BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

WEDNESDAY, JUNE 4, 2014
4:00 p.m.
-Consider a proclamation for "Relay for Life Week" (Betty Parks)

CONSENT AGENDA

(1) (a) Consider approval of Commission Orders; and
(b) Consider approval of a Notice to Township Board for a Cereal Malt Beverage license for Clinton Marina Parking Lot Special Event (Clerk's Office);
(c) Consider approval of amendment one to the agreement between KDHE Division of Health Care Finance, Douglas County, Lawrence-Douglas County Health Department for Outreach, Prevention and Early Intervention Services for a contract renewal to certify matching funds of $225,000(Sarah Plinsky); and
(d) Consider establishing Temporary Weight Limit for Commercial Vehicles, N 1100 Road from US-59 to Route 1055 in Wakarusa Township (Keith Browning)

REGULAR AGENDA

(2) Consider approval of ERP contract (Jamie Shew)

(3) **CUP-14-00052**: Consider a Conditional Use Permit for a 116' tall meteorological tower with a 10' antenna for monitoring and collecting atmospheric, soil and water data, located at the University of Kansas Field Station, 2060 E 1600 Rd. Submitted by National Ecological Observatory Network [NEON], for University of Kansas Endowment Association, property owner of record. (PC Item 4; approved 9-0 on 5/19/14) Sandra Day will present the item.

(4) (a) Consider approval of Accounts Payable (if necessary)
(b) Appointments
Douglas County Senior Services Board of Directors – (1) vacancy 04/2014
Fire District 2 (5) positions
Fire District 3 (5) positions
Jayhawk Area Agency on Aging Board of Directors – (2) vacancies
Jayhawk Area Agency on Aging Tri-County Advisory Council – (2) vacancies
(c) Public Comment

(5) Adjourn

WEDNESDAY, JUNE 11, 2014

WEDNESDAY, JUNE 18, 2014

WEDNESDAY, JUNE 25, 2014

WEDNESDAY, JULY 2, 2014,

WEDNESDAY, JULY 9, 2014

***Note**: The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:35 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*

Office of the County Commission

PROCLAMATION

Relay for Life Week 2014
For Douglas County, Kansas

WHEREAS, The American Cancer Society Relay For Life is a life-changing event that gives everyone in more than 5,000 communities across the globe a chance to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight against the disease; and

WHEREAS, money raised during the Relay For Life of Douglas County, Kansas helps support research, education, advocacy, and patient services; and

WHEREAS, Relay For Life helps fund more than $100 million in cancer research each year; and

WHEREAS, cancer survivors are honored with a victory lap as they lead the way around the track, followed by teams who keep a representative walking on the track from 7:00 p.m. until 7:00 a.m. because" cancer never sleeps"; and

WHEREAS, in 2013, Relay For Life of Douglas County welcomed 669 participants from 76 fundraising teams; 325 cancer survivors were honored; 3,034 luminaria lined the track with the hopeful glow to find a cure; $180,572 was earned after expenses, which all add up to our local event ranking the largest Relay For Life in the state of Kansas in 2013 and was recognized as one of the Top 25 Relay events in the High Plains Division which encompasses all of Kansas, Missouri, Nebraska, Oklahoma, Texas, Hawaii and Guam, Douglas County ranked #19; and

WHEREAS, an additional community project was served by the contribution of 3,812 pounds of canned food which replaced sand to give weight to the candle-lit luminaria, which was later donated to Just For Food.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS, do hereby proclaim June 8th through June 14th, 2014 as,

"RELAY FOR LIFE WEEK"

in Douglas County and encourage citizens to participate in the American Cancer Society Relay For Life of Douglas County to be held at Free State High School Track, 4800 Overland Drive in Lawrence beginning at 7:00 p.m. on Friday, June 13th and ending at 7:00 a.m. on Saturday, June 14th.

ADOPTED this 28th day of May, 2014.

BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY, KANSAS

_____
Nancy Thellman, Chairman

_____
Jim Flory, Vice-Chair

_____
Mike Gaughan, Member

NOTICE TO THE TOWNSHIP BOARD

STATE OF KANSAS DOUGLAS COUNTY, ss

TO THE TOWNSHIP CLERK, CLINTON TOWNSHIP

This is to notify the members of your Township Board that application has been filed with the Douglas County Commission for **Clinton Marina Parking Lot Special Event** to sell Cereal Malt Beverages at retail for consumption on the premises: **1329 E 800 Road** on **June 21st, 2014** only.

The Township Board may within (10) days file an advisory recommendation as to the granting of such a license and such advisory recommendation shall be considered by the Board of County Commissioners before such license is issued KSA 41-2702.

Done by the Board of County Commissioners this **4th day of June, 2014**

_____
CHAIRMAN

_____
COUNTY CLERK

(SEAL)

The board of county commissions in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of the application.

AMENDMENT ONE
to the
AGREEMENT
between the
KANSAS DEPARTMENT OF HEALTH AND ENVIRONIMENT
DIVISION OF HEALTH CARE FINANCE
and the
DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS
and the
LAWRENCE - DOUGLAS COUNTY HEALTH DEPARTMENT
for
Outreach, Prevention and Early Intervention Services

The above parties entered into an original contract to develop, implement, and maintain a voluntary program that provides outreach, prevention and early intervention services to new, low-income parents and children with emphasis on adolescent and pregnant teen parents of at-risk infants in Douglas County, Kansas, and now wish to renew such contract;

THEREFORE, the parties hereto agree to renew the original contract as referenced above as follows:

1. **Purpose.** To renew the contract for the first of of three (3), optional one-year renewals, July 1, 2014 through June 30, 2015, and to set compensation for the renewal period.

   a. **Compensation:** Total funding for the period July 1, 2014 through June 30, 2015 shall not exceed $450,000.00, said amount comprising the County's certified matching funds of $225,000.00 and the federal financial participation amount of $225,000.00.

2. **Other.** All remaining terms and conditions of the original agreement and subsequent addenda shall remain the same.

SIGNATURE PAGE

IN WITNESS HEREOF the parties hereto, affix their signatures to the Renewal Agreement.

DOUGLAS COUNTY

_____ _____
Nancy Thellman, Chairman — Date
Board of County Commissioners
Douglas County, Kansas

LAWRENCE-DOUGLAS COUNTY HEALTH DEPARTMENT

_____ 5.19.14
Maley Wilkins, Chairman — Date
Lawrence-Douglas County Health Board

KANSAS DEPT. OF HEALTH AND ENVIRONMENT
DIVISION OF HEALTH CARE FINANCE

_____ _____
Robert Moser, M.D., Secretrary — Date
Kansas Dept. of Health and Environment

DOUGLAS COUNTY PUBLIC WORKS
1242 Massachusetts Street
Lawrence, KS 66044-3350
(785) 832-5293 Fax (785) 841-0943
dgcopubw@douglas-county.com
www.douglas-county.com

Keith A. Browning, P.E.
Director of Public Works/County Engineer

MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer

Date : May 30, 2014

Re : Consider establishing Temporary Weight Limit for Commercial Vehicles N 1100 Road from US-59 to Route 1055 in Wakarusa Township

KDOT will close N 1300 Road (31st Street) west of E 1400 Road (Louisiana St.) on Tuesday, June 3. The closure is required to accommodate construction associated with the South Lawrence Trafficway construction project. Since Haskell Avenue remains closed between 27th Street and 29th Street in Lawrence, while 31st Street is closed west of Louisiana, the only commercial vehicle access to the 31st & Haskell area will be from the south on Route 1055.

We should ensure commercial traffic accessing the 31st & Haskell area uses Route 458 from US-59 highway to Route 1055. Wakarusa Township and we do not feel N 1100 Road should be utilized by commercial traffic due to structural concerns for the pavement and also due to the residential nature of the area along N 1100 Road.

Attached is a resolution that establishes a 5-ton temporary weight limit for commercial vehicles on the portion of N 1100 Road between US-59 highway and Route 1055 (E 1500 Road). This commercial weight limit is temporary, and does not apply to agricultural vehicles or to commercial vehicles delivering goods to local residents along N 1100 Road.

The commercial weight limit would be effective when signs are installed, and would expire when I determine construction of the SLT no longer affects N 1100 Road.

Action Required: Approval of attached resolution establishing a temporary 5-ton weight limit for commercial vehicles on N 1100 Road from US-59 highway to Route 1055 (E 1500 Road) while road closures associated with KDOT's South Lawrence Trafficway affect operating characteristics of N 1100 Road, as determined by the County Engineer.

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING TEMPORARY FIVE (5) TON WEIGHT LIMIT FOR COMMERCIAL VEHICLES ON PORTION OF N 1100 ROAD IN WAKARUSA TOWNSHIP FOR THE DURATION OF CLOSURES OF N 1300 ROAD, E 1400 ROAD, OR E 1500 ROAD DUE TO CONSTRUCTION OF THE SOUTH LAWRENCE TRAFFICWAY (KDOT Project No. 10-23 K-8392-04)

WHEREAS, pursuant to K.S.A. 8-1912(c), local authorities with respect to highways in their respective jurisdictions, may prohibit the operation of trucks or other commercial vehicles, or may impose limitations as to the weight or size thereof, on designated highways; provided, that adjacent premises to such restricted streets may be served; and

WHEREAS, Douglas County is the local authority having jurisdiction over the above described county and township highways; and

WHEREAS, portions of N 1300 Road (31st Street in Lawrence), E 1400 Road, and E 1500 Road will be closed to through traffic due to construction, and commercial traffic bypassing the official detour route may cause an increase in traffic volume and a change in the operating conditions on the county and township highways described in this Resolution; and

WHEREAS, Douglas County Public Works has investigated the county and township highways described in this Resolution and determined that under the conditions found to exist, a weight limit for commercial vehicles should be imposed for the duration of closures on portions of N 1300 Road (31st Street in Lawrence), E 1400 Road, or E 1500 Road due to construction of the South Lawrence Trafficway (KDOT Project No. 10-23 K-8392-04).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS:

1. **Weight Limits.** Commercial vehicles weighing in excess of five (5) tons are prohibited on the following described township and county highways: A portion of N 1100 Road, from the intersection with US-59 highway, thence east two (2) miles to the intersection with Route 1055 (E 1700 Road), the centerline of which is more particularly described as follows:

beginning at the Northwest Corner of Section 25, Township 13 South, Range 19 East of the 6th P.M., thence east along section line a distance of 100 feet to the point of beginning, thence easterly along the centerline of N 1100 Road a distance of approximately 10,300 feet to the intersection of N 1100 Road with Route 1055 (E 1700 Road), and terminating at said point.

2. **Exception.** This weight limit shall not apply to agricultural vehicles, or commercial vehicles engaged in the delivery of goods or services at the request of owners or occupants of properties located adjacent to the above described township and county highways.

3. **Definitions.** For the purpose of this resolution:

   a.) Commercial Vehicles. Commercial vehicles shall include, but not be limited to, vehicles that are used for the transportation or delivery of freight and merchandise, including single unit trucks and combination units of truck tractors or road tractors and trailers or semi-trailers. "Commercial vehicles" shall not include any vehicle owned or operated by the State of Kansas, Douglas County, Wakarusa Township, or any other political subdivision.

   b.) Agricultural Vehicles. Agricultural vehicles shall include vehicles that are used for agricultural operations, including farm trucks, farm tractors, combines, fertilizer dispensing equipment, or other farm machinery used for work upon farms.

4. **Effective date.** This weight limit shall become effective when appropriate traffic control signs giving notice thereof are erected upon the above described county and township highways.

5. **Expiration.** This resolution shall automatically be rescinded when construction of the South Lawrence Trafficway (KDOT Project No. 10-23 K-8392-04) no longer affects the roadway operating conditions of the above described county and township highways, as determined by the County Engineer, and applicable traffic control signs are removed.

ADOPTED this _____ day of_____, 2014.

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

_____
Nancy Thellman, Chair

ATTEST:

_____
Mike Gaughan, Member

_____
County Clerk

_____
Jim Flory, Member

JAMIE SHEW
DOUGLAS COUNTY CLERK
1100 Massachusetts
Lawrence, KS 66044

Marni Penrod-Chief Deputy Clerk
Benjamin Lampe-Deputy Clerk Elections

MEMORANDUM

TO: Board of County Commissioners
FROM: ERP Steering Committee
DATE: May 30, 2014

RE: ERP project, SunGard contract

ACTION REQUIRED: Approve the Enterprise Resource Planning project contract with SunGard in an amount not to exceed $1,398,290.00.

As we discussed earlier this spring, Douglas County has selected SunGard's ONESolution ERP (Enterprise Resource Planning) finance system. Along with Mike Mucha of GFOA we have negotiated a Statement of Work and Software License Agreement with SunGard. As you will see below, the costs are arranged with a separate contingency amount. If we need more assistance in the areas of report writing, work flow creation and training, the Steering Committee could authorize use of the contingency funds. The complete Statement of Work and Software License Agreement are available for your review.

The following staff members are assigned to the project.

Steering Committee: Paula Gilchrist, Treasurer; Jim Lawson, Information Technology Director; Sarah Plinsky, Asst. County Administrator and Jamie Shew, County Clerk.

Project Manager: Marni Penrod, Clerk's Office

Change Manager: Amy Barnes, Information Technology

Project Team: Laura Glass, Clerk's Office; Kim Hertach, Sheriff's Office; Julie Jacob, Clerk's Office; Stacy Kurtz, Treasurer's Office; Debra Sparkes, Administrative Services; Kari Wempe, Administrative Services; Ollie Wenger, Information Technology.

Douglas County's current finance system was launched in 1999. The need for a new financial system has been researched and discussed for many years. Our goal is to establish business processes supported by a robust ERP financial system.
As listed in our Statement of Work these are our **Project Criteria for Success**:

- Be able to accurately and quickly determine and report on critical financial information across the entire County including how much the county owes, how much it is owed, and how much it currently has (enhanced cash flow reporting).

- Use the opportunity the project presents to re-think and improve existing County business processes.
- Maintain an organized, thoughtful, and planned approach to the implementation project that best takes advantage of existing staff resources and allows the County the best chance for long term success.
- Access Payroll and Human Resources data from a seamless system that also integrates with the financial data base.
- Eliminate the dual entry of our current process.
- Improve employee's access to their own information.

Funds for the project are currently set aside and available in Equipment Reserve, fund 232. Second year maintenance costs are proposed in the 2015 budget for Information Technology.

Phase I, Finance	$ 353,980
Phase II, HR/Payroll	289,620
License fees	325,800
Third Party software	81,440
Travel	143,650
Sub-total	$1,194,490
Contingency	203,800
TOTAL	**$1,398,290**

Maintenance, Year 2	
ONESolution	$52,110
Third Party	11,240
	$63,350

ERP Project Milestones (ERP - Enterprise Resource Planning)

Task	Projected Date	
Phase 1 - Financials/General Ledger, Accounts Payable & Receivable, Budgeting, Grants & Contract Management		
Kick Off Meeting	June/July	meet & greet, onsite planning
Project Plan	June/July	create project plan, detail key deliverables and related tasks
System Design	June/July	**BPR**-Business Process Review
Analysis	August/Sept	configuration decisions
Installation	August/Sept	software install

Data Conversion	Sept/Oct	mapping, extraction from GEMS, data rolled, validation
System set up/configuration	Sept/Oct	all phase 1 applications and go-live workflow models built
Core user training	Nov/Dec	training on all processes
User acceptance testing	Jan/Feb	test all phase 1 functionality-verify conforms to requirements
End user trained	Jan/Feb	end users trained
GO LIVE	**March 2015**	**GO LIVE for Financials**
Post-Live support	January - February 2015	Sungard on site for support
Phase 2 - Human Resources and Payroll, Position budgeting, Employee Online, Personnel Actions		
System Design/Analysis	January-February 2015	BPR-Business Process Review and system configuration decisions
Data Conversion	March-May	mapping, extraction legacy data, data rolled & validated
System Set Up/Configuration	March-April	all phase 2 modules and go-live workflow models built
Core User Training	June-July	training on all processes
Parallel Testing	August-October	
User Acceptance Testing	November	test to verify system conforms to requirements
End User Training	November-December	end users trained
GO LIVE	**January 2016**	**GO LIVE for HR/Payroll**
Post-Live Support	January - March	Sungard on site for support

CUSTOMER NO. _____
CONTRACT NO. 00006787

SOFTWARE LICENSE AND SERVICES AGREEMENT

BETWEEN

SunGard Public Sector Inc.
a Florida corporation
with headquarters at:
1000 Business Center Drive
Lake Mary, FL 32746

("SunGard Public Sector" or "SunGard")

AND

Douglas County
a political subdivision of the State of Kansas
located at
1100 Massachusetts Street
Lawrence, KS 66044
(for purposes of this Agreement, "Customer" or "County")

By the signatures of their duly authorized representatives below, SunGard Public Sector and Customer, intending to be legally bound, agree to all of the provisions of this Agreement and all Exhibits, Supplements, Schedules, Appendices, and/or Addenda to this Agreement.

Douglas County, KS	**SunGard Public Sector Inc.**
BY: _____	BY: _____
PRINT NAME: _____	PRINT NAME AND TITLE: VP + CFO
PRINT TITLE: _____	
DATE SIGNED: _____	DATE SIGNED: May 20 2014

THIS AGREEMENT is made between SunGard Public Sector Inc. and Customer as of the Execution Date. The parties agree as follows:

1. Definitions.

"Baseline" means the general release version of a Component System as updated to the particular time in question through both SunGard Public Sector's warranty services and SunGard Public Sector's Maintenance Program, but without any other modification whatsoever.

"Component System" means any one of the computer software programs or modules which is identified in Exhibit 3 as a Component System, including all copies of Source Code, Object Code and all related specifications, documentation, technical information, and all corrections, modifications, additions, improvements and enhancements to and all Intellectual Property Rights for such Component System.

"Concurrent User" means any person using a given Component System at the same time excluding any person that would be using only the self-service Component Systems, running reports, or acting on workflow notifications.

"Confidential Information" means non-public information of a party to this Agreement. Confidential Information of SunGard Public Sector includes the Software, all software provided with the Software, and algorithms, methods, techniques and processes revealed by the Source Code of the Software and any software provided with the Software. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Discloser regularly discloses to third parties without restriction on disclosure; or (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation.

"Delivery Address" means the Customer shipping address set forth in Exhibit 3 as the Delivery Address.

"Delivery Date" means, for each Component System, the date on which SunGard Public Sector first ships the Component System to the Delivery Address F.O.B. SunGard Public Sector's place of shipment.

"Discloser" means the party providing its Confidential Information to the Recipient.

"Defect" means a material deviation between the Baseline Component System and its documentation, or a material deviation between the Baseline Component System and the Functional Requirements attached hereto as Exhibit 2, for which Defect Customer has given SunGard Public Sector enough information to enable SunGard Public Sector to replicate the deviation on a computer configuration that is both comparable to the Equipment and that is under SunGard Public Sector's control, or that Customer can demonstrate to SunGard Public Sector remotely.

"Execution Date" means the latest date shown on the signature page of this Agreement.

"Equipment" means a hardware and systems software configuration meeting the "Equipment" criteria set forth in Exhibit 3.

"Exhibit 1" means the Statement of Work attached to this Agreement which is marked as "Exhibit 1."

"Exhibit 2" means the Functional Requirements attached to this Agreement which is marked as "Exhibit 2."

"Exhibit 3" means the schedule attached to this Agreement which is marked as "Exhibit 3," including all Software Supplements;

"Exhibit 4" means the SunGard Public Sector Travel Expense Guidelines attached to this Agreement which is marked as "Exhibit 4."

"Exhibit 5" means the Third Party Software Supplement attached to this Agreement which is marked as "Exhibit 5."

"Exhibit 6" means the Software Maintenance Supplement attached to this Agreement which is marked as "Exhibit 6."

"Functional Requirements" means, with regard to the Software and implementation services, that document which is attached hereto as Exhibit 2 whose positive responses are incorporated under the definition of a "Defect" hereunder and are thereby covered as part of the Customer's Limited Software Warranty hereunder.

"Go-Live" means Customers first use of a Component System(s) in a production (and not testing) mode.

"Intellectual Property Rights" means all patents, patent rights, patent applications, copyrights, copyright registrations, trade secrets, trademarks and service marks and Confidential Information.

"Software" means the Component Systems and modules listed in Exhibit 3.

"Customer Employees" means: (i) Customer's officials, administrators, and employees with a need to know; and (ii) employees of any Affiliate Organization and third party consultants engaged by Customer in the course of conducting regular County business who have a need to know and(iii) other third party consultants engaged by Customer who have been pre-approved by SunGard Public Sector and who, prior to obtaining access to the Software, have executed a SunGard Public Sector-approved non-disclosure agreement;

"External User" means any individual or third party entity using the Software Components made available for use.

"Modification" means any changes to the Software Source Code, creations of Source Code, and/or creations of Object Code. ____

"Object Code" means computer programs assembled, compiled, or converted to magnetic or electronic binary form on software media, which are readable and usable by computer equipment.

"Recipient" means the party receiving Confidential Information of the Discloser.

"Software Supplement" means, with respect to a Component System, the addendum provided as part of Exhibit 3 that contains additional terms, conditions, limitations and/or other information pertaining to that Component System. If any terms of a Software Supplement conflicts with any other terms of this Agreement, the terms of the Software Supplement will control.

"Source Code" means computer programs written in higher-level programming languages, sometimes accompanied by English language comments and other programmer documentation.

"Affiliate Organization" means any organization using the County's Software to manage administrative functions solely for the benefit of the County and bound by contractual restrictions no less protective of SunGard Public Sector's confidentiality and intellectual property than those herein, such as but not limited to financial functions, HR/payroll functions, or benefit administration.

"Customer" or "County" means Douglas County, KS.

2. Right to Grant License and Ownership. SunGard Public Sector has the right to grant Customer this license to use the Software. Except as otherwise indicated in a Software Supplement, SunGard Public Sector owns the Software.

3. License. Subject to the terms and conditions of this Agreement, SunGard Public Sector grants Customer a perpetual, non-exclusive, non-transferable license to use and copy for use the Software on the Equipment within the United States of America for Customer's own, non-commercial computing operations. Any rights not expressly granted in this Agreement are expressly reserved.

a) Software Code. Customer has right to use the Software in Object Code form. Customer also has the right to use the Software in Object Code form on another SunGard Public Sector-supported configuration, for disaster recovery, testing, or back-up of Customer's computer operations.

b) Documentation. Except as otherwise provided for in the applicable Software Supplement, Customer can make a reasonable number of copies of the documentation for each

Component System for its use in accordance with the terms of this Agreement.

c) Restrictions on Use of the Software. Customer is prohibited from causing or permitting the reverse engineering, disassembly or decompilation of the Software. Customer is prohibited from using the Software to provide service bureau data processing services or to otherwise provide data processing services to third parties. Customer will not allow the Software to be used by, or disclose all or any part of the Software to, any person except Customer Employees. Without limiting the foregoing, Customer is permitted to allow use of the input and/or output sensory displays of or from the Software by third parties on a strict "need to know" basis, and such use will not be deemed a non-permitted disclosure of the Software. Customer will not allow the Software, in whole or in part, to be exported outside of the United States of America, in any manner or by any means, without in each instance obtaining SunGard Public Sector's prior written consent and, if required, a validated export license from the Office of Export Administration within the U.S. Department of Commerce and such other appropriate United States governmental authorities.

d) Intellectual Property Rights Notices. Customer is prohibited from removing or altering any of the Intellectual Property Rights notice(s) embedded in or that SunGard Public Sector otherwise provides with the Software. Customer must reproduce the unaltered Intellectual Property Rights notice(s) in any full or partial copies that Customer makes of the Software.

4. Professional Services.

a) Generally. SunGard Public Sector will provide Customer with the professional services identified in Exhibit 3, for the fees provided in Exhibit 3.

b) Additional Services. SunGard Public Sector can also provide Customer with additional professional services sold under amendment(s) to this Agreement which are executed by both parties, at SunGard Public Sector's then-current rates, or at such other rates as are agreed to by the parties in an amendment to this Agreement. The parties agree that for a period expiring twenty-four (24) months from the Execution Date, rates for additional professional services shall be for fixed milestone based payments based on rates as depicted below. Thereafter, rates for additional professional services shall be at SunGard Public Sector's then-current rates, or at such other rates as are agreed to by the parties

Prof Svc-Auditing	$160/hr
Prof Svc-Configuration Mapping	$160/hr
Prof Svc-Consulting Services	$225/hr
Prof Svc-Conversion	$200/hr
Prof Svc-Custom Development	$200/hr
Prof Svc-Installation	$175/hr
Prof Svc-Project Management	$200/hr
Prof Svc-Report Development	$200/hr
Prof Svc-Training	$160/hr
Prof Svc-Workflow Development	$200/hr
Prof Svc-Forms Development	$200/hr

c) Workmanlike Skills. SunGard Public Sector will render all services under this Agreement in a professional and workmanlike manner. SunGard Public Sector will promptly replace any SunGard Public Sector personnel that are rendering services on-site at a Customer facility if Customer reasonably considers the personnel to be unacceptable and provides SunGard Public Sector with notice to that effect, provided that such replacement does not violate any law or governmental regulation applicable to such personnel replacement.

d) Professional Services Warranty. SunGard Public Sector warrants to the County that it will render all services under this Agreement in a professional and workmanlike manner, with care, skill and diligence, in accordance with the applicable professional standards currently recognized by such profession, and shall be responsible for the professional quality, technical accuracy, completeness and coordination of all reports, designs, drawings, plans, information, specifications, and/or other items and services furnished under this Agreement. The County must notify SunGard Public Sector within thirty (30) days from the completion of Services related to a deliverable of Services that were performed in violation of this warranty or within thirty (30) day from becoming aware of the deficiency in order for SunGard Public Sector to be liable to correct the deficiency. Once notified, the SunGard Public Sector shall, as promptly as reasonably practicable, re-perform the Services at issue at no additional fee to the Customer in an attempt to cure the deficiency. If SunGard Public Sector is unable to cure the deficiency then, if, despite its reasonable efforts, SunGard Public Sector is

unable to provide Customer with an avoidance procedure for or a correction of a defect in its services, Customer may elect to have SunGard Public Sector refund all implementation service fees for the applicable Component System and any Component System(s) impacted by the defective services and, subject to the limitations set forth in Section 18 of this Agreement, Customer may pursue its remedy at law to recover direct damages resulting from the breach of this limited warranty.

e) Key Personnel. For all SunGard personnel and roles identified in Exhibit 1 as Key Personnel, Customer shall have the right to interview, review resumes for, and approve all proposed individuals. Additionally, once a Key Personnel has been assigned to the Customer, other than for reasons outside the control of SunGard Public Sector and/or if Key Personnel are no longer employed by SunGard Public Sector, SunGard Public Sector may not remove or transfer a individual fulfilling a Key Personnel role without the Customer's approval.

f) Conditions On Providing Services. In each instance in which SunGard Public Sector is providing Customer with services, SunGard Public Sector and Customer will develop a statement of work that identifies each party's responsibilities for such services. The statement of work will describe in detail the tentative schedule and the scope of services that SunGard Public Sector will provide. Customer will establish the overall project direction, including assigning and managing the Customer's project personnel team. Customer must assign a project manager who will assume responsibility for management of the project. Customer must ensure that the Equipment is operational, accessible and supported at the times agreed to by the parties in the project plan. While SunGard Public Sector is providing such services, Customer must provide SunGard Public Sector with such facilities, equipment and support as defined in the applicable statement of work for SunGard Public Sector to perform its obligations, including when necessary remote access to the Equipment.

5. Delivery. Except as otherwise provided in Exhibit 3, SunGard Public Sector will deliver all Component Systems to Customer at the Delivery Address.

6. Payment and Taxes.

a) Payment.

i) License Fees. The total amount of License Fees owed for the Software is $325,800.00. Fees for the Software will be due to SunGard Public Sector as provided for in Exhibit 3.

ii) Professional Services Fees. The total amount of Professional Service Fees owed under this Agreement, excluding the contingency service(s) as described in Exhibit 1, is $643,594.00. Except as otherwise provided in Exhibit 3, fees for professional services will be invoiced on a monthly basis for all milestones completed and signed off by Customer in the previous month and will be due within thirty (30) days from the date of invoice.

iii) The total amount of Third Party Product license and Professional Service fees for Third Party Products is $81,440.00. Fees for Third Party Products will be due to SunGard Public Sector as provided for in Exhibit 3.

iv) Customer will reimburse SunGard Public Sector for actual travel and living expenses that SunGard Public Sector incurs in providing Customer with services under this Agreement up to the not-to-exceed amount listed in Exhibit 3. Such travel and living expenses will be governed by the SunGard Public Sector Travel Expense Guidelines attached hereto as Exhibit 4 and will be invoiced on a monthly basis in arrears and due within thirty (30) days from the date of invoice.

b) Taxes. Customer is responsible for paying all taxes (except for taxes based on SunGard Public Sector's net income or capital stock) relating to this Agreement, the Software, any services provided or payments made under this Agreement. Applicable tax amounts (if any) are NOT included in the fees set forth in this Agreement. If Customer is exempt from the payment of any such taxes, Customer must provide SunGard Public Sector with a valid tax exemption certificate; otherwise, absent proof of Customer's direct payment of such tax amounts to the applicable taxing authority, SunGard Public Sector will invoice Customer for and Customer will pay to SunGard Public Sector all such tax amounts.

c) SunGard Public Sector agrees to file applicable federal and state tax returns and pay all applicable taxes on its income and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. SunGard Public Sector shall indemnify, defend, and hold the Customer harmless from any liability that it may incur to the United States and any

other taxing authority as a consequence of SunGard Public Sector's failure to pay, when due, all such taxes and obligations. In case the Customer is audited for compliance regarding any withholding or other applicable taxes, SunGard Public Sector shall promptly furnish the auditing agency with proof of payment of taxes on all applicable earnings and any Personally Identifiable Information will be redacted by SunGard Public Sector.

d) Scheduled Resource Changes: For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) calendar days of the scheduled start date, Customer is responsible for any incurred expenses.

7. Limited Software Warranty, Disclaimer of Software Warranty and Election of Remedies.

a) Limited Software Warranty by SunGard Public Sector and Remedy For Breach. For each Component System, SunGard Public Sector warrants to Customer that, for a period of twenty-four (24) months after the Go-Live date, the Baseline Component System, as used by Customer on the Equipment for its own, non-commercial computing operations, will operate without Defects. For each Defect, SunGard Public Sector, as soon as reasonably practicable and at its own expense, will provide Customer with an avoidance procedure for or a correction of the Defect. If, despite its reasonable efforts, SunGard Public Sector is unable to provide Customer with an avoidance procedure for or a correction of a Defect, then, subject to the limitations set forth in Section 18 of this Agreement, Customer may pursue its remedy at law to recover direct damages resulting from the breach of this limited warranty. These remedies are exclusive and are in lieu of all other remedies, and SunGard Public Sector's sole obligations for breach of this limited warranty are contained in this Section 7(a).

b) Disclaimer of Warranty. The limited Software warranty in Section 7(a), and the Services Warranty in Section 4(d) are made to Customer exclusively and is in lieu of all other warranties. **SUNGARD PUBLIC SECTOR MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, SUNGARD PUBLIC SECTOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. SUNGARD PUBLIC SECTOR MAKES NO OTHER WARRANTIES THAT THE SOFTWARE, IN WHOLE OR IN PART, WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SOFTWARE OTHER THAN THE EQUIPMENT. CUSTOMER WAIVES ANY CLAIM THAT THE LIMITED WARRANTY SET FORTH IN SECTION 7(A) OR THE REMEDY FOR BREACH OF SUCH LIMITED WARRANTY FAILS OF ITS ESSENTIAL PURPOSE.**

c) Abrogation of Limited Software Warranty. The limited Software warranty in Section 7(a), and the Services Warranty in Section 4(d) will be null and void if: (i) anyone (including Customer) other than SunGard Public Sector performs any Modifications to the Baseline Component System; or (ii) Customer does not implement changes that SunGard Public Sector provides to correct or improve the Baseline Component System. If despite any modification of the Component System, SunGard Public Sector can replicate the reported problem in the Baseline Component System as if the problem were a Defect, then SunGard Public Sector will nonetheless provide Customer with an avoidance procedure for or a correction of that reported problem for use in the Baseline Component System as though the reported problem were a Defect.

d) **FAILURE OF ESSENTIAL PURPOSE. THE PARTIES HAVE AGREED THAT THE LIMITATIONS SPECIFIED IN SECTIONS 7 AND 18 WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY SPECIFIED IN THIS AGREEMENT IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE, AND REGARDLESS OF WHETHER CUSTOMER HAS ACCEPTED ANY SOFTWARE OR SERVICE UNDER THIS AGREEMENT.**

8. Confidential Information. Except as otherwise permitted under this Agreement, and required by law, the Recipient will not knowingly disclose to any third party, or make any use of the Discloser's Confidential Information. Recipient shall also appropriately safeguard any Confidential Information and shall not use or disclose any Confidential Information in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any rules promulgated thereunder. The Recipient will use at least the same standard of care to maintain the confidentiality of the Discloser's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information

of equal importance. Except in connection with the Software and any software provided with the Software, the non-disclosure and non-use obligations of this Agreement will remain in full force with respect to each item of Confidential Information for a period of ten (10) years after Recipient's receipt of that item. However, Customer's obligations to maintain both the Software and any software provided with the Software as confidential will survive in perpetuity.

9. **Indemnity by SunGard Public Sector.** SunGard Public Sector will defend, indemnify and hold Customer harmless from and against any loss, cost and expense that Customer incurs because of a claim that use of a Baseline Component System infringes any United States copyright of others. SunGard Public Sector's obligations under this indemnification are expressly conditioned on the following: (i) Customer must promptly notify SunGard Public Sector of any such claim; (ii) Customer must in writing grant SunGard Public Sector sole control of the defense of any such claim and of all negotiations for its settlement or compromise (if Customer chooses to represent its own interests in any such action, Customer may do so at its own expense, but such representation must not prejudice SunGard Public Sector's right to control the defense of the claim and negotiate its settlement or compromise); (iii) Customer must cooperate with SunGard Public Sector to facilitate the settlement or defense of the claim; (iv) the claim must not arise from modifications or (with the express exception of the other Component Systems and third party hardware and software specified by SunGard Public Sector in writing as necessary for use with the Software) from the use or combination of products provided by SunGard Public Sector with items provided by Customer or others. If any Component System is, or in SunGard Public Sector's opinion is likely to become, the subject of a United States copyright infringement claim, then SunGard Public Sector, at its sole option and expense and as soon as reasonably practicable, will either: (A) obtain for Customer the right to continue using the Component System under the terms of this Agreement; (B) replace the Component System with products that are substantially equivalent in function, or modify the Component System so that it becomes non-infringing and substantially equivalent in function; or (C) refund to Customer the portion of the license fee paid to SunGard Public Sector for the Component System(s) giving rise to the infringement claim, and any related Component System(s) that are rendered inoperable or materially impacted by the removal of the infringing Component System(s) less a charge for use by Customer based on straight line depreciation assuming a useful life of ten (10) years. **THE FOREGOING IS SUNGARD PUBLIC SECTOR'S EXCLUSIVE OBLIGATION WITH RESPECT TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.**

10. **General Indemnity.**
To the extent permitted by law, and to the extent provided for under this Agreement, for claims related to bodily injury, death and damage to real property and tangible personal property, as well as fines, assessments and penalties imposed by any authority, SunGard Public Sector shall indemnify and hold harmless the Customer, and its officials, administrators, employees, and agents from and against all direct damages and costs of any kind, including but not limited to reasonable attorney fees, arising out of or resulting from any negligent acts or omissions of SunGard Public Sector, regardless of whether such claims are caused in part by any party indemnified hereunder, but not to the extent that the Customer is legally liable for such damages and costs.

11. **Insurance.** SunGard Public Sector shall, at its own costs, continuously maintain for the duration of this Agreement the minimum insurance coverages listed below, with forms and insurers acceptable to Customer.
a) Professional Liability/Errors and Omissions of $1,000,000.
b) Workers' Compensation with limits of $500,000.
c) General liability, including contractual liability, of $1,000,000 per each occurrence plus an additional amount adequate to pay related attorney's fees and defense cost. Coverage shall include bodily injury, property damage, personal injury, and contractual liability.
d) Comprehensive Automobile Liability with minimum limits for bodily injury and property damage coverage of $1,000,000 per each occurrence plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of SunGard Public Sector's owned, hired or non-owned vehicles assigned to or used in performance of this Agreement.
e) The required general liability and comprehensive automobile liability policies shall include Customer and its officers and employees as additional insureds and be evidenced on the certificate of insurance.
f) As evidence of the insurance coverages required by this Agreement, before beginning work under this Agreement, SunGard Public

Sector shall furnish certificates of insurance certifying that at least the minimum coverages required here are in effect and specifying the liability coverages.

12. Term and Termination.

a) Right of Termination. A party has the right to terminate this Agreement if the other party breaches a material provision of this Agreement. Either party has the right to terminate this Agreement at any time while an event or condition giving rise to the right of termination exists. SunGard Public Sector agrees not to terminate this Agreement and the licenses granted herein except in the event of Customer's adjudicated material breach other than non-payment (except for non-payment of license fees). To terminate this Agreement, the party seeking termination must give the other party notice that describes the event or condition of termination in reasonable detail. From the date of its receipt of that notice, the other party will have thirty (30) days to cure the breach to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not cured within that period, this Agreement will automatically be deemed terminated at the end of that period. However, notice to SunGard Public Sector of a suspected Defect will not constitute a notice of termination of this Agreement.

b) Termination for Convenience Customer will additionally have the right to terminate this Agreement for convenience, by providing SunGard with written notice of such termination for convenience at least thirty (30) days prior to the effective date of such termination for convenience. Provided As a strict condition of such right of termination for convenience, Customer must first remit to SunGard (regardless as to whether such amounts would otherwise then be due, based upon any Supplements and/or any amendments to this Agreement), payment in full of: (a) all license fee amounts for the Licensed Program(s), (b) all amounts for all third party products provided by SunGard under or pursuant to this Agreement, (c) all undisputed fees for services rendered by or on behalf of SunGard (including for services rendered by SunGard subcontractors and/or services rendered by third parties for which SunGard is facilitating the provision of services to Customer), and (d) all undisputed reimbursable expenses incurred by SunGard, SunGard's subcontractors, and all third parties for which SunGard is facilitating the provision of products or services to Customer."

c) Termination Due To Lack Of Funding Appropriation:
Customer believes that sufficient funds can be obtained to pay all amounts due SunGard Public Sector throughout the term of this Agreement.. Customer further agrees that said funds, once appropriated, will be maintained and expended for the expressed purpose of acquiring from SunGard Public Sector the licenses and services set forth herein.

In the event sufficient funds are not appropriated, not budgeted or not otherwise legally available, Customer shall notify SunGard Public Sector of such occurrence and SunGard Public Sector will respond with a proclamation that the Agreement, or the appropriate executory portions thereof, is terminated. In the event of Termination Due to Lack of Funding Appropriation, Customer shall be responsible to pay a) for any undisputed services delivered by SunGard Public Sector prior to the termination and b) for all software which has been delivered and accepted.

d) Maintenance Termination. For purposes of clarification and not limitation, Customer's right to not renew the Software Maintenance Supplement (Exhibit 6) under the provisions thereof does not constitute a termination of this Agreement. Customer's option to purchase of Maintenance and Improvements under Exhibit 6 – Maintenance Agreement is NOT necessary for the continuation of Customer's license.

e) Effect of Termination. Upon any termination of this Agreement under the provisions of Sections 12(a) or 12(b) or 12(c), Customer will promptly return to SunGard Public Sector or (at SunGard Public Sector's request) will destroy all copies of the Software, and will certify to SunGard Public Sector in writing, over the signature of a duly authorized representative of Customer, that it has done so.

f) Survival of Obligations. All obligations relating to non-use and non-disclosure of Confidential Information and indemnity will survive termination of this Agreement.

g) Termination Without Prejudice to Other Rights and Remedies. Termination of this Agreement will be without prejudice to the terminating party's other rights and remedies pursuant to this Agreement.

13. **Notices.** All notices and other communications required or permitted under this Agreement must be in writing and will be deemed given when: Delivered personally; sent by United States registered or certified mail, return receipt requested; transmitted by facsimile confirmed by United States first class mail; or sent by overnight courier (USPS, Fedex, Airborne, etc.). Notices may also be sent via email provided that such email is followed up with one of the other permitted communications methods that are mentioned above. Notices must be sent to a party at its address shown on the first page of this Agreement, or to such other place as the party may subsequently designate for its receipt of notices.

14. **Force Majeure.** Neither party will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control, including Acts of God, acts of war, accident, and official, governmental and judicial action not the fault of the party failing or delaying in performance.

15. **Assignment.** Neither party may assign any of its rights or obligations under this Agreement, and any attempt at such assignment will be void without the prior written consent of the other party. For purposes of this Agreement, "assignment" will include use of the Software for benefit of any third party to a merger, acquisition and/or other consolidation by, with or of Customer, including any new or surviving entity that results from such merger, acquisition and/or other consolidation but not including an authorized use of the Software by any of the County's Affiliates. However, the following will not be considered "assignments" for purposes of this Agreement: SunGard Public Sector's assignment of this Agreement or of any SunGard Public Sector rights under this Agreement to SunGard Public Sector's successor by merger or consolidation or to any person or entity that acquires all or substantially all of its capital stock or assets; and SunGard Public Sector's assignment of this Agreement to any person or entity to which SunGard Public Sector transfers any of its rights in the Software.

16. **No Waiver**. A party's failure to enforce its rights with respect to any single or continuing breach of this Agreement will not act as a waiver of the right of that party to later enforce any such rights or to enforce any other or any subsequent breach.

17. **Choice of Law; Forum Selection; Severability.** This Agreement shall be subject to, governed by and construed according to the laws of the State of Kansas, without reference to the choice of laws provisions thereof. If any provision of this Agreement is illegal or unenforceable, it will be deemed stricken from the Agreement and the remaining provisions of the Agreement will remain in full force and effect.

18. **LIMITATIONS OF LIABILITY.**

A) LIMITED LIABILITY OF SUNGARD PUBLIC SECTOR. SUNGARD PUBLIC SECTOR'S LIABILITY IN CONNECTION WITH THE SOFTWARE, ANY SERVICES, THIS LICENSE OR ANY OTHER MATTER RELATING TO THIS AGREEMENT WILL NOT EXCEED THE VALUE OF THIS AGREEMENT AS IDENTIFIED IN EXHIBIT 3 (OR, IF NO DISCRETE FEE IS IDENTIFIED IN EXHIBIT 3, THE FEE REASONABLY ASCRIBED BY SUNGARD PUBLIC SECTOR) FOR THE COMPONENT SYSTEM OR SERVICES GIVING RISE TO THE LIABILITY.

B) EXCLUSION OF DAMAGES. REGARDLESS WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE OR OTHERWISE, IN NO EVENT WILL SUNGARD PUBLIC SECTOR BE LIABLE TO CUSTOMER FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT SUNGARD PUBLIC SECTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

C) BASIS OF THE BARGAIN. CUSTOMER ACKNOWLEDGES THAT SUNGARD PUBLIC SECTOR HAS SET ITS FEES AND ENTERED INTO THIS AGREEMENT IN RELIANCE UPON THE LIMITATIONS OF LIABILITY AND THE DISCLAIMERS OF WARRANTIES AND DAMAGES SET FORTH IN THIS AGREEMENT, AND THAT THE SAME FORM AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES.

19. **Disclaimer of Liability**
Douglas County shall not hold harmless or indemnify SunGard Public Sector or any

vendor/contractor beyond that liability under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).

20. Anti-Discrimination Clause:
SunGard Public Sector agrees:
(a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities;
(b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer";
(c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116;
(d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor;
(e) that a failure to comply with the reporting requirements of (c) above or if the SunGard Public Sector is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by Customer;
(f) if it is determined that the SunGard Public Sector has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by Customer

21. Arbitration
Notwithstanding any language to the contrary, no interpretation shall be allowed to find Customer has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. . Further, Customer does not agree to pay late payment charges beyond those available under K.S.A. 16-201.

22. Representative's Authority to Contract.
By signing this Agreement, the representative of the SunGard Public Sector hereby represents that such person is duly authorized by SunGard Public Sector to execute this contract on behalf of SunGard Public Sector and that SunGard Public Sector agrees to be bound by the provisions thereof.

23. Entire Agreement.
This Agreement contains the entire understanding of the parties with respect to its subject matter, and supersedes and extinguishes all prior oral and written communications between the parties about its subject matter. Any purchase order or similar document which may be issued by Customer in connection with this Agreement does not modify this Agreement. No modification of this Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Agreement.

Statement Of Work

See the "Statement of Work – ONESolution Implementation Prepared for County of Douglas – May 12, 2014" document which is attached hereto and incorporated herein by reference.

Functional Requirements

NOTE: This Exhibit 2 is solely intended to give a description of the Functional Requirements provided in the Software as delivered and warranted by SunGard Public Sector and which are included in the scope of the implementation effort for the project. Notwithstanding anything to the contrary, for those items with qualifying comments, functionality and features are only warranted to the extent qualified by such comments.

See the "Douglas County, KS Functional Requirements HSB 1.14" document which is attached hereto and incorporated herein by reference.

EXHIBIT 3

Customer: **Douglas County, KS**

Delivery Address: 1100 Massachusetts Street
Lawrence, KS 66044

SOFTWARE: See Exhibit 3 - Schedule A

Software Notes:

1. The license provided hereunder for each Component Systems is limited to use for up to sixty (60) Concurrent Users.
2. Any Interfaces identified in Exhibit 3 - Schedule A are interfaces only. Customer shall be responsible for obtaining the applicable software, hardware and system software from the appropriate third party vendor.

SERVICES: See Exhibit 1 – Statement of Work

Services Notes:

3. Pricing for this project is on a fixed fee basis for the scope of work identified in Exhibit 1. Travel and living expenses are additional and are not included in the amounts provided herein. Travel and Living expenses will be billed monthly as SunGard Public Sector renders the services for an amount not-to-exceed $143,650.00 unless mutually agreed. Such travel and living expenses for reasonable lodging, travel, and per diem meal expenses shall be in accordance with Section 6(a)(iv) of this Agreement.

THIRD PARTY PRODUCTS: See Exhibit 3 - Schedule A

APPLICABLE TAXES ARE NOT INCLUDED IN THIS EXHIBIT 3, AND, IF APPLICABLE, WILL BE ADDED TO THE AMOUNT IN THE PAYMENT INVOICE(S) BEING SENT SEPARATELY TO THE CUSTOMER.

The amounts noted above shall be payable as follows:

License Fee: 50% due upon the Execution Date and 50% due ninety (90) days following Execution Date.

Professional Services Fees (includes Installation, Project Management, Training, Configuration mapping, Consulting, Report Development, Workflow Development, and Auditing): Due as provided in Exhibit 1 – Statement of Work

Conversion Fees: Due as provided in Exhibit 1 – Statement of Work

Custom Development Fees: Due as provided in Exhibit 1 – Statement of Work
Third Party Products Software License Fees: 50% due upon the Execution Date and 50% due ninety (90) days following Execution Date.

Third Party Products Services Fee: Due as provided in Exhibit 1 – Statement of Work

Third Party Products Initial Annual Maintenance: The initial annual maintenance fee is included in the License fee. The Annual Maintenance Fee amount shown in Exhibit 3 - Schedule A is for the second year of Third Party Product annual maintenance and is due prior to commencement of the second annual term. Annual Maintenance Fees for subsequent terms are subject to change and will be invoiced by and paid directly in advance to SunGard Public Sector.

EQUIPMENT: Host(s) or client server configuration(s) and/or combinations of host(s) and client server configuration(s) within the United States of America for which SunGard Public Sector supports the Software. Customer acknowledges that certain Component Systems of the Software may require specific host or client configurations. Customer, as soon as reasonably practicable, will provide a detailed written description of the Equipment so that SunGard Public Sector can confirm that it is a configuration on which SunGard Public Sector supports use of the Software.

NOTICE: To use any of the Software, Customer must also obtain, install on the Equipment and maintain SunGard Public Sector-supported versions of certain software products and software/hardware peripherals. By this notice, SunGard Public Sector is advising Customer that Customer should consult with its SunGard Public Sector Professional Services representative to obtain a written listing of such necessary software products and software/hardware peripherals.

Component Systems - modules

Qty	Product Code	Product Name	License Fee	Initial Annual Maintenance
1	OS-FIN-AP_OS-FIN-BK	ONESolution Accounts Payable w/ Bank Reconciliation	$19,200.00	$3,070
1	OS-FIN-ELF	ONESolution Easy Laser Forms	$6,100.00	$980
1	OS-FIN-CDD	ONESolution Click, Drag, and Drill	$6,600.00	$1,060
1	OS-FIN-GL	ONESolution General Ledger	$46,500.00	$7,440
1	OS-FIN-BD	ONESolution Budgeting w/ Budget Item Detail	$6,700.00	$1,070
1	OS-FIN-DO	ONESolution Documents Online	$20,400.00	$3,260
1	OS-CRCPT	ONESolution Cash Receipts	$15,200.00	$2,430
1	OS-FIN-EO	ONESolution Employee Online	$16,400.00	$2,620
1	OS-FIN-GM	ONESolution Grants Management	$16,400.00	$2,620
1	OS-FIN-PA	ONESolution Project Allocation	$10,500.00	$1,680
1	OS-FIN-PO	ONESolution Purchasing	$23,300.00	$3,730
1	OS-FIN-PAF	ONESolution Personnel Action Forms	$15,000.00	$2,400
1	OS-DESKTOP	ONESolution Desktop	$0.00	$0
1	OS-OSEC	ONESolution SPSONE Security	$0.00	$0
1	OS-FIN-PB	ONESolution Position Budgeting	$6,700.00	$1,070
1	OS-FIN-PY	ONESolution Payroll	$35,500.00	$5,680
1	OS-FIN-HR	ONESolution Human Resources	$32,100.00	$5,140
1	OS-FIN-FA	ONESolution Fixed Assets	$16,400.00	$2,620
1	OS-FIN-CM	ONESolution Contract Management	$16,400.00	$2,620
1	OS-FIN-AR	ONESolution Accounts Receivable	$16,400.00	$2,620
1	OS-FIN-JL	ONESolution Job/Project Ledger	$0.00	$0
1	OS-FIN-WORKFLOW	ONESolution Workflow	$0.00	$0
		Total:	$325,800.00	$52,110.00

Third Party Products

Qty	Product Code	Product Name	Type	Net Price
1	OS-FCORENW	ONESolution Financials Core-New	License Fee	$8,650.00
4	COGNOS-C5	Cognos BI: Café (Analysis For Excel) Author Bundle	License Fee	$12,760.00
2	COGNOS-AB5	Cognos BI: Adv Business Author Bundle	License Fee	$12,360.00
1	BICORE	Cognos BI: Base Bundle	License Fee	$17,100.00
1	COGNOS-A	Cognos BI: Administrator	License Fee	$11,990.00
1	OS-GCORENW	ONESolution Global Core-New	License Fee	$2,980.00
4	COGNOS-C5	Cognos BI: Café (Analysis For Excel) Author Bundle	Annual Maintenance Fee	$2,400.00
2	COGNOS-AB5	Cognos BI: Adv Business Author Bundle	Annual Maintenance Fee	$2,320.00
1	BICORE	Cognos BI: Base Bundle	Annual Maintenance Fee	$2,740.00
1	COGNOS-A	Cognos BI: Administrator	Annual Maintenance Fee	$1,920.00
1	OS-GCORENW	ONESolution Global Core-New	Annual Maintenance Fee	$480.00
1	OS-FCORENW	ONESolution Financials Core-New	Annual Maintenance Fee	$1,380.00
1	BICORE	Cognos BI: Base Bundle	Prof Svc-Installation	$1,400.00
1	BICORE	Cognos BI: Base Bundle	Prof Svc-Project Management	$640.00
1	COGNOS-TRAIN-ADMIN	Cognos BI: Administrator ONLY Online Training Package	Prof Svc-Training	$960.00
1	COGNOS-TRAIN-MAX	Cognos BI: Onsite Training Package Bundle (MAX)	Prof Svc-Training	$12,600.00
			Total (excludes maintenance):	$81,440.00

Product Notes
OS-CRCPT: If over the counter credit cards are to be processed, a subscription to SunGard Transaction Manager (KT) is required.
OS-FIN-PAF: The Personnel Actions application utilizes the Quick Pay Assignment screen (HRPYQP) for all applicable updates to position information.
OS-FIN-ONB-12.X: Includes discovery, consultation, installation, set-up, and configuration to 2 accounts Production and Test.
BICORE: Includes 1 BI Administrator, 1 Anonymous BI Enhanced Consumer, and Framework Manager.
COGNOS-TRAIN-MAX: Cognos student fee for training material is included in base price. License Role — Training Title — Delivery — Duration BI Professional/BI Advanced Business Author IBM Cognos BI Overview (including Cognos Connection)/IBM Cognos BI Business Insight — Onsite — 1 day IBM Cognos BI Business Insight Advanced — Onsite — 2 days IBM Cognos BI Report Studio Essentials — Onsite — 2 days BI Enhanced Consumer IBM Cognos BI Overview (including Cognos Connection)/IBM Cognos BI Business Insight — Onsite — 1 day (Max of 12 students)
COGNOS-TRAIN-ADMIN: Additional BI Administrator. Cognos student fee for training material is included in base price. License Role — Training Title — Delivery — Duration BI Administrator IBM Cognos BI Administration — Online — 2 days
COGNOS-C5: Recommended required online training: clients can purchase the e-learning course at the following link: http://www.learnquest.com/course-detail.aspx?cnum=P8125&s201507=I

Summary of Fees

Description	Type	Totals
License Fees	License Fees	$325,800.00
Maintenance	Maintenance – Year 2	$52,110.00
Professional Services (excluding contingency)	Various – Per Exhibit 1 - SOW	$643,594.00
Professional Services – Contingency	Contingencies – Per Exhibit 1 – SOW	$203,800.00
Third Party	Software	$65,840.00
Third Party	Maintenance	$11,240.00
Third Party	Services	$15,600.00

Total Amount (Excludes Maintenance and Contingency Services)
$1,050,834.00

EXHIBIT 4

SUNGARD PUBLIC SECTOR TRAVEL EXPENSE GUIDELINES

SunGard Public Sector will adhere to the following guidelines when incurring travel expenses:

All arrangements for travel are to be made through the SunGard Corporate Travel Agent unless other arrangements have been made with the Customer and are documented in writing.

AIR TRAVEL – SunGard Public Sector will use the least expensive class of service available with a minimum of seven (7) day, maximum of thirty (30) day, advance purchase. Upon request, SunGard Public Sector shall provide the travel itinerary as the receipt for reimbursement of the air fare and any fees. Fees not listed on the itinerary will require a receipt for reimbursement.

Trips fewer than 250 miles round are considered local. Unless a flight has been otherwise approved by the Customer, Customer will reimburse the current IRS approved mileage rate for all local trips.

LODGING –Reasonable lodging accommodations are reimbursable, up to $125 per night. If, depending on the city, reasonable accommodations cannot be secured for $125 per night, Customer's prior approval will be required. Upon request by Customer, the hotel receipt received upon departure will be submitted for reimbursement. All food items, movies, and phone/internet charges are not reimbursable.

RENTAL CAR – Compact or Intermediate cars will be required unless there are three or more SunGard Public Sector employees sharing the car in which case the use of a full size car is authorized. Gas is reimbursable however pre-paid gas purchases will not be authorized and all rental cars are to be returned with a full tank of gas. Upon request, receipts for car rental and gas purchases will be submitted to Customer. SunGard Public Sector shall decline all rental car insurance offered by the car rental agency as staff members will be covered under the SunGard Public Sector auto insurance policy. Fines for traffic violations are not reimbursable expenses.

OTHER TRANSPORTATION – SunGard Public Sector staff members are expected to use the most economical means for traveling to and from the airport (Airport bus, hotel shuttle service). Airport taxi or mileage for the employee's personal vehicle (per IRS mileage guidelines) are reimbursable if necessary. Upon request, receipt(s) for the taxi will be submitted to Customer. Proof of mileage may be required and may be documented by a readily available electronic mapping service. The mileage rate will be the then-current IRS mileage guideline rate (subject to change with any change in IRS guidelines).

OTHER BUSINESS EXPENSES – Parking at the airport is reimbursable. Tolls to and from the airport and while traveling at the client site are reimbursable. Tipping on cab fare exceeding 15% is not reimbursable. Porter tips are reimbursable, not exceeding $1.00 per bag. Laundry is reimbursable for hotel stays longer than four days while at the client site. With the exception of tips, receipts shall be provided to Customer upon request for all of the aforementioned items.

MEALS

$52.00 per day Standard Per Diem
- $10.40 – Breakfast
- $13.00 – Lunch
- $28.60 – Dinner

EXHIBIT 5 THIRD PARTY SOFTWARE SUPPLEMENT

1.1 Grant of Third Party Licenses. Where applicable, SunGard Public Sector grants to Customer a personal, non-transferable, non-exclusive, limited-scope sublicense to use, in accordance with the license, use and confidentiality restrictions and other provisions of this Agreement, the third party software set forth on Exhibit 3 ("Third Party Software Products") subject to the following additional conditions: (i) the Third Party Product shall be used only in conjunction with any permissible use of the Component System software specifically authorized hereunder, and (ii) the Third Party Products shall be used only in accordance with the Third Party Products documentation.

1.2. Third Party Products. During the term of this Agreement, SunGard shall use reasonable efforts to provide Customer the benefit of all indemnities and warranties granted to SunGard Public Sector by the licensor(s) of the Third Party Products, to the extent possible without additional cost to SunGard Public Sector, as and if permitted by SunGard Public Sector's agreement with the licensor of the Third Party Products, and to the extent such warranties and indemnities pertain to Customer's use of the Third Party Products hereunder. In the event of any defect in any Third Party Products supplied by SunGard Public Sector, SunGard Public Sector will use commercially reasonable efforts to replace or correct the Third Party Products without charge to the Customer, unless it has been damaged or corrupted after supply by SunGard Public Sector (including, but not limited to, damage caused by incorrect use, incorrect voltage or attempts to modify the Software or Third Party Products). If such damage or corruption has occurred after supply by SunGard Public Sector, SunGard Public Sector reserves the right to refuse to replace or correct the Third Party Products or to impose charges for so doing. Provided that SunGard Public Sector complies with this provision, it shall face no further liability with respect to any defect in any Third Party Products.

Customer desires that SunGard Public Sector provide Maintenance and Enhancements for and new releases of the Baseline Software identified in Appendix 1 on the terms and conditions contained in this Software Maintenance Supplement (the Maintenance Supplement), and for the Custom Modifications identified in Appendix 1 on the terms and conditions of this Maintenance Supplement. Accordingly, the parties agree as follows:

1. Additional Definitions.

"Commencement Date" means the date specified in Appendix 1 as the "Commencement Date."

"Contract Year" means, with respect to each Baseline Component System and Custom Modification, each one (1) year period beginning on the Commencement Date or the anniversary thereof, and ending one (1) year thereafter.

"Custom Modification" means a change that SunGard Public Sector has made at Customer's request to any Component System in accordance with a SunGard Public Sector-generated specification, but without any other changes whatsoever by any person or entity. Each Custom Modification for which SunGard Public Sector will provide Customer with Improvements is identified in Appendix 1.

"Defect" has the meaning ascribed to that term in the License and Services Agreement to which this Maintenance Supplement is a part of, and further, with regard to each Custom Modification, means a material deviation between the Custom Modification and the SunGard Public Sector-generated specification and documentation for such Custom Modification, and for which Defect Customer has given SunGard Public Sector enough information to enable SunGard Public Sector to replicate the deviation on a computer configuration that is both comparable to the Equipment and that is under SunGard Public Sector's control.

"Enhancements" means general release (as opposed to custom) changes to a Baseline Component System or Custom Modification which increase the functionality of the Baseline Component System or Custom Modification in question.

"Improvements" means, collectively, Maintenance, Enhancements and New Releases provided under this Maintenance Supplement.

"Maintenance" means using reasonable efforts to provide Customer with avoidance procedures for or corrections of Defects. The hours during which Maintenance will be provided for each Component System, the targeted response times for certain defined categories of Maintenance calls for each Component System and Custom Modification, and other details and procedures (collectively, the "Maintenance Standards") relating to the provision of Maintenance for each Component System and Custom Modification are described in attached Appendix 2.

"New Releases" means new editions of a Baseline Component System or Custom Modification, as applicable.

"Notification" means a communication to SunGard Public Sector's help desk by means of: (i) SunGard Public Sector's web helpline; (ii) the placement of a telephone call; or (iii) the sending of an e-mail, in each case, in accordance with SunGard Public Sector's then-current policies and procedures for submitting such communications.

2. Services.

a) Types of Services. During the term of this Maintenance Supplement, SunGard Public Sector will provide Customer with Maintenance for, Enhancements of, and New Releases of each Baseline Component System and each Custom Modification identified in Appendix 1.

b) Limitations. All Improvements will be part of the applicable Baseline Component System/Custom Modification, and will be subject to all of the terms and conditions of the License and Services Agreement Supplement to which this Maintenance Supplement is a part of, and this Maintenance Supplement. SunGard Public Sector's obligation to provide Customer with Improvements for Baseline Component Systems owned by parties other than SunGard Public Sector is limited to providing Customer with the Improvements that the applicable third party owner provides to SunGard Public Sector for that Baseline Component System. Customer must provide SunGard Public Sector with such facilities, equipment and support as are reasonably necessary for SunGard Public Sector

to perform its obligations under this Maintenance Supplement, including remote access to the Equipment.

3. Payment and Taxes.

a) Maintenance Fees. For the initial Contract Year, Improvements are provided at no charge. If Customer elects to receive maintenance for the second Contract Year then Customer will pay SunGard Public Sector the amounts provided for in Appendix 1 as the "Payment Amount" for the second Contract Year. For each Contract Year subsequent to the second Contract Year, SunGard Public Sector reserves the right to increase the Improvements fees with such increases limited to up to three percent (3%) annually through the fifth Contract Year, and up to five percent (5%) per year thereafter. Fees for Improvements for a Baseline Component System/Custom Modification are due on the first day of the first month of the Contract Year for that Baseline Component System/Custom Modification.

b) Additional Costs. Customer will also reimburse SunGard Public Sector for actual travel and living expenses that SunGard Public Sector incurs in providing Customer with Improvements delivered on-site at Customer's request under this Agreement, with reimbursement to be on an as-incurred basis. Such travel and living expenses will be governed by governed by the SunGard Public Sector Travel and Expense Reimbursement Policy and will be invoiced on a monthly basis in arrears and due within thirty (30) days from the date of invoice. Customer will also reimburse SunGard Public Sector for all pre-approved charges incurred in connection with accessing Equipment.

c) Taxes. Customer is responsible for paying all taxes (except for taxes based on SunGard Public Sector's net income or capital stock) relating to this Maintenance Supplement, the Improvements, any services provided or payments made under this Maintenance Supplement. Applicable tax amounts (if any) are NOT included in the fees set forth in this Maintenance Supplement. If Customer is exempt from the payment of any such taxes, Customer must provide SunGard Public Sector with a valid tax exemption certificate; otherwise, absent proof of Customer's direct payment of such tax amounts to the applicable taxing authority, SunGard Public Sector will invoice Customer for and Customer will pay to SunGard Public Sector all such tax amounts.

4. Term. This Maintenance Supplement will remain in full force and effect throughout the initial Contract Year. After the initial Contract Year, this Maintenance Supplement will renew for an additional Contract Year unless, at least one (1) month prior to the expiration of the initial Contract Year, Customer notifies SunGard Public Sector in writing of Customer's intent not to renew the Maintenance Supplement for the second Contract Year. After the second Contract Year, this Maintenance Supplement will automatically be extended for consecutive Contract Years on a year-to-year basis unless either party notifies the other party in writing of its intent not to extend this Maintenance Supplement for any particular Baseline Component System/Custom Modification at least one (1) month prior to the expiration of the then-current Contract Year.

Upon termination of the Maintenance Supplement with respect to a Component System provided under the Agreement, notwithstanding anything contrary in the Agreement, Customer may continue using the Component System for the reminder of the term of the Agreement; however, (i) SunGard Public Sector will discontinue providing all on-going Maintenance services and Improvements, including SunGard Public Sector's obligations under this Maintenance Supplement, (ii) any SunGard Public Sector warranties under the Agreement and this Maintenance Supplement with respect to the Component System for which Maintenance services are terminated shall cease to apply for the period following termination, and (iii) SunGard Public Sector shall have no liability with respect to Customer's use of the Component System for which Maintenance services are terminated after termination of the Maintenance Supplement Term.

5. Disclaimer of Warranties. Customer agrees and understands that **SUNGARD PUBLIC SECTOR MAKES NO WARRANTIES WHATSOEVER, EXPRESSED OR IMPLIED, WITH REGARD TO ANY IMPROVEMENTS AND/OR ANY OTHER MATTER RELATING TO THIS MAINTENANCE SUPPLEMENT, AND THAT SUNGARD PUBLIC SECTOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FURTHER, SUNGARD PUBLIC SECTOR EXPRESSLY DOES NOT WARRANT THAT A COMPONENT SYSTEM, ANY CUSTOM MODIFICATION OR ANY IMPROVEMENTS WILL BE USABLE BY CUSTOMER IF THE COMPONENT**

SYSTEM OR CUSTOM MODIFICATION HAS BEEN MODIFIED BY ANYONE OTHER THAN SUNGARD PUBLIC SECTOR, OR WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SOFTWARE OTHER THAN THE EQUIPMENT.

6. Termination. A party has the right to terminate this Maintenance Supplement if the other party breaches a material provision of this Maintenance Supplement. Either party has the right to terminate this Maintenance Supplement at any time while an event or condition giving rise to the right of termination exists. To terminate this Maintenance Supplement, the party seeking termination must give the other party notice that describes the event or condition of termination in reasonable detail. From the date of its receipt of that notice, the other party will have thirty (30) days to cure the breach to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not cured within that period, then the party seeking to terminate this Maintenance Supplement can effect such termination by providing the other party with a termination notice that specifies the effective date of such termination. Termination of this Maintenance Supplement will be without prejudice to the terminating party's other rights and remedies pursuant to this Maintenance Supplement.

7. LIMITATIONS OF LIABILITY.

a) LIMITED LIABILITY OF SUNGARD PUBLIC SECTOR. SUNGARD PUBLIC SECTOR'S LIABILITY IN CONNECTION WITH THE IMPROVEMENTS OR ANY OTHER MATTER RELATING TO THIS MAINTENANCE SUPPLEMENT WILL NOT EXCEED THE FEES THAT CUSTOMER ACTUALLY PAID TO SUNGARD PUBLIC SECTOR FOR THE IMPROVEMENTS FOR THE CURRENT YEAR AND PREVIOUS TWO (2) YEARS THAT SUCH LIABILITY ARISES. IN THE EVENT THE LIABILITY ARISES IN THE FIRST 3 YEARS OF THE AGREEMENT, THE LIABILTIY WILL NOT EXCEED TWO (2) TIMES THE FEES FOR THE CURRENT YEAR.

b) EXCLUSION OF DAMAGES. REGARDLESS OF WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE OR OTHERWISE, IN NO EVENT WILL SUNGARD PUBLIC SECTOR BE LIABLE TO CUSTOMER FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT SUNGARD PUBLIC SECTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

c) BASIS OF THE BARGAIN. CUSTOMER ACKNOWLEDGES THAT SUNGARD PUBLIC SECTOR HAS SET ITS FEES AND ENTERED INTO THIS MAINTENANCE SUPPLEMENT IN RELIANCE UPON THE LIMITATIONS OF LIABILITY AND THE DISCLAIMERS OF WARRANTIES AND DAMAGES SET FORTH IN THIS MAINTENANCE SUPPLEMENT, AND THAT THE SAME FORM AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES.

Appendix 1
TO THE SOFTWARE MAINTENANCE SUPPLEMENT

CUSTOMER: **Douglas County, KS**

COMMENCEMENT DATE: **The Execution Date of this Agreement**

CONTRACT YEAR: The initial Contract Year begins on the Commencement Date and ends one year thereafter. Each subsequent Contract Year begins on the anniversary of the Commencement Date.

Improvements for the initial Contract Year are provided at no charge. The Initial Annual Maintenance amount in the table below represents the Improvements fee for the second Contract Year, and is payable only if Customer elects to extend the term of the Agreement through the second Contract Year, as provided for in Section 4, Term.

SOFTWARE: See Exhibit 3 - Schedule A

Improvements fees are due thirty (30) days prior to the commencement of the Contract Year for which such fees are being remitted. Improvement fees for any Contract Year subsequent to the second Contract Year are subject to change and will be specified by SunGard Public Sector in an annual invoice.

APPLICABLE TAXES ARE NOT INCLUDED IN THIS APPENDIX 1, AND, IF APPLICABLE, WILL BE ADDED TO THE AMOUNT IN THE PAYMENT INVOICE(S) BEING SENT SEPARATELY TO THE CUSTOMER.

Appendix 2
TO THE SOFTWARE MAINTENANCE SUPPLEMENT

Maintenance Standards

I. **Hours During Which SunGard Public Sector's Telephone Support Will be Available to Customer in Connection with the Provision of Maintenance:** Unless otherwise noted in Exhibit 3, support hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. Customer's Local Time within the continental United States, excluding holidays ("5x9").

II. **Targeted Response Times.** With respect to SunGard Public Sector's Maintenance obligations, SunGard Public Sector will use diligent, commercially reasonable efforts to respond to Notifications from Customer relating to the Baseline Component Systems/Custom Modifications identified in Appendix 1 of this Agreement in accordance with the following guidelines with the time period to be measured beginning with the first applicable SunGard Public Sector "Telephone Support" hour occurring after SunGard Public Sector's receipt of the Notification:

Priority	Description	Response Goal*	Resolution Goal*
Urgent 1	A support issue shall be considered **Urgent** when it produces a Total System Failure; meaning SunGard Public Sector's Component Systems are not performing a process that has caused a complete work stoppage.	SunGard Public Sector has a stated goal to respond within 60 minutes of the issue being reported and have a resolution plan within 24 hours.	Although resolution times vary depending on the exact issue and customer environment, SunGard Public Sector has a stated goal to resolve an urgent issue within 24 hours OR provide a resolution plan with urgent issues within 24 hours of the issue being reported. A resolution plan details the steps necessary to understand and possibly resolve the issue.
Critical 2	A support issue shall be considered **Critical** when a critical failure in operations occurs; meaning SunGard Public Sector's Component Systems are not performing a critical process and prevents the continuation of basic operations. Critical problems do not have a workaround. This classification does not apply to intermittent problems.	SunGard Public Sector has a stated goal to respond within two hours of the issue being reported.	
Non-Critical 3	A support issue shall be considered **Non-Critical** when a non critical failure in operations occurs; meaning SunGard Public Sector's Component Systems are not performing non-critical processes, but the system is still usable for its intended purpose or there is a workaround.	SunGard Public Sector has a stated goal to respond within four hours of the issue being reported.	
Minor 4	A support issue will be considered **Minor** when the issue causes minor disruptions in the way tasks are performed, but does not affect workflow or operations. This may include cosmetic issues, general questions, and how to use certain features of the system.	SunGard Public Sector has a stated goal to respond within 24 hours of the issue being reported.	

** Measured from the moment a Case number is created. As used herein a "Case number" is created when a) SunGard Public Sector's support representative has been directly contacted by Customer either by phone, email, in person, or through SunGard Public Sector's online support portal, and b) when SunGard Public Sector's support representative assigns a case number and conveys that case number to the Customer.*

Customer must provide remote access to its facility using a SunGard Public Sector approved remote access client so that SunGard Public Sector can perform the support obligations and/or services under this Agreement; and will provide appropriate security access and accounts for SunGard Public Sector staff and each session participant.

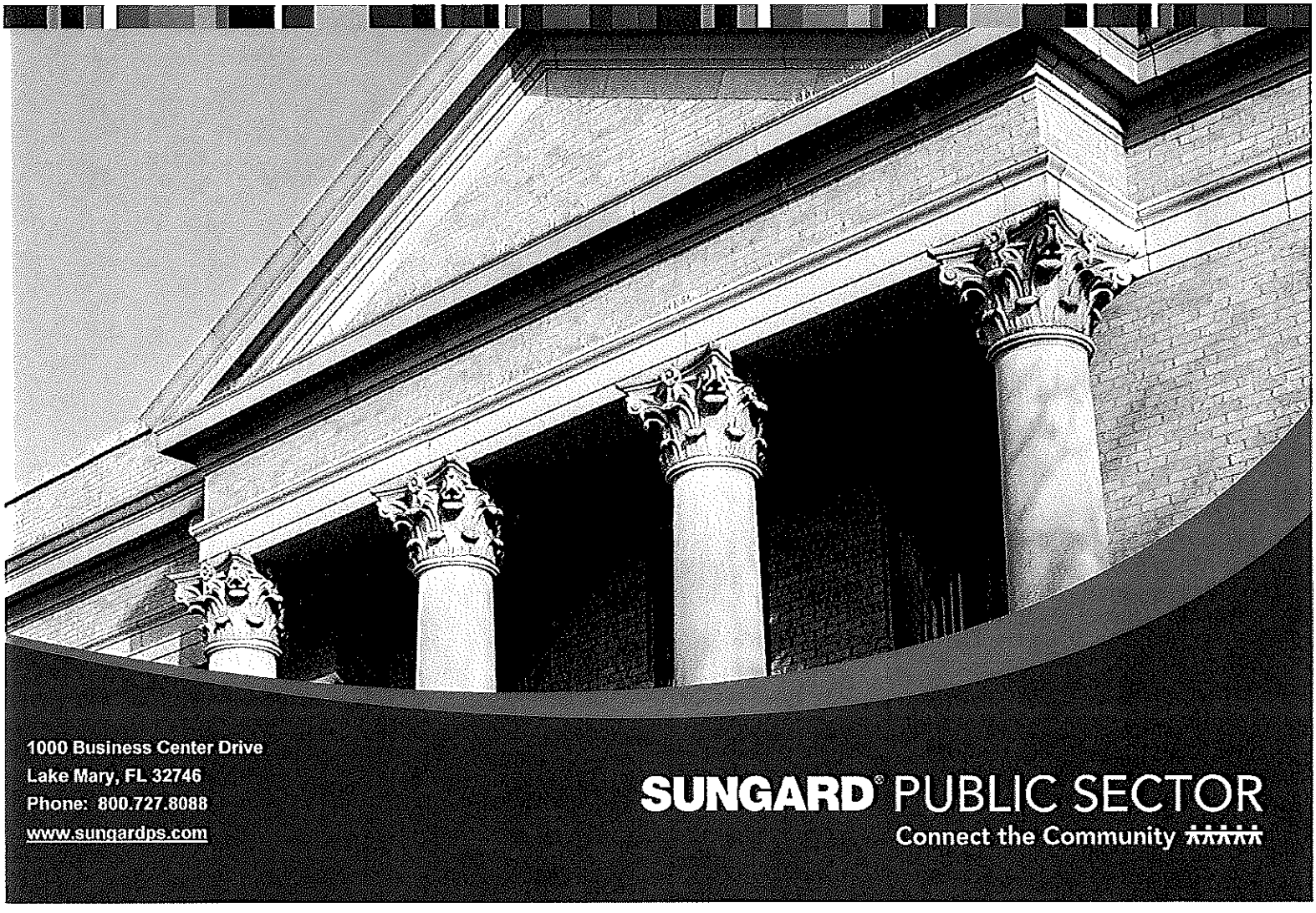
Statement of Work

ONESolution Implementation

Prepared for

County of Douglas

May 12, 2014



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SUNGARD® PUBLIC SECTOR
Connect the Community

Scope of Work

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1. Executive Summary

1. Introduction

This document is the Statement of Work (SOW) for the implementation of a Financial, Human Resources, and Payroll Information Management System for County of Douglas (the "County"). SunGard Public Sector ("SunGard") will provide implementation services as defined in this SOW to assist the County in implementing the ONESolution Financial Software solution. The SOW is an attachment incorporated as part of the Software License and Services Agreement signed by SunGard and the County, and all actions directed herein shall be performed in accordance with the aforementioned agreement.

The SOW is intended to be a planning and control document, not the detailed requirements or design of the solution.

2. Project Criteria for Success

- Be able to accurately and quickly determine and report on critical financial information across the entire County including how much the county owes, how much it is owed, and how much it currently has (enhanced cash flow reporting).
- Use the opportunity the project presents to re-think and improve existing County business processes.
- Maintain an organized, thoughtful, and planned approach to the implementation project that best takes advantage of existing staff resources and allows the County the best chance for long term success.
- Access Payroll and Human Resources data from a seamless system that also integrates with the financial data base.
- Eliminate the dual entry of our current process.
- Improve employee's access to their own information.

3. Definitions

Definition/Term Name	Definition/Term Description
Authorization	Allowing a person / system / module to have specified access.
Business Process	Series of steps and/or tasks that together perform administrative functions of the County.
Change Control	The process that will be used throughout the project for controlling scope.
Change Management	The activities, events, processes, and procedures that are employed for handling organizational change relating to transformation from one system to another.
Douglas County	Defined in the Agreement. Douglas County 1100 Massachusetts Street Lawrence, KS 66044

Definition/Term Name	Definition/Term Description
Change Request	Means proposing a request for a change to this SOW. Change requests will follow the Change Control process.
Code Freeze	At a certain point in time near the end of the project, it will become necessary to stop making significant changes to the SunGard Software Solution environment. This is necessary to ensure that the County has a stable system to conduct the User Verification Test. This point is called a code freeze.
Configuration	Process of performing table updates and algorithm changes to the SunGard Software solution in order to have the system perform the County's specific user requirements. Configuration does not require programmatic software changes.
Contingency	Hours included in the SOW, which account for unidentified Workflow and Reporting requirements, scope, or training, which are possible but cannot be predicated with certainty. SunGard and the County will follow the change request process outlined in this SOW before engaging Contingency hours.
Data Mapping	The process of assigning source system data elements to target data elements in the SunGard Software data model for purpose of conversion.
Data Model	Conceptual description of data objects, their attributes, and the relationships between them.
Deliverable	The documents and/or materials and activities provided by SunGard as part of the project scope. All Deliverables are defined in Section 8.3 of this Statement of Work (SOW).
Enhancement	An "Enhancement" shall be defined as custom code that is inserted into standard SunGard Software processes. Enhancements will be included in the base product that is owned by SunGard.
Fall Back Plan	Cutover planning includes risk and contingency planning. A component of the contingency planning will include processes and procedures in the event that the County needs to roll back to legacy system, after the SunGard Software Solution Go-Live.
Legacy Systems	Non-SunGard Software applications that are currently in production at the County.
Interface	An interface that is developed to facilitate the transporting of data between the SunGard Software application and the County's legacy system(s) or a third party application software.
Issues Log	Log of all issues for the project as well as responsible resource and due date. The log will list all open issues that are not appropriate to be tracked in the project plan such as to-do items, product defects, etc. All issues are jointly managed by SunGard and the County.
Mock Go-Live	A dress rehearsal of the Go-Live Cutover process. Fully scripted with all tasks, resources and people identified and participating. Includes Legacy system pre-go live cut-off, Legacy system back-up, Conversion script execution, manual inputs of data and configuration (if necessary), Functional testing, and execution of major transaction processing. Validation reports/queries will be executed and verified. Communication and decision calls will be made.
Onsite	The activity shall be conducted at Douglas County

Definition/Term Name	Definition/Term Description
Process Design	The process design is conducted during the Installation and Design Stage. Activities focus on conducting business process design work in the context of the SunGard Software environment. This design work will address operational and organizational changes required to implement the proposed solution, while utilizing SunGard Software to improve business process performance.
Quality Assurance	The process of verifying that the proper processes and procedures have been adhered to on the project from a methodology as well as project management perspective and that the deliverables produced on the project have included the appropriate content; thereby, reducing the risk of project delays and cost overages. Quality Assurance will also focus on verifying that the County's criteria for success are being achieved and the project is facilitating quality decision making and outcomes.
Subject Matter Expert (SME)	An expert in a particular area or topic. Subject matter experts for the County are defined in this SOW.
SunGard Software	SunGard Software components required to deliver the functionality identified throughout this SOW.
Technical Specification	A document that describes in technical terms how a Functional Specification will be developed in technical terms. These documents identify code, data elements, indexes etc. that will require changes.
Test Plan	Document that outlines a strategy or approach for testing a particular test script of group test scripts. Describes key set-up issues, dependencies and other general factors.
Test Script / Case	Document that describes what steps and actions are required to test a particular feature or function.
Third Party Software	Any software used to complete the solution that Vendor provides, where ownership rights are held with someone other than the Vendor.

2. Scope Overview

The purpose of this project is to replace the County's current financial, payroll and human resource applications with a new completely integrated solution AND to improve the County's existing administrative processes to take advantage of industry best practices that best leverage the ONESolution application. The project scope is comprised of the following modules, data conversions, interfaces, enhancement, reports, workflows, forms and deliverables defined in this section plus any related professional services described throughout this SOW. If any services, tasks, or responsibilities not specifically described in this SOW are inherent or necessary sub-activities of the tasks and intended to be part of the services provided under this SOW, as they shall also be included within the scope.

1. Component Unit Scope

The following component units have been determined by SunGard to be necessary to fulfill the County's functional requirements to the extent provided in the Agreement, Exhibit 2 - functional checklist and are included in this SOW.

Component Unit Number	Component Unit Name	In Scope for Implementation	Phase
1	General Ledger	Y	1
2	Job Ledger	Y	1
3	Budgeting with Budget Item Detail	Y	1
4	Project Allocation	Y	1
5	Purchasing	Y	1
6	Accounts Payable/Bank Reconciliation/Positive Pay	Y	1
7	Accounts Receivable/Cash Receipts	Y	1
8	Fixed Assets	Y	1
9	Grants Management	Y	1
10	Contract Management	Y	1
11	Human Resources	Y	2
12	Payroll	Y	2
13	Personnel Action Forms	Y	2
14	Professional Development	Y	2
15	Position Budgeting	Y	2
16	Employee Online	Y	2
17	Timecard Online	Y	2
18	Documents Online	Y	1,2
19	Easy Laser Forms	Y	1,2
20	Workflow	Y	1,2
21	ONESolution Security	Y	1,2
22	ONESolution Desktop/Navigation	Y	1,2
23	Cognos BI	Y	1,2
24	Click, Drag, and Drill (CDD)	Y	1,2

2. Organizational Scope

The following departments and organizations will be part of the scope of the system.

Douglas County Departments in Scope (Full Functional Scope)

- Administration
- Administrative Services
- Appraiser
- Clerk
- Community Corrections
- District Attorney
- District Court
- District Court Trustee
- Emergency Communications
- Emergency Management
- Information Technology, includes GIS
- Maintenance
- Public Works
- Register of Deeds
- Sheriff
- Treasurer
- Youth Services
- Zoning

Other Agencies

- Lawrence-Douglas County Fire and Medical (includes County Coroner))(GL/Budget functions)
- Area First Responder volunteer groups (Workman's Comp Insurance).
- Bert Nash Mental Health (Participate in Douglas County Health Insurance)
- Lawrence-Douglas County Health Department (Participate in Douglas County Health Insurance)
- Douglas County Extension Office (Participate in Douglas County Health Insurance)
- Township Employees (Participate in Douglas County Health Insurance)
- Retirees (Participate in Douglas County Health Insurance)

3. Data Conversion Scope

The following data is planned for conversion at this time. During the project, further discussion and discovery will take place by SunGard and the County to determine the actual data to be completed by SunGard. The data conversions included in this SOW were identified by SunGard based on the RFP and Discovery.

SunGard has included services for the conversions outlined.

Functional Area	Data	Assumptions	In Scope	Comments
In Scope Conversions				
GEMS System	Financial Data	Data is presented in a supported format.	Yes	Includes Fixed Assets (currently in Access DB)
Payroll System	Payroll Data	Data is presented in a supported format.	Yes	
Personnel System (VB SQL Server System)	Personnel Data	Data is presented in a supported format.	Yes	

Note: ONESolution contains standard utilities that support numerous data import and export requirements. In order to use these standard features, data must be presented in a supported format such as, CSV or Microsoft Excel. If specific formatting needs, scope, and complexity go beyond the standard format, SunGard Public Sector will work with you to provide design considerations and level of effort estimates.

Note: The following standard conversion utilities are included in scope:

- General Ledger - Account balances, and summary budgets
- Fixed Assets - Existing fixed assets, depreciation, and current value
- Payroll - Payroll history, pay assignments, EFT information, Employee master – including demographic information

4. Interface Scope

The following interfaces are in scope for this project and will be developed and or configured.

Interface / System	Type of Interface	Expected Interface	In Scope	Proposed Interface
Required Interfaces				
Thomson Reuters Aumentum	Batch	The Thomson Reuters system is used for property tax collections, cashiering and distribution. The expected interface would be to exchange data to update the financial system's accounts receivable and general ledger information. The financial system will also process refunds (accounts payable) coming from Aumentum.	Yes	A standard interface is available for cash receipts and journal entry imports and exports. Once the data is imported, ONESolution will allow the County to process refunds via AP.
MS Exchange	Real Time	The County uses MS Exchange for email	MS Exchange- Yes	A standard interface is available for the e-mail function.
Hyland OnBase	Real Time	The County uses OnBase for its enterprise document management system. The expected interface would allow documents in the OnBase system to be referenced and viewed from the ERP system (example: HR employee files, contracts, and other scanned documents attached to records in the ERP system). Depending on the hosting solution, the County may want real time or batch interface with OnBase.	Yes	SunGard supports a real time interface with OnBase version 12 and 13 which allows documents to be referenced and viewed from ONESolution.
CFA Fleet Management	Batch	Ability to import or update assets; Public Works uses this for fleet inventory.	Yes	A standard interface is available to update assets.

Interface / System	Type of Interface	Expected Interface	In Scope	Proposed Interface
Required Interfaces				
Kansas Motor Vehicle System MOVRS	Batch	Money received for MOVRS system into the system and refund checks need to be written. The expected interface would be to exchange data to update the financial system's accounts receivable, accounts payable and general ledger information. The financial system will also process refunds (accounts payable) coming from MOVRS	Yes	A standard interface is available for accounts payables, cash receipts, and journal entries. Once the data is imported the system will allow AR, AP, and GL to be updated. ONESolution will allow the County to process refunds via AP.
CIC Register of Deeds	Batch	The expected interface would be to exchange data to update the financial system's accounts receivable and general ledger information.	Yes	A standard interface is available for accounts payables, cash receipts, and journal entries. Once the data is imported the system will allow AR and GL to be updated.
Paladin SMARTGov permitting system	Batch	The expected interface would be to exchange data to update the financial system's accounts receivable and general ledger information.	Yes	A standard interface is available for accounts payables, cash receipts, and journal entries. Once the data is imported the system will allow AR and GL to be updated.
County's Banking Vendor	Batch	The County is currently in the RFP process for banking services and the new ERP system would be expected to interface with the banking system to exchange bank reconciliation files, p-card transactions, positive pay files, direct deposit and ACH files, and other necessary information	Yes	A standard interface exists for the proposed Accounts Payable with Bank Reconciliation application. Once the data files are exchanged ONESolution will allow the banking system to exchange bank reconciliation files, p-card transactions, positive pay files, direct deposit and ACH files, and other necessary information
Legacy Payroll to ONESolution General Ledger	Journal Entry	Temporary Interface to post Payroll from the County's legacy system to ONESolution General Ledger via a Journal Entry.	Yes	A standard Journal Entry to post Payroll to ONESolution GL when the County is live on Finance and implementing Payroll.

Interface / System	Type of Interface	Expected Interface	In Scope	Proposed Interface
Required Interfaces				

Note: ONESolution contains standard utilities that support numerous data import and export requirements. In order to use these standard features, data must be presented in a supported format such as, CSV or Microsoft Excel. If specific formatting needs, scope, and complexity go beyond the standard format, SunGard Public Sector will work with you to provide design considerations and level of effort estimates.
Note: The scope of the interfaces is defined in the table above by the column labeled "Expected Interface."

Note: MS Exchange Calendar Interface will require further scoping to determine the cost.

5. Modification/Enhancement Scope

The County does not have any modifications or system customizations in scope for this project. If modifications or customization needs are identified during the project, the County and SunGard will follow the scope change process identified in this SOW.

6. Reporting Scope

Standard reports identified in appendix 3 and reports necessary to satisfy requirements in Exhibit 2 to the Agreement and the associated report training and assistance will be provided as part of the SOW.

Report training will be provided to the County as part of the milestone pricing. SunGard's standard report training consists of the following services.

Cognos and Click, Drag, and Drill Training	Hours	Method of Delivery
Cognos BI Administrator	8	Online
Cognos BI Overview/Cognos Business Insight	40	Onsite
Cognos BI Business Insight Advanced	40	Onsite
Click, Drag, and Drill	40	Onsite

Additionally, SunGard includes in this agreement a contingency related to all the reports identified in the Agreement, Exhibit 2 - functional requirements checklist. SunGard and the County will build a report plan and will mutually determine who will develop the identified reports. SunGard has included 568 report development hours ("The Reporting Contingency") to assist with either additional training support and/or report creation. Any Reports developed using the Reporting Contingency will be included in scope using the Change Control Process as fixed fee additions to scope.

Any new reports developed by SunGard for the County using Cognos will be converted to SSRS at no additional cost if SunGard transitions to SSRS reporting.

Cognos Report Description	Hours
Additional Report Development	568
Total	**568**

7. Workflow Scope

Workflow necessary to satisfy requirements in Exhibit 2 to the Agreement and standard workflow Models and associated Workflow Model training and assistance described below will be provided and included under this Scope of Work. There is an additional 291 hours for Workflow development (the "Workflow Contingency") to assist with either additional training support and/or Workflow Model creation. During the project further discussion and discovery will take place by SunGard and the County to mutually determine if additional workflows are to be completed by SunGard. Any Workflows developed using the Workflow Contingency will be included in scope using the Change Control Process as fixed fee additions to scope.

Workflow training will be provided to the County as part of the milestone pricing and will not come out of the contingency hours. SunGard's standard workflow training consists of the following services.

Workflow Training	Hours	Method of Delivery
Workflow Basics and Administration	16	Onsite
Workflow Model Development 1	24	Onsite
Workflow Model Development 2	40	Onsite

There are seven standard work flows that are delivered with each implementation and SunGard will build as part of the milestone cost and will not come out of the contingency hours. The standard workflows include the following and will be configured to meet the County's business process including requirements that may be different between departments:

Standard Workflow Models

Financial Workflows

Model	Approvals
PO APPROVAL	SunGard will build one Purchasing Order and Purchase Request model for the County under this agreement
AP APPROVAL	SunGard will build one Accounts Payable model for the County under this agreement

Payroll and Human Resource Workflow Models

Model	Description
New Hire	This is a notification workflow with no approvals. When a new employee ID is created it will notify IT to set up an e-mail account for the employee and also notify Payroll that a new person has started.
License/Certification	This is a notification workflow with no approvals. It would look at the expiration date of the license/certification and notify the employee that the license or certification is about to expire.
Timecard	This workflow will allow a timekeeping supervisor (or other authorized approver) to view the time entered for each employee and approve or reject that time. If rejected, the employee or time entry user will be notified, with corrective advice, to re-submit the time. If the time is approved it is sent to be processed by payroll.
Termination	This workflow will let IT know to de-activate the email and other security of a person who is terminated. It will also notify the Payroll department.
Personnel Action	This workflow model is used for both approvals and employee updates.

Description	Hours
Additional Workflow Development	291
Total	**291**

8. Easy Laser Forms Scope

SunGard has included the following Easy Laser Forms (ELF) for this project and any forms necessary to meet the requirements of Exhibit 2 – Functional Requirements. SunGard will provide standard form samples the County will use to choose the necessary forms. Custom forms can be created by SunGard, but additional hours would be required. SunGard will make sure all forms meet functional requirements.

Description
Purchase Order
Accounts Receivable Invoice and Statements
Accounts Payable Check and EFT
Cash Receipt
Payroll Check and EFT
1099 and W2's

9. Installation Services Scope

The SOW includes installation services. These services include the following:

- Installation of two (2) instances of ONESolution to be completed on site or remote.
- There will be one (1) initial installation and then copies will be taken to create the second instance as outlined in the project plan.
- SunGard will complete the first installation on site at the County. Copies for the second instance will be completed remotely.
- County staff will shadow all work done by the installation team as necessary.
- System Administrative training comes standard with all ONESolution installations.

Requirements and Notes:

a) SunGard and the County will mutually agree on the dates and schedule for the installation and other services in this area.

10. Deliverables

Key Deliverables are identified in Appendix 1.

11. Project Management Scope

SunGard's proposal consists of Half-time Project Management services. Half-time is defined as being onsite 32-40 hours every other week with an average of 70-80 hours a month depending on the phase/stage of the project for the duration of the project. Typically the SunGard Project Manager will be on site every other week unless agreed upon by the County and SunGard.

Requirements and Notes:

a) It is assumed the SunGard Project Manager will be on site starting in June 2014 through Feb 2016. SunGard will assign a Remote Project Manager who will assist the county through the completion of any project issues beyond Feb 2016.

3. Implementation Approach

1. Implementation Approach – OnTrack Implementation Methodology

This section presents an overview of SunGard's Implementation Methodology and Approach, OnTrack.

OnTrack is SunGard's approach to your ONESolution implementation and focuses on the following

- Clarity of overall direction and alignment with Douglas County outcome expectations
- Clarity of detailed activities, deliverables and roles – both in purpose and function
- Confidence of success through organization, thoroughness and early accomplishments
- Establishment of a partnering relationship
- Reliance on best practices pulled from past implementations and industry best practices
- Assurance of attaining quality functionality, on time and on budget
- Achievement of knowledge and ownership transfer
- Fulfillment of expectations through agreed, measurable achievements

OnTrack is organized around Stages (Time Periods) and Tracks (Aspects of Work).

2. Stages

The following five stages correlate to the basic activities over the implementation timeframe from contract signing through go-live:

Following the definition of each stage SunGard has listed the key deliverables per each stage. Included in the deliverables are the County and SunGard role, the task outcomes, assumptions, and the key stage deliverables or outcome.

Stage 1 – Project Initiation – All of the work to establish the basic infrastructure and confirm general scope and requirements identified in the SOW is accomplished in the Project Initiation Stage. This includes establishing the project plan and project team; confirming resources and County site facilities; ordering and constructing the technical system (hardware, software, etc.); confirming the expected use of software functionality; identifying all of the development programming work to be done and performing initial consulting. During this stage, a project charter document will be produced detailing how the implementation project will be structured including goals and expected outcomes.

Stage 2 – Installation and Design – Key requirements decisions will be processed, confirmed, and reviewed in the Installation and Design Stage. The technical system will be put in use at the County site and tested for basic operation at the County. The functional business requirements will be understood, with decisions made as to how the software will be configured. Detailed specifications for each development item included in the development scope will be produced, giving clear direction to programmers. Planning will begin for developing an end-user training program, including materials and a general training schedule.

Stage 3 - Build –The functional team will be configuring component units to perform functionality as identified in the Installation and Design Stage, and each component unit will be tested within itself to ensure functionality meets requirements (unit test). The technical team will be reinforcing procedures to refresh and restore data, manage database versions, etc. Development programs will be written to perform data conversions, interfaces, modifications, etc., as needed. Project management will pay particular attention to organizational preparedness, a cutover plan, and the many detailed configuration items that are being finalized.

The training team will finish end-user training materials and schedule the initial classes, with the goal of getting end users on track with ONESolution.

Stage 4 - Testing and Training – Final preparation is being made by all teams for go-live in the Testing and Training Stage. Integration testing is performed following up the unit testing that was performed in the Build Stage – integration testing will test functionality between component units as determined by the flow of your organization's business processes.

The development programs will be tested to ensure interfaces will run correctly and all necessary legacy data will be converted. Training will be delivered to end users to ensure they know how to do their jobs in the new system. The Client technical team will be supporting many project team requirements, such as refreshing training data, installing software on all end-user PCs and ensuring printers are functioning properly.

The Project management team will be overseeing a host of final tasks, including a cutover plan, to ensure the go-live date is kept on track.

Stage 6 - Support – The activities that occur after go-live to ensure the system runs effectively take place during the Support stage. Functional consultants will continue to support your team through specific first time uses of the software, such as your first check run and your first close. The technical team will monitor the performance of your system in its first month of production, paying particular attention to database performance. The development team will be available for any assistance as your interfaces, forms, and reports are used in production. Project management will focus on the issues log to tackle any unexpected production issues that arise, although these should be minimized by the thorough integration testing in the previous stage. Perhaps most importantly, you will begin to use SunGard Public Sector's Help Desk services, which will guide you to any additional services you need during production to keep you on track.

3. Project Deliverables by Stage and Track

The following tables describe, for each stage, the deliverables to be completed by the respective Douglas County and SUNGARD roles. This implementation will have a County Project Manager and a SunGard onsite Project Manager. The bolded role has primary responsibility. If both roles are bolded they have shared responsibility. Any agreed change to the level of effort by SunGard could have an impact on the responsibility for each deliverable.

SunGard and the County will review all deliverables. Some may not be applicable for all project scenarios.

Key Project Deliverable Expectations are outlined in Appendix 1

1. Stage 1 – Project Initiation Deliverables

#	Tool	Stage	Track	Description	Who	
					SunGard	County
3.1.1	Project Charter	Stage 1 - Project Initiation	Project Management	A template document, which outlines project scope, project team, and initial risks. To be completed early in project planning phase	**Project Manager**	Project Manager, Change Manager
3.1.2	Kick Off Meeting	Stage 1 - Project Initiation	Project Management	Onsite planning and kickoff meeting at the start of the implementation for the SunGard team to meet with the County implementation team and sponsors.	**Project Manager**	**Project Manager** Project Team, Change Manager
3.1.3	Project Work Plan	Stage 1 - Project Initiation	Project Management	**Milestone 1** Create and Maintain Project plan detailing key deliverables and related tasks. This is an ongoing activity.	**Project Manager**	Project Manager

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.1.4	Issues Tracking Log	Stage 1 - Project Initiation	Project Management	Create and maintain project issues log. A template to be used by County and SunGard to track project issues. This is an ongoing activity.	Project Manager	**Project Manager**
3.1.5	Budget Tracking	Stage 1 - Project Initiation	Project Management	A budget template which can be used by SunGard and or the County to manage the project budget. This is an ongoing activity	Project Manager	**Project Manager**
3.1.6	Communication Plan	Stage 1 - Project Initiation	Project Management	Create and execute a communications plan. Should include communication frequency, stakeholders and mode of communication. This is an ongoing activity	Project Manager	**Project Manager,** Change Manager
3.1.7	Risk Plan and Log	Stage 1 - Project Initiation	Project Management	Create and maintain project risk log to be used by SunGard and County to track risks. Will include mitigation strategies.	**Project Manager**	Project Manager, Change Manager
3.1.8	Change Management Plan	Stage 1 - Project Initiation	Project Management	Plan with steps to be followed by SunGard Project Manager and the County Team to address the change component of the implementation	Project Manager	Project Manager, **Change Manager**
3.1.9	PM Weekly Meeting	Stage 1 - Project Initiation	Project Management	Conduct a weekly call with the County PM and Project Team members to discuss project status and progress.	**Project Manager**	**Project Manager**
3.1.10	Bi-weekly Steering Committee Meeting	Stage 1 - Project Initiation	Project Management	Steering Committee will meet bi-weekly with Douglas County and SunGard Project Managers in attendance. This is an ongoing activity	**Project Manager**	Project Manager

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.1.11	Business Process Review	Stage 1 - Project Initiation	Consulting/Training	**Phase 1 Milestone 3** **Phase 2 Milestone 13** SunGard will work with the County to review current Douglas County business practices and processes. SunGard will make best practice recommendations for process change and design to the Douglas County based on use of SunGard software. Final decisions will be documented and signed off on by the Douglas County	**Project Manager** **Consultants**	Project Team Leads
3.1.12	Trip Report Template	Stage 1 - Project Initiation	Consulting/Training	Template to be used by all consultants to document their on-site visits	**Consultants**	Project Manager
3.1.13	DL Log Template	Stage 1 - Project Initiation	Consulting/Training	Template to be used by all consultants to document distance learning sessions	**Consultants**	Project Manager
3.1.14	Platform Design	Stage 1 - Project Initiation	Technical	SunGard to provide the County with recommended hardware specifications which Douglas County will use to design their platform. This includes number of environments, virtualization, load balancing, and how ONESolution components will work together.	**Installation Consultant**	Technical Lead
3.1.15	Platform Procurement	Stage 1 - Project Initiation	Technical	Based on the approved Platform Design, purchase the necessary servers and platform software licenses	None	**Technical Lead**
3.1.16	Platform Build	Stage 1 - Project Initiation	Technical	Build all agreed upon server environments, including installation of the OS and database	None	**Technical Lead**

2. Stage 2 – Installation and Design Deliverables

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.2.1	Training Agenda's	Stage 2 - Installation and Design	Consulting/Training	Agenda for each training session that outlines - visit purpose, goals, necessary participants, needed preparation and follow up	**Project Manager Consultants**	Project Team Leads Project Manager
3.2.2	Configuration Surveys	Stage 2 - Installation and Design	Consulting/Training	Document completed by County that answers questions by functional area on their business, set up, and configuration. Intent is to give SunGard staff basic information on County's business and practices	Consultants	**Project Team Leads Subject Matter Experts**
3.2.3	Douglas County Configuration Decisions -	Stage 2 - Installation and Design	Consulting/Training	**Phase 1 Milestone 4** **Phase 2 Milestone 14** Templates used to document key set up decisions for each component unit and business process including security. Will be modified and maintained throughout the implementation	**Consultants**	Project Team Leads Subject Matter Experts
3.2.4	Technical SOW	Stage 2 - Installation and Design	Technical	Document created by install team and given to County after the technical discovery call that outlines the installation steps and environment roll out plan	**Installation Consultant**	Technical Lead
3.2.5	ONESolution Install	Stage 2 - Installation and Design	Technical	**Phase 1 Milestone 2** Includes all steps to install the ONESolution application for all agreed upon environments	**Installation Consultant**	Technical Lead
3.2.6	Installation Test Document, Post Action Report	Stage 2 - Installation and Design	Technical	Document completed by install team post install which shows area tested and results.	**Installation Consultant**	Technical Lead

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.2.7	Conversion Guide Scope, Specs, Programming	Stage 2 - Installation and Design	Development	Document Scope, Specs, and Programming efforts related to Conversions	Developer	**Technical Lead**
3.2.8	Interface Scope	Stage 2 - Installation and Design	Development	Documents Scope, Specs, and Programming efforts related to Interfaces	Developer	**Technical Lead**
3.2.9	Modification Scope	Stage 2 - Installation and Design	Development	Documents Scope, Specs, and Programming efforts related to County Specific Development	Developer	**Technical Lead**
3.2.10	Reports Scope	Stage 2 - Installation and Design	Development	Documents Scope, Specs, and Programming efforts related to Report Development	Consultant/ Developer	**Technical Lead**
3.2.11	Documents Online Scope	Stage 2 - Installation and Design	Development	Documents Scope, Specs, and efforts related to Documents Online	Consultant	**Technical Lead**
3.2.12	Workflow Scope	Stage 2 - Installation and Design	Development	Documents Scope, Specs, and Programming efforts related to Workflow	Consultant	**Technical Lead**
3.2.13	Forms Scope (ELF)	Stage 2 - Installation and Design	Development	Package that documents Scope, Specs, and Programming efforts related to Forms	Developer	**Technical Lead**

3. Stage 3 – Build Deliverables

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.3.1	Develop Conversion Programs or run standard imports	Stage 3 Build	Development	**Phase 1 Milestone 5** **Phase 2 Milestone 15** Develop conversion programs. Standard utilities will be used whenever possible. If there is no standard import then a program will be created.	**Developer/Consultant**	Technical Lead
3.3.2	Develop Interfaces	Stage 3 Build	Development	Develop Interfaces per specs laid out in design phase	**Developer**	Technical Lead
3.3.3	Develop Modifications	Stage 3 Build	Development	Develop Modifications per specs laid out in design phase	**Developer**	Technical Lead
3.3.4	Develop Reports	Stage 3 Build	Development	Develop Reports per specs laid out in design phase	**Developer/Consultant**	Technical Lead
3.3.5	Develop Workflow	Stage 3 Build	Development	Develop Workflow models per specs laid out in design phase	**Developer/Consultant**	Technical Lead
3.3.6	Develop Forms	Stage 3 Build	Development	**Phase 1 Milestone 6** **Phase 2 Milestone 16** Develop Forms per specs laid out in design phase	**Developer**	Technical Lead
3.3.7	Configure Component units	Stage 3 Build	Consulting/Training	Configure and Set up component units per requirements outlined during design phase deliverables	**Consultants**	Project Team Leads Subject Matter Experts
3.3.8	Configuration/Unit Testing	Stage 4 - Testing and Training	Consulting/Training	Perform Testing plans with basic test scenario's on configuration of software per component unit	**Consultants**	Project Team Leads Subject Matter Experts

4. Stage 4 – Testing and Training Deliverables

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.4.1	Test Conversions, Interfaces, Web Forms, Workflow Models, Reports, Modification, and Forms	Stage 4 - Testing and Training	Development	Perform testing on all completed Conversions, Interfaces, Web Forms, Workflow Models, Reports, Modification, Document Attachments, and Forms.	Developer/Consultant	**Project Team Leads**
3.4.2	Core User Overviews and Training	Stage 4 - Testing and Training	Consulting/Training	During this step SunGard will complete training for the County project functional leads to prepare the County to actively complete integration testing.	**Consultants/Trainers**	Project Team Leads Subject Matter Experts, Change Manager
3.4.3	End User Training Plan	Stage 4 - Testing and Training	Project Management	**Phase 1 Milestone 7** **Phase 2 Milestone 17** Template that identifies end users, training needs, trainers and End User Training Schedule	Project Manager	**Project Manager,** Change Manager
3.4.4	Integration and Parallel Testing	Stage 4 - Testing and Training	Consulting/Training	**Phase 1 Milestone 8** **Phase 2 Milestone 18** Create Test plans and perform Integration testing for financials and HR. Testing will be scenario based (and not parallel testing per se) for finance. Payroll will include parallel testing. Two complete parallel tests should be completed for payroll.	Consultants	**Project Team Leads** **Subject Matter Experts**

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.4.5	User Verification Testing (UVT).	Stage 4 - Testing and Training	Consulting/Training	**Phase 1 Milestone 10** **Phase 2 Milestone 20** Using the Integration and Parallel Test Plan as a base, create a User Verification Test Plan with test scenarios tailored to the County's business requirements. Perform UVT, which is the final round of testing where selected staff from the County will test processes. Selected staff will typically have gone through training and been involved in the configuration/design discussions.	Consultants	**Project Team Leads** **Subject Matter Experts**
3.4.6	End User Training Material and Guides	Stage 4 - Testing and Training	Consulting/Training	These are County specific end user guides and training material to be used in combination with training and for reference by users.	Consultants	**Project Team Leads,** Change Manager
3.4.7	End User Training	Stage 4 - Testing and Training	Consulting/Training	Training for End Users who were not part of core project. Training which happens 30-60 days before go live	Consultants	**Project Team Leads** **Subject Matter Experts,** Change Manager
3.4.8	System Admin Training	Stage 4 - Testing and Training	Technical	Training focused on system administration	**Installation Consultant**	Technical Lead
3.4.9	Load Testing Plan	Stage 4 - Testing and Training	Technical	Perform load testing which is designed to emulate a large user volume hitting the system at the same time.	Installation Consultant	**Project Team Leads** **Subject Matter Experts**

5. Stage 5 – Go Live Deliverables

#	Tool	Stage	Track	Description	Who	
					SunGard	County
3.5.1	Go Live Readiness	Stage 5 - Go Live	Project Management	A list of focused areas of the software which outlines process testing completed and commits the Project Team to proceed with cutover plan and go live	Project Manager	**Project Manager,** Change Manager
3.5.2	Cutover Plan	Stage 5 - Go Live	Project Management	**Phase 1 Milestone 9** **Phase 2 Milestone 19** Document that outlines all the tasks, which need to happen when transition from the testing phase to go live. Should include communication to end users from the County project team, dates and time of cutover, production testing etc.	**Project Manager**	Project Manager, Change Manager
3.5.2	Go Live – Final Conversion of data (if necessary)	Stage 5 - Go Live	Technical	Includes all steps to bring over final copy of legacy data. ONESolution is considered the official system of record for the County.	**Installation Consultant**	Technical Lead
3.5.3	GO LIVE Declaration Letter	Stage 5 - Go Live	Project Management	**Phase 1 Milestone 11** **Phase 2 Milestone 21** County and SunGard sign Letter stating that the County has cutover to ONESolution as their official system of financial record. There will be two "go lives" for this project. 1 for Phase I and 1 for Phase II.	**Project Manager**	**Project Manager**

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.5.4	Post Go Live Validation	Stage 5 - Go Live	Consulting / Training	**Phase 1 Milestone 12** **Phase 2 Milestone 22** SunGard and the County will validate production environment and process a full procurement cycle through payment of vendor **(Phase 1).** SunGard and County will validate production environment via completing one full month of payroll processing **(Phase 2).**	Consultants	**Project Team Leads**

6. Stage 6 – Post Live Deliverables

#	Tool	Stage	Track	Description	Who SunGard	Who County
3.6.1	Post Go-live Consulting / Training	Stage 6 – Post Live	Consulting / Training	SunGard staff will support the County after achieving the go live. They will assist with training, issue resolution, and refining system set up as necessary. This includes all major areas in scope including Reports, Workflow, Development and Interfaces etc.	**Consultants**	Project Team Leads Subject Matter Experts, Change Manager
3.6.2	Project Close out	Stage 6 - Post Live	Project Management	Process and Document outlining how to close out project including any outstanding issues and resolution plan. Will include handoff document	**Project Manager**	**Project Manager**

7. Data Conversion Approach

Data conversion development is the joint responsibility of the County and SunGard. County will be responsible for extracting data from the legacy system. SunGard will be responsible for importing the data conversion files received from the County into ONESolution using standard imports (where available) or custom programs.

When SunGard is engaged to write a data conversion, the process flows as outlined:

Task	SunGard Role	County Role
1. Create Scoping Document (DED – 4.2.7)	Provide input on scope and advise County on best practices related to converting data	County to provide input and requirements for data conversion
2. Discovery call between the County and the Developer assigned to write the data conversion program. During call, specifics of the task are discussed so that both parties have a full understanding.	Lead Task	Participate in discovery and make decisions
3. Specifications are created by the Developer and sent to the County	Develop Specifications	Provide input and answer questions if necessary
4. County reviews and signs specifications	Revised specifications as necessary	Review Specifications and provide feedback
5. Creates data conversion program (typically based on a past template of a similar conversion). Testing program will generate reports for balancing and reconciling data between the two systems.	Create data conversion program	Provide data from Legacy system in SunGard required formats
6. Delivers program for testing and testing reports and walks the County staff through the process for running program	Deliver program and train County staff on program	Provide County staff to be trained on program
7. Tests results and reports any discrepancies	Supports the County in running data conversion programs.	Test program
8. SunGard Developer adjusts conversion program	Adjust Conversion Program	None
9. County signs off on completion	SunGard Role	Sign Off

Requirements and Notes

a) The County is responsible for validating all data once it is converted into ONESolution
b) County will provide Subject Matter Experts that are familiar with existing data structures in the legacy system to assist with the conversion process and clean all data and extract data from legacy to comply with SunGard file layouts.

8. Interface Approach

Interface development is the joint responsibility of the County and SunGard. County will be responsible for interface development work to/from existing legacy systems. SunGard will be responsible for interface development work to/from the ONESolution system.

When SunGard is engaged to write an interface, the process flows as outlined:

Task	SunGard Role	County Role
1. Create Scoping Document (DED – 4.2.8)	Provide input on scope and advise County on best practices related to converting data	Provide input
2. Discovery between The County and the Developer assigned to write the interface. Specifics of the interface are detailed so that both parties have a full understanding.	Lead Task	Participate in discovery and make decisions
3. Specifications are created by the Interface Developer and sent to the County	Create specifications	Provide input and answer questions if necessary
4. County reviews and signs specifications	Revise Specifications as necessary	Review Specifications
5. Developer creates interface and delivers to the County	Create interface and deliver to the County	Provide SME to answer questions if necessary
6. County Staff tests results and reports any discrepancies	Answer any questions from County as testing is executed	Review interface, test results and provide feedback to SunGard
7. Developer adjusts interface based on the County feedback and re-delivers.	Revise interfaced report as necessary	None
8. Steps 6 and 7 are repeated until sign off in step 9.	-	-
9. County signs off on completion	SunGard Role	Provide Sign Off

Requirements and Notes

a) The County is responsible for validating all data transferred into ONESolution and data transferred from ONESolution to another application

b) County will provide Subject Matter Experts that are familiar with existing data structures in the legacy system to assist with the interface process.

9. Reports Approach

When SunGard is engaged to write reports, the process follows our standard development process flow. Note that reports will be completed either by consultants or by developers.

Task	SunGard Role	County Role
1. Create Scoping Document (DED – 4.2.10)	Support the County in creating Create scoping document	Define initial report and requirements
2. Discovery between The County and the Developer assigned to write the report. Specifics of the report are detailed so that both parties have a full understanding.	Document specifications	Participate in discovery and make decisions
3. Specifications are created by the Report Developer and sent to the County	Develop specifications and send to County for review	Provide input and answer questions if necessary
4. County reviews and signs specifications	Revise Specifications as necessary	Review specifications and provide feedback
5. Report Developer creates report and delivers to the County	Create report	Provide SME to answer questions if necessary
6. County Staff tests results and reports any discrepancies	Answer any questions from County as testing is executed	Review and test report. Provide feedback to SunGard
7. SunGard Report Developer adjusts report based on the County feedback and re-delivers.	Revise Report (if necessary)	None
8. Steps 6 and 7 are repeated until sign off in step 9.		
9. County signs off on completion	SunGard Role	Provide Sign Off

Requirements and Notes:

a) SunGard standard reports may need additional configuration based on the Counties specific Chart of Accounts and other set up. SunGard agrees to make the needed adjustments to our standard reports.

b) County will provide written specifications for all reports SunGard has agreed to develop. This includes reports identified in the Agreement, Exhibit 2 - functional checklist, and reports to be identified as part of the reporting plan created during the project initiation phase.

c) SunGard has included a Reporting Contingency for additional reports not included as standard reports or identified in the functional requirements.

10. Workflow Approach

Workflow models are set and configured based on each customer's business practices. SunGard works with the County to both create workflows and to train County staff to create, maintain, and use workflows.

When SunGard is engaged to develop Workflow models, the process follows our standard development process flow. Note that Workflow development will be completed either by consultants or by developers.

Task	SunGard Role	County Role
1. Create Scoping Document (DED – 4.2.12)	Support County in creation of Create scoping document	Define initial Workflow and requirements
2. Discovery between the County and the developer or consultant assigned to write the Workflow. Specifics of the Workflow are detailed so that both parties have a full understanding.	Document workflow specifications	Participate in discovery and make decisions
3. Specifications are created by the Workflow Developer and sent to County	Develop specifications and delivery to County	Provide input and answer questions if necessary
4. The County reviews and signs specifications	Revise specifications as necessary	Review and provide feedback on specifications
5. SunGard Workflow Developer creates Workflow and delivers to the County	Create workflow	Provide SME to answer questions if necessary
6. County staff tests results and reports any discrepancies	Answer any questions from County as testing is executed	Test workflow
7. SunGard Workflow Developer adjusts Workflow based on County feedback and re-delivers.	Adjust workflow as necessary	None
8. Steps 6 and 7 are repeated until sign off in step 9.		
9. County signs off on completion	SunGard Role	Provide Sign Off

Requirements and Notes:

a) SunGard standard workflow models will need configuration based on the Counties specific business practices and requirements. County will define the approval process and requirements for each model.

b) County will provide written specifications for all Workflow models SunGard has agreed to develop. This includes standard models identified in this section and models to be identified as part of the Workflow plan during the project initiation phase

c) SunGard has included in scope a Workflow Contingency that can be used to provide workflows beyond the standard workflows and what is required in the functional requirements.

11. Forms Approach

When SunGard is engaged to develop Easy Laser Forms, the process follows our standard development process.

Task	SunGard Role	County Role
1. Create Scoping Document (DED – 4.2.13)	Support County in creation of Create scoping document	Define initial Forms and requirements
2. Discovery between the County and the developer or consultant assigned to develop the forms. Specifics of the Workflow are detailed so that both parties have a full understanding.	Document forms specifications	Participate in meetings and make decisions
3. Specifications are created by the Forms Developer and sent to County	Develop specifications and delivery to County	Provide input and answer questions if necessary
4. The County reviews and signs specifications	Revise Specifications as necessary	Review and provide feedback on specifications
5. SunGard Form Developer creates Forms and delivers to the County	Create forms	Provide SME to answer questions if necessary
6. County staff tests results and reports any discrepancies	Answer any questions from County as testing is executed	Test forms
7. SunGard Form Developer adjusts Forms based on County feedback and re-delivers.	Adjust forms based on County feedback	None
8. Steps 6 and 7 are repeated until sign off in step 9.		
9. County signs off on completion	SunGard Role	Provide Sign Off

Requirements and Notes:

a) County will use one of SunGard's standard formats
b) County will supply bank information and logo's as necessary
c) County will supply County signature(s) for checks
d) County will test checks with bank

12. Training, Consulting, and Configuration Approach

SunGard Training, Consulting, and Configuration are broadly defined by the below approach.

Task	SunGard Role	County Role
SunGard staff will lead and participate in all phases of the project to make sure the County can effectively use ONESolution	Lead and participate in all phases of the project	Participate in the project
SunGard will assess via Business Process Review the County's business practices and make recommendations in the best practice use of ONESolution. These recommendations will be used to guide the use and configuration and use of ONESolution	Provide thorough business process review and make recommendations	Provide business requirements and describe current business processes and practices
SunGard will train core users on all aspects of ONESolution so they have adequate knowledge to support and use the software effectively	Train core users on all aspects of ONE Solution	Participate in all training
SunGard will supply configuration options (as necessary) based on the County's business practices	Supply configuration options	Make configuration decisions
SunGard will work with and train the County on the set up and configuration of ONESolution	Train County on set up and configuration	Participate in all necessary set up and configuration
SunGard will document and record the configuration decisions	Document and record the configuration decisions	Participate and review documented configuration decisions

Requirements and Notes:

a) Staff with the appropriate skills and experience will be furnished by SunGard Public Sector for each Consulting Session or other review activities, whether onsite or conducted remotely.
b) County will actively participate in all training, consulting, and configuration of ONESolution
c) The County will supply SME's in all areas of the software and will provide information to SunGard consultants on business processes, policy, and information in order to set up and configure all areas of ONESolution.
d) SunGard Consultants and Trainers will provide a written trip report after each scheduled on-site visit within five (5) business days. The trip report will include the high level topics covered, accomplishments, key decisions made, homework for the County, and topics to be covered in next future visit. Any tasks listed on the trip reports will also be included on the project plan.

13. Testing and Acceptance Approach

During each phase of services as provided under this Statement of Work, the County will test all components of the Software as configured, as well as the reports, data conversion, interfaces and customizations (if applicable). The stage tables reflect the testing deliverables during the testing phase of the project. Upon completion of each phase of services, County shall have ninety (90) days to confirm acceptance, in accordance with this section, of the services provided during that phase.

Final testing will follow a two (2) phase testing process as defined below.

a) User Testing: Upon SunGard's notification that the Software Components are available for testing, the County shall begin User Testing for the scheduled for Go- Live in a non-production environment using the test procedures and standards contained in the Statement of Work, or such other standards as are mutually agreed upon in writing ("User Test").

b) The duration of the User Test shall be defined in the project plan but will at least provide thirty (30) calendar days.

Final Acceptance: Once the User Test of the phase has occurred, and the Go-Live Date for each phase has been reached, the County shall begin using the Software Components in a production environment (Live Testing). County shall then have ninety (90) days to confirm that services have been delivered in accordance with this Statement of Work and in accordance with the Services Limited Warranty which is found under Section 4.d of the Agreement. County shall be deemed to have accepted the services ninety (90) days after completion of Phase I unless, during that period, County can demonstrate that the services were not in conformance with this Statement of Work or in accordance with the Services Limited Warranty and, by the end of that ninety (90) day period, County gives written notice of non-acceptance to SunGard describing the defective services in reasonable detail. If County gives a notice of non-acceptance to SunGard, then SunGard shall investigate the reported failure. County shall provide to SunGard reasonably detailed documentation and explanation, together with underlying data, to substantiate the failure and to assist SunGard in its efforts to understand and if necessary correct the failure. If there was no material failure to perform or the failure to perform was not attributable to a defect in SunGard's services or an act or omission of SunGard, then SunGard shall give written notice to County explaining its determination in reasonable detail, and County shall be deemed to have accepted the services as of the date of SunGard's notice. If, within such period, SunGard does correct the failure, then SunGard shall give written notice to County certifying that the failure has been corrected, and another acceptance period, which shall now be thirty (30) days rather than ninety (90) days, shall begin in accordance with this paragraph.
Final acceptance will occur for each phase independently (Phase I and Phase II, per this Statement of Work) and for implementation of the ERP system as a whole.

14. End-User Training and Knowledge Transfer

This project will use a Train-the-Trainer approach whereby SunGard will train key County staff and those staff will train the end users.

SunGard has included an additional 200 hours to assist the County with training and documentation for end users ("The Training Contingency"). The additional time will be integrated into the training plan to be jointly created by SunGard and the County. These hours will be used for either end user documentation or classroom training to be determined in the training plan. It is not expected that 200 hours will cover all of the necessary end user documentation or end user training. The intention should the County use the contingency is to supplement the County's end user training.

End users are defined as staff who are regular users of the ONESolution application but are not involved in the detailed configuration or set up. End users will be attending training 30-60 days prior to going live per the phased implementation approach. SunGard will assist and the County will lead the creation of the following deliverables for the end user training.

Task	SunGard Role	County Role
Creation of a training plan.	Lead creation of an end-user training plan which defines who and what County staff need to be trained on	Provide input on training plan
Development of user guides.	SunGard to provide written sample guides	Update guides based on County specific processes
Development of training materials and exercises.	Assist County with end-user training material and exercises	Lead the creation of training material and classroom exercises
Development of training data.	Assist County with necessary data needed to train users	Create training scenario's
Delivery of traditional classroom training.	None	Lead training of County end users

15. Post Live Support

Post live support will be planned for and provided in the immediate weeks after the County goes live on phase I and II. Stage table section 4.6 outlines the post live deliverables.

Task	SunGard Role	County Role
SunGard will have consultant's onsite at go live to assure the County can effectively process all critical business requirements.	Support County On-site at go live to make sure system performs all functional requirements	Run ONESolution software as configured and per functional requirements
SunGard will train and assist on all first time events post live (i.e. month end, fiscal and calendar year end processing etc.)	Provide training to County	Provide SME's and participate in training
SunGard will have consultant's onsite through the first 2 monthly payroll runs to make sure the County understands and can process payroll.	Provide onsite support to County for a minimum of 2 payroll runs after going live on ONESolution	Run ONESolution software as configured and per functional requirements

4. Project Milestones

1. Payment Milestones

Upon completion, which is defined by the Deliverable and Milestone sign off process in section 6.6, SunGard shall invoice the County for the following payment amounts. The details associated with each milestone are identified in Project Deliverables by Stage & Track beginning with Section 4.

Any changes to the scope of services outlined in the SOW require a change order and may affect the schedule of milestone payments.

Phase	ID	Milestone(s)	Payment	Estimated Completion Date
I	1	Project Work Plan -SOW Deliverable 3.1.3	$38,616	June/July – 2014
I	2	Hardware & Software Installed - SOW Deliverable 3.2.5	$19,308	July/Aug – 2014
I	3	Business Process Review Phase I Complete - SOW Deliverable 3.1.11	$32,180	June/July - 2014
I	4	Client Configuration Decisions Phase I - SOW Deliverable 3.2.3	$25,744	August/Sept - 2014
I	5	Conversion Programs Delivered Phase I - SOW Deliverable 3.3.1	$25,744	Sept/Oct - 2014
I	6	Forms Delivered – Phase I - SOW Deliverable 3.3.6	$25,744	Sept/Oct - 2014
I	7	End User Training Plan Phase I - SOW Deliverable 3.4.3	$25,744	Sept/Oct - 2014
I	8	Integration and Parallel Testing Phase I - SOW Deliverable 3.4.4	$25,744	Nov/Dec - 2014
I	9	Cutover Plan – Phase I - SOW Deliverable 3.5.2	$25,744	Dec/Jan – 2014
I	10	User Verification Testing (UVT) Phase I - SOW Deliverable 3.4.5	$25,744	Jan/Feb – 2014
I	11	Go Live Declaration Letter – Phase I - SOW Deliverable 3.5.3	$32,180	March – 2015
I	12	Retention Milestone, Phase 1: Post Go Live Validation of purchase requisition through accounts payable check run and first month end close - SOW Deliverable 3.5.4 or 60 days after milestone 11	$51,488	April/May – 2015
		Phase I Subtotal:	**$353,980**	

Phase	ID	Milestone(s)	Payment	Estimated Completion Date
II	13	Business Process Review Phase II Complete - SOW Deliverable 3.1.11	$38,616	January - 2015
II	14	Client Configuration Decisions Phase II - SOW Deliverable 3.2.3	$19,308	Jan/Feb - 2015
II	15	Conversion Programs Delivered Phase II - SOW Deliverable 3.3.1	$25,744	Mar/April – 2015
II	16	Forms Delivered – Phase II - SOW Deliverable 3.3.6	$25,744	April/May – 2015
II	17	End User Training Plan Phase II - SOW Deliverable 3.4.3	$25,744	Aug/Sept – 2015
II	18	Integration and Parallel Testing Phase II - SOW Deliverable 3.4.4	$25,744	Aug/Sept- 2015
II	19	Cutover Plan – Phase II - SOW Deliverable 3.5.2	$25,744	Sept/Oct- 2015
II	20	User Verification Testing (UVT) Phase II - SOW Deliverable 3.4.5	$25,744	Sept/Oct- 2015
II	21	Go Live Declaration Letter – Phase II - SOW Deliverable 3.5.3	$32,180	January– 2016
II	22	Retention Milestone, Phase 2: Post Go Live Validation. Complete One Month of Payroll Processing - resolve any pay errors - SOW Deliverable 3.5.4 Phase II or 60 days after milestone 21	$45,052	Feb/Mar - 2016
		Phase II Subtotal:	**$289,620**	
		Total (Phase I & Phase II) Milestones:	**$643,600**	
		Contingency	**$203,800**	
		Total (Including Contingency)*	**$847,400**	

* Note: Milestones for services provided using the County's contingency amounts will be identified as part of the change control process.

2. Travel

When SunGard staff are scheduled to be at the County they will typically travel on a Monday and be onsite Tues- Friday morning and will travel out of the County on Friday. SunGard staff typically spend 32-40 hours on site per week of travel.

3. Report, Workflow, and Training Contingency

The Report, Workflow, and Training services listed below will be billed on a fixed fee basis should the County engage for these services. The use of these contingency hours will adhere to the change control process outlined in section 7.

SunGard will provide a fixed price quote based upon mutually agreed upon requirements for Reports, Workflows and additional Training. The quote total will be subtracted from the Report, Workflow, and Training contingency balance. Additional hours can be added to the Report, Workflow, and Training contingency at Douglas County's discretion once the contingency of 1,059 hours has been exceeded.

Service Deliverable	Rate	Hours	Total
Report Development	$200	568	$113,600
Workflow Development	$200	291	$58,200
End User Training	$160	200	$32,000
Subtotal(s):		**$1,059**	**$203,800**

5. Project Governance

1. Project Staffing

The following table provides an overview of committees and positions for SunGard and Douglas County. Final responsibilities and team members are identified during the implementation-planning phase of the implementation.

Douglas County

Project Sponsor

The County's project sponsor provides support to the project by allocating resources, providing strategic direction, communicating key issues about the project and the project's overall importance to the organization. The project sponsor will be involved in the project as needed to provide necessary support, oversight, and guidance, but will not participate in day-to-day activities. The project sponsor will empower the steering committee to make critical business decisions for the County.

Executive Steering Committee

The County's Steering Committee will understand and support the cultural change necessary for the project and foster throughout the organization an appreciation of the value of an integrated ERP system. The Steering Committee oversees the project team and the project as a whole. Through participation in regular meetings the Steering Committee will remain updated on all project progress, project decisions, and achievement of project milestones. The Steering Committee will also provide support to the project team by communicating the importance of the project to each member's department along with other department directors in the County. The Steering Committee is responsible for ensuring that the project has appropriate resources, providing strategic direction to the project team, and is responsible for making timely decisions on critical project or policy issues. The Steering Committee also serves as primary level of issue resolution for the project. Duties include:

- Provide County staff and facilities to the implementation effort as described herein.
- Make final decisions on policy changes as necessary
- Communicate to governing body as necessary
- Final County escalation point for project issues
- Meet bi-weekly or more frequently as needed to review progress
- Approve material changes in the project plan
- Advise Project Managers on resolution of project issues
- Resolve any delay in decision-making that could affect the project timeline.

Role	Name	Title
Project Sponsor	Craig Weinaug	County Administrator
Steering Committee	Paula Gilchrist	County Treasurer
Steering Committee	Jim Lawson	IT Director

Role	Name	Title
Steering Committee	Sarah Plinsky	Asst County Administrator
Steering Committee	Jamie Shew	County Clerk

Project Manager

The County's project manager will coordinate project team members, subject matter experts, and the overall implementation schedule. The Project Managers will be responsible for reporting to the Steering Committee and providing the majority of the County's change management communications and coaching. The project manager will also be the primary point of contact for the project and will coordinate all SunGard activities with the SunGard project manager.

Duties include:

- Monitor and report overall implementation progress (duties of both Douglas County and SunGard)
- Monitor and report progress on the County's responsibilities
- Notify SunGard Project Manager and Executive Steering Committee of any issue that could delay the project
- Supervise the County Project Team.
- Provide availability to the infrastructure and facilities as per the project schedule.
- Provide County Staff according to the project plan.
- Facilitate coordination between various external contractors and various County Departments as necessary
- Ensure change management, training and communication are effective (and adjusted accordingly if goals are not met).
- Coordinate, direct, and define pre-Go Live testing by County staff
- Review and approve staffing changes
- Foster a learning environment.

Role	Douglas County Functional Area	Name	Title
Project Manager		Marni Penrod	Chief Deputy County Clerk

County Change Manager(s)

- Lead the effort to define and manage the business case for change.
- Assess the change readiness of the County and develop a Change Management Plan to transition the County to ONESolution and the related business process changes.
- Prepare and execute a Communication Plan throughout the project.
- Lead the effort of communicating business process changes to departments.
- Prepare the end user Training Plan, including a course curriculum and a class schedule.

- Manage the SMEs for developing user guides and training materials.
- Manage the SMEs for the delivery of end user training.
- Coordinate change management related risks and resolve issues in a timely manner.
- Manage and participate in knowledge transfer activities as required.
- Develop a program for measuring success of change management and knowledge transfer activities.

Role	Douglas County Functional Area	Name	Title
Change Manager		Amy Barnes	IT, Software Specialist

Project Functional Team Leads

Project team members will be the core functional leads for each area in the system. The project team members have detailed subject matter expertise and are empowered to make appropriate business process and configuration decisions in their respective areas.

The Project Team is tasked with carrying out all project tasks described in the Statement of Work including planning, business process analysis, configuration, documentation, testing, training, and all other required County tasks. The Project Team will be responsible for and empowered to implement the new system in the best interests of the County consistent with the project goals, project vision, and direction from the Project Manager and Steering Committee.

- Team Leads from the County are defined below.
- Support Project Manager in all their duties
- Coordinate with the project manager in communications and issue resolution
- Make recommendations to the Project Manager concerning any policy or implementation issues
- Assist with the assessment of business processes, and identifying ways the new system can be utilized.
- Participate in pre-Go Live testing
- Assist SunGard with configuration of ONESolution.
- Assist with the resolution of issues
- Identify end users to attend training. Create end-user training documentation. Deliver End-User Training Classes
- Provide support to the user community in the post production timeframe

The key personnel included in the roles defined above include the following:

Role	Douglas County Functional Area	Name	Title
Project Team Lead	General Ledger	Debbie Sparkes	Admin Services, Budget
Project Team Lead	PO / Contract	Kim Hertach	Sheriff, Mgmt Info Analyst
Project Team Lead	Projects/Grants	Rita Fulks	PW, Mgmt Info Analyst
Project Team Lead	AR/Billing	Stacy Kurtz	Treasurer, Dir Taxation & Acct
Project Team Lead	Fixed Assets	Debbie Sparkes	Admin Services, Budget
Project Team Lead	Accounts Payable	Laura Glass	Co Clerk, AP Specialist
Project Team Lead	Budget	Debbie Sparkes	Admin Services, Budget
Project Team Lead	Payroll	Julie Jacob	Co Clerk, Payroll Specialist
Project Team Lead	Human Resources	Sarah Plinsky	Asst County Administrator
Project Team Lead	Benefits	Kari Wempe	Admin Svcs, Personnel Spec.
Project Team Lead	Time Entry	Julie Jacob	Co Clerk, Payroll Specialist
Project Team Lead	Position Management	Sarah Plinsky	Asst County Administrator
Project Team Lead	IT	Ollie Wenger	IT, Document Management

Commitment to the Project

The key personnel for the County will commit the following level of effort for the project as identified on the Staffing Matrix, attached to this SOW as Appendix 2. Level of effort includes time interacting with SunGard consultants, completing tasks, and otherwise working on responsibilities outlined in this SOW.

Requirements and Notes:

a) The County may have multiple staff providing the roles outlined above
b) Hours outlined are SunGard's best estimate based on previous engagements of this type
c) Skill type is for example purposes only and does not reflect the actual positions at Douglas County.

SunGard Public Sector

Executive Sponsor

- Provide support to Project Managers in reporting project progress to Steering Committee as necessary
- Approve and sign off on any material changes to project scope or staffing changes.

Role	Resource	Title	Expected Commitment (Onsite / Offsite)
Executive Sponsor	Ray Perkey	VP, Professional Services	Offsite – participate with County on monthly meeting remotely

Project Manager

- Fulfill Go Live dates
- Support the County Project Manager in monitoring and reporting overall implementation progress (duties of both Douglas County and SunGard)
- Monitor and report progress on SunGard's responsibilities
- Immediately notify the County Project Manager and Project Sponsor/Steering Committee of any issue that could delay the project
- Fulfill all SunGard project deliverables outlined in the SOW.
- Complete Software installation as per the project schedule.
- Provide SunGard Staff according to the project plan
- Facilitate coordination between all SunGard departments
- Monitor the work plan and schedule and make course corrections as necessary.
- Serve as the point person for all project issues. (First escalation point)
- Prepare weekly status along with weekly project call or meeting
- Provide issue resolution status, tracking, and procedures

Role	Resource	Title	Expected Commitment (Onsite / Offsite)
Project Manager	Robert Hatton	Sr. Project Manager	Onsite

Functional Leads (Consultants, Developers, and Technical resources)

- Consultants from SunGard include GL/Accounting, Budgeting, Procurement, Workflow, Reporting, Human Resources and Payroll
- Work with the County SMEs to design and configure the functional components of the ONESolution system for optimal long-term use.

- Lead the ONESolution software configuration with assistance from the County's Functional Leads.
- Check that Software operates after configuration as per its documentation
- Assist with the resolution of issues
- Trains the County core group during the configuration of software
- Create and deliver data conversion programs according to County specification and this Statement of Work
- Create and deliver interface programs according to County specification and this Statement of Work
- Create and deliver Reports according to this Statement of Work
- Provide training on security and assist with set up
- Provide training on workflow and assist with set up

Role	Resource	Title	Expected Commitment (Onsite / Offsite)
Financial Consultant			
Procurement Consultant			
Human Resources and Payroll Consultant			
Tools Consultant (Workflow and Reporting)			

2. Quality Assurance

SunGard will provide Quality Assurance (QA) and Project Oversight throughout the project life cycle

Assuring a project of this type is progressing as outlined in the project management plan and is achieving the goals of the County is critical to overall project success and eventual adoption of the system by all stakeholders. A SunGard Manager will be assigned at project commencement and focus in the follow areas:

- Review progress on all project deliverables and milestones outlined in the SunGard Stage Tables and this SOW
- Will provide assistance with any areas of high risk identified throughout the project
- Hold a quarterly conference call with the County project team to interview and assess their view of the project progress.
- Communicate any challenges internally to leadership throughout SunGard's organization to assist in resolving issues proactively.
- Provide feedback to project staff and managers on the results of QA activities
- Help Identify lessons learned that can improve performance on future phases
- Issues that will impact the quality, timeline, and overall goals will be identified, documented, tracked, communicated, and resolved

Requirements and Notes:

a) The QA work will be completed remotely unless otherwise agreed to by the County and SunGard.

Role	Resource	Title	Expected Commitment (Onsite / Offsite)
SunGard Manager	Christina West	Manager, Professional Services	Offsite

Requirements and Notes:

a) Both SunGard and the County will assign Project Manager's with the requisite skills and leadership authority within the organization to effectively accomplish the goals and complete the scope of the services in this SOW

b) County will participate in weekly meeting (may be conducted by phone) with SunGard's project manager. The County's core project team in addition to their project manager will attend the meeting. The weekly meeting is intended to cover current project status, project schedule, action items from the previous meeting, discussion about critical items, review of project plan, and help desk cases impacting the project. SunGard's project manager will complete and send out meeting notes after each meeting.

c) County will make the County's Project Team members available for meetings, consulting and training sessions, discussions and conference calls upon request by SunGard Public Sector. The County Project Team members will respond to information requests by SunGard Public Sector

staff not to exceed five (5) Business Days unless agreed upon in time to minimize delays in the project.

d) The County and SunGard Public Sector may consider alternative meeting options such as WebEx, Video Conferencing, Remote Desktop and Conference Calls.

Commitment to the Project

The key personnel for the SunGard will commit the following level of effort for the project as identified on the Staffing Matrix, attached to this SOW as Appendix 2. Level of effort includes time interacting with SunGard consultants, completing tasks, and otherwise working on responsibilities outlined in this SOW.

General Ledger Quality Assurance / Training

With this project, the County will be changing its general ledger and accounting practices consistent with the goals identified in Section 1.2 The Project Criteria for Success. SunGard will provide a ONESolution GL SME to participate in initial chart of account discussions, provide product demonstrations on general ledger/project ledger features and functions of ONESolution and review the final configuration.

SunGard will assign Paul Kayson to this role. SunGard will still have a GL Lead for this project and Paul will provide SME on the project. The high level participation for Paul on this project is outlined below.

Role	Resource	Title	Expected Commitment (Onsite / Offsite)
General Ledger SME	Paul Kayson	Product Consultant	3 Onsite visits total during Phase I • One 3 day visit during initial Chart of Account Discovery and Analysis • One 2 day visit during testing phase or at a mutually agreed upon time. • One 2 day visit for training either pre-live or post live or at a mutually agreed upon time. • Up to 40 hours remote consulting/training as necessary through Phase I. Time is based on availability

6. Project Management

1. Project Plan

SunGard will create a detailed project plan encompassing the full scope of the project within 30 days after contract signing. SunGard's project manager will edit and update as necessary as part of regularly scheduled project management meetings with the County's project manager(s).

The Project Plan will contain:

- All project's activities and tasks
- Dates of project activities and tasks
- Specific resources assigned to project tasks
- Milestones and Deliverables
- Task dependencies
- County Review Periods for Milestones and Deliverables

2. Agendas

SunGard's project manager will provide a project schedule as part of the detailed work plan. The schedule will outline the planned SunGard onsite visits for SunGard staff and provide recommendations for County staff to include in any applicable meetings. Detailed agendas for functional consultant visits will be provided by the SunGard Project Manager at least 1 week prior to any on-site meeting. Agendas will include:

- Meeting objective
- Meeting outcome
- Detailed tasks to be performed
- Recommended participants
- Detailed schedule breakdown of meeting topics
- Resources required for each meeting.

3. Status Reports

SunGard's project manager will prepare status reports on a bi-weekly basis for the duration of the project. Status reports will be used to communicate key project information to the County's Project Manager and Steering Committee. Reports are to include:

- Project Status
- Summary of accomplishments
- Late Overdue items
- Status of key milestones deliverables
- Project timeline
- Issues/Risks
- Planned risk mitigation strategy
- Progress towards County project goals / criteria of project success

4. Issues Log

SunGard and County will maintain a list of issues (both open and closed) that have been identified for the project. Any project risks, key decisions, issues, disputes, or late tasks shall be identified on the Issues Log.

Both County and SunGard project managers and project team members are responsible for adding items to the issues log. For each identified issue, the following information will be captured:

- Issue Number
- Reported by/date
- Status (i.e. new, open, closed, pending)
- Component unit/Business Process
- Priority
- Issue
- Comments
- Findings
- Recommendations
- Resolution Assignment
- Date Tested
- Date Closed

The County and SunGard project managers will review the Issues Log as part of regularly scheduled project management meetings or more frequently as required. Once the issue has been assigned, the appropriate project team member(s) are responsible for completing the assigned follow-up tasks and resolving the issue by the assigned due date.

The County Project Manager or the SunGard project manager may choose to escalate and issue following the issue resolution process defined in Section 6.12.

5. Requirements Traceability Matrix

SunGard's Project Manager and Consultants will use a Requirements Traceability Matrix to track the completion of the requirements of the Agreement, Exhibit 2 -functional requirements checklist. Configuration and testing will be tracked through to completion via the matrix. During the configuration of ONESolution, consultants will track each functional requirement to make sure the set-up is completed in the software via the requirements and the County's business practices. Once unit and integration testing are conducted these requirements will be captured and tracked through to completion to make sure they are working as designed. Where applicable the Requirements Matrix will be used to establish completion of certain milestones. For example during the testing phase the requirements matrix will be used to establish that testing has been completed and the milestone is finished and ready to be signed off upon by the County.

6. Deliverables and Milestone approval

The County will review, approve and provide written sign-off for all Deliverables and Milestones in the Appendix 1 in following way:

- SunGard will submit in writing to the County a Deliverable or Milestone completion form for each completed milestone deliverable.
- The County will identify in writing any required changes, deficiencies, and/or additions necessary, within ten (10) business days of receipt of the Deliverable or Milestone completion form for each completed Deliverable or Milestone. If SunGard does not receive a signed completion form within ten (10) business days and the County has not requested additional review time, the Deliverable or Milestone will be considered accepted.
- SunGard will review Deliverables and Milestone's which are not approved and create a plan to address. When the Deliverable has been has been updated or the Milestone achieved a revised Deliverable or Milestone completion form will be submitted. The County will then review the Deliverable or Milestone and provide any additional comments on any required changes, deficiencies, and/or additions necessary within five (5) business days of receipt of the updated Deliverable or Milestone completion form. This process will be repeated until the County grants approval and signoff on the Deliverable or Milestone.
- Upon approval of the Deliverable or Milestone, the County Project Manager will sign the completion form and shall return it to SunGard's Project Manager.

7. Change Requests and Changes to this Scope of Work

Either party may request changes to this SOW. Such a request is honored by the parties only if it becomes a formal Change Order.

The change request will provide sufficient detail including the following.

- Detailed description of resources (both County and SunGard) required to perform the change
- Specifications
- Implementation Plans
- Schedule for completion
- Verification and Approval criteria
- Impact on current milestones and payment schedule
- Additional milestones (if applicable)
- Impact on project goals and objectives
- Price

Either SunGard or County management may propose a change by submittal of a Change Request to the other party. The other party has five (5) business days (or as mutually agreed upon) to determine whether it agrees to the Change Request. If both parties agree to the Change Request, the change will become a Change Order documented and signed by both parties. If agreement to pursue a Change Order does not occur in five (5) business days of the initiation of the Change Request (or as mutually agreed upon), it is assumed that the Change Request has been rejected and any remaining issues will be identified on the Issues Log and/or follow the Dispute Resolution process identified in Section 8.3.

8. Implementation Schedule, Timeline, Scope Clarification & Miscellaneous Items

1. Implementation Schedule

The Implementation schedule is as outlined below.

The key phases and dates are as follows:

1. June 1, 2014 to April 1, 2015 – Phase 1, Finance. County will implement and go live in the spring of 2015 on the Budgeting
2. January 1, 2015 to February 1, 2016 – Phase 2, HR/PY

2. Facility Requirements

SunGard recommends the following facilities be available for the entire life cycle of the project.

- The County will provide an adequate workspace for each onsite SunGard Public Sector consultant, with access to a desktop workstation, network, and close proximity to the County Project Team. Adequate breakout and conference space will also be provided.
- When SunGard Public Sector is onsite, the County Project Team should ideally be located near the SunGard Public Sector project members to facilitate good communication and coordination amongst the team members.
- The County project team will not be located in a centralized project office.
- Adequate training space will be provided by the County for training throughout the project. The training room(s) will consist of at least six- (6) fully functioning networked computers, meeting at least Douglas County's minimum of hardware standards.

3. Dispute Resolution Procedures

Douglas County and SunGard should anticipate challenging issues to arise throughout the implementation process due to the complex magnitude of this project. In order for challenging issues to be remedied in a timely fashion, the County and SunGard will utilize the following Dispute Resolution Procedure:

All communication regarding the project should be directed to SunGard and County's Project Manager in order to maintain consistent communication between the parties. Scheduled weekly calls/meetings will be maintained between the SunGard Project Manager and the County's Project Team (including the Douglas County's Project Manager).

All issues or concerns will be discussed actively and openly between SunGard's Project Manager and the County's Project Manager.

If issues begin to interfere with the progression of the implementation project, the County and/or SunGard should escalate challenges to SunGard management in the sequence below, as needed:

Contact	Phone	E-mail
Christina West – Manager, Professional Services	530.879.5122	christina.west@sungardps.com
Paul Tovey—Director of Consulting	530.879.5139	paul.tovey@sungardps.com
Raymond Perkey—V.P. SunGard	407.304.3026	raymond.perkey@sungardps.com
Mike Borman—CEO	407.304.3019	mike.borman@sungardps.com

Escalation to Douglas County Management Team should be as follows:

County Steering Committee		See Section 5
County Administrator		See Section 5

9. Appendix 1

1. Key Deliverable Expectations

Deliverable Number: 4.1.3

Deliverable Name: Project Work Plan	**Phase:** 1, 2

Objective: Create a project plan for phase 1 and 2 with all tasks, activities, deliverables and milestones.

Scope: The Project Plan is a visual representation of all summary activities, deliverables, and milestones for the ONESolution project.

Format: Microsoft Project

Sample Outline: Project Plan showing –

- Key Implementation Milestones
- Detailed tasks/activities
- Deliverables
- Dates
- Resources
- Task Pre-requisites
- County Review and Testing Periods

Notes / Expectations:

County Role: County will collaborate with SunGard Project Manager in creation of the plan. County to advise on all key blackout dates when resources are not available and to confirm availability of all needed County Resources throughout the Project

SunGard Role: Lead creation of Project Plan

Acceptance Criteria: Completed Project Plan agreed upon by SunGard and County. Follow Deliverable and Milestone Approval process stated in section 6.

Deliverable Number: 4.1.11

Deliverable Name: Business Process Review	**Phase:** 1, 2

Objective: Review County business processes and provide best practice recommendations on how the County can use ONESolution.

Scope: SunGard to review current "as is" processes with the County. SunGard will provide written recommendations for recommended "to be" processes based on industry best practices within the use of ONESolution functionality.

Format: Microsoft Word.

Sample Outline: Document which includes:

- Current County key "as is" processes
- SunGard recommendations for business processes (process considerations and ONESolution considerations)
- Change management impacts

Notes / Expectations:

County Role: Provide SME's who can describe current business processes and requirements. Review recommendations and make decisions on recommendations for go forward practices and processes.

SunGard Role: Provide expertise on best government business practices within the use of ONESolution. Interview Key County Staff to ensure understanding of current processes and business process need. Create report with SunGard recommendations

Acceptance Criteria: Completed Business Review documents for both Phase 1 and 2 agreed upon by SunGard and County. Follow Deliverable and Milestone Approval process stated in section 6.

Deliverable Number: 4.2.3

Deliverable Name: County Configuration Decisions	**Phase:** 1, 2

Objective: Review, define and document all configuration and set up decisions

Scope: SunGard to present configuration options (if applicable) to County and will make best practice recommendations based on options.

Format: Microsoft Word.

Sample Outline: Document which includes:

- Set up decisions and configuration per component unit
- Set up decisions and configurations that cross multiple component units

Notes / Expectations: Configuration decisions will be updated throughout project life cycle as testing and adjustments to configuration take place.

County Role: Provide SME's and participate in configuration decisions. Make decisions as necessary on set up and configuration of ONESolution.

SunGard Role: Provide expertise on best government business practices within the use of ONESolution. Document and capture configuration decisions

Acceptance Criteria: Configuration decisions documents for both Phase 1 and 2 agreed upon by SunGard and County. Follow Deliverable and Milestone Approval process stated in section 6.

Deliverable Number: 4.2.5

Deliverable Name: ONESolution Install	**Phase:** 1

Objective: Fully installed ONESolution with all component units.

Scope: SunGard to install all component units of ONESolution on County supplied servers. SunGard will provide an Installation completion document once install is complete.

Format: Microsoft Word

Sample Outline: Document which includes:

- Outcomes of Installation including post action report testing
- Login instructions

Notes / Expectations:

County Role: Provide technical resources as required. Procure and install hardware and operating system per SunGard specifications

SunGard Role: Provide guidance and specifications to County for hardware and operating systems. SunGard technical resources to install ONESolution and do initial install testing

Acceptance Criteria: Install post action report delivered by SunGard and accepted by County. Follow Deliverable and Milestone Approval process stated in section 6.

Deliverable Number: 4.3.6

Deliverable Name: ELF Form Programs	**Phase:** 1, 2

Objective: Completed ELF Forms which will be used by the County for processing

Scope: ELF Forms will be created and delivered to the County. Phase 1 Financial forms include Purchase Order/Requisition, AR Invoice/Statement, AP Check/EFT, Cash Receipt, and 1099. Phase 2 Payroll forms include Payroll Check/EFT and W2.

Format: ELF Forms

Sample Outline: Programs which create the output needed for the following forms:

- Purchase Order
- Accounts Receivable Invoice and Statements
- Accounts Payable Check and EFT
- Cash Receipt
- Payroll Check and EFT
- 1099 and W2's

Notes / Expectations:

County Role: Choose form formats from standard SunGard forms. Provide specifications for County specific information which include bank information, signatures formats, and all other requirements. Test all forms including checks with banking institution.

SunGard Role: Provide standard format samples. Develop forms and advise County on typical uses and formats for forms. Adjust forms as needed based on feedback from County Testing.

Acceptance Criteria: Forms tested and accepted by County. Follow Deliverable and Milestone Approval process stated in section 6.

Deliverable Number: 4.4.4

Deliverable Name: Integration and Parallel Testing	**Phase:** 1, 2

Objective: Integration and Parallel testing to validate system conforms to business requirements and meets all configuration decisions.

Scope: Integration and Parallel Testing validates that all integration items function as designed in test scripts and represent examples of daily business processes which will be performed in the live system.

Format: Microsoft Excel

Sample Outline: Process Testing to take place for each Phase:
Phase I – Financial Processing will be tested using sample transactions for each core process including all component units.

- Journal Entries
- Purchase Requisition through Accounts Payable Run
- Accounts Receivable Billing
- Cash Receipting
- Recording Fixed Assets

Phase II – Payroll processing using data from legacy system so each payroll scenario can be tested and validated in ONESolution against legacy payroll

Notes / Expectations:

County Role: Lead and conduct Integration and Parallel testing. Report issues to SunGard which don't meet expected results

SunGard Role: Provide test plans/scripts. Support County in testing and help resolve any items which don't meet expected results.

Acceptance Criteria: Testing results are complete and meet test plan requirements. Follow Deliverable and Milestone Approval process stated in section 6.

Deliverable Number: 4.5.3

Deliverable Name: Go Live Declaration Letter	**Phase:** 1, 2

Objective: Document which identifies that the County is live or capable of going live on ONESolution.

Scope: ONESolution meets all requirements per Phase I and II. County has processed or is capable of processing on ONESolution, where ONESolution is the official book of record.

Format: Microsoft Word

Sample Outline: Letter which states that the County is able to use ONESolution Financials as its official book of record. There will be one letter for Phase I and II.

Notes / Expectations:

County Role: Validate system readiness.

SunGard Role: Provide support to the County as final system processes are validated.

Acceptance Criteria: System validation is completed and system meets functional requirements and the County is capable of going live. Follow Deliverable and Milestone Approval process stated in section 6.

Deliverable Number: 4.5.4

Deliverable Name: Post Live Validation	**Phase:** 1, 2

Objective: Validation verification of specific processes after County goes live on ONESolution.

Scope: Involves the group of activities to be completed on ONESolution on a monthly basis after going live. Phase I – Financials processing includes validating the purchase requisition through accounts payable check run and posting to the General Ledger. This also includes the first month end close. Phase II – Payroll processing includes entering time, calculating and verifying amounts, and issuing EFT and physical checks as needed for one month.

Format: Use of ONESolution in a Live Environment

Sample Outline:

Phase I – Financials

- Validate Purchase Requisition through Accounts Payable Check Run
- First Month End Close
    - Perform the following reconciliations
        - General Ledger to Accounts Payable
        - Purchasing to Encumbrances
        - Accounts Receivable to General Ledger
        - Cash Receipts to General Ledger
        - Fixed Assets to General Ledger
        - Payroll to General Ledger
- HR/Payroll
    - Time Entry

- Calculation and validation of amounts
- Issue EFT and physical checks as required

Notes / Expectations:

County Role: Use ONESolution in a live environment and process all critical steps listed in Sample Outline

SunGard Role: Provide support to the County as they use ONESolution in a live environment. Assist in helping the County overcome any training gaps or software issues identified within ONESolution.

Acceptance Criteria: County is able to use ONESolution in a live environment and process all critical processes outlined in this deliverable. Follow Deliverable and Milestone Approval process stated in section 6.

10. Appendix 2

1. Project Staffing

Continue to the next page...

Schedule 2

Estimated County Staffing Levels

	Indcated Date for Month 1																												
	Month																												
	Month 1 = Jun-14																												
PROJECT ROLL-OUT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Cross Phase																														
Phase 1 Finance - 10 months go live																														
Phase 2 HR/PY -12 months total to go live																														
	Month																												
Resource/Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
CROSS-PHASE Implementation (Project Management)																														
List County Resources required																														
Refer to available staff in RFP Section C.3																														
Project Manager	120	120	80	80	80	80	80	80	80	80	80	120	80	120	120	120	120	120	120	120	120	120	120							
WorkFlow and Reporting Lead	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40												
Total Project Management Hours	160	160	120	120	120	120	120	120	120	120	120	160	120	160	160	160	160	160	120	120	120	120	120	0	0	0	0	0	0	0
CROSS-PHASE Technology Support																														
System Adim	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40												
DBA	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40												
Total Technical Hours	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	0	0	0	0	0	0	0	0	0	0	0	0
Phase 1																														
GLLead (System Accountant)	40	40	40	40	40	40	40	40	40	60	80	80																		
Budget Lead	24	24	24	24	24	24	24	24	24	24	24	24																		
Purchasing Lead	24	40	40	40	40	40	40	40	40	40	40	40																		
AP Lead	24	40	40	40	40	40	40	40	40	40	40	40																		
AR/Cashiering Lead	24		40	40	40	40	40	40	40	40	40	40																		
Project/Grant Lead	24		40	40	40	40	40	40	40	40	40	40																		
Fixed Asset Lead	24		24	24	24	24	24	24	24	24	24	24																		
Programming Staff			40	20	20	20	20	20	20	20	20	20																		
Add more if necessary....																														
Total	184	144	288	268	268	268	268	268	268	288	308	308	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Phase 2																														
HR Lead								80	40	40	40	40	40	40	40	40	80	80	80	80	80	80	80							
Payroll Lead								80	40	40	40	40	40	40	40	40	80	80	80	80	80	80	80							
Programming Staff									40	20	20	20	20	20	20	20	20	20	20	20	20	20								
Total	0	0	0	0	0	0	0	160	120	100	100	100	100	100	100	100	180	180	180	180	180	180	160	0	0	0	0	0	0	0
Other Staff																														
Steering Committee	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8												
Total	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0
Total Government Implementation Hours By Month	272	232	376	356	356	356	356	516	476	476	496	496	188	188	188	188	268	268	180	180	180	180	160	0	0	0	0	0	0	0

Schedule 3

Estimated SunGard Staffing Expectations

All Hours should be identified as either off-site or on-site hours

	Indcated Date for Month 1																												
	Month																												
	Month 1 = Jun-14																												
PROJECT ROLL-OUT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Cross Phase																														
Phase 1 Finance - 10 months go live																														
Phase 2 HR/PY -12 months total to go live																														
	Month																												
Resource/Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
CROSS-PHASE Training (Project Management)																														
Vendor Resources required (examples)																														
Off-Site Project Management																														
On-Site Project Management	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80									
WorkFlow Lead			28		28		28		28		28		32		28	32														
Reporting Lead			32	32	32	32	32	32	32	32	40	32	32	32	40	36	32	32												
SunGard Install Technician	56	24																												
Total Cross-Phase Hours	136	104	140	112	140	112	140	112	140	112	148	112	144	112	148	148	112	112	80	80	80	0	0	0	0	0	0	0	0	0
Phase 1																														
Vendor Resources required (examples)																														
Finance Business Process Lead	80																													
GL Lead Consultant (Budget, Grants)	32	32	32	24	32	32	32	32	32	24	32																			
Core Financials Lead Consultant		32	32	32	24	32	32		32	24	32	32																		
Programmer (Interface/Conversion)		32	32	32	32	24	32	24	32	32	30																			
Total	112	96	96	88	88	88	96	56	96	80	94	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Phase 2																														
HR/PY Business Process Lead								80																						
Human Resources/Payroll Lead								36	64	32	32	32	32	32	32	32	32	40	40	32	32									
Programmer (Interface/Conversion)										28	24	32	24	32	32	32	24	32	24	24										
Total	0	0	0	0	0	0	0	116	64	60	56	64	56	64	64	64	56	72	64	56	32	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Vendor Hours By Month	248	200	236	200	228	200	236	284	300	252	298	208	200	176	212	212	168	184	144	136	112	0	0	0	0	0	0	0	0	0

11. Appendix 3

1. Standard Report List

This document contains a listing of:

1. ONESolution Reporting and Business Intelligence reports – Ad hoc reports created with SunGard Public Sector's data sets and IBM Cognos. These reports can be modified by the user.
2. Click, Drag, and Drill (CDD) reports – Ad hoc reports that can be modified by the user.
3. Fixed Format reports – Menu-driven reports with extensive sorting and selection options.

ONESolution Reporting and Business Intelligence

The following reports are provided with the ONESolution Finance suite. These reports are created with the ad hoc reporting tool – Cognos Business Intelligence. If an existing report does not exactly match your requirements, reports can be easily modified or you can create a new report. SunGard Public Sector hosts a Web site where users can collaborate and share reports. Training on report writing is provided during implementation. If you do not wish to modify or create reports, reporting services are available from SunGard Public Sector for an additional charge.

Accounts Payable

Reconciliation by Fund
Person Entity Listing with AT Transactions – PE List only
Person Entity Listing with AP Transactions – PE List with AP Detail
Person Entity Listing with AP Transactions – PE List with AP Summary

Bank Reconciliation

Consolidated Check Register Report Detail by Bank ID
Consolidated Check Register Report Detail by Key Bank ID
Consolidated Check Register Report Detail by Key Object
Consolidated Check Register Report Detail by Object
Consolidated Check Register Report Summary by Bank ID

General Ledger

Balance Sheet
Detail Budget vs Actual Report
GL Transaction Listing
Income Statement by Period
Income Statement
Listing of All Keys with Objects
Object Code Information
Object Group Codes
Open Encumbrances by Object
Organization Key Information by Key Code
Organization Key Information by Key Description

Encumbrances

Open Encumbrances by Object

Purchasing

PO Status Report

Human Resources & Payroll

Citizenship Verification by Name
EEO Demographics (Disabled Status)
EEO Demographics (Graph)
EEO Demographics (Over 40 Details)
EEO Demographics (Race)
EEO Demographics (Reasonable Accommodation)
EEO Demographics (Veteran Status)
Employee Assignment History by Employee ID
Employee Assignment History by Employee Name
Employee Average Tenure (Graph)
Employee Average Tenure by Department
Employee Average Tenure by Employee Location
Employee Average Tenure by Employee Type
Employee Average Tenure by Employee Separation Reason
Employee Directory (by Department)
Employee Directory (by Division)
Employee Directory (by Name)
Employee Turnover (by Age)
Employee Turnover (by Bargaining Unit)
Employee Turnover (by Department)
Employee Turnover (by Division)
Employee Turnover (Graph)
Headcount by Organization (Detail)

Organization Part Codes
Statement of Cash Receipts and Disbursements
Statement of Expenditures and Encumbrances (Detail)
Statement of Expenditures and Encumbrances (Summary)
Statement of Net Assets
Statement of Revenues (Detail)
Statement of Revenues (Summary)
Trial Balance

Headcount by Organization (Graph)
License and Certification Report (by License Type)
License and Certification Report (by Name)
License and Certification Report (by Department)
New Hire by Month Year (Detail)
New Hire by Month Year (Graph)
OSHA Injury Report (drill through details)
OSHA Injury Report
OSHA 300 and 301
OSHA 300A

Human Resources & Payroll Cont.

Position Staffing Report (by Dept, Budget by FTE)
Position Staffing Report (by Division, Budget by Amount)
Position Staffing Report (by Div, Budget by FTE and Amount)
Position Staffing Report (by PCN, no budget)
Seniority Reports:
– District (Seniority Date)
– District (Seniority Date by Bargaining Unit)
– District (Seniority Date by Department)
– District (Seniority Date by Division)
– District Seniority Date by Position
– Hire (Date)
– Hire (Date by Bargaining Unit)
– Hire (Date by Department)
– Hire (Date by Division)
– Hire (Date by Position)
– Longevity (Date)
– Longevity (Date by Bargaining Unit)
– Longevity (Date by Division)
– Longevity (Date by Position)
– Longevity (Date by Department)
– Position (Date)
– Position (Seniority Date by Bargaining Unit)
– Position (Seniority Date by Department)
– Position (Seniority Date by Division)
– Position (Seniority Date by Position)
Total Salary by Year (Detail)
Total Salary by Year (Graph)
Veterans 100 Status

Click, Drag, and Drill Reports

The following reports are provided with the ONESolution Finance suite. These reports are created with SunGard Public Sector's Click, Drag, and Drill (CDD) ad hoc reporting tool. If an existing report does not exactly match your requirements, reports can be easily modified or you can create a new report. Training on report writing is provided during implementation. If you do not wish to modify or create reports, reporting services are available from SunGard Public Sector for an additional charge.

Accounts Payable
General Information Report
Division Code Report
Transaction Detail by Vendor ID
Transaction Detail by Vendor Name
Invoices in Approval
Outstanding Invoices (Not Paid) by Vendor Report
Un-posted Batches / Invoices Report
Un-posted Batches / Invoices Report with Drill Down
Invoices with Errors in APOHININ Process
Summary Report by PE ID
Summary Report by PE Name
Aging Report by ID
Aging Report by Name

Accounts Receivable
Transactions by ID
Transactions by Name
Transactions by Account
Batch Status
Summary Report by ID
Summary Report by Name
Aging Report
Smart Aging Report
Category Numeric Information by ID
Category Numeric Information by Name
Text by ID
Text by Name
Codes - Calculations
Codes - Categories
Codes - Divisions
Codes - Finance
Codes - Misc

Accounts Receivable Cont.
Multi-View Report with Drill Down to Account Information
Multi-View Report with Drill Down to Address Information
Multi-View Report with Drill Down to AR Aging Information
Multi-View Report with Drill Down to AR Calculation Codes
Multi-View Report with Drill Down to Division Summary
Multi-View Report with Drill Down to Division and Term Summary
Multi-View Report with Drill Down to Account ID Text
Multi-View Report with Drill Down to Invoice Summary Text
Multi-View Report with Drill Down to Term Summary
Multi-View Report with Drill Down to Transaction Summary by ID
Multi-View Report with Drill Down to Transaction Listing
Multi-View Report with Drill Down to Transaction Listing with Text
Multi-View Report with Drill Down to Transaction Listing
Multi-View Report with Drill Down to Transaction Listing with Text

Bank Reconciliation
Check ID & Number Ordered Report
Outstanding Deposits Report
Payee Report - Verbose Format
Outstanding Checks List

Codes - Pay Type
Codes - Status
Codes - Terms
Category Numeric Reports by ID
Category Numeric Reports by Name
Billing Information Sorted by ID
Billing Information Sorted by Name
Multi-View Report

Bank Reconciliation Cont.
Payee Ordered Format by Name
Payee Report - Short Format
Un-posted Budget Sets
Budget Worksheet Report

Contract Management
Contract Management Status Report
Contract Management Transactions
Contract Management Compliance Report
Original Contract Plus Amendments to Current Contract Amount
Contract Management Expense Encumbrance Status

Encumbrances
Division Listing Report
Transactions by Account
Transactions by Reference (PO#)
Summary by Account Report
Summary by Reference (PO#)

Employee Online
Employee Online Changes to EMPMSTR Report
Employee Online Changes to Direct Deposit Report
Employee Online Changes to Mandatory Assignments
Employee Online Transactions Waiting Approval

Fixed Assets
Fixed Asset Code Information Report
Fixed Asset General Report
Maintenance & Improvements History Report
Outstanding Checks Report
Consolidated Check Register
Deposit Listing Detail
Payee Report - Verbose Format
Consolidated Check Register
Payee Report - Short Format
Consolidated Exception Report
Deposit Listing Summary
Consolidated Address Listing
Payee Ordered Format by ID

General Ledger Cont.

Transaction Detail
JL Transaction Detail
Un-posted JE Sets Report
Un-posted JE Sets Report with Drill Down
Budget Changes Report
Budget History Report
Trial Balance Summary
Fund Summary
Object within Fund Report
Keys within Objects Report
Transactions within Keys Report
Budget to Actual Report
Summary Budgets by Fund
Budget to Actual with Encumbrances by Key and Object
Budget to Actual with Encumbrances

Grants Management
General Report
Award Details
Award Modification Listing
Budget Details
Budget Listing
Compliance Details
Cost Sharing
Notes Detail
Proposal Details
Grant Budget to Actuals with Encumbrances by Key and Object
Grant Budget to Actuals with Encumbrances by Fully Qualified Account
Grant Budget Report Listing

Transaction report
Depreciation History
Physical Inventory by Location
Master Listing
Gain/Loss Calculator

General Ledger
Organization Key Information Report
Organization Keys & Parts Report
Organization Part Codes Report
Object Code Report
Object Group Codes Report
Transaction Detail Report
Transactions by Batch ID Report
Transactions by Job Number Report
Transactions by Object and Key Review Report
Transactions by Key and Object
Budget History Report

Human Resources & Position Budgeting
Employee Age List Report
PCN/Position Table by Entity & Position
Direct Deposits by Bank Report
PCN/Position Table by Entity, PCN, & Position
Salary Schedule Codes
Location Codes
Job Codes
Benefit Codes
Bargain Unit Codes
Vendor Codes
Bank Codes
Pay Periods
Employees
Employee Benefits

Human Resources & Position Budgeting Cont.
Tracking Information
Workers Compensation by Employee
Employees by Position
Non-Entity Specific Codes by Code ID
Entity Specific Codes by Entity and Code ID
Education Report
Authorized Positions
Employee New Hires
Employee Terminations
Employee Pay Assignments by Index Key
Employee Pay Assignments by Pay Class
Salary Schedules by Step and Range
Employee Pay Assignments by Bargain Unit
Employee Pay Assignments by Name
Applicants Hired for a Requisition
EEO Report
Salary Listing
Applicant Scores
Applicants by Requisition
Employee Mandatory Assignments
Pay Related Contributions
Licenses, Skills, Training & Education
Employee Personal Information

Nucleus/Security Cont.
Audit Trails of Overrides Report
System Default Definition Report
Logged Job Report
IFAS Job Detail Report

Payroll
Pay Period Definition Report
Pay Class Definition Report
Contributions / Deductions / Hours Report
Contributions / Deductions / Hours Report with Drill Down to Calculation Source
Calendar Report
Timecard Set Proof
Employee Pay History Report
Employee Definition Report by ID
Employee Definition Report by Name
Employee XTD Accumulator Report

Person Entity
Listing by PE Name Report
1099MISC by PEID
Association Code Listing Report
Listing by Name
Listing by ID

Applicant Master Inquiry by Requisition Number
Hurdle Score Sums Report
Hurdle Scores by Requisition
View Applicant Report
Employee Demographics Review Report
Employment Verification Report
Performance, Grievances & Disciplinary Action
Employee Mailing Labels

Nucleus/Security
Attribute Report
Monthly Audit Totals Report
Common Codes Report
Cluster Information Report
Crash Messages Report
Error Codes Report
Report & Screen Headings Report
Masks with JCL Report
Audit Information Report
Next Question Description & Program Report
Questions, Menu, & Help Report
Questions & Menu Report
Question Definition Report
Subsystems Installed Report
Scheduled Jobs Report

Professional Development
Participant Transcript
Registration Report
Attendance Roster
Course Information
Course Information with Prerequisite Drill Down
Course Information with Registration Drill Down
Course Information with Schedule Drill Down
Course Summary
Course Summary with Course Details Drill Down

Project Allocation
Project Listing Sorted by Project Number
1099MISC by Name Report
1099 PEID without TID Report
Product Information Listing by Product ID
Production Information Listing by Description
Listing by Owner ID Report
Listing by Association Code Report
Vendors over $5000 Report

Position Budgeting
Position Budgeting By Position, Employee Report
Position Budgeting By Key, Object, Employee
Position Budgeting Model Comparison By Department, Position, and Employee
Position Budgeting Model Comparison By Fund, Dept.
Position Budgeting Model Report by Fund Key
Model Report by Fund / Key / Object
Model Report by Fund / Key / Object / Employee
Model Report by Fund / Key / Employee / Object
Model Report by Position / Fund / Key / Object
Model Report by Key / Object / Employee
Key & Objects Not in GL Report
Print Model Information Report
Model Comparison Report

Timecard Online
Employee Time Entry Report (IFPY)
Supervisor Time Entry Report (IFPY)
Standard Timecard Proof (PYTC)

Workflow
CM Contract Management Status Report
Workflow Queue Report
Model Instance History Report
Drill Down to Instance Variables
Workflow History Notes Report
Report of Workflow Task List Items by User

Funding Source Report

Purchasing
Item Information Report
Status Inquiry Report
Summary Report

Recurring Calculations
Recurring Calculation Listing
Recurring Calculation Details Listing
Recurring Calculation Details Listing with Drill Down

Fixed Format Reports

The following reports are provided on the screens and menus throughout the ONESolution Finance suite of applications. These reports have a wide range of criteria to select the information you want to include. The report layouts cannot be altered.

General Ledger
Detail Trial Balance
General Ledger Report
Income Statement
Income Statement by Fund
Balance Sheet
Balance Sheet by Fund
Account Director's
Account Director's with Encumbrances
Income and Expense
Account Summary
Budget Officer Summary
Hierarchical Budget Summary
Special Operating Income
Deposits and Withdrawals
Account Director's General Ledger/Encumbrances Summary
To-Date Hierarchical Report
Statement Changes in Fund Balance
Deposits and Withdrawals with Encumbrance
Account Director's General Ledger/Encumbrances Detail and Summary
Detail Activity Report
Cash Flow Statement
Account Transaction Count
Income Statement by Period
Budget to Actual
Statement of Cash Receipts
Expenditures and Encumbrances
Statement of Revenues
Special Report from Definition File
Analysis Report Menu
Chart of Account & Budgets
Change of Budgets
Common Codes
Default Account Mapping
General Structure Information

Encumbrances
Encumbrance Debug Report
Encumbrance Division Listing
Encumbrance Report
File Listing (one transaction file listing)
Reference Report
Reference Summary Report
Reference Status Report
Transaction Balance Report
Aged by General Ledger Account
Aged by Division Code
Aged by Person/Entity ID
Aged by Person/Entity Name
Summary by General Ledger Account
Summary by Division Code
Summary by Person/Entity Name
Transactions by General Ledger Account
Transactions by Division Code
Transactions by Person/Entity ID
Transactions by Person/Entity

Accounts Payable
1099 Detail Transactions
Open Hold Division Report
Transaction File Listing
AP Reconciliation by Fund
AP to GL Reconciliation Report
PE Listing with AP Activity
Unpaid Invoices Report
Year End Reconciliation Report
Aged Report
Summary Report
Transaction Report
Report of Entries for Payment
Open Hold Batch Distribution

Organization Key Information
Object Code Information Object Group Codes
Organization Part Code
Quick Account Numbers
Rule Logic
Subsystem Interface
Account Transactions

Person/Entity
Association Codes
Common Codes File Listing
Customer Information
Changes Log Details
Name and Address Details
One Line Name Format
Product Performance Information
Product Information
Vendor Performance Information
Name & Address (short format)
Free Form Text Details
Vendor/Product Information
Bid List File and Report

Purchasing
Effectiveness Report
General Information and Formats
General Purchasing Report
Log Report
Item Listing
Blanket PO Reports
Non-Encumbered PPO Summary
Overdue Report
Open Purchase Orders
Outstanding Items
Purchase Request Proof
Purchase Request Listing
Purchase Order Summary
Quotations Report
Requisition Signoff Sheet
PO Status Report
Reconciliation with Encumbrances
Receiving Report
Receiving Signoff Sheet
Special Purchase Request

Check Management
Check Register (Date Range)
Consolidated Check Register
Client Specific
Outstanding Checks Report
Payee Report

Accounts Receivable
1098-T Hope/Lifetime
Statement of Changes
Contract Status Report
GL/AR Reconciliation Report
Invoices
Late Notices
Summary of Invoices
Account Information
Coded Information
Deferred Charges
General Information
Recurrent A/R's
Selection Class Codes
Transaction Listing
Free Form Text
Named Totals
Recurrent AR's
Selection Class Codes
Division Code Summary
Term Code Summary
Account/Division
Division/Account/Misc.
Account ID/AR Division/Term
Transaction Listing
Free Form Text
Aging Report
Summary Report
Transaction Report

Payroll
Calendar Definitions
Common Code Definition
Employee XTD Accumulator
Employee Contribution Assignment

PO Status Report
Unauthorized Purchase Requests
Verification Report
Vendor Year-to-Date Purchases
Purchasing Report Worksheet

Payroll Cont.
Pay Period Definition
Work Schedule Definition
Contribution Definition
Deduction Definition
Employee User Defined Accumulator
Employee Deduction Assignment
Employee Definition
Salary Grade/Step Definition
Hour Definition
Employee Pay History
Pay Class Definition
Payroll Deduction to Accounts Receivable Batch and Report
Deduction Register
Earnings Register
Period Register
All PYADP Registers
Contribution Registers
EFT Tape and Report
Leave Balance Register
Pay Register
Vendor Report
Pay Assignment Code Listing
Attribute Deductions
Contribution Definition
Deduction Definition
Salary Grade/Step Definition
Hour Definition
Pay Period Information
Work Schedule Definition
CNT/DED/HRS Definition
Arrears Tracking
Calendar Definition
Cluster Descriptions
Employee Information
Entity Definition
Employee Pay Assignment
Entity Definition
Job/Position Definition

Payroll Cont.
Employment Security Program
New Tax Summary Report
Tax Summary Report
Workers' Compensation Report
Payroll Deductions to AR Report
Bond Report
Departmental Distribution Report
Electronic Fund Transfer Report
Grant Total XTD Report
Leave Balance Report
Multiple Worksite Report
Retirement Report
Reconciliation Report
TIAA File and Report
Print Timesheet
W4 Report

Security
Audit Trail of Overrides
Attribute Information
Audit Information
Common Codes
Cluster Information
System Default Definition
Databases and Job Classes
Error Codes
Report and Screen Headings
Job Dialogue / Running Details
Logged Job Information
Program Progress Information
User Information
Validation and View Help

Fixed Assets
Report Depreciation with Debug
Report Depreciation

Job/Position Definition
Pay Class Information
Special History Listing
941 Report by Employee
Arrears Tracking
Employee's Cost to Employer
Detail Posting Report
EEO Reports
Multi Period Leave Balance Rpt
Leave Bal/Liability Report
Print Mailing Labels
Quick Check Print

Human Resources
Citizenship Verification
Employee Directory
Employee Turnover
License and Certification
OSHA 300
OSHA 300A
OSHA 301
OSHA Employee Incident
OSHA Injury
Seniority
Veteran's Status 100

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
1	SYSTEM	Documents	System allows attached documents to be stored directly in system	Y	S	ONESolution	1	
2	SYSTEM	Documents	System allows documents to be stored in document management system and referenced in ERP	Y	S	ONESolution	1	
3	SYSTEM	Security	System uses role based security where security roles are tied to users	Y	S	ONESolution	1	
4	SYSTEM	Security	System uses role based security where security roles are tied to positions	Y	S	ONESolution	1	
5	SYSTEM	Security	Security settings can be set for modules	Y	S	ONESolution	1	
6	SYSTEM	Security	Security settings can be set for screen or function	Y	S	ONESolution	1	
7	SYSTEM	Security	Security settings can be set for field	N	NS			
8	SYSTEM	Security	Security settings can be set for reports	Y	S	ONESolution	1	
9	SYSTEM	Security	Security settings can be set for data (by chart of accounts)	Y	S	ONESolution	1	
10	SYSTEM	Security	Security settings can be set to allow user to log in	Y	S	ONESolution	1	
11	SYSTEM	Security	Security settings can be set to allow user to add data	Y	S	ONESolution	1	
12	SYSTEM	Security	Security settings can be set to allow user to delete data	Y	S	ONESolution	1	
13	SYSTEM	Security	Security settings can be set to allow user to change data	Y	S	ONESolution	1	
14	SYSTEM	Security	Security settings can be set to allow user to view data	Y	S	ONESolution	1	
15	SYSTEM	Security	Security integrates with Microsoft Active Directory for user authentication	Y	S	ONESolution	1	
16	SYSTEM	Workflow	Workflow can be routed to users for approval:	Y	S	ONESolution	1 & 2	
17	SYSTEM	Workflow	Workflow can be routed to roles for approval	Y	S	ONESolution	1 & 2	
18	SYSTEM	Workflow	Workflow can be routed to positions for approval	N	NS			
19	SYSTEM	Workflow	Workflow can be routed to requestor's supervisor	Y	S	ONESolution	1 & 2	
20	SYSTEM	Workflow	Workflow approval can be sequential (person B can't approve before person A)	Y	S	ONESolution	1 & 2	
21	SYSTEM	Workflow	Workflow approval can be concurrent (person A and person B can approve at the same time - approval from both required)	Y	S	ONESolution	1 & 2	
22	SYSTEM	Workflow	Workflow approval can be group approval (approval required from person A or person B -or anyone with similar role)	Y	S	ONESolution	1 & 2	
23	SYSTEM	Workflow	Workflow approval process can include both reviewer and approver (approver must approve requisition to move forward. Reviewer is notified, but lack of action does not hold up process- notify only)	Y	S	ONESolution	1 & 2	
24	SYSTEM	Workflow	Approver notified of workflow items through email	Y	S	ONESolution	1 & 2	
25	SYSTEM	Workflow	Approver notified of workflow items through system notification on dashboard	Y	S	ONESolution	1 & 2	
26	SYSTEM	Workflow	Approver can approve workflow	Y	S	ONESolution	1 & 2	
27	SYSTEM	Workflow	Approver can deny/reject workflow	Y	S	ONESolution	1 & 2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
28	SYSTEM	Workflow	Approver can place on hold workflow	Y	S	ONESolution	1 & 2	
29	SYSTEM	Workflow	Approver can forward workflow approval	Y	S	ONESolution	1 & 2	
30	SYSTEM	Workflow	Approver can enter notes into approval providing explanation of response	Y	S	ONESolution	1 & 2	
31	SYSTEM	Workflow	Original requestor can view status of workflow approval path	Y	S	ONESolution	1 & 2	
32	SYSTEM	Workflow	Notification to requestor via email as requisition moves through milestones	Y	S	ONESolution	1 & 2	
33	SYSTEM	Workflow	Workflow approvals can be re-routed to secondary approver without having to re-initiate the workflow from the beginning if primary approver is out (example: on vacation, sick)	Y	S	ONESolution	1 & 2	
34	SYSTEM	Workflow	Primary approver is out (example: on vacation, sick) primary approver does not respond in pre-defined period of time	Y	S	ONESolution	1 & 2	
35	GL	General Ledger Set Up	System provides chart of account structure with multiple independent segments	Y	S	General Ledger	1	
36	GL	General Ledger Set Up	Segments of chart of accounts used in acceptable combinations to form full general ledger account	Y	S	General Ledger	1	
37	GL	General Ledger Set Up	System supports segments representing programs that can extend across multiple departments	Y	S	General Ledger	1	
38	GL	General Ledger Set Up	System supports project ledger for tracking projects and grants	Y	S	Job / Project Ledger, General Ledger	1	
39	GL	General Ledger Set Up	System provides accounting functions for multiple organizations	Y	S	Job / Project Ledger, General Ledger	1	
40	GL	General Ledger Set Up	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies	Y	S	General Ledger	1	
41	GL	General Ledger Set Up	System provides short cut key functionality to allow users to not enter full account characters	Y	S	General Ledger	1	
42	GL	General Ledger Set Up	System can designate an account as active (available for posting)	Y	S	General Ledger	1	
43	GL	General Ledger Set Up	System can designate an account as active (available for budgeting)	Y	S	General Ledger	1	
44	GL	General Ledger Set Up	System can designate an account as inactive (not available for posting)	Y	S	General Ledger	1	
45	GL	General Ledger Set Up	System can designate an account as inactive (not available for budget entry)	Y	S	General Ledger	1	
46	GL	General Ledger Set Up	System only allows transactions to post to active accounts within any open period	Y	S	General Ledger	1	
47	GL	General Ledger Set Up	System restricts certain types of activity from posting to accounts (for example: can't use PO against salary account)	Y	S	General Ledger	1	
48	GL	General Ledger Set Up	System prevents accounts from being deleted if any activity is posted to them	Y	S	General Ledger	1	
49	GL	Journal Entry	System allows journal entries to be entered by departments and routed through workflow for approval	Y	S	General Ledger	1	
50	GL	Journal Entry	Journal entries are posted in real time and available for reporting	Y	S	General Ledger	1	

Req #	Function	Process	Requirement	Implamentation Response	Support Response	Module / System	Phase for Go Live	Comment
51	GL	Journal Entry	System supports multiple line items for journal entries (please indicate any limitations in the notes column)	Y	S	General Ledger	1	
52	GL	Journal Entry	Journal entries record the source of the transaction (e.g., manual entry or automated entry from another module)	Y	S	General Ledger	1	
53	GL	Journal Entry	Journal entries are validated against the chart of account structure for valid accounts	Y	S	General Ledger	1	
54	GL	Journal Entry	Journal entries are validated against: Available funds (budget check or cash availability check)	Y	S	General Ledger	1	
55	GL	Journal Entry	Journal entries are validated against balancing entries (make sure all entries balance)	Y	S	General Ledger	1	
56	GL	Journal Entry	Budget control can be set to soft error (Warn user but allow)	Y	S	General Ledger, Budgeting	1	
57	GL	Journal Entry	Budget control can be set to hard error (Do not allow)	Y	S	General Ledger, Budgeting	1	
58	GL	Journal Entry	System allows for budgeting at one level and controlling at a different level (Example: budget by account/object butt conduct budget control at program level)	Y	S	General Ledger, Budgeting	1	
59	GL	Journal Entry	System allows budget control at summary roll up of account/object	Y	S	General Ledger, Budgeting	1	
60	GL	Journal Entry	Users can import journal entries from spreadsheet (e.g., Microsoft Excel)	Y	S	General Ledger	1	ONESolution contains standard utilities that support numerous data import and export requirements. In order to use these standard features, data must be presented in a supported format such as, CSV or Microsoft Excel. If specific formatting needs, scope, and complexity go beyond the standard format, SunGard Public Sector will work with you to provide design considerations and level of effort estimates.
61	GL	Journal Entry	Imported transactions from spreadsheets are validated using the same business rules as transactions made in the system	Y	S	General Ledger	1	Standard interfaces are available. Additional discovery is needed to confirm compliance.
62	GL	Journal Entry	System allows creation of a journal entry from previously entered journal entry format (copy journal), by:	Y	S	General Ledger	1	
63	GL	Journal Entry	System allows creation of a journal entry from previously entered journal entry format (copy journal), by: Line item	N	NS			Journal Entry sets and contents of individual fields may be copied; set line items may not.
64	GL	Journal Entry	System allows creation of a journal entry from previously entered journal entry format (copy journal), by: Entire journal entry	Y	S	General Ledger	1	
65	GL	Journal Entry	System allows users to reverse journal entry with proper security and approvals	Y	S	General Ledger	1	
66	GL	Journal Entry	System allows to schedule accrual auto-reversals.	Y	S	General Ledger	1	
67	GL	Journal Entry	Journal entries support "required" data fields and prevents transaction from posting until all "required" fields are completed	Y	S	General Ledger	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
68	GL	Journal Entry	Users can attach files for documentation to journal entry	Y	S	General Ledger, Documents Online	1	
69	GL	Journal Entry	Users can save journal entries that have not yet been posted or cleared for all validation errors online	Y	S	General Ledger	1	
70	GL	Journal Entry	System allows posting of transactions for multiple fiscal years at the same time	Y	S	General Ledger	1	
71	GL	Journal Entry	When working in multiple fiscal years the detail transactions are maintained for each year.	Y	S	General Ledger	1	
72	GL	Journal Entry	System restricts accounts that user can post journal entries to by security	Y	S	General Ledger	1	
73	GL	Journal Entry	Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)	Y	S	General Ledger	1	
74	GL	Recurring Journal Entry	System provides templates and notifications for recurring journal entries	Y	S	General Ledger, Workflow	1	
75	GL	Recurring Journal Entry	System provides templates and notifications for recurring journal entries With the same dollar value	Y	S	General Ledger, Workflow	1	
76	GL	Recurring Journal Entry	System provides templates and notifications for recurring journal entries With varying dollar amounts	Y	S	General Ledger, Workflow	1	
77	GL	Recurring Journal Entry	Recurring journal entries occur at regular frequency (can set start and stop dates)	Y	S	General Ledger, Workflow	1	
78	GL	Recurring Journal Entry	System allows journal entries to be scheduled (example: lease/debt schedules)	Y	S	General Ledger	1	
79	GL	Annual Close Process	System allows more than 14 accounting periods (please specify)	N	NS			The system currently supports 14 periods.
80	GL	Annual Close Process	System rolls encumbrances to next year carrying forward budget	Y	S	General Ledger	1	
81	GL	Annual Close Process	System rolls encumbrances to next year carrying forward encumbrance	Y	S	General Ledger	1	
82	GL	Annual Close Process	Budget carried over to the next fiscal year is identified separately from adopted budget for next fiscal year	Y	S	General Ledger	1	
83	GL	Annual Close Process	System closes at end of period by fund	Y	S	General Ledger	1	
84	GL	Financial Reporting	System provides Statement of Revenues and Expenditures	Y	S	General Ledger, Reporting	1	This would be a standard report.
85	GL	Financial Reporting	System provides CAFR report: Government-Wide Statements: Statement of Net Assets	Y	S	General Ledger, Cognos Business Intelligence	1	GENERAL NOTE: I would highly recommend suggesting that this customer get Cognos CDM. CDM provides a 'CAFR builder' from what I understand that would help immensely. Right now all CAFR's are custom for each client because each client has a unique Chart of Accounts set up. That being said - NONE OF THESE STANDARD REPORTS WILL WORK WITHOUT TWEAKING FOR THEIR COA. We have a standard Statement of Net Assets in Cognos.
86	GL	Financial Reporting	System provides CAFR report: Government-Wide Statements: Statement of Activities	Y	S	General Ledger, Cognos Business Intelligence	1	A Detailed Activity Report is available in Cobol.

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
87	GL	Financial Reporting	System provides CAFR report: Balance Sheet - Governmental Funds	Y	S	General Ledger, Cognos Business Intelligence	1	Standard Balance Sheet Reports are available with Cognos and Cobol.
88	GL	Financial Reporting	Reconciliation of Balance sheet - Governmental funds to statement of net assets.	Y	S	General Ledger, Cognos Business Intelligence	1	Balance Sheet by Fund is available is available in Cognos and Cobol.
89	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	Y	S	General Ledger, Cognos Business Intelligence	1	Statement of Revenue, Expenditures and changes to fund balances is available in Cognos and Cobol - WE have Statement reports but not changes items...so hours to be added
90	GL	Financial Reporting	Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	Y	S	General Ledger, Cognos Business Intelligence	1	Reconciliation reports are provided standard in Cognos, CDD and Cobol. Not showing changes though - add hours
91	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - by Governmental Funds	Y	S	General Ledger, Cognos Business Intelligence	1	Budget to Actual reporting is available in CDD, Cognos and Cobol. - Not showing changes though - add hours
92	GL	Financial Reporting	System provides CAFR report: Statement of Net Assets - Proprietary Funds	Y	S	General Ledger, Cognos Business Intelligence	1	Statement of Net Assets can be sorted/selected by specific funds.
93	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenses, and changes in net assets - proprietary funds by fund	Y	S	General Ledger, Cognos Business Intelligence	1	Statement of Revenue, Expenditures and changes to fund balances is available in Cognos and Cobol and may be sorted by fund. - again no changes so that would need ot be added
94	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenses, and changes in net assets - proprietary funds by function	Y	S	General Ledger, Cognos Business Intelligence	1	Statement of Revenue, Expenditures and changes to fund balances is available in Cognos and Cobol and may be sorted by function.
95	GL	Financial Reporting	System provides CAFR report: Statement of Cash Flows - Proprietary Funds	Y	S	General Ledger, Cognos Business Intelligence	1	Statement of Cash Flows is standard in Cobol and Cognos. - don't have a standard CAFR Cash flow yet...so you need to add hours
96	GL	Financial Reporting	System provides CAFR report: Statement of Net Assets	Y	S	General Ledger, Cognos Business Intelligence	1	Already asked this above; yes we have a statemen of net assets in Cognos.
97	GL	Financial Reporting	System provides CAFR report: Statement of Activities by function	Y	S	General Ledger, Cognos Business Intelligence	1	Already asked this above; yes, we have a Statement of Activities which may be sorted by Function.
98	GL	Cash Management	System supports use of pooled cash	Y	S	General Ledger	1	
99	GL	Cash Management	System allows import of daily bank activity and balances and reconciles to recorded receipts and disbursements	Y	S	General Ledger, Bank Reconciliation	1	
100	GL	Cash Management	Generate a system alert when insufficient funds are available for planned check runs based upon multiple user-defined thresholds	Y	S	General Ledger	1	
101	GL	Cash Management	System provides cash position report for all accounts	Y	S	General Ledger, Reporting	1	This is a standard report.

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
102	GL	Cash Management	System provides cash flow forecasts projecting outstanding payable, outstanding receivables, recurring payments, and current position	Y	S	General Ledger, Reporting, Cognos Business Intelligence	1	This would be a highly Customized Report. We have the data needed to produce it, but nothing standard that would show this in report format.
103	GL	Cash Management	Interest earnings and expenses are tracked and allocated to proper accounts	Y	S	General Ledger	1	
104	PG	Project Set Up	Supports multiple-year projects	Y	S	General Ledger, Job / Project Ledger	1	
105	PG	Project Set Up	Supports parent/child relations for projects and sub-projects (list any limitations in the comments column)	Y	S	General Ledger, Job / Project Ledger	1	
106	PG	Project Set Up	System tracks funding Sources (multiple funding sources for each project)	Y	S	General Ledger, Job / Project Ledger	1	
107	PG	Project Set Up	System allows decentralized project set up	Y	S	General Ledger, Job / Project Ledger	1	
108	PG	Project Set Up	System provide workflow notification/approval for project set up	Y	S	General Ledger, Job / Project Ledger, Workflow	1	
109	PG	Project Set Up	Project tracks project start date and end date	Y	S	General Ledger, Job / Project Ledger	1	
110	PG	Project Set Up	System uses project start date and end date for determining eligible expenditures and doesn't allow transactions outside project eligibility period	Y	S	General Ledger, Job / Project Ledger	1	
111	PG	Project Set Up	Projects can be established across multiple funds and departments	Y	S	General Ledger, Job / Project Ledger	1	
112	PG	Project Set Up	System will identify and track user-defined multiple sub-levels of a project (e.g. design, pre construction, construction, post construction, completed)	Y	S	General Ledger, Job / Project Ledger, Contract Management, Project Allocation	1	
113	PG	Project Set Up	User-defined sub-levels of project can be different for each project	Y	S	General Ledger, Job / Project Ledger	1	
114	PG	Project Budget	System allows creation of project budget for select projects (not required for all projects)	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
115	PG	Project Budget	Project budgets are established for entire project	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
116	PG	Project Budget	Project budgets are established by fiscal year within multi-year project	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
117	PG	Project Budget	Project budgets populate CIP budget totals in budget module	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
118	PG	Project Budget	Budget control for a project can be set for calendar year	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
119	PG	Project Budget	Budget control for a project can be set for fiscal year	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
120	PG	Project Budget	Budget control for a project can be set for other organization's fiscal year (federal government)	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
121	PG	Project Budget	Budget control for a project can be set for entire Life of Project (multi-Year)	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
122	PG	Project Budget	System can control budget at project level	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
123	PG	Project Budget	System can control budget at sub-project level (example: phase, task, etc.)	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
124	PG	Project Budget	System can set level of budget control differently for each project	Y	S	General Ledger, Job / Project Ledger, Budgeting	1	
125	PG	Project/Grant Tracking	System provides cash flow projections for projects using anticipated revenue, project expenditures, and milestone payment dates	Y	S	General Ledger, Job / Project Ledger, Cognos Business Intelligence	1	Didn't catch this on the first go around..we can do this and track the information but customization would be needed.
126	PG	Project/Grant Tracking	System allows for tracking direct costs (encumbrance) to project through purchasing	Y	S	General Ledger, Job / Project Ledger, Purchasing	1	
127	PG	Project/Grant Tracking	System allows for tracking direct costs (expense) to project through accounts payable	Y	S	General Ledger, Job / Project Ledger, Accounts Payable	1	
128	PG	Project/Grant Tracking	System allows for tracking direct costs and indirect costs (encumbrance and expense) to project through journal entries	Y	S	General Ledger, Job / Project Ledger	1	
129	PG	Project/Grant Tracking	System allows for tracking salary and benefit costs (expense) to project through payroll	Y	S	General Ledger, Job / Project Ledger, Payroll	1 & 2	
130	PG	Project/Grant Tracking	System allocates indirect costs to projects based on pre-determined cost drivers and allocation schedules	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
131	PG	Project/Grant Tracking	System identifies eligible expenses for reimbursement based on criteria identified for each project (by account)	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
132	PG	Project/Grant Tracking	System will split the cost of projects across various funding sources by Percentage (e.g. 70% grant, 30% bond)	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
133	PG	Project/Grant Tracking	System will split the cost of projects across various funding sources by Priority (Grant first, local funds next)	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
134	PG	Project Tracking	System will split the cost of projects across various funding sources by priority up to limit (example: Charge grant first up to $10,000 then charge local funds)	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
135	PG	Project Revenue	System allows revenue source to be split across multiple projects	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
136	PG	Project Revenue	System can assign multiple revenues sources to be used for single project	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
137	PG	Project Revenue	System allows multiple revenue sources to be split across multiple projects (each project has multiple sources)	Y	S	General Ledger, Job / Project Ledger, Project Allocation	1	
138	PG	Project Revenue	System applies interested earned to project	Y	S	General Ledger, Job / Project Ledger, Recurring Calculations	1	Need Recurring Calciuations for this too
139	PG	Project Revenue	System will track advance payments on grants	Y	S	General Ledger, Job / Project Ledger, Grants Management	1	
140	PG	Project Billing	The system interfaces with accounts receivable to provide all billing, aging, and tracking capabilities.	Y	S	General Ledger, Job / Project Ledger, Grants Management, Accounts Receivable	1	
141	PG	Project Billing	Generates revenue/receivable transactions from grants expenditure data	Y	S	General Ledger, Job / Project Ledger, Grants Management, Accounts Receivable	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
142	PG	Project Billing	Produces an invoice based on the direct and indirect costs	Y	S	General Ledger, Job / Project Ledger, Grants Management, Accounts Receivable, Budgeting	1	
143	PG	Project Billing	System can generate invoice to bill for any project costs (bill to contractor, citizen, other government, or grant)	Y	S	General Ledger, Job / Project Ledger, Accounts Receivable	1	
144	PG	Project Billing	System can generate invoice for appropriate billable expenses at end of project	Y	S	General Ledger, Job / Project Ledger, Accounts Receivable	1	
145	PG	Project Billing	System can generate invoice for appropriate billable expenses at completion of milestone / phase	Y	S	General Ledger, Job / Project Ledger, Contract Management, Accounts Receivable	1	
146	PG	Project Billing	System can generate invoice for appropriate billable expenses at any point (bill current charges)	Y	S	General Ledger, Job / Project Ledger, Accounts Receivable	1	
147	PG	Project Billing	Project billing based on actual expenses (using current salary and benefit information)	Y	S	General Ledger, Job / Project Ledger, Accounts Receivable	1	
148	PG	Project Billing	Project billing based on actual expenses (using current salary and benefit information) plus percentage	Y	S	General Ledger, Job / Project Ledger, Payroll, Accounts Receivable	1	
149	PG	Project Billing	Project billing based on standard rates	Y	S	General Ledger, Job / Project Ledger, Accounts Receivable	1	
150	PG	Project Close	Prevents deletion of a project or project account which has activity associated with it	Y	S	General Ledger, Job / Project Ledger	1	
151	PG	Project Close	Closes project using effective dating	Y	S	General Ledger, Job / Project Ledger	1	
152	PG	Project Close	Close of projects does not lose detailed history of project	Y	S	General Ledger, Job / Project Ledger	1	
153	PG	Project Close	System allows closing sub-project (example: phase) separately	Y	S	General Ledger, Job / Project Ledger, Contract Management	1	
154	PG	Project Close	Allow soft close to project that doesn't allow new expenditures but does allow final cost adjustments	Y	S	General Ledger, Job / Project Ledger	1	
155	PG	Project Capitalization	Expenditures for capital project can be identified as capitalized expenses	Y	S	General Ledger, Job / Project Ledger	1	
156	PG	Project Capitalization	System will move a project to Fixed Assets but allow for any subsequent expenditures to be charged to that project.	N	NS			
157	PG	Project Capitalization	Transfers construction-in-progress accounts to fixed asset accounts at project close or completion	N	NS			
158	PG	Project Capitalization	System allows creation of asset before project close	Y	S	General Ledger, Job / Project Ledger, Fixed Assets	1	
159	PG	Project Capitalization	One project can be converted into multiple assets	N	NS			
160	PG	Project Capitalization	System allows users to determine what costs should be capitalized	Y	S	General Ledger, Job / Project Ledger	1	
161	PO	Purchase Requisition	Each department initiates purchasing process through requisition entry into the system	Y	S	Purchasing	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
162	PO	Purchase Requisition	System accommodates discrete purchase orders (purchase order for specific quantity of good or service)	Y	S	Purchasing	1	
163	PO	Purchase Requisition	System accommodates blanket purchase order (purchase order with vendor for specified dollar amount)	Y	S	Purchasing	1	
164	PO	Purchase Requisition	Requestor can attach files to requisition at header level, files can be individually printed or printed with document	Y	S	Purchasing, Documents Online	1	
165	PO	Purchase Requisition	Requestor can attach files to requisition at line item level	Y	S	Purchasing, Documents Online	1	
166	PO	Purchase Requisition	Purchase requisition allows user to add NIGP commodity code to line item	Y	S	Purchasing	1	Commodity codes are tied to the product ID, which is available in the line item. There is not a specific field for Commodity Code on the PO item itself.
167	PO	Purchase Requisition	General ledger accounts linked to commodity code	Y	S	Purchasing	1	The Product code, which is directly related to the Commodity code, can have a default Object code associated with it.
168	PO	Purchase Requisition	System limits accounts that requestor is available to charge to by role/department	Y	S	Purchasing	1	
169	PO	Purchase Requisition	Allow purchase requisition templates to be created for routine purchases	Y	S	Purchasing	1	
170	PO	Purchase Requisition	Allows creation of purchase requisition from existing purchase requisition	Y	S	Purchasing	1	
171	PO	Purchase Requisition	System allows copying and duplicating lines on a purchase requisition	Y	S	Purchasing	1	
172	PO	Purchase Requisition	When purchase requisition is submitted, system provides budget check	Y	S	Purchasing, Budgeting, Workflow	1	
173	PO	Purchase Requisition	Budget control can be set to soft error (Warn user but allow)	Y	S	Purchasing, Budgeting	1	
174	PO	Purchase Requisition	Budget control can be set to hard error (Do not allow)	Y	S	Purchasing, Budgeting	1	
175	PO	Purchase Requisition	System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)	Y	S	Purchasing, Budgeting	1	
176	PO	Purchase Requisition	System allows budget control at summary roll up of account/object	Y	S	Purchasing, Budgeting	1	
177	PO	Purchase Requisition	System tracks pre-encumbrances (purchase requisitions)	Y	S	General Ledger, Purchasing	1	
178	PO	Purchase Requisition	Budget check performed at the fund level	Y	S	Budgeting	1	
179	PO	Purchase Requisition	Budget check performed at the department level	Y	S	Budgeting	1	
180	PO	Purchase Requisition	Budget check performed at the sub-department level	Y	S	Budgeting	1	
181	PO	Purchase Requisition	Budget check performed at the project level	Y	S	Budgeting	1	
182	PO	Purchase Requisition	Budget check performed at the contract level	Y	S	Budgeting	1	
183	PO	Purchase Requisition	Budget check performed at organization (department/sub-department) and object level	Y	S	Budgeting	1	
184	PO	Purchase Requisition	Budget control warnings can be sent through workflow or email to other users (supervisor)	Y	S	Budgeting, Workflow	1	
185	PO	Purchase Requisition	System routes purchase requisition for approval/notification by total dollar amount	Y	S	Purchasing, Workflow	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
186	PO	Purchase Requisition	System routes purchase requisition for approval/notification by chart of account information (example: department)	Y	S	Purchasing, Workflow	1	
187	PO	Purchase Requisition	System routes purchase requisition for approval/notification by chart of account information (object/account code)	Y	S	Purchasing, Workflow	1	
188	PO	Purchase Requisition	System allows users to cancel requisition before it is approved	Y	S	Purchasing	1	
189	PO	Purchase Requisition	Cancelled requisitions or cancelled requisition line items release pre-encumbrance	Y	S	Purchasing	1	
190	PO	Purchase Order	System allows creation of purchase order directly (no purchase requisition)	Y	S	Purchasing	1	
191	PO	Purchase Order	System performs budget check for purchase orders created without requisition	Y	S	Purchasing, Budgeting	1	
192	PO	Purchase Order	Creation of purchase order creates encumbrance	Y	S	Purchasing	1	
193	PO	Purchase Order	Purchase orders are created and sent to vendors from central County location	Y	S	Purchasing	1	
194	PO	Purchase Order	Purchase orders from select departments (example: public works) are sent from department	Y	S	Purchasing	1	
195	PO	Purchase Order	System provides for approval process for purchase order prior to being sent to vendor.	Y	S	Purchasing, Workflow	1	
196	PO	Purchase Order	Approval process for purchase order can be routed by dollar amount	Y	S	Purchasing, Workflow	1	
197	PO	Purchase Order	Approval process for purchase order can be routed by account (example: department or fund)	Y	S	Purchasing, Workflow	1	
198	PO	Purchase Order	System allows for encumbrance of shipping and freight and allows user to add shipping and freight to purchase order	Y	S	Purchasing	1	
199	PO	Purchase Order	User can attach files to purchase order at header level, files can be individually printed or printed with document	Y	S	Purchasing, Documents Online	1	
200	PO	Purchase Order	Requestor can attach files to requisition at line item level	Y	S	Purchasing, Documents Online	1	
201	PO	Purchase Order	Purchase order sent to vendor through Email	Y	TPS	Purchasing	1	
202	PO	Purchase Order	Purchase order sent to vendor through fax	N	NS			Fax capability can be provided through our third-party partner, STR. Pricing for STR's product can be provided upon request.
203	PO	Purchase Order	Purchase order sent to vendor through Hard copy (print and mail)	Y	S	Purchasing	1	
204	PO	Purchase Order	Purchase order identifies originator of PO and contact information	Y	S	Purchasing	1	
205	PO	Purchase Order	Purchase order prints with default contract terms based on type of purchase and commodity code	Y	S	Purchasing	1	
206	PO	Purchase Order	System allows purchase orders to be re-sent - System identifies re-printed purchase orders as duplicates	Y	S	Purchasing	1	
207	PO	Modify PO/Change Order	Any open purchase order can be modified by change order	Y	S	Purchasing, Workflow	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
208	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for increase quantity or amount	Y	S	Purchasing	1	
209	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for decrease quantity or amount	Y	S	Purchasing	1	
210	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for canceling line items	Y	S	Purchasing	1	
211	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for canceling entire PO	Y	S	Purchasing	1	
212	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for adding line items	Y	S	Purchasing	1	
213	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for change of chart of account string	Y	S	Purchasing	1	
214	PO	Modify PO/Change Order	Requests to change purchase order routed through workflow	Y	S	Purchasing, Workflow	1	
215	PO	Modify PO/Change Order	Request to change purchase order pre-encumbers funds	Y	S	Purchasing	1	
216	PO	Modify PO/Change Order	Approval of change to purchase order encumbers funds or releases encumbrance of funds	Y	S	Purchasing	1	
217	PO	Modify PO/Change Order	Printing of modified purchase order clearly labels that purchase order has been changed	Y	S	Purchasing, Easy Laser Forms	1	
218	PO	Modify PO/Change Order	Purchase order identifies information that was changed on header and line item	N	NS			
219	PO	Modify PO/Change Order	System identifies revised purchase orders and indicates all changes that have been made	N	NS			
220	PO	Modify PO/Change Order	When printing modified purchase order, all information and comments on original purchase order are reproduced on modified purchase order	Y	S	Purchasing, Easy Laser Forms	1	
221	PO	Purchasing Cards	System provides automatic transfer of information from bank with purchasing card transaction details	Y	TPS	InvoPay	1	
222	PO	Purchasing Cards	System allows users to identify correct account for each p-card transaction	Y	TPS	InvoPay	1	
223	PO	Purchasing Cards	System allows users to identify correct project (including sub-project) for each p-card transaction	Y	TPS	InvoPay	1	
224	PO	Purchasing Cards	System allows users to identify correct contract for each p-card transaction	N	NS			
225	PO	Purchasing Cards	System allows users to identify correct purchase order for each p-card transaction	N	NS			
226	PO	Purchasing Cards	System allows multiple accounts for each p-card transaction	Y	TPS	InvoPay	1	
227	PO	Purchasing Cards	System allows user to identify p-card vendor (link to vendor file)	Y	TPS	InvoPay, Person Entity Database	1	
228	PO	Purchasing Cards	System automatically identifies vendor based on MCC code from bank	N	NS			
229	PO	Purchasing Cards	System provides workflow approval of p-card transactions	Y	TPS	InvoPay, Workflow	1	
230	PO	End of Year Process	System allows users to select purchase orders by dollar amount for mass close at year end	Y	S	Purchasing	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
231	PO	End of Year Process	Any open purchase orders at year end can be rolled to next fiscal year	Y	S	Purchasing	1	
232	PO	End of Year Process	Any open purchase order rolled to next fiscal year can roll associated encumbered budget to next fiscal year	Y	S	Purchasing	1	
233	PO	End of Year Process	Any open purchase order can be paid out of old fiscal year in new year prior to old fiscal year close	Y	S	Purchasing	1	
234	PO	End of Year Process	Closed purchase orders at end of year release encumbrance on budget and contract	Y	S	Purchasing	1	
235	PO	Contract Set Up	Workflow approval process for establishing contract is determined by chart of accounts (example: department)	Y	S	Purchasing, Contract Management	1	
236	PO	Contract Set Up	Workflow approval process for establishing contract is determined by type of contract	Y	S	Purchasing, Contract Management	1	
237	PO	Contract Set Up	Workflow approval process for establishing contract is determined by dollar amount	Y	S	Purchasing, Contract Management	1	
238	PO	Contract Set Up	Contract module can track payment schedules	Y	S	Purchasing, Contract Management	1	
239	PO	Contract Set Up	System allows option of encumbering value of contract or not encumbering	Y	S	Purchasing, Contract Management	1	
240	PO	Contract Set Up	System allows encumbrances to be split across multiple fiscal years (user can identify encumbrance in each fiscal year)	Y	S	Purchasing, Contract Management	1	
241	PO	Contract Set Up	Contracts can be converted to a purchase order	Y	S	Purchasing, Contract Management	1	
242	PO	Contract Set Up	System allows users to attach files to contract	Y	S	Purchasing, Contract Management, Documents Online	1	Need DO here too
243	PO	Contract Administration	System can apply purchase orders/requisitions against contracts	Y	S	Purchasing, Contract Management	1	
244	PO	Contract Administration	Purchase orders encumber funds against a contract	Y	S	Purchasing, Contract Management	1	
245	PO	Contract Administration	The system must track multiple payments against a single contract.	Y	S	Purchasing, Contract Management	1	
246	PO	Contract Administration	System supports progress payments towards a contract (payment is initiated when percent complete reaches threshold)	Y	S	Purchasing, Contract Management	1	This is a manual process, wherein payments are entered after they are identified via a report for readiness.
247	PO	Contract Administration	The system tracks service performance against a contract (e.g., milestones and/or deliverables).	Y	S	Purchasing, Contract Management, Reporting, Cognos Business Intelligence	1	We track the data needed to evaluate service performance in CM ,PO, PE, etc. A report showing this information would be Custom. We have a standard Vendor Performance Report, but not service performance against a contract.
248	PO	Contract Administration	The system tracks and auto flag contract expiration dates with sufficient lead time to extend or re-solicit contract.	Y	S	Purchasing, Contract Management, Workflow	1	
249	AP	Vendor File	System uses one vendor file for purchasing and accounts payable	Y	S	Person / Entity Database	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
250	AP	Vendor File	Vendor file is shared with customer file used for accounts receivable	Y	S	Person / Entity Database, Accounts Receivable	1	
251	AP	Vendor File	System prevents duplicate vendors by preventing duplicate vendor tax ID	Y	S	Person / Entity Database	1	
252	AP	Vendor File	System prevents duplicate vendors by preventing duplicate vendor name	N	NS			
253	AP	Vendor File	System prevents duplicate vendors by preventing duplicate vendor address	N	NS			
254	AP	Vendor File	System allows users (with security access) to temporarily deactivate a vendor separately from the purchasing and AP process.	Y	S	Person / Entity Database	1	
255	AP	Vendor File	System allows users (with security access) to merge two vendors and maintain history (example: duplicate vendor, or one vendor buys another)	Y	S	Person / Entity Database	1	
256	AP	Vendor File	Supports Parent/Child relationships for vendor records	Y	S	Person / Entity Database	1	
257	AP	Vendor File	Maintains multiple location addresses for each vendor	Y	S	Person / Entity Database	1	
258	AP	Vendor File	System can accommodate foreign addresses	Y	S	Person / Entity Database	1	
259	AP	Vendor File	System identifies default payment remittance address	Y	S	Person / Entity Database	1	Incorrect module was listed in the required products line
260	AP	Vendor File	System identifies 1099 vendors	Y	S	Person / Entity Database	1	
261	AP	Vendor File	System identifies one time vendors - vendors set up in normal vendor file but identified as one-time vendor for easier data entry and system search functions	Y	S	Person / Entity Database	1	
262	AP	Vendor File	System allows changing status of one time vendor to "real" vendor	Y	S	Person / Entity Database	1	
263	AP	Vendor File	System allows placing all payments to vendor on hold	Y	S	Accounts Payable, Person / Entity Database	1	
264	AP	Vendor File	Vendor file stores vendor payment preference (ACH or check)	Y	S	Accounts Payable, Person / Entity Database	1	
265	AP	Vendor File	Vendor files can identify terms and conditions that are applied to purchase orders for that vendor	N	NS			
266	AP	Vendor Self Service	Vendor self service capabilities allows vendors to register with the County	Y-ND	S	Vendor Management		Items 266 - 274 will be provided with the release of the Vendor Management application which is scheduled to be available in Q4 of 2014.
267	AP	Vendor Self Service	Vendor self service capabilities allows vendors to update contact information	Y-ND	S	Vendor Management		
268	AP	Vendor Self Service	Vendor self service capabilities allows vendors to identify type of goods/services offered by commodity code	Y-ND	S	Vendor Management		
269	AP	Vendor Self Service	Vendor self service allows users to view status and history of payments	Y-ND	S	Vendor Management		
270	AP	Vendor Self Service	Vendor self service capabilities allows vendor to update preferred payment method	Y-ND	S	Vendor Management		
271	AP	Vendor Self Service	Vendor self service capabilities allows vendor to update address (multiple addresses)	Y-ND	S	Vendor Management		
272	AP	Vendor Self Service	For ACH transactions, vendor can enter bank routing number and account number	Y-ND	S	Vendor Management		

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
273	AP	Vendor Self Service	All changes to vendor file information submitted through vendor self service are routed through workflow for approval.	Y-ND	S	Vendor Management, Workflow		
274	AP	Vendor Self Service	Vendors access self service to complete W-9	Y-ND	S	Vendor Management		
275	AP	Vendor Self Service	Vendors access self service to upload any required documentation (insurance certificate)	N	NS			
276	AP	Invoice Processing	System fills information for invoice from purchase order	Y	S	Accounts Payable	1	
277	AP	Invoice Processing	System allows entering of direct claims without purchase order	Y	S	Accounts Payable	1	
278	AP	Invoice Processing	System provides workflow approval path for invoices from purchase orders	Y	S	Accounts Payable, Workflow	1	
279	AP	Invoice Processing	System provides workflow approval path for invoices without purchase orders	Y	S	Accounts Payable, Workflow	1	
280	AP	Invoice Processing	Invoices routed through workflow for approval based on amount	Y	S	Accounts Payable, Workflow	1	
281	AP	Invoice Processing	Invoices routed through workflow for approval based on chart of account information	Y	S	Accounts Payable, Workflow	1	
282	AP	Invoice Processing	Supports partial payments (partial payment of invoice)	Y	S	Accounts Payable	1	
283	AP	Invoice Processing	System supports applying credit memo to invoice for incorrect invoices	Y	S	Accounts Payable	1	
284	AP	Recurring Payments	System supports creation of template for recurring AP invoices with pre-defined account distribution	Y	S	Accounts Payable	1	
285	AP	Invoice Processing	Allow payment of multiple purchase orders from one invoice	Y	S	Accounts Payable, Purchasing	1	
286	AP	Invoice Processing	Allow multiple invoices to be received and processed for one purchase order	Y	S	Accounts Payable, Purchasing	1	
287	AP	Invoice Processing	System will automatically check for and prevent duplicate invoice numbers for the same vendor (don't pay same invoices twice)	Y	S	Accounts Payable	1	
288	AP	Invoice Processing	System allows files to be attached in the system to the invoice (scanned image of invoice)	Y	S	Accounts Payable, Documents Online	1	
289	AP	Refunds	System processes refunds to one time customers	Y	S	Accounts Payable	1	
290	AP	Refunds	System allows upload of refund payments from other system	Y	S	Accounts Payable	1	Standard interfaces are available. Additional discovery is needed to confirm compliance. .
291	AP	Matching	Supports 2 way matching (purchase order, invoice)	Y	S	Accounts Payable, Purchasing	1	
292	AP	Matching	Supports 3 way matching (purchase order, receiving document, invoice)	Y	S	Accounts Payable, Purchasing	1	
293	AP	Matching	System provide workflow approval for invoice for services and other purchase goods/services without receipt	Y	S	Accounts Payable	1	
294	AP	Matching	Matching occurs at line item detail level	N	NS			
295	AP	Matching	System allows tolerance on PO price and invoice price for matching based on Percentage (example: invoice can't be greater than 110% of purchase order)	Y	S	Accounts Payable	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
296	AP	Matching	System allows tolerance on PO price and invoice price for matching based on Percentage and limit (example: invoice can't be greater than 110% of purchase order or $500 (whichever is greater)	Y	S	Accounts Payable	1	
297	AP	Matching	System provides notification when match does not occur	Y	S	Accounts Payable, Purchasing	1	
298	AP	Payment Process	After approval, schedule invoices for payment based on invoice date (example: 45 days after invoice date)	Y	S	Accounts Payable	1	
299	AP	Payment Process	After approval, schedule invoices for payment based on date entered by AP clerk	Y	S	Accounts Payable	1	
300	AP	Payment Process	After approval, schedule invoices for payment based on grouping of invoices (example: employee reimbursement)	Y	S	Accounts Payable	1	
301	AP	Payment Process	The system prints checks on blank check stock	Y	S	Accounts Payable, Easy Laser Forms	1	
302	AP	Payment Process	The system prints checks with MICR encoding	Y	S	Accounts Payable, Easy Laser Forms	1	
303	AP	Payment Process	The system prints checks with electronic signatures	Y	S	Accounts Payable, Easy Laser Forms	1	
304	AP	Payment Process	System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (ctx).	Y	S	Accounts Payable	1	Wire transfers can be tracked via a manual check. The actual wire transfer process must be performed at the banking institution.
305	AP	Payment Process	System allows check printing at multiple locations(departments will run own checks)	Y	S	Accounts Payable	1	
306	AP	Payment Process	System allows printing of checks without any impact on other users in system	Y	S	Accounts Payable	1	
307	AP	Payment Process	The system prints checks based on regular schedule	Y	S	Accounts Payable	1	
308	AP	Payment Process	The system prints on-demand checks	Y	S	Accounts Payable	1	
309	AP	Payment Process	The system creates/sorts checks based upon chart of account information (example: fund or department)	Y	S	Accounts Payable	1	
310	AP	Payment Process	The system creates/sorts checks based upon vendor	Y	S	Accounts Payable	1	
311	AP	Payment Process	The system creates/sorts checks based upon payment type (employee reimbursement, one time vendors, etc.)	Y	S	Accounts Payable	1	
312	AP	Payment Process	The system allows the use of multiple banks with multiple accounts for EFTs.	Y	S	Accounts Payable	1	
313	AP	Payment Process	System sends electronic remittance advice for EFT payments to vendor through email	Y	S	Accounts Payable, Workflow	1	
314	AP	Payment Process	System sends electronic remittance advice for EFT payments to vendor through fax	N	NS			The fax feature is available through our third-party partner, STR. Pricing for STR's product can be provided upon request.
315	AP	Payment Process	System permits users to select to pay one invoice per check (issue multiple checks to one vendor in a single check run).	Y	S	Accounts Payable	1	
316	AP	Payment Process	System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)	Y	S	Accounts Payable	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
317	AP	Payment Process	System itemizes invoices (including the vendor invoice number) on the remittance advice	Y	S	Accounts Payable	1	
318	AP	Payment Process	System allows users to place a payment on hold	Y	S	Accounts Payable	1	
319	AP	Payment Process	Enter broadcast messages which appears on all AP check stubs	Y	S	Accounts Payable	1	
320	AP	Payment Process	Users may enter a message for one specific vendor which appears on that specific check stub	Y	S	Accounts Payable	1	
321	AP	Payment Process	System supports positive pay	Y	S	Accounts Payable	1	
322	AP	Retention	System automatically calculates retention amount and removes from invoice	Y	S	Accounts Payable	1	
323	AP	Retention	System automatically applies retention amounts to invoice payments from vendor file	Y	S	Accounts Payable	1	
324	AP	Retention	System automatically applies retention amounts to invoice payments from contract	Y	S	Accounts Payable, Purchasing	1	
325	AP	Retention	System automatically applies retention amounts to invoice payments from purchase order	Y	S	Accounts Payable, Purchasing	1	
326	AP	Retention	System can release retention by selected payments	Y	S	Accounts Payable	1	
327	AP	Retention	System can release retention by amount	Y	S	Accounts Payable	1	
328	AP	Void and Cancel	System allows user to cancel warrant and system makes all correct accounting entries to reverse payment, including contract balances	Y	S	Accounts Payable	1	
329	AP	Void and Cancel	System allows user to void check and re-issue replacement check	Y	S	Accounts Payable	1	
330	AP	Void and Cancel	System allows users to cancel current and prior fiscal year checks and have the system automatically credit back designated accounts	Y	S	Accounts Payable	1	
331	AP	Tax Reporting	Monitors cumulative payments to 1099 vendors	Y	S	Accounts Payable	1	
332	AP	Tax Reporting	On-demand 1099 form generation	Y	S	Accounts Payable	1	
333	AP	Tax Reporting	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file)	Y	S	Accounts Payable	1	
334	AP	Tax Reporting	System generates 1099-M	Y	S	Accounts Payable	1	This presumes 1099-M refers to 1099-MISC.
335	AP	Tax Reporting	System generates 1099-S	N	NS			
336	AP	Tax Reporting	System to print collected 1099 payments into appropriate reporting boxes, i.e., rent, non-employee compensation, etc.	Y	S	Accounts Payable	1	
337	AP	Tax Reporting	System can produce electronic file to send 1099 related forms to IRS	Y	S	Accounts Payable	1	
338	FA	Asset Set Up	System is used to track capitalized items	Y	S	Fixed Assets	1	
339	FA	Asset Set Up	System is used to track non-capitalized items	Y	S	Fixed Assets	1	
340	FA	Asset Set Up	Identifies assets based on capitalization threshold (and different threshold for each asset type)	Y	S	Fixed Assets, General Ledger	1	
341	FA	Asset Set Up	Asset can have multiple account distributions	Y	S	Fixed Assets	1	
342	FA	Asset Set Up	System accommodates parent child relationships for assets	Y	S	Fixed Assets	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
343	FA	Asset Set Up	System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information and depreciable life.	Y	S	Fixed Assets	1	
344	FA	Asset Set Up	System tracks property being accounted for on a lease purchase.	Y	S	Fixed Assets	1	
345	FA	Asset Set Up	System maintains online maintenance history and cost information and warranty/service agreement information for assets	Y	S	Fixed Assets	1	
346	FA	Asset Set Up	If asset is replacement of other asset, it references old asset	Y	S	Fixed Assets	1	
347	FA	Asset Acquisition	Allows effective date posting for asset acquisition	Y	S	Fixed Assets	1	
348	FA	Asset Acquisition	System identifies potential fixed assets from purchasing module by chart of accounts (example: purchased from capital account)	Y	S	Fixed Assets, Purchasing, Cognos Business Intelligence	1	Needs Cognos as this can be supported via reporting too. Don't think you need to add hours.
349	FA	Asset Acquisition	System identifies potential fixed assets from purchasing module by dollar amount	Y	S	Fixed Assets, Purchasing, Cognos Business Intelligence	1	Needs Cognos as this can be supported via reporting too. Don't think you need to add hours.
350	FA	Asset Acquisition	System identifies potential fixed assets from purchasing module manually (user flags purchase as fixed asset)	Y	S	Fixed Assets, Purchasing	1	
351	FA	Asset Acquisition	System identifies potential fixed assets from accounts payable module by chart of accounts (example: payment from capital account)	N	NS			
352	FA	Asset Acquisition	System identifies potential fixed assets from accounts payable module by dollar amount	N	NS			
353	FA	Asset Acquisition	System allows creation of asset manually that does not flow through purchasing or accounts payable (for example: asset below threshold or donated asset)	Y	S	Fixed Assets	1	
354	FA	Asset Acquisition	System is able to copy an asset record to create a similar asset record	Y	S	Fixed Assets	1	
355	FA	Asset Acquisition	System is able to identify/record all capitalize costs associated with the construction or purchase/acquisition of an asset (from project accounting)	Y	S	Fixed Assets, General Ledger, Reporting, Cognos Business Intelligence	1	Probably need to add a few hours for this to be a report. Didn't catch this on my first review. Sorry.
356	FA	Asset Acquisition	System allows uses to identify/classify costs as capitalized costs / non capitalized costs	Y	S	Fixed Assets	1	
357	FA	Asset Acquisition	System captures activity/costs incrementally resulting from several government departments working concurrently on a project	Y	S	Fixed Assets, General Ledger, Job / Project Ledger, Reporting, Cognos Business Intelligence	1	The system captures this information standard; however, if they wish to get a report showing all this information (which is what they are asking for here) it would be custom.
358	FA	Asset Acquisition	System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed/closed	Y	S	Fixed Assets	1	When a fixed or capital asset is fully depreciated, it is still in the system and available for query, reference, and reporting.
359	FA	Asset Acquisition	System identifies custodian (employee) assigned to asset	Y	S	Fixed Assets	1	
360	FA	Asset Modification	System can track improvements to the asset and keep a detailed record of specific improvements	Y	S	Fixed Assets	1	

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361	FA	Asset Modification	System can track decreases to the asset and keep a detailed record of specific decreases	Y	S	Fixed Assets	1	
362	FA	Physical Inventory	System produces asset list by department for physical inventory	Y	S	Fixed Assets, Stores Inventory	1	
363	FA	Physical Inventory	System produces asset list by location for physical inventory	Y	S	Fixed Assets, Stores Inventory	1	
364	FA	Asset Retirement	Upon disposal, system calculate partial period depreciation and generate appropriate profit/loss calculation	Y	S	Fixed Assets	1	
365	FA	Depreciation	System automatically calculate depreciation in accordance with the depreciation method and convention designated for an asset	Y	S	Fixed Assets, General Ledger	1	
366	FA	Depreciation	System can simulate depreciation calculations without being required to post the results	Y	S	Fixed Assets, General Ledger	1	
367	FA	Depreciation	System provides the straight line depreciation method	Y	S	Fixed Assets, General Ledger	1	
368	FA	Depreciation	System prevents the depreciating of an asset's value below zero	Y	S	Fixed Assets, General Ledger	1	
369	FA	Depreciation	Depreciation calculated at End of Year	Y	S	Fixed Assets, General Ledger	1	
370	FA	Depreciation	Depreciation calculated at End of Month	Y	S	Fixed Assets, General Ledger	1	
371	FA	Depreciation	System calculates pro-rated depreciation for assets sold mid-year or mid-month	Y	S	Fixed Assets, General Ledger	1	
372	FA	Depreciation	System can designate some assets as non-depreciable (i.e., land, assets not in use)	Y	S	Fixed Assets, General Ledger	1	
373	AR	Customer File	Customer file is shared with vendor file used for purchasing and accounts payable	Y	S	Person / Entity Database, Accounts Receivable	1	Wrong subsystem listed in Required Products
374	AR	Customer File	System links all open receivables county-wide to single customer file	Y	S	Person / Entity Database, Accounts Receivable	1	
375	AR	Customer File	Single customer master is used for all receivables	Y	S	Accounts Receivable	1	
376	AR	Create Receivable	System creates receivable for all general billing	Y	S	Accounts Receivable	1	
377	AR	Create Receivable	System allows user to create receivable manually for bill generated outside system	Y	S	Accounts Receivable	1	
378	AR	Create Receivable	System allows for import of receivables (aggregate) from bills generated from external system (tax billing)	Y	S	Accounts Receivable	1	Standard interfaces are available. Additional discovery is needed to confirm compliance.
379	AR	Miscellaneous Billing	Departments will use system to create bills for various charges	Y	S	Accounts Receivable	1	
380	AR	Miscellaneous Billing	System accommodates one-time invoices	Y	S	Accounts Receivable, Easy Laser Forms	1	
381	AR	Miscellaneous Billing	System allows users to create invoices for each type by entering dollar amount	Y	S	Accounts Receivable	1	
382	AR	Miscellaneous Billing	System allows users to create invoices for each type by entering non-financial parameter and having system calculate appropriate fees according to pre-defined business rules	N	NS			
383	AR	Miscellaneous Billing	System allows users to create invoices for each type by identifying expenses from project accounting to reimburse	Y	S	Accounts Receivable	1	
384	AR	Miscellaneous Billing	Expense billings include salary and benefit expenses	Y	S	Accounts Receivable	1	
385	AR	Miscellaneous Billing	Expense billings apply overhead rate	Y	S	Accounts Receivable	1	

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386	AR	Miscellaneous Billing	Invoice prints with statement balance information	Y	S	Accounts Receivable	1	
387	AR	Recurring Billing	System accommodates recurring invoices (regular invoices to occur at set dates or duration) (example: rent)	Y	S	Accounts Receivable, Easy Laser Forms	1	
388	AR	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for same amount	Y	S	Accounts Receivable	1	
389	AR	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for different amounts	Y	S	Accounts Receivable	1	
390	AR	Recurring Billing	System saves templates for generating invoices (different template for each AR type)	Y	S	Accounts Receivable, Easy Laser Forms	1	Needed to add ELF to required products
391	AR	Receivable Tracking	System provides receivable tracking and aging reporting capabilities	Y	S	Accounts Receivable	1	
392	AR	Receivable Tracking	System stores schedule of penalties and interest to apply to open receivables	Y	S	Accounts Receivable	1	
393	AR	Receivable Tracking	Penalties can be flat fee amounts	Y	S	Accounts Receivable	1	
394	AR	Receivable Tracking	Penalties can be percentage of original amount	Y	S	Accounts Receivable	1	
395	AR	Receivable Tracking	Interest charges can be applied monthly	Y	S	Accounts Receivable	1	
396	AR	Receivable Tracking	System generates customer statement that shows all outstanding bills/receivables	Y	S	Accounts Receivable, Easy Laser Forms, Reporting	1	Customer Statement creation is typically part of the standard implementation.
397	AR	Cashiering	System records payments against open receivables	Y	S	Cash Receipts	1	
398	AR	Cashiering	System records payments for point of sale transactions	Y	S	Cash Receipts	1	
399	AR	Cashiering	System allows decentralized cash receipting	Y	S	Cash Receipts	1	
400	AR	Cashiering	System generates deposit slip	Y	S	Cash Receipts	1	
401	AR	Cashiering	System routes deposit slip for workflow approval	N	NS			
402	AR	Cashiering	System applies one payment to multiple receivables / point of sale transactions	Y	S	Cash Receipts	1	
403	AR	Cashiering	System allows using multiple payment types to pay for one invoice (example: cash and credit card)	Y	S	Cash Receipts	1	
404	AR	Cashiering	Automatically generate general ledger distribution entries needed to record receipts	Y	S	Cash Receipts	1	
405	HR	Employee Master	System will maintain employee number from applicant through retirement/separation	Y	S	Human Resources	2	
406	HR	Employee Master	System allows documents to be scanned and attached to employee records	Y	S	Human Resources, Documents Online	2	
407	HR	Employee Master	System records equipment issued to each employee such as items that would need to be returned upon termination	Y	S	Human Resources	2	
408	HR	Employee Master	System records equipment issued to each employee such as items that have been issued to employee (example: uniform)	Y	S	Human Resources	2	
409	HR	Employee Master	System can identify items in fixed asset module as equipment	Y	S	Fixed Assets	1	
410	HR	Employee Master	System tracks all County employees	Y	S	Human Resources, Payroll	2	

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411	HR	Employee Master	System tracks employees from other organizations tracked by County for benefit purposes (public health, Bert Nash Community Health Center, Multiple Townships, and Courts)	Y	S	Human Resources, Payroll	2	
412	HR	Employee Master	System tracks information on volunteers	Y	S	Human Resources, Payroll	2	
413	HR	Employee Master	System tracks information on contractors	Y	S	Human Resources, Payroll	2	
414	HR	Personnel Actions	System Effective dates employee transactions (example: add employee, remove employee, promote, etc.)	Y	S	Human Resources, Payroll	2	
415	HR	Personnel Actions	All personnel actions can be effective dated forward or backward	Y	S	Human Resources, Payroll	2	
416	HR	Personnel Actions	System maintains history of all personnel actions	Y	S	Human Resources, Payroll	2	
417	HR	Personnel Actions	System supports personnel actions, each with pre defined business rules/workflow for new hire	Y	S	Human Resources, Payroll, Personnel Actions	2	
418	HR	Personnel Actions	Each personnel action type can have different workflow approval type	Y	S	Human Resources, Payroll, Personnel Actions	2	
419	HR	Personnel Actions	System allows identifying sequencing for multiple personnel actions that occur on same day, including multiple changes to salary (example: provide % COLA first, and then $.50 per hour merit increase)	N	NS			
420	HR	Personnel Actions	Upon approval of the personnel action and effective date reached, changes are automatically made to the employee record.	Y	S	Human Resources, Payroll, Personnel Action Forms	2	
421	HR	Personnel Actions	All personnel actions are submitted electronically via workflow	Y	S	Human Resources, Payroll, Personnel Actions, Workflow	2	
422	HR	Personnel Actions	For personnel actions that require notification to be sent to third party (benefit changes, name change, etc.), system provides notification.	Y	S	Human Resources, Payroll, Personnel Actions, Workflow	2	Some limitations apply; further discovery needed to determine whether or not additional charges will be incurred.
423	HR	New Hire	System tracks completion of important tasks in hiring process (on boarding checklist).	Y	S	Human Resources, Payroll, Workflow, Cognos Business Intelligence	2	GENERAL NOTE: We do not have standard on-boarding checklist described here; however, they would not be difficult to create. We store all the informaiton required. If they wish to have an actual 'printed' checklist this would be a custom report using CDD or Cognos. This would not be a difficult report to create and with training they could do it. This could also be handled via workflow and a report could be written to show task completed by user etc.
424	HR	New Hire	System tracks different checklist based on job classification	Y	S	Human Resources, Payroll, Workflow, Cognos Business Intelligence	2	If they wish to have an actual 'printed' checklist this would be a custom report using CDD or Cognos. This would not be a difficult report to create and with training they could do it.

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425	HR	New Hire	System tracks different checklist based on department	Y	S	Human Resources, Payroll, Workflow, Cognos Business Intelligence	2	If they wish to have an actual 'printed' checklist this would be a custom report using CDD or Cognos. This would not be a difficult report to create and with training they could do it.
426	HR	New Hire	Provides self service for initial enrollment in benefits	Y	S	Human Resources, Payroll	2	
427	HR	New Hire	Provides self service for on-line completion and auto processing of W-4 form to payroll.	Y	S	Human Resources, Payroll	2	The information needed for the W4 may be entered; however the 'actual' form is not available for completion.
428	HR	Separation	Upon separation, workflow notifies all appropriate departments (example:HR, Payroll, IT) of employee separation	Y	S	Human Resources, Payroll, Workflow	2	
429	HR	Separation	System provide separation check list that notifies various County departments of pending tasks (example: IT turn off network access; HR conduct exit interview)	Y	S	Human Resources, Payroll, Cognos Business Intelligence	2	Missed this one first go around, these are easy reports to make, but additional hours may be needed
430	HR	Separation	System updates benefit carriers/TPAs with termination of benefit information.	Y	S	Human Resources, Payroll	2	Standard interfaces are available. Additional discovery is needed to confirm compliance.
431	HR	Self Service	System provides web interface for employees to change contact information	Y	S	Employee Online	2	
432	HR	Self Service	System provides web interface for employees to emergency contact information	Y	S	Employee Online	2	
433	HR	Self Service	All changes/requests made by employees via the self-service module are routed to the appropriate approver/supervisor for review and approval via workflow before the change is posted.	Y	S	Employee Online	2	
434	HR	Self Service	When change requires documentation to be submitted, the system notifies employee that further action is required and change won't occur until that occurs	Y	S	Human Resources, Employee Online, Workflow	2	
435	POS	Position Set Up	System identifies job classification and tracks information related to job classification (salary plan, job description)	Y	S	Human Resources, Payroll	2	
436	POS	Position Set Up	System identifies position and tracks information related to position (department, funding source, work location)	Y	S	Human Resources, Payroll	2	
437	POS	Position Set Up	All positions are tied to job classification	Y	S	Human Resources, Payroll	2	
438	POS	Position Set Up	System allows multiple positions in each job classification	Y	S	Human Resources, Payroll	2	
439	POS	Position Set Up	Each position identified by unique position control number	Y	S	Human Resources, Payroll	2	
440	POS	Position Set Up	Positions tied to funding source / chart of account information	Y	S	Human Resources, Payroll	2	
441	POS	Position Set Up	Positions identify FTE and headcount limit	Y	S	Human Resources, Payroll	2	
442	POS	Position Set Up	System allows split funded position (funded from multiple accounts/departments/programs)	Y	S	Human Resources, Payroll	2	
443	POS	Position Set Up	System tracks history for changes to position	Y	S	Human Resources, Payroll	2	
444	POS	Position Set Up	System allows for position reclassification (moving position to different classification)	Y	S	Human Resources, Payroll	2	

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445	POS	Position Control	System requires each employee to be placed in a position	Y	S	Human Resources, Payroll	2	
446	POS	Position Control	One employee can have multiple positions	Y	S	Human Resources, Payroll	2	
447	POS	Position Control	Multiple employees can share a single position	Y	S	Human Resources, Payroll	2	
448	POS	Position Control	System can set FTE limit for position (not always 1)	Y	S	Human Resources, Payroll	2	
449	POS	Position Control	System prevents FTE limit from being exceeded without proper approval	Y	S	Human Resources, Payroll	2	
450	POS	Position Control	System can set headcount limit for position (not always 1)	Y	S	Human Resources, Payroll	2	
451	POS	Position Control	System prevents headcount limit from being exceeded without proper approval	Y	S	Human Resources, Payroll	2	
452	BEN	Benefit Set Up	System maintains multiple benefit plans each having multiple options	Y	S	Human Resources, Payroll	2	
453	BEN	Benefit Set Up	System tracks benefits and manages payroll deductions for benefits for County employees	Y	S	Human Resources, Payroll	2	
454	BEN	Benefit Set Up	System tracks benefits and manages payments from external organizations for external organization employees' benefits managed by County	Y	S	Human Resources, Payroll, Accounts Receivable	2	
455	BEN	Benefit Set Up	Benefit premium amount differs by organization	Y	S	Human Resources, Payroll	2	
456	BEN	Benefit Set Up - Flex Spend	System manages employee health and dependent care flexible spending accounts	Y	S	Human Resources, Payroll	2	
457	BEN	Benefit Set Up - Flex Spend	System allows County staff to approve claims submitted through self service for flexible spending account	N	NS			
458	BEN	Benefit Set Up - Flex Spend	System tracks remaining balance for each employee for flexible spending accounts	Y	S	Payroll	2	
459	BEN	Benefit Eligibility	System automatically determines employee eligibility by (FTE .5 or scheduled 20 hours per week)	Y	S	Human Resources, Payroll	2	
460	BEN	Benefit Eligibility	System automatically determines employee eligibility by job class (sheriff's deputies participate in different retirement plan)	Y	S	Human Resources, Payroll	2	
461	BEN	Benefit Eligibility	Employees eligible for benefits starts at beginning of month (example: Start Oct 1, benefits start Oct 1. Start Oct 2, benefits start Nov 1)	Y	S	Human Resources, Payroll	2	
462	BEN	Benefit Eligibility	Employees eligible for select benefits starts immediately	Y	S	Human Resources, Payroll	2	
463	BEN	Benefit Eligibility - KPERS	System tracks contribution amounts to multiple tiered pension system	Y	S	Payroll	2	GENERAL NOTE: They are not askin anything here related to the production of the KPERS report itself - they are simply asking if we can track what they need to produce it. In checking with Stephanie she indicated that we suport Kansas PERS for the Contribution File. So I think we are good to go here with a straight up yes on all items. This would be standard; yes we track contribution amounts to a multi-tiered system

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464	BEN	Benefit Eligibility - KPERS	System tracks pension hire date (date hired into pension system) can be different from County hire date if past service (with County or with other organization)	Y	S	Payroll	2	Yes we can track an alternative date to be used for Retirment/Pension
465	BEN	Benefit Eligibility - KPERS	System tracks service time in quarters for each employee where quarter is defined as employee having worked in that quarter	Y	S	Payroll	2	Yes we can track service time by any increment; it is associated with the calculation code(s) attached to the Contribution/Deduction Codes.
466	BEN	Benefit Eligibility - KPERS	Pension contribution is variable % based on service time (in quarters) for Tier 3	Y	S	Payroll	2	Yes, again, this would be calculated via Payroll Calculation codes.
467	BEN	Benefit Eligibility - KPERS	Pension contribution based on flat percentage of eligible pay (doesn't include vacation pay out)	Y	S	Payroll	2	
468	BEN	Benefit Eligibility - KPERS	Pension contribution based on flat percentage of all pay	Y	S	Payroll	2	
469	BEN	Beneficiaries/Dependents	System tracks history of all dependents changes	Y	S	Human Resources, Payroll	2	
470	BEN	Deductions	Benefit deductions to occur for each pay period	Y	S	Human Resources, Payroll	2	
471	BEN	Deductions	Benefit deductions to occur for 1st pay period of the month	Y	S	Human Resources, Payroll	2	
472	BEN	Deductions	Benefit deductions to occur for 2nd pay period of the month	Y	S	Human Resources, Payroll	2	
473	BEN	Deductions	Benefit deductions to occur for 3rd pay period of the month	Y	S	Human Resources, Payroll	2	
474	BEN	Deductions	Benefit deductions to occur for off cycle pay cycles	Y	S	Human Resources, Payroll	2	
475	BEN	Deductions	System allows user to select each period individually (example: 1st and 2nd of month, but not 3rd.)	Y	S	Human Resources, Payroll	2	
476	BEN	Deductions	System deducts employer paid amount and transfers funds to internal service funds	Y	S	Payroll	2	
477	BEN	Deductions	Deduction rate can be set as a flat amount	Y	S	Human Resources, Payroll	2	
478	BEN	Deductions	Deduction amount/rate can be set as a percentage of eligible pay (not all pay code types would be eligible)	Y	S	Human Resources, Payroll	2	
479	BEN	Deductions	System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per pay period	Y	S	Human Resources, Payroll	2	
480	BEN	Deductions	System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per year	Y	S	Human Resources, Payroll	2	
481	BEN	Deductions	System allows ability to override maximum amounts for "catch up" provisions allowed by employee contract or state or federal law	Y	S	Human Resources, Payroll	2	
482	BEN	Deductions	System tracks accumulated payments across multiple plans when comparing against a maximum amount	Y	S	Human Resources, Payroll, Reporting	2	
483	BEN	Deductions	System allows employee/employer contribution amounts to be calculated based on age	Y	S	Payroll	2	
484	BEN	Deductions	System allows employee/employer contribution amounts to be calculated based on time of service	Y	S	Payroll	2	

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485	BEN	Deductions	System allows employee/employer contribution amounts to be calculated based on Smoker / Non-smoker	Y	S	Human Resources, Payroll	2	
486	BEN	Deductions	System tracks loans to employees (example: computer loan) where deduction amounts go to pay County back	Y	S	Human Resources, Payroll	2	
487	BEN	Deductions	System tracks employee liability for loan and provides report on amount outstanding	Y	S	Human Resources, Payroll, Cognos Business Intelligence	2	This would be a standard amount shown with the Deduction Code on the Deduction Register (along with other reports).
488	BEN	Benefit Plan Administration	System allows all changes to benefit plans, rates, and eligibility be made through effective dating	Y	S	Human Resources, Payroll	2	
489	BEN	Benefit Plan Administration	System allows changes in premium amounts to be made with effective dating	Y	S	Human Resources, Payroll	2	
490	BEN	Self Service	System allows web portal for employees to select benefit options for initial and open enrollment	Y	S	Employee Online	2	
491	BEN	Self Service	System provides web portal for employees to update benefit elections for qualifying life events	Y	S	Employee Online	2	
492	BEN	Self Service	System determines employee eligibility and only offers eligible benefit packages to employees through self service	Y	S	Employee Online	2	
493	BEN	Self Service	Employees using self service for open enrollment can re-select all benefit elections	Y	S	Employee Online	2	
494	BEN	Self Service	Employees using self service for open enrollment can confirm existing benefit elections (selections from previous year are carried over)	Y	S	Employee Online	2	
495	BEN	Self Service	Employees not entering self service for open enrollment have previous selections applied to next year	Y	S	Employee Online	2	
496	BEN	Self Service	System capable of enforcing that all employees re-enroll during open enrollment	Y	S	Employee Online	2	
497	BEN	Self Service	Employees can make changes to dependents through self service:	Y	S	Employee Online	2	
498	BEN	Self Service	Changes made through self service are routed through workflow for approval by HR	Y	S	Employee Online	2	
499	BEN	Self Service	Employee submits flexible spending claims	N	NS			
500	BEN	Self Service	Employee uploads receipt for flex spending	N	NS			
501	BEN	Self Service	Employee can view remaining balance of flexible spending account	N	NS			
502	BEN	Self Service	Employee can view history of contributions and claims for flexible spending accounts	N	NS			
503	BEN	Self Service	Employees are able to attach documentation if necessary to benefit elections, dependent information, or qualifying life events (example: birth certificate)	N	NS			
504	TE	Time Entry	System provides self service web portal for employees to enter own time	Y	TPS	ExecuTime	2	
505	TE	Time Entry	System provides screen for department clerk to enter time for all departmental employees	Y	TPS	ExecuTime	2	
506	TE	Time Entry	Employees/users can enter time by hours worked	Y	TPS	ExecuTime	2	

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507	TE	Time Entry	Employees/users can enter time by Start time / Stop time	Y	TPS	ExecuTime	2	
508	TE	Time Entry	Employees/users can enter time by exceptions to scheduled hours	Y	TPS	ExecuTime	2	
509	TE	Time Entry	Start time / Stop time entered in HH:MM (Example: start at 8:15, and at 13:15)	Y	TPS	ExecuTime	2	
510	TE	Time Entry	Hours worked entered in hours and hundredths of any hour (Example: 8.75 hours)	Y	TPS	ExecuTime	2	
511	TE	Time Entry	System allows employees to enter comments for each shift worked	Y	TPS	ExecuTime	2	
512	TE	Time Entry	System allows employees to enter time against pay code	Y	TPS	ExecuTime	2	
513	TE	Time Entry	System allows employees to enter time against project (including project phase/task/other sub project detail)	Y	TPS	ExecuTime	2	
514	TE	Time Entry	System allows employees to enter time against position (if assigned to multiple positions)	Y	TPS	ExecuTime	2	
515	TE	Time Entry	Exception based time entry – employee has default entry and only enters if different than default	Y	TPS	ExecuTime	2	
516	TE	Time Entry	System provides multiple timesheet formats (example: project based timesheet)	Y	TPS	ExecuTime	2	
517	TE	Time Entry	Timesheet format and business rules set by job classification	Y	TPS	ExecuTime	2	
518	TE	Time Entry	System provides notification to employees that timesheets are due	Y	TPS	ExecuTime	2	
519	TE	Time Entry	System allows employees to enter time for future pay periods	Y	TPS	ExecuTime	2	One time period beyond the current is available.
520	TE	Time Entry	System allows employees to self identify shift differentials or other special pay assignments on time sheet	Y	TPS	ExecuTime	2	
521	TE	Time Entry	System allows for entering time for equipment	Y	TPS	ExecuTime	2	
522	TE	Time Entry	System accumulates hours worked on certain equipment.	Y	TPS	ExecuTime	2	
523	TE	Timesheet Approval	System provides workflow for review and approval of timesheets	Y	TPS	ExecuTime	2	
524	TE	Timesheet Approval	Workflow approval of timesheets routes to position supervisor	Y	TPS	ExecuTime	2	
525	TE	Timesheet Approval	Workflow approval of timesheets routes to department head	Y	TPS	ExecuTime	2	
526	TE	Timesheet Rules	Business rules in timesheet automatically apply correct shift differential	Y	TPS	ExecuTime	2	
527	TE	Timesheet Rules	Business rules in timesheet automatically apply correct overtime	Y	TPS	ExecuTime	2	
528	TE	Timesheet Rules	Business rules in timesheet automatically apply correct holiday pay	Y	TPS	ExecuTime	2	
529	TE	Timesheet Rules	Business rules in timesheet automatically apply correct comp time	Y	TPS	ExecuTime	2	
530	TE	Timesheet Rules	Business rules in timesheet automatically apply correct leave accruals	Y	TPS	ExecuTime	2	
531	TE	Timesheet Rules	Overtime is applied to any hours worked in excess of scheduled hours for the day	Y	TPS	ExecuTime	2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
532	TE	Timesheet Rules	Overtime is applied to any hours worked in excess of 8 hours per day	Y	TPS	ExecuTime	2	
533	TE	Timesheet Rules	Overtime is applied to any hours worked in excess of 40 hours for the week	Y	TPS	ExecuTime	2	
534	TE	Timesheet Rules	Overtime is applied to any hours worked in excess of 80 hours for a two week period	Y	TPS	ExecuTime	2	
535	TE	Timesheet Rules	System performs all FLSA monitoring and overtime calculations	Y	TPS	ExecuTime	2	
536	TE	Schedules	System maintains holiday schedule and automatically applies holiday pay rules and updates employee timesheet based on eligibility rules	Y	TPS	ExecuTime	2	
537	TE	Schedules	Accommodates multiple holiday schedules	Y	TPS	ExecuTime	2	
538	TE	Schedules	System allows creation of flexible work schedules by defining hours worked per day by:	Y	TPS	ExecuTime	2	
539	TE	Schedules	System allows creation of flexible work schedules by defining hours worked per day by Week	Y	TPS	ExecuTime	2	
540	TE	Schedules	System allows creation of flexible work schedules by defining hours worked per day by 2-Week period	Y	TPS	ExecuTime	2	
541	TE	Schedules	System allows creation of flexible work schedules by defining hours worked per day by Month	Y	TPS	ExecuTime	2	
542	TE	Schedules	Schedules attach to position	Y	TPS	ExecuTime		
543	PAY	Salary Admin	System support pay plan attached to job classification	Y	S	Payroll, Human Resources	2	This is attached via the pay class.
544	PAY	Salary Admin	Pay plan contains grade and salary range	Y	S	Payroll, Human Resources	2	The pay plan is associated with the job code and position definition.
545	PAY	Salary Admin	Salary identified for each employee/position combination	Y	S	Human Resources, Payroll	2	
546	PAY	Salary Admin	Salary determined by acceptable range within a grade	Y	S	Human Resources, Payroll	2	
547	PAY	Salary Admin	System allows for unlimited number of steps/grade in pay plan	Y	S	Human Resources, Payroll	2	
548	PAY	Salary Admin	System provides tools for processing COLAs and other mass changes to salaries for all County employees	Y	S	Human Resources, Payroll	2	
549	PAY	Salary Admin	System provides tools for processing COLAs and other mass changes to salaries for all employees in job classification	Y	S	Human Resources, Payroll	2	
550	PAY	Salary Admin	System provides tool for providing % change to salary (and system calculates new salary amount) (example: give employee X a 2% raise)	Y	S	Human Resources, Payroll	2	
551	PAY	Salary Admin	System provides tool for mass changes for merit salary adjustments where employees receive different % merit increases	Y	S	Human Resources, Payroll	2	
552	PAY	Deductions	System identifies and manages withholdings and deductions for taxes, benefits, garnishments, etc.	Y	S	Payroll	2	
553	PAY	Deductions	System links deductions to job classification	Y	S	Human Resources, Payroll	2	
554	PAY	Deductions	System links deductions to job position	Y	S	Human Resources, Payroll	2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
555	PAY	Deductions	System links deductions to job employee	Y	S	Human Resources, Payroll	2	
556	PAY	Deductions	System can identify account to transfer deducted amounts to	Y	S	Payroll	2	
557	PAY	Deductions	System identifies vendor(s) owed for amounts deducted	Y	S	Payroll, Accounts Payable	2	
558	PAY	Deductions	Deductions set as flat amount	Y	S	Human Resources, Payroll	2	
559	PAY	Deductions	Deductions set as percent of gross	Y	S	Payroll	2	
560	PAY	Deductions	Deductions set as percent of net	Y	S	Payroll	2	
561	PAY	Deductions	Deductions set as percentage of eligible pay (identify eligible pay for each deduction by pay code)	Y	S	Payroll	2	
562	PAY	Deductions	System handles deduction frequency of one time only	Y	S	Payroll	2	
563	PAY	Deductions	System handles deduction frequency of every pay period	Y	S	Payroll	2	
564	PAY	Deductions	System handles deduction frequency of first pay of the month	Y	S	Payroll	2	
565	PAY	Deductions	System handles deduction frequency of second pay of the month	Y	S	Payroll	2	
566	PAY	Deductions	System handles deduction frequency of third pay of the month	Y	S	Payroll	2	
567	PAY	Deductions	System handles deduction frequency of off cycle pay (on demand)	Y	S	Payroll	2	
568	PAY	Deductions	System tracks effective dated start and stop dates for benefit deductions	Y	S	Payroll	2	
569	PAY	Deductions	System tracks limit to deductions by year (System automatically stops taking deduction after limit is reached)	Y	S	Payroll	2	
570	PAY	Deductions	System will provide invoice to employees with deductions and garnishments greater than compensation	Y	S	Payroll, Accounts Receivable	1 & 2	
571	PAY	Deductions	System will alert and track for employees with net pay less than benefit deductions	Y	S	Payroll	2	
572	PAY	Deductions	Deductions and garnishments can be prioritized	Y	S	Payroll	2	
573	PAY	Deductions	System integrates to accounts payable and generates checks for deductions (to pay amount deducted to provider/vendor)	Y	S	Payroll, Accounts Payable	1 & 2	
574	PAY	Special Pay	System identifies add-to-pays and special pay amounts by job classification	Y	S	Payroll, Human Resources		Achieved using Payroll Calculation codes. These are user-defined, user-written processes in Payroll which allow for flexibility and customization when calculating contributions, deductions, and hours. Calculation codes are also useful in accommodating values, which might fluctuate periodically.
575	PAY	Special Pay	System identifies add-to-pays and special pay amounts by position	Y	S	Payroll, Human Resources		Available using Calculation Codes.
576	PAY	Special Pay	System identifies add-to-pays and special pay amounts by employee	Y	S	Payroll, Human Resources	2	
577	PAY	Special Pay	Supports the ability to generate additional pay based on pay type	Y	S	Payroll	2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
578	PAY	Special Pay	Supports the ability to generate additional pay based on duties performed/work location	N	NS			don't really have a way to do this..I was stretching too much...sorry:(
579	PAY	Special Pay	Supports the ability to generate additional pay based on shift worked	Y	S	Payroll	2	Shift work must be entered on the timecard.
580	PAY	Special Pay	Supports the ability to generate additional pay based on skills, certificates, and degrees (e.g., bilingual)	Y	S	Payroll	2	
581	PAY	Special Pay	System calculates add-to-pays and special pay amounts every pay period	Y	S	Payroll	2	
582	PAY	Special Pay	System calculates add-to-pays and special pay amounts on anniversary date	Y	S	Payroll	2	
583	PAY	Special Pay	Special pay/add-to-pay is calculated as flat amount	Y	S	Payroll, Human Resources	2	
584	PAY	Special Pay	Special pay/add-to-pay is calculated as percent of gross	Y	S	Payroll	2	
585	PAY	Special Pay	Special pay/add-to-pay is calculated as percent of net	Y	S	Payroll	2	
586	PAY	Special Pay	Special pay/add-to-pay is calculated as percentage of eligible pay (identify eligible pay for each special pay by pay code)	Y	S	Payroll	2	
587	PAY	Special Pay	System calculates overtime according FLSA regulations taking into account special pays	Y	S	Payroll	2	
588	PAY	Special Pay	System calculates overtime according FLSA regulations taking into account different positions worked	Y	S	Payroll	2	
589	PAY	Special Pay	System automatically applies imputed income for employees receiving non-cash benefits	Y	S	Payroll, Reporting	2	
590	PAY	Holiday Pay	System provides 8 hours of holiday pay for employee taking holiday (regardless of scheduled hours. If scheduled for more need vacation for difference)	Y	S	Payroll, ExecuTime	2	
591	PAY	Holiday Pay	System to provide scheduled hours of holiday pay for employee taking holiday	Y	S	Payroll	2	
592	PAY	Holiday Pay	System to provide vacation time for employee in select job classifications scheduled off on holiday	Y	S	Payroll	2	
593	PAY	Holiday Pay	System to provide 2.5 times pay for employee working on holiday	Y	S	Payroll	2	
594	PAY	Leave Accruals	Leave accruals can be different for employees with different levels of service	Y	S	Payroll	2	
595	PAY	Leave Accruals	Leave accrual level of service calculated as time since most recent hire	Y	S	Payroll	2	
596	PAY	Leave Accruals	System allows override for employees to be hired with leave (pre-set amount)	Y	S	Payroll	2	
597	PAY	Leave Accruals	System allows for override to allow employee to earn leave accruals at rate greater than default for level of service	Y	S	Payroll	2	
598	PAY	Leave Accruals	System allows users to enter beginning balance for leave (example: bring in service from other organization	Y	S	Payroll	2	
599	PAY	Leave Accruals	Employees leave accrual rate based on: (earn X hours of leave per pay period prorated by FTE)	Y	S	Payroll	2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
600	PAY	Leave Accruals	Employees leave accrual rate based on: (earn X hours of leave per hour worked)	Y	S	Payroll	2	
601	PAY	Leave Accruals	Leave accruals earned in hours	Y	S	Payroll	2	
602	PAY	Leave Accruals	System tracks comp time for employees	Y	S	Payroll	2	
603	PAY	Leave Accruals	Comp time can be earned at rate equal to 1.5 time hours worked (1 hour of overtime worked = 1.5 hours of comp time)	Y	S	Payroll	2	
604	PAY	Leave Accruals	Leave balances can be set to roll over depending on leave type at end of anniversary year	Y	S	Payroll	2	
605	PAY	Leave Accruals	Leave balances can be set to roll over depending on leave type at end of calendar year	Y	S	Payroll	2	
606	PAY	Leave Accruals	Leave balances can be set to roll over depending on leave type at end of specified date	Y	S	Payroll	2	
607	PAY	Leave Accruals	Leave balances can be set to not roll over depending on leave type at end of anniversary year	Y	S	Payroll	2	
608	PAY	Leave Accruals	Leave balances can be set to not roll over depending on leave type at end of calendar year	Y	S	Payroll	2	
609	PAY	Leave Accruals	Leave balances can be set to not roll over depending on leave type at end of specified date	Y	S	Payroll	2	
610	PAY	Leave Accruals	Balances can be capped at maximum amount at any time	Y	S	Payroll	2	
611	PAY	Leave Accruals	Balances can be capped at maximum amount at anniversary date	Y	S	Payroll	2	
612	PAY	Leave Accruals	Balances can be capped at maximum amount on specified date	Y	S	Payroll	2	
613	PAY	Leave Accruals	Balances can be capped at maximum amount at end of calendar year	Y	S	Payroll	2	
614	PAY	Leave Accruals	Balances can be capped at fixed amount	Y	S	Payroll	2	
615	PAY	Leave Accruals	Leave balances capped so that if minimum number of vacation days in previous year are taken leave is paid out at current salary down to cap	Y	S	Payroll	2	
616	PAY	Leave Accruals	Leave balances capped so that if minimum number of vacation days in previous year are not taken leave is truncated down to cap	Y	S	Payroll	2	
617	PAY	Leave Accruals	All leave balances are printed on pay stub	Y	S	Payroll	2	
618	PAY	Leave Accruals	System allows employee to donate leave to another employee	Y	S	Payroll	2	
619	PAY	Leave Accruals	Leave donated at current value of donor (and converted to X hours at rate of recipient)	Y	S	Payroll	2	
620	PAY	Leave Accruals	System allows user to have negative leave accrual balance	Y	S	Payroll	2	
621	PAY	Leave Accruals	Requests for negative leave accrual require workflow approval	Y	S	Payroll	2	
622	PAY	Leave Accruals	System allows County to specific limit for negative leave accrual (can't go beyond -160 hours)	Y	S	Payroll	2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
623	PAY	Leave Accruals	System allows comp time to be earned up to limit	Y	S	Payroll	2	
624	PAY	Leave Accruals	If comp limit is reached, employee forced to take overtime payments	Y	S	Payroll	2	
625	PAY	FMLA	System tracks FMLA leave	Y	S	Payroll	2	
626	PAY	FMLA	System tracks FMLA leave taken on rolling 12 month calendar	N	NS			
627	PAY	FMLA	System accommodates forward and backward rolling calendars	N	NS			
628	PAY	FMLA	System tracks multiple leave periods (multiple FMLA periods within rolling calendar)	Y	S	Payroll	2	
629	PAY	FMLA	System allows employees to take FMLA leave and sick leave (or other leave type) at the same time	Y	S	Payroll	2	
630	PAY	FMLA	System tracks FMLA leave taken intermittently (example: FMLA leave taken every other day of leave period)	Y	S	Payroll	2	
631	PAY	Leave Request	Leave requests can be entered online through employee self service and forwarded to supervisor for approval through workflow	Y	TPS	ExecuTime	2	
632	PAY	Leave Request	System allows leave requests for hours (and partial hours)	Y	TPS	ExecuTime	2	
633	PAY	Leave Request	System allows leave requests for full days	Y	TPS	ExecuTime	2	
634	PAY	Leave Request	Leave request validates for available leave balance and does not allow request of balance to go below zero	Y	TPS	ExecuTime	2	
635	PAY	Leave Request	Leave request validates for available leave balance and does allows leave balance to go below zero with approval	Y	TPS	ExecuTime	2	
636	PAY	Leave Request	System updates employee timesheet with approved leave once it is approved	Y	TPS	ExecuTime	2	
637	PAY	Leave Request	System does not allow employee to change approved leave on timesheet (request vacation and then change back to hours worked) without supervisor approval	Y	TPS	ExecuTime	2	
638	PAY	Payroll Processing	System will handle different payroll cycles (Bi-Weekly, Monthly, Off Cycle)	Y	S	Payroll	2	
639	PAY	Payroll Processing	System will handle payroll for "one-time" employees (example: election workers with minimal data entry	Y	S	Payroll	2	
640	PAY	Payroll Processing	System will process pay for one employee with multiple jobs and employee will receive one paycheck	Y	S	Payroll	2	
641	PAY	Payroll Processing	System will run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.	Y	S	Payroll	2	
642	PAY	Payroll Processing	System will cut special or immediate (on-demand) checks.	Y	S	Payroll	2	
643	PAY	Payroll Processing	System allows posting new adjustments/corrections for a prior period for tax reporting	Y	S	Payroll	2	
644	PAY	Payroll Reporting	System generates KPERS earnings and deductions report (filed bi-weekly)	Y	S	Payroll	2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
645	PAY	Payroll Reporting	System generates SUTA earnings and deductions report (filed quarterly)	Y	S	Payroll	2	Bruce, just FYI this is the file we support that I mention above
646	PAY	Retro Pay	Retro pay calculation used to back date and correct for personnel actions	Y	S	Payroll	2	Further information required to ensure full compliance.
647	PAY	Retro Pay	Retro pay calculation used to back date and correct for corrections to errors	Y	S	Payroll	2	
648	PAY	Retro Pay	Retro pay calculation used to back date and correct for changes to timesheet	Y	S	Payroll, ExecuTime	2	User intervention required; retro pay would be entered via the timesheet.
649	PAY	Retro Pay	Retro pay calculation used to back date and correct for back pay	Y	S	Payroll	2	
650	PAY	Retro Pay	Calculate retro pay without FLSA adjustments	Y	S	Payroll	2	
651	PAY	Retro Pay	Retro pay will automatically correct salary amounts	Y	S	Payroll	2	
652	PAY	Retro Pay	Retro pay will automatically correct tax deductions (additional income tax withheld)	Y	S	Payroll	2	These amounts may be taken in the Retro period.
653	PAY	Retro Pay	Retro pay will automatically correct benefit deductions	Y	S	Payroll	2	These amounts may be taken in the Retro period.
654	PAY	Retro Pay	Retro pay will automatically correct garnishments	Y	S	Payroll		These amounts may be taken in the Retro period.
655	PAY	Retro Pay	Retro pay will automatically correct FLSA Calculations (Overtime)	N	NS			
656	PAY	Retro Pay	Retro pay will automatically correct leave balances	Y	S	Payroll	2	These amounts may be taken in the Retro period.
657	PAY	Retro Pay	System will retain previous salary and hours and days worked data and effective dates for use when calculating retroactive pay adjustments	Y	S	Payroll	2	
658	PAY	Check Printing	System supports positive pay for payroll checks	Y	S	Payroll	2	
659	PAY	Check Printing	System support direct deposit for payroll	Y	S	Payroll	2	
660	PAY	Check Printing	System provides set up to provide direct deposit to multiple bank accounts based on amount and percentage	Y	S	Payroll	2	
661	PAY	Check Printing	System produces electronic files to send to bank for direct deposit	Y	S	Payroll	2	
662	PAY	Check Printing	System produces electronic file to multiple banks for direct deposit	Y	S	Payroll	2	
663	PAY	Check Printing	System allows broadcast messages which appears on all check stubs	Y	S	Payroll	2	
664	PAY	Check Printing	System allows broadcast messages which appears on check stubs for a defined group	Y	S	Payroll	2	
665	PAY	Self Service	Employees can use self service to view compensation package	Y	S	Employee Online	2	
666	PAY	Self Service	Employees can use self service to view W-2, including history	Y	S	Employee Online	2	
667	PAY	Self Service	Employees can use self service to view W-4	Y	S	Employee Online	2	
668	PAY	Self Service	System meets federal requirements for accepting online W-4	Y	S	Employee Online	2	
669	PAY	Self Service	Employees can use self service to view pay stub	Y	S	Employee Online	2	
670	PAY	Self Service	Employees can use self service to view pay history	Y	S	Employee Online	2	History can be viewed via the pay stub.

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
671	PAY	Self Service	Employees can use self service to view leave balances	Y	S	Employee Online, Time Card Online	2	
672	PAY	Self Service	Employees use self service to make changes to withholding	Y	S	Employee Online	2	
673	PAY	Self Service	Self service includes "what if" benefit calculator that shows impact of changes to withholding on net pay;	Y	S	Employee Online	2	
674	PAY	Self Service	All changes made by employees via the self-service module is routed to the appropriate approver/supervisor for review and approval via workflow before the change is posted.	Y	S	Employee Online	2	
675	PAY	End of Year Process	System will produce W-2s (and to reprint single W-2)	Y	S	Payroll	2	
676	PAY	End of Year Process	System will store W-2s	Y	S	Payroll	2	
677	PAY	End of Year Process	System will produce quarterly Form 941 report (IRS)	Y	S	Payroll	2	
678	PAY	End of Year Process	System will produce amended W-2 for multiple years	Y	S	Payroll	2	
679	PAY	End of Year Process	System will produce a report showing FICA wages, by individual, W-2 Plan, and in total	Y	S	Payroll	2	
680	PAY	End of Year Process	System produces electronic files for social security and IRS	Y	S	Payroll	2	
681	PAY	End of Year Process	System provides social security verification file	N	NS			
682	BUD	Budget Requests	Budgets preparation system accommodates entering budget detail for departmental budgets (by accounts within a department)	Y	S	Budgeting, General Ledger	1	
683	BUD	Budget Requests	Budgets preparation system accommodates entering budget detail for programs (across multiple departments)	Y	S	Budgeting, General Ledger	1	
684	BUD	Budget Requests	Budgets preparation system accommodates entering budget detail for project budget (over multiple years - up to life of project)	Y	S	Budgeting, General Ledger, Job / Project Ledger	1	
685	BUD	Budget Requests	System pre-populates budget entry fields with past budget version	Y	S	Budgeting	1	
686	BUD	Budget Requests	System used to prepare budgets for revenues and expenses	Y	S	Budgeting	1	
687	BUD	Budget Requests	Departments enter budget requests through system including requested budget amount	Y	S	Budgeting	1	
688	BUD	Budget Requests	Departments enter budget requests through system including changes/additions/deletions of positions	Y	S	Budgeting, Position Budgeting	1 & 2	
689	BUD	Budget Requests	Departments enter department narrative information along with budget requests (Example: department goals, challenges, highlights of major changes, etc.)	Y	S	Budgeting, Budget Item Detail	1	Needed to add BID to this
690	BUD	Budget Requests	Departments enter budget requests through system including notes/comments/narrative	Y	S	Budgeting, Budget Item Detail	1	Needed to add BID to this
691	BUD	Budget Requests	Departments enter budget requests through system including attaching documents	Y	S	Budgeting, Documents Online	1	
692	BUD	Budget Requests	Budget requests can be grouped into decision packages (multiple line items that go together)	Y	S	Budgeting, Budget Item Detail	1	Needed to add BID to this
693	BUD	Budget Requests	Budget requests can be identified as supplemental requests	Y	S	Budgeting	1	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
694	BUD	Budget Requests	System allow users to create different budget projections/scenarios (example: what if 5% cut)	Y	S	Budgeting	1	
695	BUD	Budget Requests	System allows department to budget by projecting activity levels and apply cost drivers to create budget	Y	S	Budgeting, Recurring Calculations	1	Needed to add RC's to required Products
696	BUD	Budget Requests	Users can flag one-time budget events and the system automatically removes them from the next years' budget	Y	S	Budgeting	1	This is achieved via the budget version.
697	BUD	Budget Requests	System prevents budgeting in excess of pre-determined spending limit set by Chart of Account segment (example: public works department budget can't exceed $10,000,000)	Y	S	Budgeting	1	
698	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of last year's previous year adopted budget	Y	S	Budgeting	1	
699	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of last year's previous year revised budget	Y	S	Budgeting	1	
700	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of last year's projected actual expenses	Y	S	Budgeting	1	
701	BUD	Budget Requests	Users can create multiple versions of a budget request for "what if" scenario simulation	Y	S	Budgeting, Cognos Business Intelligence	1	*Bruce just FYI this is where Cognos TM1 really comes in handy. That being said Cognos BI can do some of this. Probably need to add some additional hours for reporting development here too.
702	BUD	Budget Requests	Department worksheets are automatically rolled into organization-wide master budget	Y	S	Budgeting	1	
703	BUD	Budget Approval	System maintains history of multiple budget versions including requested Budget	Y	S	Budgeting	1	
704	BUD	Budget Approval	System allows budget users to modify all department budget worksheets	Y	S	Budgeting	1	
705	BUD	Budget Approval	System allows budget users to roll budget to new version	Y	S	Budgeting	1	
706	BUD	Budget Approval	System maintains history of multiple budget versions including recommended Budget	Y	S	Budgeting	1	
707	BUD	Budget Approval	System maintains history of multiple budget versions including adopted Budget	Y	S	Budgeting	1	
708	BUD	Budget Approval	System maintains history of multiple budget versions including revised budget	Y	S	Budgeting	1	
709	BUD	Capital Budgeting	Capital budgets prepared by project	Y	S	Budgeting	1	
710	BUD	Capital Budgeting	Project budgets created roll up to create department capital budget and overall capital improvement plan	Y	S	Budgeting	1	
711	BUD	Capital Budgeting	System allows individual capital project budgets created in project module to feed budget module	Y	S	Budgeting	1	
712	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on current employee salary and current benefit elections	Y	S	Budgeting, Position Budgeting	1 & 2	
713	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on position salary range and default benefit elections	Y	S	Budgeting, Position Budgeting	1 & 2	

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live	Comment
714	BUD	Personnel Budgeting	System allows user to propose new position in proposed budget	Y	S	Budgeting, Position Budgeting	1 & 2	
715	BUD	Personnel Budgeting	System provides ability to propose changing position status as part of budget development (funded - unfunded positions)	Y	S	Budgeting, Position Budgeting	1 & 2	
716	BUD	Personnel Budgeting	System provides ability to request new positions as part of budget process	Y	S	Budgeting, Position Budgeting	1 & 2	
717	BUD	Personnel Budgeting	System provides ability to request reclassification of existing positions as part of budget process	Y	S	Budgeting, Position Budgeting	1 & 2	
718	BUD	Personnel Budgeting	System allows user to propose changes to salary amounts as part of budgeting process	Y	S	Budgeting, Position Budgeting	1 & 2	
719	BUD	Personnel Budgeting	With changes to salary amounts, system automatically adjusts any benefits/tax amounts	Y	S	Budgeting, Position Budgeting	1 & 2	
720	BUD	Personnel Budgeting	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizational codes, programs, projects, grants, etc.)	Y	S	Budgeting, Position Budgeting	1 & 2	
721	BUD	Budget Adjustments	System allows departments to propose budget transfers within department authority with workflow approval	Y	S	Budgeting, Workflow	1	
722	BUD	Budget Adjustments	System allows departments to propose additional budget requests	Y	S	Budgeting	1	
723	BUD	Budget Adjustments	System validates and enforces rule that all budget amendments and transfers must balance	Y	S	Budgeting	1	
724	BUD	Budget Adjustments	System provides funds availability check when entering budget amendments	Y	S	Budgeting	1	

Memorandum
City of Lawrence
Planning Department

TO: Planning Commission
FROM: Planning Staff
DATE: May 19, 2014
RE: ITEM NO. 4: CONDITIONAL USE PERMIT; METEOROLOGICAL TOWER; 2060 E 1600 ROAD ALSO KNOWN AS THE KU FIELD STATION (SLD)

The Lawrence Airport Advisory Board met on Wednesday, May 14, 2014 and considered the above referenced item as it relates to the Lawrence Municipal Airport. The Board voted to recommend approval of the request, subject to the following conditions:

1. The height in the Planning Commission Report match FAA study of 116' for the tower and 10' for the lightning rod for a total of 126';

2. The tower is lighted, painted in conformance with FAA tower study and Kansas law; and

3. The old tower (500' away) comes down concurrent with the erection of the Neon tower.

These conditions would be in addition to the staff recommendation included in the staff report as follows:

1) Provision of a revised site plan drawing to show the dimension of the proposed improvements to the nearest property lines.

2) The provision of a revised site plan that adds the following notes to the face of the drawing:
   a) *"A sign shall be posted on the tower or the exterior fence around the base of the tower with the name and telephone number of the tower owner/operator."*
   b) *"Use of this tower shall be limited to meteorological equipment only and will not be allowed for use by telecommunication providers."*
   c) *"If the ownership/operation of the tower changes the property owner (KU) shall notify planning staff to update the appropriate records."*
   d) *"This tower may not be used by private communication carriers unless a new CUP has been submitted for review and approval per section 12-319-4.31 of the Zoning Regulations to include due notice to property owners, public hearing by the Planning Commission and approval by the County Commission."*

PLANNING COMMISSION REPORT
Regular Agenda – Public Hearing Item

PC Staff Report
5/19/2014

ITEM NO. 4: CONDITIONAL USE PERMIT; METEOROLOGICAL TOWER; 2060 E 1600 ROAD ALSO KNOWN AS THE KU FIELD STATION (SLD)

CUP-14-00052: Consider a Conditional Use Permit for a 116' tall meteorological tower with a 10' antenna for monitoring and collecting atmospheric, soil and water data, located at the University of Kansas Field Station, 2060 E 1600 Rd. Submitted by National Ecological Observatory Network [NEON], for University of Kansas Endowment Association, property owner of record.

STAFF RECOMMENDATION: Staff recommends approval of the Conditional Use Permit for the meteorological tower and forwarding it to the County Commission subject to the following conditions:

1) Provision of a revised site plan drawing to show the dimension of the proposed improvements to the nearest property lines.
2) The provision of a revised site plan that adds the following notes to the face of the drawing:
   a) "A sign shall be posted on the tower or the exterior fence around the base of the tower with the name and telephone number of the tower owner/operator."
   b) *"Use of this tower shall be limited to meteorological equipment only and will not be allowed for use by telecommunication providers."*
   c) *"If the ownership/operation of the tower changes the property owner (KU) shall notify planning staff to update the appropriate records.*
   d) *This tower may not be used private communication carriers unless a new CUP has been submitted for review and approval per section* 12-319-4.31 of the Zoning Regulations to include due notice to property owners, public hearing by the Planning Commission and approval by the County Commission.

Reason for Request:

"NEON will create a new national observatory to collect ecological and climatic observations across the continental United States, including Alaska, Hawaii and Puerto Rico. NEON has partitioned the U.S. into 20 eco-climatic domains, each of which represents different regions of vegetation, landforms, climate and ecosystem performance. Within these domains, NEON infrastructure and sensor systems will be used to collect site-based data about climate and atmosphere, soils, streams and ponds and a variety of organisms. The goal of NEON is to enable understanding and forecasting of the impacts of climate change, land use change and invasive species on continental scale ecology by providing infrastructure to support research, education and environmental management in these areas. The NEON approach will standardize scientific ecological efforts and will enable integrated observatory operations at a continental scale. NEON is funded by the National Science Foundation.

NEON has entered into a land use agreement with the University of Kansas and the University of Kansas Endowment Association allowing NEON to construct an ecological monitoring tower, instrument hut, access paths, soil sensors and arrays, and deploy instrumentation to collect data. The site will be in place for approximately 10-12 years and then decommissioned. NEON is requesting a conditional use permit so that the project can move forward with the construction and operation of this site location."

ATTACHMENTS

1. Site plan

2. Map of KU Field Station
3. Northeast Area Land Use Map
4. NEON general information
5. Letter from NEON to the Airport Advisory Board

KEY POINTS

- This application is considered a meteorrological tower but is unrelated to applications made for wind data collection located along the Highway 56 corridor.
- Per Section 12-319-4.31 of the Zoning Regulations for the Unincorporated Territory of Douglas County, *radio, television, telecommunication and microwave towers* are uses which may be approved as a Conditional Use.
- This use – meteorrological tower - is not specifically listed in the Zoning Regulations but is considered by staff to be a similar use.
- This structure is temporary and does not include fixed foundation and permanent land alterations.
- This property abuts both Jefferson and Leavenworth Counties. Both counties have been notified of the request and do not have any comments.

DESCRIPTION OF USE

Request is for the installation of a 116 foot structure (meteorrological tower) with a 10′ antenna (126′) to monitor and collect data as a cooperative research project with the University of Kansas. The purpose of the equipment will be to specifically collect atmospheric, soil and water data. The application provided this description to further describe the data collected:

Atmosphere, Soil and Water

Climate and atmosphere have a strong impact on ecosystems across the continental United States. NEON will make constant, automated measurements of these systems using electronic sensors mounted on towers in natural and managed areas. The instruments will monitor physical and chemical climate properties, including:

- Fluxes between ecosystems and the atmosphere—because chemicals and pollutants that are introduced into the atmosphere can impact the capacity of ecosystems to supply food, fuel, and fiber.
- Canopy microclimate—because the uppermost level of a forest, the canopy, has variations of climate, vegetation, and animals that are of special scientific interest.
- Air pollution—because dust and pollutants caused by human activity can have significant impacts on the health and productivity of ecosystems.
- Carbon—because increasing concentrations of carbon dioxide in the atmosphere indicate that the amount of carbon released exceeds the Earth's capacity to absorb it, an important factor in global warming

Additional sensors located near each tower will record soil properties, such as moisture and temperature, and measure water chemistry.

The construction of the tower is intended to disturb as little as possible the existing vegetation. The path to the tower will be a 4′ wide gravel base. Some portions of the path may include a prefabricated boardwalk where stream crossings are needed.

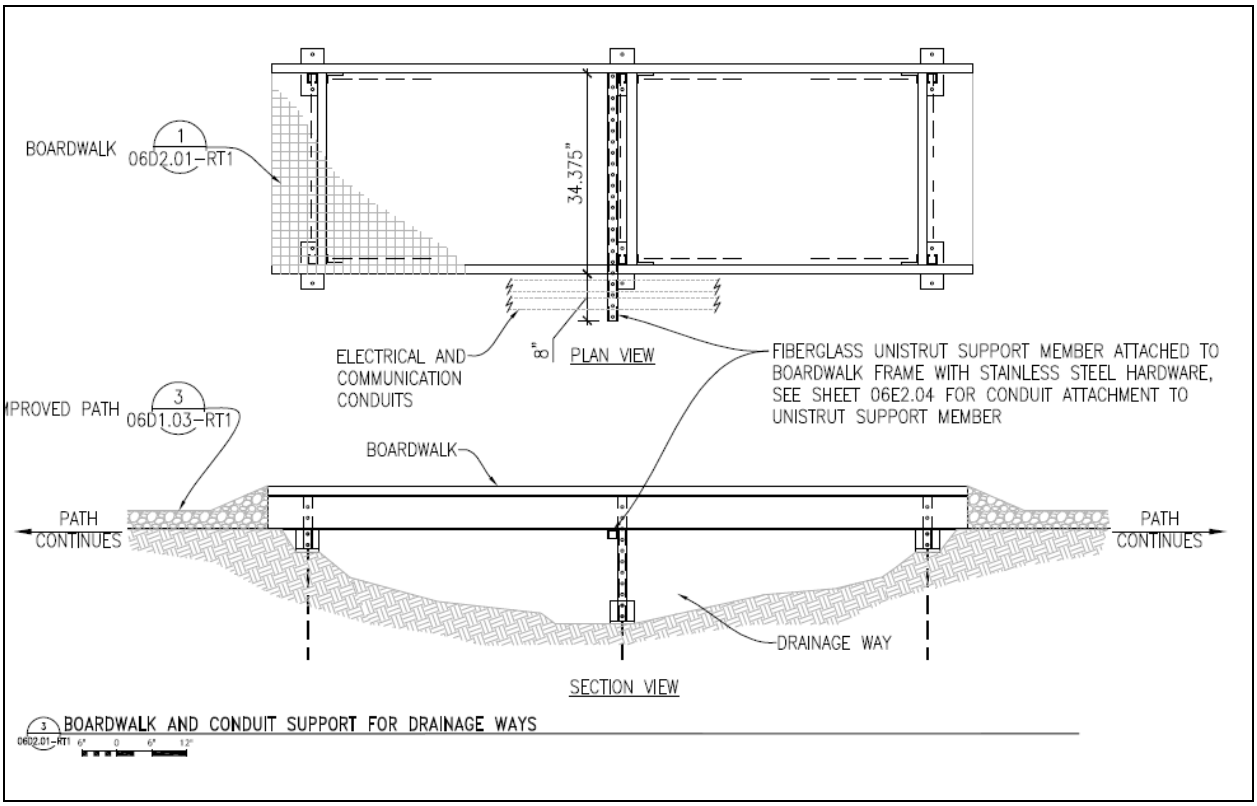

Figure 1: Boardwalk Section

In addition to the tower and boardwalk the proposed improvement will includes a prefabricated structure for equipment.

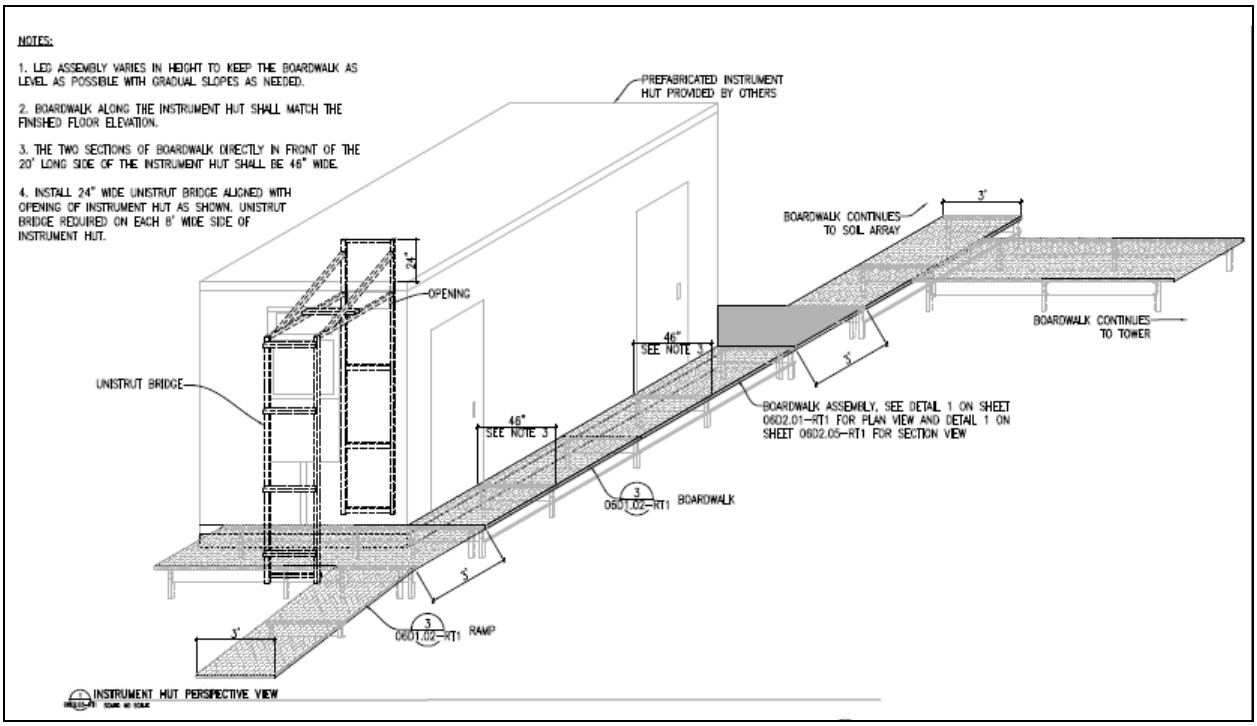

Figure 2: Mechanical Equipment Building

ASSOCIATED CASES/OTHER ACTION REQUIRED

- Board of County Commissioners' approval of the Conditional Use.
- Zoning and Codes Office issuance of a Conditional Use Permit when plans have been released to the Zoning and Codes Office and conditions of approval have been met.

PUBLIC COMMENT

- Area property owners called asking for more detail regarding the location, use and intent of the proposed tower.
- Airport Advisory Board has indicated concerns and is working with the applicant to address issues. Staff will report to the Planning Commission the summary of the Board's meeting.

Site Summary:	
Subject Property:	Located within 587 acre parcel owned by KU Endowment Association.
Proposed Buildings:	Proposed 8' by 20' "instrument hut"

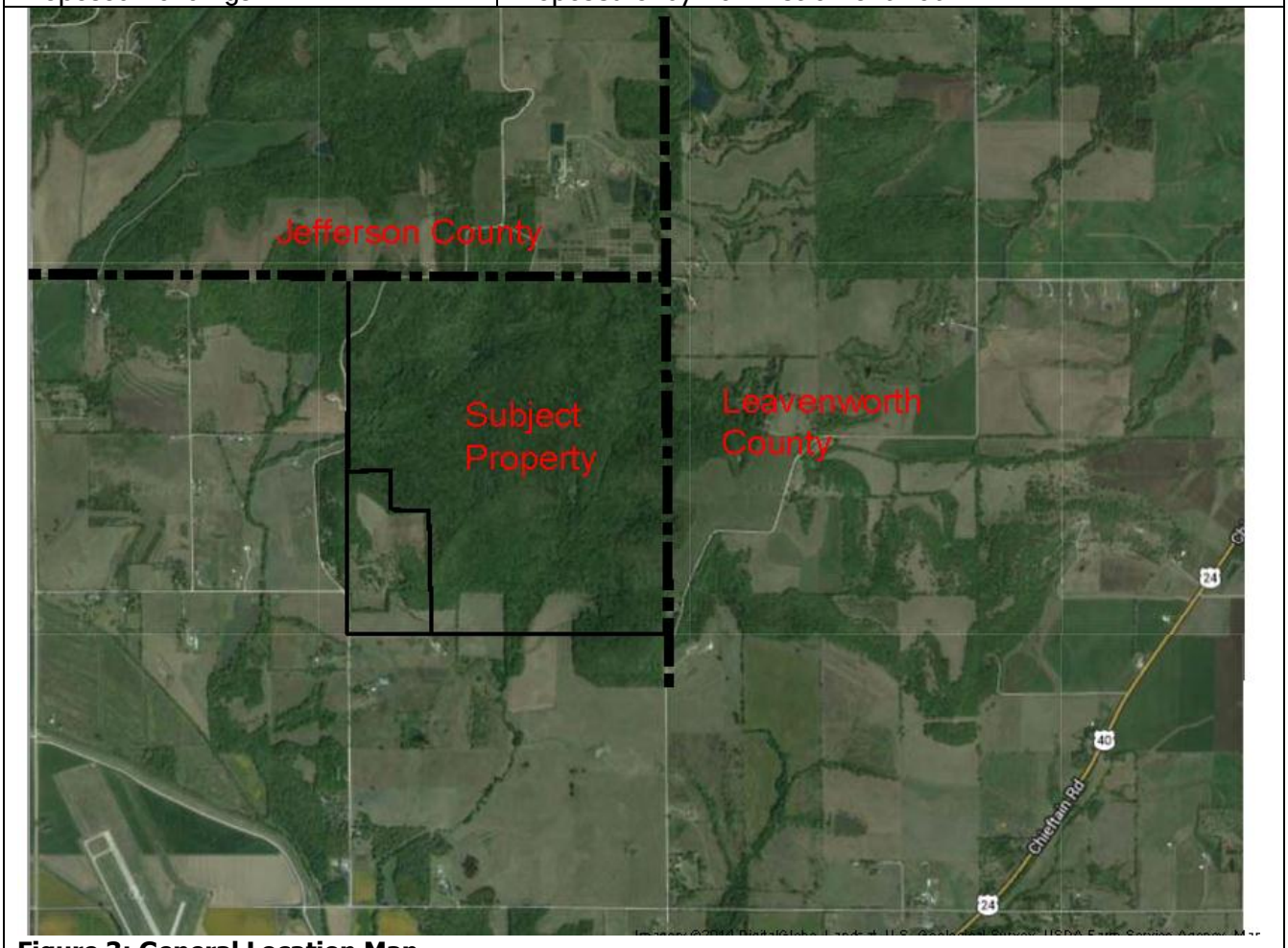

Figure 3: General Location Map

GENERAL INFORMATION	
Current Zoning and Land Use:	A (County-Agricultural) District; 587-acre parcel known as the KU Field Station
Surrounding Zoning and Land Use:	A (County-Agricultural) District to the south and east within Douglas County. Agricultural and rural land. In Jefferson County to the north: AG (Agricultural) District. Existing land uses include the Armitage Education Center and areas of the KU Field Station. In Leavenworth County to the east: RR-5 (Rural-Agricultural and Residential; 5 acre minimum lots)

I. ZONING AND USES OF PROPERTY NEARBY

This property is located in the northeast corner of Douglas County. The KU field station and facilities encompass a large area in Douglas, Jefferson and Leavenworth counties. The primary land use is agricultural in the surrounding area.

Section 12-319-4.31(d)(5) recommends that towers be located in commercial, industrial or agricultural zoning districts. The subject property is zoned Agricultural.

Staff Finding – Nearby properties are zoned A (Agricultural) in Douglas County, Rural Agricultural and Residential in Leavenworth County, and Agricultural in Jefferson County. Surrounding land uses include KU Field Station to the north as well as agricultural uses to the east, west and south. Scattered residential uses are located along county roads. The proposed tower would be located in a recommended district.

II. CHARACTER OF THE AREA

This property is located within Grant Township. The northeast portion of Grant Township is dominated by areas of steep slopes and dense vegetation. KU Endowment is a significant property owner in this area. Rural homes are clustered along the county roads. The predominate land use in the area is agricultural.

A significant land use in the area is the Lawrence Municipal Airport. The airport is located in the central portion of Grant Township. The Airport includes various overlay zones that extend vertically above and outward from the airport to protect the associated flight paths. The airport has a direct impact on surrounding land. Structures (including trees) of a certain height at a certain distance from the airport must not exceed specific height requirements.

Another significant feature of the area is the presence of several natural features including floodplain, Class I and Class II Soils, and areas with significant slope. The subject property is located in a portion of Grant Township that includes steeper topography.

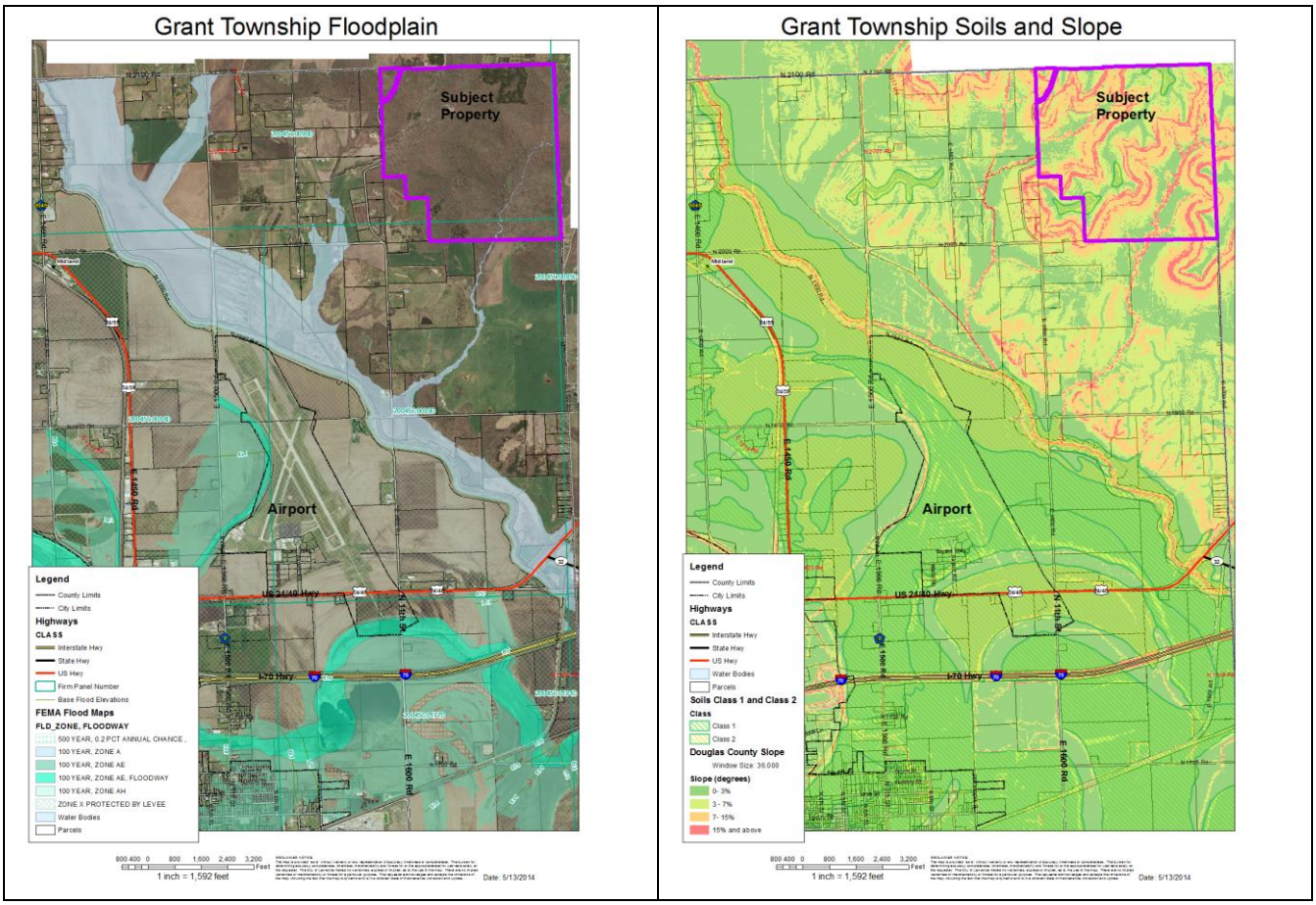

Figure 4: Area Land Features

Staff Finding – This area is rural in nature, with agricultural lands, and residential homes along County roads. The KU Field Station is a significant land use in the northeast corner of Grant Township. Other significant land uses that define this area are the Lawrence Municipal Airport and the regulatory floodplain.

III. SUITABILITY OF SUBJECT PROPERTY FOR THE USES TO WHICH IT HAS BEEN RESTRICTED

Applicant's response: *"The site location that has been selected is part of the University of Kansas field station and meets all requirements of a NEON site. The ongoing use of the land is for academic research and data collection and the mission of the NEON project aligns with the designated use of the subject property. The 126' tower will be located within the boundary of the subject property and will be locked and gated."*

The current zoning designation for the property is A (Agricultural) District. A variety of agriculture-related uses are allowed in this district. The proposed request will not alter the underlying zoning district. KU staff indicated that this site within the "Domain of the Prairie Peninsula" is an un-manupliated area generally free of other urbanizing impacts. The area is undergoing forestation within a largely agricultural area.

Towers are allowed in the A (Agricultural) District with approval of a Conditional Use Permit. The A (Agricultural) District is a recommended base district for towers. This structure removable. The tower would remain for the duration of the agreement between KU Endowment and NEON for research purposes. Additionally, the tower could be acquired by KU for continued operation at the

end of the NEON project. If the ownership/operation of the tower changes staff recommends the property owner notify staff to update the application with current ownership. This tower should not be reused for cellular commination equipment.

A key consideration of the suitability of the tower is the ability of the proposed structure to comply with minimum aviation requirements. The applicant has been meeting with the Airport Advisory Board to assess the impact of the proposed tower on the Lawrence Municipal Airport. The applicant has stated that the tower will be painted and lighted in accordance with FAA regulations. The Airport Advisory Board is scheduled to meet on May 14, 2014 to further discuss the proposed application. Staff will report the outcome of this meeting to the Planning Commission at their regular meeting.

Staff Finding – The property is suitable for agricultural uses. A Conditional Use Permit (CUP) does not change the underlying zoning; therefore, the suitability of the property for agricultural uses will not be altered. Additional review is required to assure the suitability of the proposed structure with the proximity of the airport.

IV. LENGTH OF TIME SUBJECT PROPERTY HAS REMAINED VACANT AS ZONED

Staff Finding – The property has been zoned A (Agricultural) since the adoption of the zoning in 1966.

V. EXTENT TO WHICH REMOVAL OF RESTRICTIONS WILL DETRIMENTALLY AFFECT NEARBY PROPERTY

Applicant's Response: *"The construction and operation of the NEON site within the research property should have little to no adverse impact on nearby property. The site location is within the field station property boundary and will not restrict usage of roads. There are no property owners other than the University of Kansas Endowment Association within 1000' of the proposed project area."*

Section 12-319-1.01 of the County Zoning Regulations recognize that "*....certain uses may be desirable when located in the community, but that these uses may be incompatible with other uses permitted in a district...when found to be in the interest of the public health, safety, morals and general welfare of the community may be permitted, except as otherwise specified in any district from which they are prohibited."*

This request is for a 126' tower that will support meteorological data collecting equipment. Access to the site shall be limited to regular service and maintenance of the tower and associated equipment as well as access for research purposes. This tower is not intended for access by the general public. Regular publically accessible trails and areas within the KU property will continue to be available and will not be altered by this project.

No detrimental effects are anticipated on adjacent properties or to the existing trails from the approval of this Conditional Use Permit for this structure for the purpose of data collection.

Impact on the Lawrence Municipal Airport is still being assessed. Staff will report any new information on or before the public hearing as available.

Staff Finding – But for the proximity of the Lawrence Municipal Airport, there should be no detrimental effect on surrounding property.

VI. RELATIVE GAIN TO THE PUBLIC HEALTH, SAFETY AND WELFARE BY THE DESTRUCTION OF THE VALUE OF THE PETITIONER'S PROPERTY AS COMPARED TO THE HARDSHIP IMPOSED UPON THE INDIVIDUAL LANDOWNERS

Applicant's Response: *"The mission of the National Ecological Observation Network is to enable understanding and forecasting of the impacts of climate change, land use change and invasive species on continental-scale ecology – by providing infrastructure and consistent methodologies to support research and education in these areas.*

The proposed installation of a 126' tower, instrument hut, and soil monitoring sensors will support the mission of this project and aligns with the current land use of the site as a field station focused on scientific research. The ground disturbance associated with construction of the tower and instrument hut is less than 1 acre and the contracts are held to rigid environmental standards. There are no cranes or large pieces of heavy machinery used during construction and special attention is paid to preserving the local ecology of the site.

The data collected at this site will be freely available to the public through NEON's data portal and will provide information on local ecology. There will be little damage to the University of Kansas Field Station property and there are no individual landowners within 1000' of the proposed project area. Therefore, it's unlikely that any damage or hardship will be imposed on individual landowners."

The purpose of this criterion is to compare the effect of denial of the request on the public health, safety and welfare to the effect on the individual landowner.

The purpose of this request is to construct a tower with appropriate equipment for continued monitoring of data for research purposes. The location of the tower is such that is surrounded on all sides by property owned by KU Endowment Association and part of the KU Field Station. Staff concurs with the applicant's finding that the location of the tower is a significant distance from any private property and thus unlikely to impact the property.

Data will be publically available to researchers, scientists and others interested in ecological information. The facility will also support integrated research for the University of Kansas programs.

Staff Finding – Approval of the request will facilitate a continental wide network of equipment and data collection.

VII. CONFORMANCE WITH THE COMPREHENSIVE PLAN

Applicant's Response: *"NEON's request to construct an ecological monitoring site does not fit within the development areas described in the Horizon 2020 plan as it's not residential, commercial or industrial in nature. It does align with the sustainability goal and would provide real time data about the local, physical environment which could be used to evaluate future environmental or sustainability plans."*

The subject property is located within an identified Urban Growth Area for the City of Lawrence. A sector plan has been adopted for the area that includes the subject property known as the *Northeast Area Plan*.

Chapter 16 of *Horizon 2020* addresses environmental policies applicable to Lawrence and Douglas County. The plan states that the recommendations are "intended to foster a healthy environment that contributes to a growing economy and a livable community." The overall policy applicable to this development project states:

> *"We will strive to ensure the sustainability of our physical environment, both natural and built, the health of our economy and the efficient and effective functioning of our community"* (Chapter 1, Horizon 2020).

Chapter 16 of *Horizon 2020* identifies the following resources and provides applicable policies:

Water Resources:	Watershed protection, public water supply reservoirs, water quality, floodplain management and aquatic habitats.
Land Resources:	Rural woodlands, urban forests, native prairies, agricultural soils, slopes, and open spaces.
Air Resources:	Excess greenhouse gases, air quality, and indoor pollution.
Resource Management:	Low cost raw materials, such as sand gravel, timber oil, gas, and stone
Waste Management:	Solid waste and hazardous waste to reduce reuse and recycle materials produced in Douglas County.

Based on the applicant's summary, approval of the request will allow monitoring of many of these elements and provide current and real-time data regarding atmosphere, soil and water conditions.

It should be clear that this application is for a Conditional Use Permit for the construction of a tower (structure) to support equipment for the purpose of data collection only. This application is not related to wind study or wind farm applications. The tower structure has been evaluated by staff with respect to its land use impact similar to a communication tower. Communication towers are generally incorporated in Chapter 10 Communities Facilities *of Horizon 2020.*

Staff Finding – The comprehensive plan does not provide any specific land use recommendations regarding towers. A Conditional Use Permit can be used to allow specific non-residential uses subject to approval of a site plan. This tool allows proportional development in harmony with the surrounding area. The proposed request is consistent with the Comprehensive Plan.

STAFF REVIEW

Section 12-319-4.31 allows radio, television, telecommunication, and microwave towers in Douglas County subject to approval of a Conditional Use Permit when the structures are more than 100' tall. This section also provides guidelines and standards intended to be used during the review of towers related to communication equipment. This request is for a tower that will support specific data collection equipment and not cellular or radio communication equipment. Some provisions of the Code address co-location requirements which are not applicable to this request and would not be expected to be added to the structure if approved.

This tower structure has a comparable height to communication towers. Land use concerns include adequate setback and proximity to other land uses.

Tower Removal

Communication towers require that if the equipment is removed and the tower is vacant for 3 years then the tower owner would be required to remove the structure. All towers are required to provide a sign on the structure or fence around the base of the tower identifying the tower owner/operator with a name and phone number. This application is requested for the purpose of data collection. A sign should be added to the tower site providing contact information as required for similar structures towers.

Setback
The County Zoning Regulations require the tower to be setback a distance equal to the height of the tower from any property line except that the setback may be reduced if documentation from a registered engineer is submitted certifying the fall zone of the tower in event of a failure or collapse. The proposed structure exceeds the setback requirements and is more than 200′ from the nearest property line.

Lighting
No lighting per FAA is required for this structure. However, the applicant has stated the structure will be both painted and lit to increase visibility of the structure in proximity to the Lawrence Municipal Airport.

Conclusion
This request is for the construction of a tower for the exclusive use of data collection. Staff recommends approval of the Conditional Use Permit subject to conditions related to signage and dimensioning. Staff also recommends that cellular communications be prohibited from this structure unless a new Conditional Use Permit application is submitted for review and approval prior to installation.

LEO A DALY

NATIONAL ECOLOGICAL OBSERVATORY NETWORK

Domain 06 Prairie Peninsula University of Kansas Field Station (UKFS)

Project site:
-Relocatable Tower 1 (RT1), Douglas Co., KS

National Ecological Observatory Network
1685 38th Street
Boulder, CO 80301

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

PLANNING
ARCHITECTURE
ENGINEERING
INTERIORS

EST. 1915

ATLANTA
AUSTIN
DALLAS
DENVER
FORT WORTH
HONG KONG
HONOLULU
HOUSTON
LAS VEGAS
LOS ANGELES
MIAMI
MINNEAPOLIS
OMAHA
PHOENIX
SAN ANTONIO
WACO
WASHINGTON, DC

RELOCATABLE TOWER 1 GENERAL NOTES:

1. DOMAIN 06 IS CALLED PRAIRIE PENINSULA. RELOCATABLE TOWER 1 FOR DOMAIN 06 IS LOCATED WITHIN DOUGLAS COUNTY, KANSAS.

2. THE PREVAILING WINDS FOR RELOCATABLE TOWER 1 OF DOMAIN 06 ARE CLOCKWISE FROM 80° TO 230° (MAJOR) AND 280° TO 350° (SECONDARY).

3. DUE TO THE NATURE OF THIS PROJECT, THE SITE MUST BE DISTURBED TO THE MINIMUM EXTENT POSSIBLE. UNDER NO CIRCUMSTANCES WILL LOOSE TRASH/DEBRIS BE ALLOWED. THE SITE MUST BE LEFT IN CLEAN AND ORDERLY CONDITION AT THE END OF EACH WORK DAY. ONLY UTILIZE THE CLEARED/IMPROVED PATH INDICATED AT THE SITE FOR SITE ACCESS. CUTTING THROUGH FIELDS OR CREATING ALTERNATE PATHWAYS WILL NOT BE ALLOWED. THE ONLY VEHICLES ALLOWED TO PROCEED FURTHER THAN THE INDICATED PARKING AREA (STAGING AREA) FOR THE SITE WILL BE SMALL 4-WHEEL ATV OR MINI TRACK LOADER/SKID STEER TYPE VEHICLES. ALL CONSTRUCTION EQUIPMENT MUST FIT WITHIN THE CONSTRUCTION LIMITS. ALL VEHICLES TO BE USED MUST BE PRE-APPROVED BY NEON. IF ANY AREA IS DISTURBED OUTSIDE OF THE SPECIFIED CONSTRUCTION LIMITS, STOP WORK AND NOTIFY NEON IMMEDIATELY. NO ACTION SHALL BE TAKEN WITHOUT PRIOR APPROVAL BY NEON.

4. A STAGING AREA HAS BEEN IDENTIFIED FOR THE SITE. THIS AREA IS WHERE CONTRACTORS CAN PARK AND STORE ITEMS. THE PROJECT SITE IS ACCESSIBLE TO THE PUBLIC THEREFORE THE CONTRACTOR SHALL SECURE ITEMS AS REQUIRED FOR SAFETY AND THE PREVENTION OF THEFT. THE STAGING AREA, AS WELL AS THE PROJECT SITE, SHALL BE KEPT CLEAN AND DISTURBANCE SHALL BE KEPT TO A MINIMUM. SEE NEON CONTRACT FOR SPECIAL CONDITIONS AND SITE DISTURBANCE PENALTIES.

5. THE AUXILIARY PORTAL IS THE LOCATION WHERE THE ELECTRICAL TRANSFORMER, TRANSFER SWITCH, METER PEDESTAL AND COMMUNICATIONS PEDESTAL ARE SET FOR ELECTRICAL AND COMMUNICATION SERVICES TO ENTER THE SITE AND BE ROUTED TO THE INSTRUMENT HUT, BY CONTRACTOR.

6. VEHICLES AND EQUIPMENT SHALL BE WASHED PRIOR TO MOBILIZATION TO SITE (OR WHEN LEAVING/RETURNING TO SITE).

National Ecological Observatory Network
1685 38th Street
Boulder, CO 80301

LEO A DALY
PLANNING ARCHITECTURE ENGINEERING INTERIORS
EST. 1915

8600 Indian Hills Drive
Omaha, NE 68114-4039 USA
Tel 402-391-8111 Fax 402-391-8564

neon
NATIONAL ECOLOGICAL OBSERVATORY NETWORK

KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
GENERAL NOTES

06G1.00

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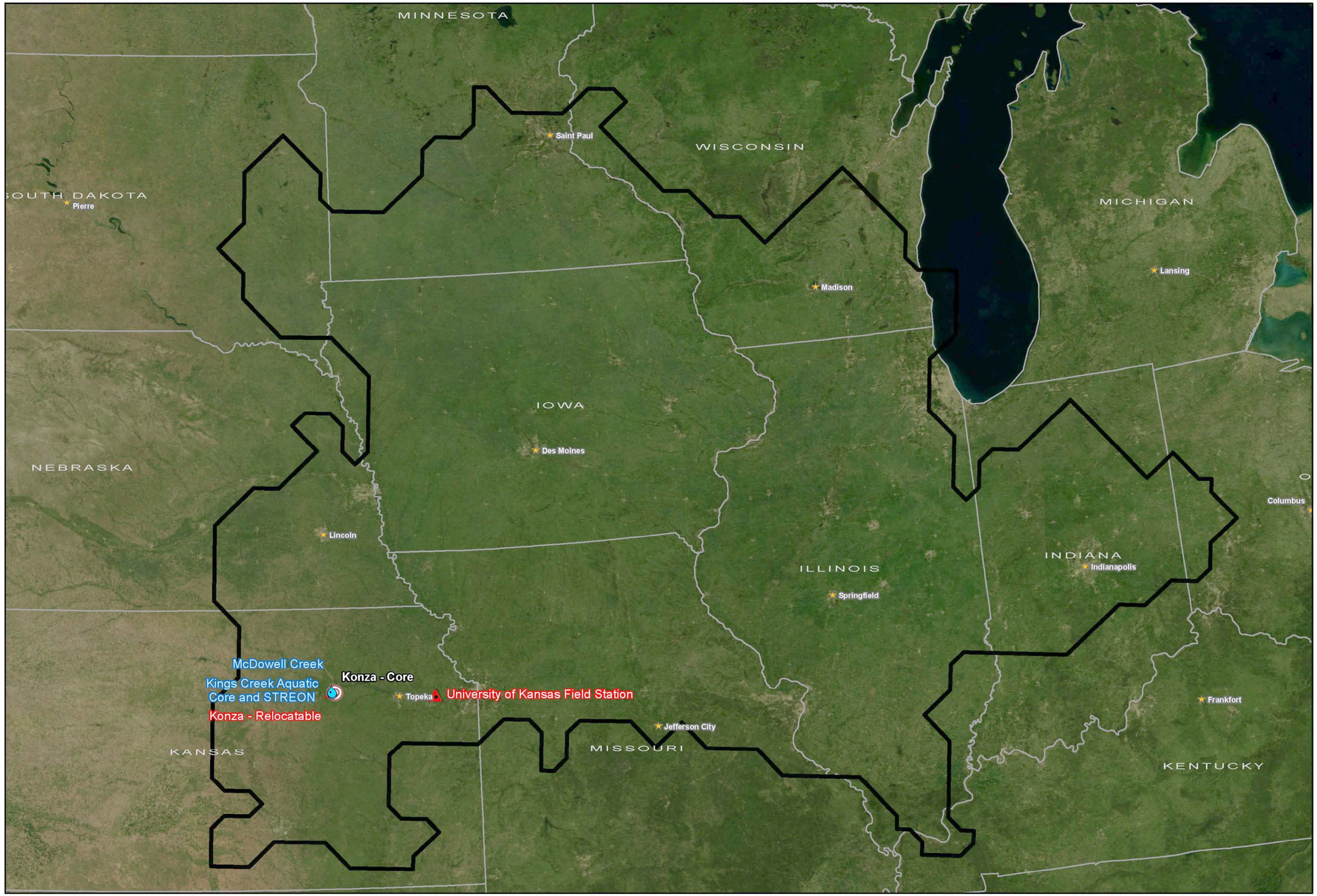
Domain 6
Prairie Peninsula



0 37.5 75 150 225 300 Kilometers
0 25 50 100 150 200 Miles
1:3,250,000 WGS1984 UTM Zone 14N - M. Slater 12/2012

Candidate Aquatic Site
Candidate Core Tower
Candidate Relocatable Tower

1 DOMAIN MAP
06C0.02

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KEY PLAN

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Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
DOMAIN MAP

06C0.02

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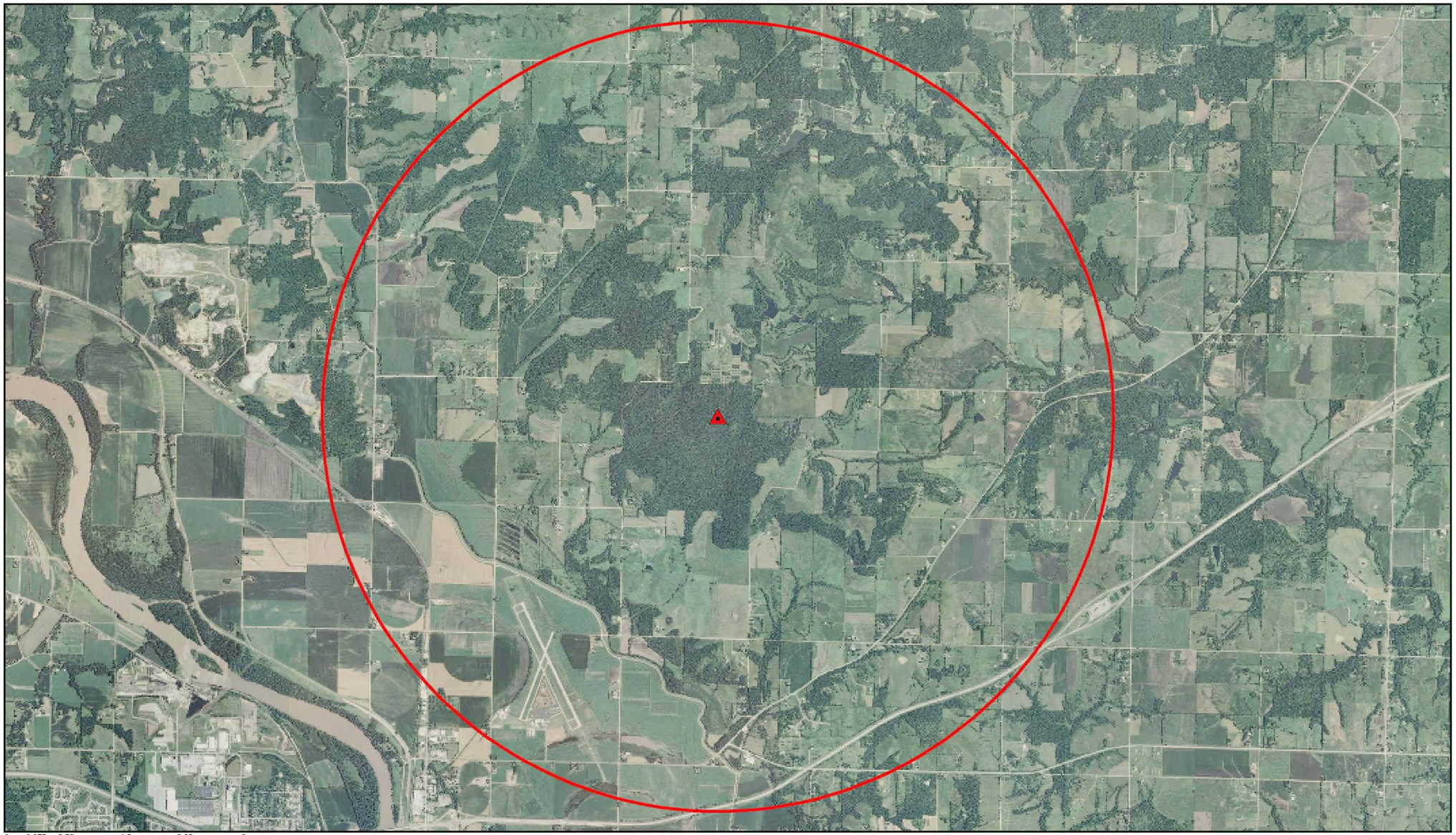
University of Kansas Field Station

Domain 6 - Prairie Peninsula



0 0.375 0.75 1.5 2.25 3 Kilometers
0 0.25 0.5 1 1.5 2 Miles
1:45,000 WGS1984 UTM Zone 15N - M. Slater 12/2012

Candidate Relocatable Tower 5k Buffer

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1 06C2.00 RELOCATABLE TOWER 1 VICINITY MAP

N

National Ecological Observatory Network
1685 38th Street
Boulder, CO 80301

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8600 Indian Hills Drive
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KEY PLAN

REVISIONS

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NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
VICINITY MAP

06C2.00

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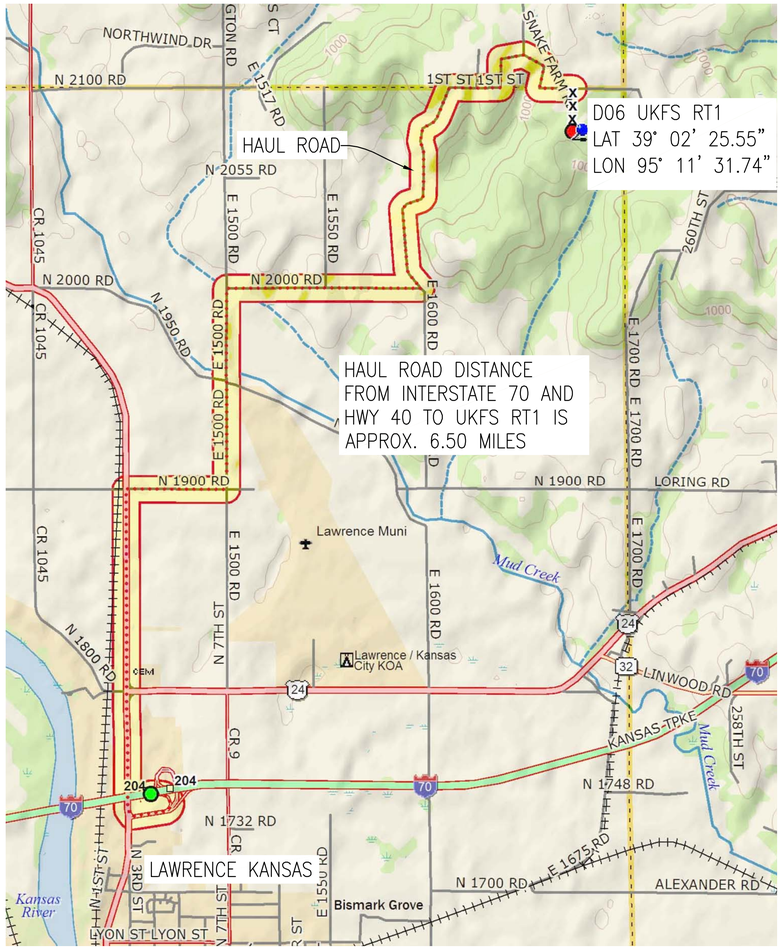

1 06C2.01 RELOCATABLE TOWER 1 LOCATION MAP

1000' 0 1000' 2000'

N

NOTES:

1. COORDINATES AS SHOWN ARE BASED ON NAD 1983 (2011), KANSAS NORTH ZONE (1501), ELEVATIONS AS SHOWN ARE NAVD 1988, GEIOD 2012A.

LEGEND

R1 — RELOCATABLE TOWER 1

1060 — MAJOR CONTOUR

MINOR CONTOUR

CONTROL POINT

TREE

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MATCH LINE SEE 06C2.01A

2 06C2.01 RELOCATABLE TOWER 1 SURVEY (SOUTH)

30' 0 30' 60'

N

CONTROL POINT TABLE

POINT NO.	NORTHING	EASTING	ELEVATION	DESCRIPTION
6	271292.508	2109899.804	1084.163	5/8' IRON ROD SET WITH ALUMINUM CAP
7	271353.189	2110072.143	1074.542	
8	269925.04	2109799.969	1057.755	5/8' IRON ROD SET WITH ALUMINUM CAP
9	269927.807	2109682.405	1053.789	

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KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
LOCATION MAP AND SURVEY

06C2.01

CONTROL POINT TABLE				
POINT NO.	NORTHING	EASTING	ELEVATION	DESCRIPTION
6	271292.508	2109899.804	1084.163	5/8" IRON ROD SET WITH ALUMINUM CAP
7	271353.189	2110072.143	1074.542	
8	269925.04	2109799.969	1057.755	5/8" IRON ROD SET WITH ALUMINUM CAP
9	269927.807	2109682.405	1053.789	

NOTES:

1. COORDINATES AS SHOWN ARE BASED ON NAD 1983 (2011), KANSAS NORTH ZONE (1501), ELEVATIONS AS SHOWN ARE NAVD 1988, GEIOD 2012A.

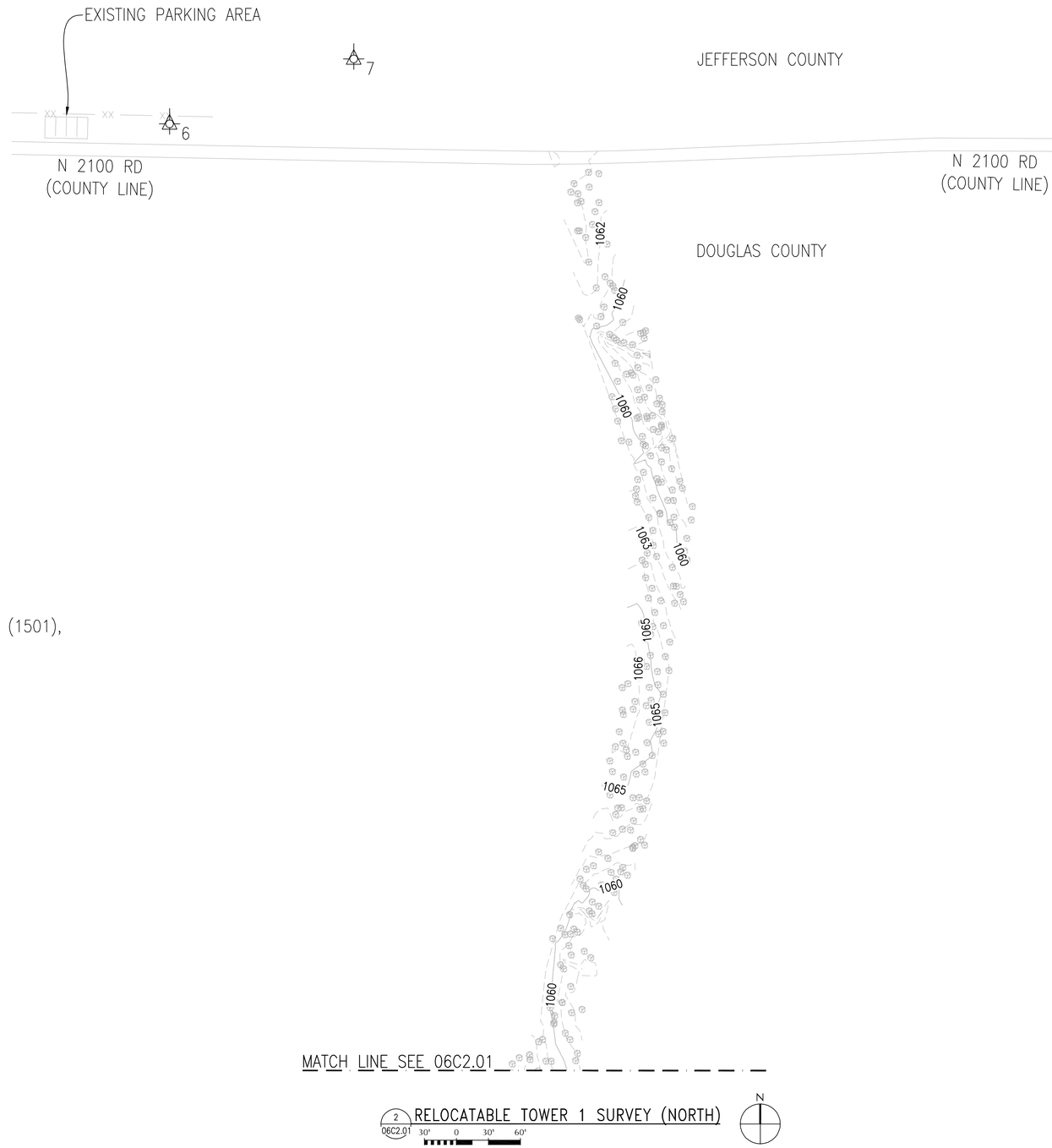
LEGEND

1060 MAJOR CONTOUR

MINOR CONTOUR

CONTROL POINT

TREE



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NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
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Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SURVEY

06C2.01A

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NOTES:

1. THE ELECTRICAL SERVICE IS BY THE UTILITY COMPANY UP TO THE METER PEDESTAL AT THE AUXILIARY PORTAL. FROM THE METER PEDESTAL TO THE INSTRUMENT HUT AND BEYOND THE SERVICE IS PRIVATE AND SHALL BE INSTALLED BY THE GENERAL CONTRACTOR. SEE SHEET 06E2.05 FOR ELECTRICAL ONE LINE DIAGRAM.

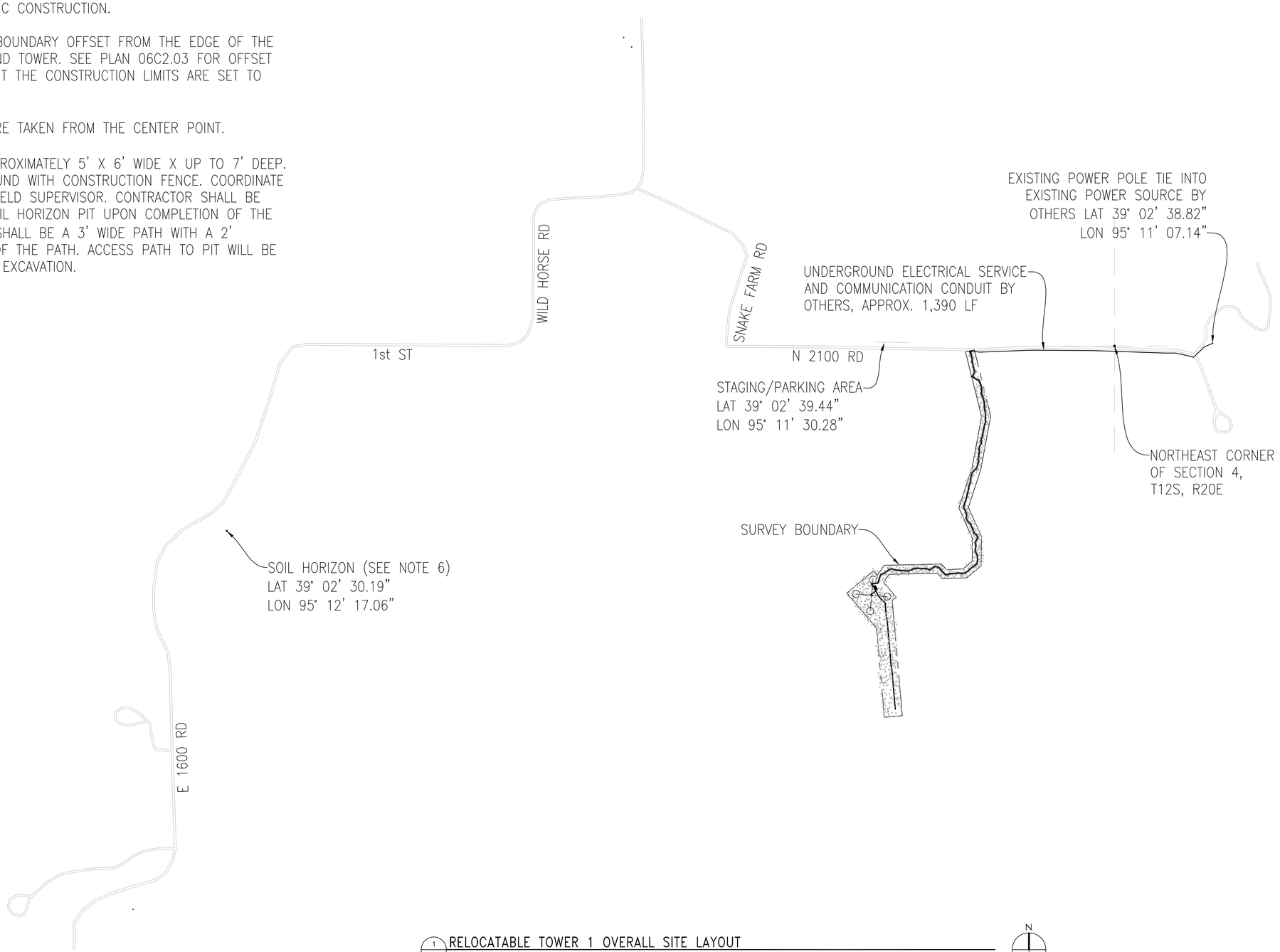
2. SEE SHEET 06C2.04 AND 06C2.05 FOR PROFILE OF PATH AND BOARDWALK.

3. SEE ELECTRICAL PLANS FOR ELECTRIC CONSTRUCTION.

4. CONSTRUCTION LIMITS SHALL BE A BOUNDARY OFFSET FROM THE EDGE OF THE PATH, BOARDWALK, INSTRUMENT HUT AND TOWER. SEE PLAN 06C2.03 FOR OFFSET DIMENSIONS. NEAR THE INSTRUMENT HUT THE CONSTRUCTION LIMITS ARE SET TO ALLOW ROOM FOR GROUNDING.

5. ALL LATITUDE/LONGITUDES NOTED ARE TAKEN FROM THE CENTER POINT.

6. CONTRACTOR TO PROVIDE A PIT APPROXIMATELY 5' X 6' WIDE X UP TO 7' DEEP. COVER PIT WITH PLYWOOD AND SURROUND WITH CONSTRUCTION FENCE. COORDINATE ACCESS TO THE PIT WITH THE NEON FIELD SUPERVISOR. CONTRACTOR SHALL BE RESPONSIBLE FOR BACKFILLING THE SOIL HORIZON PIT UPON COMPLETION OF THE SCIENCE WORK. ACCESS PATH TO PIT SHALL BE A 3' WIDE PATH WITH A 2' CONSTRUCTION LIMIT ON EITHER SIDE OF THE PATH. ACCESS PATH TO PIT WILL BE DETERMINED BY FIU STAFF AT TIME OF EXCAVATION.



1 06C2.02 RELOCATABLE TOWER 1 OVERALL SITE LAYOUT

150' 0 150' 300'

N

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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
OVERALL SITE LAYOUT

06C2.02

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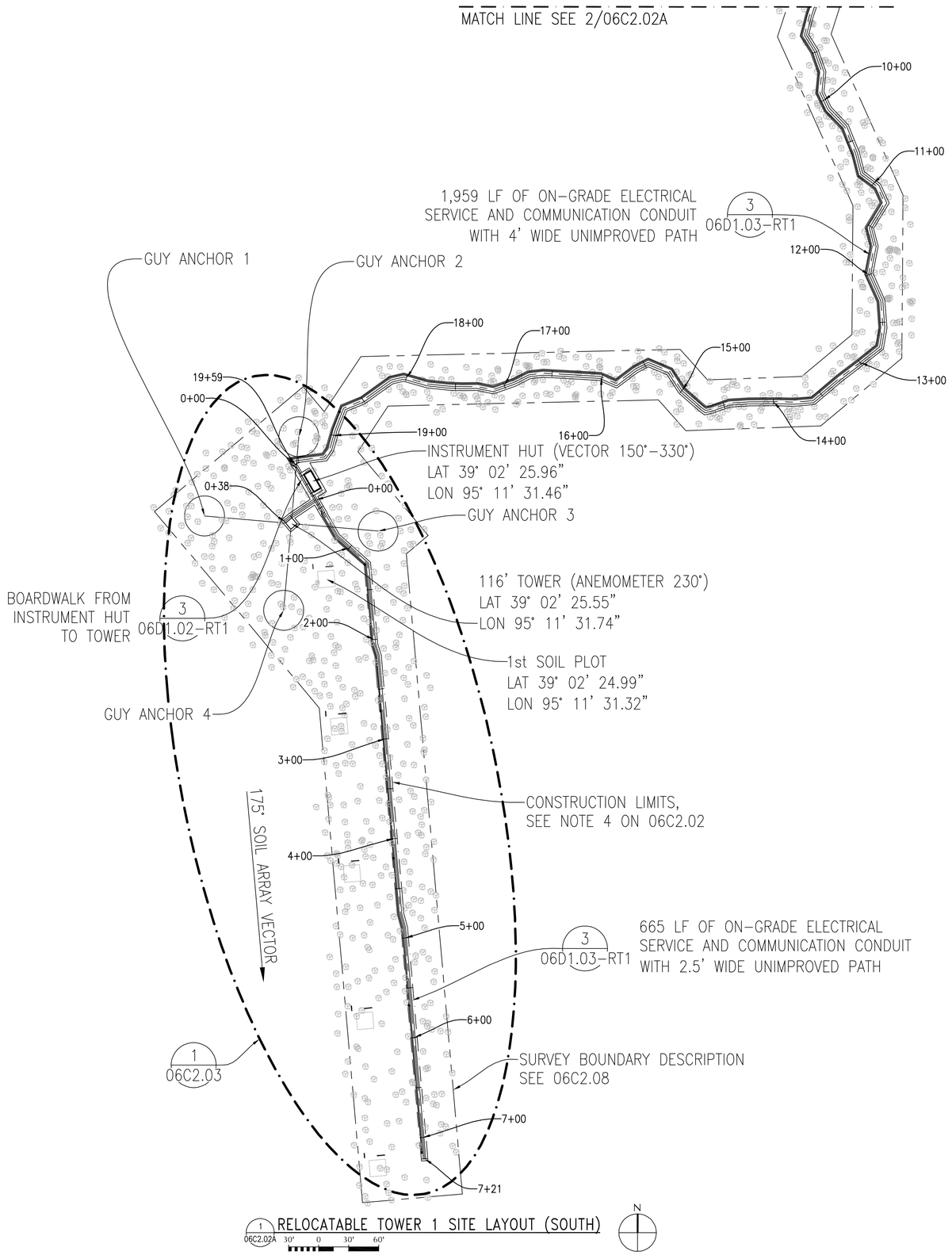

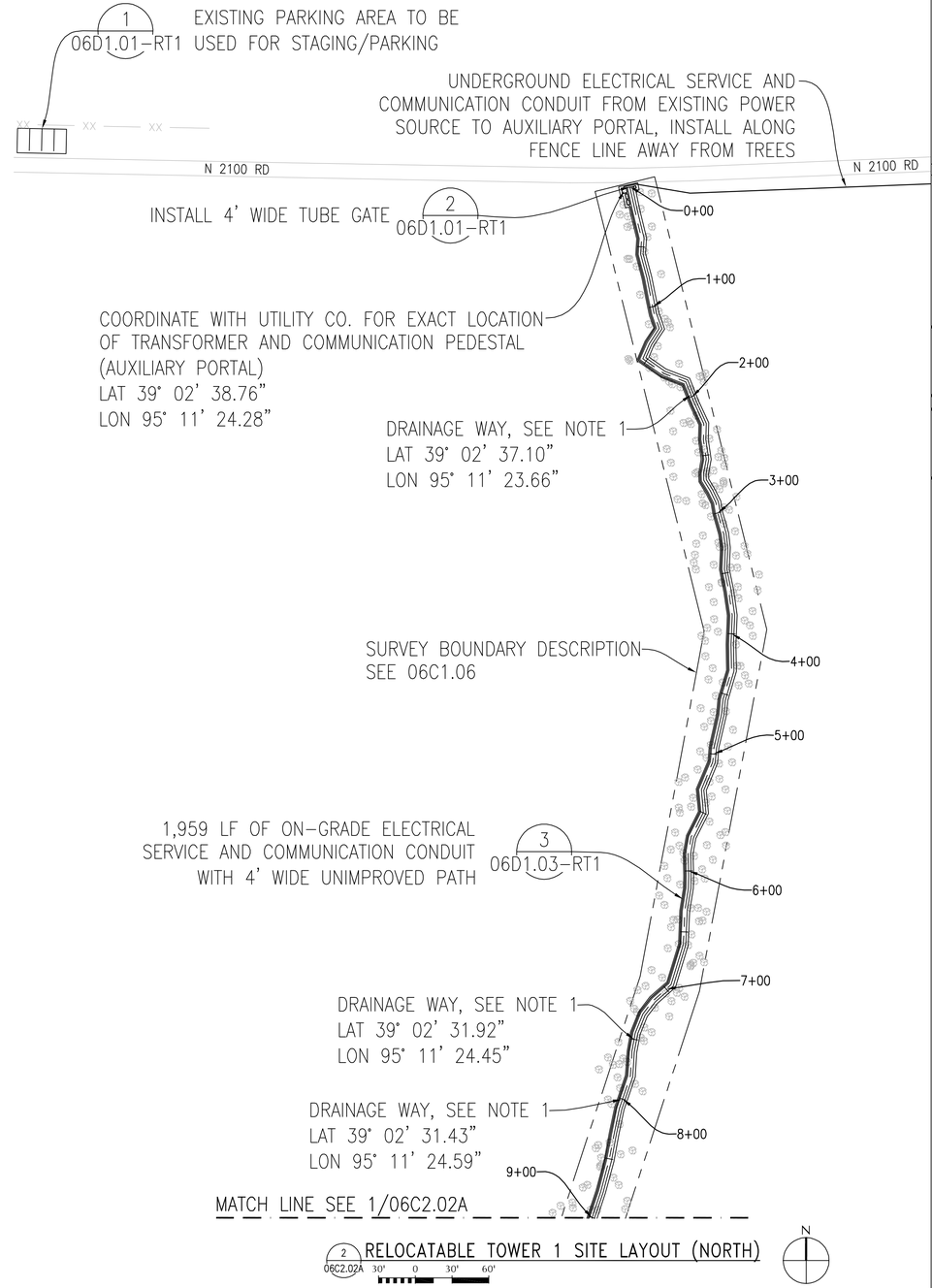

NOTES:

1. THE DRAINAGE WAYS ARE LOW SPOTS WHERE RUNNING WATER COULD BE FLOWING DURING WET TIMES. A 10' LENGTH OF BOARDWALK SHALL BE LAID ONTO THE GROUND FOR SAFE CROSSING AND TO ATTACH THE ELECTRICAL AND COMMUNICATION CONDUITS TO. SEE DETAIL 3/06D2.01-RT1.

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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SITE LAYOUT

06C2.02A

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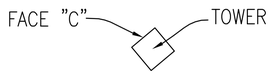
TOWER FACE



NOTES:

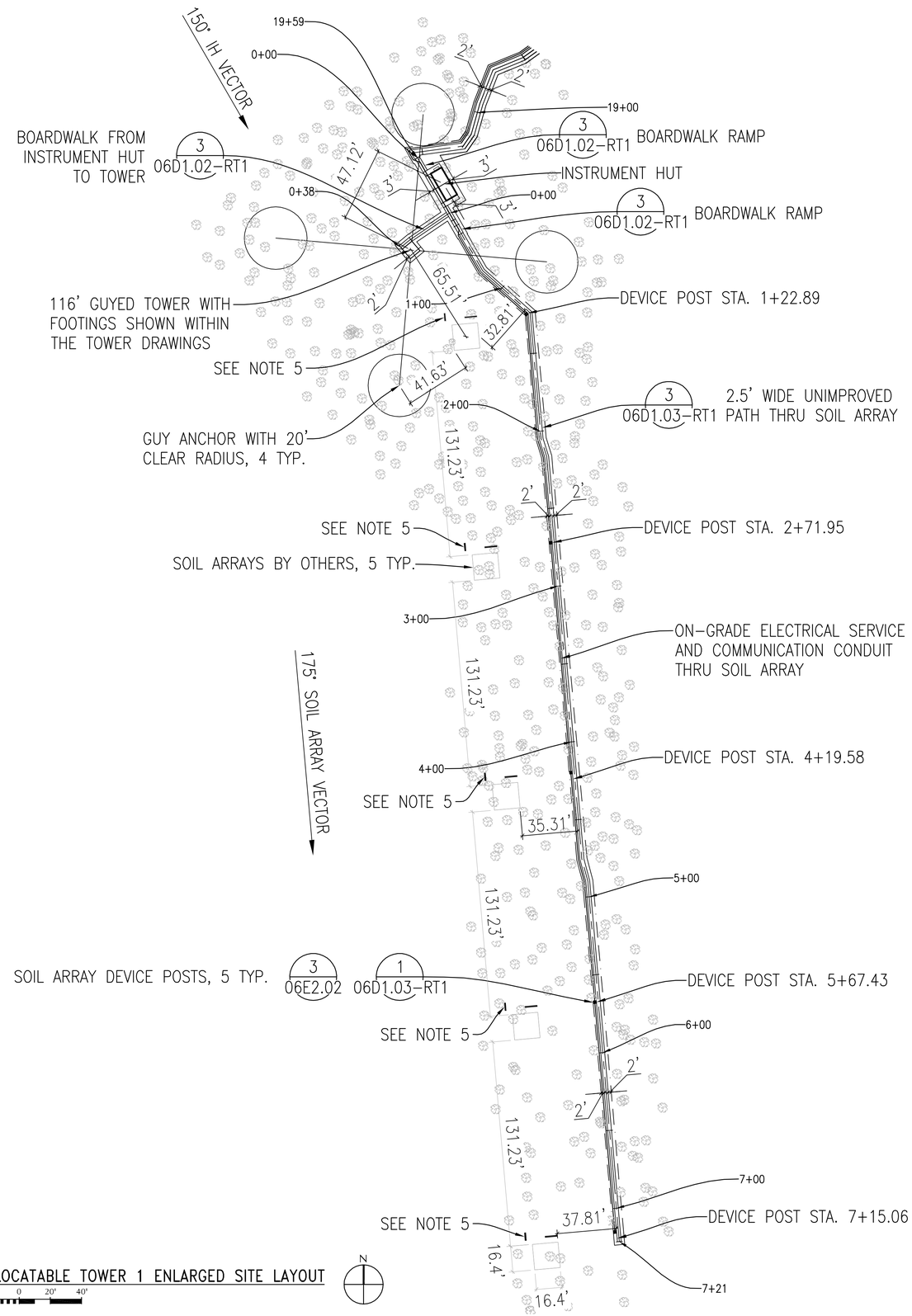
1. FACE "C" IS THE SIDE OF THE TOWER THAT THE BOARDWALK CONTACTS.

2. WHERE BOARDWALK AND FACE "C" OF THE TOWER MEET, CONTRACTOR TO FILL ANY SPACES BETWEEN BOARDWALK AND TOWER FLOOR WITH BOARDWALK MATERIAL. ENSURE A FLUSH SEAMLESS ELEVATION BETWEEN THE BOARDWALK AND TOWER FLOOR.

3. BOARDWALK SECTIONS MUST BE CUT TO BUTT AGAINST EACH OTHER WHERE DIRECTION CHANGES OTHER THAN 90° OCCUR.

4. ELEVATED BOARDWALK SHALL BE USED FROM THE INSTRUMENT HUT TO THE TOWER.

5. SEE SHEETS 06Q2.02, 06Q2.05 AND 06Q2.06 FOR SOIL ARRAY ARBOUR INFORMATION.



1 06C2.03 RELOCATABLE TOWER 1 ENLARGED SITE LAYOUT

20' 0 20' 40'

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Draw	JTG
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NEON Project No. 04.08.C.0008
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RT1-UKFS
ENLARGED SITE LAYOUT

06C2.03

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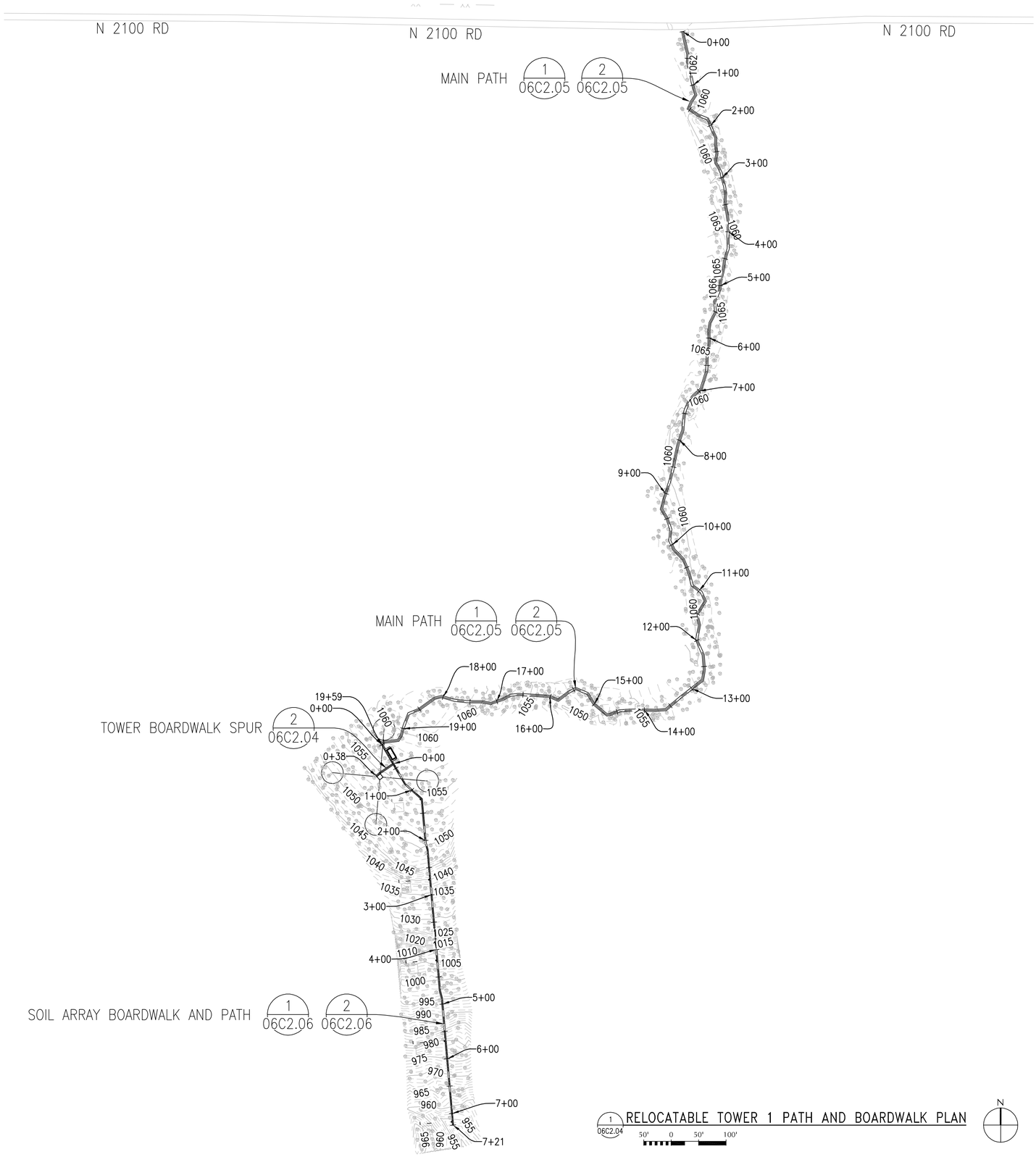
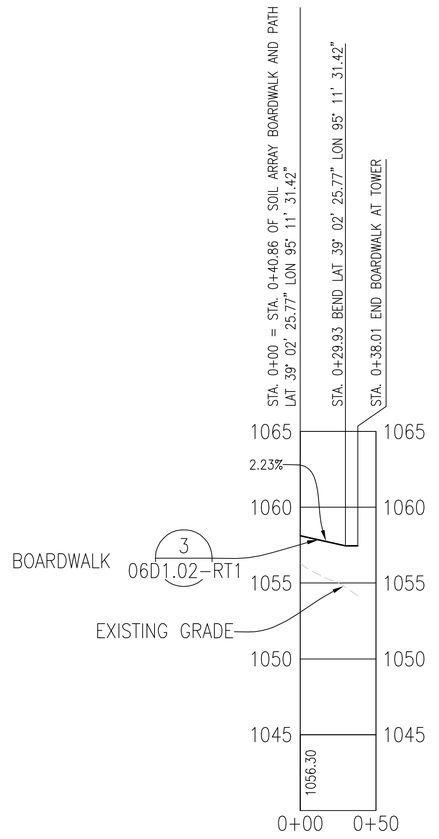


1 06C2.04 RELOCATABLE TOWER 1 PATH AND BOARDWALK PLAN

1 06C2.04 50' 0 50' 100'

N



2 06C2.04 RELOCATABLE TOWER 1
TOWER BOARDWALK SPUR PROFILE STA. 0+00 TO STA. 0+38.01

2 06C2.04 25' 0 25' 50'

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NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
PATH AND BOARDWALK PLAN

06C2.04

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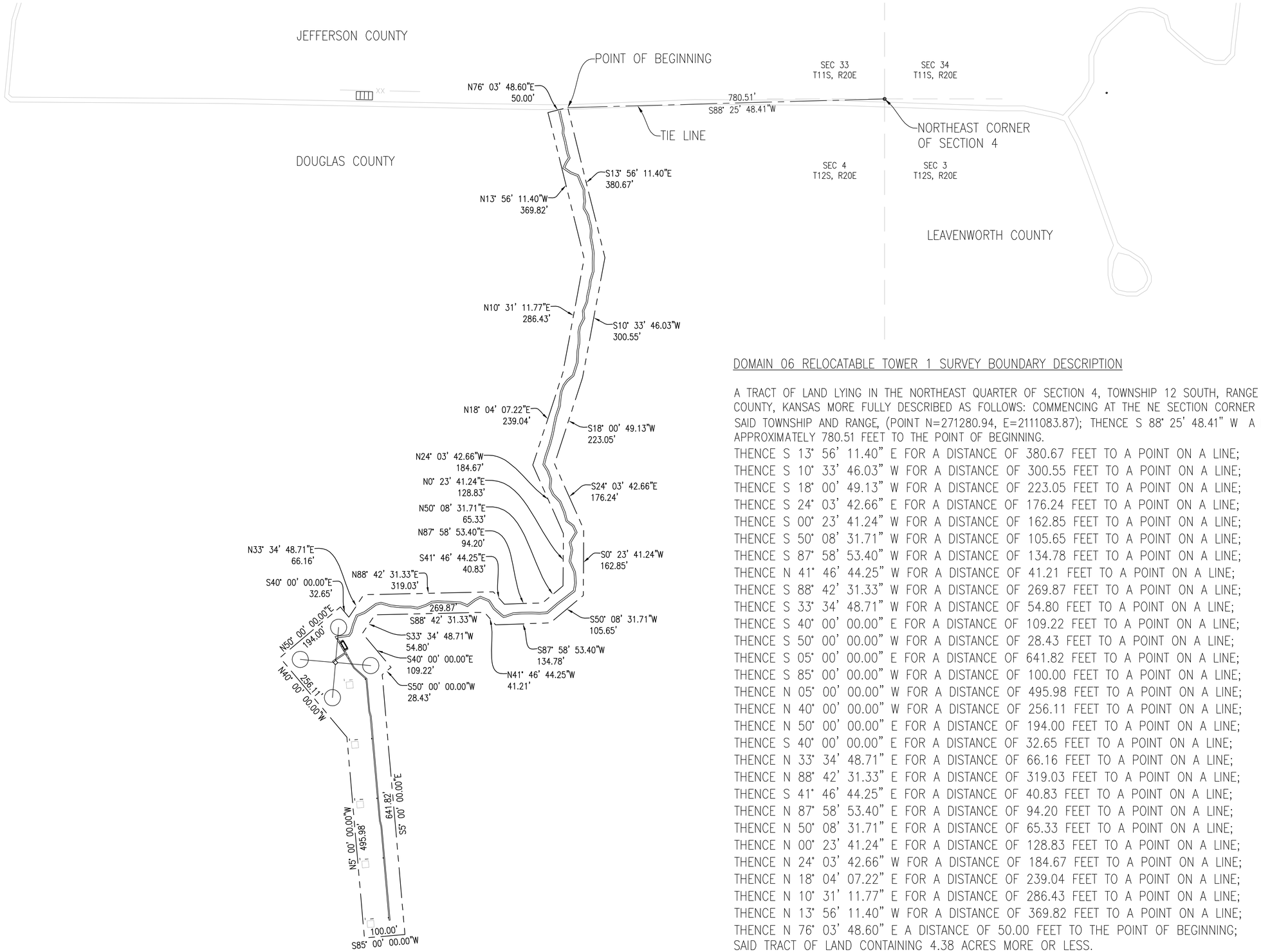

DOMAIN 06 RELOCATABLE TOWER 1 SURVEY BOUNDARY DESCRIPTION

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 12 SOUTH, RANGE 20 EAST, DOUGLAS COUNTY, KANSAS MORE FULLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NE SECTION CORNER OF SECTION 4 OF SAID TOWNSHIP AND RANGE, (POINT N=271280.94, E=2111083.87); THENCE S 88° 25' 48.41" W A DISTANCE OF APPROXIMATELY 780.51 FEET TO THE POINT OF BEGINNING.
THENCE S 13° 56' 11.40" E FOR A DISTANCE OF 380.67 FEET TO A POINT ON A LINE;
THENCE S 10° 33' 46.03" W FOR A DISTANCE OF 300.55 FEET TO A POINT ON A LINE;
THENCE S 18° 00' 49.13" W FOR A DISTANCE OF 223.05 FEET TO A POINT ON A LINE;
THENCE S 24° 03' 42.66" E FOR A DISTANCE OF 176.24 FEET TO A POINT ON A LINE;
THENCE S 00° 23' 41.24" W FOR A DISTANCE OF 162.85 FEET TO A POINT ON A LINE;
THENCE S 50° 08' 31.71" W FOR A DISTANCE OF 105.65 FEET TO A POINT ON A LINE;
THENCE S 87° 58' 53.40" W FOR A DISTANCE OF 134.78 FEET TO A POINT ON A LINE;
THENCE N 41° 46' 44.25" W FOR A DISTANCE OF 41.21 FEET TO A POINT ON A LINE;
THENCE S 88° 42' 31.33" W FOR A DISTANCE OF 269.87 FEET TO A POINT ON A LINE;
THENCE S 33° 34' 48.71" W FOR A DISTANCE OF 54.80 FEET TO A POINT ON A LINE;
THENCE S 40° 00' 00.00" E FOR A DISTANCE OF 109.22 FEET TO A POINT ON A LINE;
THENCE S 50° 00' 00.00" W FOR A DISTANCE OF 28.43 FEET TO A POINT ON A LINE;
THENCE S 05° 00' 00.00" E FOR A DISTANCE OF 641.82 FEET TO A POINT ON A LINE;
THENCE S 85° 00' 00.00" W FOR A DISTANCE OF 100.00 FEET TO A POINT ON A LINE;
THENCE N 05° 00' 00.00" W FOR A DISTANCE OF 495.98 FEET TO A POINT ON A LINE;
THENCE N 40° 00' 00.00" W FOR A DISTANCE OF 256.11 FEET TO A POINT ON A LINE;
THENCE N 50° 00' 00.00" E FOR A DISTANCE OF 194.00 FEET TO A POINT ON A LINE;
THENCE S 40° 00' 00.00" E FOR A DISTANCE OF 32.65 FEET TO A POINT ON A LINE;
THENCE N 33° 34' 48.71" E FOR A DISTANCE OF 66.16 FEET TO A POINT ON A LINE;
THENCE N 88° 42' 31.33" E FOR A DISTANCE OF 319.03 FEET TO A POINT ON A LINE;
THENCE S 41° 46' 44.25" E FOR A DISTANCE OF 40.83 FEET TO A POINT ON A LINE;
THENCE N 87° 58' 53.40" E FOR A DISTANCE OF 94.20 FEET TO A POINT ON A LINE;
THENCE N 50° 08' 31.71" E FOR A DISTANCE OF 65.33 FEET TO A POINT ON A LINE;
THENCE N 00° 23' 41.24" E FOR A DISTANCE OF 128.83 FEET TO A POINT ON A LINE;
THENCE N 24° 03' 42.66" W FOR A DISTANCE OF 184.67 FEET TO A POINT ON A LINE;
THENCE N 18° 04' 07.22" E FOR A DISTANCE OF 239.04 FEET TO A POINT ON A LINE;
THENCE N 10° 31' 11.77" E FOR A DISTANCE OF 286.43 FEET TO A POINT ON A LINE;
THENCE N 13° 56' 11.40" W FOR A DISTANCE OF 369.82 FEET TO A POINT ON A LINE;
THENCE N 76° 03' 48.60" E A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING;
SAID TRACT OF LAND CONTAINING 4.38 ACRES MORE OR LESS.

1 / 06C2.08 RELOCATABLE TOWER 1 SURVEY BOUNDARY DESCRIPTION

60' 0 60' 120'

N

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KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SURVEY BOUNDARY DESCRIPTION

06C2.08

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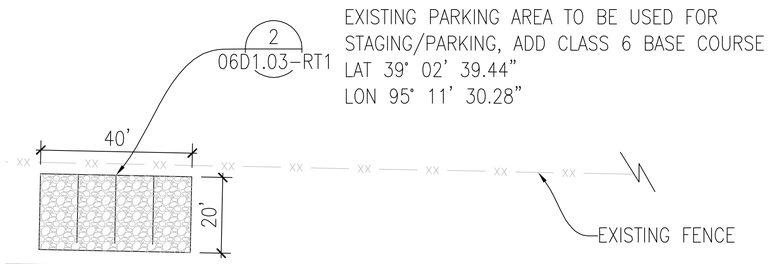

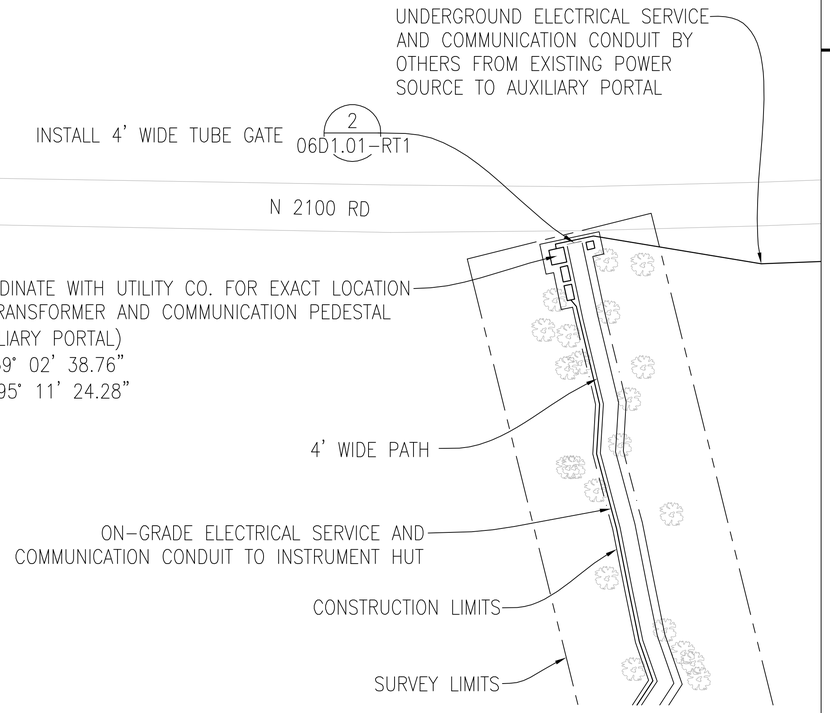

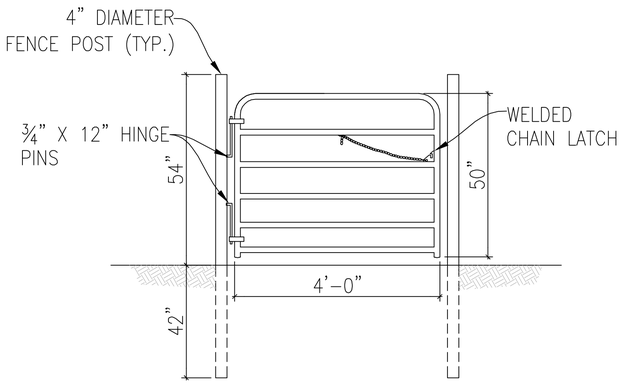

NOTES:

1. INSTALL 4' TUBE GATE. ALIGN CENTER OF GATE WITH CENTER OF PATH.

2 06D1.01-RT1 **4' TUBE GATE** SCALE: NO SCALE

1 06D1.01-RT1 **ENLARGED RELOCATABLE TOWER 1 STAGING/PARKING AREA** 10' 0 10' 20'

N

NOTES:

1. SEE OVERALL SITE LAYOUT ON SHEET 06C2.02 FOR THE APPROXIMATE DISTANCE AND RELATIVE LOCATION OF THE STAGING/PARKING AREA IS FROM THE TOWER SITE.

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JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
CIVIL DETAILS

06D1.01-RT1

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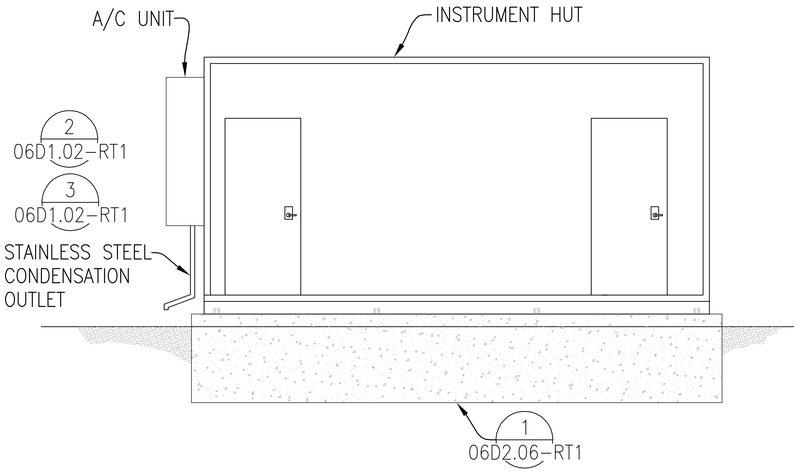
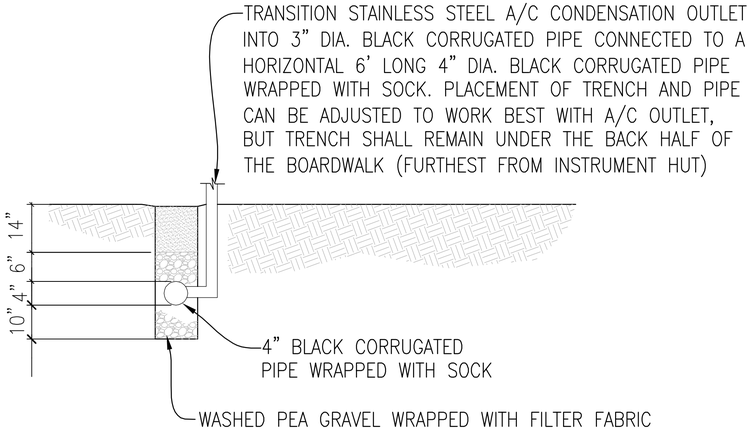


1 06D1.02-RT1 **INSTRUMENT HUT SECTION VIEW**
SCALE: NO SCALE



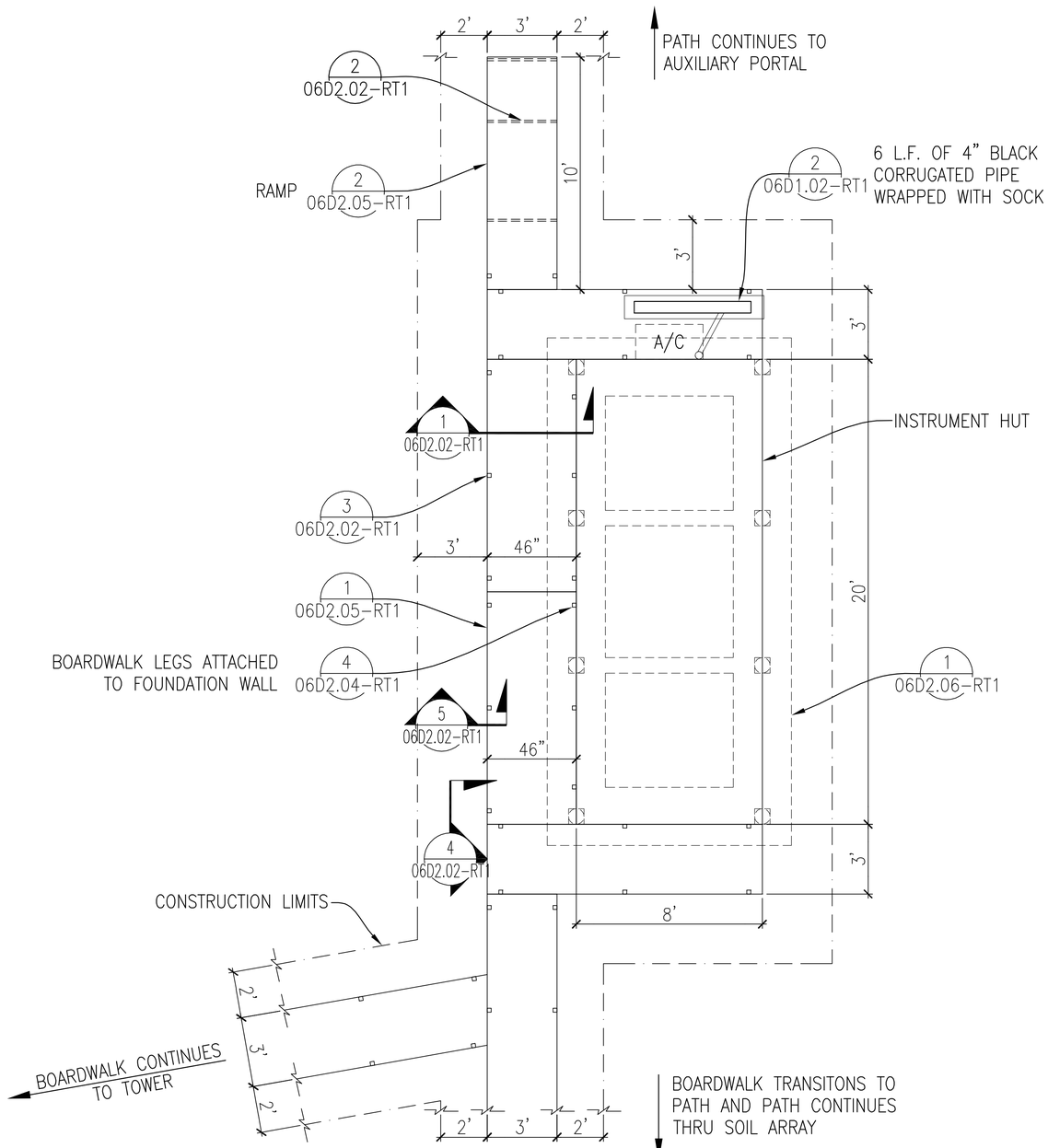
NOTES:

1. TRENCH MUST BE NO LESS THAN 4" WIDE.
2. MINIMUM COVER SHALL BE NO LESS THAN 12".

2 06D1.02-RT1 **DRAINAGE TRENCH CROSS SECTION**
SCALE: NO SCALE

NOTES:

1. EACH SECTION OF BOARDWALK (3' WIDE X 10' LONG) REQUIRES 6 LEGS.
2. BOARDWALK RAMP REQUIRES 2 LEGS AND 3 – 2 X 10 COMPOSITE HEADER SUPPORTS AS SHOWN IN DETAIL 2/06D2.02-RT1.
3. ADJUST HEIGHT OF BOARDWALK IN FRONT OF INSTRUMENT HUT TO MATCH THE FINISHED FLOOR ELEVATION.
4. THE TWO SECTIONS OF BOARDWALK DIRECTLY IN FRONT OF THE 20' LONG SIDE OF THE INSTRUMENT HUT SHALL BE 46" WIDE.



3 06D1.02-RT1 **BOARDWALK AND DRAINAGE TRENCH PLAN**
SCALE: NO SCALE

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NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
CIVIL DETAILS

06D1.02-RT1

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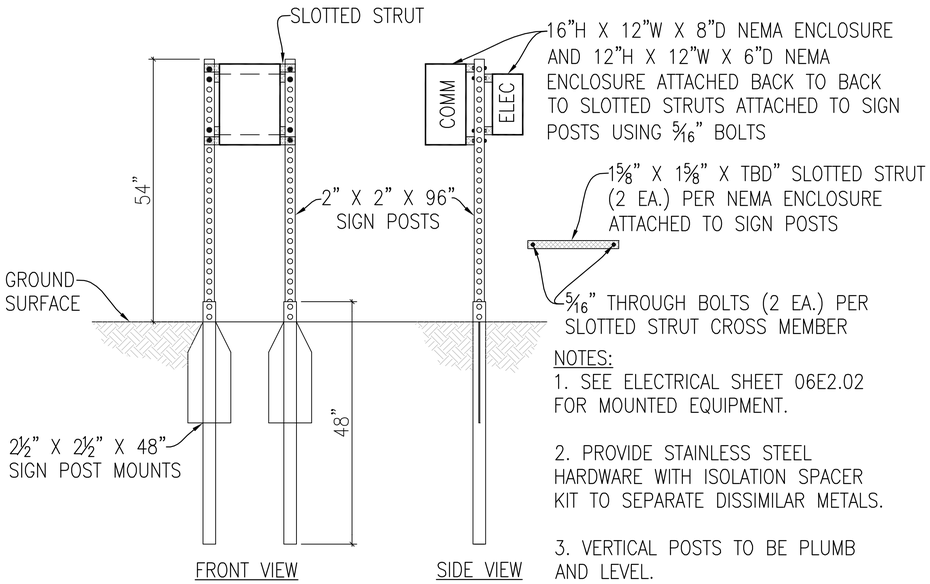


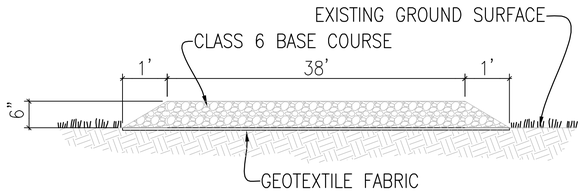
NOTES:

1. SEE ELECTRICAL SHEET 06E2.02 FOR MOUNTED EQUIPMENT.

2. PROVIDE STAINLESS STEEL HARDWARE WITH ISOLATION SPACER KIT TO SEPARATE DISSIMILAR METALS.

3. VERTICAL POSTS TO BE PLUMB AND LEVEL.

1 SOIL ARRAY DEVICE POST DETAIL
06D1.03-RT1 SCALE: NO SCALE



NOTE:

1. STAGING AREA IS 40' X 20'.

2 STAGING/PARKING AREA WITH CLASS 6 BASE COURSE AND FABRIC
06D1.03-RT1 SCALE: NO SCALE

3 UNIMPROVED PATH
06D1.03-RT1 SCALE: NO SCALE

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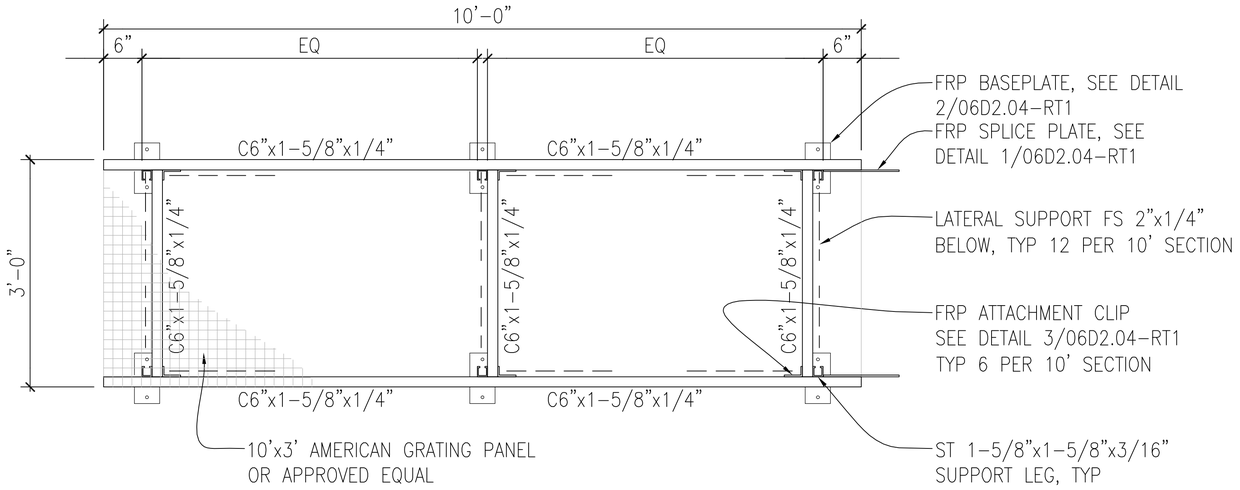
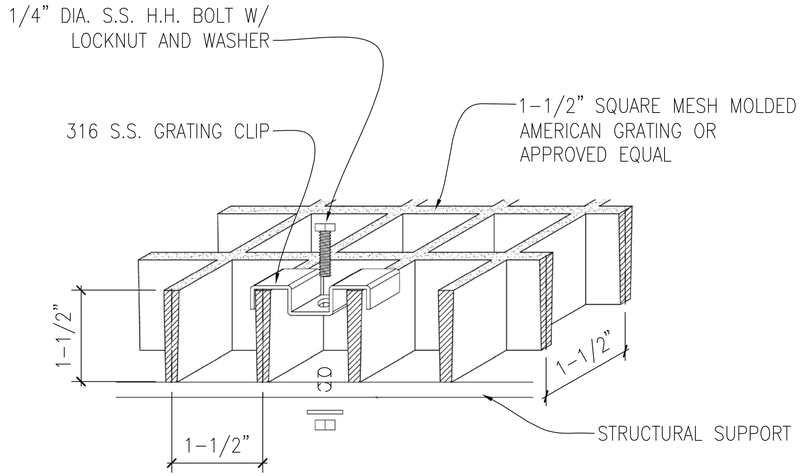
DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
CIVIL DETAILS

06D1.03-RT1

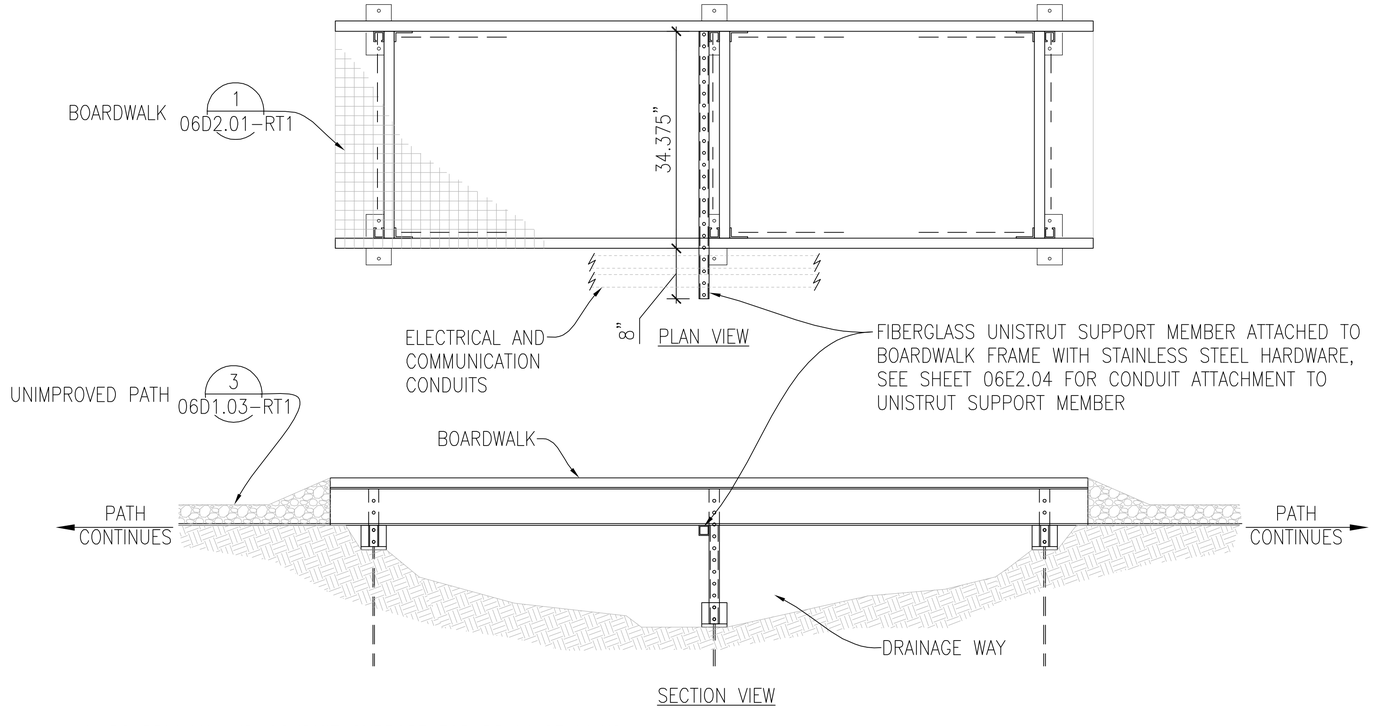


1 06D2.01-RT1 BOARDWALK FRAMING LAYOUT – 10' SECTION

6" 0 6" 12"



2 06D2.01-RT1 FRP GRATING DETAIL SCALE: NO SCALE



3 06D2.01-RT1 BOARDWALK AND CONDUIT SUPPORT FOR DRAINAGE WAYS

6" 0 6" 12"

NOTES:

1. ALL MATERIAL AND PARTS TO BE FRP (FIBERGLASS REINFORCED POLYESTER) BY AMERICAN GRATING OR APPROVED EQUAL, UNLESS OTHERWISE NOTED.
2. DECKING TO BE 3' WIDE FIBERGLASS PANELS BY AMERICAN GRATING OR APPROVED EQUAL.
3. STRUCTURAL MEMBERS TO BE IFR (INTERMITTENT FLAME RESISTANT), PULTRUDED, COLOR: GRAY.
4. ALL HARDWARE TO BE 316 STAINLESS STEEL.
5. THE TWO SECTIONS OF BOARDWALK DIRECTLY IN FRONT OF THE 20' LONG SIDE OF THE INSTRUMENT HUT SHALL BE 46" WIDE.

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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
FRP BOARDWALK DETAILS

06D2.01-RT1

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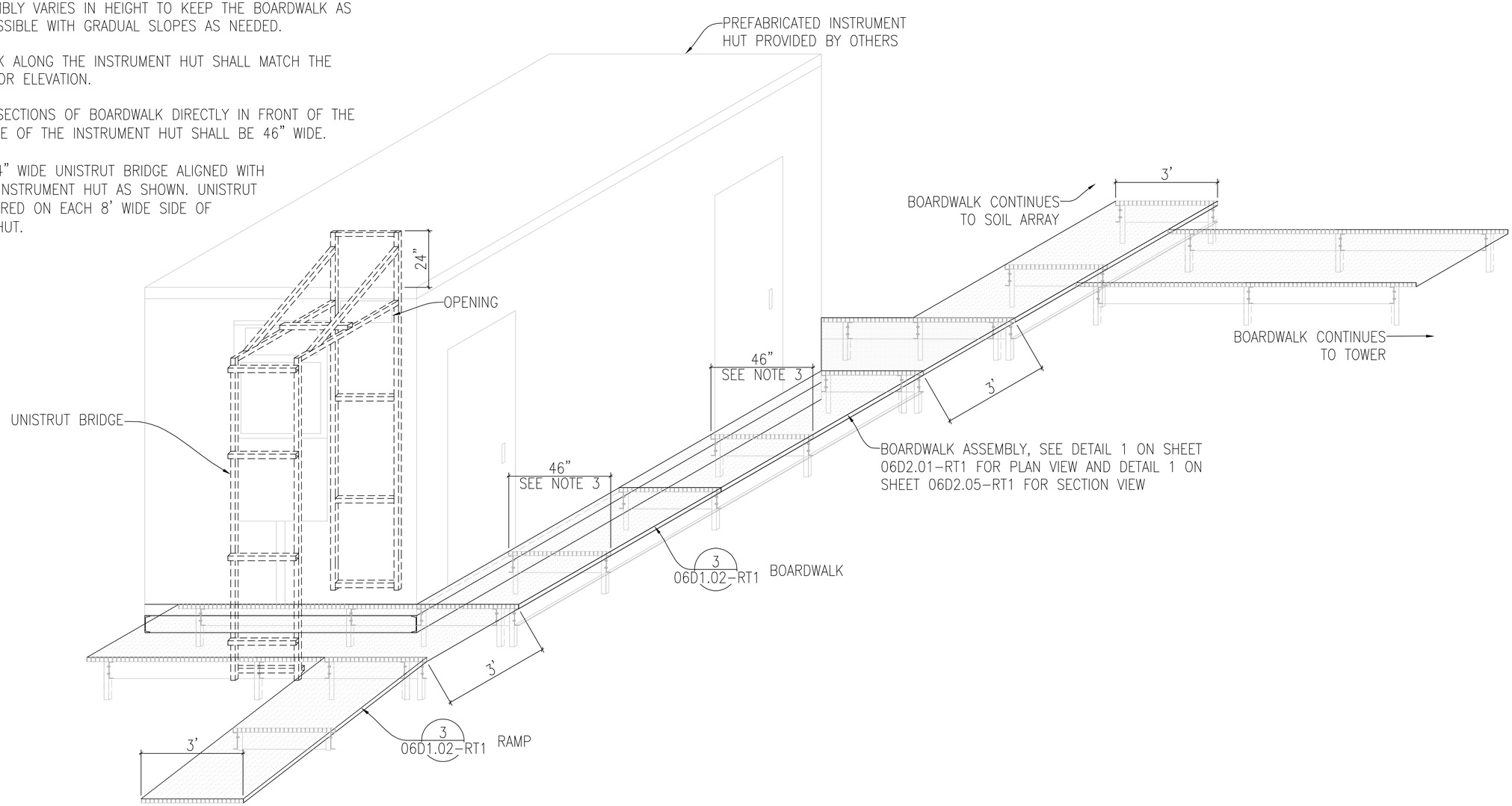
NOTES:

1. LEG ASSEMBLY VARIES IN HEIGHT TO KEEP THE BOARDWALK AS LEVEL AS POSSIBLE WITH GRADUAL SLOPES AS NEEDED.

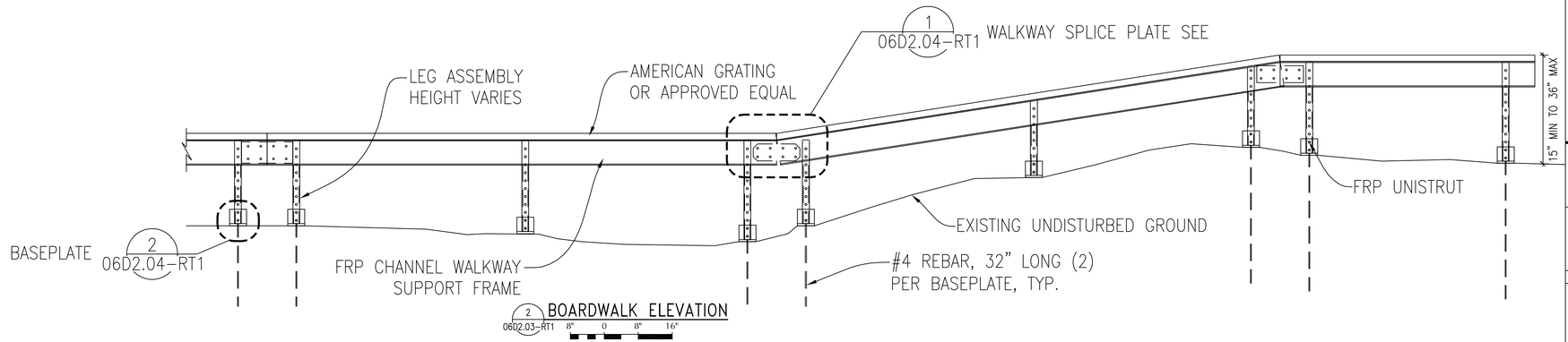
2. BOARDWALK ALONG THE INSTRUMENT HUT SHALL MATCH THE FINISHED FLOOR ELEVATION.

3. THE TWO SECTIONS OF BOARDWALK DIRECTLY IN FRONT OF THE 20' LONG SIDE OF THE INSTRUMENT HUT SHALL BE 46" WIDE.

4. INSTALL 24" WIDE UNISTRUT BRIDGE ALIGNED WITH OPENING OF INSTRUMENT HUT AS SHOWN. UNISTRUT BRIDGE REQUIRED ON EACH 8' WIDE SIDE OF INSTRUMENT HUT.



1 06D2.03-RT1 INSTRUMENT HUT PERSPECTIVE VIEW
SCALE: NO SCALE



2 06D2.03-RT1 BOARDWALK ELEVATION
8" 0 8" 16"

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FRP BOARDWALK DETAILS

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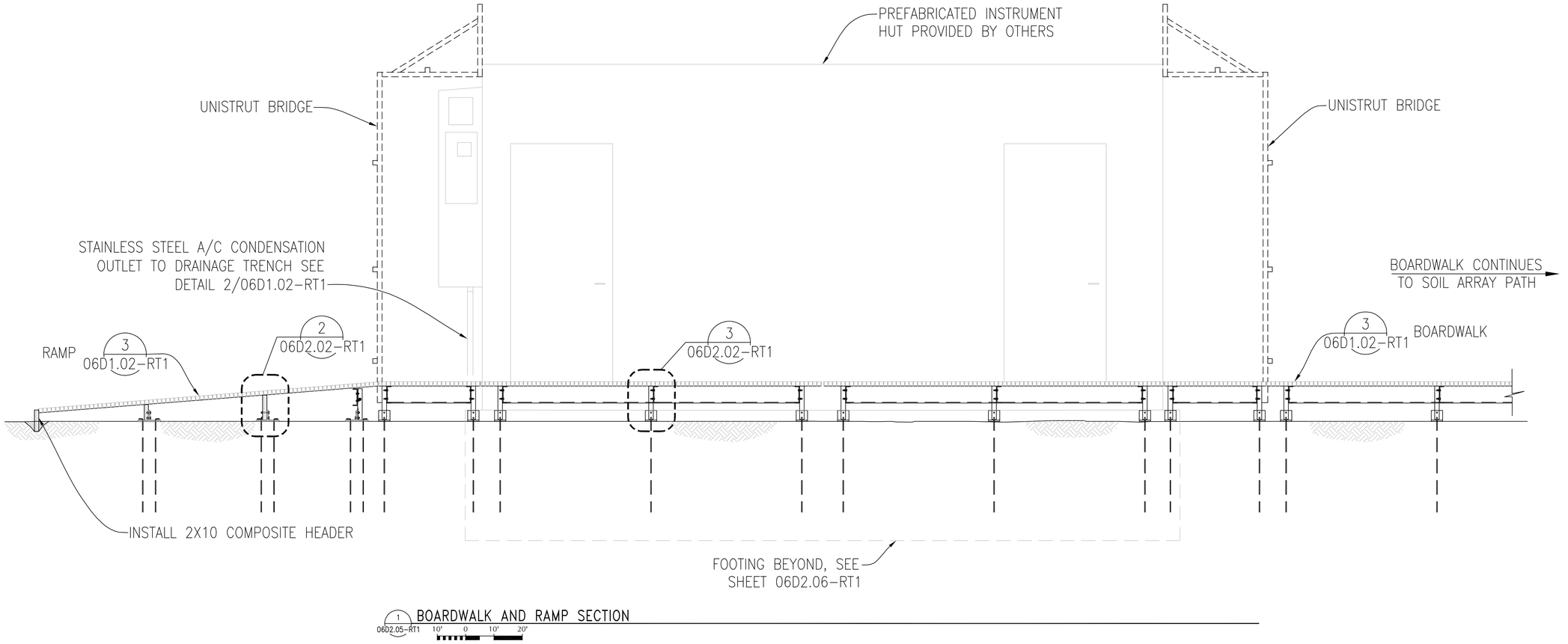

1 06D2.05-RT1 BOARDWALK AND RAMP SECTION

10' 0 10' 20'

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BOARDWALK AND RAMP SECTION

06D2.05-RT1

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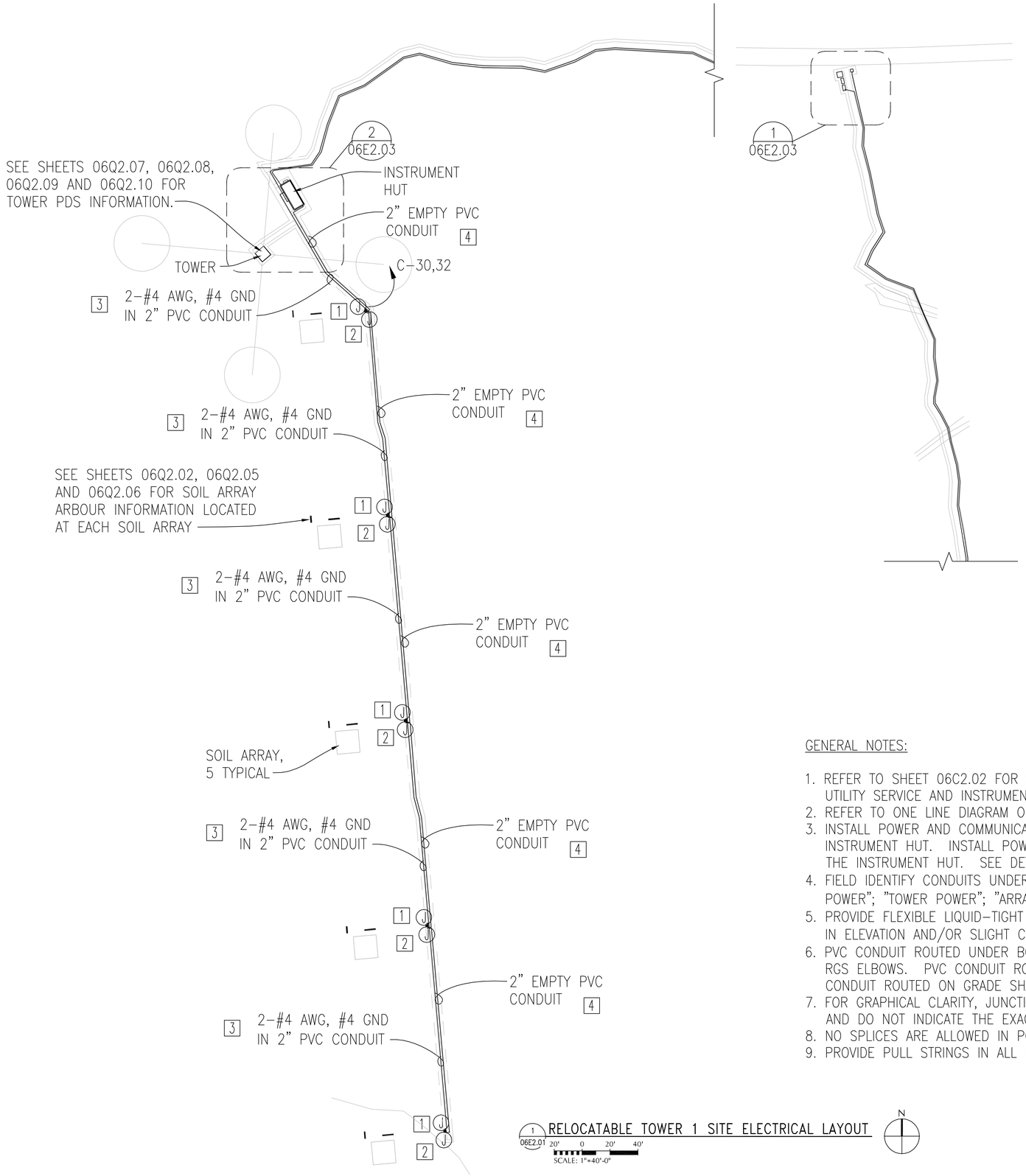

1 06E2.01 RELOCATABLE TOWER 1 SITE ELECTRICAL LAYOUT

SCALE: 1"=40'-0"

N

KEYED NOTES:

1. INSTALL POWER TERMINAL UNIT MOUNTED TO DEVICE POST ASSEMBLY. LOOP POWER CIRCUIT SHOWN FROM INSTRUMENT HUT PANEL THROUGH EACH POWER BOX. REFER TO DETAILS 1, 2 AND 3 ON SHEET 06E2.02.
2. INSTALL DATA BOX MOUNTED TO DEVICE POST ASSEMBLY. REFER TO DETAIL 3 ON SHEET 06E2.02.
3. BRANCH POWER CIRCUIT. ROUTE ON GRADE NEXT TO PATH. REFER TO GENERAL NOTE 3.
4. COMMUNICATION CONDUIT. ROUTE ON GRADE NEXT TO PATH. REFER TO GENERAL NOTE 3.

GENERAL NOTES:

1. REFER TO SHEET 06C2.02 FOR SITE LAYOUT AND SHEET 06C2.03 FOR DISTANCES AND RELATIONSHIPS OF UTILITY SERVICE AND INSTRUMENT HUT.
2. REFER TO ONE LINE DIAGRAM ON SHEET 06E2.05 FOR MORE INFORMATION.
3. INSTALL POWER AND COMMUNICATION CONDUITS ON GRADE FROM THE AUXILIARY PORTAL TO THE INSTRUMENT HUT. INSTALL POWER AND COMMUNICATION CONDUITS ON GRADE FROM THE SOIL ARRAYS TO THE INSTRUMENT HUT. SEE DETAILS ON SHEET 06E2.04.
4. FIELD IDENTIFY CONDUITS UNDER BOARDWALK AND ON GRADE WITH LABELS TO INDICATE USE. "ARRAY POWER"; "TOWER POWER"; "ARRAY COMM"; "TOWER COMM"; "SERVICE FEEDER"; "PHONE SERVICE".
5. PROVIDE FLEXIBLE LIQUID-TIGHT CONDUIT SECTION IN RACEWAY RUN UNDER BOARDWALK WHERE CHANGE IN ELEVATION AND/OR SLIGHT CHANGE IN DIRECTION PREVENTS STRAIGHT RUNS.
6. PVC CONDUIT ROUTED UNDER BOARDWALK OR BELOW GRADE SHALL BE SCHEDULE 40 WITH PVC COATED RGS ELBOWS. PVC CONDUIT ROUTED UP THE SIDE OF THE INSTRUMENT HUT SHALL BE SCHEDULE 80. CONDUIT ROUTED ON GRADE SHALL BE RGS.
7. FOR GRAPHICAL CLARITY, JUNCTION BOXES SHOWN INDICATE LOCATION WHERE THEY MAY BE REQUIRED AND DO NOT INDICATE THE EXACT QUANTITIES THAT ARE REQUIRED.
8. NO SPLICES ARE ALLOWED IN POWER CONDUCTORS BETWEEN ENCLOSURES.
9. PROVIDE PULL STRINGS IN ALL EMPTY COMMUNICATION CONDUITS.

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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SITE ELECTRICAL LAYOUT

06E2.01

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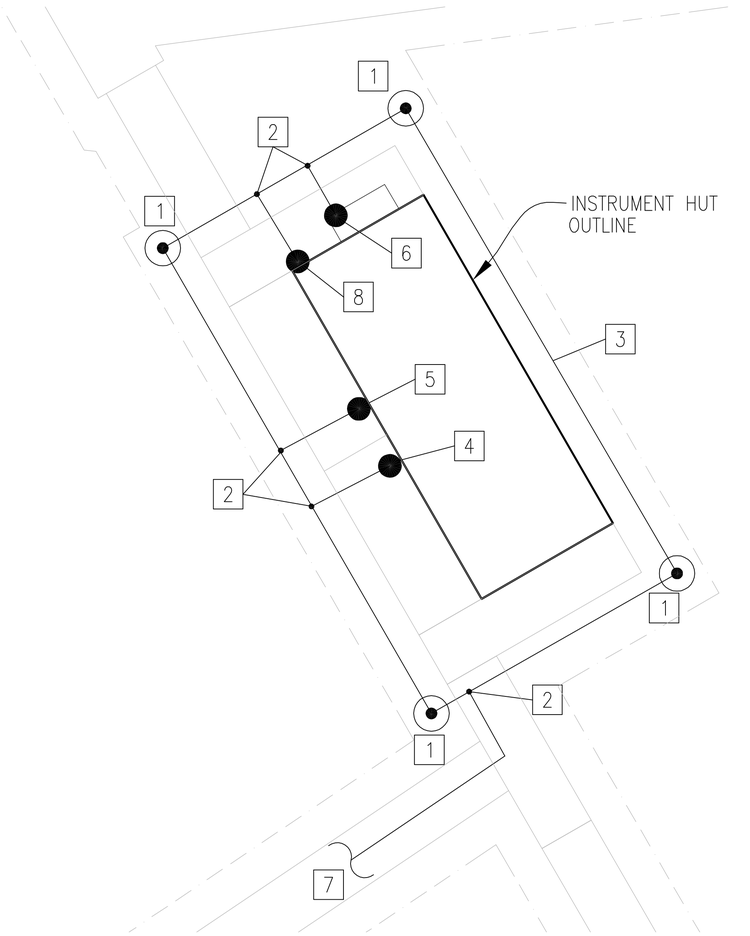

1 INSTRUMENT HUT GROUNDING PLAN
06E2.06 SCALE: NO SCALE

KEYED NOTES:

1 24" BY 24" BY 1/4" THICK COPPER GROUND PLATE. BURY HORIZONTALLY 24" BELOW GRADE WHERE POSSIBLE. EXOTHERMICALLY WELD TO COUNTERPOISE.

2 EXOTHERMICALLY WELDED CONNECTION.

3 BUILDING GROUND RING (COUNTERPOISE). #2 TINNED STRANDED COPPER CONDUCTOR RUN 24" MIN. BELOW GRADE WHERE POSSIBLE AND 2.5' OUT FROM PERIMETER OF BUILDING. EXTEND FURTHER FROM BUILDING AS SHOWN TO AVOID INSTALLING UNDER BOARDWALK. FOR NON-STANDARD SOIL ENVIRONMENTS, SEE MOTOROLA R56 SPECIFICATIONS AND CONFER WITH NEON CONSTRUCTION REPRESENTATIVE.

4 MAIN GROUND BAR CONDUCTOR. #2 TINNED STRANDED COPPER CONDUCTOR. CONNECT TO MAIN GROUND BAR INSIDE OF HUT. ROUTE THROUGH HUT PENETRATION PROVIDED, ROUTE DOWN SIDE OF HUT INSIDE OF 3/4" PVC CONDUIT, AND CONNECT TO COUNTERPOISE AS SHOWN. CONDUIT SHALL EXTEND FROM 16" BELOW GRADE TO 7' ABOVE FLOOR LEVEL.

5 ELECTRICAL PANEL GROUND BUSS BONDING CONDUCTOR. CONNECT TO GROUND BUSS IN PANEL 'H' AND COUNTERPOISE AS SHOWN. ROUTE IN 3/4" DIA. PVC CONDUIT FROM PANEL TO 16" BELOW GRADE.

6 HVAC EQUIPMENT GROUNDING CONDUCTOR. #2 TINNED STRANDED COPPER CONDUCTOR. CONNECT TO HVAC EQUIPMENT AND COUNTERPOISE AS SHOWN. ROUTE IN 3/4" PVC CONDUIT FROM HVAC UNIT TO 16" BELOW GRADE.

7 GROUND CONDUCTOR. #2 TINNED STRANDED COPPER CONDUCTOR MOUNTED TO UNDERSIDE OF BOARDWALK IN 1" PVC CONDUIT AND CONNECT TO TOWER GROUNDING SYSTEM.

8 UFER GROUND AND STEEL FRAME GROUND CONNECTION. PROVIDE 20 FEET OF BARE #4 AWG GROUND CONDUCTOR LOCATED IN BASE OF FOUNDATION, 2 INCHES FROM BOTTOM, AND STUB UP AT TOP OF FOUNDATION TO BOND TO STEEL FRAME OF INSTRUMENT HUT. CONTINUE BARE #4 AWG GROUND CONDUCTOR FROM STEEL FRAME TO COUNTERPOISE AS SHOWN.

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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
INSTRUMENT HUT
GROUNDING PLAN

06E2.06

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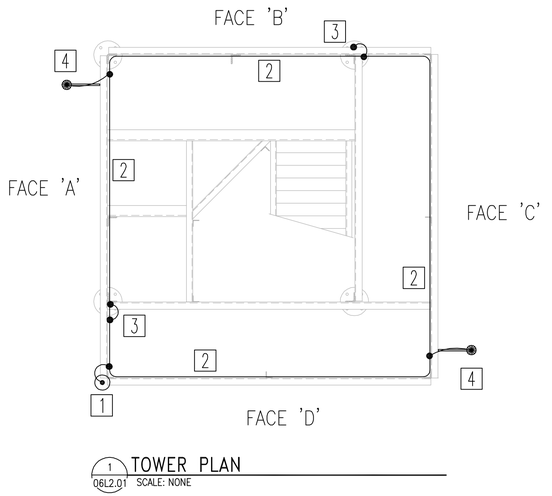
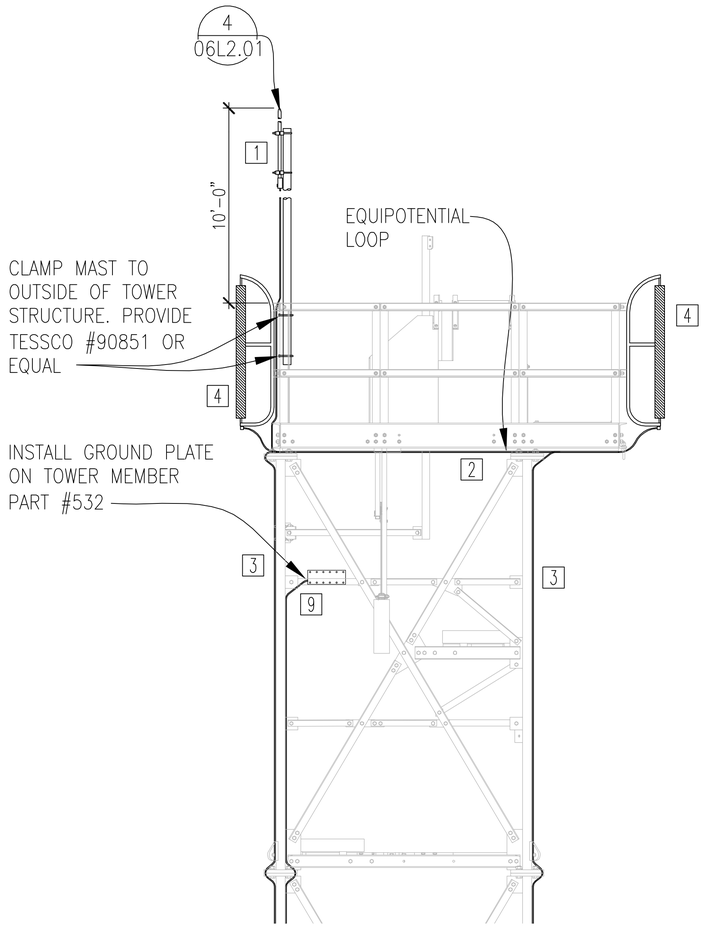


1 TOWER PLAN
06L2.01 SCALE: NONE



2 PARTIAL TOWER ELEVATION
06L2.01 SCALE: NONE

KEYED NOTES:

1 PROVIDE AIR TERMINAL AT CORNER OF TOWER AS SHOWN. AIR TERMINAL SHALL BE 1/2" DIAMETER SOLID COPPER.

2 PROVIDE STRANDED TINNED COPPER EQUIPOTENTIAL LOOP AT TOP OF TOWER TO INTERCONNECT AIR TERMINAL AND STATIC DISSIPATERS AS SHOWN. PROVIDE CABLE TO FLAT METAL CONNECTORS (HARGER #213T OR EQUAL) TO ATTACH LOOP CONDUCTOR TO TOWER STRUCTURE.

3 ROUTE STRANDED TINNED COPPER DOWN CONDUCTOR FROM TOP EQUIPOTENTIAL LOOP DOWN TOWER LEGS C/B AND A/D AS SHOWN AND CONNECT TO COUNTERPOISE. STRAP TO TOWER LEG EVERY 3 FEET WITH TIN PLATED BRONZE PIPE CLAMPS (HARGER CPC2.5/3 OR EQUAL). PROVIDE A LISTED CONDUCTIVE ANTI-OXIDANT COMPOUND BETWEEN THE CLAMP AND TOWER LEG TO SEPARATE DISSIMILAR METALS.

4 PROVIDE STATIC DISSIPATER; LIGHTNING PROTECTION SYSTEMS, INC. MODEL ALS-1000 STAINLESS STEEL OR EQUAL. LOCATE A MINIMUM OF 20" AND A MAXIMUM OF 24" FROM CLOSEST TOWER CORNER AS SHOWN AND SHALL NOT EXTEND MORE THAN 6" ABOVE HANDRAIL.

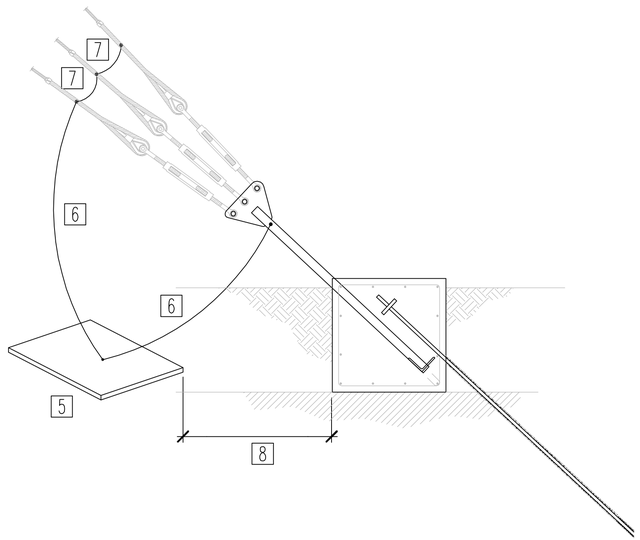
5 PROVIDE 24" BY 24" BY 1/4" THICK COPPER GROUND PLATE. INSTALL PLATE HORIZONTALLY 24" BELOW GRADE WHERE POSSIBLE. EXOTHERMICALLY WELD TO GROUNDING CONDUCTORS.

6 PROVIDE BARE STRANDED #2/0 TINNED COPPER GROUNDING CONDUCTOR FROM GROUND PLATE TO GUY WIRES AND GUY ANCHOR. MAINTAIN A CONTINUOUS VERTICAL DROP.

7 CONNECT GROUNDING CONDUCTOR TO GUY WIRES WITH STAINLESS STEEL CLAMPS AND COATED WITH A LISTED CONDUCTIVE ANTI-OXIDANT COMPOUND LOCATED ABOVE THE TURNBUCKLES.

8 LOCATE GROUND PLATE A MINIMUM OF 2'-0" FROM GUY ANCHOR FOUNDATION.

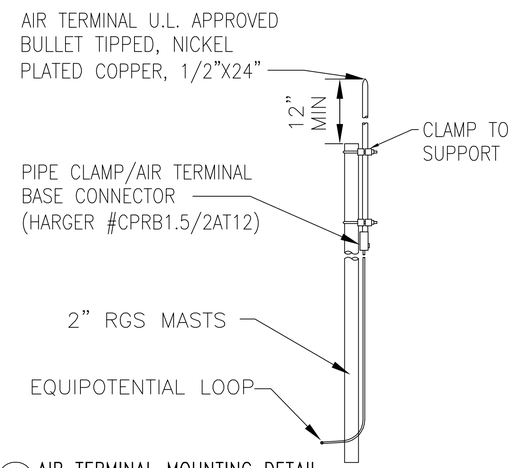
9 PROVIDE 24" BY 4" BY 1/4" GROUND PLATE WITH HOLES AT TOP OF TOWER. COORDINATE EXACT MOUNTING LOCATION WITH NEON STAFF. PROVIDE #2 XLP (SUNLIGHT RESISTANT) STRANDED COPPER GROUNDING CONDUCTOR WITH GREEN IDENTIFICATION TAPE FROM GROUND PLATE DOWN TOWER LEG AND CONNECT TO LOWER GROUND PLATE. STRAP GROUNDING CONDUCTOR TO TOWER EVERY 3 FEET WITH GALVANIZED METAL STRAPS.



3 GUY ANCHOR ELEVATION
06L2.01 SCALE: NONE

GENERAL NOTES:

1. PROVIDE CLASS II SYSTEM COMPONENTS FOR THIS TOWER.
2. CONDUCTORS SHALL MAINTAIN A HORIZONTAL OR DOWNWARD PATH FREE FROM "U" OR "V" POCKETS. CONDUCTORS SHALL NOT FORM AN ANGLE LESS THAN 90 DEGREES OR HAVE A BEND RADIUS LESS THAN 8 INCHES.
3. PROVIDE COPPER BRAID BONDING JUMPER FROM TOWER LEG TO GUY WIRE WITH STAINLESS STEEL CLAMPS AND COATED WITH A LISTED CONDUCTIVE ANTI-OXIDANT COMPOUND LOCATED BELOW THE SHACKLE.
4. PROVIDE 2 BOLT PARALLEL CONNECTORS (HARGER #204T OR EQUAL) TO SPLICE ABOVE GROUND LIGHTNING PROTECTION CONDUCTORS ON TOWER.
5. CONTRACTOR TO PROVIDE SHOP DRAWING OF LIGHTNING PROTECTION SYSTEM WITH ALL COMPONENTS USED FOR REVIEW.



4 AIR TERMINAL MOUNTING DETAIL
06L2.01 SCALE: NONE

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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
TOWER LIGHTNING PROTECTION

06L2.01

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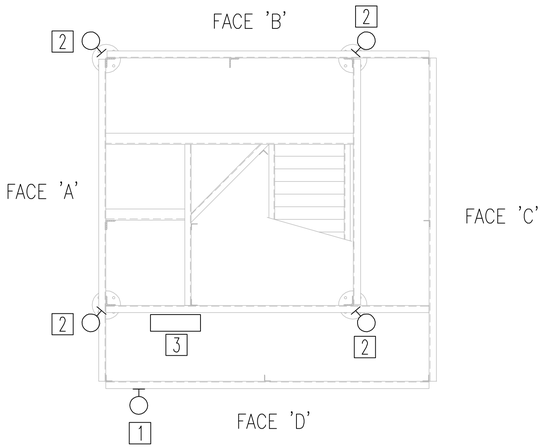
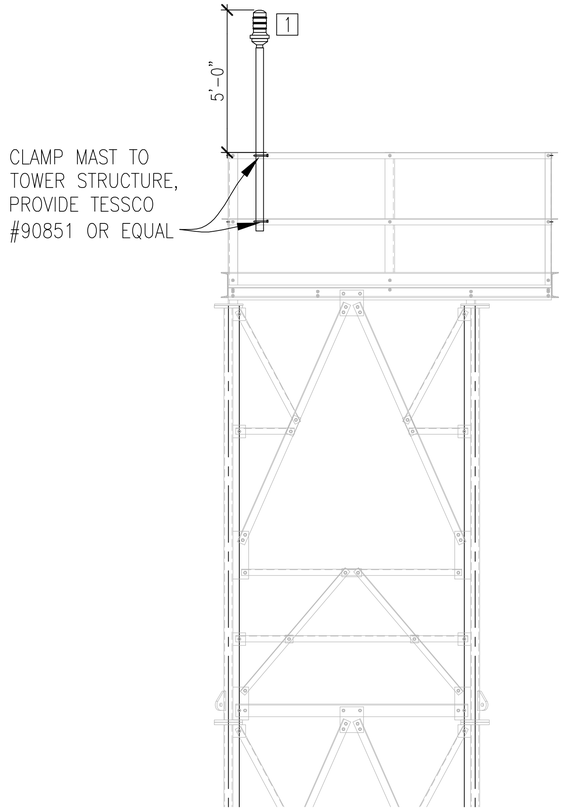
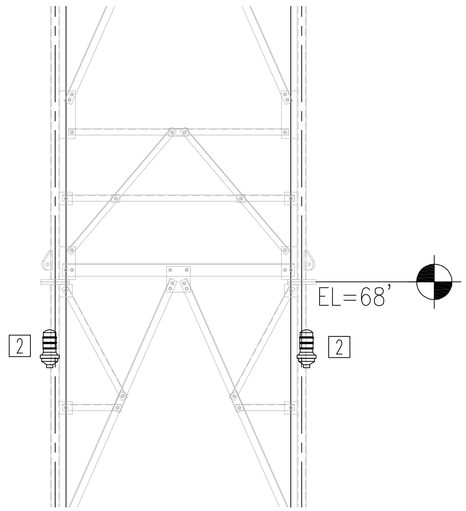


1 TOWER PLAN
06L2.03 SCALE: NONE



2 PARTIAL TOWER ELEVATION
06L2.03 SCALE: NONE



3 PARTIAL TOWER ELEVATION
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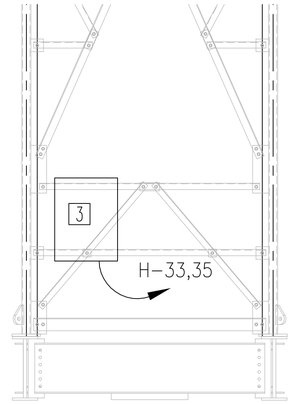

4 PARTIAL TOWER ELEVATION
06L2.03 SCALE: NONE

KEYED NOTES:

1 PROVIDE NEW L-864/L-865 FLASHING DUAL LIGHT (RED/WHITE) STROBE AT TOP OF TOWER ON SUPPORT MAST AS SHOWN. CONNECT TO CONTROLLER AT BASE OF TOWER. RED STROBE TO OPERATE AT NIGHT AND WHITE STROBE TO OPERATE DURING THE DAY. LOCATE A MINIMUM OF 20" AND A MAXIMUM OF 24" FROM CLOSEST TOWER CORNER AS SHOWN.

2 PROVIDE NEW L-810 OBSTRUCTION LIGHT AT MID-POINT OF TOWER AS SHOWN. LOCATE ONE LIGHT ON EACH LEG AND CONNECT TO CONTROLLER AT BASE OF TOWER.

3 PROVIDE NEW 9LC CONTROL SYSTEM AT BASE OF TOWER ON FACE D. COORDINATE EXACT MOUNTING LOCATION WITH NEON STAFF. CONNECT TO POWER CIRCUIT FROM INSTRUMENT HUT. ENCLOSURE SHALL BE NEMA 4 RATED. CONTROL SYSTEM TO CONTAIN PHOTOCELL FOR AUTOMATIC DAY/NIGHT SWITCHING OF STROBE.

GENERAL NOTES:

1. PROVIDE #10 AWG CONDUCTORS IN 1/2" RGS CONDUIT BETWEEN FAA OBSTRUCTION LIGHTS AND CONTROLLER PER MANUFACTURERS WIRING SCHEME. COORDINATE WITH NEON STAFF ON ROUTING OF CONDUIT.

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DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
OBSTRUCTION LIGHTING

06L2.03

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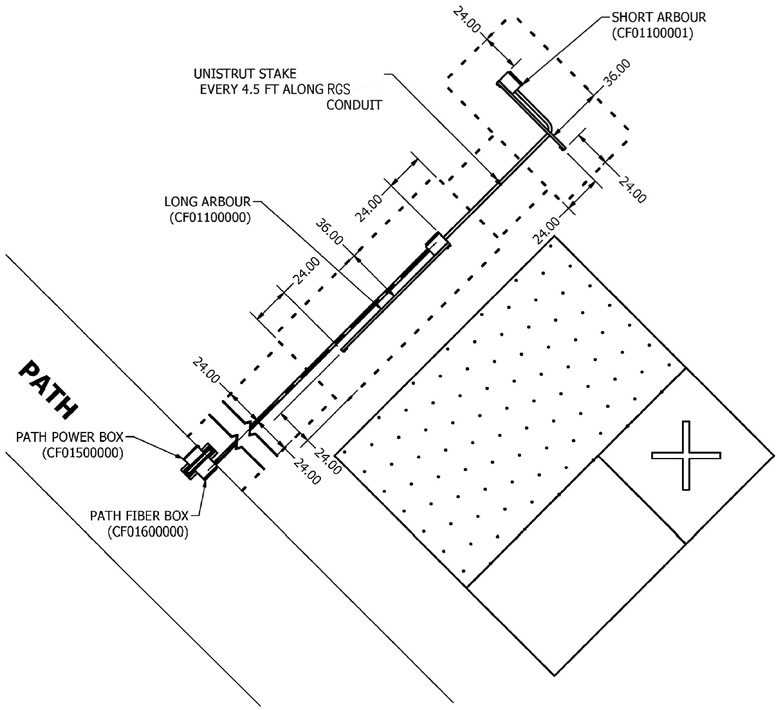


1 0602.01 SOIL ARRAY CONSTRUCTION LIMITS (ORIENTATION 1)

2' 0 2' 4'

N

LEGEND

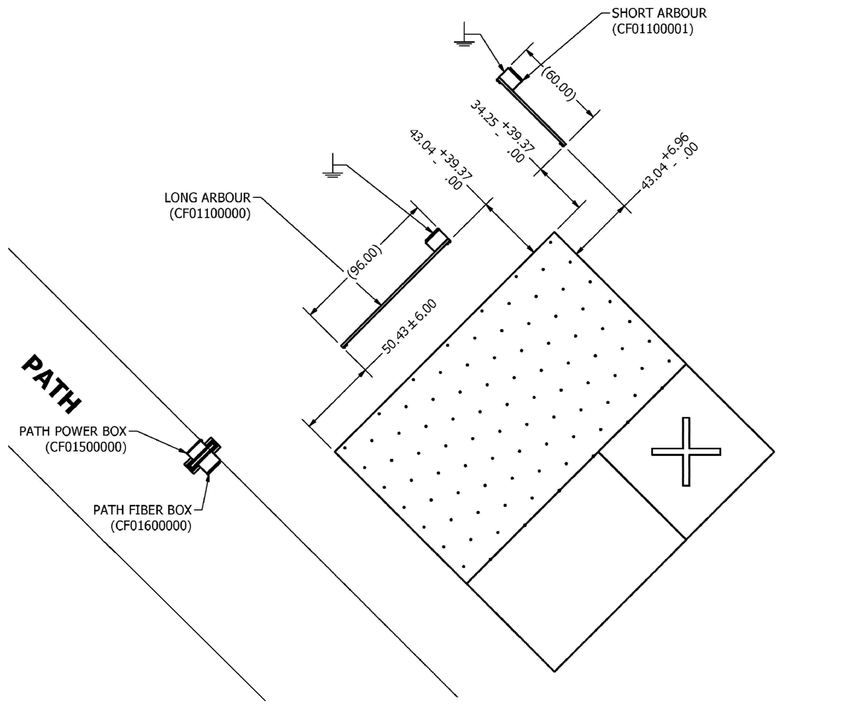
- - - - CONSTRUCTION LIMIT

1.5" RGS METAL CONDUIT WITH 2–#12 AWG, #12 GND

GROUND ROD (STAINLESS STEEL) ⅝" DIA. X 10' LONG, BOND TO ARBOUR ENCLOSURE W/ #6 CONDUCTOR

NOTES:

1. PLOT IS ORIENTATED PER LEO A DALY 100% DRAWINGS.
2. PLACE ONE UNISTRUT STAKE FOR EVERY 4.5 FT OF RGS CONDUIT.
3. ARBOURS SHOWN ARE NOT FULLY POPULATED AND ARE ONLY PRESENT TO DISPLAY INSTALLATION.
4. IF INSTALLATION WITHIN TOLERANCES IS NOT POSSIBLE CONTACT NEON ENGINEERING.
5. PATH POWER BOX FACES DOWN THE PATH TOWARDS THE TOWER.
6. CONDUIT MUST ALWAYS REMAIN 1m (39.37 IN) MINIMUM FROM PLOT.



2 0602.01 SOIL ARRAY ARBOUR INSTALLATION (ORIENTATION 1)

2' 0 2' 4'

National Ecological Observatory Network
1685 38th Street
Boulder, CO 80301

LEO A DALY
PLANNING ARCHITECTURE ENGINEERING INTERIORS
EST. 1915

8600 Indian Hills Drive
Omaha, NE 68114-4039 USA
Tel 402-391-8111 Fax 402-391-8564

KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SOIL ARRAY POWER

06Q2.01

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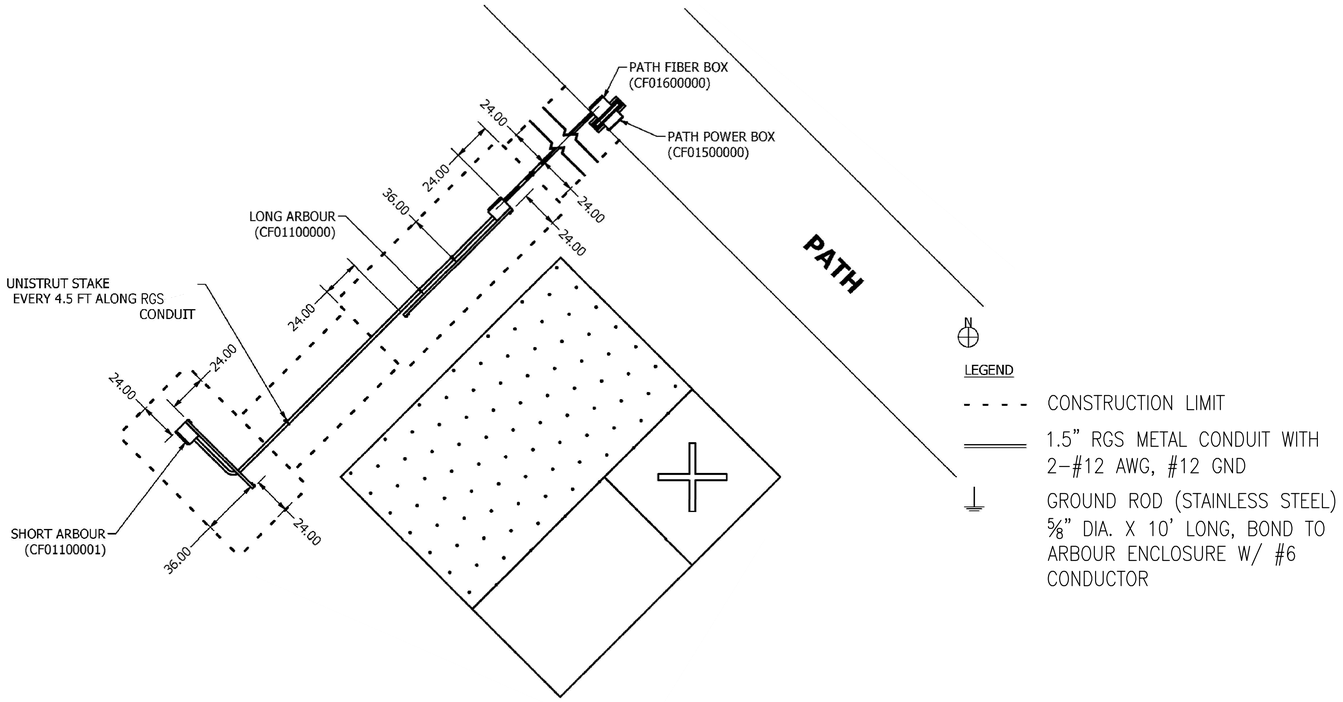

1 06Q2.02 SOIL ARRAY CONSTRUCTION LIMITS (ORIENTATION 2)

2' 0 2' 4'

NOTES:

1. PLOT IS ORIENTATED PER LEO A DALY 100% DRAWINGS.
2. PLACE ONE UNISTRUT STAKE FOR EVERY 4.5 FT OF RGS CONDUIT.
3. ARBOURS SHOWN ARE NOT FULLY POPULATED AND ARE ONLY PRESENT TO DISPLAY INSTALLATION.
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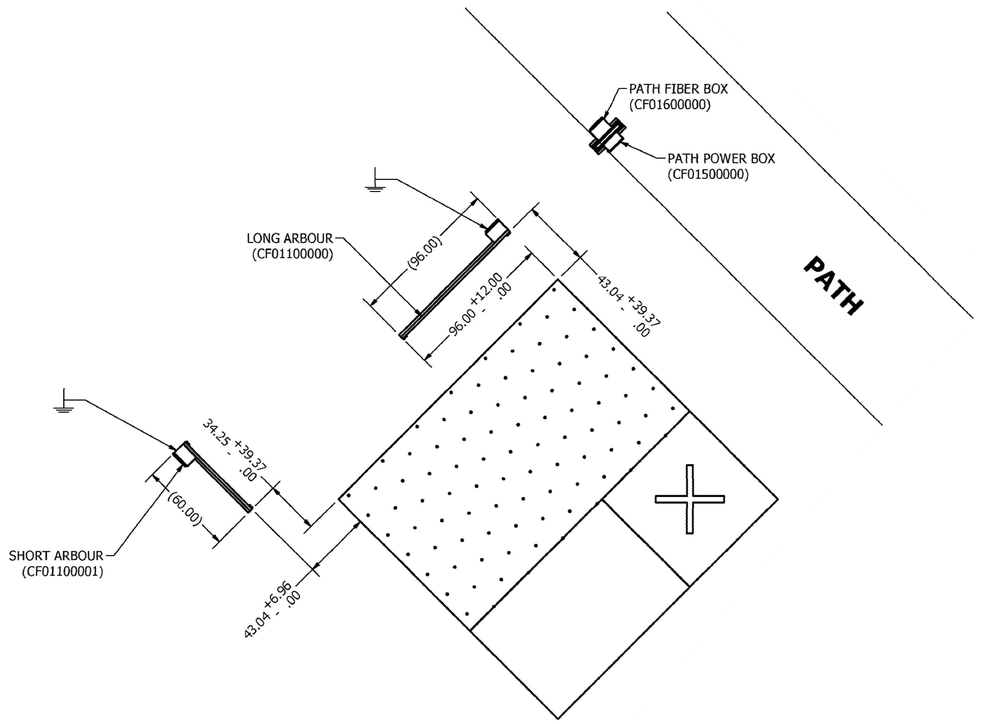
6. CONDUIT MUST ALWAYS REMAIN 1m (39.37 IN) MINIMUM FROM PLOT.



2 06Q2.02 SOIL ARRAY ARBOUR INSTALLATION (ORIENTATION 2)

2' 0 2' 4'

National Ecological Observatory Network
1685 38th Street
Boulder, CO 80301

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Omaha, NE 68114-4039 USA
Tel 402-391-8111 Fax 402-391-8564

neon
NATIONAL ECOLOGICAL OBSERVATORY NETWORK

KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SOIL ARRAY POWER

06Q2.02

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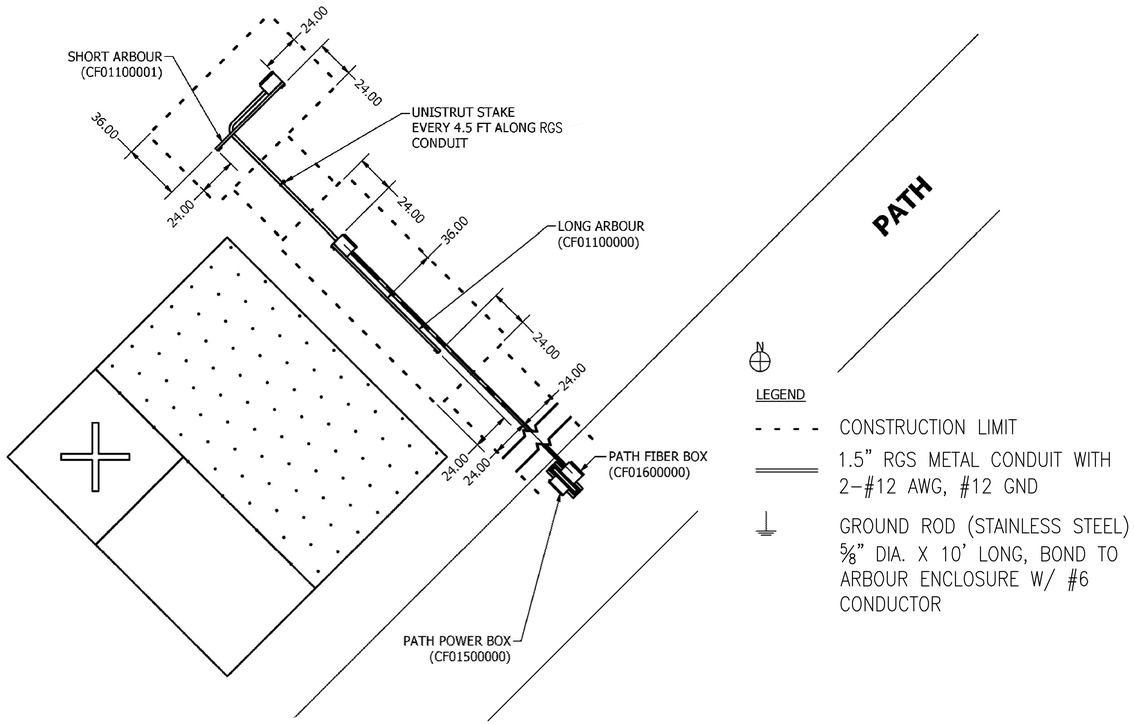

1 0602.03 SOIL ARRAY CONSTRUCTION LIMITS (ORIENTATION 3)

2' 0 2' 4'

NOTES:

1. PLOT IS ORIENTATED PER LEO A DALY 100% DRAWINGS.
2. PLACE ONE UNISTRUT STAKE FOR EVERY 4.5 FT OF RGS CONDUIT.
3. ARBOURS SHOWN ARE NOT FULLY POPULATED AND ARE ONLY PRESENT TO DISPLAY INSTALLATION.
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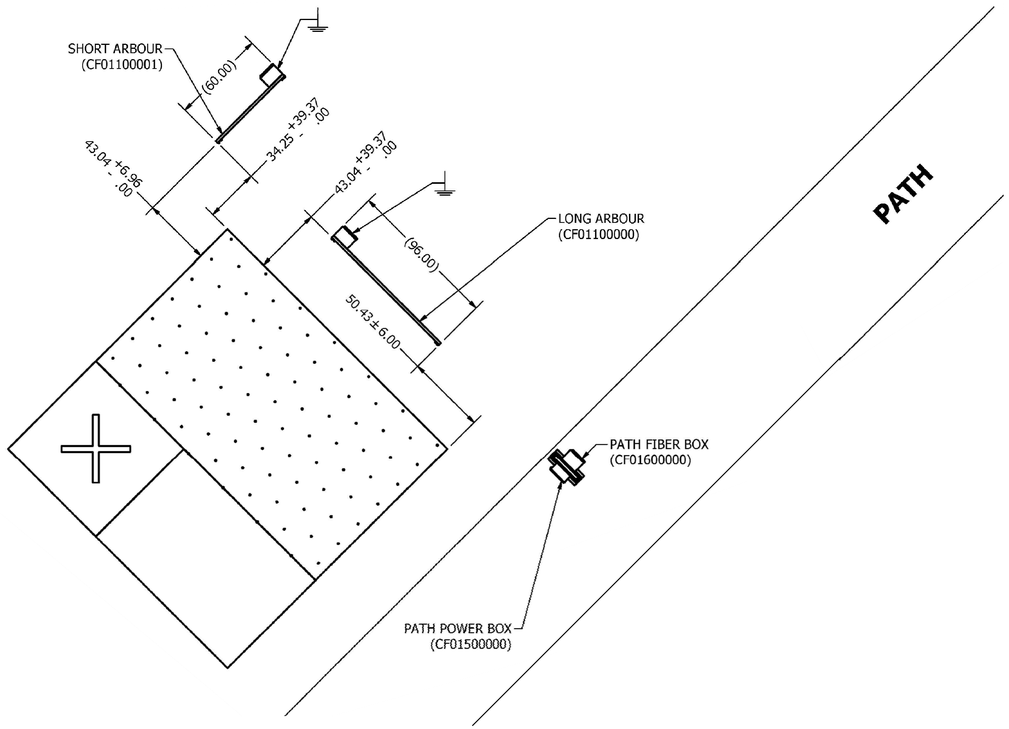
6. CONDUIT MUST ALWAYS REMAIN 1m (39.37 IN) MINIMUM FROM PLOT.



2 0602.03 SOIL ARRAY ARBOUR INSTALLATION (ORIENTATION 3)

2' 0 2' 4'

National Ecological
Observatory Network
1685 38th Street
Boulder, CO 80301

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ARCHITECTURE
ENGINEERING
INTERIORS
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8600 Indian Hills Drive
Omaha, NE 68114-4039 USA
Tel 402-391-8111 Fax 402-391-8564

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NATIONAL ECOLOGICAL OBSERVATORY NETWORK

KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SOIL ARRAY POWER

06Q2.03

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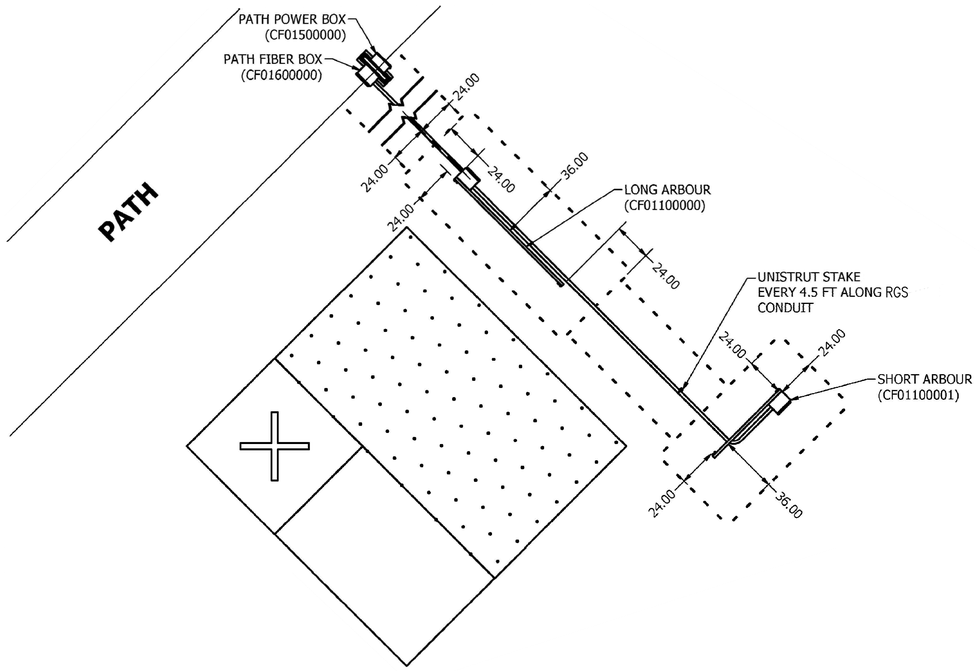

N

LEGEND

- - - - CONSTRUCTION LIMIT

1.5" RGS METAL CONDUIT WITH 2–#12 AWG, #12 GND

GROUND ROD (STAINLESS STEEL) 5/8" DIA. X 10' LONG, BOND TO ARBOUR ENCLOSURE W/ #6 CONDUCTOR

1 0602.04 SOIL ARRAY CONSTRUCTION LIMITS (ORIENTATION 4)

2' 0 2' 4'

NOTES:

1. PLOT IS ORIENTATED PER LEO A DALY 100% DRAWINGS.
2. PLACE ONE UNISTRUT STAKE FOR EVERY 4.5 FT OF RGS CONDUIT.
3. ARBOURS SHOWN ARE NOT FULLY POPULATED AND ARE ONLY PRESENT TO DISPLAY INSTALLATION.
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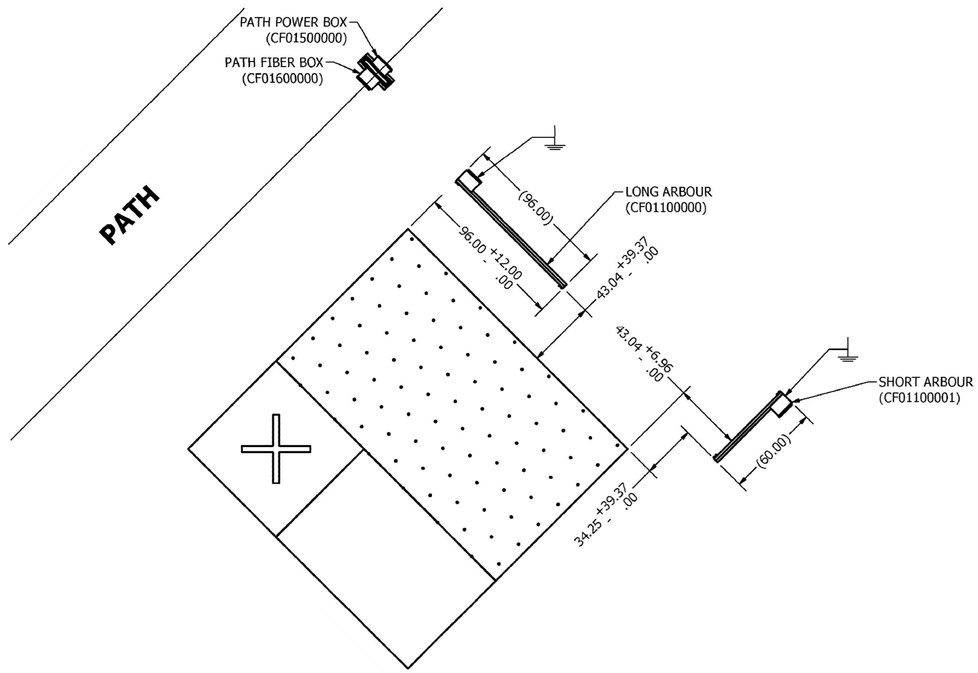
6. CONDUIT MUST ALWAYS REMAIN 1m (39.37 IN) MINIMUM FROM PLOT.



2 0602.04 SOIL ARRAY ARBOUR INSTALLATION (ORIENTATION 4)

2' 0 2' 4'

National Ecological Observatory Network
1685 38th Street
Boulder, CO 80301

LEO A DALY PLANNING ARCHITECTURE ENGINEERING INTERIORS EST. 1915

8600 Indian Hills Drive
Omaha, NE 68114-4039 USA
Tel 402-391-8111 Fax 402-391-8564

neon NATIONAL ECOLOGICAL OBSERVATORY NETWORK

KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	JTG
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
SOIL ARRAY POWER

06Q2.04

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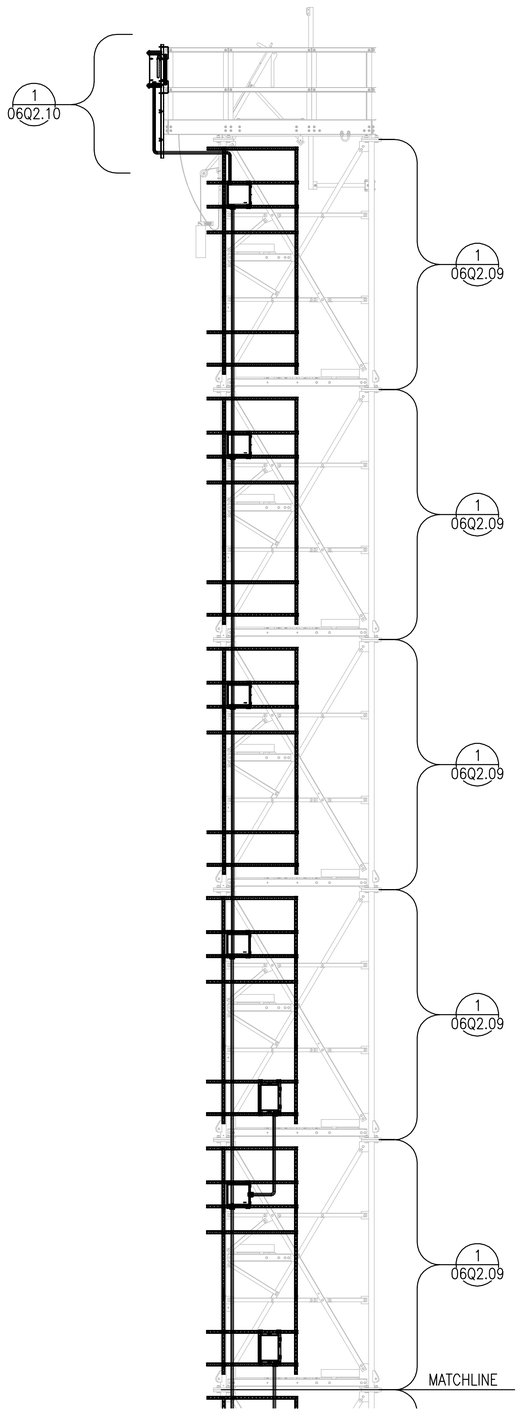
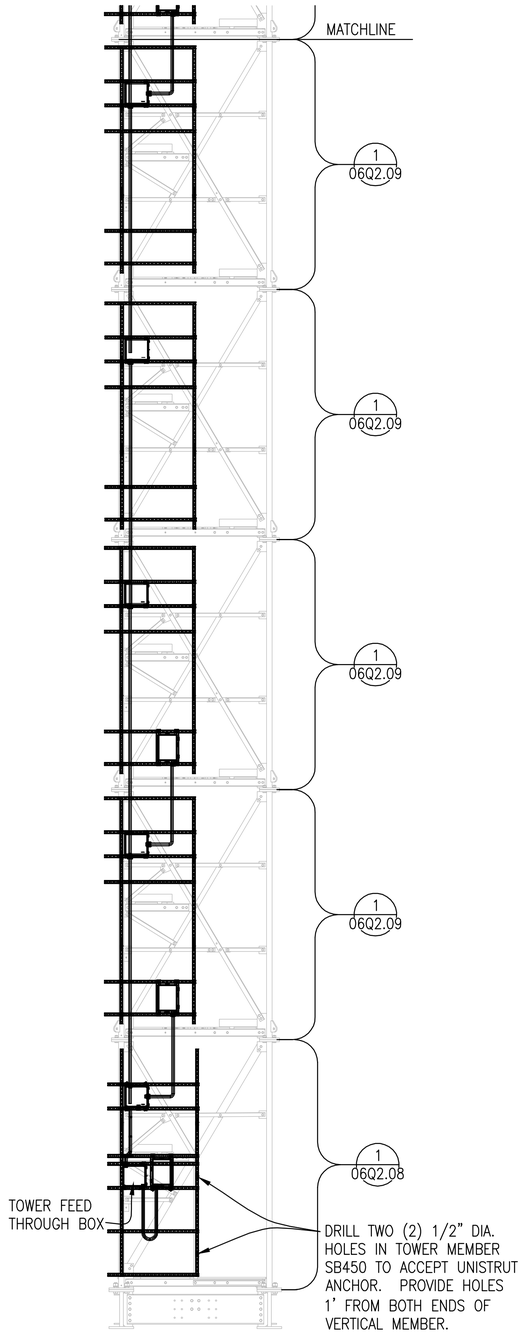


1 06Q2.07 TOWER PDS ELEVATION
SCALE: NONE



2 06Q2.07 TOWER PDS ELEVATION
SCALE: NONE

GENERAL NOTES:

1. THIS SHEET IS FOR COORDINATION AND REFERENCE PURPOSES. REFER TO DETAIL SHEETS 06Q2.08, 06Q2.09, AND 06Q2.10 FOR INDIVIDUAL COMPONENTS.
2. COORDINATE EXACT PLACEMENT OF UNISTRUT MEMEBERS ON TOWER WITH NEON STAFF.

National Ecological Observatory Network
1685 38th Street
Boulder, CO 80301

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PLANNING ARCHITECTURE ENGINEERING INTERIORS
EST. 1915

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Tel 402-391-8111 Fax 402-391-8564

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NATIONAL ECOLOGICAL OBSERVATORY NETWORK

KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	EAH
Design	FLE
Draw	JTG
Check	AAH

Daly Project No. 003-10073-406
NEON Project No. 04.08.C.0008
JANUARY 28, 2014

DOMAIN 06 PRAIRIE PENINSULA
RT1-UKFS
TOWER PDS ELEVATION

06Q2.07

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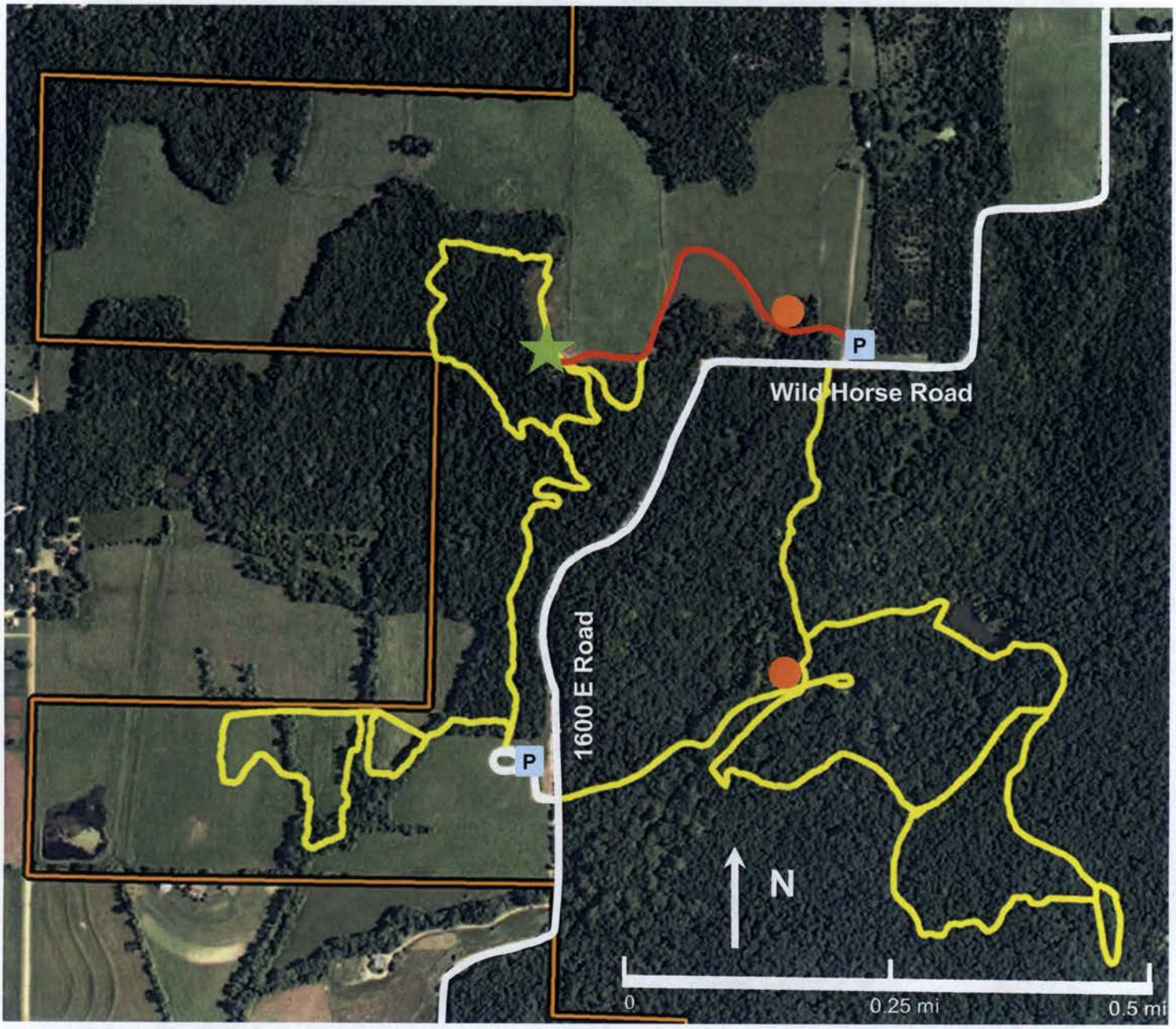
KU Field Station Trails System



Legend

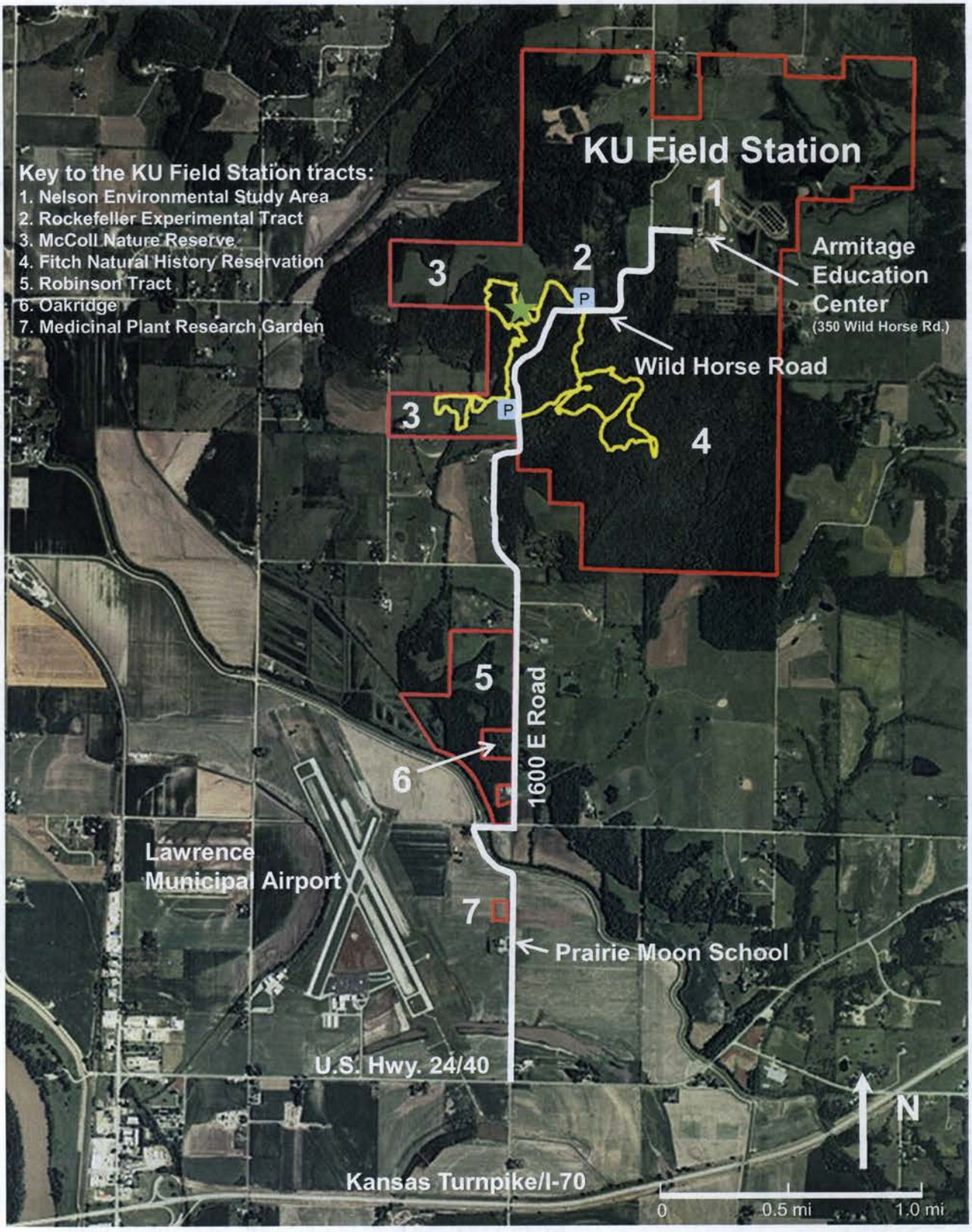
- Kaw Valley Overlook
- P Trailhead with parking
- Trails
- Handicapped-accessible trail
- Gravel road
- Restroom/drinking fountain

Welcome to the KU Field Station

Please note that public access is restricted to the trails shown above, and subject to the following rules:

- ***Trails are open dawn to dusk ONLY.***
- ***Foot traffic ONLY.***
- ***Stay on the marked trails.***
- ***Dogs or other pets are not allowed (even if leashed).***
- ***Do not release wild or domestic animals or plants.***
- ***Do not disturb flags, markers, traps, or equipment.***
- ***Hunting or collecting of any kind is strictly prohibited.***
- ***Smoking, fires of any kind, and fireworks are prohibited.***
- ***Firearms and paint ball guns are prohibited.***
- ***Alcoholic liquors and cereal malt beverages are prohibited.***

Enjoy your visit, and thank you for respecting this natural environment and the research conducted here. For more information, contact the station field office (785-843-8573), Kansas Biological Survey administrative office (864-1500), or visit www.kufs.ku.edu.



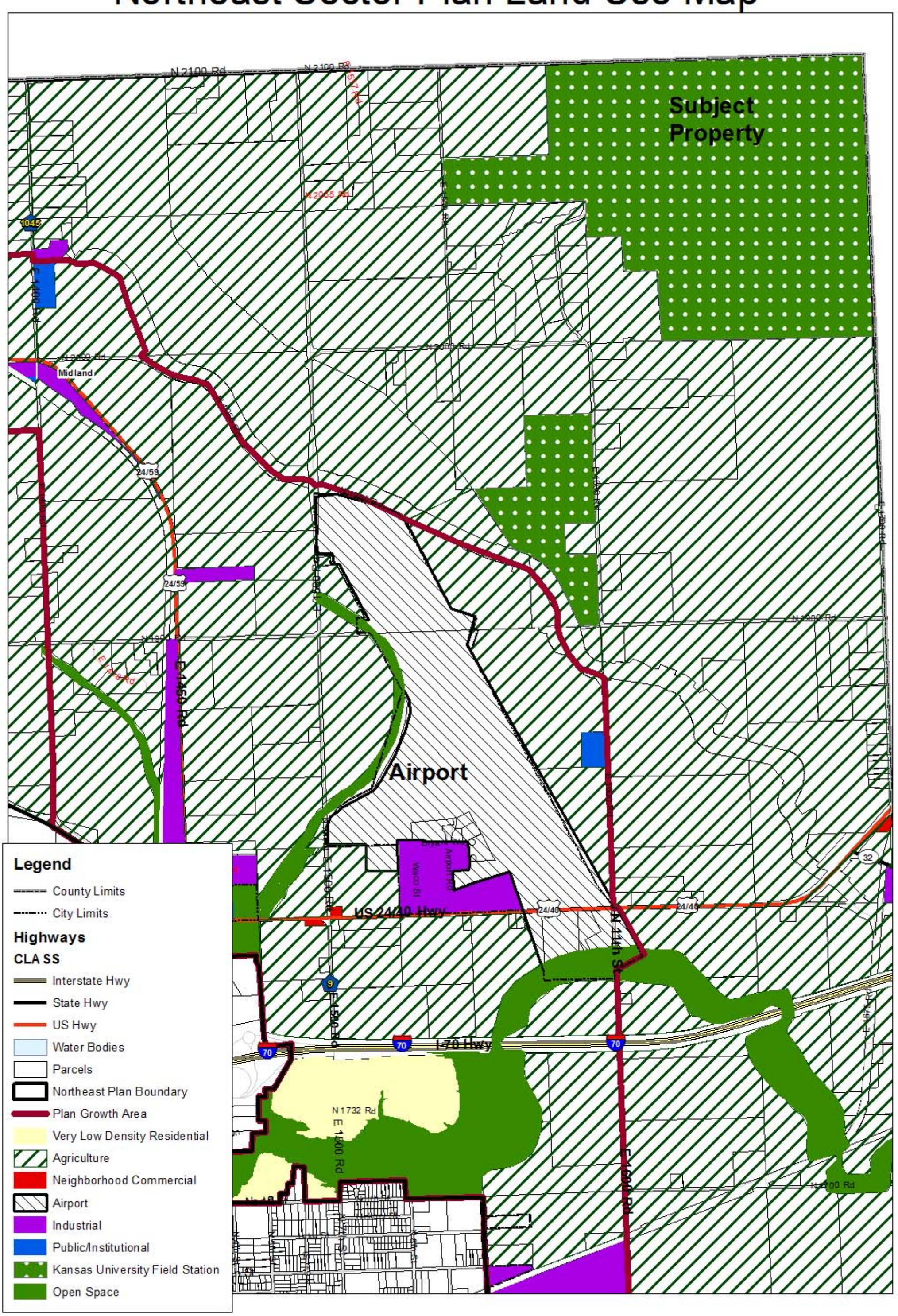
Legend

- Kaw Valley Overlook
- P Trailhead with parking
- Gravel road
- Trails
- Field Station boundary

The mission of the University of Kansas Field Station is to foster scholarly research, environmental education, and science-based stewardship of natural resources.

The KU Field Station is operated by the Kansas Biological Survey.

Northeast Sector Plan Land Use Map



neon® THE NATIONAL ECOLOGICAL OBSERVATORY NETWORK

Ecological Information for the Next Generation

Agriculture Systems | Climate Change | Forest Management | Invasion Biology | Urban Ecosystems

SPONSORED BY THE NATIONAL SCIENCE FOUNDATION

THE NATIONAL ECOLOGICAL OBSERVATORY NETWORK

Why NEON, why now?

The world is undergoing an era of rapid environmental change. Ecosystems are increasingly stressed by climate, invasive species, pollution, and land use change.

NEON is part of a bold effort to:

- **Understand and forecast continental-scale ecological change**
- **Inform natural resource decisions**
- **Engage the next generation of scientists**

Measuring the causes and effects of environmental change

The National Ecological Observatory Network (NEON) is a continental-scale observation system sponsored by the National Science Foundation.

It will collect and provide 30 years of ecological data on the causes and consequences of:

- **Climate change**
- **Land use change**
- **Invasive species**

Open-access data and resources

NEON will provide large amounts of freely available resources, specimens, and data. Its infrastructure can be used as a baseline for long-term ecological studies. NEON will also provide educational resources and citizen science programs to engage diverse communities in scientific discovery.

What NEON collects

NEON sites are strategically placed across the country to collect data on key drivers of ecological change and the impacts of these changes over time.

NEON provides data in the following key categories:

- **Atmospheric**
- **Soil**
- **Aquatic**
- **Biological**

Each site includes a variety of sensors placed in the soil, water and on a tower. Information is also collected on plants, animals, invertebrates, and microorganisms around the site. An airborne remote sensing platform flies over sites annually collecting aerial data.

NEON integrates its data with a variety of land data from external partners to model regional- and continental-scale ecology.

A DIGITAL RENDERING OF A NEON SITE

Above: NEON will monitor a range of plants, animals, invertebrates and microorganisms that are indicators of environmental change.

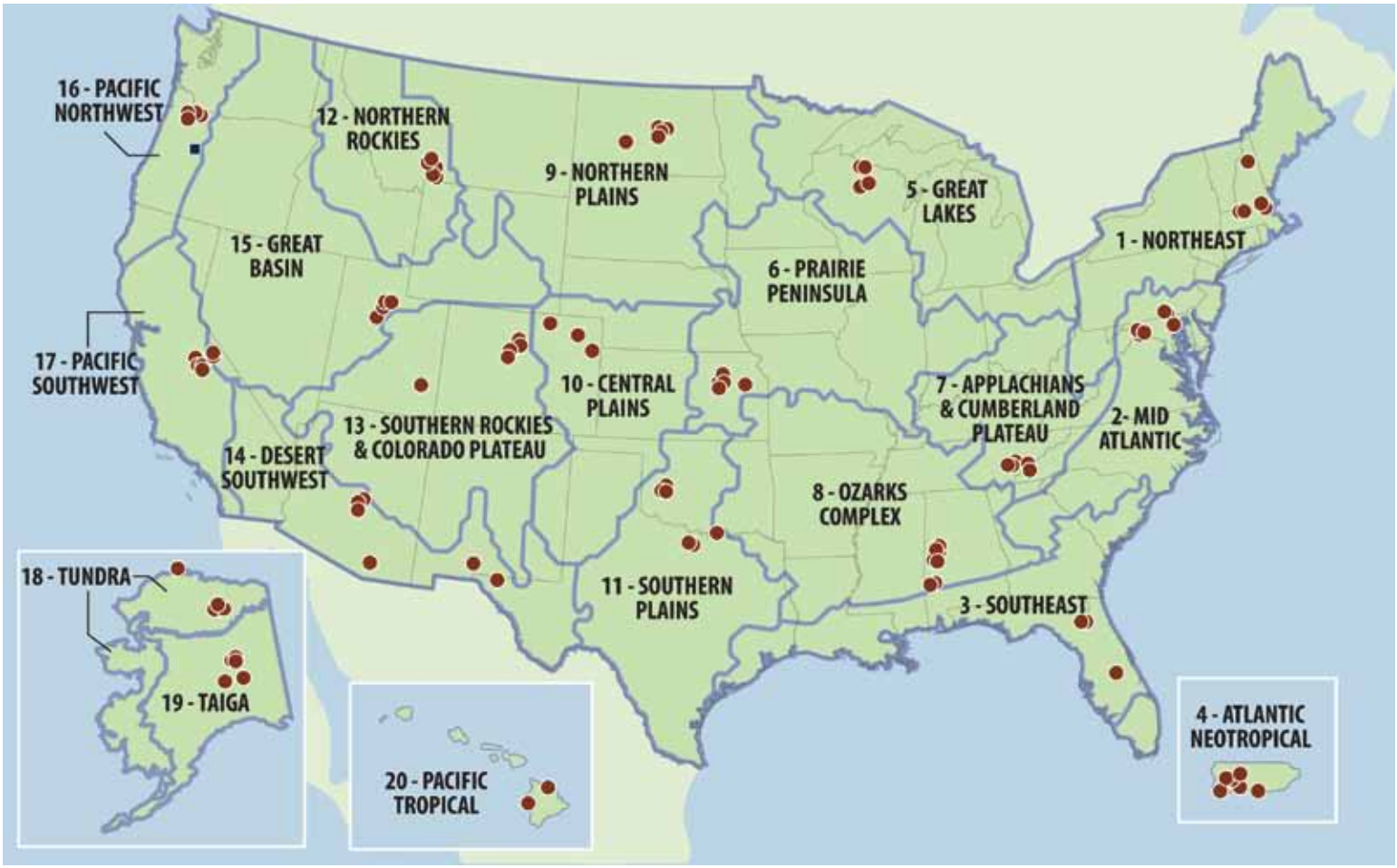
Deer mouse image courtesy of DavidCappaert, Michigan State University

"NEON is a shared vision by the scientific community designed to listen to the pulse of the U.S. ecosystem."

THE NATIONAL ECOLOGICAL OBSERVATORY NETWORK

NEON FIELD SITES

NEON will collect data from 106 sites across the United States (including Alaska, Hawaii and Puerto Rico. The sites were strategically selected to represent 20 eco-climatic domains, which include distinct landforms, vegetation, climate and ecosystem processes.



Learn more at www.neoninc.org

The National Ecological Observatory Network is a project solely funded by the National Science Foundation and managed under cooperative agreement by NEON, Inc. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

NEON, Inc.,
1685 38th Street, Suite 100
Boulder, CO 80301

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National Ecological Observatory Network

May 6, 2014

Lawrence Municipal Airport
Airport Advisory Board
Lawrence, KS 66044

Dear Members of the Airport Advisory Board,

The National Ecological Observatory Network (NEON) project filed a conditional use permit application with the Lawrence Douglas County Planning Commission in February of 2014 requesting approval for the construction of an ecological monitoring tower at the University of Kansas Field Station. I am sending this letter to provide more background information on the project and the site location and to respectfully ask that the airport advisory board consider recommending our project for approval.

Background:

The NEON project is funded solely by the National Science Foundation and the site proposed at the University of Kansas Field Station will contribute to the mission of the project; to enable understanding and forecasting of the impacts of climate change, land use change and invasive species on continental-scale ecology by providing infrastructure and consistent methodologies to support research and education in these areas.

The site near Lawrence, Kansas is part of the Prairie Peninsula domain, which is primarily focused on science questions surrounding land use and agriculture, with two additional sites planned for construction at the Konza Prairie Biological Station near Manhattan, Kansas. The site selected at the University of Kansas Field Station will provide important ecosystem data due to its location within the transition zone between the eastern deciduous forest and tall grass prairie biomes. In addition, the KU Field Station has extensive databases of environmental conditions, some ongoing and others over 60 years old, which aid the broad NEON initiatives. The KU Field Station also has an active cadre of researchers and teachers who will use the NEON program resources, as well as the logistical support at its facilities north of Lawrence, which add to its desirability as a site to host the NEON project.

Site Location:

The Fitch Natural History Reservation represented a strong site for addressing the science questions of NEON, particularly those dealing with an area undergoing forestation that is in an agricultural landscape. The Fitch Reservation, which is nearly one square mile in extent, has been protected from disturbance since 1948 and has developed a nearly continuous forest canopy. An area of that size with a known land use history is rare in the region.

Despite its apparent homogeneous quality when viewed from the air, the habitat conditions on the Fitch Reservation vary considerably from place to place (i.e., microsite differences constrain the site selection). Slope, aspect, and elevation are all important environmental conditions; as is historic land use (before 1948) – these elements all interact to produce different forest types. After selecting the site from a series of "remote-laptop" techniques, our NEON science team made a trip to the field to verify that biotic and abiotic conditions were acceptable.

When selecting a location for our tower site, there are a number of factors NEON's scientists take into account, one of the most important factors being the direction of prevailing winds. It's also important to make sure the tower location is sited to avoid outside influences (agriculture operations, non-representative land use) and is capturing data from the intended ecosystem. In this case, it was important to locate the tower in a spot where the measurements are representative of an upwind area and that all the measurements can be done within the scientific area of interest.

The height of the tower is determined by evaluating the mean canopy height and then making sure the tower is tall enough to pick up measurements that are representative of the area. For the Fitch Reservation, the site is located on a ridge area (as opposed to valley floor or side slope positions that make up a great portion of the site). Once satisfied that environmental conditions were appropriate for the science objectives, we then considered logistics: security of the site, access, and utilities.

At this site NEON is proposing a 116' tower with a 10' lightning rod on the top and this tower will collect data on CO_2, Ozone, NO_x, and various aerosols. These data will be in addition to a suite of terrestrial data collections, and when looked at in relation to one another, will provide valuable scientific information about the impacts of land use change, climate change, and invasive species on local ecosystems. This data will be freely available to the public through a data portal on NEON's webpage.

Evaluating Impacts to Aviation:

When evaluating a site location, NEON will work with the FAA to complete an obstruction evaluation if the site or proposed tower location and height fall within the guidance provided by the FAA in 14 CFR 77.9 - Construction or alteration requiring notice. In this instance, part (b) applies to the proposed NEON tower:

b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:

(1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.

(2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

Because the parameters of part b are fairly broad, we were able to determine that any placement of the tower within the Fitch Reservation, NEON's area of interest at the KU Field Station, would require an obstruction evaluation with the FAA. The map attached in Exhibit A further provides a visual overview of the tower placement in relation to the airport.

NEON will paint and light the proposed tower in accordance with FAA regulations and file notices at the start and end of construction to certify that the tower is registered in the FAA database and is compliant will all regulations. In addition, NEON will have staff located in Manhattan who will carry out routine tower maintenance to make sure all lights/paint stay in good working condition and who will work with permitting staff to notify FAA of any issues with the system.

Conclusions

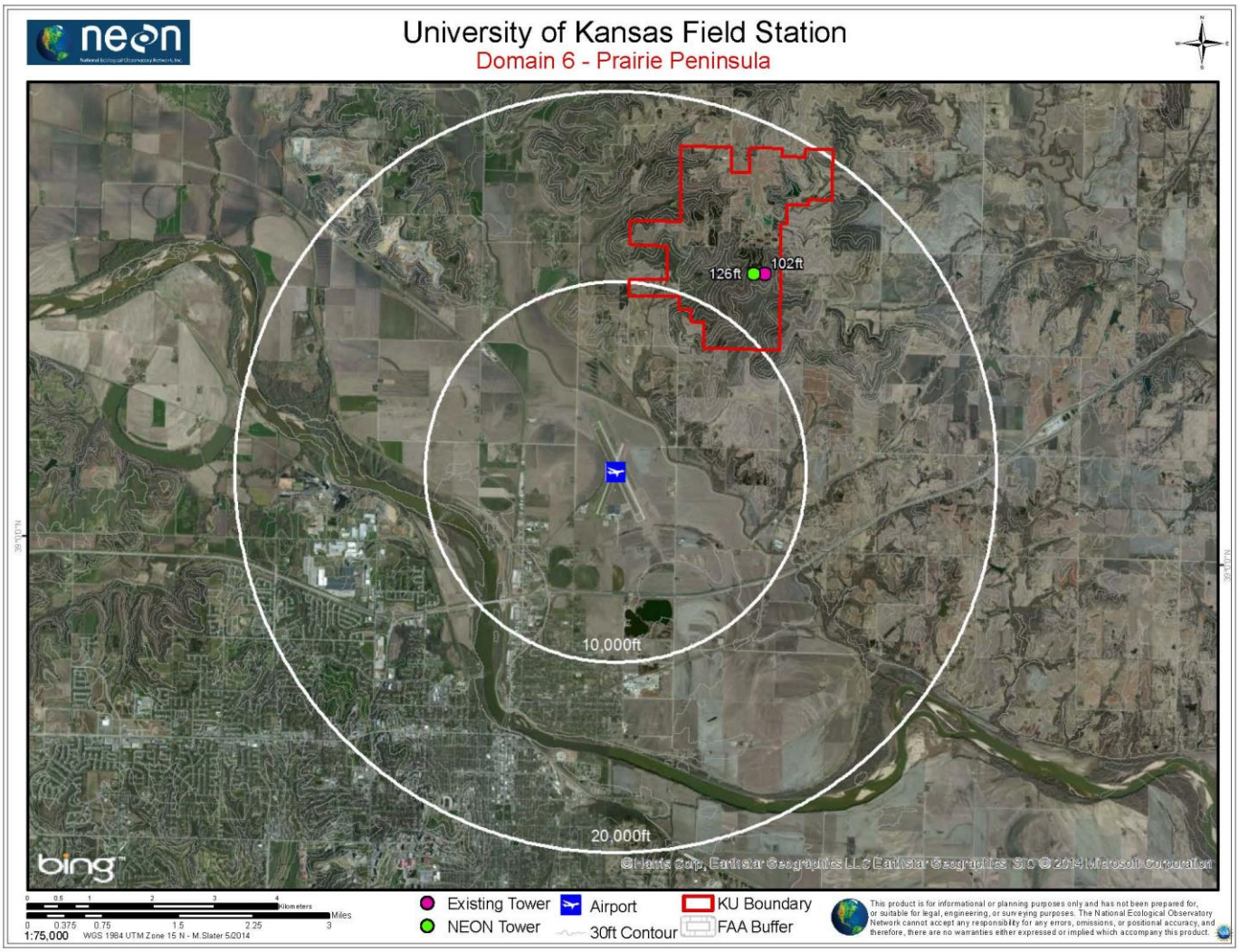
NEON recognizes that approval of our project will result in changes to the current takeoff minimum requirements on Runway 1 at the Lawrence Municipal Airport and will continue to work with the advisory board to communicate and provide additional information on our project. We sincerely appreciate the responsiveness and willingness of the advisory board to consider our project and take the time to learn

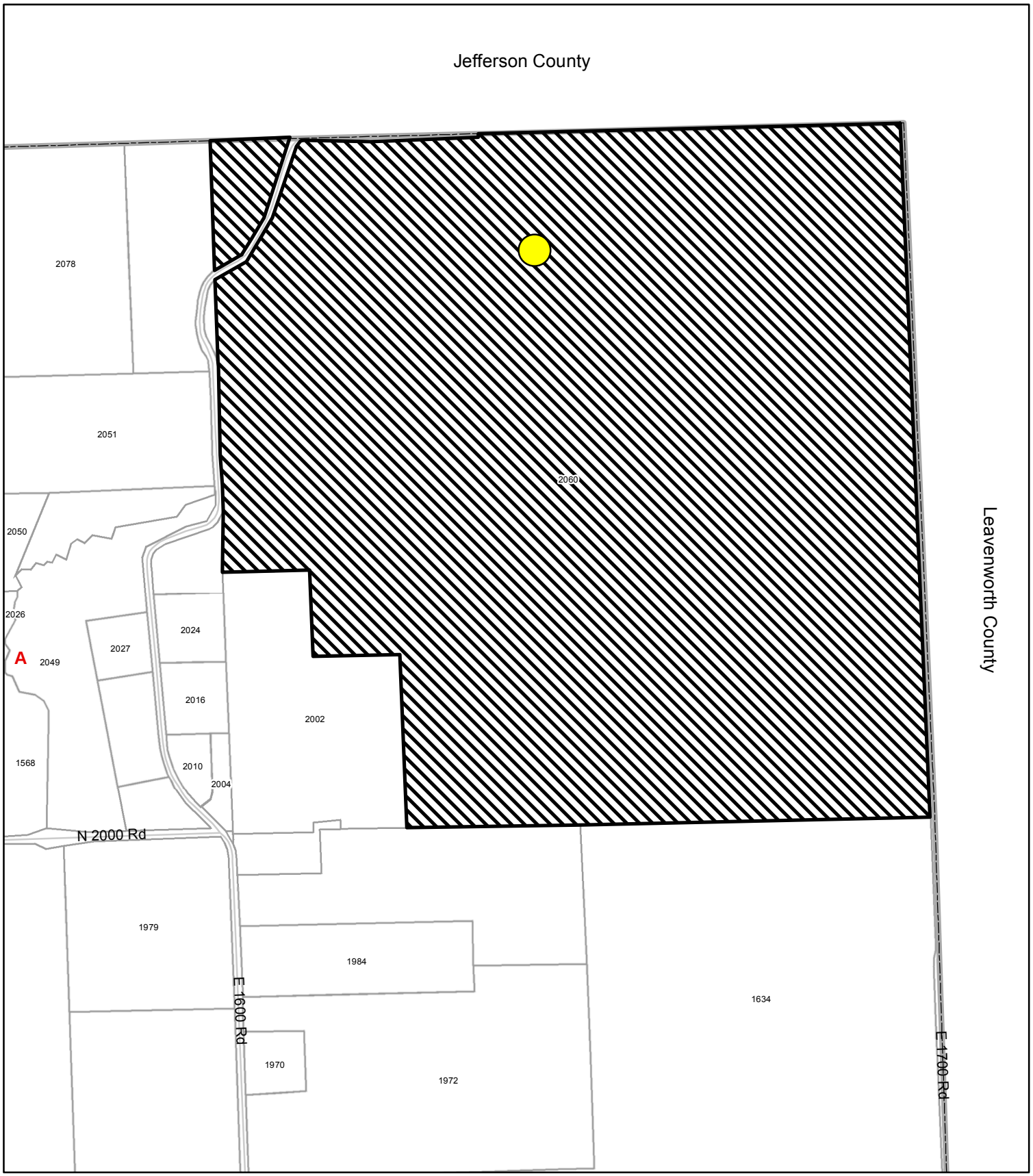
more about NEON. If there is any additional information that we can provide or any questions you'd like to discuss, please don't hesitate to contact me via email (lwright@neoninc.org) or by phone (720) 746-4897.

Regards,

Liz Wright
Manager, Environmental Permitting
National Ecological Observatory Network

Exhibit A


University of Kansas Field Station
Domain 6 - Prairie Peninsula
126ft
102ft
10,000ft
20,000ft
Existing Tower
NEON Tower
Airport
30ft Contour
KU Boundary
FAA Buffer
1:75,000
WGS 1984 UTM Zone 15 N - M.Slater 5/2014



CUP-14-00052: Conditional Use Permit for the National Ecological Observatory Network site
Located at 2060 E 1600 Rd

Lawrence-Douglas County Planning Office
April 2014

Subject Property

N
W E
S

ITEM NO. 4 CONDITIONAL USE PERMIT; METEOROLOGICAL TOWER; 2060 E 1600 RD (SLD)

CUP-14-00052: Consider a Conditional Use Permit for a 116' tall meteorological tower with a 10' antenna for monitoring and collecting atmospheric, soil and water data, located at the University of Kansas Field Station, 2060 E 1600 Rd. Submitted by National Ecological Observatory Network [NEON], for University of Kansas Endowment Association, property owner of record.

STAFF PRESENTATION
Ms. Sandra Day presented the item.

APPLICANT PRESENTATION
Ms. Liz Wright, NEON, thanked staff for their work. She provided background information on NEON. She said NEON was working to construct a continental scale ecological observing network to look at the impacts of climate change, land use change, and invasive species on local ecology. She said the site proposed in Lawrence was part of a network for the Prairie Peninsula Domain.

Mr. Ed Martinko, Kansas Biological Survey, said it was an important project and that he had been working with the National Science Foundation for more than 10 years in planning and reviewing the establishment of this network. He said he was excited about the possibility that the field station would be the site of this tower because it would provide the opportunity to look at a variety of scientific type of information that would be available to the public.

PUBLIC HEARING
Mr. Richard Haig, Chair of Airport Advisory Board, said the position of the tower did not affect any of the approaches to the airport. He said the Airport Advisory Board voted unanimously in favor of the item, with conditions. He said the current tower was proposed to come down at the same time the NEON tower was built. He said the existing tower was difficult to see from the ground or air and was not on any charts or registered with the FAA. He said the NEON tower would have a wide painted base and a light on the tower that would make it easier for pilots to identify.

Mr. Ed Young said he was approached by the University of Kansas to do an independent analysis of whether or not this would affect the aviation activity in the area. He said the report determined the tower would not affect the use and operation of the utility of the airport.

COMMISSION DISCUSSION
Commissioner Josserand asked if there was anything on the existing 500' tower.

Mr. Dean Kettle said the tower was constructed about 25 years ago for various types of atmospheric measurements. He said it had not received a lot of use recently. He said it was funded through the University of Kansas and the EPA.

Commissioner Josserand inquired about the biggest disaster so far with these sites.

Ms. Wright said there had not been any major issues.

Commissioner Josserand inquired about NEON.

Ms. Wright said NEON Inc was a 501(3)(c) non-profit that was managing the NEON project on behalf of the NSF.

Commissioner Josserand inquired about the possibility of more towers.

Ms. Wright said the design included one core tower per domain and the tower was sited in an area that was considered minimally developed. She said in this domain the tower was at the Konza Prairie Biological Station near Manhattan. She said each domain had two re-locatable towers that would remain in place 10-12 years and then moved somewhere else within the domain.

Commissioner Josserand asked if the core towers were more heavily instrumented.

Ms. Wright said no.

Commissioner Culver inquired about the duration of the Conditional Use Permit.

Ms. Day said there was no duration on the Conditional Use Permit in order to allow the University of Kansas to continue use of the tower after NEON decommissioned it.

Commissioner von Achen asked if the tower would be on the reservation or the Nelson track.

Mr. Martinko said it would be on the reservation.

Mr. Kettle showed on the overhead where the tower would be located. He said access would come down Snake Farm Road.

Commissioner Culver asked if there would be any impact on the Airport Master Plan.

Mr. Jonathan Becker, Secretary of Aviation Advisory Board, said the studies conducted helped the board to identify it as a low priority in terms of an extension of the runway. He said the board would be looking at the Airport Master Plan and the 400' extension of runway 01 would get a much lower priority in the plan.

ACTION TAKEN
Motioned by Commissioner von Achen, seconded by Commissioner Josserand, to approve Conditional Use Permit, CUP-14-00052, for a 116' tall meteorological tower with a 10' antenna for monitoring and collecting atmospheric, soil and water data, located at the University of Kansas Field Station, 2060 E 1600 Rd, and forwarding to the County Commission with a recommendation for approval subject to the following conditions:

1. The height in the Planning Commission Report match FAA study of 116' for the tower and 10' for the lightning rod for a total of 126';

2. The Tower is lighted, Painted in conformance with FAA tower study and Kansas law; and

3. The old tower (500' away) comes down concurrent with the erection of the Neon Tower.

4. Provision of a revised site plan drawing to show the dimension of the proposed improvements to the nearest property lines.

5. The provision of a revised site plan that adds the following notes to the face of the drawing:

    a. *"A sign shall be posted on the tower or the exterior fence around the base of the tower with the name and telephone number of the tower owner/operator."*
    b. *"Use of this tower shall be limited to meteorological equipment only and will not be allowed for use by telecommunication providers."*
    c. *"If the ownership/operation of the tower changes the property owner (KU) shall notify planning staff to update the appropriate records.*
    d. *This tower may not be used private communication carriers unless a new CUP has been submitted for review and approval per section* 12-319-4.31 of the Zoning Regulations to include due notice to

property owners, public hearing by the Planning Commission and approval by the County Commission.

Unanimously approved 9-0.