be developed to provide this type of data.
GR 77.00	PGM	Categorize and report on grant revenue/expenditures, start/end dates and other information within user-defined time periods, such as fiscal year, federal reporting year, grant term, etc.	F	
GR 78.00	PGM	Have the ability to estimate expenses through the duration of the grant and compare these estimates against the budget.	F	
GR 79.00	infoADV	Provide grant coordinator contact information as well as grant ADA compliance coordinator by department or multiple departments.	R	Ad hoc reports can be developed to provide this type of data.
GR 80.00	infoADV	Provide grant related boards, councils, consortia, and task forces contact information.	R	Ad hoc reports can be developed to provide this type of data.
GR 81.00	PGM	Track and account for reimbursements and advance payments in accordance with Federal and State requirements.	F	
		PROCESSING REQUIREMENTS		
GR 82.00	PGM	Establish and adjust budgets for each grant.	F	
GR 83.00	PGM	Assign multiple user defined categories for budget purposes.	F	
GR 84.00	PGM	Allow grant budget modifications during the grant period.	F	
GR 85.00	PGM	Sequentially and uniquely identify changes to the appropriate period and record when the changes were made.	F	
GR 86.00	PGM	Duplicate preexisting grants to establish templates for new grants.	F	
GR 87.00	PGM	Prioritize draw-downs (i.e., grant A first, grant B second, etc.).	F	
GR 88.00	PGM	Choose drawdown during expenditure transactions.	F	
GR 89.00	PGM	Provide user-defined fields that document the required submissions for grant reimbursement.	F	Supported by the custom parameter tables for the Reimbursement processes. Must be confirmed during the Fit Analysis.

Functional Category: Financial -
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 90.00	PGM	Add, modify or delete grant information with audit trail of all changes.	F	Audit logging can be invoked all ADV 3 tables.
GR 91.00	PGM	Provide for grant summary history	F	
GR 92.00	PGM	Support multiple programs per grant (sub-grants).	F	
GR 93.00		Uniquely identify each subgrantee for grants and all grant financial activity related to subgrantees, including the following:		
GR 93.01	PGM	Record awards made to subgrantees	F	Storage of subgrantee information can be supported in baseline ADV 3 provided that the County uses pre-existing user-defined fields for reporting purposes. If this assumption is not correct, AMS recommends that the County consider a third-party tool (potentially the same tool to be used for grant applications) to support these requirements. The appropriate direction must be determined during the Fit Analysis.
GR 93.02	PGM	Record funds received from federal government (or other sources) for pass-through purposes as either revenue or as non-revenue liabilities	F	Same comment as 93.01.
GR 93.03	PGM	Record subgrantee budget by categories as defined by the grant and/or subgrant contract.	F	Same comment as 93.01.
GR 94.00	PGM	Maintain sub-contracts against a specific grant.	F	Same comment as 93.01.
GR 95.00	PGM	Track sub-contracts to ensure compliance with all contract monitoring requirements, living wage, MBE, etc.	F	Same comment as 93.01.
GR 96.00	PGM	Record funds disbursed from the department as transfers or as reductions of liabilities.	F	
GR 97.00	PGM	Enter as memo entries subgrantee actual expenditures by categories as defined by the grant and/or subgrant contract.	F	
GR 98.00	PGM	Capture the effective beginning and end date of the subgrant.	F	
GR 99.00	PGM	Archive or purge expired grants or non-awarded grants after user-specified period of time.	C	AMS has plans to create a Purge/Archive process of the cost accounting attributes. However, this process is currently not scheduled for the very next release.

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Grant Accounting**

County of Los Angeles
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American Management Systems
Exhibit A - Statement of Work
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 100.00	PGM	Accept electronic wire transfers for draw-down/letters of credit with an identifier or reference number for identification of proper recipient.	F	
GR 101.00	PGM	Suspend grant transactions based on user defined criteria (i.e., expiration date or grant status).	F	
GR 102.00	PGM	Post the "suspended" grant transactions with supervisory control or post with supervisory override.	F	
GR 103.00	PGM	Provide a tickler or warning message to user for outstanding receivables after a user-specified length of time.	F	
GR 104.00	PGM	Archive closed grants with no activity beyond a user defined time interval.	C	AMS has plans to create a Purge/Archive process of the cost accounting attributes. However, this process is currently not scheduled for the very next release.
GR 105.00	PGM	Provide a page that displays grant reimbursable budget, encumbrances, expenditures, revenues, and amount billed budget. The numbers displayed should be the same balances used by the billing edit program.	F	
		GRANT REIMBURSEMENTS		
GR 106.00	PGM	Establish reimbursable budgets for grants at the grant, grant phase or function, and object level at the user discretion. Reimbursable budgets control expenditures available for grant billing.	F	
GR 107.00	PGM	Provide an edit to ensure that grant billings do not exceed the reimbursable budget.	F	
GR 108.00	PGM	Track federal, state, and local grant matching requirements.	F	
		BILLING		
GR 109.00	PGM	Interface with Accounts Receivable to provide all billing, aging, and tracking capabilities.	F	
GR 110.00	PGM	Provide the ability to bill by any grant component.	F	
GR 111.00	PGM	Automatically bill the grantor from grant data (i.e., grant phase, object, match rate) when a bill is required.	F	
GR 112.00	PGM	Produce a bill based on the direct and indirect costs even though some of the costs (e.g., indirect) are stored as memo entries.	F	
GR 113.00	PGM	Calculate the percentage of outstanding revenue attributable to each customer for a given expense.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 114.00	PGM	Link revenue to associated expenditure amounts.	F	
GR 115.00	PGM	Reconcile revenue collected for specific services with employee time (as recorded in the HR module) spent in specific activities.	F	
GR 116.00	PGM	Report different types of user defined costs (such as actual costs, billable costs, and invoiced costs) of providing a service against revenue for that service.	F	
GR 117.00	PGM	Accumulate total costs without regard to the funding source and then bill each funding source according to the user defined percentage.	F	
GR 118.00	PGM	Bill other departments or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with GAAP, and provide a method for the County to recognize intragovernmental transactions.	F	
GR 119.00	PGM	Allow intrafund transfers of grant funding from one County department to another.	F	
GR 120.00	PGM	Provide flag on bills for lower than a user-specified minimum reimbursement amount and allow user to determine whether or not to process the reimbursement request.	F	
GR 121.00	PGM	Bill based on funding source requirements, including the appropriate format.	F	
GR 122.00	PGM	Bill based on contracted percentage rates for sub-grantees.	F	
GR 123.00	PGM	Generate manual bill from grant expenditure information.	F	
		INQUIRY AND REPORTING		
GR 124.00	infoADV	Produce all reports using both grantor-defined categories or the County's chart of accounts.	R	
GR 125.00	infoADV	Report on grants both cumulatively and by user-defined periods.	R	
GR 126.00	infoADV	Report on the detail that supports letters of credit, requests for reimbursement, and the cash drawdown process, including application of indirect costs on a grant-by-grant basis.	R	
GR 127.00		Provide the following reports:		
GR 127.01	infoADV	Expenditures and revenues	R	
GR 127.02	infoADV	Sources of revenues	R	
GR 127.03	infoADV	Reimbursed costs	R	
GR 127.04	infoADV	Budget vs. actual costs	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 127.05	infoADV	Comparison between Claim Submitted and Actual Revenue Received	R	
GR 127.06	infoADV	Projected Budget vs. Actual Report	R	
GR 127.07	infoADV	Combined grant revenue and expenditure reports	R	
GR 127.08	infoADV	Grants trial balance report	R	
GR 127.09	infoADV	Pending approval grant report	R	
GR 127.10	infoADV	Pending expiration or expired grant report	R	
GR 127.11	infoADV	Financial year end statements	R	
GR 127.12	infoADV	Advances of funding vs. Actual costs, including interest earned on reserves	R	
GR 127.13	infoADV	User defined queries	R	
GR 127.14	infoADV	Provide for narrative information appended to reports	R	
GR 128.00	infoADV	Maintain statistical information and produce reports on services provided.	R	
GR 129.00		Display the following on a grant page:		
GR 129.01	infoADV	Grant identifiers (name, number, etc.)	R	
GR 129.02	infoADV	Grant Chart of Accounts	R	
GR 129.03	infoADV	Grant budget(s)	R	
GR 129.04	infoADV	Current year-to-date fiscal budget, revenues and expenditures	R	
GR 129.05	infoADV	Grant-to-date budget, revenues, expenditures	R	
GR 129.06	infoADV	Unexpended balance	R	
GR 129.07	infoADV	Special budget appropriations	R	
GR 129.08	infoADV	Carryover amounts from previous years	R	
GR 129.09	infoADV	Encumbrances	R	
GR 129.10	infoADV	Draw-down Amounts	R	
GR 129.11	infoADV	Advances	R	
GR 129.12	infoADV	Grant transaction detail	R	
GR 130.00	infoADV	Support financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements such as PMS 272 or PMS 279).	R	Presented for consideration to the Functional Review Board. Decision for inclusion in baseline has not yet been determined.
GR 131.00	infoADV	Roll-up grant to higher levels for internal and external reporting.	R	
GR 132.00	infoADV	Produce the Schedule of Expenditures of Federal Awards.	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 133.00	infoADV	Provide grant pages that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).	R	
GR 134.00	infoADV	Provide a grant page that displays the grant expendable budget, encumbrances, expenditures, revenues, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.	R	
GR 135.00	infoADV	Provide the ability to account for Federal financial assistance programs that are subject to the Single Audit Act requirements.	R	
		CASH MANAGEMENT IMPROVEMENT ACT		
GR 136.00	PGM	Comply with Federal Cash Management Improvement Act.	F	
GR 137.00	PGM	Generate cash profiles for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective dates.	F	
GR 138.00	PGM	Calculate ending daily federal cash balances by CFDA number, including disbursements with matching percentages that are recorded as accounts payable, and collections of federal funds recorded as receivables.	F	
GR 139.00	PGM	Calculate interest liability based on clearance pattern analysis and daily cash balances.	F	
GR 140.00	infoADV	Provide forecasting capabilities, which must take into consideration all sources of: 1) actual cash receipts and cash disbursements; 2) the timing of anticipated cash receipts and disbursements; and 3) retainage.	R	Forecasting can be provided via adhoc reports.
GR 141.00	PGM	Cash management capabilities must be fully integrated with both the accounting and budget modules using information from both to make projections.	F	
GR 142.00	infoADV	Generate cash receipt and disbursement reports.	R	
GR 143.00	PGM	System is able to issue warrants in accordance with the cash management policy.	F	

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GR 144.00	PGM	System provides the reversal of receipts for bad checks, rejected wire transfers, and errors on bank deposits.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL		
PJ 1.00	PGM	Provide a budgeting module that documents and facilitates the annual preparation of the ensuing year capital budget for incorporation into the general ledger and the annual budget document.	F	PGM = Project and Grant Management
PJ 2.00	PGM	Perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established in the General Ledger.	F	
PJ 3.00	PGM	Ability to support project budgets by associating budget appropriations from the general ledger to user defined project accounts.	F	
PJ 4.00	PGM	Fully integrate with other modules of the accounting and administrative system.	F	
PJ 5.00	PGM	Differentiate all transactions between operating and capital budgets.	F	
PJ 6.00		Create project budgets with multiple funding sources, including but not limited to:		
PJ 6.01	PGM	Grants	F	
PJ 6.02	PGM	Bonds	F	
PJ 6.03	PGM	General Fund	F	
PJ 6.04	PGM	Enterprise and Internal Service Funds	F	
PJ 6.05	PGM	Federal Funds	F	
PJ 6.06	PGM	State Funds	F	
PJ 6.07	PGM	Contract City Funds	F	
PJ 6.08	PGM	Trust Funds/Donations	F	
PJ 6.09	PGM	Fee-supported Projects	F	
PJ 6.10	PGM	Earned Interest Income	F	
PJ 6.11	PGM	Other User-Specified Operating Funds	F	
PJ 7.00	PGM	Provide the ability to classify sub-categories for each funding source (e.g. breakdown of different Federal sources).	F	
PJ 8.00	PGM	Generate draws to trustees for bond funded projects.	F	
PJ 9.00	PGM	Create debt service budgets for bond funded projects.	F	
PJ 10.00	PGM	Allocate direct and indirect financing costs to projects.	F	
PJ 11.00	PGM	Allocate interest income as a funding source.	F	
PJ 12.00	PGM	Allow for multiple fiscal year budgets for projects.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 13.00	PGM	Provide ability to link a project to a grant.	F	Can support using a Program attribute in conjunction with another cost attribute such as Task, Task Order, etc. Must be confirmed during the Fit Analysis.
PJ 14.00	PGM	Accommodate project budgeting, modify the project budget, and print allocation schedules.	F	
PJ 15.00	PGM	Uniquely identify each project through the assignment of a project number and maintain project-related descriptive information.	F	
PJ 16.00	PGM	Establish project accounts to record project budgets, preencumbrances / encumbrances, expenditures, anticipated revenues, and receivables.	F	
PJ 17.00		Prepare capital budget sheets for distribution to departments based on:		
PJ 17.01	infoADV	Information Technology data	R	Assumes that capital budget sheets are reports based on Chart of Account elements.
PJ 17.02	infoADV	Fixed Asset Data	R	Same comment as PJ 17.00.
PJ 17.03	infoADV	Services and Supplies	R	Same comment as PJ 17.00.
PJ 17.04	infoADV	Salary and Employee Benefits	R	Same comment as PJ 17.00.
PJ 17.05	infoADV	Other Charges	R	Same comment as PJ 17.00.
PJ 17.06	infoADV	Prior year open project data	R	Assumes that capital budget sheets are reports based on time periods of the project and their recorded transactions.
PJ 17.07	infoADV	Prior year departmental needs	R	Assumes that capital budget sheets are reports based on time periods of the recorded transactions against a specific department.
PJ 17.08	infoADV	User-Defined Sources	R	Assumes that capital budget sheets are reports and that user-defined sources can be captured using COA elements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 18.00		Provide summary and detailed capital and operating project budgets by:		Assumes that existing Chart of Account elements may be used to establish a budget for the following elements. This must be confirmed during the Fit Analysis. Alternatively, Design Studio can be used to create a new budget structure for LA County that controls this specific information as it relates to their capital projects.
PJ 18.01	PGM	Department	F	Same comment as PJ 18.00.
PJ 18.02	PGM	Fund	F	Same comment as PJ 18.00.
PJ 18.03	PGM	Organization or Budget Unit	F	Same comment as PJ 18.00.
PJ 18.04	PGM	Supervisory District or other geographical breakdown	F	Same comment as PJ 18.00. Additionally, AMS assumes that a location coding structure can support this requirement.
PJ 18.05	PGM	Service Planning Areas (SPA's)	F	Same comment as PJ 18.00. Additionally, AMS assumes that a location coding structure can support this requirement.
PJ 18.06	PGM	Program or Object Code	F	Same comment as PJ 18.00.
PJ 18.07	PGM	Expenditure or Revenue	F	Same comment as PJ 18.00.
PJ 18.08	PGM	Job Level	F	Same comment as PJ 18.00.
PJ 18.09	PGM	Any element of the Chart of Accounts structure	F	Same comment as PJ 18.00.
PJ 18.10	PGM	Work Order	F	Same comment as PJ 18.00.
PJ 19.00	PGM	Provide multiple revisions and amendments to the budget in the above detail.	F	
PJ 20.00		Record and maintain data at the following levels of detail:		
PJ 20.01	PGM	Fiscal Year	F	
PJ 20.02	PGM	Budget Year	F	
PJ 20.03	PGM	Fund	F	
PJ 20.04	PGM	Department, Cost Center, or Organization Code	F	
PJ 20.05	PGM	Function	F	
PJ 20.06	PGM	Project	F	
PJ 20.07	PGM	Program	F	
PJ 20.08	PGM	Activity	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 20.09	PGM	Task	F	
PJ 20.10	PGM	Phase	F	
PJ 20.11	PGM	Contract and type of contract	C	Same comment as PJ 117.00.
PJ 20.12	PGM	Minor Object	F	
PJ 20.13	PGM	Job Number	F	
PJ 20.14	PGM	Work order	F	
PJ 20.15	PGM	Any element of the Chart of Accounts structure	F	
PJ 21.00	PGM	Inquire into budgets, preencumbrances/encumbrances, revenues, and expenditures at any level described above.	F	
PJ 22.00	PGM	Carry forward unexpended project budgets over fiscal year-end.	F	
PJ 23.00	PGM	Access prior years' project cost.	F	
PJ 24.00	infoADV	Report actual project-to-date activity for the capital or operating budget.	R	
PJ 25.00	PGM	Establish reimbursable budgets for projects. Reimbursable budgets control expenditures available for project billing only.	F	
PJ 26.00	PGM	Accumulate and bill for all reimbursable portions of projects.	F	
PJ 27.00	PGM	Provide edit to ensure that project billings do not exceed the reimbursable budget with an override capability based on security.	F	
PJ 28.00	PGM	Establish project activity at a lower level of detail (e.g., phase) than project number and track financial activity associated with each location, phase, or activity within phase.	F	
PJ 29.00	PGM	Ability to move funding from one project to another, with appropriate security control.	F	
PJ 30.00	PGM	Increase or decrease project funding after project is in place, with the appropriate security control.	F	
PJ 31.00		Provide project budgetary control options as follows:		
PJ 31.01	PGM	Absolute control - prevents transaction from processing without override approval	F	
PJ 31.02	PGM	Warning – provides warning message but allows transaction to process	F	
PJ 31.03	PGM	No control – allows transaction to process without warning	F	
PJ 32.00	PGM	Suspend a project prior to completion with exceptions for anticipated revenue and prior expenditures.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 33.00	PGM	Carry forward fiscal year appropriation and cash balances for multi-year projects.	F	
PJ 34.00	PGM	Enter a variety of descriptive information about a project, such as a narrative (up to 2000 characters).	F	ADV 3 can support descriptive or memo fields up to the limitations of the database software selected by the County. The County should confirm that this requirement does not exceed the capabilities of desktop tools to be used by its end user community (e.g., Excel).
PJ 35.00	PGM	Track projects over multiple years.	F	
PJ 36.00	PGM	Track projects by budget revisions and track budget revisions by projects.	F	
PJ 37.00	PGM	Accommodate workflow approval process for all project related purchases.	F	
PJ 38.00	PGM	System should provide ability to establish project budgets and track/control revenues and expenditures against the budget.	F	
PJ 39.00	PGM	Provide an automated cross reference to all internal and external project numbers.	F	
PJ 40.00	PGM	Bill other departments or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with GAAP, and provide a method for the County to recognize intragovernmental transactions.	F	
PJ 41.00	PGM	Track and report Federal Emergency Management Agency (FEMA) and SB-90 Claims.	R	
PJ 42.00	PGM	Establish projects that may cross funds or budget units.	F	
PJ 43.00	PGM	Associate project budgets with budgetary control appropriations in the General Ledger ensuring consistency across applications.	F	
PJ 44.00	PGM	Associate multiple funding sources with projects and track the application of funding to actual expenditure.	F	
PJ 45.00	PGM	Clone project accounts established from previous projects, then modify for a newly created project.	F	
PJ 46.00	PGM	Identify projects lacking financial activity for a user-defined period for possible closeout.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 47.00	infoADV	Calculate capitalized interest by project.	R	An ad hoc report can be developed to provide this information.
PJ 48.00	PGM	Create multiple summary ledgers for reporting purposes.	F	ADV 3 provides 10 ledger shells for an entity to configure out of the box. In addition to the 4 provided (e.g., ITD, BFY, APD, FY).
PJ 49.00	PGM	Maintain historical data for all projects independent of G/L data (across multiple fiscal years).	F	
PJ 50.00	PGM	Summarize or "rollup" expenditures to a higher budget level (budget not requiring minute detail).	F	
PJ 51.00	PGM	Separate costs by real estate acquisition and construction.	F	
PJ 52.00	PGM	Support the ability to manage several sub-projects under one controlling project.	F	This relationship is established by users using the Major Program and Program attributes.
PJ 53.00	PGM	Support a hierarchical approach to tracking and reporting projects costs and other user defined fields (i.e., main project, sub-project, task, sub-task).	F	
PJ 54.00	PGM	Associate multiple funding sources to multiple phases within projects.	F	
PJ 55.00	PGM	Supports project budgets and expenditures down to fund source and phase levels.	F	
PJ 56.00	PGM	Accommodates resource scheduling on projects.	TP	This functionality is not supported in ADV Financial 3.
PJ 57.00	PGM	Include / exclude equipment depreciation rate from equipment costs.	F	Depreciation charged to a specific asset is tracked in ADV 3 by an Event Type and Posting Code.
PJ 58.00	PGM	Accumulate both equipment costs and equipment usage.	F	ADV 3 has the capability to capture equipment usage and costs via charge class codes. These codes could correlate to individual pieces of equipment or to general classes of equipment and are entered via the charge transaction.
		PROJECT ACCOUNTING		
PJ 59.00	PGM	Accommodate the change order process for projects.	F	Budget adjustments caused by change orders can be accommodated via the entry of budget transactions against projects.

Functional Category: Financial -
Project Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 60.00	PGM	Track retainage and release by user-defined percentages and parallel invoicing.	F	
PJ 61.00	PGM	Provide ability to record contract stop notices.	C	Same comment as PJ 117.00.
PJ 62.00	PGM	Provide ability to assign indirect cost codes.	F	
PJ 63.00	PGM	Provide ability to track payments to external vendors and inter-departmental vendors to a project.	C	Same comment as PJ 117.00.
PJ 64.00	PGM	Provide ability to transfer transaction detail from one project to another.	F	
PJ 65.00	PGM	Accommodate multiple change orders and multiple transfers of funds within projects.	F	As stated in our response to PJ 59.00, change order adjustments to projects may be entered via budget transactions.
PJ 66.00	PGM	Automatically set aside retainage by multiple user-defined percentages and release formulas.	F	Retainage terms can be set at the time the encumbrance/contract is entered into the system. The retainage is released at the expenditure stage upon the County's determination that the terms have been met and the processing of the associated payment request.
PJ 67.00	PGM	Provide ability to record non-financial data without affecting financial accounts.	F	
PJ 68.00	PGM	Ability to identify direct costs for each project by object and sub-object of expenditure.	F	
PJ 69.00	PGM	Provide ability to differentiate between direct and indirect costs and identify the type of costs (i.e., fixed, fixed plus flat fee, etc.).	F	
PJ 70.00	PGM	Ability to track multiple contracts to a single project.	F	
PJ 71.00	PGM	Ability to track a single contract to multiple projects.	F	
PJ 72.00	PGM	Allow input, adjustments, and transfer of costs at the lowest level of account coding.	F	
PJ 73.00	infoADV	Maintain multiple types of project completions/statuses. For example, project may be complete from a performance viewpoint but still open for accounting purposes.	R	This information can be obtained by developing an ad hoc report.
PJ 74.00	PGM	Ability to prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.	F	

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PJ 75.00	PGM	Ability to prevent contractors from getting paid prior to the official start date of the project or until access requirements and ADA regulations are met, with the ability to override with the proper security.	F	
PJ 76.00	PGM	Allow processing of project-related revenue transactions outside of the project service dates (with override capability).	F	
PJ 77.00	PGM	Identify expenditures by grant number, project number, and outstanding encumbrances for specific project number.	F	
PJ 78.00	PGM	Generate on-line, user defined warning / alert when project and phase expenditures near or exceed the original project estimates.	C	Specific alerts based on project estimates and not actual expenditures would require customization of the software.
PJ 79.00	PGM	Alert user with a flag or warning when project budget is overcharged either by overall project, phase, or task and allows the overcharge only with proper security.	F	
PJ 80.00	PGM	When security allows overcharge, no other users other than the specified user can charge against the project budget.	F	
PJ 81.00	PGM	Track project and contract costs and encumbrances by equipment/asset categories.	F	
PJ 82.00	PGM	System can allocate and track budget dollars by selected user-defined levels.	F	
PJ 83.00	PGM	Ability to reconcile cost / project accounting and financial accounting records (these must balance).	F	
PJ 84.00	PGM	Ability to increase or decrease the maximum amount of project funding with proper security.	F	
PJ 85.00	PGM	Ability to capture encumbrances supplied by manual input or interface from other functional areas, I.e. accounts payable.	F	
PJ 86.00	PGM	Ability to reduce related encumbrance amounts as payment request is mad	F	
PJ 87.00		Validate charges against project master files to determine if:		
PJ 87.01	PGM	Charges are to open projects.	F	
PJ 87.02	PGM	Accounts charged are valid for specified projects.	F	Assumes that this requirement can be supported by a Program + Phase + Event combination. This must be confirmed during the Fit Analysis.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 88.00	PGM	Provide ability to obtain project titles online to assist in proper identification for data entry.	F	
PJ 89.00	PGM	Allocate an amount of revenue/ expenditure by entered percentages to various projects.	F	
PJ 90.00	PGM	Ability to prevent posting of financial transactions to project ledgers without corresponding posting to general ledger accounts.	F	
PJ 91.00	PGM	Allow posting of non-financial transactions to project ledgers without corresponding posting to general ledger accounts.	F	
PJ 92.00	PGM	Ability to maintain accrual and cash basis balances.	F	
PJ 93.00	PGM	Ability to track multiple year expenditures.	F	
PJ 94.00		Accumulate balances for:		
PJ 94.01	PGM	Actuals	F	
PJ 94.02	PGM	Budgets	F	
PJ 95.00	PGM	Allow or disallow spending of anticipated revenue for each project.	F	
PJ 96.00	infoADV	Provide arbitrage accounting, including detailed calculations to determine liabilities to Federal government.	R	
PJ 97.00	PGM	Provide "drop-down" lists of valid accounts (that can be used with a specific project/program) when a project/program code is entered during a financial transaction.	F	
PJ 98.00	infoADV	Generate "cash profiles" for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective date.	R	
PJ 99.00	PGM	Ability to calculate interest liability based on clearance pattern analysis and daily cash balances.	F	
		PROJECT MANAGEMENT		

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 100.00	PGM	System can be interfaced with Primavera or other project management software. Vendors should note in the Comments column which project management software has been interfaced successfully with their financial system.	F	ADV 3 can be interfaced with 3rd party Project Management software assuming that the County can identify the mapping and posting requirements. At this time, AMS cannot provide examples of clients who have interfaced ADV 3 with 3rd party tools. However, AMS has interfaced hybrid systems that reside on databases, such as Microsoft Access and FoxPro.
PJ 101.00	PGM	Record project activity over multiple years.	F	
PJ 102.00	PGM	Record project activity for multiple departments.	F	
PJ 103.00		Accommodate a variety of projects such as:		
PJ 103.01	PGM	Small capital expenses (e.g., remodeling)	F	
PJ 103.02	PGM	Large capital projects (e.g., buildings, construction, infrastructure)	F	
PJ 103.03	PGM	Operating expenses	F	
PJ 103.04	PGM	Routine work order(s) for non-capital expenditures	F	
PJ 104.00		Classify the project by:		
PJ 104.01	PGM	Type of project (paving, building, ADA barrier removal, etc.)	F	
PJ 104.02	PGM	Location	F	
PJ 104.03	PGM	Administering department	F	
PJ 105.00		Track the following dates:		
PJ 105.01	PGM	Planned start date	C	This reference field would have to be added to one of the attributes in the cost accounting structure.
PJ 105.02	PGM	Actual start date	F	
PJ 105.03	PGM	Planned completion date	C	Same comment as PJ 105.01.
PJ 105.04	PGM	Actual completion date	F	
PJ 106.00	PGM	Provide ability to maintain a project address.	F	Assumes that project address can be maintained as contact information.
PJ 107.00	PGM	Provide ability to associate work orders with projects.	F	Use the Task Order field under the Detail Accounting component on all financial transactions.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 108.00	PGM	Ability to track approval levels.	F	Approval levels can be established on ADV 3 financial transactions.
PJ 109.00	infoADV	Ability to keep historical record of external approvals received.	R	
PJ 110.00	PGM	Provide a means for standard control and monitoring of projects.	F	
PJ 111.00	PGM	Ability to associate projects with other projects in a hierarchical structure.	F	
PJ 112.00	PGM	Ability to classify project costs according to task (i.e., inspection, design).	F	
PJ 113.00	PGM	Track dedicated funds set aside for selected activities in projects (e.g., set aside funds for planned activities as they become known).	F	
PJ 114.00	PGM	Account for advance planning activities prior to the establishment of a project and transfer the costs to the project after it is established.	F	
PJ 115.00	infoADV	Enter an amount or the current percent of completion and have the system estimate additional amounts for finishing the project (both total cost of project and variances from budget).	R	
PJ 116.00	infoADV	Program the calculation of projected final costs using multiple user-defined methods of computation. Vendors should list what computation methods can be used for projection of final costs in the Comments column.	R	Ad hoc reports can be developed that display actual and budget amounts. infoADVANTAGE supports user specified calculations via standard mathematical and logical functions.
		CONTRACT ADMINISTRATION		

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 117.00	PGM	Provide ability to enter contract parameters (e.g. contract number, start and end date, contract amount, etc.) after the contract has been approved.	C	AMS Advantage functionality will allow County staff to enter contracts in the system as projects and thereby invoke project dollars-related tracking functionality and edits. However, doing so provides the County a short-term solution that will provide limited dollar tracking capabilities and will not fully support contracts administration functions. AMS recommends the creation of a functional design prior to the County's use of project functionality for contracts to confirm that baseline Advantage capabilities can support the County's requirements. The vendor response of "C" for these requirements includes the creation of the functional design and does not include estimates for software customization as baseline AMS Advantage project-related documents and tables will be used.
PJ 118.00	PGM	Provide ability to create user-defined contract releases.	C	Same comment as PJ 117.00.
PJ 119.00	PGM	Accommodate contract payments that reference an encumbrance and those that are direct expenditures (no encumbrance reference).	C	Same comment as PJ 117.00.
PJ 120.00	PGM	Prevent contractors from getting paid prior to the official start date of the project with the ability to override with the proper security.	C	Same comment as PJ 117.00.
PJ 121.00	PGM	Budget and encumber contracts per line items and also assign project accounting data.	C	Same comment as PJ 117.00.
PJ 122.00	PGM	Track multiple encumbrances and payments against a single contract.	C	Same comment as PJ 117.00.
PJ 123.00	PGM	Allow multiple contracts per vendor, multiple items per contract and multiple dates.	C	Same comment as PJ 117.00.
PJ 124.00	PGM	Track several purchase orders or other reference documents within a single contract.	C	Same comment as PJ 117.00.
PJ 125.00	PGM	Close and reopen contracts, including capital projects, across fiscal years.	C	Same comment as PJ 117.00.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 126.00	PGM	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	C	Same comment as PJ 117.00.
PJ 127.00	PGM	Track and report contract operations over several different periods including County, federal, state, or other user defined fiscal year.	C	Same comment as PJ 117.00.
PJ 128.00	PGM	Record and track contract limits at user specified levels of detail over the life of the contract.	C	Same comment as PJ 117.00.
PJ 129.00	PGM	Accommodate and track supplemental agreements to contracts.	C	Same comment as PJ 117.00.
PJ 130.00	PGM	Maintain a real-time transaction listing of all contract change orders including date and source. (To understand why changes were made, what amount, who approved, etc.)	C	Same comment as PJ 117.00.
PJ 131.00	PGM	Encumber only a portion of a contract based on fiscal year.	C	Same comment as PJ 117.00.
PJ 132.00	PGM	Track and flag contract expiration/extension dates. The System provides the ability to set flag timing to build in lead time to extend or re-bid the contract.	C	Same comment as PJ 117.00.
PJ 133.00	PGM	Automatically assign alphanumeric or numeric contract numbers to contracts, and provide for user-defined alphanumeric or numeric assignments with the ability to track change orders, retention, releases of retention, % of retention, supplemental agreements, stop notices, encumbrances, and other user defined element.	C	Same comment as PJ 117.00.
PJ 134.00	PGM	Track and report, by account number, expenditures & revenue for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).	C	Same comment as PJ 117.00.
PJ 135.00	PGM	Provide user defined contract periods that include contract year, fiscal year, and contract term for those contracts which span multiple fiscal years.	C	Same comment as PJ 117.00.
PJ 136.00	PGM	Provide access to contract information on-line and in real time to central and remote users with appropriate security.	C	Same comment as PJ 117.00.
PJ 137.00	PGM	Attach comments and/or supporting files such as Word/Excel to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	C	Same comment as PJ 117.00.
PROJECT CLOSE				

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 138.00	PGM	Allow the user to specify and control the project closing process through user tables and security.	F	ADV 3 supports this requirement by allowing users to control project closings by setting projects in either "active or inactive" status.
PJ 139.00	PGM	Support multiple closing of projects at the user's options.	F	ADV 3 supports this requirement by allowing users to control project closings by setting projects in either "active or inactive" status.
PJ 140.00	infoADV	Maintain distinction between departmental closure and Board approval date of the closure, which specifies when project is considered actually closed.	R	
PJ 141.00	PGM	Close projects partially or completely.	C	ADV 3 allows projects to be in an "active or inactive" status.
PJ 142.00	PGM	System provides an automated procedure to purge and archive data for closed projects.	C	AMS has plans to create a Purge/Archive process of the cost accounting attributes. However, this process is currently not in the schedule for the very next release.
PJ 143.00	infoADV	Identify inactive projects for possible close.	R	
PJ 144.00	PGM	Close project at user specified date.	F	This is a manual setting in ADV 3.
PJ 145.00	PGM	Close and capitalize or expense each project as completed and make required entries to the asset or expense accounts and work-in-progress accounts.	F	
PJ 146.00	PGM	Re-open a closed project with proper security.	F	
PJ 147.00	PGM	Transfer construction-in-progress accounts to fixed asset accounts at project close or completion.	F	
		REPORTING		
PJ 148.00		Ability of system to generate reports from specific or ranges of:		
PJ 148.01	infoADV	Project Number or Name	R	
PJ 148.02	infoADV	Type (capital or operating)	R	
PJ 148.03	infoADV	Departments and Organization/Division	R	
PJ 148.04	infoADV	Year	R	
PJ 148.05	infoADV	Funding Source	R	
PJ 149.00	infoADV	Produce variance reports according to the account ranges specified above.	R	

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Project Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 150.00	infoADV	Provide report at end of project listing expenditures by funding sources and type including associated invoice and warrant numbers at a summary and detail level.	R	
PJ 151.00		Provide the following reports:		
PJ 151.01	infoADV	Expenditures by type of expenditure, I.e. fixed asset, component, etc.	R	
PJ 151.02	infoADV	Expenditures by vendor and invoice number.	R	
PJ 152.00	infoADV	Produce project status reports for current month, YTD and inception-to-date.	R	
PJ 153.00	infoADV	Generate statistical data reports.	R	
PJ 154.00	infoADV	Report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor.	R	
PJ 155.00	infoADV	Track and report revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and project inception date to current date at detail level specified by user.	R	
PJ 156.00	infoADV	Generate project reports which reflect accrued expenditures, providing the ability to forecast future project activity.	R	
PJ 157.00	infoADV	System should provide project on-line inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).	R	
PJ 158.00	infoADV	Provide a page that displays project budget, encumbrances, expenditures, revenues, vendors, customers and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.	R	

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General**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General Requirements		
GEN 1.00	Base	Full integration between all software modules. Specifically, the updating of any data element occurs only once, and is then reflected throughout all applications.	F	
GEN 2.00	Base	All applications/modules utilize the same database.	F	
GEN 3.00		System users have the ability, based upon their security profile, to customize/develop the following parameters specific to their user ID:		
GEN 3.01	Base	Input screens	F	
GEN 3.02	Base	Menus, including help menus	F	
GEN 3.03	Base	Notices	F	
GEN 3.04	Base	Default field values	F	
GEN 3.05	Base	Look-up Tables	F	
GEN 4.00	Base	Prints information displayed on the screen.	F	
GEN 5.00	Base	Accesses other input screens and modules without backing out of menus or menu paths.	F	
GEN 6.00	Base	Supports short-cut keys to move between modules and menus.	F	
GEN 7.00	Base	Ability to navigate within multiple input screens without losing information input on the original (or header) screen.	F	
GEN 8.00	Base	Ability to move backward within a menu structure without losing data.	F	
GEN 9.00	Base	Ability to open multiple screens/windows.	F	
GEN 10.00	Base	Utilizes on-line drop-down list of all valid values for each validated field.	F	
GEN 11.00	Base	Supports partial / wildcard queries in fields.	F	AMS ADVANTAGE supports the use of wild cards for document and table searches.
GEN 12.00	Base	Supports user defined fields for the capture of unique data by department.	F	This requirement is met by AMS ADVANTAGE Design Studio.
GEN 13.00	Base	Utilizes an on-line help feature, which directs the user to help screens specific to the transaction for which they are processing.	F	
GEN 14.00	Base	Contains a customizable on-line tutorial for each module.	F	
GEN 15.00		System provides the ability to attach and retrieve the following documents to financial and non-financial transactions:		
GEN 15.01	Base	Scanned images	F	AMS ADVANTAGE Financial is able to attach this information.
GEN 15.02	Base	Programs	F	See GEN 15.01

Functional Category: Financial - General

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 15.03	Base	Word processing documents	F	See GEN 15.01
GEN 15.04	Base	Spreadsheets	F	See GEN 15.01
GEN 15.05	Base	Sound Files	F	See GEN 15.01
GEN 15.06	Base	Video Files	F	See GEN 15.01
GEN 15.07	Base	Other input device information as listed in the technical requirements	F	Assuming the data from the input device is transmitted via a digital format.
GEN 16.00	Base	Ability to copy one line of field values to the next line and change one or more field value elements when using input screens.	F	
GEN 17.00	Base	Splits a single transaction over multiple coding line distributions (fund, appropriation, general ledger account, project, grant, etc.) on all transaction types based on user-defined criteria.	F	
GEN 18.00	Base	Splits account distributions by percentage, dollar amount, quantity or other user-defined calculation.	F	
GEN 19.00	Base	Prevents deletion of an account with a balance or activity.	F	
GEN 20.00	Base	Utilizes effective dates (past, current, future) for all elements in the chart of accounts, including project, program, and funding source codes.	F	
GEN 21.00	Base	Provides an effective date edit against all chart of account elements by posting date (fiscal period update) and calendar date.	F	
GEN 22.00	Base	All transactions are stored at the level of detail entered in the system.	F	
GEN 23.00	Base	All transactions are stored until purged.	F	
GEN 24.00	Base	Parent and child transactions are linked (e.g. voucher is linked to payment).	F	
GEN 25.00	Base	Provides department expenditure and revenue account classification in a drop down list that reflects the hierarchical structure of all elements of the chart of accounts.	F	
GEN 26.00	Base	Supports posting to the general ledger in summary or in detail based upon user-defined system configuration.	F	AMS Advantage provides detailed transaction information on the journals and summarized transaction information by chart of account in the general ledger.
GEN 27.00	Base	Permits users to process transactions on-line real time or in batch mode.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 28.00	Base	Provides on-line error correction or modification of previously made entries	F	
GEN 29.00	Base	Provides an aged error file by user.	F	AMS ADVANTAGE Workflow events can be configured to notify users when transaction errors have not been resolved.
GEN 30.00	Base	Provides option by transaction type of holding in suspense only rejected transactions within a batch, while accepted transactions are placed in a new batch electronically and processed	F	
GEN 31.00		Processes external transactions (in standard format) from interfaced systems in the following ways:		
GEN 31.01	Base	Accepts transaction files	F	
GEN 31.02	Base	Applies all system edits	F	
GEN 31.03	Base	Generates exception reports	F	
GEN 31.04	Base	Posts transactions after all edits are approved	F	
GEN 32.00	Base	Produces a standard formatted file that supports sending financial information (e.g., history extract, payment data) to other systems.	F	
GEN 33.00	infoADV	Produces an electronic file that can be changed into a user-defined format.	R	This requirement is met by *info*ADVANTAGE
GEN 34.00	Base	Allow for the ability to upload and download various data from spreadsheets, word processors and databases. Vendors should list in the Comments column which software has been interfaced successfully with their system. (e.g. Word, WordPerfect, Excel, etc.)	R	
		Accounting Requirements		
GEN 35.00	Base	Meets Generally Accepted Accounting Principles (GAAP).	F	
GEN 36.00	Base	Captures date of entry as well as effective posting date for all accounting transactions.	F	
GEN 37.00	Base	Supports all fund accounting and accounting standards promulgated by the Governmental Accounting Standards Board (GASB).	F	
GEN 38.00	Base	Provides program accounting functionality with ability to access revenue & expenditure data from other modules based on a program code. Program can be a sub-classification of a project.	F	
GEN 39.00	Base	Supports subsidiary ledgers that are automatically updated by source transactions.	F	

Functional Category: Financial - General

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 40.00	Base	System recognizes transactions posted to a thirteenth, fourteenth, fifteenth and sixteenth period	F	
		Edit Requirements		
GEN 41.00	Base	Uses descriptive error messages.	F	
GEN 42.00	Base	Utilizes on-line error message help screens, which can be accessed directly from the error message.	F	
GEN 43.00	Base	Users can modify error message text with proper security.	F	
GEN 44.00	Base	Highlights required elements and provides detailed error messages when entering any system transaction (e.g., purchasing, HR event, chart of account maintenance) if an element is incorrect or omitted.	F	
GEN 45.00	Base	Allows only existing table values in fields requiring valid values.	F	This requirement is met by drop down lists and boxes
GEN 46.00	Base	Detects and rejects transactions containing invalid chart of account combinations.	F	
GEN 47.00	Base	Supports system edits to ensure that coding entered on transactions is valid and that the combination of codes (e.g., fund, object, etc.) is valid.	F	
		Workflow and Approval Requirements		
GEN 48.00	Base	Utilizes workflow for processing transactions across different units within the organization, based on user defined processes and approvals.	F	
GEN 49.00		Workflow tools are available (but not limited to) for the following types of transactions:		AMS Advantage workflow functionality is available for processing financial transactions and chart of account fields.
GEN 49.01	Base	Requisitions	F	See GEN 49.00
GEN 49.02	Base	Purchase Orders	F	See GEN 49.00
GEN 49.03	Base	Invoices	F	See GEN 49.00
GEN 49.04	Base	Journal Vouchers	F	See GEN 49.00
GEN 49.05	Base	Chart of Account Maintenance	F	See GEN 49.00
GEN 49.06	Base	Disbursements	F	See GEN 49.00

Functional Category: Financial -
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 50.00	Base	Notifies account "owners" of transactions to their accounts that are generated by users that are not part of the accounts owners workgroup (e.g., organization unit).	F	Since AMS ADVANTAGE Document approval processing is fully rule driven and can utilize any field available to a Document, rules can be defined to notify users or workgroups based on the value of a particular Document field such as organization unit.
GEN 51.00	Base	Provide user ability to set number of approvals required by type of transaction or threshold such as dollar value.	F	
GEN 52.00	Base	Monitors workflow transactions based on user-defined thresholds (e.g., time and amount)	F	
GEN 53.00	Base	Provides an escalation method for workflows that are past due by automatically routing transactions to others in a work group if an individual does not act within a specified timeframe.	F	This requirement is met by work flow functionality in AMS ADVANTAGE
GEN 54.00	Base	Supports user-defined electronic notifications based on transaction triggers (For example, electronic notification to central accounting when a particular expense or revenue transaction is entered into the system.).	F	AMS ADVANTAGE Document approval processing is a system of routing documents through AMS ADVANTAGE Workflow to one or more users for review/approval prior to finalizing the document. Workflow provides the technical means of electronically routing documents.
GEN 55.00		Workflow rules are based upon the following:		
GEN 55.01	Base	Tolerances	F	
GEN 55.02	Base	Financial rules	F	
GEN 55.03	Base	User-defined parameters	F	
GEN 56.00		Supports the following approval options in workflow:		AMS ADVANTAGE Document approval processing provides the potential approver with a choice of actions that can be taken when a Document is pending an approval or approvals. The user can apply his approval for the particular approval level that was routed in

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 56.01	Base	Save as draft	F	AMS ADVANTAGE Documents are created in the Draft status. This status indicates to the system that the document is not ready to be processed and it will not be picked up by the workflow approval processing system.
GEN 56.02	Base	Change required	F	
GEN 56.03	Base	Deny	F	
GEN 56.04	Base	No Action (Hold for future processing)	F	
GEN 56.05	Base	Approve	F	
GEN 57.00	Base	Produces operational and management reports on workflow and workload status and productivity.	F	
GEN 58.00	Base	Provides a flexible, hierarchical approval process.	F	AMS ADVANTAGE Document approval processing supports a full range of options when defining the overall flow of the approval process for a particular document. For example, a document can require none, one or more approvals. The approval rules are associated with process hierarchies.
GEN 59.00	Base	Tracks and reports electronic approvals.	F	All approvals and approval actions are tracked on the Approval Log. This log can be used to report the approval activity performed on a certain Document in the system.
GEN 60.00	Base	Workflow transaction records contains a comment field for text entry or for file attachments.	NV	
GEN 61.00	Base	Supports a minimum of ten approval levels for transactions.	F	A maximum of 15 approval levels can be setup per transaction
GEN 62.00	Base	Allows individuals with higher levels of authority to approve transactions that have not been approved by individuals with lower levels of authority	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 63.00	Base	Permits, in some cases, approvals that do not follow approval hierarchy in pre-defined workflow rules.	F	AMS ADVANTAGE Document approval processing allows approvals to be manually routed to other authorized approvers or approval groups. This allows the flow of the approval processing to be changed manually
GEN 64.00	Base	Requires multiple levels of approval for certain transactions.	F	A Document can be set up to require one or more approvals. For each approval level, the administrator can define the rules requiring that approval level, establishing a routing destination and a routing sequence, as well as indicating whether an e-mail notification was sent.
GEN 65.00		Supports changing workflow rules with user-defined option to:		
GEN 65.01	Base	Process old transactions under old rules	F	AMS ADVANTAGE Document approval processing rules can be effective dated, so it is possible to have different approval requirements/rules applied to an existing Document depending on the transaction processing date of the Document.
GEN 65.02	Base	Force old transactions through new rules	F	
GEN 66.00		Supports the following approval assignments:		
GEN 66.01	Base	Group approvals for individual transactions	F	AMS ADVANTAGE Document approval processing can be setup to route a required group of approvals in parallel to workflow users or workgroups. In addition, individual approvals can be routed as well in a serial fashion.

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General

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 66.02	Base	Group approvals for group transactions	F	AMS ADVANTAGE Document approval processing can be setup to route a required group of approvals in parallel to workflow users or workgroups. In addition, individual approvals can be routed as well in a serial fashion. Additional information is required to determine support of this requirement by baseline functionality.
GEN 66.03	Base	Individual approvals	F	
		Recurring Transactions / Transaction Templates		
GEN 67.00	Base	System should allow for the use of coding block templates for transactions that use a common coding block, but differing transaction amounts. (e.g., distribute a dollar amount by percentage).	F	AMS Advantage allows the creation and use of commonly used Chart of Account templates
GEN 68.00		Supports user-defined recurring transactions based upon the following schedules:		
GEN 68.01	Base	Periodic	F	
GEN 68.02	Base	Fixed	F	
GEN 68.03	Base	Open	F	
GEN 68.04	Base	Percentage allocation	F	
GEN 68.05	Base	Amount	F	
GEN 69.00	Base	Supports workflow processes for recurring transactions.	F	
GEN 70.00	Base	Validates all fields in recurring transaction entries.	F	
GEN 71.00	Base	Notifies users that recurring transactions are about to generate.	F	User can perform online inquiry to find recurring transactions for a specific date
GEN 72.00	Base	System provides a method to identify transaction/document type.	F	
GEN 73.00	Base	Provide the ability to have multiple open periods within each subledger/sub module as well as the general ledger.	F	
GEN 74.00	Base	System prevents transactions from posting unless the transaction updates open periods within each subledger/sub-module and within the general ledger.	F	
GEN 75.00		At a minimum, transactions must accommodate the following pre-defined or user customized fields:		
GEN 75.01	Base	Transaction code (2 characters)	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 75.02	Base	Claiming-program code (6 characters)	F	
GEN 75.03	Base	Claiming-state approval number (11 characters)	F	
GEN 75.04	Base	Claiming-vendor contract number (8 characters)	F	
GEN 75.05	Base	Claiming-group code (20 characters)	F	
GEN 76.00	Base	System should accommodate the following amount on transaction entry amount $999,999,999,999.00 and report totals of $999,999,999,999.00 without having to state or display the number in thousands.	F	
GEN 77.00	Base	Transactions must be "traceable" back to the originating department / organization.	F	
GEN 78.00	Base	System is able to have a two part number which makes up the whole transaction number. The first part of the number is a user-defined prefix such as year and month and the second part of the number is an automated sequence number (that is never duplicated).	F	
		Audit Requirements		
GEN 79.00	Base	System should provide an automated audit trail (e.g., log of changes, additions, deletions, deactivations) of system changes.	F	
GEN 80.00		Records the following minimum data on all transactions:		The data fields listed in 80.01 through 80.09 are available on all transactions
GEN 80.01	Base	Type of change	F	Please see GEN 80.00.
GEN 80.02	Base	Operator ID	F	Please see GEN 80.00.
GEN 80.03	Base	Effective Date of Change	F	Please see GEN 80.00.
GEN 80.04	Base	Date	F	Please see GEN 80.00.
GEN 80.05	Base	Time	F	Please see GEN 80.00.
GEN 80.06	Base	Old value	F	Please see GEN 80.00.
GEN 80.07	Base	New value	F	Please see GEN 80.00.
GEN 80.08	Base	Transaction type	F	Please see GEN 80.00.
GEN 80.09	Base	Transaction ID	F	Please see GEN 80.00.
GEN 81.00	Base	Audit rules are system administrator defined so that there is the option to audit only certain transactions (e.g., workflow approvals).	F	
GEN 82.00	Base	Maintains history of all changes to records.	F	
GEN 83.00	Base	Archives all data collected in the system database based on system administrator defined criteria.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 84.00	Base	Flags items for deletion until the purge program moves the flagged items into the data archive.	F	
GEN 85.00	Base	System ensures all data is archived before deletion.	F	
GEN 86.00	Base	Users cannot reference purged, archived, or deleted chart of account elements on system transactions.	F	
		Querying		
GEN 87.00	Base	Ability to drill down to supporting documents and related transactions from any field within the system.	F	Drill down is provided in AMS ADVANTAGE
GEN 88.00	infoADV	System generates ad-hoc queries and reports based on user defined parameters.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 89.00	infoADV	Ad-hoc queries access any fields within the system.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 90.00	infoADV	Exports queries to popular desktop applications (e.g., Microsoft Office, Lotus Suite, etc.).	R	
GEN 91.00	infoADV	Ability to drill down from summary balances to the supporting detail transactions and drill up from the detail transaction to the summary balance (e.g., overtime expense to payroll employees contributing to expense to projects/funds receiving charge).	R	
GEN 92.00	Base	Ability to search a range of account numbers.	F	This can be accomplished by entering a wild card within the selection criteria
GEN 93.00	infoADV	System administrator can terminate any query or report that significantly reduces system performance.	R	Functionality is supported by system administration functions within infoADVANTAGE.
GEN 94.00	infoADV	System automatically cancels a query job if it fails to meet system administrator defined criteria (e.g., time limits).	R	Pre-set limits can be set within *info*ADVANTAGE
GEN 95.00	Base	Workflow processes can be queried to check on approval status for a document.	F	This requirement is met by the Approval Log Table, a component of AMS Advantage workflow functionality.
		Reporting		
GEN 96.00		Ability to produce system reports containing the following minimum information:		The data fields listed in 96.01 through 96.07 are available in AMS ADVANTAGE Financial
GEN 96.01	Base	Log On ID	F	Please see GEN 96.00.
GEN 96.02	Base	Transaction Date	F	Please see GEN 96.00.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 96.03	Base	Transaction Time	F	Please see GEN 96.00.
GEN 96.04		Action taken		
GEN 96.04.01	Base	Addition	F	Please see GEN 96.00.
GEN 96.04.02	Base	Deletion	F	Please see GEN 96.00.
GEN 96.04.03	Base	Change	F	Please see GEN 96.00.
GEN 96.05	Base	Fields that changed	F	Please see GEN 96.00.
GEN 96.06	Base	Panels or Screens that changed	F	Please see GEN 96.00.
GEN 96.07	Base	original value/new value	F	Please see GEN 96.00.
GEN 97.00	infoADV	Ability to save and retrieve ad hoc reports/queries.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 98.00	infoADV	Ability to produce ad-hoc reports both online and in hard copy.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 99.00	Base	System meets the County's financial reporting requirements in accordance with GAAP.	F	
GEN 100.00	Base	The system supports federal and state government reporting requirements applicable to all modules/applications.	F	
GEN 101.00	Base	Ability to produce suspense report for all pending transactions.	F	
GEN 102.00	Base	Ability to generate reports that include user designed graphs and charts.	F	
GEN 103.00	Base	Ability to route reports to various network printers as defined by user.	F	
GEN 104.00	Base	Ability to produce a list of items flagged for purging.	F	
GEN 105.00		Produces the following Quality Assurance reports:		
GEN 105.01	Base	Out of balance reports (system and transaction)	F	
GEN 105.02	Base	Control report that reconciles summary and detail balances	F	
GEN 105.03	Base	Reconciliation report that only shows out of balance conditions within and between modules	F	This requirement is met by AMS ADVANTAGE Financial quality assurance processes and reports
Security				
GEN 106.00	Base	All transactions require proper security.	F	
GEN 107.00	Base	Ability to restrict access to data fields to users with proper security.	F	
GEN 108.00	Base	System should provide the ability to limit the types of transactions that a user can process.	F	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 109.00	Base	Ability to support various flexible levels of security, meaning that the security administrator can assign security parameters which are individual to users.	F	
GEN 110.00	Base	Ad Hoc/Query/Reporting is subject to application security.	F	
GEN 111.00	Base	System prevent unauthorized users from viewing information for vendors that are flagged as confidential.	F	

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Technical**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL REQUIREMENTS		
TEC 1.00		Is table-driven with online screens to control parameters.	F	The AMS ADVANTAGE solution provides various control tables to control system options and other behaviors. It also provides easy to use online pages to manipulate the control parameters to the authorized users. The various control tables are discussed in more detail in other
TEC 2.00		Allows for effective dated transactions and table updates.	F	The AMS ADVANTAGE solution supports the effective dating for transactions, including future and retroactive changes. AMS ADVANTAGE was designed with effective dating flexibility at appropriate areas of the system. For example business transactions (documents) can be dated
TEC 3.00		Provides the following capabilities:		Please refer to the details below
TEC 3.01		Real-time update of tables from end-user input screens without the use of batch processes. All input (batch and on-line) is edited via County defined parameters prior to processing.	F	AMS ADVANTAGE provides real-time, online access and update capability to application data, without the use of batch processes. It was designed to be a fully Web-based, real-time transaction processing application, indicative of an enterprise-class system. Each component of the AMS ADVANTAGE architecture was designed to ensure real-time support such as the use of a robust application server environment (e.g., Enterprise Java Bean using IBM Websphere) and the utilization of a RDMBS database server environment (e.g., Oracle). The AMS ADVANTAGE does not use shadow files, front-end to a batch system, etc. that are typical of a non real-time system.
TEC 3.02		Common, relational database supporting all modules	F	The AMS ADVANTAGE solution supports Relational Database Management Systems (RDBMS) like Oracle and DB/2. Since it uses open standards like JDBC to access them, it would be technically compatible with other RDBMSes as well.

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TEC 3.03		100% Web-enabled architecture	F	AMS ADVANTAGE has a 100% web-enabled and in fact, web-based architecture. It uses a web browser for presenting its thin HTML client to the end user and leverages true open system standards, such as Java and Enterprise Java Beans (EJB) and not vendor specific or proprietary implementations. Unlike other solutions that have front-ended to legacy implementations, the AMS ADVANTAGE architecture was recently updated, using the industry standard Java2 Enterprise Edition (J2EE) framework. These Java standards are considered to be the de-facto industry standard for distributed computing, an essential element to supporting enterprise-class, Internet-based applications. AMS has made a significant investment in a ground-up native implementation. This will ensure our clients, and the County, with minimized risks to changes in technologies. The J2EE specifications - among other things - allow for the development of Enterprise Java Beans (EJB) or components, that are platform independent as well as service independent.
TEC 4.00		Supports architecture compatible with:		Please refer to the details below

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eCAPS
American Management Systems
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March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 4.01		Enterprise Application Integration (EAI)	F	Enterprise Application integration must be part of any robust Internet architecture, not just Web access by users. The AMS solution supports a variety of data exchange options. First, the AMS solution architecture fully supports XML integration as the foundation for EDI, B2G, G2C, A2A, and other interactions. XML is the de-facto standard for data message format and eases external, application-to application (A2A) integration. The AMS solution can support several other interface paradigms as well. For example, the AMS solution can easily leverage third party EAI implementations such as IBM MQSeries and webMethods, two leading vendors. In another approach, connector technology is included with the AMS ADVANTAGE solution. Our connector technology is used to develop an adapter into the EAI tool such as webMethods, for example. Connectors can also be used as a standard method for integration with external systems. With the AMS Internet architecture, even HTTP requests may be used to enable transaction interface processing from external applications to access online AMS
TEC 4.02		XML	F	AMS ADVANTAGE fully supports XML integration as the foundation for EDI, B2G, G2C, A2A, and other interactions. XML is the de-facto standard for data message format. XML provides "structure" to the data that is being passed, as opposed to legacy methods where the stream of data cannot be readily interpreted. XML eases external, application-to-application (A2A) communication. XML provides a standard and consistent methodology for communication, including with legacy systems. XML is also used for storing the meta data and repository information of AMS ADVANTAGE.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 4.03		Wireless Access	F	The AMS ADVANTAGE architecture is fully compatible with wireless access devices. As an industry standards based implementation using Java2 Enterprise Edition (J2EE), AMS ADVANTAGE supports multiple implementation options, leveraging standards such as WML and HDML, Wireless access through TCP/IP, wireless networks such as 802.11a, 802.11b, and 802.11g can be supported through approapriate hardware implementations using wireless adapters and routers/switches. Additional third party components and configuration may be necessary to address other specific implementation needs and may require an increase in County investment. However, the modern AMS ADVANTAGE architecture does support such implementations. Please refer also to TEC 6.03.03 for additional information.
TEC 4.04		Graphical User Interface (GUI)	F	The AMS ADVANTAGE solution supports a graphical user interface (GUI) using a Web browser. All users access the standard AMS ADVANTAGE portal for accessing the application functions. Being fully Web-enabled, the AMS ADVANTAGE solution supports a thin client implementation using HTML clients for the client tier of the technical architecture. By using HTML clients, the County is afforded wide flexibility for supporting a wide range of users. The AMS solution client layer does not rely on proprietary "plug-ins" which can substantially impede performance. For select advanced functions, standard ActiveX or Java applet support may be required such as visual ad-hoc report design within the AMS *info*ADVANTAGE solution. In this example, the nature of visual ad-hoc report design through a browser requires more than just HTML to provide the best possible user experience.
TEC 4.05		Enterprise Workflow	F	AMS ADVANTAGE provides a robust integrated approval based workflow engine. It also allows integration with external workflow engines like Versata Interaction Server.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 4.06		Internet Workflow	F	The workflow engine provided by AMS ADVANTAGE is integral to the application and is tied to security,workflow rules and business scenarios. The workflow solution is not limited to the intranet only. For example, the Vendor Self Service application can interact with the external users (vendors) and the internal users (AMS ADVANTAGE Procurement users) through workflow. The solicitation and solicitation response process includes workflow involving the intranet and internet users.
TEC 4.07		Oracle Application Server	C	The architecture of AMS ADVANTAGE is based on Sun's Java2 Enterprise Edition (J2EE) framework, which is supported by leading application servers like IBM Websphere and BEA Weblogic. AMS ADVANTAGE is certified with IBM Websphere, and is technically compatible with BEA Weblogic, given the platform independence of J2EE framework. Additionally, IBM Websphere is included as part of the AMS ADVANTAGE packaging; there would be no need for the County to implement Oracle Application Server for application server services. If Oracle Application Server is still desired, AMS encourages a broader discussion to understand the need for Oracle Application Server support when the AMS ADVANTAGE upgrade license includes a J2EE application server. AMS currently has no plans for testing AMS ADVANTAGE on Oracle Application Server. As long as Oracle Application Server maintains full J2EE support, there is no technical issues with AMS ADVANTAGE functioning on that platform but would be unsupported by AMS or require a special support agreement.
TEC 4.08		Web Server	F	AMS ADVANTAGE is compatible with the leading web servers like Apache, IBM HTTP Server, Microsoft IIS. However, AMS includes IBM HTTP Server as part of the upgrade license bundle and recommends the use of IBM HTTP Server from a support perspective.

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TEC 4.09		Report Server	F	AMS ADVANTAGE provides seamless integration with Business Objects Report Server as part of the AMS infoADVANTAGE solution.
TEC 4.10		IIS (Internet Information Server)	F	IIS can be technically supported by AMS ADVANTAGE. However, AMS includes IBM HTTP Server as part of the upgrade license bundle and recommends the use of IBM HTTP Server from a support perspective.
TEC 5.00		Runs on the following server types and server operating systems:		Please refer to the details below
TEC 5.01		Linux (latest version)	C	AMS ADVANTAGE is technically platform independent, given its open J2EE architecture. There are currently no known technical issues for supporting AMS ADVANTAGE under Linux. However, AMS does not provide certified support under Linux. AMS provides certified support under other UNIX versions such as IBM AIX and Sun Solaris. AMS is considering Linux as a future offering. If Linux is a seriously desired by the County, AMS would be fully open to a discussion on potentially accelerating our Linux plans.
TEC 5.02		SUN SOLARIS (latest version)	F	AMS ADVANTAGE is technically platform independent, given its open J2EE architecture. AMS ADVANTAGE is certified under Sun Solaris..
TEC 5.03		HP Unix (latest version)	C	AMS ADVANTAGE is technically platform independent, given its open J2EE architecture. There are currently no known technical issues for supporting AMS ADVANTAGE under HP/UX. However, AMS ADVANTAGE is not currently certified under HP/UX and there is no schedule for testing under HP/UX. It is certified under other UNIX versions such as IBM AIX and Sun Solaris. If HP/UX is seriously desired by the County, AMS would be fully open to a discussion on potentially developing HP/UX support through a special development/support agreement. AMS does not currently have any future plans for HP/UX support at this time.

**Functional Category: Financial -
Technical**

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TEC 5.04		Novell (latest version)	F	AMS assumes that Novell is listed for file and print server purposes (and not to support Web, application, and database server functions). In this case, AMS ADVANTAGE does not preclude the use of Novell for this purpose (e.g. storage of project files). Novell is not known as a platform for enterprise computing and AMS ADVANTAGE does not support Novell as a web, application, or database server.
TEC 6.00		Runs on the following desktop operating systems:		Please refer to the details below
TEC 6.01		Windows 3.X	F	AMS ADVANTAGE simply needs a web browser on the client workstation that is compliant to certain standards, such as HTML 4.0 and higher and CSS 1.1 and higher. Windows 3.x operating systems can be supported if the current supported web browsers can be supported on that OS (i.e., Microsoft IE 6.0).
TEC 6.02		Windows NT	F	AMS ADVANTAGE simply needs a web browser on the client workstation.
TEC 6.03		Windows 2000	F	AMS ADVANTAGE simply needs a web browser on the client workstation.
TEC 6.04		Windows XP (or latest version)	F	AMS ADVANTAGE simply needs a web browser on the client workstation.
TEC 7.00		Contains toolsets to accommodate the following:		Please refer to the details below
TEC 7.01		Database maintenance (performance and tuning)	TP	AMS ADVANTAGE supports the RDBMS like Oracle and DB2. The administrative tools included in the respective DBMS provide the database maintenance support. There are some supporting functions included in AMS ADVANTAGE to supplement the RDBMS's toolset.

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TEC 7.02		Report design	R	The AMS ADVANTAGE solution includes a robust, integrated ad-hoc reporting solution, AMS *info*ADVANTAGE. This solution is based on the industry leading Business Objects engine that is a Web-based BI (Business Intelligence) solution. An in depth knowledge of the SQL is not required for end users when creating ad-hoc reports using the proposed AMS *info*ADVANTAGE solution. When creating a report, a report designer selects the desired information through lists of data that have been organized and categorized into groups called Universes (of information). The Universes shield the end users from the complexities of databases such as complex joins that may have been required "behind the scenes". Authorized end users can create ad-hoc reports by following a point and click, drag and drop paradigm through a Web browser, consistent with the Web-based user interface of the AMS ADVANTAGE solution.
TEC 7.03		Security administration		Please refer to the details below
TEC 7.03.01		Internal System	F	The security administration functions are provided to users identified as administrators, through the security administration screens (pages). The administrators can create users, roles, securable resources (objects, pages, data) and resource groups and map them to each other
TEC 7.03.02		Internet	F	The internet security often requires the use of digital certificates and SSL. These certificates are issued by external certification authorities (CA) and require configuration on the web servers. This implementation is considered outside of the AMS ADVANTAGE software.

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TEC 7.04		End-user interface design	F	The AMS ADVANTAGE studio provides support for creating HTML pages. In fact, the ADVANTAGE Studio makes the task of creating and customizing the client easier by providing HTML archetypes (akin to templates) for commonly used HTML page elements and style sheets. ADVANTAGE archetypes also help to enforce user interface standards so that a consistent look and feel can be adhered to. A wizard like interface guides the user through the creation process of a new Web page that is consistent with the application look and feel standards. Of course, an HTML editor can also be used for manual changes to the HTML interface if the County so chooses.
TEC 7.05		System upgrade administration	F	First, many of the typical application configuration is accomplished through table setup and not application code, with this information retained during an application upgrade. More advanced configuration changes can be made through the AMS ADVANTAGE Studio. The application definition is recorded in an XML-based repository that is maintained through the Studio. A software version-control system, such as PVCS, is recommended. The combination of proper configuration management processes and the isolation of application changes within a XML repository, the traditional system upgrade effort is greatly reduced. For new releases, AMS also includes a set of documentation that describes the changes included in the new release and the instructions for upgrading to the new release. If appropriate, data conversion utilities are provided. Finally, AMS Advantage® includes the AMS Upgrade Manager, a utility that assists our customers in identifying their configuration changes (made through the Studio) during the product upgrade process. While some some manual processes may be nece
TEC 7.06		API Maintenance	F	AMS ADVANTAGE provides Application Programming Interface (API) for various components. These can be used and maintained from within the AMS ADVANTAGE Studio.

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Technical**

**County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004**

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TEC 7.07		OLAP Maintenance	R	For query and reporting requirements, AMS proposes to use the robust reporting, and analysis tool that is based on the industry leading Business Objects and an integral part of the AMS infoADVANTAGE Business Intelligence framework. This framework provides powerful, yet easy to use, tools to create and maintain the "universes" as well as reports.
TEC 7.08		Archiving/purging of data	F	The AMS ADVANTAGE solution provides the ability for archiving data. AMS ADVANTAGE provides several system functions and utilities to support data archiving (complementary to the purge functionality, which does not retain the information for later retrieval). In an online example, AMS ADVANTAGE provides a document archive function. Authorized users can select documents based on set of criteria and then archive the resulting set of documents. Additionally, AMS ADVANTAGE will provide archive processes that are developed as background processes that can be run at appropriate times selected by the County. These utility processes will provide a set of selection parameters for determining the appropriate data to be archived, such as old projects or old checks details (i.e., payroll).
		ADA COMPLIANCE		
TEC 8.00		Meets ADA compliance rules.	F	The AMS ADVANTAGE solution currently provides support for reasonable accommodations for accessibility by disabled persons per the Americans with Disabilities Act. AMS ADVANTAGE release 3.3 will provide ADA/Section 508 Level 1 , 2, and 3 compatibility. AMS ADVANTAGE 3.3 for our HRM modules is currently generally available (GA) with release 3.3 Financial Management modules available in early 2004.
TEC 9.00		Does not prohibit the attaching of assistive technologies	F	AMS ADVANTAGE does not prohibit the attaching of assistive technologies. The AMS ADVANTAGE release 3.3 will include support for the JAWS assistive (screen reader) product. JAWS is considered the industry leader.

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TEC 10.00		Users are alerted if a process is about to time-out and are given an opportunity to answer a prompt asking whether additional time is needed.	F	It is AMS's understanding that ADA does not require users to be alerted about the time-out. Instead, it requires that *if* it does, it should give the user an opportunity to seek additional time. Since AMS ADVANTAGE timeout mechanism doesn't rely on an alert, it is our understanding that AMS ADVANTAGE satisfies this criteria.
TEC 11.00		Where a product utilizes touch screens or contact-sensitive controls, an input method shall be provided that complies with:		AMS ADVANTAGE does not rely on touch screens or contact sensitive controls. Its primary input and control devices are keyboard and mouse. The application user interface is designed to not require exclusive use of one of the input devices. For example, even though it is common to use mouse for various navigational actions, the same results can be achieved by following the equivalent keyboard controls provided. A complete certification of this will be available in the next version.
TEC 11.01		Controls and keys are tactilely discernable without activating the controls or keys.	F	Please refer to 11.00 above.
TEC 11.02		Controls and keys are operable with one hand and do not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls and keys does not exceed 5 lbs. (22.2 N) maximum.	F	Please refer to 11.00 above.
TEC 11.03		If key repeat is supported, the delay before repeat is adjustable to at least 2 seconds.	F	Please refer to 11.00 above.
TEC 11.04		Key repeat rate is adjustable to 2 seconds per character.	F	Please refer to 11.00 above.
TEC 11.05		The status of all locking or toggle controls or keys are visually discernable, and discernible either through touch or sound.	F	Please refer to 11.00 above.
TEC 12.00		When products provide auditory output, the audio signal is provided at a standard signal level through an industry standard connector that will allow for private listening.	F	AMS ADVANTAGE does not rely on auditory output.
TEC 13.00		When products deliver output in a public area, incremental volume control is provided with output amplification up to a level of at least 65 dB.	F	AMS ADVANTAGE does not rely on auditory output.

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TEC 14.00		Color coding is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	F	AMS ADVANTAGE does not use color coding as the only means of conveying information. In some modules like error presentation, the color scheme is used to supplement the information, by drawing user's attention to it, but it is never used as the only means of conveying information.
TEC 15.00		A range of color selections capable of producing a variety of contrast levels is provided for user-defined interfaces.	NV	
TEC 16.00		Application does not cause the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	F	AMS ADVANTAGE operates on standard screen resolutions and frequency. It does not use features that would cause the screen to flicker with frequency outside the normal range.
TEC 17.00		Functions are executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	NV	
TEC 18.00		Application does not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards.	F	AMS ADVANTAGE uses only a web browser on the end-user desktop and hence its domain is limited to the web browser on the desktop. It does not disrupt or disable accessibility features of other products.
TEC 19.00		Application does not disrupt or disable activated features of any operating system that is identified as an accessibility feature where the application programming interface for the accessibility feature has been documented by the manufacturer of the operating system and is available to the product developer.	NV	AMS ADVANTAGE uses only a web browser on the end-user desktop and does not disrupt or disable accessibility features of Operating System.
TEC 20.00		A well-defined on-screen indication of the current focus is provided that moves among interactive interface elements as the input focus changes.	NV	AMS ADVANTAGE uses cursor and highlighted rows as the standard indicator of the current focus on the screen. It may require to be integrated with assistive technology.
TEC 21.00		The focus (highlighted target) is programmatically exposed so that assistive technology can track focus and focus changes.	NV	
TEC 22.00		Sufficient information about a user interface including the identity, operation and state of the element is available to assistive technology.	NV	
TEC 23.00		When an image represents a program element, the information conveyed by the image is also available in text.	F	AMS ADVANTAGE uses alternate text for all the images used in the system.

Functional Category: Financial - Technical

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eCAPS
American Management Systems
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March 8, 2004

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TEC 24.00		When images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images are consistent throughout the application.	F	AMS ADVANTAGE user interface is designed in such a way that the images, wherever used, have a consistent meaning. For example, "pick" or lookups are indicated through a consistent image, next to the fields that allows picks.
TEC 25.00		Application does not override user selected contrast and color selections and other individual display attributes.	NV	
TEC 26.00		When animation is displayed, the information can be displayable in at least one non-animated presentation mode at the option of the user.	F	AMS ADVANTAGE does not rely on animations.
TEC 27.00		When electronic forms are used, the form allows users using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	F	
TEC 28.00		Meets HIPAA (Health Insurance Portability and Accountability Act) compliance rules.	F	
		DESKTOP DEPLOYMENT		
TEC 29.00		Client stations may run under any hardware/OS configuration capable of supporting a current-generation Web browser (Netscape 4.00 or above, Microsoft Explorer 6.0 or above).	F	The AMS ADVANTAGE solution employs Web browsers such as Internet Explorer and Netscape Navigator, as its client. The AMS solution requires browsers that support the latest Internet standards, such as CSS 2.0 and HTML 4.0. For example, AMS has fully tested and certifies Microsoft Internet Explorer versions 5.x and Netscape 6.x, which support these browser standards, as a compatible browser for the AMS proposed solution. AMS relies on the respective browsers for their consistent support of their target platforms. While other, non-certified, browsers could be used; compliant browsers supporting these standards offer the best user experience. To provide users the option of upgrading to the best possible user experience, the AMS ADVANTAGE portal interface can be configured to provide links to sites where standards-compliant browsers can be downloaded.

Functional Category: Financial - Technical

County of Los Angeles
eCAPS
American Management Systems
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March 8, 2004

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TEC 30.00		Is easily deployed to desktops through push or pull software to the desktop.	F	Since AMS ADVANTAGE employs a thin HTML client, it makes the desktop deployment very easy or even trivial. It does not have the typical software distribution issues of a client-server architecture. The desktops need to be simply equipped with the relevant browser, which can access the AMS ADVANTAGE application by using the relevant URL.
TEC 31.00		Maintains version control.	F	Please refer to 30.00 above.
TEC 32.00		Browser based system supports the following protocols:		Please refer to the details below
TEC 32.01		Java	F	AMS ADVANTAGE, as noted earlier, has a J2EE based architecture and is a 100% Java application. If the question refers to the use of Java on the browser through an applet, AMS ADVANTAGE does not rely on any applets - it uses only HTML and Javascript on the client.
TEC 32.02		XML	F	AMS ADVANTAGE leverages XML for several purposes. Please refer to 4.02
		DATA ENTRY		
TEC 33.00		Provides immediate transfer of values from "Pop up" tables to the appropriate field when selected and to proceed to the next entry field.	F	AMS ADVANTAGE provides an extensive "pick" (pop up tables) capability for fields that use codes defined on a table. The "pick" pages allow the users to search for a value and pick a value, which is then transferred to the invoking page.
TEC 34.00		Allows complete validation and editing of data at the point of entry (on-line or batch) based on user defined criteria (e.g., transactions, tables, archived records, transaction status, etc.)	F	The data, entered online or through batch processes, is subjected to the business rules and validations defined for the data objects. These rules/edits/validations are either table driven or created inside of AMS ADVANTAGE Studio. The encapsulation of rules inside the objects ensures that the online components as well as the batch processes use the same rules.

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TEC 35.00		Validations for data entry include related fields.	F	AMS ADVANTAGE provides an elegant way of validating a combination of fields. It is possible to setup a validation rule using multiple fields ("combination validation") by setting up data in a set of tables that drive combination validations. It is possible to specify the valid combinations or invalid combinations. It is even possible to specify the required/optional fields, based on values of some other fields.
TEC 36.00		Provides simple keystrokes for rapid data entry.	F	AMS ADVANTAGE provides various mechanisms for ease of data entry. It allows setting up accounting templates for frequent reuse. It also allows to copy and paste records to avoid repetitive data entry.
TEC 37.00		System supports "hot key" which allows for copying of data from other areas of input.	F	Please refer to the answer above.
TEC 38.00		Allows both online and batch entry of data.	F	AMS ADVANTAGE provides both online and batch entry of data. The online access is provided through the web browser and the access to information is limited only by a deliberate security setup. The batch processes are scheduled and run inside of a powerful batch framework, that can - among other things - accept data in the form of XML or other persistent forms. The "batch" processes are really more like "background processes" because they are technically not required to be run in an offline mode, unless there are procedural and operational issues which make it more desirable for the county to run the batch/background processes in an offline mode.
TEC 39.00		Performs updating from external batch sources (e.g., other application systems).	F	AMS ADVANTAGE can accept data from external systems through various mechanisms. The primary mechanism is through the use of XML. Please refer to 4.01 and 4.02 for more details.

Functional Category: Financial - Technical

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March 8, 2004**

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TEC 40.00		Utilizes paperless system and workflow technology (at least 10 levels) for user entry with electronic approval levels and full editing.	F	The AMS ADVANTAGE solution supports the workflow routing of AMS ADVANTAGE electronic documents for approval (more than 10 levels). The routing of such business documents is through the ADVANTAGE workflow system that can send a document to a recipient's work list for review. Depending on the workflow rules, the document can go through several levels of approval. It can also send an email to the email inbox of a user or a group. Additionally, electronic documents external to AMS ADVANTAGE (e.g., MS Word document) can be attached to the AMS ADVANTAGE transaction documents as part of the workflow routing. Therefore, when a recipient opens an AMS ADVANTAGE document for review, the user can also review the related attachments simply by selecting the attachments option.
TEC 41.00		Uses single entry to update all affected tables and indexes.	F	The AMS ADVANTAGE solution is a fully integrated system that supports the avoidance of redundant data entry and provides drill down capabilities. For example, a valid payment voucher document processed through AMS ADVANTAGE would simultaneously update all appropriate database tables associated with all affected functional areas such as the journal (recording of the business activity for audit trails), general ledger (for posting of accounting data), budget control and management (for budget validation as well as budget postings), closing the associated purchase orders, if applicable reflect other postings where applicable (e.g., Projects/Grants), etc. In this example, multiple data entry for budget maintenance, procurement, etc. were not necessary due to the true integrated nature of AMS ADVANTAGE.

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TEC 42.00		Provides transaction processing controls and edits for entered transactions.	F	AMS ADVANTAGE provides a comprehensive transaction engine, as well as controls to customize the behavior based on transaction types. The controls and edits can be specified at several levels. There are control tables, which can control the behavior based on transaction type, accounting event or other factors. Additionally, there are other data driven business edits that are driven of a combination of fields. The AMS ADVANTAGE Studio provides another level of rules and controls, that determines the system behavior.
TEC 43.00		End-user screens contain triggers to additional data screens based on a specific data input.	F	The navigation is AMS ADVANTAGE is tied to the data and screen(page) in question. Some of it is implicit and pre configured and some of it can be configured by using features like business functions, which are customizable even by the end users (subject to security rights).
TEC 44.00		Allows mass changes or deletes by table-driven data through proper security.	F	The AMS ADVANTAGE solution supports mass changes to definable groupings of transactions. AMS ADVANTAGE supports mass change to predefined business areas where appropriate, such as with mass change of depreciation for fixed assets or certain HR/Payroll employee information. AMS ADVANTAGE does not provide general purposed mass change. For general-purpose mass change functionality, the County can also leverage data transformation tools such as Data Junction (which is in AMS ADVANTAGE suite of third party products).
TEC 45.00		Validates mass data entered in batch form.	F	Mass data entered through a batch/background process reuses the business rules encapsulated inside the data objects (although it is possible to specify a online rule versus a batch rule)
TEC 46.00		Provides a consistent user interface across all components, including:		Please refer to more details below
TEC 46.01		Consistent function keys	F	AMS ADVANTAGE uses consistent keys in order to provide a consistent user interface.
TEC 46.02		Screen naming functions	F	AMS ADVANTAGE uses consistent naming conventions and labels throughout the application.

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TEC 46.03		Navigation patterns	F	AMS ADVANTAGE uses a consistent navigation pattern, in addition to a consistent look and feel. All the pages in the application use "archetypes" or templates that impose the common navigation patterns and look and feel across the system. There are standard ways of executing actions on data, hiding and showing sections of data, doing lookups, navigating between multi-page forms, copying and pasting information, invoking help and all other functions that an end-user may invoke.
TEC 46.04		Menus (as defined by security profile.)	F	AMS ADVANTAGE uses menus that are consistent across the system. It is easy to locate an action in the menu on any page, because the location is consistent. The actions in the menu are subjected to security rights that the end-user has.
TEC 47.00		Stores and saves user profile preferences.		Please refer to the details below
TEC 47.01		Font	F	AMS ADVANTAGE allows the end-user to customize several components of the system like the home page and business functions. Currently, fonts can only be changed if such functionality exists through the web browser options (e.g., this is provided by Internet Explorer 6.o). However,
TEC 47.02		Colors	C	AMS ADVANTAGE allows the end-user to customize several components of the system like the home page and business functions. The attributes like colors, have been specified through the use of Cascading Style Sheets (CSS). It is currently not allowed to be changed by the end
TEC 47.03		Workspace	F	AMS ADVANTAGE allows the end users to store and save their workspaces. It also allows business functions to be defined for the workspaces.
TEC 48.00		Provides the ability to use one logon ID to access all components.	F	AMS ADVANTAGE provides the capability for sign on capabilities. For example, a user can logon and access base Financial Management functions and then access AMS infoADVANTAGE, without the need for an additional logon. Certain implementation setup may be required.
TEC 49.00		Ability to prohibit concurrent logon Ids.	C	AMS ADVANTAGE doesn't put any limits on concurrent logons, but this can be implemented through some code change.

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		INPUT DEVICES		
TEC 50.00		Supports gathering information from the following input devices such as:		The AMS ADVANTAGE solution supports the use various input devices. These include the the keyboard and the mouse, as well as various advanced input devices. For example, AMS has extensive experience in scanning and OCR capabilities. Our experience includes the high volume scanning and character recognition requirements of income tax return processing, one of the most intensive use of such technologies. AMS has a strategic partnership with industry leader FileNet. AMS has implemented over 50 large-scale imaging/workflow solutions based on that vendor's products. Vredenberg, an AMS company, also supports the High View imaging solution. AMS has not included device support (other than keyboard and mouse) in our proposal since imaging solutions can vary greatly in terms of breadth and depth of offering. AMS would like the opportunity to discuss with the County its specific requirements so that AMS can assess and propose the appropriate solution that matches those requirements.
TEC 50.01		Keyboard	F	Please refer to 50.00
TEC 50.02		Mouse	F	Please refer to 50.00
TEC 50.03		Digital Imaging Devices	F	Please refer to 50.00
TEC 50.04		Touch screen	F	Please refer to 50.00
TEC 50.05		Scanner	F	Please refer to 50.00
TEC 50.06		Fax	F	Please refer to 50.00
TEC 50.07		OCR Devices	F	Please refer to 50.00
TEC 50.08		Bar code font reader	F	Please refer to 50.00
TEC 50.09		Form Template	F	Please refer to 50.00
TEC 50.10		MICR	F	Please refer to 50.00
TEC 50.11		PDA	F	Please refer to 50.00
TEC 50.12		Phone (IVR or touchtone)	F	Please refer to 50.00
TEC 50.13		Magnetic tape	F	Please refer to 50.00

Functional Category: Financial - Technical

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TEC 51.00		Supports the following Network standards and protocols:		The AMS ADVANTAGE Solution provides the ability to interface with various network standards and protocols. Our AMS Solution is an Internet-based enterprise implementation based on the TCP/IP protocol standards. AMS ADVANTAGE does not interact lower than the transmission protocol layer and, therefore, physical network implementations of TCP/IP are transparent to AMS ADVANTAGE. Typically, Ethernet is used by most organizations and our AMS ADVANTAGE solution fully supports that physical implementation.
TEC 51.01		TCP/IP	F	Please refer to 51.00
TEC 51.02		SNA	F	Please refer to 51.00
TEC 51.03		IPX	F	Please refer to 51.00
TEC 51.04		Ethernet	F	Please refer to 51.00
TEC 51.05		Fast Ethernet	F	Please refer to 51.00
TEC 51.06		Gigabyte Ethernet	F	Please refer to 51.00
TEC 51.07		ATM	F	Please refer to 51.00
TEC 51.08		VPN	F	Please refer to 51.00
TEC 51.09		Frame Relay	F	Please refer to 51.00
		PROCESSING		
TEC 52.00		Has the ability to control priority of the batch process based on multiple user defined criteria.	F	AMS ADVANTAGE supports the notion of priority assigned to batch/background processes. This priority can be set by users with appropriate security.
TEC 53.00		Controls job start time.	F	AMS ADVANTAGE provides a scheduling functionality that can be used to specify the start time for the batch process. Third party schedulers can also be used in most cases.
TEC 54.00		Controls job by transaction type	F	AMS ADVANTAGE can control the batch processes through its parameters, which can include transaction type as one of the parameters. For example, AMS ADVANTAGE System Management Utility, which can import, process or invoke other actions on transactions(documents) can use the transaction type as one of the input parameters.

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TEC 55.00		Sequences multiple jobs based on user defined rules.	F	AMS ADVANTAGE batch/background process framework allows the processed to be chained together based on rules such as the success criteria (return code) of the preceding batch process.
TEC 56.00		Provides system-wide calendar which can be updated on-line by the user to schedule processing or control processing parameters.	F	AMS ADVANTAGE not only provides a scheduler for scheduling the batch processes, it provides additional features like future dated transactions. The future dating of documents, for example, can be used to setup creation and processing of periodically recurring documents.
TEC 57.00		Provides various program checks for controlling data files, verifying correct processing, and ensuring data integrity, such as record counts, totals, limit checks, and dollar totals.	F	AMS ADVANTAGE provides statistics like record counts, dollar totals etc. that helps in verifying the data integrity. It also leverages the robust commit and rollback features supported by RDBMS to ensure data integrity. In addition, the various system assurance processes provided by AMS ADVANTAGE ensure the system integrity.
TEC 58.00		Provide automatic reconciliation of all exported/imported data	F	AMS ADVANTAGE ensures data integrity while importing or exporting data and supplements it with statistics about the same. It also provides application level functionality to provide reconciliation. For example, check reconciliation process ensures that the imported bank data about the status of checks is reconciled with the system data about those checks (created by the disbursement process earlier).
		DATABASE REQUIREMENTS		
TEC 59.00		Supports the following databases:		
TEC 59.01		DB2	F	AMS ADVANTAGE currently supports IBM DB2 UDB for AIX in a homogeneous configuration. AMS has future plans for supporting DB2 UDB for z/OS, as described in 5.01.
TEC 59.02		Oracle	F	AMS ADVANTAGE currently supports Oracle 9i for Microsoft Windows, Sun Solaris, and IBM AIX in homogenous configurations.
TEC 59.03		SQL Server	F	AMS ADVANTAGE currently supports SQL Server in a homogenous Windows configuration.

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TEC 60.00		Provides table look-up fields that can be linked or refer to other tables.	F	AMS ADVANTAGE provides extensive lookup capabilities. Moreover, when the tables are related to each other in the data model, it provide a "pick" capability to the end-user at the screen (page) level.
TEC 61.00		Provides support for load balancing	F	AMS ADVANTAGE supports load balancing at the web server and application server level. The RDBMS can have its own support for load balancing.
TEC 62.00		Provides table entries that are future dated, that is they become effective at a future date.	F	The AMS ADVANTAGE solution supports the effective dating for transactions, including future and retroactive changes. AMS ADVANTAGE was designed with effective dating flexibility at appropriate areas of the system. For example business transactions (documents) can be dated
TEC 63.00		Provides for changes to data to create a historical table entry.	F	AMS ADVANTAGE supports the ability to create and maintain historical data. The historical data can be created in multiple ways. It can be a result of effective dated records, which can be used on any table. The historical data can also be a result of the way the transaction data is managed in AMS ADVANTAGE, which keeps multiple versions of transactions ("documents").
TEC 64.00		Allows the creation of new data fields on-line (altering of database structure) and update a global data dictionary with these elements through proper security.	F	The AMS ADVANTAGE application architecture utilizes an XML-based repository to manage the Meta data information for the AMS ADVANTAGE application such as the definitions for the data objects, data relationships, business rules, and user interface. The graphical application development environment (ADE), the AMS Studio, makes it easy to create, modify and maintain this information. The Repository information is used to deploy to the various tiers of the application. The deployment process includes the generation of database changes (DDL creation), business rules changes and the creation of the client application (e.g., HTML). In addition, a connector is provided for round-trip engineering of the rich meta data stored in the application repository and a modeling tool such as Rational Rose.

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TEC 65.00		New fields are included in migration paths during software upgrades.	F	When new fields are added using the AMS ADVANTAGE Studio, the XML application repository is updated. The AMS Upgrade Manager is a tool that assists our clients in the migration of configuration changes (made through the Studio) during an AMS ADVANTAGE release upgrade. The Upgrade Manager utility can help identify configuration changes and provide a client site to choose how to handle these changes during a release upgrade.
TEC 66.00		Data model documentation for accommodating new fields is included as part of upgrade strategy.	F	When new fields are added using the AMS ADVANTAGE Studio, data element documenation (descriptions) can be added and recorded in the XML application repository. The AMS Upgrade Manager is a tool that assists our clients in the migration of configuration changes (made through the Studio) during an AMS ADVANTAGE release upgrade. The Upgrade Manager utility can help identify configuration changes and provide a client site to choose how to handle these changes during a release upgrade.
TEC 67.00		Provides method to access archived data when system architecture changes as a result of software upgrade.	F	AMS ADVANTAGE allows an ability to not only archive data, but unarchive as well.
TEC 68.00		Ability to purge records upon request for records within a user-defined time and criteria.		AMS ADVANTAGE provides several system functions and utilities to support data purging. In an online example, AMS ADVANTAGE provides a document archive function. Authorized users can select documents based on set of criteria and then archive the resulting set of documents. Additionally, AMS ADVANTAGE will provide purge processes that are developed as background processes that can be run at appropriate times selected by the County. These utility processes will provide a set of selection parameters for determining the appropriate data to be purged, such as dates or old projects or old checks details (i.e., payroll).
TEC 68.01		Validates integrity of database before and after purge	F	The archiving utilities and processes ensure that the database integrity is maintained.
TEC 68.02		Identifies orphaned records (e.g. records that do not have parent values)	F	The archiving utilities and processes ensure that the database integrity is maintained.

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TEC 69.00		Ability to archive items on microfilm or on some other form of archive storage.	F	AMS ADVANTAGE archival process is independent of the underlying storage device and hence it is capable of being archived on to microfilm other storage devices.
TEC 70.00		Ability to list all records included in purge.	F	AMS ADVANTAGE archiving utilities can provide a list of all records included in the archiving/purging activity.
TEC 71.00		Provides a separate reporting database	F	The AMS ADVANTAGE solution provides a data warehouse methodology as part of the AMS *info*ADVANTAGE framework. The reports are run against this optional data warehouse, which is populated from the production database through an ETL (Extract Transform Load) process. AMS has proposed to use Data Junction for ETL services. Data Junction provides the County with a powerful yet cost effective solution for pulling in data and transforming data into the County's warehouse.
TEC 72.00		Updates reporting database on user defined schedule	F	The AMS ADVANTAGE solution employs an ETL (Extract Transform Load) process to populate the reporting database or warehouse. AMS has proposed to use Data Junction for ETL services. Data Junction provides the County with a powerful yet cost effective solution for pulling in data and transforming data into the County's warehouse. The ETL process is driven by user defined schedule.
TEC 73.00		Ability to integrate proposed third party applications into the main menu structure.	F	AMS ADVANTAGE provides a portal, that presents an intuitive interface to the end user as well as consistent access to the various integrated applications. The navigation paradigm is consistent with AMS ADVANTAGE navigations structure and the security is integrated with AMS ADVANTAGE security.
TEC 74.00		Menu structure is maintained during software upgrades for primary ERP system and third-party applications.	F	The AMS ADVANTAGE portal provides a consistent interface that is not affected by the upgrades to the various products.
TEC 75.00		Vendor proposed third party applications reflect ERP system security profiles	F	AMS ADVANTAGE security is integrated with third party applications' security for single sign on(authentication) as well as a consistent authorization paradigm.
REPORTING				

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TEC 76.00		Provides multimedia report output (central printers, screen, data file, CD ROM, DVD, etc.).	F	AMS ADVANTAGE solution supports multiple output formats and distribution methods including web access, PDF, fax, wireless, file based, and paper. The output formats are standard formats that can be delivered on any media like CD-ROM and DVD.
TEC 77.00		Supports multiple reporting structures. (e.g. an operational reporting structure showing expenses by division, and an organizational reporting structure showing expenses by budget unit).	F	AMS ADVANTAGE reports support a robust set of query capabilities, including the ability to break reports by a specified reporting elements, such as division or quarter.
TEC 78.00		Provides Administrator-defined limits on the time a report or query takes to execute and the number of records to be retrieved.	F	AMS ADVANTAGE reporting solution (AMS *info*ADVANTAGE) has a robust set of administrative tools that can be used to manage operational reporting issues such as limiting the number of records returned by a report, setting a time out limit for the execution of a report query, limiting the number of concurrent active reporting processes, and so forth
TEC 79.00		Provides reports on user production statistics by user ID.	F	AMS ADVANTAGE can produce various reports on the user statistics by user Id. These reports can be security reports derived from audit logging or access lists assigned to the user or these can be application reports related to areas such as procurement workload management. AMS would like to discuss with the County its requirements and propose a solution based on that.

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TEC 80.00		Vendor proposed OLAP/ad hoc tool provides the reporting capability of Crystal Reports 8, Business Objects, Cognos, IBI WebFOCUS, or a comparable product	F	The AMS ADVANTAGE solution provides the ability to use standard ad hoc reporting tools against data, such as Business Objects. For query and reporting requirements, AMS proposes to use the robust reporting, and analysis tool that is based on the industry leading Business Objects and an integral part of the AMS *info* ADVANTAGE Business Intelligence framework. AMS has established a deep relationship with Business Objects to provide an integrated decision support tool that will enable end-users to access, analyze, and share the wealth of information stored in the County operational database, data warehouse, and/or reporting databases/repositories. Report design and development relies on a powerful metaphor: accessing data through a business representation of the data called "Universes" (of information), rather than through the interpretation of complex, obscure database terminology. Universes are a way of categorizing sets of data, shielding where the data physically comes from (e.g., avoiding end users to know how to perform complex database table joins).
TEC 81.00		Provides query searching capabilities that can be used:		Please refer to the comments below.
TEC 81.01		To perform mass updates	F	AMS ADVANTAGE supports very powerful querying and reporting capabilities. While queries are usually read-only, the powerful querying and searching capability can be combined with robust APIs available in AMS Studio, to do updates.
TEC 81.02		With on-line screen searching	F	AMS ADVANTAGE application pages provides on-line searching capability. The search criteria is user defined and can be simple or complex (compound) in nature. It allows to use operations like >, <, wildcards.
TEC 81.03		To perform free-form text searching	F	AMS ADVANTAGE provides powerful search capabilities using wildcards and other operands as described above in 52.02. These search capabilities can be extended through the use of third party search engines to include "fuzzy" search and an ability to search inside file contents including non-text files.

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TEC 81.04		With full "if..then..else"logic	F	AMS ADVANTAGE provides a versatile and powerful AMS ADVANTAGE Studio, which allows creation of queries that require procedural logic like "if-then-else".
TEC 81.05		On-line, real-time reporting and query capability	F	The AMS ADVANTAGE solution provides extensive standard inquiries and capabilities to support on-line, real-time reporting and queries throughout the different integrated modules. Additionally, AMS ADVANTAGE supports drill through to supporting details or source data such as viewing journal information and drilling through to the source document details.
TEC 82.00		Uses smart queries such as "Ask Jeeves" technology	TP	AMS ADVANTAGE search capability can be extended through the use of third party search engines. These search engines can provide fuzzy search as well as an ability to search inside the contents of non-text format files.
TEC 83.00		Runs on-line reports in the background and allow users to continue processing.	F	AMS *info*ADVANTAGE provides a standard reporting option that allows a user to schedule and run an on-line report in the background.
TEC 84.00		Runs reports on client or server.	F	Since the AMS *info*ADVANTAGE architecture uses a browser based client, the server is responsible for both running the reports and also providing the presentation services usually associated with the client in a client-server architecture.
TEC 85.00		Reports on any field or combination of fields held in the database.	F	Reports created using the AMS *info*ADVANTAGE architecture can utilize any field or table contained within the database. The information about these fields and tables are stored within the AMS *info*ADVANTAGE meta-data repository which allows the fields and tables to be tagged with more "English-like", business terms.
TEC 86.00		Provides for processing reports in batch	F	AMS *info*ADVANTAGE reports can be developed so that it can be run on a schedule and its output "pushed" or published to users' AMS *info*ADVANTAGE inbox, to a secure shared repository, or even through email.

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TEC 87.00		Provides ability for the end-user to view print progress of any report.	F	In AMS ADVANTAGE, report generation and report printing are usually two separate steps. Users can choose to print reports directly from the web browser and direct the report to a local printer. This action will present the user with the usual options for printing from within a browser such as number of copies, page ranges, orientation and so forth. After the print is sent, the user can monitor the progress of their print job through the standard client operating system print spooler. The administrators can also view the status of reports generation by looking at the scheduler information.
TEC 88.00		Provides ability to schedule and view print time for batch printing.	F	AMS ADVANTAGE supports traditional report distribution options such as developing reports that can be scheduled for distribution to users via printers.
TEC 89.00		Provides user the ability to specify number of copies of report to be printed.	F	Please see 87.00
TEC 90.00		Users can print a range of pages.	F	Please see 87.00
TEC 91.00		Provides end-users the ability to create & generate ad-hoc reports.	F	The AMS ADVANTAGE solution includes a robust, integrated ad-hoc reporting solution, AMS infoADVANTAGE portal. This solution is based on the industry leading Business Objects engine that is a Web-based BI (Business Intelligence) solution. An in depth knowledge of the SQL is not required for end users when creating ad-hoc reports using the proposed AMS *info*ADVANTAGE solution. When creating a report, a report designer selects the desired information through lists of data that have been organized and categorized into groups called Universes (of information). The Universes shield the end users from the complexities of databases such as complex joins that may have been required "behind the scenes". Universes can represent data from different data sources as well as present calculated or derived fields. Authorized end users can create ad-hoc reports through a Web browser, consistent with the Web-based user interface of the AMS ADVANTAGE solution. Creation of reports and queries through AMS

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County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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TEC 92.00		Allows ad-hoc report/query definitions to be stored in private folders.	F	Reports created using the AMS *info*ADVANTAGE web based reporting portal can be stored (saved) in the user's personal work folder. Since this work folder is stored centrally on the reporting server, the report is available wherever web access is possible to the reporting server.
TEC 93.00		Allows ad-hoc report/query definitions to be stored in public libraries.	F	Additionally, AMS *info*ADVANTAGE reports can be published to a public folder that is accessible by all reporting users.
TEC 94.00		Uses a report distribution manager.	F	The AMS *info*ADVANTAGE reports distribution manager can process and distribute documents automatically and securely at scheduled dates and times. It can distribute reports to a user's reporting folder, e-mail inbox, a specified file, or printer.
TEC 95.00		Provides ability to link from reporting tool to graphic, spreadsheet and presentation applications.	F	Since the AMS *info*ADVANTAGE reporting presentation architecture is HTML based, links can be easily provided to other applications. Users also have download capabilities to other applications, such as a spreadsheet programs (e.g., Microsoft Excel) for personal analysis.
TEC 96.00		Provides the ability to create graphic organizational charts from the reporting tool.	F	AMS ADVANTAGE solution can provide various types of charts and drill down capability to support organizational information. However, AMS would like to discuss with the County its requirements in this area and propose a solution based on that. For example, if the County desires a hierarchical organizational chart shown visually as one chart, it may be more complex than the regular charts with drill downs.

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TEC 97.00		Provides the ability to create line graphs from the reporting tool.	F	The AMS ADVANTAGE solution provides the ability to create charts. Our proposed AMS ADVANTAGE solution supports chart creation through the infoADVANTAGE business intelligence component. AMS *info*ADVANTAGE provides the ability to create different chart styles including: pie chart, line graph, bar chart/stacked bar chart, 3D chart and histograms through the use of a wizard type method. After choosing the chart type, users select the information to be charted from a list of fields (called "Universes") by dragging and dropping the selection onto the chart template. These Universes (of information) are organized by business area (e.g., procurement). However, the County can optionally organize their information into their own definitions of Universes. Consistent with the Web based approach of AMS ADVANTAGE , chart creation within infoADVANTAGE can be achieved through a Web browser. Alternatively, AMS ADVANTAGE provides the capability to export data so that users can use their own personal tools for creating charts. For example, Microsoft Excel provides a powerful charting function. Users can exp
TEC 98.00		Provide ability to create reports with defined calculations	F	To add calculations (e.g., quarterly or monthly variance) to reports, the end-user simply selects the appropriate cells in the report and then chooses a function. AMS *info*ADVANTAGE includes standard functions (sum, count, average, minimum, maximum, percentage and so forth) that enables users to make calculations on the data contained in the report. These calculations can be defined at report creation time so they will always be applied to the report data whenever the report is executed and viewed.
TEC 99.00		Provides the ability to create pie charts from the reporting tool.	F	Please refer to 97.00
TEC 100.00		Provides the ability to create stacked bar charts from the reporting tool.	F	Please refer to 97.00
TEC 101.00		Provides the ability to create min/mid/max line graphs from the reporting tool.	F	Please refer to 97.00
TEC 102.00		Provides the ability to create regression lines from the reporting tool.	F	Please refer to 97.00

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TEC 103.00		Provides the ability to manipulate and report on data in spreadsheet format.	F	
TEC 104.00		Allows report output to be routed to an external database.	F	AMS ADVANTAGE reporting solution allows to generate a data extract file in a flat text format such as CSV (comma separated values). This can be routed to an external database.
TEC 105.00		Allows report output to be routed to word processing software.	F	Report output can be directed to various types of file formats such as ASCII text file, CSV and other delimited file formats, HTML and so forth. Most best-of-breed word processing software, such as Microsoft Word, can import many if not all of these file formats into a word processing document. From there, the report data can be freely edited, formatted, merged with templates and saved. If the County's requirements for report word processing and merging are more complex, AMS proposes that a more robust third party publishing tool, such as Pattern Stream, be used. AMS has implemented Pattern Stream for numerous State and Local governments to meet their publishing requirements such as Budget publications. PatternStream allows for the publishing of reports, books and other pattern-based documents rapidly from a database, for both print and electronic distribution. Users can extract images, text, table information and dynamic data from various data sources, format it on the fly and save it press ready. PatternStream can save a published document or book to multiple electronic formats that include
TEC 106.00		Allows for merged word processor reports to be edited and saved directly.	F	Please refer to 105.00
TEC 107.00		Allows report output to be routed to spreadsheet.	F	Please refer to 95.00
TEC 108.00		Allows report output to be routed to ASCII files.	F	Please refer to 76.00
TEC 109.00		Allows report output to be routed to other presentation formats (e.g., PDF format)	F	Please refer to 76.00

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TEC 110.00		Provides print preview capability	F	AMS infoADVANTAGE Reports can be viewed in the reporting web portal in a WYSIWYG display type. In this mode, the report is viewed exactly as it will appear when printed. This includes the option to display the report in it's original dimensions or to fit the report to the current window. All of these options are available to the end-user while working with and viewing reports in the reporting web portal.
TEC 111.00		Print preview contains fit to screen capability	F	Please refer to 110.00
TEC 112.00		Allows year-to-year, month-to-month, period-to-period, year to date and life to date comparisons on reports.	F	
TEC 113.00		Provides the ability to report on any date during the month or year.	F	AMS infoADVANTAGE reports may be run to report on any date during the month or year as long as the data has been collected in AMS ADVANTAGE.
TEC 114.00		Generates reports based on user-defined thresholds and criteria (other than date).	F	AMS infoADVANTAGE reports can be defined to contain prompts that allow the user to generate a report based on user-defined criteria, such as a threshold amount or department code.
TEC 115.00		Reports capability includes control breaks and number of lines per page limits.	F	AMS infoADVANTAGE reports can be designed to include page break logic, data break logic and other format options controlling the number of lines that can be displayed on a page. Ad-hoc reporting users can always change these settings to customize the report to the desired formatting.
TEC 116.00		Reports include user-defined control breaks and number of print lines per page	F	Please refer to 115.00
TEC 117.00		Reports can include end-user defined headings and borders.	F	AMS infoADVANTAGE reports can be formatted from within the Portal using various elements such as titles, labels, borders, colors and so forth.
TEC 118.00		Provides flexibility to users to indicate round numbers (or not) in report.	F	Ad-hoc reporting users can always define a formula on a field in a report to round calculated numbers or not. Please refer to 69.00

**Functional Category: Financial -
Technical**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 119.00		Allows users to sort report by any field within the report.	F	The sort criteria and order can be defined using any field from the AMS *info*ADVANTAGE report. The sort order can optionally be defined in the reporting "Universe" so it becomes centrally available to all reporting users as a building block when creating a specific report. In addition, the ad-hoc reporting user can always change the sort criteria and order for a specific report.
TEC 120.00		Allows users to define a sort order for reports.	F	Please refer to 119.00
TEC 121.00		Provides the ability to create & print reports on special forms.	F	AMS *info*ADVANTAGE reports can be created and formatted to be printed on special forms. In addition, AMS ADVANTAGE leverages the robustness of the Adobe Central Pro output management facilities for forms production and printing. This software can produce both dynamically generated forms and forms suited for pre-printed stock.
TEC 122.00		Allows budget-to-actual comparisons on reports.	F	AMS ADVANTAGE collects all budget information and actual data (encumbrances, expenditures, revenues, etc) in detailed daily journals. This information can be presented on standard AMS ADVANTAGE budget-to-actual reports as well as custom reports using AMS
TEC 123.00		Allows variance analysis reports with $ and %.	F	Please refer to 98.00
TEC 124.00		On-line real-time reporting and query capability with the ability to reference a data dictionary	F	Please refer to 80.00 and 85.00
TEC 125.00		On-line real-time reporting and query capability which allows on-line viewing of ledgers, documents, tables, and records without exiting from the processing environment	F	Since the AMS ADVANTAGE solution stores all of the application ledgers, documents, tables, and records in the operational database, this information is always available for on-line, real-time querying from within the AMS infoADVANTAGE reporting framework.
TEC 126.00		Provide ability to create reports that can suppress or print information based on logical operations on data fields	F	AMS *info*ADVANTAGE reports support the ability to hide certain blocks of data on the report page when viewed or printed. This is based on user-defined formulas that set up a condition(s) to determine whether the block of data is hidden or displayed in the report. Additionally, query filters can always be applied to the report itself to filter the data that is retrieved and displayed on the report.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 127.00		Provide ability to create reports which can carry totals forward from one report to another	F	AMS *info*ADVANTAGE reports support a feature called report-to-report drilling which allows values, such as totals, to be carried forward from one report to another in order to drill into or filter on specific information. In addition, AMS *info*ADVANTAGE reports support data drilling within a report itself, allowing the end user to view more specific detail on a selected data element of the report.
TEC 128.00		Allow end-users to modify report queries on-line.	F	End-users can edit reports on-line using the AMS *info*ADVANTAGE web based reporting portal.
		ERROR METHODOLOGIES		
TEC 129.00		Error messages appear in a consistent format across all system modules, for both batch and on-line processing. Specifically, error messages have like codes, text and screen locations.	F	The error messages are presented in a consistent way across the whole application. Every error message has a code, severity, message text. In addition, the messages uniquely identify the location of the error and in the online application, provide a hyperlink to bring the user to that
TEC 130.00		Error messages are integrated with on-line help function.	F	AMS ADVANTAGE allows the end users to view a long description of the error messages as well as other details about the messages.
TEC 131.00		Provides an error recycle file for rejected batch transactions	F	AMS ADVANTAGE provides an exception file, which can be configured to provide details about the transactions processed in the background/batch mode. For example, it can list the transactions that were rejected, or the lines that had errors on them, or the transactions that were successful, or a detailed report about every transaction that was successful or rejected. This file can be recycled as input for reprocessing after fixing the reason for rejected transactions.
TEC 132.00		Provides a suspense file for rejected or unposted transactions	F	AMS ADVANTAGE provides the ability to create and save transactions (documents) even if the transaction has rejected.
TEC 133.00		Provides the capability of producing error statistics by source.	F	AMS ADVANTAGE ties the errors to the transaction which resulted in those errors and even the sub-component within the transaction data. Information such as the total number of errors, error text, error severity is available.

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TEC 134.00		Errors from bad print jobs are re-queued and re-printed automatically.	F	AMS ADVANTAGE leverages the print servers capabilities for printing and print recovery functions. It is designed to allow reprinting easily. The reports can be reprinted anytime, whereas it uses Accelio Central Pro (formerly known as JetForms) to print forms, which also provides an ability to reprint forms. While printing checks on pre-printed stationary, there are special mechanisms provided by AMS ADVANTAGE to ensure that the check numbers are taken care of, when there is a need to reprint the job due to any printer failure.
		SECURITY AND AUDIT CAPABILITIES		
TEC 135.00		Complies with HIPPA confidentiality requirements	F	AMS ADVANTAGE provides robust solutions to all aspects of security including authentication, authorization, confidentiality, integrity, non-repudiation and auditing. It supports encryption to comply with various confidentiality requirements.
TEC 136.00		Logs transactions by user ID.	F	AMS ADVANTAGE provides the capability to audit and log user activity (transactions) within the system. Within the system administration function of AMS ADVANTAGE, authorized security administrators can set a logging option to trace all activity for a user account. This activity is recorded within a log that can be viewed and reported on.
TEC 137.00		Provides historical records (log file) of table updates for a minimum of ten years including the user ID of who made the changes and the actual changes.	F	AMS ADVANTAGE provides various audit and logging features, including the ability to log all activities on tables. These logs can be retained for as long as it is operationally desired.
TEC 138.00		Allows users to change passwords.	F	AMS ADVANTAGE allows the users to change their password.
TEC 139.00		System Administrator can define parameters such as requiring users to use alphanumeric and numeric characters in passwords.	F	The AMS ADVANTAGE solution can support the setting of additional constraints on the definition of a "valid" password, such as requiring alphanumeric and numeric characters, password lenghts, and other password rules.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 140.00		Provides the option for system to require password changes periodically.	F	AMS ADVANTAGE allows the security administration to specify the password expiry time period (how many days before the password expires). In addition, it lets the administrator configure how many days before the password expires, should the users be warned about the
TEC 141.00		Administrator can reset and/or delete passwords.	F	AMS ADVANTAGE allows the security adminstrator(s) to reset and/or delete the passwords for the users.
TEC 142.00		Deny access to a user after a specified number of denied log on attempts.	F	AMS ADVANTAGE allows the security administrator(s) to configure the maximum number of invalid log in attempts allowed for the users. If the user exceeds the maximum number of invalid login attempts allowed, the userId is locked out.
TEC 143.00		Logs off user and generates report to security officer if user attempts to breach system authorized level defined security parameters while on-line.	C	AMS ADVANTAGE provides logging at various levels such as logging all the actions by a user and security exceptions. The system currently does not log off the user, but AMS proposes to discuss with County its requirements and present a solution based on those requirements.
TEC 144.00		Unsuccessful logon attempts are recorded by system and retained for a user defined period of time.	F	All the attempted security violations, including unsuccessful log in attempts, are recorded by AMS ADVANTAGE. This information can be retained for as long as it is operationally needed.
TEC 145.00		Issues an alert to the end-user and notifies the System Administrator after a specified number of unauthorized log on attempts.	T	The unsuccessful attempts to log on, result in error message to the end user. A notification can also be issued to the security administrator using the AMS Studio.
TEC 146.00		Deletes user logon id after system administrator defined time of inactivity.	C	AMS ADVANTAGE captures data about the last successful log on for each user ID. This information can be used to auto-delete the userids after a configurable time of inactivity.
TEC 147.00		Sets security profile to define personnel authorized to:		AMS ADVANTAGE implements a powerful authorization mechanism. The userIDs are assigned to one or more roles, which are tied to one or more groups of resources (tables, screens etc.). The access levels are provided for each link between a role and resource group. These access levels determine the access to various actions like insert(add), delete, update, view, approve and so on.
TEC 147.01		Log on	F	Please refer to 147.00 above.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 147.02		Add data	F	Please refer to 147.00 above.
TEC 147.03		Delete data	F	Please refer to 147.00 above.
TEC 147.04		Change data	F	Please refer to 147.00 above.
TEC 147.05		View data	F	Please refer to 147.00 above.
TEC 147.06		Approve data	F	Please refer to 147.00 above.
TEC 148.00		Provides the option to restrict data access for each security profile by:		Please refer to the details below
TEC 148.01		Employee id	F	AMS ADVANTAGE can restrict data access by employee Id to only the data that is relevant for that employee.
TEC 148.02		User id	F	AMS ADVANTAGE allows to secure data access based on the roles that the userID belongs to.
TEC 148.03		Any element in the chart of accounts (e.g. grant, project, fund)	F	AMS ADVANTAGE allows the data to be secured by any data element including the chart of account data elements.
TEC 148.04		Application	F	AMS ADVANTAGE can restrict the data access by the applications provided in the solution. For example, the access to various integrated applications like the ad-hoc reporting tool can be controlled. Similarly, access to various applications like AMS ADVANTAGE HR and AMS
TEC 148.05		Screen	F	AMS ADVANTAGE allows screens (pages) to be secured, just as it does other "resources" like tables.
TEC 148.06		Field	F	AMS ADVANTAGE allows data access to be secured by various resources including the fields, tables, transaction/document types, pages, reports and so on.
TEC 148.07		Workstation	F	The concept of a "workstation" is not as relevant in a thin client web browser based system like AMS ADVANTAGE, which is designed to provide better accessibility through a web browser without compromising the backend security. However, the access can be controlled by using client digital certificates, so that only the workstations that have the valid certificate can access the system.
TEC 148.08		Menu	F	AMS ADVANTAGE allows to secure actions irrespective of their location (menu, button, hyperlink action).

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 148.09		Module	F	AMS ADVANTAGE can control access to the various modules by defining groups of resources that represent that module. The resources can include entities like fields, tables, transactions, documents, pages(screens), reports and so on.
TEC 148.10		Report	F	AMS ADVANTAGE allows the data access to be secured by "resources", which can include reports. The resources can be other entities like fields, tables, transactions, documents, pages(screens) as well.
TEC 148.11		Each field in the Chart of Accounts	F	Please refer to 148.04 above
TEC 148.12		Program / Project	F	Please refer to 148.04 above
TEC 148.13		Transaction type	F	AMS ADVANTAGE allows data access to be secured by various resources including the fields, tables, transaction/document types, pages, reports and so on.
TEC 148.14		Document type	F	AMS ADVANTAGE allows data access to be secured by various resources including the fields, tables, transaction/document types, pages, reports and so on.
TEC 148.15		Role	F	AMS ADVANTAGE allows the users to be assigned to roles, which are tied to resources groups and control the access to the various entities (resources) of the application.
TEC 148.16		Standard report	F	AMS ADVANTAGE allows the data access to be secured by "resources", which can include standard reports. The resources can be other entities like fields, tables, transactions, documents, pages(screens) as well.
TEC 148.17		Ad hoc report	F	AMS ADVANTAGE allows the data access to be secured by "resources", which can include ad-hoc reports. The resources can be other entities like fields, tables, transactions, documents, pages(screens) as well.
TEC 149.00		Accommodates centralized (one security administrator) security.	F	The AMS ADVANTAGE solution fully supports a central security administration function as well as a decentralized model. As with all application resources in AMS ADVANTAGE, security functions can be set up so that authorized central security administrators are granted
TEC 150.00		Accommodates de-centralized (department security administrators overseen by central security administrator) security.	F	Please refer to 149.0 above.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 151.00		Provides ability to view or obtain security reports showing:		The AMS ADVANTAGE solution can support the generation of reports on information recorded or logged by the security module for each access. AMS ADVANTAGE provides an option for the logging of system access down to the application resource level. Several online inquiries are incorporated into the security administration functions of AMS ADVANTAGE. Additionally, our proposed solution includes the powerful AMS infoADVANTAGE business intelligence solution, based on the industry leading Business Objects engine. The County can leverage the AMS infoADVANTAGE solution for developing additional queries and reports, as necessary.
TEC 151.01		Authorized system use	F	Please refer to 151.0 above
TEC 151.02		Unauthorized system use	F	Please refer to 151.0 above
TEC 151.03		Security profiles by user	F	Please refer to 151.0 above
TEC 151.04		Security breaches or attempts	F	Please refer to 151.0 above
TEC 152.00		Provides the ability to predefine based on job function and role a security profile and assign individuals to such profiles.	F	The AMS ADVANTAGE solution supports the ability to group users with identical authority into roles. Each member of a security role will have the same authority as all other members of the same role, but each user can belong to an unlimited number of security roles. AMS ADVANTAGE allows the administrator to create users and assign roles to them or "clone" users from an existing user having the same privileges and roles as desired for the new user.
TEC 153.00		Ability to provide multiple security profiles to a single user.	F	AMS ADVANTAGE allows a single user to be assigned to multiple roles (please refer to 122 above).Each member of a security role will have the same authority as all other members of the same role, but each user can belong to an unlimited number of security roles. When a user belongs to

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 154.00		Ability to generate warning message to notify administrator if multiple security profiles applied to a single user are conflicting. Such instances should be recorded by system.	F	When a user belongs to more than one security role, AMS ADVANTAGE authorizes an action if any of the user's roles has authority for the action. It allows the administrator to setup roles which have different access levels to the same resources, which is deliberate and consistent with defining incremental roles of more powerful access. For example, an "every user" role may be assigned to every user of the system, whereas a "procurement officer" role may be assigned to a few users, who also have the "every user" role by virtue of being a user of the system. This is not viewed as conflicting profiles in AMS ADVANTAGE and is deliberate. However, if the County intends to identify and implement specific configurations that are viewed as conflicting, it is possible to extend the security setup module.
TEC 155.00		Provides the ability to view log files on-line for all changes, deletions, and additions including:		AMS ADVANTAGE provides the capability to audit and log activities and transactions within the system. This is recorded within a log that can be viewed and reported on. It has relevant information like Date/time stamp, user id, resource(table) affected, action performed etc.
TEC 155.01		Date / time stamp	F	Please refer to 155.0 above
TEC 155.02		User id	F	Please refer to 155.0 above
TEC 155.03		Specific input device	F	AMS ADVANTAGE logs the action performed and information that can determine whether the action was performed online or offline. It doesn't distinguish between the input devices such as keyboard and mouse, because that doesn't have any impact on the action performed. AMS would be willing to discuss County's requirements about identifying the specific input devices and whether it is not covered by the current capabilities of AMS ADVANTAGE.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 156.00		Provides record or file encryption using DES standards .	F	AMS ADVANTAGE supports DES encryption capability through our support for JCE (Java Cryptography Extensions) and JAAS (Java Authentication and Authorization Services). Such encryption services may require additional analysis and subsequent configuration changes that is not included in the current understanding of services.
TEC 157.00		Provide e-commerce security including customer authentication and encryption to protect customer data.	F	The AMS ADVANTAGE solution provides the ability to support public/private key certificates and digital signatures. AMS ADVANTAGE was built on a fully Web/Internet architecture that inherently supports both client and server side certificates through an appropriate CA (Certificate Authority), such as RSA Security or Verisign solutions. The external CA is responsible for management and certificate-based (X.509) authentication while AMS ADVANTAGE would be configured to support all authorization services. AMS ADVANTAGE uses the industry standard SSL (Secure Sockets Layer), which leverages server-side certificates, for encrypted and secure communication between the Web browser client and the AMS ADVANTAGE Web servers.
TEC 158.00		Provides the ability to restrict remote downloading.	F	AMS ADVANTAGE stores its data in a RDBMS and a user can access that data only through AMS ADVANTAGE security. Even when file attachments are used, they are stored as part of transaction data, as LOB in the RDBMS and hence can't be downloaded without going through AMS ADVANTAGE security.
TEC 159.00		Authenticates users with a single password.	F	AMS ADVANTAGE provides a single sign on for all the modules of AMS ADVANTAGE and integrated third party applications. AMS ADVANTAGE can also be implemented in a LDAP (Lightweight Directory Access Protocol) deployment, should the County support an enterprise directory implementation with global single sign-on capabilities.
		INTERFACES		

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County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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TEC 160.00		Interfaces with popular desktop applications. (e.g.. Microsoft Office)	F	The AMS ADVANTAGE solution fully provides for the integration with various desktop applications. For example, it provides an attachment feature where authorized users can attach external documentation to an AMS ADVANTAGE business document. For example, special technical specs written in a Microsoft Word document can be attached to a solicitation request. These documents are saved within the AMS ADVANTAGE database and not a separate file system so that data integrity is fully maintained. Documents are stored as a BLOB (Binary Large Object0 data type so that no conversion of the information is required.
TEC 161.00		Provide standard interface for document management software. (included but not limited to current applications FileNet and VisiFLOW.)	F	The AMS ADVANTAGE solution supports the use of document management software. AMS has a strategic partnership with industry leader FileNet. AMS has implemented over 50 large-scale imaging/workflow solutions based on that vendor's products. As an IBM partner, AMS also co-developed one of IBM's imaging/workflow products. AMS has not included this in our proposal since imaging solutions can vary greatly in terms of breadth and depth of offering. AMS would like the opportunity to discuss with the County its specific requirements so that AMS can assess and propose the appropriate solution that matches those requirements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 162.00		Provide standard interface with imaging hardware and software.	F	The AMS ADVANTAGE solution supports the use of third party scanning and imaging tools and OCR capabilities. AMS has extensive experience in scanning and OCR capabilities. Our experience includes the high volume scanning and character recognition requirements of income tax return processing, one of the most intensive use of such technologies. AMS has a strategic partnership with industry leader FileNet. AMS has implemented over 50 large-scale imaging/workflow solutions based on that vendor's products. As an IBM partner, AMS also co-developed one of IBM's imaging/workflow products. AMS has not included this in our proposal since imaging solutions can vary greatly in terms of breadth and depth of offering. AMS would like the opportunity to discuss with the County its specific requirements so that AMS can assess and propose the appropriate solution that matches those requirements.
TEC 163.00		Interfaces with popular (e.g., MAPI, POP3) e-mail systems.	F	AMS ADVANTAGE leverages JavaMail standard of J2EE to provide support for MAPI, POP3 and other email protocols and the email engines that support those protocols.
TEC 164.00		Interfaces with a wide variety of printers and print servers.	F	AMS ADVANTAGE uses industry standard printers and print drivers.
TEC 165.00		Interfaces with a wide variety of mass-storage devices.	F	AMS ADVANTAGE is independent of the underlying storage device and hence it can interface with a wide variety of mass-storage devices.
TEC 166.00		Interfaces with fax software.	F	AMS ADVANTAGE has the technical capabilities for supporting fax. Different implementation approaches may require additional implementation effort.
TEC 167.00		Provides interface to telephony and IVR systems.	F	The AMS ADVANTAGE solution can support interfaces to external systems such as telephony and IVR systems. As described earlier, our proposed AMS ADVANTAGE solution is based on open standards architecture and can integrate with a variety of external systems. AMS ADVANTAGE can leverage interface standards within the Java2 framework or through its own application integration capabilities.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 168.00		Supports use of an interface engine	F	AMS ADVANTAGE supports many different ways of interfacing with external systems and data. Please refer to 4.0, 4.01, 4.02 for more details.
TEC 169.00		Provides interfaces to other County Systems including but not limited to:		AMS ADVANTAGE supports many different ways of interfacing with external systems and data. Please refer to 4.0, 4.01, 4.02 for more details.
TEC 169.01		GIS Systems	F	The AMS ADVANTAGE solution can provide integration capabilities with Geo access tools for mapping. As described in our comments for 4.0, 4.01, 4.0x, AMS ADVANTAGE supports a wide variety of integration standards (Java and Java2 framework services, JNI, XML, etc.) that can ease the implementation of interfaces with a third party Geo access tool. For example, leveraging the Java and Internet-based architecture, AMS ADVANTAGE can integrate with geo access/mapping functions of Map Quest, a leading Web-based geo access/mapping solution. AMS would gladly discuss with the County the integration capabilities of AMS ADVANTAGE and how it could be used to support other mapping tools.
TEC 169.02		GPS Systems	F	Please refer to 169.01 above.
TEC 169.03		Existing enterprise systems (e.g. CAMIS, FAS, Leader, etc.)	F	AMS ADVANTAGE supports many different ways of interfacing with external systems and data. Please refer to 4.0, 4.01, 4.02 for more details.
		HELP SYSTEM CAPABILITY		
TEC 170.00		Provides on-line help features for all screen elements (screen errors and error codes).	F	The AMS ADVANTAGE solution provides customizable online help across all components. AMS ADVANTAGE provides a robust help facility that is accessed from a Web browser, consistent with the access method of a typical user. Help content is accessed through Web links within the ADVANTAGE application. AMS ADVANTAGE provides help content at the page level, as well as Context sensitive help at the field level. .
TEC 171.00		Provides a context-sensitive help feature.	F	AMS ADVANTAGE provides context sensitive help feature for quick lookup of field level and page level help. For more details, please refer to 140.00 above.

Functional Category: Financial - Technical

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"   **TP** = Third Party Software Required

R = Provided with Reporting Tool   **NV =** Provided in the Very Next Version

T = Configuration Using Built-In Toolset (survives software upgrades)   **C** = Customization (requiring changes to underlying source code)

I = Interface ability is "Out-of-the-Box", but may require customization   **NA** = Not Available

Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 172.00		Provides a user customizable help feature.	F	AMS ADVANTAGE help content can be customized. Our proposed solution includes a copy of eHelp's RoboHelp product to assist in any customization of AMS ADVANTAGE help content
		DOCUMENTATION CAPABILITY		
TEC 173.00		Provides up-to-date end-user manuals which contain clear and thorough descriptions of all screen and batch processing functions, screen data, programs, and any processing parameters.	F	The AMS ADVANTAGE solution provides a set of documentation and customizable help that can be leveraged by the County. AMS ADVANTAGE provides a full set of documentation that can be distributed as PDF for online access. This documentation covers all aspects of system functionality including the user guide for various pages(screens), batch processes and so on.
TEC 174.00		Provides on-line documentation for users.	F	AMS ADVANTAGE provides on-line documentation and help facility to the user. The help can be accessed from a Web browser, consistent with the access method of a typical user. Help content is accessed through Web links within the ADVANTAGE application. The documentation is also available as PDF files.
TEC 175.00		On-line documentation contains search function.	F	AMS ADVANTAGE online help and documentation facility provides search capabilities for ad-hoc browsing of the help content and documentation.
TEC 176.00		Provides user manuals on cd-rom	F	AMS ADVANTAGE includes the softcopies of the documentation on CD-ROM.
TEC 177.00		Provides comprehensive technical system documentation and technical manuals (geared to information systems personnel) including:		AMS ADVANTAGE documentation includes technical documentation like System Administration Guide and Developer's Guide. The technical documentation includes information about various batch processes, administration aspects, configuration issues, development information, data dictionary and so on.
TEC 177.01		Program descriptions	F	Please refer to 177.00 above
TEC 177.02		Screen definitions and descriptions	F	Please refer to 177.00 above
TEC 177.03		Database definitions, logical data model, and record layouts	F	Please refer to 177.00 above
TEC 177.04		Systems Operations	F	Please refer to 177.00 above

Appendix D - Interfaces

The County has a variety of legacy systems that currently interface with warrant writing systems external to CAPS or to CAPS itself. The external warrant writing systems produce financial transactions that are picked up by CAPS, post back files to the originating system and bank transmission files. eCAPS will have to accommodate payment requests coming from a variety of sources and create post back files to the originating system. The County has identified 27 unique interfaces for inputs and outputs. One interface may have multiple input or output sources. The County standard will be for one format for each interface whenever possible.

The interfaces can be categorized into three (3) types; Permanent interface, Vendor interface and Temporary interface. **Permanent** interfaces (P) are interfaces currently between a source system and legacy system that is being replaced by eCAPS or to or from a legacy system that is not being replaced and CAPS. These interfaces will continue to exist, are unique to the County and are related to internal County systems, e.g. payroll, Foster Care, tax refunds, etc. **Vendor** interfaces (V) are interfaces currently between a legacy system that is being replaced by eCAPS and an external source or CAPS and an external source and come standard with Advantage 3. These interfaces will replace an existing interface, are not unique to the County and are related to external County systems, e.g. bank transmit files, 1099's, EDD reporting, etc. **Temporary** interfaces (T) are interfaces currently between a legacy system that will be replaced by eCAPS during a later phase of implementation and will continue to exist until then and CAPS. They are scheduled to become obsolete sometime during the life of the project.

For Inputs, the Destination System ID is the system that will be replaced and will change to eCAPS.
For Outputs, the Source System ID is the system that will be replaced and will change to eCAPS.

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
1099 Interfaces - IRS File							
TWW 1099	Auditor	TWW 1099	1099 - IRS File	IRS	Output		V
UVPS 1099	Auditor	UVPS 1099	1099 - IRS File	IRS	Output		V
1099 Interfaces - Inbound Information							
UVPS 1099	DPSS	Leader	1099 - Selected Payments	UVPS 1099	Input	can they exclude direct deposit payments?	P
UVPS 1099	DPSS	Leader	1099 - Corrections	UVPS 1099	Input	address corrections	P

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
TWW 1099	Auditor	LACERA	1099 payments	TWW 1099	Input		P
TWW 1099	Auditor	Deceased Employees	1099 payments	TWW 1099	Input	Excel Spreadsheet	P
1099 Interfaces - Forms							
TWW 1099	Auditor	TWW 1099	1099 Print File	ISD/ITD Printer	Output		V
UVPS 1099	Auditor	UVPS 1099	1099 Print File	ISD/ITD Printer	Output		V
Budget Interfaces - Budget Documents							
BIS	CAO	BIS	Appropriation, Expense & Revenue budgets	CAPS	Input	establish budgets in financial system	P
Budget Interfaces - Actual Expenses & Revenue							
CAPS	Auditor	CAPS	Actual expenditures and revenue	BIS	Output	post actual expenditures and revenues back to the budget system	P
Banking Interfaces - Issues & Cancels (2 formats)							
Auditor	Auditor	CS	Bank File	B of A	Output	Xmit to bank via secure network	V
CAPS	Auditor	CAPS	Bank File	Citibank	Output	Xmit to bank via secure network	V
Elections	Auditor	Elections	Bank File	B of A	Output	Xmit to bank via secure network	V
Foster Care	Auditor	Foster Care - AAP	Bank File	B of A	Output	Xmit to bank via secure network	V
Foster Care	Auditor	Foster Care - FC	Bank File	B of A	Output	Xmit to bank via secure network	V
Foster Care	Auditor	Foster Care - Kin Gap	Bank File	B of A	Output	Xmit to bank via secure network	V
Foster Care	Auditor	Foster Care - Supp	Bank File	B of A	Output	Xmit to bank via secure network	V
GAIN Participant	Auditor	GAIN Part	Bank File	B of A	Output	Xmit to bank via secure network	V
GAIN Vendor	Auditor	GAIN Vend	Bank File	B of A	Output	Xmit to bank via secure network	V
IBPS	Auditor	IBPS	Bank File	B of A	Output	Xmit to bank via secure network	V
Payroll Garnishments	Auditor	Garnishment	Bank File	B of A	Output	Xmit to bank via secure network	V
Property Tax Refund	Auditor	TR	Bank File	B of A	Output	Xmit to bank via secure network	V
SWW	Auditor	SWW	Bank File	B of A	Output	Xmit to bank via secure network	V

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
UVPS	Auditor	UVPS	Bank File	B of A	Output	Xmit to bank via secure network	V
Banking Interfaces - Direct Deposit Issues & Cancels (2 formats)							
PADDS	Auditor	PADDS	Bank File - ACH Bank File	B of A	Output	Issues - File in NACHA format	V
Banking Interfaces - Direct Deposit Pre-Notes							
PADDS	Auditor	PADDS	Bank File - ACH Bank File	B of A	Output	Pre-notes - File in NACHA format	V
Banking Interfaces - Direct Deposit Exceptions							
PADDS	Auditor	B of A	Bank File - ACH054 data file	PADDS	Input	File of all pre-note and deposit exceptions. Stand alone program processes file to create report for the County.	V
Banking Interfaces - Warrants Paid							
Misc Bank Files	Auditor	B of A	Bank File - Paid warrant file	GWIS	Input	Posts paid warrants to GWIS	T
Misc Bank Files	Auditor	Citibank	Bank File - Paid warrant file	AWINS	Input	Posts paid warrant to AWINS, Leader selects their warrants first and passes remaining warrants to AWINS. With the advent of eCAPS, Leader will not share a bank account.	T
Banking Interfaces - Wire Confirmations							
Misc Bank Files	TTC	Misc Bank Files	Bank File - Wire transfer confirmations	eCAPS	Input	Confirmation of wire transfers. (new interface to financial system.)	V
Banking Interfaces - Monthly Activity							
Misc Bank Files	Auditor	B of A	Bank File - Monthly account activity	eCAPS	Input	Matches to our database to validate warrant status. (new interface to financial system.)	V
Misc Bank Files	Auditor	Citibank	Bank File - Monthly account activity	eCAPS	Input	Matches to our database to validate warrant status. (new interface to financial system.)	V

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
Cash Receipt Interfaces							
CAPS Daily Input	TTC	banking system	Cash Receipt	CAPS	Input	Deposit Permits - batch file of CR's for DPW invoices	P
CAPS Daily Keypunch	Auditor	None	Cash Receipt	CAPS	Input	Keypunch file – CAPSTB - paper CR documents come from TTC for keypunching. TTC would like to provide a file instead of paper documents.	P
EDD Reporting Interfaces							
EDD Reporting	Auditor	TWW 1099	EDD Reporting File	California EDD	Output	CAPS & other warrant writing systems provide data every month to the 1099 system for EDD reporting	V
EDD Reporting	Auditor	UVPS 1099	EDD Reporting File	California EDD	Output	Warrant writing systems provide data every month to the 1099 system for EDD reporting	V
Interdepartmental Billing Interfaces (could be same as JV interface)							
CAPS Daily Keypunch	Auditor	None	Internal Voucher	CAPS	Input	Keypunch file – CAPSVP - departments type up IV document and send one copy to Auditor and one to requesting dept. Auditor would like for servicing dept to enter IV online and route thru workflow for approvals.	P
KOMMAND	ISD	KOMMAND	Internal Voucher (new process)	eCAPS	Input	billing IV's from KOMMAND in a file instead of paper documents (new process)	P
Journal Voucher Interfaces - Normal							
CAPS Daily Keypunch	Auditor	None	Journal Voucher (30)	CAPS	Input	Keypunch file - CAPSFM, paid warrant information from TTC. This process may be automated or may be manual input into eCAPS.	P

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
CAPS On Demand Input	Auditor	CWPAY	Journal Voucher (40, 41, 42), Mileage Expense (IGPO)	CAPS	Input	Payroll expenditures FIRM format txn	P
CAPS On Demand Input	Auditor	TADS	Journal Voucher (JV)	CAPS	Input	Tax JV – CAPS format txn	P
CAPS On Demand Input	CAO	BIS	Journal Voucher (JV) (reserves / designations)	CAPS	Input	Only during year-end processing – CAPS format txn	P
CAPS Daily Input	DPW	FAS	Journal Voucher (J1, J3)	CAPS	Input	Only until FAS labor cost distribution functionality is replaced by eCAPS	P
CAPS On Demand Input	Auditor	Interest Allocation	Journal Voucher (JV)	CAPS	Input	FIRM format txn - AC wants Interest Alloc to be replaced by something if possible	T
CAPS On Demand Input	Sheriff	FMS	Journal Voucher (JV)	CAPS	Input	Sheriff Stock – FIRM format txn, this JV document is recording an old FIRM interdepartmental billing document for inventory expense distribution	T
Leader	DPSS	Leader	Journal Voucher (TW)	Manual input	Input	Expense entries for Leader and LAFAIR issuances (accounting entries)	P
Journal Voucher Interfaces - Payroll Central Budget Unit							
CAPS On Demand Input	Auditor	CWPAY	Journal Voucher (40, 41, 42)	CAPS	Input	Payroll expenditures FIRM format txn - read payroll txn and add central budget unit txn	P
Payment Request Interfaces							
Child Support	CSSD	Unknown	Payment Request	CS	Input	Child Support	P
Elections	Registrar	Election Billing Sys	Payment Request	Elections	Input	Election Payroll	P
Foster Care	Auditor	PADDS	Payment Request	Foster Care	Input	Foster Care Parents	P
Foster Care	Auditor	PADDS	Payment Request	Foster Care - Kin Gap	Input	Kin Gap Payments	P
Foster Care	Auditor	PADDS	Payment Request	Foster Care - AAP	Input	Adoptive Assistance Payments	P

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
Foster Care	Auditor	PADDS	Payment Request	Foster Care - Supp	Input	Supplemental payments	P
GAIN Participant	DPSS	GEARS	Payment Request	GAIN Part	Input		P
GAIN Vendor	Auditor	GEARS	Payment Request	GAIN Vend	Input		P
IBPS	DPSS	ACSPA	Payment Request	IBPS Warrant Writing	Input	should IBPS be allowed to live? (check w/ Russ Hibbs)	P
IBPS	DPSS	Special Circumstances	Payment Request	IBPS Warrant Writing	Input	Special circumstances such as Multi warrant and x. Should IBPS be allowed to live? (check w/ Russ Hibbs)	P
PADDS	DPSS	Leader	Payment Request	PADDS	Input		P
Payroll Garnishments	Auditor	Payroll Garnishment	Payment Request	Garnishment	Input	Employee Payment Request	P
Payroll Garnishments	Auditor	Payroll Garnishment	Payment Request	Garnishment	Input	Garnishor Payment Request	P
Property Tax Refund	TTC	Property Tax	Payment Request	TR	Input		P
Property Tax Refund	Auditor	Property Tax	Payment Request	TR	Input		P
SWW	??	CCS	Payment Request	SWW	Input	California Children Services	P
SWW	Courts	PACE	Payment Request	SWW	Input		P
SWW	Sheriff	MAPAS	Payment Request	SWW	Input		P
SWW	??	JMS	Payment Request	SWW	Input	Jury Management System	P
SWW	Sheriff	CPAS	Payment Request	SWW	Input	Civil Process Accounting System	P
SWW	Auditor	ACCS	Payment Request	SWW	Input	Special Claims Child Support	P
SWW	DCFS	AAP	Payment Request	SWW	Input	Adoptive Assistance Payments	P
SWW	DCFS	CCP	Payment Request	SWW	Input	Child Care Payments	P
SWW	Auditor	CARS	Payment Request	SWW	Input	Cafeteria Adjustment Retro Systems	P
SWW	DHS	HSD	Payment Request	SWW	Input	Health Services	P
SWW	DMH	MH	Payment Request	SWW	Input	Mental Health	P

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
SWW	Registrar	ENE	Payment Request	SWW	Input	Election Night Employees	P
SWW	TTC	CARRS	Payment Request	SWW	Input	Collection Accounts Receivable / Replacement System	P
SWW		CAPP	Payment Request	SWW	Input	Child Abuse Prevention Program	P
SWW	DMH	MHLSP	Payment Request	SWW	Input	Life Support Payments	P
SWW	DMH	MHREVENU	Payment Request	SWW	Input	Revenue	P
SWW	CAO	WC	Payment Request	SWW	Input	Worker's Comp	P
UVPS	DPSS / DCFS	Various	Payment Request	UVPS	Input		P
CAPS Daily Input	DHS	HMMS	Payment Request	CAPS	Input	CAPS PV format	P
CAPS Daily Input	DPW	FAS	Payment Request	CAPS	Input	CAPS PV format	P
CAPS Daily Input	ISD	CAMIS	Payment Request	CAPS	Input	CAPS PY format	P
Encumbrance Interfaces							
CAPS Daily Input	DPW	FAS	Encumbrance	CAPS	Input	CAPS PO format	P
CAPS Daily Input	ISD	CAMIS	Encumbrance	CAPS	Input	CAPS PC format	P
Vendor File							
PADDS	Auditor	PADDS	Vendor Activity File	Leader / IDD	Output	file & report of Leader direct deposit vendors that have passed the pre-note phase or have stopped	P
PADDS	Auditor	PADDS	Vendor Activity File	APPS	Output	file & report of APPS direct deposit vendors that have passed the pre-note phase or have stopped	P
CAPS	Auditor	CAPS	Vendor File	HMMS / FAS	Output	dump of the vendor file	P
eCAPS	Auditor	eCAPS	Vendor File	Various	Output	eCAPS will need to provide access to their vendor data for external systems validation	P

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
Various	Various	Various	Vendor Data	eCAPS	Input	eCAPS will need to accept vendor updates from external systems, e.g. CAMIS, Leader, GEARS, APPS, etc.	P
Post back Interfaces (1- 8 formats)							
Auditor	Auditor	CS	Warrant Info / Post back	DA	Output		P
Foster Care	Auditor	Foster Care	Warrant Info / Post back	APPS/FC	Output		P
Foster Care	Auditor	Foster Care	Warrant Info / Post back	Kin Gap /APPS	Output		P
Foster Care	Auditor	Foster Care	Warrant Info / Post back	AAP	Output		P
Foster Care	Auditor	Foster Care	Warrant Info / Post back	Supplemental	Output		P
GAIN Participant	Auditor	GAIN Part	Warrant Info / Post back	GEARS	Output		P
GAIN Vendor	Auditor	GAIN Vend	Warrant Info / Post back	GEARS	Output		P
IBPS	Auditor	IBPS	Warrant Info / Post back	?????	Output		P
Property Tax Refund	Auditor	TR	Warrant Info / Post back	Auditor	Output		P
Property Tax Refund	Auditor	TR	Warrant Info / Post back	TTC	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	CCS	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	PACE	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	MAPAS	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	JMS	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	CPAS	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	AAP	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	CCP	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	HSD	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	MH	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	CARRS	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	MHLSP	Output		Type
SWW	Auditor	SWW	Warrant Info / Post back	MHREVENU	Output		P
SWW	Auditor	SWW	Warrant Info / Post back	WC	Output		P

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
UVPS	Auditor	UVPS	Warrant Info / Post back	Various	Output	System is run multiple times, each Post back sent to different destination.	P
Asset Management Interfaces							
CAPS Daily Input	Auditor	LAC-CAL	Jobs & job charges	CAPS	Input	FIRM format txn - converted to JB's and JC's.	P
CAPS	Auditor	CAPS	CAPS reference data	LAC-CAL	Output	reference data for LAC-CAL validations	P
CAPS	Auditor	CAPS	CAPS detail transactions	CAIS	Output	CAPS transactions w/ fixed asset appropriations.	P
Cross-walk of accounting data							
CAPS COA Look-up by CWTAPPS & CWPAY							
CWPAY	Auditor	CWPAY	COA validation	CAPS	Read	Currently, CWPAY program does a direct read of CAPS VSAM files to look up COA info for validation purposes.	P
CWTAPPS	Auditor	CWTAPPS	COA validation	CAPS	Read	Currently, CWTAPPS program does a direct read of CAPS VSAM files to look up COA info for validation purposes.	P
CAPS COA Look-up by BIS							
BIS	CAO	BIS	COA validation	CAPS	Read	Currently there is a huge conversion effort of BIS COA codes to CAPS COA codes for entering budget transactions and CAPS COA codes to BIS COA codes to post actual information in BIS.	P

Appendix E – Conversions

The County has a variety of legacy systems that contain data that will need to be brought into eCAPS. The legacy data will fall into one of two categories, reference data or historical data. The volume of data to be brought over will determine if the data is converted or manually entered into eCAPS. AMS will be responsible for converting all CAPS related data.

Reference Data
Data that is used for validation on transactions or standard terms & conditions for purchase orders and solicitations.

1. **Chart of Accounts**

   CAPS has 30 financial COA tables and 7 cost accounting COA tables.

2. **Vendors**

   Vendors will be converted from a number of sources. The vendors must be secured based on their source or "type". Vendor data may have synchronization issues with the system of origin of the payment request.

   CAPS vendors
   PADDS vendors & banking information
   CAMIS vendors

3. **Discounts**

   This area may depend on how the accounts payable functionality works without the procurement module.
   CAPS Discounts

4. **Labor Charge Codes**

   CAPS has five (5) tables related to labor cost distribution.

Historical Data
Data that is active or open. Open items were created and posted in CAPS, but not closed, e.g. payment request posted, but no warrant written.

1. **1099 Data**

   The County currently has 1099 data captured by various legacy systems. eCAPS is expected to be implemented at the start of a fiscal year. This means that six (6)

months worth of data will come from legacy systems and six (6) months worth of data will come from eCAPS. Legacy data will need to be converted to eCAPS for 1099 reporting.

TWW 1099 data
UVPS 1099 data

2. EDD Data

The current EDD process maintains a file of vendor information of who has been reported to the state. This file will need to be used by the eCAPS EDD reporting process for July 2005 through December 2005 and may need conversion to accomplish this.

3. Projects

CAPS project data and ledger.

4. Grants

CAPS grant data and ledger.

5. Cost Accounting

CAPS jobs and job billing data and ledger.

6. Countywide Contract Monitoring System (CCMS)

CCMS open contracts with encumbrance and expenditure history

7. Open Purchase Orders / Encumbrances

CAPS

8. Open Payments

CAPS

9. County-wide Reporting Database (CWRD)

Currently the County is building CWRD with CAPS ledger data and reference data. CWRD has data from fiscal year 1999-2000 to the present in detail and summary files. This data would be converted / mapped to the eCAPS data warehouse structure. The County is not considering converting the COA data in CWRD in order to bring it into the eCAPS data warehouse.

Appendix F - Reports

Summary of Financial Business Requirements for Reporting

This inculdes all requirements with a vendor response of "R" and all requirements in a reporting and / or query section.

Module	Tab ID	# Requirements
Accounts Payable	AP	63
Accounts Receivable	AR	44
Cost Accounting	CA	45
Data Warehouse	DW	1
General Ledger	GL	52
Grant Accounting	GR	45
Project Accounting	PJ	35
General Requirements	GEN	31
Technical Requirements	TEC	58
		374

Functional Category: Financial -
Accounts Payable

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"   **TP** = Third Party Software Required
R = Provided with Reporting Tool   **NV =** Provided in the Very Next Version
T = Configuration Using Built-In Toolset (survives software upgrades)   **C** = Customization (requiring changes to underlying source code)
I = Interface ability is "Out-of-the-Box", but may require customization   **NA** = Not Available

Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Accounts Payable General Design		
AP 2.00		Accumulates and displays monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for:		Please see individual responses below.
AP 2.01	infoADV	Purchases by vendor (i.e., by invoice, purchase order / contract number, purchase item, budget unit).	R	
AP 2.02	infoADV	Payments to Vendor, by Contract, and/or by Contract Type	R	
AP 3.00	infoADV	Produces an accounts payable aging report according to user defined aging buckets or provides for query.	R	
AP 23.00	AP	Allows the user to identify payment vouchers that did not contain use tax charges and create a payment voucher for the tax amount due as well as include these payment vouchers on a report.	R	Identification of vouchers without use tax is a straightforward report, which could be used to manually enter another payment voucher. Automating this process would require a new process.
		Vendor Files		
AP 44.00	AP	System provides the ability to maintain an individual and an accumulated purchase history for each vendor in system.	R	infoADVANTAGE reporting tool can provide this functionality
		Payment Authorization		
AP 169.00	infoADV	Generates daily report of all payments and wire transfers that could not be generated due to funds not being available.	R	infoADVANTAGE reporting tool can provide this functionality
		Issuance Reconciliation		
AP 230.00	infoADV	Provide reports/inquiries to track history of claims for stale-dated warrants through each successive status.	R	infoADVANTAGE reporting tool can provide this functionality
AP 231.00	infoADV	Produces a monthly detail stale dated Warrants Listing by fund and by warrant type.	R	infoADVANTAGE reporting tool can provide this functionality
AP 232.00	infoADV	Produces warrant reconciliation reports of manual transactions by fund and warrant type on a daily, weekly, monthly, or annual basis or by a specified date range.	R	infoADVANTAGE reporting tool can provide this functionality
AP 233.00	infoADV	Allows for printing of a daily, monthly, annual, or specified date range report of all cleared warrants by warrant type and by fund.	R	infoADVANTAGE reporting tool can provide this functionality
AP 234.00	infoADV	Produces a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding warrants for the fund.	R	infoADVANTAGE reporting tool can provide this functionality

Functional Category: Financial -
Accounts Payable

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"   **TP** = Third Party Software Required
R = Provided with Reporting Tool   **NV =** Provided in the Very Next Version
T = Configuration Using Built-In Toolset (survives software upgrades)   **C** = Customization (requiring changes to underlying source code)
I = Interface ability is "Out-of-the-Box", but may require customization   **NA** = Not Available

Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 235.00	infoADV	Computes the number and dollar amount of warrants written per warrant run (warrant type) by day and per month.	R	infoADVANTAGE reporting tool can provide this functionality
AP 236.00	infoADV	Supports the ability to store paid check images from CD input and link the image to the warrant issuance record.	R	
		1099 Processing		
AP 244.00	infoADV	1099 information from interfaced disbursement systems must also be included for consolidated reporting.	R	
		Querying		
AP 261.00	infoADV	Allows the user to query by invoice number, purchase order number, warrant number, payee, contract number, commodity code, budgetary line item, and any other defined field in the database. Also allows the user to filter the search on any field (date, chart of account element, etc.).	R	
AP 262.00	infoADV	Provides invoice tracking for pending department/agency approvals.	R	
AP 263.00	infoADV	Maintains an open item file of unpaid vendor invoices and allows inquiry into that file by vendor or invoice.	R	
AP 264.00		Maintains, tracks, and inquires (online) the following payment voucher history information:		
AP 264.01	AP	Invoice number	F	AMS ADVANTAGE Financial provides an online inquiry table which displays this information.
AP 264.02	infoADV	Vendor name	R	
AP 264.03	infoADV	Vendor number	R	
AP 264.04	infoADV	Tax ID number or SSN	R	
AP 264.05	infoADV	Requisition number	R	
AP 264.06	infoADV	Purchase order or Encumbering Document number	R	
AP 264.07	infoADV	Contract number	R	
AP 264.08	infoADV	Warrant/EFT amount	R	
AP 264.09	infoADV	Warrant/EFT date	R	
AP 264.10	infoADV	Payment Transaction Date	R	
AP 264.11	infoADV	Warrant/EFT number	R	
AP 264.12	infoADV	Account distribution	R	
AP 264.13	infoADV	Comments	R	

Functional Category: Financial -
Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 265.00	infoADV	Tracks deleted payments by name, deposit number, date and amount.	R	
AP 266.00	infoADV	Tracks and reports aging of payments in trust over specified number of days.	R	
AP 267.00	infoADV	Extract pending payments by scheduled payment date.	R	
AP 268.00	AP	Provides on-line inquiry to obtain current accounts payable status.	F	AMS ADVANTAGE Financial provides an online inquiry table which displays this information.
AP 269.00	AP	Allows the user to retrieve payment information and determine its redemption status (redeemed, stop payment, etc.).	F	AMS ADVANTAGE Financial provides an online inquiry table which displays this information.
		Reporting		
AP 270.00	infoADV	Ensures that all reports can be sorted by user-defined parameters (i.e., date ranges, funds, etc.).	R	
AP 271.00	infoADV	Produces mailing lists, labels, and cards.	R	
AP 272.00	Base	Supports multiple types of document imaging.	F	Financial documents that have been imaged may be stored in AMS ADVANTAGE Financial for later online inquiry. AMS ADVANTAGE Financial does not include an imaging OCR component.
AP 273.00		Provides the following reports, including but not limited to:		These reports may be provided by an ADVANTAGE baseline report or by using the infoADVANTAGE reporting tool.
AP 273.01	infoADV	Invoice Aging Report	R	See AP 273.00.
AP 273.02	infoADV	Match Discrepancy Report (discrepancies between matched items)	R	See AP 273.00.
AP 273.03	infoADV	Missing Match Report (2 out of 3 items in the 3 way match in the system)	R	See AP 273.00.
AP 273.04	infoADV	Report of payments made within or on 30 days from receipt of the invoice	R	See AP 273.00.
AP 273.05	infoADV	Report of payments not made within 30 days from the receipt of the invoice	R	See AP 273.00.
AP 273.06	infoADV	Monthly report of all outstanding encumbrances	R	See AP 273.00.
AP 274.00	infoADV	Provide the ability to filter or sort the above reports by vendor.	R	See AP 273.00.

**Functional Category: Financial -
Accounts Payable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 275.00	infoADV	Produces a report that identifies the average number of days for an issuance to be paid by bank account or in aggregate.	R	See AP 273.00.
AP 276.00	infoADV	Provides for updating of uncashed warrants (meeting specific criteria) to the County's Uncashed Check website.	R	See AP 273.00.
AP 277.00	infoADV	Produces a listing of payment vouchers that have not been approved for payment.	R	See AP 273.00.
AP 278.00	infoADV	Allows for online viewing or printing of a summary Outstanding Warrant Report (including the actual date cleared) by fund and warrant type on a daily, monthly, or annual basis or by a specified date range.	R	See AP 273.00.
AP 279.00	infoADV	Provides a report of discounts taken.	R	See AP 273.00.
AP 280.00	infoADV	Lists all discounts lost by any or all of the following items: vendor, time period, department, or organizations within the department.	R	See AP 273.00.
AP 281.00	infoADV	Provides a report of all issuances in a "cancel pending" status for more than a user-defined parameter number of days (e.g., ten days).	R	See AP 273.00.
AP 282.00	infoADV	Produces an activity report showing all the daily online update activity in the system.	R	See AP 273.00.
AP 283.00	infoADV	Produce a warrant status report activity report and file with summaries by warrant status. (New)	R	See AP 273.00.
AP 284.00	infoADV	Produce a report for the Special Handling warrants for each warrant run. (New)	R	See AP 273.00.
AP 285.00		Support the Uncashed Warrant web site by providing the following: (New)		AMS assumes that these requirements can be supported by the creation of infoADVANTAGE queries and reports and the provision of this information to the County staff managing the uncashed warrant website.
AP 285.01	infoADV	Print affidavit for replacement warrant / payment	R	See AP 285.00.
AP 285.02	infoADV	Data for subscriber downloading	R	See AP 285.00.
AP 285.03	infoADV	A means of providing warrants only for specified bank accounts	R	See AP 285.00.
AP 285.04	infoADV	A means of filtering specific warrants from allowed accounts	R	See AP 285.00.
AP 285.05	infoADV	A means of tracking the status of warrant restoration claims	R	See AP 285.00.
AP 285.06	infoADV	A means of filtering warrants by department / fund	R	See AP 285.00.
AP 285.07	infoADV	A means of filtering warrants by contents of Name & Address fields	R	See AP 285.00.

Functional Category: Financial - Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 285.08	infoADV	A means of filtering warrants by dollar amount	R	See AP 285.00.

**Functional Category: Financial -
Accounts Receivable**

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Receipts		
AR 88.00		Provide the following functionality for receipts:		
AR 88.02	AR	Track and report aging of payments in trust over specified number of days	R	Baseline aging reports are available by Department, Customer Account, and Customer.
AR 88.03	AR	Extract pending payments sorted by deposit number and date	R	This information may be extracted using the reporting tools.
		General Obligation Bonds		
AR 114.00	infoADV	Create general obligation bond reports for viewing and reconciling purposes.	R	
		Trust Accounting		
AR 116.00	infoADV	Provide multi-year transaction history for entities with deposits in trust by user-defined categories.	R	
AR 120.00	infoADV	Allows for ad hoc reporting of trust deposits, revenue, and expenditure abatements by user-defined categories and criteria.	R	
		Reports and Inquiry		
AR 121.00	infoADV	For all the following reports, provide user-defined sorts and filters.	R	Using AMS infoADVANTAGE, all the reports below may be customized to user specified sorts and filters.
AR 122.00		Query customer information based upon the following:		
AR 122.01	infoADV	Wildcard matches	F	
AR 122.02	infoADV	Soundex (alpha variations based upon a name entered Doe could be Dough, Doemani, etc.)	F	"Soundex" logic does not exist in the reporting tool. However, there is the capability to record an alias for Customers to capture frequent homonymic mistakes.
AR 123.00	infoADV	Provide a tool within the system to customize the printed invoice / adjustments form to include any field entered in the invoice or adjustments transaction entry screen.	F	Billing documents are created using the integrated form definition tool. The form layout and fields may be defined according to County requirements and may include any information (e.g. comments) inlcuded in the database.

**Functional Category: Financial -
Accounts Receivable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 124.00	infoADV	Users can preview, print and re-print customized invoices / adjustments (including color variations) individually, by customer, range of invoice / adjustment numbers, and range of customer numbers.	R	Forms are available for printing. Selection for printing according to all criteria listed may require configuration of printing process.
AR 125.00		System supports the generation of various user-defined reports including, but not limited to:		
AR 125.01	infoADV	Billing status	R	See AR 121.00.
AR 125.02	infoADV	Billed and unbilled charges	R	See AR 121.00.
AR 125.03	infoADV	Delinquent accounts and referrals of delinquent accounts and bankrupt customers	R	See AR 121.00.
AR 125.04	infoADV	Receivables tracking	R	See AR 121.00.
AR 125.05	infoADV	Long term receivables	R	See AR 121.00.
AR 125.06	infoADV	Memo billing status	R	See AR 121.00.
AR 126.00	infoADV	System is able to query all invoice / adjustments for a single customer online and print the information queried.	F	
AR 127.00	infoADV	Provide the ability to report and print customer activity by customer type.	R	See AR 121.00.
AR 128.00	infoADV	Provide ability to report by service code (item) or revenue code across all customers.	R	See AR 121.00.
AR 129.00	infoADV	Provide ability to report revenue on any chart of account segment with a user-specified date range.	R	See AR 121.00.
AR 130.00	infoADV	System is able to generate reports of invoices billed, paid, or voided with a user-defined timeframe.	R	See AR 121.00.
AR 131.00	infoADV	System provides a report of all outstanding invoices on a given date.	R	See AR 121.00.
AR 132.00	infoADV	System reports dollars of delinquent accounts collected, collection cases, and results of collection efforts.	R	See AR 121.00.
AR 133.00	infoADV	Provide aging analysis of outstanding accounts receivable based upon user-defined aging buckets (for example 30, 60, 90, 120, and greater than 120 days) using the original invoice date and current system date.	R	See AR 121.00.

**Functional Category: Financial -
Accounts Receivable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 134.00	infoADV	Provide the ability to view and print an itemized customer statement by a individual customer, a range of customers, or all customers for a specified period of time. Disputed customers can optionally be excluded from printing with an appropriate audit trail.	R	Please see response to AR 163.00 - same response applies here to disputed customers.
AR 135.00	infoADV	System is capable of producing a monthly sales tax report by department.	R	See AR 121.00.
AR 136.00	infoADV	System reports are able to separately identify collected revenues and accrued revenues.	R	See AR 121.00.
AR 137.00	infoADV	System provides the ability to report and inquire on customer performance including disputes, blocking, payment history.	R	See AR 121.00.
AR 138.00	infoADV	Provide cash flow monitoring and reporting, including a comprehensive cash receipts / disbursements journal based upon user-specified criteria.	F	Cash activity can be tracked though unique posting codes and balance sheet accounts on the cash journal, as well as on ad hoc reports.
AR 139.00	infoADV	Provide user-defined cash reporting that can be run on a daily, weekly, or monthly basis.	F	Cash activity can be tracked though unique posting codes and balance sheet accounts on the cash journal, as well as on ad hoc reports.
AR 140.00	infoADV	Provide a cash flow report that ties to the general ledger cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.	F	Cash activity can be tracked though unique posting codes and balance sheet accounts on the cash journal, as well as on ad hoc reports.
AR 141.00		Provide a cash flow analysis tool that can be utilized to generate cash projections, and 'What ifs' scenarios. Including but not limited to:		
AR 141.01	infoADV	Allow retrieval of actual monthly "cash" receipts and disbursement dollar amounts including petty cash by each month at the lowest levels, I.e., revenue: source; disbursement: minor object with the ability to roll items up to higher levels at user's discretion.	R	
AR 141.02	infoADV	Maintain totals and subtotals of receipts and disbursements by month and line.	R	
AR 141.03	infoADV	Retain history of actual receipt and disbursement dollar amounts.	R	
AR 141.04	infoADV	Retain history of monthly projections.	R	
AR 141.05	infoADV	Allow user the flexibility of determining monthly projections (using selected projection method, I.e., straight-line, proportionate allocation) down to individual item/cell level	R	

**Functional Category: Financial -
Accounts Receivable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 141.06	infoADV	System is menu driven.	R	
AR 141.07	infoADV	Prepare a cash projection for the following fiscal year based on available data.	R	
AR 141.08	infoADV	Display actual fiscal year months receipts and disbursements data with remaining projection months data.	R	
AR 141.09	infoADV	Warehouse each month's data (actuals & projections) by fiscal year to allow analysis and comparison of data over several fiscal years.	R	
AR 141.10	infoADV	Print reports from the detailed to the summary level for official reports, i.e., official statements.	R	
AR 142.00	infoADV	System is able drill down from summary deposit or disbursement balances to the supporting detailed transactions.	R	
AR 143.00	infoADV	Generate detailed petty cash activity report based upon user-defined dates.	R	
AR 144.00	infoADV	Provide a petty cash report that users can query, sort, and filter on any petty cash transaction entry field (including custom fields).	R	

Functional Category: Financial -
Cost Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Cost Collection		
CA 46.00	infoADV	Provide statistical tracking capabilities for the purpose of distributing costs to outputs.	R	
CA 49.00	infoADV	Allow for calculation of various user-defined rates, including the ability to calculate different internal and external rates for the same task, job, etc.	R	
		Labor Distribution and Costing		
CA 92.00	infoADV	Estimate ongoing cost of a particular job, work order, or other user-defined element for purposes of rearranging allocation, if necessary, based on existing data (decision-making tool).	R	Can be determined via adhoc reports.
		Cost Allocation		
CA 116.00	infoADV	Capture cost allocation factor information and statistics which will control the accounting and allocation of indirect and direct costs to activities through the use of cost pools.	R	County can tabulate information and statistics that will help the County set-up cost pools
CA 122.00	infoADV	Compute and use system-generated rates; ability to compare and report past actual to standard allocations, compute the variance, and calculate new allocation rates; for user-specified categories and criteria.	R	Adhoc reports can be developed to cross-compare system table data and facilitate rates definition.
		Job Billing		
CA 141.00	infoADV	Accommodate the accounting requirements of the current automated Internal Service Fund (ISF) transfer process; requires analysis and a design solution that improves on the efficiency and audit trails of the current process as opposed to merely replicating the method currently used; for example, developing one page (currently there are several) to include all detail records for all transactions generated in the ISF to provide for a superior audit trail.	R	Additional information is required. Can potentially be supported via pre-defined set of reports.
		Reporting and Inquiry		
CA 180.00		Provide the means to inquire and report on the following ISF costs to ensure that the ISF is adequately recovering its costs:		
CA 180.01	infoADV	Paid and Unpaid Employee Benefits	R	
CA 180.02	infoADV	Department, Division, and Section Overhead	R	
CA 180.03	infoADV	Equipment Usage Rates	R	
CA 180.04	infoADV	Material Handling Rates	R	

Functional Category: Financial -
Cost Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 180.05	infoADV	Reprographic/Blueprint and Materials Laboratory Rates	R	
CA 180.06	infoADV	Permittee Mileage	R	
CA 181.00	infoADV	Provide tools for analysis and reconciliation of the ISF.	R	
CA 182.00	infoADV	Age and report exception records that fail edits both on-line and in report form.	R	
CA 183.00	infoADV	Summarize costed transactions at various user-defined levels; i.e. by levels in the GL chart of accounts/reporting hierarchy, such as, but not limited to, organization, program, task, project, general reporting category, etc.	R	
CA 184.00	infoADV	Search usage tables for a set of user-defined parameters for on-line viewing and reporting.	R	
CA 185.00	infoADV	Report cost information through a set of predefined parameters (no programming necessary on part of user) and report formats.	R	
CA 186.00	infoADV	Extract statistical data captured as data elements in the system, such as, but not limited to, vehicle hours, kilowatt hours, number of employees used on a job, number of tasks used on a project, payment vouchers charged to a job under $50, number of documents processed, etc.	R	
CA 187.00	infoADV	Produce various costing-related reports.	R	
CA 188.00	infoADV	Track historical fixed and variable costing rates for reporting and for the purpose of reversing and reapplying costs to new accounting distributions.	R	
CA 189.00	infoADV	Compare distributed to actual units/dollars, provide analysis, and adjust allocation percentages based on historical and current amounts by user-defined parameters.	R	
CA 190.00	infoADV	On-line inquiry of charges to pool jobs that allocate.	R	
CA 191.00	infoADV	Allows for the use of year-to-date information by employee for use in projection of remaining fiscal year costs.	R	
CA 192.00	infoADV	Retrieve labor cost distribution transactions for audit and reconciliation purposes.	R	

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Cost Accounting**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 193.00	infoADV	Draw costs by patient day, patient diagnosis, program (Medicare/Medicaid, and insured/non-insured.	R	Reports can be generated using infoADVANTAGE provided that the County populates/maintains this type of data in the reporting database.
CA 194.00	infoADV	Provide statistical tracking of patient days, services detailed by patient and summarized by procedure or service.	R	See comment in CA 193.00..
CA 195.00	infoADV	Provide on-line accounts receivable status (e.g. for credit checking) by user-defined data fields and parameters (i.e. by customer name or number).	F	
CA 196.00	infoADV	Support invoices with a report of detailed cost information, including all labor, equipment, material, and other expenditure transactions for a specified job.	F	
CA 197.00	infoADV	Provide for reporting of unbilled IV memo billings for the same customer by user-defined data fields and parameters.	F	
CA 198.00	infoADV	Reprint IVs and supporting detail reports on demand (Invoice Detail Report for jobs associated with IV).	F	
CA 199.00	infoADV	Support various user-defined reports with respect to IVs; support a report showing IV memo billing status.	F	
CA 200.00		Provide the following cost reports, including but not limited to:		
CA 200.01	infoADV	Costs per Unit	R	
CA 200.02	infoADV	Cost per Cost Object	R	
CA 200.03	infoADV	Statistical Performance	R	
CA 200.04	infoADV	Interdepartmental Charges	R	
CA 200.05	infoADV	Detailed Resource per Cost Object	R	
CA 200.06	infoADV	Input to Output	R	
CA 200.07	infoADV	Reimbursables	R	
CA 200.08	infoADV	Cost per patient, procedure, diagnosis, or inmate	R	See comment in CA 193.00..
CA 200.09	infoADV	Budget to Actual	R	
CA 200.10	infoADV	Elapsed time of audit	R	See comment in CA 193.00..
CA 201.00	infoADV	Provide departmental report broken down by cost accounting codes, fund, department, and organizational unit.	R	
CA 202.00	infoADV	Provide a standard set of reports to support OSHPD, Medi-Cal, etc. reporting requirements.	R	See comment in CA 193.00..

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Cost Accounting**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 203.00	CA	Provide a set of system assurance reports and control totals that reconcile with data source systems.	F	
CA 204.00	infoADV	Provide user-defined report showing any of the labor distribution elements by a user-specified date range.	R	

Functional Category: Financial -
Data Warehouse

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General		
DW 5.00	infoADV	Ability to track and allow staff to manage the County's financial and payroll activity from internal and external sources at various levels of granularity using any of the chart of account segments.	R	The journals provided with ADVANTAGE 3.x include all the chart of accounts segments. Adhoc reports can be developed to track information at various levels of granularity.

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Inquiry and Reporting		
GL 186.00	infoADV	Provide the ability to report on all detailed data for up to 10 years to meet legislative and management report needs both on a standard and ad-hoc reporting basis.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 187.00	Base	Ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting based on user-defined criteria.	F	Software provides for multiple ledgers which can be setup to include or exclude specific chart of accounts attributes recorded on accounting transactions.
GL 188.00		Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by fiscal year using any of the following chart of account segments:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 188.01	infoADV	Fund	R	
GL 188.02	infoADV	Department	R	

**Functional Category: Financial -
General Ledger and Budget Control**

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eCAPS
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 188.03	infoADV	Organization	R	
GL 188.04	infoADV	Program	R	
GL 188.05	infoADV	Project	R	
GL 188.06	infoADV	Job	R	
GL 188.07	infoADV	Expenditure object	R	
GL 188.08	infoADV	Revenue object	R	
GL 188.09	infoADV	Balance sheet account	R	
GL 188.10	infoADV	Grant	R	
GL 188.11	infoADV	Appropriation (Budgeted Revenue and Expense)	R	
GL 188.12	infoADV	Department accounts	R	
GL 189.00	infoADV	Ability to produce an ad-hoc report using any field in the General Ledger.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 190.00	infoADV	Maintain a history of all General Ledger transactions and produce detailed transaction reports to provide an appropriate audit trail.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 191.00	infoADV	Provide a trial balance by fund to obtain a running total of debits and credits.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

**Functional Category: Financial -
General Ledger and Budget Control**

Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 192.00		Provide compliance with GASB34 financial reporting (e.g. Comprehensive Annual Financial Report). The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 192.01	infoADV	Combined Balance Sheet	R	
GL 192.02	infoADV	Combined Statement of Revenues, Expenditures, and Changes in Fund Balance	R	
GL 192.03	infoADV	Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual on Budgetary Basis	R	
GL 192.04	infoADV	Combined Statements of Revenues, Expenses and Changes in Fund Equity	R	
GL 192.05	infoADV	Combined Statement of Cash Flows	R	
GL 192.06	infoADV	Combined Statement of Changes in Net Assets	R	
GL 192.07	infoADV	Combined Statement of Net Assets	R	
GL 192.08	infoADV	Combined Statement of Activities	R	

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 193.00	infoADV	Presents financial statements on an accrual, modified accrual and cash basis.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 194.00	Base	Provide subsidiary ledgers for balance sheet accounts as needed. These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.	C	AMS Advantage creates subsidiary journals such as the cash journal and the fixed assets journal. If the County requires the creation of an additional subsidiary journal for any balance sheet account, this would require a software enhancement. However, prior to implementing this customization, AMS recommends that the County review the functionality available in the baseline journals, ledgers, and reporting tools.

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General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 195.00	infoADV	Show different organizational structures on a single report displaying accurate prior and current year data. Within the report, a unit existing under one division in the prior year may be reflected under a new division or may not exist in the current year.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 196.00	infoADV	Provide the ability to filter, search, and report month-to-date and year-to date budget, estimated revenue, expenditures, revenue, encumbrances, and pre-encumbrances by any segment in the chart of accounts.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 197.00	infoADV	System is flexible enough to comply with present and future-reporting requirements by GASB, State Department of Managed Healthcare, OSHPD, and State/Federal grant reporting requirements.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 198.00	infoADV	Provide fund transfer reports such as, interfund receivables, interfund payables, operating transfers, and residual equity transfers, that displays month and year to date transfer information.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

**Functional Category: Financial -
General Ledger and Budget Control**

**County of Los Angeles
eCAPS
American Managment Systems
Exhibit A - Statement of Work
March 8, 2004**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 199.00		Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 199.01	infoADV	Trial Balance	R	
GL 199.02	infoADV	Cash Flow	R	
GL 199.03	infoADV	Fund Balance Report	R	
GL 199.04	infoADV	Balance Sheet	R	
GL 199.05	infoADV	Income Statement	R	
GL 200.00		Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund type:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 200.01	infoADV	Trial Balance	R	
GL 200.02	infoADV	Cash Flow	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 200.03	infoADV	Fund Balance Report	R	
GL 200.04	infoADV	Balance Sheet	R	
GL 200.05	infoADV	Income Statement	R	
GL 201.00		Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund group:		The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 201.01	infoADV	Trial Balance	R	
GL 201.02	infoADV	Cash Flow	R	
GL 201.03	infoADV	Fund Balance Report	R	
GL 201.04	infoADV	Balance Sheet	R	
GL 201.05	infoADV	Income Statement	R	
GL 202.00	infoADV	System displays names for all chart of accounts data included when producing reports.	R	

Functional Category: Financial -
General Ledger and Budget Control

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March 8, 2004

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 203.00	infoADV	System is capable of producing a 10 year comparison report by fiscal year which details revenue accruals, expenditures, and commitments.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 204.00	infoADV	Produce a cash basis report with a user-specified date range to meet 1115 Waiver reporting requirements. This report lists paid checks, and cleared deposits, and interfund vouchers (using posting date, since cash is pooled with Treasurer Tax Collector).	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 205.00	infoADV	Provide a net county cost report that displays current revenue less current expenditures less outstanding encumbrances for any element in the chart of accounts	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.
GL 206.00	infoADV	Provide a report to reconcile due to / due from accounts between fiscal years at year-end.	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 207.00	infoADV	Able to segment prior year activities on all open balances, comparison, and roll forward type of reports (e.g. Open Encumbrances Report).	R	The ad-hoc reporting tool identified for use with ADVANTAGE Financial 3 is InfoADVANTAGE. During the project implementation life cycle, select reports will be determined to be best addressed through InfoADVANTAGE and others will be addressed through the creation of a Java based report. The cataloging of which specific County reports are to be handled by the ad-hoc reporting tool versus a standard Java report needs to be determined during the project. This comment applies to all the "Inquiry and Reporting" requirements.

Functional Category: Financial -
Grant Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL		
GR 42.00		Maintain and report on the following information in respect to grants. Required user-defined data fields are as follows:		
GR 42.09	infoADV	Allowable expenditures (by type/category/class/percentage etc.)	R	Ad hoc report can be created to calculate a percentage of allowable expenditures.
		GRANT ACTIVITY		
GR 71.00		Generate hard-copy reimbursement requests to grantor agencies from expenditure data:		
GR 71.01	infoADV	Form 201 - Criminal Justice reimbursement request form	R	
GR 71.02	infoADV	Form 424 - Federal reimbursement request form	R	
GR 71.03	infoADV	Community Development Commission CDBG Funding Request form	R	
GR 76.00	infoADV	Monitor progress of grant expenditures/revenues against original grant contract information. Track milestones and expiration & extension dates.	R	Ad hoc reports can be developed to provide this type of data.
GR 79.00	infoADV	Provide grant coordinator contact information as well as grant ADA compliance coordinator by department or multiple departments.	R	Ad hoc reports can be developed to provide this type of data.
GR 80.00	infoADV	Provide grant related boards, councils, consortia, and task forces contact information.	R	Ad hoc reports can be developed to provide this type of data.
		INQUIRY AND REPORTING		
GR 124.00	infoADV	Produce all reports using both grantor-defined categories or the County's chart of accounts.	R	
GR 125.00	infoADV	Report on grants both cumulatively and by user-defined periods.	R	
GR 126.00	infoADV	Report on the detail that supports letters of credit, requests for reimbursement, and the cash drawdown process, including application of indirect costs on a grant-by-grant basis.	R	
GR 127.00		Provide the following reports:		
GR 127.01	infoADV	Expenditures and revenues	R	
GR 127.02	infoADV	Sources of revenues	R	
GR 127.03	infoADV	Reimbursed costs	R	
GR 127.04	infoADV	Budget vs. actual costs	R	
GR 127.05	infoADV	Comparison between Claim Submitted and Actual Revenue Received	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GR 127.06	infoADV	Projected Budget vs. Actual Report	R	
GR 127.07	infoADV	Combined grant revenue and expenditure reports	R	
GR 127.08	infoADV	Grants trial balance report	R	
GR 127.09	infoADV	Pending approval grant report	R	
GR 127.10	infoADV	Pending expiration or expired grant report	R	
GR 127.11	infoADV	Financial year end statements	R	
GR 127.12	infoADV	Advances of funding vs. Actual costs, including interest earned on reserves	R	
GR 127.13	infoADV	User defined queries	R	
GR 127.14	infoADV	Provide for narrative information appended to reports	R	
GR 128.00	infoADV	Maintain statistical information and produce reports on services provided.	R	
GR 129.00		Display the following on a grant page:		
GR 129.01	infoADV	Grant identifiers (name, number, etc.)	R	
GR 129.02	infoADV	Grant Chart of Accounts	R	
GR 129.03	infoADV	Grant budget(s)	R	
GR 129.04	infoADV	Current year-to-date fiscal budget, revenues and expenditures	R	
GR 129.05	infoADV	Grant-to-date budget, revenues, expenditures	R	
GR 129.06	infoADV	Unexpended balance	R	
GR 129.07	infoADV	Special budget appropriations	R	
GR 129.08	infoADV	Carryover amounts from previous years	R	
GR 129.09	infoADV	Encumbrances	R	
GR 129.10	infoADV	Draw-down Amounts	R	
GR 129.11	infoADV	Advances	R	
GR 129.12	infoADV	Grant transaction detail	R	
GR 130.00	infoADV	Support financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements such as PMS 272 or PMS 279).	R	Presented for consideration to the Functional Review Board. Decision for inclusion in baseline has not yet been determined.
GR 131.00	infoADV	Roll-up grant to higher levels for internal and external reporting.	R	
GR 132.00	infoADV	Produce the Schedule of Expenditures of Federal Awards.	R	

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Grant Accounting**

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GR 133.00	infoADV	Provide grant pages that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).	R	
GR 134.00	infoADV	Provide a grant page that displays the grant expendable budget, encumbrances, expenditures, revenues, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.	R	
GR 135.00	infoADV	Provide the ability to account for Federal financial assistance programs that are subject to the Single Audit Act requirements.	R	
		CASH MANAGEMENT IMPROVEMENT ACT		
GR 140.00	infoADV	Provide forecasting capabilities, which must take into consideration all sources of: 1) actual cash receipts and cash disbursements; 2) the timing of anticipated cash receipts and disbursements; and 3) retainage.	R	Forecasting can be provided via adhoc reports.
GR 142.00	infoADV	Generate cash receipt and disbursement reports.	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL		
PJ 17.00		Prepare capital budget sheets for distribution to departments based on:		
PJ 17.01	infoADV	Information Technology data	R	Assumes that capital budget sheets are reports based on Chart of Account elements.
PJ 17.02	infoADV	Fixed Asset Data	R	Same comment as PJ 17.00.
PJ 17.03	infoADV	Services and Supplies	R	Same comment as PJ 17.00.
PJ 17.04	infoADV	Salary and Employee Benefits	R	Same comment as PJ 17.00.
PJ 17.05	infoADV	Other Charges	R	Same comment as PJ 17.00.
PJ 17.06	infoADV	Prior year open project data	R	Assumes that capital budget sheets are reports based on time periods of the project and their recorded transactions.
PJ 17.07	infoADV	Prior year departmental needs	R	Assumes that capital budget sheets are reports based on time periods of the recorded transactions against a specific department.
PJ 17.08	infoADV	User-Defined Sources	R	Assumes that capital budget sheets are reports and that user-defined sources can be captured using COA elements.
PJ 24.00	infoADV	Report actual project-to-date activity for the capital or operating budget.	R	
PJ 41.00	PGM	Track and report Federal Emergency Management Agency (FEMA) and SB-90 Claims.	R	
PJ 47.00	infoADV	Calculate capitalized interest by project.	R	An ad hoc report can be developed to provide this information.
		PROJECT ACCOUNTING		
PJ 73.00	infoADV	Maintain multiple types of project completions/statuses. For example, project may be complete from a performance viewpoint but still open for accounting purposes.	R	This information can be obtained by developing an ad hoc report.
PJ 96.00	infoADV	Provide arbitrage accounting, including detailed calculations to determine liabilities to Federal government.	R	

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 98.00	infoADV	Generate "cash profiles" for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective date.	R	
		PROJECT MANAGEMENT		
PJ 109.00	infoADV	Ability to keep historical record of external approvals received.	R	
PJ 115.00	infoADV	Enter an amount or the current percent of completion and have the system estimate additional amounts for finishing the project (both total cost of project and variances from budget).	R	
PJ 116.00	infoADV	Program the calculation of projected final costs using multiple user-defined methods of computation. Vendors should list what computation methods can be used for projection of final costs in the Comments column.	R	Ad hoc reports can be developed that display actual and budget amounts. infoADVANTAGE supports user specified calculations via standard mathematical and logical functions.
		PROJECT CLOSE		
PJ 140.00	infoADV	Maintain distinction between departmental closure and Board approval date of the closure, which specifies when project is considered actually closed.	R	
PJ 143.00	infoADV	Identify inactive projects for possible close.	R	
		REPORTING		
PJ 148.00		Ability of system to generate reports from specific or ranges of:		
PJ 148.01	infoADV	Project Number or Name	R	
PJ 148.02	infoADV	Type (capital or operating)	R	
PJ 148.03	infoADV	Departments and Organization/Division	R	
PJ 148.04	infoADV	Year	R	
PJ 148.05	infoADV	Funding Source	R	
PJ 149.00	infoADV	Produce variance reports according to the account ranges specified above.	R	
PJ 150.00	infoADV	Provide report at end of project listing expenditures by funding sources and type including associated invoice and warrant numbers at a summary and detail level.	R	
PJ 151.00		Provide the following reports:		

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Project Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 151.01	infoADV	Expenditures by type of expenditure, I.e. fixed asset, component, etc.	R	
PJ 151.02	infoADV	Expenditures by vendor and invoice number.	R	
PJ 152.00	infoADV	Produce project status reports for current month, YTD and inception-to-date.	R	
PJ 153.00	infoADV	Generate statistical data reports.	R	
PJ 154.00	infoADV	Report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor.	R	
PJ 155.00	infoADV	Track and report revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and project inception date to current date at detail level specified by user.	R	
PJ 156.00	infoADV	Generate project reports which reflect accrued expenditures, providing the ability to forecast future project activity.	R	
PJ 157.00	infoADV	System should provide project on-line inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).	R	
PJ 158.00	infoADV	Provide a page that displays project budget, encumbrances, expenditures, revenues, vendors, customers and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.	R	

**Functional Category: Financial -
General**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General Requirements		
GEN 33.00	infoADV	Produces an electronic file that can be changed into a user-defined format.	R	This requirement is met by *info*ADVANTAGE
GEN 34.00	Base	Allow for the ability to upload and download various data from spreadsheets, word processors and databases. Vendors should list in the Comments column which software has been interfaced successfully with their system. (e.g. Word, WordPerfect, Excel, etc.)	R	
		Querying		
GEN 87.00	Base	Ability to drill down to supporting documents and related transactions from any field within the system.	F	Drill down is provided in AMS ADVANTAGE
GEN 88.00	infoADV	System generates ad-hoc queries and reports based on user defined parameters.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 89.00	infoADV	Ad-hoc queries access any fields within the system.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 90.00	infoADV	Exports queries to popular desktop applications (e.g., Microsoft Office, Lotus Suite, etc.).	R	
GEN 91.00	infoADV	Ability to drill down from summary balances to the supporting detail transactions and drill up from the detail transaction to the summary balance (e.g., overtime expense to payroll employees contributing to expense to projects/funds receiving charge).	R	
GEN 92.00	Base	Ability to search a range of account numbers.	F	This can be accomplished by entering a wild card within the selection criteria
GEN 93.00	infoADV	System administrator can terminate any query or report that significantly reduces system performance.	R	Functionality is supported by system administration functions within infoADVANTAGE.
GEN 94.00	infoADV	System automatically cancels a query job if it fails to meet system administrator defined criteria (e.g., time limits).	R	Pre-set limits can be set within *info*ADVANTAGE
GEN 95.00	Base	Workflow processes can be queried to check on approval status for a document.	F	This requirement is met by the Approval Log Table, a component of AMS Advantage workflow functionality.
		Reporting		
GEN 96.00		Ability to produce system reports containing the following minimum information:		The data fields listed in 96.01 through 96.07 are available in AMS ADVANTAGE Financial

**Functional Category: Financial -
General**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GEN 96.01	Base	Log On ID	F	Please see GEN 96.00.
GEN 96.02	Base	Transaction Date	F	Please see GEN 96.00.
GEN 96.03	Base	Transaction Time	F	Please see GEN 96.00.
GEN 96.04		Action taken		
GEN 96.04.01	Base	Addition	F	Please see GEN 96.00.
GEN 96.04.02	Base	Deletion	F	Please see GEN 96.00.
GEN 96.04.03	Base	Change	F	Please see GEN 96.00.
GEN 96.05	Base	Fields that changed	F	Please see GEN 96.00.
GEN 96.06	Base	Panels or Screens that changed	F	Please see GEN 96.00.
GEN 96.07	Base	original value/new value	F	Please see GEN 96.00.
GEN 97.00	infoADV	Ability to save and retrieve ad hoc reports/queries.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 98.00	infoADV	Ability to produce ad-hoc reports both online and in hard copy.	R	infoADVANTAGE reporting tool can provide this functionality
GEN 99.00	Base	System meets the County's financial reporting requirements in accordance with GAAP.	F	
GEN 100.00	Base	The system supports federal and state government reporting requirements applicable to all modules/applications.	F	
GEN 101.00	Base	Ability to produce suspense report for all pending transactions.	F	
GEN 102.00	Base	Ability to generate reports that include user designed graphs and charts.	F	
GEN 103.00	Base	Ability to route reports to various network printers as defined by user.	F	
GEN 104.00	Base	Ability to produce a list of items flagged for purging.	F	
GEN 105.00		Produces the following Quality Assurance reports:		
GEN 105.01	Base	Out of balance reports (system and transaction)	F	
GEN 105.02	Base	Control report that reconciles summary and detail balances	F	
GEN 105.03	Base	Reconciliation report that only shows out of balance conditions within and between modules	F	This requirement is met by AMS ADVANTAGE Financial quality assurance processes and reports

Functional Category: Financial -
Technical

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL REQUIREMENTS		
TEC 7.00		Contains toolsets to accommodate the following:		Please refer to the details below
TEC 7.02		Report design	R	The AMS ADVANTAGE solution includes a robust, integrated ad-hoc reporting solution, AMS *info*ADVANTAGE. This solution is based on the industry leading Business Objects engine that is a Web-based BI (Business Intelligence) solution. An in depth knowledge of the SQL is not required for end users when creating ad-hoc reports using the proposed AMS *info*ADVANTAGE solution. When creating a report, a report designer selects the desired information through lists of data that have been organized and categorized into groups called Universes (of information). The Universes shield the end users from the complexities of databases such as complex joins that may have been required "behind the scenes". Authorized end users can create ad-hoc reports by following a point and click, drag and drop paradigm through a Web browser, consistent with the Web-based user interface of the AMS ADVANTAGE solution.
TEC 7.07		OLAP Maintenance	R	For query and reporting requirements, AMS proposes to use the robust reporting, and analysis tool that is based on the industry leading Business Objects and an integral part of the AMS infoADVANTAGE Business Intelligence framework. This framework provides powerful, yet easy to use, tools to create and maintain the "universes" as well as reports.
		REPORTING		
TEC 76.00		Provides multimedia report output (central printers, screen, data file, CD ROM, DVD, etc.).	F	AMS ADVANTAGE solution supports multiple output formats and distribution methods including web access, PDF, fax, wireless, file based, and paper. The output formats are standard formats that can be delivered on any media like CD-ROM and DVD.
TEC 77.00		Supports multiple reporting structures. (e.g. an operational reporting structure showing expenses by division, and an organizational reporting structure showing expenses by budget unit).	F	AMS ADVANTAGE reports support a robust set of query capabilities, including the ability to break reports by a specified reporting elements, such as division or quarter.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 78.00		Provides Administrator-defined limits on the time a report or query takes to execute and the number of records to be retrieved.	F	AMS ADVANTAGE reporting solution (AMS *info*ADVANTAGE) has a robust set of administrative tools that can be used to manage operational reporting issues such as limiting the number of records returned by a report, setting a time out limit for the execution of a report query, limiting the number of concurrent active reporting processes, and so forth
TEC 79.00		Provides reports on user production statistics by user ID.	F	AMS ADVANTAGE can produce various reports on the user statistics by user Id. These reports can be security reports derived from audit logging or access lists assigned to the user or these can be application reports related to areas such as procurement workload management. AMS would like to discuss with the County its requirements and propose a solution based on that.
TEC 80.00		Vendor proposed OLAP/ad hoc tool provides the reporting capability of Crystal Reports 8, Business Objects, Cognos, IBI WebFOCUS, or a comparable product	F	The AMS ADVANTAGE solution provides the ability to use standard ad hoc reporting tools against data, such as Business Objects. For query and reporting requirements, AMS proposes to use the robust reporting, and analysis tool that is based on the industry leading Business Objects and an integral part of the AMS *info*ADVANTAGE Business Intelligence framework. AMS has established a deep relationship with Business Objects to provide an integrated decision support tool that will enable end-users to access, analyze, and share the wealth of information stored in the County operational database, data warehouse, and/or reporting databases/repositories. Report design and development relies on a powerful metaphor: accessing data through a business representation of the data called "Universes" (of information), rather than through the interpretation of complex, obscure database terminology. Universes are a way of categorizing sets of data, shielding where the data physically comes from (e.g., avoiding end users to know how to perform complex database table joins).
TEC 81.00		Provides query searching capabilities that can be used:		Please refer to the comments below.

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Technical**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 81.01		To perform mass updates	F	AMS ADVANTAGE supports very powerful querying and reporting capabilities. While queries are usually read-only, the powerful querying and searching capability can be combined with robust APIs available in AMS Studio, to do updates.
TEC 81.02		With on-line screen searching	F	AMS ADVANTAGE application pages provides on-line searching capability. The search criteria is user defined and can be simple or complex (compound) in nature. It allows to use operations like >, <, wildcards.
TEC 81.03		To perform free-form text searching	F	AMS ADVANTAGE provides powerful search capabilities using wildcards and other operands as described above in 52.02. These search capabilities can be extended through the use of third party search engines to include "fuzzy" search and an ability to search inside file contents including non-text files.
TEC 81.04		With full "if..then..else"logic	F	AMS ADVANTAGE provides a versatile and powerful AMS ADVANTAGE Studio, which allows creation of queries that require procedural logic like "if-then-else".
TEC 81.05		On-line, real-time reporting and query capability	F	The AMS ADVANTAGE solution provides extensive standard inquiries and capabilities to support on-line, real-time reporting and queries throughout the different integrated modules. Additionally, AMS ADVANTAGE supports drill through to supporting details or source data such as viewing journal information and drilling through to the source document details.
TEC 83.00		Runs on-line reports in the background and allow users to continue processing.	F	AMS *info*ADVANTAGE provides a standard reporting option that allows a user to schedule and run an on-line report in the background.
TEC 84.00		Runs reports on client or server.	F	Since the AMS *info*ADVANTAGE architecture uses a browser based client, the server is responsible for both running the reports and also providing the presentation services usually associated with the client in a client-server architecture.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 85.00		Reports on any field or combination of fields held in the database.	F	Reports created using the AMS *info*ADVANTAGE architecture can utilize any field or table contained within the database. The information about these fields and tables are stored within the AMS *info*ADVANTAGE meta-data repository which allows the fields and tables to be tagged with more "English-like", business terms.
TEC 86.00		Provides for processing reports in batch	F	AMS *info*ADVANTAGE reports can be developed so that it can be run on a schedule and its output "pushed" or published to users' AMS *info*ADVANTAGE inbox, to a secure shared repository, or even through email.
TEC 87.00		Provides ability for the end-user to view print progress of any report.	F	In AMS ADVANTAGE, report generation and report printing are usually two separate steps. Users can choose to print reports directly from the web browser and direct the report to a local printer. This action will present the user with the usual options for printing from within a browser such as number of copies, page ranges, orientation and so forth. After the print is sent, the user can monitor the progress of their print job through the standard client operating system print spooler. The administrators can also view the status of reports generation by looking at the scheduler information.
TEC 88.00		Provides ability to schedule and view print time for batch printing.	F	AMS ADVANTAGE supports traditional report distribution options such as developing reports that can be scheduled for distribution to users via printers.
TEC 89.00		Provides user the ability to specify number of copies of report to be printed.	F	Please see 87.00
TEC 90.00		Users can print a range of pages.	F	Please see 87.00

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 91.00		Provides end-users the ability to create & generate ad-hoc reports.	F	The AMS ADVANTAGE solution includes a robust, integrated ad-hoc reporting solution, AMS infoADVANTAGE portal. This solution is based on the industry leading Business Objects engine that is a Web-based BI (Business Intelligence) solution. An in depth knowledge of the SQL is not required for end users when creating ad-hoc reports using the proposed AMS *info*ADVANTAGE solution. When creating a report, a report designer selects the desired information through lists of data that have been organized and categorized into groups called Universes (of information). The Universes shield the end users from the complexities of databases such as complex joins that may have been required "behind the scenes". Universes can represent data from different data sources as well as present calculated or derived fields. Authorized end users can create ad-hoc reports through a Web browser, consistent with the Web-based user interface of the AMS ADVANTAGE solution. Creation of reports and queries through AMS
TEC 92.00		Allows ad-hoc report/query definitions to be stored in private folders.	F	Reports created using the AMS *info*ADVANTAGE web based reporting portal can be stored (saved) in the user's personal work folder. Since this work folder is stored centrally on the reporting server, the report is available wherever web access is possible to the reporting server.
TEC 93.00		Allows ad-hoc report/query definitions to be stored in public libraries.	F	Additionally, AMS *info*ADVANTAGE reports can be published to a public folder that is accessible by all reporting users.
TEC 94.00		Uses a report distribution manager.	F	The AMS *info*ADVANTAGE reports distribution manager can process and distribute documents automatically and securely at scheduled dates and times. It can distribute reports to a user's reporting folder, e-mail inbox, a specified file, or printer.
TEC 95.00		Provides ability to link from reporting tool to graphic, spreadsheet and presentation applications.	F	Since the AMS *info*ADVANTAGE reporting presentation architecture is HTML based, links can be easily provided to other applications. Users also have download capabilities to other applications, such as a spreadsheet programs (e.g., Microsoft Excel) for personal analysis.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 96.00		Provides the ability to create graphic organizational charts from the reporting tool.	F	AMS ADVANTAGE solution can provide various types of charts and drill down capability to support organizational information. However, AMS would like to discuss with the County its requirements in this area and propose a solution based on that. For example, if the County desires a hierarchical organizational chart shown visually as one chart, it may be more complex than the regular charts with drill downs.
TEC 97.00		Provides the ability to create line graphs from the reporting tool.	F	The AMS ADVANTAGE solution provides the ability to create charts. Our proposed AMS ADVANTAGE solution supports chart creation through the infoADVANTAGE business intelligence component. AMS *info*ADVANTAGE provides the ability to create different chart styles including: pie chart, line graph, bar chart/stacked bar chart, 3D chart and histograms through the use of a wizard type method. After choosing the chart type, users select the information to be charted from a list of fields (called "Universes") by dragging and dropping the selection onto the chart template. These Universes (of information) are organized by business area (e.g., procurement). However, the County can optionally organize their information into their own definitions of Universes. Consistent with the Web based approach of AMS ADVANTAGE , chart creation within infoADVANTAGE can be achieved through a Web browser. Alternatively, AMS ADVANTAGE provides the capability to export data so that users can use their own personal tools for creating charts. For example, Microsoft Excel provides a powerful charting function. Users can expo
TEC 98.00		Provide ability to create reports with defined calculations	F	To add calculations (e.g., quarterly or monthly variance) to reports, the end-user simply selects the appropriate cells in the report and then chooses a function. AMS *info*ADVANTAGE includes standard functions (sum, count, average, minimum, maximum, percentage and so forth) that enables users to make calculations on the data contained in the report. These calculations can be defined at report creation time so they will always be applied to the report data whenever the report is executed and viewed.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 99.00		Provides the ability to create pie charts from the reporting tool.	F	Please refer to 97.00
TEC 100.00		Provides the ability to create stacked bar charts from the reporting tool.	F	Please refer to 97.00
TEC 101.00		Provides the ability to create min/mid/max line graphs from the reporting tool.	F	Please refer to 97.00
TEC 102.00		Provides the ability to create regression lines from the reporting tool.	F	Please refer to 97.00
TEC 103.00		Provides the ability to manipulate and report on data in spreadsheet format.	F	
TEC 104.00		Allows report output to be routed to an external database.	F	AMS ADVANTAGE reporting solution allows to generate a data extract file in a flat text format such as CSV (comma separated values). This can be routed to an external database.
TEC 105.00		Allows report output to be routed to word processing software.	F	Report output can be directed to various types of file formats such as ASCII text file, CSV and other delimited file formats, HTML and so forth. Most best-of-breed word processing software, such as Microsoft Word, can import many if not all of these file formats into a word processing document. From there, the report data can be freely edited, formatted, merged with templates and saved. If the County's requirements for report word processing and merging are more complex, AMS proposes that a more robust third party publishing tool, such as Pattern Stream, be used. AMS has implemented Pattern Stream for numerous State and Local governments to meet their publishing requirements such as Budget publications. PatternStream allows for the publishing of reports, books and other pattern-based documents rapidly from a database, for both print and electronic distribution. Users can extract images, text, table information and dynamic data from various data sources, format it on the fly and save it press ready. PatternStream can save a published document or book to multiple electronic formats that include
TEC 106.00		Allows for merged word processor reports to be edited and saved directly.	F	Please refer to 105.00
TEC 107.00		Allows report output to be routed to spreadsheet.	F	Please refer to 95.00
TEC 108.00		Allows report output to be routed to ASCII files.	F	Please refer to 76.00

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 109.00		Allows report output to be routed to other presentation formats (e.g., PDF format)	F	Please refer to 76.00
TEC 110.00		Provides print preview capability	F	AMS infoADVANTAGE Reports can be viewed in the reporting web portal in a WYSIWYG display type. In this mode, the report is viewed exactly as it will appear when printed. This includes the option to display the report in it's original dimensions or to fit the report to the current window. All of these options are available to the end-user while working with and viewing reports in the reporting web portal.
TEC 111.00		Print preview contains fit to screen capability	F	Please refer to 110.00
TEC 112.00		Allows year-to-year, month-to-month, period-to-period, year to date and life to date comparisons on reports.	F	
TEC 113.00		Provides the ability to report on any date during the month or year.	F	AMS infoADVANTAGE reports may be run to report on any date during the month or year as long as the data has been collected in AMS ADVANTAGE.
TEC 114.00		Generates reports based on user-defined thresholds and criteria (other than date).	F	AMS infoADVANTAGE reports can be defined to contain prompts that allow the user to generate a report based on user-defined criteria, such as a threshold amount or department code.
TEC 115.00		Reports capability includes control breaks and number of lines per page limits.	F	AMS infoADVANTAGE reports can be designed to include page break logic, data break logic and other format options controlling the number of lines that can be displayed on a page. Ad-hoc reporting users can always change these settings to customize the report to the desired formatting.
TEC 116.00		Reports include user-defined control breaks and number of print lines per page	F	Please refer to 115.00
TEC 117.00		Reports can include end-user defined headings and borders.	F	AMS infoADVANTAGE reports can be formatted from within the Portal using various elements such as titles, labels, borders, colors and so forth.
TEC 118.00		Provides flexibility to users to indicate round numbers (or not) in report.	F	Ad-hoc reporting users can always define a formula on a field in a report to round calculated numbers or not. Please refer to 69.00

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 119.00		Allows users to sort report by any field within the report.	F	The sort criteria and order can be defined using any field from the AMS *info*ADVANTAGE report. The sort order can optionally be defined in the reporting "Universe" so it becomes centrally available to all reporting users as a building block when creating a specific report. In addition, the ad-hoc reporting user can always change the sort criteria and order for a specific report.
TEC 120.00		Allows users to define a sort order for reports.	F	Please refer to 119.00
TEC 121.00		Provides the ability to create & print reports on special forms.	F	AMS *info*ADVANTAGE reports can be created and formatted to be printed on special forms. In addition, AMS ADVANTAGE leverages the robustness of the Adobe Central Pro output management facilities for forms production and printing. This software can produce both dynamically generated forms and forms suited for pre-printed stock.
TEC 122.00		Allows budget-to-actual comparisons on reports.	F	AMS ADVANTAGE collects all budget information and actual data (encumbrances, expenditures, revenues, etc) in detailed daily journals. This information can be presented on standard AMS ADVANTAGE budget-to-actual reports as well as custom reports using AMS
TEC 123.00		Allows variance analysis reports with $ and %.	F	Please refer to 98.00
TEC 124.00		On-line real-time reporting and query capability with the ability to reference a data dictionary	F	Please refer to 80.00 and 85.00
TEC 125.00		On-line real-time reporting and query capability which allows on-line viewing of ledgers, documents, tables, and records without exiting from the processing environment	F	Since the AMS ADVANTAGE solution stores all of the application ledgers, documents, tables, and records in the operational database, this information is always available for on-line, real-time querying from within the AMS infoADVANTAGE reporting framework.
TEC 126.00		Provide ability to create reports that can suppress or print information based on logical operations on data fields	F	AMS *info*ADVANTAGE reports support the ability to hide certain blocks of data on the report page when viewed or printed. This is based on user-defined formulas that set up a condition(s) to determine whether the block of data is hidden or displayed in the report. Additionally, query filters can always be applied to the report itself to filter the data that is retrieved and displayed on the report.

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 127.00		Provide ability to create reports which can carry totals forward from one report to another	F	AMS *info*ADVANTAGE reports support a feature called report-to-report drilling which allows values, such as totals, to be carried forward from one report to another in order to drill into or filter on specific information. In addition, AMS *info*ADVANTAGE reports support data drilling within a report itself, allowing the end user to view more specific detail on a selected data element of the report.
TEC 128.00		Allow end-users to modify report queries on-line.	F	End-users can edit reports on-line using the AMS *info*ADVANTAGE web based reporting portal.

Appendix G – Business Processes

Business Module / Area	Business Function
Chart of Accounts	
	Chart of Accounts Classifications
	Hierarchies and Rollups
	COA Features
	Transaction Activity Tracking and Controls
	Accounting Templates
	Year-end Processing for Chart of Accounts
	New Year Initialization Process
Budgeting	
	Budget Structures and Levels
	Allotments
	Budget Validation
	Using Budgets
	Delivered Budget Inquiries
	Delivered Budget Reports
General Accounting	
	System Options and Controls
	Special Accounts / Defaults
	Budget Fiscal Year Staging
	General Accounting Documents
	Inter / Intra Departmental Documents
	Accounting Control Tables
	Journals and Ledgers
	Month Close
	Annual Close
	New Year Initialization Routines
	CAFR Reporting
	General Accounting Reports
Cost Accounting	
	Cost Accounting Structure Elements
	Establishing and Maintaining Cost Accounting Budgets
	Recording and Redistributing Indirect Costs / Revenues
	Cost Allocation
	Labor Extension
	Job Billing
Accounts Payable	
	Accounts Payable Setup
	Vendor Information
	Payment Request Document
	Automated Disbursement Process

Business Module / Area	Business Function
	Direct Deposits
	Manual Disbursement Process
	Disbursement Cancellation / Correction
	Check Reconciliation
	Retainage
	1099 Processing
	Backup Withholding
	Processing Procurement Card Information
Accounts Receivable	
	Accounts Receivable Setup
	Customer Information
	Receivable Document
	Billing
	Invoicing
	Cash Receipt Document
	Deposits
	Finance Charges
	Collections
	Collections Document
	Write-Offs
Grant Accounting	
	Grant Accounting Setup
	Establishing and Maintaining Grant Budgets
	Grant Accounting Reports
Project Accounting	
	Project Accounting Setup
	Establishing and Maintaining Project Budgets
	Capital Projects
	Project Accounting Reports
Data Warehouse	
	Developing Ad Hoc Reports & Queries
	Accessing Reports
	Distributing Reports

Appendix H - System Performance & Transaction Volumes

1 System Performance

1.1 Objectives

The upgrade of CAPS to an AMS Advantage® Financial Management Release 3 solution represents a shift in technologies towards a Web-based architecture. A Web application introduces different expectations for online transaction response time. This Appendix defines online transaction response time targets that AMS Advantage® (eCAPS) must meet, in accordance with the stated assumptions. Since many external factors, beyond the scope of this agreement, can influence application response time and application availability, these external factors are excluded in the definition of application response time and availability measures. This Appendix describes performance expectations, assumptions, measurement of expectations and the process for remedies.

1.2 Application Performance Expectations

AMS Advantage® Financial Management Release 3 will meet the online transaction processing response time targets identified in this Appendix utilizing the technical configuration described in Appendix I. The transaction processing response time targets are defined as follows:

   a. Medium and complex transactions ("documents"): ninety-nine percent (99%) of the online processed medium/complex documents will complete within an average and median of 3.75 seconds or less response time; to adjust for any potential skewing of peaks and valleys, the highest 1% and lowest 1% of the evaluated transactions will be excluded from the average and median response time calculations
   b. Medium/complex ("document") transactions represent discrete accounting business transactions and are distinct entities within the eCAPS application and represent the major business transactions conducted by the County such as payment requests and budget transfers; Documents can range in complexity, depending upon the business transaction being conducted
   c. Simple transactions ("non-documents"): ninety-nine percent (99%) of the processed simple online transactions will complete within an average and median of 1.25 seconds or less response time; to adjust for any potential skewing of peaks and valleys, the highest 1% and lowest 1% of the evaluated transactions will be excluded from the average and median response time calculations
   d. Simple, non-document transactions are processed more frequently than documents but contain less complex business rules; they are characterized by business events such as browsing budget information or looking up vendor/customer (payee) information

e. Payment and disbursement transactions: a peak load of 60,000 single line payment requests will be processed in batch within a 4 hour time window; warrant images will be produced but not printed during the 4 hour window
f. "Transaction Processing Response Time" will be used as the benchmark target for measuring online response time: it is measured as the interval from the time a user request is received by the web server to the time a response is sent back from the web server
g. "User Interface Time" will be excluded from the response time garget: it is measured as the time spent outside of the eCAPS server environment which is the interval from the time a request is submitted from the end user workstation to when it is received by the web server and the interval from the time the response is sent from the web server back to the end user workstation.
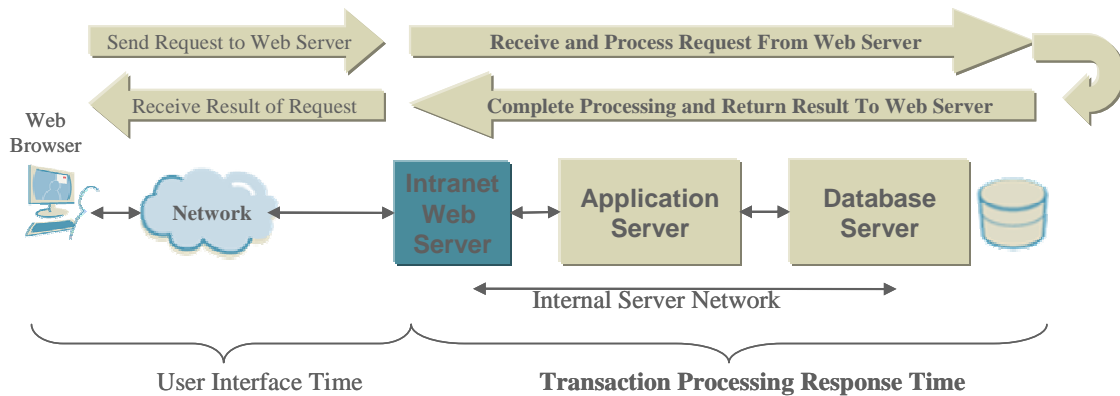
1.3 Measurement Methodology

Nine (9) months prior to production cutover, AMS will define and conduct a single online transaction processing response time benchmark test to determine whether the eCAPS meets response time targets outlined in this document. AMS will setup a benchmark environment using AMS Advantage® Financial Management application installed on the County's production servers. AMS will also define and conduct a single batch processing benchmark test to determine whether the eCAPS meets response time targets outlined in this document. This is based on the following assumptions:

a. The production technical architecture will be validated during implementation analysis "Envision" phase of the project and must support the processing capacity requirement identified in Appendix I
b. Appropriate County IT technical staff must be available to support the entire setup and test activity, including database administrators and system administrators.

1.3.1 Definition of Transaction Processing Response Time

Online transaction response time is the interval of time from when a user submits a transaction request to when the user receives the results to that request. Online transaction response time is made up of two components: (1) the time spent on the user interface and data/network communication and (2) the time to process the request.

User Interface Time is the time spent sending the request from the Web browser to the Web server and receiving the result of the request from the Web server back to the Web browser. User interface time includes any time spent on the user workstation and networks (e.g., network and communications equipment such as routers, firewalls, switches, transmission lines, and servers not installed within the eCAPS private server network). This is all time spent outside of the eCAPS server environment. User Interface Time will be excluded from the transaction response time measurement.

Transaction Processing Response Time is the time spent at the eCAPS server environment; from when a request is received by the intranet Web sever, processed by the application and database servers, and sending the result to the Intranet Web Server, ready to be sent back to the user. Transaction processing time includes any business rules processing, calculations, user interface preparation, communication between the web, application, and database servers (within the eCAPS private server network), and database activity. Transaction Processing Response Time will be the response time that will be exclusively used for the test measurement.

1.3.2 Online Test Environment Assumptions

The following online test environment assumptions will be assumed:
   a. AMS will provide instrumentation to measure this online transaction processing response time; instrumentation software may be required to be installed on the County servers and AMS access may be necessary from outside of the County network environment
   b. The County must provide appropriate technical staff to support the test effort including test preparation, test execution, and test finalization; technical staff may include system administrators and database administrators (DBA) that has authorized access to and maintain responsibility over the County's technical environment, including the eCAPS production technical environment that this test will be conducted in
   c. The Intranet Web server is defined to be the Web server used by internal users to the County and resides in the same internal server network as the eCAPS application and database servers and not in the DMZ for access by external users
   d. AMS can direct the configuration of the production servers in any number of configurations that will provide an optimal performance environment

   e. Disk space for the production environment is assumed to be the 1TB usable storage area network (SAN) disk system (e.g., EMC Symmetrix or equivalent) as defined in Appendix I

   f. The internal server network is assumed to be a dedicated high-speed full duplex switched network (e.g., VLAN) using Fast Ethernet, or better, network switches that connect the production Intranet Web servers, application servers, and database server with each other

   g. No other network traffic is permitted on the internal private server ("application backbone") network

   h. All production servers will be available for the test

   i. No other software will be running on any of the servers except for those software products (e.g., operating system) that are required to support AMS Advantage®

   j. The online response time benchmark test will last approximately two-and-a-half (2.5) hours in duration with approximately one half of an hour used for ramp up to target volume levels

1.3.3 Online Test Measurement Process

As part of the online response time test, AMS will define and use test scripts to simulate the following online transaction throughput volumes:

   a. 9,000 simple ("non-document") transactions throughput per hour will be reached during the test period

   b. 1,500 medium/complex ("document") transactions throughput per hour will be reached during the test period

   c. Ramp up to 1,000 concurrent users during the test period; a concurrent user is an eCAPS application user that is signed on to the eCAPS system and is actively performing work, which may include user interface (UI) navigation, think (review) time, data entry time, and submission of new requests (transactions).

The online response time test will last approximately two-and-a-half (2.5) hours in duration with approximately one half of an hour used for ramp up to target volume levels defined 1.3.3 a, b, and c above. The online response time test will be conducted under the conditions defined in 1.3.2 Online Test Environment Assumptions. Average and median transaction processing response time will be measured as defined in 1.3.1 and compared against the response time targets defined in 1.2 Application Performance Expectations.

The volumes defined above in 1.3.3 a, b, and c are estimations based on the annual transaction volume information provided by the County (attached below) and on any additional assumptions outlined in Appendix I (e.g., County currently processes approximately 1,300,000 medium/complex transactions per year but 3,000,000 transactions per year are assumed for sizing and for this test; 18,000,000 simple transactions per year are assumed). Annual volumes are prorated to the hour assuming

250 business days per year and 8 hours per day (8 active out of a 10 hour business day).

As part of the online transaction processing test, AMS will design a document transaction mix that will represent a cross section of common online documents in order to support a more real-world benchmark. The following four (4) transaction types will be used:
- Payment Requests
- Journal Vouchers
- General Accounting Expense/Expenditures
- General Accounting Encumbrances

AMS will prepare a benchmark test script that will include the above transaction (document) types as part of the measured throughput volumes defined in 1.3.3 a, b and c above during the test duration. Each document will have approximately four (4) document lines. The test will consist of the processing of these transactions measurement number of transactions that will processed during the test In recognition that a subset of current CAPS documents may have well over 4 document lines, the benchmark test already assumes a much greater number of transactions (3M annually) than what is currently processed by CAPS to day (1.3M annually). In adherence to best practices for an online, "self service" model and not a key data entry operation, large transactions are to be avoided and more frequent, smaller transactions is the norm.

Transactions can be grouped into two broad categories: documents and non-documents activity. Documents are distinct entities within the application and represent the major business transactions conducted by the County such as payment requests and budget transfers. Documents can range in complexity, depending upon the business transaction being conducted. Generally, documents represent the most complex of all online transactions.

Non-document activity is also referred to as simple transactions. Simple transactions are processed more frequently than documents. However, simple transactions contain less complex business rules. They are also characterized by business events such as browsing budget information.

For simple (non-document) transactions, AMS will define a benchmark test script that will have a transaction mix with fifteen (15%) of the simple transactions consisting of update requests (e.g., modify department information on the department table). The remaining eighty-five (85%) of the simple transactions will be for read-only requests (e.g., browse budget information).

1.3.4 Batch Processing Test Environment Assumptions

The following batch processing test environment assumptions will be assumed:

a. AMS will provide instrumentation to measure this batch transaction processing times; instrumentation software may be required to be installed on the County servers and AMS access may be necessary from outside of the County network environment

b. The County must provide appropriate technical staff to support the test effort including test preparation, test execution, and test finalization; technical staff may include system administrators and database administrators (DBA) that has authorized access to and maintain responsibility over the County's technical environment, including the eCAPS production technical environment that this test will be conducted in

c. AMS can direct the configuration of the production servers in any number of configurations that will provide an optimal performance environment

d. Disk space for the production environment is assumed to be the 1TB usable storage area network (SAN) disk system (e.g., EMC Symmetrix or equivalent) as defined in Appendix I

e. The internal server network is assumed to be a dedicated high-speed full duplex switched network (e.g., VLAN) using Fast Ethernet, or better, network switches that connect the production Intranet Web servers, application servers, and database server with each other

f. No other network traffic is permitted on the internal private server ("application backbone") network

g. No online processing is to occur during the test; all production capacity is available for the test

h. No other software will be running on any of the servers except for those software products (e.g., operating system) that are required to support AMS Advantage®

i. The batch processing time benchmark test will last approximately four hours in duration but not necessarily contiguous; there may be interruptions for test administration activities

1.3.5 Batch Test Measurement Process

As part of the batch performance test, AMS will define and use test scripts to simulate the following batch processing volumes:

a. Batch processing of 60,000 single line payment request type transactions; transactions are ready for processing (i.e., interface transmission times such as file transfer is not included as part of the test)

b. 60,000 warrant images will be generated as part of disbursement processing

c. Actual warrant image printing will not be included as part of this test

The batch processing test will last approximately four hours in duration but not necessarily contiguously; there may be interruptions for test administration activities. The batch processing test will be conducted under the conditions defined in 1.3.4 Batch Test Environment Assumptions. Actual batch processing time (excluding time for test

administration and related activities) will be measured and compared against the processing time target defined in 1.2 Application Performance Expectations.

The 60,000 payment requests volume simulates the peak volume from Foster Care monthly payments of 49,000 but adjusted for estimated increase.

1.4 Evaluation of Test Results and Monitoring

At the end of the performance benchmark tests, AMS will document the results for review and approval by the County (AMS Deliverable 3.5.3.9).

If the target response times, as documented in this Appendix H, are not achieved, AMS will propose a plan, within one (1) week of the County's review of the results, as to the process AMS will use to satisfy the target online response time requirements and the target batch processing window requirement. AMS will have up to three (3) months to identify and address the issues that are preventing the achievement of the response time targets. The resolution to the issues could include (but is not limited to):
   a. Tuning changes to the environment settings,
   b. Re-configuration of the environment,
   c. Tuning adjustments to the AMS software,
   d. Reasonable business process improvements.

If the resolution of the issues can not be reasonably addressed by the methods described above, the acquisition of additional hardware may be necessary and will be at the expense of AMS for any hardware that exceeds the total raw capacity requirements and the assumptions defined in Appendix H and Appendix I. Title to each such additional component of hardware and software shall be deemed automatically to transfer and assign from AMS to COUNTY, upon installation of such hardware and software. AMS shall take all additional steps and execute such additional documents and instruments requested by COUNTY to evidence, confirm or perfect such transfer, assignment and inclusion. Upon installation, each such additional software component shall be deemed to constitute a component of the System and each such additional hardware component shall be deemed to constitute a component of the System Hardware, for all purposes under this Agreement, including, without limitation, Paragraph 10 (Warranty) and Paragraph 42 (Warranty Pass-Through).

AMS will re-conduct the performance benchmark test after live operations to confirm compliance with the benchmark response time targets if the County has determined that there is a performance degradation issue and provides reasonable evidence. Any retest will be at the County's cost unless the test results indicate a material degradation. For the period commencing with Live Testing and continuing to Final Acceptance, if the County identifies and documents that the online transaction processing response times, as measured by the methodology described above and in accordance with assumptions listed in this Appendix, are not meeting the targets indicated in 1.2. , the remedy procedure described in this section 1.4 will be used with the following additions:

- AMS will be allowed up to 1 week's time to evaluate the County's test results and prepare an action plan for resolution, if such a plan is necessary due to confirmation of material performance degradation; AMS will make all reasonable attempts to expedite evaluation and assessment of the asserted performance issue
- During the presentation of the action plan, the County and AMS will discuss and mutually agree on specific timeframes for addressing the confirmed performance issues
- Since the County will be in production operation during this time, AMS will work in good faith with the County to expedite resolution of the performance issue
- To expedite resolution of the performance issue, the County will make available the test environment so that AMS can iteratively run and evaluate the tests results for detailed study

1.5 Additional Assumptions and Definitions

Testing for conformity will be based on transactions with reasonable modifications applied for any County derived functionality. At the end of the implementation analysis phase and at the end of the technical design phase of eCAPS upgrade project, for any Los Angeles County modifications, AMS will identify as issues those modifications, that were not part of the proposed AMS solutions for meeting the County's business requirements in Appendix C, that may introduce increased response times. These issues are resolved through the issue resolution process that is established between the County and AMS as part of the Project Management activities. Performance issues can be resolved in a number of ways including changes to the requirements, changes to the functional design, business process improvements, and hardware acquisition by the County. At the discretion of the County, a modification may be deemed as necessary without changes (e.g., requirements), minimally used, etc. In this situation, the modified transaction will be excluded from the response time requirements.

Modified transactions that use Third Party Software provided under the License Agreement are included in the online response time targets and are subject to this target transaction processing response time outlined in this Appendix. Exclusions from the application transaction processing response time measurements include network times, hardware outside of the AMS Advantage® server configuration in Appendix I, related standard system software (e.g., operating system), and any other third party software.

AMS and the County will jointly agree upon any changes to the production environment that will be acquired, configured and available to perform the online response time and batch processing benchmark tests as an implementation analysis deliverable during the eCAPS upgrade project. The transaction processing response times are based on the production configuration and the processing capacity guidelines defined in Appendix I. Any changes to the assumptions defined in this Appendix or Appendix I which will impact the processing requirements and prevent AMS to support the transaction

processing response time targets defined in this Appendix must be mutually agreed to in writing.

2 Transaction Volumes

The following transaction volumes were developed in consultation with the COUNTY. AMS shall have no responsibility and shall not be liable for a failure to meet target response times if the volumes deviate from those volumes set forth in this Appendix H.

The following table provides the financial records, Chart of Account volumes and applicable financial measurements within Los Angeles County.

MEASURE	VOLUME (ANNUAL)
Balance Sheet Account Codes	12,118
Expense Account Codes	3,143
Revenue Account Codes	2,450
Fund Codes	1,816
Fund Department Table	1,341
Department Codes	84
Organization Codes	16,171
Budgeted Expenditure Appropriation Table	2,011
Vendor Codes	65,774
Detailed General Ledger records for one year	10,985,904
Total Documents processed in a year	1,270,000
Documents processed online in a year	785,900
Year to Date Ledger records for one year	1,906,918
Cost to Date Ledger records for one year	2,004,655
Grant / Fund records	24,852
Memo records	53,543

The following table provides the warrant, direct deposit, cancellation and outlaw statistics and applicable measurements within Los Angeles County.

MEASURE	VOLUME (ANNUAL)
Welfare / Foster Care	
Mailed Welfare / Foster Care Warrants	1,158,034
Contractor Issued Welfare Warrants	49,491

MEASURE	VOLUME (ANNUAL)
Total Welfare / Foster Care Warrants	**1,207,525**
Other Warrants	
CAPS (Vendor Payments)	345,112
Tax Refund	170,161
Child Support	1,804,570
SWW (Trust Warrants)	1,376,418
Election	26,752
Payroll Garnishment	32,191
Total Vendor Warrants	**3,755,204**
TOTAL WARRANTS	**4,962,729**
Total Direct Deposit Welfare / Foster Care Payments	186,986
Total Direct Deposit Bank Rejects	3,324
Total Warrants Cancelled	18,271
Total Warrants Outlawed	10,599

The following table provides estimated warrant volumes and run times. Equipment sizing should anticipate the largest single run (Foster Care Auto) being run in a four (4) hour window overnight.

Estimated Warrant Volumes and Job Initiation Times						
	BATCH		**Online / Keypunched**		**Run**	**Approximate Job Initiation Time**
	Peak	**Average**	**Peak**	**Average**	**Frequency**	
SWW	120000	100000	N/A	N/A	Daily	5:00 AM
Tax	20250	15000	N/A	N/A	Daily, volume is cyclical	5:00 AM
Child Support	180000	16000 0	N/A	N/A	Daily	2:30 AM
CAPS Vendor	N/A	N/A	33000	29000	Daily, Entered online, processed in batch	Part of nightly countywide cycle which starts at 11:30 PM.
Election	27000	N/A	N/A	N/A	As needed, Annual	As needed

Payroll Garnishment	2800	2600	N/A	N/A	Twice a month	9:00 PM
Warrants on Demand	N/A	N/A	4000	3000	Daily	N/A
Checkwriting	N/A	N/A	1900	1400	Daily	8:00 AM
Foster Care Auto	49000	36000	N/A	N/A	Once a month	9:30 PM
Foster Care Supp	300	100	N/A	N/A	Daily	4:30 AM
AAP Auto	15000	12000	N/A	N/A	Once a month	1:00 AM
AAP Supp	6000	200	N/A	N/A	Daily	2:30 AM
Kin Gap Auto	7000	6000	N/A	N/A	Once a month	9:30 PM
PADDS Disb	14000	13000	N/A	N/A	Daily	See Note Below
PADDS Prenote	N/A	N/A	1100	600	Daily	6:00 PM
PADDS Errors	N/A	N/A	100	100	Daily	7:00 AM
GAIN Participant Auto	17000	15000	N/A	N/A	Once a month	11:00 AM
GAIN Participant Supp	25000	20000	N/A	N/A	Daily	11:00 AM
Gain Vendor	3700	3300	N/A	N/A	Daily	2:00 AM
UVPS	2500	2000	N/A	N/A	Daily	2:30 AM
PADDS Leader Auto	Included in PADDS Disbursement estimate.		N/A	N/A	Once a month	3:00 AM
PADDS Leader Supp			N/A	N/A	Daily	3:00 AM

NOTES:
- Volumes are all on a monthly basis.
- Outstanding warrants need to be kept online for 30 months from Issue Date to accommodate Stale Dating.
- PADDS Disbursement runs are included as the first step of the relevant warrant writing system except for Leader which runs independently. PADDS will run multiple times each day or night.

Appendix I – Project Architecture and Schematic

Background

The final production technical architecture will be determined as part of the *Technical Specifications Document* deliverable during the implementation analysis "Envision" phase of the eCAPS upgrade project. The architecture will be based on the assumptions defined in this appendix, as well as the raw capacity requirements, also defined in this appendix.

Technical Architecture Assumptions

In addition to the volume statistics provided by the County in Appendix H, AMS interprets these statistics and makes additional assumptions in the following:

- The County is a $16B operating budget organization
- There will be at most 1,000 concurrent eCAPS users; a concurrent user is an eCAPS application user that is signed on to the eCAPS system and is actively performing work, which may include user interface (UI) navigation, think (review) time, data entry time, and submission of new requests (transactions)
- 1.3 million medium/complex "document" transactions are processed (online and offline) per year in the existing CAPS system with approximately 62% processed online
- 3 million medium/complex online transactions processed will be assumed per year for eCAPS with an average of 3-4 document lines each
- 18 million simple (non-document) transactions will be processed online per year
- CAPS creates 11 million general ledger lines per year
- Maximum of 5 million disbursement type documents per year, processed in offline (batch) mode
- High volume batch processing may necessitate limited or no online access by users during off peak hours – e.g., During the processing of monthly Foster Care payment requests
- Business Intelligence (reporting): any authorized eCAPS users can be business intelligence users with the assumption that there will be no more than 1,000 active (logged in) report users at any given time, as a hardware sizing assumption. Active users are primarily static report viewers (90%), using InfoView (web browser) to access scheduled, preprocessed reports created and cached as HTML for hardware sizing purposes (PDF output is also a feature that users may select but will be excluded in any future performance discussions). Of the 1,000 active users, up to 200 concurrent users are assumed for hardware sizing purposes. Concurrent users are actively requesting services (report retrieval, report refresh). For hardware sizing purposes, a report will be no larger than 3,000 rows, containing no more than 100 database fields. No more than 100 reports will be refreshed each night and these report results will be cached for viewing the next day.

In addition to selecting the AMS supported platform for eCAPS and installing the hardware that supports the raw capacity requirements, the County must ensure high speed, high availability for all hardware components in support of the eCAPS servers including but not limited to:

- High speed load balancing switches for connectivity to the web servers
- Appropriate security measures such as firewalls and intrusion detection
- Redundancy of components (i.e., dual or quad network interface cards (NIC), dual switches, redundant power supplies, uninterruptible power supplies, etc.)
- Dedicated high-speed switch capacity (e.g., VLAN) for connectivity between the application servers and the database servers; establishing a private access network for only eCAPS server network traffic; switch should be gigabit Ethernet or higher
- High speed, high availability storage area network (SAN) devices such as EMC Symmetrix storage systems or equivalent with high speed fiber channel connectivity
- Corresponding server support equipment
- High speed peripherals such as printers and tape backup systems

For the AMS transaction processing response time targets, transaction time attributed to processing outside of the eCAPS servers, including but not limited to the County wide area network (WAN), departmental local area networks (LANs), end user workstation, and all other related components external to the eCAPS servers and server network are excluded from the Appendix H response time measurements

Target Platform
Based on the documented statistics in this document and based on prior discussions with the County, the target platform is the following:

- IBM AIX for the web, application, and database servers using the Oracle 9i (standard and RAC) as the eCAPS relational database

AMS Advantage operates on alternative technical platform configurations. The County may evaluate these alternative platform configurations during the Technical Assessment phase of the eCAPS project work plan. Any County analysis of alternative platforms will be undertaken in a manner that does not delay the Technical Assessment phase of the project and shall not lead to a delay in the Technical Specifications Document, Deliverable 2.3.9. Any change to the target platform shall meet the System Performance & Transaction Volumes of Appendix H and shall be made only upon the mutual agreement of the parties.

The following diagram defines a high level logical technical architecture for eCAPS for illustration purposes only; to show major server components for eCAPS. This diagram is not meant to present a final architecture. The Technical Specifications Document will propose a technical architecture for eCAPS, not to exceed the resource capacity

requirements and assumptions defined in this Appendix, as part of the implementation analysis phase of the eCAPS upgrade project.
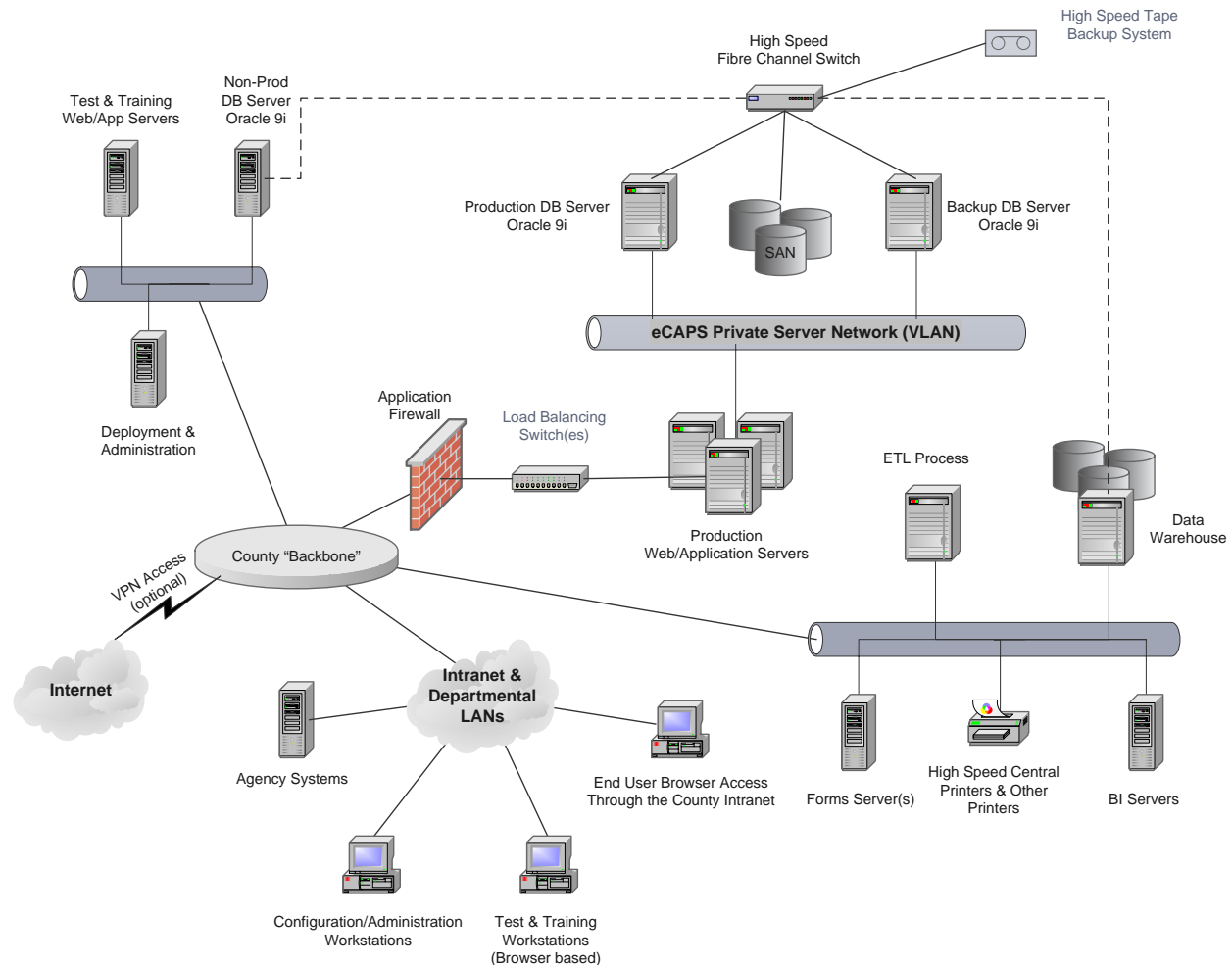
Raw Capacity Requirements

The chosen platform and agreed upon configuration must support the following minimum raw capacity requirements to meet the transaction processing response time tolerances, based on the agreed upon assumptions. Additionally, raw capacity requirements for disaster recovery support are not included.

Processor and Memory Capacity – The target platform will be an AIX implementation. For an AIX implementation, the desired processor type and speed is the IBM Power4 1.4 GHz processor or better at the time of acquisition (e.g., 1.9GHz processor may be available).). The minimum number of processors for the Intranet web servers and the application servers is 20 processors. For flexibility and full utilization of the processor capacity, 80GB of memory is required. The County should assume a minimum number of redundant physical servers in order to support a minimum level of fail over services. Due to configuration requirements of physical server implementations, an additional 4 processors and associated memory may be necessary. The number of processors includes 30-40% additional capacity for online processing failover. The County should

adjust the processor requirements to reflect any additional failover standards required by the County.

The database server requires 4 (four) processors and 16GB of memory. For full database failover support, the County should assume an additional 4 processor and 16GB of memory. Database failover is achieved through the County's implementations of HACMP when configuring an IBM AIX installation. Additionally, the implementation of Oracle 9i RAC may be necessary for database failover support.

The data warehouse (report server) is a separate database server used for business intelligence processing (e.g., reports) that is separate from the operational database used by eCAPS. Since the existing County data warehouse will be retained, a new database server is necessary, requiring 4 (four) processors and 8GB of memory with an additional 4 (four) processors and 8GB of memory for failover and contingency due to the lack of additional information pertaining to future data warehouse usage patterns.

The County will need a technical environment to support other production services. For price/performance, AMS Advantage® will require the following Windows/Intel capacity support (using the Intel Pentium Xeon 2.8GHz processor or better; 3.0GHz and higher may be available and should be acquired at the time of hardware acquisition):

- Conversion/ETL services: 2 processors and 6GB of memory
- Forms processing: 2 processors and 6GB of memory
- Configuration management and deployment: 2 processors and 4GB of memory
- Business intelligence support: 24 processors with 48GB of memory (six (6) 4-way servers) will be required to support 1,000 active users with 200 Business Objects WebIntelligence concurrent users based on a 5,000 eCAPS user population (90% are data consumers (e.g., HTML report viewers accessing scheduled reports that have been pre-processed using InfoView); a contingency of 8 processors with 16GB of memory (two (2) 4-way servers) is required to account for a potential increase in the number of concurrent users, the number of online report refreshes, and the reserve for non-production usage (e.g., testing); the contingency should be accounted for planning purposes but may not be necessary as additional information is known during the eCAPS implementation.

The County may evaluate alternative Business Intelligence tools during Envision phase of the eCAPS project work plan. Any County analysis of alternative Business Intelligence tools will be undertaken in a manner that does not delay the eCAPS Upgrade Analysis Document, Deliverable 2.6.6. Any change to the Business Intelligence tool shall be made only upon the mutual agreement of the parties.

The County may require additional capacity if a higher degree of redundancy is required, additional capacity is needed for a higher processing load, and separate test servers are necessary. Additionally, the County will need a technical environment to

support a non-production environment in support of the eCAPS Upgrade Project and ongoing maintenance:

- 4 processors and 16GB of memory for the non-production web and application server support
- 2 processors and 8GB of memory for non-production database support
- This capacity can support 6-11 application environments, assuming that there will not be more than 25 concurrent users connected to each non-production application environment. Non-production environments consist of application environments to support testing (e.g., user acceptance testing), training (e.g., in support of instructor led training), and sandbox environments (e.g., environment containing an unmodified version of AMS Advantage® Financial Management software). Additional processors may be required if the County desires full physical separation of application environments. A minimum of a single server would be required for each non-production environment requiring physical separation; an additional 2 processors and 8GB of memory should be assumed as contingency to support up to 6 physically separate application environments or smaller number of physically separate environments with greater capacity.

Each application developer or advanced administrator will require a Windows 2000 Workstation or Windows XP Professional PC workstation with a minimum of a single Intel Pentium 2.8GHz processor or better and 1GB of memory. This assumes that each developer will use the shared non-production database server for their development/unit test database.

Disk Storage
Each physical server should be configured with a minimum of 3 (three) 36GB of local SCSI disk storage in a RAID5 configuration to support a minimal level of availability. Local storage is required for supporting the operating system (OS), system software, temporary file storage, and application software. The AMS Advantage® will not use the local server storage for the eCAPS application operational database. The exception to this guidance is the business intelligence servers. For these servers, 3 (three) 73GB of local fast SCSI disk storage in a RAID5 configuration is minimally required to support cached reports to improve report access by eCAPS users. If a large number of reports is required to be cached (e.g., the number of reports increases), additional storage may be necessary. A SAN may be more cost effective. The estimated number of cached reports should be validated during implementation analysis.

To support high volume processing against the eCAPS operational database, the County must implement a high-end storage area network (SAN), e.g., EMC Symmetrix with gigabit fiber multi-channel connectivity or equivalent for the AMS Advantage® database storage. The SAN will be connected to more than one database server, in support of failover processing. The County should consider a RAID1 (mirrored) configuration for the database with a RAID5 configuration at a minimum (with RAID1 for the database logs). Due to the limited speed of tape backup systems, the County must

implement the equivalent of BCV (business continuance volumes) or disk backups so that backups (and other services) can be processed in near parallel with other production activities. AMS Advantage® is dependent on hardware and off the shelf backup approaches for backup and recovery services. Backup and recovery is the responsibility of these respective products.

Based on the available information, the County should allocate approximately 1TB usable disk space for production database storage, with assumption of 3 years of data (1 current year, 2 previous years). Initial implementation of eCAPS may not fully use this space, depending upon final implementation decisions. The County must adjust this amount if RAID1 is chosen (disk mirroring) and to accommodate BCV processing. Until additional information is gathered during the implementation analysis "envision" phase of the upgrade project, the County should reserve a minimum of 3TB of additional usable disk storage (independent of RAID configuration and BCV implementation) to support additional production sized test databases, data warehouse, and smaller databases for other non-production needs. AMS assumes that minimal data will be used to support the non-production databases (less than 20GB for each non-production application environment and less than 5GB for each developer). Storage needs must be further defined during the eCAPS upgrade project.

Summary

The primary production eCAPS servers will be based on IBM Power4 1.4GHz or better processors. For price/performance, supporting services and the business intelligence related servers will be based on Intel Xeon 2.8GHz or better. The total capacity requirements, based on the assumptions and requirements outlined in this appendix are summarized in the table below. Amounts specified in parentheses are reflected in the total to the left of the parenthetical amount. For example, the total Power4 processors for non-production environments are eight (8) processors, of which 2 out of the 8 processors is specified for contingency, depending upon final non-production environment setup. While six processors are expected, the County should plan for 2 additional processors for a total of 8 processors. Additionally, the "reserve capacity" may be required due to physical server configuration requirements. The reserve capacity will be directly affected by type of physical servers chosen.

	Number of Processors	Amount of Memory
IBM Power4 Environment		
eCAPS Production Web, Application, and Database servers with failover capacity	28	112GB
Non-production environments	8 (2 out of 8 for contingency)	32GB (8GB out of 32GB for contingency)
Data Warehouse	8 (4 out of 8 for failover/contingency)	16GB (8GB out of 16GB for failover/contingency)
Reserve capacity (IBM pSeries 690 configurations require groups of 8 processors only, assuming the pSeries 690 is used for planning);	4	8GB
Total IBM Power4 (up to 16 partitions expected)	48 (6 total for contingency/reserve)	168GB (16GB total for contingency/reserve)

	Number of Processors	Amount of Memory
Intel Xeon Environment		
Other production services (3-5 servers)	6	16GB
Business Intelligence Related Servers (6-8 servers)	32 (8 for contingency)	64GB (16GB for contingency)
Total Intel Xeon Environment	38 (total of 8 for contingency)	80GB (total of 16GB for contingency)

The above processing capacity is to be used by the County for planning purposes, and represents the expected maximum resource requirement based on the usages and assumptions defined in Appendix H and this Appendix. Actual configuration deployment of this maximum capacity will be defined in the Technical Specifications Document deliverable. Disk storage requirements and assumptions are outlined in the preceding section.

Appendix J - Configurations and Customizations

Summary of Financial Business Requirements with Configurations / Customizations

This inclutdes all requirements with a vendor response of 'C', 'I' or 'T'.

Module	Tab ID	# Requirements
Accounts Payable	AP	34
Accounts Receivable	AR	15
Cost Accounting	CA	64
Data Warehouse	DW	1
General Ledger	GL	9
Grant Accounting	GR	13
Project Accounting	PJ	29
General Requirements	GEN	0
Technical Requirements	TEC	8
		173

Code Definitions

Vendor Response Codes
C = Customization (requiring changes to underlying source code)
I = Inferface ability is "Out-of-the-Box", but may require customization
T = Configuration Using Built-In Toolset (survives software updates)

Functional Category: Financial -
Accounts Payable

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"

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NA = Not Available

Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Accounts Payable General Design		
AP 29.00	AP	Supports HIPAA (Health Insurance Portability and Accountability Act) requirements in regards to disbursements.	T	AMS ADVANTAGE disbursements functionality would be tailored to meet the County's requirements based on the outcome of the table-driven configuration process. Assuming that the County's HIPAA rules can be configured into the baseline system tables, this requirement can be supported upon completion of this configuration. Otherwise, a custom modification will be necessary.
		Vendor Files		
AP 38.00		Vendor file minimally contains the following data elements:		The data fields listed in 38.01 through 38.21 are available on the AMS ADVANTAGE Financial Vendor file as indicated, unless specified.
AP 38.09	AP	Default chart of account distribution	T	Can be configured using ADVANTAGE Design Studio.
AP 38.12	AP	License Type {permit or registration}	T	Can be configured using ADVANTAGE Design Studio.
AP 38.13	AP	License Number	T	Can be configured using ADVANTAGE Design Studio.
AP 38.16	AP	Child Support Compliance flag	T	Can be configured using ADVANTAGE Design Studio.
AP 38.17	AP	Confidential Indicator	T	Can be configured using ADVANTAGE Design Studio.
AP 41.00	AP	Edit Name and Address fields to prevent SSN or TIN being stored in the field. (New)	T	Edits can be configured via Design Studio.
AP 55.00	AP	System provides the ability to classify one-time vendors and to check whether already on file based on multiple criteria (e.g., FEIN, SSN, etc.).	T	AMS ADVANTAGE allows users to classify one-time vendors and to manually search for these vendors prior to adding to database.Should additional functionality be required, a software customization must be implemented.

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Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Invoice Processing		
AP 69.00	AP	Allows addition of user-defined fields.	T	Can be configured using ADVANTAGE Design Studio.
AP 81.00	AP	Accrues sales and use tax on items when it is not charged based on rules established for vendors and commodities.	T	Can be configured using ADVANTAGE Design Studio.
AP 84.00	AP	Accommodate the effective dating of sales tax rates by jurisdiction.	T	
		Payment Matching		
AP 97.00		Highlights discrepancies between encumbrance, invoice and authorizing documents for non-commodity purchases:		Please see individual responses below.
AP 97.02	AP	Deliverables	T	This is possible if data points on deliverables and completion of milestones are loaded into AMS ADVANTAGE Financial.
AP 97.03	AP	Terms of contract	T	This is possible if data points on performance against terms of contract are loaded into AMS ADVANTAGE Financial.
		Payment Processing		
AP 105.00	AP	Edit Name and Address fields for miscellaneous vendors or one time vendors to prevent SSN or TIN being stored in the field. (New)	T	
AP 106.00	AP	Accept inbound payment requests through an open interface in order to facilitate situations like patient refunds from an external patient billing system.	I	Assumes that the County's external departments will create payment requests in AMS ADVANTAGE payment request standard format.
AP 128.00	AP	Ensures that account distribution on credit memo transactions is the same as original expense account distribution.	T	Can be configured using ADVANTAGE Design Studio.
		Vendor Garnishments Processing (New)		AMS ADVANTAGE supports the County's vendor garnishment process via the Intercept Process of the Accounts Receivable module. The Intercept Process effectively offsets the payments to vendors and either retains that portion of the payment by the disbursing entity or remits it to a third-party. Payments to a vendor may be intercepted on the basis of a lien, tax levy, garnishment or receivable.

**Functional Category: Financial -
Accounts Payable**

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 138.00		Provide the ability to track garnishment information including, but not limited to:		
AP 138.04	AR	Garnishment % per warrant	T	
AP 138.06	AR	Garnishment rules	T	Must be configured in the AR tables.
AP 139.00	AR	Ability at disbursement time to calculate garnishment amount and payee amount and write warrants to payee and garnishor.	T	
		Banking		
AP 156.00	Base	Accommodates management of bank transmission files (sorts prenotes and EFT payments by ACH clearing account and sends file at appropriate time).	I	Automated interfaces must be developed to support this requirement.
AP 157.00	Base	Accommodates international EFT payments, with the ability to set up different security control for international and domestic EFT transactions.	I	See comment to AP 156.00.
AP 158.00	Base	Automates EFT bank transactions for cancellations within NACHA rules and timeframes and automatically generates the appropriate accounting transactions and bank transactions.	I	See comment to AP 156.00.
AP 161.00	Base	Provide for MICR reader interface for scanning bank information from voided checks for EFT setup (to populate a screen).	C	See comment on AP 182.00.
AP 162.00	AP	Supports EBT payments and bank settlements.	T	Assumes a typo, i.e. should be EFT not EBT payments.
		Warrant Printing and Handling		
AP 174.00		Provides all standard warrant writing functionality including:		Please see individual responses below.
AP 174.03	AP	Printing warrants based on multiple sorts (e.g., bank account first, then department, then vendor number, etc.) as defined by the County.	C	See comment on AP 182.00.
AP 177.00	AP	Suppresses printing or producing of issuances under a user-defined dollar amount parameter (e.g. $2) by bank. Those that fail should be retained until such time as the rolled up amount is greater than the limit.	T	Can be configured using ADVANTAGE Design Studio.

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Accounts Payable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 182.00	Base	Provides the ability to produce, through secure printers, warrants with MICR encoding, post office approved bar codes, and electronic signatures.	C	Perform customizations to support the County's specific requirements for warrant generation and format. Customization includes effort to support a MICR reader interface. AMS assumes that the County will have installed and tested the third-party software and printers necessary to support their stated requirements.
AP 194.00	Base	Stop payment functionality provides the ability to interface directly with various bank systems to update confirmed stop payment status directly to the A/P system.	I	Interface must be developed to support this requirement.
AP 195.00	Base	Accommodates the generation of barcodes indicating the warrant number, date, etc. at the time the warrant is printed.	C	See comment on AP 182.00.
AP 197.00	Base	Provides standard bar code interface which allows scanning of warrant to automatically retrieve information such as warrant number, date, etc. to facilitate processing of returned warrants.	C	See comment on AP 182.00.
		Positive Pay Banking		
AP 212.00	AP	Allows electronic updates from the various banks when stop payments are confirmed.	T	Can be configured using ADVANTAGE Design Studio.
AP 213.00	AP	Paid warrant images must be accessible by warrant number and payee name. (New)	C	Can be configured using ADVANTAGE Design Studio. Assumes that the County will have installed and tested the necessary third party imaging software to support its stated requirements.
		Issuance Reconciliation		
AP 229.00	AP	Provide user-defined status codes and comment fields that can be applied to warrants to track the claims for warrant restoration and the stages of the research (i.e., requested, assigned, researched, restored). Each status code must be effective dated and associated with a reason code. The reason code must be linked to a specific type of form letter that will be mailed to the claimant.	T	Can be configured using ADVANTAGE Design Studio.
		1099 Processing		

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Accounts Payable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AP 245.00	Base	Accommodates 1099 interfaces with external systems, such as LACERA, RMIS and Jury Services.	I	Interfaces with external systems must be developed.

Functional Category: Financial -
Accounts Receivable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General		
AR 4.00	AR	Calculate and include sales tax on all relevant revenue transactions based on an external file of applicable regional (state, city, or county) taxes provided by the State Board of Equalization.	T	Capability exists to include sales tax. Recognition logic for various regional breakouts could require configuration.
		Accounts Receivable		
AR 34.00		System is able to generate customer invoices and provides defaults by department.		
AR 34.03	AR	The service code (item) should default unit cost and any applicable tax associated to the service code.	C	
AR 39.00	AR	Provides ability for a single invoice item to be distributed to across multiple chart of accounts based on a user-defined (e.g., percentage) allocation.	T	
AR 43.00	AR	Provides the ability to establish and maintain loan information including principal, interest, and fluctuating interest rates, and provide an audit trail.	T	
		Billing		
AR 55.00	AR	Ability to flag accounts with a user-defined follow-up date for collection related activity.	T	
		Receipts		
AR 62.00	Base	Support bar code or scan line printing on envelopes and remittance stubs to aid in remittance processing.	C	Customizations must be performed to support bar code printing and processing. AMS assumes that the County will install and test the necessary third-party software to support its stated requirements.
AR 63.00	Base	Provide a predefined interface for bar code or scan line information which can capture any and all fields of the coding block applied to financial transactions.	C	See AR 62.00
AR 71.00		Receipt transactions upon entry can record the receipt amount to the correct account. The data elements on a receipt minimally includes the following:		
AR 71.05	AR	Name/ID of person depositing to bank	T	
AR 71.07	AR	Contact information for originating unit (I.e. Name, number, and fax)	T	Information is available, but does not currently appear on the receipt form.

**Functional Category: Financial -
Accounts Receivable**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
AR 71.10	AR	Service Code (Item)	C	This field must be added to the Cash Receipt transaction or use an existing field on the Cash Receipt.
		Petty Cash [Revolving Funds]		
AR 102.00		System has the ability to automatically replenish petty cash based upon a user-defined increment of time or dollar amount with the following options:		
AR 102.01	AR	Automatically generate a payment voucher / payment request	T	See comment in AR 107.00. AMS ADVANTAGE supports the replenishment of petty cash using the Cash Receipt and Payment Request documents. Should the County seek a "fully automated" process for replenishing petty cash, a software customization will be required. AMS recommends that further discussion be conducted to ascertain the County's requirements for automation prior to implementing modifications to the system.
AR 102.02	AR	Notify user-specified petty cash administrator by department by location	T	See comment on AR 102.01.
AR 102.03	AR	Provide the ability for each department to specify payment method for the replenishment (I.e. EFT, warrant, etc.)	T	See comment on AR 102.01.
AR 102.04	AR	Distribute replenishment to a chart of account or to a distribution set of chart of account codes.	T	See comment on AR 102.01.
		Trust Accounting		
AR 115.00	Base	Provide the capability to record a prepayment (cash deposit) of services and automatically recognize revenue based upon actual expenses collected within a user-defined period of time. When prepayment is expired, system generates an invoice net of any remaining prepaid amount or a refund.	T	AMS ADVANTAGE supports the creation of JVs and CRs that can potentially generate these accounting events. An invoice can be created as a separate action. AMS recommends that further discussion be conducted prior to implementing a system customization to automate these processes.

Functional Category: Financial -
Accounts Receivable

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments

Functional Category: Financial -
Cost Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General		
CA 4.00		Provide the following job definition capabilities:		
CA 4.03	CA	Geographical Information System coordinates	C	Customization estimate assumes that this field will be added to existing cost accounting table. It does not include any customizations to document processors and batch processes.
CA 4.16	CA	Audit Start Date	C	See comment in 4.03.
CA 4.17	CA	Actual Field Work Date	C	See comment in 4.03.
CA 4.18	CA	Actual Field Work Completed Date	C	See comment in 4.03.
CA 4.19	CA	Draft Report Date	C	See comment in 4.03.
CA 4.20	CA	Report Issued Date	C	See comment in 4.03.
CA 23.00	CA	Maintain standard rate tables describing effective dates for rate per unit value, value per unit of each resource (labor hour, mile, etc.), and how the rate is to be applied (hour, unit, etc.)	C	New standard rate tables must be designed/developed to support this County-specific requirement.
		Cost Collection		
CA 42.00		Interface with Automated Fuel System for tracking the following fuel usage variables:		
CA 42.01	Base	Vehicle Number	I	The County can potentially use the ADV 3 toolset (Data Junction) to build an interface between ADV 3 and the County's Automated Fuel System. Additional data mapping and analysis must be conducted to confirm.
CA 42.02	Base	Date	I	See comment in 42.01
CA 42.03	Base	Chart of Accounts Structure	I	See comment in 42.01
CA 42.04	Base	Amount Pumped	I	See comment in 42.01
CA 42.05	Base	Employee validated by employee number	I	See comment in 42.01
CA 42.06	Base	Job	I	See comment in 42.01
CA 42.07	Base	Billable Status	I	See comment in 42.01
CA 43.00	Base	Interface with other County activity tracking systems to assign costs and measure performance. For example, the Fire Department's Dispatch System stores such resource information as equipment time for purposes of tracking total cost of incidents and for FEMA claims.	I	See comment in 42.01

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Cost Accounting**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 58.00	Base	Import/export costed or un-costed records for labor, equipment, materials, mileage, reproduction, materials laboratory, or any other user-defined usage defined as requiring the information.	I	The County can potentially use the ADV 3 toolset (Data Junction) to build an interface between ADV 3 and external user systems. Additional data mapping and analysis must be conducted to confirm.
CA 59.00	Base	Track production and performance units to the individual and system reporting the units.	I	See comment to 58.00.
		Labor Distribution and Costing		
CA 64.00	CA	Allow entry of negative overhead rates.	C	ADV 3 does not currently support negative overhead rates.
CA 66.00	CA	Distribute labor costs by employee classification instead of actual pay rate.	C	A number of cost accounting-related requirements will be addressed by a single customization wherein this customization may impact separate ADV components (tables, batch processes, etc.). In summary, a detailed usage document must be developed for the County to collect usage information. This information will be costed via the Advantage cost allocation process as customized to support the County's specific requirements. The standard rate tables to be used for costing will developed in response to CA 23.00.
CA 71.00	Base	Allow Residual Equity Transfers where the initial disbursements for equipment in the automotive fleet are recorded in the ISF and then the expense is recovered from the Special Funds.	T	Assumes that this requirement can be supported via an existing Advantage financial transaction or cost accounting process. Some table or Design Studio configurations may be required.
CA 72.00	Base	Allows for depreciation expense to be deducted from the Residual Equity Transfer to determine the correct equipment usage rates for the fiscal years.	T	An approach for supporting this requirement without customization is for DPW to interface financial transactions to eCAPS to record the intended financial events.

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Cost Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 77.00		Provide the following direct costs and associated clearing methodologies:		
CA 77.01	CA	Salaries and wages - straight time hourly rate	C	See comment in CA 66.00.
CA 77.04	CA	Equipment - equipment usage rates	C	See comment in CA 66.00.
CA 77.05	CA	Materials handling - material handling rate	C	See comment in CA 66.00.
CA 78.00		Provide an automated mechanism for extracting and costing the following types of resources:		
CA 78.03	CA	Private Car Mileage	C	See comment in CA 66.00.
CA 78.04	CA	Material Usage	C	See comment in CA 66.00.
CA 79.00		Provide Labor Costing of time sheet data based on the following factors:		
CA 79.01	CA	Type of job	C	See comment in CA 66.00.
CA 79.02	CA	Type or classification of employee	C	See comment in CA 66.00.
CA 79.03	CA	Organization to which employee reports	C	See comment in CA 66.00.
CA 79.04	CA	Rates applied for employee benefits	C	See comment in CA 66.00.
CA 79.05	CA	Rates applied for department, division and section overhead	C	See comment in CA 66.00.
CA 79.06	CA	Type of work such as regular time, overtime, bonus time, time off	C	See comment in CA 66.00.
CA 79.07	CA	Time period worked	C	See comment in CA 66.00.
CA 80.00	CA	Costing of equipment usage is based on equipment number and units e.g. hours and miles.	C	See comment in CA 66.00.
CA 81.00	CA	Allow the flexibility to apply equipment usage rates by class, equipment, or groups of classes.	C	See comment in CA 66.00.
CA 82.00	CA	Costing of private car mileage can be based on number of miles driven and can be recorded by timesheet.	C	See comment in CA 66.00.
CA 83.00	CA	Utilize a specified rate per mile to calculate the mileage cost.	C	See comment in CA 66.00.
CA 84.00	CA	Predetermine control totals for labor, equipment, materials, etc. so that records are not erroneously subtracted or added to the cost file during the costing process.	C	See comment in CA 66.00.
CA 85.00		Apply usage rates to various types of activities so that costed data is available for on-line inquiry and reporting. Examples of rate calculations and applications are:		
CA 85.01	CA	Labor	C	See comment in CA 66.00.
CA 85.02	CA	Each individual's actual rate per hour	C	See comment in CA 66.00.

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Cost Accounting**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 85.03	CA	Average rate for a class of personnel or personnel in a user-defined category (e.g. cost center, grant, project, etc.) based on (a) an average calculated from actual cost for a user-defined period, or (b) a predetermined average rate adjusted periodically	C	See comment in CA 66.00.
CA 85.04	CA	Fixed percentage	C	See comment in CA 66.00.
CA 85.05	CA	Non-labor	C	See comment in CA 66.00.
CA 85.06	CA	Actual cost	C	See comment in CA 66.00.
CA 85.07	CA	Moving average actual cost	C	See comment in CA 66.00.
CA 85.08	CA	Average cost over a user-defined time period	C	See comment in CA 66.00.
CA 85.09	CA	Actual cost for user-defined quantity	C	See comment in CA 66.00.
CA 85.10	CA	User specified cost	C	See comment in CA 66.00.
CA 86.00	CA	Cost labor, equipment, materials, mileage, reproduction, materials laboratory, or any other user-defined usage at predefined fixed or variable rates from any system defined as the point of entry.	C	See comment in CA 66.00.
CA 87.00	CA	Provide ability to collect units of service and bill out by pre-determined rates. Also create journal entries with appropriate cost offsets to where actual costs are being collected for the purpose of measuring rate recovery to actual costs.	C	See comment in CA 66.00.
CA 88.00	CA	Accept a user-entered adjusted rate to recalculate costs.	C	See comment in CA 66.00.
CA 89.00	CA	Allow estimated actual costs to be used for costing when actual costs are unknown but resource has been utilized.	C	See comment in CA 66.00.
CA 91.00	CA	Ensure that when labor adjustments are made, only the adjustments should be reversed instead of the entire timesheet	C	See comment in CA 66.00.
CA 93.00	CA	Support a labor distribution process based on random moment time study results or prior history data.	C	See comment in CA 66.00. Can be supported by this proposed customization provided that the County's requirement can be populated in the new standard rate tables.
CA 94.00	CA	Allow for distribution of employer-paid benefits and costs of paid leave taken (release time) and the hours associated with each cost.	C	See comment in CA 66.00.
CA 95.00	CA	Allow users to define specific payroll-related costs to be considered in distribution process.	C	See comment in CA 66.00.
CA 96.00	CA	Allow for the distribution of non-labor costs (i.e., vehicle mileage) based upon employee time data.	C	See comment in CA 66.00.

**Functional Category: Financial -
Cost Accounting**

**County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004**

Vendor Response Codes:

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
CA 101.00	CA	Deviate employee time according to pre-established time allocation models.	C	See comment in CA 66.00. Can be supported by this proposed customization provided that the County's requirement can be populated in the new standard rate tables.
		Job Billing		
CA 146.00		Provide the following billing capabilities:		
CA 146.03	CA	Hourly rate billings	C	See comment in CA 66.00.
CA 146.04	CA	Fixed rate billings	C	See comment in CA 66.00.
CA 146.05	CA	Combination of actual cost and/or hourly rate and/or fixed rate billings	C	See comment in CA 66.00.
CA 147.00		Supports the following billing categories:		
CA 147.02	CA	Fixed fee billings	C	See comment in CA 66.00.
CA 147.03	CA	Units of Service where clients are billed on a standard rate per unit.	C	See comment in CA 66.00.
CA 163.00	Base	Generate external invoices with a user-defined scan line / bar-code.	T	Configuration required to customize invoice form.

**Functional Category: Financial -
Data Warehouse**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		General		
DW 13.00	infoADV	Provide data quality monitoring. Integrity checks that will be made on the warehouse data during development and an ongoing basis. The checks include tying warehouse data controls back to controls in feeder systems, checking the correctness of aggregation logic, testing whether classifications codes were assigned correctly.	T	Data assurance checks can be built to accommodate the type of data being transformed and loaded. In some instances, it may be suffice to verify accuracy of data using record counts. This works for data such as chart of account tables. And other data may require dollar amount comparison such as verify summary ledgers to detail ledgers.

**Functional Category: Financial -
General Ledger and Budget Control**

**County of Los Angeles
eCAPS
American Managment Systems
Exhibit A - Statement of Work
March 8, 2004**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Chart of Account Design		
GL 29.00	Base	System provides for data entry of a specific segment of the chart of accounts to default or "look up" the combination of values for other chart of account segments by referencing a user-defined mapping table.	T	Software provides for inference tables to be specified during application configuration. County business requirements will determine what chart of accounts will be inferred when users are processing accounting documents.
GL 33.00	Base	Provide ability to accumulate unlimited user defined, statistical data such as, patient days by payer source, discharges, employee productive, non-productive hours, etc., by fund, department, organization, and program or project and other user defined levels. Must maintain actual data for up to 10 years in detail.	T	AMS Advantage Financial provides the flexibility to allow the County to store additional information in user-defined fields. In order to minimize configuration and prevent customization to the system, the County must limit the retention of additional information to the fields the baseline software has already made available for user definition. The number of years to be retained is contingent upon the County's file management decisions.
		Journal Entry		
GL 75.00	Base	System provides for the automatic reversal of specified journal entries using a system generated date.	T	AMS Advantage allows the County to enter JVs to reverse specified journal entries. In order to provide user flexibility for this function, the baseline software does not automatically system-generate a reversal date. Additional discussion during the Fit Analysis must be conducted in order to determine whether the available functionality is sufficient for the County's requirements or some configuration is necessary.
		Interfund and Interdepartmental Vouchers		

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 89.00	Base	If the interdepartmental/interfund vouchers are rejected or a specified period of time lapses, send a user specified notification (e.g. email).	T	System provides for separate entry of "buyer" and "seller" sides of interfund and interdepartmental vouchers. There is a internal exchange initiator and internal exchange approver documents. The initiator can be either the "buyer" or the "seller". Alternatively, the approver can be either the "buyer" or the "seller". Having two documents (internal exchange initiator and internal exchange approver) allows for user defined workflow rules. However, an option to indicate that an entry is "in dispute" would need to be added.
GL 92.00	Base	Provide the capability to flag inter-departmental vouchers in dispute and allow user-defined workflow rules to resolve dispute.	T	System provides for separate entry of "buyer" and "seller" sides of interfund and interdepartmental vouchers. There is a internal exchange initiator and internal exchange approver documents. The initiator can be either the "buyer" or the "seller". Alternatively, the approver can be either the "buyer" or the "seller". Having two documents (internal exchange initiator and internal exchange approver) allows for user defined workflow rules. However, an option to indicate that an entry is "in dispute" would need to be added.
		Encumbrances		
GL 97.00		When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances (at user's discretion) with the following functionality:		

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
GL 97.05	Base	When the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and not added back to current year available funds.	C	AMS Advantage provides the functionality to roll the encumbrances from one accounting fiscal year to the next but retain the original budget fiscal year. If the County requires that carried forward encumbrances be posted to a separate "budget bucket" so that the residual amount is tracked and controlled separately and not added back to current year available funds, a customization is required. However, prior to adding this customization to the project scope, AMS recommends that the County and AMS first explore other alternatives to handling commitments to avoid this software customization.
		Closing		
GL 112.00		Provide support for prior period adjustments to process as follows, but not limited to:		
GL 112.03	Base	Post prior period adjustments in the current period with an identifier to indicate which prior period the adjustment is for so that the transactions can be picked up on reports.	T	Software would require an enhancement to meet this requirement. An indicator would have to be added to any document requiring the capability to be processed in the current period with an indication of what prior period is being adjusted.
GL 116.00	Base	System provides the functionality to roll surplus budgets into fund balance at year end.	C	AMS Advantage provides the functionality to roll residual budgets from one fiscal year to the next. This budget roll updates budget balances. Should the County also require an update to fund balance, a customization is required. Given that the County does not currently "roll" budgets, a discussion with the County is required in order to determine whether this customization should be included in the project scope.

Functional Category: Financial -
General Ledger and Budget Control

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		Inquiry and Reporting		
GL 194.00	Base	Provide subsidiary ledgers for balance sheet accounts as needed. These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.	C	AMS Advantage creates subsidiary journals such as the cash journal and the fixed assets journal. If the County requires the creation of an additional subsidiary journal for any balance sheet account, this would require a software enhancement. However, prior to implementing this customization, AMS recommends that the County review the functionality available in the baseline journals, ledgers, and reporting tools.

Functional Category: Financial -
Grant Accounting

County of Los Angeles
eCAPS
American Management Systems
Exhibit A - Statement of Work
March 8, 2004

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NA = Not Available

Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL		
GR 42.00		Maintain and report on the following information in respect to grants. Required user-defined data fields are as follows:		
GR 42.02	PGM	Grant, Capital Project, or Board-approved Contract Number or Reporting Category	C	Design Studio may be used to re-use existing informational fields and/or create new reference fields to maintain the information and provide the edits to support this requirement.
GR 42.03	PGM	Date of County Board approval	C	Same comment as GR 42.02
GR 42.04	PGM	Number and type of sworn positions by unit of assignment	C	Same comment as GR 42.02
GR 42.05	PGM	Number and type of civilian positions by unit of assignment	C	Same comment as GR 42.02
GR 42.06	PGM	Start/End and extension dates	C	Same comment as GR 42.02
GR 42.07	PGM	Status of grant (pending, funded, expired, rejected, etc.)	C	The status tracked in ADV 3 is Active and Inactive.
GR 42.11	PGM	County Program Administrator name	C	Same comment as GR 42.02
GR 42.13	PGM	Date of Last Audit	C	Same comment as GR 42.02
GR 42.14	PGM	Last Audit Type, such as ADA compliance audit (user-defined)	C	Same comment as GR 42.02
GR 42.15	PGM	Details of last audit (text field)	C	Same comment as GR 42.02
		GRANT ACTIVITY		
GR 66.00	Base	Create system alerts to notify grant administrators and other users of grant milestones (expiration dates, payment % threshold, etc.).	C	A customization is required to create a system alert that will generate a notification based upon an update action to the Program table.
		PROCESSING REQUIREMENTS		
GR 99.00	PGM	Archive or purge expired grants or non-awarded grants after user-specified period of time.	C	AMS has plans to create a Purge/Archive process of the cost accounting attributes. However, this process is currently not scheduled for the very next release.
GR 104.00	PGM	Archive closed grants with no activity beyond a user defined time interval.	C	AMS has plans to create a Purge/Archive process of the cost accounting attributes. However, this process is currently not scheduled for the very next release.

Functional Category: Financial -
Project Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL		
PJ 20.00		Record and maintain data at the following levels of detail:		
PJ 20.11	PGM	Contract and type of contract	C	Same comment as PJ 117.00.
		PROJECT ACCOUNTING		
PJ 61.00	PGM	Provide ability to record contract stop notices.	C	Same comment as PJ 117.00.
PJ 63.00	PGM	Provide ability to track payments to external vendors and inter-departmental vendors to a project.	C	Same comment as PJ 117.00.
PJ 78.00	PGM	Generate on-line, user defined warning / alert when project and phase expenditures near or exceed the original project estimates.	C	Specific alerts based on project estimates and not actual expenditures would require customization of the software.
		PROJECT MANAGEMENT		
PJ 105.00		Track the following dates:		
PJ 105.01	PGM	Planned start date	C	This reference field would have to be added to one of the attributes in the cost accounting structure.
PJ 105.03	PGM	Planned completion date	C	Same comment as PJ 105.01.
		CONTRACT ADMINISTRATION		

**Functional Category: Financial -
Project Accounting**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 117.00	PGM	Provide ability to enter contract parameters (e.g. contract number, start and end date, contract amount, etc.) after the contract has been approved.	C	AMS Advantage functionality will allow County staff to enter contracts in the system as projects and thereby invoke project dollars-related tracking functionality and edits. However, doing so provides the County a short-term solution that will provide limited dollar tracking capabilities and will not fully support contracts administration functions. AMS recommends the creation of a functional design prior to the County's use of project functionality for contracts to confirm that baseline Advantage capabilities can support the County's requirements. The vendor response of "C" for these requirements includes the creation of the functional design and does not include estimates for software customization as baseline AMS Advantage project-related documents and tables will be used.
PJ 118.00	PGM	Provide ability to create user-defined contract releases.	C	Same comment as PJ 117.00.
PJ 119.00	PGM	Accommodate contract payments that reference an encumbrance and those that are direct expenditures (no encumbrance reference).	C	Same comment as PJ 117.00.
PJ 120.00	PGM	Prevent contractors from getting paid prior to the official start date of the project with the ability to override with the proper security.	C	Same comment as PJ 117.00.
PJ 121.00	PGM	Budget and encumber contracts per line items and also assign project accounting data.	C	Same comment as PJ 117.00.
PJ 122.00	PGM	Track multiple encumbrances and payments against a single contract.	C	Same comment as PJ 117.00.
PJ 123.00	PGM	Allow multiple contracts per vendor, multiple items per contract and multiple dates.	C	Same comment as PJ 117.00.
PJ 124.00	PGM	Track several purchase orders or other reference documents within a single contract.	C	Same comment as PJ 117.00.
PJ 125.00	PGM	Close and reopen contracts, including capital projects, across fiscal years.	C	Same comment as PJ 117.00.

Functional Category: Financial -
Project Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 126.00	PGM	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	C	Same comment as PJ 117.00.
PJ 127.00	PGM	Track and report contract operations over several different periods including County, federal, state, or other user defined fiscal year.	C	Same comment as PJ 117.00.
PJ 128.00	PGM	Record and track contract limits at user specified levels of detail over the life of the contract.	C	Same comment as PJ 117.00.
PJ 129.00	PGM	Accommodate and track supplemental agreements to contracts.	C	Same comment as PJ 117.00.
PJ 130.00	PGM	Maintain a real-time transaction listing of all contract change orders including date and source. (To understand why changes were made, what amount, who approved, etc.)	C	Same comment as PJ 117.00.
PJ 131.00	PGM	Encumber only a portion of a contract based on fiscal year.	C	Same comment as PJ 117.00.
PJ 132.00	PGM	Track and flag contract expiration/extension dates. The System provides the ability to set flag timing to build in lead time to extend or re-bid the contract.	C	Same comment as PJ 117.00.
PJ 133.00	PGM	Automatically assign alphanumeric or numeric contract numbers to contracts, and provide for user-defined alphanumeric or numeric assignments with the ability to track change orders, retention, releases of retention, % of retention, supplemental agreements, stop notices, encumbrances, and other user defined element.	C	Same comment as PJ 117.00.
PJ 134.00	PGM	Track and report, by account number, expenditures & revenue for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).	C	Same comment as PJ 117.00.
PJ 135.00	PGM	Provide user defined contract periods that include contract year, fiscal year, and contract term for those contracts which span multiple fiscal years.	C	Same comment as PJ 117.00.
PJ 136.00	PGM	Provide access to contract information on-line and in real time to central and remote users with appropriate security.	C	Same comment as PJ 117.00.
PJ 137.00	PGM	Attach comments and/or supporting files such as Word/Excel to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	C	Same comment as PJ 117.00.
PROJECT CLOSE				

Functional Category: Financial -
Project Accounting

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
PJ 141.00	PGM	Close projects partially or completely.	C	ADV 3 allows projects to be in an "active or inactive" status.
PJ 142.00	PGM	System provides an automated procedure to purge and archive data for closed projects.	C	AMS has plans to create a Purge/Archive process of the cost accounting attributes. However, this process is currently not in the schedule for the very next release.

Functional Category: Financial - General

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		No requirements need configurations or customizations.		

**Functional Category: Financial -
Technical**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
		GENERAL REQUIREMENTS		
TEC 4.00		Supports architecture compatible with:		Please refer to the details below
TEC 4.07		Oracle Application Server	C	The architecture of AMS ADVANTAGE is based on Sun's Java2 Enterprise Edition (J2EE) framework, which is supported by leading application servers like IBM Websphere and BEA Weblogic. AMS ADVANTAGE is certified with IBM Websphere, and is technically compatible with BEA Weblogic, given the platform independence of J2EE framework. Additionally, IBM Websphere is included as part of the AMS ADVANTAGE packaging; there would be no need for the County to implement Oracle Application Server for application server services. If Oracle Application Server is still desired, AMS encourages a broader discussion to understand the need for Oracle Application Server support when the AMS ADVANTAGE upgrade license includes a J2EE application server. AMS currently has no plans for testing AMS ADVANTAGE on Oracle Application Server. As long as Oracle Application Server maintains full J2EE support, there is no technical issues with AMS ADVANTAGE functioning on that platform but would be unsupported by AMS or require a special support agreement.
TEC 5.00		Runs on the following server types and server operating systems:		Please refer to the details below
TEC 5.01		Linux (latest version)	C	AMS ADVANTAGE is technically platform independent, given its open J2EE architecture. There are currently no known technical issues for supporting AMS ADVANTAGE under Linux. However, AMS does not provide certified support under Linux. AMS provides certified support under other UNIX versions such as IBM AIX and Sun Solaris. AMS is considering Linux as a future offering. If Linux is a seriously desired by the County, AMS would be fully open to a discussion on potentially accelerating our Linux plans.

Functional Category: Financial - Technical

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments
TEC 5.03		HP Unix (latest version)	C	AMS ADVANTAGE is technically platform independent, given its open J2EE architecture. There are currently no known technical issues for supporting AMS ADVANTAGE under HP/UX. However, AMS ADVANTAGE is not currently certified under HP/UX and there is no schedule for testing under HP/UX. It is certified under other UNIX versions such as IBM AIX and Sun Solaris. If HP/UX is seriously desired by the County, AMS would be fully open to a discussion on potentially developing HP/UX support through a special development/support agreement. AMS does not currently have any future plans for HP/UX support at this time.
DATA ENTRY				
TEC 47.00		Stores and saves user profile preferences.		Please refer to the details below
TEC 47.02		Colors	C	AMS ADVANTAGE allows the end-user to customize several components of the system like the home page and business functions. The attributes like colors, have been specified through the use of Cascading Style Sheets (CSS). It is currently not allowed to be changed by the end
TEC 49.00		Ability to prohibit concurrent logon Ids.	C	AMS ADVANTAGE doesn't put any limits on concurrent logons, but this can be implemented through some code change.
SECURITY AND AUDIT CAPABILITIES				
TEC 143.00		Logs off user and generates report to security officer if user attempts to breach system authorized level defined security parameters while on-line.	C	AMS ADVANTAGE provides logging at various levels such as logging all the actions by a user and security exceptions. The system currently does not log off the user, but AMS proposes to discuss with County its requirements and present a solution based on those requirements.
TEC 145.00		Issues an alert to the end-user and notifies the System Administrator after a specified number of unauthorized log on attempts.	T	The unsuccessful attempts to log on, result in error message to the end user. A notification can also be issued to the security administrator using the AMS Studio.
TEC 146.00		Deletes user logon id after system administrator defined time of inactivity.	C	AMS ADVANTAGE captures data about the last successful log on for each user ID. This information can be used to auto-delete the userids after a configurable time of inactivity.

**Functional Category: Financial -
Technical**

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Reference Number	Module	Business Requirements	Vendor Response	Vendor Comments

Appendix K - Training Volumes

eCAPS Training Areas	Session Duration Hrs	Number of Users	Number of Sessions	Total Training Hrs Provided by AMS
End User Training				
Functional				
Getting Started (System Navigation)	4	2,500	125	500
COA Administration / Budget Control Set-up	16	45	3	48
Chart of Accounts Basics	4	2,460	123	492
General Accounting	4	1,500	75	300
Budget Control	4	1,500	75	300
Accounts Receivable	8	500	25	200
Accounts Payable Basics	8	2,000	100	800
Accounts Payable Advanced	8	85	5	40
Cost / Grant / Project Accounting	16	500	25	400
Workflow Basics and Approvals	4	1,500	75	300
Data Warehouse	4	2,500	125	500
Follow-up (Post Implementation)				
General Accounting	2	300	15	30
Budget Control	2	300	15	30
Accounts Receivable	4	100	5	20
Accounts Payable Basics	4	400	20	80
Cost / Grant / Project Accounting	4	100	5	20
System Administration				
AMS Advantage 3 System Administration	25	45	3	75
End User Training Totals		16,335	819	4,135
Project Team Training				
Functional				
Getting Started (System Navigation)	4	20	1	4

eCAPS Training Areas	Session Duration Hrs	Number of Users	Number of Sessions	Total Training Hrs Provided by AMS
Chart of Accounts	8	20	1	8
General Accounting	8	20	1	8
Budget Control	4	20	1	4
Accounts Receivable	12	20	1	12
Accounts Payable	16	20	1	16
Cost Accounting	12	20	1	12
Security & Workflow	4	20	1	4
Data Warehouse	4	20	1	4
AMS Advantage Interface Strategy	6	20	1	6
Subject Matter Expert Orientation				
Getting Started (System Navigation)	2	20	1	2
Chart of Accounts	2	20	1	2
General Accounting	2	20	1	2
Budget Control	2	20	1	2
Accounts Receivable	2	20	1	2
Accounts Payable	2	20	1	2
Cost Accounting - Projects	2	10	1	2
Cost Accounting - Grants	2	10	1	2
Cost Accounting - Cost Allocations	2	10	1	2
Technical Training				
AMS Advantage 3 Application Programming	50	20	1	50
AMS Advantage 3 Conversion Strategy	6	40	2	12
Project Team Training Totals		410	22	158
TRAINING TOTALS		16,745	841	4,293

Notes:

(1) Number of sessions is based on a class size of 20.

(2) The training strategies (e.g., Instructor led, web-cast, online independent study) and course content will be determined as part of the Training Plan.

(3) It is assumed that 1 - 3 training sessions for each End User Training class will be used to prototype the training materials and acquaint the trainers with the materials.

Appendix L – Legacy Reports Inventory

This is a list of current reports out of the legacy systems.

CAPS

Daily Reports – Monitoring

Rpt ID	Report Title	Dist
ARCH	Archive Report	A/C
DAD1	Daily Accounting Distribution Report	A/C
DAPV	Daily Approval Exception Report	A/C
DBT1	Daily Bank Reconciliation Report	A/C
DFA1	Daily Fixed Asset Posting List	A/C
DRCR	Daily Rejected Cash Report	A/C
DSFS	Document Suspense File Summary	A/C
DTR1	Daily Transaction Register - JV's	A/C
DTR2	Daily Transaction Register - Other Than JV's	A/C
LOAD	Daily Load Statistics	A/C
TXNL	Error Listing	A/C

Daily Reports – Financial

Rpt ID	Report Title	Dist
DAO1	Daily Appropriation Overdraft Report	A/C
DAS1	Daily Appropriation Status by Org	A/C
DCP1	Daily Cash Projection Report by Scheduled Payment Date	A/C
DCP2	Daily Cash Projection Report by Warrant Number	A/C
DDP1	Daily Deposit Permit/Numerical Sequence	A/C
DGL1	Daily General Ledger Trial Balance by Fund	A
DLE1	Labor Extension Detail (really monthly)	All
DLO1	Daily Cash Overdraft Report	A/C
DRW1	Daily Repetitive Wire Transfer Balances	TTC
DTC1	Treasurer's Cash Ledger Summary Report	A/C
DWR1	Warrant Register by Vendor	A/C
DWR2	Warrant Register	A/C
DWR3	Warrant Register by Department	All

Monthly Reports – Monitoring

Rpt ID	Report Title	Dist
LOG1	MTI Logging Report 1	A/C
LOG2	MTI Logging Report 2	A/C
MCF1	Cash Flow Report - General Fund	A/C
MCF2	Cash Flow JV Register - General Fund	A/C
MCF3	Cash Transaction List for Other Classifications	A/C
MCM1	Monthly Cash Management Report	A/C
MCR1	Treasurer & Auditor Cash Balance Reconciliation	A/C, TTC
MFA1	Monthly Fixed Asset Posting List	A/C
MTL1	Transaction Approval Log by Trans Code	A/C
MTL2	Transaction Approval Log by Trans Dept	A/C
SSC	Security System Consistency Report	A/C
	Monthly Warrant Count (from MR35) focus rpt	A/C

Monthly Reports – Financial

Rpt ID	Report Title	Dist
MAD1	Appropriation Detail Report by Org	All
MAR1	Open Accounts Receivable Invoice Report	All
MAS1	Appropriation Status Report - Org	All
MCD1	Cash Deposits by Org	All
MCL1	Capital Lease Debt Payment Detail Report	A/C
MCL2	Capital Lease Debt Payment Status Report	A/C
MCL3	Capital Lease Debt Payment Enc Detail Report	A/C
MDF1	Due From Other Funds Detail Report	A/C
MDP1	Deposit Permit by Processing Date	A/C
MDP2	Deposit Permit by Numerical Sequence	A/C
MDT1	Due To Other Funds Detail	A/C
MEB1	Employee Benefits Expenditure Report	A/C, CAO
MED1	Reserves & Designations Detail Report	All
MEN1	Encumbrance Detail Report by Org	All
MEN2	Encumbrance Modification Activity Report	All
MES1	Expenditure Status by Minor Object Report - Org	All
MEX1	Expenditure Detail Report by Org	All
MFS1	Financial Status Report - Fund	A/C, CAO
MFS2	Financial Status Report - Org	All
MFS3	Financial Status Report - Fund Group	A/C
MFS4	Statement of Financing Sources, Uses & Fund Balance	A/C

Rpt ID	Report Title	Dist
MFS5	Financial Summary Report by Org	All
MGD1	Monthly Grant Detail Report	All
MGL1	General Ledger Activity Report	All
MGL2	General Ledger Trial Balance by Fund	All
MGL3	General Ledger Trial Balance by Fund Group	All
MGS1	Government-wide Grant Summary Report	All
MIB1	Inter-departmental Billing Monthly Report	All
MID1	Invoice Detail Report	All
MJB1	Job Status - Summary by Servicer Org	All
MJB2	Job Status - Summary by Requestor Org	All
MJC1	Job Charges - Monthly Detail	All
MJC2	Job Exceeded Charges Report - Internal Auto Billing	All
MJS1	Summary of Jobs by Departmental Service Order	All
MOF1	Due To/Due From Other Funds	A/C
MOR1	Operating & Residual Equity Transfers Report	A/C
MPJ1	Project Report - Monthly Detail	All
MPJ2	Project Recap by Program Detail	All
MPR1	Program Report - Monthly Detail	All
MPR2	Program Recap by Approp, Revenue and Project	All
MPV1	Vouchers Payable by PV Sequence Report	A/C
MRD1	Revenue Detail Report by Org	All
MRE1	Requisition Status by Org	All
MRP1	Revenue Applicable to Prior Year Status - Org	All
MRP3	Accrued Revenue Applicable to Prior Years - Detail Rpt	All
MRS1	Revenue Status by Org	All
MRS2	Revenue Status by Fund	All
MRS3	Revenue Status Report by Revenue Source	All
MRS4	Revenue Status by Category by Fund	All
MRS5	Revenue Status by Category by Fund Group	A/C
MRS7	Unbudgeted Revenue Status by Budget Unit	A/C, CAO
MTA1	Trust/MAR Account Detail Report	All
MTC1	Treasurer's Cash Ledger Report by Fund	A/C, TTC
MTC2	Treasurer's Cash Ledger Summary Report	A/C, TTC
MWR1	Monthly Warrant Register by Vendor	A/C
MWR3	Monthly Warrant Register by Department	All

Quarterly Reports – Financial

Rpt ID	Report Title	Dist
QCB1	CBE Activity Detail Report	OAAC
QMV1	Quarterly Miscellaneous Vendor Payment Report	OAAC

Annual Reports – Monitoring

Rpt ID	Report Title	Dist
ALT1	Annual CAPS Transaction Count	A/C
CAN1	Cancel Expenditure Accruals by Trans Number	A/C
CAN2	Cancel Expenditure Accruals by Department	All
ENCA	Roll Commitments & Expenditure Accruals Report	A/C
GEN1	Expenditure Accrual Exceeded Report	A/C
LP01	Cancel Blankets by Trans Number	A/C
LP02	Cancel Blankets by Department	All
LP10	Cancel IGPO's by Trans Number	A/C
LP20	Cancel IGPO's by Department	All
REN1	Roll Current Encumbrances by Trans Number	A/C
REN2	Roll Current Encumbrances by Department	All

Annual Reports – Financial

Rpt ID	Report Title	Dist
AAF1	Appropriations and Financing Uses by Function and Activity	A/C
AAF2	Appropriations and Financing Uses by Function and Activity with Encumbrances	A/C
ACE1	Annual Capital Project Accumulated Expenditure Report	A/C
ACL1	Annual Commitment List	All
ACR1	Annual Capital Project Accumulated Revenue Report	A/C
ADF1	Annual Due From Other Funds - Year End	A/C
ADF2	Annual Due From Other Funds Year End Summary	A/C
ADT1	Annual Due To Other Funds - Year End	A/C
ADT2	Annual Due To Other Funds Year End Summary	A/C
AEA1	Annual Expenditure Accrual List	All
AEA2	Annual Expenditure Accrual Fixed Assets List	A/C
AED1	Annual Reserves and Designations Detail Report	A/C
AES1	Annual Expenditures Status Report by Minor Object - Combines Current, Commitments & Year End	A/C

Rpt ID	Report Title	Dist
	Expenditure Accruals	
AES2	Annual Expenditures Status Report by Sub-Object - Combines Current, Commitments & Year End Expenditure Accruals	A/C
ARD1	Annual Revenue Detail Report by Org	A/C
ARS1	Annual Revenue Status Report by Revenue Source - Property Taxes	A/C
ARS2	Annual Revenue Status Report by Revenue Source - Other Than Property Taxes	A/C
ASC1	Annual Combining Statement of Changes in Assets, Liabilities and Equities	A/C
ATC1	Treasurer's Annual Cash Ledger	A/C

CAFR Reporting – CAPS produces some combining, summary and monitoring reports of the annual data for the Auditor-Controller's Accounting Division. Once this data is reconciled and approved, a download file is produced. The download file is imported into an Excel spreadsheet where the Accounting Division makes adjustments before the final CAFR reports are produced.

CAMIS produces vendor and WebVen reports.

Rpt ID	Report Title	Freq
MACSBV0A	Vendor Master – alphabetic listing	Daily
MACSBV0B	Vendor Master – numeric listing	Daily
MACSBV0C	Inactive Vendor Report	Daily
MACSBV0D	Vendors without commodities	Daily
MACSBV0E	Small Company Vendors	Daily
VENDFEIN	Multiple vendors for the same FEIN	As Needed
VENDFN1A	Multiple vendors for the same tax ID	As Needed
WEBVRPT1	WebVen registration – new vendors registration errors	Daily
WEBVRPT2	WebVen registration – existing vendor registration error exception	Daily
Data Extracts for WebVen	Vendor Address table & Vendor Number and Name table	Daily

Interest Allocation

The Interest Allocation system is anticipated to be replaced with eCAPS Cost Allocation functionality. It currently is a stand-alone system that produces JV documents that are loaded into CAPS.

Rpt ID	Report Title	Freq
IA – 10	CAPS Imputed Cash Balances	Monthly
IA – 15	Funds with Cash Balances not Having a Record and Funds without Cash Balances (Possible Closed Funds)	Monthly
IA – 50	Error Log Funds Not on Fund Balance File	Monthly
IA – 60	JV Interest Total Days Adjusted	Monthly
IA – 65	Inc / Dec Fund Total	Monthly
IA – 80	Total Adjustments to the Accumulated Cash Balances for Posting Errors	Monthly
IA – 85	Total Accumulated Cash Balances After Posting Error Adjustments	Monthly
IA – 100	Adjustments to Cash Balances	M & YE
IA – 105	Restricted (Group 10) Funds with a Negative Balance	Monthly
IA – 110	Detail List of Average Daily Balances	M & YE
IA – 115	Accrued Interest Allocated to Positive Groups	M & YE
IA – 120	Rate to the Pool	M & YE
IA – 125	Accrued Interest Allocated to Positive Groups	M & YE
IA – 130	Accrued Interest Allocated and Cash Distribution Pooled Surplus Investment fund	M & YE
*	Interest Earnings and Distribution Statement Month Ending July 31, 200x	M & YE
IA – 135	Funds Close-up Detail	M & YE
IA – 140	Funds to Receive Interest without a Master Record	M & YE
*	CAPS Input	M & YE
IA – 150	Control Totals From JV Input File	M & YE
*	Verify CAPS Input	M & YE
*	Control Report: JV File Counts For CAPS Input	YE
*	List of Year-End JV's For CAPS Input	YE
*	List of Year-End JV Entries Modified	YE
*	Summary Totals for JV Entries to CAPS	YE
*	Control Report: Reversing JV File Counts for CAPS	YE
*	Control Report: Reversing JV Record Counts for CAPS	YE
*	List of Reversing JV's for CAPS Input	YE
*	List of Reversing JV Entries Modified	YE
*	Summary Totals For Reversing JV Entries to CAPS	YE

* NOTE: These reports do not have report number designations.

Representative samples of reports for enhanced functionality of eCAPS.

Report Type	Freq
Labor Extension	
Labor Detail by Provider by Job	Monthly
Labor and Employee Benefits for Indirect Projects	Monthly
Job Billing	
Automatic Billing Report	Monthly
Manual Billing Report	Monthly
Cost Allocation	
Cost Allocation Proof Run	Monthly
Cost Allocation Post Run	Monthly
Pool Based Definitions	As Needed
Contract Administration	
Activity Tracking	As Needed
Aging Reports	Monthly
Expired Contracts Report	Monthly
Contracts 75% Expended	Monthly
Direct Deposit	
NACHA reports (payments, pre-notes, EFT exceptions, etc)	Daily
Status changes (new, pre-note, active, etc)	Daily
Miscellaneous A/P Reports	
File management / reconciliation reports (input stats & load stats)	Daily
Certification Reports	Daily
1099 Data Cleansing	Annual
EDD Vendors / List	Monthly
State Claiming Reports	Monthly
Warrant Reconciliation	
Warrant Issues and Warrants Paid Reconciliation	Daily
Stale Dating	Monthly
Cancels / Returns	Daily

Appendix M – Project Assumptions

Introduction

The assumptions in this appendix are provided to describe the basis that AMS has relied on to draft the scope, timing, resources, roles and responsibilities for the eCAPS project. They represent the basis of AMS's feedback to the County's Statement of Work (SOW) narrative and definition of AMS work products and deliverables (Appendix A) and preparation of the high-level eCAPS project plan (Appendix B). These assumptions are intended to establish a clear understanding between the County and AMS; thereby, avoiding unwanted surprises during project execution.

The SOW narrative and Appendix A – Deliverables Definition describe the tasks, work products, and deliverables to be completed by AMS for the eCAPS project. In order for the project to be successful, AMS must perform these tasks in partnership with the County and the County must complete reciprocal tasks, work products, and deliverables as described in this appendix and outlined in the eCAPS project plan.

Appendix M - Organization

The eCAPS project assumptions provided in this appendix are aligned with the SOW sections, as follows:

- Section I - Implementation Methodology
- Section II - Project Management
- Section III – Software Application
- Section IV – Business Requirements and Reporting
- Section V – Technical
- Section VI – Change Management
- Section VII – Maintenance and Support.

Section I – Implementation Methodology

This section of the SOW provides an overview of the AMS standard implementation methodology that AMS will use to complete the upgrade of the County's existing CAPS system to eCAPS. It describes in narrative fashion the tasks, work products, and deliverables to be completed by AMS within each of the three implementation phases (i.e., Envision, Create, and Achieve). AMS's assumptions for the County's responsibilities are provided below. Additional implementation-related assumptions are provided under Section VI – Change Management.

Envision Phase

I.1 To the extent reasonably possible and consistent with the County's business requirements, the County will minimize custom software modifications to the base AMS Advantage application to support its business requirements. The County will, where consistent with the County's business needs, alter business processes and policies, where applicable, in order to leverage the public sector best practices inherent in the software and minimize future software upgrade and maintenance costs.

I.2 The County will provide knowledgeable and experienced staff to participate in the product training, prototyping, and Fit-Gap Analysis of the County's business requirements to the AMS Advantage 3 application.

I.3 The County will identify departmental liaisons responsible for securing County stakeholders' input for business process modeling and for assessing and implementing the business process changes identified during the Envision phase.

I.4 The County will assign technical staff who are authorized to make timely decisions and representations for the County's selection of an eCAPS technical platform. These individuals will actively participate in the Technical Assessment and review of the Technical Specifications Document in order to prevent delays related to the purchase, delivery, installation, and configuration of eCAPS hardware and systems software.

I.5 During the County network infrastructure review and transaction volume analysis, AMS will identify the network and transaction volume statistics that should be gathered by the County. The County will gather these statistics within the timeframe prescribed in the project plan in order to prevent delays in AMS's completion of the Technical Specifications Document.

I.6 The County will assign management staff who are authorized to make timely project decisions; thereby, minimizing delays that could adversely impact AMS's ability to complete project deliverables on-time.

Create Phase

I.7 Inbound system interfaces are files that are submitted by external entities or County departments to be processed by eCAPS. Outbound system interfaces are files that are created by eCAPS to be transmitted to external entities or County departmental systems for processing.

I.8 Inbound system interfaces will be created by County staff by extracting data from external legacy systems and transforming this data into AMS Advantage format. AMS shall load the inbound system interface files into eCAPS.

I.9 Outbound system interfaces shall be created by AMS by extracting data from eCAPS and transforming this data into the file formats defined by the County as prescribed by external entities, if necessary. County staff or the staff of the external systems accepting the eCAPS-generated files will load the files into their respective systems.

I.10 A diagram illustrating the extract, transform, and load activities referenced in assumptions I.8 and I.9 is provided as Exhibit M-1 below.

Exhibit M-1 – Extract-Transform-Load (ETL) Diagram
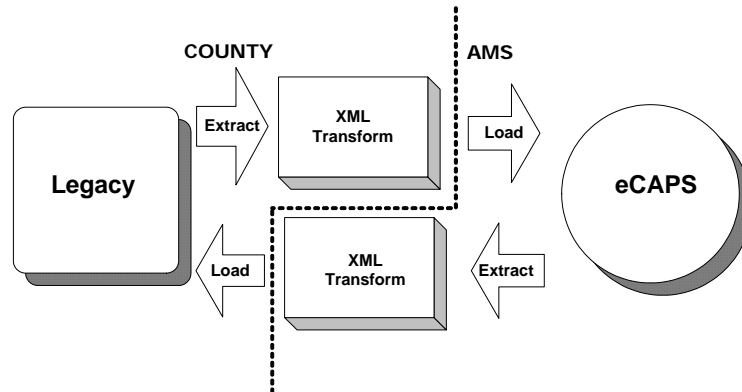
I.11 eCAPS software construction activities will be a shared responsibility between County and AMS staff as described in the following responsibility matrix (Exhibit M-2). Additional assumptions associated with the development of software for data conversion, system interfaces, and reports are provided in Appendix M sub-sections: IV – Business Requirements & Reporting and V – Technical.

Exhibit M-2 – Responsibility Matrix: Application Configuration / Software Construction

Task	Lead	Description
Table-Driven Configurations (Application & Support)	AMS	Recap configurations identified during the Fit-Gap Analysis and provide instructions to County staff for populating tables
Table-Driven Configurations (Populate Tables & Test)	County	Populate system tables and confirm that the tables have been populated correctly
User Interface Configurations	County	Design, develop, and test configurations to AMS Advantage screen labels, errors messages, and field-level edits for the eCAPS implementation
Application Customizations	AMS	Design, develop, and test software customizations to the AMS Advantage application in response to the County's business requirements as stated in Appendix C and as refined and prioritized during the Fit-Gap Analysis
Annual Close and CAFR Customizations	AMS	Design, develop, and test software customizations to the AMS Advantage annual close processes in response to the County's business requirements as stated in Appendix C and as refined and prioritized during the Fit-Gap Analysis

Task	Lead	Description
CAFR Data Extracts	AMS	Design, develop, and test the software to create data extracts from eCAPS to support the County's CAFR process. The requirements for the CAFR data extracts to be designed and developed for eCAPS are listed in Appendix F.
CAFR Reports Production & Publication	County	Produce and publish the County's consolidated CAFR report based on the extracts provided by AMS.
CAPS Data Conversion	AMS	Design, develop, and test data conversion software to support the County's requirements for converting CAPS reference data and open balances (as identified in Appendix E)
Departmental / Legacy Data Conversion	County	Design, develop, and test data conversion software to support the County's requirements for converting data residing in departmental / legacy systems (as identified in Appendix E)
Data Cleansing	County	Design, develop, and test procedures and software for cleansing and correcting all data to be used as input to the eCAPS conversion process and in the application databases after execution of the conversion programs
Inbound System Interfaces	County	Design, develop, and test interfacing files to be submitted to and processed by eCAPS from other department systems or external entities. The County will create these files based on the AMS Advantage formats and templates provided by AMS.
Outbound System Interfaces	AMS	Design, develop, and test interfacing files to be transmitted by eCAPS to other department systems or external entities. AMS staff will create these files based on the formats and specifications provided by the County.
Outbound System Interfaces (Testing Coordination)	County	Coordinate the testing of the outbound interfaces with staff responsible for supporting the external systems.
eCAPS Reports (AP, GL)	AMS	Design, develop, and test the reports and ad hoc queries assigned to AMS

Task	Lead	Description
		staff in the eCAPS detailed project plan to be developed during the Envision phase. These reports support the County's reporting requirements for the Accounts Payable (AP) and General Ledger (GL) functional areas as identified in Appendix F. Report formats shall be based on AMS Advantage formats wherever possible.
eCAPS Reports (AR, CA, GR, PJ)	County	Design, develop, and test the reports and ad hoc queries assigned to County staff in the eCAPS detailed project plan to be developed during the Envision phase. These reports support the County's reporting requirements for the Accounts Receivable (AR), Cost Accounting (CA), Grant Accounting (GR), and Project Accounting (PJ) functional areas as identified in Appendix F. Report formats shall be based on AMS Advantage formats wherever possible.

I.12 The County will be responsible for developing the acceptance test plan, populating the databases for the acceptance test and conducting the acceptance tests of AMS Advantage 3 baseline software, software customizations, system interfaces, data conversion software and reports.

I.13 The County will be responsible for the preparation and execution of the regression tests of AMS Advantage 3 baseline software, software customizations, system interfaces, data conversion software and reports.

I.14 The County will be responsible for updating the County's operations documentation in preparation for production cutover (e.g., run schedules, call back lists, etc.).

I.15 The County will be responsible for populating the security, approval, and workflow tables for eCAPS and for establishing user security for the eCAPS application and database servers.

I.16 The County will be primarily responsible for updating, distributing, and collecting the operations and implementation readiness checklists, analyzing the responses, and working with AMS to resolve identified readiness issues.

Achieve Phase

I.17 The County will participate in the production cutover and rehearsal activities in accordance with the production cutover script developed by AMS.

I.18   The County will be responsible for determining the parameters for reports distribution and configuring the software to facilitate the viewing, printing, and routing of eCAPS operational reports.

I.19   County will be responsible for backing-up and protecting CAPS legacy data prior to data conversion, as well as executing data conversion and verifying converted data during the mock data conversion and final production cutover.

I.20   The County will be responsible for the cleansing of CAPS and departmental systems data and the reconciliation and verification of all converted data.

Section II – Project Management

This section of the SOW narrative provides an overview of the project management-related tasks, work products, and deliverables to be completed by AMS and the roles and responsibilities to AMS staff responsible for overseeing the direction, quality, and timeliness of AMS's work on the eCAPS project. AMS's assumptions for the County's responsibilities and other project management-related activities are provided below.

II.1   The County and AMS will follow a closely coordinated and collaborative approach to project management. Within 30 days of starting the eCAPS project, the County and AMS will establish a joint Project Oversight Committee comprised of the project directors and project managers.

II.2   The project management teams of the County and AMS will have parallel organizational structures. In addition to a County Project Director and a full-time County Project Manager, the County will appoint a team of dedicated key personnel as Functional Team Leads and a Technical Lead. These leads and their respective support staffs will be responsible for completing the County's tasks on the project as outlined in the project plan provided in Appendix B.

II.3   The County will supply the project infrastructure necessary to support the co-location of the County-AMS team and completion of project tasks. This infrastructure will include: a dedicated project server, a secure high-speed network access line and telephone for each onsite staff member, 2 dedicated fax lines, 2 dedicated high speed laser printers, workstations and/or laptops for County staff, and adequate access to the application and database servers for the County-AMS project team. The County will also provide off-hours building access to AMS staff and VPN connections to AMS corporate databases, as needed.

II.4   Microsoft Office 2003 will be the project standard for creating and maintaining all project documentation, written work products and written deliverables. MS Project 2002 will be the project standard for creating and maintaining detailed project work plans. MS Outlook will be the project email system for communication within project team. The County will establish project e-mail accounts for AMS staff.

II.5   County staff will have the lead responsibility for all communications to County departments, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc.

II.6   The County and AMS project managers will jointly maintain the eCAPS project plan and provide status reporting on project progress to County and AMS management.

II.7   The County will provide dedicated staff to support the clerical and administrative tasks for the eCAPS project, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

II.8   The County will review and approve the monthly status reports in accordance with the deliverables review process prescribed in the Services and License Agreement.

Section III – Software Application

This section of the SOW narrative presents an overview of the AMS Advantage application and third-party software products that AMS will install in the eCAPS technical environments. It also describes how AMS will confirm and document the proper installation of these software products. AMS's assumptions for the County's responsibilities to facilitate the installation of these components are provided below:

III.1   The County will perform the tasks necessary to establish the technical environments to support the eCAPS project in accordance with the specifications provided in the Technical Specifications Document for each environment. These tasks include, but are not limited to: installation and testing of servers and system software, system software upgrades, definition of table spaces, printer set-up, establishment of network and Internet access, etc.

III.2   In order to facilitate the knowledge transfer necessary to prepare for their on-going eCAPS support roles, the County will provide technical staff to assist with the evaluation, application, and testing of upgrades, patches, and sub-releases of the AMS Advantage application and bundled third-party products.

Section IV – Business Requirements and Reporting

This section of the SOW narrative presents an overview of the AMS approach for conducting the Functional Analysis (i.e., prototyping and Fit-Gap Analysis) of the County's business requirements and developing the eCAPS reporting strategy. In this section, AMS has provided a list of key assumptions related to reporting as the assumptions related to the Functional Analysis have been provided under Section I – Implementation Methodology.

IV.1   The SOW narrative and project plan were prepared with the understanding that the AMS infoAdvantage reporting tool will be used to support the County's reporting requirements.

IV.2   Wherever possible, the County will leverage the use of AMS Advantage online inquiry windows and ad hoc queries/reports using AMS infoAdvantage in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

IV.3   The County will be responsible for developing the eCAPS reports to support its business requirements for reporting in the Accounts Receivable (AR), Cost Accounting (CA), Grant Accounting (GR), Project Accounting (PJ), and CAFR functional areas as identified in Appendix F.

IV.4   The County will provide knowledgeable staff to participate in the technical training and knowledge transfer tasks in order to assume responsibilities for development of

additional reports needed for eCAPS and complete the software development and testing tasks assigned to them.

IV.5 The County will assign functional and technical staff with sufficient knowledge of CAPS and departmental systems to participate in a review of the information provided in the reports listed in Appendix L –Legacy Reports Inventory. AMS shall provide assistance in confirming the AMS Advantage data sources for the legacy reports included in Appendix L.

IV.6 The County will review the business scenarios and prototyping scripts developed by AMS and be responsible for selecting the options for addressing their business requirements during the prototyping sessions.

IV.7 County staff will populate the system-wide options tables and Chart of Accounts tables based on the table-driven configurations identified during the Fit-Gap Analysis.

Section V – Technical

This section of the SOW narrative presents an overview of AMS's response to the County's technical requirements and AMS's tasks related to data conversion and interface development. The following assumptions describe the County's responsibilities in these areas.

Technical Assumptions

V.1 The County will be solely responsible for maintaining and upgrading hardware and software not covered by the AMS Advantage maintenance program.

V.2 The County will be responsible for procuring the third-party software listed in Appendix I and for training the project team in the usage of that software.

V.3 The County will coordinate the hardware and systems software upgrades with the eCAPS project team.

V.4 The County will provide the workstations or laptops for the County project staff per the specifications in Appendix I. The County will be responsible for configuring and maintaining the workstations and laptops assigned to County staff.

Data Conversion Assumptions

V.5 Data Junction will be the primary tool used for data conversion. Custom data conversion programs will be limited to the extent possible.

V.6 In accordance with Appendix E, the County requires that both reference data and historical data be converted and the County will be responsible for the data cleansing (i.e., planning and execution of the data cleansing procedures and software) of this data prior to conversion and after the execution of the conversion process in the target application.

V.7 The following matrix summarizes the County and AMS responsibilities for the reference data to be converted during the eCAPS project as identified in Appendix E.

Exhibit M-3 – Responsibility Matrix: Reference Data

#	Reference Data Source	Lead	Scope of Data Conversion Effort
1	CAPS Chart of Accounts Tables	AMS	30 chart of account tables and 7 cost accounting chart of accounts tables.
2	CAPS Vendor Table	AMS	CAPS Vendor Table
3	PADDS Vendor Table	AMS	Include PADDS vendor data in the eCAPS Vendor Table
4	PADDS Banking Information	AMS	Include the PADDS banking/EFT related information in the corresponding eCAPS tables to support the generation of EFT payments to public assistance recipients
5	CAMIS Vendor Table	County	Creation of vendor transactions in AMS Advantage format to transmit CAMIS vendor updates to eCAPS.
6	CAPS Discounts Table	AMS	Map the data in the CAPS tables storing discount information in the corresponding eCAPS Accounts Payable tables
7	CAPS Labor Charge Codes	AMS	5 custom CAPS tables to support the current CAPS labor distribution process.

V.8 The following matrix summarizes the County and AMS responsibilities for the data listed in the Historical Data sub-section of Appendix E.

Exhibit M-4 – Responsibility Matrix: Historical Data

#	Historical Data Source	Lead	Scope of Data Conversion Effort
1	TWW 1099 Data	County	1099 data created by the departments from January 1, 2005 to the eCAPS go-live date will be converted to AMS Advantage format.
2	UVPS 1099 Data	County	1099 data created by the departments from January 1, 2005 to the eCAPS go-live date will be converted to AMS Advantage format.
3	EDD Data	County	Convert EDD validation data to the format required by eCAPS EDD processing.

#	Historical Data Source	Lead	Scope of Data Conversion Effort
4	CAPS Project Data and Ledger	AMS	AMS shall create Data Junction templates for translating the data from the appropriate CAPS tables into AMS Advantage 3 documents. These documents shall be processed in eCAPS in order to create the appropriate entries in the Document Catalog, program/job-related tables, and ledgers. The detailed history shall be reflected in a Legacy Ledger Table within the eCAPS data warehouse tables. This table shall be comprised of the ledger records created inception-to-date for each active grant, project, and job in CAPS at the time of conversion.
5	CAPS Grant Data and Ledger	AMS	AMS shall create Data Junction templates for translating the data from the appropriate CAPS tables into AMS Advantage 3 documents. These documents shall be processed in eCAPS in order to create the appropriate entries in the Document Catalog, program/job-related tables, and ledgers. The detailed history shall be reflected in a Legacy Ledger Table within the eCAPS data warehouse tables. This table shall be comprised of the ledger records created inception-to-date for each active grant, project, and job in CAPS at the time of conversion.
6	CAPS Jobs and Job Billing Data and Ledger	AMS	AMS shall create Data Junction templates for translating the data from the appropriate CAPS tables into AMS Advantage 3 documents. These documents shall be processed in eCAPS in order to create the appropriate entries in the Document Catalog, program/job-related tables, and ledgers. The detailed history shall be reflected in a Legacy Ledger Table within the eCAPS data warehouse tables. This table shall be comprised of the ledger records created inception-to-date for

#	Historical Data Source	Lead	Scope of Data Conversion Effort
			each active grant, project, and job in CAPS at the time of conversion.
7	Contracts	County	If the County chooses to use AMS Advantage project accounting functionality to enter and process contract information, County staff can potentially establish new contracts in eCAPS using AMS Advantage documents. Additional analysis is required prior to recommending a methodology for the County to use to populate eCAPS with contracts data from its County-wide Contract Monitoring System (CCMS). The SOW scope does not include the design and development of software to convert the County's current contracts data (stored in CWRD) to eCAPS.
8	CAPS Purchase Orders and Encumbrances	AMS	Create an AMS Advantage document for the open items in the PO table that have an open balance (i.e., un-liquidated encumbrance amount). Process these documents in eCAPS to populate eCAPS with the remaining balance of each open item.
9	CAPS Payments	AMS	Create an AMS Advantage document for the open items in the PV table that have an open balance (i.e., un-liquidated payment amount). Process these documents in eCAPS to populate eCAPS with the remaining balance of each open item.
10	Countywide Reporting Database (CWRD) – Data Crosswalk CAPS Data	AMS	Develop a crosswalk document (i.e., functional description of the data mapping) between the existing CWRD CAPS ledger table fields to the corresponding fields in the eCAPS data model. This crosswalk document will assist the County in developing an approach and the software necessary for merging eCAPS and CWRD ledger data, if needed, for historical reporting

#	Historical Data Source	Lead	Scope of Data Conversion Effort
			and analytical purposes.
11	Countywide Reporting Database (CWRD) – Data Conversion Software CAPS Data	County	Design, develop, and test the data conversion software necessary to convert and post CWRD CAPS data into the eCAPS data model.
12	Countywide Reporting Database (CWRD) – Data Crosswalk PADDS Data	AMS	Develop a crosswalk document (i.e., functional description of the data mapping) between the existing CWRD PADDS table fields to the corresponding fields in the eCAPS data model. This crosswalk document will assist the County in developing an approach and the software necessary for merging eCAPS and CWRD PADDS data, if needed, for historical reporting and analytical purposes.
13	Countywide Reporting Database (CWRD) – Data Conversion Software PADDS Data	County	Design, develop, and test the data conversion software necessary to convert and post CWRD PADDS data into the eCAPS data model.

System Interface Assumptions

V.9 Data Junction will be the primary tool used for system interface development. Custom system interface programs will be limited to the extent possible.

V.10 County technical staff will be primarily responsible for the development and unit testing of inbound system interfaces. These interfaces will be developed in AMS Advantage document format.

V.11 The County will also be responsible for the coordination and execution of interface testing with any entities external to the County (e.g., banking institutions, other government agencies) and the County departments interfacing data to and from eCAPS.

Exhibit M-5 – Responsibility Matrix: System Interfaces

#	Interface Requirement	Lead	Scope of System Interface Development
1	1099 Interfaces – IRS File (Outbound)	AMS	Design, develop, and test the interface files to transmit IRS 1099 data from eCAPS to the IRS.
2	1099 Interfaces – IRS File (Inbound)	County	Design, develop, and test the interface files to transmit IRS 1099

#	Interface Requirement	Lead	Scope of System Interface Development
			data from the departments to eCAPS. These inbound XML files will be created in AMS Advantage formats so that they may be processed by eCAPS without additional software modification.
3	1099 Interfaces – Forms (Print Files)	AMS	Design, develop, and test the output files to generate the 1099 forms.
4	Budget Interfaces – Budget Documents	County	Design, develop, and test the inbound interface to post the appropriation, expense, and revenue budgets from the CAO department's BIS system to eCAPS.
5	Budget Interfaces – Actual Expenses & Revenue	AMS	Design, develop, and test the outbound interface to transmit the actual expenditures and revenues back to the CAO department's BIS system.
6	Banking Interfaces – Issues & Cancels (2 formats)	AMS	Design, develop, and test the outbound interface files to the County's banking institutions (Bank of America and Citibank) to transmit warrant issues and cancels. AMS assumes it can develop the outbound interface files in the same format as the current files being produced by the County.
7	Banking Interfaces – Direct Deposit Issues & Cancels	AMS	Design, develop, and test the outbound interface files to the County's banking institutions (Bank of America and Citibank) to transmit direct deposit issues and cancels. AMS assumes it can develop the outbound interface files in the same NACHA format as the current files being produced by the County.
8	Banking Interfaces – Direct Deposit Pre-Notes	AMS	Design, develop, and test the outbound interface files to the County's banking institutions (Bank of America and Citibank) to transmit pre-notes. AMS assumes it can develop the outbound interface files in the same NACHA format as the current

#	Interface Requirement	Lead	Scope of System Interface Development
			files being produced by the County.
9	Banking Interfaces – Direct Deposit Exceptions	County	Design, develop, and test report for pre-note and deposit exceptions.
10	Banking Interfaces – Warrants Paid	County	Design, develop, and test input file for paid warrants.
11	Banking Interfaces – Wire Confirmations	County	Design, develop, and test new interface to report confirmation of wire transfers.
12	Banking Interfaces – Monthly Activity	County	Design, develop, and test new interface to validate warrant status.
13	Cash Receipt Interfaces	County	Design, develop, and test cash receipt files to replace existing batch and paper/keypunched documents.
14	EDD Reporting Interfaces	AMS	Execute the eCAPS EDD reporting process to create an EDD reporting file for transmission from eCAPS to EDD. The EDD file will be created every 20 days to transmit a list of vendors who have not yet been reported to EDD.
15	Interdepartmental Billing Interfaces	County	Design, develop, and test input file of IV documents in AMS Advantage format.
16	Journal Voucher Interfaces – Normal	County	Design, develop, and test input file of JV documents in AMS Advantage format.
17	Journal Voucher Interfaces – Payroll Central Budget Unit	County	Design, develop, and test input file of JVs to record payroll expenditures in AMS Advantage format.
18	Payment Request Interfaces	County	Design, develop, and test input file of payment request documents in AMS Advantage format.
19	Encumbrance Interfaces	County	Design, develop, and test input file of purchase order documents in AMS Advantage format.
20	Vendor File (Outbound)	AMS	Design, develop, and test output file to outside departments to report updates to the eCAPS vendor table due to processing of direct deposit information for public assistance

#	Interface Requirement	Lead	Scope of System Interface Development
			recipients.
21	Vendor File (Inbound)	County	Design, develop, and test input file of updates to the eCAPS vendor table from outside systems (e.g., CAMIS, Leader, GEARS, APPS, etc.)
22	Post back Interfaces	AMS	Design, develop, and test the outbound interface files to the County's welfare systems to transmit the results of PADDS direct deposit processing. AMS assumes it can develop the outbound interface files in the same format as the current files being produced by the County.
23	Asset Management Interfaces (Input)	County	Design, develop, and test an input file of Job Billing and Job Cost transactions to eCAPS. This file must be in eCAPS format in accordance with the eCAPS customizations identified in Appendix J.
24	Asset Management Interfaces (Output)	AMS	Design, develop, and test an output file of eCAPS chart of accounts reference data for use by LAC-CAL's validation routines.
25	CAPS COA Look-Up by CWTAPPS & CWPAY	County	Load eCAPS COA codes into VSAM files to allow CWPAY and CWTAPPS to perform a direct read for validation purposes.
26	CAPS COA Look-Up by BIS	County	Create cross-walk document and software of eCAPS to BIS codes in order to facilitate the data entry of budget transactions in BIS

Section VI – Change Management

This section of the SOW narrative presents an overview of AMS's tasks for change management and training. In this section, AMS has provided a list of the County's responsibilities in this area.

VI.1 The County will be primarily responsible for leading and maintaining all project related communications with external County departments and staff, including but, not limited

to the creation and maintenance of the eCAPS project website, newsletters, departmental briefings, etc.

VI.2 The County will provide experienced staff to work with AMS staff to facilitate knowledge transfer and on-the-job training.

VI.3 The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases and maintaining the training application on an on-going basis upon the implementation of eCAPS.

VI.4 The County will assume primary responsibility for coordinating the user training and refresher training, including scheduling, registration, and coordination of end user training classes, review and tabulation of completed training effectiveness assessments, and the duplication of training materials. Experienced County staff will be assigned to participate in the co-training activities and will be responsible for coordinating the end user training activities with support from AMS staff.

VI.5 The County will be primarily responsible for developing and executing the departmental roll-out plan for eCAPS.

VI.6 The County will be primarily responsible for updating the operations and implementation readiness assessment checklists for central eCAPS processes, distributing the checklists to the departments, collecting the responses, evaluating the responses, addressing the change management issues, and implementing the change management plan.

VI.7 The County will be responsible for creating and updating the eCAPS fiscal policies and procedures and any department-specific procedures and manuals. AMS will provide an AMS Advantage procedures manual that can serve as a reference guide to assist the County's end user community in entering data into eCAPS tables and documents. (Project Plan Task # 3.6.5.1.5)

Section VII – Maintenance and Support

This section of the SOW narrative presents an overview of AMS's tasks for eCAPS maintenance and support. In this section, AMS has provided a list of the County's responsibilities in this area.

VII.1 The County will maintain a help desk for eCAPS.

VII.2 The County will be responsible for maintaining and providing network support for eCAPS. The County will be responsible for upgrading and maintaining network software, and resolving the network problems encountered during production operations.

VII.3 The County will be responsible for monitoring the online and offline production operations and verifying the results of the offline cycles.

VII.4 The County will provide technical specialists for fine tuning of eCAPS production system operations.

VII.5 The County will maintain current enrollment in the AMS Advantage maintenance program in order to receive software updates and upgrades.

VII.6 The County will participate in the application of software updates provided by AMS by working with AMS to retrieve, evaluate, and apply necessary AMS Advantage software enhancements and fixes that are made available via AMS eAccess.

Exhibit B - Schedule of Payments

Milestone	Payment Deliverables	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
1.1.8	eCAPS Project Control Document	April 28, 2004	$35,000.00	$5,250.00	$29,750.00
1.2.6	eCAPS Kickoff Meeting	April 14, 2004	$29,000.00	$4,350.00	$24,650.00
1.3.3	Project Management Deliverables, including applicable updates to the Project Plan and weekly and monthly status reports. (Monthly: 4/2004 through 12/2005)	By 5th working day of each month	$1,333,500.00	$200,025.00	$1,133,475.00
2.1.4	AMS Advantage 3 Prototyping Environment & 3rd Party Software	April 21, 2004	$37,500.00	$5,625.00	$31,875.00
	AMS Advantage 3 3rd Party Software License Fee	April 21, 2004	$565,000.00	$0.00	$565,000.00
2.2.1.4	Product Training	May 5, 2004	$37,500.00	$5,625.00	$31,875.00
2.2.2.7	Prototype Scripts	May 3, 2004	$50,000.00	$7,500.00	$42,500.00
2.2.7.9	Fit-Gap Analysis Report	August 11, 2004	$416,250.00	$62,437.50	$353,812.50
2.3.9	Technical Specifications Document	May 31, 2004	$62,500.00	$9,375.00	$53,125.00
2.6.6	eCAPS Upgrade Analysis Document	August 31, 2004	$192,500.00	$28,875.00	$163,625.00
3.1.5	Advantage 3, 3rd Party Tools and infoAdvantage Installation	December 6, 2004	$68,750.00	$10,312.50	$58,437.50
3.2.4	Technical Project Team Training	November 29, 2004	$56,250.00	$8,437.50	$47,812.50
3.3.1.6	General Ledger Configurations	December 21, 2004	$82,500.00	$12,375.00	$70,125.00
3.3.2.6	Cost/Program/Project/Grant Accounting Configurations	December 30, 2004	$125,000.00	$18,750.00	$106,250.00
3.3.3.6	Accounts Payable Configurations	January 25, 2005	$68,750.00	$10,312.50	$58,437.50
3.3.4.6	Accounts Receivable Configurations	February 3, 2005	$52,500.00	$7,875.00	$44,625.00
3.4.2.5	Application Customization Functional Designs	September 16, 2004	$187,500.00	$28,125.00	$159,375.00
3.4.2.10	Application Customizations	March 17, 2005	$750,000.00	$112,500.00	$637,500.00
3.4.3.6	Annual Close & CAFR Designs	October 14, 2004	$37,500.00	$5,625.00	$31,875.00
3.4.3.12	Annual Close and CAFR Software	January 25, 2005	$150,000.00	$22,500.00	$127,500.00
3.4.4.1.5	Detailed CAPS Conversion Plan	August 4, 2004	$25,000.00	$3,750.00	$21,250.00
3.4.4.3.5	CAPS Data Conversion Mapping	September 17, 2004	$87,500.00	$13,125.00	$74,375.00
3.4.4.3.10	CAPS Data Conversion Software	March 25, 2005	$287,500.00	$43,125.00	$244,375.00
3.4.5.1.5	Inbound Interface Mapping Template	October 22, 2004	$25,000.00	$3,750.00	$21,250.00
3.4.5.3.6	Outbound Interface Mapping	November 19, 2004	$62,500.00	$9,375.00	$53,125.00
3.4.5.3.11	Outbound Interface Software	January 31, 2005	$225,000.00	$33,750.00	$191,250.00
3.4.6.2.6	Updated InfoAdvantage Data Model and eCAPS ETL & Reports Technical Designs	November 15, 2004	$137,500.00	$20,625.00	$116,875.00
3.4.6.2.15	eCAPS ETL Software	January 17, 2005	$137,500.00	$20,625.00	$116,875.00
3.4.6.2.20	eCAPS General Ledger and Accounts Payable Reports Software	February 28, 2005	$350,000.00	$52,500.00	$297,500.00
3.5.1.5	Integrated System Test Plan and Scripts	November 25, 2004	$87,500.00	$13,125.00	$74,375.00
3.5.1.10	Integrated System Test Results	April 8, 2005	$725,000.00	$108,750.00	$616,250.00
3.5.2.4	User Acceptance Test Support	June 10, 2005	$312,500.00	$46,875.00	$265,625.00
3.5.3.9	Performance Test Results	April 25, 2005	$93,750.00	$14,062.50	$79,687.50
3.5.4.4	Regression Test Support	May 31, 2005	$62,500.00	$9,375.00	$53,125.00
3.6.1.5	Support for Security & Workflow configuration	April 14, 2005	$81,250.00	$12,187.50	$69,062.50
3.6.3.1.4	System Administration Training	April 4, 2005	$37,500.00	$5,625.00	$31,875.00
3.6.3.2.6	End User Training Plan and Materials	February 21, 2005	$50,000.00	$7,500.00	$42,500.00
3.6.3.3.5	Conduct Trainer Training	April 18, 2005	$62,500.00	$9,375.00	$53,125.00
3.6.3.4.5	Conduct End-User Training (AMS)	June 24, 2005	$250,000.00	$37,500.00	$212,500.00
3.6.3.5.5	InfoAdvantage Training	June 10, 2005	$62,500.00	$9,375.00	$53,125.00
3.6.4.1.6	AMS Advantage User Documentation	April 11, 2005	$67,500.00	$10,125.00	$57,375.00
3.6.4.2.6	AMS Advantage System/Operations Documentation	March 28, 2005	$57,500.00	$8,625.00	$48,875.00
3.6.5.3.1.5	Operational Readiness Checklist (Technical)	May 11, 2005	$25,000.00	$3,750.00	$21,250.00
3.6.5.3.2.5	Implementation Readiness Checklist (End User)	May 11, 2005	$27,500.00	$4,125.00	$23,375.00
3.6.5.1.3	Departmental Rollout Support	June 28, 2005	$125,000.00	$18,750.00	$106,250.00
3.6.5.1.5	AMS Advantage Procedures Manual	May 30, 2005	$37,500.00	$5,625.00	$31,875.00
3.6.5.3.3	Change Management Support	June 30, 2005	$37,500.00	$5,625.00	$31,875.00
4.1.3	Mock Conversion Results	June 3, 2005	$93,750.00	$14,062.50	$79,687.50
4.2.1.5	Production Cutover Script	June 16, 2005	$43,750.00	$6,562.50	$37,187.50
4.2.9	Production Cutover	July 5, 2005	$112,500.00	$16,875.00	$95,625.00
4.3.1	Post-Implementation Support Month #1	July 31, 2005	$127,500.00	$19,125.00	$108,375.00
4.3.2	Post-Implementation Support Month #2	August 30, 2005	$127,500.00	$19,125.00	$108,375.00
4.3.3	Post-Implementation Support Month #3	September 30, 2005	$127,500.00	$19,125.00	$108,375.00
4.3.4	Post-Implementation Support Month #4	October 31, 2005	$42,500.00	$6,375.00	$36,125.00
4.3.5	Post-Implementation Support Month #5	November 30, 2005	$42,500.00	$6,375.00	$36,125.00
4.3.6	Post-Implementation Support Month #6	December 31, 2005	$42,500.00	$6,375.00	$36,125.00
4.3.7	Technical Support for 1099/W-2 Processing	February 28, 2006	$100,000.00	$15,000.00	$85,000.00
4.3.8	Technical Support for 2004-05 Annual Close	September 29, 2006	$127,500.00	$19,125.00	$108,375.00
	Release 1 of withhold (33%)	April 1, 2006	$0.00	$0.00	$410,850.00
	Release 2 of withhold (67%)	September 30, 2006	$0.00	$0.00	$834,150.00
	Total Payments and Holdbacks		$8,865,000.00	$1,245,000.00	$8,865,000.00

Exhibit C
to Services and License Agreement
Rates for Other Professional Services

Vice President, Project Executive $262.50

Engagement/Senior Program Manager $232.50

Senior Project Manager $217.50

Project Manager $206.25

Group Leader $187.50

Senior Government Management Consultant $217.50

Government Consultant/Senior Subject Matter Expert $187.50

Subject Matter Specialist $168.75

Team Leader $157.50

Senior Business Analyst $146.25

Business Analyst $131.25

Training Specialist $135.00

Technical Architect $221.25

Technical Expert $198.75

Technical Specialist $168.75

Technical Team Lead $157.50

Senior Programmer Analyst $142.50

Programmer Analyst $127.50

Programmer $108.75

Program Management Specialist $120.00

Project Support Staff $41.25

RATES SHOWN ARE HOURLY RATES

Labor Category	Functional Responsibility	Minimum/General Experience
Vice President, Project Executive	Senior member of AMS management with ability to commit the firm and with extensive experience in systems development. Responsible for client liaison at the highest level. Ability to secure necessary professional resources within the firm to meet requirements of project.	Minimum of twelve years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Engagement / Senior Program Manager	Responsible for project oversight and direction. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Ensures appropriate resources are applied to the project.	Minimum of ten years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Senior Project Manager or Project Manager	Supervises or directly manages and coordinates project through all phases of the systems development life cycle, including planning, Requirements analysis, design, development, testing, Installation, and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness, and adherence to design concepts and user requirements. Has significant expertise in managing systems projects. Responsible for client liaison.	Senior Project Manager: Minimum of seven years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience. Project Manager: Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Group Leader	Formulates solutions for complex problems of systems design, software development, or data center operations. Analyzes alternative approaches for implementing large, complex systems. Plans and controls activities of the project team. Manages, supervises, and instructs project teams in research, analysis, design, development, testing, and implementation efforts for a large project or several small ones. Plans, controls, and evaluates the work of business and programmer analysts. Operates with substantial independence and initiative.	Minimum of five years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.
Senior Government Management Consultant	Has substantial expertise in systems design, development, and analysis. Directs analyses of requirements for information systems. Directs the design of adaptations to software. Directs analyses of training, conversion, and interface requirements. Knowledgeable in process Analysis techniques such as Flowcharting, process mapping, benchmarking, and activity-based costing. May have subject matter expertise in areas such as facilitation, organizational development, and change management. Has specific expertise in business or functional areas such as financial management, accounting, procurement, maintenance management system integration, maintenance engineering analysis, maintenance management consulting, maintenance effectiveness review procedures, Reliability-Centered Maintenance principles and	Minimum of ten years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.

Labor Category	Functional Responsibility	Minimum/General Experience
	methodology, or logistics policy development. May have demonstrated experience in configuration management, maintenance planning, supply management, outfitting/fitting out, data management, training, or logistics/configuration information systems.	
Government Consultant/Senior Subject Matter Expert	Has expertise in systems design, development, and analysis. Performs analyses of requirements for information systems. Performs the design of adaptations to software. Performs analyses of training, conversion, and interface requirements. Knowledgeable in process Analysis techniques such as Flowcharting, process mapping, benchmarking, and activity-based costing. Has subject matter expertise in areas such as facilitation, organizational development, and change management. May have specific expertise in business or functional areas such as financial management, accounting, procurement, maintenance management system integration, maintenance engineering analysis, maintenance management consulting, maintenance effectiveness review procedures, Reliability-Centered Maintenance principles and methodology, or logistics policy development. May have demonstrated experience in configuration management, maintenance planning, supply management, outfitting/fitting out, data management, training, or logistics/configuration information systems.	Minimum of seven years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.
Subject Matter Specialist	Provides business and analytical expertise in support of project. Provides an understanding of the client's objectives and has extensive knowledge of typical core processes. Prepares overall designs and detailed specifications for system components. Offers knowledge, experience, and insight in a particular area, such as facilitation.	Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.
Team Leader	Provides direction to personnel performing business and process analyses. Coordinates and performs business process designs. Reviews and prepares business process documents. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings.	Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Senior Business Analyst	Has experience in systems analyses. Provides leadership or analytical expertise to analysts. Operates with substantial independence and initiative. Undertakes analyses and user consultation tasks at all phases of design and implementation of an application.	Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Business Analyst	Performs functional and technical analysis, assessment, and development tasks. Participates in requirements analyses, data gathering, interviews, and facilitated sessions. Provides analytical skills in design, testing, training, and implementation activities. Contributes to deliverables. May be knowledgeable in Reliability-Centered Maintenance principles and methodology.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Training Specialist	Designs, develops, documents, and delivers training courses to a wide range of audiences.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.

Labor Category	Functional Responsibility	Minimum/General Experience
	Employs various training techniques including formal lectures, seminars, tutorials and self-paced exercises, and computer-based training (CBT). Provides professional guidance to managers, analysts, specialists, and programmers in the use of the software. Participates in user-support related tasks. Leads efforts in the areas of training plan development, training material preparation, curricula definition and training course delivery.	
Technical Architect	Has substantial expertise in design and operation of computer systems. Provides senior guidance on analysis and resolution of hardware, software, and telecommunications issues. High degree of technical experience. May have specific expertise in technical tools or subject areas such as relational database management systems or computer telephony systems.	Minimum of seven years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as database administrator (DBA) or Certified PowerBuilder Developer (CPD) equivalent to two years experience. BS/BA or equivalent experience.
Technical Expert	Provides expertise in application and systems software. Performs performance tuning. Undertakes analyses of complex hardware, software, and telecommunications issues. High degree of technical experience and performance. May have expertise in maintenance and engineering systems design, development, assessment, and analysis. May be knowledgeable in Reliability-Centered Maintenance principles and methodology.	Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as database administrator (DBA) or Certified PowerBuilder Developer (CPD) equivalent to two years experience. BS/BA or equivalent experience.
Technical Specialist	Provides expertise in application and systems software. Performs performance tuning. Undertakes analyses of complex hardware, software, and telecommunications issues. Has experience in development of software and technical operations analyses.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Technical Team Lead	Provides technical direction to personnel performing systems analyses and system development tasks. Coordinates and performs logical and physical systems designs. Reviews and prepares system documents or specifications. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings.	Minimum of five years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Senior Programmer Analyst	Analyzes programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, and format of final results. Confers with technical and analytical personnel, and designs detailed programs, flow charts, and diagrams indicating required computations and sequence of machine operations. Translates design into coded instructions. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors and modifies the program as required by revising instructions. Reviews and/or prepares system documents and specifications.	Minimum of five years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Programmer Analyst	Designs, codes, and tests software. Performs software troubleshooting and corrects errors in software and operating procedures. Conducts system analysis and programming tasks. Prepares test data, and tests and debugs programs. Prepares documentation of programs and user procedures. Assists in installing and operating system. May have demonstrated experience in	Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.

Labor Category	Functional Responsibility	Minimum/General Experience
	configuration management, maintenance planning, supply management, outfitting/fitting out, data management, training, or logistics/configuration information systems.	
Programmer	Analyzes system requirements and design specifications. Develops block diagrams, logic flow charts, and coding structures. Translates detailed design into computer program coded instructions; tests, debugs, and refines the computer program to produce the product required by the written specifications. Documents procedures used throughout the program to allow the program to be run as a part of a system, and to make changes as may be required.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Program Management Specialist	Uses in-depth knowledge of one or more subject matter areas to support either project teams and/or project operations. May manage a small project or support team in one or more functional areas such as finance and accounting, marketing support, documentation support, contract administration, human resources administration, client training or support, or support services operations.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Project Support Staff	Provides administrative support to the project. Supports the production of project deliverables and performs clerical and administrative functions required to complete work related to the project.	Minimum of one year experience or BS/BA.

Task Name	Duration	Start	Finish
eCAPS UPGRADE PROJECT	**652 days**	**4/1/04**	**9/29/06**
1 PLANNING & MANAGEMENT	**457 days**	**4/1/04**	**12/30/05**
1.1 Develop eCAPS Project Control Document (incl. plan, PM strategies, etc.)	20 days	4/1/04	4/28/04
1.2 eCAPS Kick-off	15 days	4/1/04	4/21/04
1.3 On-Going Project Management	457 days	4/1/04	12/30/05
2 ENVISION PHASE	**118 days**	**4/1/04**	**9/13/04**
2.1 Establish Advantage 3 Prototype Environment & Install 3rd Party Software	15 days	4/1/04	4/21/04
2.2 Functional Analysis	95 days	4/1/04	8/11/04
2.3 Technical Assessment	43 days	4/1/04	5/31/04
2.4 Hardware/Software Procurement	75 days	6/1/04	9/13/04
2.5 Implementation Assessment	57 days	6/1/04	8/18/04
2.6 Develop eCAPS Upgrade Analysis Document	34 days	7/15/04	8/31/04
3 CREATE PHASE	**372 days**	**4/1/04**	**9/2/05**
3.1 Technical Environment Set-Up	60 days	9/14/04	12/6/04
3.2 Technical Project Team Training	*73 days*	*8/19/04*	*11/29/04*
3.3 Application Configuration - Table-Driven	78 days	10/19/04	2/3/05
3.4 Software Construction	372 days	4/1/04	9/2/05
3.5 Software Testing	182 days	9/30/04	6/10/05
3.6 Preparation for Implementation	266 days	8/2/04	8/8/05
4 ACHIEVE PHASE	**370 days**	**5/2/05**	**9/29/06**
4.1 Data Conversion Preparation	40 days	5/2/05	6/24/05
4.2 Production Cutover	47 days	5/2/05	7/5/05
4.3 Post-Implementation Support	323 days	7/6/05	9/29/06

EXHIBIT E
MAINTENANCE PROVISIONS

1. **DEFINITIONS**

   Capitalized terms used in this Exhibit E of the Agreement will have the meanings given below or, if not expressly defined herein, will have the meanings given them in the main body of the Agreement or, if not expressly defined therein, in the context in which such terms are used in this Exhibit E of the Agreement.

   A. "Licensed Documentation" has the meaning specified in Exhibit H (License Provisions) to the Agreement.

   B. "Enhancements" means all changes or additions to the Covered Software (including all updates, upgrades and new versions) that AMS generally makes available to its licensees who are under then-current maintenance agreements.

   C. "Error" means a material deviation of the Covered Software from the Licensed Documentation.

   D. "License Provisions" means Exhibit H (License Provisions) to the Agreement.

   E. "Maintenance Period" means the initial term of these Maintenance Provisions (the "Initial Maintenance Period") or any subsequent renewal period. Each of the Initial Maintenance Period and each renewal period is a separate Maintenance Period. The initial Maintenance Period is specified in Appendix A hereto.

   F. "Covered Software" means the software listed in Appendix A (Licensed Materials) of Exhibit H (License Provisions) to the Agreement, including the Licensed Software and the Third-Party Software listed therein.

2. **MAINTENANCE**

   A. AMS shall provide the following maintenance services to COUNTY, which generally include Error-correction and enhancements to the Covered Software to address functional and technical changes:

   - Internet access through AMS's secure web site, *e*Access (www.ams.com/access), to a variety of 24x7 support materials. AMS has assured COUNTY that *e*Access will reduce the COUNTY's time to resolution on many questions and issues pertaining to the Covered Software and that AMS has continuously expanded the information available through this site since its inception and will continue to keep the website current during the Maintenance Period.

   - Help Desk Support with direct phone, email, and web support on the baseline products through the AMS Client Support Center, during the hours of 8 am EST to 9 pm EST Monday-Friday. AMS can be reached at 800-321-0267 via phone, at Client.Support@ams.com via email, and www.ams.com/access via our online support website.

   - Defect and other Error corrections to the Covered Software are provided via *e*Access.

   - Enhancements to the Covered Software are provided periodically to address technical and functional compatibility with system software and ongoing

regulatory changes and changes to business practices. Documentation updates are provided as part of each release and fully describe all changes in such release. Additional defect and Error corrections will be included in releases, as dictated by testing requirements and the magnitude of the required change.

- Strategic enhancements to the Covered Software are provided in new releases of the Covered Software that will give COUNTY significant changes to the Covered Software, to continuously help COUNTY to operate more efficiently and effectively.

- User Group membership allows users with a wide variety of interests to participate in various user group activities such as the annual AMS Forum, regional User Group meetings and voting for the User Group Steering Committee that works closely with AMS on a variety of COUNTY issues and concerns.

- The maintenance services provided hereunder shall be consistent with, and shall not be reduced from, the written documentation pertaining thereto, whether published by AMS or provided by AMS to COUNTY, as of the Effective Date.

- AMS shall make available updated versions of the Third-Party Software components of the Covered Software as necessary to maintain compatibility with the AMS components of the Covered Software and shall maintain such updated versions in accordance with the provisions hereof.

- Any Third-Party Software which during the Initial Maintenance Period is required as a result of any upgrade elected to be received by COUNTY will be added by amending Appendix A to Exhibit H. AMS shall provide any such Third-Party Software without additional license fees and shall cover such Third-Party Software under these Maintenance Provisions.

- Notwithstanding anything to the contrary, COUNTY shall not be obligated to upgrade its Covered Software, and AMS shall continue to support the version of the Covered Software used by COUNTY during the entire Initial Maintenance Period.

In addition, AMS agrees that it will fully support the following features and components of the Covered Software:

- The Third-Party Software components of the Covered Software, in the versions as delivered to COUNTY and all updates made available by AMS as described above.

- The documented features of the Covered Software, as listed on the delivered on-line documentation and help files;

- All standard baseline features of the System, including configuration tables (e.g. Required Elements) of the Covered Software, but NOT infrastructure or other programming code changes.

- For special processes or events, a highly qualified senior resource will be assigned 24 x 7 beeper support to COUNTY, for the duration of that activity. Some examples of beeper support uses are: implementing new functional processes for the first time in a production environment, year-end processing, and encumbrance rollover processing.

- COUNTY and AMS shall jointly prioritize all issues, defects and other Errors according to the following schedule:

Issue and Error Priority List

Priority	Definition	Examples
1	A problem causing critical impact to COUNTY's operation and no acceptable workaround is immediately available. Work begins upon notification and continues diligently until the problem is resolved. If resolution requires a software correction, it is delivered to COUNTY as soon as the correction is available.	▪ Servers are down and transactions cannot be processed. ▪ Nightly financial processing cannot complete. ▪ Payment processing cannot complete.
2	A problem causing significant (but not critical) impact to COUNTY's operation and no acceptable workaround is immediately available. Work begins after COUNTY's Priority 1 issues are resolved and continues diligently until the problem is resolved. If resolution requires a software correction, it is delivered to COUNTY as soon as the correction is available.	▪ A problem is detected in the software and 90% of all transaction types are working as they are supposed to, but in the other 10% a delay in the response to the customer is noted. ▪ Some expense items are not posting all entries correctly. ▪ Any problem that results in a negative financial impact to COUNTY.
3	A problem that impairs some functionality or performance, but COUNTY can work around it without undue effort. If resolution requires a software correction, it is fixed in the next major release if reported prior to release cut-off date. Prior to that, it may be fixed in the maintenance process and made available to COUNTY.	▪ Server monitors indicate that one of the two communication cards on the server is malfunctioning. ▪ The user is not able to "jump" to a related screen although users can still go directly to the related screen and use the screen normally.
4	A request for information or assistance that is not of a serious nature, but that can not be handled immediately over the phone. A software defect or Error exists but does not impede any functionality or performance. Fixed in next major release if reported prior to the release cut-off date. Prior to that, it may be fixed in the maintenance process and made available to COUNTY.	▪ User detects that the default workflow is not bringing in the correct approvers or a business rule is not working correctly. A workaround is established but further investigation is required to detect the breakdown reason. ▪ Customer is planning on running a new process and wants to see sample output from AMS.

B. AMS may, at its option, investigate and correct suspected Errors at AMS's offices, to the extent possible. If AMS's personnel travel to COUNTY's place of business at COUNTY's written request to perform maintenance services hereunder that could have been performed at AMS's offices, COUNTY will pay AMS for the travel time and the reasonable travel and other out-of-pocket expenses of AMS's personnel, unless otherwise agreed by the parties, and then subject to COUNTY's travel and reimbursement policy annually issued by COUNTY's Auditor-Controller. To the extent that a suspected Error is attributable to a cause other than the Covered Software as delivered by AMS, then upon prior written notice to COUNTY and COUNTY's written authorization to proceed, COUNTY will pay for AMS's work on a time-and-materials basis. If the Covered Software module containing the Error has been modified by non-AMS personnel, then upon prior written notice to COUNTY and COUNTY's written authorization to proceed, AMS will charge COUNTY on a time-and-materials basis for any additional effort that results from such modification for AMS to analyze and fix the Error, or for AMS to provide any installation assistance requested by COUNTY in writing by COUNTY's Project Manager. Any time-and-materials rates hereunder shall be at the rate schedule set forth in Exhibit C (Rates for Other Professional Services) through Final Acceptance and, thereafter, at 25% off AMS's then-current rate schedule, or in either case at any lower rates negotiated by the parties.

C. At the expiration of the Initial Maintenance Period, COUNTY may buy maintenance services for the Software for subsequent Maintenance Periods in which AMS is offering maintenance services, at rates not higher than those typically charged by AMS to its other public entity customers of similar size as COUNTY, or any lower rates negotiated by the parties. COUNTY may obtain such maintenance services only if COUNTY has paid the maintenance fee for all prior Maintenance Periods. AMS shall continue to make available to COUNTY the maintenance and support services set forth herein for as long as AMS generally provides maintenance and support services to its other licensees. Each renewal Maintenance Period, if any, will be for an aggregate period of up to five (5) years, unless otherwise requested by COUNTY, and with COUNTY having the option at its sole discretion to renew for each one-year portion of such subsequent renewal Maintenance Period, such option being exercisable by COUNTY's 's Project Director.

D. All Enhancements, supplements and corrections to the Covered Software and Licensed Documentation provided by AMS hereunder will become a part of the Covered Software or Licensed Documentation, as applicable, for the purposes of the Agreement at the time they are provided to COUNTY and are hereby licensed to COUNTY, and shall be deemed licensed to COUNTY, as part of such Covered Software or Licensed Documentation, as applicable, pursuant to all of the applicable terms and conditions of the Agreement.

3. PAYMENT TERMS

A. COUNTY will pay the maintenance fees for the Initial Maintenance Period as set forth in Appendix A (Software Maintenance Terms) hereto. AMS will provide COUNTY with written notice of and an invoice for the maintenance fees for each indicated portion of the Initial Maintenance Period at least forty-five (45) days, but not more than sixty (60) days prior to the beginning of such portion of the Maintenance Period. Provided that AMS has given COUNTY such notice and invoice as stated, AMS will not be obligated to provide maintenance services during any portion of the Maintenance Period until the maintenance fees for such portion of the Initial Maintenance Period have been paid in full.

B.   All fees and expenses are to be paid to AMS in United States Dollars, by wire transfer of funds to an account designated by AMS or by check sent to AMS at P.O. Box 101043, Atlanta, Georgia 30392.

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4.   WARRANTIES AND REMEDIES FOR BREACH OF WARRANTY

A.   AMS warrants that the maintenance services will be performed in accordance with the criteria set forth herein, in a professional manner and consistent with industry standards applicable to the performance of software maintenance services. If COUNTY believes there has been a breach of this warranty and so notifies AMS in writing stating in reasonable detail the nature of the claimed breach within sixty (60) days after the subject maintenance services are delivered to COUNTY by AMS, then AMS shall promptly investigate the matter. There will be no additional charge to COUNTY for the investigation and correction efforts performed by AMS, except as provided in section 2.B. If AMS is unable to correct a breach of this warranty after repeated efforts, COUNTY will be entitled to recover its actual damages subject to the limitations and exclusions set forth in the Agreement.

B.   AMS is not responsible for any claimed breaches of the foregoing warranty to the extent caused by: (i) modifications made to the Covered Software or Licensed Documentation by anyone other than AMS or its contractors; or (ii) the combination, operation or use of the Covered Software or Licensed Documentation with any items that AMS did not supply to COUNTY, except to the extent that such items would have been reasonably contemplated to be used in connection with the Covered Software; or (iii) COUNTY's failure to use any new or corrected versions of the Software or Documentation made available by AMS, except to the extent that AMS has committed to support earlier versions of the Covered Software used by COUNTY either in the Agreement or otherwise; or (iv) AMS's adherence to COUNTY's specifications or instructions, but only to the extent AMS has notified COUNTY in writing that such adherence would preclude AMS from satisfying its maintenance obligations hereunder.

C.   AMS does not warrant that the Covered Software will be error-free or that its operation will be uninterrupted, but will correct all Errors as set forth herein, provided that such Errors are discovered during a Maintenance Period.

D.   THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING FROM STATUTE.

APPENDIX A

Software Maintenance Terms

1. **Maintenance Period**. The Initial Maintenance Period is the Baseline Warranty Period and the five-year period thereafter (such five-year period being referred to as the "Paid Maintenance Period").

2. **Maintenance Fee**. The maintenance fee for the Initial Maintenance Period shall be as follows:

Portion of the Initial Maintenance Period	Total Maintenance Fees
The Baseline Warranty Period	0
The first year of the Paid Maintenance Period	$850,000
The second year of the Paid Maintenance Period	$850,000
The third year of the Paid Maintenance Period	$850,000
The fourth year of the Paid Maintenance Period	$850,000
The fifth year of the Paid Maintenance Period	$850,000

The foregoing amounts are included in the Project Price. AMS may invoice COUNTY for each of the above payments not earlier than thirty (30) days prior to the beginning of the corresponding portion of the Initial Maintenance Period.

COUNTY may buy the maintenance services described herein for the Covered Software for subsequent Maintenance Periods in which AMS is offering maintenance services, at rates not higher than those typically charged by AMS to its other public entity customers of similar size as COUNTY.

In addition to the foregoing, AMS shall continue to maintain COUNTY's existing County-wide Accounting and Purchasing System (CAPS) at the same level of support that AMS has been supporting such system prior to the Effective Date, for the period of time beginning upon the Effective Date and continuing up until 90 days following the beginning of Live Testing of the System as a whole and, thereafter for any period through Final Acceptance of the System that it may become necessary for COUNTY to revert to the CAPS system. Such additional maintenance shall be performed without any additional payment by COUNTY beyond the maintenance payments already paid by the COUNTY for CAPS maintenance. However, AMS shall not be required to refund any amounts that already have prepaid by COUNTY for such maintenance and support.

CONTRACTOR EMPLOYEE, AGENT, SUBCONTRACTOR, SUBLICENSEE, CONSULTANT ACKNOWLEDGEMENT, AND AGREEMENT RE CONFIDENTIALITY

AGREEMENT NAME & NUMBER: _____

CONTRACTOR/EMPLOYER NAME: _____

GENERAL INFORMATION:

> Your employer referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement, Confidentiality & Assignment of Rights.

EMPLOYEE ACKNOWLEDGEMENT:

> I understand and agree that the Contractor referenced above is my sole employer for purposes of the above referenced Agreement. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of Work under the above referenced Agreement.

> I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of Work under the above referenced Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any Agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

> You may be involved with Work pertaining to services provided by the County of Los Angeles and, if so, you may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, you may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal and welfare recipient records. If you are to be involved in County Work, the County must ensure that you, too, will protect the confidentiality of such data and information. Consequently, you must sign this Agreement as a condition of your Work to be provided by your employer for the County. Please read this Agreement and take due time to consider it prior to signing.

> I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing Work pursuant to the above referenced

Agreement between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violation of the Agreement by myself and/or by any other person of which I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this Agreement, or termination of my employment with my employer, whichever occurs first.

Signed:_____   Date: ____/____/____

Printed:_____

Position:_____

EXHIBIT G

CONTRACTOR'S EEO CERTIFICATION

American Management Systems, Incorporated (AMS)
Company Name

4050 Legato Rd. Fairfax VA 22033
Address

54-0856778
Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
A. Contractor has written policy statement prohibiting discrimination in all phases of employment.	(x	(
B. Contractor periodically conducts a self-analysis or utilization analysis of its work force.	(x)	( )
C. Contractor has a system for determining if its employment practices are discriminatory against protected groups.	(x	
D. When areas are identified in employment practices, Contractor has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	(x	)

Signature   3|11|04
                                                   Date

Edward Nadworny, Senior Vice President
Name and Title of Signer (please print)

HOA.183956.1

EXHIBIT H
LICENSE PROVISIONS

1. **LICENSE**

    A.   AMS hereby grants to COUNTY a perpetual, nonexclusive, nontransferable fully paid-up license commencing on the Effective Date to use and copy AMS's standard computer software products listed in Section 1 and Section 5 of Appendix A (Licensed Materials and Additional Terms) hereto, in their current versions through Conditional Acceptance (the "Licensed Software"), and AMS's standard documentation listed in Section 2 of Appendix A (Licensed Materials and Additional Terms) hereto, in their current versions through Conditional Acceptance (the "Licensed Documentation"), subject to the terms and conditions set forth in this Exhibit H. The term "Licensed Software" as used in this Agreement includes any maintenance releases, updates and upgrades to the Licensed Software that are provided, or are required to be provided, to COUNTY from time to time under the Maintenance Provisions or under any other maintenance agreement that has been duly executed by the parties, but excludes the Baseline Application Customizations or any other modifications or customizations to the Licensed Software.

    B.   COUNTY may use the Licensed Software only to process data for the County of Los Angeles, together with all of its departments, districts and commissions (including but not limited to the Auditor-Controller), and subject to the terms and conditions of this Exhibit H. COUNTY may not use the Licensed Software as part of a commercial time-sharing or service bureau operation or in any other resale capacity. COUNTY may use the Licensed Documentation solely in support of the Licensed Software.

    C.   This Agreement does not convey to COUNTY title or ownership of the Licensed Software and Licensed Documentation, but only a right of limited use in accordance with the provisions of this Exhibit H. All terms and conditions of this Exhibit H are material terms of the license granted hereunder.

2. **PERMISSION TO COPY THE SOFTWARE**

    A.   COUNTY may copy the Licensed Software for back-up and archival purposes. COUNTY may copy the Licensed Documentation to support COUNTY's licensed use of the Licensed Software in accordance with this Exhibit H. Any copies COUNTY makes of the Licensed Software or Licensed Documentation, in whole or in part, are AMS's property.

    B.   COUNTY agrees not to reverse engineer, decompile, disassemble or extract, as applicable, any ideas, algorithms or procedures from the Licensed Software or Licensed Documentation for any reason.

    C.   COUNTY agrees to reproduce and include AMS's copyright, trademark, and other proprietary rights notices on any copies of the Licensed Software and Licensed Documentation, including partial copies and copied materials in derivative works.

APPENDIX A
TO EXHIBIT H (LICENSE PROVISIONS)

LICENSED MATERIALS AND ADDITIONAL TERMS

1.   **Licensed Software**. AMS is licensing to COUNTY the following computer software components, comprising the Licensed Software:

AMS Advantage® Financial Management System v. 3.3 or higher (in a platform/database approved by COUNTY in writing), including the following modules:

Financial Management Base System

Project and Grants Management

Treasury Accounting

Inventory Management

Asset Management

Travel and Expense Management

AMS Advantage Procurement System, including the following modules:

Professional

Vendor

AMS Advantage Performance Budgeting

AMS infoAdvantage Server Bundle

AMS will provide COUNTY with the source code for the Licensed Software listed above, and COUNTY may use such source code only to maintain and enhance the Licensed Software and for no other purpose. COUNTY may modify the Licensed Software and Licensed Documentation and merge them into other material to form a derivative work for COUNTY's own use. Any portion of the Licensed Software or Licensed Documentation included in such a derivative work will continue to be subject to all terms of this Agreement.

AMS shall provide to COUNTY one (1) copy of the Licensed Software on machine-readable media.

2.   **Licensed Documentation**. The Specifications for the Software are as set forth in the following documentation which AMS will deliver to COUNTY, and which is collectively referred to in this Agreement as the " Licensed Documentation":

AMS Advantage Financial Users Guide

AMS Advantage Asset Management Users Guide

AMS Advantage Procurement Users Guide

AMS Advantage Financial Getting Started

AMS Advantage Financial System Admin Users Guide

AMS Advantage System Overview

AMS Advantage Vendor Self Service Users Guide

AMS Advantage Performance Budgeting Users Guide

Broadcast Agent Administrator's Guide

Business Objects User's Guide

Deployment Guide (Broadcast Agent, Business Objects, WebIntelligence)

Designer's Guide

Error Message Guide

Getting Started with Business Objects

Getting Started with WebIntelligence

*info*Advantage User's Guide

InfoView User's Guide

Installation and Update Guide Supervisor's Guide

WebIntelligence System Administrator's Guide

WebIntelligence User's Guide

The Licensed Documentation is included with the Licensed Software on machine-readable media.

3.   **License Type**. The Licensed Software is licensed to COUNTY on the following basis:

Enterprise License. COUNTY is permitted to use the Licensed Software anywhere within Los Angeles County, California for the purposes set forth in Exhibit H, to which this Appendix A is attached.

4.   **Work That May Be Processed**. COUNTY MAY NOT USE THE AMS *info*ADVANTAGE SOFTWARE TO PROCESS DATA FROM DATABASES OTHER THAN AMS ADVANTAGE DATABASES.

5.   **Third-Party Products.** Included in the Contract Sum set forth in the main body of the Agreement are the license fees for certain third-party products (the "Third-Party Products") that are required to be used in connection with the Licensed Software. AMS is providing the following Third-Party Products to COUNTY:

Adobe Present Central Pro (1 server license)

Adobe Present Output Designer (4 user licenses)

Data Junction® Enterprise Edition™ and Integration Engine™
Enterprise Edition   (8 user licenses)

eHelp Corporation's RoboHelp® Office (1 user license)

Business Objects Application Specific Server Bundle (1 server
license) which includes the following:

- Business Objects Web Intelligence Server – 4 CPU,
  unlimited users
- Broadcast Agent Scheduler – 4 CPU, unlimited users
- Broadcast Agent Publisher – 4 CPU, unlimited users
- 3 Designers
- 2 Supervisors

Versata Logic Server (1 server license)

Versata Designer Studio (4 user licenses)

Finite Matters, Ltd. PatternStream® (1 server license, but for use
with Performance Budgeting only)

Each "user license" referenced above refers to the restrictions for the corresponding third-party software
provided by AMS to COUNTY, but not less than one concurrent user.

All rights of COUNTY in and to the Third-Party Products will be governed by the suppliers' license
terms accompanying the Third-Party Products. AMS does not itself give or make any warranty of any
kind with respect to the Third-Party Products. Changes in the Licensed Software which AMS may make
from time to time may make it necessary for COUNTY to acquire, at its own expense, updated versions
of the Third-Party Products or additional third-party products.

EXHIBIT I
COUNTY-MANDATED PROVISIONS

1.   FAIR LABOR STANDARDS:

AMS shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and shall indemnify, defend and hold harmless COUNTY, its officers, employees and agents from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act for work performed by AMS's employees.

2.   NONDISCRIMINATION, AFFIRMATIVE ACTION, AND ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS LAWS:

2.1   AMS certifies and agrees that all persons employed by it, its affiliates, subsidiaries or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

2.2   AMS shall certify to, and comply with, the provisions of Exhibit G (AMS's EEO Certification) to the Agreement.

2.3   AMS shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation, apprenticeship.

2.4   AMS certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap.

2.5   AMS certifies and agrees that it, its affiliates, subsidiaries or holding companies, shall comply with all applicable Federal and State laws and regulations, including, but not limited to:

      i.   Title VII, Civil Rights Act of 1964;

      ii.   Section 504, Rehabilitation Act of 1973;

iii.   Age Discrimination Act of 1975;

iv.   Title IX, Education Amendments of 1973, as applicable; and

v.   Title 43, Part 17, Code of Federal Regulations, Subparts A and B;

and that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement, or under any project, program, or activity supported by this Agreement.

2.6   AMS shall allow COUNTY representatives access to AMS's employment records during regular business hours to verify compliance with the provisions of this Paragraph 2 when so requested by COUNTY.

2.7   COUNTY encourages the participation of minority business enterprises (hereafter in this Subparagraph 2.7 "MBE") and women's business enterprises (hereafter in this Subparagraph 2.7 "WBE") in the performance of this Agreement. COUNTY strongly urges the participation of MBE/WBEs in this Agreement; however, the final selection shall be without regard to race, color or creed. AMS shall take affirmative steps to assure that MBE/WBEs are utilized by AMS when possible as sources of supplies, hardware, software, services and other work under this Agreement. The final selection shall be based on the business' ability to provide the best work and value for COUNTY.

2.8   If COUNTY finds that any of the provisions of this Paragraph 2 have been violated, such violation shall, at the election of COUNTY, constitute a material breach of this Agreement upon which COUNTY may immediately terminate this Agreement. While COUNTY reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that AMS has violated State or Federal anti-discrimination laws or regulations shall constitute a finding by COUNTY that AMS has violated the anti-discrimination provisions of this Agreement.

2.9   The parties agree that in the event AMS violates the anti-discrimination provisions of this Agreement, COUNTY shall, at its option, be entitled to the sum of Five Hundred Dollars ($500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating this Agreement.

3.   **EMPLOYMENT ELIGIBILITY VERIFICATION:**

AMS warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. AMS shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal statutes and regulations as they currently exist and as they may be hereafter amended.

I-2

AMS shall retain all such documentation for the period prescribed by law. AMS shall indemnify, defend, and hold harmless COUNTY, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees, arising out of or in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work hereunder. Any legal defense pursuant to AMS's indemnification obligations under this Paragraph 3 shall be conducted by AMS and performed by counsel selected by AMS and approved by COUNTY (which approval shall not be unreasonably withheld) in writing. Notwithstanding the preceding sentence, COUNTY shall have the right to participate in any such defense at its sole cost and expense, except that in the event AMS fails to provide COUNTY with a full and adequate defense, as required by law or this Agreement, COUNTY shall be entitled to reimbursement for all such costs and expenses.

4.   CONFLICT OF INTEREST:

4.1   AMS shall not employ in any capacity any employee, contractor or agent (or any spouse or economic dependent of such employee, contractor or agent) whose position with COUNTY enables such person to influence the award of this Agreement or any competing agreement or who has any other direct or indirect financial interest in this Agreement. AMS shall insure that no officer or employee of AMS who may financially benefit from the performance of work hereunder shall in any way participate in COUNTY's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence COUNTY's approval or ongoing evaluation of such work.

4.2   AMS shall comply with all conflict-of-interest laws, ordinances and regulations now in effect or hereafter to be enacted during the term of this Agreement. AMS warrants that it is not now aware of any facts which do or could create a conflict of interest. If AMS hereafter becomes aware of any facts which might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to COUNTY. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances.

5.   DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS:

5.1   AMS shall repair, or cause to be repaired, at its own cost, any and all damage to COUNTY Facilities, buildings or grounds caused by AMS or employees or agents of AMS. Such repairs shall be made immediately after AMS has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

5.2   If AMS fails to make timely repairs, COUNTY may make any necessary repairs. All costs incurred by COUNTY, as determined by COUNTY, for such repairs shall be repaid by AMS by cash payment upon demand, or without limitation of all COUNTY's other rights and remedies provided by law or under this Agreement, COUNTY may deduct such costs from any amounts due to AMS from COUNTY under this Agreement.

6. **RESTRICTIONS ON LOBBYING:**

AMS and each COUNTY lobbyist or COUNTY lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by AMS, shall fully comply with COUNTY Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of AMS or any COUNTY lobbyist or COUNTY lobbying firm retained by AMS to fully comply with COUNTY Lobbyist Ordinance shall constitute a material breach of this Agreement upon which COUNTY may immediately terminate or suspend this Agreement.

7. **NONDISCRIMINATION IN SERVICES:**

7.1 AMS shall not discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age, or physical or mental handicap, in violation of any applicable requirements of Federal or State law. For the purpose of this Paragraph 7, discrimination in the provision of services may include, but is not limited to, the following: denying any person any service or benefit or the availability of the facility, providing any service or benefit to any person which is not equivalent or is not provided in an equivalent manner or at an equivalent time to that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit.

7.2 AMS shall ensure that recipients of services under this Agreement are provided services without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap.

8. **STAFF PERFORMANCE WHILE UNDER THE INFLUENCE:**

AMS shall use reasonable efforts to ensure that no employee will perform services hereunder while under the influence of any alcoholic beverage, medication, narcotic or other substance which might impair his physical or mental performance.

9. **CONTRACTOR RESPONSIBILITY AND DEBARMENT:**

9.1 A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is COUNTY's policy to conduct business only with responsible contractors.

9.2 AMS is hereby notified that, in accordance with Chapter 2.202 of COUNTY Code, if COUNTY acquires information concerning the performance of AMS on this or other contracts which indicates that AMS is not responsible, COUNTY may, in addition to other remedies provided in this Agreement, debar AMS from bidding on COUNTY

I-4

contracts for a specified period of time not to exceed three (3) years, and terminate any or all existing contracts AMS may have with COUNTY.

9.3   COUNTY may debar AMS if COUNTY's Board of Supervisors finds, in its discretion, that AMS has done any of the following: (1) violated any term of a contract with COUNTY, (2) committed any act or omission which negatively reflects on AMS's quality, fitness or capacity to perform a contract with COUNTY or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against COUNTY or any other public entity.

9.4   If there is evidence that AMS may be subject to debarment, COUNTY will notify AMS in writing of the evidence which is the basis for the proposed debarment and will advise AMS of the scheduled date for a debarment hearing before COUNTY's Contractor Hearing Board.

9.5   The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. AMS and/or AMS's representative shall be given an opportunity to submit evidence at the hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether AMS should be debarred, and if so, the appropriate length of time of the debarment. To the extent AMS fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, AMS may be deemed to have waived any or all rights of appeal.

9.6   A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to COUNTY's Board of Supervisors. COUNTY's Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

10.   **CONTRACTOR PERFORMANCE DURING CIVIL UNREST AND DISASTER:**

AMS recognizes that COUNTY provides services essential to the residents of the communities it serves, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster or similar event. Notwithstanding any other provision of this Agreement, full performance by AMS during any riot, insurrection, civil unrest, natural disaster or similar event is not excused to the extent such performance remains physically possible without related danger to AMS's or any Approved Subcontractors' employees and suppliers. During any such event in which the health or safety of any of AMS's staff members would be endangered by performing their services on-site, AMS shall ensure that such staff members use all reasonable efforts to perform any or all of their services remotely. Failure to comply with this requirement shall be considered a material breach of this Agreement by AMS for which COUNTY may immediately terminate this Agreement.

I-5

11. **CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:**

11.1 AMS acknowledges that COUNTY has established a goal of ensuring that all individuals who benefit financially from COUNTY through COUNTY contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon COUNTY and its taxpayers.

11.2 As required by COUNTY's Child Support Compliance Program (County Code Chapter 2.200) and without limiting AMS's duty under this Agreement to comply with all applicable provisions of law, AMS warrants that it is now in compliance and shall during the term of this Agreement maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 U.S.C. Section 653a) and California Unemployment Insurance Code Section 1088.55, and shall implement all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

12. **TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:**

Failure of AMS to maintain compliance with the requirements set forth in Paragraph 11 (AMS's Warranty of Adherence to COUNTY's Child Support Compliance Program), shall constitute a default by AMS under this Agreement. Without limiting the rights and remedies available to COUNTY under any other provision of this Agreement, failure to cure such default within ninety (90) days of written notice by COUNTY's District Attorney shall be grounds upon which COUNTY's Board of Supervisors may terminate this Agreement pursuant to Paragraph 29 (Termination for Default) of the Agreement.

13. **CONTRACTOR'S ACKNOWLEDGMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT:**

AMS acknowledges that COUNTY places a high priority on the enforcement of child support laws and the apprehension of child support evaders. AMS understands that it is COUNTY's policy to encourage all COUNTY contractors to voluntarily post COUNTY's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at AMS's place of business. COUNTY's District Attorney will supply AMS with the poster to be used.

14. **COUNTY'S QUALITY ASSURANCE PLAN:**

COUNTY or its agent will evaluate AMS's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing AMS's compliance with the terms and performance standards of this Agreement. AMS deficiencies which COUNTY determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to COUNTY's Board of Supervisors. The report will include improvement / corrective action measures taken by COUNTY and AMS. If improvement that is consistent with the corrective action

I-6

measures does not occur, COUNTY may terminate this Agreement or impose other penalties as specified in this Agreement.

15. **NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT:**

AMS shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

16. **RIGHT OF FIRST REFUSAL FOR EMPLOYMENT OPENINGS:**

16.1 Should AMS require any additional personnel after the Effective Date to perform the services and other work set forth in this Agreement, AMS shall give the right of first refusal to such employment openings to COUNTY employees affected by this Agreement. Such offers of employment shall be in writing and shall be valid for a period of fifteen (15) days. AMS shall not engage the services of any other individuals until all such employees have been offered employment and have accepted, refused, or not responded within the fifteen (15) day period. Employment offers to COUNTY employees shall be under the same conditions and rate of compensation which apply to other individuals who are employed or may be employed by AMS. AMS shall maintain records of each employment offer made to COUNTY employees and other individuals. Such records shall include a description of the position and duties, rate of pay and fringe benefits, and whether the offer was accepted, rejected, or not responded to.

16.2 COUNTY's employees who are employed by AMS under this provision shall not be discharged during the term of this Agreement except for cause.

16.3 Nothing in this provision shall be construed as creating an interest or right in any person or entity as a third-party beneficiary of this Agreement.

17. **NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION/TERMINATION OF AGREEMENT**

AMS shall have no claim against COUNTY for payment of any money or reimbursement, of any kind whatsoever, for any service provided by AMS after the expiration or other termination of this Agreement. Should AMS receive any such payment it shall immediately notify COUNTY and shall immediately repay all such funds to COUNTY. Payment by COUNTY for services rendered after expiration/termination of this Agreement shall not constitute a waiver of COUNTY's right to recover such payment from AMS. This provision shall survive the expiration or other termination of this Agreement.

18.   COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

18.1   Jury Service Program:

This Agreement is subject to the provisions of the COUNTY's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles COUNTY Code.

18.2   Written Employee Jury Service Policy.

1.   Unless AMS has demonstrated to the COUNTY's satisfaction either that AMS is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that AMS qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), AMS shall have and adhere to a written policy that provides that its Employees shall receive from AMS, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with AMS or that AMS deduct from the Employee's regular pay the fees received for jury service.

2.   For purposes of this Subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the COUNTY or a subcontract with a COUNTY Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more COUNTY contracts or subcontracts. "Employee" means any California resident who is a full-time employee of AMS. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the COUNTY, or 2) AMS has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If AMS uses any subcontractor to perform services for the COUNTY under this Agreement, the subcontractor shall also be subject to the provisions of this Subparagraph. The provisions of this Subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3.   If AMS is not required to comply with the Jury Service Program when this Agreement commences, AMS shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and AMS shall immediately notify COUNTY if AMS at any time either comes within the Jury Service Program's definition of "Contractor" or if AMS no longer qualifies for an exception to the Jury Service Program. In either event, AMS shall immediately implement a written policy consistent with the Jury Service Program. The COUNTY may also require, at any time during this

I-8

Agreement and at its sole discretion, that AMS demonstrate to the COUNTY's satisfaction that AMS either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that AMS continues to qualify for an exception to the Program.

4.   AMS's violation of this Subparagraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, COUNTY may, in its sole discretion, terminate this Agreement and/or bar AMS from the award of future COUNTY contracts for a period of time consistent with the seriousness of the breach.

19.   CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

Should AMS require additional or replacement personnel after the effective date of this Agreement, AMS shall give consideration for any such employment openings to participants in the COUNTY's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet AMS's minimum qualifications for the open position. For this purpose, consideration shall mean that AMS will interview qualified candidates. The COUNTY will refer GAIN/GROW participants by job category to AMS.

In the event that both laid-off COUNTY employees and GAIN/GROW participants are available for hiring, COUNTY employees shall be given first priority.

20.   NOTICE TO EMPLOYEES REGARDING SAFELY SURRENDERED BABY LAW

AMS shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

21.   RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, AMS agrees to use recycled-content paper to the maximum extent possible in this Agreement.

I-9