

Attachment B – Special Response Requirements

For each requirement, the Proposer must provide a concise, clear narrative response that describes how the proposed solution (the combination of software functionality and proposed services) will meet the requirement. Proposers should provide the narrative in Section 5 of the proposal.

B.1 Chart of Accounts

Current Use

Field Descriptions

The County uses all available fields within PAS for General Ledger Accounting and Cost Accounting. The following fields are used within the County:

1. Fund - The Fund tracks both the sources and uses of funds.
2. Sub-Fund - The Sub-Funds are the source of business rules and the Fund is a grouping of Sub-Funds.
3. Appropriation - The Appropriation is the level that the Board of Supervisors appropriate funds. Appropriations are 5 digit leading or trailing zero-filled codes. Appropriations can be rolled-up to Fund, Sub-Fund, and Department for reporting purposes.
4. Department - Department is a two digit leading or trailing zero-filled code. This is a required field in the coding string for all transactions and used for reporting appropriations. In some cases, the Department number may be different (depending on the interfaced application's need for Department string characters).
5. Organizational Cost Account (OCA) - The OCA is a breakdown of the Appropriation into a finer cut, similar to a division or budget unit. The OCA is a 6 digit leading or trailing zero-filled alphanumeric code. The OCA is a required field for all transactions. The departments create the OCAs.
6. Program Cost Account (PCA) - The PCA is a breakdown of the department. This is a 5 digit leading or trailing zero-filled alphanumeric code that is required for all transactions. The departments also create this code.
7. Function - Function is established based on the PCA, and is used for reporting of various financial reports as required by State of California.
8. Grant/Grant Detail - Additional cost accounting information is captured in the Grant and Grant Detail fields. These are established by the departments and are 6 digit zero-filled alphanumeric fields. There is no logical distinction between the complete numeric and the alphanumeric fields.
9. Project/Project Detail - Additional cost accounting information is captured in the Project and Project Detail fields. These are established by the departments and are 6 digit leading or trailing zero-filled alphanumeric fields. There is no logical distinction between the complete numeric and the alphanumeric fields.
10. User Codes 1, 2, 3, and 4 - Additional cost accounting information is captured in the User Code fields. These are established by the departments and are 6 digit leading or trailing zero-filled alphanumeric fields. There is no logical distinction between the complete numeric and the alphanumeric fields. The User Codes provide an additional level of detail below the PCA, and each is independent of the other. Departments establish these and they define their use specific to their department. Not all departments use the User Codes. User code 4 is specifically used to record equipment charges on timesheets to facilitate department billing.

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11. Object Levels 1, 2 and 3 - Object Level 3 is the object code detail level, 4 digits leading or trailing zero-filled. These are summarized to Object Level 2 and Object Level 1 for reporting purposes. Object Level codes are used for the P&L reporting. Note Object Level fields are required by State of California.
12. GL and GL-Sub Code - GL and Sub-GL codes are used for balance sheet reporting. Object level codes roll-up to the 3000 series of GL codes for the balance sheet.
13. Organization Code - The Organization Code was previously used for Governing for Results reporting, but is no longer required. Some departments may be using this field for cost accounting purposes.
14. Program Code - The Program Code is being used for Priority Based Budgeting, however, this has not been fully implemented within the County.

Transaction Processing

Entering a transaction requires the following information:

- Department
- OCA
- PCA
- Object Level 3 (or GL or Sub-GL)

This entered information will then generate the general ledger accounting string:

- Fund
- Sub-Fund
- Appropriation
- Function, Program Code, Organization Code
- GL and Sub-GL (Object Level 3)

The following fields are optional, used at the discretion of the departments:

- Grant/Grant Detail
- Project/Project Detail
- User Codes

Setup Considerations

When an OCA is created, the department associates this OCA with:

- Department
- Appropriation Year
- Organization
- Appropriation
- Fund

The setup can also define the:

- PCA

When the PCA is created, the department associates this PCA with:

- Department
- Appropriation Year
- Program
- Function

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The setup can also define the:

- Grant and Grant Detail
- Project & Project Detail
- User Codes

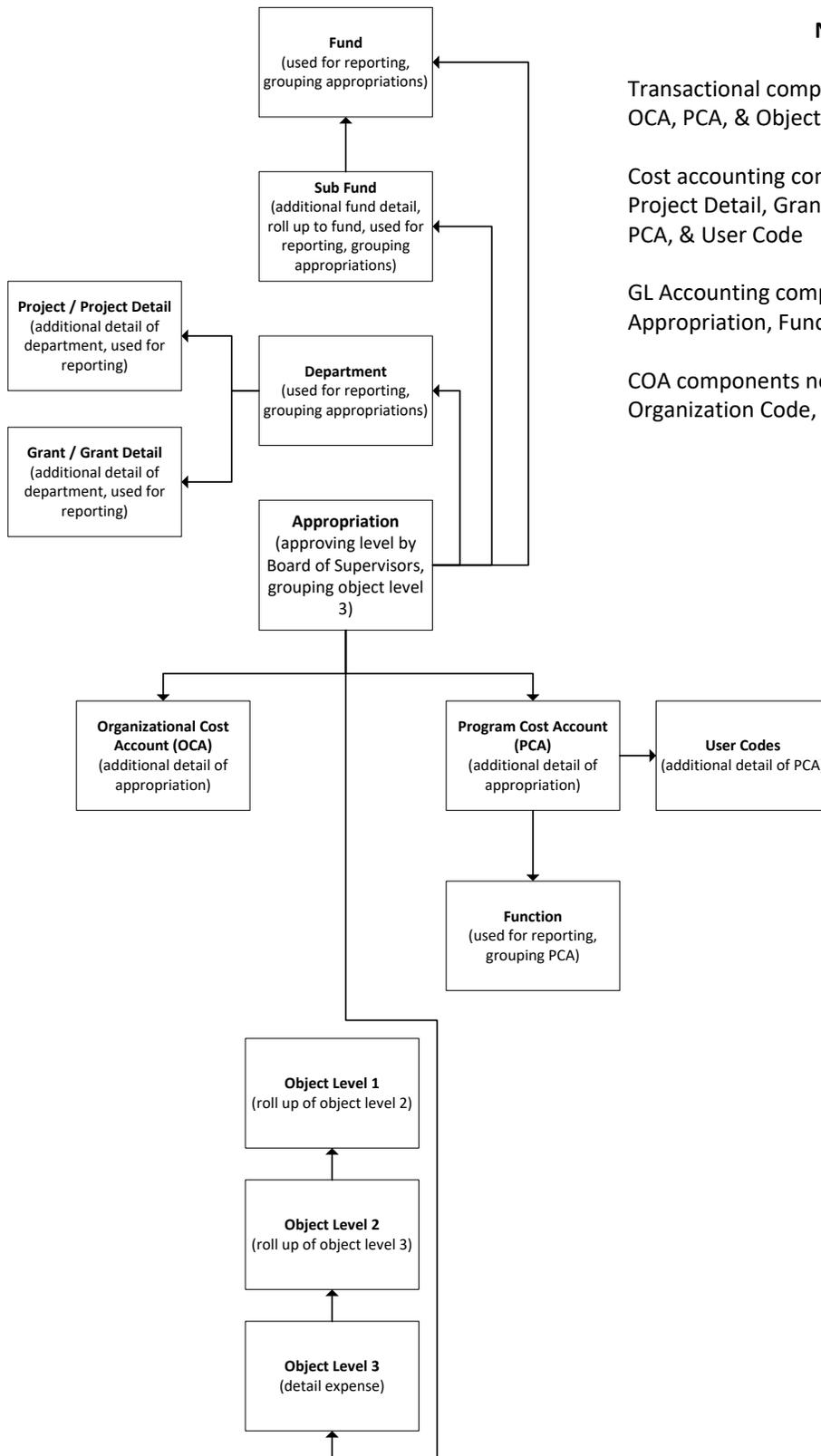
Use

The County has found that some departments are using all of this information to comply with grant reporting and to provide the appropriate supporting detail.

Pictorial View of Account Usage

Figure 1 depicts how the various fields are interconnected and used within Placer County.

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Notes:

Transactional components: Department, OCA, PCA, & Object Level 3

Cost accounting components: Project/ Project Detail, Grant/Grant Detail, OCA, PCA, & User Code

GL Accounting components: Fund, Subfund, Appropriation, Function, Object Level 3

COA components not in full use: Organization Code, & Program Code

Figure 1 – Account Usage

Response Requirements

B.1.1 - How do you propose handling this level of accounting detail in your system?

Proposer Narrative Response:

B.1.2 - Name the Chart of Account segments and how these segments have been used for agencies similar to Placer County. How many segments and characters are available in the Chart of Accounts?

Proposer Narrative Response:

B.1.3 - Are flexible fields available in the Chart of Accounts and/or options for grouping/defining Chart of Account segments for reporting purposes (reporting codes)?

Proposer Narrative Response:

B.1.4 – Describe how the COA is managed and maintained including system controls and security? In the vendor’s experience implementing the proposed solution/COA of agencies similar to Placer County, describe if the COA was centrally controlled by one department or if any department was allowed to create/maintain the COA.

Proposer Narrative Response:

B.2 Third-Party Payments

The County processes payments for numerous external (non-County) agencies (e.g. Sierra College, CalWIN, etc.). In addition, the County also processes payroll for some external agencies.

Response Requirements

B.2.1 - Please describe the Proposer’s experience interfacing a client’s system with outside agencies to process transactions on their behalf.

Proposer Narrative Response:

B.2.2 - Describe how the interfaces were/can be easily updated/maintained when new information (e.g. new Proposer) is coming from the outside agency to be processed.

Proposer Narrative Response:

B.2.3 - Describe how the Proposer proposes keeping the data specific to the outside agency on the County system.

Proposer Narrative Response:

B.2.4 - Describe how the transactions will be processed and recorded but not recorded against the County's general ledger.

Proposer Narrative Response:

B.3 Data Conversion

As part of this project, the County wishes to convert as much data as possible.

Response Requirement

B.3.1 - Please describe your experience converting data for similar size agencies with similar complexity. Include how many years were converted and what data the Proposer feels is most critical (e.g. transaction, summary, etc.).

Proposer Narrative Response:

B.4 Budget – Performance/Priority Based Budgeting

The County is in the process of implementing “Board” software (www.board.com) in order to transition to a performance/priority based budget methodology. The County may consider implementing a new budget solution provided by the Proposer, or one provided by a third-party if the Proposer has successfully implemented such software with their solution that meets the following criteria in addition to the stated requirements in the RFP.

Response Requirements

Performance/Priority Based Budgeting

B.4.1 - How does the solution define and use KPI/performance measurements? Are they non-calculating statistics or are they statistics that are part of calculations that can assist with the allocation of budget dollars? If they are part of a calculation describe how the KPI's/Performance measurements can assist with allocating budget dollars.

Proposer Narrative Response:

B.4.2 - If the Proposer has successfully implemented a third party software with strong Performance/Priority Based Budgeting, please describe the software and how it would meet the County's requirements.

Proposer Narrative Response:

Personnel Budgeting

The County currently uses PeopleSoft HCM for their HCM and personnel budgeting. The County may consider implementing the Proposers HCM solution.

B.4.3 - If the County choses to continue using PeopleSoft HCM, please describe how the Proposer's budget solution or the Proposers third-party budget solution will interface with PeopleSoft HCM.

Proposer Narrative Response:

Capital Budgeting and Budget Forecasting

To assist the County with future year budget forecasts, the Proposer's capital budget solution needs to include the ability to allocate future ongoing maintenance costs associated with a capital project.

B.4.4 - Describe how the Proposer's solution can assign ongoing maintenance costs associated with a capital project.

Proposer Narrative Response:

B.4.5 - Describe the variables and methods the Proposer's budget solution uses to forecast.

Proposer Narrative Response:

Internal Service Charges

The County allocates/charges from internal service departments to other County departments.

B.4.6 - Describe how the Proposer's budget solution can assist with creating the internal service allocation/charges.

Proposer Narrative Response:

B.4.7 - Describe the Proposer's budget solution for determining allocation/charge basis.

Proposer Narrative Response:

B.4.8 - Describe how the Proposer's budget solution includes charges between two or more internal service departments when creating the allocations/charges.

Proposer Narrative Response:

B.5 Cost Allocation

The County currently has a cost allocation module in PAS. It allocates Department “administrative expenses” to Divisions within a Department. The basis for the allocations can be set as a fixed percentage, labor hours, fixed rate, etc. The process is run monthly. Upon completion of the cost allocation process a journal voucher is created for staff to review. If approved the journal voucher is posted to the general ledger at the object 3 level. Current functionality has the “administrative expenses” (summed) allocated to one object level 3 in the Division receiving the allocation. The County desires as part of this project to have allocated expenses be more detailed in the receiving Division. As an example, full-time salaries being allocated would be in the full-time salaries object in the receiving Division; materials being allocated would in the materials object in the receiving Division.

B.5.1 - Please describe the vendors experience allocating costs.

Proposer Narrative Response:

B.5.2 - Please describe how the vendor proposes to maintain, at a minimum, the County’s current functionality to allocate costs.

Proposer Narrative Response:

B.5.3 - Please describe how the vendor proposes to meet the County’s desire to have the allocations be more detailed.

Proposer Narrative Response:

B.5.4 - If the vendor’s solution doesn’t have this functionality, has the vendor’s proposed solution successfully interfaced with a third party software to achieve the County current functionality. If so, please describe the interfaced software and how the vendor proposes to use the third party software to meet the County’s requirement.

Proposer Narrative Response: