

## Supplement Two Functional System Requirements

**Supporting Document** - Complete this column if additional documentation, such as technical specifications have been provided. The column should include section, page and paragraph numbers of the document provided.

**Proposal Reference Location** - Complete this column with the section, page, and paragraph numbers of the proposal that states how the offeror's solution will meet the requirement. If this field is left blank, the evaluation team has the right to assume that the requirement cannot be met.

**Response Codes**

- C** – Requirement will be met via custom design and coding
- P** – Requirement will be met via existing proprietary code, with potential customization
- T** – Requirement will be met via proposed third party software
- E** – Requirement will be met via existing non-proprietary (open source) code, with potential customization
- N** – Requirement will not be met

If a 'P', 'T' or 'E' is used to respond, the software must be named and described in detail including software manufacturer, product name, release number, and other pertinent information in the Comments column.

It is anticipated that Offerors may wish to provide explanations to accompany their responses in the requirements table. A column is provided (**Comments**) in the table to indicate where in the proposal response the accompanying explanation can be found.

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|------------|---|---------------------|-------------------|---------------|----------|
| <b>1.0</b> | <b>Architecture</b>   |                     |                   |               |          |
| <b>1.1</b> | <b>Usability</b>  |                     |                   |               |          |
| 1.1.1      | <i>Accessibility</i>  |                     |                   |               |          |
| 1.1.1.1    | The system must be accessible by users using standard secure Internet protocols.  |                     |                   |               |          |
| 1.1.1.2    | The system must function as a standard web page so that full functionality is available and is accessed through a standard internet browser software with the a minimum of: Microsoft Internet Explorer and Mozilla Firefox as client browser options.  |                     |                   |               |          |
| 1.1.1.3    | The system must conform to ODJFS Internal Policies & Procedures IPP.3221, Appendix C ("ODJFS Standards for User Accessibility and Usage" and Ohio Office of Information Technology (OIT) Policy ITP-F.3; which include by reference Section 508 of the Americans with Disabilities Act.<br><br>See State of Ohio IT Policy Supplement - ITP-F.3 Web Site Accessibility<br><br>See Accessibility of State and Local Government Websites Supplement |                     |                   |               |          |

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| 1.1.1.4   | The system must include a web based welcome page that will show alerts\messages and allow a user to select from the following options: System Administration, State Allocations, Statistical Collections, Monthly expenditures, Draw Requests, and Reporting. |                     |                   |               |          |
| 1.1.2     | <i>Aesthetics</i>   |                     |                   |               |          |
| 1.1.2.1   | The system must conform to the Ohio Office of Information Technology (OIT) Policy ITP-F.4, establishing a uniform branding for Ohio agency websites.<br><br>See State of Ohio IT Policy Supplement - ITP-F.4 Web Site Standardization                         |                     |                   |               |          |
| 1.2       | <b>Reliability</b>  |                     |                   |               |          |
| 1.2.1     | <i>Accuracy</i>   |                     |                   |               |          |
| 1.2.1.1   | All numeric and currency calculations must be accurate and stored with three decimal places.  |                     |                   |               |          |
| 1.2.2     | <i>Availability</i>   |                     |                   |               |          |
| 1.2.2.1   | The system must have a sufficient redundancy; fault tolerance, and backup functionality to ensure 98.5% uptime during State of Ohio business hours.   |                     |                   |               |          |
| 1.2.3     | <i>Recoverability</i>   |                     |                   |               |          |
| 1.2.3.1   | The vendor shall create and execute a backup plan to enable nightly backup using existing ODJFS backup tools and standards.   |                     |                   |               |          |
| 1.2.3.2   | The vendor shall create and test a backup plan to enable the system to restart within an agreed upon amount of time.  |                     |                   |               |          |
| 1.2.4     | <i>Robustness</i>   |                     |                   |               |          |
| 1.2.4.1   | The vendor shall demonstrate the robustness of the system using accepted techniques (for example, data validation and error handling).  |                     |                   |               |          |
| 1.3       | <b>Performance</b>  |                     |                   |               |          |
| 1.3.1     | <i>Response Time</i>  |                     |                   |               |          |
| 1.3.1.1   | The system must enable an administrator to configure the amount of time allowed (in seconds) to upload data files.  |                     |                   |               |          |
| 1.3.1.1.1 | The system be able to return a response when the uploaded data file exceeds the configured time.  |                     |                   |               |          |
| 1.3.1.2   | The system must enable an administrator to configure a maximum response time (in seconds) when data entered are saved from the screen.  |                     |                   |               |          |
| 1.3.1.2.1 | The system be able to return a response within the configured maximum response time when data entered are saved from the screen, and must return a timeout response when the system response time exceeds that configured maximum response time.              |                     |                   |               |          |
| 1.3.1.3   | The system must return a response for the manual entry of data as rapidly as possible, but not exceeding 0.5 seconds.   |                     |                   |               |          |
| 1.3.1.4   | The system must return a response when the data are uploaded from an external file as rapidly as possible, but not to exceed 1 second per 100 Kb of data.   |                     |                   |               |          |
| 1.3.2     | <i>Throughput/Capacity</i>  |                     |                   |               |          |
| 1.3.2.1   | The vendor shall demonstrate that the system can handle a minimum of 1,000 County CFIS user accounts and 50 State user accounts.  |                     |                   |               |          |

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| 1.3.2.3      | The vendor shall demonstrate that the system has sufficient design, record locking, and redundancy to allow for a average volume of 100 concurrent expenditure system users.  |                     |                   |               |          |
| 1.3.2.4      | The vendor shall demonstrate that the system has sufficient design, record locking, and redundancy to allow for a average volume of 50 concurrent draw system users.  |                     |                   |               |          |
| 1.3.2.5      | The vendor shall demonstrate that the system has sufficient design, record locking, and redundancy to allow for a average volume of 5 concurrent state administrators.  |                     |                   |               |          |
| 1.3.2.6      | The file server must have sufficient capacity to archive and store up to a minimum of 6 years of data with the ability to purge data by fiscal year via the administrator role.   |                     |                   |               |          |
| 1.3.2.7      | The application database must have sufficient capacity to store a minimum of 6 years of history data with the ability to purge data by fiscal year via the administrator role.  |                     |                   |               |          |
| 1.3.2.8      | The vendor shall elicit requirements to determine the hardware and capacity required for the reporting (Cognos) database.   |                     |                   |               |          |
| <b>1.4</b>   | <b>Supportability</b>   |                     |                   |               |          |
| <i>1.4.1</i> | <i>Auditability</i>   |                     |                   |               |          |
| 1.4.1.1      | The vendor shall demonstrate that the system's capacity and archiving policy is compliant with the ODJFS record retention policy for financial systems.   |                     |                   |               |          |
| 1.4.1.2      | The vendor shall demonstrate that the system has sufficient design, record retention, and logging capability to allow for a complete audit trail capture and reporting for every security event. This security event log will write to a table in the application database at minimum the following data: user ID, time\date, logon to and logoff from the system, attempted logins, failed logins, timeouts, lockouts, user maintenance, change or reset of passwords) |                     |                   |               |          |
| 1.4.1.3      | The system must log every data change and submission event.   |                     |                   |               |          |
| 1.4.1.3.1    | Each data modificaton event log record must contain, at minimum, the user ID, time\date, and change information.  |                     |                   |               |          |
| 1.4.1.4      | The system must have the ability to generate audit reports restricted by authorized roles.  |                     |                   |               |          |
| <b>1.5</b>   | <b>Implementation</b>   |                     |                   |               |          |
| <i>1.5.1</i> | <i>Environment and Specifications</i>   |                     |                   |               |          |
| 1.5.1.1      | The system must be built, tested, and stored on a defined ODJFS application server.   |                     |                   |               |          |
| <i>1.5.2</i> | <i>Development</i>  |                     |                   |               |          |
| 1.5.2.1      | The vendor shall secure ODJFS approval prior to using any third-party component in the development of this system.  |                     |                   |               |          |
| 1.5.2.1.1    | The vendor shall ensure that ODJFS development staff will receive training and support in the use of any third-party components.  |                     |                   |               |          |
| 1.5.2.2      | The vendor shall provide ODJFS with documentation of the standards used for coding the system.  |                     |                   |               |          |
| <i>1.5.3</i> | <i>Testing and Deployment</i>   |                     |                   |               |          |
| 1.5.3.1      | The vendor shall test all system functionality including interfaces. System testing must occur in an established test environment that mirrors the production environment.  |                     |                   |               |          |

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| 1.5.3.1.1  | The vendor shall provide a system test plan that includes, at minimum, the following:<br>- Test scenarios developed with ODJFS assistance;<br>- A definition of the scope of the tests, which must include regression testing, load testing, and balancing. The vendor shall demonstrate how the system test will fully test the system's functions, features, and performance;<br>- A listing of the inputs to the test, the steps and procedures in the testing process, timelines, and the expected results;<br>- A description of vendor and state staff roles and responsibilities during testing;<br>- A description of the defect identification and resolution processes to be executed during the system test. |                     |                   |               |          |
| 1.5.3.1.2  | The vendor shall provide a System Test Results document, which must include all system test results and system recommendation. The document must enable the State to validate that the test has been successfully executed in accordance with the approved system test plan.  |                     |                   |               |          |
| 1.5.3.2    | The vendor shall manage and support user acceptance testing (UAT) to verify the full functionality and technical usability of the system; including testing the interfaces and system accessibility.  |                     |                   |               |          |
| 1.5.3.2.1  | The vendor shall provide a user acceptance test plan that includes, at minimum, the same elements as specified for the system test plan.  |                     |                   |               |          |
| 1.5.3.2.2  | The vendor shall provide a UAT Final Report, which must include the results of the UAT and any system recommendations. The document must enable the State to verify that the UAT has been successfully executed in accordance with the approved UAT plan.   |                     |                   |               |          |
| 1.5.3.3    | The vendor shall ensure that system testing and UAT supports the use of Mercury Quick Test Pro and Mercury Load Runner.   |                     |                   |               |          |
| 1.5.4      | <i>Standards Compliance</i>   |                     |                   |               |          |
| 1.5.4.1    | The reporting system will allow for reports to be produced in a minimum of the following formats: HTML, PDF, Excel, CSV.  |                     |                   |               |          |
| 1.5.4.2    | The system must include a web based welcome page that will show alerts\messages and allow a user to select from the following options: System Administration, State Allocations, Statistical Collections, Monthly expenditures, Draw Requests, and Reporting Warehouse.   |                     |                   |               |          |
| 1.5.4.3    | The system should conform to the World Wide Web Consortium recommendations (W3C)  |                     |                   |               |          |
| <b>1.6</b> | <b>Interfaces</b>   |                     |                   |               |          |
| 1.6.1      | <i>Ohio Administrative Knowledge System (OAKS) Interfaces</i>   |                     |                   |               |          |
| 1.6.1.1    | The system must support OAKS INF41 interface to capture budgeting data.<br><br>See Supplement Eleven - INF41 Budget Journal File Layout   |                     |                   |               |          |

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| 1.6.1.2    | The system must support OAKS INF42 interface to capture expenditure data.<br><br>See Supplement Eleven - INF42 Journal File Layout   |                     |                   |               |          |
| 1.6.1.3    | The system must support OAKS INF42 interface to capture allocation data.<br><br>See Supplement Eleven - INF42 Journal File Layout  |                     |                   |               |          |
| 1.6.1.4    | The system must support OAKS INF02 interface to capture draw request data.<br><br>See Supplement Eleven - INF02 Draw Request File Layout   |                     |                   |               |          |
| 1.6.1.5    | The system must support OAKS INF44 interface to download the Speedchart Code List.<br><br>See Chart of Accounts Supplement - INF44PO File Layout   |                     |                   |               |          |
| 1.6.2      | <i>File Transfers other than with OAKS</i>   |                     |                   |               |          |
| 1.6.2.1    | The system must allow for users to optionally upload and import data from external files onto the application server in lieu of manual data entry. These uploads will require a specific file layout and format defined by the application rules.<br><br>See requirements 4.4.2 and 5.1.2. |                     |                   |               |          |
| 1.6.2.2    | The system must support Secure File Transfer Protocol (SFTP) for transferring files to the system using a file upload utility.   |                     |                   |               |          |
| <b>1.7</b> | <b>System Design</b>   |                     |                   |               |          |
| 1.7.1      | <i>Provisioning and Authentication</i>   |                     |                   |               |          |
| 1.7.1.1    | The system must be able to assign a user ID and password that is unique across both county and state users.  |                     |                   |               |          |
| 1.7.1.2    | The system must comply with Office of Information Technology (OIT) Policy ITP-B.3 setting standards for password security.<br><br>See State of Ohio IT Policy Supplement ITP-B.3 Password and Personal Identification Number Security  |                     |                   |               |          |
| 1.7.1.3    | The system must enable a state administrator to configure the number of minutes the system may remain idle before timing out (forcing a logoff from the system).   |                     |                   |               |          |
| 1.7.1.3.1  | The system must time out if there is no activity for a number of minutes greater than that set by a state administrator.   |                     |                   |               |          |
| 1.7.1.4    | The system must enable a state administrator to configure the maximum number of days a user account has no activity before terminating that user's access to the system.   |                     |                   |               |          |
| 1.7.1.4.1  | The system must disable a user's access if there is no activity for a number of days greater than that set by a state administrator.   |                     |                   |               |          |
| 1.7.1.4.2  | The system must provide a means for a state or county administrator to restore access to disabled user accounts.   |                     |                   |               |          |
| 1.7.2      | <i>Authorization</i>   |                     |                   |               |          |

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| 1.7.2.1    | The system must manage authorization using application resources (application database).  |                     |                   |               |          |
| 1.7.2.2    | The system must be able to add, edit, and delete security roles as well as customize security on a field and page level basis.  |                     |                   |               |          |
| 1.7.3      | <i>Production Management</i>  |                     |                   |               |          |
| 1.7.3.1    | The system must provide a means to schedule batch jobs, and any other recurring processes, using BMC Control-M/Enterprise Manager.  |                     |                   |               |          |
| <b>2.0</b> | <b>System Administration</b>  |                     |                   |               |          |
| <b>2.1</b> | <b>System Security</b>  |                     |                   |               |          |
| 2.1.1      | The system security must have identity management features that grants access based on a unique user ID and password to all users.  |                     |                   |               |          |
| 2.1.1.1    | The system security must have security features that allows the unique user ID and passwords to comply with commonly configured security requirements such as: Strength, Aging, Expiry, Lockout, History, and Concurrent logins.  |                     |                   |               |          |
| 2.1.2      | The system security must be role based with roles defining the read, write, update, and approve rights for each component and function of the system. The users would then be assigned to one or multiple roles.  |                     |                   |               |          |
| 2.1.3      | The system must be able to function at a minimum the following roles: System Administrator; State Administrator, State User, Local Agency Administrator, Local Agency User.   |                     |                   |               |          |
| 2.1.3.1    | The system must allow state users access to all data across service locations and entity types.   |                     |                   |               |          |
| 2.1.3.2    | The system must limit local agency users to data and coding for use within their service location and entity types based on the Chart of Accounts.<br><br>See Chart of Accounts Supplement - Chartfield Mapping & Structure<br><br>See Chart of Accounts Supplement - INF44PO File Layout |                     |                   |               |          |
| 2.1.3.3    | The system must be able to add, edit, and delete security roles as well as customize security on a field and page level basis.  |                     |                   |               |          |
| 2.1.4      | The system must provide an appropriate level of security to prevent unauthorized access from both internal and external locations.  |                     |                   |               |          |
| 2.1.5      | The system must allow for optional separation of powers settings for the individual functional areas. This separation of powers will require that the user that approves the data to be a different user than the one that last modified the data.  |                     |                   |               |          |
| <b>2.2</b> | <b>System Continuity</b>  |                     |                   |               |          |
| <b>2.3</b> | <b>System Configuration</b>   |                     |                   |               |          |

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| 2.3.1      | The system must allow for the opening, closing, and adjusting of accounting periods for each functional area: Statistical Collection \ Analysis, Monthly Expenditure Reporting, Draw Processing.   |                     |                   |               |          |
| 2.3.1.1    | The system must allow for the state administrator to set an override for closed accounting periods for each service location and functional area with period controls (r 2.3.1).   |                     |                   |               |          |
| 2.3.2      | The system must provide a graphical user interface with sufficient functionality for maintaining the valid valid Chart of Account combinations (speedcharts) and definitions for Statistical Collection \ Analysis, Monthly Expenditure Reporting, Draw Processing.<br><br>See Chart of Accounts Supplement - Chartfield Mapping & Structure<br><br>See Chart of Accounts Supplement - INF44PO File Layout |                     |                   |               |          |
| 2.3.3      | The system must provide a graphical user interface with sufficient functionality for maintaining the valid Chart of Account combinations (speedcharts) by effective date for Statistical Collection \ Analysis, Monthly Expenditure Reporting, Draw Processing.<br><br>See Chart of Accounts Supplement - Chartfield Mapping & Structure   |                     |                   |               |          |
| 2.3.4      | The system must provide a graphical user interface with sufficient functionality for maintaining the valid Chart of Account relationships for cost distribution and allocation by effective date.<br><br>See Chart of Accounts Supplement - CFIS WEB INFxx Integration   |                     |                   |               |          |
| 2.3.5      | The system must provide a graphical user interface with sufficient functionality for maintaining speedchart dates including beginning, ending, and liquidation dates for each funding stream.  |                     |                   |               |          |
| 2.3.6      | The system must send an alert to subscribed users when Chart of Account, Chart of Account combinations, or Chart of Account relationships are added or changed for the user's agency type showing both the before and after state.   |                     |                   |               |          |
| 2.3.6.1    | The alert and content must be limited by the application security groups; ensuring that service location specific alerts are limited to users in that specific service location group.   |                     |                   |               |          |
| <b>2.4</b> | <b>System Messaging</b>  |                     |                   |               |          |
| 2.4.1      | The system must have a graphical user interface for creating News and Alerts.  |                     |                   |               |          |
| 2.4.2      | The system must have an area for users to review historical news and alerts content.   |                     |                   |               |          |
| 2.4.3      | The system must have an alerting function sufficient to gain the attention of users upon logon.  |                     |                   |               |          |

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| 2.4.4      | The system must have an alerting function sufficient to distribute email alerts to a subscribed recipient user group.  |                     |                   |               |          |
| 2.4.5      | The system should allow for a state administrated message board for local agency users to create discussion groups and post questions\solutions related to local agency finance.   |                     |                   |               |          |
| 2.4.6      | The system must enable a county user to delegate alert subscriptions to another user during selected periods. The delegating user will set the number of days they will be out of the office.  |                     |                   |               |          |
| 2.4.7      | The system alerts must contain a brief description on the condition, the values that triggered the alert, and a web link to the application area which contains the error.   |                     |                   |               |          |
| <b>2.5</b> | <b>System Health</b>   |                     |                   |               |          |
| 2.5.1      | <p>The system must allow state and local agency users to easily define conditions to notify end users of potential data issues. The model should have the ability to categorize issues resulting in a defined level with the minimum of the 3 levels:Red, Yellow, Green; for example:</p> <p>Red denotes a data concern that is likely to result to affect the validity of the results or when a system-generated deadline is past;</p> <p>Yellow denotes a data concern that is likely to cause a minor error or when a system-generated deadline is due;</p> <p>Green denotes a situation in which no data concern exists, or when a system-generated deadline is more than one day in the future.</p> |                     |                   |               |          |
| <b>2.6</b> | <b>Delivered Health Triggers</b>   |                     |                   |               |          |
| 2.6.1      | The system must have the ability to identify by county where the total amount of allocated costs vs. unallocated costs are not equal, resulting in a status of yellow.   |                     |                   |               |          |
| 2.6.3      | The system must have the ability to identify by county where the Operational Shared Cost identified in the PA subset has not been Reimbursed with a local deposit transaction, resulting in a status of yellow   |                     |                   |               |          |
| 2.6.4      | The system must have the ability to identify, by Local Agency, the open grants alert where the agency draws are greater than the allocated expenditures by more than 10 equivalent days cash on hand for the closed periods, resulting in a status of yellow.  |                     |                   |               |          |
| 2.6.5      | The system must have the ability to identify Local Agency draw requests in excess of their 30 day draw limit, resulting in a status of yellow.   |                     |                   |               |          |
| 2.6.6      | The system must have the ability to identify CFIS Web user accounts that have not been accessed in the last 30 days, resulting in a status of red.   |                     |                   |               |          |
| 2.6.7      | Alert local agency user to enter Mandated Share allocation when Mandated Share has not been configured for that quarter for that local agency.   |                     |                   |               |          |
| <b>2.7</b> | <b>Status Display</b>  |                     |                   |               |          |

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| 2.7.1       | <p>The system must have the ability to Display a Local Agency Synchronization screen displaying the status and any identified differences between the state system values and the CFIS Web values based on the results of the overnight batch process.</p> <p>File Sync - Local Agency Display</p> |                     |                   |               |          |
| 2.7.2       | <p>The system must have the ability to Display a System Wide Synchronization screen displaying the status and any identified differences between the state system values and the CFIS Web values based on the results of the overnight batch process.</p> <p>File Sync - System Wide Display</p>   |                     |                   |               |          |
| <b>2.8</b>  | <b>Help Screens</b>  |                     |                   |               |          |
| 2.8.1       | The system should allow for the state administrator to define and maintain custom help content to be associated with a given screen or field.  |                     |                   |               |          |
| 2.8.2       | The system should allow for the state administrator to define and maintain a custom dictionary for terms and codes.  |                     |                   |               |          |
| <b>2.9</b>  | <b>File Imports - See section 1.6 on interfaces</b>  |                     |                   |               |          |
| <b>2.10</b> | <b>Local Agency Specific Info</b>  |                     |                   |               |          |
|             | The system should allow for the local agency administrator to define and maintain custom service location specific values to be utilized by the system (i.e. Vendor ID and Location).  |                     |                   |               |          |
| <b>3.0</b>  | <b>System BCFTA GLA Budgeting</b>  |                     |                   |               |          |
| <b>3.1</b>  | <b>Service Location Statistics</b>   |                     |                   |               |          |
| 3.1.1       | The system must have the ability to store service location and county level statistical data of different types including a minimum of the census, unemployment, and income data types.  |                     |                   |               |          |
| 3.1.2       | The system must have the ability to create additional service location and county data types (r 3.1.1) as new funding streams and/or rules are created.  |                     |                   |               |          |
| <b>3.2</b>  | <b>Distribution Rules</b>  |                     |                   |               |          |
| 3.2.1       | <p>The system must have the ability to create rules for distributing state entered amounts across the individual service locations using identified business rule criteria and grant header speedchart coding.</p> <p>See BCFTA Budgeting Supplement - Allocation Rule Example</p>                 |                     |                   |               |          |
| 3.2.2       | The system must have the ability to create rules for distribution limits by individual service locations or agency types .   |                     |                   |               |          |
| <b>3.3</b>  | <b>State Encumbrances</b>  |                     |                   |               |          |
| 3.3.1       | The system must have the ability to store State Purchase Order coding and amounts for CFIS funding.  |                     |                   |               |          |

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| 3.3.2      | The system must have the ability to compare State Purchase Order coding and amounts to existing local agency allocation totals utilizing speedchart coding (r 2.3.3).                                |                     |                   |               |          |
| <b>3.4</b> | <b>Budget Distribution</b>   |                     |                   |               |          |
| 3.4.1      | The system must have the ability to distribute state encumbrances across the individual service locations based on identified business rule criteria and existing purchase order coding and amounts. |                     |                   |               |          |
| 3.4.2      | The system must have the ability to limit the allocation distribution amounts to within a defined change limit of X service locations (i.e. 4%) based on identified change limit amounts .           |                     |                   |               |          |
| 3.4.3      | The system must have the ability to redistribute excess amounts of budget where the original amounts were modified based on the variation limit percent for the service location.                    |                     |                   |               |          |
| 3.4.4      | The system must have the ability for state administrators to review, modify, and reprocess the pending distributed local agency budget amounts without visibility to the local agencies.             |                     |                   |               |          |
| 3.4.5      | The system must have sufficient structure to capture the creator and approval by the state allocation roles to be used in determining when the allocation is ready for upload to OAKS.               |                     |                   |               |          |
| <b>3.5</b> | <b>Local Agency Allocation Summary</b>   |                     |                   |               |          |
| 3.5.1      | The system must provide a state administrator the ability to enter data for counties, making them visible prior to availability, but not make them available until allocations are drawable.         |                     |                   |               |          |
| 3.5.2      | The system must alert subscribed county users when an allocation is received or updated.   |                     |                   |               |          |
| 3.5.2.1    | The system must alert subscribed county users when an allocation is received or updated and is associated with hidden or flagged Chart of Account coding.  |                     |                   |               |          |
| 3.5.3      | The system must provide an inquiry screen with original grant, description, balance available on that date, and liquidation period dates.  |                     |                   |               |          |
| 3.5.4      | The system must provide a "funding at a glance" inquiry screen with availability dates, current budget, draw, expenditures, budget balance, and budget to actuals values.                            |                     |                   |               |          |
| 3.5.5      | The system must have sufficient data structure to capture budgeting data used in the Ohio Administrative Knowledge System (OAKS) INF41 interface.  |                     |                   |               |          |
| <b>4.0</b> | <b>System Statistical Collection \ Analysis</b>  |                     |                   |               |          |
| <b>4.1</b> | <b>Configuration</b>   |                     |                   |               |          |
| 4.1.1      | The system must support the utilization of any number of cost pools for each Service Location type based on speed chart configuration and mapping.   |                     |                   |               |          |
| <b>4.3</b> | <b>RMS Collection</b>  |                     |                   |               |          |
| 4.3.1      | The system must provide a graphical user interface for displaying each local agency RMS counts for a given time period (i.e. 1 month)  |                     |                   |               |          |

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| 4.3.2      | The system must allow for the import of RMS totals based on a determined file format.   |                     |                   |               |          |
| <b>4.4</b> | <b>FTE Collection</b>   |                     |                   |               |          |
| 4.4.1      | The system must provide a graphical user interface for entering each local agency FTE count for a given time period (i.e. 2 weeks).<br><br>See Monthly Reporting Supplement - FTE Collection  |                     |                   |               |          |
| 4.4.2      | The system must allow for the Local Agency user to manually upload FTE bi-weekly totals (r 4.4.1), based on a determined file format for their specific Service Location.   |                     |                   |               |          |
| <b>4.5</b> | <b>Submission</b>   |                     |                   |               |          |
| 4.5.1      | The system must summarize and synchronize "complete" Local Agency FTE data by Project, Service Location, Account and Agency Use for each period.  |                     |                   |               |          |
| 4.5.2      | The system must have sufficient data structure to capture expenditure data for the Ohio Administrative Knowledge System INF42 interface.  |                     |                   |               |          |
| <b>5.0</b> | <b>System Monthly Expenditure Reporting</b>   |                     |                   |               |          |
| <b>5.1</b> | <b>Cost Collection</b>  |                     |                   |               |          |
| 5.1.1      | The system must provide a graphical user interface sufficient to allow for the Local Agency user to enter Project and Account totals, by service and reporting month for their specific Service Location.   |                     |                   |               |          |
| 5.1.2      | The system must allow for the Local Agency user to manually upload Project and Account totals (r 5.1.1), based on a determined file format for their specific Service Location.   |                     |                   |               |          |
| <b>5.2</b> | <b>Monthly Aggregate statistical Collection</b>   |                     |                   |               |          |
| 5.2.1      | The system must aggregate FTE counts for period totals to be utilized in the cost pool distribution process.<br><br>See Monthly Reporting Supplement - FTE Totals   |                     |                   |               |          |
| 5.2.2      | The system must aggregate RMS period totals for cost pool distribution.<br><br>See Monthly Reporting Supplement - RMS Totals  |                     |                   |               |          |
| <b>5.3</b> | <b>Cost Distribution</b>  |                     |                   |               |          |
| 5.3.1      | The system must enable three-stage cost allocation within PA for non-PA cost pool funds (combined agencies only). [stage 1: FTE % distribution].<br><br>See Monthly Reporting Supplement - Cost Distribution  |                     |                   |               |          |
| 5.3.2      | The system must enable three-stage cost allocation within PA for non-PA cost pool funds (combined agencies only). [stage 2: RMS % distribution].<br><br>See Monthly Reporting Supplement - Cost Distribution  |                     |                   |               |          |
| 5.3.3      | The system must enable three-stage cost allocation within PA for non-PA cost pool funds (combined agencies only). [stage 3: SSRMS reconcile and certification of funds, distributing shared, program, and IV-E percentage costs.]<br><br>See Monthly Reporting Supplement - Cost Distribution |                     |                   |               |          |

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| <b>5.4</b> | <b>Cost Allocation</b>   |                     |                   |               |          |
| 5.4.1      | The system must perform the cost allocation process by utilizing the mappings and relationships and percentages defined in the speed chart configuration and mapping (r 2.3.3-2.3.4).<br><br>See Monthly Reporting Supplement - Cost Allocation            |                     |                   |               |          |
| <b>5.5</b> | <b>Certification of Funds</b>  |                     |                   |               |          |
| 5.5.1      | The system must perform the SSRMS Certification of Funds process by utilizing the mappings and relationships and percentages defined in the speed chart configuration and mapping (r 2.3.3-2.3.4).<br><br>See Monthly Reporting Supplement - SSRMS Process |                     |                   |               |          |
| <b>5.6</b> | <b>Mandated Share Transactions</b>   |                     |                   |               |          |
| 5.6.1      | The system must allow the local agency user to enter/edit Mandated Share configuration which moves expenditures from a state or federal line of grant detail to a local line of grant detail.  |                     |                   |               |          |
| <b>5.7</b> | <b>Post Allocation Adjustments</b>   |                     |                   |               |          |
| 5.7.1      | The system must enable local agency users to create balanced post allocations adjustments based on valid configured Chart of Account speedchart combinations.  |                     |                   |               |          |
| 5.7.2      | The system must enable accruals and obligations calculations (offsetting non-cash transactions, e.g., "difference in contracts" for CSEA, "accruals and obligations" for WIA).   |                     |                   |               |          |
| <b>5.8</b> | <b>Monthly Allocated Totals Screen</b>   |                     |                   |               |          |
| 5.8.1      | The system must have a display only screen showing the fully allocated and adjusted expenditure totals for the individual Service Location.  |                     |                   |               |          |
| 5.8.2      | The system must have sufficient data structure to capture allocation data for the Ohio Administrative Knowledge System INF42 interface.  |                     |                   |               |          |
| <b>6.0</b> | <b>System Draw Processing</b>  |                     |                   |               |          |
| <b>6.1</b> | <b>Draw Limits</b>   |                     |                   |               |          |
| 6.1.1      | The system must limit draw requests to valid grant coding combinations based on the speedchart data for the given draw time period (month).  |                     |                   |               |          |
| 6.1.2      | The system must limit draw requests so that the request is not in excess of the remaining GLA budget balance for the grant header coding combinations based on the speedchart data for the given draw time period (month).                                 |                     |                   |               |          |
| 6.1.3      | The system must allow for the draw request to be identified at the speedchart description level, and then split funding as defined in the speedchart record.   |                     |                   |               |          |
| 6.1.4      | The system must have sufficient controls to limit draw functionality by local agency or local agency type (i.e. PCSA = Draw Disabled).   |                     |                   |               |          |
| 6.1.5      | The system must allow a county user to input positive and negative draw amounts for each valid grant coding combination, as long as total draw amount is zero or positive.   |                     |                   |               |          |

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| 6.1.5.1    | The system must limit negative amounts to the draw balance for that funding stream, to ensure that the draw balance is never less than zero.   |                     |                   |               |          |
| <b>6.2</b> | <b>Current Needs Draw</b>  |                     |                   |               |          |
| 6.2.1      | The system must allow the local agency to draw money for financial needs for current expenses.   |                     |                   |               |          |
| 6.2.2      | The system must use speedchart effective dating (r 2.3.4) to present a pick list for current available funding sources based on speedchart description for draws.  |                     |                   |               |          |
| <b>6.3</b> | <b>Liquidation Expenses Draw</b>   |                     |                   |               |          |
| 6.3.1      | The system must allow the local agency to draw money for financial needs for prior period service liquidation expenses.  |                     |                   |               |          |
| 6.3.2      | The system must use speedchart effective dating (r 2.3.4) to present a pick list of funding sources based on speedchart description that are in liquidation for liquidation needs draw.  |                     |                   |               |          |
| <b>6.4</b> | <b>Draw Process</b>  |                     |                   |               |          |
| 6.4.1      | The system must allow local agency users to create cash draw requests based on a weekly or monthly cycle.  |                     |                   |               |          |
| 6.4.2      | The System shall allow future-dated draw requests to be entered for a given weekly draw date.  |                     |                   |               |          |
| 6.4.3      | The system must have the ability to calculate the draw amount from historical data or expenditures input into system. The local agency user may select one or more of these "draw templates" (trends, historical data, known needs) to pre-populate the draw screen. Once the draw screen is populated with template data the user may override draw/liquidation amounts and add draw/liquidation lines. |                     |                   |               |          |
| 6.4.4      | The system must allow the local agency user to edit/change/delete the draw request at any time prior to the draw request deadline for that draw date.  |                     |                   |               |          |
| 6.4.5      | The system must allow for the local agency to execute the federal budget override for funding streams when only the state portion of a split funding stream has been fully drawn. This will allow the agency to continue to draw at the percentage for the federal portion and match the percentage with undrawn local funds.  |                     |                   |               |          |
| 6.4.6      | The system must allow for the local agency to execute the federal funding exclusion for funding streams when the local agency wishes to draw only the state portion of a split funding stream.   |                     |                   |               |          |
| 6.4.7      | The system must require the local agency user to mark the draw request as approved and ready for submission prior to the draw request deadline for that draw date to consider the draw request as valid.   |                     |                   |               |          |
| 6.4.8      | The system must have sufficient data structure to capture draw request data for the Ohio Administrative Knowledge System (OAKS) INFO2 interface.   |                     |                   |               |          |
| <b>6.5</b> | <b>State Initiated Vouchers</b>  |                     |                   |               |          |
| 6.5.1      | The system must allow for a state administrator to create vouchers in the system on behalf of the local agency. These vouchers will be similar to the Local Agency initiated vouchers.   |                     |                   |               |          |

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| 6.5.2      | The system must have the ability to use templates for creating state initiated vouchers (i.e., Closeout Template and incentive template)  |                     |                   |               |          |
| <b>6.6</b> | <b>Draw Reconciliation</b>  |                     |                   |               |          |
| 6.6.1      | The system must store a set of data for both the requested draw amount (r 6.4.3) and the received amount.   |                     |                   |               |          |
| 6.6.2      | The system must provide a draw reconciliation screen which compares the requested draw amount to the received amount and display a description of the variances.  |                     |                   |               |          |
| 6.6.3      | The system must provide a draw reconciliation screen which shows all vouchers received by the local agency with the full coding, dollar amounts, and pay date information.  |                     |                   |               |          |
| <b>7.0</b> | <b>Operational and Business Intelligence Reporting</b>  |                     |                   |               |          |
| <b>7.1</b> | <b>Architecture</b>   |                     |                   |               |          |
| 7.1.1      | The data warehouse integration must utilize Informatica, COGNOS.  |                     |                   |               |          |
| 7.1.2      | The data warehouse must be configured as a cube with sufficient data and fact elements to provide reporting across all functional areas and aggregate totals by a minimum of: Month, Quarter, Calendar Year, State Fiscal Year, Federal Fiscal Year, statewide. |                     |                   |               |          |
| <b>7.2</b> | <b>Functionality</b>  |                     |                   |               |          |
| 7.2.1      | The reporting system will allow email recipients to be identified and utilized to distribute reports based on configuration.  |                     |                   |               |          |
| 7.2.2      | The reporting system will allow reports to be produced on a defined run schedule; then emailed or stored on the server.   |                     |                   |               |          |
| 7.2.3      | The reporting system will allow for reports to be produced in a minimum of the following formats: HTML, PDF, Excel, CSV.  |                     |                   |               |          |
| 7.2.4      | The reporting system should allow for reports to be viewed in a print preview screen.   |                     |                   |               |          |
| <b>7.3</b> | <b>Reporting Functionality - See Supplement 22 for Sample Reports</b>   |                     |                   |               |          |
| 7.3.1      | Reporting will include a Local Agency Budget report, produced for GLA Budgets by State Fiscal Year, Budget Reference, Grant, and Fund.<br><br>Local Agency Budget Report  |                     |                   |               |          |
| 7.3.2      | Reporting will include a Local Agency Budget Changes report, produced for GLA Budget Journals by State Fiscal Year, Budget Reference, Grant, and Fund.<br><br>Local Agency Budget Changes Report  |                     |                   |               |          |
| 7.3.3      | Reporting will include a Voucher Activity report, produced for Draw Reconciliation Data by Voucher ID and Line  |                     |                   |               |          |
| 7.3.4      | Reporting will include a 1.A Unallocated Costs Report, produced for Unallocated Expenditures by Project & Account for a selected period range.  |                     |                   |               |          |

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| 7.3.5  | Reporting will include a 1.C Cost Pool Distribution Report, produced from Unallocated Costs & Statistics and Allocated Costs by Project & Account for a selected period range.<br><br>1.C Report     |                     |                   |               |          |
| 7.3.6  | Reporting will include a 1.D Allocated Costs Report, produced from Allocated Costs by Project & Account for a selected period range.<br><br>1.D Report   |                     |                   |               |          |
| 7.3.7  | Reporting will include an Over\Under with budget to actual Report, produced from Draws, Budgets and Allocated Costs by Budget Ref, Fund, Grant for a selected period range.<br><br>Over\Under Report |                     |                   |               |          |
| 7.3.8  | Reporting will include a Closeout Planning Report, produced from Draws, Budgets and Allocated Costs by Budget Ref, Fund, Grant for a selected period range.<br><br>Closeout Planning Report          |                     |                   |               |          |
| 7.3.9  | Reporting will include a Cash-on-Hand Report, produced from Draws and Allocated Costs by Budget Ref for a selected period range.<br><br>Cash-on-Hand - Days Report                                   |                     |                   |               |          |
| 7.3.10 | Reporting will include a Cumulative Interest Report produced from Draws and Allocated Expenditures for a selected period range.<br><br>Cash-on-Hand - Interest Report                                |                     |                   |               |          |
| 7.3.11 | Reporting will include a Federal CFDA Report produced from Draws and Allocated Expenditures by CFDA and Grant for a selected period range.<br><br>Federal CFDA Report                                |                     |                   |               |          |
| 7.3.12 | The system will include data structure to produce a Process History and Status Report produced, sorted, and filtered from Audit Trail data by Date, Event Type, and Status                           |                     |                   |               |          |
| 7.3.13 | Reporting will include a Security Users and Groups Report produced from security Configuration Data by Functional Area, Users and Groups   |                     |                   |               |          |
| 7.3.14 | Reporting will include a Period of Availability Report produced from speedchart data sorted and filtered by transaction type, CFDA, Grant, Fund, Budget ref, project and account                     |                     |                   |               |          |

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| 7.3.15 | Reporting will include a Employees by Location Report produced from Roster data sorted and filtered by RMS sample period   |                     |                   |               |          |
| 7.3.16 | Reporting will include a Cost Pool Mappings Report produced from Speedchart data sorted and filtered for a given effective Month\Year.<br><br>Cost Pool Mappings   |                     |                   |               |          |
| 7.3.17 | Reporting will include a Speedchart Code List where the report displays Codes downloaded from the state in the INF 44 file. The report can be filtered by code type, valid date, and for records that have been changed between a set of dates. Notes can also be included on this report. The report can be ordered by code or description. |                     |                   |               |          |
| 7.3.18 | Reporting will include a Speedchart Mapping List where the user may select Financial, RMS, FTE, and Grant mappings to be displayed on the report. The report may also be filtered by valid dates and on the date the mappings were last changed.<br><br>Speedchart Mappings  |                     |                   |               |          |
| 7.3.19 | Reporting will include a Process Diary Report produced from Batch Process data sorted and filtered for a given Day\Month\Year and event type.<br><br>Process Diary   |                     |                   |               |          |
| 7.3.20 | Reporting will include a Due Date Report produced from System Configuration data sorted and filtered for a given Day\Month\Year and event type.  |                     |                   |               |          |
| 7.3.21 | Reporting will include a Process Diary Report produced from Audit Trail data sorted and filtered for a given Day\Month\Year and event type.<br><br>Process Diary   |                     |                   |               |          |
| 7.3.22 | Reporting will include a Mandated Share report, produced for GLA Mandated Budgets and Expenditures by Service Location, Time Period, Budget Reference, Grant, and Fund.  |                     |                   |               |          |
| 7.3.23 | Reporting will include a Configured Alerts Report produced from Alerts setup values for each alert type and severity.  |                     |                   |               |          |
| 7.3.24 | Reporting will include a Current Alerts Report produced from comparing alert rules against current data values identifying each existing alert condition, type, and severity.  |                     |                   |               |          |
| 7.3.25 | Reporting will include a RMS Program and Activity Mapping Report produced from Local Agency RMS setup values for each job title, position number, and location with the ability to have the results data sorted and filtered for a sample period or date range.  |                     |                   |               |          |

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| 7.3.26     | Reporting will include a Local Agency Budget Allocation Addendum letter, produced for GLA Budgets by time period, Budget Reference, Grant, and Fund.<br><br>Local Agency Budget Allocation Addendum  |                     |                   |               |          |
| 7.3.27     | Reporting will include a RMS Cost per hit report based on allocated cost and statistical data.   |                     |                   |               |          |
| 7.3.28     | Reporting will include an FTE Federal report based on statistical FTE data.<br><br>FTE Federal Report  |                     |                   |               |          |
| 7.3.29     | Reporting will include a Summary Financial Report with monthly receipts and disbursements by Project and Account.  |                     |                   |               |          |
| 7.3.30     | Reporting will include a Sync Status Report produced from comparing CFIS Web source data to OAKS source data.<br><br>Sync Status Report  |                     |                   |               |          |
| 7.3.31     | Reporting will include a Work Expense Report produced from GLA Budgeting CRIS-E data by accounting period.   |                     |                   |               |          |
| 7.3.32     | Reporting will include a 50% Allowable WIA Report produced from Allocated Expenditures by accounting period.   |                     |                   |               |          |
| 7.3.33     | Reporting will include an Open Grants Projection Report, displaying open grants, reported expenditures against the grants, and projecting remaining expenditure estimates for the duration of the grant. Estimates may be based on data from one or more previous quarters |                     |                   |               |          |
| <b>7.4</b> | <b>Ad Hoc Reporting</b>  |                     |                   |               |          |
| 7.4.1      | The reporting system will provide the ability for users to create reports based on their individual needs <b>and to save the report format/setup as a "Favorite."</b>  |                     |                   |               |          |
| 7.4.2      | The reporting system will limit user access to report functionality and system data consistent with the application security groups.   |                     |                   |               |          |
| <b>8.0</b> | <b>Batch Processes</b>   |                     |                   |               |          |
| <b>8.1</b> | <b>Off - Hours</b>   |                     |                   |               |          |
| 8.1.1      | The system must have the ability to process through all daily system health triggers and distribute email alerts on a scheduled batch time.  |                     |                   |               |          |
| 8.1.2      | The system must have the ability to process through all mid-day system health triggers and distribute email alerts on a scheduled batch time.  |                     |                   |               |          |
| 8.1.3      | CFIS Web captures transaction Date/Time when user signs on, in order to alert the user when there is a system-configured lockout period (during batch uploads/downloads).  |                     |                   |               |          |
| <b>9.0</b> | <b>Training \ Documentation</b>  |                     |                   |               |          |
| 9.1        | The vendor shall develop training plans for state and county staff, and a curriculum for each role.  |                     |                   |               |          |
| 9.2        | The vendor shall ensure that training occurs prior to implementation in production.  |                     |                   |               |          |

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| 9.3   | The vendor shall provide training materials, including, but not limited to classroom, Web-based online tutorials and electronic documentation (e-documentation).   |                     |                   |               |          |
| 9.4   | The vendor shall provide training to approximately 300 state and county users, with varying computer skills, who perform different functions within their organizations. State and county training must be role-based and structured to support all security levels within the system. |                     |                   |               |          |
| 9.5   | The vendor shall provide training in system administration, system features and system interoperability, process and operations, reporting, security, system tutorials, and system navigation.   |                     |                   |               |          |
| 9.6   | In addition to the training documentation, the vendor shall provide the following documentation: User job aids or quick start guide, detailed system requirements, architecture document, deployment guide, production support and maintenance manual, and a business continuity plan. |                     |                   |               |          |