

**Appendix A-2 – Expansion Phase Requirements, Revised**  
**RFP-ERP-2020**

## Requirements Matrix | Instructions

This requirements matrix is comprised of multiple tabs, and together they contain the full set of requirements for which SOH requires vendor responses.

Please respond to each and every requirement (even ones that appear redundant) as follows:

1. Indicate your response to each line item with an "X" in the appropriate "One Response per Requirement" column, according to the following labels and definitions:

Y = Yes, we meet this requirement out-of-the-box or with configuration capabilities provided within the software.

C = We can meet this requirement via customization/extension-- i.e., for a SaaS solution, the functionality would be provided by building an extension using platform as a service (PaaS) capabilities provided either by the vendor or a third party. (If this column is indicated, please provide an indication of High, Medium, or Low development complexity in the "Customization Complexity" column. Costs of all extensions/customizations by process/functional area should also be noted separately in your Pricing Response.)

3 = We can meet this requirement by partnering with another third party solution. (If this column is indicated, please provide the name of the third party product in the "Comments" column.)

F = We can meet this requirement with a future release of our software. (If this column is indicated, please provide the version and timing of the release in the "Comments" column.)

N = No, we cannot meet this requirement.

2. For each line item, note the name of the module that will handle the required functionality in the "Module/Solution" column, so that SOH can align your module pricing to the requirements.

<b>Core Requirements</b>	
<i>Tab</i>	<i>Topic</i>
<b>Appropriations</b>	Appropriations
<b>Budget</b>	Allocations
<b>Budget</b>	Budget Administration
<b>Budget</b>	Budget Development: Base Budget/Rollover/Versions
<b>Budget</b>	Budget Development: Functionality/Capability
<b>Budget</b>	Budget Development: General
<b>Budget</b>	Budget Document
<b>Budget</b>	Budget Forecasting
<b>Budget</b>	Budget Reporting: General
<b>Budget</b>	Budget Resource Planning
<b>Budget</b>	CIP Budgeting
<b>Budget</b>	General
<b>Budget</b>	Personnel Budget

Appropriations			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
1	Ability to track appropriations based on user-defined criteria	Appropriations								
13	Ability to perform and track various types of adjustments to authorized appropriations, across multiple years, including but not limited to the following:	Appropriations								
14	Ability to process adjustments retroactively, based on user-defined criteria	Appropriations								
15	Ability to enter appropriations through an user-defined template, with system-generated notifications (e.g., notification to budget specialist)	Appropriations								
16	Ability by authorized users to override appropriation control, and to track/review transactions which occur due to override	Appropriations								
17	Ability to reconcile allocations and appropriations, to monitor allocations levels versus appropriation levels, based on user-defined criteria (e.g., type of appropriation; general fund versus federal funds), to restrict release of allocations until final appropriation authority is approved	Appropriations								
18	Ability to track multi-appropriations balances at year-end to roll the appropriations balances forward to new fiscal year as opposed to enactment year	Appropriations								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
1	Ability to generate allocation documents to define the purpose of the allocation, rationale for allocation, guidelines for implementation, allocation of resources (i.e., how positions and funds are to be distributed by cost center and character), and additional user defined criteria	Allocations								
2	Allow for a designated program manager to complete the allocation documents	Allocations								
3	Allow for the draft allocation document to be routed for approval based on user-defined criteria	Allocations								
4	Ability to report on the timeline and current status of all stages of the allocation process, including but not limited to the creation and approval of allocation documents	Allocations								
5	Ability to maintain all completed allocated documents and make them available for read-only access	Allocations								
6	Ability to sort completed allocation documents by program, allocation number, program title, and other user-defined criteria	Allocations								
7	Ability to define required fields (e.g., cost centers) for the input of allocations into an expenditure plan	Allocations								
8	Produce a report of Program Managers based on user-defined criteria (e.g., current year)	Allocations								
9	Ability for approval by electronic signature and to designate final approval as defined by the SOH	Allocations								
10	Ability for program manager to initiate a subsequent allocation document and ensure the funds needed for allocation is available before issuing allocation document, and also reserve those funds so no expenditure plan or transfer can occur	Allocations								
11	Allow attachment(s) be added to the allocation document to provide additional information	Allocations								
12	Ability to compare appropriations to actual expenditures, based on user-defined criteria (e.g., to any level provided by budget detail)	Budget Administration								
13	Ability to track fund totals, appropriation totals, positions, expenditures, and revenues/receipts	Budget Administration								
14	Ability to compare authorized allocation authority to actual expenditures, based on user-defined criteria (e.g., to any level provided by budget detail)	Budget Administration								
15	Ability to support allocation transfers tracking over user-defined periods (e.g., over multiple years, over multiple fiscal years), based on user-defined criteria (e.g., by authority)	Budget Administration								
16	Ability to support allocation transfers (e.g., between characters or programs) tracking over user-defined periods (e.g., over multiple years, over multiple fiscal years), based on user-defined criteria (e.g., by authority)	Budget Administration								
17	Provide flexibility to accommodate future change to budget allocation at the sub-organization level either within another module or separately procured system, without requiring rework of the activities included in the scope of this procurement	Budget Administration								
18	Ability for authorized users to designate which budget "version" to use to create a base budget for the beginning of a budget development cycle	Budget Development: Base Budget/Rollover/Versions								
19	Ability to roll over base budget amounts each fiscal year, which can be further adjusted to reflect the enacted budget and other appropriation legislation	Budget Development: Base Budget/Rollover/Versions								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
20	Ability to drill down to a level of detail that accounts for all prior year adjustments	Budget Development: Base Budget/Rollover/Versions								
21	Ability to include and/or exclude accounts or budget items from the rollover process, and to specify amounts to roll over, based on user-defined criteria	Budget Development: Base Budget/Rollover/Versions								
22	Ability to identify adjustments to the base budget, based on user-defined budget categories (e.g., COLA, WSF, new or expanded program)	Budget Development: Base Budget/Rollover/Versions								
23	Provide version control capability	Budget Development: Base Budget/Rollover/Versions								
24	Ability to track requested, recommended and approved budget, and decision level, with the ability to rollover data from one budget version/stage to the next budget version/stage	Budget Development: Base Budget/Rollover/Versions								
25	Ability to track and display budget changes associated with each version, based on user-defined criteria	Budget Development: Base Budget/Rollover/Versions								
26	Ability to generate financial plans by organizational level (e.g. unit, section, branch, division, department/office based on user-defined criteria	Budget Development: Functionality/Capability								
27	Ability to generate financial plan templates based on user-defined parameters	Budget Development: Functionality/Capability								
28	Ability to develop budgets (e.g., expenditures), based on user-defined parameters (e.g., category, object, program structure, fund, item of appropriations, and organization structure) including, but not limited to, the following:	Budget Development: Functionality/Capability								
29	Ability for each organizational unit to develop and modify a budget at any level of the organizational structure and at any level of the program structure, throughout the budget development process	Budget Development: Functionality/Capability								
30	Ability to approve changes to the budgeted amounts in any budget version (e.g., development budgets, enacted budget), based on a user-defined process and audit trail	Budget Development: Functionality/Capability								
31	Ability to apply a percentage increase or decrease to a single or range of budget figures, based on user-defined criteria (e.g., organization structure, program structure, fund, appropriation)	Budget Development: Functionality/Capability								
32	Ability to distribute to a range of budget figures, based on user-defined criteria (e.g., proportionally based on percent of a whole), with maintenance of distribution calculations. Turnover Savings calculations	Budget Development: Functionality/Capability								
33	Ability to capture detailed budgeted revenues/receipts adjustments, by fund, by appropriation, by source of receipt, and by other user-defined parameters	Budget Development: Functionality/Capability								
34	Ability to calculate and optionally distribute adjustments (e.g., COLA, growth and population adjustments, employee compensation and retirement, and reimbursement rates), based on user-defined parameters	Budget Development: Functionality/Capability								
35	Ability to consolidate organizational unit budgets (e.g., expenditures, transfers, and revenues/receipts), actual and budgeted, at any level of the organizational structure, across organizational structures	Budget Development: Functionality/Capability								
36	Ability to establish budget revenues/receipts and transfers by source, by fund, by appropriation, by user-defined time period (e.g., fiscal year), by any level within the organizational structure, and by any other user-defined parameter.(NGF 37-47 reports.)	Budget Development: Functionality/Capability								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
37	Ability to develop budget revenue/receipt estimates, by fund, by appropriation, by source of receipt, and by other user-defined criteria	<b>Budget Development: Functionality/Capability</b>								
38	Ability to utilize and maintain data from multiple external sources (e.g., student enrollment projections, B&F Variance reports)	<b>Budget Development: Functionality/Capability</b>								
39	Ability to load financial plan templates to be used as the allocation	<b>Budget Development: Functionality/Capability</b>								
40	Ability to define entry worksheets based on user-defined criteria	<b>Budget Development: General</b>								
41	Ability to integrate user-defined entry worksheets with budget entry screens. (Including Program inputs on Trade off / Transfers / new requests)	<b>Budget Development: General</b>								
42	Ability to create and save personal configurations of the entry worksheet	<b>Budget Development: General</b>								
43	Ability to develop and save budgets based on any user-defined stage/version in the budget development cycle without impacting budgets for other stages/versions.	<b>Budget Development: General</b>								
44	(e.g., House could have HD1, HD2, etc. Senate could have SD1, SD2, etc. Conference could have CD1, CD2, etc.)	<b>Budget Development: General</b>								
45	Ability to record audit trail information (including user ID) when changes are made to budget information within a stage of the budget development cycle, based on user-defined parameters (e.g., by department, by version)	<b>Budget Development: General</b>								
46	Ability to record audit trail information when information is moved from one stage of the budget development cycle to another stage, based on user-defined parameters (e.g., by department, by version)	<b>Budget Development: General</b>								
47	Ability to analyze data at any stage of the budget development cycle, by user-defined level of detail (e.g., by any level within the SOH's organizational hierarchy; by account number; by account name/description), based on user-defined criteria	<b>Budget Development: General</b>								
48	Ability to produce user-defined budget documents (e.g., budget highlights at any level of the organization structure, fund condition at any level of the organization structure)	<b>Budget Document</b>								
49	Ability to export and merge data and text (e.g., budget narrative) for the production of budget documents	<b>Budget Document</b>								
50	Ability to produce and update the budget document and all reports, including supplemental reports and schedules, in a web-based format, which provides the ability to have pop-up screens and sidebars and to be downloaded by external users	<b>Budget Document</b>								
51	Provide annotation of changes and revisions for budget document narratives, based on user-defined criteria (e.g., system-generated changes; user changes)	<b>Budget Document</b>								
52	Ability to track and manage changes or revisions to the budget document narratives	<b>Budget Document</b>								
53	Provide a fully featured modeling function	<b>Budget Forecasting</b>								
54	Ability to perform "what if" budgeting modeling and analysis, at any user-defined level (e.g., individual employee, project, and program), for multiple user-defined criteria and parameters	<b>Budget Forecasting</b>								
55	Ability to forecast based on user-defined parameters	<b>Budget Forecasting</b>								
56	Ability to export and import budget forecasting data from and to external systems (e.g., demographics)	<b>Budget Forecasting</b>								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
57	Ability to assign effective dates to user-defined parameters (e.g., object detail), to create projections that support compounded increases or decreases, based on set value or percentage value, over multiple year budgets.	Budget Forecasting								
58	Ability to change projections at any time during the fiscal year, based on user-defined criteria (e.g., state economic forecasts), for user-defined parameters, including, but not limited to the following:	Budget Forecasting								
59	Ability to save an unlimited number of forecasting models, with assigned model owner, maintaining them for historical purposes.	Budget Forecasting								
60	Ability to produce and maintain multi-year, long range forecasts, for a minimum ten year period.	Budget Forecasting								
61	Ability to model across-the-board budget changes for revenue/receipt and/or expenditures..	Budget Forecasting								
62	Ability to generate summary and detail level projection reports, by user-defined criteria (e.g. B&F Org, Program ID, department/office, by user-defined time period, for user-defined parameters	Budget Reporting: General								
63	Ability to generate statements/reports/documents of budgeted expenditures, bonds, transfers, and revenues/receipts in comparison with prior years budgeted and actual expenditures, bonds, transfers, and revenues/receipts, based on user-defined parameters (e.g., as of given date, any level of the organization structure, object structure, by fund, by appropriation)	Budget Reporting: General								
64	Ability to generate statements/reports/documents of actual expenditures, bonds, transfers, and/or revenues/receipts by any level within the organizational structure, by appropriation structure, by program structure, by user-defined time period (e.g., current or prior fiscal year history; calendar year; multiple years; state and federal FY)	Budget Reporting: General								
65	Ability to generate statements/reports/documents comparing budgeted versus actual expenditures, bonds, transfers, or revenues/receipts by any level within the organizational structure, by appropriation structure, by program structure, by user-defined time period (e.g., current or prior fiscal year history; calendar year; multiple years; accounting FY, budget FY)	Budget Reporting: General								
66	Ability to generate statements/reports/documents comparing projected versus actual expenditures, reimbursements, loans, bonds, transfers, or revenues/receipts by any level within the organizational structure, by appropriation structure, by program structure, by user-defined time period (e.g., current or prior fiscal year history; calendar year; multiple years; accounting FY, budget FY)	Budget Reporting: General								
67	Ability to generate budget reports at any level within the organization (e.g. department, office, district, complex area, complex), by program structure, by project structure, by fund, by appropriation, by object code, by other user-defined criteria (e.g., any named version of the budget), including but not limited to the following information:	Budget Reporting: General								
68	Proposed budget (adopted, adjusted, multi-year), for user-defined period	Budget Reporting: General								
69	Actual revenues/receipts, encumbrances, expenditures and transfers, for user-defined period (e.g., Current YTD, inception-to-date)	Budget Reporting: General								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
70	Prior years actual revenues/receipts, encumbrances, expenditures, transfers, and percentage, for user-defined period	Budget Reporting: General								
71	Funding Transfers (including history), for user-defined period	Budget Reporting: General								
72	Encumbrances ( e.g., carry-over, accruals, multi-years), for user-defined period	Budget Reporting: General								
73	Fund Balance (e.g., changes over user-defined time period; loans outstanding)	Budget Reporting: General								
74	Accruals (e.g., changes over user-defined time period)	Budget Reporting: General								
75	Positions	Budget Reporting: General								
76	Budget Projections (e.g., revenues/receipts, expenditures, reimbursements, loans)	Budget Reporting: General								
77	Budget Forecasts	Budget Reporting: General								
78	Extrapolation, based on user-defined criteria (e.g., Straight line extrapolation based on YTD; straight line total encumbrance)	Budget Reporting: General								
79	Ability to print online comments entered at the budget line item level regarding purpose of budget request by any level within the organizational structure, with access (view/edit) to comments based on user-defined authorization	Budget Reporting: General								
80	Ability to generate allocation/allotment reports, for user-defined time period (e.g., quarterly), based on user-defined criteria	Budget Reporting: General								
81	Ability to generate position control reports, based on user-defined criteria (e.g., filled positions vs. budgeted; projected salary savings)	Budget Reporting: General								
82	Ability to generate budget revenue/receipt forecast reports	Budget Reporting: General								
83	Ability to generate a report that identifies all incremental changes between multiple versions of the budget or points in time, based on user-defined criteria	Budget Reporting: General								
84	Ability to generate an adjustment report that reconciles all adjustments to the enacted budget	Budget Reporting: General								
85	Ability to aggregate data for SOH-wide reports, based on user-defined criteria	Budget Reporting: General								
86	Ability to "lock out" organizational units or budget items, based on user-defined criteria	Budget Reporting: General								
87	Ability for "view only" access to organizational units and users during budget development and enactment processes	Budget Reporting: General								
88	Ability to define multiple document approval stages and track a record of the budget at each user-defined stage	Budget Reporting: General								
89	Ability to support distribution, publishing, and tracking of budget documents to external stakeholders	Budget Reporting: General								
90	Ability to accommodate multiple methods of budgeting, including but not limited to:	Budget Reporting: General								
91	Academic Plan (text-data merge with the Financial Plan)	Budget Reporting: General								
92	Program Budgeting	Budget Reporting: General								
93	Line-Item Budgeting	Budget Reporting: General								
94	Zero-Based Budgeting	Budget Reporting: General								
95	Performance-based Budgeting	Budget Reporting: General								
96	Ability to identify and distinguish federal and state funding sources, and to support the authorization process for receipt of federal funds, based on user-defined criteria (e.g., by program, by project)	Budget Reporting: General								
97	Ability to roll-up accounts based on user-defined criteria (e.g., across any level of the organization structure)	Budget Reporting: General								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
98	Ability to support budget changes required as a result of reorganization (within any level in the organization structure), consistent with changes (proposed or actual), to the accounting organization structure, based on user-defined effective date(s)	Budget Reporting: General								
99	Ability to perform calculations based on user-defined rules and guidelines, user-defined time periods, and user authorization level	Budget Reporting: General								
100	Ability to integrate carryover data with the budget process, including but not limited to budget planning, budget documents, and budget forecasting, based on user-defined criteria (e.g., add or remove "one-times")	Budget Reporting: General								
101	Provide word processing capability for entering narrative, using user-defined templates and based on user-defined parameters (e.g., user-defined limits on amount of narrative). This capability shall include but not be limited to:	Budget Reporting: General								
102	Formatting (e.g., bold, underline, font color)	Budget Reporting: General								
103	Spell Check	Budget Reporting: General								
104	Custom Dictionary	Budget Reporting: General								
105	Thesaurus	Budget Reporting: General								
106	Ability to download and upload budget narrative to word processing tools, while retaining original format	Budget Reporting: General								
107	Ability to maintain (store), print, download and/or upload budget information for all budget phases in various user-defined formats (e.g., MS Excel, MS Access, Adobe.pdf, .jpg, XML), based on user-defined parameters	Budget Reporting: General								
108	For general budget, support online access (in production environment) to historical budget and actual information, for a minimum of 3 previous bienniums, based on user-defined criteria	Budget Reporting: General								
109	Multi-Year display (two previous years, two current years, 4 planning years)	Budget Resource Planning								
110	Approval Workflow (for budget plans up until BOE submittal)	Budget Resource Planning								
111	Plan Phase Tracking (As budget plan moves through the various stages, we need the ability to report on and provide comparisons at each phase)	Budget Resource Planning								
112	Document Management for plan submissions and supporting documents	Budget Resource Planning								
113	Reports/Outputs for SOH leadership, BOE, Budget and Finance and the Legislature	Budget Resource Planning								
114	Provide ability to collect and process the data via the new electronic system and produce the Forms via a reporting function in a "pixel perfect" replication for State B&F as they require paper. Budget Plan Submissions for Budget and Finance and Legislature including (Form A, B, C, FF, BJ Tables and Variances). State of Hawaii B&F Budget Forms == <a href="https://budget.hawaii.gov/budget/budget-forms/">https://budget.hawaii.gov/budget/budget-forms/</a>	Budget Resource Planning								
115	Inquiries module (Inquiries to Budget office and responses)	Budget Resource Planning								
116	Ability to accommodate new submission requirements by Decision Making entities (BOE, GOV and/or Legislature may require budget plans to be submitted in various formats which may change from year-to-year)	Budget Resource Planning								
117	Provide ability to post web reports for public consumption	Budget Resource Planning								
118	Salary Projections	Budget Resource Planning								
119	Program Dashboards - KPI (Budget to Actual and Position Appropriated, Established, Filled, Vacant)	Budget Resource Planning								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
ID#	Requirements	Topic	Y	C	3	F	N		H / M / L	
120	Request bank, programs can develop future budget plans and decide which budget year they would like to submit them	Budget Resource Planning								
121	Provide budgeting functionality for CIPs	CIP Budgeting								
122	Ability to accommodate multiple methods of budgeting (e.g. Zero-based and Performance-based)	General								
123	Ability to support all user-defined phases of the budget cycle (e.g., BOE Request, SOH, Executive Budget, House Drafts, Senate Drafts, Conference Budget, Act) by user-defined parameters	General								
124	Ability to track budget changes during the budget development process, based on user-defined criteria (e.g., differences in funds/programs/revenues/expenditure amounts, by object of expenditure)	General								
125	Provide word processing capability for entering narrative, using user-defined templates and based on user-defined parameters (e.g., user-defined limits on amount of narrative)	General								
126	Ability to maintain (store), print, download and/or upload budget information for all budget phases in various user-defined formats (e.g., Google Sheets, Google Docs, MS Excel, MS Access, Adobe.pdf, .jpg, XML), based on user-defined parameters	General								
127	For general budget, support online access (in production environment) to historical budget and actual information, for a minimum of 7 previous biennium's, based on user-defined criteria	General								
128	Ability to load and perform salary and benefit compensation projections, based on user-defined criteria	Personnel Budget								
129	Provide budgeting capabilities, identifying and maintaining information related to positions	Personnel Budget								
130	Ability to use multiple criteria (e.g., COLAs; across the board adjustments; step increments; pay differentials; special pay; retention bonuses) to project compensation, based on user-defined parameters (e.g., classification, location)	Personnel Budget								
131	Ability to track and summarize positions based on any user-defined stage in the budget process and on any level within the organizational structure, based on user-defined criteria (e.g., certificated, classified, support services personnel, etc.)	Personnel Budget								
132	Ability for Programs to reconcile position control with personnel records from the HR System. Eliminate manual monitoring of position ceilings	Personnel Budget								
133	Provide a fully featured function for benefit and associated expense calculation based on user-defined criteria relevant to position attributes, incumbent employee attributes, and vacancy projections	Personnel Budget								
134	Provide real-time access and updates (to salary, pay differentials, recruitment and retention bonuses, and fringe benefits) relative to positions and its attributes, by user-defined criteria (e.g., bargaining unit, classification, location, program)	Personnel Budget								
135	Ability to project budgeted and adjusted salary and benefit projection (from YTD actuals or known pending adjustments) based on positions and other user-defined parameters	Personnel Budget								
136	Ability to allocate and track budget and actual personnel usage (appropriated, established, filled, vacant), by FTE, based on user-defined criteria (e.g. department, office)	Personnel Budget								
137	Ability to accumulate summary salary and wages information, based on user-defined format	Personnel Budget								

Budget			One Response per Requirement (Offeror Use Only)					Module / Solution	Customization Complexity	Offeror Comments
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138	Ability to allow authorized personnel to adjust budgeted amounts (for salaries and for benefits) by fund, by appropriation and by program resulting from: funding changes, additional allocations, to cover shortages, or for correction of errors made and provide a complete history and audit trail of all adjustments	Personnel Budget								
139	Ability to report on budgeted versus actual personnel expenditures, including but not limited to overtime expenditures, based on user-defined parameters	Personnel Budget								
140	Ability to determine/calculate position counts, full time equivalents, employee counts, and automatically adjust the counts when position changes and employee changes occur, based on user-defined parameters (e.g., by organizational unit, by fund, and by bargaining unit)	Personnel Budget								
141	Ability to report on actuals and to project future employer costs (e.g., state share of costs for social security, increases due to MOUs) for salaries and benefits for positions, based on user-defined criteria (e.g., percentage, flat rate per employee)	Personnel Budget								
142	Ability to calculate the lump sum payment due to staff upon retirement based upon user-defined criteria (e.g., age, leave balance, salary, and effective date of retirement)	Personnel Budget								