

Technical Specifications

Bidders must state in the Statement of Compliance Column either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Terms of Reference

Automation of Process through Enterprise Resource Planning

1 LOT	SPECIFICATION	STATEMENT OF COMPLIANCE (Comply / Not-Comply)
	<p>1. BACKGROUND:</p> <p>The Automation of Processes through Enterprise Resource Planning is an innovation that PLM intends to serve as an overall suite of integrated applications covering its various operations deployed in cloud-based solution with on premise backup server. This will enable and drive the complete migration of PLM to full technology-based solutions in all its major operations.</p> <p>As its core competency, PLM is primarily engaged in educational management. As a corporate entity, it also engages in a range of administrative and financial functions, under a special category of government financial accounting, to tract and manage its various resources or commitments. Hence, this innovation shall include an end-to-end and fully customized solution for:</p> <ol style="list-style-type: none"> 1) Financial Management System 2) Admin System (Procurement, and Inventory, Supply & Materials, Asset Management and Fix Asset, Budget) 3) Human Resources 4) University Health Service 5) Academic Management System 	

Signature over printed name

Date: _____

	<p>The ERP solution shall ensure legal and regulatory compliance as part of affirmative actions it shall deliver, including, among others, the Bureau of Internal Revenue, Civil Service Commission, Commission on Audit, and the Commission on Higher Education.</p>	
	<p>2. OBJECTIVES:</p> <p>General Objective</p> <p>The main objective of this Project is to enable PLM to utilize an integrated solution on yearly subscription basis with a multi-year contract of five years renewable every year, with a customization of application systems to fit PLM requirements, that shall support real-time transactions for various stakeholders and meet the timely reporting to the Management via web services. This integrated solution shall ensure easy access to information based on authorized access level as would conduce to the operational and financial efficiency of the University.</p> <p>The System should consist of the following: Financial/Accounting System, Procurement, Inventory, Supply & Materials, Asset Management System and Fix Asset, Budget, Human Resources, University Health Services and Academic Management System. The system must be a web-based system and should have an on-premises physical server. The system must be accessible online.</p> <p>The integrated solution shall ensure Board of Regents, Management and Stakeholders in maintaining easy access to information through the intensive use of electronic devices and state-of-the-art systems technology application development.</p> <p>Through this modernization effort, PLM shall engage in this project that aims to improve the operational and financial condition of the University, utilizing the emerging high trend of systems technology through e-commerce and internet highways.</p>	

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	<p>3. SPECIFIC OBJECTIVES:</p> <p>To provide a real-time application system covering end-to-end transactions and accessible to different users and offices with varying levels of security access and requirements which may need to be interconnected with all existing systems of PLM, including, but not limited to, the online payment.</p> <ol style="list-style-type: none"> 1. To provide technical assistance and recommended procedures for minimum requirements of the application system, and its components/module, hardware, network, standard architecture/tool/processes. 2. To provide structural capabilities covering the design, development, customization, roll-out implementation, trainings, and after development support, including servers, desktops and other infra needed for the implementation of ERP. The hardware included are three (3) laptops, one (1) physical server, cloud server, and six (6) RFID with Biometrics or Biometrics with Face Recognition. 3. To provide maintenance service and technical support within the subscription period of the system implementation with no cost to PLM. 4. To provide an application system focusing on the administrative operations, academic operations, and financial activities of PLM, therein ensuring accurate output, on-time reporting of its administrative, academic, and financial conditions. 5. To provide vital information and analytics outcomes for management as a tool in the decision-making of PLM. 6. Online and onsite support during the implementation’s critical/peak processes, especially during enrollment, payroll processing and submissions of all government reports such as CHED UNIFAST Billing, BIR, GSIS, Phil health, and others. Onsite support is required if the technical problem will not be solved via online. 	
	<p>4. REQUIREMENT SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. The web-based system should be able to manage and provide functionalities (i.e., cash management, general ledger, payables, inventory, asset, payroll, enrollment) together with various ancillary applications. 2. Employees’ attendance using Biometric finger scan matching and searching capability or using the RFID Technology or online attendance, including capabilities for flexi-time arrangements, based on CSC rules. The CSC rules is basically to comply with the 40 hours a week work schedule. 3. Supply of virtual private servers (or cloud infrastructure) to host the system and provide an on-premises backup servers in PLM’s preferred data center. 4. Upgradeable and scalable (can handle multiple simultaneous users). 5. Easy Integration to other existing systems and easy link up with payment gateways. The following are the existing system of PLM: <ul style="list-style-type: none"> • Computerize Registration System (Undergrad and CL) • Computerize Registration System (College of Medicine) • Graduate School Program System • Admission System • Inventory System 	

Signature over printed name
Date: _____

	<ul style="list-style-type: none"> • Biometric and RFID for the students and employees <p>6. Automatic updates (continuous development and always up to date technology, free updates, and patches)</p>	
	<p>5. SCOPE OF THE PROJECT</p> <p>The Project is expected and be functional within the specified timelines based on the agreed “Project Duration” of this document after the signing of the contract.</p> <ol style="list-style-type: none"> 1. The Supplier shall need to discuss with the Project Team in particular, to fully understand the requirements of the desired output of the user. 2. The Supplier, in coordination with the Project Team, shall review the current process, evaluate procedures and requirements to better define the idea for the new application system. 3. The Supplier and the Project Team shall define the detailed user requirements for development. The Supplier shall propose the timeline, phasing, model methodologies and other requirements for the customization of the System. The results must be submitted to the Project Team for approval. 4. The Supplier shall pilot the application system as defined by the Project Team. If there is a need for modification or additional requirements, it shall be subject to a change management procedure. The PLM will support the pilot users the ownership of the process and data is belong to the PLM. 5. The Supplier, together with the Project Team, shall formulate a User’s Acceptance Test (UAT) plan per module and to be approved by the Executive Project Team. A complete report documenting all the tests have been satisfactorily completed and conducted in accordance with the established standards. The UAT plan should be accomplished as per system components requirement. Prepare and submit to the PLM the User Acceptance Sign-Off document and checklist. Determine, together with, and with the approval of PLM, the percentage within which to consider whether the system is acceptable to the users. If the result of the User Acceptance Evaluation falls below the agreed-upon acceptable grade, the Supplier should provide the best remedy without additional cost to PLM. 6. The Supplier shall provide a Disaster Recovery Plan and an IT Security Plan audited by a third-party IT Systems Security and Auditor. 7. The Supplier, prior to final implementation, shall conduct an administrator’s training, trainer’s training and user’s training. Training modules, manuals and other training materials shall be provided. 	
	<p>6. SPECIFIC MODULES</p> <p>The Architecture of the system should be the components can be separated or integrated easily. The components must be well defined so that modules can be reused where and when required, with adoption of the Modular approach of design. The Supplier must identify some of these modules and describe in his technical proposal document how this would be achieved.</p> <p>It is expected that suppliers shall add more value to the system by incorporating suggestions and recommendations, which will address Performance, High Availability, Security, Scalability, and Manageability.</p>	

 Signature over printed name
 Date: _____

1. FINANCIAL MANAGEMENT SYSTEM

The Financial Management System is a software that allows PLM Finance Office to collect, store, analyze, and generate reports. The System also includes General Ledger Module, Cash Management, Accounts Payable Module, Payroll Module and generation of Government Reports and other financial related services and transactions.

2. ADMIN SYSTEM

The Admin Management System is a software that allows PLM Admin Offices to collect, store, analyze, and generate report from the Procurement Management and Monitoring System, Inventory, Supply and Materials and Asset Management Module and Fix Assets, Budget Module and other admin related services and transactions.

3. HUMAN RESOURCES MODULE

The Human Resource Development System is a combination of software and hardware that allows PLM Human Resource Development Office to collect, store, analyze, and report information about the employees. It also involves the process of recruitment, selection and placement, employee compensation module and other employee related services and transactions.

The HR System must include TIME KEEPING and Leave Credits Monitoring.

4. UNIVERSITY HEALTH SERVICE

The UHS Module is a software that allows to collect, store, analyze and provide reports and information about students and employees health records. It also involves the transaction, process, and other related services of the university clinic.

5. ACADEMIC MANGEMENT SYSTEM

The Academic Management System is a software that allows the concerned units of PLM (i.e., the colleges, including the Physical Education department, the Office of the University Registrar [OUR], Information & Communications Technology Office, Admission’s Office, the Accounting Office, Office of Students Development Services, Office of Guidance Testing Services and Colleges) to account all transactions and information of the students from admission, testing, enrolment, course management, subject management, classroom management, grading system, and faculty evaluation system with real-time viewing of transactions and electronic recognition in the student accounts, student performance, student services, and academic support services. The system also includes generation of student’s TOR, certificates of grades, Enrolments Statistics and other reports needed by the Academics offices/units.

The Academic Management Module will also allow other offices/academic units to view report related to students’ information.

Signature over printed name

Date: _____

	<p>7. SYSTEM FUNCTIONALITY</p> <ol style="list-style-type: none"> 1. The University Automated Enterprise Resource Planning System shall be capable to interface with the existing application system that handle the counter operation at the acceptance of PLM up to final delivery. Through the integrated systems development, the financial and delivery performance of the University shall be improved. 2. The system must be capable of interfacing with existing application systems of the University. 3. The system must be capable to customize and generate the specific/unique reports not indicated in the list as may be required by the end users. 4. The Academic Module can be integrable to PLM LMS (MS Teams or whatever LMS is using of PLM) thru API. 5. Comprehensive recording/entry for all types of transactions. 6. The integrated system that shall be designed should run on any Microsoft Windows workstation whereas the server version must reside on Windows Server latest Enterprise version with MS-SQL database platforms. 7. The system should have standard features such as dash boards, search engine, input screens and option to generate reports / output in various formats by the users. 8. The system should support multi-user environment for multi-tasking to remove redundant recording by defining specific entry points of data capture activities. Support also the use of machine-readable documents for postal payment transactions but manual input should also be allowed. 9. Back-up and Migrate Functionality, the system can dump some or the entire database tables to a file download or save to a file on the server, and to restore from an uploaded or previously saved database dumped. The system also chooses which tables and what data to backup and cache data is excluded by default. 	

 Signature over printed name
 Date: _____

	<p>10. The systems shall have a feature to allow administrators to review a record of all system activity through audit trail and log files. The audit trail feature would be available in the proposed system, which will inform when and who has created or modified the data to capture and preserve time series data so that certain information is not lost with passage of time and repeated updating. The ongoing record of system activity shows general trends in system usage and violations of the system use policy. i.e., any unsuccessful attempts to use system resources can be recorded in this feature.</p>	
	<p>8. PLATFORM:</p> <ol style="list-style-type: none"> 1. Utilize Internet Technologies with advance Computer Architecture accessible thru both Intranet and Internet. 2. Works on Android, iPad, iPhone, and Mac systems. 3. Browser-based Client Access with in-line help for majority of the fields embedded within the data entry or report generation screen itself (i.e. without the need to navigate to another screen). 4. Secure Login and Logout Authenticated Users using password and, if available, other authentication methods. 5. Multi-User, unlimited numbers of simultaneous users. 6. Multi-Client, unlimited number of client computers. 7. Multi-Server, can be used in multiple servers. 8. Multi-tier Nth tier technology 	
	<p>9. ROLE-BASED ACCESS TO THE SYSTEM</p> <ol style="list-style-type: none"> 1. User-defined access level on the system 2. Password-protected approval for changes on critical data 3. Provide audit trails 	
	<p>10. TECHNICAL IMPLEMENTATION SERVICES with no cost to PLM:</p> <ol style="list-style-type: none"> 1. Supplier must provide all the technical support, training, and bug fixing all throughout the project duration. 2. Supplier must provide the infrastructure needed such as the cloud-storage, on-premises servers, and back-up servers. 3. Supplier must specifically include the following scope as part of the implementation: <ol style="list-style-type: none"> a Data Migration from the old system b Data Testing and Pilot running assistance c Data hand over to end users 4. Provide API for functionalities requiring such. 5. Ensure compatibility with all systems to be integrated. 	
	<p>11. DELIVERABLES</p> <p>The following deliverables must be achieved with the implementation of the required solution:</p>	

 Signature over printed name
 Date: _____

	<ul style="list-style-type: none"> • Attain the business objectives stated in the Scope of Work. • Ensure that reports are drawn from a single source. • Employ the latest technology where applicable to the proposed solution. • Propose a solution that is scalable to accommodate future growth of the organization's business. • Propose a solution that is a fitted to the business requirements. • Accommodate changes and future enhancements. • Make sure the solution is logical and integrates to the current installed applications. • Ensure data integrity and data security by implementing quality control procedures and data entry levels 	
	<p>12.PROJECT MANAGEMENT PLAN</p> <p>Project Management Plan (PMP) is a formal, approved document that defines how the project is executed, monitored, and controlled. It may be a summary or a detailed document and may include baselines, subsidiary management plans, and other planning documents. This document is used to define the approach project team takes to deliver the intended project management scope of the project.</p> <p>The PMP is also a communication vehicle for ensuring key stakeholders share an understanding of the project.</p> <p>A project management plan is a collection of baselines and subsidiary plans that include:</p> <ol style="list-style-type: none"> 1. Baselines for scope, schedule, and cost 2. Management plans for scope, schedule, cost, quality, human resources, communications, risk, and procurement 3. Requirement Management Plan 4. Software Installation Plan 5. Change Management plan 6. Configuration Management plan 7. Process Improvement Plan 	
	<p>SOFTWARE PACKAGE, RELATIONAL DATABASE MANAGEMENT SYSTEM (RDBMS), SUB-SYSTEMS PACKAGE, DEVELOPMENT TOOL AND LICENSES</p>	
	<p><i>Delivery, installations, and commissioning of the Automation of Process through Enterprise Resource Planning.</i></p>	

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13.SYSTEM AND DATA BACK-UP PLAN

There will be a physical backup server or on premise. The synchronization of the cloud base and backup server will be scheduled (immediate back up in emergency cases) and backup will be done daily.

The main system must be fixed by the supplier with in twenty-four (24) hours depending on the degree of the problem. The supplier shall “baby sit” /monitor the resolved issues for another 24 hours to ensure the stability of the system prior to hand-over back to the system owner. All solutions applied to the issues shall be properly logged and a copy of the log report shall be given to the system owner for documentation purpose.

The problems regarding hardware, software, and other related concern will be addressed by the supplier.

The supplier will also provide adequate training to the System Administrator from the PLM so that routine checks and basic recovery can be handled in-house. In addition, the supplier must address the following perpetually:

1. The backup of the database should be taken on daily and/or weekly incremental basis.
2. Full back up of relational database and source code files should be taken on monthly basis whenever changes take place.
3. A full backup should always be kept in a safe location.

Suppliers can submit a better System and Data Backup Plan. This shall include among others, proposed schedule for backup, manual of operation of delivered backup system and devices, other resources needed and procedure for data recovery. The System and Data Backup Plan shall be subject to PLM approval.

Software Specifications

The bidder must deliver software licenses, such as database licenses, software development licenses and other licenses necessary to run the PLM ERP System.

System Users:

1. ICTO Global Administrators
2. System Administrators (per system/office)
3. Admin users
4. College Officers (Dean, Asst. Dean, College Secretary, Director for Grad School) and Faculty Members
5. Students
6. Other Stakeholders

Signature over printed name

Date: _____

	<p>14.DISASTER RECOVERY PLAN (DRP)</p> <p>Submission of Disaster Recovery Plan. This plan shall list in detail all proposed activities that PLM should implement in the case a disaster e.g. system crash, server (hardware failure), virus attack, etc., that strikes the system. The Disaster Recovery Plan shall be subject to the approval of PLM.</p> <p>Automation of Process through ERP shall have maintenance back-up/archiving functionality with provision of redundant Back-up and Off-site Backup system facilities.</p> <ol style="list-style-type: none"> 1. Cloud recovery back up 2. Back-up/restore multiple databases 3. Multiple Back-up schedule 4. Back up Encryption/Decryption 5. Back up files' recovery 	
	<p>15.COMPLETE SYSTEM DOCUMENTATION</p> <ol style="list-style-type: none"> 1. Prepare and submit a complete documentation of the entire system containing system policies and procedures, operating manuals, database schema, process flowcharts', all pertinent user, and technical manuals, among others. 2. Prepare and submit a log of all problems and deviant characteristics of the system encountered during construction and implementation phase of the Project, together with the corresponding remedy for each listed in a troubleshooting guide and repair manual. 3. Prepare and Submit development guides, library files, application notes, data sheets, and all other necessary documents to install, operate, and maintain the system by trained personnel of PLM. 4. Provide hardcopy and softcopy of the complete documentation of the entire system 	
	<p>16.TRAINING AND TECHNOLOGY TRANSFER (Representative from different offices)</p> <p>This approach is adopted to ensure that proper technology transfer is made to PLM by giving it the continued ability to retain end user/staff even after the warranty period had ended.</p> <p>Training shall cover all functional end-user requirements.</p>	

Signature over printed name

Date: _____

	<ul style="list-style-type: none"> a. The supplier must provide comprehensive training to Master Trainers in the operation of the information system. b. Training to Master Trainers shall be conducted to adequately train the users to understand the basics on how the application system works and impart technique for troubleshooting of hardware and network connection. c. Trained Master Trainers shall be responsible for conducting a retraining module to end-users for the application system. d. This approach is adopted to ensure that proper technology transfer is made to PLM by giving it the continued ability to retrain end user/staff even after the warranty period had ended. e. The Supplier will issue a user training certificate. f. All training materials, user’s manual, systems manual shall be provided by the Supplier. Travel expenses, hotel accommodations, per diem/honoraria, etc., of their employees shall be shouldered by the Supplier. 	
	<p>17.SECURITY FEATURES</p> <p>The software must have standard security features in built-in so that the software has all the checks and balances to ensure integrity of data and the software does not have any flaws or bugs which inadvertently or by design, permit the users to tamper, alter or modify any data without the appropriate permissions.</p>	
	<p>The software should provide highest degree of security in the architecture. The supplier must suggest a suitable security component required in software. In case of any failure, supplier shall be liable for penalty. The following are some of the security issues, but not limited to, which must be addressed in the proposal.</p> <ul style="list-style-type: none"> 1. The system would ensure that the users follow login procedures. 2. The access to the database should be based on the user roles of the organization. 3. A proper audit trail must be built within the proposed system. 4. SSL Certificate should be installed. Multi-level security to secure the privacy of all data information. 5. Login in with secure HASH algorithm 6. Anti SQL injection 7. Anti-Cross-site scripting 8. Privacy and data security compliance to Data Privacy Act of 2012 	

 Signature over printed name
 Date: _____

	<p>18.PROJECT DURATION</p> <p>The project shall be fully implemented and operational after four (4) months upon acceptance of “Notice to Proceed” documents.</p> <p>Detailed Timeline</p> <ol style="list-style-type: none"> 1. Phase 1 - Week 1 and Week 2: Project Start, Planning, Systems Requirements Specifications (SRS) and Analysis and Design. Installation of Hardware and software. 2. Phase 2 - Week 3 to Week 5: Data Migration, Database conversion, Customization, System Installation, Training of ICTO Administrators, 3. Phase 3 - Week 6 to Week 10: Customization(cont), Testing, Conduct User User Acceptance Testing (UAT), Training 4. Phase 4 - Week 11 to Week 12: Parallel Run, Customization, Revision 5. Phase 5 - Week 13 to Week 14: Final Testing, Deployment and Rollout 6. Phase 6 - Week 15 to Week 16: Final data migration from CRS to ERP. Go Live and System Acceptance. <p>This Project, Financial System, Procurement, Inventory, Supply & Materials, Asset Management and Fix Asset, Budget, Human Resources, University Health Services, and Academic Management System must be completed and turned over to and accepted by the PLM within four (4) months from the date of issuance of the Notice to Proceed. (see Annex for Project Timelines or the bidder can submit their proposed timeline)</p>	
	<p>Part of the Service Provider’s Project Proposal is an implementation strategy and schedule. This should specify the outputs to be submitted at the end of each project phase. Project milestones should include, but not necessarily limited to the following:</p> <ol style="list-style-type: none"> 1. Presentation of the Systems Requirements Specifications (SRS) and Functional Specifications Documents (FSD) to be undertaken. 2. Other Necessary Activities: training, knowledge transfer, turnover. 	
	<p>19. TERMS OF DELIVERY</p> <p>The winning Service Provider shall conduct a systems analysis and design on the different systems and processes in the development of the ERP System. They should provide and conduct training to the different users and must conduct User Acceptance Testing (UAT) for all deployed subsystems/modules prior to acceptance.</p> <p>The work should be started within seven (7) days upon receipt of Notice to Proceed. Billing shall be given the following schedule:</p>	

Signature over printed name

Date: _____

First year of the System Implementation:	
ERP Activities	Payment
1. Installation of Hardware and Software, SRS and System Analysis and Design:	5%
2. Installation, deployment and roll out of Academic System	10%
3. Installation, deployment and roll out of Financial System	5%
4. Installation, deployment and roll out of HR, Payroll DTR	5%
5. Installation, deployment and roll out of Asset Management and Supply and Inventory	5%
6. Installation, deployment and roll out Budget and Procurement	5%
7. Installation, deployment and roll out University Health Services	5%
8. Go Live and acceptance of the ERP	40%
9. Post evaluation / Assessment of the ERP	20%
10. Succeeding years of implementation (2-5yrs) Quarterly Payment	

Annual review/updates on the system for the succeeding years of implementation for 2-5 years. Payment will be made using SY calendar and upon completion of the project. Succeeding years of implementation (2-5 yrs.) The authorized personnel shall sign a Certificate of Acceptance as proof of the acceptability of the delivered services for this project.

 Signature over printed name
 Date: _____

20.PROJECT CONSTRAINTS

The following constraints or requirements shall be noted:

1. Adherence to Philippine and foreign information technology standards and local procurement rules and regulations.
2. The procurement of services will be based on local IT standards and components readily available in the Philippines over the viable IT life cycle, as well as respective government procurement guidelines.
3. The Supplier shall take into account the existing hardware, software and current network system in the Department, and adapt its installation and testing accordingly.

21.PENALTY

The service provider undertakes to comply with the following timelines and penalty provisions:

Description	SLA	Penalty
Project Mobilization and Kick-off	Install hardware, software, deploy project team and make operational all items specified in Phase I within fourteen (14) days upon receipt of Notice to Proceed –	1/10 th of one percent (1%) of the total project cost shall be imposed per day of delay or a fraction thereof.
Output Submission / Turnaround Time	Complete the project within the specified period.	1/10 th of one percent (1%) of the total project cost of the particular equipment shall be imposed per day of delay

Signature over printed name

Date: _____

22.SUPPLIERS QUALIFICATION AND PROFILE

Listed below are the minimum qualifications required from the Supplier.

1. The Supplier must be a reputable Information Technology Firm with at least five (5) years business operation in the design, development, implementation, and maintenance of Enterprise Resource Planning System.
2. The Supplier must prove competence by satisfactorily undertaking a similar engagement in at least five (5) years with at least two (2) government agencies (SUCs or LUCs) and private agencies that are educational institutions.
3. Has deployed IT solutions in the Philippines and the aggregate amount should be 50% of the Approved Budget for the Contract (ABC) consisting of:
 - a. Design, development and deployment of Enterprise Resource Planning systems in organizations and/or agencies with at least 1,000 employees and at least 10,000 students.
 - b. Systems integration/interfacing of existing system with new system.
 - c. Delivery installation and testing of hardware, software tools and network systems.
 - d. Training for users and technical staff.
4. Must have competent full-time local staff that implement and support the project. A list of these personnel and their CVs shall be submitted.
5. The Service Provider has software development capability in the area of *Customizing licensed software products (i.e. software packages, office customizations solutions and workflow systems, among others).*

Signature over printed name
Date: _____

	<p>23.WARRANTY AND MAINTENANCE</p> <ol style="list-style-type: none"> 1. The supplier shall fix any error or bug found in the system prior to the turnover of the system, at no cost to PLM. 2. Any error or fault of the software, and services delivered (e.g. design, programming, servers, etc.) shall be acted upon and resolved accordingly at no cost to PLM within the subscription period. 3. There must be personnel deployed at PLM premise to handle the system maintenance and all defects encountered by the delivered system shall be rectified by the Supplier at no cost to PLM. 4. System updates and patches shall be free and installed after compatibility tests. 5. The supplier shall answer queries and provide work-around solutions to the user of the system or 24/7 support for free via live chat, email and help desk support. 6. The supplier shall revise and update the system in compliance with new government regulations as it arises within the period covered by the subscription, within a reasonable time. 7. Hardware warranty: <ol style="list-style-type: none"> a. At least one (1) year for replacement, service, and support, b. Post warranty for services and support within the contract period 	
	<p>24. TECHNICAL SUPPORT</p> <p>The Supplier/Service Provider shall render all support activities related to the following up until the warranty period expires:</p> <ol style="list-style-type: none"> 1. Troubleshooting at both application level and user level, 2. Assist focal official/client in operation of the portal, 3. Fixation of bugs, incorporation of minor changes, etc., and 4. Assist in the development, configuration and customization of other ERP modules that are elements of the ERP Application/License that are deemed necessary but is beyond the scope of this Terms of Reference. 5. Onsite technical (hardware) support for free. 	

 Signature over printed name
 Date: _____

	<p>26. Winning Supplier must specifically include the following:</p> <p>A. Scope as part of the implementation</p> <ol style="list-style-type: none"> 1. Migration of PLM Legacy database to an industry grade SQL Database, preferably, MySQL Open Source Database <ul style="list-style-type: none"> ▪ The integrated system that shall be designed in any platforms as long as the system will meet the system requirement 2. Run a STRESS Test on PLM Data Network y 3. Run a STRESS Test using ONLINE Access via Internet Access 4. Onsite mobilization and site preparation 5. Submit Test Documents for all the module 6. Submit Handover Documents for all Accepted module 7. Provide onsite help to every module within the application, only if the technical problem cannot solve remotely 8. Provide certificate of acceptance for every module 9. Enrollment for updates within the contract period. 10. Software Requirement Specification Document 11. Software Design Document (SDD) 12. Working and Tested Software 13. User and Administrator Manuals for the system including Online Help 14. Setup and Release notes for each new release 15. Test Cases and Reports all database scripts 16. The provider will provide three (3) laptops, six (6) RFID with Biometrics or Biometrics with Face Recognition, Cloud Server and one (1) Physical Server replaceable every renewal of contract and the said devices will retain to the PLM <p>B. The cost of the ERP is 12 million per year must be fixed within the contract period (multi-year for five years).</p>	
	<p>27. Pre- Termination</p> <p>At the end of every year of service of the ERP System, the PLM and the Service Provider shall conduct a joint review of the performance of the ERP System.</p> <p>If the ERP System has not performed satisfactorily for the previous year, the PLM and the Service Provider shall jointly identify the issues leading to the unsatisfactory performance and agree on a plan to address identified issues, including a reasonable period to implement the same.</p> <p>If the issues are not addressed within the agreed period, the PLM may pre-terminate the contract on such ground.</p>	

 Signature over printed name
 Date: _____

	<p>28. PROJECT IMPLEMENTATION The project implementation cost for the System subscription is PHP 12,000,000.00 <i>for the first year and the same amount for the succeeding years, inclusive of VAT.</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 15%;">Year 2</td> <td>PHP 12,000,000.00 inclusive of VAT.</td> </tr> <tr> <td>Year 3</td> <td>PHP 12,000,000.00 inclusive of VAT.</td> </tr> <tr> <td>Year 4</td> <td>PHP 12,000,000.00 inclusive of VAT.</td> </tr> <tr> <td>Year 5</td> <td>PHP 12,000,000.00 inclusive of VAT.</td> </tr> </table>	Year 2	PHP 12,000,000.00 inclusive of VAT.	Year 3	PHP 12,000,000.00 inclusive of VAT.	Year 4	PHP 12,000,000.00 inclusive of VAT.	Year 5	PHP 12,000,000.00 inclusive of VAT.	
Year 2	PHP 12,000,000.00 inclusive of VAT.									
Year 3	PHP 12,000,000.00 inclusive of VAT.									
Year 4	PHP 12,000,000.00 inclusive of VAT.									
Year 5	PHP 12,000,000.00 inclusive of VAT.									

We certify/confirm that we comply with the Technical Specifications as indicated with Section VII. Technical Specifications of the Bidding Documents.

_____ [Name and Signature] _____ [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____ [Company Name]

_____ Date

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**ANNEX 1
FINANCIAL MANAGEMENT SYSTEM**

Accounting

1.General Ledger Requirements

General Ledger – Security

1. Provide file backup and recovery capabilities to restore damaged files
2. Provide online password security at multiple levels (*e.g.*, user, operation, menu, file, field, screen, etc.)
3. Suppress passwords so that they do not appear on the terminal as they are being entered
4. Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels or integration with other application systems
5. Report attempts of unauthorized system access of use
6. Allow to define an access category relating to groups of users (*e.g.*, members of a department or management class)
7. Allow to lock entry screen after a user-specified number of incorrect password attempts
8. Provide transaction logs to assist in recovery of data or files
9. Allow required changes to user passwords based on a user-specified period of time
10. Automatic time-out after the user has not had any activity

2.General Ledger Functionality

1. Allow project tracking and reporting capabilities for multi-year projects and activity-based grants
2. Allow sufficient dimensions to allow grouping or rollup levels for GL reporting or online inquiry to meet all users’ needs
3. Provide for automated monthly and year end closing entries
4. Provide automated journal entries for the allocation of indirect cost, fringe and space costs
5. Provide user friendly drop-down menus for all codes currently available in the system, such as Cost Center, Department Codes, Account Codes, and so on

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6. Provide for the differentiation between a “soft-close” and a “hard close” based on cost center
7. Provide real time online inquiry to GL detail transaction information
8. Provide reconciliation capabilities for accounts Payable, Accounts Receivable, Human Resources, and so on
9. Access any data elements and files (permanent or temporary) within the system
10. Allow to associate new cost center numbers with historic cost center numbers
11. Provide multiple-user operations down to the program level so that many people may access the same files and programs at the same time
12. Allow data exchange with other subsystems and automatic posting to the GL from other subsystems
13. Perform screen prints on request
14. Provide user-defined online HELP screen for field description, policies or procedures related to specific screens
15. Allow easy creation and deletion of cost centers
16. Copy standard reports over to user libraries and make specified changes to them without altering the original report
17. Allow to activate or inactivate accounts for specified date range periods
18. Allow the user to move from screen to screen without moving through menu hierarchies and/or without signing off one application to sign on to another
19. Allow to run other applications alongside the GL system software
20. Allow to assign a responsible person to each cost center
21. Create and post transactions for subsequent accounting periods (*i.e.*, Month or year) before the current account period is closed
22. Automatic reversing entries

3.General Ledger Controls

1. Automatically identify and warn the user of errors online before posting (account code, budget allowance, duplicate entry, DR/CR balance.)
2. Allow users to print a proof report to verify entries before posting
3. Provide system restart procedures
4. Have built-in software safeguards to ensure general ledger accounts are always in balance and subsidiary ledgers totals to control accounts, even during computer crashes

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5. Maintain a history of all changes made to accounts and cost centers (not only the latest change)
6. Provide online access to audit trail information including terminal operator ID, time, date, revised amount, and before and after update results
7. Allow the association of each transaction with a user name/user number, job number, entry date and time
8. Restrict the user from duplicate entry using real-time
9. Provide procedures queue for “after-hours” tasks, including daily backup procedures
10. Allow easy correction of data entry errors within a batch before posting
11. Allow to selectively assign access rights to accounts (activate cost centers for Accounting while they are deactivated for programs/operations)
12. Allow the correction of errors after the posting process has been completed
13. Allow to flag elimination accounts
14. Allow to set up logic in the system to provide a warning if the user has entered an account that may be wrong. For example, if someone enters a cash account on a purchase order

4.Financial Reporting Requirements

Financial Reporting – General

1. Allow to report true fund and encumbrance accounting
2. Allow to provide real time reporting and inquiry
3. Provide Standard Financial Statements, Cost Center Expense Reports, Revenue Reports, Account Detail Report, Trial Balance etc.
4. Allow to report to screen, to printer or to file
5. Allow to report for any selected time period (monthly, quarterly, multi-year, prior year, etc.)
6. Create reports that allow
 - a. set-up the format of the report
 - b. specify subtotal and total lines
 - c. custom headings, columns and rows

<hr/> <p>Signature over printed name Date: _____</p>
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- d. set-up prompt store quest report parameters from user
 - e. roll up by cost center, division, group, etc.
 - f. set-up analysis/variance reporting
 - g. unit or statistical information
7. Use of data from the budget, actual, encumbrance, commitment summary files or actual transaction detail
 8. Comparative balance sheets, extract balances for multiple years
 9. Calculations on columns such as adding or subtracting columns and print account descriptions
 10. View financial reports electronically outside of the Financial Reporting Department
 11. Modify standard reports easily through drag and drop-down window
 12. Capture detailed statistical data
 13. Automated systems interfaces
 14. Variable, flexible reporting capabilities
 15. Create comprehensive financial reports by management and funding sources at grant and contract, activity and entity- wide levels.
 16. Allow multiple grants and contracts with different grant years are accounted for within the overall system
 17. Allow integrated cost allocation alternatives automate direct and indirect charging of leave, fringe benefits, common costs, and management and general costs
 18. Allow to queue/schedule multiple reports in a cue for automatic printing with user-defined Folders to help organize reports by typical generation time (weekly, monthly, yearly)
 19. Allow for interactive file interface for downloading and uploading of data while maintaining security controls and data integrity
 19. Download information and reports to standard personal computer formats
 20. Sort data in user-specified orders
 21. Move reports to a standard word format and/or Excel
 22. Copy standard reports over to user libraries and make specified changes to them without altering the original report
 23. Design a report based on user-defined criteria (*e.g.*, sort sequenced data elements, calculations, print formats, etc.)
 24. Extract data and move it to personal computer software applications for further analysis and reporting (Word, Excel, etc.)

_____ Signature over printed name Date: _____

- 25. User determined reports and processing of batch update jobs as part of an automatic job schedule
- 26. Report accuracy such that all reports provide summary totals and cross-foot regardless of rounding factors
- 27. Keep detailed transaction history for at least 5 years
- 28. Monitor cost centers and accounts that are overspent (Frequency – Daily alert)
- 29. A customized report writer that incorporates logic/statistical functions within the application, such as “if” and “then” functions
- 30. Generate the following report on a per day/month/year
 - a. Statement of Financial Performance
 - b. Statement of Financial Position
 - c. Statement of Cash Flows
 - d. Statement of Equity

5.Subsidy/Grants Administration – General

- 1. Electronically transmit quarterly subsidy/grants progress reports
- 2. Electronically submit subsidy/grants applications to external funding sources
- 3. Establish and adjust budgets for each grant or project
- 4. Set budget by phase or other sublevel to enable tracking by participating departments, divisions or any other user defined organization units
- 5. Apply budgetary restraints (revenue and/or expenditures) which have been either established by the legislature or Administrative directive
- 6. Compare current costs to budgeted costs
- 7. Track and report current performance against past year’s performance and/or established goals
- 8. Allow to re-open previously closed grants
- 9. Allow to inactivate accounts upon closure of grant
- 10. Allow to properly handle general ledger carryovers
- 11. Modify subsidy/grant data prior to carryover

<p>_____ Signature over printed name Date: _____</p>
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- 12. Allow authorized managers to access, inquire report and reconcile status of subsidy/grants and all other funding sources the following information a. obligations
 - b. encumbrances
 - c. expenditures
- 13. Allow to make retroactive disallowance adjustments to the subsidy/grants records
- 14. Allow to flag expenditures, encumbrances, and commitments based on user-defined criteria (*e.g.* match exhausted, 90% expended, etc.)
- 15. Track post-closing project costs
- 16. Transfer expenditures amount between phases
- 17. Record expenditure by phase
- 18. Identify each phase by a unique user-defined ID number
- 19. Transfer excess phase/project funds back to overall subsidy/grant
- 20. Capture eligible and ineligible cost by
 - a. task
 - b. activity
 - c. program
 - d. other user-defined tracking
- 21. Establish user-defined data retention time frames which may be in excess of general system requirements
- 22. Retain Vendor/Contractor history by subsidy/grant
- 23. Track subsidy/grant from starting date to completion of audit and/or user-defined completion
- 24. Perform the following to the subsidy/grant data with an audit trail of all changes
 - a. add
 - b. modify
 - c. delete
- 25. Track the following information for each subsidy/grant related activity
 - a. grant number

Signature over printed name
Date: _____

- b. account code
 - c. grantor category code
- 26. Support the classification of subsidy/grant by
 - a. agency
 - b. funding category
 - c. function
- 27. Provide user defined fields in grant database for
 - a. grant expenditures
 - b. revenues
- 28. Provide online inquiry capabilities for project control information
- 29. Record payment of accounts receivable invoice into corresponding revenue account
- 30. Produce accounts payable voucher for payment to sub-recipient
- 31. Interface with the cash receipts/cash to determine program revenue/interest income peso for cash management purposes
- 32. Integrate with the Accounts Receivable module including edits to prevent double billing transactions

6. Project/Cost Accounting – General

- 1. Look up and modify grant funding information
- 2. Maintain payment history and fund line status through project life-cycle
- 3. Incorporate an audit trail of all project transactions
- 4. Allocate expenses by fund number, account number, cost center, project number, etc.
- 5. View transactions and their dates over life of project
- 6. Enable tracking of multiple funding sources per project
- 7. Calculate and report financial status of the project including all direct costs and provide for indirect cost allocations
- 8. Accommodate the transfer of funds between projects

Signature over printed name
Date: _____

9. Prevent deletion of a project account for which funds are encumbered until the project is closed out
10. Allow for encumbrance before a contract or purchase order is awarded
11. Set-up project start and operational close date (project unavailable for accepting new costs) at line item, contractor, and project levels by authorized individual
12. Provide approval and status fields (*e.g.*, responsible parties, approval and pending dates, etc.)

7. Project/Cost Accounting Report

1. Enable user to view expenses incurred but not billed
2. Enable user to view bills in progress of being paid
3. Enable user to view bills not paid

Fixed Assets Requirements

8. Fixed Assets – Depreciation

1. Automatic calculation of depreciation and posting of entries to the General Ledger
2. Selectively post depreciation based on asset category, account, status, or other field
3. Allow depreciation to be calculated on either a monthly, quarterly, or annual basis
4. Allow the option to depreciate on a variety of methods (straight line, sum of years digits, double declining balance, etc.)
5. Compute depreciation expense on one basis for financial statement purposes and another basis for internal accounting purposes
6. Provide for depreciation comparisons, such as Last Year Amount, Year to Date Amount, Last Depreciation Amount, etc.)
7. Provide the option of having depreciation data updating the General Ledger or being stored in Fixed Assets for information purposes only

_____ Signature over printed name Date: _____

9.Fixed Assets – Functionality

1. Allow the assignment of primary classes to assets (for reporting and inquiry)
2. Allow the assignment of secondary or tertiary classes to assets (for sorting and inquiry)
3. Allow both automatic and manual entry creation of an asset into the system
4. Allow for maintenance/improvement adjustments to an asset to increase the value and/or extend the useful life
5. Track the history of maintenance/improvement on an asset
6. Automatically recognize accounts that are related to capital expenditures. These purchases should automatically roll over purchasing/accounts payable information into the fixed asset system. (Interface from AP and PO to FA)
7. Allow the creation of detailed retirement records in relation to an asset, including sales price, disposal date, method of sale, vendor, address, etc.
8. Allow for tracking multiple funding sources related to one asset
9. Allow for tracking multiple/split expense accounts related to the purchase of one asset
10. Allow for the definition of user-defined categories/codes of fixed assets (for location codes, primary class, etc.)
11. Track the transfer of assets and all associated history
12. Maintain detailed property or vehicle records for insurance purposes
13. Maintain cost, insurance, and replacement values
14. Maintain detailed warranty records
15. Allow the interface/integration of the system with other, independent asset management systems
16. Automatically post the appropriate entries for all capital expenditure purchases to fixed asset accounts (with appropriate entries based on whether they are a governmental or proprietary purchase)
17. Perform *ad hoc* reporting on any field or feature within the fixed asset screens to produce depreciation reports, inventory reports and such
18. Allow for CIP classification to accrue costs while the asset is still under construction, but exclude it from depreciation
19. Allow the association of an asset with an old asset number (in relation to a trade-in, retirement, theft, etc.)
20. Allow the ability to link related assets together
21. Provide miscellaneous fields for user defined information

Signature over printed name

Date: _____

- 22. Provide sufficient location information fields, such as building, department, room, room description, address, phone number
- 23. Track information related to the purchase, such as contract number, purchase order number, bid number, check number, invoice info, vendor, GL account
- 24. Allow the association of an asset with a responsible person, such as a custodian
- 25. Provide a notes section to allow free form text entry
- 26. Allow the attachment of an image to each asset
- 27. Allow the user to copy asset information from another, pre-existing asset

10.Fixed Assets – Controls

- 1. Allow the assignment of fixed asset numbers based on a ‘seed’ number so that numbers will not be skipped or duplicated
- 2. Interface with receiving so that Property Management will know when an asset has been received and is ready for tagging
- 3. Compare actual fixed asset expenditures versus budgeted amount comparisons
- 4. Restrict the automatic creation of assets based on a minimum peso amount threshold for semi expendable items
- 5. Generate physical inventory reports by location, cost center, employee name or number, asset type, etc.
- 6. Provide history of assets by custodian or location
- 7. Barcode capability with Physical Inventory input
- 8. Adequate asset description
- 9. Separate field for Serial Number, Manufacturer, other identifying marks
- 10. Export information to Excel
- 11. Inventory reports that indicate additions and deletions
- 12. Extract reports by asset class/category

Signature over printed name
Date: _____

11.Purchase Reporting Requirements

Purchasing – General

1. Allow departments to view a complete audit trail for requisitions, open purchase orders, invoice payments and other related information
2. Generate bid tabulations and store bid price and quantify bid data for historical comparison purpose
3. Track items that are currently out for bid
4. Provide savings breakdown on bids and quotes
5. Provide a tracking system that can target bidders’ performance, including vendors who consistently do not bid
6. Use integrated commodity database that can sort by class or description
7. Provide commodity selection by commodity number or by name
8. Track and manage contracts from initiation to completion (*e.g.*, update progress of bids/RFPs, bid process, track start date and Completion date of projects, first and second year of a maintenance contract, contractor compliance, etc.)
9. Perform budget checking during requisition
10. Provide checks for duplicate orders/payments/invoices
11. Prevent AP the ability to pay on an invoice if receiving has not taken place
12. Utilize electronic workflow to process, track, edit, review, or approve invoices/vouchers. If disapproved, provide reason code why
13. Prevent to assign a purchase order number until the purchase requisition has been approved
14. Establish a tolerance level for overspending on blanket orders
15. Display an error message when an inactive or erroneously cost center, account number, vendor ID or any other required field is entered
16. Reconcile purchase order totals to encumbrance totals
17. Automatically encumber funds during the requisition process
18. Design customized "Request for Quote", purchase request and purchase order forms
19. Inquiry/view only screens for requisitions/purchase orders
20. Show status of which items have been received and/or paid for on partials

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21. Support “wild card” searches on all data fields
22. Multiple data retrieval ability by vendor name, invoice number, amount, month, year, purchase order number, commodity and account code with a user-friendly search feature
23. Online access to open bids, preferred vendors, contract terms, etc. so the user knows what options are available
24. Perform on- line inquiry to check the status of quotes, requisitions and purchase orders by departments
25. Extract information on the PO to the AP screen
26. Automatically flag a fixed asset request when the purchase request is created
27. Interface with bar coding inventory systems
28. Allow interface of purchasing module with general ledger, accounts payable, encumbrance, inventory, project ledger, fixed assets, and grant administration
29. Maintain a store’s inventory for office and other supplies online and allow departments to view the inventory prior to requisitioning
30. Provide multiple addresses for each vendor (billing, remittance, etc.)
31. Present user with all addresses associated with a vendor and allow the user to select desired the address or make corrections
32. Identify vendors who have won bids and the activity for those bids
33. Track vendor performance, quality of product delivered and timeliness of delivery
34. Provide online lookup feature for list of potential vendors
35. Maintain master vendor files, including vendor information and types of commodity/service they can bid on
36. Create a “to be determined” vendor for purchase requests where the initiator does not know the vendor to be selected
37. Allow purchasing staff to change or update addresses on the purchase order when necessary
38. Allow for electronic approval of requisitions with different workflow requirements for each department
39. Sort requisitions by:
 - a. date
 - b. vendor name and ID
 - c. cost center/department
 - d. commodity

_____ Signature over printed name Date: _____

- 40. Split requisition into multiple purchase order
- 41. Combine several requisitions into one purchase order
- 42. Automatic extension of quantity times price to come up with a total
- 43. Split requisitions between buyers
- 44. Track the name and telephone number of the initiator
- 45. Automatically assign requisitions to buyers
- 46. Track buyer workload and be able to display outstanding requisitions by buyer
- 47. Automatically notify the Purchasing Department that there are open requisitions ready to be processed
- 48. The "entered by" or "requestor" field should be automatically populated when the data entry staff logs on to the system
- 49. On-screen display of a running total of line items to avoid errors during data entry of requisitions
- 50. Allow a "comments" field that has the option to either print or not print on the purchase order
- 51. Store descriptive information on the purchase order document, including vendor name and address, shipping instructions, special instructions, and a menu of Terms and Conditions
- 52. Provide a separate screen for notes to document any pertinent conversations between the buyer and the vendor. This note section should be time stamped and should have security features
- 53. Word-wrap capabilities for the description field of a purchase order
- 54. Generate single or multi-page purchase orders
- 55. Allow numerous line items to be charged to a single account and a single line item to be charged to multiple accounts
- 56. Automatic assignment of purchase order number (with override ability)
- 57. Revise and cancel purchase orders
- 58. Include "ship to" address on purchase order
- 59. Create term contracts
- 60. Automatically generate a purchase order from online requisitions
- 61. Track purchase orders and payments issued against blanket orders

Signature over printed name
Date: _____

- 62. Track discounts offered by vendor with automatic notification as items are requisitioned from each department
- 63. Allow buyers to override either user- specified or system generated vendors and prices
- 64. Allow for centralized or decentralized processing of receipt of goods and services
- 65. Process changes to purchase orders without having to re-enter purchasing information
- 66. Track a purchase order, particularly when a change is made, so that all users of the purchase order are alerted to the change
- 67. Provide for immediate printing of the purchase order
- 68. Electronically transmit purchase orders to Vendors
- 69. Provide a field for the delivery location on a purchase order
- 70. Maintain historical information for change orders
- 71. Perform online receiving (Must have the ability to accommodate different business rules.)
- 72. Allow for the tracking of items received and the recording of goods returned to the vendor
- 73. Automated back order system that informs the requisitioning department of all open back orders and shipping dates
- 74. Allow input of the anticipated ship date and the actual receiving date
- 75. Prevent receipt of goods or services until purchase orders have been completed and printed by the Purchasing Department
- 76. Report on number of outstanding requisitions and purchase orders
- 77. Report on vendor history and activity analysis
- 78. Run year to date reports for vendors
- 79. Provide real time purchasing reports showing goods requested versus goods ordered and available balances
- 80. Provide complete online and hardcopy reporting of purchase orders issued and goods received
- 81. Create customized reports with report name and description
- 82. Online help for report generation
- 83. Decrease encumbrances as purchases are made for all reports
- 84. Provide a report whereby the users can select the number of purchase orders created during a specific date range

Signature over printed name
Date: _____

- 85. Payment history and status report by vendor
- 86. Provide receiving reports
- 87. Report and inquire purchasing activities by:
 - a. vendor name and ID
 - b. funding source
 - c. by date
 - d. ordering site/department
 - e. commodity
 - f. paid amount
 - g. optional parameters report header (run date, business date, name of report, parameters selected, user name, page number, etc.)
- 88. Retain our current expense/revenue report format; at a minimum, the fields should include:
 - a. cost center
 - b. account number
 - c. account description
 - d. carryover (prior year revenue and expenditure)
 - e. ending date (default = fiscal year end date)
 - f. beginning date (default = fiscal year begin date)
- 89. Encumbrance report with flexible selection criteria; at a minimum, the users should be able to select by:
 - a. date range (not just end date)
 - b. vendor name
 - c. vendor ID
 - d. requisition number
 - e. purchase order/contract/blanket number
 - f. peso amount
 - g. status (purchasing stage)
 - h. buyer name with phone extension

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12.Inventory Reporting Requirements

Inventory – General

1. Interactive entry, correction, and reporting of:
 - a. issues
 - b. receipts
 - c. adjustments
 - d. stock item descriptions
2. Interface with the General Ledger, Accounts Payable, Purchasing and Encumbrance modules
3. User-defined stock item table
4. The system provides the following information:
 - a. item description
 - b. unit of measure
 - c. order price
 - d. average price
 - e. vendor number
 - f. quantity on hand
 - g. quantity received on orders
 - h. ordered year-to-date
 - i. received year-to-date
 - j. issued current period
 - k. issued year-to-date
5. Provide lots of character descriptions
6. Maintains in-house inventory of “central stores” items

<hr/> <p>Signature over printed name Date: _____</p>
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- 7. Online stock catalog
- 8. Backorder requisition batch maintenance and posting
- 9. Multi-line, free-form area for input of stock item descriptions
- 10. A detailed credit slip of stock item returns is available
- 11. Maintains vendor and pricing data
- 12. Allows the entry of next year or current year requisitions in batch
- 13. Stock catalog that the user can print out
- 14. Maintains management information such as cumulative purchases and usage for the fiscal year
- 15. A stock reorder listing which includes all items under the minimum on-hand quantity or at the reorder point
- 16. A detailed transaction history reports for stock items
- 17. Purge history information for stock items with a zero on- hand quantity and no activity over a userdefined time period
- 18. Maintains detailed history and summary reports sequenced by stock number
- 19. Provides the following Warehouse Inventory reports
 - a. inventory Catalog Report
 - b. inventory Transactions Report
 - c. reorder Recommendations Report
 - d. stock Item Labels
 - e. departmental Charge Summary Report
 - f. back order Items report
 - g. usage report
 - h. unfilled requisitions report
 - i. inventory count report
 - j. inventory status report
 - k. inventory transactions report
 - l. inventory obsolescence report

Signature over printed name
Date: _____

- 20. An open purchase order listing which includes quantities of items ordered, received, cancelled, and paid
- 21. Maintains inventory detail reports including stock number, description, date of last order, unit cost, number in stock, and usage for current year, previous years, and annual totals
- 22. Re-order listing of inventory items when stock is below a user-defined re-order point
- 23. Allows for back orders
- 24. Allow verification of the inventory account balance prior to filling requests
- 25. Print system-generated pick-pack slips
- 26. Support automatic adjustment to quantity on hand with additions to inventory, withdrawals, and adjustments
- 27. Charge allocation data for supplies withdrawn from inventory based on the organization cost center and budget line item
- 28. Audit trail of transactions that are charged in summary to the General Ledger
- 29. Purge filled/cancelled requests
- 30. *Ad hoc* query to the Warehouse Inventory System
- 31. Inventory Control – The on-order quantity, on hand quantity, and cost information should be updated as a result of entering vendor invoices for material, if not previously updated on receipt Accounts Receivable Requirement

13.Accounts Receivable – General

- 1. Maintain a master customer file
- 2. Access all customer and billing data online
- 3. Purge all paid invoices on file for a user-defined period
- 4. Activate/Deactivate customers on request
- 5. Display the open item/balance forward status and aging for customer invoices
- 6. Enter invoices, credit/debit memo and payments individually
- 7. Automatically assign unique invoice numbers
- 8. Allow user defined aging categories (*e.g.*, current, 30, 60, 90 days)

_____ Signature over printed name Date: _____

9. Generate delinquency letters by customers
10. Enter credit memos to update accounts receivable
11. Enter debit/credit memos online individually
12. Produce refund checks from AR through AP
13. Allow the entry of negative credit memos (to act as internal adjustments)
14. Automatically assign unique credit memo number
15. Print debit and credit memos on request
16. Allow partial billing of an invoice amount
17. Separate open receivables by fund for collections purposes
18. Maintain daily Accounts Receivable billing control total with supporting detail
19. Generate reconciliation style customer statements showing beginning open items, charges during the month, credits during the month and ending open items with an again recap
20. Post cash receipts online
21. Apply a single check to multiple open items
22. Allow partial payments to be applied to specific invoice line items in a predetermined order, or designated at posting, or to the invoice as a whole
23. Receive cash for items other than invoices such as miscellaneous cash
24. Process miscellaneous cash receipts through the cash receipts application
25. Process insufficient funds checks with correct posting to the general ledger
26. Review online all customer accounts past due
27. Review online activity for specified account
28. Review online customer aging and other statistics such as last payment date
29. Billing and Payment History: all invoices, adjustments and payments by customer for a user-specified period of time
30. Cash Receipts Journal: Payments received each day by customer, including check number, payment type, invoice number, invoice date, amount of cash received and special General Ledger account entries such as write-offs

_____ Signature over printed name Date: _____

- 31. Cash Receipts and Adjustments Journal: Lists cash payments received, and adjustments made by customer and related general ledger accounts
- 32. General Ledger Distribution Report: Summarizes the distribution of Accounts Receivable general ledger transactions by account and date
- 33. All A/R reports should contain entries by all accounts users
- 34. The A/R report should be sorted numerically by receipt number (Column 1), User number/ID number (Column 2), description (Column 3), and amount (Column 4)
- 35. Allow users to drill down on specific items when they display invoices for a specific customer, including:
 - b. credit memos
 - c. debit memos
 - d. statements
- 36. Automatic posting of General Ledger/cash receipts, invoices and credit memos
- 37. Perform billing and posting to the accounts receivable
- 38. Bill – to customer number
- 39. Bill – to customer name
- 40. Bill-to address (including foreign addresses)
- 41. Customer billing and payment history
- 42. Date and amount of last billing
- 43. Date and amount of last payment
- 44. Year to date billing and payment peso
- 45. Customer number
- 46. Invoice number
- 47. Invoice date
- 48. Invoice line item (s)
- 49. Amount of credit
- 50. General Ledger account distributions

Signature over printed name
Date: _____

- 51. Check Number
- 52. Check Amount
- 53. Apply-to document/invoice numbers
- 54. Apply-to document/invoice Amount
- 55. Date of Payment
- 56. Account Numbers
- 57. Invoices
- 58. Credit memos
- 59. Debit memos
- 60. Check/Payments
- 61. Specified Customer account
- 62. Specified General ledger Account
- 63. Specified Period of Time
- 64. Track all maintenance activity in the master customer files
- 65. Support extended payment terms and automatically adjust aging
- 66. Generate tear-off remittance advice to be returned with the payment
- 67. Initiate cash posting by entering customer number, customer name, partial customer partial name or invoice number
- 68. Display all open customer invoices during payment posting
- 69. Customer Master List: lists all active customers including name, address and telephone number
- 70. Telephone
- 71. Contact name(s)
- 72. Order number
- 73. Order type

_____ Signature over printed name Date: _____

- 74. Item Qualities
- 75. Service Description
- 76. Service Hours
- 77. Reason for credit (*e.g.*, error adjustment, etc.)
- 78. Date of Entry
- 79. Cashier can enter easy user defined codes in place of full account codes
- 80. Miscellaneous cash receipts can be processed
- 81. Cash receipts can be printed immediately
- 82. Automatically track cash entries and cash on hand and provide cash receipt register and deposit reports for cash reconciliations
- 83. Automatic posting to appropriate subsidiary and general ledger accounts
- 84. Process installment billings and perform aging according to installment terms
- 85. Print invoices and/or statements in any desired order (*i.e.*, Customer No., alphabetical, zip code)
- 86. Print statements by user defined criteria
- 87. Print informational messages on invoices/statements
- 88. Suppress statements with zero and credit balance
- 89. Delinquency notices, a variety of user designated form letter sent to customers with open balances beyond a user-specified period of time
- 90. Mailing labels – customer mailings and labels, sales tax collection report listing taxable and non-taxable collections during user defined time period (monthly, quarterly)
- 91. Customer data
- 92. Date account opened
- 93. A customer status (active/inactive)
- 94. Invoice Information
- 95. Item numbers
- 96. Tax amount

_____ Signature over printed name Date: _____

- 97. Capability of running reports for user specified time
- 98. No duplication of Invoice numbers or cash receipt numbers
- 99. Allow non-acceptance of payment if no invoice exists. No cash in advance from customers.
- 100. Allow for a fully integrated system in- place so that University Health Services updates the system automatically
- 101. Interface developed between several other systems new ERP system. There should be a data dump from these systems to provide invoice information and payment information
- 102. Set up of employees as vendors on the A/P system. There will be an accounts receivable bucket for employee Travel advances – A/P issues advance check to an employee and post to A/R employee advance account
- 103. Employee pays the advance within 15 days and A/R post payment received against the outstanding balance on the A/R employee advance account
- 104. Payroll deducts the travel advance from the payroll check. Payroll makes all the appropriate entries to offset the A/R employee advance account
- 105. Setup multiple A/R accounts. Each A/R account tracks one type of customer
- 106. Generate aging reports which query for payments 30, 60, and 90 days late broken down as follows:
 - a. aging of current receivables
 - b. aging of non-current receivables
- 107. Provide complete online and hardcopy reporting of accounts receivable activity and aging
- 108. Allow for online inquiry and hardcopy reporting of all accounts receivable by fund, organization, account and program
- 109. Display via drop-down menu when cost center is the active accounts during cash receipt
- 110. None generation of duplicate receipt numbers
- 111. Security associated with the user ID and capability of specifying business date when A/R is posted. The user ID determines whether the person has privileges to access current period vs. prior period
- 112. Allow dummy cost centers so that the cash receipt can get posted to a temporary account. The temporary accounts should be analyzed and reversed to reflect correct accounts.
- 113. Track petty cash
- 114. Segregate the type of receivables- set up different rules to accommodate the different types of operations
- 115. View the detail transaction of the A/R in General Ledger
- 116. Track employee and small business loans. Calculate monthly payment for both non-interest-bearing and interest-bearing loans. Track fee calculations

Signature over printed name
Date: _____

- 117. Generate the following management and collection reports for tracking of loan activities
 - a. account summary
 - b. payment summary
 - c. aging report
 - d. past due notices
- 118. Generate past due notices for employee and business loans
- 119. Interface from other systems
- 120. Process different invoice formats from the system to accommodate different program needs 121. Generate aging report broken down as follows:
 - a. Aging of current receivables
 - b. Aging of non-current receivables

14.Cash Management Requirements

Cash Management – General

- 1. Seamlessly integrate all cash, check and credit card transactions
- 2. Allow sorting of transactions by either type or date
- 3. Allow the pooling cash for all participating funds and maintain "claim on cash" balances either at the fund level or a user Designated organizational level. The sum of "claim on cash" for all the participants should equal to "pooled cash"
- 4. Allow quick marking of transactions that have cleared the bank by allowing the selection of either single transactions or entire ranges of transactions
- 5. Automatically post reconciliation adjustments to the General Ledger
- 6. On-screen reconciliation summary information, such as adjusted bank balance, adjusted book balance, difference, number of cleared payments, cleared payments total, number of cleared deposits and cleared deposits total
- 7. Allow the reconciliation of multiple accounts at the same time
- 8. Allow the users to selectively view transactions by status, check date, or other field data
- 9. Allow the posting of interest income and service charges to the GL during reconciliation
- 10. Automatically match cancelled checks from the bank statement to the system by check amounts, check number, and bank ID

_____ Signature over printed name Date: _____

11. Allow automatic upload of bank statements into the system
12. Allow controlled direct update of check or deposit information
13. Allow the users to query a group of records from the system and update them all simultaneously with a chosen event date (cancelled date)
14. Stale date checks automatically based upon the difference in the amount of days between check issuance and the current date
15. Allow the user to selectively purge transactions from the system
16. Receive automatic updates for each check printed, reprinted, handwritten, void or reversed from the Payroll or Accounts Payable subsystems
17. Receive automatic updates for each deposit made from the Cash Receipts subsystem
18. Log all transactions related to any given document, such as Issue Date, Review Date, Stop Date, Cancel Date, Reverse Date, etc.
19. Allow association of a replacement check number with the original check
20. Creation of an unlimited number of bank accounts and cash accounts
21. Distinguish between the different types of checks issued
22. Automatically clear interfund transactions by increasing or decreasing the "claim on cash" account
23. Allocate interest income earned in the "pooled cash" account using a user-defined formula (erg: based on average daily Cash balance)
24. Allocate any bank service charges incurred by the "pooled cash" account using a user-defined formula
25. Pool investments for all participating funds to maximize interest earnings
26. Offer password secured access
27. Provide audit trails
28. Perform basic treasury functions
29. Track money market securities (treasury bills, commercial paper, bankers' acceptance, state and local obligations, etc.), notes and bonds, equities, mortgage, etc.
30. Perform treasury accounting and reporting functions such as:
 - a. transaction journals
 - b. investment income projection
 - c. receivable tracking for coupons, maturities and dividends

Signature over printed name

Date: _____

- d. exceptions tracking
- e. complete audit trail
- f. securities ledgers
- g. trade or settlement date basis
- h. calculations of amortization and accretion
- i. purchased interest tracking
- j. portfolio segmentation
- k. principal and interest payments tracking
- l. cash flow projections
- m. adjustment of book, par and accruals
- n. error correction
- o. calculations of gain/loss on sale of investments
- p. online report writer
- q. interface to the General Ledger

15. Cash Management – Reporting

1. Check listing by bank ID and check number
2. Allow drill down function to the originating transaction (deposit, check, or other bank transaction)
3. Listing of deposits with detail information
4. Summary listing of deposit information
5. List of cancelled checks
6. History report on any given document
7. List of outstanding checks
8. Check history by Vendor
9. Report of unclaimed funds

_____ Signature over printed name Date: _____

16. Billing – General

1. Allow change rates for internal billing activity, such as space rate and indirect cost rate "IDC"
2. Make entries on a detail level
3. Run reports on individual invoices
4. Post invoices to G/L by invoice date
5. Allow to change the status of cost center from Active to "Inactive" or "Inactive" to "Active"
6. Track posting by, JE #, Invoice #, Invoice Date, Internal repayment no.
7. Automate the internal billing Process
8. Cross charge department by using cost centers
9. Allocate by square foot, number of employees, number of copies
10. Set up an inter-fund receivable and payable to track interdepartmental charges
11. Prepare direct and indirect schedules by each department responsible for internal services and submitted to the accounting to set up journal entry to charge appropriate cost centers and set up the inter-fund receivables and payables
12. Customizable screens based on direct cost or indirect cost

17. Accounts Payable Requirements

Accounts Payable – General

1. Automatically generate BIR forms for vendors
2. BIR report on standard forms and E-file format
3. Allow new vendor setup during invoice positing
4. Allow entering invoices into AP batches online with control totalling
5. Automatically generate unique AP batch numbers
6. Allow correction to the distribution of an invoice without re-entering the invoice prior to general ledger distribution

<p>_____ Signature over printed name Date: _____</p>
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7. Allow processing debit and credit memos upon receipt from vendors
8. Allow posting debit/credit memos to the General Ledger automatically
9. Allow to reference a debit/credit memo to multiple vendor invoices
10. Allow selecting invoices for payment by due date range, and payment date, AP batch numbers, etc.
11. Allow generating Payment to multiple vendor invoices on one check
12. Support multiple payment types (*e.g.* system check, wire transfer, etc.)
13. Provide online warning if total payment amounts exceed invoice amount
14. Flag duplicate vendor invoices to preclude generating a check
15. Automatic balancing control of the data entry
16. Support online inquiries for invoice-by-invoice number, invoices by check number and invoices by vendor number
17. Allow processing stop payments and voids
18. Distribute expenses at the gross peso total level
19. Allow for processing over shipments
20. Provide online AP data entry validation as well error correction and re-entry of information
21. Allow to Generate Cash Disbursements Journal, which lists each payment made and the general ledger accounts affected
22. Allow creation of fixed or variable recurring payments with option of end date and separate payment cycle
23. Handle purchase orders with nominal (approximate) quantities specified
24. Allow processing inter-fund payables entries
25. Allow receiving file records created when an item is received should be matched to subsequent vendor invoices entered and a purchase price variance calculated and compared to user defined tolerance
26. Allow tracking of all changes to invoice adjustments/cancellations
27. Allow for Automatic calculation of an estimated payment date or estimated receipt date as part of the AP process
28. User-defined aging categories
29. Age payable invoices based on the invoice date

_____ Signature over printed name Date: _____

- 30. Apply prepayments to specific invoice line items with balance reflecting the total net amounts to be paid
- 31. Allow checks drawn on multiple bank accounts or on a single bank account
- 32. Prevent payment to vendors with debit balances
- 33. Allow multiple partial payments against an invoice up to the total PESO value of the invoice
- 34. Allow processing installment and lease payments
- 35. Allow users to override the invoice amount in the case of discrepancies, and identify the invoice as paid in full
- 36. Allow only authorized users to accept invoice prices that differ from vendor contract price. Also, allow only authorized users to override contract pricing, and provide contract
- 37. Allow A/P users to select invoices for payment based on invoice due date within specified date range
- 38. Allow for creation of multiple cash AP inter-fund accounts
- 39. Allow A/P users to select bank accounts for disbursements, including reviewing multiple bank accounts to determine the proper account from which to issue checks
- 40. Allow scheduling of payments and printing checks
- 41. Allow the Accounts Payable module to post to the general ledger in summary the entire accounts payable distribution, manual check distribution, and cash disbursements distribution
- 42. Electronically transmit user-defined purchase order information from Purchasing Department and receiving location To Accounts Payable Department
- 43. Allow users to perform electronic matching of purchase order and user-defined invoice information
- 44. Sort checks by vendor number, by user-defined sequence within bank account number, or by Vendor name
- 45. Allow for voiding checks online and reverse the payment from the master file
- 46. Allow for restarting of the check printing process with automatic restart option
- 47. Print check stubs with user-defined information such as invoice number (s), invoice line item (s), invoice amount (s), discount taken, vendor name, number, purchase order number or any other AP data field
- 48. Print check stub detail on successive check stubs, if necessary, and void successive checks
- 49. Printing of the check numbers on the blank check stock
- 50. Print a report to identify all gaps in the check sequence

<p>_____ Signature over printed name</p> <p>Date: _____</p>

- 51. Reconciliation of voided, cancelled and returned checks online or in batch
- 52. Automatic reversal of posted amounts and distributions and generate accounting adjustments for voided checks
- 53. Automatically print a listing of printed checks after each check printing cycle. This is a control list of checks printed
- 54. Print Manually Prepared Check Journal sequenced by check number to provide an audit trail to support the summary entry in the general ledger
- 55. Generate a “Check Register” – The check register should be printed after each check run and should be sequenced by check number. This report should provide information on paid invoices such as: invoice gross amount, discount amount, net amount, vendor name/ID number, showing totals for each check number
- 56. Print a report showing the outstanding checks
- 57. Allow to manually void or reconcile a series of checks
- 58. Receive an electronic data on cleared checks from the bank to perform bank reconciliation
- 59. Withhold checks to vendors even though the invoice is due
- 60. Generate Check Reconciliation Report. This report is printed upon demand in check number sequence, showing detail on all outstanding checks
- 61. Flag checks such as: negative checks and zero checks
- 62. Prevent the printing of blank checks, negative checks and zero checks
- 63. Allow for one-time or temporary vendors
- 64. Maintain vendor payment records online for current, year-to-date and prior years
- 65. Accumulate year-to-date purchases by vendor
- 66. Print the list of vendors upon request based on user specified format such as: vendor ID number, alphabetical, or year-to-date purchase amount (peso or quantity) sequenced by product line
- 67. Generate Vendor Analysis report. This report is printed upon request and should show various breakdowns of activity by vendor (quantity, product line, type) for the current period and year-to-date, and provide a comparison to the previous year’s figures
- 68. Generate Purchase Analysis report. This report is generated by vendor (Names or ID numbers) showing budgeted items, quantities and peso purchased, actual items, budget-to-actual purchasing variances, dates purchased, delivery performance, comparisons to prior periods/years
- 69. Generate Vendor Shipping Performance report. The report lists by vendor, due dates for delivery, actual dates of delivery, item short shipments, incorrect items shipped, etc.

Signature over printed name
Date: _____

- 70. Allow to share the vendor master file between Purchasing and Accounts Payable only at the inquiry level. An authorized person in the accounts payable department must do any updates or changes to the vendor master file
- 71. Automatically purge vendors after a user- specified period of inactivity, only if the vendor balance and purchase commitments are both equal to zero
- 72. Allow to run reports on inactive vendors. It should list vendors with no activity for a user-specified period of time
- 73. Track all changes to vendor master
- 74. Identify selected vendors as “critical” for payment scheduling purposes
- 75. Deactivate discounts for specific vendors
- 76. Create system-controlled limits on vendor transactions, total peso purchases, etc.
- 77. Search by buyer number and name
- 78. Allow the availability of the definition and description of each stage in the purchasing process
- 79. AP Voided Check Log
- 80. AP Stop Payment Check Log
- 81. View the same vendor simultaneously by multiple people but restrict maintenance of vendor to authorized personnel
- 82. Run Vendor Payment Listing by fiscal year and quarter. Sort by vendor, check date and check date. In addition, provide invoice number and amount in the report.
- 83. AP system must use invoice date from which aging report is calculated
- 84. Allow multiple users to post to the system without locking it up
- 85. Allow to run various vendor reports
- 86. Allow to run cash requirement report
- 87. Allow to run vendor payment history report
- 88. Inquire on status of payment
- 89. Schedule invoices for payment based on Vendor terms, future dated invoices, etc.
- 90. Accommodate “one-time” vendors and identify them as such
- 91. Process invoice information, including invoice number, amount, payment date, and transaction number, if applicable

_____ Signature over printed name Date: _____

- 92. Generate checks on a daily, weekly, monthly or user defined basis
- 93. Reconciliation activity report showing all the daily online update activity in the system
- 94. Invoice tracking for pending department/agency approvals
- 95. Monthly report of all cleared checks by check type and by fund
- 96. Differentiate between payments that are due immediate vs. payments that are on hold
- 97. Allow split of several invoices on an obligation
- 98. Allow generating outstanding accounts payable report
- 99. Allow for the invoice date to be a required field so that it can be used as a search criterion for reporting
- 100. Allow the aging report to use the invoice date to give an accurate A/P aging report
- 101. Allow holding a credit memo on the vendor file for future off-set
- 102. Allow the invoice number to be used for inquiry purposes on imported transactions
- 103. Allow changes to the vendor file once the payment has occurred. Example: flag inactive, delete
- 104. Allow A/P running reports by check date, fiscal year or any user-defined period regardless of when payments were processed
- 105. Verify existence of key documents to support the voucher prior to submittal – insurance certificates, performance bonds, etc.
- 106. Provide status of any submitted voucher or fund or project to review payments to date and committed funds
- 107. Allow to place vouchers on hold and to enter reasons for hold
- 108. Generate voucher numbers and does not allow duplicate numbers to be used for A/P vouchering. Retain history of voucher numbers after payment and/or period end to avoid duplicate voucher numbers.
- 109. Remove entered voucher if it has not been properly submitted for payment with corresponding audit trail, and to record reason for change
- 110. Consolidate multiple invoices from one vendor and pay with one voucher
- 111. Maintain open invoice records until paid in full (for unpaid and partially paid vouchers)
- 112. Develop vouchers to partially pay invoices
- 113. Link owner invoice with subcontractor invoices to correlate the payment received from the owner to the payments made to the subcontractors
- 114. Warn possible duplicate vendor entries even if entry is not an exact match (*e.g.*, Ace Plumbing vs. Ace Plumbing Inc.)

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- 115. Delete vendors as required with option of retaining or deleting history
- 116. Retain vendor history including current period, year to date and all prior history
- 117. Suspend and restart payment for specified vendors, parent vendor groups, contracts or work orders for user-defined duration
- 118. Record estimates and maintain a history of changes by contractor and project
- 119. Track invoices to vouchers and vice versa, and flag if amount paid is different than original voucher submitted
- 120. Process one-time vouchers for non-contract and non-project invoices
- 121. Accumulate multiple invoices on a single voucher and/or group payment for remittance based on selected criteria (*i.e.*, payment due date)
- 122. Automatically calculate payment due date from receipt of goods/services or invoice and allow for user override
- 123. Identify the organizational unit or agency originating a voucher
- 124. Flag and report duplicate purchase orders and invoices
- 2125. Generate multiple vouchers from a single invoice or request for payment
- 126. Allow multiple invoices processing on a single contract or purchase order without the potential for overpayment (paying twice for the same item)
- 127. Generate voucher for progress payment indicating: item number, description of material or services, quantities, unit price, line item total for the voucher and total-to-date for the given contractor or project 128. Verify existence of all required documents for preparing a progress payment voucher
- 129. Generate a receiving request
- 130. Inhibit specified users from modifying invoice data once the invoice has reached approval status through project manager release
- 131. Record an invoice for partially received material or for over shipments of material
- 132. Enable user to view bills in progress of being paid
- 133. Enable user to view bills not paid
- 134. Pay a vendor automatically on one warrant for multiple invoices with different pay dates
- 135. Select or not to select vendors for payment by due date
- 136. Input an invoice in the system without a receiver in the system
- 137. Sort report by vendor, by peso amount, or provide year-to-date vendor information
- 138. Perform electronic matching of purchase orders, receiving reports, and vendor invoices three (3) ways

Signature over printed name

Date: _____

- 139. Quickly select line items on purchase orders for receiving
- 140. Allow to force a decision to keep a purchase order open or close it out
- 141. Process travel vouchers automatically with electronic approval
- 142. Allow for virtually unlimited multiple addresses for each vendor
- 143. Provide a designation code for each vendor
- 144. Establish of discount and payment terms for each vendor
- 145. Allow for invoice data to be processed online
- 146. Automatically retrieve vendor name and address, goods ordered and received, and unit prices based on purchase order number
- 147. Automatically calculate applicable discounts and payment date
- 148. Allow online changes to the retrieval data
- 149. Allow for the addition of freight and bulk charges
- 150. Calculate multiple taxes, as appropriate, by item
- 151. Calculate tax rebates at the time of invoice entry
- 152. Provide automatic online budget account validation, as well as funds availability
- 153. Automatically liquidate associated encumbrances as invoices are processed
- 154. Automatically calculate payment due date to take advantage of available discounts
- 155. Issuance of “on demand” checks that automatically update the General Ledger and liquidate associated encumbrances
- 156. Automatically handle recurring payments
- 157. Establish “one-time” vendors
- 158. Complete bank reconciliation process including the matching of outstanding and cleared checks with issued checks
- 159. Document history retrieval online, linking requisitions, bids, purchase orders, packing slips, stores issues, invoices, checks, returned goods, and received goods
- 160. Prevent the entry of an invoice that would cause the cumulative invoiced amount to exceed the contract or purchase order value

Signature over printed name
Date: _____

18.Accounts Payable – Reports

1. Generate a report of open and closed vouchers based on user-criteria, such as daily or weekly time period, fund number or project code
2. Generate a complete online report and hard copy reporting of Accounts Payable activity
3. Allow for online inquiry of all Accounts Payable by fund, organization, account and program
4. Make adjustments to posted transactions in the system, so that the transaction is affected in both AP and GL
5. Generate aging of accounts payable broken down as follows:
 - a. Aging of current payables
 - b. Aging of non-current payables Budget Requirements

19.Budgeting – Consolidated Budget

1. Allow for reporting of individual as well as aggregate revenues and expenditures through defined hierarchical structures
2. Automatically maintain an audit trail (including time and user identification) reflecting all budget entries
3. Perform budget modifications and maintain an audit trail of modifications
4. Budget request data can be entered easily and/or copied forward from a user defined period
5. Compute “what if” scenarios using actual budget data or adjusted budget data compared to actual expenditure data or adjusted expenditure data in any combination
6. Allow users to develop budget forecasts using base-year budgets
7. Accommodate various budget recording methods such as increasing, decreasing, or replacing existing budgets (*e.g.*, versions, revisions, or changes in a grant agreement)
8. Perform a variety of revenue, expenditure, and fund balance forecasting including the ability to perform fee analysis
9. Create, modify, and establish a budget for a specific project and component of a project
10. Develop budget for grants with different fiscal years
11. Allow forecasts to be expressed in terms of percentage increases or decreases
12. Allow to apply inflation factors to a budget model
13. Analyze subsequent proposals and changes to budget scan without affecting current budgets

<p>_____ Signature over printed name Date: _____</p>
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14. Posting to either of two fiscal years during the lapse period
15. Enter budget requests online
16. Online worksheet to facilitate preparation of budgets. Information from a user defined period should flow into this worksheet
17. Allow budgets or budget items to be frozen at a certain level of approval to prevent further change by the projection percentage during the revision process
18. Make mass adjustments to budget line items throughout the comprehensive budget
19. Allow to budget at account and sub object level
20. Allow to budget by position based on interactivity with HRDO and Payroll
21. Allow to approve budgets through online approval
22. Allow to provide peso and percentage change techniques by budget line item or line item group to simplify budget preparation
23. Specify the basis for computing the budget based on user defined criteria (*e.g.*, salary, total labor cost, billing rates, etc.)
24. Allocate budgets across departments for the same line item as well as roll up to one total cost
25. Perform reallocation and tracking of budgets by funding source (*e.g.*, UniFAST, City Hall, etc.)
26. Perform reallocation and tracking of budgets by individual projects
27. Perform reallocation and tracking of budgets by fund number
28. Track actual project costs and compare with budgeted project costs (adjust if reallocations are made)
29. Track expenses by categories and allocate cost to project cost accounts as required
30. Perform user-defined allocations for payments (reimbursements) to various funding categories for reimbursements
31. Accommodate project contingency line items in budgets
32. Allocate overhead and administration costs to departments, cost centers, programs, and sub-program levels automatically. (IDC –Indirect Cost)
33. Allow to support Activity Based Costing budget preparation
34. Allow for better communication and assist with compiling group/departmental reports. Each cost center should have a contact person or “responsible person” assigned to it in the system. All users should be able to view this field on any cost center.
35. Support the entire budget process such as preparation, approval, amendments, monitoring, etc.
36. Budget module must recognize account attributes (groupings) that are built into the account structure in the general ledger

Signature over printed name

Date: _____

- 37. Allow authorized users to see which budgets have been approved
- 38. Users must be able to assign temporary cost center numbers and be able to delete them if not approved
- 39. Identify accounts with budgetary balances that meet criteria for being carried forward to the next fiscal period
- 40. Close budgetary amounts from the current file at the end of the fiscal year
- 41. Allow the rollover of selected budget lines, or all budget lines into the new fiscal year and adjustment of appropriate spending allocations and encumbrance balances
- 42. Allow comparison of different budget versions
- 43. Provide a high level of security that would only allow specific users to access, create and/or approve specific budgets
- 44. Allow to block entity or specific account or object transfers
- 45. Establish a tolerance level for budget warning
- 46. Display a warning notice when transactions are proposed for accounts whose budgets have been exceeded
- 47. Set spending controls at various levels relating to funds available for expenditures
- 48. Check for unauthorized charges against budgeted line items on a timely basis
- 49. Online approval of proposed budgetary transactions
- 50. Deny financial transaction if budgetary amount is not adequate to cover the transaction being posted
- 51. Determine sufficiency of funds prior to processing change orders
- 52. Monitor (through rules and/or procedures) for erroneous charges
- 53. Permit the modification of encumbrances (*e.g.*, increase, decrease, or cancel) and produce an audit trail of the transaction
- 54. Track the original amount, current amount, payments made, and remaining balance for an encumbrance
- 55. Allow for pre-encumbrance and/or encumbrance before a contract or purchase order is awarded
- 56. Liquidation of encumbrance when final payment is made against an account when specified by project manager
- 57. Automatically close encumbrances with appropriate journal entries for year-end financial reporting
- 58. Encumber online against available appropriation balance to reduce the corresponding spending allocation
- 59. Allow to flag a warning for Non-Sufficient Funds (NSF) condition when vouchers exceed encumbered funds

_____ Signature over printed name Date: _____

- 60. Perform standard encumbrance accounting activities
- 61. Track current year and inception-to- date allocation and authorization amounts in the budgetary accounts
- 62. Establish and maintain budget data online for any number of past, present, and future years
- 63. Store and retrieve actual revenue and expenditure data online for any number of past years
- 64. Centralize viewing capabilities for entity-wide sorting and roll up of all budget information
- 65. View the detail charges of actual spending or encumbrance amounts online
- 66. Allow to have all prior history for actual spending and budgets available online for multiple years
- 67. Approved budget is automatically recorded for use by general ledger in new fiscal year
- 68. Use workflow for budget approval and calendaring
- 69. Rollup department or grant budgets to the fund level
- 70. Accommodate the transfer of funds between budgeted line items
- 71. Budget projection scan for multiple years according to user-defined parameters
- 72. Allow availability of Intermediate and final budget reports
- 73. Allow monthly and quarterly budget figures to be established, if desired
- 74. Keep multiple budget years open at one time
- 75. Identify budgets by original budget, first revised budget, second revised budget, third revised budget etc.
- 76. Maintain as many sub-budgets and program budgets for certain line items and projects as needed
- 77. Create and maintain multiple budget versions
- 78. Create an online long-term capital budget that is integrated with purchasing, accounts payable, budgeting, and project management
- 79. Allow to put budget processing for certain line items on hold (flag budgets on hold)
- 80. Create cost centers in the Budget module before they are created in the GL to accommodate nonapproved budgets that should not carry forward to the GL

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20. Budgeting – Reporting

1. Produce budget to actual reports online
2. Provide centralized monitoring of spending, budget preparation process, and available balances
3. Produce comprehensive management and budget reporting
4. Produce both standard and *ad hoc* reports as well as allow for the use of standard statistical and logically functional packages so that research and analysis can take place
5. Produce internal reports of an organization unit as well as government-wide reporting
6. Allow the comparison of budget (spending plan) to actual obligations and expenditures, including a variance and percentage variance
7. Provide variance reports illustrating budgets versus appropriations versus actual encumbered amounts to the respective budgets
8. Report on cost centers by the date any budget modification is received
9. A “to and from date” on reports with the default being our fiscal year
10. Generate exception reports or criteria-driven reports (*e.g.*, accounts that are 75% expended at mid-year)
11. Allow users to run reports at a high level and drill down to lower levels
12. Create the final budget document online in its finished form
13. Image of invoice, timesheets and other source documents attached to records and accessible online by drilldown invoices and time sheets.
14. Assign cost allocation rates to specific range of dates for individual cost centers and/or other userdefined criteria
15. Cut-and-paste features or easy export to Excel, Access, or other software program

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ANNEX 2

ADMIN SYSTEM (Procurement and Inventory, Supply and Materials, Asset Management and Fix Asset and Budget)

1. PURCHASE REQUEST

- a. Select pre-approved items from internal Supplies/Property/Work Catalogs by end-users
- b. Allow changes to the Master File without leaving the Purchase Request Work Area when prompts appear regarding needed information
- c. Verify available budget allocated for Supplies/Property/Work requested
- d. View budget status on-screen when entering Purchase Request
- e. Block/prohibit transactions that will exceed budget
- f. Manage partial cancellation of items in Purchase Request

2. REQUEST FOR PROPOSAL/ABSTRACT OF BIDS

- a. Automatically build RFPs from approved Purchase Request, with no duplicate data entry b. Copy previous RFPs
- c. Maintain a Master File of Suppliers
- d. Allow unlimited items and suppliers per RFP
- e. Print and email RFPs to suppliers
- f. Award entire RFP to a single supplier or split RFPs between multiple suppliers
- g. Automatically build Purchase Orders from awarded RFPs with no duplicate data entry

3. PURCHASE ORDERS/CONTRACT

- a. Automatically build Purchase Orders/Contract from approved Purchase Request or RFQs
- b. Copy a previous Purchase Order/Contract or a PO Template
- c. Send POs to suppliers by email
- d. Late order tracking and expediting
- e. Item history tracking
- f. Manage partial cancellation of items in Purchase Order

4. BID MONITORING

- a. Monitor all outstanding Purchase Request per End-user
- b. Generate Earliest and Latest Allowable time for projects scheduling

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- c. Monitor Competitive Bidding stage per Purchase Request
- d. Generate alerts based on Earliest and Latest Allowable time for bidding

5. Contract Monitoring

- a. Monitor all outstanding Purchase Order/Contract per Supplier
- b. Change Order/Variation Order/Time Extension management, including revision numbering, fieldby-field tracking, and to reprint any version of the order at any time
- c. Automatically generate liquidated damages at the start of delay of delivery on a daily basis
- d. Automatic notification when Liquidated Damages reaches 10% of the total amount of contract

Alternative Methods of Procurement Section

6. Preparation of Purchase Request (PR)

- a. Classification and List of Itemized Supplies
- b. Generic Technical Specifications of Each Item/Supply/Service
- c. List of APP-Approved Projects (Identified by Project Title)
- d. Approval of Authorized Officials
- e. PR Number Series and Date
- f. Accomplished Printable PR Form
- g. Folder for accomplished PR

7. Preparation of Request for Quotation (RFQ) and Posting

- a. Link to Accomplished PR
- b. Entries for Quantity, Unit of Measure, and Amount
- c. RFQ Number Series and Date
- d. Automatic Computation of Unit and Total Costs including Grand Total
- e. Approval of Authorized Officials
- f. Accomplished Printable RFQ Form
- g. Link to Directory of Suppliers for Sending/Canvass

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- 8. Preparation of Abstract of Quotations (AOQ)
 - a. Link to Accomplished RFQ
 - b. Folder of RFQ Submitted by Supplier (Arranged by project if possible)
 - c. Automatic Computation of Unit and Total Costs including Grand Total
 - d. Automatic Flagging of Price Above ABC (Approved Budget for the Contract)
 - e. Automatic Highlighting of Lowest Computed Quotation
 - f. Option for Lot or Itemized Evaluation
 - g. Automatic Computation of the Total of Prices within ABC
 - h. Approval of Authorized Officials
 - i. Accomplished Printable AOQ Form

- 9. Preparation of Purchase Order (PO)
 - a. Link to Accomplished AOQ
 - b. Retrieve Tender/Bid of the Supplier
 - c. Entries for Place of Delivery, Date of Delivery, Delivery Term, and Payment Term
 - d. Automatic Computation of Unit and Total Costs including Grand Total
 - e. Approval of Authorized Officials
 - f. Accomplished Printable PO Form

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ANNEX 3

PLM Asset and Supplies Inventory System

1. Objective:

1. To acquire Asset and Supplies Inventory System linked to the Procurement, Accounting and End-users office with specifications required by the PLM Property Office and compliant to COA rulings and regulations.

2. Scope of Works:

1. Customization of the system in alignment to the required specifications of the University
2. Installation, Testing, Training and Deployment

3. Specifications needed in Asset Inventory System:

1. Manage records for assets

- a. Master file of all assets and properties per Item and Property Number
- b. Master file of all suppliers and their products or services
- c. Manage asset type, generic asset description and nature of repair
- d. Manage records pertaining to property and equipment Insurance
- e. Manage donation, transfer and disposal of properties
- f. Manage reclassification of Assets

2. Capture and document all property and equipment movements. (CAPEX and SEMI-EX)

- a. Receiving from supplier
 - i. Generation of Inspection and Acceptance Report (IAR)
- b. Return to supplier
- c. Request from users
- d. Issuance of property and equipment to users
- e. Return to property office
- f. Stockroom to stockroom transfer of property and equipment
- g. Donation, Transfer and Disposal of property

3. Generation and printing of property barcodes

- a. Conversion from Item number to Property Numbers

4. Capture of details of approved and signed PO for delivery

5. On-line filing and approval of asset movement.

- a. Generation of Property Acknowledgement Receipt (PAR) and Property Return Slip (PRS)
- b. Generation of Inventory Custodian Slip (ICS)

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6. Generation of Trip Ticket

- a. On-line filing and approval of trip ticket requests (request for school vehicle)
- b. Manage rules governing the queuing and routing of Trip Ticket request to approving authority (based on range of amount and department involved)
- c. Generate gate pass for assets or properties to be transferred

7. Create Request for Payment (RFP) based on selected PO billings for voucher preparation

8. On-line filing and approval of Capital Expenditure requests from different accounting units.

9. Accountability and physical presence reconciliation.

- a. Generation of Unaccounted assets per account, office and end-user
- b. Auto-update of the system once the unaccounted items are paid by the end-user
- c. Reclassification of Unaccounted/found assets

10. Monitoring and generation of Reports

- a. Monitoring of all outstanding purchase order per supplier
- b. Monitor the progress of a purchase order
- c. Generate and view Historical changes in conditions and status of assets.
- d. Generate and view Historical cost and expenditures for the assets (repairs, maintenance, improvements.).
- e. Generate records of property cards (This entails property description, history and repairs of property and equipment)
- f. Generate alerts based on changes in condition/status of individual selected assets
- g. Generate report on property and equipment movements
- h. Generate summary of all movement requests per status on per originating operating unit or approving authority
- i. Generate report repairs and maintenance done on per asset, nature of repair and supplier basis
- j. Generate alerts based on amount and asset type of PO approved or filed
- k. Generate detailed listing of purchase orders
- l. Generate report of all receiving records (per reference numbers or per supplier)
- m. Generate report of detailed receiving record and supplier's delivery receipt count and quality discrepancy
- n. Generate report of all issued or transferred items per department over a given period
- o. Generate detailed report on donated, transferred and disposed items

4.Specifications needed in Supplies Inventory System:

1. Manage records for supplies

- a. Master file of all supplies and materials per Stock Keeping Unit (SKU)/ item/ stock code.
- b. Master file of all suppliers and their products or services
- c. Manage type of supplies and description
- d. Manage records pertaining to supplies

2. Capture and document all stock movements

- a. Receiving from supplier
 - i. Generation of Inspection and Acceptance Report (IAR)
- b. Return to supplier
- c. Request from users
- d. Issuance of stocks to users
- e. Return to stockroom

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- f. Stockroom to stockroom transfer of materials
- g. Condemnation or breakage
- 3. Automatic PR preparation** (Based on approved APP-Annual Procurement Plan & SPS Stock position sheet)
- 4. On-line filing and approval of SMR** (supplies and materials requisition)/ **RIS** (Requisition & issue Slip) **from different units**
- 5. Queue rules in routing SMR/ RIS to approving-authority (based on type of items and stock classification)**
- 6. Monitor the Progress of all supplies and materials request**
- 7. One stop ordering checklist for SMR**
- 8. Generation of vouchers of all stock movements**
- 9. Generation of Reports**
 - a. Generate report of all item budget (per item classification, per department)
 - b. Generate report of all receiving records (per reference numbers or per supplier)(Inspection & Acceptance Report(IAR), Supplies Received for Stock (SRS)
 - c. Generate report of detailed receiving record and supplier's delivery receipt count and quality discrepancy
 - d. Generate report of all issued or transferred items per department over a given period (Summary of Supplies & Materials Issued- SSMI)
 - e. Generate detailed on-hand inventory tally per item, per item classification or per storeroom
 - f. Generate a ledger movement (in/out)stock cards style report for each item
- 10. Importation of Existing Data Base to the New System**

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ANNEX 4

HUMAN RESOURCES

A. Recruitment, Selection and Placement (RSP)

1. Applicant’s Records
 - a. Personal Data Sheet with Work Experience Sheet
 - b. Credentials (TOR, Eligibility, Certificates, Service Record, Diploma, etc.)
 - c. Pre-Hiring Test Profile (Results and Interpretation)
 - d. Previous work Experiences and background investigation results
 - e. Generate alerts based on the number of months of new employees
 - f. Allow submission of employment application online with evaluation assessment based on the Qualification Standards of the vacant position being applied for

2. Forms/ Reports to be Printed
 - a. Oath of Office
 - b. Certification of Assumption to Duty
 - c. Plantilla of Casual Appointments (CSC Form 34-B), (CSC Form 34-E)
 - d. Report on Appointments Issued (RAI)
 - e. Preliminary Assessment Sheet (For Administrative position)
 - f. Ranking of applicants
 - g. Faculty Selection Board Assessment
 - h. Position Description Form
 - i. Personal Data Sheet
 - j. Appointment Processing Checklist
 - k. CSC Appointment
 - l. Contract of Service (part-time faculty, part-time admin, job order)
 - m. Vacancy Reference Form
 - n. List of Published Vacant Positions
 - o. Status of Published Vacant Positions
 - p. List of Part-time Faculty under Contract of Service (by name, rank, college, school year, etc.)
 - q. List of next-in-rank employees to the vacant positions
 - r. CRRC Evaluation Reports
 - s. CS Form No. 5 Certification There is no applicant who meets all the qualification requirements
 - t. CS Form No. 9 Request for publication of vacant positions
 - u. Welcome Letter for new employees
 - v. Notice of Expiration of contracts/temporary appointment

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Date: _____

- w. Notice of probationary performance evaluation
- x. Qualification Standards for all positions in the plantilla

B. Personnel Records/Documentation

- 1. Employees Records
 - a. 201 file
 - b. Personal and Employment Data (All items included in Personal Data Sheet)
 - c. Employment History
 - d. Records of Movement History
 - i. Reassignment
 - ii. Promotion
 - iii. Salary adjustment
 - iv. Separation (Resignation, Retirement, Transfer, etc.)
 - v. Reappointment
 - vi. Others
 - e. Records of Designation
 - i. Duration
 - ii. Honorarium
 - iii. RATA
 - iv. ETU
 - f. Plantilla (item number, position, sg, step, salary, department)
 - i. Vacant positions
 - ii. Filled positions
 - iii. History of filled position
 - iv. Add/ Create *plantilla* items
 - v. Abolish items
 - g. Attach scanned files for every personnel (Updating of Records)
 - h. Salary adjustments
 - i. Step Increment
 - i. Reflect employees without promotion/movement for the last three (3) years
 - ii. Reflect employees last step increment
 - iii. Option to edit the years in case of adjustment from DBM
 - j. Final IPCR Targets/Rated

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2. Generate queries/printed reports based on specific data needed such as
 - a. Personal Data Sheet
 - b. Educational background
 - c. Status of employment
 - d. List of employees
 - e. Personnel complement
 - f. Length of Service
 - g. Other data as may be required (by age, place of residence, etc.)
 - h. Service Record
 - i. Certificate of Employment/Compensation
 - j. Notice of Salary Adjustment
 - k. Notice of Step Increment
 - l. Plantilla of Personnel
 - m. Candidates for Loyalty Awards
 - n. List of Employees Qualified for the Grant of Mid-year Bonus
 - o. List of employees with administrative cases

C. Compensation and Benefits

1. Timekeeping module and tracking of leave credits
 - a. DTR/SR
 - i. Company name
 - ii. Employee name
 - iii. ID number
 - iv. Position
 - v. Office
 - vi. Applicable Period/month (15 days or 1 month)
 - vii. Work schedule
 - viii. Time in, break out, break in, Time out
 - ix. Total hours rendered
 - x. Late/ under time on applicable dates
 - xi. Total late/under time incurred for a month
 - xii. Print DTR for every cut-off period (1-15, 16-end of the month, 1-end of month)
 - xiii. Batch Printing/Individual Printing of DTR
 - xiv. Print DTR per status (Permanent, Casual, COS, JO)
 - xv. Summary Report of employees with submitted DTR/SR
 - xvi. Summary Report of employees with no entries
 - xvii. Reflect filed leave/Excused Leave/Holidays/WFH/Office Suspension on DTR
 - xviii. Summary of incomplete logs report per employee/all employees

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Date: _____

2. Leave Management

- a. Allow online application for all types of leave and approval
- b. Periodic Report on filed leave
 - i. per employee
 - ii. type of leave (maternity, paternity, quarantine, SL, VL, etc.)
 - iii. Forced Leave compliance (Forced leave report of all employees – if all 5 FL were already deducted to VL, the concerned employee will be removed from FL monitoring screen)
 - iv. Summary of Leave balance report per employee
 - v. Summary of tardiness/under time in a monthly, semi-annual and annual basis
- c. Required Data for processing of leave application
 - i. Specific dates
 - ii. Employee number
 - iii. Employee name
 - iv. Total No. of Days applied
 - v. Date filed
 - vi. Leave type
 - vii. Employee name
 - viii. No. of available VL, SL, FL and SPL
 - ix. Allow cancellation of approved leave
 - 1. If leave falls on Holiday or suspension of office work
 - 2. Cancellation of Forced Leave
- d. Allow batch updates of leave credits
 - i. Offset tardiness/under time to leave balance
 - ii. Deduction of tardiness, under time and absences from the leave balance
 - iii. Earn Leave
- e. Allow employees to view/print leave cards
- f. Allow to view leave balance of employees (VL, SL, FL, SPL and others)
- g. Application for leave format – same with CSC form no. 6

3. Change of Work Schedule

- a. Allow online request and approval of change of work schedule
- b. Date of filing
- c. Employee name
- d. Position

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- e. Office
 - f. Current and new Schedule
 - g. Period covered
 - h. Officials/Approver of the Change of work schedule
4. Overtime
- a. Online request for Overtime application
 - b. Approved applied overtime
 - c. Compensatory overtime
5. Request for monetization/Commutation of Leave
- a. Allow deduction from the leave balance
 - b. Printing of monetization/commutation of leave forms
6. Permit to Travel
7. Permit to Teach/Engage in Limited Practice of profession
8. CS Form No. 10 Acceptance of Resignation

D. Learning and Development

1. OPCR and IPCR Ratings
- a. Allow encoding of IPCR/OPCR Targets and rating of IPCR/OPCR
 - b. Store and compile the IPCR Rating of every employee and OPCR Rating of office
 - c. Allow for changes in the rating periods that were previously set.
 - d. Allow to average rating of the employee and offices to provide numerical ratings.
 - e. Analyze the rating of every employee to derive the adjectival rating equivalent
 - f. Multiple report retrieval of the records. (e.g., by office; by employee type; by rating bracket; by greatest to least rating vice versa)
 - g. Average and tag employees with multiple office assignments for a particular rating period to their latest office assignment
 - h. Provide a remark for every record
 - i. Allow all ratings to be rounded off to two decimal places and must be balanced for computations
 - j. Allow all reports to be exported to excel table format
 - k. Printing of IPCR and OPCR Report forms (Targets & Rated)
2. Database of Continuing Education, Trainings and Seminars attended by employees
- a. Capture training, seminars and other schooling and posted to the PLM website

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- b. Store and compile the scholarship records and study permits of every employee
- c. Online application for study permit and scholarship
- d. Generate reports of list of employees with approved study permits and scholarship grants
- e. Tag return service contract and track the years rendered for return service agreement
- f. Upload and tag seminars and trainings attended by each employee to their profile
- g. Encode evaluation inputs of trainings conducted and automatic computation of grades/results
- h. Allow employees to input their own Training Needs Assessment and summary printout of all inputted training needs assessment
- i. Generate report on trainings conducted in PLM (by date, month, year, office/ college)
- j. Generate report on attendance per training
- k. Conduct online Training Needs Assessment Survey and Results
- l. Submission of online Work Accomplishment Report (WAR)

- 3. Database of resource persons/ speakers for training/ seminars
 - a. Name of trainer/ resource person/ speaker
 - b. Qualifications
 - c. No. of Trainings conducted
 - d. Dates of trainings
 - e. Title of trainings and brief description

E. Employee Self-Service

- 1. Allow to modify personal information with approval
- 2. View attendance records
- 3. View summary of benefits and deductions
- 4. View announcement
- 5. View leave reports and balances
- 6. Allow application and approval of leave of absence, overtime, official business and travel order
- 7. Allow overtime forms with auto compute (with overview of remaining balance; must be based on internal guidelines)
- 8. Allow access of information by employees from their workstation
- 9. Allow all HRDO forms to be available online (PDS, SALN, Leave Form, Permits, Forms for Travel abroad etc.)

F. Others

- 1. Different dynamic reports as needed (must be filtered to certain demographic requirements)
- 2. HRDO Reminders/Memo
- 3. User-friendly and secured system with easy and attractive graphical interface. Customized system as per PLM requirements
- 4. Configure the system based on PLM HRDO process flow
- 5. Allow automatic backup and restore features
- 6. Allow exportable reports to Spreadsheet file or Word file
- 7. Audit trails

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8. Provide training and coaching to relevant staff during implementation
9. Provide Technical support when needed

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ANNEX 5

ACADEMIC MANAGEMENT SYSTEM

1. Student Performance Module

1. Maintain grade computation template with different computation methods like averaging, transmutation, summation of all scores
2. Allow the existence of multiple grading systems (via multiple templates)
3. Capture raw scores with automatic periodical grade computations based on the defined grace template (on-site or off-site)
4. Inquire, view and report on class record, class marks, honor lists, master sheet
5. Manage syllabus tracking
6. Maintain templates used on report card, grade sheet, DECS reports

2. Student Service (Faculty Evaluation, OGTS, OSDS, etc.) Module

1. Student accessible course guide/advising
2. Student accessible evaluation for faculty members
3. Population statistics for student evaluation of faculty
4. Generate report of students with incomplete evaluation
5. Generate list of faculty members with population statistics of enrollees
6. Generate faculty evaluation results
7. Generate reports for clearance purposes
8. Notification and updating of required documents
9. Online management of student interaction/transactions
10. Manage records for alumni
11. Generate reports on alumni
12. Manage records for in-company job placements
13. Manage records for job placements to other companies
14. Generate telemarketing/contact list for students

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Date: _____

3. Laboratory Support Module

1. Manage checkout of tools and equipment
2. Locate specific tools or equipment
3. Ledgering of un-returned tools and equipment
 - a. per student
 - b. per faculty
 - c. per section/class/subject basis
4. Manage receiving (check in) of tools and equipment
5. Manage historical changes in conditions and status of tools and equipment
6. Manage physical reconciliation (year-end inventory)
7. Report on utilization statistics

4. Public Web Portal System

1. Online course/program evaluation (tertiary)
2. Explore course/program's pre-requisite and co-requisite
3. Update personal information
4. Online enrollment and assessment
5. Online adding, changing and dropping of subjects
6. Online clearance notification
7. Online grade viewing
8. Online searching and reservation of library materials
9. Online faculty (and department) evaluation
10. Guardian/parents registration and maintenance of profile
11. Alumni registration and maintenance of profile
12. Applicants registration, monitoring and updates
13. Online Alumni whereabouts updating
14. Online encoding of grades (faculty)

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15. Online filing of leave (employees)

16. Online payment (provided by third-party payment service partners), and online or over- the-counter collection by clients’ selected banking institutions

Since all features are web application, any licensed routine can be “portalized” and included in the web portal (like filing of leave, viewing of salaries, etc.) as needed

5. Question Banking and Contribution Management Module

The Question Banking Module covers the orderly submission (or uploading) of questions by faculty members (including all teaching personnel) and their subsequent classification (usage, subject, topic, etc.) and annotation into a unified knowledge bank. For this reduced- scope version, all questions are limited to board-level type of examination (*i.e.*, multiple- choice or multiple-selection)

1. Provide a facility to setup types of board examination and the subject/topic grouping

2. Provide a facility where users (faculties, instructors, teachers, etc.) can submit a question or group of related questions for banking (or edit an uploaded set of question), and define the type of board exam and topic grouping, similarity index to other questions existing in the bank and level of difficulty

a. Allow searching and listing of all submitted questions in the bank based on

i. Board Exam subject group

ii. Type of question (*i.e.*, multiple choice, multiple selection)

iii. Level of difficulty

iv. Originating user (who posted the question)

v. Last user who edited or annotated the question

b. Allow the user to upload images or illustration (graphical exam)

c. Provide a facility to supply information, answers or parameters based on examination types

i. Multiple Choice with single answer (default for Item Analysis)

ii. Multiple Selection (or Answers with different score weights)

iii. True or false

iv. Short answers (such as fill-in the blanks, underline the word. etc.)

v. Matching type (and sequencing of events)

e. Allow the user to recommend scoring weights per question or per groups of related questions

f. Show and enable browsing of related questions already in the question bank based on keywords combination search, topic and subject area, and allow the user to assign “similarity index” or auto-generate a unique index number if no similar question is found

g. Allow the user to create multiple questions of the same “similarity index” by changing the position of the choices (in Multiple Choice type only)

h. Allow the user to create or link to existing question-specific, question-group-specific, or exam-specific instruction

i. Allow the user to identify the usage of the question which could be any of the following:

i. Unlimited practice and simulation

ii. Limited to examination mock-up

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3. Bank Statistics Summary based on number of questions per topic, per subject, per level of difficulty, and per type of question, including reports on frequency of item selections made by test takers for every examination created and deployed in the system

6. Online Board Practice and Simulation

The Online Board Practice and Simulation Module provides a portal accessible to selected students (by individual enrollment to the system or using a set of parameters for automatic membership) using the public Internet as platform. Depending on how the exam templates were defined, students may take board level question practice, random exam simulation and controlled same set mock-up examination

1. Provide a facility to individually enroll students to the online board-level examination portal
2. Allow the student to change password and view his/her historical practice, simulation and mock-up scores and activities by logging into the portal
3. Provide a facility to create a board-level examination template from the question bank and define usage mode (practice, simulation or mock-up), board-exam subject area, etc.
- a. Enable the automatic creation by entering template criteria (or preview of the questions that will be randomly selected for simulation and practice mode)
- (1) Question type grouping
 - (2) Topic grouping
 - (3) Level of difficulty range
 - (4) Average level of difficulty (minimum, maximum, average)
 - (5) Similarity index allowed/not allowed (restriction)
- b. Enable the manual override of an existing or automatically created examination (template for practice and random simulation, while actual exam set for mock- up mode)
- (1) Allow the creation, editing and delete of question groups
 - (2) Provide a search-and-add facility to browse questions and individually add them to the question group
- c. Override suggested scoring or points distributions
- d. Override exam-, group- or question-specific instructions
4. Provide a facility where a student may take “published” examination online via the Student Portal using their service username (student number) and password under the following modes
- a. Unlimited-time and -attempts practice mode where board-level questions randomized by the predefined “published” exam templates will be displayed one at a time
- (1) Allow multiple attempts in answering
 - (2) Enable the display of annotation/remarks regarding the choice (*i.e.*, why the choice is wrong)
 - (3) Show the running score based on the number of attempts
 - (4) Show the running score based on first attempt scoring
 - (5) Show the running score against time spent
- b. Limited time simulation mode — based on the “published” template, the system will generate a random examination set will be taken and scored at the end of the simulation

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Date: _____

- (1) Show the remaining time
- (2) Show the final score at the end of the simulation per topic group
- (3) Allow the student to take only a particular topic group
- c. Limited time board exam mock-up mode — to measure student’s progress (as against providing practice/simulation). This exam is taken online within the local Intranet simultaneously by all enrolled students
 - (1) Show the remaining time
 - (2) Show the final score at the end of the simulation per topic group

7.Public Web Portal System [from Public Affairs]

Mandatory

- 1. Self-Service Kiosks/Portal
 - a. Update personal information
 - b. Online enrollment and assessment
 - c. Online adding, changing and dropping of subjects
 - d. Online grade viewing
 - e. Online faculty (and department) evaluation
 - f. Online encoding of grades (faculty)
 - g. Alumni registration and maintenance of profile
 - h. Online Alumni whereabouts updating
 - i. Applicants registration, monitoring and updates
 - j. Online filing of leave (employees)
 - k. Online searching and reservation of library materials
 - l. Online clearance notification
 - m. Online scholarship application
 - n. Explore course/program’s pre-requisite and co-requisite

Optional

- 1. Marketing Support Module
 - a. Setup marketing campaign, survey questionnaires and other marketing response metrics
 - b. Capture prospective student marketing campaign response survey and correlate it with the demographic information in the applicant’s file
 - c. Inquire, view and report on statistical analysis per application stage including applicant retention per admission-related activities
- 2. Online course/program evaluation

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3. Guardian/Parents registration and maintenance of profile (not part of current CRS)
4. Online payment (currently not needed in undergraduate, but may be good for other levels)

8.Registrar Module [Office of the University Registrar (OUR) & Office of VP for Academic Affairs (OVPAA)]

A. Academic Admission and Testing Support Module

1. Prospective student application data with personal information
2. “Application Priority Number” to new students
3. Permanent Student Number upon enrollment
4. Update of test (and interview) result
5. Applicants’ listing based on test result, ranking, and intended program, course or degree
6. Manage financial aids and scholarship granting activities
7. Encoding Academic, Guidance, and Registrar observations

B. Student Information (Registrar) Module

1. Update student basic data: educational background, attended trainings, documents submitted, work experience, extra-curricular activities, skills
2. Inquire, view, and generate CHED, DECS, and TESDA reports
3. Inquire, view student ledger of accounts, enrolled subjects, payments made, promissory notes made
4. Inquire, view and report on student directory
5. Capture and crediting grades from other schools
6. Application and tracking of promissory notes (for Professional and Graduate Schools)
7. Inquire, view and report of true copy of grades certification
8. Set-up trainings conducted and its attendees
9. Inquire, view and report of the student’s latest grade
10. Activate students claimed by the guardian on the parents’ portal
11. Capture student cumulative data

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C. Enrollment Support Module

1. Maintain table of fees and set up equivalent chart of accounts (for financial accounting integration or live generation of journal vouchers)
2. Capture assessment templates based on defined criteria
3. Maintain and clone subject schedule and conduct checking schedule and time conflicts
4. Inquire, view and report on comparative enrollment statistics per year level per institute/department
5. Manage dropping/changing of subject with flexible retention
6. Maintain different applied fees per subject
7. Inquire, view and report on class list, student schedule
8. Manage faculty loading with conflict checking
9. Over-the-counter or self-served enrollment with integration to booklist ordering
10. Allow the iteration of payment mode and printing of pro-forma assessment
11. Inquire, view and report on enrolled and assessed students
12. Manage student section assignment with system assigned section based on average grades (homogenous and non-homogenous distribution)
13. Manage student attendance and prescribed number of days per month
14. Inquire, view and report on different assessment templates per course per year level
15. Inquire, view and report on student evaluation based on curriculum

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ERP Project Time Line																
Phase 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Planning																
Systems Requirements Specifications																
Analysis and Design																
Installation Hardware and Software																
Phase 2																
Data Migration																
Database Conversion																
Customization																
System Installation																
Training Administrators																
Phase 3																
Customization cont.																
Testing																
User Acceptance Testing																
User Training																
Phase 4																
Parallel Run																
Customization cont.																
Revision																
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Phase 5																
Final Testing																

 Signature over printed name
 Date: _____

Deployment and Rollout																	
Phase 6																	
Final Data Migration from CRS to ERP																	
Go Live																	
System Acceptance																	

 Signature over printed name
 Date: _____