| **Outline ID** | **Name** | **Weight** | **Compliance Code** | **Explain / Describe** |
| --- | --- | --- | --- | --- |
|  | **Budget Management** | **Required** |  |  |
|  | **General** | **Required** |  |  |
|  | Ability to forecast multi-year budgets for 5 or more years | Required |  |  |
|  | Ability to have different fiscal year for specific agencies, programs or fund sources | Desired |  |  |
|  | Ability to track actual expenditures at the same level of granularity as the budget | Required |  |  |
|  | Ability to establish and enforce high-level budget targets by chart of accounts value | Required |  |  |
|  | Ability to enter budget values by month, quarter, or year | Desired |  |  |
|  | Ability to allow distribution by month while protecting annual total | Desired |  |  |
|  | The ability to differentiate one-time items from structural increases or decreases | Required |  |  |
|  | Ability to track deficiencies, amendments, Supplementals and over-the-target requests as distinct decision points | Required |  |  |
|  | Ability to support negative amounts | Required |  |  |
|  | Ability for any strategic plan element to be associated with any level of the COA hierarchy | Required |  |  |
|  | Ability to include a bi-directional link with Microsoft Excel, allowing data entry or visualization in each environment | Desired |  |  |
|  | Ability to display encumbrances (aka obligations) separate from expenditures and accruals | Desired |  |  |
|  | Ability to input notes to the budget at all levels of the COA hierarchy | Required |  |  |
|  | Ability to add keyword tags at any level of the COA hierarchy | Desired |  |  |
|  | Ability to have the data from multiple fiscal years in a single budget document or decision point (i.e. FY+1 request and FY0 deficiency) | Required |  |  |
|  | Ability to provide multiple chart of accounts hierarchies | Required |  |  |
|  | Ability to tag dollars to goals/performance measurements | Desired |  |  |
|  | Ability to manage capital project information and funding details. | Required |  |  |
|  |  |  |  |  |
|  | **Visualizations** | **Required** |  |  |
|  | Ability to provide spending plan forms that permit the display of financial and position information | Required |  |  |
|  | Ability to provide user-defined spending plan forms that permit entering incremental changes as well as the replacement of existing values with new values | Required |  |  |
|  | Ability to view expenditure and revenue history at any chart of accounts level | Required |  |  |
|  | Ability to view or enter budget information by agency, unit or program and also by object or sub-object across programs, units and agencies | Required |  |  |
|  | Ability to display descriptions of codes, abbreviations, codes and acronyms | Required |  |  |
|  |  |  |  |  |
|  | **Rules and Controls** | **Required** |  |  |
|  | Ability to define formulas for calculating line items (e.g., fringe benefit budget based upon salary amount). | Required |  |  |
|  | Ability to display a warning when targets or formulaic rules are exceeded or broken | Required |  |  |
|  | Ability to create an ‘over the target’ decision point for values exceeding the agency target | Required |  |  |
|  | Ability to permit the override of formulaic value with explanations | Desired |  |  |
|  | Ability to "freeze" budget information during development (i.e. analyses created on September 1 should show data as of September 1, even if reviewed in October or November). | Required |  |  |
|  | Ability to adjust federal revenue estimates to reconcile with the state's fiscal year | Desired |  |  |
|  |  |  |  |  |
|  | **Scenarios and What-If** | **Required** |  |  |
|  | Ability to identify, estimate, and model separate versions and scenarios | Required |  |  |
|  | Ability to create scenarios and/or what-if analyses at any level of the COA hierarchy, horizontally or vertically. | Required |  |  |
|  | Ability to create budget requests priorities and rankings for scenarios, what-if analyses, decision points and over-the-targets | Required |  |  |
|  | Ability to create and maintain multiple versions of the budget during development | Required |  |  |
|  | Ability for multiple budgets/versions to be accessible and editable at the same time | Required |  |  |
|  | Ability to save budget proposals during development without applying changes to baseline budget | Required |  |  |
|  | Ability to group budget requests by multiple categories | Desired |  |  |
|  | Ability to support flexible modeling and what-if analyses where performance and statistical measures will support budget development decision-making | Desired |  |  |
|  | Ability to convert a "deficiency" to an "amendment" and vice versa | Required |  |  |
|  |  |  |  |  |
|  | **Calculating, Forecasting and Analysis** | **Required** |  |  |
|  | Ability to create forecasts using current actual account balances, revenues, and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters | Required |  |  |
|  | Ability to support bottom-up and top-down budget development | Required |  |  |
|  | Ability to apply inflation factors to an entire budget or any element(s) of a budget | Required |  |  |
|  | Ability to apply an escalation rate to a base budget figure to create a new budget scenario | Required |  |  |
|  | Ability to use modeling tools to leverage historical data in order to create spending plans | Required |  |  |
|  | Ability to support zero-based budgeting | Required |  |  |
|  | Ability to allocate charges based on statistical criteria in order to create revenue and expenditure budgets | Required |  |  |
|  | Ability to use performance measures or statistical values to allocate amounts to specific chart of accounts components | Required |  |  |
|  | Ability to allocate amounts based on the relative distribution of other data | Desired |  |  |
|  | Ability to provide a budget pool for a particular class of expenditures. | Required |  |  |
|  | Ability to adjust cash flow forecasts | Required |  |  |
|  | Ability to conduct project cash flow forecasting and management down to fund types assigned to projects. | Required |  |  |
|  | Ability to manage cash flow over a 6 year program period and a planning year period. | Required |  |  |
|  | Ability to provide financial projection tools to forecast data based on user-defined formulas | Required |  |  |
|  |  |  |  |  |
|  | **Reorganizations** | **Required** |  |  |
|  | The ability to change accounting structures associated with proposed reorganizations centrally and by agency without affecting existing accounting structures | Required |  |  |
|  | Ability to make structural modifications (including name changes) to take effect on a future date | Required |  |  |
|  | Ability to automatically integrate new data keyed to original structure to the new structure after a reorganization, COA change etc. | Required |  |  |
|  |  |  |  |  |
|  | **Personnel Budget Management** | **Required** |  |  |
|  | Ability for multiple employees to be assigned to a single position record at the same time | Required |  |  |
|  | Ability to track vacant, filled, authorized, funded, and unfunded positions | Required |  |  |
|  | Ability to use start and end dates associated with positions to generate salary and benefit cost projections | Required |  |  |
|  | Ability to provide flexibility to project salary and benefit costs for new positions by pay band or by entered salary | Required |  |  |
|  | Ability to override individual benefit defaults by position | Required |  |  |
|  | Ability to calculate average salary increases for defined staff categories during budget development, including effective dates | Required |  |  |
|  | For each position, ability to budget hours or percent by Agency, program, sub-program, object, etc., using all levels of the CoA | Required |  |  |
|  | Ability to budget salaries and benefits by position description code | Required |  |  |
|  | Ability to provide a methodology for calculating FTE, taking into consideration starting and ending dates, funding percentages, and hours per day | Required |  |  |
|  | Ability to identify turnover and vacancy savings | Required |  |  |
|  | Ability to determine grade and step for vacancies | Required |  |  |
|  | Ability to provide user-defined fields to capture data associated with positions or employees | Desired |  |  |
|  | Ability to conduct what-if analyses with different salary and benefit costs by position | Required |  |  |
|  | Ability to provide workforce planning in budget development | Desired |  |  |
|  | Ability to project position salaries and benefits for multiple years | Required |  |  |
|  | Ability for positions (filled, vacant) to be funded by multiple combinations of chart of accounts elements (each combination to be effective dated) | Required |  |  |
|  | Ability to associate an unlimited number of benefits for each position | Desired |  |  |
|  | Ability to use effective-dated salary tables and benefit rates to generate the salary and benefit calculations | Required |  |  |
|  | Ability for agencies to add/delete positions within a spending plan | Required |  |  |
|  | Ability for agencies to complete independent salary projections | Required |  |  |
|  | Ability to auto calculate costs for equipment/office/travel etc. for new positions added to the budget | Desired |  |  |
|  |  |  |  |  |
|  | **Fund Budget Management** | **Required** |  |  |
|  | Ability to require that all budget items include a funding source | Required |  |  |
|  | Ability to tie budget line items to funding sources at the program level | Required |  |  |
|  | Ability to develop budgets for projects or programs with multiple funding sources | Required |  |  |
|  | Ability to create a fund allocation process that can assign selected revenue based upon revenue type and allocation rules (e.g., project fund spending order) | Required |  |  |
|  | Ability to limit a fund source to specific time period (valid from-to) | Desired |  |  |
|  | Ability to restrict a fund source to specific agencies | Desired |  |  |
|  | Ability to restrict a fund source to specific programs, sub-programs, objects or sub-objects | Desired |  |  |
|  | Ability to define a fund balance and adjust that balance by budgeted or actual expenditures | Desired |  |  |
|  | Ability to warn or restrict budgeting beyond a fund balance or limit | Desired |  |  |
|  | Ability to restrict or permit the creation of new fund sources | Desired |  |  |
|  |  |  |  |  |
|  | **Forms Management** | **Required** |  |  |
|  | Ability to provide templates for forms that can be modified to meet State of Maryland's specific needs | Required |  |  |
|  | Ability to automatically populate forms | Required |  |  |
|  | Ability to provide the capability to lock or unlock budget forms for data entry by budget phase and user | Required |  |  |
|  | Ability to support entry of a legal section symbol (§) in text fields | Desired |  |  |
|  | Ability to provide text fields that support spell checking with a custom dictionary | Required |  |  |
|  | Ability to attach documents to forms | Required |  |  |
|  | Ability to make notation comments to both line items and the total budget | Required |  |  |
|  | Ability to provide text formatting controls such as font type and size, paragraph, indentation, numbering and bulleting, bold, italics and underline | Required |  |  |
|  |  |  |  |  |
|  | **Reporting and Publication** | Required |  |  |
|  | **Ability to design report formats without the need for computer programming expertise** | **Required** |  |  |
|  | Ability to design report layouts to include customization of page size, page orientation, page margins, page headers, page footers, page numbering, font size, colors, inclusion of graphics, and data field labels | Required |  |  |
|  | Ability to sort or filter by any data object including but not limited to Budget Cycle Phase, Budget Scenario, Fiscal Year, Calendar Year, Agency, Unit, Program, Sub-Program, Object, Comptroller Object/Agency Object, Fund Type, Fund Source, Approval Status or any other data or calculated field within scope of the report | Required |  |  |
|  | Ability to pre-define the default data sort (ascending and descending), group and filter settings included within the report by data dimensions including but not limited to Budget Cycle Phase, Budget Scenario, Fiscal Year, Calendar Year, Agency, Unit, Program, Sub-Program, Object, Comptroller Object/Agency Object, Fund Type, Fund Source, Approval Status or any other data or calculated field within scope of the report | Required |  |  |
|  | Ability to calculate variance of any data values irrespective of budget phase, fiscal year, data source or approval status | Required |  |  |
|  | Ability to calculate trend lines for multiple years’ data, including current year variance from trend | Desired |  |  |
|  | Ability to determine whether line items not included in filter are included in section totals | Desired |  |  |
|  | Ability to format individual elements on the report (font, bold, italic, size, color, currency signs, commas, etc.) | Required |  |  |
|  | Ability to specify numeric rounding by element, including decimals, whole numbers, thousands, and millions. | Required |  |  |
|  | Ability to indicate non-zero numbers below the rounding threshold | Desired |  |  |
|  | Ability to define conditional formatting (fonts, background, color) for data values included in the report | Desired |  |  |
|  | Ability to combine data fields and calculated values | Required |  |  |
|  | Ability to support drill-down where summary data is composed of detailed information | Required |  |  |
|  |  |  |  |  |
|  | **Ability to share user-defined reports and report formats** | **Required** |  |  |
|  | Ability to develop private report formats | Required |  |  |
|  | Ability to develop and promote report formats for shared use | Desired |  |  |
|  | Ability to share populated reports with other system users and non-system users | Required |  |  |
|  | Ability to make standard report formats available to multiple users/user groups in accordance with accepted business rules | Required |  |  |
|  | Ability to protect standard reports available to multiple users/user groups from uncontrolled changes | Required |  |  |
|  | Ability to define a standard reporting structure for all budgets within the purview of the defining organization | Required |  |  |
|  | Ability to easily adjust the parameters used to sort (ascending and descending), group and filter data included within the report by data dimensions including but not limited to Budget Cycle Phase, Budget Scenario, Fiscal Year, Calendar Year, Agency, Unit, Program, Sub-Program, Object, Comptroller Object/Agency Object, Fund Type, Fund Source or any other data fields within scope of the report logic | Required |  |  |
|  | Ability to view online, print to a local printer, or export a report to file in spreadsheet, word processor or .PDF formats | Required |  |  |
|  | Ability to scroll down and scroll across data on the screen | Required |  |  |
|  |  |  |  |  |
|  | **Ability to produce pre-defined public reports for comparative analysis of data** | **Required** |  |  |
|  | Ability to provide online budget query for multiple prior years with the ability to track reorganizations | Required |  |  |
|  | Ability to generate reports: transactions, proposals, and comparisons across FY's | Required |  |  |
|  | Ability to compare budgets and expenditures, and display remaining balances. | Required |  |  |
|  | Ability to track actual vs. budget by Department, Agency, program, sub-program, and any other level determined necessary | Required |  |  |
|  |  |  |  |  |
|  | **Ability to format, publish, retain and print formal documents combining data from multiple sources and input formats in accordance with statutory and policy guidelines** | **Required** |  |  |
|  | Ability to format, publish, print and retain formal documents | Required |  |  |
|  | Ability to format, publish, retain and print annual Maryland Operating Budget books | Required |  |  |
|  | Ability to format, publish, retain and print annual Budget Highlights book | Required |  |  |
|  | Ability to format, publish, retain and print annual Fiscal Digest of the State of Maryland | Required |  |  |
|  | Ability to format, publish, retain and print annual Budget Instructions | Required |  |  |
|  | Ability to format, publish, retain and print performance management data | Required |  |  |
|  | Ability to retain source data for specific publications | Desired |  |  |
|  |  |  |  |  |
|  | Ability to establish and support user-defined workflows for formal publication processes including but not limited to the initial draft, review, comment, revision, re-review, approval-to-publish and publish process steps | Desired |  |  |
|  | Ability to allow concurrent user access to the budget document publishing tool for preparation and editing purposes | Required |  |  |
|  | Ability to provide a graphical user interface for managing and formatting publications | Required |  |  |
|  |  |  |  |  |
|  | **Ability to format formal documents** | **Required** |  |  |
|  | Ability to establish user defined document layouts inclusive of tabular, graphical, and text information | Required |  |  |
|  | Ability to automatically generate a Table of Contents and an Index for any published document | Required |  |  |
|  | Ability to generate bookmarks to help users navigate through a report document | Required |  |  |
|  | Ability for left and right pages of published documents to have different layouts to accommodate standard document printing | Required |  |  |
|  | Ability to create documents where sections automatically start on the right page, inserting blank pages when required | Required |  |  |
|  | Ability to create a uniform published document with standardized fonts regardless of input fonts | Desired |  |  |
|  | Ability to include footnotes for published documents | Desired |  |  |
|  | Ability to provide a publishing tool with spell check | Required |  |  |
|  | Ability to provide a publishing tool with grammar check | Required |  |  |
|  |  |  |  |  |
|  | **Ability to publish formal documents to** [www.maryland.gov](http://www.maryland.gov) **or other designated websites** | **Required** |  |  |
|  | Ability to provide a publishing tool that can produce Web-ready output and print output including HTML or PDF | Required |  |  |
|  |  |  |  |  |
|  | **Ability to combine data from the Enterprise Budgeting System with multiple other sources and input formats for inclusion in a publication.** | **Required** |  |  |
|  | Ability to integrate content from various file types including images, spreadsheets, word processing documents, organization charts, and PDF files | Required |  |  |
|  | Ability to integrate data from any open database connectivity (ODBC) and standard query language (SQL) compliant database to include all types of database fields (e.g., long text, binary large object (BLOB), character large object (CLOB), and numeric) | Desired |  |  |
|  | Ability to automatically update a budget publication based on changes to source data or files | Desired |  |  |
|  |  |  |  |  |
|  | **Visualization and Dashboards** | **Required** |  |  |
|  | **Ability to provide data visualization capabilities such as but not limited to charts, graphs, trends, and drill-downs without the need for computer programming** | **Required** |  |  |
|  | Ability to design chart and graph layouts to include customization of page size, page orientation, page margins, page headers, page footers, page numbering, font size, colors, inclusion of graphics, and data field labels | Required |  |  |
|  | Ability to pre-define the default data sort (ascending and descending), group and filter settings included within the visualization by data dimensions including but not limited to Budget Cycle Phase, Budget Scenario, Fiscal Year, Calendar Year, Agency, Unit, Program, Sub-Program, Object, Comptroller Object/Agency Object, Fund Type, Fund Source or any other data fields within scope of the report logic | Desired |  |  |
|  | Ability to define conditional formatting (fonts, background, color) for data values included in the visualization | Desired |  |  |
|  | Ability to combine data fields and calculated values | Required |  |  |
|  |  |  |  |  |
|  | **Ability to support summary or detailed visualizations with totaling at user-specified levels of detail based on the information detail contained within the visualization** | **Required** |  |  |
|  | Ability to support drill-down where summary data is composed of detailed information | Required |  |  |
|  | Ability to provide visualizations that show trends in key performance (leading and lagging) indicators to support budget and expenditure analysis | Required |  |  |
|  |  |  |  |  |
|  | **Ability to share user-defined visualization formats** | **Required** |  |  |
|  | Ability to develop private visualization formats | Desired |  |  |
|  | Ability to develop and promote visualization formats for shared use | Required |  |  |
|  | Ability to share visualizations with other system users and non-system users | Desired |  |  |
|  |  |  |  |  |
|  | **Ability to manage standard visualization formats available to multiple users/user groups** | **Required** |  |  |
|  | Ability to make visualization formats available to multiple users/user groups in accordance with accepted business rules | Required |  |  |
|  | Ability to protect visualization formats available to multiple users/user groups from uncontrolled changes | Required |  |  |
|  |  |  |  |  |
|  | Ability to combine reports and visualizations into dashboard formats tuned to user roles | Required |  |  |
|  |  |  |  |  |
|  | **Notifications and Workflow** | **Required** |  |  |
|  | Ability to provide workflow capability to route requests for review, modification, and approval | Required |  |  |
|  | Ability to create sequential, parallel, required and optional workflow steps | Required |  |  |
|  | Ability to add *ad hoc* workflow steps without modifying existing steps | Desired |  |  |
|  | Ability to define service levels, time limits, deadlines and escalation procedures on workflow steps | Required |  |  |
|  | Ability to create workflow routing based on individuals or roles | Required |  |  |
|  | Ability to approve transfers, increases or decreases to the working budget | Required |  |  |
|  | Ability to notify stakeholders of changes to data, documents and workflow (via email) | Required |  |  |
|  | Ability to have distinct rules, controls, data validations and notification lists for each workflow step | Desired |  |  |
|  | Ability to tailor notification messages by agency and workflow step | Desired |  |  |
|  | Ability to provide a visual representation of the status and required steps in a business process workflow | Required |  |  |
|  | Ability for alternate contacts to be assigned for workflow notifications. | Desired |  |  |
|  | Ability to transmit (send or submit) documents and budget data from system or user to another system or user | Required |  |  |
|  | Ability for agencies to define their own phases for internal review | Desired |  |  |
|  | Ability to create budget preparation calendar by agency for each yearly cycle | Required |  |  |
|  | Provide the capability to trigger real-time alerts based on user-defined thresholds | Desired |  |  |
|  | Ability for attachments to be included in a workflow process | Required |  |  |
|  | Ability to support workflow rules based on user-defined combinations of the chart of accounts | Required |  |  |
|  |  |  |  |  |
|  | **User task list** | **Required** |  |  |
|  | Ability to set up standard task lists for users | Required |  |  |
|  | Ability to provide task status | Required |  |  |
|  | Ability to indicate due dates for items in task lists | Required |  |  |
|  | Ability for supervisors to review the status of tasks for their employees and organizations | Required |  |  |
|  | Ability to set up standard task lists for users | Desired |  |  |
|  | Ability to develop quarterly programs whereby project and funding information is frozen but project funding/spending approval workflows and requests continue | Required |  |  |
|  |  |  |  |  |
|  | **User Interface** | **Required** |  |  |
|  | **Usability** | **Required** |  |  |
|  | The ability to be user-friendly through modern user interface design (e.g., point and click, drag and drop, tabs, cut, copy, paste, zoom, user-settings, drop down menus, check boxes, radio buttons, hot keys etc.) | Required |  |  |
|  | Ability to provide full integration so that there is no redundant data entry and no required manual reconciliation across modules | Required |  |  |
|  | The ability to absorb data from existing Microsoft Excel spreadsheets | Required |  |  |
|  | Ability to provide a Microsoft Excel-like interface to the user for data entry | Required |  |  |
|  | Ability to provide calculation capabilities including summary and derived fields | Required |  |  |
|  | Ability to provide a full range of standard descriptive and inferential statistical functions and measures (e.g., sum, average, mean, variance, standard deviation, coefficient of variation, correlation, T test (comparison of two independent samples), distribution, regression, linear programming, minimum/maximum, range of value, and predictive modeling capabilities) | Desired |  |  |
|  | Ability for users to specify statistical counting methods, including unique (unduplicated) counts for multiple fields | Required |  |  |
|  | Ability to provide a mass change capability that can be implemented by selecting groups of data and processing that data as a group | Desired |  |  |
|  | Ability to include user-defined attributes to further define budget components | Required |  |  |
|  | Ability to provide administrators the capability to define new flexible text and numeric fields | Required |  |  |
|  |  |  |  |  |
|  | **User Interface Customization** | **Required** |  |  |
|  | Ability to change user interface screens, including field labels, screen layout (field placement), field size, and tab order | Desired |  |  |
|  | Ability for individual users to establish user-specific default values (parameters) for use in pop-up lists/drop-down lists | Desired |  |  |
|  | Ability to configure user interface screens by adding constraints (beyond database constraints) such as making required fields or defining ranges of allowable values | Desired |  |  |
|  | Ability to search on any field on a given screen | Desired |  |  |
|  |  |  |  |  |
|  | **Enterprise Budgeting Data** | **Required** |  |  |
|  | Ability to collect, manage and access Enterprise Budgeting Data to include Operating Budget Data for all Maryland state budgeted and non-budgeted departments, agencies, and institutions | Required |  |  |
|  | Ability to collect, manage and access Enterprise Budgeting Data to include Capital Budget Data for those Maryland departments, agencies, and institutions that are not current users of the Capital Budget Information System (CBIS) | Desired |  |  |
|  |  |  |  |  |
|  | **Ability to collect, manage and access Enterprise Budgeting Data spanning multiple subject areas as needed to support enterprise budgeting functions** | **Required** |  |  |
|  | Ability to manage Audit Trail Data | Required |  |  |
|  | Ability to manage Operating Budget Chart of Accounts Data (e.g., department, agency, program, sub-program, object, comptroller object/agency object or project cost allocation (PCA)) | Required |  |  |
|  | Ability to manage Budget Data (e.g., time period, version, status, chart of accounts (CoA) detail, fund type(s), fund source(s), dollar amounts, supporting details) | Required |  |  |
|  | Ability to manage Budget Modification/Amendment Data (e.g., type, version, status, chart of accounts (CoA) detail, fund type(s), fund source(s), dollar amounts, supporting details) | Required |  |  |
|  | Ability to manage Budget Documentation Data | Required |  |  |
|  | Ability to manage Budget Forms Data (e.g., type, version, status, content) | Required |  |  |
|  | Ability to manage Budget Publication Data (e.g., type, version, status, content) | Required |  |  |
|  | Ability to manage Budget Time Period Data (e.g., (e.g., fiscal year, budget year, calendar year, prior year, month, user-defined time period) | Required |  |  |
|  | Ability to manage Budget Version and Scenario Data (e.g., request, governor’s allowance, appropriated) | Required |  |  |
|  | Ability to manage Business Rules Data (e.g., rules for standard calculations, workflow rules, rules dictated by statute and policy) | Required |  |  |
|  | Ability to manage Fund Source Data | Required |  |  |
|  | Ability to manage Fund Type Data (e.g., General, Federal, Special, Reimbursable) | Required |  |  |
|  | Ability to manage Metadata (e.g., Data Dictionary) | Required |  |  |
|  | Ability to manage Notification Data (e.g., notifications, alerts, announcements) | Required |  |  |
|  | Ability to manage Performance Measurement Data (e.g., objectives, measures, target performance, actual performance) | Desired |  |  |
|  | Ability to manage Personnel Position Compensation Data (e.g., salary structure, benefits plan costs) | Required |  |  |
|  | Ability to manage Personnel Position Data (e.g., classification, status, grade, step) | Required |  |  |
|  | Ability to manage Personnel Position Vacancy Data | Required |  |  |
|  | Ability to manage Project Cost Allocation Data (e.g., date, hours worked against project) | Required |  |  |
|  | This item has been removed |  |  |  |
|  | Ability to manage Security Role Permissions Data (e.g., role type, role authorities to create, update, read data) | Required |  |  |
|  | Ability to manage User Security Role Permissions Data (e.g., user identifier, assigned role(s)) | Required |  |  |
|  | Ability to manage System Format Data (e.g., data entry screens, reports, visualizations) | Required |  |  |
|  | Ability to manage System Knowledge Base Data | Required |  |  |
|  | Ability to manage System Performance Statistics Data | Desired |  |  |
|  | Ability to manage User Access Security Roles Data | Required |  |  |
|  | Ability to manage Workflow Data | Required |  |  |
|  | Ability to upload funding expenditures tracked outside financial systems (e.g., Passenger Facility Charges) | Required |  |  |
|  | Ability to manage contract related data (e.g., procurement dates, cash flow allocation to project(s), funding control checks). | Required |  |  |
|  |  |  |  |  |
|  | **Ability to search, retrieve and manipulate information in accordance with user parameters** | **Required** |  |  |
|  | Ability to maintain facts about budget entries (e.g., ability to designate restricted funds in an appropriation as per the Joint Chairman’s Report) | Required |  |  |
|  | Ability to manipulate positions to determine impacts to the budget (e.g., create contractual conversion (flag existing contractual with a new position identification number (PIN) and associate appropriate dollars and benefits to the new PIN) for a new budget) | Required |  |  |
|  | Ability to capture appropriations and changes to all appropriations in real time. | Required |  |  |
|  | Ability to uniquely identify budget amendments | Required |  |  |
|  | Ability to identify data of interest based on user-defined thresholds (e.g., a funding source of 100k or greater) | Required |  |  |
|  |  |  |  |  |
|  | Ability to provide data management tools (e.g., database administration, data exchange, and self-service on-demand data interrogation, analysis and reporting tools) for use with transaction, reporting and analytical data sets | Required |  |  |
|  | Ability to restrict access to transaction, reporting and analytical data sets in accordance with data integrity, confidentiality and availability business rules established to protect Confidential Privileged information | Required |  |  |
|  | Ability to convert and make accessible online both current and ten (10) years of historical Enterprise Budgeting Data | Required |  |  |
|  |  |  |  |  |
|  | **Ability to continue to build history data for all subject areas without negatively impacting performance to include history for transactional, reporting and analytical data sets** | **Required** |  |  |
|  | Ability to allow database point-in-time snapshots to be maintained | Required |  |  |
|  | Ability to receive, process, store, and analyze historical data for trend analysis | Required |  |  |
|  | Ability to electively save subsets of Enterprise Budgeting Data to reporting and analysis data sets | Required |  |  |
|  |  |  |  |  |
|  | **Ability to be managed in accordance with industry-accepted database administration standards and practices that ensure the confidentiality, integrity and availability of Enterprise Budgeting Data** | **Required** |  |  |
|  | Ability to handle data import and export operations with no interruption to database availability | Required |  |  |
|  | Ability to handle large transactions and many simultaneous transactions with little or no degradation in performance | Required |  |  |
|  | Ability to provide a database roll-back feature for failed data loads | Required |  |  |
|  | Ability to provide internal database transaction processing controls, including the capability in the event of a system failure to automatically back out of incompletely processed database transactions | Required |  |  |
|  | Ability to provide internal database transaction processing controls, including the capability in the event of a system failure to automatically restore the system to its last consistent state before the failure occurred | Required |  |  |
|  | Ability to provide internal database transaction processing controls, including the capability in the event of a system failure to automatically reapply all incomplete database transactions previously submitted by the user | Required |  |  |
|  | Ability for a database administrator to add or alter database tables under conditions that do not negatively impact the product warranty and support | Required |  |  |
|  |  |  |  |  |
|  | **Ability to use integrated and authoritative, quality financial accounting, contract financial data and personnel data with budget data to support budget management processes, analysis, reporting, data visualization, scenario planning and forecasting, and publishing** | **Required** |  |  |
|  | Ability to integrate data from disparate sources, resolving data domain, format, and precision inconsistencies (i.e. ability to support enterprise information integration (EII)) | Required |  |  |
|  | Ability to enter data once and re-use it to support multiple purposes in conjunction with other enterprise data (e.g., personnel, accounting) | Required |  |  |
|  | Ability to process externally-submitted database transactions using the same business rules and program logic as when transactions are submitted through the on-line application | Required |  |  |
|  | Ability to share data for purposes of one-time data conversion or recurring updates between disparate systems through controlled extract, transformation and load (ETL) capabilities where use of data-in-place is not possible or recommended | Required |  |  |
|  | Ability to execute ETL jobs on a user-defined schedule or on-demand, inclusive of the ability to start, monitor, stop and restart jobs as necessary | Required |  |  |
|  | Ability to perform scheduled jobs based on dependencies of the successful completion of previous job steps, events, or activities | Required |  |  |
|  | Ability to accept successful transactions within a failed data load | Desired |  |  |
|  | Ability to notify, monitor, and report on ETL data transmission, transformation and load status | Required |  |  |
|  | Ability to ensure integrity, correctness and completeness of data in scope of ETL processes | Required |  |  |
|  | Ability to store and report statistical information on data transmissions, transformations and loads in a user-readable format | Desired |  |  |
|  |  |  |  |  |
|  | **Interfaces** | **Required** |  |  |
|  | Ability to use quality financial accounting data with budget data to support budget management processes and analysis of budget versus actual expenditures variance, accruals and encumbrances using data current as of the end of the previous day and to the level of detail (Agency, Unit, Program, Sub-Program, Comptroller Object, Agency Sub-Object, or PCA) as required by each user agency | Required |  |  |
|  | Ability to maintain master data from the Catalog of Federal Domestic Assistance (CFDA) for use in grants budget management processes | Required |  |  |
|  | Ability to maintain master data shared between authoritative and downstream budgeting, financial and human capital management systems (e.g., Chart of Accounts) | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and General Accounting Division (GAD) FMIS/R\*STARS and FMIS/ADPICS | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and Maryland Department of Transportation (MDOT) financial system (i.e., FMIS and Solomon) | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and Maryland Transit Administration (MTA) payroll system | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and Maryland Department of Labor, Licensing and Regulation FARS | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and multiple Higher Education PeopleSoft Financial Systems | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and multiple Higher Education Kuali Financial Systems | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and Higher Education BANNER System | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and Maryland Department of Legislative Services SAP | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and Maryland Judiciary PeopleSoft | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and additional Agency-specific or Higher Education Institution-specific financial or ERP systems to be determined where data is not captured or sufficiently detailed in the State’s accounting system | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and the Capital Budget Information System (CBIS) for planned out-year operating costs | Desired |  |  |
|  | Ability to keep budget data maintained in the State’s and State Agencies’ financial systems current as of the end of the previous business day | Required |  |  |
|  | Ability to update General Accounting Division (GAD) FMIS/R\*STARS immediately after an amendment is processed and approved by the Governor | Required |  |  |
|  | Ability to convert and transmit files for GAD FMIS at the lowest project cost allocation (PCA) level | Required |  |  |
|  | Ability to share data between the Enterprise Budgeting System and Maryland Department of Transportation (MDOT) MdTA Microsoft Dynamics SL financial system | Required |  |  |
|  | Ability to interface with other Metropolitan Planning Organizations (MPOs) software to feed Transportation Improvement Program (TIP) data. | Desired |  |  |
|  |  |  |  |  |
|  | **Ability to use quality position and personnel data with budget data to support personnel budgeting by job classification, individual position or employee.** | **Required** |  |  |
|  | Ability to share data with SPS/Workday and other State agency human capital management systems to facilitate personnel budget management and personnel actions (both prospective and retroactive) requiring budgetary authorization. | Required |  |  |
|  | Ability to leverage SPS position control data for budgeting hours and costs. Should include employee splits (1 job with 2 employees) and dual employees (1 employee working in more than one Agency). | Required |  |  |
|  | Ability to share activity-based time accounting data assumptions for vacant, authorized positions to support salary cost projections to the level of detail (Agency, Unit, Program, Sub-Program, Comptroller Object/Agency Object, or PCA) as required by each user agency | Required |  |  |
|  | Ability to combine actual activity-based time data (personnel) with salary cost (accounting) to permit allocation and salary cost accruals to the level of detail (Agency, Unit, Program, Sub-Program, Comptroller Object/Agency Object, or PCA) as required by each user agency for vacant positions | Desired |  |  |
|  |  |  |  |  |
|  | **Ability to publish data to state and federal websites in support of transparency in government initiatives** | **Desired** |  |  |
|  | Ability to publish data to Maryland’s Open Data Portal ([www.data.maryland.gov](http://www.data.maryland.gov)) in conformance with Open Data Act State Government Article, Chapter 69, Section 10-1401 through 10-1404 | Desired |  |  |
|  | This item has been removed |  |  |  |
|  | Ability to publish data to [www.usaspending.gov](http://www.usaspending.gov) in conformance with the Digital Accountability and Transparency Act of 2014 (DATA Act) | Desired |  |  |
|  |  |  |  |  |
|  | **Ability to integrate the budgeting application with other cross-platform applications to extend functional capabilities and support data sharing (i.e. ability to support enterprise application integration (EAI))** | **Required** |  |  |
|  | Ability to provide live links to data from MS-Office products including Excel, Word and PowerPoint | Required |  |  |
|  | Ability to provide live links to data from formal document publication capabilities | Required |  |  |
|  | Ability to leverage email systems (Google Mail, Outlook) to send notifications and alerts from within the system to system users and non-users | Required |  |  |
|  | Ability to drill into financial and human capital management systems and/or data for additional details without the need to separately login and fully navigate the source system (e.g., ability to see individual general ledger transactions that contribute to actual expenditures) | Required |  |  |
|  | Ability to incorporate third-party data repositories relevant to the budget cycle, including Department of Information Technology (DoIT) Information Technology Advisory Council (ITAC) website, IT Master Plans (ITMPs) and IT Project Request Subsystem (ITPR), DGS Lease listings, vehicle fleet listings, etc. | Required |  |  |
|  | Ability to integrate with other application systems as determined to be necessary in the future | Required |  |  |
|  |  |  |  |  |
|  | **Audit, Archive and Retention** | **Required** |  |  |
|  | Audit | **Required** |  |  |
|  | Ability to keep track of and report each individual change | Required |  |  |
|  | Ability to include audit trail on reports | Desired |  |  |
|  | Ability to define what information will be collected in the audit trail. | Desired |  |  |
|  | Ability to browse and search all audit logs and print audit reports | Required |  |  |
|  |  |  |  |  |
|  | **Archive and Retention** | **Required** |  |  |
|  | Ability to archive data by user-defined retention periods for configuration changes, data updates, security events, system events and error logs. | Required |  |  |
|  | Ability to roll up and purge transaction level data by user defined retention periods | Required |  |  |
|  | Ability to roll up and purge transaction level data by agency (or exclude an agency) | Desired |  |  |
|  | Ability to restore archived data into the operational system | Required |  |  |
|  | Ability for authorized users to purge archived data according to user-defined criteria | Desired |  |  |
|  | Ability to maintain 10 years of historical data | Required |  |  |
|  |  |  |  |  |
|  | **Security** |  |  |  |
|  | **Encryption** | **Required** |  |  |
|  | Ability to encrypt data in transit | Required |  |  |
|  | Ability to encrypt data at rest – databases | Required |  |  |
|  | Ability to encrypt data at rest – interfaces | Required |  |  |
|  |  |  |  |  |
|  | **Authentication** | **Required** |  |  |
|  | The ability to provide single sign on capabilities with the operating system or Google Apps | Desired |  |  |
|  | Ability to require two-factor authentication | Required |  |  |
|  |  |  |  |  |
|  | Ability to detect unauthorized access and manage security violation incidents | Required |  |  |
|  | Ability to log and notify designated users whenever a potential security breach or violation is detected | Required |  |  |
|  |  |  |  |  |
|  | **Authorization** | **Required** |  |  |
|  | Ability to authorize functional and data access based on pre-defined data confidentiality, availability and integrity business rules applicable to user roles | Required |  |  |
|  | Ability to configure security using GUI screens | Required |  |  |
|  | Ability to distribute security administration to agency-level application security administrators for their personnel | Desired |  |  |
|  | Ability to restrict data views (columns and rows) based on user role, user organization (e.g., department, agency, unit, program or any relevant chart of accounts (CoA) level/value), or workflow status | Required |  |  |
|  | Ability to restrict screen permissions based on user role, user organization (e.g., department, agency, unit, program or any relevant chart of accounts (CoA) level/value), or workflow status | Required |  |  |
|  | Ability to restrict field permissions (create, read, update, delete) based on user role, user organization (e.g., department, agency, unit, program or any relevant chart of accounts (CoA) level/value), or workflow status | Required |  |  |
|  | Ability to limit or restrict access to other users' data | Required |  |  |
|  | Ability to immediately suspend access of a certain function to some or all users (e.g. usage of a function where a critical bug has been identified) | Desired |  |  |
|  |  |  |  |  |
|  | **Security Environment and Infrastructure** | **Required** |  |  |
|  | Ability to provide application security integrated with operating system security | Desired |  |  |
|  | Ability to enforce password standards in accordance with Maryland IT (DoIT) password standards | Desired |  |  |
|  | Ability to secure operating systems, system software and infrastructure components separate from end-user access | Required |  |  |
|  | Ability to provide a method for users to receive their usernames and passwords | Required |  |  |
|  | Ability to provide a self-serve method for users to reset their application passwords | Desired |  |  |
|  | Ability to require users to change their initial passwords when they log in for the first time | Required |  |  |
|  | Ability to support required password changes in accordance with Maryland DoIT policy | Required |  |  |
|  | Ability to store passwords in encrypted form | Required |  |  |
|  | Ability to maintain security credentials between the solution and other vendors systems | Desired |  |  |
|  |  |  |  |  |
|  | **Ability to access the system remotely with appropriate security from work or personal devices including desktops, laptops, tablets, and smartphones** | **Required** |  |  |
|  | Ability to prevent or allow access from non-secured networks | Required |  |  |
|  | Ability to authenticate securely from mobile devices such as smartphones and tablets | Required |  |  |
|  | Ability to allow access to some portions of the application with reduced security (i.e. public access) | Desired |  |  |
|  | Ability to access the system using multiple current versions of web browsers with backward compatibility to previous browser releases (e.g. Internet Explorer, Google Chrome) | Required |  |  |
|  |  |  |  |  |
|  | **Knowledge Management and Training** | **Required** |  |  |
|  | Ability to provide an online knowledge base | Required |  |  |
|  | Ability to provide online end-user documentation | Required |  |  |
|  |  |  |  |  |
|  | Ability for users to customize supplier-delivered documentation | Required |  |  |
|  | Ability to load State of Maryland documents for online access within the application | Desired |  |  |
|  | Ability to provide and maintain a full copy of all existing technical documentation for every component of the Solution | Required |  |  |
|  | Ability to provide English descriptions for any metadata codes, data definitions, and reference data | Required |  |  |
|  | Ability to provide entity relationship diagrams for all application business data | Required |  |  |
|  | Ability to provide a data dictionary listing all user-visible fields | Required |  |  |
|  | Ability to provide and maintain, in the data dictionary, a history of changes to individual data element descriptions | Required |  |  |
|  |  |  |  |  |
|  | **Ability to plan, manage and execute training** | **Required** |  |  |
|  | Ability to provide training customized for the State of Maryland | Required |  |  |
|  | Ability to provide various types of training by level such as system administrator, end user, and developer | Required |  |  |
|  | Ability to provide a catalog of training options | Required |  |  |
|  | Ability to provide training material and reference materials | Required |  |  |
|  | Ability to provide web-based training | Desired |  |  |
|  | Ability to provide self-directed interactive training | Desired |  |  |
|  | Ability to provide interactive class sessions | Required |  |  |
|  | Ability to provide hands-on demonstrations | Required |  |  |
|  | Ability to provide train-the-trainer training | Desired |  |  |
|  |  |  |  |  |
|  | **Ability to provide online help capabilities** | **Required** |  |  |
|  | Ability to provide online help capabilities that include context-sensitive help | Desired |  |  |
|  | Ability to provide online help capabilities that include error message help | Required |  |  |
|  |  |  |  |  |
|  | **Ability to provide online help capabilities that include indexed help** | **Desired** |  |  |
|  | Ability to provide online help capabilities that include tutor capabilities | Desired |  |  |
|  | Ability to provide online help capabilities that include window and field level help | Required |  |  |
|  | Ability to provide online help capabilities that include windows hypertext help | Desired |  |  |
|  |  |  |  |  |
|  | Ability to provide online help customization to Maryland’s implementation of the solution | Required |  |  |
|  |  |  |  |  |
|  | **Implementation** | **Required** |  |  |
|  | Ability to provide capabilities in alignment with overarching technical requirements | Required |  |  |
|  | Ability to provide functionality consistent with changing Maryland budget management laws, policies, procedures, budget structures, and presentation requirements | Required |  |  |
|  | Ability to provide a single entry point of user-access to data, reports, supporting documentation, dashboards and analytical tools | Required |  |  |
|  |  |  |  |  |
|  | **Ability to scale solution components and services** | **Required** |  |  |
|  | Ability to scale the solution and support as the user base changes over time (e.g. user organizations, user increases/decreases, changes to security roles) | Required |  |  |
|  | Ability to scale the solution infrastructure to accommodate data volume increases | Required |  |  |
|  | Ability to scale the solution software licenses as the user base and infrastructure change over time | Required |  |  |
|  |  |  |  |  |
|  | **Ability to comply with Maryland DoIT policies and standards** | **Required** |  |  |
|  | The State of Maryland System Development Life Cycle (SDLC) methodology at: [www.DoIT.maryland.gov](http://www.DoIT.maryland.gov) - keyword: SDLC | Required |  |  |
|  | The State of Maryland Information Technology Security Policy and Standards at: [www.DoIT.maryland.gov](http://www.DoIT.maryland.gov) - keyword: Security Policy | Required |  |  |
|  | The State of Maryland Information Technology Non-Visual Standards at: <http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx> | Required |  |  |
|  | The State of Maryland Information Technology Project Oversight at: [www.DoIT.maryland.gov](http://www.DoIT.maryland.gov) - keyword: IT Project Oversight | Required |  |  |
|  | The State of Maryland Enterprise Architecture at [www.DoIT.maryland.gov](http://www.DoIT.maryland.gov) - keyword: MTAF Guiding Principles | Required |  |  |
|  | Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) at <http://www.pmi.org/> | Required |  |  |
|  |  |  |  |  |
|  | Ability to implement business continuity hardware, processes and practices | Required |  |  |
|  | Ability to implement the initial solution, regularly scheduled maintenance releases, and emergency bug-fix releases | Required |  |  |
|  | Ability to provide change management support including change request and defect management using formal change control processes | Required |  |  |
|  | Ability to provide data conversion support | Required |  |  |
|  | Ability to provide product installation and configuration support | Required |  |  |
|  | Ability to provide product customization support | Required |  |  |
|  |  |  |  |  |
|  | **Ability to provide release management for solution components** | **Required** |  |  |
|  | Ability to provide a mechanism for reverting to a previous release | Required |  |  |
|  |  |  |  |  |
|  | Ability to configure or develop and test all changes (e.g., patches, upgrades, enhancements, break-fixes) in non-production environments prior to promotion to the production environment | Required |  |  |
|  |  |  |  |  |
|  | **Ability to provide and use all technical and productivity tools necessary to efficiently and effectively build, deploy and manage the solution** | **Required** |  |  |
|  | Ability to provide tools for project management | Required |  |  |
|  | Ability to provide tools for requirements management and traceability | Required |  |  |
|  | Ability to provide testing tools | Required |  |  |
|  | Ability to provide COTS customization management tools (i.e., tools that support management of custom code, software builds, etc.) | Required |  |  |
|  | Ability to provide database administration tools | Desired |  |  |
|  | Ability to provide database backup and recovery tools | Required |  |  |
|  | Ability to provide upgrade and patching tools | Required |  |  |
|  | Ability to provide customization management tools (i.e., tools that support the management of customizations during upgrades, patches and fixes) | Desired |  |  |
|  | Ability to provide release management tools (i.e., tools that support identification of net differences between releases and list areas needing specific attention) | Desired |  |  |
|  |  |  |  |  |
|  | Ability to include an integrated development environment (IDE) or similar utility to facilitate modification of the solution | Desired |  |  |
|  | Ability to provide features to allow for system customizations without requiring coding changes to the base application (for example, translation codes, user permissions, views, reports, and workflow business rules) | Required |  |  |
|  | Ability to minimize and manage impacts to customizations by future product releases (upgrades, patches) | Required |  |  |
|  |  |  |  |  |
|  | **Ability to recommend, implement and maintain hardware and operating system platforms/configurations to support the Solution and ensure system performance meets established service level agreements (SLAs)** | **Required** |  |  |
|  | Ability to provide system crash tolerance, maintaining its integrity in case of power failures and abrupt shutdowns | Desired |  |  |
|  | Ability to provide system event/error logs to record executed functions, system errors, and warnings to facilitate diagnosis and reconciliation of system errors | Required |  |  |
|  | Ability to support multi-node server processing so that the server processing load can be distributed and automatically balanced across multiple physical servers. Please describe. | Desired |  |  |
|  |  |  |  |  |
|  | Ability to provide benchmarks for upgrade times for comparable customer environments | Required |  |  |
|  | Ability to configure, implement, and maintain the most current release of all components of the application and tools software | Required |  |  |
|  |  |  |  |  |
|  | **Operations and Maintenance Support** | **Required** |  |  |
|  | Ability to plan and manage operations and maintenance support services | Required |  |  |
|  | Ability to plan and manage operations and maintenance staffing (e.g., specification of required skills, team structure, team location, shared or dedicated resource model) | Required |  |  |
|  | Ability to maintain compliance with applicable Maryland DoIT policies and standards beyond the initial deployment during operations and maintenance phase | Required |  |  |
|  |  |  |  |  |
|  | Ability to provide corrective, adaptive and preventive maintenance services for all solution components | Required |  |  |
|  | Ability to incorporate aspects of Continuous Improvement | Required |  |  |
|  |  |  |  |  |
|  | **Ability to provide on-going operations support** | **Required** |  |  |
|  | Ability to plan, schedule, test and execute system and database monitoring capabilities to ensure system and database health | Required |  |  |
|  | Ability to plan, schedule, test and execute deployment of patches | Required |  |  |
|  | Ability to plan, schedule, test and execute deployment of upgrades | Required |  |  |
|  | Ability to plan, schedule, test and execute routine system backups | Required |  |  |
|  | Ability to plan, schedule, test and execute routine data backups | Required |  |  |
|  | Ability to plan, schedule, test and execute disaster recovery | Required |  |  |
|  | Ability to provide incident response and problem resolution in accordance with service level agreements (SLAs) for pre-defined severity levels | Required |  |  |
|  | Ability to provide root cause analysis and action plan recommendations | Required |  |  |
|  | Ability to provide and maintain a knowledge base to support operations, maintenance and support desk efforts | Required |  |  |
|  |  |  |  |  |
|  | Ability to provide support desk services for Tier 2 and 3 support | Required |  |  |
|  | Ability to provide support desk services for Tier 1 support | Desired |  |  |
|  | Ability to define key process indicators (KPIs) for project management, release management, operations and maintenance, and support desk services | Required |  |  |
|  | Ability to define service level agreements (SLAs) for project management, release management, operation and maintenance, and support desk services | Required |  |  |
|  | Ability to demonstrate how key process indicator (KPIs) and service level agreement (SLAs) performance measures will be used to support continuous process improvement | Required |  |  |
|  | Ability to meet operational requirements | Required |  |  |
|  | Ability to support 1000 users | Required |  |  |
|  | Ability to support user roles including but not limited to CFO, Budget Manager, Budget Analyst, Finance Director, Finance Analyst, Executive Manager, Unit/Division/Regional Manager, Program Manager, HR Specialist, System Administrator, Security Administrator | Required |  |  |
|  | Ability to ensure the system is accessible Business days (M-F) and Non-Business Days (all year) Extended hours 6:00 AM - 11:59  PM EST, not including planned downtime. | Required |  |  |
|  | Ability to support data volumes consistent with at least ten (10) years of history and 250,000 budget line items estimated to be added annually | Required |  |  |
|  |  |  |  |  |
|  | **Ability to support system recoverability** | **Required** |  |  |
|  | Ability to return the system to operational status following an outage in twelve (12) hours during normal business conditions | Required |  |  |
|  | Ability to restore the system to operational status in three (3) hours should there be an outage during budget request preparation season (December - January) | Desired |  |  |
|  | This item has been removed |  |  |  |
|  |  |  |  |  |
|  | Ability to maintain data currency (i.e., restore data to a point in time such that it is current as of the time of any system outage when an outage occurs) | Required |  |  |
|  | Ability to implement fault tolerance | Required |  |  |