In Partnership with:

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Waymakers Payroll, Human Resources and Accounting Software RFP

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Request for Proposal Overview

In our mission to serve the community through our non-profit organization, we recognize the critical importance of transparency, efficiency, and compliance in our financial and HR operations. To further our commitment, we are issuing this Request for Proposal (RFP) to procure a comprehensive software solution that meets the needs of our organization across Payroll, Human Resources (HR), and Accounting functionalities. These sets of software will not only streamline our financial processes, but also enable precise time tracking and grant code allocation, while freeing our staff from task-oriented manual efforts.

The enclosed REQUEST FOR PROPOSAL (RFP) and accompanying Product Requirement Specifications are for your convenience in submitting an offer for the enclosed referenced products and services:

Payroll & Human Resource Software

Accounting Software

We know that many solutions provide a subset of the requirements listed in this document and welcome proposals from providers that excel in a subset of the requirements that can be combined and used in tandem with other third-party services.

Waymakers is very conscious and extremely appreciative of the time and effort taken to submit an offer.

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Executive Summary

Waymakers is an Orange County nonprofit organization committed to building safer communities by helping individuals make their way through conflict and crisis to a place of strength and stability. Waymakers has been empowering both individuals and families throughout Orange County for more than 50 years. Waymakers staff design innovative and individually tailored programs that focus on long-term wellbeing, each year providing more than 100,000 members of our diverse communities with opportunities that guide positive and lasting change.

We currently employ over 350 individuals who provide services that include sheltering children and young adults, supporting crime victims, counseling youth and their families, resolving conflicts and educating communities. Our sector faces significant challenges when it comes to staff recruitment and retention. Many factors contribute to this, including lack of technological tools needed that can positively influence the work life quality for those in the organization.

Waymakers most recent update to software was in 2018. The current solution encompasses accounting and an in-house payroll; the software does not have HRIS functionality. The current software is inadequate for the size, funding structure, and complexity of this growing e agency. Waymakers seeks a software solution or combination of solutions to replace the current system, including a transition to outsourced payroll service and addition of HRIS capabilities to reduce manual workflows and bridge gaps with software-automated passive communication.

In our pursuit of operational excellence, our non-profit organization recognizes the pivotal role that technology plays in achieving our mission. As we embark on the journey to acquire comprehensive software solutions that encompasses Payroll, Human Resources (HR), and Accounting, it is essential to lay a solid foundation for this endeavor. We have combined these searches into one RFP in order to provide all potential vendors with a comprehensive understanding of our needs. Our initial priority is a Payroll and HRIS platform(s), with a subsequent transition of our accounting software. The compatibility of these platforms with accounting software is paramount and will be a primary factor in the decision making process.

This document outlines the functional and technical product requirements that will guide our selection process, ensuring that the chosen software not only meets, but exceeds our organization's needs and expectations.

Scope of Work

This RFP outlines the scope of work and key objectives for a software solution, encompassing functionalities and features that meet our product requirements necessary for our Payroll, HR, and Accounting departments to improve the efficiency and effectiveness of our internal operations.

We seek qualified vendors with demonstrated track records in serving non-profit organizations. Evaluation criteria include experience, financial stability, references, and client success stories.

In considering solutions consisting of two or three separate platforms for Payroll, HR, and Accounting, it is paramount that these platforms seamlessly integrate with one another. The integration of these systems is essential to ensure the flow of accurate, real-time data across departments and functions. It will enable our organization to streamline processes, eliminate data silos, and enhance overall efficiency. A unified and integrated system will empower us to efficiently track employee time, allocate grant codes, manage payroll, and generate financial reports with precision. Moreover, this integration will not only simplify administrative tasks but also enhance data accuracy, compliance, and reporting capabilities, ultimately facilitating a holistic and strategic approach to our financial and HR operations. Therefore, we are looking for a software solution that not only excels in each individual aspect but also excels in its ability to work harmoniously as a unified system, ensuring that we achieve the highest level of operational efficiency and mission impact.

Detailed functional and technical requirements for Payroll, HR, and Accounting are specified in the Appendices of this document. At the highest level, these requirements are focused on precise time tracking, grant code allocation, and robust reporting capabilities. A software solution must accomplish the following three specifications:

1. The selected software(s) will be able to provide a dedicated support team to our organization. A call center or general help desk may be part of the system, however a direct line to a person or team of people who know our account is essential.
2. The selected payroll software must cater to the unique needs of government-funded non-profit organizations, which often require precise allocation of employee time to various grant codes for compliance and financial reporting purposes. The software should feature robust time-tracking and allocation capabilities, enabling employees and administrators to accurately record their time against specific grant codes, programs, and projects. Correspondingly, it is essential that these codes be offered in multiple categories as reportable fields in the system so that reports can be reviewed and submitted to third parties without access to the system; labor allocation reports will need to be customizable and offer the ability to report on multiple fields for cost allocation purposes. It must support the creation of customizable, grant-specific categories, and provide real-time reporting and validation to ensure adherence to grant-specific regulations that translates labor hours into cost. The system should also have the capability to generate payroll reports that categorize labor costs by grant code, simplifying grant management and auditing processes. Additionally, the software must comply with relevant government accounting standards, ensuring transparency and accuracy in financial reporting for grants.
3. In addition to robust payroll software functionality, we seek an employee self-service portal that empowers our staff to efficiently and accurately manage their time tracking and record-keeping needs. This portal should serve as a user-friendly, intuitive interface for employees to log hours worked, submit time-off requests, and access essential HR and payroll information. The portal should provide clear and easy-to-use tools for employees to code their time to specific grants or projects, ensuring precise allocation without excessive manual effort. It should also facilitate the efficient retrieval of pay stubs, tax documents, and benefits information. Additionally, the portal should support real-time access to work schedules and, where applicable, integrate with relevant HR and accounting systems to minimize duplication of data entry efforts. Overall, the self-service portal should optimize staff time utilization, liberating personnel from

time-consuming manual tasks and promoting a streamlined, paperless, and employee-centered approach to time tracking and HR record-keeping.

4. The self-service portal must tie into a comprehensive HRIS module or software for administrative use. The HRIS system should offer reporting on employee data and demographics in a variety of categories, document storage, and include customizable reportable fields in addition to standard fields. The HRIS system should also include electronic workflows involving multiple managers and administrators with the option to customize documents and record compliant, traceable electronic signatures from individuals. Onboarding, offboarding, and employee changes should be managed seamlessly within a single system.
5. The Accounting system must demonstrate a commitment to precision and data fidelity, as it plays a pivotal role in our organization's financial operations, grant management, and regulatory compliance. The Payroll system should provide data outputs that are consistent, accurate, and fully compatible with a selected Accounting software and reporting tools. This includes the seamless integration of payroll data into an accounts payable system, ensuring that vendor payments, tax withholdings, and other financial transactions are executed without error. In addition, the accounting system must support comprehensive reporting capabilities, allowing for the generation of detailed financial reports that reflect labor costs categorized by grant codes and projects. These reports should be easily accessible and exportable to various file formats, facilitating both internal financial analysis and external reporting to government agencies and grantors. Furthermore, the payroll system should adhere to recognized accounting standards and data integrity best practices to maintain the highest level of trustworthiness in our financial records. The successful vendor should commit to providing data outputs of the utmost fidelity to fulfill our accounting and reporting requirements accurately.

The comprehensive functional and technical requirements (see: Appendices) will serve as the roadmap to a more efficient, transparent, and impactful future for our non-profit organization. We eagerly await proposals that not only meet these requirements but also showcase innovative solutions that can drive our mission forward. Together, we can make a difference in the lives we touch and further the goals we hold dear.

Proposal Guidelines and Instructions

Vendors should follow the submission process and adhere to the specified deadline for proposal submission outlined in this document. The contact information for inquiries is also provided.

Waymakers requires that prospective vendors to:

- Disclose any third party outsourced partnerships that may be part of the proposal, including the role and terms of such partnerships.
- Disclose any potential conflicts of interest.
- Disclose pending litigation or other factors that might impede implementation of the contract.
- Be prepared to make a presentation to the selection committee.
- Upon request, be prepared to provide written responses to additional questions.

To facilitate a transparent and effective proposal submission process, we have established the following guidelines for prospective vendors. All proposals should be submitted in electronic format by the specified deadline, and they must include the following:

Cover Letter: A brief cover letter introducing your organization, highlighting your experience with non-profit clients, and expressing your interest in partnering with our organization. Be sure to include how your software meets our core requirements and the needs of government-funded non-profit organizations like ours.

Technical and Functional Proposal: A comprehensive document outlining how your software solution aligns with our requirements, including detailed descriptions of the system's capabilities, features, and customizability.

Pricing Proposal: Pricing for 350 employees, as well as 500 employees so we can gauge cost with potential growth. A detailed breakdown of all costs associated with the implementation and ongoing support of the software, including licensing, setup, training, any additional fees, and customization costs.

References: Contact information for 3 references, two of which must be non-profit organizations of similar size you have served in the past and available for a reference call, enabling us to verify the quality of your work and client satisfaction.

Implementation Timeline: A proposed timeline for the software implementation, including key milestones and potential overlaps with other phases if applicable. Please include an explanation of software transition, configuration, testing, migration, and optimization plans.

Training, Onboarding, and Support: A comprehensive plan for staff training and onboarding to the platform, including historical records transfer. Include available resources for both onboarding and ongoing customer support.

Integration Capabilities: A list of available integrations with other software products.

Terms and Conditions: A document outlining your proposed terms and conditions for the contract, including any specific legal requirements, data security policies, and ongoing support agreements.

Compliance with these guidelines is essential to ensure a smooth evaluation process. We appreciate your attention to detail in preparing your proposal and look forward to considering your submission as we seek a partner who shares our commitment to excellence in service.

Software solutions covering one or more of the systems (such as a Payroll system with HRIS capabilities) are preferred. Vendors able to provide a subset of the requirements are encouraged to submit proposals. Waymakers is open to selecting multiple vendors in conjunction with one another provided adequate integrative capabilities are available.

Qualifications and Selection Criteria

Our organization is committed to selecting a vendor with the qualifications and capabilities necessary to deliver a software solution that aligns with our unique needs and mission. To this end, we have established a set of criteria to guide the vendor selection process. We seek qualified vendors with a demonstrated track record in serving non-profit organizations. Evaluation criteria include experience, financial stability, references, and client success stories.

1. Solutions will have a proven track record operating in non-profit organizations of a similar size (300-500 employees) with an understanding of the regulatory and compliance landscape governing our sector.
2. Solutions will have core capabilities for government-funded non-profit organizations.
3. Solutions will demonstrate proven, efficient, user-friendly platforms that will empower our staff and enhance operational effectiveness.
4. Solutions will demonstrate company financial stability and references from similar clients are essential to ensure a solid foundation for partnership.
5. Solutions will exhibit a commitment to data security, scalability, and continuous improvement.
6. Solutions will demonstrate the ability to integrate with other chosen systems and provide excellent customer support, which is crucial for a seamless implementation and long-term partnership.

As we seek a vendor who shares our values and is dedicated to our mission, these qualifications and selection criteria will guide the decision-making process, ensuring a successful and enduring collaboration.

Bid Evaluation Process

The Selection Committee, composed of Organization staff, will be responsible for evaluating the proposals. This team will evaluate all proposals received as specified. The Organization committee members, in applying the major criteria to the proposals, may consider additional sub-criteria beyond those listed. During the evaluation period, the team may elect to interview some or all the proposing companies. The individual(s) who will be primary contacts, if awarded, should be present at the oral interview.

Companies will be objectively evaluated based on their responses to the project scope outlined in the RFP. The written proposal should clearly demonstrate how the company could best satisfy the requirements of Organization. Respondents who are eliminated from further competition will be notified by the Organization as soon as practical.

The final selection will be the company that, in the Organization’s opinion, is the most responsive in meeting the Organization’s requirements. The Organization maintains the sole and exclusive right to evaluate the merits of the proposals received.

Waymakers reserves the right to amend this RFP, to cancel this RFP, and/or to make no award under this RFP. Waymakers reserves its right to eliminate an offer at any time for any reason. Waymakers reserves the right to make a full or partial award in response to this RFP.

At any time prior to the deadline for submission of bids, Waymakers may amend the offering documents by issuing addenda. Any addendum issued shall be part of the offering documents and shall be communicated in writing to all who have obtained the offering documents directly from Waymakers.

Waymakers reserves the right to withdraw, reduce the amount of award available, or to cancel any contract resulting from this procurement if adequate funding is not available. Any such change will be communicated in writing to appropriate parties.

Implementation Timeline

Waymakers anticipates vendor selection to take place during the remainder of 2023, with final selections and contract negotiations to take place in the first quarter of 2024. An ideal transition will be to configure the Payroll and HR systems beginning at the close of the first quarter 2024, followed by the Accounting system. We anticipate our implementation timeline to span 6 months, beginning in January 2024 and commencing in June 2024.

Each phase will optimize each system's performance before moving to the next phase, including comprehensive software configuration, system testing, historical record and data migration.

This phased approach allows for careful planning, thorough testing, and knowledge transfer between phases, minimizing disruptions to operations. It also ensures that each system can be fully integrated and tested before the next phase begins, leading to a successful and well-coordinated implementation. We anticipate the need for robust training for Payroll, HR and accounting staff, as well as ongoing support and address user queries.

References

Proposals must include three client references, and at least two must be available for a 15-minute conversation with a stakeholder. Two of the three references must be a non-profit organization, and all must have at least 200-300 employees in the system.

Evaluation and Selection Process

Vendor selection process will be phased. Written proposals will be accepted first. We will follow up with requests to product demonstrations and meetings to field questions and address specific concerns and live reference checks.

Vendors are encouraged to submit written proposals as soon as possible. We are prepared to begin system evaluations immediately.

Written proposals will be evaluated during the month of December. Vendors whom we select to move forward in the process will be contacted for custom product demonstrations to senior staff members so that we can see in real-time how the product will serve the specific needs of our organization.

Client references will be checked during the final phase of vendor selection.

Submission and Deadline

Digital submissions should be emailed in a single document to:
rfp@waymakersoc.org.

To be considered, written proposals must be submitted by November 30th, 2023.

Contact Information

Questions about this RFP and submissions can be sent to rfp@waymakersoc.org

Appendices

Functional & Technical Requirements Overview

The software solution we seek must not merely address the essential features for managing Payroll, Human Resources, and Accounting, but it must also serve as a strategic enabler for our non-profit's growth and mission fulfillment.

To that end, these requirements encompass a broad spectrum of functionality that includes everything from precise time tracking and efficient grant code allocation to streamlining administrative tasks, enhancing reporting capabilities, and seamlessly integrating with existing systems. We understand that the success of our non-profit is interwoven with the effectiveness of this software solution, which will have far-reaching implications, both in terms of operational efficiency and our ability to allocate resources for maximum impact.

On the technical front, the software we select should adhere to the highest standards of security, scalability, and data integrity. It should be able to integrate seamlessly with our existing systems and provide a user-friendly experience for our staff. The technical requirements outlined in this document will serve as the blueprint for ensuring the software's compatibility with our existing infrastructure and its readiness to adapt to future technological advances.

A. Payroll Software

FUNCTIONAL REQUIREMENTS

1 Payroll

1.1 **Payroll Management**

The solution allows configuring advanced salary rules to provide for unique salary configurations tied to specific government contracts.

The solution allows for creating custom grant codes for any type of earning types, including splitting wage earnings between multiple grants. The earning type(s) will be available for all employees on all payroll runs.

The solution provides a batch generation option to generate the payslips of all employees who fall in the same salary structure.

1.2 **Automatic Synchronization**

The solution automatically sync hours worked, breaks, time-off, and benefits deduction into payroll from the time tracking module.

The solution provides a detailed breakdown of labor costs by labor codes. It allows for capturing and analyzing data by department, location, position, and custom labor codes.

1.3 **Support for Multiple and Custom Salary Rules**

The solution allows using salary rules to create different salary structures for employees and calculate salary components to support wages allocated across multiple grant codes.

The solution provides a detailed breakdown of labor costs by labor codes. It allows for capturing and analyzing data by department, location, position, and customizing labor codes.

The solution allows assigning and calculating different pay rates based on multiple positions, matching the needs of a specific compensation strategy.

The solution provides support for FLSA overtime pay regulations for relevant employees.

1.4 **Pay Previews**

The solution automatically calculates all local, state, and federal payroll taxes to the appropriate agencies on the company's behalf.

1.5 **Prorate Payments**

The solution automatically determines an employee's start date and prorated their first payment. If an employee receives a raise in the middle of a pay period, administrators can manually calculate the extra amount to add to the payroll to accommodate the salary increase.

1.6 **Multiple Payment Options**

The solution provides employers with flexible payment options such as checks, direct deposit, pay cards, and more to process salaries.

1.7 **W2's and 1099s**

The solution can calculate compliant amounts for garnishment withholding and automatically deducts the garnishments from the employee paycheck. It may also support remitting payments to the appropriate agencies.

1.8 **Workers Compensation**

The solution can calculate workers' compensation premiums, debit the total amount from accounts, deposit money collected, and file reports, when due, on the company's behalf.

1.9 **Benefits Deductions**

The solution can calculate employee's benefit deductions into payroll.

1.1 **Automated Tax Filing**

The solution automatically calculates all local, state, and federal payroll taxes to the appropriate agencies on the company's behalf.

1.11 **Journal Entries**

The solution provides self-balancing accounts that summarize payroll data by a general ledger account and includes assets, expenses, and liabilities to confirm a balanced journal entry before exporting to any accounting system.

1.12 **Lifetime Accounts**

The solution has provision for lifetime accounts that provide employees' access to documents, such as pay stubs and W-2 forms after leaving the company.

The solution retains historical records and logs changes whenever an update is made to an employee's personal record, such as name or address change.

1.13 **Pay Stubs Creation**

The solution allows generating pay stubs as a part of employees' paycheck to provide information about mobile access, deductions, breakdowns, wages, and taxes.

1.14 **Payroll Reporting**

The solution allows generating reports for payroll history, bank transactions, contractor payments, paid time off, tax payments, and more.

1.15 Garnishments

The solution can calculate compliant amounts for garnishment withholding and automatically deducts the garnishments from the employee paycheck. It may also support remitting payments to the appropriate agencies.

1.16 Accounting Systems Integration and Synchronization

The solution can integrate with accounting software to sync payroll data and expenses.

The solution automatically syncs payroll, or has capabilities to export the appropriate fidelity of data into an external accounting software platform.

2 Compensation Management

2.1 Compensation Management

The solution provides an electronic process to set and manage employee compensation and total rewards packages.

The solution allows HR administrators to view each employee's information and make salary changes

The solution offers automated rules to process compensation-related events, such as new hires, transfers, promotions, and terminations. It can run accurate compensation plans automatically.

The solution can automatically update payroll when a compensation plan is complete. Compensation is awarded based on the effective date.

The solution should automatically send notifications to designated personnel whenever changes are made within the system. Additionally, it should generate a change report that facilitates management review and audit of all modifications and updates made within the system.

The solution allows combining multiple grant codes to an employee's compensation, whether salary or hourly, depending on the configured rules based on the job profile and other attributes.

The solution allows creating organization-branded compensation statements that provide employees with information on the total value of their compensation plan in a single view.

The solution allows employers to provide personalized letters to employees outlining reward decisions and explaining the reasons behind them.

2.2 Compensation Reporting

The solution provides tools to generate reports by consolidating compensation-related data such as compensation amount, payroll amount, job title, performance, etc.

3 Benefits Management

3.1 Benefits Administration & Enrollment

The solution allows administrators to add plan details into the employee portal for managing the coverage for employees, their dependents and beneficiaries, and automate the process of next open enrollment for the entire company. Administrators can view a detailed roll-up of benefit elections at the plan and option levels.

The solution allows administrators to manage the eligibility rules for benefits and compensation with calculation support and rate tables.

The solution provides the ability to monitor employee eligibility status, publish enrollments for employees, and end coverage for employees who are no longer eligible.

The solution enables administrators to create rules to ensure employees are presented with the benefits plans they are eligible to enroll, including the ACA benefits.

The solution provides information about each of the available benefit plans and allows employees to compare and choose between the benefit plans, make changes, and review their benefit choice on any device.

The solution allows employees to enroll into available benefits, as well as make updates to their life events directly within the benefits enrollment platform. It automatically updates the carriers and records throughout the application.

The solution allows administrators to make elections on behalf of employees via configurable role security privileges.

The solution provides alerts for potential penalties that an employer may be facing based on their coverage.

3.2 Benefits Synchronization

The solution allows benefits elections to synchronize with the employee's withholding and benefits deduction into payroll from the time tracking module.

3.3 Benefits Statements

The solution allows employees to access and review their consolidated benefits statements at any time. It offers a summarized description of all their current enrollment details.

3.4 COBRA Administration

The solution provides administrators with qualifying events and notification details about their COBRA coverage or when coverage ends. It auto-populates event dates and reasons for export.

4 Employee Self-Service

The solution offers an employee self-service (ESS) portal for employees to maintain records, manage personal information, access pay stubs, track time, etc.

4.1 Personal Details

The solution allows employees to maintain their personal information such as family information, marital status, DOB, gender, dependent details, bank details, ID or license details, certification details, and more.

The solution allows for the keeping of historical records and logs changes whenever an update is made to an employee's personal record, including employee address and demographic information.

The solution provides an electronic process to facilitate collecting employee withholding certificates, such as when a W4 form needs to be submitted, as required for compliance with government regulations.

The solution allows for tracking and monitoring of employee document expiration dates, including but not limited to driver's licenses and auto insurance. It should have the capability to store this data, generate automated reminders to staff as expiration dates approach, and provide reporting functionality for easy access to expiration date information.

The solution sends notifications whenever changes are made.

4.2 Employee Time Cards

The solution allows for employees to track hours worked in real time

The solution offers a digital time punch application for employees to clock time in and out using a self-service portal available in multiple formats, including web browser and mobile

The solution allows timesheet or timecard entries to record the time worked

The solution allows multiple time tracking options that include a punch in or out on the employee self service portal, a physical time clock integration, timecard, timesheets, etc.

4.3 Benefits Election and Enrollment

The solution allows employees to self-enroll into benefits plans, including healthcare and 401k/403(b), directly during the onboarding process or later. It automatically updates the annual costs in real-time.

The solution allows notifications and communications to employees regarding plan options, open enrollment periods, and timelines for selecting benefits packages.

The solution allows employees to access and review their consolidated benefits statements at any time. It offers a summarized description of all their current enrollment details.

The solution allows employees to make updates to their life events directly within the benefits enrollment platform. It automatically updates the carriers and records throughout the application.

The solution allows for notifications to administrators whenever changes are made by employees

The solution automatically syncs employee benefit contribution payroll deductions to payroll

4.4 Leave Requests

The solution allows employees to update their own availability, request time-off, track leave balances, view schedules, and view time off policies.

The solution allows employees to submit new time-off requests for approval and check the status of any previous requests.

The solution allows a system for managing employee time requests through an electronic approval process, routing employee requests to the appropriate HR team member and/or supervisor.

4.5 Pay Stub Access

The solution allows employees to access year-end tax forms and their pay stubs that include start date, end date, earnings, deductions, taxes, and net pay. Employees can download and print pay stubs when required.

The solution allows for the archiving of historical paystubs in their original format as they were at the time of issuance, enabling HR/Payroll staff to retrieve these paystubs at a later date when necessary.

4.6 Manager/Supervisor Self Service (MSS) Portal

The solution offers a manager self-service (MSS) portal that allows managers to access and manage PTO approval workflow, team member contact info, etc.

4.7 Expense Requests

The solution allows employees to enter and keep track of their business expenses on managed company cards, including uploading support documentation via the employee portal.

4.8 Company Policy and Employee Handbook Documents

The solution allows employees to access and view all company documents, such as policies and handbooks, via the employee portal.

The solution should provide a feature that allows staff to electronically sign or indicate their acknowledgement of receipt, and it should record this acknowledgement in their individual profiles.

The solution allows defining retention policies to make sure documents are retained for the proper amount of time.

4.9 Security and Compliance

The solution maintains a record of administrative and user actions and generates a report on such activities.

The solution covers all the Fair Labor Standards Act (FLSA) required compliance processes by setting fair wages, tracking employee time, monitoring overtime, correctly classifying employees as either exempt or nonexempt, and following labor laws. Employers can set a pay rate for each employee, enter regular and overtime hours, and access historical payroll information to view time and pay records.

The solution covers all the Family and Medical Leave Act (FMLA) required compliance processes by tracking real-time employee requests and absences, automatically determining eligibility for federal, state, and company leave requirements, and flagging action items such as policy violations, potential FMLA cases, and time-off requests. It offers FMLA-related medical certification forms, customizable disciplinary action letter templates, and an automated system determining sick time, vacation, and FMLA eligibility.

The solution encrypts all types of idle data at rest, such as relational databases, file stores, backup copies of databases, etc. using various encryption technologies.

The solution allows defining privileges by assigning user roles and control access to records with different levels of data sharing. Administrators can create custom user roles with various authorization levels to control access granted to different categories of employees for viewing information in the system.

The solution provides regulatory requirements across jurisdictions to stay compliant with key HR regulations like GDPR, OSHA, FLSA, FMLA, EEO, various state and local laws, etc.

5 Time and Attendance Management

5.1 Time Tracking Methods

The solution offers multiple time tracking options that include a punch-in on the employee self-service portal, a physical time clock integration, timesheets, time tracking, and tracking work performed.

The solution must integrate grant management to link employee time to the appropriate grant fund code with the ability to split time and compensation across multiple grant-funded projects.

The solution maintains compliance with all applicable overtime laws, including supporting night shift and cross-midnight work schedules, and calculating overtime across such shift changes accurately.

Employees can clock in/out and record time electronically via the employee self-service portal on a variety of devices, including mobile.

The solution allows employees to punch in or out to record the work hours using their mobile phones.

The solution must automatically enforce state, federal and local labor laws for overtime, sick leave, breaks and flags any time records that are non-compliant.

The solution may offer attendance enforcement features like mobile-app check in with geolocation or QR codes to help ensure employees are physically at the work site when clocking in.

5.2 Overtime Tracking

The solution tracks employee work hours and automatically indicates if an employee is overtime and codes time with customizable overtime rules.

The solution has the ability to customize time card rules with automated alerts so employees are notified when approaching overtime or logging unapproved hours.

5.3 Timesheets Management

The solution automatically records all logged timesheet transactions and lets managers review and edit timesheet data and authorize pay. Employees can access their timesheets to edit and add comments.

The solution allows managers to review and approve hours submitted by employees.

The solution allows managers to monitor employee hours through interactive tracking of logged time at any point of the pay cycle, as well as review past submitted timesheets.

The solution fully integrates with other systems. Approved hours sync seamlessly to payroll, and calculations for PTO or any benefits deduction are done automatically.

The solution allows creating, assigning, reviewing, and deploying tasks to individual employees and departments for the purpose of grant claims. Each task can be associated with specific projects, and then qualified resources can be assigned to it.

The solution allows managers to generate the timesheet details of each of their employees to generate reports. The reports can be exported to an external location in multiple file formats.

5.4 Absence Management

The solution allows configuring employee tracking accruals of separate and combined types of leaves such as PTOs, holidays, sick leaves, maternity leaves, paternity leaves, bereavement leaves, disability leaves, non-PTO absences, etc.

The solution provides a dashboard to have an overview of leave requests sent by employees to their manager. The manager can see all the leave requests sent in different time periods like today, the current month, and all requests.

The solution enables managers to approve or deny leave requests from the portal and also allows taking actions directly from the email or mobile notifications.

The solution should include features that streamline and automate the process for managing employee leaves of absence, such as automated communication, correction of timesheets, tracking of benefit costs and receivables, and related tasks to ensure efficient management of employee leaves of absence.

5.5 Scheduling and Shift Management

The solution generates and publishes schedules across departments, locations, and projects. Schedules can be created using a daily at-a-glance view or on a weekly basis. Employees can request shift changes.

The solution should include the ability to set up employees on an alternative workweek schedule (such as 4/10s) so that the system automatically checks against that schedule and calculates overtime and accruals accordingly.

The solution provides a snapshot view for the managers to view the team members' approved leaves, holidays, pending leave requests, etc.

The solution allows managers to generate and publish schedules across departments, locations, and projects. Schedules can be created using a calendar with daily at-a-glance view or on a weekly basis.

The solution will send notifications and shift reminders in real-time. Employees receive alerts whenever the schedule changes.

6 Expense Management

6.1 Expense Tracking and Requests

The solution allows employees to enter and keep track of their business expenses via the employee portal.

The solution provides a mobile application to capture or scan receipts, enter an expense, import transactions from credit cards, calculate mileage, etc. It also allows managers to approve and reimburse from a mobile device.

The solution allows sending automatic reminders to employees who have not submitted expense requests.

6.2 Digital Receipt Management

The solution provides various methods to capture receipts digitally and automatically parse receipts to create expense report entries.

6.3 Expense Approvals

The solution allows admins to review expense reports and approve requests. It can also be preapproved based on the rules defined in the system.

7 Document Management

7.1 Document Records

The solution provides a central repository to store all company documents and files. These documents can be attached to the employee records or other functional areas for immediate access.

The solution lets organizations create, upload, and store their policies and employee handbooks into the system.

The solution allows administrators to restrict access to sensitive documents so that users can view or modify files based on their role, team, and document type.

The solution allows users to search and retrieve relevant documents using filters within the document repository.

The solution allows sharing of company documents such as employee handbooks, benefits information, and more.

The solution allows users to categorize, update, retrieve, change, and print/export documents and files.

7.2 Automatic Generation of Tax Documents

The solution generates the required tax documents, such as I-9’s, W-4’s, 1099s, etc. and automatically calculates the required taxes. The administrators also have the provision for filing them.

7.3 Employee Records

The solution offers employee profile records to provide a comprehensive view of an employee. It records the employees' basic information and key data.

The solution facilitates collecting employee withholding certificates during onboarding or when a form needs to be submitted.

The solution allows for the keeping of historical records and logs changes whenever an update is made to an employee's personal record.

8 Payroll Reporting

8.1 Dashboard Builder

The solution provides access to several standard views, combining data across all areas of the platform with drill-down capabilities on every view.

The solution allows for creating dashboards from scratch and setting the parameters that are specific to unique business requirements. It allows combining multiple reports, tables, and charts into one or more dashboards and linking them together through common filters.

The solution allows adding configurable graphical visualization and then presenting the Payroll data using a variety of chart options, such as pie chart, bar chart, etc.

8.2 Custom Reports

The solution provides an intuitive interface to create custom reports by pulling data from multiple areas of the Payroll platform that are tailored to meet unique requirements.

The solution provides a catalog of standard reports across payroll, time and attendance, talent management, core HR, and more based on an organization's requirements.

The solution allows for creating custom filters to drill-down into reports to analyze the data.

8.3 Reports Export

The solution allows exporting reports in various formats, including XLS, CSV, and PDF, to share with external stakeholders.

8.4 Reports Scheduling

The solution allows scheduling reports at specified intervals. The reports can be sent out directly to selected individuals.

The solution will support custom date ranges to account for varying fiscal or calendar year requirements for reporting.

8.5 Project Labor Expense Tracking

The solution allows tracking the project progress against grants to ensure labor is on target with budget, planned hours, and results.

8.6 Workforce Forecasting

The solution allows for creating labor forecasts using a combination of historical payroll data and future budgeting, so the company can create planning scenarios for forecasting and organizational changes. It also predicts the factors, costs, and impact of employee wage and budgeting needs.

9 Integrations

9.1 Cross-Department Software Integrations

The solution allows for integration with other software systems used by the non-profit, such as payroll and HR software, to ensure data consistency and efficiency.

The solution allows for compliance with data protection laws and regulations to safeguard sensitive financial and personal information.

9.1 **Payroll Register Data Transfer**

The solution integrates easily with the payroll register for exporting data with the required robust fidelity needed for accounting purposes and to prepare claims.

The solution allows for an accurate flow of data from recorded time spent in order to charge to one or more funds.

9.3 **Accounting Integration**

The solution allows for the integration of exporting payroll data, enabling seamless processing of payroll expenses and ensuring accurate financial reporting via data import, API, or journal entry upload

The solution ensures the fidelity of data exported from Payroll provides the necessary level of detail in order to allocate labor expenses and codes to specific grants, ensuring they are linked to the appropriate funding sources.

The solution can allocate employee wages to multiple grant codes.

9.4 **Human Resources Data Synchronization**

The solution automatically synchronizes data to automatically update an employee's record across other functions such as HR, benefits, scheduling, payroll, etc. in real-time whenever any update is made to their record.

The solution allows creating electronic forms within the system to capture and update information.

B. Human Resources Software

FUNCTIONAL REQUIREMENTS

1 Recruitment and Applicant Tracking (ATS)

1.1 **Hiring Pipeline**

The solution allows a configurable workflow to create a custom recruitment and hiring pipeline to support the entire process.

The solution has Applicant Tracking System (ATS) functionality supporting candidate tracking and profiles through different stages of recruiting, application and hiring.

1.2 **Job Listing Creation**

The solution allows an easy process to create listings for open positions by hiring managers through web-based forms.

The solution allows for an easy administrative review and approval process of submitted job listings.

The solution may also allow for saving job templates to use for future job openings.

1.3 **Job Posting**

The solution allows an easy process to distribute open positions to leading and niche job boards, allowing for administrators to choose specific job boards.

The solution may also allow for recruiting integrations for automatically posting open positions to select websites and third party job boards.

1.4 Applicant Relationship Management

The solution allows for accepting resumes online from multiple sources at a single entry point.

The solution allows recruiters to screen and parse resumes by filtering applications based on predefined criteria.

The solution will allow for an easy direct online application process.

The solution allows for organizing candidates to be scored and screened so qualified candidates are passed on to hiring managers.

The solution may also allow for automated filtering of unqualified candidates based on predefined criteria.

The solution may also allow for automated email updates to the candidates to keep them informed of the status of their applications.

1.5 Background Screening

The solution allows integrating background and specialized screening results directly in the system in order to generate compliance reports.

2 Hiring & Onboarding

2.1 Interview Management

The solution allows recruiters to create, edit, and manage interview schedules. Integrations to other calendaring services (e.g. Google Calendar, Outlook Calendar, Microsoft 360, etc.) should be supported.

The solution allows easy scheduling of candidate interviews.

2.2 Offer Management

The solution allows for recruiters to manage, track and report on the entire offer process, from sending offers to candidates to job acceptance.

The solution allows for generating offer letters from customizable templates with the ability for offer acceptance to be e-signed and returned electronically by the candidate.

The solution allows for the ability to create custom documents and add attachments to offers as an integrated part of the hiring workflow.

2.3 Onboarding Process

The solution allows for a simple process to move new hires from recruiting to onboarding to avoid rekeying data.

The solution offers customizable configurations to align the onboarding workflow according to unique business requirements.

The solution allows new employees to complete and e-sign forms, documents and policies electronically.

The solution allows new employees before their first day the ability to access and complete all the necessary paperwork.

The solution provides a customizable checklist of tasks that the new hire is supposed to complete during the onboarding process.

The solution may also allow embedding documents, multimedia, and welcome messages to provide personalized experiences in the onboarding workflow.

2.4 Compliance

The solution allows the company to ensure compliance with hiring laws and duration of record retention, including provisions for record retention, storage security, privacy access, and expiration for both active and inactive employees.

The solution allows for collecting employee withholding certificates during onboarding or when a W-4 form needs to be submitted, in compliance with government regulations.

The solution offers configurable forms and workflow approvals to help stay EEOC/OFCCP compliant and automatically store reasons for non-selection, flow logs, hire/offer logs, and more.

3 Employee Administration

3.1 Employee Lifecycle Tracking

The solution allows maintaining employee data with customizable reporting abilities for all required fields of an employee's work history in the organization, such as different roles and responsibilities an employee has taken, appraisals he/she underwent, and other stages of employment for analysis of the employee performance.

The solution allows configuring workflows to automate HR-related processes and key employee events such as promotions, department/team transfers, terminations, or any specific approval processes, maintaining a log/audit trail of changes in real time.

The solution allows managing employee requests, route employee requests to the appropriate HR team member, and enables employees to find answers through a searchable knowledge base.

The solution offers an internal collaboration platform for employees to communicate and collaborate across departments seamlessly, with role-based permissions to control access to sensitive data.

The solution allows administrators to view and manage employee's benefits elections and enrollment, allowing employees to self-enroll into benefits plans, including healthcare and 401k directly during the onboarding process and later during open enrollment periods.

The solution allows administrators to define various termination reasons used by an organization to ensure a smooth termination process and a mutual understanding between the organization and employee.

The solution allows for the company to meet and maintain termination and offboarding compliance requirements for audit purposes.

3.2 Office 360/Microsoft Teams Integration

The solution can integrate with Microsoft Teams, including access to documents, resources, and OneDrive, to communicate, store files, or automatically set up a work email account for new hires.

3.3 Employee Records

The solution offers employee database records to provide a comprehensive view of an employee. It records the employees' basic information, direct reports, and key data.

The system provides for high availability through means such as redundant backup servers, cloud nodes, or other methods.

The solution allows exporting HRIS data in various formats such as XLS, CSV, PDFs, etc.

3.4 Real-Time Data Synchronization

The solution automatically synchronizes data to automatically update an employee's record across other functions such as HR, benefits, scheduling, payroll, etc. in real-time whenever any update is made to their record.

The solution allows creating electronic forms within the system to capture and update information.

3.5 Real-Time Notifications

The solution provides real-time notifications for employee changes or requests or whenever an action needs approval.

4 Benefits Management

4.1 Benefits Administration

The solution allows administrators to add plan details into the employee portal for managing the coverage for employees, their dependents and beneficiaries, and automate the process of next open enrollment for the entire company. Administrators can view a detailed roll-up of benefit elections at the plan and option levels.

The solution should offer seamless integration capabilities with benefit carriers, allowing automatic feeds of enrollment and un-enrollment data, alleviating the need for manual enrollment and un-enrollment by HR staff. The system should also provide open connectivity to our broker for real-time visibility and collaboration in benefits administration.

The solution provides specific dashboards to monitor employee eligibility status, publish enrollments for employees, and end coverage for employees who are no longer eligible.

The solution automatically calculates the Affordable Care Act (ACA) eligibility for full-time employees based on average hours. It provides visibility into the average hours' calculations that determine whether an employee qualifies as full-time according to ACA regulation.

The solution can automate the management of Evidence of Insurability (EOI) by first enrolling the employee in the guaranteed issue amount, then bumps them to the elected level, and updates the payroll deduction once the EOI is approved.

The solution allows administrators to view and manage employee's benefits elections and enrollment, allowing employees to self-enroll into benefits plans, including healthcare and 401k directly during the onboarding process and later during open enrollment periods.

The solution provides real-time analytics on benefits enrollments, healthcare plan choices, including employee metrics regarding the decisions, enrollment preferences, the engagement of different employees, and employee populations.

The solution provides administrators with qualifying events and notification details about their COBRA coverage or when coverage ends. It auto-populates event dates and reasons for export.

The solution allows administrators to make elections on behalf of employees via configurable role security privileges.

The solution enables administrators to create rules to ensure employees are presented with the benefits plans they are eligible to enroll in, including the ACA benefits.

The solution should incorporate safeguard options to prevent employees from erroneously enrolling in or making changes to their benefits outside of qualifying events or open enrollment periods, and include strict access controls and validation checks to ensure compliance with enrollment eligibility criteria.

The solution provides alerts for potential penalties that an employer may be facing based on their coverage.

5 Payroll Integration

5.1 Payroll System Compatibility

System is compatible with chosen Payroll system(s) via direct sync, API, or simple import/export data upload including but not limited to: Payroll deductions, employee rate changes, onboarding and offboarding notifications, etc.

C. Accounting Software

FUNCTIONAL REQUIREMENTS

1 General Requirements

1.1 General Requirements

The solution provides all the functions of an effective finance management system for a non-profit company in a cloud-based system

The solution provides a method for the allocation of expenses to specific grants, ensuring that financial transactions are linked to the appropriate funding sources and remaining funds are easily tracked and reported on

The solution is built for managing government funding, or has demonstrated success managing such funding in similarly-situated organizations

The solution allows for real-time financial monitoring and reporting, enabling timely decision-making and grant utilization tracking.

The solution allows for role-based access control, ensuring that only authorized personnel can access sensitive financial information and perform financial transactions.

In addition to the Chart of Accounts, the solution provides for the ability to categorize or "tag" transactions using at minimum four (4) additional reportable fields

1.2 Transaction Processing

The solution enables allocation of revenues and costs through journal entries and other standard accounting entries accurately tracking individual transactions to system reports

The solution allows for a customized approval process prior to a transaction posting to the general ledger

The solution allows for the automated creation of recurring transactions

1.3 Month and Year End Closing

The solution is able to provide information in the form of month-ending or year-ending financial statements immediately.

The solution supports "closing the books" on accounting periods on an account-by-account basis.

The solution is able to open and close the books on an account within a fiscal year on an account-by-account basis, both on an annual and monthly basis in order to manage multiple funding periods within a fiscal year.

The solution provides a soft close of books, preventing postings to a closed account.

The solution allows for the managing of funds across multiple years.

1.4 Financial Statements

The solution provides standard financial reports such as Balance Sheet, Income Statement/Profit and Loss, Statement of Cash Flows, etc.

The solution is able to run standard financial reports at varying degrees of granularity, showing and hiding subaccounts, filtering, date ranges, etc.

The solution is able to save custom views of standard financial reports for future reporting

1.5 Bookkeeping and transaction recording

The solution is able to provide daily transaction recording from multiple users simultaneously without overloading the system or producing version conflicts

The solution allows for the option to import transactions from a wide variety of financial institutions and credit card providers, including First Republic Bank

1.6 Integrations

The solution is able to integrate with Payroll software to ensure ease of data transfer from the payroll register.

The solution is able to integrate and reconcile with adjacent softwares, including our current platform Bloomerang used for fundraising development.

1.7 Implementation and Data Import

The solution has a straightforward method of importing historical data from existing system

1.8 Account Reconciliation

The solution allows for the reconciliation of bank statements and financial accounts, facilitating accurate financial reporting and fraud detection.

The solution has an easy-to-use workflow to reconcile balance sheet accounts, including bank accounts

2 Accounts Payable

2.1 Vendor Management

The solution allows for a master file for all vendors to drive the rest of the functions in Accounts Payable.

The solution has the ability to store vendor information, including name, address, tax identification numbers, contacts, W-9 and insurance information

2.2 Invoice Approvals and Purchasing Controls

The solution allows an accounts payable workflow, ensuring invoices are reviewed and approved prior to payment, timely payments are made to vendors and service providers while maintaining a clear audit trail independent of cash release workflow

The solution provides a centralized purchase process and controls for purchase orders issued by anyone in the organization, either general PO or web-based e-procurement.

The solution allows for efficient requisition and purchasing, ensuring correct coding and backup.

2.3 Expense Management

The solution integrates employee expense requests of business expenses via the employee portal, including scanned receipts, transactions from credit cards, and logs manager approvals to process expenses.

The solution provides a mobile application to capture or scan receipts, enter an expense, import transactions from credit cards, calculate mileage, etc. It also allows managers to approve and reimburse from a mobile device.

The solution allows sending automatic reminders to employees who have not submitted expense requests.

2.4 Digital Receipt Management

The solution provides various methods to capture receipts digitally and automatically parse receipts to create expense report entries.

2.5 Expense Approvals

The solution allows admins to review expense reports and approve requests. It can also be preapproved based on the rules defined in the system.

2.6 Payable Reporting Analysis

The solution provides payable analysis to reduce the risk that any flaws found can recur in the future.

The solution is able to report on approval workflows to satisfy audit requests

The solution allows for standard reporting expected in an accounts payable software such as aging reports, outstanding bills, payment schedules, etc.

2.7 Payment Posting Check Writing

The solution allows for printing checks and issuing electronic payments within the system

The solution allows for recording checks and electronic payments occurring outside the system

The solution allows for a customizable approval process for check requests ensuring correct coding and backup, and controls

The solution should support the creation of multiple accounts payable (AP) batches for check payments concurrently for review and processing by multiple staff.

The solution allows for check request approvals with data entry synced for reconciliation with bank and credit card accounts.

The solution allows for multiple approvers for cash release in a workflow independent of invoice approval

2.8 1099 Reporting and Processing

The solution provides a straightforward method or workflow for compliant 1099 reporting

The solution provides the ability to directly file electronically 1099s with federal and state agencies, or proves a method for export to other software for doing the same

3 Accounts Receivable

3.1 Customer/Donor Management

The solution allows for a master file for all customers and donors to drive the rest of the functions in Accounts Receivable.

The solution has the ability to store customer information, including name, address, tax identification numbers, contacts, contracts, and other information

3.2 Invoicing and Cash Receipts

The solution provides a workflow for invoicing third parties and an ability to match receipts with open invoices

The solution should help in recording and monitoring all types of cash transactions.

The solution provides various methods to capture receipts digitally and automatically parse receipts to create expense report entries.

The solution allows for an expense approval workflow that documents expenses.

The solution integrates with expense requests and approval processes from the employee self-service portal to record UPO, Check Requests and Employee reimbursements.

3.3 Recurring and Deferred Revenue Management

The solution should be able to manage the repeated revenue from the organization.

The solution provides a method for automatically allocating deferred revenue and making corresponding entries to the general ledger

3.4 Grant Funding Management

The solution allows for robust funding management of government grants.

The solution meets the requirements for claims matched to staffing structure on a fund-by-fund and project-by-project basis.

The solution allows for the allocation of expenses to specific grants, ensuring that financial transactions are linked to the appropriate funding sources.

The solution should allow for the organization to manage the claims process to each fund.

The solution allows for contract reference tracking and management capabilities.

The solution allows for programs to make claims on multiple funding sources.

The solution allows for program-level management through a chart of accounts.

The solution allows for the creation and maintenance of comprehensive grant accounts, including grant code, grant name, funding source, and available budget information.

The solution has grant and contract management capabilities for the specific needs of non-profit organizations built into the system.

The solution offers a platform built for Government Funding.

4 Fund and Project Accounting

4.1 Grant Tracking

The solution allows for the allocation of expenses to specific grants, ensuring that financial transactions are linked to the appropriate funding sources and budgets are adhered to

The solution should organize funding, grant and donor information for tracking, reporting and audits.

The solution should track grants that come with specific guidelines and compliance requirements.

4.2 Fund Reporting

The solution ensures fund and grant account reporting with the ability to create reports with differing levels of details for funding sources

The solution allows for no less than three levels of tagging levels to cover the entire chart of accounts.

4.3 Project Management

The solution should assist in budgeting, planning, and grant management on a project-by-project basis.

The solution allows for multiple grant funding sources.

The solution allows for program management through a chart of accounts and at minimum 3 additional reporting fields.

5 Tax

5.1 Tax Recording and Documentation

The solution allows for compliance with tax laws and regulations, including the generation of tax reports and support for tax filings.

The solution allows for donor recording and automatically produces tax documents to donors, in compliance with requirements for non-profit organizations.

5.2 Auto Tax Calculator

The solution should compute taxes by inputting income and relevant tax rates.

The solution should ensure accurate taxation and exemption requirements for a non-profit.

5.3 Multiple Tax Rates

The solution should store multiple tax rates.

5.4 Regulatory Requirements

The solution should help to meet regulatory requirements.

6 Financial Reporting and Analytics

6.1 Custom Reporting

The solution allows for the custom creation of financial reports that are compliant with government grant reporting requirements, such as income statements, balance sheets, and cash flow statements based on filtering reportable fields in the system.

The solution allows for customization of financial reports to meet the specific reporting requirements of government grantors and stakeholders.

The solution enables users to run on-demand reports with custom criteria and save custom reports as templates within the system.

The solution allows exporting of data from custom reports in various formats such as XLS, CSV, PDFs, etc.

6.2 Automated Reporting

The solution allows for the automatic generation of financial reports that are compliant with government grant reporting requirements, such as income statements, balance sheets, and cash flow statements.

The solution should help in distributing reports with custom criteria to visualize data.

The solution allows for the creation of savable templates for making custom reports.

6.3 Balance Sheet

The solution should provide a view of assets and liabilities.

6.4 Profit & Loss Reports

The solution should provide a summary of revenues and expenses.

The solution allows all revenue and expenses to be tracked against specific projects and funding sources.

6.5 Cash Flow Statements

The solution breaks down cash and cash equivalents entering and exiting a company into operating, investing and financing activities.

6.6 Budgeting & Forecasting

The solution should help compare budgets with costs.

The solution provides a method for running forecasts and scenario-planning.

6.7 Depreciation Reports

The solution should provide a depreciation report of the fixed assets of the organization.

The solution allows for the management of fixed assets, including depreciation calculations and tracking of asset values over time.

The solution offers the option to automate depreciation entries according to a custom schedule.

6.8 Custom Fields, Filtering, and Drill Down

The solution should provide drill down capabilities from any report to view corresponding transactions and see any inconsistencies in the report at all levels.

The solution allows the ability to categorize or "tag" transactions using at minimum 3 fields in addition to the Chart of Accounts for report filtering.

6.9 Embedded Analytics

The solution should offer embedded analytical tools which help draw inference from raw data and reduce the need to export data for use in other software.

7 Records Management and Audit Trail

7.1 Document Management

The solution allows the import of financial data from various sources, including payroll and grant tracking systems, to facilitate accurate and efficient financial record-keeping.

The solution enables users to manage the importing of digital documents, such as PDF, XLS, CSV, MS Office, etc. for document storage and transaction backup.

The solution allows exporting of data in various formats such as XLS, CSV, PDFs, etc.

7.2 Document Repository

The solution can store files in a repository so that files can be readily accessed and archived.

In addition to the Chart of Accounts, the solution provides for the ability to categorize or "tag" transactions using at minimum four (4) additional reportable fields, compatible for our use cases of: Fund, Year, Program, Site.

7.3 Grant Application Tracking

The solution allows for the tracking and management of Grant Application tracking in order to generate reports on application processes.

7.4 Project Planning

The solution should help with project planning and control, including scheduling, staffing and funding.

The solution allows for projections and allocations accurately from data synced from Payroll.

7.5 Resources Allocation

The solution provides real time resource utilization by job title or employee, with capabilities to view by day, week, month or year to allocate appropriate resources to projects, sites and funds.

7.6 Audit Trail

The solution allows for audit trail functionality, which logs all financial transactions and changes to financial records, ensuring transparency and accountability.

The solution can log administrative and user actions, and report on the logged items in order to support auditing.

8 Integrations

8.1 Cross-Department Software Integrations

The solution allows for integration with other software systems used by the non-profit, such as payroll and HR software, to ensure data consistency and efficiency.

The solution allows for compliance with data protection laws and regulations to safeguard sensitive financial and personal information.

8.2 Payroll Integration

The solution allows for the integration of payroll data, enabling seamless processing of payroll expenses and ensuring accurate financial reporting via data import, API, or journal entry upload.

The solution ensures the fidelity of data imported from Payroll provides the necessary level of detail in order to allocate labor expenses and codes to specific grants, ensuring they are linked to the appropriate funding sources.

The solution can allocate employee wages to multiple grant codes.

8.3 Employee Files

The solution integrates to maintain a repository for everything related to an employee's paycheck and earnings.

The solution integrates and synchronizes with employee payroll records to ensure accurate flow of data from recorded time in order to charge to one or more grant funds.

The solution allows for ease of data transfer from the payroll register.

The solution allows for customization of funding requirements for claims matched to staffing structure.

The solution allows for automatic updates when changes are made to employee records, including pay rate, withholdings, grant and labor codes.

8.4 **Human Resource Management**

The solution integrates easy tracking of HR related information, such as needed for preparing claims and audits.

8.5 **Payroll Register Data Transfer**

The solution integrates easily with the payroll register for importing data with the required robust fidelity needed to prepare claims.

The solution allows for an accurate flow of data from recorded time spent in order to charge to one or more funds.

8.6 **Labor Funding Claims Integration**

The solution allows for reporting on custom labor distribution and allocated salary costs by fund numbers across multiple funds and projects from the Payroll system.

The solution allows for processing claims to funds matched to staffing structure.

The solution provides wage reconciliation with clear records of authorization of an employee's allocation of time recorded to one or more grant codes, ensuring record keeping can be used in review processes and audit confirmation per program and fund.

8.7 **Payroll Check Writing**

The solution assists in payroll check writing, including processing quick checks.

The solution allows for a pre-check payroll audit.

The solution supports an approval process prior to printing.

The solution flags abnormal checks, flags negative checks, prints exception lists for all pay rate changes.

The solution allows for the voiding or reprint of selected checks.

D. Technical Requirements

TECHNICAL REQUIREMENTS

1 Vendor Qualifications and Requirements

1.1 **Professional Services and Maintenance**

Does the vendor offer software implementation services, including solution evaluation and installation, to minimize the on-premise expertise required to implement the solution?

Does the vendor offer maintenance contracts for supported software to ensure that updates, upgrades, and maintenance services are regularly received?

Does the vendor offer customization services, including the creation of custom reports, views, dashboards and configurations to ensure the unique use cases of the company are met?

1.2 Training

Does the vendor provide training and onboarding to the platform, either on-site or on-line? Are there any additional costs for training?

Does the vendor offer ongoing user training and support, such as a 30/60/90-day post-implementation plan to ensure that staff members can effectively use the software and resolve any issues that may arise? Is additional training or instructions available to help configure and use various features and functionalities of the product as needed?

Does the vendor offer in-product help and suggestions within the application to help the user get started using the product?

Does the vendor offer accessible live technical support and 24/7 help to be able to address off-hour issues? This may include Chat and Instant Message, Email, Phone, or Ticketing Support.

1.3 Implementation

Does the vendor ensure smooth and supported implementation to deploy the platform with a dedicated project team? What is the time frame?

Does the vendor ensure historical data can be loaded onto the new platform?

Does the vendor include a test environment process and procedures once the service has been installed to ensure smooth implementation prior to going live company-wide?

Does the vendor offer customization services, including the creation of custom reports, views, dashboards and configurations to ensure the unique use cases of the company are met?

2 Platform Security

2.1 Data at Rest Encryption

Does the vendor ensure compliance with data protection laws and regulations to safeguard sensitive financial and personal information?

Does the vendor encrypt all types of idle data at rest, such as relational databases, file stores, backup copies of databases, etc. using various encryption technologies?

Does the vendor have a robust data storage and management model to ensure network security, data loss prevention (DLP), infrastructure maintenance, backup and disaster recovery procedures?

Does the vendor have procedures in place to restore the system within reasonable downtime in the event of an incident, along with a business continuity plan?

2.2 Controlled Access

Does the vendor define privileges by assigning user roles and control access to records with different levels of data sharing, such as, administrators can create custom user roles with various authorization levels to control access granted to different categories of employees for viewing information in the system?

Does the vendor offer configurable SSO to provide automatic access to the users without prompting them to sign-in separately if they have already authenticated themselves into the corporate identity management system?

Does the vendor offer two-factor authentication for all the users or a group of users using various methods like security questions, one-time passcodes, security tokens, etc.?

Does the vendor maintain a record of administrative and user actions and generate a report on such activities?

2.3 Software Updates and Maturity

Does the vendor provide for regular software updates and maintenance to ensure that it remains up-to-date and continues to meet the core requirements, as well as offer improved features?

Does the vendor offer configurable SSO to provide automatic access to the users without prompting them to sign-in separately if they have already authenticated themselves into the corporate identity management system?

3 Fault Tolerance

3.1 Backups and Snapshots

Does the vendor provide tools and aid within the system to create routine data backups and point-in-time snapshots to protect against data loss?

Does the vendor provide tools to aid in the restoring of system data from a backup or snapshot to facilitate recovery?

4 Integrations and Extensibility

4.1 Systems Integration

Does the vendor offer a wide variety of integrations? These may include:

- 401(k) Integration - The solution can integrate with 401(k) providers, such as Guideline, CoPilot, Human Interest, etc. to automate 401(k) deductions on each pay run.
- Accounting Systems Integration - The solution can integrate with accounting software, such as Xero, QuickBooks, FreshBooks, Autobooks, etc. to sync payments and expenses.
- Applicant Tracking Systems Integration - The solution can integrate with applicant tracking systems, such as Lever, Greenhouse, JazzHR, etc. to transfer and save hiring documents, import new hires details, and automate the new hire paperwork.
- Background Screening Platforms Integration - The solution can integrate with background screening software, such as AssureHire, GoodHire, Sterling, Checkr, etc. to use the employment screening services.
- Benefits Carrier Integration - The solution can integrate with multiple insurance providers and automatically transfer files and employee premium deduction data to them via Electronic Data Interchange (EDI).
- Cloud Files Storage Systems Integration - The solution can integrate with popular cloud storage and synchronization systems such as Box, Dropbox, etc.
- CRM Systems Integration - The solution can integrate with popular CRM systems, such as Salesforce, etc. to set roles and permissions, update team configurations, and more.
- Data Export - The solution allows exporting data in various formats such as XLS, CSV, PDFs, etc. to use in other applications,
- Data Import - The solution allows importing bulk data using CSV or Excel files.
- Data Integration Platforms Integration - The solution can integrate with popular data integration platforms such as Zapier, Workato, etc.

- Employee Engagement Systems Integration - The solution can integrate with employee engagement software, such as Bonusly, Officevibe, Gifted, etc. to measure employee satisfaction and retain top performers.
- Enterprise Collaboration Platforms Integration - The solution can integrate with popular enterprise collaboration platforms such as Slack, Beekeeper, etc. to invite new hires, request PTOs, and more.
- ERP Systems Integration - The solution can integrate with ERP software, such as Oracle NetSuite, to leverage data in both systems.
- Expense Management Systems Integration - The solution can integrate with expense management software, such as Receipt Bank, Certify, Expensify, etc. to automatically sync expenses and payroll data.
- FMLA Administration Provider Integration - The solution can integrate with FMLA Administration providers, such as Leave Genius, that provides a go-to reference guide for leave laws, including over 500+ U.S federal, state, and municipal leave rules and over 150+ Canadian leave rules. It can automatically generate different leave forms, calculate employee's leave eligibility, and keep compliant with the Family and Medical Leave Act (FMLA).
- G Suite Integration - The solution can integrate with G Suite, a set of Google applications, including Gmail, Docs, Drive, and Calendar, to communicate, store files, or automatically set up a work email account for new hires.
- Office 365 Integration - The solution can integrate with Microsoft Office 365, including Word, Excel, PowerPoint, and OneDrive, to communicate, store files, or automatically set up a work email account for new hires.
- Performance Management Systems Integration - The solution can integrate with performance management software, such as Zugata, BetterWorks, Lattice, Appraisd, etc. to set goals for employees and provide them continuous feedback.
- Project Management Systems Integration - The solution can integrate with popular project management platforms such as Asana, Hive, etc. to monitor the progress of projects and individual tasks.
- Time-Tracking and Scheduling Systems Integration - The solution can integrate with time-tracking and scheduling software, such as Homebase, TSheets, Deputy, etc. to automatically import employee hours into the HRMS platform or schedule employees.
- Video Conferencing Platform Integration - The solution can integrate with video conferencing software, such as Zoom, Spark Hire, etc. to connect with candidates for a real-time video conversation, and hold meetings, including employee offboarding, or discuss changes.
- Workers Compensation Integration - The solution can integrate with worker compensation insurance providers such as AP Intego, to protect employees if an injury or illness happens on the job, and stay compliant in most states.
- WOTC Management Integration - The solution can integrate with Work Opportunity Tax Credit (WOTC) management providers, such as Equifax, HIREtech, etc. to simplify the Work Opportunity Tax Credit (WOTC) management process, identify more WOTC eligible employees, and capture more tax credits for the company.