|  |
| --- |
| **FORM N: Non-Mandatory Requirements** |
|  |
| Instructions for filling out Form N: Non-Mandatory Requirements   1. Complete Form N: Non-Mandatory Requirements 2. Follow the Proposal instructions in the Proposal Instructions section below |
| **PROPOSAL INSTRUCTIONS**   1. **For each Non-Mandatory requirement indicate which Proponent response code that best describes your solution:**  **Y – Available Out of the Box:** the solution for the requirement is currently available in the existing product “out of the box”. Configuration may be required to enable the feature (requirement will be met through changes to settings of tables, switches, and rules without modification to the source code). Requirement is installed and operational at other sites and can be demonstrated to the City of Winnipeg.  **C – Available via Customization:** the solution for the requirement is not currently available in the existing product “out of the box”, but may be incorporated via customization of the solution components. Requirement will be met through changes to the source code which would require analysis and reapplication during updates, upgrades, or when applying software patches.  **F – Future Availability:** the solution for the requirement is not currently available, but will be available in an upcoming planned product release. If this option is indicated, include the date/timeframe e.g. Q1 2023, when the requirement will be available for implementation in the comments box.   **3 – Third-Party Supplied:** the solution for the requirement is expected to be met by using a third-party vendor’s existing product, either integrated or non-integrated.  **N – Not Possible:** the solution for the requirement will not be provided by the Proponent.  **Notes:**   1. An omitted response will be assumed to be the same as a response code of “N”. 2. Any deviation from the response code will be re-coded at the discretion of the City of Winnipeg |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form N - Non-Mandatory Requirements** | | | | |
| **Reference** | **General Requirements** | | |  |
|  | **Requirement Description** | **Requirement Category** | **Proponent Response (Y, C, F, 3, N)** | **Comments** |
| The Solution should have: | | | | |
| 1.1 | Ability to create organizational units | Organization and Employee Records |  |  |
| 1.2 | Ability to manage organization units | Organization and Employee Records |  |  |
| 1.3 | Ability to create a rank | Organization and Employee Records |  |  |
| 1.4 | Ability to manage a rank | Organization and Employee Records |  |  |
| 1.5 | Ability to manage steps within a rank. | Organization and Employee Records |  |  |
| 1.6 | Ability to create multiple collective bargaining units | Organization and Employee Records |  |  |
| 1.7 | Ability to manage multiple collective bargaining units | Organization and Employee Records |  |  |
| 1.8 | Ability to search for an employee by:   1. First name 2. Last name 3. Badge number 4. Organizational unit 5. Schedule 6. Shift 7. Employment status 8. Job code | Organization and Employee Records |  |  |
| 1.9 | Ability to manage employee profiles, including the following information:   1. First name 2. Middle name 3. Last Name 4. Phone numbers 5. Email addresses 6. Badge number 7. Photo 8. Employee ID 9. Employment status 10. Employment type (Full Time/Part Time/Job Share/Reduced Hours) 11. Rank 12. Step with a rank 13. Job Code (PeopleSoft code) 14. Employee dates (City of Winnipeg Start Date/Winnipeg Police Service Start Date/Annual Leave Entitlement Date) 15. Collective bargaining unit | Organization and Employee Records |  |  |
| 1.10 | Ability to automatically transfer employee information from the solution to Niche RMS. | Organization and Employee Records |  |  |
| 1.11 | Ability to view an employee’s supervisor. | Organization and Employee Records |  |  |
| 1.12 | Ability to view an employee’s direct reports. | Organization and Employee Records |  |  |
| 1.13 | Ability to view an employee’s indirect reports. | Organization and Employee Records |  |  |
| 1.14 | Ability to manage an employee’s assignments. | Organization and Employee Records |  |  |
| 1.15 | Ability to set an assignment type, in order of priority:   1. Short Temp 2. Long Temp 3. Permanent | Organization and Employee Records |  |  |
| 1.16 | Ability to associate an organization unit with the assignment (e.g. Members should be allowed to be assigned to an organization unit outside of their permanent unit.) | Organization and Employee Records |  |  |
| 1.17 | Ability to associate a schedule pattern with the assignment. | Organization and Employee Records |  |  |
| 1.18 | Ability to associate the shift hours for an assignment. | Organization and Employee Records |  |  |
| 1.19 | Ability to associate a period of time for the assignment. | Organization and Employee Records |  |  |
| 1.20 | Ability to associate a position management ID with an assignment. | Organization and Employee Records |  |  |
| 2.1 | Ability to handle an unlimited amount of schedules | Scheduling, Rostering, and Forecasting |  |  |
| 2.2 | Ability to set a name for a schedule. | Scheduling, Rostering, and Forecasting |  |  |
| 2.3 | Ability to set a description for a schedule. | Scheduling, Rostering, and Forecasting |  |  |
| 2.4 | Ability to set when a schedule starts. | Scheduling, Rostering, and Forecasting |  |  |
| 2.5 | Ability to specify which shift rules can be associated with the schedule (Days, Evenings Nights). | Scheduling, Rostering, and Forecasting |  |  |
| 2.6 | Ability to set a pattern for a schedule (Weekly Leave, Days, Evenings, Nights). | Scheduling, Rostering, and Forecasting |  |  |
| 2.7 | Ability to set the length of the schedule pattern. | Scheduling, Rostering, and Forecasting |  |  |
| 2.8 | Ability to set a schedule to flip to at the beginning of each year. | Scheduling, Rostering, and Forecasting |  |  |
| 2.9 | Ability to generate schedules automatically using the details above. | Scheduling, Rostering, and Forecasting |  |  |
| 2.10 | Ability to customize schedule rules based on union rules. | Scheduling, Rostering, and Forecasting |  |  |
| 2.11 | Ability to overwrite auto-generated schedules. | Scheduling, Rostering, and Forecasting |  |  |
| 2.12 | Ability to handle an unlimited amount of schedule overrides | Scheduling, Rostering, and Forecasting |  |  |
| 2.13 | Ability to set an associated schedule ID for a schedule override. | Scheduling, Rostering, and Forecasting |  |  |
| 2.14 | Ability to set a start date for a schedule override. | Scheduling, Rostering, and Forecasting |  |  |
| 2.15 | Ability to set an end date for a schedule override. | Scheduling, Rostering, and Forecasting |  |  |
| 2.16 | Ability to set a pattern for a schedule override. | Scheduling, Rostering, and Forecasting |  |  |
| 2.17 | Ability to set a name for a shift. | Scheduling, Rostering, and Forecasting |  |  |
| 2.18 | Ability to set a description for a shift. | Scheduling, Rostering, and Forecasting |  |  |
| 2.19 | Ability to handle an unlimited amount of shift types | Scheduling, Rostering, and Forecasting |  |  |
| 2.20 | Ability to associate the shift hours for a shift | Scheduling, Rostering, and Forecasting |  |  |
| 2.21 | Ability to set the number of hours per week a shift contains. | Scheduling, Rostering, and Forecasting |  |  |
| 2.22 | Ability to set the number of statutory credit leave for a shift. Statutory credit leave is the number of hours a member receives in lieu of working statutory holidays. | Scheduling, Rostering, and Forecasting |  |  |
| 2.23 | Ability to set the Surplus/Shortfall Hours for a shift. Surplus hours are hours credited to an employee that are worked over and above the full-time equivalent. Shortfall hours are hours that are needed to be made up as the employee has not worked enough full-time equivalent hours. | Scheduling, Rostering, and Forecasting |  |  |
| 2.24 | Ability to set if the shift observes statutory holidays. | Scheduling, Rostering, and Forecasting |  |  |
| 2.25 | Ability to set the shift length of a shift. Total shift length, including paid and unpaid time. | Scheduling, Rostering, and Forecasting |  |  |
| 2.26 | Ability to set the paid shift length of a shift. | Scheduling, Rostering, and Forecasting |  |  |
| 2.27 | Ability to set the effective from date for a shift. | Scheduling, Rostering, and Forecasting |  |  |
| 2.28 | Ability to set the effective to date for a shift. | Scheduling, Rostering, and Forecasting |  |  |
| 2.29 | Ability to set shift rule type (days, evenings, nights) | Scheduling, Rostering, and Forecasting |  |  |
| 2.30 | Ability to set the start time for a shift. | Scheduling, Rostering, and Forecasting |  |  |
| 2.31 | Ability to set the shift start day (Day Before, Same Day, Day After). | Scheduling, Rostering, and Forecasting |  |  |
| 2.32 | Ability to set the end time for a shift. | Scheduling, Rostering, and Forecasting |  |  |
| 2.33 | Ability to set the shift end day (Day Before, Same Day, Day After). | Scheduling, Rostering, and Forecasting |  |  |
| 2.34 | Ability to view a one-day roster for members by: Organization Unit, Rank, Schedule, Date Period. | Scheduling, Rostering, and Forecasting |  |  |
| 2.35 | Ability to view a multi-day roster for members by: Organization Unit, Rank, Schedule, Date Period. | Scheduling, Rostering, and Forecasting |  |  |
| 2.36 | Ability to manage a complement of sworn members. | Scheduling, Rostering, and Forecasting |  |  |
| 2.37 | Ability to manage a complement of staff members. | Scheduling, Rostering, and Forecasting |  |  |
| 2.38 | Ability to manage the minimum staffing level based on: Organization Unit, Rank, Schedule, Date Period. | Scheduling, Rostering, and Forecasting |  |  |
| 2.39 | Ability to display minimum staffing levels on a roster. | Scheduling, Rostering, and Forecasting |  |  |
| 2.40 | Ability to notify a user when minimum staffing levels are not being met. | Scheduling, Rostering, and Forecasting |  |  |
| 2.41 | Ability to manage maximum annual leave during prime season based on: Organization Unit, Rank, Schedule, Date Period. | Scheduling, Rostering, and Forecasting |  |  |
| 2.42 | Ability to notify an administrator when a member is booked above the maximum annual leave during prime season. | Scheduling, Rostering, and Forecasting |  |  |
| 2.43 | Ability to update a member’s schedule based on court record import. | Scheduling, Rostering, and Forecasting |  |  |
| 2.44 | Ability to update a member’s schedule based on court cancellation import. | Scheduling, Rostering, and Forecasting |  |  |
| 2.45 | Ability to update a member’s schedule based on special duty record import. | Scheduling, Rostering, and Forecasting |  |  |
| 2.46 | Ability to update a member’s schedule based on special duty cancellation import. | Scheduling, Rostering, and Forecasting |  |  |
| 3.1 | Ability for a member to submit a leave request electronically (Annual Leave, Discretionary Leave, Sick Leave, etc.) | Leave & Availability Management |  |  |
| 3.2 | Ability to notify a member if the leave request results in below minimum staffing level, court appearance conflicts, or during blackout dates. | Leave & Availability Management |  |  |
| 3.3 | Ability to notify a supervisor when a leave request is submitted. | Leave & Availability Management |  |  |
| 3.4 | Ability for a supervisor to input leave for an employee. | Leave & Availability Management |  |  |
| 3.5 | Ability for a supervisor to view leave requests. | Leave & Availability Management |  |  |
| 3.6 | Ability for a supervisor to evaluate the leave request, then approve, deny, or modify it. | Leave & Availability Management |  |  |
| 3.7 | Ability to notify the member once the supervisor has evaluated the leave request. | Leave & Availability Management |  |  |
| 3.8 | Ability to update a member’s schedule and calculate both leave usage and coverage (given that start/end times for some types of leave extend beyond the shifts missed) based on all collective bargaining agreements and adjust time banks as necessary. | Leave & Availability Management |  |  |
| 3.9 | Ability to support an unlimited amount of leave banks. | Leave & Availability Management |  |  |
| 3.10 | Ability to set blackout periods, restricting the access to request leave during this period. | Leave & Availability Management |  |  |
| 3.11 | Ability to automate accrual of sick leave hours for members (annual and pro-rated). | Leave & Availability Management |  |  |
| 3.12 | Ability to automate accrual of shortfall and surplus hours for members (annual and pro-rated). | Leave & Availability Management |  |  |
| 3.13 | Ability to automate accrual of annual leave hours for members (annual and pro-rated). | Leave & Availability Management |  |  |
| 3.14 | Ability to automate accrual of statutory holiday credit leave hours for members (annual and pro-rated). | Leave & Availability Management |  |  |
| 3.15 | Ability to automate accrual of senior officers leave hours for members (annual and pro-rated). | Leave & Availability Management |  |  |
| 3.16 | Ability to automate accrual of pro-rated leave hours for members (annual) based off the City of Winnipeg start date and WPS start date. | Leave & Availability Management |  |  |
| 3.17 | Ability to manage if an employee is eligible for pro-rated leave. | Leave & Availability Management |  |  |
| 3.18 | Ability for an employee to view their time transactions. | Leave & Availability Management |  |  |
| 3.19 | Ability for a supervisor to view a subordinate’s time transactions. | Leave & Availability Management |  |  |
| 3.20 | Ability for an employee to view their time bank balances. | Leave & Availability Management |  |  |
| 3.21 | Ability for a supervisor to view a subordinate’s time bank balances. | Leave & Availability Management |  |  |
| 3.22 | Ability for an administrator to manually adjust a leave bank balance. | Leave & Availability Management |  |  |
| 3.23 | Ability to define call out procedure rules to fill vacancies in a fair and efficient manner, subject to eligibility rules and availability. | Leave & Availability Management |  |  |
| 3.24 | Ability to automatically develop a list of staff for call out to fill call out vacancies based on union rules, rank, seniority, qualifications, certification, hours of overtime already accumulated. | Leave & Availability Management |  |  |
| 3.25 | Ability to notify members of call out opportunities via app, email, or SMS. | Leave & Availability Management |  |  |
| 3.26 | Ability for member to view and bid on available call out opportunities from mobile app or website. | Leave & Availability Management |  |  |
| 3.27 | Ability to track declination and acceptation of call out requests. | Leave & Availability Management |  |  |
| 3.28 | Ability to update member’s schedule based on approved call out requests. | Leave & Availability Management |  |  |
| 3.29 | Ability to credit annual leave credit when called out based on all collective bargaining agreement. | Leave & Availability Management |  |  |
| 3.30 | Ability to determine retirement date based off exhausting all eligible time banks. | Leave & Availability Management |  |  |
| 3.31 | Ability to determine the date when full monthly earnings will end based off exhausting all eligible time banks for long-term disability and supernumerary purposes. | Leave & Availability Management |  |  |
| 4.1 | Ability to manage pay rates for steps within a rank. | Pay & Earnings |  |  |
| 4.2 | Ability to automatically increase pay rates for steps based on all collective bargaining agreements. | Pay & Earnings |  |  |
| 4.3 | Ability to support pay rates with up to 6 decimal places | Pay & Earnings |  |  |
| 4.4 | Ability to automatically increase pay rates for all ranks based on updated collective bargaining agreements. | Pay & Earnings |  |  |
| 4.5 | Ability to prevent specific members from receiving the pay rate increase if they do not meet the fitness standards of the WPS. | Pay & Earnings |  |  |
| 4.6 | Ability to manual increase pay rates for part-time members. | Pay & Earnings |  |  |
| 4.7 | Ability to sync pay rate changes with PeopleSoft. | Pay & Earnings |  |  |
| 4.8 | Ability to handle unlimited types of overtime. | Pay & Earnings |  |  |
| 4.9 | Ability for an overtime event to hold the following details: Starting time, starting date, ending time, ending date, overtime type, overtime reason, incident type, occurrence number (if applicable), activity type, project, rank the member acted in (if applicable), organizational unit the member worked in, organizational unit that should be charged, member remarks, supervisor remarks. | Pay & Earnings |  |  |
| 4.10 | Ability for an employee to submit an overtime event. | Pay & Earnings |  |  |
| 4.11 | Ability to notify a supervisor when an overtime event is submitted. | Pay & Earnings |  |  |
| 4.12 | Ability for a supervisor to input overtime for an employee. | Pay & Earnings |  |  |
| 4.13 | Ability for a supervisor to view overtime events. | Pay & Earnings |  |  |
| 4.14 | Ability for a supervisor to evaluate the overtime event, then approve, deny, or rework it. | Pay & Earnings |  |  |
| 4.15 | Ability for a divisional commander to evaluate the overtime event, then approve, deny, or rework it. | Pay & Earnings |  |  |
| 4.16 | Ability to notify the member once the supervisor has evaluated the overtime event. | Pay & Earnings |  |  |
| 4.17 | Ability to calculate and record overtime pay based on tall collective bargaining agreements. The overtime pay rules may be based off: overtime type, if the member is on weekly leave/annual leave, if overtime is worked on statutory holiday, number of hours of overtime worked, completion of previous tour of duty, start of next regular shift, etc. | Pay & Earnings |  |  |
| 4.18 | Ability to calculate overtime pay based on a combination of overtime types | Pay & Earnings |  |  |
| 4.19 | Ability to validate overtime events (based on various factors including the member’s schedule, leave, organizational assignment, etc.). | Pay & Earnings |  |  |
| 4.20 | Ability for an administrator to manage projects that can be associated with overtime. | Pay & Earnings |  |  |
| 4.21 | Ability for an administrator to override overtime entries. | Pay & Earnings |  |  |
| 4.22 | Ability for an employee to submit an acting event. | Pay & Earnings |  |  |
| 4.23 | Ability to restrict ranks that an employee can act in. | Pay & Earnings |  |  |
| 4.24 | Ability to notify a supervisor when an acting event is submitted. | Pay & Earnings |  |  |
| 4.25 | Ability for a supervisor to input acting for an employee. | Pay & Earnings |  |  |
| 4.26 | Ability for a supervisor to view acting events. | Pay & Earnings |  |  |
| 4.27 | Ability for a supervisor to evaluate the acting event, then approve, deny, or rework it. | Pay & Earnings |  |  |
| 4.28 | Ability for a divisional commander to evaluate the overtime event, then approve, deny, or rework it. | Pay & Earnings |  |  |
| 4.29 | Ability to notify the member once the supervisor has evaluated the acting event. | Pay & Earnings |  |  |
| 4.30 | Ability to calculate and record acting pay based on all collective bargaining agreements. | Pay & Earnings |  |  |
| 4.31 | Ability to handle acting pay for employees that work a different amount of hours per week. | Pay & Earnings |  |  |
| 4.32 | Ability for an employee to submit a time sheet. | Pay & Earnings |  |  |
| 4.33 | Ability to notify a supervisor when a time sheet is submitted. | Pay & Earnings |  |  |
| 4.34 | Ability for a supervisor to input a time sheet for an employee. | Pay & Earnings |  |  |
| 4.35 | Ability for a supervisor to view time sheet events. | Pay & Earnings |  |  |
| 4.36 | Ability for a supervisor to evaluate the time sheet event, then approve, deny, or rework it. | Pay & Earnings |  |  |
| 4.37 | Ability for a divisional commander to evaluate the time sheet event, then approve, deny, or rework it. | Pay & Earnings |  |  |
| 4.38 | Ability to notify the member once the supervisor has evaluated the timesheet event. | Pay & Earnings |  |  |
| 4.39 | Ability to calculate and record pay in the time sheet based on all collective bargaining agreements. | Pay & Earnings |  |  |
| 4.40 | Ability to create an overtime transaction if court is during time off. | Pay & Earnings |  |  |
| 4.41 | Ability to calculate overtime for court based on all collective bargaining agreements. The court pay rules may be based off: if the member received a cancellation of a court appearance, if a member attends court, is deemed to be required for court, if a member testifies for court, how long he/she attends court, length of a court session, number of court sessions, if he/she is on sick leave/weekly leave/annual leave, completion of previous tour of duty, start of next regular shift, etc. | Pay & Earnings |  |  |
| 4.42 | Ability to calculate shift premiums. | Pay & Earnings |  |  |
| 4.43 | Ability to specify a night shift premium. | Pay & Earnings |  |  |
| 4.44 | Ability for employees to take shift premium in time or pay. | Pay & Earnings |  |  |
| 4.45 | Ability to calculate and apply a plainclothes allowance based on all collective bargaining agreements. | Pay & Earnings |  |  |
| 4.46 | Ability to transfer acting and overtime information to PeopleSoft via a payroll file | Pay & Earnings |  |  |
| 4.47 | Ability to transfer shift premium information to PeopleSoft via a payroll file. | Pay & Earnings |  |  |
| 4.48 | Ability to transfer plain clothes allowance information to PeopleSoft via a payroll file. | Pay & Earnings |  |  |
| 4.49 | Ability to report on timesheet hours to be input into PeopleSoft. | Pay & Earnings |  |  |