



STATE OF MICHIGAN PROCUREMENT

Department Technology, Management and Budget

Central Procurement Services

320 S Walnut Street Lansing, MI 48933

P.O. Box 30026, Lansing, MI 48909

CONTRACT CHANGE NOTICE

Change Notice Number **11**

to

Contract Number **MA24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
CV0036059	

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Patrick Russell	DTMB
		(517) 648-7767	
		russellp2@michigan.gov	

CONTRACT SUMMARY

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 1 Year	December 31, 2028
PAYMENT TERMS		DELIVERY TIMEFRAME	
ALTERNATE PAYMENT OPTIONS		EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MINIMUM DELIVERY REQUIREMENTS

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DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$8,360,191.55	\$0.00	\$8,360,191.55		

DESCRIPTION

Please note the Program Manager or Contract Administrator may have changed, and are reflected on this Change Notice.

Effective 06/01/2026, the contract is amended to include the following:

Accessibility Requirements

The State is required to comply with the Americans with Disabilities Act of 1990 (ADA) and has adopted standards and procedures regarding accessibility requirements for websites, applications, content, and electronic documents. Due to a change in the law, the State is required to comply with specific accessibility standards for websites, applications, content and documents. Starting 06/01/2026, throughout the Term, all websites, applications, software, content, and electronic documents, including but not limited to mobile applications, text, images, sounds, videos, controls, animations, links, and documents (including files in the following formats: PDF, word processing, presentation, and spreadsheet), created, provided, or made available by the Contractor under this Contract, must comply with WCAG 2.1 Level AA.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement Services approval.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
MCSC	Amy Pung	517-275-0772	PungA@michigan.gov
MDARD	Sylvia Renteria	517-599-3605	RenteriaS@michigan.gov
MDOT	Andrea Mowry	517-331-8031	MowryA@michigan.gov
DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov
DTMB	Jes Golka		GolkaJ@michigan.gov
MGCB	Latasha Williams	313-236-0380	WilliamsL86@michigan.gov
DTMB	Jim LeBlanc	517-855-1391	LeBlancJ4@michigan.gov
DNR	Ashley Vincent		VincentA7@michigan.gov
LARA	Kevin Kubacki	517-243-5895	KubackiK1@michigan.gov



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Department Technology, Management and Budget

Central Procurement Services

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CONTRACT CHANGE NOTICE

Change Notice Number **10**

to

Contract Number **MA24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	Various
	Contract Administrator	Patrick Russell (517) 648-7767 russellp2@michigan.gov	DTMB

CONTRACT SUMMARY

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

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PAYMENT TERMS		DELIVERY TIMEFRAME	
ALTERNATE PAYMENT OPTIONS		EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE		VALUE OF CHANGE NOTICE		ESTIMATED AGGREGATE CONTRACT VALUE
\$8,339,395.27		\$20,796.28		\$8,360,191.55

DESCRIPTION

Please note the Program Manager or Contract Administrator may have changed, and are reflected on this Change Notice.

Effective 03/20/2026, the parties hereby agree to the attached Statement of Work for the Kyra-supported implementation and configuration of the State's Salesforce environment to establish an EGLE Operator Certification and continuing education credit system. In addition, this Change Notice reflects both the one-time implementation cost for this new functionality and the associated increase for ongoing maintenance costs required to support the integration. The total cost of this project is \$20,796.28.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement Services approval.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
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DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov
DTMB	Jes Golka		GolkaJ@michigan.gov
MGCB	Latasha Williams	313-236-0380	WilliamsL86@michigan.gov
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DNR	Ashley Vincent		VincentA7@michigan.gov
LARA	Kevin Kubacki	517-243-5895	KubackiK1@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: MiCaRS – EGLE Salesforce Interface Enhancements	Period of Coverage: February 2026 – April 2026
Requesting Department: MDOT/EGLE	Date: 2/19/2026
Agency Project Manager: Ashley Vincent	Phone: 517-241-2422
DTMB Project Manager: Laura Brancheau	Phone: 517-618-9646

Brief description of services to be provided:

BACKGROUND:

This Statement of Work (SOW) is part of a Change Notice to Contract No 240000000206 (Contract) between the State of Michigan (State or SOM) and KL&A (“Contractor” or “Vendor”) under the terms of the Implementation Services Agreement (Contract # 240000000206) (“Agreement” or “Contract”). The Parties agree as follows:

EGLE has reached out to MDOT and KL&A about adding a new interface to the MiCaRS application. An integration between the MiCaRS and the EGLE Operator Certification app in Salesforce.

PROJECT OBJECTIVE:

The purpose of this change is to enable EGLE’s Salesforce instance to submit invoices to MiCaRS and retrieve payment information via authenticated API calls. This Change Notice will both provide an implementation cost as well as the increased cost to maintenance.

SCOPE OF WORK:

Below you will find a list of enhancements that have been identified.

KL&A will support MDOT by completing the configurations required for the new EGLE Salesforce integration across all environments. KL&A business analysts and developers will assist the integration team with implementation and API testing questions and will address any defects identified. KL&A will provide the required shared secret for account access and will coordinate with the MDOT server team to update the MiCaRS configuration to allow use of the secret.

Issue key	Summary	Story Pts
SIGMA-5033	EGLE OPT CERT MiCaRS Interface	5

TASKS:

Technical support is required to assist with the following tasks:

- Hosting, configuration and deploy of applications
- Database support and execution of DB Scripts
- ADA Scanning

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager formally accepts them.

Deliverables for this project include:

Activity/ Milestone	Description	Estimated Invoice	Cost
SIGMA-5033, UAT Release & Prod Cutover	EGLE OPT CERT MICARS Change Notice - Jira test cases, UAT deploy, and support activities. - Installation plan & production release.	May 2026	\$10,796.28
Increased cost for EGLE Interface support CY 2026 (Opt Cert)	Annual Support cost for Interface, added to EGLE according to SLA. Prorated for May – December (8/12 months).	May 2026	\$10,000.00
Total			\$20,796.28

ACCEPTANCE CRITERIA:

Deliverables are considered complete upon delivery to SOM environments and acceptance by agency project manager.

PROJECT CONTROL AND REPORTS:

A monthly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. This report may be submitted with the billing invoice. Each monthly progress report must contain the following:

1. **Accomplishments:** Indicate what was worked on and what was completed during the current reporting period.

2. **Funds:** Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made on satisfactory acceptance of each deliverable basis. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Project Manager is:

The designated DTMB Project Manager is:

Ashley Vincent

Jeanette Clark

Departmental Manager

Technical Owner

MDOT

DTMB

517-241-2422

517-335-3362

vincenta7@michigan.gov

clarkj4@michigan.gov

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Consultants will work at:

Contractors will work remotely and/or at one of the contractors identified office locations.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number 24000000206. This purchase order, statement of work, and the terms and conditions of Contract Number 24000000206 constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

This project will follow Agile methodology with iterative planning, delivery, and testing while maintaining Scrum ceremonies. Any issues/bugs that are identified during testing will be reported, prioritized, and processed in Jira.

MiCaRS is hosted by the State of Michigan, as such, KL&A will facilitate and follow the RFC (Request for Change) procedure and work with DTMB resources to implement developed functionality.

SCHEDULE B – PRICING CHANGES

The addition of the Operator Certification app will increase the Annual Support costs for EGLE. The annual cost per small interface added to M&S is \$15,000.00. This amount will be prorated for May – December 8/12 months or \$10,000.

Annual Costs					
Support Services Maintenance/Interface Support (includes Technical Support; Help Desk; Knowledge Transfer; Training; Documentation	1/1/24 - 12/31/24	1/1/25 – 12/31/25	1/1/26 - 12/31/26	1/1/27 - 12/31/27	1/1/28 - 12/31/28
MiCARS					
Base MiCARS (shared)	\$500,000.00	\$515,000.00	\$530,450.00	\$546,363.50	\$562,754.41
MDOT - DataStage/SIGMA - CEPAS	\$23,621.52	\$24,330.17	\$25,060.08	\$25,811.88	\$26,586.24
EGLE - Wellogic - MiWaters - Promium Element - MIEHDWIS - SmileToolkit - Opt Cert *added May 2026	\$68,513.93	\$70,569.35	\$82,686.43	\$90,476.02	\$93,190.30
MDARD - LPS	\$16,535.06	\$17,031.11	\$17,542.04	\$18,068.30	\$18,610.35

DNR - LOTS - CRS - MICO - VMS - FirePC	\$54,329.49	\$55,959.37	\$57,638.15	\$59,367.29	\$61,148.31
Non-MiCARS					
Non-MiCARS MCSC CSAA	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Non-MiCARS LARA HFES	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Non-MiCARS LARA FMS	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Non-MiCARS DNR FirePC	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Total:	\$743,000.00	\$765,290.00	\$798,248.70	\$827,505.15	\$852,330.33



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 Central Procurement Services
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CONTRACT CHANGE NOTICE

Change Notice Number **9**
 to
 Contract Number **MA24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
CV0036059	

STATE	Program Manager	Various	Various
Contract Administrator	Patrick Russell	DTMB	
	(517) 648-7767		
	russellp2@michigan.gov		

CONTRACT SUMMARY

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PAYMENT TERMS	DELIVERY TIMEFRAME

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
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MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

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<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$6,361,226.31	\$1,978,168.96	\$8,339,395.27		

DESCRIPTION

Please note the Program Manager or Contract Administrator may have changed, and are reflected on this Change Notice.

Effective 02/17/2026, the parties hereby agree to the attached Statement of Work to implement the Michigan Cashiering and Receivable System (MiCaRS) for the Department of Licensing and Regulatory Affairs (LARA) Financial Services Department. The total cost of the project is \$1,978,168.96. Please see attached for more information.

All other terms, conditions, specifications, and pricing remain the same. Per contractor and agency agreement, DTMB Central Procurement Services approval, and State Administrative Board approval on 02/17/2026.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
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DTMB	Jim LeBlanc	517-855-1391	LeBlancJ4@michigan.gov
DNR	Ashley Vincent		VincentA7@michigan.gov
LARA	Kevin Kubacki	517-243-5895	KubackiK1@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: LARA MiCaRS Implementation	Period of Coverage: See Schedule
Requesting Department: LARA (Licensing and Regulatory Affairs)	Date: 1/31/2026
Agency Project Manager: Erin Hoyt	Phone: 517-248-6382
DTMB Project Manager: Anthony Flores	Phone: 517-256-7910

Brief description of services to be provided:

BACKGROUND:

The Department of Licensing and Regulatory Affairs (LARA) oversees a variety of agencies, bureaus, and commissions dedicated to promoting business development and job creation through clear, fair, and efficient regulation—while ensuring the health and safety of Michigan residents. The LARA Financial Services Department has decided to replace its current cash receipting system (C3) and the supporting Receipting System (RS), as C3 no longer meets the team’s needs. After reviewing LARA’s LPI and conducting a discovery to better understand existing workflows, KL&A identified several pain points and labor-intensive processes that the financial services team faces when managing bureaus, processing payments, reporting accounting data, and manually communicating with SIGMA and bureau users. Although the current process functions, it has significant limitations. Therefore, LARA and its financial services team plan to replace C3 with MiCaRS—a web-based solution designed to meet the needs identified during discussions with the LARA team.

The Michigan Cashiering and Receivable System (MiCaRS) is a three-tier enterprise web application developed by KL&A in association with the State of Michigan Department of Technology, Management and Budget (DTMB). MiCaRS is a revenue control application that communicates via DataStage with the State of Michigan’s central accounting application, the Statewide Integrated Governmental Management Application (SIGMA), and interfaces with several other agency specific systems. It provides all the business functionality required to manage and control revenue in a governmental environment. The application allows users to record, correct and report State revenue by communicating with other State applications for revenue transactions. Acting as an accounting service center, MiCaRS collects, processes, and posts revenue on behalf of other State of Michigan departments and agencies.

CONTRACTOR KEY PERSONNEL

Contractor Business Analyst Lead. Contractor resource who is responsible for leading initiatives to elicit and/or evaluate requirements, conduct analysis to understand business impacts and identify alternatives to meet business needs, provide input into system testing, and serve as a liaison between the business and technical teams.

Contractor
Name David Bruce
Address 2164 University Park Drive Okemos, MI, 48864
Phone 248-559-7910
Email d.bruce@kunzleigh.com

Contractor Developer Lead(s). Contractor resource(s) with subject matter expertise specific to the development architectures in use for the in-scope applications. Responsible for providing direction and best practices for all development related activities. Contractor may identify more than one lead to ensure all architectures for the in-scope application is represented.

Contractor
Name Johnathan Stiles
Address 2164 University Park Drive Okemos, MI, 48864
Phone 248-559-7910
Email j.stiles@kunzleigh.com

Contractor Project Manager. Contractor resource who is responsible to serve as the primary contact with regard to services who will have the authority to act on behalf of the Contractor in matters pertaining to the Services, matters pertaining to the receipt and processing of Support Requests and the Support Services.

Contractor
Name Tom Trenkamp
Address 2164 University Park Drive Okemos, MI 48864
Phone 248-559-7910
Email t.trenkamp@kunzleigh.com

Contractor Security Specialist. Contractor resource who is responsible to provide guidance to related services to maintain compliance with applicable State PSPs and to respond to State requests related to security for the services provided under this Contract.

Contractor
Name Evelyn Ahenkan
Address 2164 University Park Drive Okemos, MI 48864
Phone 248-559-7910
Email e.ahenkan@kunzleigh.com

PROJECT OBJECTIVE:

The LARA MiCaRS Implementation project aims to replace labor-intensive processes and manual payment management and tracking currently utilized for financial management with the MiCaRS System, a web-based solution. MiCaRS is designed to streamline revenue control operations, improve transparency, enable electronic interfacing with SIGMA, and provide robust reporting functionalities. Developed by KL&A in collaboration with DTMB, MiCaRS has a proven track record of serving over 12 agencies via four instances over the past two decades.

The project will be executed in two phases:

- Phase 1: Installation, configuration and implementation of MiCaRS to establish its functionality, refine business processes, and train users on the system.
- Phase 2: Adoption of an agile Scrum methodology for iterative development cycles focusing on delivering functional software to users within weeks or months. Sprint Zero will address project initiation, planning, requirement validation, and initial application design.

This initiative will provide LARA with a modernized and efficient financial system to manage revenue, align with agency-specific needs, and leverage KL&A's expertise for successful implementation and ongoing support.

SCOPE OF WORK AND APPROACH

In Scope

- Accounts Receivable
 - Customer Maintenance
 - Program Setup
 - Build Invoice
 - Fiscal Manager Review
- Revenue Processing
 - Batch Entry
 - Deposit Preparation
 - SIGMA Collection
- Revenue Control
 - Refund Entry
 - Reclass Entry
 - Payment Correction
- Reports & Queries
 - Cashier Query
 - Refund Reports
 - SIGMA Reports
 - Revenue Reports

- Summary Reports
- Invoice Query
- ARS Query Reports
- Invalid Default Reports
- Reclassification Reports
- Reconciliation Reports
- System Control
 - User Management
 - User Activity
 - Record Archiving
 - Letter Management
 - Remit Type
 - MiCaRS Control
 - Hot Keys
 - Lookup tables & Maintenance
- MiLogin Integration
- DataStage Integration
- SIGMA Integration
 - Reset SIGMA Document
 - SIGMA profile information extract
- CEPAS Integration
- Email Integration
- Refund processing
- Data visibility and access control
- Payment correction workflows
- Tracking of unidentified payments
- Data entry optimization
- Control number management
- Core Enhancements
- Refund Enhancements
- Data hiding Enhancements
- Payment Correction Enhancements
- Unknown Payment Tracking Enhancements
- Data Entry Enhancements
- Control Number Detail Enhancements
- High Speed Scanner File Processing
- Accela MiCaRS Web Service Adapter
- AIMS (Salesforce) Integration

HYBRID PROJECT APPROACH

Implementation will involve many activities, including project planning, environment provisioning, system security planning and approval, system installation and configuration, data conversion and validation, interface development, enhancements, documentation, testing, and training. This project will be completed over two phases. LARA can feel confident in the system design of MiCaRS due to its success over the past 20 years and active use across 4 instances that serve over 12 agencies. Our existing experience of the MiCaRS application will allow for our team to focus on the implementation, configuration, and verification of the application.

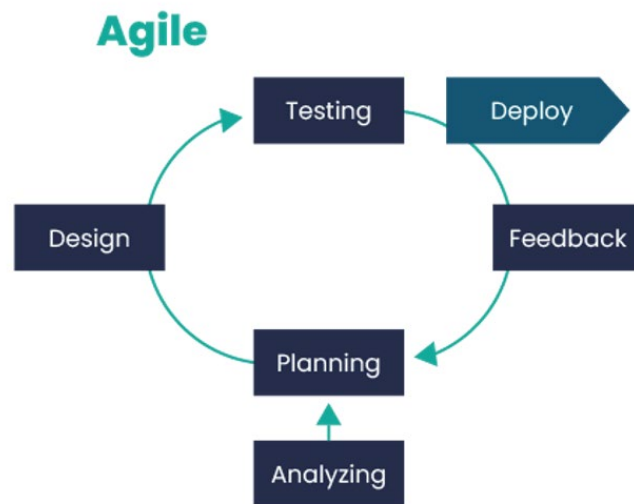
The first phase of the project involves the installation and implementation of the MiCaRS project. Our goal during this phase of the project is to get the application up and running to provide meaningful experiences around configuration, business process development and system training.

The second phase of the project will involve the agile methodology Scrum. The Scrum framework employs iterative development cycles called sprints. The goal of each sprint is getting functional software in the hands of users within weeks or months, rather than years. Each sprint encompasses all phases of the SDLC: requirements analysis/prioritization, design, development, testing, training and release.

Throughout Phases 1 and 2, the project will be paced and governed using a Scrum-based Agile Software Development Life Cycle (SDLC). While Phase 1 focuses on installation, configuration and implementation activities, these efforts will be organized into structured sprint cycles to promote transparency, incremental progress, and early validation of configuration and environment readiness. Phase 2 will continue this cadence through iterative development, configuration refinement, integration, testing, and user validation. This Agile framework enables incremental delivery of functional capabilities, early identification of risks or dependencies, and ongoing alignment with LARA's operational priorities, thereby reducing implementation risk and accelerating time to value across the full lifecycle of the project.

Phase 1 and 2 training activities will be incorporated as part of the MiCaRS implementation approach. The Contractor will deliver training in accordance with the SEM-0703 Training Plan and facilitate activities such as job mirroring sessions, train-the-trainer artifacts, persona-based training scenarios, process remapping workshops, and business scenario execution for each MiCaRS module. Administrative training will also be provided to users with system administrator privileges during configuration activities. These training efforts are designed to ensure that stakeholders can effectively operate MiCaRS and validate business processes as part of the overall implementation and verification cycle.

Figure 1: Agile SDLC



SPRINT ZERO

Sprint zero begins on day one of the project and encompasses project initiation, planning, requirements validation, environment provisioning and initial application design phases.

At the beginning of the MiCaRS project KL&A will meet with project stakeholders from LARA and DTMB to gather the necessary information to produce a Project Charter and a Project Management Plan. The initiation portion of sprint zero will include the following activities:

- Establishing project communication and status reporting guidelines.
- Performing an initial risk and issue assessment, agreeing upon mitigation strategies, and selecting a mutually agreeable risk- and issue-tracking tool.
- Validating the business, functional, and technical requirements provided in this statement of work. KL&A will conduct workshops with key stakeholders and subject matter experts to ensure that we have a complete and valid list of requirements.
- Walking through the work breakdown structure (WBS) and project schedule to verify all parties agree with the project dates, timelines, milestones, and deliverables.
- Solidifying change management procedures.

- Conducting a project kickoff meeting.

Requirements elaboration and application configuration also begin during sprint zero and continue throughout the project. The KL&A project team will facilitate joint application design (JAD) sessions during both phases of the project. During the implementation phase, JAD sessions will be utilized to configure the application and develop business processes. During phase two, JAD sessions with business users and other subject matter experts will be utilized to clarify business rules and processes, gather input for user-interface design, and validate existing user stories created during discovery. The team will also work collaboratively to define acceptance criteria in each user story that will drive testing activities.

Decomposition of requirements to user stories will only occur during the LARA MiCaRS project in the event of newly discovered requirements during implementation. This happens in Jira, our software development project management tool so that the user epics and user stories can be linked to the business, functional, and technical requirements, beginning traceability that will ultimately show that each requirement has been developed, tested, and accepted by Finance and Administrative Services (FAS) users. The project team will:

1. Decompose the highest-priority user epics into user stories to prepare for the first sprint planning sessions.
2. Develop the initial System Design.
3. Develop the initial Functional Design.
4. Develop a high-level Test Plan that specifies the types of testing to be performed, who will do the testing, when, in which environment, etc.

The iterative nature of the Scrum approach requires these activities to be continuously performed throughout the project and the corresponding deliverables to be updated with each sprint.

PHASE 1

This phase is dedicated to implementing and configuring the base modules of the MiCaRS application. The scope of this is setting up the existing features of MiCaRS without delving into additional requirements or system design. The refinement of system settings will happen in configuration meetings with the Finance and Administrative Services (FAS) team, allowing them to tailor the fundamental MiCaRS application to their specific requirements.

REQUIREMENTS VALIDATION & CONFIGURATION

Our business and quality analyst will meet with FAS stakeholders through a series of collaborative work sessions that we call joint application design (JAD) sessions.

CONFIGURATION JADs

A configuration JAD session is a collaborative meeting that brings together business users, developers, and other stakeholders to configure an existing application or system. During these sessions, the focus is not on discovering new requirements, but on tailoring the application to meet the requirements outlined in the statement of work. These meetings will focus on requirements with a work type of *Configuration*. All requirements that are marked as *Existing* rely on these configurations for their functionality.

KL&A will break down the requirements into actionable items, such as epics and user stories, and discuss how the existing functionalities can be best utilized or adapted. This process often involves setting up system parameters and resolving practical implementation details to ensure the software effectively supports business processes and objectives.

The team will have loaded all the requirements into Jira, our product backlog, sprint planning and management, and defect-tracking tool. Jira provides functionality for:

- Reviewing and approving requirements, epics, and user stories;
- Tracking development and testing activities;
- Tracking defects;
- Linking all these elements together to provide detailed traceability information.

Throughout these JADs sessions the team will work with the FAS business users to guide them through the configuration of MiCaRS. This will involve the use of a development environment that the users will be able to sign into and begin configuring. As the development environment is configured the team will build up acceptance criteria. Acceptance criteria communicates the details necessary for the configuration to fulfill requirements and they serve as the basis for all testing activities. This criterion will be recorded in JIRA and snapshots will be taken after each session to ensure stability between meetings.

Each module of MiCaRS will be fully configured after multiple sessions in the development environment. The goal is to have a fully configured application that can be promoted to the production environment and serve as administrative training to users with system admin privileges.

CORE IMPLEMENTATION

The core MiCaRS implementation will not need requirements collection or system design. The developer effort for implementation will focus immediately on the infrastructure and configuration of the core application. This requires individual and joint tasks with DTMB and the internal KL&A infrastructure team.

KL&A's Developer Activities:

- Infrastructure Setup Local and SOM
 - Application Server – Requires provisioning the hardware or virtual environment, allocating the necessary resources, setting up user access roles and configuring firewall rules.
 - IIS Web Server – Requires installing Microsoft's IIS Web Server, adding SSL certifications, configuring performance metrics and logging.
 - Required Dependencies – Involves installing all the software dependencies, such as libraries or frameworks, essential for the application and its components to function correctly.
 - Database Server – Requires provisioning a new database instance on an existing or new database server. Similarly to the application server this involves allocating the necessary resources, setting up user access, and configuring firewall rules.
- Base Application Setup
 - Database Structure – Involves creating the database schema, defining tables, views, stored procedures, and indexes.
 - Database Seeding – Consists of populating the database with initial data sets required for the application to run properly.
 - Application Configuration – Includes setting up environment variables, configuration files, and other necessary parameters to tailor the application's operation in the new environment.
 - Application Deployment – Entails transferring the application code to the server, often through automated deployment tools, and ensuring it runs correctly in the new environment.
 - Job Scheduler – Involves setting up a system for automating scheduled tasks, such as daily reporting jobs, data processing and data archival.
- Core Integrations
 - DataStage – Involves coordinating with the DataStage team to configure access to the database and scheduled tasks for obtaining records from the application to send to SIGMA.
 - CEPAS – Involves coordinating with the FTS team to configure access to the database server for scheduled delivery of CEPAS log files.
 - MiLogin – Involves coordinating with the MiLogin team to configure SAML access for signing into the application.
 - SendGrid Email Server – Involves coordinating with the teams managing the SendGrid server to enable access to the application and configuration of the application to send emails through the SMTP server.

TESTING & VERIFICATION

Implementation of an application under current production load represents low risk for existing requirements. Efforts to validate and verify the functionality of the application can be paired with user training for optimal use of resources. Training users on their established roles will provide complete coverage of existing and configuration requirements. Due to the resource limitations during the first phase of the MiCaRS implementation project the training will occur during the second phase.

KL&A testing plan will incorporate the following:

- **Job Mirroring** – Offers hands-on sessions to ensure familiarity with the user interface and basic operations. By incorporating job shadowing into the training process, users can gain practical experience with the new software system in the context of their specific job processes. This approach helps bridge the gap between theoretical knowledge and practical application, resulting in a more effective and tailored training experience.
- **Train the trainer artifacts** – These artifacts are repositories of knowledge and guidelines that can effectively enable the trainers to communicate their knowledge to the broader team not directly involved in the implementation. They facilitate streamlined transfer of expertise allowing the trainers to convey best practices and potential pitfalls. Trainers can also leverage these artifacts to ensure uniformity in the validation and verification of requirements across the team.
- **Persona based training** – These training scenarios should reflect realistic user interactions with the software. These scenarios will be utilized to confirm that the requirements effectively align with the anticipated user experiences and outcomes for each persona.
- **Process Remapping**- Helps stakeholders understand, analyze, and improve workflows by providing a clear and visual depiction of how tasks are performed within the new system. This ensures that the map accurately reflects the actual process and incorporates the insights of those intimately familiar with the process with the business requirements.
- **Business scenario execution per module**- Clearly defined business scenarios that represent typical user interactions or workflows for each module. These scenarios should encompass a range of functionalities and cover the business process of each functional area in its entirety. Each business scenario will be associated with the relevant requirements in the specification documents. There is a clear linkage between the scenarios and the expected behavior outlined in the requirements.

KL&A builds testing into the process from the very beginning of the software development lifecycle. This is no different for an implementation project which experienced testing thought each deploy and release. Continuous linkage/references to requirements throughout the verification process will ensure that no essential features or functionalities are overlooked providing full requirement coverage.

As part of the only testing and verification process for phase one, the team will facilitate different training and verification sessions in which users will test and validate all core functionality. This cycle allows users greater context to determine if a business requirement is satisfied. In this phase, they would test all aspects of the core system to ensure they can handle all business scenarios covered in the core system.

As part of configuration, the application will repeatedly go through integration testing. KL&A's business and quality analysts will perform functional and system integration testing to ensure that the configuration was successful and functions properly to meet the defined business requirements.

Throughout the verification training process when issues are identified, the KL&A BAs will work with the appropriate stakeholders to triage reported defects. This includes:

- Working with the person who reported the issue to gather any additional information necessary to diagnose the problem.
- Analyzing the defect to determine if it is in-scope or requires escalation to the change control process.
- Working with the product owner to set the priority of the ticket, which will drive the resolution timeframe.

This helps establish a clear connection between the specified requirements and the various functionalities within the system.

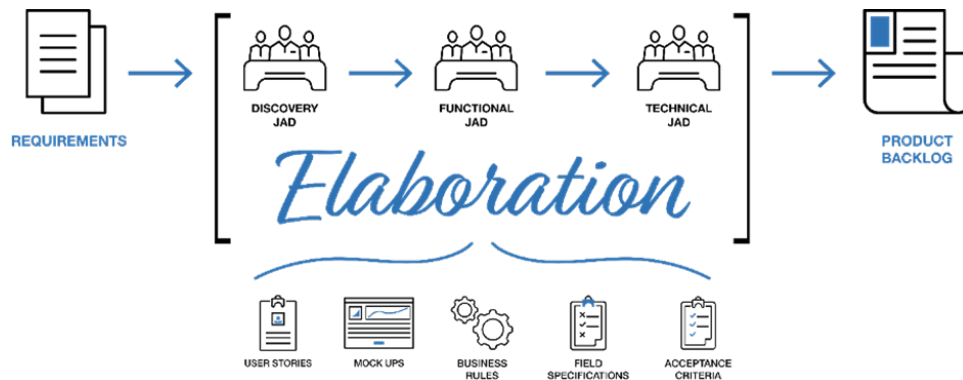
PHASE 2

This phase entails the implementation of all custom development for the LARA MiCaRS application. This will represent all enhancements to core MiCaRS functionality and the implementation of custom interfaces. Development will follow the Scrum framework for agile methodology.

ELABORATION

Our business and quality analysts will meet with LARA Financial Services stakeholders through a series of collaborative work sessions that we call joint application design (JAD) sessions. The LARA MiCaRS Discovery already has created project requirements and is elaborated to user stories. It is still important for JAD sessions to occur to reduce risk of requirement drift between the discovery and point of implementation. These JAD sessions are significantly less effort than what occurred during discovery and primarily focus on confirmation. Elaboration and functional JADs may still occur on newly discovered requirements during implementation, but new work will need to follow the change control process. Figure 2, below, depicts our requirements validation and elaboration process.

Figure 2. Requirement Validation & Elaboration Process



FUNCTIONAL JADS

Once the team has validated business, functional, and technical requirements for a block of functionality, the next step will be conducting *functional JADs* where the team works collaboratively with business users to break the requirements down into epics and user stories. For example:

- **A Business Requirement:** The system must allow the authorized worker to approve a refund within the system.
 - **The Epic:** Refund Enhancements- The system must maintain and expand upon the current financial services refund process that occurs in C3.
 - **User Story 1:** The system must allow for a second refund review before releasing it for SIGMA collection.
 - **User Story 2:** The system must require that a reviewer adds a Returned reason when sending back a Refund.
 - There would likely be additional user stories for functionality, such as additional matching criteria.

The team will also create screen mockups to facilitate the *functional JADs* that allow LARA users to see the functional design and provide feedback. After receiving feedback from LARA, the KL&A team will update the mockups. The mockups will be associated with the applicable user stories in Jira to provide the developers with a clear vision of the required functionality.

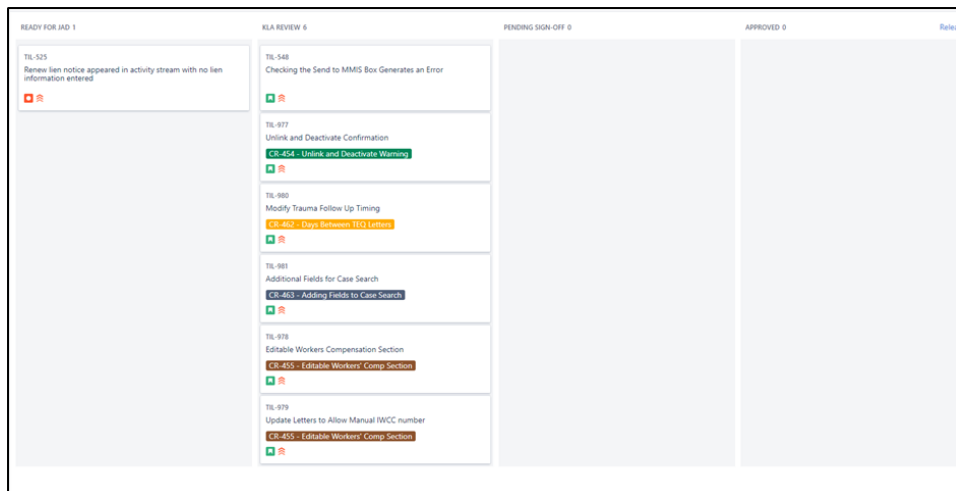
TECHNICAL JADs

After discovery, the team moves on to *technical JADs* in which they capture behind the scene details and build up the acceptance criteria. Acceptance criteria communicate to the development team all the details necessary to build the functionality and they serve as the basis for all testing activities. This approach has yielded high-quality code with very low defect counts.

USER STORY REVIEW AND APPROVAL PROCESS

KL&A will provide identified FAS stakeholders with access to Jira. We use Jira to manage user story reviews and approvals, among other project activities. Figure 3, below, shows a sample User Story Review Board in Jira.

Figure 3. Jira User Story Review Board



As the team is working through the JADs, they will begin adding user stories that will appear in the **Ready for JAD** column of the project’s Story Review Board (Figure 3). Once a user story has gone through a functional JAD, the user story will be moved to the **KL&A Review** column, which prompts the team to schedule technical JADs for gathering technical requirements and to peer review the story for quality. When the user story passes all internal quality checks, the peer reviewer will move it to the **Pending Sign-off** column. When the identified FAS stakeholders are done reviewing, they will take one of three actions:

- If the FAS reviewer approves the story and all related artifacts (e.g., mockups, field specifications, business rules, etc.), they will move it to the **Approved** column.
- If the FAS reviewer wants minor modifications, they will comment on the ticket expressing their requested modifications. The authoring BA will work with the person who made the

comments to either update the user story or schedule a meeting to discuss the changes. The revised story will then be moved to the **Approved** column by the FAS product owner.

- If the FAS reviewer feels the story misses the mark completely, they will add comments and move the story back to the **Ready for JAD** column. Due to the iterative, collaborative JAD process, this is very unusual, but KL&A provides a mechanism for this situation.

Once the stories are approved, they are officially in the product backlog, ready and waiting to be added to a development sprint.

DESIGN AND DEVELOPMENT

When there are enough approved stories in the backlog for the development team to begin work, the team will start the first development sprint, which will repeat as many times as necessary to build the product. Each one-month sprint will be executed as follows:

1. **Backlog grooming**—the product owner, an appointed FAS representative, will review the backlog to verify the highest-priority items are at the top of the list.
2. **Sprint planning**—the KL&A team will conduct a sprint planning session in which they work with the business owners to select as many of the highest-priority user stories as can be developed in the monthly timeframe.
3. **Development/testing**—the developers will then begin work. Daily, they will record their progress in Jira, which displays real-time sprint burn-down charts that we can make available to FAS as needed. The developers test their code before handing it off to the business/quality analyst (BQAs) for functional and system integration testing. Testing in tandem with development allows for maximum compression of activities, resulting in faster delivery.
4. **Sprint review/demo**—toward the end of the sprint, the KL&A project team will conduct a sprint review meeting in which they demonstrate the new functionality developed during the sprint. This provides an opportunity to field FAS feedback. Feedback within the scope of the approved user story, depending upon the associated work, will either be acted upon before the end of the sprint or at the beginning of the next sprint. Any feedback that requires an increase to scope or change to the originating requirement will be deferred to an agreed-upon change control process for evaluation by the appropriate parties.
5. **User acceptance**—after each sprint, the appointed FAS business users will perform UAT. Acceptance testing will be executed in a designated quality assurance environment. FAS testers will access the user stories in Jira, where they can pass or fail the user story based on acceptance criteria. KL&A will work closely with FAS to monitor and manage testing efforts and will conduct defect triage meetings as necessary.

User stories that fail due to malfunctioning code, or code that does not meet the requirements, will generally be remedied in the next sprint based on the direction of FAS. Any other feedback born of

UAT will be evaluated for project impact and either added to the backlog or deferred to the change control process.

When all user stories show a *passed* status, the release will be considered user accepted. At the end of each sprint, the KL&A project team will also update all applicable deliverables, such as the functional and system design documents.

TESTING

In addition to quality assurance practices that are designed to avoid creating defective code, KL&A has established comprehensive testing best practices that allow us to verify the proper functioning of code, as well as the satisfaction of the associated requirements before releasing the code to production.

KL&A incorporates testing into each sprint. This approach provides the following benefits:

1. **Less disruptive to client stakeholders**—dedicating weeks or months to user acceptance testing at the end of development is typically more impactful to client resources than allocating a few hours every month.
2. **Fewer defects**—when testers concentrate on smaller blocks of functionality, they are more thorough. Also, frequent testing of sprint code provides additional regression coverage.
3. **No lengthy defect repair cycle that can compromise deployment**—defects are found and repaired as the system is developed so the release UAT can be compressed. Also, KL&A has found that this approach results in very few defects being identified during the release UAT.
4. **Greater efficiency for both development and client resources**—when testers test shortly after approving a design, testing is faster and easier, just as defect repair is faster and easier when the code is still fresh in the minds of the developers.
5. **More transparency and less risk** due to continuous affirmation of properly functioning code.
6. **Agility to respond to UAT feedback**—if UAT testers identify desired improvements or specific usability concerns in design patterns, their feedback can be acted upon in an upcoming sprint and can ensure subsequent screen designs follow the improved design pattern.

KL&A builds testing into the process from the very beginning of the software development lifecycle. During requirements validation and elaboration, our team will work with FAS stakeholders to develop clear and complete acceptance criteria for every user story, which will be reviewed and approved by FAS stakeholders. The acceptance criteria drive all testing activities.

As part of the development sprints, KL&A's business and quality analysts will perform functional and system integration testing to ensure each user story developed in that sprint functions properly and meets the defined acceptance criteria.

KL&A will develop detailed Sprint UAT test cases and acceptance criteria, ensuring all test cases are linked to user stories and requirements in JIRA. FAS stakeholders are responsible for reviewing and approving these test cases and executing Sprint cycle UAT.

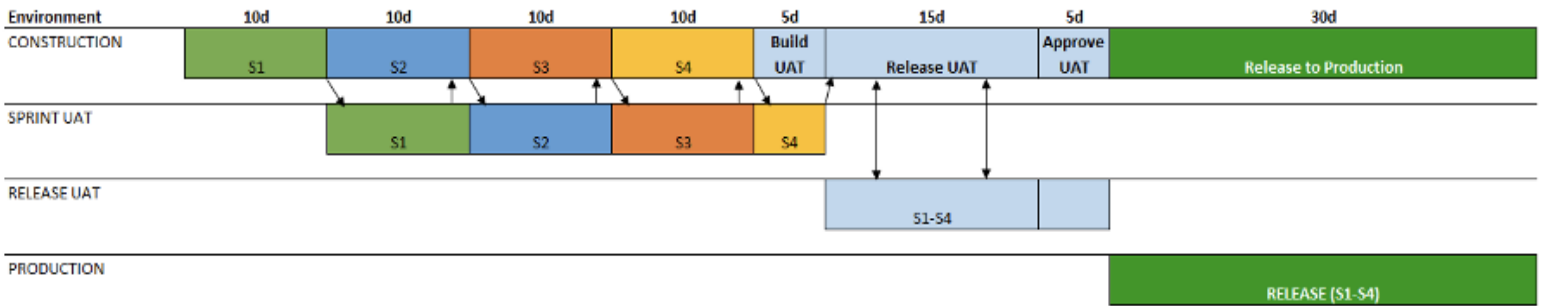
After KL&A tests the sprint, the business/quality analysts (BQAs) will facilitate user acceptance testing (UAT) of the sprint. UAT cycles generally begin with a UAT kickoff meeting in which the KL&A BQAs will go over the Test Plan with FAS testers for the sprint cycle, ensuring everyone knows what they are testing, how to record defects, and when the testing cycle is to begin and end. If a UAT tester finds an issue, they will open a defect ticket in Jira and link it to the applicable user story. The ticket will go into the backlog for triage and prioritization.

The KL&A BQAs will work with the appropriate FAS stakeholders to triage reported UAT defects. This includes:

1. Working with the person who reported the issue to gather any additional information necessary to diagnose the problem;
2. Comparing the defect to the acceptance criteria to determine if it is in-scope or requires escalation to the change control process;
3. Working with the FAS product owner to set the priority of the ticket, which will drive the resolution timeframe.

In addition to sprint UAT cycles, the team will facilitate a release UAT cycle in which users will test at the epic level to validate all functionality. KL&A will develop detailed release UAT test cases and acceptance criteria, ensuring all test cases are linked to user stories and requirements in JIRA. FAS stakeholders are responsible for reviewing and approving these test cases and executing release UAT. This test cycle allows users greater context to determine if a business requirement is satisfied by the group of user stories. For example, during one sprint UAT cycle, a user might test the ability to add a participant; in the next UAT cycle, they might test the ability to merge duplicate participant records and so forth. In the release UAT, they would test all aspects of participant management to ensure they can handle all business scenarios with the supplied user interface.

Figure 4. Example: Sprint and Release UAT Process



Towards the end of each sprint, the KL&A team will demonstrate the new or updated functionality to FAS stakeholders. Feedback will be mutually evaluated to determine when it should be acted upon. Feedback that expands user story scope may be deferred to the change control process and/or the addition of a new user story.

At the end of each sprint, after the sprint demo, the sprint code that is developed in the KL&A development environment will be promoted to a UAT environment. While FAS users are testing a given sprint, the development team will be working on the next sprint. Any issues found during sprint UAT will be recorded in Jira tickets and regularly triaged and prioritized for inclusion in a future sprint planning session; for example, sprint 1 issues will typically be fixed in sprint 3. However, high-impact defects, such as those that block other testing activities will be resolved within the current sprint.

In Figure 4, above, the release is comprised of four sprints. After the last sprint is pushed to UAT, the development team will take 5 days to fix any outstanding defects and build the final UAT release. Defects found in the last sprint UAT will be fixed during the 25-day release UAT cycle in which all functionality is tested for final acceptance. Since all functions developed over the preceding sprints are tested again, this cycle also acts as a regression test, ensuring the proper functioning of all code developed over the previous sprints. During this 25-day release UAT cycle, defects will be repaired and re-tested immediately. To ensure there is plenty of time to fully validate all functionality after repairs are made, the schedule will include 5 days for FAS to approve the UAT. Once UAT is approved, KL&A will promote the code to the Production environment.

KL&A will also work with FAS and DTMB throughout the release cycle to ensure system designs are compliant with all applicable security, usability, and look-and-feel standards. At the end of the release UAT cycle, the KL&A project manager can produce a Test Closure Report that provides a summary of test results and demonstrates that all requirements have been tested and user accepted.

STANDARD PRODUCT BACKLOG CHANGE PROCESS

The Contractor and the State shall manage routine changes within the Agile framework through re-prioritization of the Product Backlog, provided such changes do not alter the overall project scope, cost, or timeline. The following principles apply:

1. Reprioritization with Scope Offset

If a new high-priority user story is identified during a sprint, the Product Owner may request that the new user story be added to a future sprint, provided that user story(ies) of equivalent size (in terms of level of effort, hours, story points, and sizing factors) are removed from the Product Backlog to maintain the agreed-upon scope and effort.

Example 1: A new compliance-related feature requiring 20 story points is added to the backlog. To accommodate this, two lower-priority features totaling 20 story points are removed from the backlog.

Example 2: A new reporting enhancement estimated at 40 hours is introduced. An existing enhancement of similar effort is removed to offset the change.

2. Movement of Backlog Items Between Sprints

The Product Owner may request the movement of existing backlog items between sprints to address changing priorities, provided such movement does not increase the overall project scope, cost, or timeline.

Example 1: A user story originally scheduled for Sprint 5 is moved to Sprint 3 to align with stakeholder priorities, and another story of similar size is shifted from Sprint 3 to Sprint 5 to maintain balance.

Example 2: A defect fix planned for Sprint 4 is advanced to Sprint 2 due to urgency, while a comparable effort item from Sprint 2 is deferred to Sprint 4.

Any changes that increase the overall project scope, level of effort, or Go-Live timeline, and are not offset by equivalent reductions, must follow the **Change Control Process**.

Discovery Reliance and Change Justification. The Parties acknowledge that KL&A was compensated to perform an in-depth Discovery to establish the Requirements Baseline. If any new requirement or scope change is proposed during the project, Vendor shall provide, as part of the Change Order request:

1. **Root Cause Analysis** explaining why the requirement was not identified during Discovery, including whether it was:
 - o (a) omitted by KL&A,
 - o (b) unavailable or undisclosed by LARA-FAS during Discovery, or
 - o (c) driven by new business needs or regulatory changes post-Baseline.

2. **Impact Assessment** detailing cost, schedule, and resource implications.
3. **Mitigation Plan** for preventing similar omissions.

Failure to provide this justification will result in the proposed change being treated as **in-scope** and non-billable.

If the root cause is determined to be KL&A's omission or misinterpretation of Discovery outputs, the change shall be implemented at no additional cost and without schedule impact.

DATA MIGRATION & CONVERSION

The LARA MiCaRS Implementation will include migrating and converting data from legacy systems, including C3 and the supporting Receipting System (RS), into MiCaRS to ensure continuity of operations, accurate reporting, and integration with SIGMA and other State systems. This effort will involve extracting and transforming historical and active data, validating integrity, and reconciling results to meet business and technical requirements. Migration activities will be supported by refreshed environments and secure access controls, with timing and sequencing finalized during project planning.

KL&A, as the vendor, will have primary responsibility for all technical aspects of data migration. This includes developing mapping specifications, building and executing extract-transform-load (ETL) processes, and performing trial migrations in UAT and Pre-Production environments. The vendor will validate migrated data through automated checks and reconciliation reports and will resolve any defects identified during testing. KL&A will also coordinate production cutover activities, manage rollback strategies, and ensure compliance with State security and audit standards throughout the migration process.

TASKS:

Technical support is required to assist with the following tasks:

- Hardware procurement, infrastructure and network configuration and troubleshooting
- Application deploy process
- Integration testing with external systems

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager has formally accepted them.

Project Deliverables include:

- Project Kickoff
- Sprint 0/ Base Application
- MiLogin
- SIGMA Integration
- Email Integration
- CEPAS Integration
- Remittance Processing (RPS)
- Accounts Receivable (ARS)
- Revenue Control
- Reports & Queries
- System Control
- Core MiCaRS Enhancements
- Refund Enhancements
- Data Hiding Enhancements
- Payment Correction Enhancements
- Unknown Payment Tracking Enhancement
- Data Entry Enhancements
- Control Number Detail Enhancements
- Acella Integration
- AIMS Integration
- High Speed Scanner File Processing
- Release UAT Completion (SEM-0185, SEM-0607 Test Closure Report)
- eMichigan Review
- Authority To Operate (ATO) completed
- Release to Production/Go-Live
- SUITE Documentation Deliverables include:
 - PMM-0101 Project Charter
 - PMM-0102 Project Management Plan
 - SEM-0185 Sprint Review and Approval
 - SEM-0301 Maintenance Plan
 - SEM-0302 Software Configuration Management Plan
 - SEM-0401 Requirements Traceability Matrix

- SEM-0402 Requirements Specifications
- SEM-0501 Functional Design Document
- SEM-0603 Detailed Test Plan
- SEM-0604 System Design Document
- SEM-0606 Test Case Document
- SEM-0607 Test Closure Report
- SEM-0701 Transition Plan
- SEM-0702 Installation Plan
- SEM-0703 Training Plan
- Other Project Documentation Deliverables
- Project Schedule
- Project Backlog
- Weekly Project Status Report
- Keylight

Out of Scope

- Procurement or installation of hardware.
- Procurement or installation of NAS / SAN disk.
- Initialization or deployment of virtual servers.
- Modification or changes to any external interface systems.

Warranty:

All functionality developed, tested, and released will be covered by a warranty period of 120 calendar days, post go-live. KL&A will work with LARA and DTMB staff to determine the number of warranty releases needed.

MAINTENANCE & SUPPORT:

As this Statement of Work (SOW) is part of a Change Notice to Contract No. 240000000206 (Contract) between the State of Michigan (State or SOM) and KL&A (“Contractor” or “Vendor”), the terms for the Maintenance and support of the MiCaRS application can be found in Contract No. 240000000206, section 4.1 Maintenance/Interface Support.

SERVICE LEVEL AGREEMENTS (SLA'S):

The milestone-specific service level agreements (SLAs) outlined in Schedule D – Service Level Agreement apply to the development/implementation phase of the project, in addition to Support/Request responses.

ADDITIONAL INFORMATION:

- See Exhibit A for **MICARS Requirements**
- See Exhibit B for **MICARS Technical Overview**
- See Exhibit C for **MICARS Overview**
- See Exhibit D for **MICARS Workflows**

DEFECT DEFINITION:

FAS must assign each defect a severity based on the 5 levels:

- (1) Critical – System is down; little to no functionality; no workaround; many services affected, or many users affected.
- (2) High – Process severely restricted; no workaround; several users affected.
- (3) Medium – Scenario/Basic functionality with some restrictions; workaround available; loss productivity; one or more users affected.
- (4) Low – Minor problem; minimal workaround available; an annoyance.
- (5) Cosmetic – functionality for purpose unaffected, spelling error, in appearance

ACCEPTANCE CRITERIA:

The project deliverables will be accepted and paid out to KL&A upon these criteria:

Non-Functional deliverables Exit Criteria

As the project includes deliverables that are not directly associated with software development or system testing activities, those non-functional deliverables will follow a simplified review and approval process:

User Sign-off

- Formal sign-off from LARA/FAS confirming completion of the item/task.

List of Non-Functional Deliverables

- Project Kickoff
- E-Michigan Review
- ATO

Functional deliverables Exit Criteria

Each sprint can contain part or entire functional deliverables. At the end of each sprint, new development will be demonstrated to the LARA/FAS team:

Development Completion

- A functional deliverable is considered complete during the sprint in which the final user story is completed and delivered for UAT.
- Sprint Review(s) Held and Approved.
- Sprint UAT test cases are delivered.
- All UAT scenarios linked to user stories and acceptance criteria in JIRA. User Sign-off.
- Formal sign-off from LARA/FAS confirming sprint-level functionality meets requirements.
- Documented in JIRA and supported by SUITE SEM-0185 Sprint Review and Approval.

Sprint UAT Exit Criteria

At the end of all Sprints, UAT confirms the functionality delivered during the sprints meets user requirements before moving forward to Release UAT:

UAT Completion

- Sprint Review(s) Held and Approved.
- 100% of planned Sprint UAT test cases are executed.
- ≥95% of all test cases are passing.
- All UAT scenarios linked to user stories and acceptance criteria in JIRA.
- Evidence of execution documented in SEM-0185 Sprint Review and Approval.

Defect Resolution

- Severity 1–2 defects resolved before Release UAT; Severity 3–5 tracked in backlog for prioritization.
- Defect resolution follows State of Michigan severity definitions (see Defect Severity section).
- Blocking defects escalated immediately to ensure continuity.

User Sign-off

- Formal sign-off from LARA/FAS confirming sprint-level functionality meets requirements for progression to Release UAT.
- Documented in JIRA and supported by SUITE SEM-0185 Sprint Review and Approval.

RELEASE UAT EXIT CRITERIA:

Release UAT serves as the comprehensive validation phase before Go-Live, incorporating end-to-end workflows, regression testing, and performance checks:

Test Case Execution Coverage

- 100% of all planned release UAT and regression test cases executed during the 25-day Release UAT cycle plus 5-day approval window.
- ≥95% of all test cases are passing..
- All test cases are traceable to requirements and linked to JIRA stories and SUITE artifacts.
- Evidence of execution documented in SEM-0607 Test Closure Report.

Defect Resolution

- Zero open Severity 1–2 defects; Severity 3–5 resolved or formally approved for deferral with justification.
- Defect resolution follows State of Michigan severity definitions (see Defect Severity section).
- Escalation process for unresolved critical defects prior to Go-Live.

Performance Validation

- Critical workflows validated against SLAs for response time and throughput.
- Regression coverage includes all previously delivered functionality to confirm stability.

User Sign-off

- Formal sign-off from LARA/FAS confirming readiness for Go-Live; documented and supported by SEM-0607 Test Closure Report.
- Evidence includes JIRA approval and SUITE artifacts.

FINAL PAYMENT POST-WARRANTY PERIOD EXIT

This milestone ensures the system remains stable and performs as expected after the defined warranty period:

Warranty Period Completion

- 120-day warranty period has elapsed for all functionality developed, tested, and released.

Defect Issue Resolution

- All defects not approved for post-warranty backlog resolved and closed.
- Defect resolution follows State of Michigan severity definitions (see Defect Severity section).
- Evidence documented in SEM-0301 Maintenance Plan.

Documentation Updates

- Updated SEM-0701 Transition Plan and SEM-0301 Maintenance Plan delivered and approved.

Formal Sign-off

- Final LARA acceptance recorded

PROJECT CONTROL AND REPORTS:

A weekly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. Each weekly progress report must contain the following:

1. Deliverables: Outline project deliverables completed and/or working on currently and status.
2. Accomplishments: Indicate what was worked on and what was completed during the current reporting period.
3. Budget: Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.
4. Risks and Issues: Identify any new or ongoing risks and issues, their potential impact, and response/resolution strategies. Include updates on previously reported risks and issues, noting changes in status and progress made toward resolution.

SPECIFIC DEPARTMENT STANDARDS:

LARA agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made following the below provided payment schedule when the State of Michigan has formally accepted the deliverables as expected post their review of documentation.

Payment will be made following the identified payment schedule. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document, to the State's satisfaction, a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

MILESTONE INVOICING AND PAYMENT

Contractor shall submit an invoice for each milestone upon successful completion and acceptance by Agency.

Each milestone invoice shall reflect the original milestone amount minus ten percent (10%), as reflected in the below table.

RETENTION HOLDBACK AMOUNT

The five percent (5%) retained from each milestone shall not be invoiced until the end of the Final Warranty Period. The holdback serves as security for Contractor’s performance of all warranty obligations.

Event/Deliverable	Deliverable Payment	Est Start Date	Milestone Due Date
Project Kickoff	\$ 117,453.78	3/16/2026	4/14/2026
Sprint 0/Base Application	\$ 89,488.59	4/15/2026	5/14/2026
System Control	\$ 67,116.45	5/15/2026	6/14/2026
MiLogin Integration	\$ 67,116.45	4/15/2026	7/14/2026
Reports & Queries	\$ 44,744.30	6/15/2026	8/14/2026
Remittance Processing	\$ 44,744.30	7/15/2026	8/14/2026
Email Integration	\$ 22,372.15	4/15/2026	9/14/2026
Accounts Receivable	\$ 44,744.30	7/15/2026	9/14/2026
SIGMA Integration	\$ 44,744.30	6/15/2026	9/14/2026
CEPAS Integration	\$ 44,744.30	7/15/2026	9/14/2026
Revenue Control	\$ 22,372.15	8/15/2026	9/14/2026
Core Enhancements	\$ 44,744.30	9/15/2026	10/14/2026
Payment Correction Enhancements	\$ 111,860.74	10/15/2026	11/14/2026
Refund Enhancements	\$ 134,232.89	11/15/2026	12/14/2026
Data Hiding Enhancements	\$ 178,977.19	12/15/2026	1/14/2027
Control Number Detail Enhancements	\$ 44,744.30	1/15/2027	2/14/2027

MLCC AIMS (Salesforce) Integration	\$ 44,744.30	2/15/2027	3/14/2027
High Speed Scanner File Processing	\$ 67,116.45	3/15/2027	4/14/2027
Accela Integration	\$ 44,744.30	4/15/2027	5/14/2027
Data Entry Enhancements	\$ 223,721.49	5/15/2027	6/14/2027
eMichigan Review	\$ 58,726.89	6/15/2027	7/14/2027
Unknown Payment Tracking Enhancement	\$ 22,372.15	6/15/2027	7/14/2027
Authority To Operate (ATO)	\$ 58,726.89	4/15/2026	8/14/2027
User Acceptance Release 1	\$ 117,453.78	7/15/2027	8/29/2027
Production Deploy Release 1	\$ 117,453.65	8/30/2027	9/14/2027
Final Post Warranty Payment	\$ 98,908.49	9/1/2027	12/31/2027
TOTAL:	\$ 1,978,168.97		

*\$45,000 credit already applied from discovery

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Program Manager is:

Name Erin Hoyt
 Department Mi Dept of Licensing and Regulatory Affairs
 Area FAS (Financial and Administrative Services)
 Building/Floor Ottawa Building
 Address 611 W. Ottawa
 City/State/Zip Lansing, MI
 Phone Number 517-284-6382
 Email Address HoytE@michigan.gov

The designated DTMB Program Manager is:

Name Anthony Flores
 Department DTMB

Area Agency Services supporting LARA
Building/Floor Ottawa, 3rd Floor
Address 611 W. Ottawa
City/State/Zip Lansing, MI
Phone Number 517-256-7910
Email Address FloresA3@michigan.gov

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Contractors will work remotely and/or at one of the contractors identified office locations.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number MA24000000206. This purchase order, statement of work, and the terms and conditions of Contract Number MA24000000206 constitute the entire agreement between the State and the Contractor.

Exhibit A: MiCaRS Requirements

Overview

The requirements listed below are to implement and extend an existing accounting system to improve the workflows of the Michigan Department of Licensing and Regulatory Affairs (LARA) Finance And Administrative Services (FAS) team.

The specifics of each change are listed in section 2, along with the corresponding requirements captured and approved by LARA and DTMB staff. The column definitions for the new requirements are defined below.

Column	Description
SOW ID	An ID to uniquely identify a requirement in this document
Issue Key	An ID to uniquely identify a requirement in JIRA
Requirement Title	A short title that summarizes the requirement
Requirement Description	A short description of the necessary business, functional, or technical requirement
Work Type	Establishes effort for the implementation of the requirement. <ul style="list-style-type: none"> ○ Existing – Represents requirements which would be met by the base MiCaRS application ○ Configuration – Represents requirements which the base application will require agency, system or general data before the application will be able to meet business needs. JAD sessions will need to be utilized to identify this specific information. ○ Enhancement – Represents new work in the MiCaRS application.
Narrative	Mapping to the narrative section with additional details about the requirements.

Requirements

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
1	LARAMDREQ-12	Customer	The system must be able to store customer information that is either manually entered or synchronized via an external interface.	Existing	1.1.1 Customer Maintenance
2	LARAMDREQ-13	Customer Type	The system must be able to associate a customer with a specific type.	Existing	1.1.1 Customer Maintenance
3	LARAMDREQ-14	Contacts	The system must be able to store contact information that is associated with a customer. This would be an employee of a customer.	Existing	1.1.1 Customer Maintenance
4	LARAMDREQ-15	Customer Management	The system must provide a frontend for users to search and manage customers and their associated contacts.	Existing	1.1.1 Customer Maintenance
5	LARAMDREQ-16	Programs	The system must be able to store Program information. Programs are a subsection of a division. Programs are required for identifying specific information that is related to invoices such as text that is printed on the invoice, delinquent interest or penalty fees, and associations to external systems.	Configuration	1.1.2 Program Setup

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
6	LARAMDREQ-17	Program Management	The system must provide a frontend for users to search and manage programs.	Configuration	1.1.2 Program Setup
7	LARAMDREQ-18	Program Details	The system must provide a frontend showing program information and users must be able to create and edit new invoice types and program accounts tied to the program.	Configuration	1.1.2 Program Setup
8	LARAMDREQ-19	Invoice Types	The system must allow for a program to have one or more associated Invoice Type for each Customer Type that may be invoiced for the program. An invoice type must also map back to a SIGMA event type.	Existing	1.1.2 Program Setup
9	LARAMDREQ-20	Invoice Type Management	The system must provide a frontend for users to create Invoice Type Codes.	Existing	1.1.2 Program Setup
10	LARAMDREQ-21	Program Accounts	The system must allow for a program to have one or more associated Program Accounts. If a program is associated with an invoice, at least one program account must be set up. program account contains the accounting information for the program.	Configuration	1.1.2 Program Setup
11	LARAMDREQ-22	Program Detail Account	The system must provide a frontend for users to create Program Accounts associated to specific programs.	Configuration	1.1.2 Program Setup
12	LARAMDREQ-23	Delinquent Invoice	The system must be able to identify, print and email delinquent invoices.	Existing	1.1.2 Program Setup
13	LARAMDREQ-24	Delinquent Invoice Configuration	The system must automatically mark invoices as delinquent based on configurable delinquency fields for each program.	Configuration	1.1.2 Program Setup

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
14	LARAMDREQ-25	Build Invoices	The system must provide a frontend for users to create new invoices. A user should be able to directly navigate to building an invoice from a selected customer.	Existing	1.1.3 Build Invoice
15	LARAMDREQ-26	Invoice Accounting Information	The system must allow for the user to manually enter all relevant accounting information when a program does not have accounting information configured.	Configuration	1.1.3 Build Invoice
16	LARAMDREQ-27	Invoice Accounts	The system must provide a frontend for users to add, edit, and delete the accounting lines associated to an invoice.	Configuration	1.1.3 Build Invoice
17	LARAMDREQ-28	Invoice Account Validation	The system must validate all SIGMA accounting fields associated with an invoice.	Configuration	1.1.3 Build Invoice
18	LARAMDREQ-29	Invoice Detail	The system must allow the users to provide details of what is being billed, such as description and product type of billing.	Configuration	1.1.3 Build Invoice
19	LARAMDREQ-30	Invoice Notes	The system must provide a frontend for attaching notes to an invoice that are sent with the invoice.	Configuration	1.1.3 Build Invoice
20	LARAMDREQ-31	Invoice Action	The system must provide a frontend to modify invoices through adjustments and write-offs.	Existing	1.1.3 Build Invoice
21	LARAMDREQ-32	Invoice Activity	The system must track all activity performed against an invoice such as payment, interest, adjustments, write offs and corrections.	Existing	1.1.3 Build Invoice
22	LARAMDREQ-33	Invoice Documents	The system must provide a frontend for attaching arbitrary documents to the invoice. These documents are not sent with the invoice, they are for internal supporting documentation.	Existing	1.1.3 Build Invoice

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
23	LARAMDREQ-34	Invoice Work-in Progress	When building an invoice, system must allow a user to save their invoice work and continue at a later time.	Existing	1.1.3 Build Invoice
24	LARAMDREQ-35	Invoice Summary	The system must provide a frontend summary of the invoice that validates a user's work before it can be completed. The total amounts allocated to Invoice Account Lines must equal the total amount of the Invoice Detail Lines and all accounting elements must be valid on all Invoice Account Lines.	Existing	1.1.3 Build Invoice
25	LARAMDREQ-36	Invoice Letter Template	The system must have the ability to attach letter templates to the invoice.	Existing	1.1.3 Build Invoice
26	LARAMDREQ-37	Email Invoice	In MiCaRS, the Build Invoice function in the Accounts Receivable drop down menu allows users to create individual invoices for an Agency's product or service. When a user queries an invoice in the system. The user has the option send that invoice by email in the Invoice Information Screen.	Existing	1.1.3 Build Invoice
27	LARAMDREQ-38	Email Invoice Files	The system must have the ability to attach optional external files for email invoices.	Existing	1.1.3 Build Invoice
28	LARAMDREQ-39	Print Invoice	The system must provide the functionality to print an invoice.	Existing	1.1.3 Build Invoice
29	LARAMDREQ-40	Print Original Invoice	The system must provide the ability to print the original invoice.	Existing	1.1.3 Build Invoice
30	LARAMDREQ-41	Non-sufficient Funds Invoice	The system must have the capability to manage NSF invoices and their corresponding CR9R for SIGMA.	Existing	1.1.3 Build Invoice

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
31	LARAMDREQ-42	Email History Search	The system must have a frontend to search all email history for their sent status and recipient.	Existing	1.1.3 Build Invoice
32	LARAMDREQ-43	Program Manager Approval	The system must be able to require managerial approval of invoices on a program level basis.	Configuration	1.1.4 Fiscal Manager Review
33	LARAMDREQ-44	Remittance Entry	The system must provide a frontend for entering remittances.	Existing	1.2.1 Batch Entry
34	LARAMDREQ-45	Batch Payment Entry	The system must provide the ability to enter more than one remittance as a batch.	Existing	1.2.1 Batch Entry
35	LARAMDREQ-46	Batch Receipt	The system must provide a unique human readable batch number and one control number per remittance.	Existing	1.2.1 Batch Entry
36	LARAMDREQ-47	Remittance Documents	The system must allow for up to 100 documents to be paid per remittance. (This is a SIGMA constraint)	Existing	1.2.1 Batch Entry
37	LARAMDREQ-48	Remittance Document Validation	The system must validate all SIGMA accounting fields.	Existing	1.2.1 Batch Entry
38	LARAMDREQ-49	Batch Work-in Progress	The system must allow the user to save an incomplete batch of remittance entries.	Existing	1.2.1 Batch Entry
39	LARAMDREQ-50	Batch Creation	The system must require that the user enters a total amount for the batch before entering payments.	Existing	1.2.1 Batch Entry
40	LARAMDREQ-51	Invoice Matching	The system must be able to automatically load accounting information for a remittance, by matching it to an invoice.	Existing	1.2.1 Batch Entry

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
41	LARAMDREQ-52	Miscellaneous Payment	The system must be able to allocate payment as miscellaneous revenue.	Existing	1.2.1 Batch Entry
42	LARAMDREQ-53	Deposit Review	The system must have a front end for reviewing the batch entry work that is going to be deposited.	Existing	1.2.2 Deposit Preparation
43	LARAMDREQ-54	Deposit Preparation De posit Number	The system must allow the user to enter a deposit ticket number that is then assigned to all the revenue transactions in the batch for the purpose of reconciliation.	Existing	1.2.2 Deposit Preparation
44	LARAMDREQ-55	Payment Application	The system must automatically apply payments to invoices during deposit preparation.	Existing	1.2.2 Deposit Preparation
45	LARAMDREQ-56	Deposit Preparation Validation	The system must provide a balance check when performing deposit preparation.	Existing	1.2.2 Deposit Preparation
46	LARAMDREQ-57	Deposit Reporting	The system must provide reports by deposit ticket number for reconciliation.	Existing	1.2.2 Deposit Preparation
47	LARAMDREQ-58	System Refund	The system must have the functionality to refund a payment that resides in the system.	Existing	1.3.1 Refund Entry
48	LARAMDREQ-59	Non-System Refund	The system must have the functionality to refund a payment that does not reside in the system.	Existing	1.3.1 Refund Entry
49	LARAMDREQ-60	Refund Entry	The system must have a frontend to create refund transactions using SIGMA GAX9R (Collect Payment Request for Registered Vendors) or GAX9N (Collect Payment Request for Non-Registered Vendors) transaction.	Existing	1.3.1 Refund Entry

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
50	LARAMDREQ-61	Refund Query	The system must have a frontend for searching refunds.	Existing	1.3.1 Refund Entry
51	LARAMDREQ-62	Refund Review	The system must have a frontend to have a manager review and approve refunds before submitting them.	Existing	1.3.1 Refund Entry
52	LARAMDREQ-63	Reclass Entry	The system must have a frontend to create reclassify transactions using a SIGMA CA9 (Cost Allocation) or CR9R (Cash Receipt Reclassification) transaction.	Existing	1.3.2 Reclass Entry
53	LARAMDREQ-64	Reclass Review	The system must have the ability to have a manager review and approve Reclasses before submitting them.	Existing	1.3.2 Reclass Entry
54	LARAMDREQ-65	Reclass Query	The system must have a screen for searching, managing, and approving new reclasses.	Existing	1.3.2 Reclass Entry
55	LARAMDREQ-66	Reclass Summary	The system must have the functionality to generate a report of all pending reclasses awaiting approval.	Existing	1.3.2 Reclass Entry
56	LARAMDREQ-68	Payment Correction Entry	The system must provide a front end for correcting payments.	Existing	1.3.3 Payment Correction
57	LARAMDREQ-69	Payment Correction Collection	The system must have a frontend to create payment correction transaction using SIGMA CR9R (Cash Receipt Reclassification) transaction.	Existing	1.3.3 Payment Correction
58	LARAMDREQ-70	Payment Correction Reset	The system must provide a way to modify a payment correction record that is waiting to go to SIGMA, the pending SIGMA record will be removed from the collection tables. This allows the new correction to be generated using the correct version.	Existing	1.3.3 Payment Correction

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
59	LARAMDREQ-71	Payment Correction Modify Existing Accounting Lines	The system must have the functionality to modify existing accounting lines when performing a payment correction while controlling the document versioning.	Existing	1.3.3 Payment Correction
60	LARAMDREQ-72	Payment Correction Add New Accounting Lines	The system must have the functionality to add new accounting lines when performing a payment correction.	Existing	1.3.3 Payment Correction
61	LARAMDREQ-73	Invoice Account Correction	The system must have the functionality to correct a single accounting line on an invoice from what was originally established.	Existing	1.3.3 Payment Correction
62	LARAMDREQ-74	Invoice Account Correction with Payment Correction	The system must perform Payment Corrections to update the control numbers linked to this invoice with new accounting or redistributed amounts, if payments have already been applied to an invoice.	Existing	1.3.3 Payment Correction
63	LARAMDREQ-77	Batch Total Validation	The system must continually compute the sum of all the checks entered and prevent the batch from being closed if they do not align.	Existing	1.2.1 Batch Entry
64	LARAMDREQ-103	Payment Search	The system must have a front end for searching for payments.	Existing	1.4.1 Cashier Query
65	LARAMDREQ-104	Disposition Detail	The system should include a report listing refunds for a specific agency that have been Approved or Denied within an optional date range. Grouped by Disposition / Division / Program.	Existing	1.4.2 Refund Reports

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
66	LARAMDREQ-105	Disposition Summary	The system should include a summary report by Agency / Division / Program / Refund Type showing the totals of refund activity during the period. Includes refunds added, approved and denied and the number of refunds remaining open at the end of the period.	Existing	1.4.2 Refund Reports
67	LARAMDREQ-106	Refund Backlog Detail	The system should include a dynamically grouped report of Refund transactions for a selected Date Range. This report can be filtered by the date the Refund was Approved / Denied or that date that the refund was entered.	Existing	1.4.2 Refund Reports
68	LARAMDREQ-107	Refund Backlog Point in Time	The system should include a report that includes refund summary information grouped by Agency / Division / Program / Refund Number.	Existing	1.4.2 Refund Reports
69	LARAMDREQ-108	Refund Backlog Summary	The system should include a report of refunds that are waiting to be collected for SIGMA.	Existing	1.4.2 Refund Reports
70	LARAMDREQ-109	Refund Balance to SIGMA	The system should include a detail Listing of refunds that are waiting to be collected for SIGMA.	Existing	1.4.2 Refund Reports
71	LARAMDREQ-110	Refund by Document Number	The system should include a listing of refunds that are not finalized within an optional date range. Grouped by Refund Status / Division / Program.	Existing	1.4.2 Refund Reports
72	LARAMDREQ-111	Refund Transactions	The system should include a report of summary totals of refunds that have been Approved or Denied within an optional date range. Grouped by Disposition / Division / Program.	Existing	1.4.2 Refund Reports
73	LARAMDREQ-112	SIGMA Batch Detail	The system should include a report listing of the transactions that were formatted for SIGMA for a Specific	Existing	1.4.3 SIGMA Reports

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
			batch or for all batches on a specific date. This is the same report that is printed during the collection process or from the SIGMA Batch Query screen.		
74	LARAMDREQ-113	SIGMA Batch Summary	The system should include a dynamically grouped summary report of transactions sent to SIGMA within a specified date range.	Existing	1.4.3 SIGMA Reports
75	LARAMDREQ-114	SIGMA Export Recon Summary	The system should include a summary report of the transactions that were formatted for SIGMA for a Specific batch or for all batches on a specific date. This report includes number of transactions and total amount.	Existing	1.4.3 SIGMA Reports
76	LARAMDREQ-115	Cashier Transaction Summary	The system must include a summary report by Account Coding showing the total number of records and amount grouped by Agency.	Existing	1.4.4 Revenue Reports
77	LARAMDREQ-116	Deposit Report	The system must include a dynamically grouped report of Deposits.	Existing	1.4.4 Revenue Reports
78	LARAMDREQ-117	Revenue Transaction Report	The system must include a dynamically grouped report of Revenue transactions showing the amount of change between the highest version included on the report and the highest version just prior to the date range of the report.	Existing	1.4.4 Revenue Reports
79	LARAMDREQ-118	Differential Revenue Transaction Report	The system should include a summary report by Cashiering Location / Operator and Remit Type showing the number of transactions entered and the total amount. This report also includes a summary of transactions by Remit Type only for all locations and operators included on the report.	Existing	1.4.4 Revenue Reports

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
80	LARAMDREQ-119	Batch Status	The system must include a report listing of Batch information by Operator for a specific Agency. Optionally can select the batch status and date range.	Existing	1.4.5 Summary Reports
81	LARAMDREQ-120	Deposit Report by Deposit Date	The system must include a listing of Deposit numbers by Location for a specified date range and agency.	Existing	1.4.5 Summary Reports
82	LARAMDREQ-121	Field Deposits by Deposit Date	The system must include a listing of Deposit information for a specific agency and date range. Sorted by Deposit Date	Existing	1.4.5 Summary Reports
83	LARAMDREQ-122	Field Deposits by Process Date	The system must include a listing of Deposit information for a specific agency and date range. Sorted by Process Date	Existing	1.4.5 Summary Reports
84	LARAMDREQ-123	Invoice Management	The system must provide a frontend for users to search, view existing Invoices, and bulk print or email invoices.	Existing	1.4.6 Invoice Query
85	LARAMDREQ-124	Adjustment Report	The system should include a report of adjustment and writeoff transactions made to Invoices during a given time frame. The report is grouped by Fiscal Year of the Invoice so that adjustments made to old Invoices are grouped and totaled separately from current year invoices.	Existing	1.4.7 ARS Query Reports
86	LARAMDREQ-125	Aged Invoice	The system should include a report that includes a listing of Invoices that are outstanding. Optional parameter to include invoices less than 30 days old. Grouped by Agency / Division / Program / Aged Days	Existing	1.4.7 ARS Query Reports
87	LARAMDREQ-126	Aged Invoice Point in Time	The system should include a report that includes a listing of Invoices that are outstanding as of a certain date. Optional	Existing	1.4.7 ARS Query Reports

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
			parameter to include invoices less than 30 days old. Grouped by Agency / Division / Program / Aged Days		
88	LARAMDREQ-127	AR Payment Report	The system should include a report that includes a listing of invoices that have had a payment received within a given date range showing the total paid, amount paid in date range and balance due. Grouped by Agency / Division / Program.	Existing	1.4.7 ARS Query Reports
89	LARAMDREQ-128	AR Transaction Report	The system should include dynamically grouped report of invoice transactions. Report can be filtered by Version date which will include only transactions that have gone to SIGMA or Invoice Date which will include all records MiCaRS.	Existing	1.4.7 ARS Query Reports
90	LARAMDREQ-129	Unpaid Invoices by Invoice Date	The system should include a report that includes a listing of invoices that have a balance due as of a specified date. The fiscal year parameter is applied to both the Invoice and the payments received. Grouped by Division Code / Program Code / Invoice Date	Existing	1.4.7 ARS Query Reports
91	LARAMDREQ-130	Outstanding Invoice Account Balance	The system should include a report that includes a listing of invoice Account records that have a balance due on the account as of a specified date. The fiscal year parameter is applied to both the Invoice and the payments received. Grouped by Division / Program.	Existing	1.4.7 ARS Query Reports
92	LARAMDREQ-131	Point in Time	The system should include a report that includes a detail listing of Invoice account lines with a balance as of a specific date. Grouped by BFY / Fund / Unit.	Existing	1.4.7 ARS Query Reports

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
93	LARAMDREQ-132	Point in Time Summary	The system should include a report that includes a summary of the totals of Invoice account lines with a balance as of a specific date. Grouped by BFY / Fund / Unit.	Existing	1.4.7 ARS Query Reports
94	LARAMDREQ-133	Prior Year Activity	The system should include a report that includes a listing of invoice activity that has been performed on a Prior year invoice that is established as a Receivable in SIGMA and had a partial payment applied to the invoice at the time the adjustment was made.	Existing	1.4.7 ARS Query Reports
95	LARAMDREQ-134	Invalid Hot key	The system should include a report that includes a listing of Hot Key elements that are invalid. This report should be used to correct Hot Keys that will cause validation errors in SIGMA when used in MiCaRS.	Existing	1.4.8 Invalid Default Reports
96	LARAMDREQ-135	Invalid Product	The system should include a report that includes a listing of product accounting elements that are invalid. This report should be used to correct Product coding that will cause validation errors in SIGMA when used in MiCaRS.	Existing	1.4.8 Invalid Default Reports
97	LARAMDREQ-136	Invalid Program Account	The system should include a report that includes a listing of program accounting elements that are invalid. This report should be used to correct Program coding that will cause validation errors in SIGMA when used in the NAWS system.	Existing	1.4.8 Invalid Default Reports
98	LARAMDREQ-137	Reclass Detail	The system should include a report with the complete details for a single Reclassification transaction. This is the same report that prints when a Reclassification record is entered.	Existing	1.4.9 Reclassification Reports

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
99	LARAMDREQ-138	Reclass Transactions Detail	The system should include a dynamically grouped report of Reclassification transactions for a selected Date Range. This report can be filtered by the date the Reclassification was entered or the date that it was transferred to SIGMA.	Existing	1.4.9 Reclassification Reports
100	LARAMDREQ-139	Payment Search Reporting	The system must provide reconciliation reports.	Existing	1.4.10 Reconciliation Reports
101	LARAMDREQ-140	Data Entry Audit Trail	The system should include are report that lists Revenue Document transactions that were modified during the Data Entry Process for a specific date range.	Existing	1.4.10 Reconciliation Reports
102	LARAMDREQ-141	Group Security Audit Trail	The system should include a report listing of Groups that have been removed from a user.	Existing	1.4.10 Reconciliation Reports
103	LARAMDREQ-142	RPS Transactions	The system should include a report where the sum of the documents does not equal the Receipt and Remit amount.	Existing	1.4.10 Reconciliation Reports
104	LARAMDREQ-143	RPS Transactions with no Payment Records	The system should include a report listing of Control Numbers that contain an invoice number but do not have a corresponding Invoice Activity record linked to the Invoice.	Existing	1.4.10 Reconciliation Reports
105	LARAMDREQ-144	Roles	The system must be able to attach named roles to specific functionality of the system. The frontend will hide functionality and the backend will restrict access attempts when the required role is missing.	Configuration	1.5.1 User Management

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
106	LARAMDREQ-145	Groups	The system must be able to group multiple roles into a single named group.	Configuration	1.5.1 User Management
107	LARAMDREQ-146	Manage Groups	The system must provide privileged users the ability to create and edit existing groups.	Configuration	1.5.1 User Management
108	LARAMDREQ-147	User Permissions	The system must allow a user to have multiple groups assigned to them to restrict access to specific pieces of the system.	Configuration	1.5.1 User Management
109	LARAMDREQ-148	Manage Users	The system must have a frontend that allows privileged users the ability to edit the roles, groups, user details, and email subscriptions.	Configuration	1.5.1 User Management
110	LARAMDREQ-149	Export User Information	The system must provide a way to export a report providing a list of all of the users associated groups and roles.	Existing	1.5.1 User Management
111	LARAMDREQ-150	User Profile	The system must provide a frontend for users to see their user details, roles, and groups.	Existing	1.5.1 User Management
112	LARAMDREQ-151	User Activity	The system must record user activity.	Existing	1.5.2 User Activity
113	LARAMDREQ-152	User Activity Search	The system must provide a frontend for viewing and searching user activity within the system.	Existing	1.5.2 User Activity
114	LARAMDREQ-153	Archive RPS	The system must provide a frontend for performing archival of RPS data.	Existing	1.5.3 Record Archiving
115	LARAMDREQ-154	Archive ARS	The system must provide a frontend for performing archival of ARS data.	Existing	1.5.3 Record Archiving

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
	LARAMDREQ-155	Letter Layout Management	The system must have the ability to create/edit letter layout in the system	Existing	1.5.4 Letter Management
117	LARAMDREQ-156	Letter Template Management	The system must provide a frontend to search and manage existing Letter Templates and Layouts.	Configuration	1.5.4 Letter Management
118	LARAMDREQ-157	Remit Types	The system must be able to map remittance types and optionally tie them to a document code. For example: CC: Credit Card/CR9R, Check CR9D) all remit values should be configured in the system	Existing	1.5.5. Remit Type
119	LARAMDREQ-158	Remit Type Management	The system must provide a frontend for searching, creating, editing, and deactivating Remit types.	Existing	1.5.5. Remit Type
120	LARAMDREQ-159	Year End Process	During the Fiscal Year closing process, the system must allow the user to identify whether the revenue collected should be posted to the prior fiscal year or not.	Existing	1.5.6 MiCaRS Control
121	LARAMDREQ-160	Hot Keys	The system must have a way to create customizable pre-filled accounting information for revenue payments.	Configuration	1.5.7. Hot Keys
122	LARAMDREQ-161	Hot Key Interface Fields	The system must provide customizable interface fields to allow for linkage to interfacing systems.	Configuration	1.5.7. Hot Keys
123	LARAMDREQ-162	Hot Key Management	The system must provide a frontend for users to search, edit, and create hot keys.	Configuration	1.5.7. Hot Keys
124	LARAMDREQ-163	Revenue Document Interface Fields	The system must allow the interface fields to be entered with a revenue document.	Configuration	1.5.7. Hot Keys

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
125	LARAMDREQ-164	System Control Lookup tables	<p>The system must provide the ability to maintain the many lookup tables utilized by the application. See list of lookup tables below:</p> <ul style="list-style-type: none"> Email Interface Users Groups Roles Bank Department Control Division Email Setup Hot Key ID Type Interface Interface Hot Key Letter Layout Letter Template Location Mail Address MiCaRS Control Refund Originating System Validation Emails Remit Type DMS Doc Type DMS Doc Type Index FTP Control Location Bank RSS Product Type Revenue Accounting SIGMA SKU Unit Vendor 	Configuration	1.5.8 Lookup tables & Maintenance

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Archive ARS & RPS User Activity Query Address Reason Adjustment Reason Customer Type Invoice Type Penalty Type Phone Type Refund Rejection Codes Refund Type State Transaction Type		
126	LARAMDREQ-165	MiLogin Integration	The system must integrate with MiLogin through SAML for the MiLogin Worker for State of Michigan Users environment.	Configuration	2.1 MiLogin Integration
127	LARAMDREQ-166	DataStage Integration	After SIGMA Collection the system must place transactions to be sent to SIGMA in staging tables to be formatted by the SIGMA Data Stage process into the appropriate XML Files.	Configuration	2.2 DataStage Integration
128	LARAMDREQ-167	DataStage Validation	The DataStage process must validate information before creating the XML. Any errors generated by the DataStage process will be emailed to set of users.	Configuration	2.2 DataStage Integration
129	LARAMDREQ-168	SIGMA Validation	The system must perform SIGMA accounting validation on all forms with SIGMA accounting templates.	Configuration	2.3 Sigma Integration
130	LARAMDREQ-169	SIGMA Invoices	The system must allow the capability to mark invoices to be sent to SIGMA.	Existing	2.3 Sigma Integration

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
131	LARAMDREQ-171	SIGMA Invoice Accounting Lines	The system must allow for invoice accounting lines to be marked go to SIGMA.	Configuration	2.3 Sigma Integration
132	LARAMDREQ-172	SIGMA Collection	The system must provide a frontend for automatically formatting records and entering them into SIGMA export tables.	Existing	2.3 Sigma Integration
133	LARAMDREQ-173	SIGMA - Data Stage Integration	The system must integrate with the Data Stage team to allow them to generate files to send to SIGMA after they have been approved.	Configuration	2.3 Sigma Integration
134	LARAMDREQ-174	SIGMA Search Fields	The system must allow a user to filter payment and reclass searches by either the records SIGMA export status or date to SIGMA.	Existing	2.3 Sigma Integration
135	LARAMDREQ-175	SIGMA Document Types	The system must support sending the following SIGMA document types: CR9R, CR9D, CR9, RE9, and GAX9.	Existing	2.3 Sigma Integration
136	LARAMDREQ-176	SIGMA Document Versioning	The system must automatically increment the SIGMA document version number when changing previously sent records.	Existing	2.3 Sigma Integration
137	LARAMDREQ-177	SIGMA Document IDs	The system must be able to automatically assign and track SIGMA document IDs.	Configuration	2.3 Sigma Integration
138	LARAMDREQ-178	SIGMA Export Search	The system must provide a frontend for users to search for all transaction sent to SIGMA and manage resets.	Existing	2.3 Sigma Integration

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
139	LARAMDREQ-179	SIGMA Reports	The system must provide reports to facilitate reconciliation between SIGMA and MiCaRS. These reports link the SIGMA Document Numbers to the individual records in MiCaRS.	Existing	2.3 Sigma Integration
140	LARAMDREQ-180	SIGMA Reconciliation	As each SIGMA export batch is processed by DataStage, the resulting counts associated with the batch are sent in a report via email. This information can be compared with the SIGMA batch record in MiCaRS.	Existing	2.3 Sigma Integration
141	LARAMDREQ-181	SIGMA Daily Reporting	The system must provide daily reports of all documents sent to SIGMA.	Existing	2.3 Sigma Integration
142	LARAMDREQ-182	SIGMA Batch Reset	The system must allow a user to reset an entire SIGMA batch to correct any errors.	Existing	2.3.1 Reset SIGMA Document
143	LARAMDREQ-183	SIGMA Document Reset	The system must allow a user to reset individual SIGMA documents to correct any errors or remove it from the batch	Existing	2.3.1 Reset SIGMA Document
144	LARAMDREQ-184	SIGMA Sync	The system must be able to pull all agency specific SIGMA chart of account information from SIGMA, daily.	Configuration	2.3.2 SIGMA Profile Information Extract
145	LARAMDREQ-185	Manual SIGMA Sync	The system must provide a frontend for rerunning the SIGMA sync during the day.	Configuration	2.3.2 SIGMA Profile Information Extract
146	LARAMDREQ-186	CEPAS Log File Process	The system must be able to process CEPAS log files.	Enhancement/Configuration	2.4 CEPAS Integration

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
147	LARAMDREQ-187	CEPAS Download Search	The system must provide a frontend for user to search for all processed CEPAS log files.	Existing	2.4 CEPAS Integration
148	LARAMDREQ-188	CEPAS Detail Search	The system must provide a frontend for user to search for all CEPAS file details.	Existing	2.4 CEPAS Integration
149	LARAMDREQ-189	CEPAS Batch Process	The system must process the CEPAS batches so that the Collect CR9R process will transfer the data to the Data Stage tables to be sent to SIGMA.	Existing	2.4 CEPAS Integration
150	LARAMDREQ-190	CEPAS SIGMA Reference Data	The system must utilize the CEPAS reference data to properly allocate the CEPAS transaction in SIGMA.	Enhancement	2.4 CEPAS Integration
151	LARAMDREQ-191	CEPAS Balanced Batch Automation	The system CEPAS Batches will automatically be closed by the system if the batch is in balance.	Existing	2.4 CEPAS Integration
152	LARAMDREQ-192	CEPAS Log File Process	The system must provide a way to rerun individual unsuccessful CEPAS files.	Existing	2.4 CEPAS Integration
153	LARAMDREQ-193	CEPAS Refunds	The system must directly interface with the CEPAS system to stop payment or refund transactions.	Configuration	2.4 CEPAS Integration
154	LARAMDREQ-197	Email Configuration	The system must be able to connect to an SMTP server and send emails.	Enhancement/Configuration	2.5 Email Integration
155	LARAMDREQ-198	Email subscriptions	The system must have email subscriptions that can be assigned to users to receive specific internal system emails.	Configuration	2.5 Email Integration

SOW ID	Issue key	Requirement title	Requirement description	Work type	Narrative
156	LARAMDREQ-199	External Emails	The system must be able to send emails to external customers for billing.	Configuration	2.5 Email Integration

Enhancements

This section below includes all the new user story requirements generated for enhancing the MiCaRS system to fit the needs of the LARA team.

SO W ID	Issue key	Requirement title	Requirement description	Work type	Narrative
157	LARAMDREQ-207	The system must automatically deactivate accounts that have not signed in within the last 6 months.	<p>Overview</p> <p>This new functionality will free up system administrators from performing the manual inactive user deactivation process. Currently, if a user has not logged into the system within the past six months, an administrator must log into C3 and manually deactivate the account.</p> <p>Enhancement</p> <p>A new system is needed for MiCaRS that will automatically deactivate user accounts:</p> <p>A scheduled background process that monitors user login activity.</p> <p>When a user has not logged in for {{5.5 months}} (6 months minus 2 weeks):</p> <p>The system will automatically send an email notification informing the user that their account is scheduled for deactivation due to inactivity.</p> <p>At the {{6-month}} mark if no login activity has occurred:</p>	Enhancement	3.1 Core Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The system will automatically deactivate the user account by setting the {{Approved}} flag to {{False}}.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Automated User Inactivity Deactivation The system must automatically deactivate accounts that have not signed in within the last 6 months. Rule: Notify users prior to deactivation Background: Given a user has not logged in for 5.5 months And the user account is currently active and approved Scenario: User inactivity notification When the system evaluates user login activity Then the user receives an email notification indicating their account will be deactivated in two weeks due to inactivity Rule: Automatically deactivate inactive users Background: Given a user has not logged in for 6 months And the user has not logged in since the notification Scenario: System deactivates inactive user When the system evaluates user login activity Then the system sets the user's {{Approved}} status to {{False}} And the user is no longer able to access the system</p>		
158	LARAMDREQ-216	The system must provide a report of remits that exceed 50,000 either individually or	<p>Overview</p> <p>This report supports 1098-F compliance by identifying remits that exceed the \$50,000 threshold either through a single payment or by aggregating multiple payments under the same Remit Name within a Division. The report only</p>	Enhancement	3.1 Core Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
		collectively for 1098F reporting.	<p>displays payments or aggregated totals that exceed \$50,000, and results are grouped by Division and then Remit Name.</p> <p>This report should not be the only thing used for determining 1098-F compliance as the remit name is not fully reliable.</p> <p>Enhancement</p> <p>Add a new report in the Reporting screen under the Revenue Reports category: 1098-F High-Value Remit Report.</p> <p>Filters (only):</p> <p>Start Date and End Date (required)</p> <p>Fiscal Year (single-select)</p> <p>Division (multi-select: defaults to all divisions the user can access)</p> <p>Group results by Division; within each Division, group rows by Remit Name.</p> <p>The report must only include results that meet or exceed the 50,000.00 threshold.</p> <p>Display for each (Division, Remit Name) group:</p> <p>Count of Payments</p> <p>Largest Single Payment</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Total Amount</p> <p>Associated Control Numbers</p> <p>Export to PDF or Excel following standard report behavior.</p> <p>Security and Permissions:</p> <p>{{REPORT_1098F_VIEW}}: only users with this permission may access the report.</p> <p>Acceptance Criteria</p> <p>Feature: 1098-F High-Value Remit Report</p> <p>The system must provide a report of remits that exceed 50,000 either individually or collectively for 1098F reporting.</p> <p>Rule: Access controlled by REPORT_1098F_VIEW</p> <p>Scenario: User has permission</p> <p>Given I have the REPORT_1098F_VIEW permission</p> <p>When I open the Reporting screen</p> <p>Then I see the 1098-F High-Value Remit Report under the Revenue Reports category as an available option.</p> <p>Scenario: User lacks permission</p> <p>Given I do not have the REPORT_1098F_VIEW permission</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I open the Reporting screen</p> <p>Then I do not see the 1098-F High-Value Remit Report as an available option under the Revenue Reports.</p> <p>Rule: Only the specified filters are present</p> <p>Scenario: Report filter set</p> <p>Given I open the 1098-F High-Value Remit Report</p> <p>When I view the filter panel</p> <p>Then I see filters for Start Date, End Date, Fiscal Year, and Division only.</p> <p>Rule: Start/End date validation</p> <p>Scenario: Start Date after End Date</p> <p>Given I have entered a Start Date later than the End Date</p> <p>When I attempt to run the report</p> <p>Then the system prevents execution</p> <p>And I see a validation message indicating Start Date must be on or before End Date.</p> <p>Rule: Division visibility respects access</p> <p>Scenario: Division list is access-aware</p> <p>Given I lack access to certain Divisions</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I open the Division multi-select</p> <p>Then those Divisions do not appear as selectable options.</p> <p>Scenario: All divisions default</p> <p>Given I have not changed the Division filter</p> <p>When I run the report</p> <p>Then results include all Divisions I am permitted to access.</p> <p>Rule: Filtering by Fiscal Year and Date Range</p> <p>Scenario: Filter by Fiscal Year</p> <p>Given I select a Fiscal Year</p> <p>When I run the report</p> <p>Then results include payments whose dates fall within that Fiscal Year</p> <p>And results are grouped by Division, then Remit Name.</p> <p>Scenario: Filter by Date Range</p> <p>Given I enter a Start Date and End Date</p> <p>When I run the report</p> <p>Then results include payments whose dates fall within that range</p> <p>And results are grouped by Division, then Remit Name.</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Rule: Include only payments or aggregates greater than or equal to \$50,000</p> <p>Scenario: Individual payment threshold met</p> <p>Given a payment in the filtered range and Division is greater than or equal to 50,000</p> <p>When the report is generated</p> <p>Then that payment is displayed in the results</p> <p>Scenario: Aggregate threshold met</p> <p>Given multiple payments for the same Remit Name within a Division in the filtered range sum to greater than or equal to 50,000</p> <p>When the report is generated</p> <p>Then the group is displayed in the results with the proper number of payments</p> <p>Rule: Required columns and grouping</p> <p>Scenario: View grouped results</p> <p>Given I generate the report</p> <p>When I view the results</p> <p>Then I see sections grouped by Division</p> <p>And within each Division, rows grouped by Remit Name</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>And each group displays Count of Payments, Largest Single Payment, Total Amount, and associated Control Numbers.</p> <p>Rule: Export results</p> <p>Scenario: Export to PDF or Excel</p> <p>Given I have generated the report</p> <p>When I choose Export</p> <p>Then I can download the report as PDF or Excel.</p>		
159	LARAMDREQ-234	The system must be able to associate a product and quantity to a customer facility.	<p>Overview</p> <p>This will modify the Customer Facility maintenance by allowing users to optionally associate Products and quantities to a facility. Provide UI controls for selecting a Product and entering a quantity, and enable invoice creation directly from a facility view with those associations pre-populated.</p> <p>Enhancement</p> <p>Add a Product drop-down to the Customer Facility detail/edit screen for selecting a Product.</p> <p>Add a Quantity text field for entering the number of units of the selected Product.</p> <p>Store the Product-quantity association to the Customer Facility record.</p> <p>Add a Build Invoice action when viewing a Facility.</p>	Enhancement	3.1 Core Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The generated invoice should auto-populate with the associated Product(s) and quantity(ies) from the facility. Apply validation rules: Product is optional. If a Product is selected, then Quantity is required. Quantity must be numeric and greater than zero when required.</p> <p>Acceptance Criteria</p> <p>Feature: Associate Product and Quantity to Customer Facility</p> <p>The system must allow a user to associate a Product and quantity to a Customer Facility.</p> <p>Rule: Facility can optionally link to Products with quantities</p> <p>Scenario: Save Facility with no Product Given I am editing a Customer Facility When I do not select a Product And I save the Facility Then the Facility is saved successfully without a Product-quantity association</p> <p>Scenario: Add Product with valid Quantity Given I am viewing a Customer Facility When I select a Product from the Product drop-down And I enter a valid numeric quantity greater than zero And I save the Facility Then the Product and quantity are stored as associated to the Facility</p> <p>Scenario: Prevent save when Quantity is missing with Product selected Given I am editing a Customer Facility</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I select a Product from the Product drop-down And I leave the Quantity field empty And I attempt to save Then I am prevented from saving And I see a validation message “Quantity is required when a Product is selected” Rule: Facility Product associations can auto-populate invoices Scenario: Build Invoice from Facility with Products Given a Facility has one or more Product–quantity associations saved When I click the Build Invoice action on the Facility view Then a new Invoice is created And the Invoice is pre-populated with the Product(s) and associated quantity(ies) from the Facility Scenario: Build Invoice from Facility with no Products Given a Facility has no Product–quantity associations saved When I click the Build Invoice action on the Facility view Then a new Invoice is created And the Product and Quantity lines are empty for manual entry</p>		
160	LARAMDREQ-206	The system must allow for a second refund review before releasing it for	<p>Overview</p> <p>The existing refund process that LARA performs requires two approvals. Bureau users first initiate a refund within C3, then a second, different user approves it. Afterwards the Bureau will copy the information from within C3 to a PDF, then copying that same information into a new GAX2</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
		SIGMA collection.	<p>document where then a LARA refund approver will review the SIGMA entry.</p> <p>The MiCaRS application's existing refund process must be modified to allow for a second approval step by a LARA approver before a refund can be collected into a GAX9 SIGMA Batch.</p> <p>Currently, after a refund is created via Refund Entry it will immediately go into Final Approval Needed. Then another user with the REFUND_REVIEW permission will need to mark the refund as Approved via Refund Review. After that, the GAX9 SIGMA collection will pull the newly made refund into the SIGMA export batch.</p> <p>Enhancement</p> <p>The business logic of the Refund Entry and Review screens will need to be adjusted.</p> <p>Split the REFUND_REVIEW role into the following roles: REFUND_REVIEW and REFUND_APPROVE Allow a user with REFUND_REVIEW to move an entry to Final Approval Needed or Denied. Allow a user with the REFUND_APPROVE role to move an entry from Final Approval needed to Approved or Denied. When creating a refund the initial status will be Approval Needed instead of Final Approval Needed. Refunds will now follow this status flow: Approval Needed → Final Approval Needed → Approved or Denied.</p> <p>Acceptance Criteria</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Feature: LARA Two Approvals for Refunds The system requires two approvals before allowing refund (GAX9) collection for SIGMA transmission. Rule: When a refund is being created the Approval code will default to Approval Needed Status Scenario: Bureau user is creating a new refund Given I am a Bureau User And there is a Bureau Refund Group that allows for creating refunds And my user is in the Bureau Refund Group And I enter a refund via Refund Entry When I transition to the Summary Screen Then the Approval Code drop down will have selected Approval Needed by default. Rule: Bureaus users can only approve an initiated refund by another Bureau user Background: Given I am a Bureau User And there is a Bureau Refund Group that allows approving refunds And my user is in the Bureau Refund Group And there is a refund in the Approval Needed status created by another user in my Bureau Scenario: Bureau user reviews and approves a refund Given I have selected a refund to review When I click on the Approval Code drop down Then I must be able to transition the refund to "Final Approval Needed" status Scenario: Bureau user reviews and denies a refund Given I have selected a refund to review When I click on the Approval Code drop down</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Then I must be able to transition the refund to “Denied” status</p> <p>Rule: Final Approval must be given by a LARA Financial Services user</p> <p>Background:</p> <p>Given I am a LARA Financial Services User</p> <p>And there is a Financial Services Refund Group that allows for approving refunds</p> <p>And my user is in the Financial Services Refund Group</p> <p>And there are refunds in the Final Approval Needed status</p> <p>Scenario: LARA Financial services user approves a Bureau refund</p> <p>Given I have selected a refund to review</p> <p>When I click on the Approval Code drop down</p> <p>Then I must be able to transition the refund to “Approved” status</p> <p>And</p> <p>Scenario: LARA Financial services user denies a Bureau refund</p> <p>Given I have selected a refund to review</p> <p>When I click on the Approval Code drop down</p> <p>Then I must be able to transition the refund to “Denied” status</p>		
161	LARAMDREQ-214	The system must provide the ability to set a chargeback flag on a control number via the Refund Screen.	<p>Overview</p> <p>This enhancement introduces a new Chargeback option to both the Approval Code and Refund Type fields during refund creation. When a refund is designated as a Chargeback, MiCaRS will record it without sending it to SIGMA or requiring the standard refund review/approval process. Selecting the Approval Code of Chargeback will</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>automatically set the Refund Type to Chargeback, which cannot be changed. Refund Query must also be updated to support searching by the new Chargeback Refund Type. Access to the Chargeback Approval Code will be restricted by a new CHARGEBACK_REFUND permission.</p> <p>Enhancement</p> <p>Add a new Approval Code: Chargeback. Add a new Refund Type: Chargeback. When the Approval Code of Chargeback is chosen: The Refund Type is automatically set to Chargeback. The Refund Type cannot be modified. The refund will not be sent to SIGMA. The refund will bypass the standard refund review/approval workflow. Update Refund Query to: Include Chargeback as a selectable option in the Refund Type search filter. Display Chargeback refunds in query results. Display a “CB” as the Refund Indicator on Control Numbers when a Chargeback refund has occurred. Security & Permissions: {{CHARGEBACK_REFUND}} to control access to charge back refunds</p> <p>Acceptance Criteria</p> <p>Feature: Chargeback Refund Processing The system must provide the ability to set a Chargeback flag on a control number via the Refund Screen. Rule: Chargeback refunds require CHARGEBACK_REFUND</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>permission Scenario: User has permission Given I am a user with the CHARGEBACK_REFUND permission When I create or edit a refund record Then I can set the refund status to Chargeback. Scenario: User does not have permission Given I am a user without the CHARGEBACK_REFUND permission When I create or edit a refund record Then I do not see the option to set Chargeback. Rule: Chargeback Approval Code drives Refund Type Scenario: Approval Code set to Chargeback Given I am creating or editing a refund When I set the Approval Code to Chargeback Then the Refund Type is automatically set to Chargeback And I cannot change the Refund Type value. Rule: Chargeback refunds bypass SIGMA and review workflow Scenario: Chargeback refund created Given the Refund Type is Chargeback When I save the refund record Then the system must not send the refund to SIGMA And the refund must not require the standard refund review/approval process. Rule: Refund Query supports Chargeback Refund Type Scenario: Search by Chargeback Refund Type Given I am performing a Refund Query When I select Chargeback as the Refund Type in the search filter Then the query results include only refunds with Refund Type of Chargeback.</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Rule: Control Number Refund Indicator shows Chargeback</p> <p>Scenario: Viewing a control number with a refunded Chargeback</p> <p>Given I am viewing a control number that has been refunded</p> <p>And the Refund Type was Chargeback</p> <p>When I view the Refund Ind</p> <p>Then I see "CB" as the value</p>		
162	LARAMDREQ-221	The system must provide a home dashboard list of refunds waiting to be reviewed.	<p>Overview</p> <p>This new functionality would provide Bureau users and the Financial Services Team with a list of refunds pending their approval on their home screens. This list would include all refunds that the user is able to approve.</p> <p>Enhancement</p> <p>The MiCaRS Home screen would need to be updated:</p> <p>Add a new Refund Review dashboard component to the MiCaRS Home screen.</p> <p>The dashboard component is a list of pending reviews not created by the user.</p> <p>For Bureau users with the REFUND_REVIEW role: Display refunds in the Approval Needed status. Only show refunds not created by the logged-in user.</p> <p>For LARA Financial Services users with the REFUND_APPROVE role: Display refunds in the Final Approval Needed status.</p> <p>The refund Dashboard should include basic refund details like the Refund #, Date, Vendor Name, Refund Amount,</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Who it is Created by and its Approval Code Clicking on a row in the refund dashboard will navigate to the Refund Summary Calculate the age of a refund and display it as a column.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Home screen Refund Review dashboard component The system must provide a home dashboard list of refunds waiting for be reviewed. Rule: Bureau users will only see refunds that are in the Approval Needed state Background: Given I am a Bureau User And there is a Bureau Refund Group that allows approving refunds And my user is in the Bureau Refund Group And there are refunds in the Approval Needed status created by another user in my Bureau Scenario: Other Bureau users have created refunds Given the user is on the Home Screen Then the users Refund Review list will show refunds that the user is able to transition to Final Approval Needed. And the user is able to click on a refund row to be navigated to the refund summary Rule: LARA Financial Services users will only see refunds that are in the Final Approval Needed state Background: Given I am a LARA Financial Services user And there is a LARA Financial Services Refund Group that allows approving refunds</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>And my user is in the LARA Financial Services Refund Group</p> <p>And there are refunds in the Final Approval Needed status</p> <p>Scenario: Bureau users have approved refunds</p> <p>Given the user is on the Home Screen</p> <p>Then my Refund Review list will show refunds I am able to transition to Approved</p> <p>And the user is able to click on a refund row to be navigated to the refund summary</p>		
163	LARAMDREQ-222	The system must provide email subscriptions for refund transitions and approvals.	<p>Overview</p> <p>This new functionality provides email subscriptions for the refund process so that users can be notified of Approval Code changes. It will also provide email subscriptions for Bureau users with the approver role to be notified of refunds that need approval. Lastly, it will provide an email subscription for FAS's refund team users to subscribe to refunds that need final approval.</p> <p>Enhancement</p> <p>The Refund Summary screen will need the following change:</p> <p>When a user other than the refund creator changes the Approval Code and saves the refund, the system will: Send an email notification to the creator of the refund if they are apart of the Refund Approval Code subscription.</p> <p>When a user creates or edits a refund and sets the Approval Code to Approval Needed, then the system will: Send an email notification to authorized reviewers of the</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>refunds that are apart of the Refund Approver subscription. When a user creates or edits a refund and sets the Approval Code to Final Approval Needed, then the system will: Send an email notification to authorized reviewers of the refunds that are apart of the Final Refund Approver Include in the email: Refund #, New Approval Code, Name of the user who made the change Date and Time If the new Approval Code is Returned, then the email must also include the Returned Reason details. These emails will be apart of a new subscription that users are able to toggle.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Approval Code change emails The system must provide email subscriptions for refund transitions and approvals. Rule: Refund Approval Code Email Subscription Background: Given I am a Bureau User And I created a refund Scenario: The Approval Code of a refund is changed and saved When another user changes the Approval Code and saves And I check my email Then I would receive an email notification about the change And the email would include the change details</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: The Approval Code of a refund was set to Returned When another user changes the Approval Code and saves And I check my email Then I would receive an email about the change And the email would include the change details and the Returned Reason information. Rule: Refund Approval Needed Email Subscription Scenario: The Approval Code of a refund is set to Approval Needed and saved Given I am a Bureau User And there is a Bureau Refund Group that allows for approving refunds And my user is in the Bureau Refund Group When another user saves a refund with the Approval Code of Approval Needed And I check my email Then I would receive an email that the refund needs to be reviewed Rule: Refund Final Approval Email Subscription Scenario: The Approval Code of a refund is set to Final Approval Needed and saved Given I am a LARA Financial Services User And there is a Financial Services Refund Group that allows for approving refunds And my user is in the Financial Services Refund Group When another user saves a refund with the Approval Code of Final Approval Needed And I check my email Then I would receive an email that a refund needs to be approved</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
164	LARAMDREQ-224	The system must require that a reviewer adds a Returned reason when sending back a Refund.	<p>Overview</p> <p>As a part of LARA Financial Services existing workflow in SIGMA, if they return a GAX2, they will send an email containing the reasoning for the return. Generally, this is due to mismatched accounting information.</p> <p>Currently MiCaRS, has the concept of adding a return reason to a refund if the Approval Code is set to Returned. This new functionality will require that when a reviewer, either Financial Services or a Bureau user sends back a refund they will be required to include a Returned Reason.</p> <p>Enhancement</p> <p>The Refund Summary screen will need the following changes:</p> <p>When the Returned Approval Code is selected and the user hits Save it will immediately prompt for the user to enter a Return Reason via a Modal. The modal can be cancelled which will not save the changes to the refund. The modal can be confirmed/saved which will save the changes to the refund and add the Return Reason.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Return Reason The system must require that a reviewer adds a Return Reason when setting a refund's Approval Code to Returned Rule: Return Reason is required when setting the Approval</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Code to Returned Background: Given I am a user with permission to review or approve refunds And I have selected a refund to review And I have changed the Approval Code to Returned And I have clicked save Given a modal appears prompting me to select a Return Reason And I select a Return Reason from the dropdown Scenario: A Refund Reviewer chooses the Return Approval Code and submits When I saves the changes Then the changes are reflected in the Refund summary Scenario: A Refund Reviewer chooses the Return Approval Code and cancels When I cancel the changes Then no changes are reflected in the Refund summary Scenario: A Refund Reviewer chooses the Return Approval Code and clicks off the modal When I click off the modal Then no changes are reflected in the Refund summary</p>		
165	LARAMDREQ-225	The system must allow for customizable email templates for the Returned Reason when returning a refund.	<p>Overview</p> <p>The LARA Financial Services team currently uses Word templates to communicate with Bureau users regarding the reasons for returning a GAX2 in SIGMA. For example, a common message might explain that the accounting code was not accurately copied from the attached supporting documentation.</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Currently, MiCaRS Refund rejection codes allow only basic text messages. This functionality needs to be enhanced to support a rich text WYSIWYG editor, similar to the MiCaRS Letter Template. The formatted content from the rejection code should then be automatically included in the email notification when the Approval Code status is set to Returned"</p> <p>Enhancement</p> <p>The Refund Rejection Code Screen needs the following change:</p> <p>Update the Refund Rejection Code Message to now be a Rich Text Field instead of a simple text field. Provide a WYSIWYG Rich Text Editor similar to Letter templates for the Message field.</p> <p>The Refund Summary Screen needs the following change:</p> <p>Remove the Refund Rejection Code Message column from the Returned Reason table as it may no longer fit depending on the content. Allow clicking on a row in the Returned Reason table to display the Refund Rejection Code Message.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Refund Rejection Code Rich Text The system must allow for customizable email templates for the Returned Reason when returning a refund.</p> <p>Background:</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am a user with permission to manage Refund Rejection Codes And I am on the Refund Rejection Code screen Scenario: The User edits a Refund Rejection Code message When I open a Refund rejection code And I edit the letter template information in the WYSIWYG Rich Text Editor section Then I can save my formatted changes And the formatted changes are reflected within that rejection code Scenario: User views a Returned refund email Given I am a user viewing a returned refund When I click on the email for the returned refund Then I can view the Returned Reason details And I can view the Rejection code letter template information within the email body</p>		
166	LARAMDREQ-226	The system must maintain an activity log on a Refund.	<p>Overview</p> <p>This new functionality will introduce a visible audit trail on the Refund Summary screen, allowing users to view a detailed history of modifications made to a refund. This includes changes to the refund header, accounting information, and Approval Code. The audit trail will help ensure accountability and provide a clear record of user activity.</p> <p>Enhancement</p> <p>MiCaRS currently records audit data for refunds, however, it isn't readily displayed. The Refund Summary Screen will need the following changes:</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Add a new table that displays User Audit information for any modifying action against the refund. Display User, Date, Timestamp, Change Type, Changed Data Change Type will target changes made to the Header, Accounts, and Approval Code This will be wrapped in a new permission REFUND_ACTIVITY</p> <p>Acceptance Criteria</p> <p>Feature: LARA Refund Activity Audit The system must maintain and display an activity log for each refund, visible only to users with the appropriate permission.</p> <p>Background: Given I am a User And there is a Refund Group that allows seeing the activity log table And my user is in the Refund Group that has the permission to view refund activity And I am viewing the Refund Detail screen And I have selected a refund to modify Scenario: User modifies an existing refund's header When I update the refund header Then an entry with the change details is added to the Refund Activity Log And the Change Type is recorded as Header Scenario: User modifies an existing refund's accounting When I update the refund accounting lines or amounts Then an entry with the change details is added to the</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Refund Activity Log And the Change Type is recorded as Accounting Information Scenario: User modifies an existing refund's Approval Code Given I am a user with permission to review or approve refunds When I change the Approval Code and save Then an entry with the change details is added to the Refund Activity Log And the Change Type is recorded as Approval Code		
167	LARAMDREQ-227	The system must require that a control number is entered when creating a refund.	Overview This new functionality will provide a configurable flag that prevents users from doing arbitrary refunds. With this flag enabled users will be required to enter in a control number. Enhancement The Refund Entry header screen will need the following changes: A new feature flag will be created to require a control number is entered when creating a refund . When the flag is enabled perform validation if a control number has not been entered preventing the user from navigating to the Accounting section of a refund. Acceptance Criteria Feature: LARA Required Control Number for Refund	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>feature flag</p> <p>The system must require that a control number is entered when creating a refund.</p> <p>Background:</p> <p>Given I am a user with permission to create refunds And the Control Number feature flag is enabled</p> <p>Scenario: User attempts to proceed without entering required information</p> <p>When I enter a refund via Refund Entry And I leave the Control Number fields blank And I attempt to navigate to the Accounting section Then I am prevented from proceeding And I see a validation message requiring a control number</p> <p>Scenario: User enters a Control Number during refund entry</p> <p>When I enter a valid Control Number And I navigate to the Accounting section Then I am allowed to proceed</p>		
168	LARAMDREQ-228	The system must allow for the user to search for refunds that have been sent to SIGMA.	<p>Overview</p> <p>This new functionality will allow users to easily search on what refunds have made it to SIGMA. This will be driven by whether or not the refund has obtained a SIGMA document number.</p> <p>Enhancement</p> <p>The Refund Query Screen needs the following change:</p> <p>Add a new drop down to the search criteria called Sent to SIGMA with an the following options:</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Nothing Selected Yes No Pending By default the value will be Nothing Selected. Nothing Selected will include all refunds, regardless of whether they have a SIGMA document number or not. Yes will only include refunds that have a SIGMA document number. No will only include refunds that do not have a SIGMA document number. Pending</p> <p>Acceptance Criteria</p> <p>Feature: LARA Refund Query with Sent to SIGMA Criteria The system must allow users to filter refunds based on whether they have been sent to SIGMA. Rule: Sent to SIGMA filter must be available on the Refund Query screen Background: Given I am a user with access to the Refund Query screen Scenario: Sent to SIGMA filter is visible When I view the Refund Query screen Then I see a dropdown labeled Sent to SIGMA And the dropdown includes the options: Nothing Selected, Yes, and No And Nothing Selected is selected by default Rule: Selecting Yes filters for refunds with a SIGMA document number Scenario: User selects Yes in the Sent to SIGMA filter Given I have selected Yes in the Sent to SIGMA dropdown</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I perform a search Then only refunds that have a SIGMA document number are returned Rule: Selecting No filters for refunds without a SIGMA document number Scenario: User selects No in the Sent to SIGMA filter Given I have selected No in the Sent to SIGMA dropdown When I perform a search Then only refunds that do not have a SIGMA document number are returned</p>		
169	LARAMDREQ-240	The system must allow for an emergency refund approver that is traceable with a flag on refunds and include a report for identifying refunds done by this role.	<p>Overview</p> <p>The system must allow for an emergency refund approver role, enabling specific users to move refunds directly to Final Approval Needed status. This action must be traceable by automatically marking a flag on the refund to indicate an emergency approver performed the status change. After a refund has been completed by an emergency approver the system must provide a report that identifies refunds approved via an emergency approver. This will allow users to track and review cases where the emergency approval process was used.</p> <p>The main purpose of this emergency approver role is for when a Bureau needs to issue a refund as soon as possible, but a reviewer/approver is out of office or unavailable. This would allow someone on the FAS team to move the refund to Final Approval Needed in an emergency.</p> <p>Enhancement</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Add a new user permission: {{EMERGENCY_REFUND_APPROVER}}.</p> <p>The refund review screen will need to be modified with the following:</p> <p>Users with the new emergency approver role can change the status of a refund to Final Approval Needed.</p> <p>When a user with this role performs the status change, the system must:</p> <p>Automatically set a flag on the refund indicating that an emergency approver moved it to Final Approval Needed.</p> <p>Store the flag in refund history for audit and reporting.</p> <p>Ensure that all existing refund approval validations remain in place, except that users with this role can bypass standard intermediate approvals.</p> <p>Add a new report: Emergency Refund Approvals Report.</p> <p>The report must include all refunds where the emergency approver flag is set.</p> <p>Columns must include:</p> <ul style="list-style-type: none"> Refund ID Approval Date Approval Code / Status Flag indicating emergency approval User who performed the approval Date/time of status change Bureau/Division <p>Report must be filterable by date range, bureau, and user.</p> <p>Report must be exportable in Excel and PDF formats.</p> <p>Access to the report should be limited to users with refund reporting permissions.</p> <p>Acceptance Criteria</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Feature: LARA Emergency Refund Approver Role The system must allow for an emergency refund approver that is traceable with a flag on refunds.</p> <p>Rule: Emergency Approver can move refunds to Final Approval Needed</p> <p>Scenario: Move refund to Final Approval Needed as emergency approver: Given I am a user with the {{EMERGENCY_REFUND_APPROVER}} permission And I have access to a refund in a status prior to Final Approval Needed And the refund is eligible for status change When I change the status to Final Approval Needed Then the system must save the status change And the system must automatically set the emergency approver flag on the refund And the refund's history must record the flag and the user who made the change</p> <p>Rule: There is a Emergency Refund Approvals Report that provides insight into Emergency Approver activity.</p> <p>Background: Given I am a user with permission to view refund reports And there are refunds in the system with the emergency approver flag set</p> <p>Scenario: Generate the emergency approvals report When I run the Emergency Refund Approvals Report Then the report must list all refunds with the emergency approver flag set And the report must include the required columns</p> <p>Scenario: Filter the report by date range When I enter a specific date range and run the report Then the report must list only refunds with an emergency</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>approver flag within that range</p> <p>Scenario: Export the report</p> <p>When I export the report to Excel or PDF</p> <p>Then the exported file must contain the same data as displayed in the report results</p>		
170	LARAMDREQ-276	The system must prevent an approval for 30 days after deposit unless bypassed by an emergency approver.	<p>Overview</p> <p>The system must block refund approvals until 30 days have passed from the deposit date. Users with the {{EMERGENCY_REFUND_APPROVER}} permission may bypass this restriction, but will still be informed that the 30-day limit has not been reached and will be prompted to confirm an override.</p> <p>Enhancement</p> <p>The refund approval process will be modified so that: If the refund’s deposit date is less than 30 days from the current date, the system will prevent approval for standard users.</p> <p>The system will display the message: _“Refund cannot be approved until 30 days have passed from the deposit date unless approved by an emergency approver.”_</p> <p>For users with the {{EMERGENCY_REFUND_APPROVER}} permission: When attempting to approve a refund less than 30 days from deposit, the system will display the same message, along with a prompt to confirm an override. If the user confirms, the approval will proceed.</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When an emergency approver bypasses the restriction, the system will automatically set the emergency approver flag on the refund.</p> <p>Acceptance Criteria</p> <p>Feature: 30-Day Approval Restriction with Emergency Approver Bypass</p> <p>Rule: Refunds cannot be approved until 30 days after deposit unless approved by an emergency approver.</p> <p>Scenario: Prevent approval before 30 days for standard approvers</p> <p>Given I am a user with refund approval permissions but without the <code>_Emergency Refund Approver_</code> role</p> <p>And the refund has a recorded deposit date less than 30 days old</p> <p>When I attempt to approve the refund</p> <p>Then the system must prevent the approval</p> <p>And the system must display the appropriate error message</p> <p>Rule: Emergency refund approvers may override the 30-day restriction after confirming an override prompt.</p> <p>Scenario: Prompt emergency approver before override</p> <p>Given I am a user with the <code>{{EMERGENCY_REFUND_APPROVER}}</code> permission</p> <p>And the refund has a recorded deposit date less than 30 days old</p> <p>When I attempt to approve the refund</p> <p>Then the system must display the standard 30-day message and a prompt to confirm an override</p> <p>And when I confirm the override</p> <p>Then the system must allow the approval</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			And the system must set the emergency approver flag And the refund's history must record the bypass action, including date, time, and user		
171	LARAMDREQ-303	The system must provide the ability to reverse a chargeback on a control number via the Refund Screen.	<p>Overview</p> <p>This enhancement introduces a new Reverse Chargeback option to both the Approval Code and Refund Type fields during refund creation. When a refund is designated as a Chargeback Reversal, MiCaRS will record it without sending it to SIGMA or requiring the standard refund review/approval process. Selecting the Approval Code of Chargeback Reversal will automatically set the Refund Type to Chargeback Reversal, which cannot be changed. Refund Query must also be updated to support searching by the new Chargeback Refund Type. A Chargeback Reversal can only be performed on a Control Number whose most recent refund is a Chargeback.</p> <p>Enhancement</p> <p>Add a new Approval Code: Chargeback Reversal. Add a new Refund Type: Chargeback Reversal. Only show the Chargeback Reversal option if the Control Number's most recent refund is a Chargeback. When the Approval Code of Chargeback Reversal is chosen: The Refund Type is automatically set to Chargeback Reversal. The Refund Type cannot be modified. The refund will not be sent to SIGMA. The refund will bypass the standard refund</p>	Enhancement	3.2 Refund Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>review/approval workflow. Update Refund Query to: Include Chargeback Reversal as a selectable option in the Refund Type search filter. Display Chargeback Reversal refunds in query results. The Refund Indicator on Control Numbers should be reset when a Chargeback Reversal has occurred. Security & Permissions: {{CHARGEBACK_REVERSAL_REFUND}} to control access to charge back refunds</p> <p>Acceptance Criteria</p> <p>Feature: Chargeback Refund Processing The system must provide the ability to reverse a chargeback on a control number via the Refund Screen.</p> <p>Rule: Chargeback refunds require CHARGEBACK_REFUND permission Scenario: User has permission Given I am a user with the CHARGEBACK_REVERSAL_REFUND permission When I create or edit a refund record And the refund is associated with a Control Number And the Control Number's most recent Refund is of type Chargeback Then I can set the refund status to Chargeback.</p> <p>Scenario: User does not have permission Given I am a user without the CHARGEBACK_REVERSAL_REFUND permission When I create or edit a refund record And the refund is associated with a Control Number And the Control Number's most recent Refund is of type</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Chargeback Then I do not see the option to set Chargeback Reversal. Rule: Chargeback Reversal Approval Code drives Refund Type Scenario: Approval Code set to Chargeback Reversal Given I am creating a Refund And I have entered a Control Number And the Control Number's most recent Refund is of type Chargeback When I set the Approval Code to Chargeback Reversal Then the Refund Type is automatically set to Chargeback Reversal And I cannot change the Refund Type value. Rule: Chargeback refunds bypass SIGMA and review workflow Scenario: Chargeback Reversal refund created Given the Refund Type is Chargeback Reversal When I save the refund record Then the system must not send the refund to SIGMA And the refund must not require the standard refund review/approval process. Rule: Refund Query supports Chargeback Refund Type Scenario: Search by Chargeback Reversal Refund Type Given I am performing a Refund Query When I select Chargeback Reversal as the Refund Type in the search filter Then the query results include only refunds with Refund Type of Chargeback Reversal. Rule: Control Number Refund Indicator shows Null after Chargeback Reversal Scenario: Viewing a control number with a Chargeback Reversal</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am viewing a control number that has been refunded And the Refund Type was Chargeback Reversal When I view the Refund Ind Then I see none as the value</p>		
172	LARAMDREQ-284	The system must allow configuring the application to hide data at the Division level instead of Agency level.	<p>Overview</p> <p>The system must allow configuration to hide data at the Division level instead of the Agency level. This will be controlled by a flag in the _Components_ screen, accessible only to super admins. When enabled, data visibility rules will be applied at the Division level, restricting users from viewing data belonging to other Divisions within the same Agency.</p> <p>Enhancement</p> <p>Add a new configuration flag to the _Components_ screen: Hide Data at Division Level. Only super admin users will be able to access and modify this flag. When the flag is enabled: The system will limit data visibility to the Division level for all applicable modules, instead of the Agency level. Users will only be able to view, edit, or report on data that belongs to their own Division. When the flag is disabled: The current Agency-level visibility rules will remain in effect.</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The flag’s status and change history must be logged with user, date, and time for audit purposes. Existing role and permission checks will continue to apply in conjunction with the Division-level visibility rules.</p> <p>Acceptance Criteria</p> <p>Feature: Configurable Division-Level Data Hiding Rule: Super admins can configure data visibility at the Division level from the Components screen. Scenario: Enable Division-level data hiding Given I am a super admin And I am on the Components screen When I enable the _Hide Data at Division Level_ flag Then the system must save the flag setting And the system must log the change with user, date, and time Rule: When Division-level data hiding is enabled, users can only see data belonging to their own Division. Scenario: Access data from another Division when hiding is enabled Given the _Hide Data at Division Level_ flag is enabled And I am a user assigned to Division A When I attempt to view a record from Division B Then the system must prevent access to the record Rule: When Division-level data hiding is disabled, existing Agency-level visibility applies. Scenario: Access data from another Division when hiding is disabled Given the _Hide Data at Division Level_ flag is disabled And I am a user assigned to Division A When I attempt to view a record from Division B</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Then the system must allow access according to current Agency-level rules		
173	LARAMDREQ-286	The system must prevent a user from seeing data outside of their Division in the Remittance Processing Module	<p>Overview This new functionality enforces Division-level data hiding for screens in the Remittance Processing module. In Batch Entry, users must only be able to see Hot Keys that belong to Divisions they are authorized for. In Update Batch Operator, the system must warn users if they attempt to assign a batch to a user that contains Hot Keys outside other Division access.</p> <p>Enhancement</p> <p>Apply Division scoping to the following screens: Batch Entry Restrict Hot Key entry to only those belonging to the user's assigned Division(s). Update Batch Operator When updating a batch, check all Hot Keys assigned to that batch. Display a warning if the user they attempting to assign the batch to does not have access to all Hot Keys.</p> <p>Acceptance Criteria</p> <p>Feature: Division-Scoped Hot Key Access in Remittance Processing The system must prevent a user from seeing data outside of their Division in the Remittance Processing Module. Rule: Batch Entry restricts Hot Keys by Division Scenario: User with single Division</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am assigned to Division A only When I open the Batch Entry screen Then I only see Hot Keys belonging to Division A. Scenario: User with multiple Divisions Given I am assigned to Division A and Division C When I open the Batch Entry screen Then I see Hot Keys belonging to Division A and Division C only. Scenario: Out-of-scope Hot Key attempted Given I am assigned to Division A When I attempt to directly access or enter a Hot Key for Division B Then the system must throw a validation error for Invalid Hot Key Rule: Update Batch Operator warns on inaccessible Hot Keys Scenario: User has access to all Hot Keys in batch Given I am assigned to Division A And a batch contains only Hot Keys from Division A When I attempt to update the batch operator Then the update proceeds without warning. Scenario: User lacks access to some Hot Keys in batch Given a batch contains Hot Keys from Division A and Division B When I attempt to update the batch operator to a user with only Division A access Then the system displays a warning that some Hot Keys are outside of the user's Division access.</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
174	LARAMDREQ-287	The system must prevent a user from seeing data outside of their Division in the Accounts Receivable Module	<p>Overview</p> <p>This new functionality enforces Division-level data hiding within the Accounts Receivable module so users only see and act on data for Division(s) they're authorized to access. It applies to Customer Maintenance, Program Setup, Program, Email History, and Fiscal Manager Review.</p> <p>Enhancement</p> <p>Respect the Division-level data hiding configuration. When enabled, scope visibility and actions to the user's Division(s). When disabled, scope to the Agency level</p> <p>Apply Division scoping and validations to:</p> <p>Customer Maintenance</p> <p>Require Agency and Division assignment when creating a Customer.</p> <p>Limit search and view of Customers to Division(s) the user can access.</p> <p>Program Setup</p> <p>Limit View / Edit / Create / Deactivate of Programs to Division(s) the user can access.</p> <p>Email History</p> <p>Limit visibility to Emails tied to Invoices in a Program whose Division the user can access.</p> <p>Fiscal Manager Review</p> <p>Limit visibility to Invoices tied to Programs whose Division the user can access.</p> <p>Multi-Division users:</p> <p>Users assigned to multiple Divisions may see and act on data for any of their assigned Divisions.</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>Feature: Division-Scoped Visibility in Accounts Receivable The system must prevent a user from seeing data outside of their Division in the Accounts Receivable Module. Rule: Behavior follows the Division-level data hiding configuration Scenario: Data hiding enabled Given Division-level data hiding is enabled And I am assigned to Division A only When I use any Accounts Receivable screen Then I only see data for Division A. Rule: Customer Maintenance - Customers must be assigned to Agency and Division; search/view limited by Division Scenario: Create Customer requires Agency and Division Given I am creating a Customer When I do not enter Agency or Division And I save Then I see a validation error that both are required. Scenario: Search/View Customers is Division-scoped Given I am assigned to Division A only When I search for Customers Then results include only Customers assigned to Division A. Rule: Program Setup - CRUD actions limited to accessible Divisions Scenario: View/Edit/Deactivate Program is Division-scoped Given I am assigned to Division A When I open Program Setup Then only Programs in Division A are</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>visible/editable/deactivatable.</p> <p>Rule: Email History - show emails only for invoices in Programs within accessible Divisions</p> <p>Scenario: Email History limited by Program Division</p> <p>Given I am assigned to Division A</p> <p>And there are Emails tied to Invoices in Programs for Divisions A and B</p> <p>When I view Email History</p> <p>Then I only see Emails tied to Invoices in Programs for Division A.</p> <p>Rule: Fiscal Manager Review - show invoices only for Programs within accessible Divisions</p> <p>Scenario: Review shows only in-scope Invoices</p> <p>Given I am assigned to Division A</p> <p>When I open Fiscal Manager Review</p> <p>Then I only see Invoices tied to Programs in Division A.</p>		
175	LARAMDREQ-288	The system must prevent a user from seeing data outside of their Division in the Revenue Control Module	<p>Overview</p> <p>This new functionality enforces Division-level data hiding within the Revenue Control module so users only see and act on data for Division(s) they're authorized to access.</p> <p>Add scoped lookups and validations to Refund Entry/Review, Reclass Entry/Approval, Payment Correction, and Invoice Account Correction.</p> <p>Enhancement</p> <p>The following screens need to be updated to enforce Division-level data hiding:</p> <p>Refund Entry:</p> <p>Limit Control Number lookup to those paid with a Hot Key tied to a Division the user can access.</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Require Division; auto-populate it from the selected Control Number's Hot Key Division and disable the Division dropdown.</p> <p>Refund Review: Filter results to Refunds whose Control Numbers are tied to Hot Keys within the user's authorized Divisions.</p> <p>Reclass Entry: Make Division required; limit the dropdown to Divisions the user can access.</p> <p>Payment Correction: Limit Control Number entry/lookup to those tied to Hot Keys within the user's authorized Divisions.</p> <p>Reclass Approval: Filter results to Reclasses whose Division is within the user's authorized Divisions.</p> <p>Invoice Account Correction: Limit invoice entry/lookup to Invoices whose Program belongs to a Division the user can access.</p> <p>Acceptance Criteria</p> <p>Feature: Division-level data hiding in Revenue Control The system must prevent a user from seeing data outside of their Division in the Revenue Control Module.</p> <p>Rule: Refund Entry is scoped by Control Number → Hot Key → Division</p> <p>Scenario: Control Number is in an authorized Division Given I have access to Division A And a Control Number exists that was paid with a Hot Key tied to Division A When I open Refund Entry and enter or select that Control Number</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Then the Division field is auto-populated with Division A And the Division dropdown is disabled And I may proceed with the refund subject to normal validations Scenario: Control Number is outside my authorized Divisions Given I do not have access to Division B And a Control Number exists that was paid with a Hot Key tied to Division B When I enter or select that Control Number in Refund Entry Then I am prevented from proceeding And I see an error indicating the Control Number is invalid Scenario: Division is required and not user-editable Given I have entered a valid Control Number When the form populates Division from the Control Number's Hot Key Division And the Division dropdown is disabled to prevent changes Rule: Refund Review lists only in-scope Refunds Scenario: List filtered to authorized Divisions Given I have access to Divisions A and C And Refunds exist for Control Numbers tied to Hot Keys in Divisions A, B, and C When I open Refund Review Then I see Refunds for Divisions A and C only And I do not see Refunds for Division B Scenario: Direct navigation to an out-of-scope Refund is blocked Given I do not have access to Division B When I navigate directly to a Refund whose Control Number is tied to a Hot Key in Division B Then I am denied access per standard authorization</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>handling</p> <p>Rule: Reclass Entry requires an in-scope Division</p> <p>Scenario: Division required and limited to authorized list</p> <p>Given I am on Reclass Entry</p> <p>When the Division dropdown loads</p> <p>Then it lists only Divisions I am authorized to access</p> <p>And Division selection is required to proceed</p> <p>Scenario: Attempt to submit without Division</p> <p>Given I have not selected a Division</p> <p>When I attempt to submit a Reclass</p> <p>Then I am prevented from submitting</p> <p>And I see a validation message indicating Division is required</p> <p>Rule: Payment Correction allows only in-scope Control Numbers</p> <p>Scenario: Enter in-scope Control Number</p> <p>Given a Control Number is tied to a Hot Key in a Division I can access</p> <p>When I enter that Control Number in Payment Correction</p> <p>Then I may proceed with the correction subject to normal validations</p> <p>Scenario: Enter out-of-scope Control Number</p> <p>Given a Control Number is tied to a Hot Key in a Division I cannot access</p> <p>When I enter that Control Number in Payment Correction</p> <p>Then I am prevented from proceeding</p> <p>And I see an error indicating the Control Number is invalid</p> <p>Rule: Reclass Approval lists only in-scope Reclasses</p> <p>Scenario: Approval list filtered by Division</p> <p>Given I have access to Division A only</p> <p>And Reclasses exist for Divisions A and B</p> <p>When I open Reclass Approval</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Then I see Reclasses for Division A only And I do not see Reclasses for Division B Rule: Invoice Account Correction limited by Invoice → Program → Division Scenario: Enter in-scope Invoice Given an Invoice exists whose Program is in a Division I can access When I enter that Invoice number in Invoice Account Correction Then I may proceed with the correction subject to normal validations Scenario: Enter out-of-scope Invoice Given an Invoice exists whose Program is in a Division I cannot access When I enter that Invoice number in Invoice Account Correction Then I am prevented from proceeding And I see an error indicating the Invoice is invalid</p>		
176	LARAMDREQ-293	The system must be able to assign a Division to a hot key.	<p>Overview</p> <p>This new functionality adds the ability to assign a Division to a Hot Key. Assigning a Division is required to support Division-level data hiding and ensures all Hot Keys are linked to the appropriate Bureau.</p> <p>Enhancement</p> <p>Add a Division field to the Hot Key setup in the System Control.</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Division selection must be required when creating or editing a Hot Key.</p> <p>Acceptance Criteria</p> <p>Feature: Assign Division to Hot Key The system must allow a Division to be assigned to each Hot Key.</p> <p>Scenario: Create Hot Key with Division Given I am on the Hot Key Lookup Table screen When I create a new Hot Key Then I must select a Division before saving</p> <p>Scenario: Edit Hot Key with Division Given I am editing an existing Hot Key When I update the record Then I can view and change the Division field</p>		
177	LARAMDREQ-294	The system must prevent a user from seeing data outside of their Division when searching for Payments with Cashier Query.	<p>Overview This new functionality enforces Division-level data hiding within the Cashier Query. Users must only be able to view payments that belong to the Division(s) they are authorized to access. Visibility is determined by Hot Keys that share the user's Division.</p> <p>Enhancement</p> <p>Apply Division-level data hiding rules to the Cashier Query screen: Limit search results to only payments associated with the user's authorized Division(s).</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scope is determined by the Division assigned to the Hot Key on the payment record.</p> <p>Restrict the Hot Key drop-down in Cashier Query to only show Hot Keys that share a Division with the user’s access.</p> <p>Limit the Accounting Template field in Cashier Query to only allow Accounting Templates associated with the Hot Keys that share the user’s Division.</p> <p>Ensure multi-Division users may see payments, Hot Keys, and Accounting Templates for all Divisions they are assigned to.</p> <p>Acceptance Criteria</p> <p>Feature: Division-Scoped Payments in Cashier Query</p> <p>The system must prevent a user from seeing payments outside of their Division when using Cashier Query.</p> <p>Rule: Restrict results by Hot Key Division</p> <p>Scenario: User assigned to a single Division</p> <p>Given I am assigned to Division A only</p> <p>When I perform a Cashier Query search</p> <p>Then only payments associated with Hot Keys in Division A are displayed</p> <p>Scenario: User assigned to multiple Divisions</p> <p>Given I am assigned to Division A and Division B</p> <p>And I have no Hot Key filter selected</p> <p>When I perform a Cashier Query search</p> <p>Then payments associated with Hot Keys in Division A and Division B are displayed</p> <p>Rule: Restrict Hot Key drop-down by Division</p> <p>Scenario: Hot Key drop-down filter</p> <p>Given I am assigned to Division A only</p> <p>When I open the Hot Key drop-down in Cashier Query</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Then only Hot Keys belonging to Division A are listed</p> <p>Rule: Restrict Accounting Template by Hot Key Division</p> <p>Scenario: Accounting Template filter</p> <p>Given I am assigned to Division A only</p> <p>When I enter the Accounting Template field in Cashier Query</p> <p>Then only Accounting Templates linked to Hot Keys in Division A are available</p>		
178	LARAMDREQ-295	The system must prevent a user from seeing data outside of their Division when searching for Invoices with Invoice Query.	<p>Overview</p> <p>This new functionality enforces Division-level data hiding within the Invoice Query screen. Users must only be able to view invoices that belong to the Division(s) they are authorized to access.</p> <p>Enhancement</p> <p>Apply Division-level data hiding rules to the Invoice Query screen:</p> <ul style="list-style-type: none"> Limit search results to only invoices associated with the user's authorized Division(s). Restrict the Division drop-down in Invoice Query to only show Divisions the user has access to. Ensure multi-Division users may see invoices and Division values for all Divisions they are assigned to. <p>Acceptance Criteria</p> <p>Feature: Division-Scoped Invoices in Invoice Query</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The system must prevent a user from seeing invoices outside of their Division when using Invoice Query.</p> <p>Rule: Restrict results by Division</p> <p>Scenario: User assigned to a single Division</p> <p>Given I am assigned to Division A only</p> <p>When I perform an Invoice Query search</p> <p>Then only invoices belonging to Division A are displayed</p> <p>Scenario: User assigned to multiple Divisions</p> <p>Given I am assigned to Division A and Division B</p> <p>When I perform an Invoice Query search</p> <p>Then invoices belonging to Division A and Division B are displayed</p> <p>Rule: Restrict Division drop-down by user access</p> <p>Scenario: Division drop-down filter</p> <p>Given I am assigned to Division A only</p> <p>When I open the Division drop-down in Invoice Query</p> <p>Then only Division A is listed</p>		
179	LARAMDREQ-296	The system must prevent a user from seeing data outside of their Division when searching for Reclasses with Reclass Query.	<p>Overview</p> <p>This new functionality enforces Division-level data hiding within the Reclass Query screen. Users must only be able to view reclasses that belong to the Division(s) they are authorized to access.</p> <p>Enhancement</p> <p>Apply Division-level data hiding rules to the Reclass Query screen:</p> <p>Limit search results to only reclasses associated with the</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>user's authorized Division(s). Restrict the Division drop-down in Reclass Query to only show Divisions the user has access to. Ensure multi-Division users may see reclasses and Division values for all Divisions they are assigned to.</p> <p>Acceptance Criteria</p> <p>Feature: Division-Scoped Reclasses in Reclass Query The system must prevent a user from seeing reclasses outside of their Division when using Reclass Query. Rule: Restrict results by Division Scenario: User assigned to a single Division Given I am assigned to Division A only When I perform a Reclass Query search Then only reclasses belonging to Division A are displayed Scenario: User assigned to multiple Divisions Given I am assigned to Division A and Division B When I perform a Reclass Query search Then reclasses belonging to Division A and Division B are displayed Rule: Restrict Division drop-down by user access Scenario: Division drop-down filter Given I am assigned to Division A only When I open the Division drop-down in Reclass Query Then only Division A is listed</p>		
180	LARAMDREQ-297	The system must prevent a user from seeing	<p>Overview</p> <p>This requirement enforces Division-level data hiding within</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
		data outside of their Division when searching for Refunds with Refund Query.	<p>the Refund Query screen. Users must only be able to view refunds that belong to the Division(s) they are authorized to access.</p> <p>Enhancement</p> <p>Apply Division-level data hiding rules to the Refund Query screen:</p> <ul style="list-style-type: none"> Limit search results to only refunds associated with the user's authorized Division(s). Restrict the Division drop-down in Refund Query to only show Divisions the user has access to. Ensure multi-Division users may see refunds and Division values for all Divisions they are assigned to. <p>Acceptance Criteria</p> <p>Feature: Division-Scoped Refunds in Refund Query</p> <ul style="list-style-type: none"> The system must prevent a user from seeing refunds outside of their Division when using Refund Query. Rule: Restrict results by Division Scenario: User assigned to a single Division <ul style="list-style-type: none"> Given I am assigned to Division A only When I perform a Refund Query search Then only refunds belonging to Division A are displayed Scenario: User assigned to multiple Divisions <ul style="list-style-type: none"> Given I am assigned to Division A and Division B When I perform a Refund Query search Then refunds belonging to Division A and Division B are displayed Rule: Restrict Division drop-down by user access Scenario: Division drop-down filter 		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am assigned to Division A only When I open the Division drop-down in Refund Query Then only Division A is listed</p>		
181	LARAMDREQ-300	The system must prevent a user from seeing data outside of their Division when running Reports from the Reports Menu.	<p>Overview This new functionality enforces Division-level data hiding within the Reports Menu. Users must only be able to view report results that belong to the Division(s) they are authorized to access. When a report includes an optional Division filter, the system must automatically apply a default filter of all Divisions the user has access to.</p> <p>Enhancement</p> <p>Apply Division-level data hiding rules to all reports run from the Reports Menu: Prevent users from seeing data for Divisions they are not authorized to access by adjusting the behavior of the Division filter drop-down. Update the Division filter parameter for Reports to be a multi-select instead of a single select. For reports with a Division filter: Default the filter to all Divisions the user has access to. Restrict the Division filter drop-down to only Divisions the user has access to. Ensure multi-Division users may run reports that include all of their assigned Divisions.</p> <p>Acceptance Criteria</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Feature: Division-Scoped Reports from Reports Menu The system must prevent a user from seeing data outside of their Division when running reports from the Reports Menu.</p> <p>Rule: Default filter applies authorized Divisions Scenario: Single Division user Given I am assigned to Division A only When I run a report with a Division filter Then the Division filter defaults to Division A And the report only includes data from Division A</p> <p>Scenario: Multi-Division user Given I am assigned to Division A and Division B When I run a report with a Division filter Then the Division filter defaults to Division A and Division B And the report includes data from both Divisions</p> <p>Rule: Restrict Division filter drop-down Scenario: Division filter list Given I am assigned to Division A only When I open the Division filter drop-down Then only Division A is listed</p>		
182	LARAMDREQ-304	The system must allow a user to assign a Hot Key to a Product.	<p>Overview</p> <p>This new functionality will add a Hot Key field to Product maintenance as an alternative to entering accounting information. When Division-level data hiding is enabled, the Hot Key becomes required and the accounting information fields are disabled.</p> <p>Enhancement</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Add a Hot Key field to the Product create/edit form in Accounts Receivable → Product → Products.</p> <p>When Division-level data hiding is enabled: Make the Hot Key field required. Disable (read-only) all Product-level accounting information fields.</p> <p>When Division-level data hiding is disabled: Keep the Hot Key field optional. Keep Product-level accounting information fields enabled. Add server-side and client-side validation and error messaging for the required Hot Key condition.</p> <p>Acceptance Criteria</p> <p>Feature: Assign a Hot Key to a Product The system must allow a user to assign a Hot Key to a Product.</p> <p>Rule: Division-level data hiding requires Hot Key and disables accounting fields</p> <p>Scenario: Create Product when Division-level data hiding is enabled Given Division-level data hiding is enabled And I am on Program Setup → Products → Create When I open the Product form Then the Hot Key field is visible and required And the accounting information fields are disabled (read-only)</p> <p>Scenario: Save Product with required Hot Key Given Division-level data hiding is enabled And I have selected a valid Hot Key When I save the Product</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Then the Product is created successfully with the selected Hot Key And the accounting information is not editable at the Product level Scenario: Prevent save when Hot Key is missing Given Division-level data hiding is enabled And I have not selected a Hot Key When I attempt to save the Product Then I am prevented from saving And I see an error message indicating “Hot Key is required” Scenario: Edit Product when Division-level data hiding is enabled Given Division-level data hiding is enabled And a Product exists When I open the Product in edit mode Then the Hot Key field is editable And the accounting information fields remain disabled (read-only) And saving requires a Hot Key to be present Rule: Hot Key is optional when Division-level data hiding is disabled Scenario: Create Product when Division-level data hiding is disabled Given Division-level data hiding is disabled When I create a Product Then the Hot Key field is visible and optional And the accounting information fields are enabled And I can save the Product with or without a Hot Key Scenario: Edit Product when Division-level data hiding is disabled Given Division-level data hiding is disabled</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>And a Product exists When I open the Product in edit mode Then I can add, change, or remove the Hot Key And I can edit the accounting information fields And I can save successfully so long as standard Product validations pass</p>		
183	LARAMDREQ-305	The system must allow a user to assign a Hot Key to a Program Account.	<p>Overview This new functionality will add a Hot Key field to Program Account maintenance as an alternative to entering accounting information. When Division-level data hiding is enabled, the Hot Key becomes required and the accounting information fields are disabled. Program Accounts are used for tying accounting information to an invoice when building an invoice under the specified program. Enhancement</p> <p>Add a “Hot Key” field to the Program Account create/edit form Accounts Receivables → Program Setup → Program Edit → Program Accounts. When Division-level data hiding is enabled: Make the Hot Key field required. Disable (read-only) all Program Account-level accounting information fields. When Division-level data hiding is disabled: Keep the Hot Key field optional. Keep the accounting information fields enabled. Add server-side and client-side validation and error messaging for the required Hot Key condition.</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>Feature: Assign a Hot Key to a Program Account The system must allow a user to assign a Hot Key to a Program Account.</p> <p>Rule: Division-level data hiding requires Hot Key and disables accounting fields</p> <p>Scenario: Create Program Account when Division-level data hiding is enabled Given Division-level data hiding is enabled And I am on a Program → Program Accounts → Create When I open the Program Account form Then the Hot Key field is visible and required And the accounting information fields are disabled (read-only)</p> <p>Scenario: Save Program Account with required Hot Key Given Division-level data hiding is enabled And I have selected a valid Hot Key When I save the Program Account Then the record is created successfully with the selected Hot Key And the accounting information is not editable at the Program Account level</p> <p>Scenario: Prevent save when Hot Key is missing Given Division-level data hiding is enabled And I have not selected a Hot Key When I attempt to save the Program Account Then I am prevented from saving And I see an error message indicating “Hot Key is required”</p> <p>Scenario: Edit Program Account when Division-level data hiding is enabled</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given Division-level data hiding is enabled And an Program Account exists When I open the Program Account in edit mode Then the Hot Key field is editable And the accounting information fields remain disabled (read-only) And saving requires a Hot Key to be present Rule: Hot Key is optional when Division-level data hiding is disabled Scenario: Create when Division-level data hiding is disabled</p> <p>Given Division-level data hiding is disabled When I create an Program Account Then the Hot Key field is visible and optional And the accounting information fields are enabled And I can save the Program Account with or without a Hot Key Scenario: Edit when Division-level data hiding is disabled</p> <p>Given Division-level data hiding is disabled And a Program Account exists When I open the Program Account in edit mode Then I can add, change, or remove the Hot Key And I can edit the accounting information fields And I can save successfully so long as standard validations pass</p>		
184	LARAMDREQ-306	The system must provide a Hot Key detail to view	<p>Overview This new functionality adds a Details action to the Hot Key Lookup table that opens a Hot Key Detail page. The detail page displays where the Hot Key is used across the system,</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
		relationships across the system.	<p>including related Products, Program Accounts, Control Numbers paid with the Hot Key, and Invoices tied to Program Accounts using the Hot Key.</p> <p>Enhancement</p> <p>Add a “Details” action/button to each row in the Hot Key Lookup table.</p> <p>Implement a Hot Key Detail page with the following read-only sections:</p> <ul style="list-style-type: none"> Program Accounts that reference the Hot Key. Products that reference the Hot Key. Control Numbers paid using the Hot Key. Invoices associated to Program Accounts that reference the Hot Key. <p>Each section:</p> <ul style="list-style-type: none"> Displays a paged table with 10 items per page. Includes identifier/key attributes, created/updated dates, and a “View” action that opens the underlying record in the current tab. Shows record counts; when no records exist, displays “No related records.” Respect existing authorization and Division-level data hiding in all queries and link-outs. <p>Acceptance Criteria</p> <p>Feature: Hot Key Details View</p> <p>The system must provide a Hot Key detail to view relationships across the system.</p> <p>Rule: Details action from Hot Key Lookup navigates to detail page</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Details action is shown for a Hot Key Given I can view the Hot Key Lookup table When I view any Hot Key row Then I see a Details action for that row Scenario: Navigate to the Hot Key Detail page Given I am on the Hot Key Lookup table And a Hot Key exists When I click Details on the Hot Key's row Then I am taken to the Hot Key Detail page for that Hot Key And the page header shows the Hot Key identifier and description Rule: Products section lists Products tied to the Hot Key Scenario: Products are present Given the Hot Key is referenced by one or more Products I am authorized to view When I open the Hot Key Detail page Then I see a Products section with a paged table of related Products And the table shows 10 items per page And each row includes the Product Type, Title, Description, Active and a View action Rule: Invoice Program Accounts section lists Program Accounts tied to the Hot Key Scenario: Program Accounts are present Given the Hot Key is referenced by one or more Program Accounts I am authorized to view When I open the Hot Key Detail page Then I see a Program Accounts section with a paged table of related Program Accounts And the table shows 10 items per page And each row includes the Program, Description, Line Number, Send to Sigma, Active and a View action</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Rule: Control Numbers section lists payments made with the Hot Key Scenario: Control Numbers are present Given one or more Control Numbers include payments recorded with the Hot Key And I am authorized to view those Control Numbers When I open the Hot Key Detail page Then I see a Control Numbers section with a paged table of related Control Numbers And the table shows 10 items per page And each row includes the Control Number, payment date, amount, and a View action</p> <p>Rule: Invoices section lists Invoices tied via Program Accounts using the Hot Key Scenario: Invoices are present Given one or more Invoices are associated to Program Accounts that reference the Hot Key And I am authorized to view those Invoices When I open the Hot Key Detail page Then I see an Invoices section with a paged table of related Invoices And the table shows 10 items per page And each row includes the Invoice number, status, issue date, amount, and a View action</p> <p>Rule: No Results are present for a section on the Hot Key Detail page Scenario: No Results are present Given one or more sections of the Hot Key Detail Page contain no results When I open the Hot Key Detail page And navigate to those sections Then I see an empty table with the message "No records"</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>found” Rule: Security and Division-level data hiding apply Scenario: Results limited to authorized Divisions Given Division-level data hiding is enabled And I have access to a subset of Divisions When I view any section on the Hot Key Detail page Then I only see related Products, Program Accounts, Control Numbers, and Invoices that belong to Divisions I am authorized to view</p>		
185	LARAMDREQ-307	The System must provide a look up screen to create and view Bureau codes	<p>This new functionality adds a new lookup screen for adding and editing Bureau codes. This Bureau Code will be an additional role connected to the users Division level data hiding requirements. And will be needed on the users profile screen and the division look up screen to expand on the users system permissions. Only Admin users will have access to this screen and functionality.</p> <p>Enhancement Add a new screen under the System Controls Lookup Tables</p> <p>The new screen will display a table of required fields relating to the Bureau code: Agency Code Bureau Code Bureau Name Modified on Active Status Edit Button</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Support pagination with 20 records per page. Add sorting and filtering on visible columns. Allow export of the list to Excel or PDF. + Create button When the user clicks the create button, open a modal listing required fields to add a new code such as Bureau Code Bureau Name Active Status checkbox Edit the existing “Edit Division” modal on the Division look up screen, to change Bureau code from a type in field to be a drop down field with Active Bureau codes from the Bureau lookup screen Edit the existing “Division” button modal on the User Profile screen to include division drop down options tied to the selected Bureaus and agency instead of just tied to the selected Agency Add a new “Bureau” button on the profile screen next to the Agency and Division button This will open up a modal with drop down fields featuring the Active Bureau codes entered on the Bureau lookup screen. Add new Permissions: BUREAU_READ BUREAU_EDIT BUREAU_DELETE The intent is that only an admin user will have access to this CRUD. Acceptance Criteria Feature: Bureau Code Lookup and Assignment The system must allow users to create, edit, and assign Bureau codes, and to link them to Divisions and User</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Profiles. Rule: Access Bureau Lookup Screen</p> <p>Scenario: Navigate to Bureau Lookup Screen Given I have access to System Controls → Lookup Tables → Bureaus When I open the Bureau lookup screen Then I see a table with Agency Code, Bureau Code, Bureau Name, Modified On, Active Status, and Edit buttons per line item.</p> <p>Scenario: Add new Bureau Code Given I am on the Bureau lookup screen When I click Create Then a modal opens requiring Agency Code, Bureau Code, Bureau Name, and an Active Status checkbox And I can save a new Bureau Code</p> <p>Scenario: Edit an existing Bureau Code Given a Bureau Code exists When I click Edit Then I can update the Bureau Name or Active Status</p> <p>Scenario: More than 20 Bureau Codes exist Given more than 20 Bureau Codes exist When I view the Bureau Lookup list Then only 20 display per page And I can navigate between pages</p> <p>Scenario: Export Bureau Code list Given I am on the Bureau Lookup screen When I click Export → Excel or PDF Then an Excel or PDF file with Bureau Codes is generated</p> <p>Rule: Assign Bureau to Division on the Division lookup screen</p> <p>Scenario: Division modal uses dropdown for Bureau Codes</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am editing a Division When I view the Bureau Code field Then it is a dropdown of Active Bureau Codes And I must select one to save the Division Rule: Assign Bureau to a Users Profile Scenario: Add Bureau on User Profile</p> <p>Given I am editing a User Profile When I view the users Agencies/ Bureaus/Divisions section Then I can view and select the Bureau button And I can select one or more Active Bureau Codes from the dropdown upon the opening of the Bureau button modal. Scenario: Add division on User Profile</p> <p>Given I am editing a User Profile When I view the users Agencies/ Bureaus/Divisions section Then I can view and select the division button And I can select one or more Active division Codes associated with the previously selected Bureau codes from the dropdown upon the opening of the Bureau button modal.</p> <p>Scenario: Non-admin cannot access Bureau Lookup Screen Given I am not an Admin user When I view the application navigation menu Then I do not see the System Controls option And I cannot access the Bureau Lookup screen</p>		
186	LARAMDREQ-308	The system must incorporate Bureau codes	<p>Overview</p> <p>This new functionality adds a Bureau codes as a new search parameter for Reports and Queries in the system. Only Admin users can configure Bureau codes in the</p>	Enhancement	3.3 Data Hiding Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
		within Reports and Queries	<p>lookup screen; however, all users may search using Bureau codes, limited to the Bureaus and Divisions they have been granted permission to access.</p> <p>Although the Bureau Code dropdown will always be technically optional in the application, its use is tied to back-end configuration and cascading data-hiding rules. If a user selects only an Agency, the system defaults to include all active Bureaus for that Agency and all Divisions the user has access to. If a user selects an Agency and a Bureau, the system defaults to include all Divisions the user has access to under that Bureau.</p> <p>Enhancement</p> <p>Reports:</p> <p>Add Bureau Code dropdown as a optional search field.</p> <p>Dropdown lists Active Bureau codes from the Bureau Lookup associated with the users permission.</p> <p>Reports to be Updated</p> <p>ARS Queries</p> <p>Aged Invoices</p> <p>Aged Invoices- Point in Time</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			AR Payment Report AR Transaction ARS Unpaid Invoice By Invoice Date Outstanding Invoice Account Balance Prior Year Activity Reclassification Reports Reclass Transaction Detail Refund Reports Disposition Detail Disposition Summary Refund Backlog Detail Refund Backlog Point in Time Refund Backlog Summary Refund By Document Number Refund Transactions Cashier Query Screen: Add Bureau Code and Division Code as dropdown search fields.		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Division dropdown values filtered by selected Bureau values.</p> <p>Invoice Query Screen:</p> <p>Add Bureau Code as a dropdown search field.</p> <p>System Configuration Report Parameters</p> <p>Make Bureau Code a configurable report parameter on the back end. While the application always treats Bureau Code as optional, configuration supports enforcing stricter behavior as needed by specific reports. This configuration also controls cascading Division values.</p> <p>Acceptance Criteria</p> <p>Feature: Bureau Code Search in Reports and Queries</p> <p>The system must include Bureau Code search field for Reports and Queries and allow optional Division filtering where applicable. Whether Bureau Code is required or optional must be configurable at the report parameter level. This configuration also controls cascading Division values available to the user. Only Bureau Codes and Divisions that the user has permission to access will be available in dropdowns.</p> <p>Rule: Bureau Codes search Parameters are configurable</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Configure Bureau Code as required</p> <p>Given I configure a Bureau Code as required for a report in the system configuration</p> <p>When I access that report search filter in the Reports Menu</p> <p>Then the Bureau Code field is displayed as a required dropdown</p> <p>And I must select a Bureau Code before the report can run</p> <p>Scenario: Configure Bureau Code as optional</p> <p>Given I configure Bureau Code as optional for a report in the system configuration</p> <p>When I access that report search filter in the Reports Menu</p> <p>Then the Bureau Code field is displayed as an optional dropdown</p> <p>And I may run the report without selecting a Bureau Code</p> <p>Scenario: Run report with Agency only</p> <p>Given I select only an Agency</p> <p>When I run the report</p> <p>Then the report results include all Bureaus under that Agency</p> <p>And all Divisions I have access to under those Bureaus</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Run report with Agency and Bureau</p> <p>Given I select an Agency and a Bureau</p> <p>When I run the report</p> <p>Then the report results include all Divisions I have access to under that Bureau</p> <p>Scenario: Run report with Agency, Bureau, and Division</p> <p>Given I select an Agency, a Bureau, and a Division</p> <p>When I run the report</p> <p>Then the report results are filtered to the selected Division only</p> <p>Rule: Reports can require Bureau Code</p> <p>Given I am on the Reports Menu screen and have selected a report category and report type</p> <p>And the Bureau Code is required</p> <p>Scenario: Run report without a required Bureau Code selected</p> <p>When I attempt to run the report without selecting a required Bureau Code</p> <p>Then the system prevents execution</p> <p>And I see an error message noting the required fields</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Rule: Bureau Code on Cashier Query</p> <p>Given I am on the Cashier Query screen</p> <p>Scenario: Filter cashier query after selecting Bureau Code</p> <p>When I select a Bureau code</p> <p>And run a search query</p> <p>Then the results are filtered by all of the Divisions I have access to in that Bureau</p> <p>Scenario: Filter Division drop down by Bureau</p> <p>Given I select a Bureau Code</p> <p>When I open the Division dropdown</p> <p>Then I only see Divisions related to that Bureau that I am authorized to view</p> <p>Rule: Bureau Code on Invoice Query</p> <p>Given I am on the Invoice Query screen</p> <p>Scenario: Filter cashier query after selecting Bureau Code</p> <p>When I select a Bureau code</p> <p>And run a search query</p> <p>Then the results are filtered by all of the Divisions I have access to in that Bureau</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Filter Division drop down by Bureau</p> <p>Given I select a Bureau Code</p> <p>When I open the Division dropdown</p> <p>Then I only see Divisions related to that Bureau that I am authorized to view"</p>		
187	LARAMDREQ-201	The system must allow a user to add a corrected check number during Payment Correction.	<p>Overview</p> <p>At LARA there are occasions when they need to update a check number after it has been posted to C3. For reconciliation purposes certain Bureaus need the information within C3 to match the validated check they receive from Financial Services. LARA does not use check number as a reference field when they are entering information into SIGMA.</p> <p>Enhancement</p> <p>The MiCaRS application does not allow for a user to edit the check number after the batch is deposited. This was designed this way due to MiCaRS sending the check number as a reference field to SIGMA. SIGMA does not allow for a check number to be changed. The Payment Correction screen will need the following changes: Add a new field to store a corrected check number, while preserving the original check number. Ensure the new field is clearly distinguishable from the original check number. The Cashier Query screen does not need to be updated,</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>however, the search back end will need to be updated to use to the check number field to search for either the original check number or corrected check number.</p> <p>Acceptance Criteria</p> <p>Feature: Corrected Check Number The system must allow for a user to add a corrected check number during Payment Correction. This is for reconciliation purposes and this information does not need to go to SIGMA. SIGMA does not allow for editing the check number. Rule: A corrected check number can be added without replacing the original Scenario: Add a corrected check number to an existing control number Given I am user that has started a payment correction against an existing control number And I click a button that opens a form for adding a corrected check number And I enter and submit a corrected check number Then the new corrected check number is added to the control number And the original check number remains unchanged Rule: Searching on via check number searches both the original and corrected check number Background: Given I am user that is performing a search on the Cashier Query Screen And there is an existing control number 201 with an original check number of 54329 And the same control number has a corrected check</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			number of 54320 Scenario: Search for a control number via a corrected check number Given I enter the value of 54329 into the check number field Then the control number of 201 is found Scenario: Search for a control number via a corrected check number Given I enter the value of 54320 into the check number field Then the control number of 201 is found		
188	LARAMDREQ-212	The system must allow a user to flag a Reason code as requiring supporting documentation when performing a payment correction by division.	Overview The new functionality will allow a user to flag a Reason Code as requiring supporting documentation on a per division basis when performing a Payment Correction. This allows flexibility for FAS to enforce documentation requirements for specific correction reasons per division. Enhancement Enhance the Reason Code configuration screen to include a new setting labeled Requires Supporting Documentation. This setting will be a select list of Divisions when creating or editing a Reason Code. When enabled: Users performing a Payment Correction for that Reason Code within their division will be required to attach at least one supporting document before saving or approving the correction. If no document is attached, the system will display an error	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>message and block the action. When disabled: No documentation requirement will be enforced for that Reason Code. The documentation requirement must be enforced in both create and edit actions for payment corrections.</p> <p>Acceptance Criteria</p> <p>Feature: Division Reason Code Documentation Requirement in Payment Correction The system must allow a user to flag a Reason Code as requiring supporting documentation when performing a payment correction by division. Rule: Reason Code configuration includes documentation requirement flag Scenario: Configure Reason Code to require documentation Given I am creating or editing a Reason Code in the configuration screen And I have the required permissions to manage Reason Codes When I select the Requires Supporting Documentation checkbox Then the system saves the configuration with the documentation requirement enabled Scenario: Perform payment correction with documentation requirement Given I am performing a Payment Correction in my division And the selected Reason Code has Requires Supporting Documentation enabled When I attempt to save or approve the correction without</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>attaching a document Then the system must block the action And display the message "Supporting documentation is required for this Reason Code." Scenario: Perform payment correction without documentation requirement Given I am performing a Payment Correction in my division And the selected Reason Code does not have Requires Supporting Documentation enabled When I save or approve the correction Then the system must allow the action without requiring documentation</p>		
189	LARAMDREQ-242	The system must provide a lookup screen for managing Reason Codes.	<p>Overview</p> <p>This new functionality introduces a Reason Codes Lookup screen in the System Control module that allows authorized users to view, create, edit, and deactivate Reason Codes. The screen will display a paged table of 20 Reason Codes per page and allow filtering and sorting by columns.</p> <p>Enhancement</p> <p>Add Reason Codes Lookup screen under the System Control module with the following: Display a paged table of Reason Codes (20 items per page). Table columns: Reason Code Description SIGMA Reason Code Active</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Table supports filtering and sorting. Provide row actions: Edit (requires REASON_CODE_LOOKUP_EDIT) Deactivate (requires REASON_CODE_LOOKUP_DEACTIVATE) A create button that opens a modal: Field for Reason Code Description Dropdown for SIGMA Reason Code. Add new permissions: {{REASON_CODE_LOOKUP_VIEW}}: View list and details. {{REASON_CODE_LOOKUP_CREATE}}: Create Reason Codes. {{REASON_CODE_LOOKUP_EDIT}}: Edit Reason Codes. {{REASON_CODE_LOOKUP_DEACTIVATE}}: Deactivate Reason Codes.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Reason Code Lookup Screen The system must provide a lookup screen for managing Reason Codes. Rule: Viewing the Reason Codes Lookup requires REASON_CODE_LOOKUP_VIEW. Scenario: User has view permission Given I have the REASON_CODE_LOOKUP_VIEW permission When I navigate to the Reason Codes Lookup screen Then I see a table of Reason Codes And the table displays at most 20 Reason Codes per page Scenario: User lacks view permission Given I do not have the REASON_CODE_LOOKUP_VIEW permission</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I attempt to navigate to the Reason Codes Lookup screen Then I am denied access Rule: Creating a Reason Code requires REASON_CODE_LOOKUP_CREATE. Scenario: Create Reason Code Given I have the REASON_CODE_LOOKUP_CREATE permission When I click the New Reason Code button Then I can open the Reason Code form And I can enter Reason Code, SIGMA Reason Code, Requires Review flag, reviewers And I can save the Reason Code Rule: Editing a Reason Code requires REASON_CODE_LOOKUP_EDIT. Scenario: Edit Reason Code Given I have the REASON_CODE_LOOKUP_EDIT permission When I click Edit on a Reason Code row Then I can update its attributes and save changes Rule: Deactivating a Reason Code requires REASON_CODE_LOOKUP_DEACTIVATE. Scenario: Deactivate Reason Code Given I have the REASON_CODE_LOOKUP_DEACTIVATE permission When I click Deactivate on a Reason Code row Then the Reason Code is marked inactive Rule: Require a SIGMA Reason Code. Scenario: Select SIGMA Reason Code Given I am creating or editing a Reason Code When I attempt to Save without a Reason Code selected Then I see a validation error message</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
190	LARAMDREQ-244	The system must allow a user to flag a Reason Code as needing review.	<p>Overview</p> <p>This new functionality modifies the Reason Codes Lookup screen to allow authorized users to flag a Reason Code as requiring review and to assign one or more reviewers when that flag is set. Reviewers are selected from a filtered list of users who have the proper permission. The Requires Review flag ensures that when enabled, at least one reviewer must be selected before the Reason Code can be saved.</p> <p>Enhancement</p> <p>Modify the Reason Codes Lookup Create/Edit form: Add a Requires Review checkbox. When Requires Review is checked, enable a Reviewers multi-select control. Populate the Reviewers list only with active users who have the {{PAYMENT_CORRECTION_REVIEW}} permission. Enforce validation: if Requires Review is checked, at least one Reviewer must be selected before save. Add new permissions: {{REASON_CODE_LOOKUP_VIEW}}: View list and details. Display the Requires Review column in the Reason Codes Lookup table as “Yes” or “No” based on the flag. Apply changes to both Create and Edit workflows in the Reason Codes Lookup screen.</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>Feature</p> <p>The system must allow a user to mark a Reason Code as requiring review and assign one or more reviewers from a permission-filtered list.</p> <p>Rule: Requires Review flag enables reviewer assignment</p> <p>Background</p> <p>Given I am creating or editing a Reason Code</p> <p>Scenario: Requires Review is unchecked</p> <p>When the Requires Review checkbox is unchecked</p> <p>Then the Reviewers multi-select is disabled and contains no values</p> <p>Scenario: Requires Review is checked</p> <p>When I check the Requires Review flag</p> <p>Then the Reviewers multi-select becomes enabled</p> <p>And the list is populated only with users who have the PAYMENT_CORRECTION_REVIEW permission</p> <p>Rule: Requires Review enforces reviewer selection</p> <p>Scenario: Save blocked when reviewers are missing</p> <p>Given I check the Requires Review flag</p> <p>And I do not select any reviewers</p> <p>When I attempt to save the Reason Code</p> <p>Then the save is blocked</p> <p>And I see a validation message that at least one reviewer must be selected</p> <p>Rule: Requires Review column displays correctly in the lookup table</p> <p>Scenario: Display Yes/No in Requires Review column</p> <p>Given I am the Reason Codes Lookup screen</p> <p>When a Reason Code has the Requires Review flag is set</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Then the Requires Review column for that row displays “Yes” or “No”		
191	LARAMDREQ-246	The system must provide optional email subscriptions for Payment Correction Reviews status changes.	<p>Overview</p> <p>The system must provide optional email subscriptions for Payment Correction Review status changes, with two distinct subscription types:</p> <p># Notifications for Reviewers when a Payment Correction is assigned to them or changes review status. # Notifications for Approvals/Denials when a Payment Correction is approved or denied.</p> <p>Enhancement</p> <p>Add two new Email Subscription options in the User Profile or Email Subscription settings screen:</p> <p>Payment Correction Reviewer When subscribed: User receives an email when a new Payment Correction that requires review is submitted.</p> <p>Payment Correction Approval When subscribed: User receives an email when a Payment Correction is approved or denied.</p> <p>Email notifications must include: Payment Correction ID Reason Code User who performed the change Users not subscribed to a specific notification type will not receive those emails.</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>Feature: Payment Correction Review Notifications The system must provide two distinct optional email subscriptions for Payment Correction Review status changes.</p> <p>Rule: Users can subscribe to Reviewer notifications Scenario: Subscribe to Reviewer status changes Given I am on my user profile When I opt in to Payment Correction Reviewer notifications And another user submits a Payment Correction that requires review Then I receive an email with the Payment Correction ID</p> <p>Scenario: Unsubscribe from Reviewer status changes Given I previously subscribed to Payment Correction Reviewer notifications When I opt out of Payment Correction Reviewer notifications And another user submits a Payment Correction that requires Review Then I do not receive an emails for reviewing Payment Correction for the newly submitted Payment Correction</p> <p>Rule: Users can subscribe to Approval notifications Scenario: Subscribe to Approval status changes Given I am on my user profile And I have a pending Payment Correction ready for review When I opt in to Payment Correction Approval Notifications And a reviewer approves or denies my payment correction Then I will receive an email of the Approval Status of my Payment Correction</p> <p>Scenario: Unsubscribe from Approval status changes</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am on my user profile And I have a pending Payment Correction ready for review When I opt out of Payment Correction Approval Notifications And a reviewer approves or denies my payment correction Then I will not receive an email of the Approval Status of my Payment Correction</p>		
192	LARAMDREQ-248	The system must provide a lookup screen for managing pending payment correction reviews.	<p>Overview</p> <p>The system must provide a lookup screen for pending Payment Correction Reviews. This will allow users to view, search, and access Payment Corrections that require review. The screen must also support controlled access for review approvals or denials.</p> <p>Enhancement</p> <p>Add a new Pending Payment Correction Reviews lookup screen under the Revenue Control Module. The lookup screen must display a list of all Payment Corrections that are currently in Pending Review status. The list must include the following columns: Payment Correction ID Control Number Division Reason Code Created By Created Date Current Status Provide filtering and search options for:</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Payment Correction ID Control Number Division Date Range (Created Date) Reason Code</p> <p>Each row must include a Details action: Selecting Details opens a read-only view of the Payment Correction.</p> <p>The read-only view must display all data elements of the Payment Correction, including Reason Code, accounting details, and any supporting documentation.</p> <p>The read-only view must also display Approve and Deny buttons when the user has the appropriate permission.</p> <p>Pagination must be supported with 20 results per page by default.</p> <p>Security and Permissions: {{PAYMENT_CORRECTION_REVIEW_VIEW}}: Allows access to the lookup screen and read-only details. {{PAYMENT_CORRECTION_REVIEW_APPROVAL}}: Allows the user to Approve or Deny a pending Payment Correction.</p> <p>Workflow Actions: On the Payment Correction Details screen: Approve button – sets the Payment Correction status to Approved. Deny button – sets the Payment Correction status to Denied. Both actions must require confirmation before execution.</p> <p>Acceptance Criteria</p> <p>Feature: Pending Payment Correction Review Lookup and Approval</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The system must provide a lookup screen for managing pending payment correction reviews.</p> <p>Rule: Screen lists all pending Payment Correction Reviews</p> <p>Scenario: View pending reviews</p> <p>Given I have the PAYMENT_CORRECTION_REVIEW_VIEW permission</p> <p>When I navigate to the Pending Payment Correction Reviews lookup screen</p> <p>Then I see a list of all Payment Corrections with status Pending Review</p> <p>And each row displays: Payment Correction ID, Control Number, Division, Reason Code, Created By, Created Date, and Current Status</p> <p>Rule: Search and filtering options</p> <p>Scenario: Search by Payment Correction ID</p> <p>Given I am on the Pending Payment Correction Reviews lookup screen</p> <p>When I enter a Payment Correction ID in the search field</p> <p>Then the results display only the Payment Correction matching that ID</p> <p>Scenario: Search by Control Number</p> <p>Given I am on the Pending Payment Correction Reviews lookup screen</p> <p>When I enter a Control Number in the search field</p> <p>Then the results display only Payment Corrections matching that Control Number</p> <p>Scenario: Filter by Division</p> <p>Given I am on the Pending Payment Correction Reviews lookup screen</p> <p>When I select a Division from the filter options</p> <p>Then the results display only Payment Corrections belonging to that Division</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Filter by Date Range Given I am on the Pending Payment Correction Reviews lookup screen When I enter a date range for Created Date Then the results display only Payment Corrections created within that date range</p> <p>Scenario: Filter by Reason Code Given I am on the Pending Payment Correction Reviews lookup screen When I select a Reason Code from the filter options Then the results display only Payment Corrections with that Reason Code</p> <p>Rule: View details of a pending Payment Correction Scenario: Select a Payment Correction for review Given I am viewing the Pending Payment Correction Reviews lookup results When I click the Details action on a row Then I am taken to a read-only view of the Payment Correction And I can see all related fields, Reason Code, accounting details, and supporting documentation</p> <p>Rule: Approve or Deny requires proper permission Scenario: Approve a Payment Correction Given I am viewing a Payment Correction's details And I have the PAYMENT_CORRECTION_REVIEW_APPROVAL permission When I click the Approve button Then the system prompts me to confirm And when confirmed, the status changes to Approved</p> <p>Scenario: Deny a Payment Correction Given I am viewing a Payment Correction's details And I have the</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			PAYMENT_CORRECTION_REVIEW_APPROVAL permission When I click the Deny button Then the system prompts me to confirm And when confirmed, the status changes to Denied Scenario: User without approval permission Given I am viewing a Payment Correction's details And I do not have the PAYMENT_CORRECTION_REVIEW_APPROVAL permission Then the Approve and Deny buttons are not visible		
193	LARAMDREQ-249	The system must prevent a user from approving their own payment correction.	Overview The system must prevent a user from approving their own Payment Correction. This enforces separation of duties and ensures that no user can both initiate and approve the same correction, reducing the risk of errors or fraud. Enhancement Modify the Payment Correction Review process so that: If the logged-in user attempting to approve a Payment Correction is the same user who created it, the system must block the approval. Display an error message stating: {{You cannot approve a payment correction that you created.}} Another user with the appropriate approval permission may approve the Payment Correction. Acceptance Criteria Feature: Prevent Self-Approval of Payment Corrections	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The system must prevent a user from approving their own payment correction.</p> <p>Rule: Approval blocked if approver is creator</p> <p>Scenario: Attempt to self-approve payment correction</p> <p>Given I am logged in as a user with PAYMENT_CORRECTION_REVIEW_APPROVAL permission</p> <p>And I am the same user who created the payment correction</p> <p>When I attempt to approve the payment correction</p> <p>Then the system must prevent the approval</p> <p>And display the message "You cannot approve a payment correction that you created."</p> <p>Scenario: Approval by different user</p> <p>Given I am logged in as a user with PAYMENT_CORRECTION_REVIEW_APPROVAL permission</p> <p>And I am not the user who created the payment correction</p> <p>When I approve the payment correction</p> <p>Then the system must allow the approval to proceed</p>		
194	LARAMDREQ-252	The system must provide a report listing all payment corrections that required review, including their approver, within a specified date range and grouped by Reason Code.	<p>Overview</p> <p>The system must provide a report listing all Payment Corrections that require(d) review, including the approver, within a specified date range and grouped by Reason Code.</p> <p>Enhancement</p> <p>Add a new Payment Correction Review Report under the Revenue Control Module -> Reports menu.</p> <p>The report must:</p> <p>Allow the user to specify a date range based on the Payment Correction approval date.</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Allow the user to optionally filter by Reason Code. List all Payment Corrections that required review within that date range. Display the following columns: Payment Correction ID Control Number Division Reason Code Created By Created Date Approver (User ID and Name) Approval Date Approval Status (Approved/Denied) Group results by Reason Code, with subtotals by Reason Code. Provide a grand total count of all Payment Corrections in the report. Support output formats: Excel and PDF. Security: {{PAYMENT_CORRECTION_REVIEW_REPORT}}: Permission that may run the report.</p> <p>Acceptance Criteria</p> <p>Feature: Payment Correction Review Report The system must provide a report listing all payment corrections that required review, including their approver, within a specified date range and grouped by Reason Code. Rule: Payment Correction Review Report filters Scenario: Generate report for a specific date range Given I have the PAYMENT_CORRECTION_REVIEW_REPORT permission</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I run the Payment Correction Review Report for the date range 01/01/2025 – 01/31/2025 Then the results include only Payment Corrections approved or denied during that date range Scenario: Filter report by Reason Code Given I have the PAYMENT_CORRECTION_REVIEW_REPORT permission When I select a Reason Code Then the results include only Payment Corrections reviewed with the selected Reason Code Rule: Report output includes required columns Scenario: Validate report columns Given I generate the Payment Correction Review Report Then each row includes: Payment Correction ID, Control Number, Division, Reason Code, Created By, Created Date, Approver, Approval Date, and Approval Status Rule: Report groups by Reason Code Scenario: Grouped results Given I generate the Payment Correction Review Report Then the results are grouped by Reason Code And each Reason Code section includes a subtotal of Payment Corrections reviewed And the report ends with a grand total of all Payment Corrections reviewed in the date range Rule: Report supports multiple formats Scenario: Export to Excel Given I generate the Payment Correction Review Report When I select Excel as the output format Then the report is exported in Excel format Scenario: Export to PDF Given I generate the Payment Correction Review Report</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			When I select PDF as the output format Then the report is exported in PDF format		
195	LARAMDREQ-253	The system must allow a user to search for payments that have been corrected by Reason Code.	<p>Overview</p> <p>This new functionality would modify the Cashier query screen to allow a user to search for payments that have been corrected by specific Reason Codes.</p> <p>Enhancement</p> <p>Update the Cashier Query screen to include a new search/filter option: Corrected Reason Code. The filter must allow selection of one or more Reason Codes from the standard Reason Code list. When applied, results must display only payments that have been corrected with the selected Reason Code(s).</p> <p>Acceptance Criteria</p> <p>Feature: Search Corrected Payments by Reason Code in Cashier Query The system must allow a user to search for payments that have been corrected by Reason Code. Rule: Cashier Query includes Reason Code filter Scenario: Search payments by single Reason Code Given I am on the Cashier Query screen When I select a Reason Code in the Corrected Reason Code filter And I execute the search Then the results display only payments corrected with the</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>selected Reason Code</p> <p>Scenario: Search payments by multiple Reason Codes</p> <p>Given I am on the Cashier Query screen</p> <p>When I select multiple Reason Codes in the Corrected Reason Code filter</p> <p>And I execute the search</p> <p>Then the results display only payments corrected with either Reason Code</p>		
196	LARAMDREQ-254	The system must allow a user to search all payment corrections.	<p>Overview</p> <p>The system must provide a new Payment Correction Query screen that allows users to search for payments that have been corrected and filter by Reason Code (multi-select). This gives users targeted visibility into corrections without modifying the existing Cashier Query.</p> <p>Enhancement</p> <p>Add a new screen: Payment Correction Query under the Reports & Queries.</p> <p>Filters/Search Options:</p> <ul style="list-style-type: none"> Payment Correction ID Control Number Division Reason Code, multi-select, from the standard Reason Code list Created Date date range Approval Date date range Status (Pending Review, Approved, Denied) <p>Results grid displays:</p> <ul style="list-style-type: none"> Payment Correction ID 	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Control Number Division Reason Code Created By Created Date Current Status (Pending Review/Approved/Denied) Approved/Denied By (if applicable) Approval/Denial Date (if applicable) Each row provides a Details action that opens the read-only Payment Correction Details view. The Control Number in the grid should be a link to the Control Number Pagination default: 20 per page with controls to navigate additional pages. Security & Permissions {{PAYMENT_CORRECTION_QUERY_VIEW}}: is required to access the screen and results.</p> <p>Acceptance Criteria</p> <p>Feature: Payment Correction Query by Reason Code The system must allow a user to search for payments that have been corrected by Reason Code on a dedicated Payment Correction Query screen. Rule: Screen and permission Scenario: Access Payment Correction Query Given I have the PAYMENT_CORRECTION_QUERY_VIEW permission When I attempt open the Reports & Queries Menu Then I see Payment Correction Query in the menu Scenario: Lacking permission Given I do not have</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>PAYMENT_CORRECTION_QUERY_VIEW</p> <p>When I attempt open the Reports & Queries Menu Then I do not see the Payment Correction Query in the menu</p> <p>Rule: Multi-select Reason Code filter Scenario: Search by a single Reason Code Given I am on Payment Correction Query When I select a Reason Code in the Reason Code filter And I execute the search Then the results include only payment corrections with the selected Reason Code</p> <p>Scenario: Search by multiple Reason Codes Given I am on Payment Correction Query When I select multiple Reason Codes in the Reason Code filter And I execute the search Then the results include only payment corrections with any of the selected Reason Codes</p> <p>Scenario: No Reason Code selected Given I am on Payment Correction Query When I leave the Reason Code filter empty And I execute the search Then the results are not restricted by Reason Code</p> <p>Rule: Additional filtering (optional fields if enabled) Scenario: Filter by Control Number Given I am on Payment Correction Query When I enter a Control Number Then the results display only payment corrections for that Control Number</p> <p>Scenario: Filter by Division Given I am on Payment Correction Query When I select a Division</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Then the results display only payment corrections belonging to that Division and within my visibility</p> <p>Scenario: Filter by Date Range</p> <p>Given I am on Payment Correction Query</p> <p>When I enter a Created Date date range</p> <p>Then the results display only payment corrections within that date range</p> <p>Scenario: Filter by Approval Date Range</p> <p>Given I am on Payment Correction Query</p> <p>When I enter a Approval Date date range</p> <p>Then the results display only payment corrections within that date range</p> <p>Scenario: Filter by Status</p> <p>Given I am on Payment Correction Query</p> <p>When I select a Status (Pending Review, Approved, Denied)</p> <p>Then the results display only payment corrections with the selected status</p> <p>Scenario: Filter by multiple Statuses</p> <p>Given I am on Payment Correction Query</p> <p>When I select multiple Statuses (Pending Review, Approved, Denied)</p> <p>Then the results display only payment corrections with the selected statuses</p> <p>Rule: Results and navigation</p> <p>Scenario: View results columns</p> <p>Given my search returns results</p> <p>Then each row displays Payment Correction ID, Control Number, Division, Reason Code, Created By, Created Date, Current Status, Approved/Denied By (if applicable), and Approval/Denial Date (if applicable)</p> <p>Scenario: Open read-only details</p> <p>Given I am viewing search results</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I click Details on a row Then I am taken to a read-only Payment Correction Details view for that record Rule: Pagination Scenario: More than 20 results Given my search returns more than 20 records When I view the results Then only 20 rows display per page And I can use pagination controls to view additional pages</p>		
197	LARAMDREQ-257	The system must allow a user to assign Reason Codes to specific divisions.	<p>Overview</p> <p>In C3, Bureau users can perform revenue movements against a transaction to move money to a different account code. This functionality can continue to be performed within MiCaRS with payment corrections.</p> <p>The new functionality will allow a LARA admin to restrict which payment correction reasons bureau users can utilize when performing a correction.</p> <p>Enhancement</p> <p>The Edit/Create Modal for the new reason code maintenance screen will need the following:</p> <p>There must be a multi-select drop down for all available divisions. The divisions should be broken up by Agency Code The divisions should be sorted by name Clicking on an Agency Code will select all divisions The drop down should contain an option for selecting or</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>deselecting all divisions should The drop down should contain a type ahead for limiting the options as the user types.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Reason Code Division Management The system must allow a user to assign Reason Codes to specific division.</p> <p>Rule: A Reason Code Admin can assign multiple divisions to a reason code</p> <p>Background: Given I am a LARA admin And I have the permission to edit Reason Codes And I am editing a reason code on the reason code maintenance screen</p> <p>Scenario: Division Multi-select dropdown is visible and populated When I expand the multi-select dropdown labeled "Divisions" Then I can see the all the different divisions broken up by Agency code And the divisions are sorted alphabetically by name within each Agency code</p> <p>Scenario: the user selects an Agency Code which selects all its divisions Given I have expanded the multi-select dropdown When I click on an Agency Code Then all divisions under that Agency Code are selected</p> <p>Scenario: the user Selects "Select All" all divisions are selected Given I have opened the multi-select dropdown</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I click “Select All” Then all divisions across all Agency Codes are selected Scenario: Deselecting “Select All” clears all selections Given I have opened the multi-select dropdown And I have selected all divisions or multiple divisions When I click “Deselect All” Then all divisions are deselected Scenario: Type-ahead filters division options Given I have opened the multi-select dropdown When I begin typing in the type-ahead search field Then the list of divisions is filtered to match the input typed text</p>		
198	LARAMDREQ-309	The system must provide an optional email subscription for users to receive a Daily Payment Correction Summary Email Notification	<p>"Overview</p> <p>This email will contain a summary of all payment corrections that were approved or denied on the previous day, similar to the Payment Correction Review Report. The summary will be grouped by Reason Code and Approval Status and sent automatically at 7:00 AM each morning. Users must explicitly add this subscription to their User Profile → Subscriptions in order to receive the daily summary email.</p> <p>Enhancement</p> <p>Add a new Email Subscription option in the User Profile or Email Subscription settings screen:</p> <p>Payment Correction Daily Summary</p>	Enhancement	3.4 Payment Correction Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When subscribed:</p> <p>User receives a daily email at 7:00 AM containing a summary of all Payment Corrections that were approved or denied on the previous day.</p> <p>Email content is based on the same information provided in the Payment Correction Review Report, including grouping by Reason Code and subtotals.</p> <p>Email content must include:</p> <p>Payment Corrections Grouped by Reason Code (e.g. Data Entry Error) and Approval Status (e.g. Approved) with subtotals</p> <p>For each Payment Correction:</p> <p>Payment Correction ID</p> <p>Control Number</p> <p>Division</p> <p>Reason Code</p> <p>Created By</p> <p>Created Date</p> <p>Approver (User ID and Name)</p> <p>Approval Date</p> <p>Approval Status (Approved/Denied)</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>A grand total count of all Payment Corrections included in the email.</p> <p>Acceptance Criteria</p> <p>Feature: Daily Payment Correction Summary Email Notification</p> <p>The system must provide an optional email subscription to receive a daily summary of all payment corrections that were approved or denied on the previous day.</p> <p>Rule: Users must subscribe in their profile</p> <p>Scenario: Add subscription in User Profile</p> <p>Given I am on my user profile</p> <p>When I navigate to the Subscription settings</p> <p>And I opt in to Payment Correction Daily Summary</p> <p>Then I will begin receiving daily summary emails at 7:00 AM</p> <p>Scenario: Unsubscribe from Daily Summary</p> <p>Given I previously subscribed to Payment Correction Daily Summary notifications</p> <p>When I opt out of the subscription in my profile</p> <p>Then I no longer receive the daily email</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Rule: Email generation timing</p> <p>Scenario: Daily Email Scheduled</p> <p>Given I am subscribed to Payment Correction Daily Summary notifications</p> <p>When the system time reaches 7:00 AM</p> <p>Then the system generates and sends the daily summary email for all payment corrections approved or denied the previous day"</p>		
199	LARAMDREQ-218	The system must allow a user to track unknown payments and generate a letter to send to customers.	<p>Overview</p> <p>This new functionality introduces an Unknown Payments screen in Remittance Processing that allows authorized users to create an unknown payment and generate an Unknown Payment letter to send to customer. The main screen lists unknown payments in a paged table with actions to view details, edit, resend a letter, and close. All send and resend activity is recorded when a user chooses to print or email a letter.</p> <p>Enhancement</p> <p>Add Unknown Payments main screen under Remittance Processing.</p> <p>Display a paged table of unknown payments (20 items per page).</p> <p>Include a Create Unknown Payment button above the table.</p> <p>Provide perrow actions: Details, Edit, Send Letter, Close.</p>	Enhancement	3.5 Unknown Payment Tracking Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The table will be filterable and can be sorted</p> <p>The table will provide the following columns:</p> <ul style="list-style-type: none"> Unknown Payment Id Reference Number Payment Method Received Date Created On Created By Letter Sent Date <p>Add Create Unknown Payment form.</p> <p>Required: Payment Amount, Received Date, Payment Method, Check/EFT Reference Number (if applicable), Division/Agency, Contact Name.</p> <p>Optional: Additional Comments.</p> <p>Either Or: The Mailing Address information or Email must be filled out.</p> <p>Send Letter:</p> <p>Provide Print Letter or Email Letter actions that allows a user to choose an Unknown Payment Letter.</p> <p>Store the generated letter artifact with the record.</p> <p>The following new permissions are needed:</p> <ul style="list-style-type: none"> {{UNKNOWN_PAYMENT_VIEW}}: view the list and details. {{UNKNOWN_PAYMENT_CREATE}}: create new unknown payments and generate initial letter. {{UNKNOWN_PAYMENT_EDIT}}: edit unknown payment details. {{UNKNOWN_PAYMENT_SEND_LETTER}}: send/resent letters (print or email). {{UNKNOWN_PAYMENT_CLOSE}}: close unknown payments. <p>Letter Templates will need to be modified to include a new category for Unknown Payment</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>Feature</p> <p>The system must allow a user to track unknown payments and generate a letter to send to customers.</p> <p>Rule: Only authorized users can create Unknown Payments</p> <p>Scenario: User has permission</p> <p>Given I have the {{UNKNOWN_PAYMENT_CREATE}} permission</p> <p>When I navigate to the Unknown Payments screen</p> <p>Then I see a Create button</p> <p>And I can open the form to create an unknown payment</p> <p>Scenario: User lacks permission</p> <p>Given I do not have the {{UNKNOWN_PAYMENT_CREATE}} permission</p> <p>When I navigate to the Unknown Payments screen</p> <p>Then I do not see the Create button</p> <p>Rule: The main screen lists unknown payments with paging and row actions</p> <p>Scenario: Table displays with paging at 20 items per page</p> <p>Given unknown payments exist</p> <p>When I open the Unknown Payments screen</p> <p>Then I see a table of unknown payments</p> <p>And the table shows at most 20 items per page</p> <p>And I can navigate to additional pages</p> <p>Scenario: Row actions reflect available operations</p> <p>Given an unknown payment row is displayed</p> <p>When I view the row's actions</p> <p>And I have the permissions for {{UNKNOWN_PAYMENT_EDIT}},</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p> {{UNKNOWN_PAYMENT_SEND_LETTER}},{{UNKNOWN_PAYMENT_CLOSE}} Then I see buttons for Details, Edit, Send Letter, and Close Rule: Initial letter generation uses template and supports print or email Background Given I have entered all required fields And I have the {{UNKNOWN_PAYMENT_CREATE}} and {{UNKNOWN_PAYMENT_SEND_LETTER}} permissions Scenario: Generate and print initial letter Given I selected Send Letter And I choose Print And I choose an Unknown Letter to print When I click save Then the system generates the letter PDF And displays it in a new tab And the Letter Sent date is set Scenario: Generate and email initial letter Given I selected Send Letter And I choose Email And I choose an Unknown Letter to print When I click save Then the system sends the email to the customer And the Letter Sent date is set Rule: Close is permissiongated Scenario: Close unknown payment Given I have the {{UNKNOWN_PAYMENT_CLOSE}} permission When I click Close on a row Then the system marks the unknown payment as closed Rule: View and Edit are permissiongated Scenario: View details requires view permission </p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I have the {{UNKNOWN_PAYMENT_VIEW}} permission When I click Details on a row Then I can view the unknown payment details Rule: Letter Templates have a category for Unknown Payment Scenario: Create a Letter Template with the category of Unknown Payment Given I am a user with the ability to create Letter Templates And I am Creating a new Letter Template When I click on the Category dropdown Then I see that there is a Category of Unknown Payment</p>		
200	LARAMDREQ-202	The system must enable users to specify the number of payments included in a batch during its creation.	<p>Overview</p> <p>This new functionality will allow LARA to continue to maintain their workflow from C3 where users enter the number of payments when starting a batch.</p> <p>Enhancement</p> <p>The Batch Entry screen create batch modal needs to be updated:</p> <p>Add a "Number of Payments" text field to the Batch Creation modal. The field must only allow a user to enter a value greater than 0.</p> <p>Acceptance Criteria</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Feature: LARA number of payments.</p> <p>The system must enable users to specify the number of payments included in a batch during its creation.</p> <p>Rule: Number of Payments must be a positive integer.</p> <p>Background:</p> <p>Given I am on the Batch Creation modal And I am focused on the Number of Payments field</p> <p>Scenario: Valid Input When I enter an integer greater than 0 And I click Save Then the batch is created with the specified number of payments</p> <p>Scenario: Invalid Input When I enter 0 And I click Save Then I see an error message And I am prevented from starting the batch</p> <p>Scenario: Invalid Input (Non-integer) When I attempt to enter a non-integer value (e.g., text or decimal or negative) Then the non-integer input is ignored</p>		
201	LARAMDREQ-208	The system must allow the user to print validation onto documents via a slip printer connected to the computer.	<p>Overview</p> <p>This modified functionality will allow LARA users to print validation information directly onto physical documents using the slip printer connected to their workstation. This supports the existing LARA validation process and ensures that key payment details are physically attached to the document for audit and reference purposes.</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Enhancement</p> <p>The Document section of the Data Entry screen will be enhanced to support the existing slip printers for LARA:</p> <p>When the validation is triggered via a keyboard shortcut or the validation button is clicked it will utilize the LARA slip printers</p> <p>When triggered, the system will print the following fields onto the document using the connected slip printer:</p> <ul style="list-style-type: none"> Control Number Account Code Amount Paid Receipt Date Remit Name <p>Acceptance Criteria</p> <p>Feature: LARA Slip Printer Document Validation</p> <p>The system must allow users to print validation information onto documents using a connected slip printer.</p> <p>Rule: Validation print must include required fields</p> <p>Background:</p> <p>Given I am a user entering a document in the Data Entry screen</p> <p>And a slip printer is connected to my workstation</p> <p>When I press the validate keyboard shortcut or click the Printer icon</p> <p>Scenario: User prints validation</p> <p>Then the system prints the following on the document:</p> <ul style="list-style-type: none"> Control Number 		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Account Code Amount Paid Receipt Date Remit Name Scenario: The application fails to communicate with the slip printer Then the system provides a validation message that printer cannot be reached		
202	LARAMDREQ-209	The system must allow a user to upload supporting documentation to a control number during data entry.	<p>Overview</p> <p>This new functionality will allow users to upload supporting documentation directly to a control number during the Data Entry process. A new Files section will be introduced to the screen, enabling users to attach relevant documents via a modal. This enhancement ensures that all documentation is centrally stored, auditable, and associated with the correct transaction.</p> <p>Enhancement</p> <p>The Batch Entry screen will be enhanced with the following:</p> <p>A new Files section will be added below the Receipt section. An Add button will be available in the Files section. Clicking the Add button will open a modal prompting the user to upload a file. Users will be able to upload one or more files (PDF, DOCX, XLSX, JPG, PNG). Uploaded files will be stored and linked to the current control number.</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>The Files section will display a paginated table (5 records per page) with the following columns:</p> <ul style="list-style-type: none"> File Name Uploaded By Uploaded Date Modified By Actions (Download, Deactivate, Reactivate) <p>A new permission, {{FILE_UPLOAD}}, will allow users to upload, deactivate, or reactivate their own files.</p> <p>A new permission, {{FILE_ADMIN}}, will allow users to download, deactivate, or reactivate any file regardless of uploader.</p> <p>All deactivation/reactivation actions will update the Modified By column with the user and timestamp.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Files Section for Control Number</p> <p>The system must allow users to upload and manage supporting documentation for a control number during data entry via a new Files section.</p> <p>Rule: The File Section is displayed on the Batch Entry Screen</p> <p>Scenario: Files section is visible</p> <p>Given I am a user entering a control number in the Data Entry screen</p> <p>When I scroll below the Receipt section</p> <p>Then I see a Files section with an Add button</p> <p>Rule: The File Section has a pagable list that will only show 5 uploaded files per page</p> <p>Scenario: File list shows 5 per page</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given more than 5 files are uploaded to a control number When I view the Files section Then only 5 files are shown per page Scenario: Navigate between pages Given more than 5 files are uploaded When I click the next page button Then I see the next set of files Rule: The File Dialog defaults to PDF, DOCX, XLSX, JPG, or PNG Scenario: Upload valid file Given the upload modal is open When I select a file of type PDF, DOCX, XLSX, JPG, or PNG Then the file is uploaded and displayed in the file list Scenario: Upload invalid file type Given the upload modal is open When I select a file of type EXE Then I see a validation error And the file is not uploaded Rule: A user with a File Upload permission can upload files Scenario: Authorized user uploads file Given I have the FILE_UPLOAD permission When I click the Add button and upload a valid file Then the file is added to the file list Scenario: Unauthorized user attempts to upload Given I do not have the FILE_UPLOAD permission When I click the Add button Then I see a message indicating I do not have permission to upload files Rule: Any user can download files that are active Background: Given I am a user viewing the Files section Scenario: Download active file</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given a file is active When I click the Download button Then the file is downloaded Scenario: Download button not shown for deactivated file Given a file is deactivated Then I do not see a Download button Rule: A user with the File Upload Permission can deactivate or reactivate any of their uploaded files Background: Given I have the FILE_UPLOAD permission And I am viewing the Files section Scenario: Deactivate own file Given I uploaded a file When I click Deactivate Then the file is marked as deactivated And the Modified By column is updated with my name and timestamp Scenario: Reactivate own file Given I uploaded a file that is deactivated When I click Reactivate Then the file is marked as active And the Modified By column is updated with my name and timestamp Scenario: Cannot deactivate another user's file Given another user uploaded the file Then I do not see a Deactivate or Reactivate button for that file Rule: A user with the File Admin Permission can deactivate or reactivate any file Background: Given I have the FILE_ADMIN permission And I am viewing the Files section</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Admin deactivates any file When I click Deactivate on any file Then the file is marked as deactivated And the Modified By column is updated with my name and timestamp</p> <p>Scenario: Admin reactivates any file When I click Reactivate on any file Then the file is marked as active And the Modified By column is updated with my name and timestamp</p> <p>Rule: A user with the File Admin Permission can always download a file</p> <p>Background: Given I have the FILE_ADMIN permission And I am viewing the Files section</p> <p>Scenario: Admin downloads active file Given the file is active When I click Download Then the file is downloaded</p> <p>Scenario: Admin downloads deactivated file Given the file is deactivated When I click Download Then the file is downloaded</p>		
203	LARAMDREQ-210	The system must allow a user to add and view comments on a batch or control number.	<p>Overview</p> <p>This new functionality will allow users to add and view comments on a batch and its associated control numbers. The enhancement introduces a new Comments section that supports both batch-level and control number-level comments. This will improve communication and traceability across users working within the same batch.</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Enhancement</p> <p>The Batch Entry screen will be enhanced with the following:</p> <p>A new Comments section will be added. The section will include an Add button that opens a modal which will include: A dropdown to select the comment type: Batch or Control Number (default: Control Number). A text area for entering a comment (max 500 characters). The system will prevent users from entering more than 500 characters. Comments will be displayed in a paginated table (5 comments per page). The table will include the following columns: Comment Type Comment (first 40 characters followed by ellipses {...}) Created By Created On Active (with Deactivate or Reactivate button) Clicking Expand will open a modal showing the full comment. Users with the {{COMMENT_VIEW}} role are able to view the comment section Users with the {{COMMENT_CREATE}} role are able to create comments. Users can only deactivate or reactivate comments they created. Deactivated comments are hidden from other users by default. Users with the {{COMMENT_ADMIN}} permission can view</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>and manage all comments, including deactivated ones. The Comments table will filter out deactivated comments by default for all users. A new {{Restricted}} flag will be available in the Add Comment modal for users with the {{RESTRICTED_COMMENT}} permission. Users with the {{RESTRICTED_COMMENT}} permission can: Mark a comment as restricted when creating it. View all restricted comments. Users without the {{RESTRICTED_COMMENT}} permission: Cannot see restricted comments they did not create. Cannot mark a comment as restricted</p> <p>Acceptance Criteria</p> <p>Feature: LARA Batch and Control Number Comments</p> <p>The system must allow users to add and view comments at both the batch and control number level, with appropriate visibility, interaction, and paging controls. Rule: The Comments section is displayed on the Batch Entry screen Scenario: Comments section is visible Given I am a user with the {{COMMENT_VIEW}} permission And I am entering a batch in the Batch Entry screen When I scroll to the Comments section Then I see a Comments table Rule: The Comments section displays a paginated list of 5 comments per page Background: Given more than 5 comments exist for the batch And I am viewing the Comments section</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Comment list shows 5 per page Then only 5 comments are shown per page Scenario: Navigate between comment pages When I click the next page button Then I see the next set of comments Rule: The Add Comment modal defaults to Control Number comment type Scenario: Modal opens with default type Given I am a user with the {{COMMENT_CREATE}} permission And I click the Add button in the Comments section When the modal opens Then the Comment Type dropdown is set to Control Number by default Rule: The Add Comment modal allows selecting comment type and entering up to 500 characters Background: Given the Add Comment modal is open Scenario: User selects comment type and enters comment When I select Batch from the dropdown And I enter a comment of 500 characters or fewer Then the comment is accepted and saved Scenario: User exceeds character limit When I attempt to enter more than 500 characters Then the system prevents further input And I cannot type beyond the 500-character limit Rule: Batch comments appear on all control numbers in the batch Scenario: Batch comment visibility Given I add a Batch comment to a batch When I view any control number in that batch Then I see the Batch comment in the Comments section</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Rule: Control Number comments only appear on the control number they were added to</p> <p>Scenario: Control Number comment visibility</p> <p>Given I add a Control Number comment to a control number</p> <p>When I view a different control number in the same batch</p> <p>Then I do not see the comment</p> <p>Rule: The Comments table displays truncated comment text with ellipses</p> <p>Scenario: Comment is truncated in table</p> <p>Given a comment exceeds 40 characters</p> <p>When I view the Comments table</p> <p>Then only the first 40 characters are shown followed by {{...}}</p> <p>Rule: The Expand action opens a modal with the full comment</p> <p>Scenario: Expand comment</p> <p>Given I click the Expand button for a comment</p> <p>Then a modal opens showing the full comment text</p> <p>Rule: The Active column contains Deactivate or Reactivate buttons</p> <p>Scenario: Active column shows Deactivate for active comment</p> <p>Given a comment is active</p> <p>When I view the Comments table</p> <p>Then I see a Deactivate button in the Active column</p> <p>Scenario: Active column shows Reactivate for inactive comment</p> <p>Given a comment is deactivated</p> <p>When I view the Comments table</p> <p>Then I see a Reactivate button in the Active column</p> <p>Rule: Users can only deactivate or reactivate their own</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>comments</p> <p>Background: Given I am a user viewing the Comments table And I have created one or more comments</p> <p>Scenario: Deactivate own comment When I click Deactivate on my comment Then the comment is marked as inactive And the action changes to Reactivate</p> <p>Scenario: Reactivate own comment Given my comment is deactivated When I click Reactivate Then the comment is marked as active And the action changes to Deactivate</p> <p>Scenario: Cannot manage another user's comment Given another user created the comment Then I do not see Deactivate or Reactivate buttons for that comment</p> <p>Rule: Comment Admins can see and manage all comments</p> <p>Background: Given I have the COMMENT_ADMIN permission And I am viewing the Comments section</p> <p>Scenario: Admin sees deactivated comments When I view the Comments table Then I see both active and deactivated comments</p> <p>Scenario: Admin reactivates another user's comment Given a comment is deactivated When I click Reactivate Then the comment is marked as active And the action changes to Deactivate</p> <p>Rule: By default, the Comments table filters out deactivated comments</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Default filter hides deactivated comments Given I am viewing the Comments section When the table loads Then only active comments are shown by default Rule: Restricted comments are only visible to their creator or users with the Restricted Comment permission Background: Given a restricted comment exists Scenario: Restricted comment is visible to creator Given I created the restricted comment When I view the Comments table Then I see the restricted comment Scenario: Restricted comment is visible to user with permission Given I have the {{RESTRICTED_COMMENT}} permission When I view the Comments table Then I see the restricted comment regardless of who created it Scenario: Restricted comment is hidden from unauthorized user Given I do not have the {{RESTRICTED_COMMENT}} permission And I did not create the restricted comment When I view the Comments table Then I do not see the restricted comment Rule: Only users with the Restricted Comment permission can mark a comment as restricted Background: Given the Add Comment modal is open Scenario: Restricted checkbox is visible to authorized user Given I have the {{RESTRICTED_COMMENT}} permission Then I see a checkbox labeled "Restricted"</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I check the box and submit the comment Then the comment is saved as restricted Scenario: Restricted checkbox is not visible to unauthorized user Given I do not have the {{RESTRICTED_COMMENT}} permission Then I do not see a checkbox labeled “Restricted”</p>		
204	LARAMDREQ-217	The system must allow a user to enter document lines against a single document.	<p>Overview</p> <p>This new functionality will allow users to enter multiple document lines under a single document. These lines are used to break up a document payment into internal sub-payments. Document lines will not be transmitted to SIGMA but will be used for printing validations and internal reconciliation.</p> <p>Enhancement</p> <p>The Document Section of the Data Entry screen will be enhanced with a new Document Lines sub-section. This section will include:</p> <p>A new permission {{DOCUMENT_LINE_VIEW}} to control visibility of the Document Lines section. A separate permission {{DOCUMENT_LINE_CREATE}} to control the ability to create and edit document lines. A table that supports infinite scrolling, loading 50 rows per page. A Load All button to retrieve all document lines at once. A Create button that adds an inline editable row at the top of the table (only visible to users with</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>{{DOCUMENT_LINE_CREATE}}).</p> <p>Each row will include:</p> <ul style="list-style-type: none"> ID (auto increment) Reference ID (optional) Amount (required) Actions column with context-sensitive buttons <p>Inline editing behavior:</p> <ul style="list-style-type: none"> Tabbing past the last field (Amount) will trigger a save and automatically start a new row. While saving, the row is disabled and the actions column shows a spinner. After a successful save, the actions column shows a Delete button. If the user edits a saved row, the actions column changes to Save and Cancel. If saving fails, the row is highlighted in red and the actions column shows Retry and Delete. <p>Acceptance Criteria</p> <p>Feature: LARA Document Lines for Internal Validation</p> <p>The system must allow users to view and optionally create document lines under a single document for internal validation and printing purposes.</p> <p>Rule: The Document Line section is only visible to users with the view permission</p> <p>Scenario: Section is visible to users with DOCUMENT_LINE_VIEW</p> <p>Given I have the {{DOCUMENT_LINE_VIEW}} permission</p> <p>When I view the Document section</p> <p>Then I see the Document Lines sub-section</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Section is hidden from users without DOCUMENT_LINE_VIEW Given I do not have the {{DOCUMENT_LINE_VIEW}} permission When I view the Document section Then I do not see the Document Lines sub-section Rule: The Create button is only visible to users with the create permission Scenario: Create button is visible Given I have the {{DOCUMENT_LINE_CREATE}} permission When I view the Document Lines section Then I see a Create button Scenario: Create button is hidden Given I do not have the {{DOCUMENT_LINE_CREATE}} permission When I view the Document Lines section Then I do not see a Create button Rule: The Document Lines table supports infinite scrolling and paging Background: Given more than 50 document lines exist And I am viewing the Document Lines section Scenario: Table loads 50 rows at a time When I scroll to the bottom of the table Then the next 50 rows are automatically loaded Scenario: Load All button retrieves all rows When I click the Load All button Then all document lines are loaded into the table Rule: Users can create new document lines inline Background: Given I am user with the {{DOCUMENT_LINE_CREATE}} permission</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Create button adds editable row Given I click the Create button Then a new editable row appears at the bottom of the table And my cursor focuses the Reference ID field Scenario: Tabbing past last field saves and starts new row Given I have entered a valid Amount When I tab past the Save and Cancel buttons Then the row is saved And a new editable row is started Rule: Amount is required; Reference ID is optional Scenario: Missing Amount prevents save Given I leave the Amount field blank When I attempt to save the row Then the row is not saved And I see a validation error Scenario: Reference ID is optional Given I leave the Reference ID field blank When I save the row Then the row is saved successfully Rule: Saving a row disables it and shows a spinner Scenario: Row is disabled during save Given I save a new row Then the row becomes read-only And the actions column shows a spinner Rule: Saved rows show Delete button Scenario: Row saved successfully Given a row is saved Then the actions column shows a Delete button Rule: Editing a saved row restores Save and Cancel buttons Scenario: Edit existing row Given I click into a saved row</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I change a value Then the actions column shows Save and Cancel buttons Rule: Failed save highlights row and shows Retry/Delete Scenario: Save fails Given I attempt to save a row And the save fails Then the row is highlighted in red And the actions column shows Retry and Delete buttons</p>		
205	LARAMDREQ-259	The system must validate that the sum of all document lines is equal to the payment amount of the document.	<p>Overview</p> <p>This functionality is to ensure that document line sum is equal to the document amount.</p> <p>Enhancement</p> <p>The Batch Entry Screen needs to be enhanced to do the following:</p> <p>When closing/saving a batch, it will balance the document lines by ensuring they sum to the same amount as their document. If the totals do not match, the system will block the operation and display a validation error message. This validation applies only to documents that include one or more document lines. The Document Line Section will have a running computed total of the sum that is updated each time a line is added or removed. When attempting to add a new document to a Remit or adding a new Control Number to the batch the Documentation Line summary validation should be</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>triggered. If the values do not match a validation message should pop up and let the user know, allowing them to cancel or continue. If the user cancels, they will stay on the current Control Number or Document.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Document Line Total Validation</p> <p>The system must validate that the sum of all document line amounts equals the document's payment amount before allowing the document to be saved or submitted. Rule: Document line totals must match document payment amount Background: Given a document contains one or more document lines And the Document Line Section displays a running total of line amounts Scenario: Totals match Given the sum of all document line amounts equals the document's payment amount When I save or submit the document Then the operation is allowed to proceed Scenario: Totals do not match Given the sum of all document line amounts does not equal the document's payment amount When I save or submit the document Then the operation is blocked And I see a validation error message And I am given the option to cancel or continue</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: User cancels after validation error Given the validation error message is displayed When I select “Cancel” Then I remain on the current Control Number or Document</p> <p>Scenario: User continues after validation error Given the validation error message is displayed When I select “Continue” Then the system proceeds with the operation despite the mismatch</p>		
206	LARAMDREQ-260	The system must allow users to print validation on each document line using a slip printer and enforce rules for editing, voiding, and progressing through lines.	<p>Overview</p> <p>This new functionality introduces a validation workflow for document lines using a slip printer. It ensures each line is individually validated and marked accordingly, with visual indicators and interaction rules that guide the user through the process. It also introduces constraints to maintain data integrity once validation begins.</p> <p>Enhancement</p> <p>The Document Lines section will need the following:</p> <ul style="list-style-type: none"> A Validation Mode button enabled only when the sum of document lines equals the document amount. A Not Validated badge for the section, which changes to Validated once all lines are validated. Each row will include: <ul style="list-style-type: none"> A Validate action (when in Validation Mode). A Validated badge to the left of the ID once validated. A spinner during validation. A red highlight if validation fails. 	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>A Voided badge to the left of the ID once voided. Printed Validation includes Document Number + Entry Number + Document Line ID + optional Reference ID + Amount. Validation is triggered by clicking the Validate button or pressing the Space bar. Upon successful validation, the next unvalidated row is automatically selected. Failed validations do not advance to the next row. Revalidation is allowed and moves to the line directly below. Validated lines cannot be edited or deleted but can be voided. A Void All button is available with a confirmation prompt. For handling issues with the slip printer a Misprint button is needed that will automatically Void a line and duplicate the line, highlighting the newly duplicated line. A keyboard shortcut will be provided to perform the Misprint action for the previously validated line.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Document Line Validation Workflow</p> <p>The system must allow users to print validation on each document line using a slip printer and enforce rules for editing, voiding, and progressing through lines. Rule: Validation Mode is only enabled when document line total equals document amount Scenario: Validation Mode button is enabled Given the sum of document lines equals the document amount</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I view the Document Lines section Then I see the Validation Mode button enabled Scenario: Validation Mode button is disabled Given the sum of document lines does not equal the document amount When I view the Document Lines section Then the Validation Mode button is disabled Rule: Validation Mode selects the top unvalidated row Scenario: Entering Validation Mode Given I click the Validation Mode button Then the top unvalidated document line is selected Rule: Validating a row triggers the slip printer and updates UI Background: Given I am in Validation Mode And a row is selected Scenario: Validate row via button When I click the Validate button Then the slip printer validates the document And the row shows a spinner And upon success, the row is marked as validated And the next unvalidated row is selected Scenario: Validate row via Space bar When I press the Space bar Then the slip printer validates the document And the row shows a spinner And upon success, the row is marked as validated And the next unvalidated row is selected Rule: Failed validation highlights row and halts progression Scenario: Slip printer error Given I attempt to validate a row When the slip printer fails</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Then the row is highlighted in red And the row is not marked as validated And the next row is not selected Rule: Revalidating a row moves to the line directly below Scenario: Revalidate a row Given a row is already validated When I select and revalidate it Then the line directly below is selected Rule: Validated rows are locked from edit/delete but can be voided Scenario: Edit or delete is disabled Given a row is validated Then I cannot edit or delete the row Scenario: Void is allowed Given a row is validated When I click Void Then the document line amount is removed from the total And the row is marked as voided Rule: Misprinting a row voids the validated line and duplicates it Scenario: Misprint with button Given a row is validated And I determined that the slip printer was misaligned When I click the misprint button Then the document line is voided And a duplicate non-validated line is created and selected Scenario: Misprint with keyboard shortcut Given a row is validated And I determined that the slip printer was misaligned When I press the misprint keyboard shortcut Then the most recently validated line is voided And a duplicate non-validated line is created and selected</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Rule: Void All button requires confirmation</p> <p>Scenario: Void all document lines</p> <p>Given I click the Void All button</p> <p>Then I see a confirmation prompt</p> <p>When I confirm</p> <p>Then all document lines are voided</p> <p>And all document line rows are marked as voided</p>		
207	LARAMDREQ-261	The system must allow a user to upload a spreadsheet of document lines to a document.	<p>Overview</p> <p>This functionality allows users to upload a spreadsheet of document lines to a document. The upload supports Excel (XLS/XLSX) and CSV formats. Uploaded lines will be appended to any existing lines unless the user confirms replacement. The system will validate file type, structure, and value totals before processing.</p> <p>Enhancement</p> <p>The Document Line Section will be enhanced to support uploading a spreadsheet of document lines. The following behaviors will be implemented:</p> <p>Users can upload a spreadsheet in XLS, XLSX, or CSV format.</p> <p>If document lines already exist, the system will warn the user that all existing lines will be deleted and any validated lines will be voided and prompt them to cancel or continue.</p> <p>If the uploaded spreadsheet's total exceeds the document amount, the system will warn the user and prompt them to cancel or continue.</p> <p>If the spreadsheet is malformed (e.g., missing required</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>columns or invalid structure), the system will display an error message indicating the formatting issue. If the file is not a supported type (not XLS, XLSX, or CSV), the system will display an error message requesting a valid file type.</p> <p>Feature: LARA Upload Document Lines via Spreadsheet</p> <p>The system must allow a user to upload a spreadsheet of document lines to a document. Rule: Only supported file types (XLS, XLSX, CSV) are accepted Background: Given I am on the file upload prompt Scenario: The prompt provides the expected column Then I can view the expected columns for the spreadsheet. Scenario: Valid file type When I select a file with extension .xls, .xlsx, or .csv And I click Save Then each spreadsheet line is converted to a document line Scenario: Invalid file type When I select an unsupported file extension Then the system displays an error message requesting a valid file type Rule: Malformed spreadsheets are rejected Scenario: Spreadsheet is missing required columns or has invalid structure Given I upload a malformed spreadsheet Then the system displays an error message indicating the file is not formatted correctly Rule: Uploading when document lines already exist will</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>prompt a warning Scenario: Existing lines present Given the document already has one or more document lines When I upload a spreadsheet Then the system displays a prompt warning that existing lines will be deleted and validated lines will be voided And I can choose to Cancel or Continue Scenario: User cancels upload Given the Existing lines present prompt is displayed When I select Cancel Then the prompt is closed, and existing lines remain unchanged Scenario: User continues upload Given the “Existing lines present” prompt is displayed When I select Continue Then I am shown the file upload prompt Rule: Spreadsheet total exceeding document amount will prompt a warning Scenario: Spreadsheet total exceeds document amount Given the sum of the uploaded document lines is greater than the document amount Then the system displays a “Out of Balance” warning And I can choose to Cancel or Continue Scenario: User cancels upload Given the “Out of Balance” warning is displayed When I select Cancel Then the prompt is closed, and existing lines remain unchanged Scenario: User continues upload Given the “Out of Balance” warning is displayed When I select Continue</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Then each spreadsheet line is converted to a document line		
208	LARAMDREQ-269	The system must allow a user to print validation onto a check/document/receipt via a slip printer connected to the computer with LARA required fields.	<p>Overview</p> <p>This modifies the existing functionality of the print validation in MiCaRS to print the fields necessary for LARA.</p> <p>Enhancement</p> <p>The Batch Entry Remit section Validation needs the following changes:</p> <p>When triggered, the system will send the following information to the printer: Pay to the order of the State of Michigan The Department and Agency associated with the Hot Key The Hot Key Description The Control Number The total amount of the remit</p> <p>Acceptance Criteria</p> <p>Feature: LARA Print Validation to Check via Slip Printer</p> <p>The system must allow users to print validation information onto a check using a slip printer. Scenario: Print validation initiated Given I am viewing a document And a slip printer is connected When I select the Print Validation option Then the system prints the following on the check:</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Pay to the order of the State of Michigan The Department and Agency associated with the Hot Key The Hot Key Description The Control Number The total amount of the remit		
209	LARAMDREQ-272	The system must allow a user to enter a default value for all document lines.	<p>Overview</p> <p>This functionality introduces a default value field for document lines. It allows users to predefine an amount that will automatically populate the Amount field of each new document line created manually.</p> <p>Enhancement</p> <p>A new text field will be added to the top of the Document Line Section. This field will:</p> <p>Default to \$0. Allow users to enter a numeric value. Automatically populate the “Amount” field of any new document line created manually with the value entered. Not apply to document lines created via spreadsheet upload.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Default Value for New Document Lines</p> <p>The system must allow users to define a default amount that is applied to new document lines created manually. Rule: Default value field is present and editable</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Background:</p> <p>Given I am viewing the Document Line Section</p> <p>Scenario: Field is visible and initialized</p> <p>When I see a text field labeled “Default Amount”</p> <p>Then it is initialized to \$0</p> <p>Scenario: User enters a new default value</p> <p>When I enter a value into the Default Amount field</p> <p>Then that value is stored for use in new document lines</p> <p>Scenario: Creating a new document line</p> <p>When I have entered a default value</p> <p>Then I create a new document line manually</p> <p>And the Amount field is pre-filled with the default value</p> <p>Rule: Default value is not applied during spreadsheet upload</p> <p>Scenario: Uploading document lines</p> <p>Given I am viewing the Document Line Section</p> <p>When I upload a spreadsheet of document lines</p> <p>Then the default value is not applied to any of the uploaded lines</p>		
210	LARAMDREQ-273	The system must allow a user to export the document lines as an excel spreadsheet.	<p>Overview</p> <p>This functionality allows users to export the document lines associated with a document into an Excel spreadsheet. The export will include the fields displayed on the screen as well as audit information about who entered the line and when.</p> <p>Enhancement</p> <p>The Document Line Section will be enhanced to include an Export button:</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When selected, the system will generate and download an Excel spreadsheet containing the following columns for each document line:</p> <ul style="list-style-type: none"> ID Reference ID Amount Status Validated Voided <p>Acceptance Criteria</p> <p>Feature: LARA Export Document Lines to Excel</p> <p>The system must allow a user to export the document lines as an excel spreadsheet.</p> <p>Rule: Export includes all required fields</p> <p>Scenario: User exports document lines</p> <p>Given I am viewing a document with one or more document lines</p> <p>When I select the Export option in the Document Line Section</p> <p>Then the system generates an Excel file</p> <p>And the file includes columns for ID, Reference ID, Amount, Status</p>		
211	LARAMDREQ-277	The system must allow an admin to manage keyboard	<p>LARAMDREQ-277</p> <p>Overview</p> <p>This new functionality will allow system administrators to</p>	Enhancement	3.6 Data Entry Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
		shortcuts for the data entry screen.	<p>configure and manage keyboard shortcuts used within the Data Entry screen. This enhancement will allow LARA to update MiCaRS to have consistent keyboard shortcuts with C3.</p> <p>Enhancement</p> <p>A new Data Entry Shortcuts lookup screen will be added to System Control:</p> <p>View all available shortcut actions and their current key bindings in a Table.</p> <p>The table will consist of:</p> <p>Name Shortcut Actions: Edit Modify existing shortcuts by assigning new key combinations.</p> <p>The Data Entry screen will be updated to reflect the configured shortcuts.</p> <p>Add a SHORTCUTS_ADMIN permission for accessing this screen.</p> <p>The screen should not prevent, but display a warning when overriding a common shortcut:</p> <p>Tab and Window Management Ctrl+T - Open new tab Ctrl+W - Close current tab Ctrl+Shift+T - Reopen last closed tab Ctrl+N - Open new window Ctrl+Shift+N - Open new incognito/private window Clipboard Operations</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Ctrl+C - Copy Ctrl+X - Cut Ctrl+V - Paste Undo/Redo Ctrl+Z - Undo Ctrl+Y - Redo Navigation Alt+Left Arrow - Back Alt+Right Arrow - Forward Ctrl+Tab / Ctrl+Shift+Tab - Switch tabs Ctrl+1 to Ctrl+8 - Switch to specific tab Ctrl+9 - Switch to last tab Search and Page Actions Ctrl+F - Find on page Ctrl+P - Print Ctrl+S - Save page Ctrl+R - Reload Ctrl+Shift+R - Hard reload Ctrl+L - Focus address bar Zoom Ctrl+Plus - Zoom in Ctrl+Minus - Zoom out Ctrl+0 - Reset zoom Other Shortcuts F5 - Refresh F11 - Toggle full screen Ctrl+D - Bookmark page Ctrl+H - History Ctrl+J - Downloads Acceptance Criteria		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Feature: LARA Admin Managed Keyboard Shortcuts</p> <p>The system must allow an admin to manage keyboard shortcuts for the data entry screen.</p> <p>Rule: Admin can view and edit shortcut bindings</p> <p>Background:</p> <p>Given I am a user with the ADMIN_SHORTCUTS permission</p> <p>Scenario: View shortcut table</p> <p>When I navigate to the Data Entry Shortcuts screen</p> <p>Then I see a table of shortcut actions and their current key bindings</p> <p>Scenario: Edit a shortcut</p> <p>Given I am on the Data Entry Shortcuts screen</p> <p>When I click on the Edit action</p> <p>And I enter a new key combination</p> <p>And click save</p> <p>Then the shortcut is saved</p> <p>Rule: Warn when overriding common browser shortcuts</p> <p>Background:</p> <p>Given I am a user with the ADMIN_SHORTCUTS permission</p> <p>And I am on the Data Entry Shortcuts screen</p> <p>Scenario: Admin assigns a commonly used shortcut</p> <p>When I click on the Edit action</p> <p>And I enter a key combination that matches a common browser level shortcut</p> <p>Then I see a warning banner that states the common shortcut I would be overriding</p> <p>Scenario: View shortcut table with an overridden common shortcut</p> <p>Given there is a shortcut that is overriding a common browser shortcut</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			When I view the table Then the row has a warning icon		
212	LARAMDREQ-203	The system must allow a user to initiate a refund or payment correction via dedicated buttons when viewing the details of a Control Number	<p>Overview</p> <p>This feature allows users with appropriate permissions to initiate a refund or payment correction directly from the Control Number detail view. It streamlines the workflow by pre-filling the Control Number on the respective screens. This is important for LARA since they have such a high volume of Bureau users that will be kicking off both workflows.</p> <p>Enhancement</p> <p>The Control Number detail view will be enhanced with two new buttons:</p> <p>Refund Payment Correction</p> <p>These buttons will only be visible to users with the appropriate permissions. When clicked: The Refund button will navigate the user to the Refund screen and pre-fill the Control Number. The Payment Correction button will navigate the user to the Payment Correction screen and pre-fill the Control Number.</p> <p>If the user already has an active payment correction in progress, the system will display a warning dialog (identical to the one used on the Payment Correction screen) asking if they would like to discard the current in-progress correction.</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>Feature: LARA Initiate Refund or Payment Correction from Control Number</p> <p>The system must allow users with appropriate permissions to initiate a refund or payment correction from the Control Number detail view.</p> <p>Rule: Buttons are permission-based</p> <p>Scenario: User has refund and correction permissions</p> <p>Given I have permission to perform refunds and payment corrections</p> <p>When I am viewing a Control Number</p> <p>Then I see both the Refund and Payment Correction buttons</p> <p>Scenario: User lacks permissions</p> <p>Given I do not have permission to perform refunds or payment corrections</p> <p>When I am viewing a Control Number</p> <p>Then I do not see the respective buttons</p> <p>Rule: Clicking Refund navigates and pre-fills Control Number</p> <p>Scenario: Refund button clicked</p> <p>Given I am viewing a Control Number</p> <p>When I click the Refund button</p> <p>Then I am navigated to the Refund screen</p> <p>And the Control Number is pre-filled</p> <p>Rule: Clicking Payment Correction navigates and pre-fills Control Number</p> <p>Scenario: Payment Correction button clicked</p> <p>Given I am viewing a Control Number</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>When I click the Payment Correction button Then I am navigated to the Payment Correction screen And the Control Number is pre-filled Rule: Warn user if a correction is already in progress Scenario: Active correction exists Given I have an in-progress payment correction When I click the Payment Correction button Then the system displays a warning dialog And I can choose to discard the current correction or cancel the action</p>		
213	LARAMDREQ-211	The system must allow users to generate a PDF receipt from the Control Number detail view.	<p>Overview</p> <p>This new functionality allows users to generate a receipt for a Control Number in PDF format. The existing “Transition Detail” button will be updated to a “Print” button with a popover menu for selecting the desired output. Internal and Bureau users can then use this when printing or emailing a receipt.</p> <p>Enhancement</p> <p>The Control Number detail view will be updated as follows:</p> <p>The “Transition Detail” button will be renamed to Print. When the user clicks the Print button, a popover will appear. The popover will contain: A Receipt button A Transition Detail button (retaining existing functionality) When the Receipt button is selected, the system will generate a PDF receipt containing the following fields:</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Transaction Number Amount Receipt Date Hot Key Description</p> <p>Acceptance Criteria</p> <p>Feature: LARA Generate Receipt PDF from Control Number</p> <p>The system must allow users to generate a PDF receipt from the Control Number detail view.</p> <p>Rule: Print button replaces Transition Detail</p> <p>Scenario: Viewing Control Number</p> <p>Given I am viewing a Control Number</p> <p>When I look at the action buttons</p> <p>Then I see a Print button instead of the Transition Detail button</p> <p>And when I click the Print button</p> <p>Then a popover appears with Receipt and Transition Detail options</p> <p>Rule: Receipt PDF includes required fields</p> <p>Scenario: Generating a receipt</p> <p>Given I am viewing a Control Number</p> <p>When I select the Receipt option from the Print popover</p> <p>Then the system generates a PDF</p> <p>And the PDF includes:</p> <p>Transaction Number Amount Receipt Date Hot Key Description</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
214	LARAMDREQ-235	The system must allow for a user to view the File section when viewing the details of a control number.	<p>Overview</p> <p>This new functionality enables users to view and manage the Files section when viewing the details of a Control Number. It mirrors the functionality introduced in LARAMDREQ-209 for the Batch Entry screen, but is now accessible from the Control Number Details View. This will primarily allow Bureau users to interact with the File section to download supporting documentation.</p> <p>Enhancement</p> <p>The Control Number Details View will be enhanced with the following:</p> <p>A Files section will be displayed in the view. An Add button will be available in the Files section. Clicking the Add button will open a modal prompting the user to upload a file. Users will be able to upload one or more files (PDF, DOCX, XLSX, JPG, PNG). Uploaded files will be stored and linked to the current Control Number. The Files section will display a paginated table (5 records per page) with the following columns: File Name Uploaded By Uploaded Date Modified By Actions (Download, Deactivate, Reactivate) A new permission, {{FILE_VIEW}}, will allow users to view the File Section.</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>A new permission, {{FILE_UPLOAD}}, will allow users to upload, deactivate, or reactivate their own files.</p> <p>A new permission, {{FILE_ADMIN}}, will allow users to download, deactivate, or reactivate any file regardless of uploader.</p> <p>All deactivation/reactivation actions will update the Modified By column with the user and timestamp.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Files Section for Control Number</p> <p>The system must allow users to upload and manage supporting documentation for a control number during data entry via a new Files section.</p> <p>Rule: The File Section is displayed on the Control Number Details View</p> <p>Scenario: Files section is visible</p> <p>Given I am a user with the {{FILE_VIEW}} permission</p> <p>When I am viewing a Control Number</p> <p>Then I see a Files section</p> <p>Rule: The File Section has a pagable list that will only show 5 uploaded files per page</p> <p>Scenario: File list shows 5 per page</p> <p>Given more than 5 files are uploaded to a control number</p> <p>When I view the Files section</p> <p>Then only 5 files are shown per page</p> <p>Scenario: Navigate between pages</p> <p>Given more than 5 files are uploaded</p> <p>When I click the next page button</p> <p>Then I see the next set of files</p> <p>Rule: The File Dialog defaults to PDF, DOCX, XLSX, JPG, or</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>PNG</p> <p>Scenario: Upload valid file</p> <p>Given the upload modal is open</p> <p>When I select a file of type PDF, DOCX, XLSX, JPG, or PNG</p> <p>Then the file is uploaded and displayed in the file list</p> <p>Scenario: Upload invalid file type</p> <p>Given the upload modal is open</p> <p>When I select a file of type EXE</p> <p>Then I see a validation error</p> <p>And the file is not uploaded</p> <p>Rule: A user with a File Upload permission can upload files</p> <p>Scenario: Authorized user uploads file</p> <p>Given I have the {{FILE_UPLOAD}} permission</p> <p>When I click the Add button and upload a valid file</p> <p>Then the file is added to the file list</p> <p>Scenario: Unauthorized user attempts to upload</p> <p>Given I do not have the {{FILE_UPLOAD}} permission</p> <p>When I click the Add button</p> <p>Then I see a message indicating I do not have permission to upload files</p> <p>Rule: Any user can download files that are active</p> <p>Background:</p> <p>Given I am a user viewing the Files section</p> <p>Scenario: Download active file</p> <p>Given a file is active</p> <p>When I click the Download button</p> <p>Then the file is downloaded</p> <p>Scenario: Download button not shown for deactivated file</p> <p>Given a file is deactivated</p> <p>Then I do not see a Download button</p> <p>Rule: A user with the File Upload Permission can deactivate or reactivate any of their uploaded files</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Background: Given I have the {{FILE_UPLOAD}} permission And I am viewing the Files section Scenario: Deactivate own file Given I uploaded a file When I click Deactivate Then the file is marked as deactivated And the Modified By column is updated with my name and timestamp Scenario: Reactivate own file Given I uploaded a file that is deactivated When I click Reactivate Then the file is marked as active And the Modified By column is updated with my name and timestamp Scenario: Cannot deactivate another user's file Given another user uploaded the file Then I do not see a Deactivate or Reactivate button for that file Rule: A user with the File Admin Permission can deactivate or reactivate any file Background: Given I have the {{FILE_ADMIN}} permission And I am viewing the Files section Scenario: Admin deactivates any file When I click Deactivate on any file Then the file is marked as deactivated And the Modified By column is updated with my name and timestamp Scenario: Admin reactivates any file When I click Reactivate on any file Then the file is marked as active</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>And the Modified By column is updated with my name and timestamp</p> <p>Rule: A user with the File Admin Permission can always download a file</p> <p>Background:</p> <p>Given I have the {{FILE_ADMIN}} permission</p> <p>And I am viewing the Files section</p> <p>Scenario: Admin downloads active file</p> <p>Given the file is active</p> <p>When I click Download</p> <p>Then the file is downloaded</p> <p>Scenario: Admin downloads deactivated file</p> <p>Given the file is deactivated</p> <p>When I click Download</p> <p>Then the file is downloaded</p>		
215	LARAMDREQ-236	The system should allow a user to view the Comment Section when viewing the details of a control number.	<p>Overview</p> <p>This new functionality enables users to view and manage the Comments section when viewing the details of a Control Number. It mirrors the functionality introduced in LARAMDREQ-210 for the Batch Entry screen, but is now accessible from the Control Number Details View. This will primarily allow Bureau users to view comments made by the Financial Services team.</p> <p>Enhancement</p> <p>The Batch Entry screen will be enhanced with the following:</p> <p>A new Comments section will be added.</p> <p>The section will include an Add button that opens a modal</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>which will include:</p> <p>A dropdown to select the comment type: Batch or Control Number (default: Control Number).</p> <p>A text area for entering a comment (max 500 characters). The system will prevent users from entering more than 500 characters.</p> <p>Comments will be displayed in a paginated table (5 comments per page).</p> <p>The table will include the following columns:</p> <ul style="list-style-type: none"> Comment Type Comment (first 40 characters followed by ellipses {...}) Created By Created On Active (with Deactivate or Reactivate button) <p>Clicking Expand will open a modal showing the full comment.</p> <p>Users with the {{COMMENT_VIEW}} role are able to view the comment section</p> <p>Users with the {{COMMENT_CREATE}} role are able to create comments.</p> <p>Users can only deactivate or reactivate comments they created.</p> <p>Deactivated comments are hidden from other users by default.</p> <p>Users with the {{COMMENT_ADMIN}} permission can view and manage all comments, including deactivated ones.</p> <p>The Comments table will filter out deactivated comments by default for all users.</p> <p>A new {{Restricted}} flag will be available in the Add Comment modal for users with the {{RESTRICTED_COMMENT}} permission.</p> <p>Users with the {{RESTRICTED_COMMENT}} permission can:</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Mark a comment as restricted when creating it. View all restricted comments. Users without the {{RESTRICTED_COMMENT}} permission: Cannot see restricted comments they did not create. Cannot mark a comment as restricted</p> <p>Acceptance Criteria</p> <p>Feature: LARA Batch and Control Number Comments</p> <p>Should the system allow a user to view the Comment Section when viewing the details of a control number. Rule: The File Section is displayed on the Control Number Details View Scenario: Comments section is visible Given I am a user with the {{COMMENT_VIEW}} permission When I am viewing a Control Number Then I see the Comments section Rule: The Comments section displays a paginated list of 5 comments per page Background: Given more than 5 comments exist for the batch And I am viewing the Comments section Scenario: Comment list shows 5 per page Then only 5 comments are shown per page Scenario: Navigate between comment pages When I click the next page button Then I see the next set of comments Rule: The Add Comment modal defaults to Control Number comment type Scenario: Modal opens with default type Given I am a user with the {{COMMENT_CREATE}}</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>permission And I click the Add button in the Comments section When the modal opens Then the Comment Type dropdown is set to Control Number by default Rule: The Add Comment modal allows selecting comment type and entering up to 500 characters Background: Given the Add Comment modal is open Scenario: User selects comment type and enters comment When I select Batch from the dropdown And I enter a comment of 500 characters or fewer Then the comment is accepted and saved Scenario: User exceeds character limit When I attempt to enter more than 500 characters Then the system prevents further input And I cannot type beyond the 500-character limit Rule: Batch comments appear on all control numbers in the batch Scenario: Batch comment visibility Given I add a Batch comment to a batch When I view any control number in that batch Then I see the Batch comment in the Comments section Rule: Control Number comments only appear on the control number they were added to Scenario: Control Number comment visibility Given I add a Control Number comment to a control number When I view a different control number in the same batch Then I do not see the comment Rule: The Comments table displays truncated comment text with ellipses</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Comment is truncated in table Given a comment exceeds 40 characters When I view the Comments table Then only the first 40 characters are shown followed by {{...}}</p> <p>Rule: The Expand action opens a modal with the full comment</p> <p>Scenario: Expand comment Given am viewing the comment table When I click the Expand button for a comment Then a modal opens showing the full comment text</p> <p>Rule: The Active column contains Deactivate or Reactivate buttons</p> <p>Scenario: Active column shows Deactivate for active comment Given a comment is active When I view the Comments table Then I see a Deactivate button in the Active column</p> <p>Scenario: Active column shows Reactivate for inactive comment Given a comment is deactivated When I view the Comments table Then I see a Reactivate button in the Active column</p> <p>Rule: Users can only deactivate or reactivate their own comments</p> <p>Background: Given I am a user viewing the Comments table And I have created one or more comments</p> <p>Scenario: Deactivate own comment When I click Deactivate on my comment Then the comment is marked as inactive And the action changes to Reactivate</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Reactivate own comment Given my comment is deactivated When I click Reactivate Then the comment is marked as active And the action changes to Deactivate</p> <p>Scenario: Cannot manage another user's comment Given another user created the comment Then I do not see Deactivate or Reactivate buttons for that comment</p> <p>Rule: Comment Admins can see and manage all comments</p> <p>Background: Given I have the COMMENT_ADMIN permission And I am viewing the Comments section</p> <p>Scenario: Admin sees deactivated comments When I view the Comments table Then I see both active and deactivated comments</p> <p>Scenario: Admin reactivates another user's comment Given a comment is deactivated When I click Reactivate Then the comment is marked as active And the action changes to Deactivate</p> <p>Rule: By default, the Comments table filters out deactivated comments</p> <p>Scenario: Default filter hides deactivated comments Given I am viewing the Comments section When the comment table loads Then only active comments are shown by default</p> <p>Rule: Restricted comments are only visible to their creator or users with the Restricted Comment permission</p> <p>Background: Given a restricted comment exists</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Restricted comment is visible to creator Given I created the restricted comment When I view the Comments table Then I see the restricted comment</p> <p>Scenario: Restricted comment is visible to user with permission Given I have the {{RESTRICTED_COMMENT}} permission When I view the Comments table Then I see the restricted comment regardless of who created it</p> <p>Scenario: Restricted comment is hidden from unauthorized user Given I do not have the {{RESTRICTED_COMMENT}} permission And I did not create the restricted comment When I view the Comments table Then I do not see the restricted comment</p> <p>Rule: Only users with the Restricted Comment permission can mark a comment as restricted</p> <p>Background: Given the Add Comment modal is open</p> <p>Scenario: Restricted checkbox is visible to authorized user Given I have the {{RESTRICTED_COMMENT}} permission Then I see a checkbox labeled “Restricted” When I check the box and submit the comment Then the comment is saved as restricted</p> <p>Scenario: Restricted checkbox is not visible to unauthorized user Given I do not have the {{RESTRICTED_COMMENT}} permission Then I do not see a checkbox labeled “Restricted”</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
216	LARAMDREQ-262	The system must display an attachment icon in the Cashier Query results grid when a Control Number has active file attachments.	<p>Overview</p> <p>This new functionality enhances the Cashier Query Search results by visually indicating when a Control Number has active file attachments. It improves visibility and helps users quickly identify which records include supporting documentation.</p> <p>Enhancement</p> <p>The Cashier Query Search results grid will be modified to include the following:</p> <p>An attachment icon in each row where the associated Control Number has one or more active file attachments. The icon will only appear if there is at least one active file. The icon will be placed in a dedicated column or appended to the existing row layout. Clicking the icon will not trigger any action; it is purely informational.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Show Attachment Icon in Cashier Query Results</p> <p>The system must display an attachment icon in the Cashier Query results grid when a Control Number has active file attachments.</p> <p>Rule: Icon appears only for Control Numbers with active files</p> <p>Background:</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am a user with the {{FILE_VIEW}} permission And I performed a Cashier Query Scenario: Control Number has active attachments Given the results contain a Control Number with an active attachment When I view the resulting table Then I see an attachment icon for that Control Number Scenario: Control Number has no attachments Given the results contain a Control Number have no attachments When I view the resulting table Then I do not see an attachment icon for that Control Number Scenario: Control Number has only deactivated files Given the results contain a Control Number that only has deactivated file attachments When I view the results Then I do not see an attachment icon for that Control Number Rule: Icon appears only for users with the correct permission Scenario: Has the correct permission Given I am a user without the {{FILE_VIEW}} permission And I performed a Cashier Query And the results contain a Control Number with an active attachment When I view the resulting table Then I do not see an attachment icon for that Control Number</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
217	LARAMDREQ-265	The system must provide an auditing report for all file upload for a control number in a given time period.	<p>Overview</p> <p>This new functionality enables users to generate an audit report of file uploads for a control number over a specified time period.</p> <p>Enhancement</p> <p>The system will provide a new report available from the Reporting Screen that allows users to query file upload history by control number and date range. The audit report will include:</p> <p>A list of all uploaded files associated control number(s) The report will list the control number, filename, upload date/time and uploader Optionally filtering by upload date range Optionally filter by a specific control number Downloadable/exportable report format PDF or Excel Access to this report will be limited to users with the {{FILE_REPORT_VIEW}} permission.</p> <p>Acceptance Criteria</p> <p>Feature: File Upload Audit Report</p> <p>The system must provide an auditing report for all file upload for a control number in a given time period. Rule: The system must allow users to generate a file upload audit report Background:</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am a user with the {{FILE_REPORT_VIEW}} permission</p> <p>Scenario: Generate audit report for a control number</p> <p>Given I enter a valid control number</p> <p>And I specify a date range</p> <p>When I generate the audit report</p> <p>Then I see all uploaded files for the control number within the specified time period</p> <p>And each entry includes: file name, uploaded date/time, uploaded by, and last modified by</p> <p>Scenario: Export the report</p> <p>Given I have generated an audit report</p> <p>When I choose to export the report</p> <p>Then I can download it as a PDF or Excel</p> <p>Scenario: No files found in time range</p> <p>Given I enter a control number and a date range</p> <p>And no uploads exist in that range</p> <p>When I generate the report</p> <p>Then I see a message indicating that no files were found</p> <p>Scenario: Invalid control number</p> <p>Given I enter a control number that does not exist</p> <p>When I generate the report</p> <p>Then I see a message indicating that no files were found</p> <p>Background:</p> <p>Given I am a user without the {{FILE_REPORT_VIEW}} permission</p> <p>Scenario: User lacks report view permission</p> <p>When I navigate to the Reporting Screen</p> <p>Then I do not see the option to generate a file upload audit report</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Or I see an error if I attempt to access the report directly via URL		
218	LARAMDREQ-267	The system must allow a user to view all payment corrections applied to a Control Number when viewing its details	<p>Overview</p> <p>This feature introduces a new section in the Control Number Details View that displays a list of all payment corrections applied to the Control Number. It provides visibility into the correction history and allows users to switch between document versions associated with each correction.</p> <p>Enhancement</p> <p>The Control Number Details View will be enhanced with a Payment Corrections section positioned above the Document Section. This section will:</p> <p>Display a paginated list, 5 per page, of all payment corrections applied to the Control Number. Show the following fields for each correction: Payment Correction Reason Fiscal Year Period Version Status Created By Created Date Approved By Approved Date</p> <p>Allow users to click on a correction entry to update the Document Section to reflect the version associated with</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>that correction.</p> <p>Acceptance Criteria</p> <p>Feature: View Payment Corrections for Control Number</p> <p>The system must allow a user to view all payment corrections applied to a Control Number when viewing its details.</p> <p>Rule: Payment Corrections section exists for the Control Number Detail View</p> <p>Scenario: Viewing Control Number with corrections</p> <p>Given I am viewing a Control Number's details</p> <p>And payment corrections exist for the Control Number</p> <p>When I view the Payment Corrections section</p> <p>Then there is a table that displays the following:</p> <p>Payment Correction Reason</p> <p>Fiscal Year</p> <p>Period</p> <p>Version</p> <p>Status</p> <p>Created By</p> <p>Created Date</p> <p>Approved By</p> <p>Approved Date</p> <p>Rule: Section supports pagination</p> <p>Scenario: More than 5 corrections exist</p> <p>Given I am viewing a Control Number's details</p> <p>And payment corrections exist for the Control Number</p> <p>And more than 5 payment corrections exist</p> <p>When I view the Payment Corrections section</p> <p>Then only 5 corrections are shown per page</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>And I can navigate between pages</p> <p>Rule: Clicking a correction updates the document version</p> <p>Scenario: User selects a correction</p> <p>Given I am viewing a Control Number's details</p> <p>And payment corrections exist for the Control Number</p> <p>When I click on a correction entry</p> <p>Then the Document Section updates to show the version associated with that correction</p>		
219	LARAMDREQ-271	The system must allow elevated users to revalidate documents and document lines using a slip printer.	<p>Overview</p> <p>This new functionality enables elevated users to revalidate documents and document lines using a slip printer. It provides a guided workflow with the Revalidate Mode for document lines and a singleaction revalidation for documents.</p> <p>Enhancement</p> <p>The system will be modified to support revalidation via slip printer.</p> <p>Add a permission {{REVALIDATE_DOCUMENTS}} to control access to all revalidation actions.</p> <p>Users without this permission will not see revalidation options.</p> <p>Document revalidation</p> <p>Add a Revalidate Document action on the document view.</p> <p>Printing must use the original validation format.</p> <p>Document line revalidation (Revalidate Mode)</p> <p>Add a Revalidate Mode button to the Document Lines section (enabled only when lines meet eligibility rules</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>defined for revalidation).</p> <p>In Revalidate Mode, each row provides a Revalidate action. Printed output must include: Document Number + Entry Number + Document Line ID + optional Reference ID + Amount. Revalidation can be triggered by clicking Revalidate or pressing the Space bar. Show a spinner during the request and a red highlight on failure. On success, automatically select the next row. There are no status Validated badge/flagging like there is on the batch entry screen.</p> <p>Acceptance Criteria</p> <p>Feature: LARA Revalidate documents and document lines The system must allow elevated users to revalidate documents and document lines using a slip printer. Rule: Permission is required for all revalidation actions Scenario: User has {{REVALIDATE_DOCUMENTS}} Given I have the {{REVALIDATE_DOCUMENTS}} permission When I view a document and its document lines Then I can access the revalidation actions Scenario: User lacks {{REVALIDATE_DOCUMENTS}} Given I do not have the {{REVALIDATE_DOCUMENTS}} permission When I view a document and its document lines Then I cannot access any revalidation actions Rule: Document revalidation prints the original validation to the slip printer Scenario: Revalidate a document Given I have the {{REVALIDATE_DOCUMENTS}} permission</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>And I am viewing a document When I select Revalidate Document Then the system must print the original validation format to the configured slip printer Rule: Revalidating a document line triggers the slip printer and advances to the next line Background: Given I have entered Revalidate Mode And a document line row is selected Scenario: Revalidate via button When I click Revalidate on the selected row Then the system must send the line to the slip printer using the required output format And the row must display a spinner during processing And upon success, the next row is automatically selected (no status badge is added) Scenario: Revalidate via Space bar When I press the Space bar Then the system must send the selected line to the slip printer using the required output format And the row must display a spinner during processing And upon success, the next row is automatically selected (no status badge is added) Rule: Failed revalidation shows an error state and does not advance Scenario: Slip printer error Given I attempt to revalidate a selected line When the slip printer fails Then the row is highlighted in red And the row remains selected (no advancement)</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
220	LARAMDREQ-274	The system must allow a user to view the document line section when viewing a control number.	<p>Overview</p> <p>The system must allow a user to view the Document Lines section when viewing a control number. This section will display all document lines associated with the control number for reference purposes.</p> <p>Enhancement</p> <p>The Control Number Details screen will be modified to include a Document Lines section.</p> <p>A new permission {{DOCUMENT_LINE_VIEW}} will control access to the section. If the user does not have this permission, the section will not be displayed. The section will only display if the control number has document lines. The section will display a table containing the following columns: Document Line ID Reference ID Amount The table will allow sorting by each column. The table will support pagination with 50 rows per page. A Load All button will display all document lines for the control number in a single continuous list on the page. An Export button will generate and download an Excel file containing all document lines for the control number.</p> <p>Acceptance Criteria</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Feature: View Document Lines for a Control Number The system must allow a user to view the document line section when viewing a control number.</p> <p>Rule: Only users with the {{DOCUMENT_LINE_VIEW}} permission can view the Document Lines section</p> <p>Scenario: User has {{DOCUMENT_LINE_VIEW}} permission Given I have the {{DOCUMENT_LINE_VIEW}} permission And I am viewing a control number's details And the control number has associated document lines When I view the control number's details Then the system must display the Document Lines section</p> <p>Scenario: User does not have {{DOCUMENT_LINE_VIEW}} permission Given I do not have the {{DOCUMENT_LINE_VIEW}} permission When I view a control number's details Then the Document Lines section must not be visible</p> <p>Rule: Document lines table supports sorting</p> <p>Scenario: Sort by column in Document Lines section Given I am viewing the Document Lines section for a control number When I click on a column header Then the system must sort the table rows based on that column's values</p> <p>Rule: Document lines table uses pagination of 50 rows per page</p> <p>Scenario: Navigate pages of document lines Given I am viewing the Document Lines section for a control number And there are more than 50 document lines When I navigate to the next or previous page Then the table must show 50 rows per page (except</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>possibly the last page) Rule: Load All, displays all lines in one continuous list Scenario: Load all document lines Given I am viewing the Document Lines section for a control number And there are more than 50 document lines When I click Load All Then the table must display all document lines in a single continuous list And pagination controls must be hidden or disabled while all lines are displayed Rule: Export produces an Excel file of all document lines Scenario: Export all document lines Given I am viewing the Document Lines section for a control number And the control number has associated document lines When I click Export Then the system must generate and download an Excel file containing all document lines for the control number And each row in the exported file must include Document Line ID, Reference ID, and Amount</p>		
221	LARAMDREQ-275	The system must allow a user to view a list of refunds associated with the control number.	<p>Overview</p> <p>This feature introduces a Refund Section in the Control Number Details View, allowing users to view all refunds associated with a Control Number. It provides visibility into refund activity and enables navigation to refund details.</p> <p>Enhancement</p> <p>The Control Number Details View will be enhanced with a</p>	Enhancement	3.7 Control Number Detail Enhancements

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Refund Section located below the Receipt Section. This section will:</p> <p>Display a paginated list (5 per page) of all refunds associated with the Control Number. Show the following fields for each refund: Refund ID Ref Type Ref Amount Status Fiscal Year (FY) Created By Created Date Approved Date Allow users to click on the Refund ID to navigate to the Refund Details screen.</p> <p>Acceptance Criteria</p> <p>Feature: View Refunds for Control Number</p> <p>The system must allow a user to view a list of refunds associated with the control number. Rule: Refund Section is visible below the Receipt Section Scenario: Viewing Control Number with refunds Given I am viewing a Control Number's details And refunds exist for the Control Number When I view the Refunds section Then the following columns are visible Refund ID Ref Type Ref Amount</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Status FY Created By Created Date Approved Date Rule: Section supports pagination Scenario: More than 5 refunds exist Given I am viewing a Control Number's details And refunds exist for the Control Number When more than 5 refunds exist for a control number And I view the Refund Section Then only 5 refunds are shown per page And I can navigate between pages Rule: Clicking Refund ID navigates to refund details Scenario: User selects a refund Given I am viewing a Control Number's details And refunds exist for the Control Number When I click on a Refund ID Then I am navigated to the Refund Details screen for that refund		
222	LARAMDREQ-278	The system must be able to import the file output of the high speed scanner via a Manual Upload screen.	Overview This new functionality adds a new Manual Upload screen for the High Speed Scanner Interface that lets authorized users upload a file produced by LARA's highspeed check scanner. The files will be processed and turned into to batches and provide validation if there are errors with the file. This screen will primarily be used by the terminal that is connected to the high speed scanner. Enhancement	Enhancement	4.1 High Speed Scanner File Processing

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Add a new menu entry under Interfaces → High Speed Scanner → Manual Upload.</p> <p>The screen must provide:</p> <ul style="list-style-type: none"> A file picker that accepts the configured high-speed scanner output format. A Submit action that validates file type/structure and queues processing using the standard scanner pipeline. A link to Import History, which navigates to the existing history view of previously processed scanner files. <p>Security & permissions:</p> <p>{{LARA_HIGH_SPEED_SCANNER_IMPORT}}: Required to access the screen.</p> <p>Email Subscriptions:</p> <ul style="list-style-type: none"> Add two new subscription types under user email preferences: High Speed Scanner Success: sends an email notification when a scanner file is successfully processed. High Speed Scanner Failure: sends an email notification when a scanner file fails validation or processing. <p>Acceptance Criteria</p> <p>Feature: High Speed Scanner Manual Upload</p> <p>The system must be able to import the file output of the high speed scanner via a Manual Upload screen.</p> <p>Rule: Permission required to access Manual Upload</p> <p>Scenario: Authorized user sees Manual Upload</p> <p>Given I have the LARA_HIGH_SPEED_SCANNER_IMPORT permission</p> <p>When I open the to Interfaces → High Speed Scanner menu</p> <p>Then I can open the Manual Upload screen</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Unauthorized user is blocked Given I do not have the LARA_HIGH_SPEED_SCANNER_IMPORT permission When I open the to Interfaces → High Speed Scanner menu Then I cannot access the screen Rule: Valid scanner file uploads successfully and triggers standard processing</p> <p>Scenario: Successful manual import Given I am on the Manual Upload screen And I select a valid high-speed scanner output file When I click Submit Then the system parses the file and loads its data into the database And a batch is automatically created and prepared for SIGMA collection And the file is archived Rule: Invalid or malformed files are rejected</p> <p>Scenario: Malformed file is uploaded Given I am on the Manual Upload screen And I select a file that fails validation or parsing When I click Submit Then the system does not import the file And I see a clear error message describing the issue Rule: View import history from Manual Upload</p> <p>Scenario: Navigate to Import History Given I am on the Manual Upload screen When I click Import History Then I am navigated to the history view showing files that have been imported into the system Rule: High Speed Scanner Email Notifications</p> <p>Scenario: Receive Success Notification Given I am subscribed to High Speed Scanner Success</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>notifications</p> <p>When a scanner file is successfully imported via Manual Upload</p> <p>Then I receive an email with details of the file name, import date/time, and status of Success</p> <p>Scenario: Receive Failure Notification</p> <p>Given I am subscribed to High Speed Scanner Failure notifications</p> <p>When a scanner file fails validation or processing during Manual Upload</p> <p>Then I receive an email with details of the file name, import date/time, and status of Failure including the error message</p>		
223	LARAMDREQ-280	The system must allow a user to view a list of high speed scanner files that have been imported into the system.	<p>Overview</p> <p>This new functionality enables users to view a list of files that have been imported into MiCaRS from the high speed scanner. This will provide visibility into successfully processed files, the batches created from those files, and supports auditing of scanner activity.</p> <p>Enhancement</p> <p>Add a new menu entry under Interfaces → High Speed Scanner → Import History.</p> <p>The new screen will display a table of all successfully imported files, including:</p> <p>File Name Import Date/Time Status (e.g., Success, Failed)</p>	Enhancement	4.1 High Speed Scanner File Processing

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>User</p> <p>Number of Batches</p> <p>Details button to view associated batches</p> <p>Support pagination with 20 records per page.</p> <p>Add sorting and filtering by File Name, Date/Time, Status, and Number of Batches.</p> <p>Allow export of the list to Excel or PDF.</p> <p>When a user clicks the Details button, a modal window is displayed containing a list of all batches associated with that file, including:</p> <p>Batch ID (clickable → navigates to Batch Details screen)</p> <p>Control Numbers (each clickable → navigates directly to Control Number details)</p> <p>Batch Amount</p> <p>Number of Documents</p> <p>Security & permissions:</p> <p>{{LARA_HIGH_SPEED_SCANNER_IMPORT_HISTORY_VIEW}} : Required to access the screen.</p> <p>Acceptance Criteria</p> <p>Feature: View High Speed Scanner Imported Files</p> <p>The system must allow a user to view a list of high speed scanner files that have been imported into the system.</p> <p>Rule: Permission is required to access Import History</p> <p>Scenario: User has permission</p> <p>Given I have the LARA_HIGH_SPEED_SCANNER_IMPORT_HISTORY_VIEW permission</p> <p>When I navigate to Interfaces → High Speed Scanner</p> <p>Then I see the Import History menu entry</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: User does not have permission Given I do not have the LARA_HIGH_SPEED_SCANNER_IMPORT_HISTORY_VIEW permission When I navigate to Interfaces → High Speed Scanner Then I do not see the Import History menu entry Rule: Imported Files List displays relevant details Scenario: View imported files Given I have access to the 4.1 High Speed Scanner File Processing interface When I navigate to the Import History screen Then I see a table containing File Name, Import Date/Time, Status, User, Number of Batches, and a Details button Rule: Details button opens batch list Scenario: View details for an imported file Given I am viewing the Imported Files List When I click the Details button for a file Then a modal window opens And I see a table listing all batches created from the file, with Batch ID, Control Numbers, Batch Amount, and Number of Documents Rule: Batch ID navigation Scenario: Navigate to batch from details modal Given I am viewing the batch list for an imported file When I click on a Batch ID Then the system navigates me to the Batch Details screen for that Batch Rule: Control Number navigation Scenario: Navigate to control number from details modal Given I am viewing the batch list for an imported file When I click on a Control Number Then the system navigates me directly to the Control</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Number details screen</p> <p>Rule: Pagination and navigation</p> <p>Scenario: More than 20 imported files exist</p> <p>Given more than 20 imported scanner files exist</p> <p>When I view the Imported Files List</p> <p>Then only 20 records are displayed per page</p> <p>And I can navigate between pages</p> <p>Rule: Sorting and filtering</p> <p>Scenario: Sort by Import Date/Time</p> <p>Given I am viewing the Imported Files List</p> <p>When I click on the Import Date/Time column header</p> <p>Then the table is sorted by Import Date/Time</p> <p>Scenario: Filter by Status</p> <p>Given I am viewing the Imported Files List</p> <p>When I apply a filter for Success</p> <p>Then only successful imported files are displayed</p> <p>Rule: Export to Excel and PDF</p> <p>Scenario: Export excel imported files list</p> <p>Given I am viewing the Imported Files List</p> <p>When I click the Print Button and choose Excel</p> <p>Then an Excel file containing all imported files is generated</p> <p>Scenario: Export PDF imported files list</p> <p>Given I am viewing the Imported Files List</p> <p>When I click the Print Button and choose PDF</p> <p>Then an Pdf file containing all imported files is generated</p> <p>Rule: Export Details to Excel and PDF</p> <p>Scenario: Export Excel imported files list details</p> <p>Given I am viewing the Imported Files List</p> <p>When I click the Print Detail Button and choose Excel</p> <p>Then an Excel file containing all imported files along with all batch details is generated</p> <p>Scenario: Export PDF imported files list details</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Given I am viewing the Imported Files List When I click the Print Button and choose PDF Then an PDF file containing all imported files along with all batch details is generated</p>		
224	LARAMDREQ-281	The system must allow a user to search for all payments imported from the High Speed Scanner via Cashier Query	<p>Overview</p> <p>This new functionality introduces an Interface Type filter option in the Cashier Query. It enables users to search for payments imported from the High Speed Scanner.</p> <p>Enhancement</p> <p>Add a new Interface Type value for High Speed Scanner. Update the Cashier Query screen to include High Speed Scanner in the Interface Type filter drop-down. When selected, the query results will only return payments imported from the High Speed Scanner.</p> <p>Acceptance Criteria</p> <p>Feature: Search for High Speed Scanner Payments in Cashier Query The system must allow a user to search for all payments imported from the High Speed Scanner via the Cashier Query. Rule: High Speed Scanner appears as an Interface Type Scenario: View Interface Type filter Given I am on the Cashier Query screen When I view the Interface Type drop-down Then I see High Speed Scanner as a selectable option Rule: Query results are filtered by High Speed Scanner</p>	Enhancement	4.1 High Speed Scanner File Processing

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Scenario: Search payments by High Speed Scanner</p> <p>Given I am on the Cashier Query screen</p> <p>And I select High Speed Scanner in the Interface Type filter</p> <p>When I run the query</p> <p>Then only payments imported from the High Speed Scanner are displayed in the results</p>		
225	LARAMDREQ-285	The system must connect with the Accela web services to provide validation for duplicate payment.	<p>Overview</p> <p>This new functionality validates that payments entered into MiCaRS with an Accela reference numbers have not already been paid. It addresses cases where a user mails a check but then pays the same invoice online via Credit Card. The system will notify users if the reference number has already been paid, but will allow them to continue with data entry.</p> <p>Enhancement</p> <p>The Data Entry screen will be enhanced to connect with the Accela web service. When a user selects or enters a reference number, MiCaRS will:</p> <p>Query Accela to determine if the invoice has already been paid.</p> <p>Display a confirmation message that the reference number is valid and unpaid.</p> <p>Display a warning or validation message if the reference number is already paid.</p> <p>Display an error message if the reference number is invalid.</p>	Enhancement	4.2 Accela Integration

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>Feature: Duplicate Payment Validation with Accela Web Service</p> <p>The system must connect with the Accela web services to provide validation for duplicate payment.</p> <p>Rule: Validate Accela Reference ID</p> <p>Background:</p> <p>Given I am entering a document in Batch Entry</p> <p>Scenario: Invalid Reference Number</p> <p>Given I enter an invalid Accela Reference number in the interface field</p> <p>When MiCaRS queries the Accela web service</p> <p>And the Accela service does not find the reference number</p> <p>Then I see an error message stating that the reference number is invalid.</p> <p>Scenario: Valid Reference Number</p> <p>When MiCaRS queries the Accela web service</p> <p>And the Accela service returns the invoice as unpaid</p> <p>Then I see a confirmation message stating that reference number is valid.</p> <p>Rule: Validate paid reference numbers for Accela payments</p> <p>Background:</p> <p>Given I am entering a document in Batch Entry</p> <p>And I enter a valid Accela reference number in the interface field</p> <p>Scenario: Accela invoice is already paid</p> <p>When MiCaRS queries the Accela web service</p> <p>And the Accela service returns the invoice as paid</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			Then I see a warning message stating the reference number is already paid.		
226	LARAMDREQ-290	The system must provide API access to multiple Accela web adaptors for creating reference data within MiCaRS.	<p>Overview</p> <p>The system must provide API access for multiple Accela web adaptors so they can create reference data within MiCaRS.</p> <p>Enhancement</p> <p>Add support for multiple Accela web service users (adaptors) in MiCaRS. For each adaptor, generate and store API key and secret for: Dev Test Production environment Create a new web service user for each Accela instance. Grant each new web service user access to the {{AccelaReferenceData}} API</p> <p>Acceptance Criteria</p> <p>Feature: API access for Accela adaptors to create reference data The system must provide API access to multiple Accela web adaptors for creating reference data within MiCaRS. Scenario: Accela webservice successfully creates reference data via the endpoint Given an Accela web adaptor has valid API credentials for the appropriate environment</p>	Enhancement	4.2 Accela Integration

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			When it sends a valid request to /api/accela/reference/ Then the system accepts the request and creates the reference data successfully		
227	LARAMDREQ-302	The system must only lookup Accela Reference Data for Hot Keys that share a division with the originating Accela instance.	<p>Overview</p> <p>This enhancement ensures that MiCaRS only retrieves Accela Reference Data for Hot Keys that belong to the same Division as the originating Accela instance. This prevents cross-division lookups of Accela reference data.</p> <p>Enhancement</p> <p>Enhance Accela Reference Data lookup logic in batch entry to: Restrict data retrieval to Hot Keys associated with the same Division as the originating Accela instance.</p> <p>Acceptance Criteria</p> <p>Feature: Division-Based Accela Reference Data Lookup The system must only lookup Accela Reference Data for Hot Keys that share a Division with the originating Accela instance. Rule: Validate Division alignment before Accela Reference Data lookup Scenario: Hot Key belongs to the same Division Given I am entering a document in Batch Entry And I select a Hot Key tied to Accela Reference Data When I focus the Accela Interface Field Then the system retrieves and displays the Accela Reference Data</p>	Enhancement	4.2 Accela Integration

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			And the Hot Key Division matches the Accela instance Division		
228	LARAMDREQ-291	The system must be able to push payments AIMS	<p>Overview</p> <p>This new functionality will implement a backend integration that pushes MLCC payments from MiCaRS to AIMS. When a control number's document includes a Reference ID, the payment is associated directly to the corresponding AIMS record. When no Reference ID is present, the payment is routed to AIMS Unknown Payments.</p> <p>Enhancement</p> <p>2* Create a scheduled backend job to transmit MLCC payments from MiCaRS to AIMS.</p> <p>* For payments whose control number document contains a Reference ID, associate the payment to the matching AIMS record.</p> <p>* For payments without a Reference ID, create an Unknown Payment entry in AIMS.</p> <p>* Email Subscriptions:</p> <p>** Add new subscription types under user email preferences:</p>	Enhancement	4.3 MLCC AIMS (Salesforce) Integration

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>*** *AIMS Payment Push*: sends an email notification containing the results of the AIMS payment push job</p> <p>*Acceptance Criteria*</p> <p>* *Feature: LARA Push MLCC payments to AIMS*</p> <p>** The system must be able to push payments AIMS</p> <p>** *Rule: Match by Reference ID*</p> <p>*** *Background:*</p> <p>**** Given a payment exists in MiCaRS associated to a MLCC Hot Key</p> <p>*** *Scenario: Payment with Reference ID is associated to AIMS record*</p> <p>**** Given the control number's document has a Reference ID that matches an existing AIMS record</p> <p>**** When the AIMS push job processes the payment</p> <p>**** Then the system sends the payment to AIMS with that Reference ID</p> <p>**** And the payment is associated with the corresponding AIMS record</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>**** And the system records a success result with the AIMS identifier</p> <p>*** *Scenario: Reference ID present but no matching AIMS record*</p> <p>**** Given the control number's document has a Reference ID</p> <p>**** And no AIMS record exists for that Reference ID</p> <p>**** When the AIMS push job processes the payment</p> <p>**** Then the system sends the payment to AIMS without association</p> <p>**** And the payment is created in AIMS as an Unknown Payment</p> <p>**** And the system records a success result indicating Unknown Payment</p> <p>** *Rule: Route to Unknown Payments when Reference ID is missing*</p> <p>*** *Scenario: Payment without Reference ID is routed to Unknown Payments*</p> <p>**** Given the control number's document has no Reference ID</p> <p>**** When the AIMS push job processes the payment</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>**** Then the system sends the payment to AIMS as an Unknown Payment</p> <p>**** And the system records a success result indicating Unknown Payment routing</p> <p>** *Rule: The job must handle Transient Errors*</p> <p>*** *Scenario: Unknown failure is recorded*</p> <p>**** Given AIMS rejects the payment with an unknown error</p> <p>**** When the AIMS push job processes the payment</p> <p>**** Then the system records a failure result with the AIMS error details in the job log</p> <p>**** And the payment remains eligible for reprocessing</p> <p>*** *Scenario: Timeout failure is recorded*</p> <p>**** Given a timeout occurs when pushing payment to AIMS</p> <p>**** When the AIMS push job processes the payment</p> <p>**** Then the system records a failure result as a Timeout</p> <p>**** And the payment remains eligible for reprocessing</p> <p>** *Rule: AIMS Payment Push Email Notifications*</p> <p>*** *Scenario: Receive Success Notification*</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>**** Given I am subscribed to the AIMS Payment Push notifications</p> <p>**** When the AIMS Payment Push Job finishes</p> <p>**** Then I receive an email with details of the number of payments that succeeded and failed."</p>		
229	LARAMDREQ-292	The system must allow a user to be able to rerun payments that failed due to transient errors.	<p>" Overview</p> <p>This new functionality enable users to rerun the AIMS payment push either for an entire failed job run or for specific failed items within a run. Reruns are initiated from the Payment Push History screen (row action) or from the run's Details modal (row action per failed item). Only failed items are reprocessed; previously successful items cannot be duplicated.</p> <p>Enhancement</p> <p>* Add a Rerun action button on each row of Interfaces → AIMS → Payment Push History.</p> <p>** Enabled when the run has one or more failures.</p> <p>** Triggers reprocessing of the failed items from that run (not successes).</p>	Enhancement	4.3 MLCC AIMS (Salesforce) Integration

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>* In the Details modal for a run, add a Rerun action button on each failed item row.</p> <p>** Triggers reprocessing of that individual failed payment.</p> <p>* Display a confirmation dialog before any rerun action (entire run or single item).</p> <p>* After confirmation, enqueue a rerun job; show an in-progress indicator on affected rows.</p> <p>* Disable Rerun actions while a rerun is in progress for the same run/item.</p> <p>* Update history counts and statuses upon completion of reruns</p> <p>* Permissions:</p> <p>** {{AIMS_PAYMENT_PUSH_RERUN}}: required to perform rerun actions.</p> <p>Acceptance Criteria</p> <p>* *Feature: Rerun AIMS Payment Push*</p> <p>** The system must allow a user to rerun the AIMS payment push for an entire failed run or for individual failed items.</p> <p>** *Rule: Permissions*</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>*** *Scenario: User can see rerun actions with proper permission*</p> <p>**** Given I have the AIMS_PAYMENT_PUSH_LOOKUP_VIEW and AIMS_PAYMENT_PUSH_RERUN permissions</p> <p>**** When I view Interfaces → AIMS → Payment Push History</p> <p>**** Then I see a Rerun button on runs that contain failures</p> <p>**** And when I open a run’s Details modal</p> <p>**** Then I see a Rerun button on rows for failed items</p> <p>*** *Scenario: User without rerun permission cannot initiate reruns*</p> <p>**** Given I have the AIMS_PAYMENT_PUSH_LOOKUP_VIEW permission</p> <p>**** And I do not have the AIMS_PAYMENT_PUSH_RERUN permission</p> <p>**** When I view the Payment Push History and the Details modal</p> <p>**** Then Rerun buttons are not shown</p> <p>** *Rule: Rerun entire failed run*</p> <p>*** *Background:*</p> <p>**** Given a job run exists with one or more failed items</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>**** And I have the AIMS_PAYMENT_PUSH_RERUN permission</p> <p>*** *Scenario: Confirm and enqueue rerun for failed items in the run*</p> <p>**** When I click Rerun on the run row</p> <p>**** And a confirmation dialog is displayed describing how many failed items will be reprocessed</p> <p>**** And I confirm</p> <p>**** Then the system starts a rerun job for the failed items in that run</p> <p>**** And the run row shows an in-progress indicator</p> <p>*** *Scenario: Rerun not available when no failures*</p> <p>**** Given a job run has zero failures</p> <p>**** When I view the run row</p> <p>**** Then the Rerun button is disabled</p> <p>** *Rule: Rerun individual failed item*</p> <p>*** *Scenario: Confirm and enqueue rerun for a single failed item*</p> <p>**** Given I am viewing the Details modal for a run with failed items</p> <p>**** When I click Rerun on a failed item row</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>**** And a confirmation dialog is displayed identifying that item</p> <p>**** And I confirm</p> <p>**** Then the system starts a rerun job for that item</p> <p>**** And the item row shows an in-progress indicator"</p>		
230	LARAMDREQ-301	The system must provide a lookup screen to view all payments that were pushed to AIMS	<p>" Overview</p> <p>This new functionality adds a new lookup screen for viewing the history of AIMS payment push job runs. The screen lists each prior run with counts of successes and failures, supports sorting, filtering, pagination (20 per page), export, and a Details modal showing the batches and control numbers included in that run.</p> <p>Enhancement</p> <p>* Add a new menu entry under Interfaces → AIMS → Payment Push History.</p> <p>* The new screen will display a table of all previous runs of the AIMS payment push job, including:</p> <p>** Run ID (displayed as “Push ID” if preferred)</p>	Enhancement	4.3 MLCC AIMS (Salesforce) Integration

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>** Run Date/Time</p> <p>** Number of Success</p> <p>** Number of Failures</p> <p>** Total Number of Payments</p> <p>** Details button to view associated batches</p> <p>* Support pagination with 20 records per page.</p> <p>* Add sorting and filtering on visible columns.</p> <p>* Allow export of the list to Excel or PDF.</p> <p>* When a user clicks the Details button, open a modal listing all batches associated with that run, including:</p> <p>** Batch ID (clickable → navigates to Batch Details screen)</p> <p>** Control Numbers (each clickable → navigates directly to Control Number details)</p> <p>** Control Number Amount</p> <p>** Reference ID</p> <p>** Status</p> <p>* Security & permissions:</p> <p>** {{AIMS_PAYMENT_PUSH_LOOKUP_VIEW}}: Required to access the screen.</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>Acceptance Criteria</p> <p>* *Feature: View AIMS Payment Push History*</p> <p>** The system must allow a user to view a list of all previous runs of the AIMS payment push job.</p> <p>** *Rule: Permission is required to access Payment Push History*</p> <p>*** *Scenario: User has permission*</p> <p>**** Given I have the AIMS_PAYMENT_PUSH_LOOKUP_VIEW permission</p> <p>**** When I navigate to Interfaces → AIMS</p> <p>**** Then I see the Payment Push History menu entry</p> <p>*** *Scenario: User does not have permission*</p> <p>**** Given I do not have the AIMS_PAYMENT_PUSH_LOOKUP_VIEW permission</p> <p>**** When I navigate to Interfaces → AIMS</p> <p>**** Then I do not see the Payment Push History menu entry</p> <p>** *Rule: Payment Push History list displays relevant details*</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>*** *Scenario: View job run history*</p> <p>**** Given I have access to the Payment Push History screen</p> <p>**** When I navigate to the Payment Push History screen</p> <p>**** Then I see a table containing Push ID, Run Date/Time, Number of Success, Number of Failures, Total Number of Payments, and a Details button</p> <p>** *Rule: Details button opens batch list*</p> <p>*** *Scenario: View details for a job run*</p> <p>**** Given I am viewing the Payment Push History list</p> <p>**** When I click the Details button for a run</p> <p>**** Then a modal window opens</p> <p>**** And I see a table listing all batches associated with the run, with Batch ID, Control Numbers, Control Number Amount, Reference ID, and Status</p> <p>** *Rule: Batch ID navigation*</p> <p>*** *Scenario: Navigate to batch from details modal*</p> <p>**** Given I am viewing the batch list for a job run</p> <p>**** When I click on a Batch ID</p> <p>**** Then the system navigates me to the Batch Details screen for that Batch</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>** *Rule: Control Number navigation*</p> <p>*** *Scenario: Navigate to control number from details modal*</p> <p>**** Given I am viewing the batch list for a job run</p> <p>**** When I click on a Control Number</p> <p>**** Then the system navigates me directly to the Control Number details screen</p> <p>** *Rule: Pagination and navigation*</p> <p>*** *Scenario: More than 20 job runs exist*</p> <p>**** Given more than 20 AIMS payment push job runs exist</p> <p>**** When I view the Payment Push History list</p> <p>**** Then only 20 records are displayed per page</p> <p>**** And I can navigate between pages</p> <p>** *Rule: Sorting and filtering*</p> <p>*** *Scenario: Sort by Run Date/Time*</p> <p>**** Given I am viewing the Payment Push History list</p> <p>**** When I click on the Run Date/Time column header</p> <p>**** Then the table is sorted by Run Date/Time</p> <p>*** *Scenario: Filter by Status*</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>**** Given I am viewing the Payment Push History list</p> <p>**** When I apply a filter for Success</p> <p>**** Then only runs with successful pushes are displayed</p> <p>** *Rule: Export to Excel and PDF*</p> <p>*** *Scenario: Export Excel job run list*</p> <p>**** Given I am viewing the Payment Push History list</p> <p>**** When I click the Print Button and choose Excel</p> <p>**** Then an Excel file containing all job runs is generated</p> <p>*** *Scenario: Export PDF job run list*</p> <p>**** Given I am viewing the Payment Push History list</p> <p>**** When I click the Print Button and choose PDF</p> <p>**** Then a PDF file containing all job runs is generated</p> <p>** *Rule: Export Details to Excel and PDF*</p> <p>*** *Scenario: Export Excel job run details*</p> <p>**** Given I am viewing the Payment Push History list</p> <p>**** When I click the Print Detail Button and choose Excel</p> <p>**** Then an Excel file containing all job runs along with all batch details is generated</p>		

SO WID	Issue key	Requirement title	Requirement description	Work type	Narrative
			<p>*** *Scenario: Export PDF job run details*</p> <p>**** Given I am viewing the Payment Push History list</p> <p>**** When I click the Print Detail Button and choose PDF</p> <p>**** Then a PDF file containing all job runs along with all batch details is generated"</p>		

Exhibit B: MICARS Technical Overview

The MICARS solution that KL&A will be implementing is based on a Microsoft technology stack, using a .NET codebase over an Oracle database. The collection of platforms and libraries is listed below and represents the current state of the application. As new versions of the platform and library components are released, KL&A will evaluate each for appropriateness in the solution.

Platforms

- .NET Framework 4.8
- Oracle 19C
- IIS 8.5

Libraries

- Typist
- jQuery
- PdfSharp 1.5

KL&A shall provide a comprehensive Technology Roadmap within one hundred eighty (180) days of contract execution.

The Technology Roadmap shall:

- **Identify Current Technology Stack**
Clearly document the technologies, frameworks, major versions, and known dependencies utilized in the solution as of the roadmap date.
- **Planned Upgrade Path**
Provide a planning-level upgrade and maintenance strategy for the solution components. To the extent the State provides written, formally adopted technology standards applicable to the solution, the roadmap shall identify areas of alignment and any known gaps. Compliance activities shall be subject to mutually agreed scope, funding, and implementation timelines.
- **Milestones and Deliverables**
Include anticipated phases and sequencing of upgrade activities, including estimated timeframes based on information reasonably available at the time of roadmap development. Any specific implementation dates or delivery commitments shall be subject to mutual agreement through applicable change management or work authorization processes.
- **Risk Assessment and Mitigation**
Identify known risks related to technology lifecycle, obsolescence, and dependency management, together with recommended mitigation strategies.

- **Annual Review and Update**
KL&A shall review and update the Technology Roadmap annually, or upon written request by the State, to reflect material changes in the solution, applicable industry standards, security requirements, or State-adopted technology standards that have been formally published or provided to KL&A.

DevOps Coordination

KL&A will require the ability to deploy Sprint Increments to the SOM UAT environment through FTS. KL&A will require:

Read and Write access to the SOM UAT database to upgrade the database for each Sprint Increment. KL&A will require Read access to the SOM Production Oracle databases for bug triage and data migration research. KL&A will require DTMB to refresh the Oracle databases of SOM UAT and SOM Pre-Production with the data from SOM Production. KL&A will require an Oracle database backup of the SOM Production environment that has been purged of sensitive information for our internal KL&A Dev Environment. KL&A will require access to Email servers in the SOM UAT and SOM Pre-Production environments for testing. KL&A will use OneDrive to send Deploy Packages for SOM Pre-Production and SOM Production deploys.

Integrations

The following integrations have been identified as needed in the LARA Portal: CEPAS, SIGMA and MiLogin.

CEPAS

MiCaRS will integrate with CEPAS in the following:

- Receive a CEPAS daily log file for payments received (utilizing FTS)

SIGMA

MiCaRS will integrate with SIGMA in the following:

- Nightly syncs with MAIN DB
- Daily transfer of approved transactions through DataStage

MiLogin

The Portal will integrate with MiLogin in the following:

- MiLogin Worker for State of Michigan

Exhibit C: MICARS Overview

This section will outline the functionality planned for the MiCaRS accounting system.

Core Modules

ARS

The Accounts Receivable module helps you create and manage billing transactions, track payments, and handle revenue recognition. It records all related activity—such as payments, write-offs, adjustments, interest, and refunds—and manages overdue invoices.

This module includes tools for **Customer Maintenance, Program Setup, Product Management, Invoice Creation, Point of Sale, Email History, and Suspense Payments**. To create an invoice (whether it will be recorded as a receivable in SIGMA or not), the user will first need to set up a Program with the necessary invoice details and accounting information. Customer and address details are also required. Optionally, the user can use Product Setup to link products with descriptions and accounting codes. You can also view the history of invoices that have been emailed to customers

Customer Maintenance

The **Customer Maintenance** function allows users to search for, add, edit, activate, or deactivate customer account records. It also works in conjunction with the Build Invoice function.

Each customer record displays key information such as the customer's name, contact details, billing and shipping addresses, and more. Users can easily update this information to ensure records remain accurate and current.

Program Setup

Programs are essential for defining invoice-specific details such as printed text, interest or penalty fees for delinquent payments, and links to interfaces.

Each invoice in MiCaRS is tied to a specific Agency, Division, and Program. When setting up a Program, you define one or more lines of accounting information that will automatically apply to any invoice created under that Program. Program Setup also includes SIGMA Chart of Account elements, where you can specify whether each accounting line should be sent to SIGMA. Additionally, each Program is configured with Event Types that determine how invoices are processed and whether they will be recorded as receivables in SIGMA. The Program Invoice Type table maps Event Types to different Customer Types and invoice types and includes a setting to indicate whether the invoice should be established as a receivable.

Build Invoice

The first step in creating an invoice is selecting the customer. The **Customer Type** (Federal, Local, State, or Non-Governmental) and the Invoice Type help determine whether the invoice will be

recorded in SIGMA. Each Program is configured with specific Invoice Codes and Customer Types, which define the **Event Type** used for the invoice.

Each invoice is assigned a unique **Invoice Number** in MiCaRS. This number, combined with a system-generated code identifying MiCaRS as the source, becomes the **Document ID** in SIGMA. The original invoice is recorded as **Version 1**, and any changes (like adjustments or interest) will increase the version number by 1.

- If the customer is **not linked** to a registered vendor, MiCaRS uses a default customer record called “**Miscellaneous Customer**” (**MISC00001**) and applies the agency’s default billing profile.
- If the customer **is linked** to a registered vendor, the invoice will be sent to SIGMA using that vendor’s ID and billing profile.

Invoices include detailed lines that are totaled to calculate the amount due. Each invoice must also include at least one accounting line. These lines are based on the Program selected during invoice creation. If multiple accounting lines are set up for the Program, they are automatically added to the invoice. The full invoice amount is initially assigned to the first line, and users are responsible for distributing the correct amounts across all lines. Users can edit or remove default lines and add new ones as needed. Event Types are defaulted based on the Program’s setup but can be changed during invoice creation. All accounting elements are validated against SIGMA extracts to ensure compatibility.

NSF transactions are handled as reclassification transactions in SIGMA. Depending on the setup, MiCaRS may also send an RE9 document for the NSF receivable.

Treasury creates a CR9R document.

MiCaRS then creates a CR9R modification that nets to \$0, referencing the original Document ID.

MiCaRS uses Event Type 27AR (NSF Reclass from Clearing).

Whether an RE9 is sent depends on the Program Setup Create Receivable indicators at the Invoice Code and Program Account levels for the program to enter that NSF invoice.

The **Email History** function allows users to view a list of invoices and system emails sent to a customer. This functionality allows the user to view email recipients as well as if the email was successfully sent to the recipient.

Fiscal Manager Review

This Fiscal Manager review function allows fiscal managers to review invoices generated by users and interfaces. This includes verifying that all billing details are correct, such as quantities, and billing amounts. The fiscal managers can either approve or reject invoices.

RPS

The Revenue Processing module supports the full cycle of revenue management. It handles balancing of revenue transactions batches, records remittance details, distributes revenue to the appropriate agency accounts, and ensures totals between remittances and accounting distributions are balanced. It also posts accrued revenue payments to invoices, records field deposit receipts, captures transactions sent by Treasury (such as EFTs and credit card payments), and transmits all relevant data to SIGMA.

The Revenue Processing module consists of ***Batch Entry, Deposit Preparation, SIGMA Collection, Update Batch Operator, Update Processing Date, Recent Deposit Preparations, and Reset SIGMA Document.***

Batch Entry

In MiCaRS, each revenue transaction is assigned a unique **Control Number**, which, along with a system-generated source code, forms the **Document ID** in SIGMA. The first version of the transaction is recorded as **Version 1**, and any corrections (e.g., Revenue to Revenue or Revenue to Invoice) increment the version number by 1.

Modifications made to a control number after the Fiscal Year of the original entry is closed will be transmitted to SIGMA as a “Stand-alone” CR9R document regardless of if the original transaction was sent as a CR9D or CR9R. This stand-alone CR9R will be identified with a new Document ID and the Version number will always be 1. MiCaRS will continue to track the versions of the document. The Documents will be linked to SIGMA by containing the original control number in the Document Name field.

The data entry process allows one remittance record per control number. The details of the payment information including payment type, check number, check date and remittance name will be sent to SIGMA which only allows one form of payment per document. Deposit number, date and Bank ID are maintained at the remit level instead of the document level.

Every transaction must include at least one **accounting line**. The full **Chart of Accounts (COA)** data is stored in MiCaRS and sent to SIGMA—unless the transaction references a SIGMA receivable. When payment is applied to SIGMA receivable, only the **Document ID** and **Receivable Accounting Line** are sent to SIGMA, though COA elements are still stored in MiCaRS. Accounting elements can be derived from invoices, SIGMA receivables, or templates like **Hot Keys** and **Accounting Templates**, which are validated against SIGMA extracts. The required elements based on the SIGMA definition for the selected Event Type will be enforced.

Event Type is replacing Transaction Code in determining how a transaction is processed in SIGMA. The user will be responsible for determining the correct Event Type for the specific transaction. The Hot Key, used for deposit transactions (including Alpha remit types), can be set up to include the correct Event Type. When the revenue collected is payment for an Invoice established in SIGMA, the event type on the deposit record will be determined based on the event type of the receivable. For Example, Bill Earned Revenue (AR01) will be mapped to Collect Earned Revenue (AR02). This mapping has been determined by SIGMA and is stored in the Event Type Mapping table in MiCaRS but cannot be changed by MiCaRS Users.

During the Fiscal Year closing process, the user can identify whether the revenue collected should be posted to the prior fiscal year or not.

- When processing old year transactions, MiCaRS will set the Fiscal Year and Budget Fiscal Year to the prior fiscal year and the Budget Period to 12. This option is only available from the start of the Fiscal Year through the Deposit Close date identified in MiCaRS.
- When processing Cash-in-Transit transactions, MiCaRS will set the Fiscal Year and Budget Fiscal Year for non-receivable payments to the current fiscal year. Cash-in-Transit transactions require an additional journal voucher entry to be completed in SIGMA.
- When processing Old Year AR transactions, MiCaRS will set the Fiscal Year and Budget Fiscal Year to the prior fiscal year. The Budget period will be 12 or 13 depending on the process date. This option is available from the start of the fiscal year through the JV Close date identified in MiCaRS. However, after the Deposit Close date, MiCaRS will only allow remit types that are not transmitted to SIGMA or remit types that are identified as CR9R to be used.

Regardless of transaction type, the Budget Fiscal year for the accounting lines that are payments against a receivable line that has been established in SIGMA, is set to the Budget Fiscal Year of the accounting line for the receivable.

In SIGMA, the Cash Receipt for Revenue Reclassification (CR9R) document will be used to reclassify or distribute revenues collected by agencies through various means, including credit card and E-Check payments processed via Centralized Electronic Payment and Authorization System (CEPAS).

MiCaRS will send the CR9R transaction for a Remit Type will when the remit type is identified as a CR9R type in the Remit Type Lookup table. These remit types must also include a link to the Hot Key that represents the “From” side of the reclassification for the transaction to be transferred to SIGMA. For example, Hot Key CC contains the account elements that represent the undistributed account where the Electronic Payment transaction was originally posted from CEPAS. This Hot Key will be included on the Remit Type record for Credit Card. The revenue transaction contains the account coding where the revenue should be recorded. The CR9R transaction will reference the removal of funds from the undistributed account and the reclassification of that revenue to the specified accounts, which may also include the receivable number that the payment satisfies. The net amount of a CR9R transaction is \$0. If the CEPAS file contains a reference number such as a MiCaRS invoice number or Sigma Receivable number (that has been imported to MiCaRS), the resulting CR9R document will reference the Sigma RE9 Document ID to satisfy the receivable.

Remit types can also be used to record revenue transactions that do not need to be sent to SIGMA but need to be entered in MiCaRS to satisfy an invoice. In this case, the document type will not be identified on the remit type record and no corresponding Hot Key record exists to match the Remit Type. For example, remit type IA can be used when an invoice was paid by another state agency via a direct transfer in SIGMA. This type of revenue transaction does not need to be sent to SIGMA, therefore no CR9R nor CR9D is created. When transactions are entered for the “IA” remit type, MiCaRS allows for entry of the Deposit Date information to represent when the transfer of funds

occurred in SIGMA. Most users use the Remit Reference field to record the Document ID from SIGMA that transferred the funds.

A MiCaRS cashier will enter revenue transactions using a remit type that has CR9R as the Document Code. These transactions are entered using the same process as Cash or Check transactions. The cashier will prepare batches for deposit. Based on the remit type selected, the MiCaRS system will create Cash Receipt redistribution record(s) when the transaction is collected.

Deposit Preparation

The **Deposit Preparation** process allows users to select revenue batches to include on specific deposit tickets. For each combination of **remit type** and **transaction type** in the selected batches, users must enter and confirm a separate **deposit number**. These deposit numbers are then recorded on the corresponding revenue transactions. Optionally, users can also specify the **method of deposit** during this process.

SIGMA Collection

In the **SIGMA Collection** process, users select a functional area of the system to collect data from. MiCaRS then identifies all new or modified records related to that area. These records are grouped into a **SIGMA Export Batch** for tracking and querying.

Each transaction in the batch includes one **SIGMA Header** and one or more **SIGMA Vendor** and **Accounting** records. All necessary data to generate the XML file for SIGMA is stored in these tables.

The final step is generating the XML file on the application server. Before the file is created, a **Data Stage** process validates the information. If errors are found, they are emailed to designated users, and the entire batch is held until the issues are resolved. The timing of file generation and transmission is managed by Data Stage.

The **Update Batch Operator** function allows batches to be reassigned from one user to another this allows work to move forward if a user is out of office.

Each location has processing dates during the month to process deposits, and a closing date for the month. To change these dates, the Cashier accesses the [Update Processing Date](#) screen. MiCaRS automatically sets the Process Date to the current date at 12:01AM each night so that deposit transactions that are input through interfaces will have the correct process date. This date can be changed manually so that transactions entered after Deposits have been prepared for the day can have the next business day as the Process date.

Revenue Control

The **Revenue Control** module allows users to correct revenue transactions sent to SIGMA and manage refund processing. It includes the following functions: **Log Refund Entry, Refund Entry, Refund Review, Reclass Entry, Reclass Approval, Payment Correction, and Invoice Account Correction.**

These functions are governed by security roles to ensure proper separation of duties—users who create refunds or reclassification transactions are different from those who approve them. The **Payment Correction** and **Invoice Account Correction** features are used to fix errors in transmitted transactions or to reallocate funds to the correct account coding.

Refund Entry

Each refund transaction in MiCaRS is assigned a unique **Refund Number**, which, along with a system-generated source code, forms the **Document ID** in SIGMA. Refunds are always recorded as **Version 1** and **cannot be corrected** once submitted.

Refunds can be linked to a **revenue transaction** using the Control Number. When linked, MiCaRS pulls the accounting and customer information from the original transaction. However, **revenue lines tied to a SIGMA receivable cannot be refunded directly**—a revenue correction must be completed first.

Some agencies may allow refunds **without linking to a Control Number**. This rule is configurable. In such cases, users can select a **Hot Key** to populate accounting information. The **Event Type** must be selected during refund creation, with **AP10** as the default.

- If the refund includes a **Vendor ID and Address ID**, it is sent to SIGMA as a **GAX9R** transaction.
- If no Vendor ID is provided, it is sent as a **GAX9N** using the **MISC0001 “Miscellaneous Vendor”**.

All refund accounting data is converted to SIGMA’s **Chart of Accounts** format and validated to ensure successful imports. Refunds entered manually in MiCaRS must be **approved** before being transmitted to SIGMA.

MiCaRS includes an approval workflow that allows **fiscal managers** to review and either **approve or reject** refund requests. Users can attach **supporting documentation**—such as invoices, receipts, or correspondence—to justify the refund. Refunds **cannot be sent to SIGMA** unless they have been **approved** by a manager.

The **Refund Query** function allows users to search for refund records using a wide range of criteria. Search can be as specific as a single Refund Control Number (returning one record) or as broad as a date range or refund type (which may return multiple records). Once a refund is located, users can view or print the refund details as needed.

Reclass Entry

Each reclassification transaction in MiCaRS is assigned a unique **Reclass Number**, which, along with a system-generated source code, forms the **Document ID** in SIGMA. If the reclassification type is **CR9R**, the Reclass Number is assigned as the next available **Control Number**. For **CA9** (Cost Allocation) transactions, it uses the next available **Reclass sequence number**. All reclass transactions are recorded as **Version 1** and **cannot be corrected**. A new transaction must be created if changes are needed after submission to SIGMA.

Manually entered reclassifications are sent to SIGMA as either **CA9** or **CR9R** transactions, depending on the type selected. These transactions must always **net to \$0**. The accounting information is converted to SIGMA's **Chart of Accounts** format and validated to ensure successful imports.

Reclassification transactions entered manually in MiCaRS must be **approved by a fiscal manager** before they can be transmitted to SIGMA. MiCaRS includes an approval workflow that allows managers to **approve or reject** these transactions. Unapproved reclasses are **not eligible** for SIGMA collection.

Note: **Alpha Remit Types, NSF Invoices, Revenue Corrections, and Invoice Account Corrections** no longer generate reclass transactions. Instead, they are sent to SIGMA using the **CR9R file format** or as a **new version** of the original transaction.

The **Reclass Query function** enables users to locate reclassification transactions based on various search criteria. These criteria can be as specific as a single reclassification number—returning one exact result—or broader, such as a range of numbers or a particular status, which may yield multiple records. When only partial information is available, users can input known details to help narrow down the search results efficiently.

Payment Correction

The **Payment Correction** function allows users to move funds between accounting lines—such as **Revenue to Revenue, Revenue to Invoice, or Invoice to Invoice**. In these cases, the original line is reduced, and a new line is created with the correct information.

If a **Revenue transaction fails** to post to SIGMA due to invalid accounting, users can correct the coding on the existing **HistDoc** record using the **Correct Revenue** process. Before making corrections, the failed document must be removed from the SIGMA Export tables using the **Reset SIGMA Document** function.

- The system displays the **new version number** that will be created for SIGMA (in large red font) to alert the user.
- If a pending SIGMA record exists for the control number, it will be removed from the collection tables to allow the correction to proceed.
- Once **DataStage** begins the collection process, modifications are no longer allowed.

Fiscal Year Defaults:

- Corrections default to the **current fiscal year and period**.
- During year-end, users may select the **prior fiscal year** and either **Period 12** (before Deposit Close) or **Period 13**.
- Throughout the rest of the year, the period may be set back to the prior period during the first 5 business days of the month to post a correction in the prior month

For payments against SIGMA receivables, the **Budget Fiscal Year** is the same as the receivable's accounting line. For non-receivable lines, it's based on the fiscal year selected during correction.

The **Invoice Account Correction** function is used to move funds between accounting lines on an invoice. Like payment corrections, the original line is reduced, and a new line is created. If an **Invoice transaction fails** to post to SIGMA due to invalid accounting—or if a payment cannot be applied—users can update the coding on the existing **Invoice Account** record. The failed document must first be removed from the SIGMA Export tables using the **Reset SIGMA Document** function.

- The fiscal year and period will default to the **current fiscal year and period**.
- If a pending SIGMA record exists for the invoice, it will be removed to allow the correction to proceed.
- Once **DataStage** begins the collection process, no further modifications are allowed.

Reports & Queries

The **Reports and Queries** module allows users to run reports and perform data lookups within MiCaRS. It includes the following tools: **Reports Menu**, **Cashier Query**, **Invoice Query**, **Reclass Query**, **Refund Query**, and **SIGMA Export Query**. All functions provide **read-only access** to MiCaRS data—**except for Invoice Query**.

Based on user security permissions, **Invoice Query** may allow additional actions such as **printing**, **adjusting**, **adding comments**, or **writing off the** invoice, on a singular invoice or a group of invoices.

Cashier Query

The **Cashier Query** function allows users to search for deposits using a variety of criteria. By default, the query displays the **most recent version** of each record.

Users can filter results using flexible search options:

- **Date fields** can be searched by exact match, greater than or equal to, less than or equal to, or a date range.
- **Text fields** can be searched using options like *Contains*, *Starts With*, *Ends With*, *Is*, or *Is Not*.

Users can also view and print **previous versions** of transactions. Reports generated from the Cashier Query will display data for the **current document version** of each control number, except for the **Cashier Transaction Detail report**, which includes **all document versions** associated with the control number. All other reports will only include data that matches the search criteria entered.

Refund Reports

Refund Reports provide both detailed and summary information on refund activity, including statuses such as **approved**, **denied**, and **pending/backlogged**. Reports can be grouped by criteria

such as **disposition**, **division**, and **program**, and can be filtered by **date range** for more targeted analysis.

SIGMA Reports

SIGMA Batch Reports provide detailed and summary views of transactions formatted for SIGMA. These reports can be used to review specific batches or analyze all transactions from a selected date, supporting the **collection and reconciliation process**.

Revenue Reports

Revenue Reports provide insights into **cashier transaction summaries** and **deposit activity**. These reports include detailed data on revenue transactions and processing times, presented in a clear and intuitive format to support effective analysis and reconciliation.

Summary Reports

Summary Reports provide batch details, deposit summaries, and field deposit data, all sortable by **agency** and **date range**. These reports offer valuable insights into **operator activity** and **transaction statuses** over a selected period, supporting operational tracking and performance analysis.

Invoice Query

The **Invoice Query function** allows users to search for invoice records using a wide range of criteria. By default, the invoice detail screen displays the most recent version of the invoice.

Users can also choose to view and print previous versions of an invoice. However, only invoices that have been established as **receivables in SIGMA** will have multiple versions available.

ARS Query Reports

ARS Query Reports provide insights into various aspects of **accounts receivable**, including invoice adjustments, outstanding and unpaid invoices, transactions, and payments received. These reports can be **grouped and filtered** by criteria such as **fiscal year**, **agency**, **division**, and **date**, allowing for focused and efficient analysis.

Invalid Default Reports

Invalid Defaults Reports identify issues with default configuration elements—such as **Hot Keys**, **Products**, and **Program Accounting elements**—that may cause validation errors. These reports help users quickly locate and correct invalid entries to ensure smooth processing and successful integration with **SIGMA**.

Reclassification Reports

Reclassification Reports offer detailed insights into reclassification transactions. Users can view complete information for individual transactions or analyze grouped data across a selected date range, making it easier to track and review reclassification activity.

Reconciliation Reports

Reconciliation Reports focus on maintaining audit trails and identifying irregularities. These reports include listings of Modified revenue document transactions, removed user groups, Transactions that are out of balance, Transactions missing corresponding payment records

System Control

The System Control module is where Administrators can maintain the systems **Security (Users, Groups, and Roles)**, **Archive Deposits / Invoices** and **Lookup Tables** in MICARS.

User Management

MiCaRS uses a role-based security system to manage user access. In this system, **roles** define permissions for specific tasks or functions. **Groups** are assigned one or more roles, and users are then added to these groups. For example, to give system administrators access to configuration and security features, an administrator would create a group called System Administrators, assign it roles such as Lookups and Security, and then add the appropriate user accounts to that group. This structure ensures that users only have access to the features they need based on their responsibilities.

User Activity

MiCaRS automatically records all user actions in system activity tables. The **User Activity Query** feature allows authorized security users to search and export these activity logs using a variety of filters. This helps administrators monitor system usage and track user behavior for auditing or troubleshooting purposes.

Record Archiving

The **Archive Invoices & Deposits/Receipts** function in MiCaRS allows users to move invoice and receipt data from active tables to archive tables, helping to manage system performance and data organization. Additionally, users have the option to permanently delete (purge) deposit and invoice records from the system when they are no longer needed.

Letter Management

MiCaRS supports optional letter generation to accompany invoices and refunds. Letters are created using customizable templates and layouts, allowing users to quickly produce letters for various purposes. Before sending, templates can be edited on the spot—without saving changes permanently—so users can add any specific details needed for that specific communication.

Remit Type

Remit Types in MiCaRS define the kind of payment received during a receipt transaction—such as **Cash, Check, or Credit Card**. Each Remit Type includes a user-defined description and is linked to a SIGMA payment type and a Document Code. For a Remit Type to be included in the SIGMA Collection process, it must have a Document Code assigned. If no Document Code is selected, the transaction will remain within MiCaRS and will not be sent to SIGMA.

MiCaRS Control

MiCaRS Control manages key system settings, including the default fiscal year for invoices. By default, invoices are assigned to the current fiscal year set in the system. During the year-end closing period—defined by the AR Close date in MiCaRS Control—users can switch the fiscal year to the prior one to accommodate closing activities and adjustments.

Hot Keys

Hot Keys in MiCaRS serve as shortcuts to specific accounting information and are also used to identify receipt transactions that are connected to external systems through a MiCaRS interface. Each Hot Key can include up to four user-defined fields specific to the interface, which appear automatically when processing a receipt using that Hot Key. This helps streamline data entry and ensures consistency across integrated systems.

Lookup tables & Maintenance

MiCaRS relies on various dropdowns and configuration settings to support its functionality. Users with the appropriate permissions can manage these values through the system's lookup tables. Standard features include the ability to view, create, and edit entries. In some cases, deletion is also allowed, depending on the type of data and how it is used within the system.

CORE INTERFACES

MiLogin Integration

MiCaRS integrates with **MiLogin**, the State of Michigan's identity provider, to manage user access. Before using MiCaRS, users must be granted access through their MiLogin account. Once access is approved, a corresponding user profile is automatically created in MiCaRS. If access is later revoked in MiLogin, the associated MiCaRS user account is also deactivated, ensuring secure and synchronized access control.

DataStage Integration

DataStage is the process responsible for extracting and formatting transaction data from MiCaRS into XML files for SIGMA. This extraction occurs daily at a scheduled time determined by the agency and the DataStage team. During this process, MiCaRS groups transactions into batches based on their Document Codes, such as **CR9D, CR9R, CA9, GAX9N, GAX9R, and RE9**. These batches are then staged and prepared for DataStage to collect.

Once the collection begins, MiCaRS sets a system flag to prevent any changes to the records being processed. While the flag is set no records can be added or removed from the SIGMA collection tables. This impacts the following areas of the system:

- SIGMA Collection
- Reset SIGMA Document

- Correction of a receipt transaction that is currently being picked up
- Modification of an invoice that is currently being picked up
- Reset of a SIGMA batch.

DataStage then validates the data and generates the XML file on the application server. This step will be handled by the Data-Stage process being developed by DTMB- CSS group. If any errors are detected, the entire batch is held back, and an email notification is sent to designated users. No part of the batch is transmitted until all issues are resolved. The timing of file generation and transmission is fully managed by the DataStage process.

SIGMA Integration

MiCaRS integrates with SIGMA, the State of Michigan’s financial system, to transmit and validate financial transactions. Each transaction prepared for SIGMA includes a header record and one or more associated vendor and accounting records. MiCaRS ensures that all necessary accounting elements are included to align with SIGMA’s Chart of Accounts. It also uses SIGMA Event Types to determine how each transaction should be processed.

MiCaRS will maintain and send all of the Accounting Elements needed to identify the Chart of Accounts in SIGMA.

MiCaRS will import data extracts from SIGMA in order to ensure that all data sent to SIGMA is valid.

MiCaRS will use the SIGMA Event Types to drive how the transaction is processed in SIGMA.

MiCaRS will place transactions to be sent to SIGMA in staging tables to be formatted by the SIGMA Data Stage process into the appropriate XML Files.

SIGMA does not have a “batch” concept for transactions. Each document is treated independently. MiCaRS will edit the validity of a transaction when the transaction is entered or flows into the system via an interface to reduce the number of transactions that are pended in SIGMA. Once transmitted, SIGMA performs additional validation. If any issues are found, the transaction is marked as “Pended,” and it becomes the user’s responsibility to monitor and resolve these within SIGMA. MiCaRS also imports data extracts from SIGMA to ensure that all transmitted data is accurate and complete

Please see Interface Files to SIGMA for detailed mapping of each transaction type.

Reset SIGMA Document

When a single document causes an error being imported into SIGMA, the Document ID will need to be removed / canceled from SIGMA and then reset in MiCaRS. Optionally, a comment can be added to indicate why the document is being reset. The comment is linked to the SIGMA Batch record to assist in reconciliation and audit reviews. This action will allow the transaction to be recollected and sent to SIGMA again with the same version number.

SIGMA profile information extract

All Chart of Accounts element tables from SIGMA will be extracted and imported so MiCaRS can use them for validation prior to sending transactions to SIGMA. This extract process will occur daily and will completely refresh the contents of the tables. The data is retrieved from the Enterprise Management Layer (EML) and accessed via DBLinks on each of the database servers. Other information included in the EML but not used by MiCaRS is: Vendor / Customer information and Warrant Offset data.

CEPAS Integration

The Centralized Electronic Payment Authorization System (CEPAS) is a payment authorization system that supports contracted, approved credit cards, debit card, electronic check, and ACH transactions. This interface provides the functionality for retrieving CEPAS files sent from Treasury and other applications. These files are automatically imported into MiCaRS which creates a Data Entry Batch and Control numbers for each Payment made online. If the Batch is successfully created and balanced, the batch will be processed through the Deposit Preparation step automatically and will immediately be available to collect for SIGMA. The interface frontend provides the ability to search the downloaded CEPAS files, search the CEPAS job logs, and re-run files.

Email Integration

Email is one of the primary ways for customers to receive invoices from the MiCaRS system. Automated and manually created invoices are continuously reviewed and sent via the user interface. Users can also subscribe to receive certain emails created by processes within the MiCaRS Application and Web Services. Email Subscriptions will tie a user record that contains the user's email address to a specific category of email that they would like to receive. Some categories of emails are also linked to a specific external system (interface) allowing a user to subscribe to receive emails for only certain interfaces for a category.

MICARS ENHANCEMENTS

Following the completion of our discovery phase, we identified several critical functional gaps between the legacy C3 system and the MiCaRS platform that is set to replace it. These gaps, if unaddressed, would hinder the LARA team's ability to maintain their current workflows and achieve operational efficiency in the new system.

To ensure a seamless transition and to enhance the overall user experience, the KL&A team has compiled a comprehensive list of system enhancements required within MiCaRS. These enhancements are designed to align MiCaRS with the LARA team's established processes while introducing improvements that support more streamlined and effective operations.

The proposed enhancements will focus on core system functionalities, including but not limited to:

- Refund processing
- Data visibility and access control

- Payment correction workflows
- Tracking of unidentified payments
- Data entry optimization
- Control number management

These updates will ensure that MiCaRS not only meets the functional standards of the legacy system but also provides a more robust and user-friendly platform for the LARA team’s day-to-day activities.

Core Enhancements

As part of the core system improvements, MiCaRS will be enhanced to better support administrative efficiency and meet specific operational needs identified during the discovery phase. One key enhancement involves implementing automated deactivation of user accounts that have been inactive for six months or more, thereby reducing the manual workload for system administrators. Additionally, the system’s invoicing capabilities will be expanded to support billing by the number of products—such as beds—within each facility. This change addresses a critical gap for one of the LARA bureaus, which currently must process such invoices manually. Furthermore, the system will be updated to identify and flag fines that exceed \$50,000, whether individually or collectively. This functionality is essential for supporting the LARA team’s annual 1098 reporting obligations to the IRS and will ensure accurate and timely compliance with federal requirements.

Refund Enhancements

To align MiCaRS with LARA’s existing refund workflows and improve efficiency, several key enhancements will be implemented. The refund process will be updated to support a two-step approval workflow, mirroring the current C3 and SIGMA procedures, furthermore MiCaRS will include the ability to designate emergency approvers and track their involvement for special cases where Bureau users are unable to designate a second approver. A new Refund Dashboard will provide users with real-time visibility into pending approvals, while automated email notifications will keep LARA and Bureau users informed of status changes, including when refunds require approval, are returned, or reach final approval. Enhancements will also include mandatory return reasons for refunds that need modifications, customizable email templates with rich text formatting, and a detailed audit trail to track refund activity. Additional improvements will require control numbers for refund entry, enable users to search for refunds sent to SIGMA, and generate reports identifying refunds approved through emergency channels. Collectively, these enhancements will streamline the refund process, improve transparency, and ensure compliance with LARA’s financial and refund standards.

Data hiding Enhancements

During our discussions with the LARA team, it became clear that additional enhancements are needed to strengthen data security and refine access controls within MiCaRS. Currently, data visibility restrictions are applied at the agency level; however, LARA’s operational structure requires more granular control. Specifically, data must be restricted at the bureau level, and in

some cases, at the division level, to ensure that users only access information relevant to their specific organizational unit. Furthermore, enhancements will be made to limit the scope of data that users can query and export. This will ensure that divisions can only view and extract their own payment data, even when operating under the same agency umbrella, thereby reinforcing confidentiality.

Payment Correction Enhancements

To support LARA's complex financial workflows, MiCaRS will implement significant enhancements to its payment correction functionality. These updates will introduce greater control, transparency, and auditability throughout the correction process. Users will be able to flag chargebacks, enforce supporting documentation for specific correction reasons, and view correction history across control number versions. A robust reason code management system will be implemented, allowing for activation, deactivation, reviewer assignment, and optional SIGMA integration. Email notifications will keep users informed of key status changes, while new lookup and reporting tools will streamline the review process and ensure accountability. Restrictions will also be introduced to prevent users from approving their own corrections and to limit which correction reasons can be used by specific divisions. These enhancements will ensure that payment corrections are handled with the rigor, oversight, and flexibility required by LARA's financial operations.

Unknown Payment Tracking Enhancements

To support better tracking of unidentified payments, MiCaRS will be enhanced to allow users to send unknown payment letters and maintain a record of unidentified checks. This functionality will help ensure that all incoming payments are properly documented and followed up on, improving accountability and reducing the risk of unclaimed or misapplied funds.

Data Entry Enhancements

Furthermore, to improve the data entry experience and better support the LARA team's future workflows, several enhancements will be made to MiCaRS. The batch entry process will be updated to include the number of payments at the time of creation, and users will be able to upload supporting documents and add comments during data entry. Internal users will also have the option to mark their comments as hidden from bureau users. The system will be enhanced to handle large volumes of documents tied to a single payment, addressing past challenges where splitting a large payment into thousands of smaller ones was time-consuming. Additionally, MiCaRS will be undergoing a hardware integration with LARA's slip printers to support the printing of validation slips on the back of checks.

Control Number Detail Enhancements

Users will now have direct access to initiate refunds and payment corrections from this screen, streamlining their workflow. The system will also support exporting control number details as a receipt PDF, including key information such as transaction number, amount, payment purpose, date, and description—mirroring the format currently used by LARA. Additionally, users will be able

to upload supporting documentation and add comments to batches directly from the control number view, with these features available to both internal and bureau users.

INTERFACES

High Speed Scanner File Processing

MiCaRS will integrate with LARA's high-speed check scanner to streamline payment intake, ensure visibility, and improve audit controls. A new Manual Upload screen will allow authorized users to import scanner files, validate them, and automatically generate batches for processing, with email notifications providing immediate feedback on success or failure. Users will also gain access to an Import History view to track previously processed files, review batch details, and export records for auditing and compliance purposes. In addition, Cashier Query will be enhanced with new filtering options to allow users to quickly locate payments originating from the high-speed scanner. Together, these enhancements strengthen operational efficiency, increase transparency, and support more accurate financial management.

Accela MiCaRS Web Service Adapter

MiCaRS will integrate with Accela to deliver safeguards against duplicate payments, ensure accurate data exchange, and reinforce organizational controls. The integration will validate Accela reference numbers in real time, alerting users if an invoice is already paid while still allowing necessary workflow flexibility. It will also provide secure API access for multiple Accela adaptors across environments to create and synchronize reference data, while enforcing division-based lookups to prevent cross-division errors. These enhancements will strengthen financial accuracy, streamline data entry, and improve confidence in the integrity of MiCaRS' integration with Accela.

AIMS (Salesforce) Integration

MiCaRS will integrate with AIMS to ensure that all payments are accurately captured and transferred. Payments containing proper identifiers will be automatically linked in AIMS, while those missing identifiers will be categorized and pushed as unknown payments, preventing data loss and ensuring financial transparency. Additionally, the system will provide LARA and MLCC users with clear visibility into all payments transmitted to AIMS, strengthening oversight, improving reconciliation efficiency, and supporting more reliable financial management.



STATE OF MICHIGAN PROCUREMENT
 Department Technology, Management and Budget
 Central Procurement Services
 320 S Walnut Street Lansing, MI 48933
 P.O. Box 30026, Lansing, MI 48909

CONTRACT CHANGE NOTICE

Change Notice Number **8**
 to
 Contract Number **MA24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	Various
	Contract Administrator	Patrick Russell	DTMB
		(517) 648-7767	
		russellp2@michigan.gov	

CONTRACT SUMMARY

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 1 Year	December 31, 2028

PAYMENT TERMS	DELIVERY TIMEFRAME

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>	0 Years	

CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE
\$6,346,644.23	\$14,582.08	\$6,361,226.31

DESCRIPTION

Please note the Program Manager or Contract Administrator may have changed, and are reflected on this Change Notice.

Effective 11/07/2025, the parties hereby agree to the attached Statement of Work to update the application to utilize a SAML MiLogin integration in preparation for the MiLogin migration to the cloud. The total cost of this project is \$14,582.08.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement Services approval.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
MCSC	Amy Pung	517-275-0772	PungA@michigan.gov
MDARD	Sylvia Renteria	517-599-3605	RenteriaS@michigan.gov
MDOT	Andrea Mowry	517-331-8031	MowryA@michigan.gov
DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov
DTMB	Jes Golka	(517) 899-7256	GolkaJ@michigan.gov
MGCB	Latasha Williams	313-236-0380	WilliamsL86@michigan.gov
DTMB	Jim LeBlanc	517-855-1391	LeBlancJ4@michigan.gov
DNR	Ashley Vincent		VincentA7@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: HFES 25 Technical Updates	Period of Coverage: 8/1/25 - 9/30/25
Requesting Department: LARA	Date: 7/16/25
Agency Project Manager: Dana Stein	Phone: 517-285-8369
DTMB Project Manager: Will Metz	Phone: 517-582-3325

Brief description of services to be provided:

BACKGROUND:

There are some technical upgrades which are being required due to updating policies as well as updates to integrated resources.

PROJECT OBJECTIVE:

This CN will update the application to utilize a SAML MiLogin integration in preparation for the MiLogin migration to the cloud.

SCOPE OF WORK:

Below you will find the list of enhancements that have been identified:

Key	Summary	Points
HFES-34	Upgrade MiLogin from header to SAML authentication	8

TASKS:

Technical support is required to assist with the following tasks:

- Hosting and deploying applications
- Database support and execution of DB Scripts
- ADA Scanning

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager has formally accepted them.

Deliverables for this project include:

Activity/ Milestone	Description	Estimated Invoice	Cost
HFES-34	Prod deploy of upgrade for MiLogin to SAML authentication	October 2025	\$14,582.08
Total			\$14,582.08

ACCEPTANCE CRITERIA:

Deliverables are considered complete upon delivery to SOM environments and acceptance by agency project manager.

PROJECT CONTROL AND REPORTS:

A monthly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. This report may be submitted with the billing invoice. Each bi-weekly progress report must contain the following:

1. **Accomplishments:** Indicate what was worked on and what was completed during the current reporting period.
2. **Funds:** Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made on satisfactory acceptance of each deliverable basis. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State’s satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Project Manager is:

Name Dana Stein
Department LARA
Phone Number 517-285-8369
Email Address steind1@michigan.gov

The designated DTMB Project Manager is:

Will Metz

DTMB AS-LARA

3rd Floor Ottawa Building

611 W Ottawa, Lansing, MI

517-582-3325

MetzW@Michigan.gov

AGENCY RESPONSIBILITIES:

- Attend any meeting where SME are required
- Testing of applications in UAT.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Consultants will work at:

Contractors will work remotely and/or at one of the contractors identified office locations.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number 24000000206. This purchase order, statement of work, and the terms and conditions of Contract

Number 24000000206 constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

This project will follow Agile methodology with iterative planning, delivery, and testing while maintaining Scrum ceremonies. Any issues/bugs that are identified during testing will be reported, prioritized, and processed in Jira.

HFES is hosted by the State of Michigan, as such, KL&A will facilitate and follow the RFC (Request for Change) procedure and work with DTMB resources to implement developed functionality.



STATE OF MICHIGAN PROCUREMENT
 Department Technology, Management and Budget
 Central Procurement Services
 320 S Walnut Street Lansing, MI 48933
 P.O. Box 30026, Lansing, MI 48909

CONTRACT CHANGE NOTICE

Change Notice Number 7
 to
 Contract Number **MA24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Patrick Russell	DTMB
		(517) 648-7767	
		RussellP2@michigan.gov	

CONTRACT SUMMARY

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 1 Year	December 31, 2028

PAYMENT TERMS	DELIVERY TIMEFRAME

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>	0 Years	

CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE
\$4,720,733.51	\$1,625,910.72	\$6,346,644.23

DESCRIPTION

Effective 10/07/2025, the parties hereby agree to the attached Statement of Work to implement the MiCaRs system to replace Michigan Gaming Control Board's manual accounting processes. The total cost of this project is \$1,625,910.72.

All other terms, conditions, specifications, and pricing remain the same. Per contractor and agency agreement, DTMB Central Procurement Services approval, and State Administrative Board approval on 10/07/2025.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
MCSC	Amy Pung	517-275-0772	PungA@michigan.gov
MDARD	Sylvia Renteria	517-599-3605	RenteriaS@michigan.gov
MDOT	Andrea Mowry	517-331-8031	MowryA@michigan.gov
DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov
DTMB	Jes Golka		GolkaJ@michigan.gov
MGCB	Latasha Williams	313-236-0380	WilliamsL86@michigan.gov
DTMB	Jim LeBlanc	517-855-1391	LeBlancJ4@michigan.gov
DNR	Ashley Vincent		VincentA7@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: MGCB MiCaRS	Period of Coverage:
Requesting Department: DTMB	Date: 8/5/2025
Agency Project Manager: Latasha Williams	Phone: (313) 236-0380
DTMB Project Manager: Jim LeBlanc	Phone: (517) 855-1391

Brief description of services to be provided:

BACKGROUND:

This project is to implement the Kunz, Leigh & Associates (KL&A) MiCaRS system to replace MGCB manual accounting processes.

PROJECT OBJECTIVES:

In collaboration with KL&A, DTMB Agency Services supporting MGCB and DTMB Enterprise Project Management Office, the Michigan Gaming Control Board (MGCB) MiCaRS Implementation project aims to replace labor-intensive processes and spreadsheets currently utilized for financial management with MiCaRS, a web-based solution. MiCaRS is designed to streamline revenue control operations, improve transparency, enable electronic interfacing with SIGMA, and provide robust reporting functionalities.

The project will be executed in two phases:

- Phase 1: Installation and implementation of MiCaRS to establish its functionality, refine business processes, and train users on the system.
- Phase 2: Adoption of an agile Scrum methodology for iterative development cycles focusing on delivering functional software to users within weeks or months. Sprint Zero will address project initiation, planning, requirement validation, and initial application design.

This initiative is expected to provide MGCB with a modernized and efficient financial system to manage revenue, align with agency-specific needs, and leverage KL&A’s expertise for successful implementation and ongoing support.

SCOPE OF WORK:

MiCaRS integration with MGCB and DTMB Systems including: BudgetLLA, Badging, Gaming Lab, MAP, CEPAS, SIGMA and MiLogin.

MGCB Systems

MiCaRS will sync with the Information Repository and MAP in the following:

- Sync Customer data daily
- Pull Fees for Badge Replacement
- Pull Fees for Gaming Lab
- Push payments to IR Fee tables

CEPAS

MiCaRS will integrate with CEPAS in the following:

- Receive a CEPAS daily log file for payments received (utilizing FTS)

SIGMA

MiCaRS will integrate with SIGMA in the following:

- Nightly syncs with MAIN DB
- Daily transfer of approved transactions through DataStage

MiLogin

The Portal will integrate with MiLogin in the following:

- MiLogin Worker for State of Michigan

Detailed Requirements List:

The requirements listed below are to implement and extend an existing accounting system to improve the workflows of the Michigan Gaming Control Board (MGCB) Financial Services (FS) team. The New Accounting System (NAS) will also provide interfaces to the MGCB Application Portal (MAP) to fulfil CEPAS processing needs.

The specifics of each change are listed in section 2, along with the corresponding requirements captured and approved by MGCB and DTMB staff. The column definitions for the new requirements are defined below.

Column	Description
SOW ID	An ID to uniquely identify a requirement in this document
Requirement Title	A short title that summarizes the requirement

Column	Description
Requirement Description	A short description of the necessary business, functional, or technical requirement
Functional Deliverables	<ul style="list-style-type: none"> • Sprint 0/Base Application • Remittance Processing Module (RPS) • Accounts Receivable Module (ARS) • Revenue Control • Reports & Queries • System Control • Core MiCaRS – Reports • MiLogin Integration • CEPAS Integration • SIGMA Integration • Email Integration • IR Integration • Customer Mapping • Badge Replacement • Gaming Lab • Investigative Fees • MAP Integration • ATO
Work Type	<p>Establishes effort for the implementation of the requirement.</p> <ul style="list-style-type: none"> ○ Existing – Represents requirements which would be met by the base MiCaRS application ○ Configuration – Represents requirements which the base application will require agency, system or general data before the application will be able to meet business needs. JAD sessions will need to be utilized to identify this specific information. ○ Enhancement – Represents new work in the MiCaRS application.
Narrative	Mapping to the narrative section with additional details about the requirements.

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
1	Base Application Architecture	The system must have a base application structure to allow for future development. This includes a front-end UI (Razor), Navigation menu, back-end architecture (.NET 4.8), and database architecture (Oracle).	Configuration		Sprint 0/Base Application
2	Three SOM Web Application Environments	The solution must have 3 Web/App environments that must be created where front end UI will be deployed and supported (Dev, UAT, Production).	Configuration		ATO
3	Three SOM Database Environments	The solution must have 3 Database environments, hosting 3 DB instances that must be created and align with the Web/App environments.	Configuration		ATO
4	Customer	The system must be able to store customer information system that is either manually entered or synchronized via an external interface.	Existing	1.1.1 Customer Maintenance	Accounts Receivable Module (ARS)
5	Customer Type	The system must be able to associate a customer with a specific type.	Existing	1.1.1 Customer Maintenance	Accounts Receivable Module (ARS)
6	Contacts	The system must be able to store contact information that is associated with a customer. This would be an employee of a customer.	Existing	1.1.1 Customer Maintenance	Accounts Receivable Module (ARS)
7	Customer Management	The system must provide a frontend for users to search and manage customers and their associated contacts.	Existing	1.1.1 Customer Maintenance	Accounts Receivable Module (ARS)
8	Programs	The system must be able to store Program information. Programs are a subsection of a division. Programs are required for identifying specific information that is related to invoices such as text that is printed on the invoice, delinquent interest or penalty fees, and associations to external systems.	Configuration	1.1.2. Program Setup	Accounts Receivable Module (ARS)

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
9	Program Management	The system must provide a frontend for users to search and manage programs.	Configuration	1.1.2. Program Setup	Accounts Receivable Module (ARS)
10	Program Details	The system must provide a frontend showing program information and users must be able to create and edit new invoice types and program accounts tied to the program.	Configuration	1.1.2. Program Setup	Accounts Receivable Module (ARS)
11	Invoice Types	The system must allow for a program to have one or more associated Invoice Type for each Customer Type that may be invoiced for the program. An invoice type must also map back to a SIGMA event type.	Existing	1.1.2. Program Setup	Accounts Receivable Module (ARS)
12	Invoice Type Management	The system must provide a frontend for users to create Invoice Type Codes.	Existing	1.1.2. Program Setup	Accounts Receivable Module (ARS)
13	Program Accounts	The system must allow for a program to have one or more associated Program Accounts. If a program is associated with an invoice, at least one program account must be set up. A program account contains the accounting information for the program.	Configuration	1.1.2. Program Setup	Accounts Receivable Module (ARS)
14	Program Detail Account	The system must provide a frontend for users to create Program Accounts associated to specific programs.	Configuration	1.1.2. Program Setup	Accounts Receivable Module (ARS)
15	Delinquent Invoice	The system must be able to identify, print and email delinquent invoices.	Existing	1.1.2. Program Setup	Accounts Receivable Module (ARS)
16	Delinquent Invoice Configuration	The system must automatically mark invoices as delinquent based on configurable delinquency fields for each program.	Configuration	1.1.2. Program Setup	Accounts Receivable Module (ARS)

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
17	Build Invoices	The system must provide a frontend for users to create new invoices. A user should be able to directly navigate to building an invoice from a selected customer.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
18	Invoice Accounting Information	The system must allow for the user to manually enter all relevant accounting information when a program does not have accounting information configured.	Configuration	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
19	Invoice Accounts	The system must provide a frontend for users to add, edit, and delete the accounting lines associated to an invoice.	Configuration	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
20	Invoice Account Validation	The system must validate all SIGMA accounting fields associated with an invoice.	Configuration	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
21	Invoice Detail	The system must allow the users to provide details of what is being billed, such as description and product type of billing.	Configuration	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
22	Invoice Notes	The system must provide a frontend for adding a note to an invoice. The note shows on the first page of the invoice below the address information.	Configuration	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
23	Invoice Action	The system must provide a frontend to modify invoices through adjustments and write-offs.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
24	Invoice Activity	The system must track all activity performed against an invoice such as payment, interest, adjustments, write offs and corrections.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
25	Invoice Documents	The system must provide a frontend for attaching arbitrary documents to the invoice. These documents are not sent with the invoice, they are for internal supporting documentation.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
26	Invoice Work-in Progress	When building an invoice, system must allow a user to save their invoice work and continue later.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
27	Invoice Summary	The system must provide a frontend summary of the invoice that validates a user's work before it can be completed. The total amounts allocated to Invoice Account Lines must equal the total amount of the Invoice Detail Lines and all accounting elements must be valid on all Invoice Account Lines.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
28	Invoice Letter Template	The system must have the ability to attach letter templates to the invoice.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
29	Email Invoice	The system must provide the functionality to send an invoice by email.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
30	Email Invoice Files	The system must have the ability to attach optional external files for email invoices.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
31	Print Invoice	The system must provide the functionality to print an invoice.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
32	Print Original Invoice	The system must provide the ability to print the original invoice.	Existing	1.1.3. Build Invoice	Accounts Receivable Module (ARS)
33	Non-sufficient Funds Invoice	The system must have the capability to manage NSF invoices and their corresponding CR9R for SIGMA.	Existing	1.1.4. Build NSF Invoice	Accounts Receivable Module (ARS)
34	Email History Search	The system must have a frontend to search all email history for their sent status and recipient.	Existing	1.1.5. Build Invoice	Accounts Receivable Module (ARS)
35	Program Manager Approval	The system must be able to require managerial approval of invoices on a program level basis.	Configuration	1.1.6. Fiscal Manager Review	Accounts Receivable Module (ARS)
36	Batch Total Validation	The system must continually compute the sum of all the checks entered and prevent the batch from being closed if they do not align	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
37	Remittance Entry	The system must provide a frontend for entering remittance.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
38	Batch Payment Entry	The system must provide the ability to enter more than one remittance as a batch.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
39	Batch Receipt	The system must provide a unique human readable batch number and one control number per remittance.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
40	Remittance Documents	The system must allow for at least 100 documents to be paid per remittance. (This is a SIGMA constraint)	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
41	Remittance Document Validation	The system must validate all SIGMA accounting fields.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
42	Batch Work-in Progress	The system must allow the user to save an incomplete batch of remittance entries for continuing at a later time.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
43	Batch Creation	The system must be able to automatically load accounting information for a remittance, by matching it to an invoice.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
44	Invoice Matching	The system must be able to automatically load accounting information for a remittance, by matching it to an invoice.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
45	Miscellaneous Payment	The system must be able to allocate payment as miscellaneous revenue.	Existing	1.2.1 Batch Entry	Remittance Processing Module (RPS)
46	Deposit Review	The system must have a front end for reviewing the batch entry work that is going to be deposited.	Existing	1.2.2 Deposit Preparation	Remittance Processing Module (RPS)
47	Deposit Ticket Validation	The system must validate the deposit ticket number to prevent duplicate entry.	Existing	1.2.2 Deposit Preparation	Remittance Processing Module (RPS)

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
48	Deposit Preparation Deposit Number	The system must allow the user to enter a deposit ticket number that is then assigned to all the revenue transactions in the batch for the purpose of reconciliation.	Existing	1.2.2 Deposit Preparation	Remittance Processing Module (RPS)
49	Payment Application	The system must automatically apply payments to invoices during deposit preparation.	Existing	1.2.2 Deposit Preparation	Remittance Processing Module (RPS)
50	Deposit Preparation Validation	The system must provide a balance check when performing deposit preparation.	Existing	1.2.2 Deposit Preparation	Remittance Processing Module (RPS)
51	Deposit Reporting	The system must provide reports by deposit ticket number for reconciliation.	Existing	1.2.2 Deposit Preparation	Remittance Processing Module (RPS)
52	System Refund	The system must have the functionality to refund a payment that resides in the system.	Existing	1.3.1 Refund Entry	Revenue Control
53	Non-System Refund	The system must have the functionality to refund a payment that does not reside in the system.	Existing	1.3.1 Refund Entry	Revenue Control
54	Refund Entry	The system must have a frontend to create refund transactions using SIGMA GAX9R (Collect Payment Request for Registered Vendors) or GAX9N (Collect Payment Request for Non-Registered Vendors) transaction.	Existing	1.3.1 Refund Entry	Revenue Control
55	Refund Query	The system must have a frontend for querying existing refunds within the system.	Existing	1.3.1 Refund Entry	Revenue Control
56	Refund Review	The system must have a frontend to have a manager review and approve refunds before submitting them.	Existing	1.3.2 Refund Review	Revenue Control

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
57	Reclass Entry	The system must have a frontend to create reclassify transactions using SIGMA CA9 (Cost Allocation) or CR9R (Cash Receipt Reclassification) transaction.	Existing	1.3.3 Enter Reclassification Transaction	Revenue Control
58	Reclass Review	The system must have the ability to have a manager review and approve Reclasses before submitting them	Existing	1.3.4 Approve Reclassification Transaction	Revenue Control
59	Reclass Query	The system must have a screen for searching, managing, and approving new reclasses.	Existing	1.3.4 Approve Reclassification Transaction	Revenue Control
60	Reclass Summary	The system must have the functionality to generate a report of all pending reclasses awaiting approval.	Existing	1.3.4 Approve Reclassification Transaction	Revenue Control
61	Payment Correction Entry	The system must provide a front end for correcting payments.	Existing	1.3.5 Correct Payment Transaction	Revenue Control
62	Payment Correction Collection	The system must have a frontend to create payment correction transaction using SIGMA CR9D (Cash Receipt Deposit) transaction.	Existing	1.3.5 Correct Payment Transaction	Revenue Control
63	Payment Correction Reset	The system must provide a way to modify a payment correction record that is waiting to go to SIGMA, the pending SIGMA record	Existing	1.3.5 Correct Payment Transaction	Revenue Control

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
		will be removed from the collection tables. This allows the new correction to be generated using the correct version.			
64	Payment Correction Modify Existing Accounting Lines	The system must have the functionality to modify existing accounting lines when performing a payment correction while controlling the document versioning.	Existing	1.3.5 Correct Payment Transaction	Revenue Control
65	Payment Correction Add New Accounting Lines	The system must have the functionality to add new accounting lines when performing a payment correction.	Existing	1.3.5 Correct Payment Transaction	Revenue Control
66	Invoice Account Correction	The system must have the functionality to correct a single accounting line on an invoice from what was originally established.	Existing	1.3.6 Correct Invoice Account	Revenue Control
67	Invoice Account Correction with Payment Correction	The system must perform Payment Corrections to update the control numbers linked to this invoice with new accounting or redistributed amounts, if payments have already been applied to an invoice.	Existing	1.3.6 Correct Invoice Account	Revenue Control
68	Payment Search	The system must have a front end for searching for payments.	Existing	1.4.1 Cashier Query	Remittance Processing Module (RPS)
69	Disposition Detail	The system should include a report listing refunds for a specific agency that have been Approved or Denied within an optional date range. Grouped by Disposition / Division / Program.	Existing	1.4.10 Refund Reports	Reports & Queries
70	Disposition Summary By Refund Type	The system should include a summary report by Agency / Division / Program / Refund Type showing the totals of refund activity during the period. Includes refunds added, approved and	Enhancement	1.4.10 Refund Reports	Reports & Queries

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
		denied and the number of refunds remaining open at the end of the period.			
71	Disposition Summary	The system should include a summary report by Agency / Division / Program showing the totals of refund activity during the period. Includes refunds added, approved and denied and the number of refunds remaining open at the end of the period.	Existing	1.4.10 Refund Reports	Reports & Queries
72	Refund Backlog Detail	The system should include a report of Refund transactions that have not been approved or denied for a selected Date Range. This report can be filtered by the refund requests start and end date and filtered by the current Approval Code excluding Approved or Denied.	Existing	1.4.10 Refund Reports	Reports & Queries
73	Refund Backlog Point in Time	The system should include a report that includes refund summary information grouped by Agency / Division / Program / Refund Number.	Existing/Enhancement	1.4.10 Refund Reports	Reports & Queries
74	Refund Backlog Summary	The system should include a report of refunds that are grouped by Approval Status.	Existing	1.4.10 Refund Reports	Reports & Queries
75	Refund Balance to SIGMA	The system should include a detail Listing of refunds that are waiting to be collected for SIGMA.	Existing	1.4.10 Refund Reports	Reports & Queries
76	Refund by Document Number	The system should include a listing of refunds within an optional date range. Grouped by Refund Status / Division / Program.	Existing	1.4.10 Refund Reports	Reports & Queries

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
77	Refund Transactions	The system should include a report of summary totals of refunds that have been Approved or Denied within an optional date range. Grouped by Disposition / Division / Program.	Existing	1.4.10 Refund Reports	Reports & Queries
78	SIGMA Batch Detail	The system should include a report listing of the transactions that were formatted for SIGMA for a Specific batch or for all batches on a specific date. This is the same report that is printed during the collection process or from the SIGMA Batch Query screen.	Existing	1.4.11 SIGMA Reports	Reports & Queries
79	SIGMA Batch Summary	The system should include a summary report of the transactions that were formatted for SIGMA for a specific batch or for all batches on a specific date. This report includes number of transactions and total amount.	Existing	1.4.11 SIGMA Reports	Reports & Queries
80	SIGMA Export Recon Summary	The system should include a dynamically grouped summary report of transactions sent to SIGMA within a specified date range.	Existing	1.4.11 SIGMA Reports	Reports & Queries
81	Cashier Transaction Summary	The system must include a summary report by Account Coding showing the total number of records and amount. Grouped by Agency.	Existing	1.4.12 Revenue Reports	Reports & Queries
82	Deposit Report	The system must include a report of Deposits grouped by accounting template.	Existing	1.4.12 Revenue Reports	Reports & Queries
83	Revenue Transaction Report	The system must include a dynamically grouped report of Revenue transactions showing the amount of change between the highest version included on the report and the highest version just prior to the date range of the report.	Existing	1.4.12 Revenue Reports	Reports & Queries

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
84	Differential Revenue Transaction Report	The system should include a summary report by Cashiering Location / Operator and Remit Type showing the number of transactions entered and the total amount. This report also includes a summary of transactions by Remit Type only for all locations and operators included on the report.	Existing	1.4.12 Revenue Reports	Reports & Queries
85	Batch Status	The system must include a report listing of Batch information by Operator for a specific Agency. Optionally can select the batch status and date range.	Existing	1.4.13 Summary Reports	Reports & Queries
86	Deposit Report by Deposit Date	The system must include a listing of Deposit numbers by Location for a specified date range and agency.	Existing	1.4.13 Summary Reports	Reports & Queries
87	Field Deposits by Deposit Date	The system must include a listing of Deposit information for a specific agency and date range. Sorted by Deposit Date	Existing	1.4.13 Summary Reports	Reports & Queries
88	Field Deposits by Process Date	The system must include a listing of Deposit information for a specific agency and date range. Sorted by Process Date	Existing	1.4.13 Summary Reports	Reports & Queries
89	Invoice Management	The system must provide a frontend for users to search, view existing Invoices, and bulk print or email invoices.	Existing	1.4.2 Invoice Query	Accounts Receivable Module (ARS)
90	Adjustment Report	The system should include a report of adjustment and writeoff transactions made to Invoices during a given time frame. The report is grouped by Fiscal Year of the Invoice so that adjustments made to old Invoices are grouped and totaled separately from current year invoices.	Existing	1.4.6 ARS Query Reports	Reports & Queries

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
91	Aged Invoice	The system should include a report that includes a listing of Invoices that are outstanding. Optional parameter to include invoices less than 30 days old. Grouped by Agency / Division / Program / Aged Days	Existing	1.4.6 ARS Query Reports	Reports & Queries
92	Aged Invoice Point in Time	The system should include a report that includes a listing of Invoices that are outstanding as of a certain date. Optional parameter to include invoices less than 30 days old. Grouped by Agency / Division / Program / Aged Days	Existing	1.4.6 ARS Query Reports	Reports & Queries
93	AR Payment Report	The system should include a report that includes a listing of invoices that have had a payment received within a given date range showing the total paid, amount paid in date range and balance due. Grouped by Agency / Division / Program.	Existing	1.4.6 ARS Query Reports	Reports & Queries
94	AR Transaction Report	The system should include dynamically grouped report of invoice transactions. Report can be filtered by Version date which will include only transactions that have gone to SIGMA or Invoice Date which will include all records MiCaRS.	Existing	1.4.6 ARS Query Reports	Reports & Queries
95	Unpaid Invoices by Invoice Date	The system should include a report that includes a listing of invoices that have a balance due as of a specified date. The fiscal year parameter is applied to both the Invoice and the payments received. Grouped by Division Code / Program Code / Invoice Date	Existing	1.4.6 ARS Query Reports	Reports & Queries

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
96	Outstanding Invoice Account Balance	The system should include a report that includes a listing of invoice Account records that have a balance due on the account as of a specified date. The fiscal year parameter is applied to both the Invoice and the payments received. Grouped by Division / Program.	Existing	1.4.6 ARS Query Reports	Reports & Queries
97	Point in Time	The system should include a report that includes a detail listing of Invoice account lines with a balance as of a specific date. Grouped by BFY / Fund / Unit.	Existing	1.4.6 ARS Query Reports	Reports & Queries
98	Point in Time Summary	The system should include a report that includes a summary of the totals of Invoice account lines with a balance as of a specific date. Grouped by BFY / Fund / Unit.	Existing	1.4.6 ARS Query Reports	Reports & Queries
99	Prior Year Activity	The system should include a report that includes a listing of invoice activity that has been performed on a Prior year invoice that is established as a Receivable in SIGMA and had a partial payment applied to the invoice at the time the adjustment was made.	Existing	1.4.6 ARS Query Reports	Reports & Queries
100	Invalid Hot key	The system should include a report that includes a listing of Hot Key elements that are invalid. This report should be used to correct Hot Keys that will cause validation errors in SIGMA when used in MiCaRS.	Existing	1.4.7 Invalid Default Reports	Reports & Queries

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
101	Invalid Product	The system should include a report that includes a listing of product accounting elements that are invalid. This report should be used to correct Product coding that will cause validation errors in SIGMA when used in MiCaRS.	Existing	1.4.7 Invalid Default Reports	Reports & Queries
102	Invalid Program Account	The system should include a report that includes a listing of program accounting elements that are invalid. This report should be used to correct Program coding that will cause validation errors in SIGMA when used in the MiCaRS system.	Existing	1.4.7 Invalid Default Reports	Reports & Queries
103	Reclass Detail	The system should include a report with the complete details for a single Reclassification transaction. This is the same report that prints when a Reclassification record is entered.	Existing	1.4.8 Reclassification Reports	Reports & Queries
104	Reclass Transactions Detail	The system should include a dynamically grouped report of Reclassification transactions for a selected Date Range. This report can be filtered by the date the Reclassification was entered or the date that it was transferred to SIGMA.	Existing	1.4.8 Reclassification Reports	Reports & Queries
105	Payment Search Reporting	The system must provide reconciliation reports.	Existing	1.4.9 Reconciliation Reports	Remittance Processing Module (RPS)
106	Data Entry Audit Trail	The system should include are report that lists Revenue Document transactions that were modified during the Data Entry Process for a specific date range.	Existing	1.4.9 Reconciliation Reports	Reports & Queries

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
107	Group Security Audit Trail	The system should include a report listing of Groups that have been removed from a user.	Existing	1.4.9 Reconciliation Reports	Reports & Queries
108	RPS Transactions	The system should include a report where the sum of the documents does not equal the Receipt and Remit amount.	Existing	1.4.9 Reconciliation Reports	Reports & Queries
109	RPS Transactions with no Payment Records	The system should include a report listing of Control Numbers that contain an invoice number but do not have a corresponding Invoice Activity record linked to the Invoice.	Existing	1.4.9 Reconciliation Reports	Reports & Queries
110	Roles	The system must be able to attach named roles to specific functionality of the system. The frontend will hide functionality and the backend will restrict access attempts when the required role is missing.	Configuration	1.5.1 User Management	Sprint 0/Base Application
111	Groups	The system must be able to group multiple roles into a single named group.	Configuration	1.5.1 User Management	Sprint 0/Base Application
112	Manage Groups	The system must provide privileged users the ability to create and edit existing groups.	Configuration	1.5.1 User Management	Sprint 0/Base Application
113	User Permissions	The system must allow a user to have multiple groups assigned to them to restrict access to specific pieces of the system.	Configuration	1.5.1 User Management	Sprint 0/Base Application

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
114	Manage Users	The system must have a frontend that allows privileged users the ability to edit the roles, groups, user details, and email subscriptions.	Configuration	1.5.1 User Management	Sprint 0/Base Application
115	Export User Information	The system must provide a way to export a report providing a list of all of the users associated groups and roles.	Existing	1.5.1 User Management	Sprint 0/Base Application
116	User Profile	The system must provide a frontend for users to see their user details, roles, and groups.	Existing	1.5.1 User Management	Sprint 0/Base Application
117	User Activity	The system must record all user performed network requests within the application, such as navigating to different screens or performing searches.	Existing	1.5.2 User Activity	Sprint 0/Base Application
118	User Activity Search	The system must provide a frontend for viewing and searching user activity within the system.	Existing	1.5.2 User Activity	Sprint 0/Base Application
119	High Profile User Activity	Actions such as changing SIGMA information or modifying a user will be classified as High Profile.	Existing	1.5.2 User Activity	Sprint 0/Base Application
120	Archive RPS	The system must provide a frontend for performing archival of RPS data.	Existing	1.5.3 Record Archiving	System Control
121	Archive ARS	The system must provide a frontend for performing archival of ARS data.	Existing	1.5.3 Record Archiving	System Control

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
122	Letter Layout Management	The system must have the ability to create/edit letter layout in the system.	Configuration	1.5.4. Letter Management	System Control
123	Letter Template Management	The system must provide a frontend to search and manage existing Letter Templates and Layouts.	Configuration	1.5.4. Letter Management	System Control
124	Remit Types	The system must be able to map remittance types and optionally tie them to a document code. For example: CC: Credit Card/CR9R, Check CR9D) all remit values should be configured in the system	Existing	1.5.5. Remit Type	System Control
125	Remit Type Management	The system must provide a frontend for searching, creating, editing, and deactivating Remit types.	Existing	1.5.5. Remit Type	System Control
126	Year End Process	During the Fiscal Year closing process, the system must allow the user to identify whether the revenue collected should be posted to the prior fiscal year or not.	Existing	1.5.6 Fiscal End of Year Config	System Control
127	Hot Keys	The system must have a way to create customizable pre-filled accounting information for revenue payments.	Configuration	1.5.7. Hot Keys	System Control
128	Hot Key Interface Fields	The system must provide customizable interface fields to allow for linkage to interfacing systems.	Configuration	1.5.7. Hot Keys	System Control
129	Hot Key Management	The system must provide a frontend for users to search, edit, and create hot keys.	Configuration	1.5.7. Hot Keys	System Control
130	Revenue Document Interface Fields	The system must allow the interface fields to be entered with a revenue document.	Configuration	1.5.7. Hot Keys	System Control
131	System Control Lookup tables	The system must provide the ability to maintain the many lookup tables utilized by the application. See list of lookup tables below: <ul style="list-style-type: none"> • Email Interface • Users • Groups 	Configuration	1.5.8 Lookup tables & Maintenance	System Control

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
		<ul style="list-style-type: none"> • Roles • Bank • Department Control • Division • Email Setup • Hot Key • ID Type • Interface • Interface Hot Key • Letter Layout • Letter Template • Location • Mail Address • MiCaRS Control • Refund Originating System • Validation Emails • Remit Type • DMS Doc Type • DMS Doc Type Index • FTP Control • Location Bank RSS • Product Type • Revenue Accounting • SIGMA SKU • Unit Vendor • Archive ARS & RPS • User Activity Query • Address Reason • Adjustment Reason • Customer Type • Invoice Type 			

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
		<ul style="list-style-type: none"> • Penalty Type • Phone Type • Refund Rejection Codes • Refund Type • State Transaction Type			
132	MiLogin Integration	The system must integrate with MiLogin through SAML for the MiLogin Worker for State of Michigan Users environment.	Configuration	2.1 MiLogin Integration	MiLogin Integration
133	DataStage Integration	After SIGMA Collection the system must place transactions to be sent to SIGMA in staging tables to be formatted by the SIGMA Data Stage process into the appropriate XML Files.	Configuration	2.2 DataStage Integration	SIGMA Integration
134	DataStage Validation	The DataStage process must validate information before creating the XML. Any errors generated by the DataStage process will be emailed to a set of users.	Configuration	2.2 DataStage Integration	SIGMA Integration
135	SIGMA Validation	The system must perform SIGMA accounting validation on all forms with SIGMA accounting templates.	Configuration	2.2 Sigma Integration	SIGMA Integration
136	SIGMA Invoices	The system must allow the capability to mark invoices to be sent to SIGMA.	Existing	2.2 Sigma Integration	SIGMA Integration
137	SIGMA Invoice Accounting Lines	The system must allow for invoice accounting lines to be marked go to SIGMA.	Configuration	2.2 Sigma Integration	SIGMA Integration

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
138	SIGMA Collection	The system must provide a frontend for automatically formatting records and entering them into SIGMA export tables.	Existing	2.2 Sigma Integration	SIGMA Integration
139	SIGMA - Data Stage Integration	The system must integrate with the Data Stage team to allow them to generate files to send to SIGMA after they have been approved.	Configuration	2.2 Sigma Integration	SIGMA Integration
140	SIGMA Search Fields	The system must allow a user to filter payment and reclass searches by either the record's SIGMA export status or date to SIGMA.	Existing	2.2 Sigma Integration	SIGMA Integration
141	SIGMA Document Types	The system must support sending the following SIGMA document types: CA9, CR9R, CR9D, RE9, and GAX9R. GAX9N	Existing	2.2 Sigma Integration	SIGMA Integration
142	SIGMA Document Versioning	The system must automatically increment the SIGMA document version number when changing previously sent records.	Existing	2.2 Sigma Integration	SIGMA Integration
143	SIGMA Document IDs	The system must be able to automatically assign and track SIGMA document IDs.	Existing	2.2 Sigma Integration	SIGMA Integration

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
144	SIGMA Export Search	The system must provide a frontend for users to search for all transaction sent to SIGMA and manage resets	Configuration	2.2 Sigma Integration	SIGMA Integration
145	SIGMA Reports	The system must provide reports to facilitate reconciliation between SIGMA and MiCaRS. These reports link the SIGMA Document Numbers to the individual records in MiCaRS.	Existing	2.2 Sigma Integration	SIGMA Integration
146	SIGMA Reconciliation	As each SIGMA export batch is processed by DataStage, the resulting counts associated with the batch are sent in a report via email. This information can be compared with the SIGMA batch record in MiCaRS.	Existing	2.2 Sigma Integration	SIGMA Integration
147	SIGMA Daily Reporting	The system must provide daily reports of all documents sent to SIGMA.	Existing	2.2 Sigma Integration	SIGMA Integration
148	SIGMA Batch Reset	The system must allow a user to reset an entire SIGMA batch to correct any errors.	Existing	2.2 Sigma Integration	SIGMA Integration
149	SIGMA Document Reset	The system must allow a user to reset individual SIGMA documents to correct any errors or remove it from the batch.	Existing	2.2.1 Reset SIGMA Document	SIGMA Integration
150	SIGMA Sync	The system must be able to pull all agency specific SIGMA chart of account information from SIGMA, daily.	Configuration	2.2.1 Reset SIGMA Document	SIGMA Integration

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
151	Manual SIGMA Sync	The system must provide a frontend for rerunning the SIGMA sync during the day.	Configuration	2.2.2 SIGMA Profile Information Extract	SIGMA Integration
152	CEPAS Log File Process	The system must be able to process CEPAS log files.	Enhancement/Configuration	2.3 CEPAS Integration	CEPAS Processing
153	CEPAS Download Search	The system must provide a frontend for user to search for all processed CEPAS log files.	Existing	2.3 CEPAS Integration	CEPAS Processing
154	CEPAS Detail Search	The system must provide a frontend for user to search for all CEPAS file details.	Existing	2.3 CEPAS Integration	CEPAS Processing
155	CEPAS Batch Process	The system must process the CEPAS batches so that the Collect CR9R process will transfer the data to the Data Stage tables to be sent to SIGMA.	Existing	2.3 CEPAS Integration	CEPAS Processing
156	CEPAS Daily Job	The system must have a daily job that automatically processes the CEPAS log file that would be delivered by the File Transfer Service (FTS).	Existing	2.3 CEPAS Integration	CEPAS Processing
157	CEPAS Reference Data	The system must utilize the CEPAS reference data to properly allocate the CEPAS transaction in MiCaRS.	Existing	2.3 CEPAS Integration	CEPAS Processing
158	CEPAS Balanced Batch Automation	The system CEPAS Batches will automatically be closed by the system if the batch is in balance.	Existing	2.3 CEPAS Integration	CEPAS Processing
159	CEPAS Rerun	The system must provide a way to rerun individual unsuccessful CEPAS files.	Existing	2.3 CEPAS Integration	CEPAS Processing

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
160	CEPAS Refunds	The system must directly interface with the CEPAS webservice to stop payment or refund transactions.	Configuration	2.3 CEPAS Integration	CEPAS Processing
161	Email Configuration	The system must be able to connect to an SMTP server and send emails.	Enhancement/ Configuration	2.4 Email Integration	Email Integration
162	Email subscriptions	The system must have email subscriptions that can be assigned to users to receive specific internal system emails.	Configuration	2.4 Email Integration	Email Integration
163	External Emails	The system must be able to send emails to external customers for billing.	Configuration	2.4 Email Integration	Email Integration
164	Customer Sync	The system must sync customer entities from the IR database via an Oracle Database Link to the MiCaRS's internal representation. This is a one-way sync, customers created or edited in the MiCaRS are not pushed back to the IR.	Enhancement	4.1 Customer Mapping	IR Integration
165	Contact Sync	The system must sync contact entities from the IR database to the MiCaRS's internal representation.	Enhancement	4.1 Customer Mapping	IR Integration
166	Customer	The system must be able to map IR customers to MiCaRS's internal representation.	Enhancement	4.1 Customer Mapping	Customer Mapping
167	IR Business Entity Mapping	The system must map IR business entities one-to-one to MiCaRS customer records in the database. The tracking number in IR will be mapped to the customer ID number field and have an ID Type specifying it is from IR.	Enhancement	4.1 Customer Mapping	Customer Mapping
168	Addresses	The system must be able to map IR addresses to MiCaRS's internal representation. - Each customer record shall have a one-to-many relationship with address records in the MiCaRS. Every customer may have multiple addresses, but each address is associated with only one customer.	Enhancement	4.1 Customer Mapping	Customer Mapping

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
169	Contacts	The system must be able to map IR contacts to MiCaRS internal representation. - Each address record shall have a one-to-many relationship with contact records in the MiCaRS. Every address may have multiple contacts, but each contact is associated with only one customer. - Every contact in IR has a specific type and will mapped to an address records type field. Every customer will have multiple duplicate addresses with a different types per active contact.	Enhancement	4.1 Customer Mapping	Customer Mapping
170	IR Individual Entity Mapping	The system will map individual entities to contacts if a business entity is their immediate parent. An individual entity represents a person in IR.	Enhancement	4.1 Customer Mapping	Customer Mapping
171	Phones	The system must be able to map IR phone numbers to MiCaRS internal representation. - Each Contact record shall have a one-to-many relationship with Phone records in the MiCaRS. Every contact may have multiple phone numbers, but each phone number is associated with only one address.	Enhancement	4.1 Customer Mapping	Customer Mapping
172	Application Fees IR Link	The system must be able to link Application fees to the entity in the IR system.	Enhancement	4.2 Investigative Fees	Investigative Fees
173	Hotkey Configuration	The system must be able to link IR fee types and categories to a SIGMA chart of accounts.	Enhancement	4.2 Investigative Fees	Investigative Fees
174	Send to SIGMA	The system must send application payments to SIGMA with the correct chart of accounts.	Enhancement	4.2 Investigative Fees	Investigative Fees
175	Investigative Fees Monthly Invoice Upload	The system must provide a frontend for uploading a spreadsheet of investigative fees.	Enhancement	4.2 Investigative Fees	Investigative Fees

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
176	Investigative Fees Monthly Invoice Summary	The system must provide a frontend for viewing a summary of invoices created by an uploaded investigative fee file.	Enhancement	4.2 Investigative Fees	Investigative Fees
177	Investigative Fees Invoice Errors	The system must have a frontend to view interface errors, so the errors can be resolved prior to the monthly billing.	Enhancement	4.2 Investigative Fees	Investigative Fees
178	Investigative Fees Monthly Invoice Management	The system must provide a frontend table view for searching previously uploaded files.	Enhancement	4.2 Investigative Fees	Investigative Fees
179	Investigative Fees Monthly Invoice	The system must map invoice accounting lines to IR fee types and category to allow for invoice payments to be allocated to the correct chart of accounts. This will be configured by dropdown in program setup.	Enhancement	4.2 Investigative Fees	Investigative Fees
180	Monthly Invoice Re-run	The system must have a frontend to rerun monthly billing for Investigative Fees.	Enhancement	4.2 Investigative Fees	Investigative Fees
181	IR Entity Invoice	The system will link the IR entity tracking number to the MiCaRS invoice.	Enhancement	4.2 Investigative Fees	Investigative Fees
182	Investigative Fees Monthly Invoice	The system will have program configuration to allow for accounting distribution.	Enhancement	4.2 Investigative Fees	Investigative Fees
183	Investigative Fees Monthly Invoice	The system must include a description of the Investigation Fees being billed on the invoice.	Enhancement	4.2 Investigative Fees	Investigative Fees

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
184	Investigative Fee Payment Sync	The system must notify users of payments that are unable to be synced into the IR system.	Enhancement	4.2 Investigative Fees	Investigative Fees
185	Investigative Fee Type of Submission Mapping	The system must be able to store the mapping of Type of Submissions from IR data to specific accounting.	Enhancement	4.2 Investigative Fees	Investigative Fees
186	Investigative Fee Type of Submission to Accounting Mapping Management	The system must have a frontend for users to define the mapping between Types of Submissions and specific accounting	Enhancement	4.2 Investigative Fees	Investigative Fees
187	Badge Replacement Invoice	The system must allow for the user to build an invoice from lost badge slips to send to the three casinos.	Enhancement	4.3 Badge Replacement	Badge Replacement
188	Replacement Badge Detail Line	The system must allow for the user to enter each license being billed for as a detail line on the invoice.	Enhancement	4.3 Badge Replacement	Badge Replacement
189	Badge Replacement Employee Entities	The system must be able to tie badges to employee entities in IR.	Enhancement	4.3 Badge Replacement	Badge Replacement
190	Badge Replacement Email	The system must provide a frontend for emailing invoices to the customers.	Enhancement	4.3 Badge Replacement	Badge Replacement
191	Badge Replacement Monthly Job	The system must be able to automatically build invoice for the MGM, Motor City, and Greektown casinos.	Enhancement	4.3 Badge Replacement	Badge Replacement

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
192	Badge Replacement Invoice Review	The system must allow for a user to review all generated invoices before sending the invoices to the customers.	Enhancement	4.3 Badge Replacement	Badge Replacement
193	Badge Replacement Job Re-run	The system must provide a frontend for the user to re-run monthly invoices.	Enhancement	4.3 Badge Replacement	Badge Replacement
194	Badge Replacement Job Errors	The system must provide a frontend for the user to view any errors that occurred if the monthly job fails.	Enhancement	4.3 Badge Replacement	Badge Replacement
195	Badge Replacement Employee Payment Sync	The system must be able to push payments back to IR for every employee tied to a Badge Replacement Invoice.	Enhancement	4.3 Badge Replacement	Badge Replacement
196	Badge Replacement Monthly Job	The system must have a frontend to quickly view the monthly invoice billing results	Enhancement	4.3 Badge Replacement	Badge Replacement
197	Badge Replacement Monthly Job	The system must have a frontend to notify the user of possible interface errors so the errors can be resolved prior to the monthly billing.	Enhancement	4.3 Badge Replacement	Badge Replacement
198	Badge Replacement Monthly Job	The system must notify the user of payments that are unable to be synced into the IR system.	Enhancement	4.3 Badge Replacement	Badge Replacement
199	Gaming Lab Monthly Invoice	The system must be able to automatically invoice suppliers based on their prior months Gaming Lab approvals.	Enhancement	4.4 Gaming Lab	Gaming Lab
200	Gaming Lab Invoice Coding	The system must code each fee per license type on the invoice.	Enhancement	4.4 Gaming Lab	Gaming Lab

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
201	Gaming Lab Invoice Review	The system must allow for a user to review all generated invoices before sending the invoices to the customers.	Enhancement	4.4 Gaming Lab	Gaming Lab
202	Gaming Lab Email Invoices	The system must provide a frontend for emailing invoices to the customers.	Enhancement	4.4 Gaming Lab	Gaming Lab
203	Gaming Lab Invoice Re-run	The system must provide a frontend for the user to re-run monthly invoices.	Enhancement	4.4 Gaming Lab	Gaming Lab
204	Gaming Lab Job Errors	The system must provide a frontend for the user to view any errors that occurred if the monthly job fails.	Enhancement	4.4 Gaming Lab	Gaming Lab
205	Gaming Lab SIGMA	The system must send Gaming Lab payments to SIGMA with the correct SIGMA chart of account information.	Enhancement	4.4 Gaming Lab	Gaming Lab
206	Gaming Lab Payment Sync	The system must be able to push payments back to IR to an entity after a Gaming Lab Invoice has been paid.	Enhancement	4.4 Gaming Lab	Gaming Lab
207	Gaming Lab Monthly Invoice	The system must have a frontend to quickly view the monthly invoice billing results	Enhancement	4.4 Gaming Lab	Gaming Lab
208	Gaming Lab Monthly Invoice	The system must have a frontend to notify the user of possible interface errors so the errors can be resolved prior to the monthly billing.	Enhancement	4.4 Gaming Lab	Gaming Lab
209	Gaming Lab Monthly Invoice	The system must notify the user of payments that are unable to be synced into the IR system.	Enhancement	4.4 Gaming Lab	Gaming Lab
210	MAP CEPAS Processing	The system must be able to obtain MAP's CEPAS file for processing.	Enhancement	4.5 MAP Integration	MAP Integration
211	MAP Reference Field	The system must be able use the CEPAS reference field to map MAP's fee types to hotkey for proper accounting allocation.	Enhancement	4.5 MAP Integration	MAP Integration
212	MAP Reference Field Quantities	The reference field will contain comma delimited fee types and amounts.	Enhancement	4.5 MAP Integration	MAP Integration

SOW ID	Requirement title	Requirement Description	Work Type	Narrative	Functional Deliverable
213	MAP Deposit Prep	The system must create all CEPAS payments as batches and follow the Deposit Preparation and SIGMA collection process so that they may be reviewed.	Enhancement	4.5 MAP Integration	MAP Integration
214	MAP Fee Types	The system must allow the user to map/maintain MAP fee types to tie to hot keys.	Enhancement	4.5 MAP Integration	MAP Integration
215	MAP CEPAS Error Report	The system must notify the user if the CEPAS batch is out of balance.	Enhancement	4.5 MAP Integration	MAP Integration
216	MAP Fee Types	The system must provide a Fee type lookup table to allow the user to maintain MAP fees type for accounting mapping.	Enhancement	4.5 MAP Integration	MAP Integration

1. 4.1. MAP Changes

This section below delineates requirements for the MAP system which would be needed for the MAP integration. These requirements below paired with the MAP interface requirements above would create a robust interface between MiCaRS and the MAP projects.

SOW ID	Requirement title	Requirement Description	Work Type	Narrative
217	Map Change Reference Field	The MAP system will need to be modified for validation for reference number field length (254) in cart on CEPAS transfer.	Enhancement	5.0 MAP Integration
218	Map Change Fee Types	The MAP system will need to be modified to allow fee types to be mapped to a reference field key.	Enhancement	5.0 Map Integration
219	Map Change Fee and Quantity	The MAP system will need to be modified to have the CEPAS payment include the MAP fee types and quantity in the reference number field.	Enhancement	5.0 Map Integration

TASKS:

Technical support is required to assist with the following tasks:

- Hardware procurement, infrastructure and network configuration and troubleshooting
- Application deploy process
- Integration testing with external systems

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager has formally accepted them. Deliverables for this project include:

Project Deliverables include:

- Project Kickoff
- Requirements Gathering & Discovery
- Sprint 0/ Base Application
- MiLogin
- SIGMA Integration
- Email Integration
- CEPAS Integration
- Remittance Processing (RPS)
- Accounts Receivable (ARS)
- Revenue Control
- Reports & Queries
- System Control
- IR Integration
- Customer Mapping
- Badge Replacement Interface
- Gaming Lab Interface
- Investigative Fees Interface
- MAP Integration
- Core MiCaRS Enhancements - Reports
- Release UAT Completion (SEM-0185, SEM-0607 Test Closure Report)
- eMichigan Review
- Authority To Operate (ATO) completed
- Release to Production/Go-Live
- SUITE Documentation Deliverables include:

- PMM-0101 Project Charter
- PMM-0102 Project Management Plan
- SEM-0185 Sprint Review and Approval
- SEM-0301 Maintenance Plan
- SEM-0302 Software Configuration Management Plan
- SEM-0401 Requirements Traceability Matrix
- SEM-0402 Requirements Specifications
- SEM-0501 Functional Design Document
- SEM-0603 Detailed Test Plan
- SEM-0604 System Design Document
- SEM-0606 Test Case Document
- SEM-0607 Test Closure Report
- SEM-0701 Transition Plan
- SEM-0702 Installation Plan
- SEM-0703 Training Plan
- Other Project Documentation Deliverables
 - Project Schedule
 - Project Backlog
 - Weekly Project Status Report
 - Keylight

Out of Scope

- Procurement or installation of hardware.
- Procurement or installation of NAS / SAN disk.
- Initialization or deployment of virtual servers.
- Modification or changes to any external interface systems.
 - Including updates to the Badge replacement process that involve changes to the IR database, which will allow for the MiCaRS application to accurately determine monthly badge fees.

ACCEPTANCE CRITERIA:

DTMB and MGCB Project Managers will approve acceptance of deliverables and validate that the functionality has been received and/or delivered to the appropriate environment. All functional deliverables will be considered complete upon completion and delivery to the UAT environment. All event deliverables will be considered complete upon the event's completion.

PROJECT CONTROL AND REPORTS:

A bi-weekly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. This report may be submitted with the billing invoice. Each bi-weekly progress report must contain the following:

1. **Hours:** Indicate the number of hours expended during the past two weeks, and the cumulative total to date for the project. Also state whether the remaining hours are sufficient to complete the project.
2. **Accomplishments:** Indicate what was worked on and what was completed during the current reporting period.
3. **Funds:** Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made on a Satisfactory acceptance of each basis. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

Event/Deliverable	Start Date	Invoice Date	Cost
Project Kickoff	10/1/2025	10/1/25	\$101,619.42
Sprint 0/Base Application	10/1/2025	11/1/25	\$118,969.08
Email Integration	10/2/2025	11/1/25	\$29,742.27
MiLogin Integration	11/1/2025	12/1/25	\$89,226.81
IR Integration	11/1/2025	12/1/25	\$59,484.54
System Control	12/1/2025	1/1/26	\$89,226.81
Revenue Control	12/1/2025	1/1/26	\$29,742.27
Accounts Receivable	12/1/2025	1/1/26	\$59,484.54
Remittance Processing	1/1/2026	2/1/26	\$59,484.54
CEPAS Integration	1/1/2026	2/1/26	\$59,484.54
Reports & Queries	2/1/2026	3/1/26	\$59,484.54
Sigma Integration	2/1/2026	3/1/26	\$59,484.54
Customer Mapping	3/1/2026	4/1/26	\$89,226.81
Core MiCaRS – Reports	3/1/2026	4/1/26	\$29,742.27
MAP Interface	6/1/2026	5/1/26	\$59,484.54
Gaming Lab Interface	6/1/2026	6/1/26	\$59,484.54
Investigative Fees Interface	5/1/2026	7/1/26	\$208,195.88
Badge Replacement Interface	7/1/2026	8/1/26	\$59,484.54
eMichigan Review	7/1/2026	8/1/26	\$50,809.71
Authority To Operate (ATO) Completed	8/1/2026	9/1/26	\$50,809.71
User Acceptance Testing	9/15/26	10/1/26	\$101,619.42
Production Deploy	10/1/26	10/1/26	\$101,619.42
			\$1,625,910.72

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Project Manager is:

Latasha Williams

MGCB Department Manager
Lottery Building
101 E Hillsdale St
Lansing, MI 48933
(313) 236-0380
WilliamsL86@michigan.gov

The designated DTMB Project Manager is:

Jim LeBlanc

DTMB Business Relationship Manager
Lottery Building
101 E Hillsdale St
Lansing, MI 48933
(517) 855-1391
LeBLANCJ4@michigan.gov

AGENCY RESPONSIBILITIES:

MGCB Product Owner, Project Manager, and Subject Matter Experts (SMEs) will be required to assist with the following project activities:

- Attend discovery and JAD sessions
- Provide subject matter expertise as needed

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Consultants will work at:

Consultants will work at a combination of SOM offices and KL&A offices in Okemos, MI, and designated remote locations as appropriate.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number 240000000206. This purchase order, statement of work, and the terms and conditions of Contract Number 240000000206 constitute the entire agreement between the State and the Contractor.

APPENDIX A: MICARS TECHNICAL OVERVIEW

The MICARS solution that KL&A will be implementing is based on a Microsoft technology stack, using a .NET codebase over an Oracle database. The collection of platforms and libraries is listed below and represents the current state of the application. As new versions of the platform and library components are released, KL&A will evaluate each for appropriateness in the solution.

Platforms

- .NET Framework 4.8
- Oracle 19C
- IIS 8.5

Libraries

- SAP Crystal Reports 13
- jQuery
- PdfSharp 1.5

DevOps Coordination

KL&A will require the ability to deploy Sprint Increments to the SOM UAT environment through FTS. KL&A will require

Read and Write access to the SOM UAT Oracle database to upgrade the database for each Sprint Increment. KL&A will require Read access to the SOM Production Oracle databases for bug triage and data migration research. KL&A will require DTMB to refresh the Oracle databases of SOM UAT and SOM Pre-Production with the data from SOM Production. KL&A will require an Oracle database backup of the SOM Production environment that has been purged of sensitive information for our internal KL&A Dev Environment. KL&A will require access to Email servers in the SOM UAT and SOM Pre-Production environments for testing. KL&A will use OneDrive to send Deploy Packages for SOM Pre-Production and SOM Production deploys.

Integrations

MiCaRS integration with MGCB and DTMB Systems including: BudgetLLA, Badging, Gaming Lab, MAP, CEPAS, SIGMA and MiLogin.

MGCB Systems

MiCaRS will sync with the Information Repository and MAP in the following:

- Sync Customer data daily
- Pull Fees for Badge Replacement
- Pull Fees for Gaming Lab
- Push payments to IR Fee tables

CEPAS

MiCaRS will integrate with CEPAS in the following:

- Receive a CEPAS daily log file for payments received (utilizing FTS)

SIGMA

MiCaRS will integrate with SIGMA in the following:

- Nightly syncs with MAIN DB
- Daily transfer of approved transactions through DataStage

MiLogin

The Portal will integrate with MiLogin in the following:

- MiLogin Worker for State of Michigan

APPENDIX B: MICARS OVERVIEW

This section will outline the functionality planned for MiCaRS, using the MiCaRS application as a baseline.

CORE MODULES

1.1 ARS

The Accounts Receivable module provides creation and tracking of receivable or billing transactions, establishes the account coding for revenue recognition, records and accounts for the accrued revenue transaction activity (payments, write-offs, adjustments, interest and refunds), and generates and accounts for delinquent invoices.

The Accounts Receivable Module consists of Customer Maintenance, Program Setup, Product, Build Invoice, Build Point of Sale, Email History, and Suspense Payments. To build an invoice regardless of if the invoice will be established as a receivable in SIGMA, a Program needs to be set up including the detail information that will be included on the printed invoice as well as the accounting. Customer and address information is also required to build an invoice. Optionally, product information can be used when building an invoice; the product setup allows the user to create a product id that is associated with a description and accounting elements. The history of invoices that have been emailed to customers is available in this area.

1.1.1. Customer Maintenance

The Customer Maintenance function allows Users to locate, add, edit, activate and inactivate customer account records. These screens are also used with the Build Invoice function. This function screen typically displays essential details about each customer, such as their name, contact information, past billing shipping address, and any. Users can easily access and edit this information to keep it accurate and up-to-date.

1.1.2. Program Setup

Programs are required for identifying specific information that is related to invoices such as text that is printed on the invoice, delinquent interest or penalty fees, and association to interfaces.

Invoice records in MiCaRS are linked to a specific Agency, Division and Program. The Program is set up with one or more lines of accounting information that is automatically

associated with an invoice that is built for that program. Program Setup allows for the entry of SIGMA Chart of Account elements for default invoice accounting lines along with whether a line will be sent to SIGMA or not. The Event Types associated with the Invoice created and whether the receivable will be established in SIGMA will be configured for each program. The Program Invoice Type table includes the Event Type to use for each Customer Type and type of invoice as well as the flag that indicates whether to create the invoice as a receivable.

1.1.3. Build Invoice

The first step to build an invoice in MiCaRS is selecting the customer for the invoice. The type of customer (FEDERAL, LOCAL, STATE, NON-GOV) will help determine whether the invoice is established in SIGMA or not. The type of Invoice selected will also determine if the Invoice is established in SIGMA. The Invoice Code and Customer Type will be configured for each program to identify the Event Type for the invoice.

Each invoice transaction will be assigned a unique identifier referred to in MiCaRS as the Invoice Number. This Invoice Number, along with a pre-determined code that identifies the source of the transaction as MiCaRS, will be the Document ID in SIGMA. The initial receivable transaction will be recorded as version 1 of the document. Subsequent modifications to the transaction (Adjustments, Interest, Correcting accounts, etc) will increase the version number by 1.

If the customer is not linked to a registered customer, MiCaRS will use the default "Miscellaneous Customer" MISC00001 and the default billing profile for the agency for the miscellaneous customer. If the customer is linked to a registered vendor, the receivable will be sent to SIGMA with the vendor id and billing profile associated with this customer.

Specific detail lines are added to the invoice and summed to calculate the amount due for the invoice.

Each invoice must have at least one accounting line. The accounting elements including event type can be set up for the program which was chosen when building the invoice. If there are multiple accounting lines on the program, these lines will be automatically added to the invoice and the total amount of the detail lines will be assigned to the first line of accounting. The user will be responsible for distributing the proper amount to each line. The default accounting lines can be modified or removed,

and additional lines can be added so that the proper accounting is recorded for the invoice. The event type on each line will default to the Event type that was set up for the program based on the Invoice Code and Customer Type. This event type can be modified while building the invoice. Accounting elements will be validated against SIGMA extracts to ensure that the transaction will be accepted.

1.1.4. Build NSF Invoice

NSF will be interfaced to SIGMA as a reclassification transaction. Conditionally, the NSF may also be sent to SIGMA as a RE9 document. The Event Type will identify the receivable as an NSF. SIGMA allows the NSF to represent a returned check that was a revenue payment versus a returned check that was an Expenditure Credit. The process is as follows:

- Treasury will create a CR9R –
- MiCaRS will create a CR9R modification that nets to \$0. The original Document ID created by Treasury will need to be entered on the NSF. MiCaRS will use 27AR (NSF Reclass from Clearing)

Conditionally MiCaRS will send an RE9 document for the NSF receivable. The RE9 transaction creation is controlled by the Program Setup Create Receivable indicators at the Invoice Code and Program Account levels for the program used to enter NSF Invoice.

1.1.5. Email History

The Email History function allows users to view a list of invoices and system emails sent to a customer. This functionality allows the user to view email recipients as well as if the email was successfully sent to the recipient.

1.1.6. Fiscal Manager Review

This function allows fiscal managers to review invoices generated by users and interfaces. This includes verifying that all billing details are correct, such as quantities, and billing amounts. The fiscal managers can either approve or reject invoices.

1.1.7. Hot Keys

1.2. RPS

The Revenue Processing module provides batch balancing of revenue transactions, records details associated with remittances, distribution of revenue to the proper agency accounts, provides a means for balancing totals of remittance and accounting distribution, posts accrued revenue payments to invoices, records receipts of field deposits, records transactions previously sent by Treasury (EFT's, Credit Card), as well as transmitting the information to SIGMA.

The Revenue Processing module consists of Batch Entry, Deposit Preparation, SIGMA Collection, Update Batch Operator, Update Processing Date, Recent Deposit Preparations, and Reset SIGMA Document.

1.2.1. Batch Entry

Each revenue transaction is assigned a unique identifier referred to in MiCaRS as the Control Number. This control number, along with a pre-determined code that identifies the source of the transaction as MiCaRS, will be the Document ID in SIGMA. The initial revenue transaction will be recorded as version 1 of the document. Subsequent corrections to the transaction (Revenue to Revenue, Revenue to Invoice, etc) will increase the version number by 1.

Modifications made to a control number after the Fiscal Year of the original entry is closed will be transmitted to SIGMA as a "Stand-alone" CR9R document regardless of if the original transaction was sent as a CR9D or CR9R. This stand-alone CR9R will be identified with a new Document ID and the Version number will always be 1. MiCaRS will continue to track the versions of the document. The Documents will be linked in SIGMA by containing the original control number in the Document Name field.

The data entry process allows one remittance record per control number. The details of the payment information including payment type, check number, check date and remittance name will be sent to SIGMA which only allows one form of payment per document. Deposit number, date and Bank ID are maintained at the remit level instead of the document level.

The control number must have at least one line of accounting information associated with it. The full Chart of Accounts information will be stored in MiCaRS and sent on the

transaction to SIGMA. The exception to this statement is that the COA elements will not be sent to SIGMA if the document references a SIGMA Receivable. Hot Keys can be used to identify transactions for various agency specific interfaces. The Sigma Accounting Template is another mechanism to identify a single account record. The Accounting Template and all the individual Chart of Account tables will be extracted from Sigma and available for MiCaRS to use for validation. The accounting information may also be derived from an Invoice that was created in MiCaRS or a Receivable that was established directly in SIGMA and extracted to be available in MiCaRS. When the revenue transaction is payment for an established receivable, the Document ID and Accounting Line for the receivable will be sent with the revenue so that the payment can be recorded against it in SIGMA. When recording a payment against a receivable established in SIGMA, only the Document ID and Receivable Accounting Line will be sent to SIGMA, however the COA elements will be stored on the data entry record.

The accounting elements entered in MiCaRS will be verified against SIGMA extracts. The required elements based on the SIGMA definition for the selected Event Type will be enforced.

Event Type is replacing Transaction Code in determining how a transaction is processed in SIGMA. The user will be responsible for determining the correct Event Type for the specific transaction. The Hot Key, used for deposit transactions (including Alpha remit types), can be set up to include the correct Event Type. When the revenue collected is payment for an Invoice established in SIGMA, the event type on the deposit record will be determined based on the event type of the receivable. For Example, Bill Earned Revenue (AR01) will be mapped to Collect Earned Revenue (AR02). This mapping has been determined by SIGMA and is stored in the Event Type Mapping table in MiCaRS, but cannot be changed by MiCaRS Users.

During the Fiscal Year closing process, the user will continue to identify whether the revenue collected should be posted to the prior fiscal year or not.

- When processing old year transactions, MiCaRS will set the Fiscal Year and Budget Fiscal Year to the prior fiscal year and the Budget Period to 12. This option is only available from the start of the Fiscal Year through the Deposit Close date identified in MiCaRS.
- When processing Cash-in-Transit transactions, MiCaRS will set the Fiscal Year and Budget Fiscal Year for non-receivable payments to the current fiscal year. Cash-in-Transit transactions require an additional journal voucher entry to be completed in SIGMA.

- When processing Old Year AR transactions, MiCaRS will set the Fiscal Year and Budget Fiscal Year to the prior fiscal year. The Budget period will be 12 or 13 depending on the process date. This option is available from the start of the fiscal year through the JV Close date identified in MiCaRS. However, after the Deposit Close date, MiCaRS will only allow remit types that are not transmitted to SIGMA or remit types that are identified as CR9R to be used.

Regardless of transaction type, the Budget Fiscal year for the accounting lines that are payments against a receivable line that has been established in SIGMA is set to the Budget Fiscal Year of the accounting line for the receivable.

In SIGMA, the Cash Receipt for Revenue Reclassification (CR9R) document will be used to reclassify or distribute revenues collected by agencies through various means, including credit card and eCheck payments processed via Centralized Electronic Payment and Authorization System (CEPAS).

MiCaRS will send the CR9R transaction for a Remit Type will when the remit type is identified as a CR9R type in the Remit Type Lookup table. These remit types must also include a link to the Hot Key that represents the “From” side of the reclassification for the transaction to be transferred to SIGMA. For example, Hot Key CC contains the account elements that represent the undistributed account where the Electronic Payment transaction was originally posted from CEPAS. This Hot Key will be included on the Remit Type record for Credit Card. The revenue transaction contains the account coding where the revenue should be recorded. The CR9R transaction will reference the removal of funds from the undistributed account and the reclassification of that revenue to the specified accounts which may also include the receivable number that the payment satisfies. The net amount of a CR9R transaction is \$0. If the CEPAS file contains a reference number such as a MiCaRS invoice number or Sigma Receivable number (that has been imported to MiCaRS), the resulting CR9R document will reference the Sigma RE9 Document ID to satisfy the receivable.

Remit types can also be used to record revenue transactions that do not need to be sent to SIGMA but need to be entered in MiCaRS to satisfy an invoice. In this case, the document type will not be identified on the remit type record and no corresponding Hot Key record exists to match the Remit Type. For example, remit type IA can be used when an invoice was paid by another state agency via a direct transfer in SIGMA. This type of revenue transaction does not need to be sent to SIGMA, therefore no CR9R nor CR9D is created. When transactions are entered for the “IA” remit type, MiCaRS allows for entry of the Deposit Date information to represent when the transfer of funds occurred in SIGMA. Most users use the Remit Reference field to record the Document ID from SIGMA that transferred the funds.

A MiCaRS cashier will enter revenue transactions using a remit type that has CR9R as the Document Code. These transactions are entered using the same process as Cash or Check transactions. The cashier will prepare batches for deposit. Based on the remit type selected, the MiCaRS system will create Cash Receipt redistribution record(s) when the transaction is collected.

1.2.2. Deposit Preparation

The deposit preparation process will allow the users to select revenue batches to be included on specific deposit tickets. The user will enter and confirm separate deposit numbers for each remit type / transaction type combination used in the batches being prepared. The deposit numbers will be posted on the corresponding revenue transactions. Optionally, the user will be able to specify the method of deposit.

1.2.3. SIGMA Collection

The user will select the functional area of the system to collect causing MiCaRS to locate all new or modified records. The group of records collected at the same time will be identified as a SIGMA Export Batch for querying purposes. Each transaction will have one SIGMA Header record and one or more SIGMA Vendor and Accounting records. All the information needed to format the appropriate XML file will be stored in these tables. The final step of the collection process is to generate the physical XML file on the application server. The data-stage process will also validate information before creating the XML. Any errors generated by the data-stage process will be emailed to set of users. If Data Stage encounters errors, the entire group of transactions will remain waiting to be sent. Data Stage will determine the timing of when the files are generated and sent.

1.2.4. Update Batch Operator

The Update Batch Operator function allows batches to be reassigned from one user to another this allows for work to move forward if a user is out of office.

1.2.5. Update Batch Processing Date

Each location has processing dates during the month to process deposits, and a closing date for the month. To change these dates, the Cashier accesses the Update

Processing Date screen. MiCaRS automatically sets the Process Date to the current date at 12:01AM each night so that deposit transactions that are input through interfaces will have the correct process date. This date can be changed manually through MiCaRS so that transactions entered after Deposits have been prepared for the day can have the next business day as the Process date.

1.3. Revenue Control

The Revenue Control module is where users can make corrections to information sent to the SIGMA system and manage refunds. The Revenue Control Module consists of Log Refund Entry, Refund Entry, Refund Review, Reclass Entry, Reclass Approval, Payment Correction and Invoice Account Correction. These functions are controlled by security groups and provide a separation of responsibility related to the creation of Refunds and Reclassification transactions and the approval of those transactions. Payment correction and Invoice account correction are available to correct errors detected when transactions were transmitted to SIGMA or to re-allocate the money to different account coding.

1.3.1. Refund Entry

Each refund transaction will be assigned a unique identifier referred to in MiCaRS as the Refund Number. This refund number, along with a pre-determined code that identifies the source of the transaction as MiCaRS, will be the Document ID in SIGMA. The refund transaction will be recorded as version 1 of the document. Corrections are not allowed to Refund transactions.

A refund transaction can be tied to a revenue transaction in MiCaRS. When a control number is used on a refund, the accounting lines and customer information are retrieved from the revenue transaction. Revenue lines that are linked to an established receivable cannot be used on a refund, SIGMA will not automatically remove the payment and re-open the receivable. A Revenue Correction will need to occur first before creating the refund.

Some agencies currently do not require a refund to reference a MiCaRS Revenue control number. The business rule to require the control number can be configured for each implementation. If a control number is not linked to the refund, the user may select a Hot Key to use as a short cut to a line of accounting. The event type must be selected at the time that the refund is created, the default is AP10.

If the refund transaction contains a Vendor ID and Address ID, the refund will be sent to SIGMA as a GAX9R transaction. If the refund transaction does not include a vendor id, the transaction will be sent to SIGMA as a GAX9N record using the MISC0001 “Miscellaneous Vendor”.

The refund accounting information will be modified to contain the SIGMA Chart of Account elements. Validation of these elements will help ensure that the transaction is successfully imported into SIGMA.

Refunds entered manually through MiCaRS must be approved before they are transmitted to SIGMA.

1.3.2. Refund Review

MiCaRS includes an approval workflow that allows fiscal managers to either approve or reject refund requests. The

Users can attach supporting documentation, such as invoices, receipts, or correspondence, to justify and substantiate the refund request. The refunds are not eligible for SIGMA collection unless it has been approved by a manager.

1.3.3. Enter Reclassification Transaction

Each reclassification transaction will be assigned a unique identifier referred to in MiCaRS as the Reclass Number. This reclass number, along with a pre-determined code that identifies the source of the transaction as MiCaRS, will be the Document ID in SIGMA. The Reclass Number will be assigned as the next available Control Number if the type of reclassification being entered is CR9R, otherwise, the number will be assigned as the next available Reclass sequence number for a CA9 transaction. The reclassification transaction will be recorded as version 1 of the document. Corrections are not allowed to a reclassification transaction. A new transaction will need to be processed if a reclassification transaction was entered and approved and sent to SIGMA in error.

Manually entered reclassification transactions will be sent to SIGMA using the CA9 (Cost Allocation) transaction or CR9R (Cash Receipt Reclassification) depending on the type selected. These transactions must always net to \$0.

The reclassification accounting information will be modified to contain the SIGMA Chart of Account elements. Validation of these elements will help ensure that the transaction is successfully imported into SIGMA.

Reclassification entered manually through MiCaRS must be approved before they are transmitted to SIGMA.

Alpha Remit Types, NSF Invoices, Revenue Corrections and Invoice Account Corrections will no longer create reclassification transactions. Instead these types of records will be interfaced to SIGMA using the CR9R file format or as a new version of the original transaction.

1.3.4. Approve Reclassification Transaction

MiCaRS includes an approval workflow that allows fiscal managers to either approve or reject reclass transactions.

The reclasses are not eligible for SIMGA collection unless it has been approved by a manager.

1.3.5. Correct Payment Transaction

The primary purpose of this function is to move money from one accounting line to another including Revenue to Revenue, Revenue to Invoice or Invoice to Invoice corrections. For these types of corrections, the dollar amount on the current line should be reduced and a new line created. However, if a Revenue transaction failed going into SIGMA due to invalid Accounting, the Correct Revenue process will allow the user to modify the coding elements on an existing HistDoc record. The failed Document must be removed from the SIGMA Export tables using the Reset SIGMA Document function before correcting.

The Version number that will be created as a result of the correction is displayed on the screen (large red font) to notify the user how the correction will be sent to SIGMA.

If a control number being modified has a record that is waiting to go to SIGMA, the pending SIGMA record will be removed from the collection tables. This allows the new correction to be generated using the correct version. The system will prevent a

modification against a pending document once Datastage has begun the collection process.

The Fiscal Year and period for a revenue correction will default to the current fiscal year and period. During the Year End closing period, the user may enter the prior Fiscal Year and either period 12, if the current date is before the Deposit Close date or period 13. Throughout the rest of the year, the period may be set back to the prior period during the first 5 business days of the month to post a correction in the prior month.

Regardless of the Fiscal year chosen when the correction began, the Budget Fiscal year for the accounting lines that are payments against a receivable line that has been established in SIGMA is set to the Budget Fiscal Year of the accounting line for the receivable. For non-receivable lines, the Budget Fiscal year is set based on the Fiscal year chosen.

1.3.6. Correct Invoice Account

The primary purpose of this function is to move money from one accounting line to another. For these types of corrections, the dollar amount on the current line should be reduced and a new line created. However, if an Invoice transaction failed going into SIGMA due to invalid Accounting or a payment cannot be applied to an invoice due to invalid Accounting, the Correct Invoice Account process will allow the user to modify the coding elements on an existing Invoice Account record. The failed Document must be removed from the SIGMA Export tables using the Reset SIGMA Document function before correcting. The Fiscal Year and period for an invoice correction will default to the current fiscal year and period.

If an invoice number being modified has a record that is waiting to go to SIGMA, the pending SIGMA record will be removed from the collection tables. This allows the new correction to be generated using the correct version. The system will prevent a modification against a pending document once Datastage has begun the collection process.

1.4. Reports & Queries

The Reports and Queries module is where users can run reports and queries within MiCaRS. The Reports and Queries Module consists of the Reports Menu, Cashier Query, Invoice Query, Reclass Query, Refund Query, and SIGMA Export Query. All of

these functions provide read only access to data in MiCaRS. The exception to this in Invoice Query, which allows additional actions to be performed for a specific invoice or a group of invoices, based on security groups assigned to the user. Within Invoice query, a user may be able to print the invoice, adjust the invoice, add comments or write-off the invoice.

1.4.1. Cashier Query

The Cashier Query function allows Users to find deposits by searching a range of deposit criteria.

By default the cashier query will display the most recent version of the record.

Certain criteria fields for the cashier query can be used in multiple ways:

- Date Fields can be queried as Equal (exact match) Greater than or equal, Less than or equal or between
- String Fields can be queried as Contains (wildcard), Starts with, Ends With, Is, Is not

The user can choose to view and print previous versions of the transaction Reports generated from the cashier query will display the data related to the current document version for each control number included on the report. Other than the Cashier Transaction Detail report, which includes the complete list of document records associated with the Control number, all other reports will include only document data that matches the criteria entered for the Cashier Query.

1.4.2. Invoice Query

The Invoice Query function allows Users to locate invoice records by using a wide range of criteria. By default the invoice detail screen will display the most recent version of the invoice. The user can choose to view and print the detail previous versions of the invoice. Only Invoices that are established as receivables in SIGMA will have multiple versions.

1.4.3. Refund Query

The Refund Query function allows users to locate refund records by searching for any refund criteria. The criteria can range from a specific refund control number, which

returns one record, to a date range or refund type, which might return dozens of records. Once a refund is located, they can view or print details of the refund.

1.4.4. Reclass Query

The Reclass Query function allows users to find reclassification transactions by searching for any reclassification criteria.

These criteria can range from a specific reclassification number, which returns one record, to a range of reclassification numbers or disposition status, which might return dozens of records. If searching for a specific record with limited information, known details can narrow the search list.

1.4.5. SIGMA Export Query

The SIGMA Export Query allows users to find groups of records that were sent to SIGMA on a day using a variety of query criteria. This query can be used to find batches of transactions that are waiting to be picked up by the DataStage process, or transactions that have already been sent to SIGMA. The details of each batch are available by selecting the View option on a batch. As each header record is selected, the associated Vendor and Accounting Lines will be changed to reflect the selected header. Once the batch detail page is displayed, the user can choose to reprint the SIGMA Collection report for the selected batch.

1.4.6. Reporting

Many of the reports in MiCaRS were designed to facilitate reconciliation between SIGMA and MiCaRS. These reports link the SIGMA Document ID to the individual records in MiCaRS. Reports are broken up into categories and MiCaRS comes with the following:

- **ARS Query Reports:** These are reports on various aspects of accounts receivable. They include data on adjustments made to invoices, listings of outstanding and unpaid invoices, transactions, and payments received. The reports are grouped and can be filtered by different criteria such as fiscal year, agency, division, and date, facilitating a focused analysis.
- **Invalid Defaults:** This category addresses reports on invalid elements, including Hot Key, Product, and Program Accounting elements that could lead to validation errors. The reports assist in identifying and correcting these elements to ensure smooth operation in SIGMA.

- **Reclassification Reports:** These reports provide a detailed look at reclassification transactions. Users can access complete details for individual transactions or view dynamically grouped data for a selected range of dates.
- **Reconciliation Reports:** This set focuses on audit trails and irregularities. It includes listings of modified revenue document transactions, removed user groups, and transactions that are either out of balance or lack corresponding payment records.
- **Refund Reports:** These reports provide detailed and summarized information on refunds, including their statuses, approvals, denials, and backlogs. They are grouped by criteria like disposition, division, and program, and can be filtered by date range.
- **Revenue Reports:** These documents offer insights into cashier transaction summaries and deposit reports. They include data on revenue transactions and processing times, presented in a way that makes analysis straightforward and intuitive.
- **SIGMA Batch Reports:** These reports offer details and summaries of transactions formatted for SIGMA. They can be used to analyze specific batches or all transactions from a particular date, aiding in the collection process.
- **Summary Reports by Date:** These provide batch information, deposit reports, and field deposit data, all sortable by specific agencies and date ranges. They offer insights into operator activities and transaction statuses over a given period.

1.5. System Control

The System Control module is where Administrators can maintain the systems Security (Users, Groups, and Roles), Archive Deposits / Invoices and Lookup Tables in the MICARS.

1.5.1. User Management

MiCaRS uses role-based security, where a role is the permission for a specific function or set of functions, groups are associated with one or more roles, and Users are assigned to one or more groups. For example, to grant system administrators access to the system configuration and security features, create a group called System Administrators and assign the group the following roles: Lookups and Security. Then associate the User accounts with the System Administrators group.

1.5.2. User Activity

All user activity in the system is recorded in activity tables in MiCaRS. The User Activity Query function allows a MiCaRS Security user to query and export user activity logs using a range of criteria.

1.5.3. Record Archiving

The Archive Invoices & Deposits/Receipts function allows users to move receipt and invoice data from the active tables to the archive tables in MiCaRS. Users also have the ability to purge deposit and invoice data from MiCaRS.

1.5.4. Letter Management

Letters may be optionally sent with invoices and refunds. Letters are composed of template and layout allowing for users to quickly generate letters for a variety of reasons. Templates can also be modified without persistence prior to sending if there are any additional details that need to be provided.

1.5.5. Remit Type

Remit Type records identify the type of payment received when recording a receipt transaction. Every remit type has a user entered description, such as Cash, and is associated with a SIGMA payment type and a Document Code. All Remit Types must have a Document Code selected for them to be collected in the SIGMA Collection process. If a Remit Type does not have a Document Code selected the transactions will be a MiCaRS only transaction.

1.5.6. Fiscal End of Year Config

Invoices default to the current fiscal year that has been set in MiCaRS Control. The fiscal year can be changed to the prior fiscal year during the year end closing period which is determined by the AR Close date also found in MiCaRS Control.

1.5.7. Hot Keys

Hot Keys are used as a short-cut to specific accounting information. Hot keys are also used to designate receipt transactions that are linked to other systems through a MiCaRS interface. Hot Keys may contain up to 4 interface specific (user defined) fields that appear when processing a receipt transaction using this hot key.

1.5.8. Lookup tables & Maintenance

There are many different dropdowns and configurations for the application to function. An individual with the appropriate permission can maintain these dropdown values. The typical dropdown functionality provides view, create and edit abilities. The ability to delete is provided conditionally based on the lookup data.

2. CORE INTERFACES

2.1. MiLogin Integration

MiLogin is the identity provider that MiCaRS interfaces with for the State of Michigan. Users will need to have access granted to their MiLogin account before accessing the system. When granted access a corresponding user will be created in the MiCaRS application. The corresponding user is also deactivated when access is revoked via MiLogin.

2.2. SIGMA Integration

The SIGMA Collection function gathers transactions into batches based on their Document Code in MiCaRS. These batches are extracted daily by DataStage at a specified time, determined by the Agency and DataStage, to be processed in SIGMA. These batches include CR9D, CR9R, CA9, GAX9N, GAX9R, and RE9 transactions that are marked in MiCaRS as receivable.

MiCaRS will maintain and send all of the Accounting Elements needed to identify the Chart of Accounts in SIGMA.

MiCaRS will import data extracts from SIGMA in order to ensure that all data sent to SIGMA is valid.

MiCaRS will use the SIGMA Event Types to drive how the transaction is processed in SIGMA.

MiCaRS will place transactions to be sent to SIGMA in staging tables to be formatted by the SIGMA Data Stage process into the appropriate XML Files.

SIGMA does not have a “batch” concept for transactions. Each document is treated independently. MiCaRS will edit the validity of a transaction when the transaction is entered or flows into the system via an interface to reduce the number of transactions that are pended in SIGMA.

The user will select the functional area of the system to collect causing MiCaRS to locate all new or modified records. The group of records collected at the same time will be identified as a SIGMA Export Batch for querying purposes. Each transaction will have one SIGMA Header record and one or more SIGMA Vendor and Accounting records. All the information needed to format the appropriate XML file will be stored in these tables. The final step of the collection process is to generate the physical XML file on the application server. This step will be handled by the Data-Stage process being developed by DTMB- CSS group. The data-stage process will also validate information before creating the XML. Any errors generated by the data-stage process will be emailed to set of users. If Data Stage encounters errors, the entire group of transactions will remain waiting to be sent. Data Stage will determine the timing of when the files are generated and sent.

MiCaRS will prevent certain functions from occurring while datastage is picking up to prevent discrepancies between MiCaRS and SIGMA. When datastage begins the collection process, a flag is set in MiCaRS. While the flag is set no records can be added or removed from the SIGMA collection tables. This impacts the following areas of the system

- SIGMA Collection
- Reset SIGMA Document
- Correction of a receipt transaction that is currently being picked up
- Modification of an invoice that is currently being picked up
- Reset of a SIGMA batch.

Once the data is transmitted to SIGMA, additional validation will occur. If errors are generated by Sigma, the document will be Pended. It is the user's responsibility to check for Pended documents on Sigma.

Please see Interface Files to SIGMA for detailed mapping of each transaction type.

The final step of the collection process is to generate the physical XML file on the application server. This step will be handled by the Data-Stage. The DataStage process will also validate information before creating the XML. Any errors generated by the data-stage process will be emailed to set of users. If Data Stage encounters errors,

the entire group of transactions will remain waiting to be sent. Data Stage will determine the timing of when the files are generated and sent.

2.2.1. Reset SIGMA Document

When a single document causes an error being imported into SIGMA, the Document ID will need to be removed / canceled from SIGMA and then reset in MiCaRS. Optionally, a comment can be added to indicate why the document is being reset. The comment is linked to the SIGMA Batch record to assist in reconciliation and audit reviews. This action will allow the transaction to be recollected and sent to SIGMA again with the same version number.

2.2.2. SIGMA profile information extract

All Chart of Accounts element tables from SIGMA will be extracted and imported so MiCaRS can use them for validation prior to sending transactions to SIGMA. This extract process will occur daily and will completely refresh the contents of the tables. The data is retrieved from the Enterprise Management Layer (EML) and accessed via DBLinks on each of the database servers. Other information included in the EML but not used by MiCaRS is: Vendor / Customer information and Warrant Offset data.

2.3. CEPAS Integration

The Centralized Electronic Payment Authorization System (CEPAS) is a payment authorization system that supports contracted, approved credit cards, debit card, electronic check, and ACH transactions. This interface provides the functionality for retrieving CEPAS files sent from Treasury and other applications. These files are automatically imported into MiCaRS which creates a Data Entry Batch and Control numbers for each Payment made online. If the Batch is successfully created and balanced, the batch will be processed through the Deposit Preparation step automatically and will immediately be available to collect for SIGMA. The interface frontend provides the ability to search the downloaded CEPAS files, search the CEPAS job logs, re-run files.

2.4. Email Integration

Email is one of the primary ways for customers to receive invoices from the MiCaRS system. Automated and manually created invoices are continuously reviewed and sent via the user interface. Users can also subscribe to receive certain emails created by processes within the MiCaRS Application and Web Services. Email Subscriptions will tie a user record that contains the user's email address to a specific category of email that they would like to receive. Some categories of emails are also linked to a specific

external system (interface) allowing a user to subscribe to receive emails for only certain interfaces for a category.

3. CORE ENHANCEMENTS

3.1.1. Attach Revenue Document

The data entry screen will be updated to allow users to attach supporting documents to a payment. While these documents are optional, if uploaded, they will be stored in the database. Once attached, these documents cannot be deleted except through the RPS archival process. Users can attach multiple documents to a single payment record. After the batch undergoes the deposit preparation process, users can search for and access these supporting documents via the cashier query.

3.1.2. Interface ID

MiCaRS will be modified to enable the upload/entry of interface IDs to a payment document. This will allow for any number of interface id's to be associated with one document. The user will have the ability to upload/enter interface amounts for each interface id and continue to allow the user to add an amount until it is equal to the document amount.

MiCaRS will also be modified to allow the user to enter multiple Interface IDs for the same account coding when correcting a payment record. This will allow the user to seamlessly add or remove interface id's associated with a payment incorrectly. MiCaRS will give the user the ability to query on the interface id, so that the user can see if the ID has been paid.

4. IR INTEGRATION

The MiCaRS and IR database are both Oracle RDBMS allowing for an integration using a new Oracle database link. An Oracle database link is a feature that allows for seamless communication and data sharing between two separate Oracle databases, even if they reside on different servers. It establishes a secure and controlled connection, enabling queries to be executed between these databases. The Customer Mapping, Investigative Fees, and Badge Replacement interfaces will each have a backend job and corresponding stored procedure that uses the new database to

perform monthly invoice creation. The frontend will provide a way to search for invoices created from these interfaces, view errors from the monthly job, and the ability to re-run the job.

4.1. Customer Mapping

The Customer Mapping sync is a background job that will periodically sync all relevant customer information from the IR database to MiCaRS. This will provide users with up-to-date customer information without the need for them to enter the IR application. This information is also required for the functionality of multiple services and features of MiCaRS. This will be a one-way sync and changes will not be pushed back to the IR database.

The sync will execute a stored procedure that uses a database link to IR and pull information from the following tables:

- CMN_BUSINESS_TO_ENTITY_TYPE
- CMN_BUSINESS_INFORMATION
- CMN_INDIVIDUAL_TO_ENTITY_TYPE
- CMN_INDIVIDUAL_INFORMATION
- CSI_IMMEDIATE_PARENT_RELATION
- CMN_ADDRESS
- CMN_RECEIPT

4.2. Investigative Fees

The Investigative Fees interface streamlines the monthly invoice process for customers whose fees exceed their initial application payment. For every customer and license type, a revolving account is established to manage ongoing charges. Each month, MiCaRS users will upload an invoice spreadsheet to the interface, which applies each line item to the associated revolving account.

For each spreadsheet upload, MiCaRS generates a new invoice against the revolving account and immediately applies the available balance to associated revolving account to close it. If the invoice amount exceeds the remaining balance and drops below \$0, the invoice is marked as open.

If it is unpaid by the following month's invoice creation, then any line items from the previous invoice are automatically carried over to the new one. Additionally, if a revolving account is depleted and an open invoice is issued, any overpayment received will be credited back to the revolving account. This ensures that excess funds are available to offset future charges seamlessly. During the initial data migration from IR, any outstanding customer accounts will be created to ensure a smooth transition.

This component will create a new section under the Interfaces module called Investigative Fees, which will handle the uploading and processing of the monthly spreadsheet.

4.3. Badge Replacement

The Badge Replacement interface will provide automated monthly invoice creation for the outstanding badge replacement fees of the MGM, Motor City, and Greektown Detroit casinos. MiCaRS will connect to the IR database via dblink and query all relevant information directly. This interface assumes that MGCB has implemented the new workflow and backing tables to initiate a fee creation for the badge replacement process. Without the badge replacement fee table to pull data from MiCaRS still has the functionality to perform invoice creation of badge replacements with the manual entry of lost badge slips. After creation the invoices will go through the standard fiscal management review before being sent. The interface will also automate the pushing of payments to the IR after SIGMA collection occurs.

The job will execute a stored procedure that will pull information from the following IR tables:

- EMP_EMPLOYEE_BADGE
- MCGB_LOG
- MCGB_LOG_DETAIL
- TRG_EMP_EMPLOYEE_BADGE_LOG

4.4. Gaming Lab

The Gaming Lab interface will provide automated monthly invoice creation for approved Gaming Lab submissions that have been inserted into IR. MiCaRS will connect to the IR database via dblink and query all relevant information directly. After a Lab submission has been fully worked by the Gaming Lab team it will have an associated invoice

created with the type of Lab. A job will run every month in MiCaRS that will pull all Lab invoice records along with its associated submission items, billing information and the business entity attached to the submission. Hardware submissions are billed at a flat rate while software submissions are billed per line item/file that was submitted. An invoice will then be created for every business entity that was found to have Lab fees to pay.

The job will execute a stored procedure that will and pull information from the following IR tables:

- CMN_INVOICE
- CMN_RECEIPT_TYPE
- CMN_BUSINESS_TO_ENTITY_TYPE
- LAB_SUBMISSION
- LAB_SUBMISSION_TYPE
- LAB_SUBMISSION_ITEMS

4.5. IR Payment Push

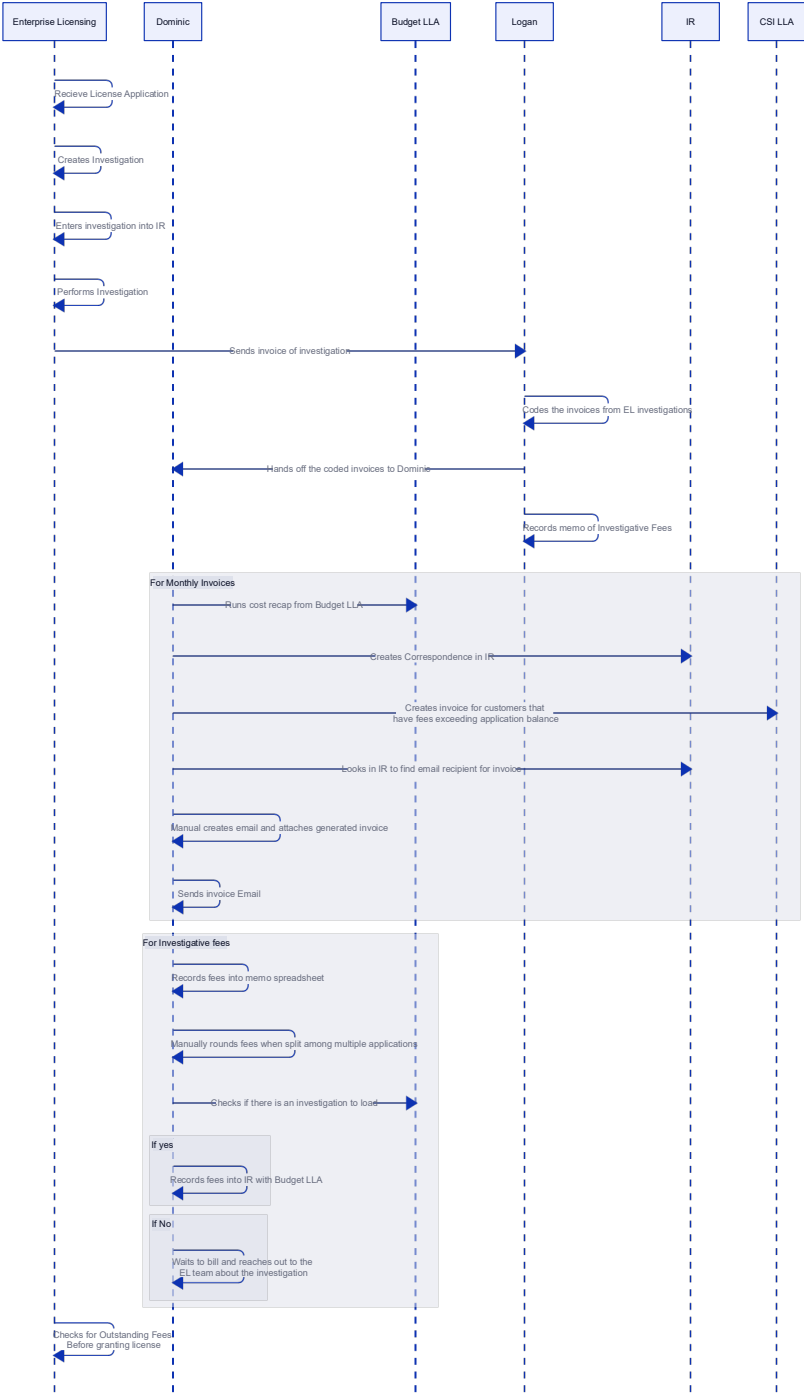
During the RPS process of MiCaRS, revenue entries are validated by a manager and approved to be sent to SIGMA. This is called SIGMA Collection and marks the records in the database for DataStage to transfer them to SIGMA. This process will be slightly modified to not only mark transactions for collection, but to also send them back to IR. Depending on the invoice associated with the transaction or accounting information of the revenue entered MiCaRS will populate payments for IR business entities for Investigative and Lab Track payments and Badge Replacement payments for individual entities.

5.0 MAP Integration

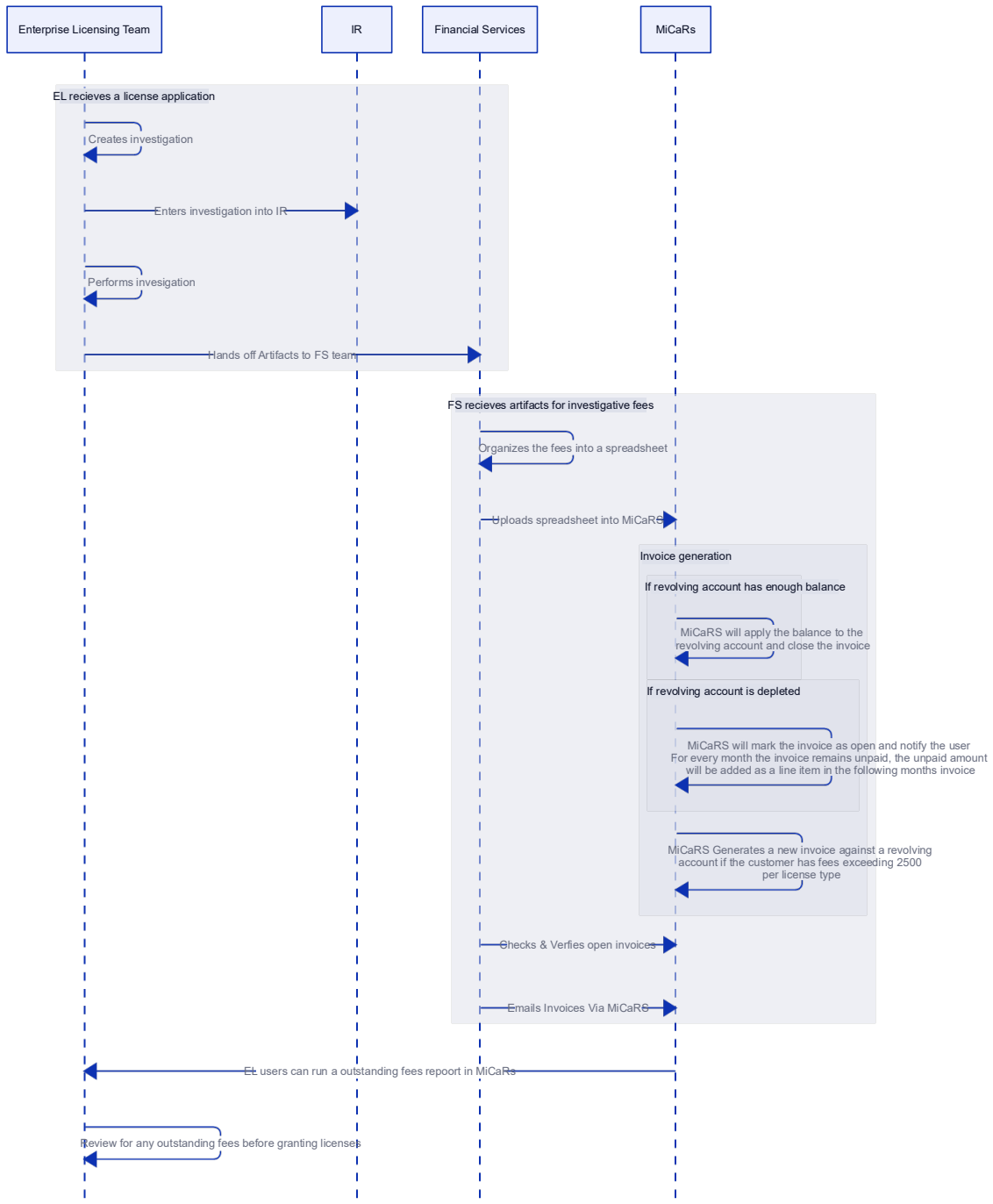
A CEPAS log file will be transferred daily to the MiCaRS database. This file will contain all CEPAS payments made through the MAP system. The MAP-CEPAS transfer will be updated to encompass all fee types paid by the MAP entity. These fee types will appear in the CEPAS reference number field. Within MiCaRS, the fiscal manager will have the capability to map fee types to hot keys, facilitating correct accounting distribution. Furthermore, users can associate one fee type with multiple hot keys. Through the default hot key amount field, the fiscal manager can specify the portion of the total payment to be allocated to each accounting line.

A nightly job will be executed to parse the log file data into tables within MiCaRS database. After parsing, the data will be grouped into batches. The system will then utilize the reference number field to match the reference number with the appropriate hot keys, ensuring the correct distribution of the payment. If there's an imbalance in the CEPAS batch – for instance, if the system fails to map a fee type to a hot key – the cashier or fiscal manager will be alerted via an error email, indicating that manual intervention is necessary. If the batch is balanced, it will automatically proceed through the deposit preparation process, making it ready for SIGMA collection.

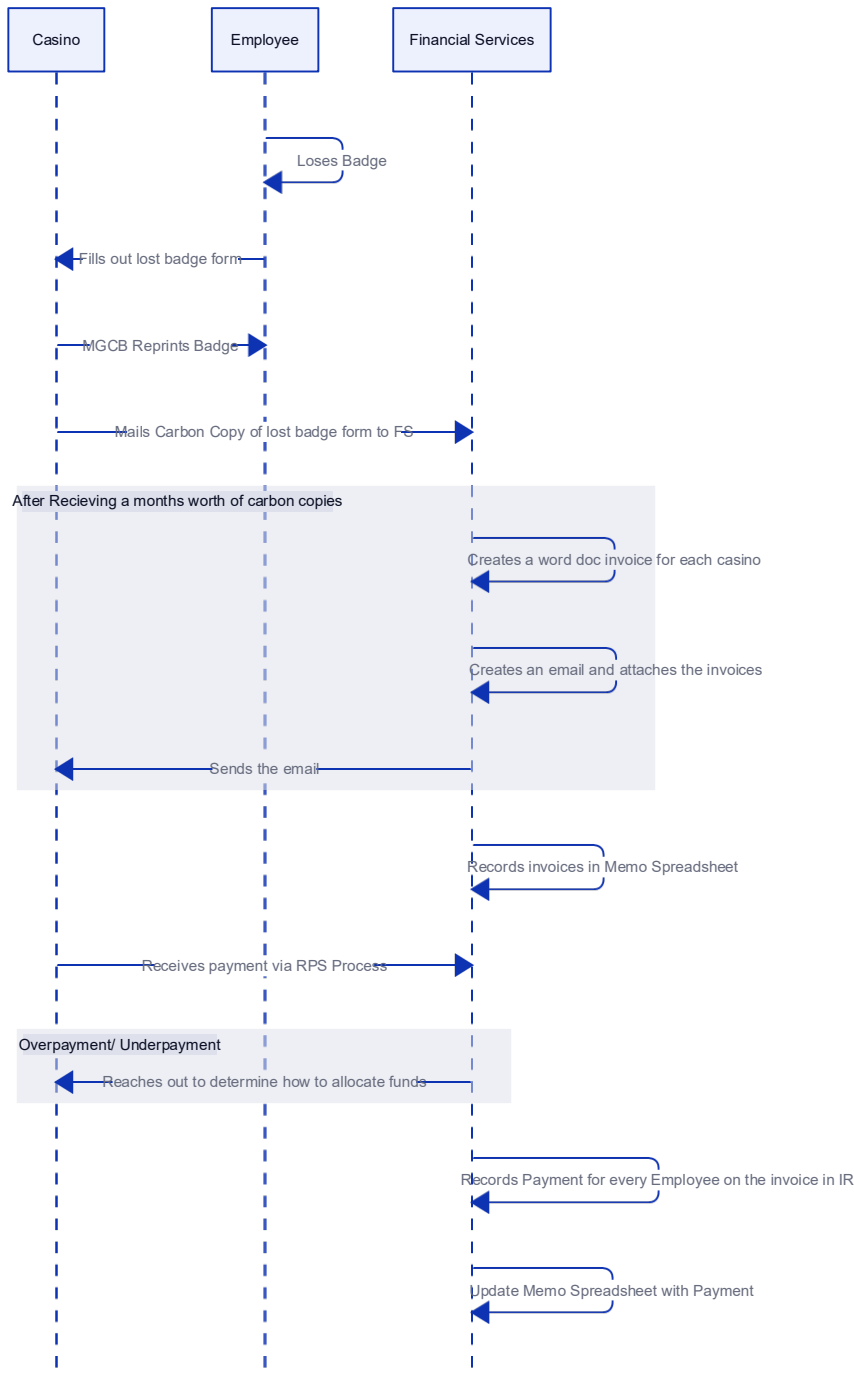
APPENDIX C: MGCB and MICARS Workflows
Existing MGCB Investigative Fees Workflow



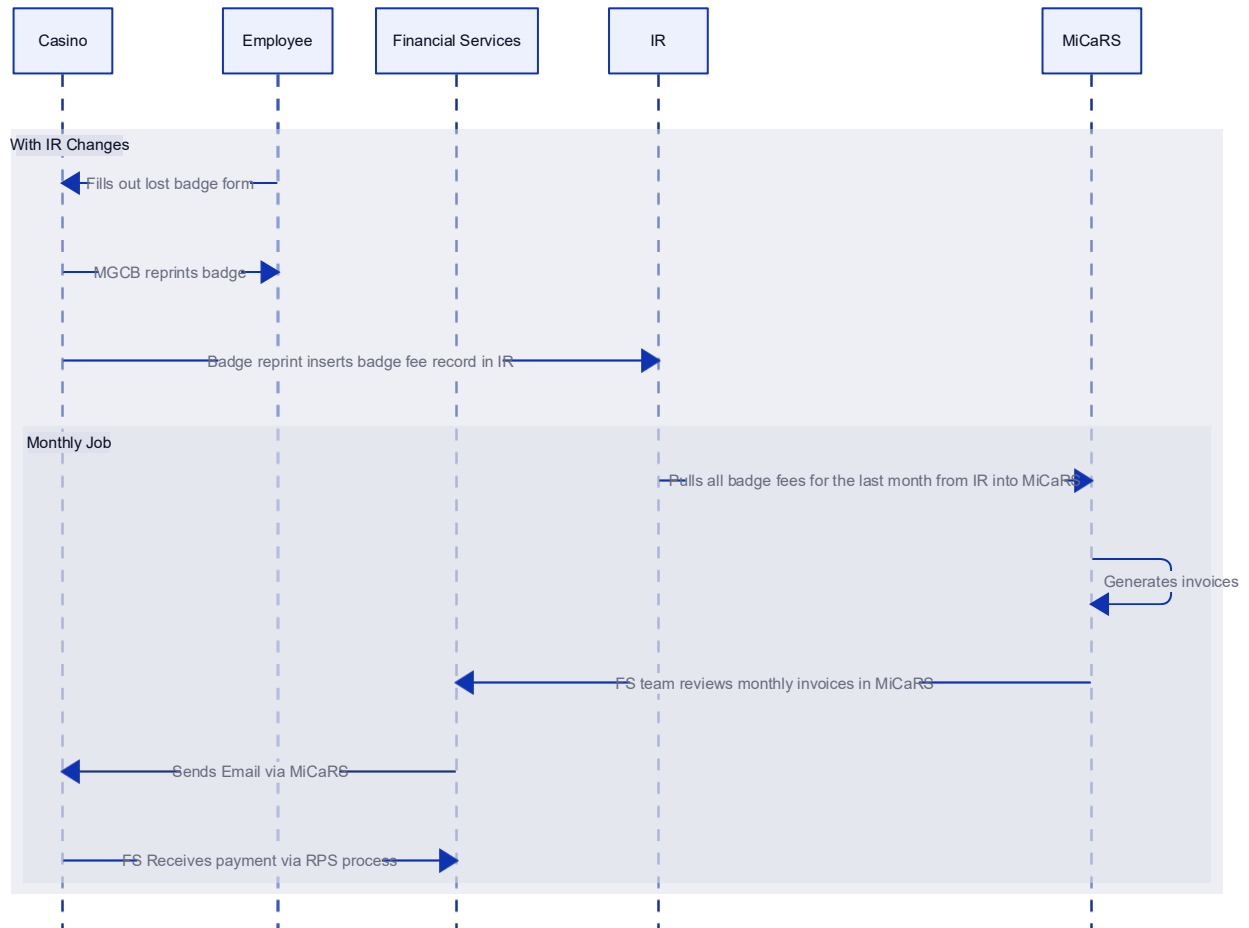
Proposed Investigative Fees Workflow



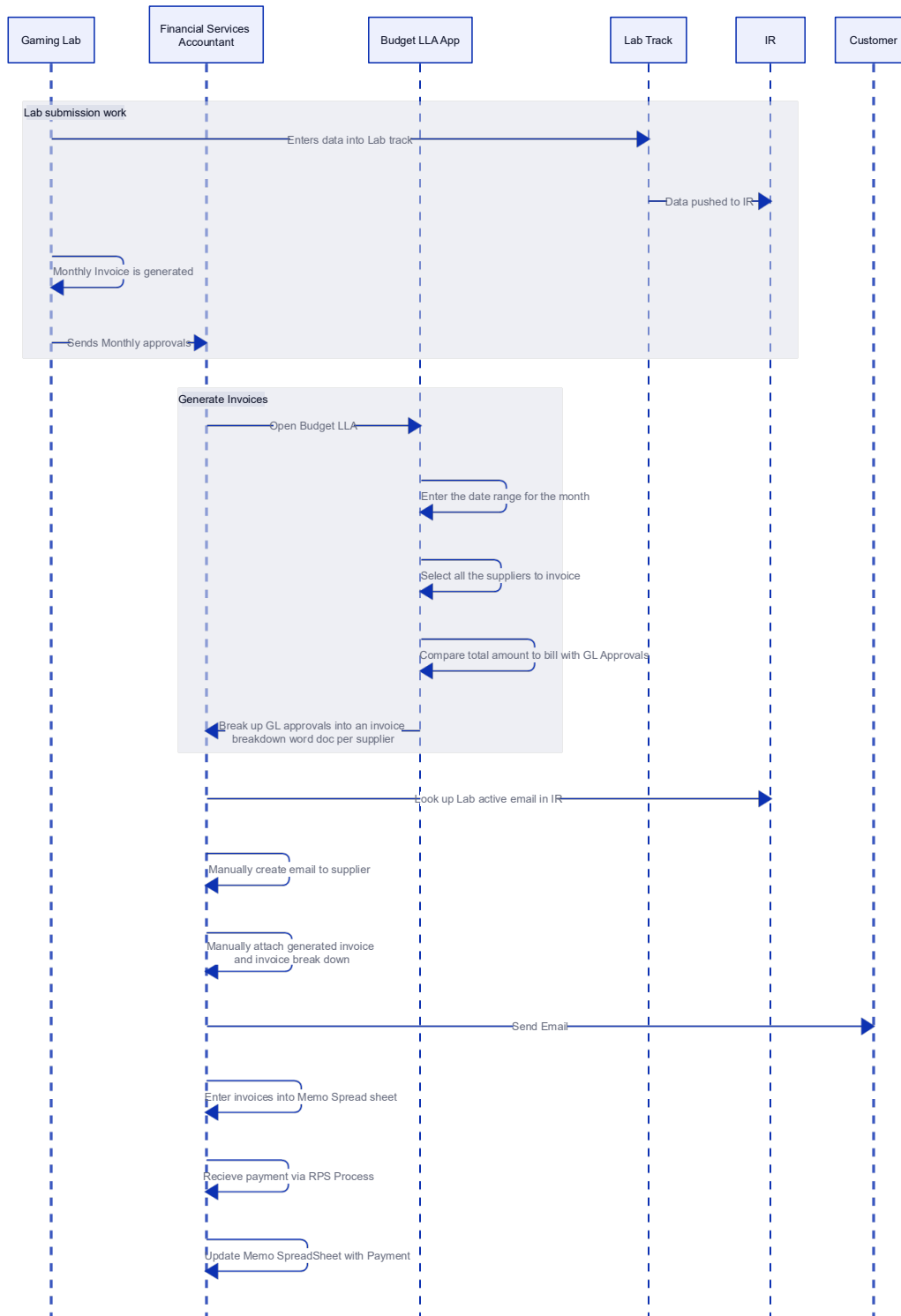
Existing MGCB Badge Replacement Workflow



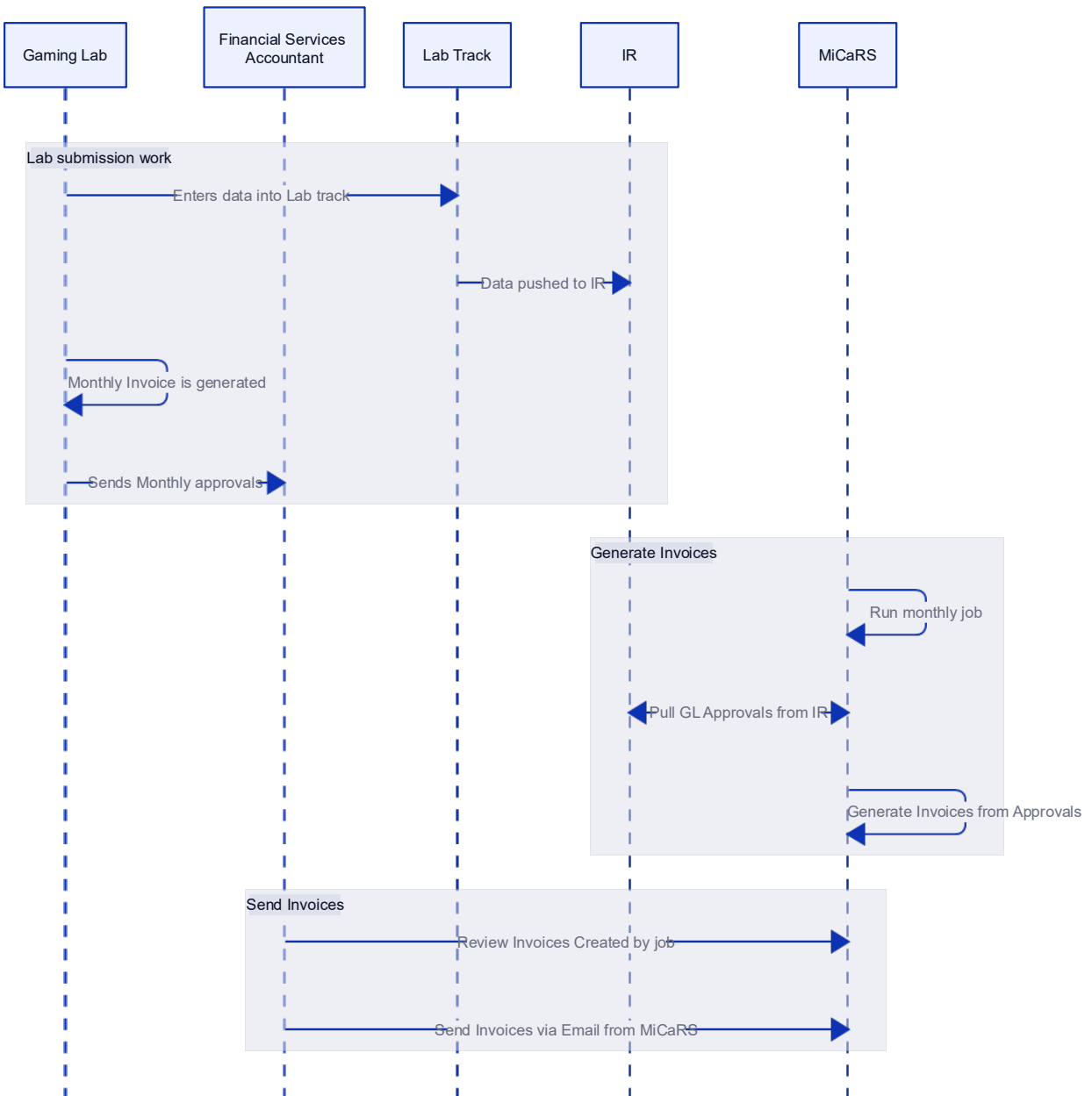
Proposed Badge Replacement Workflow



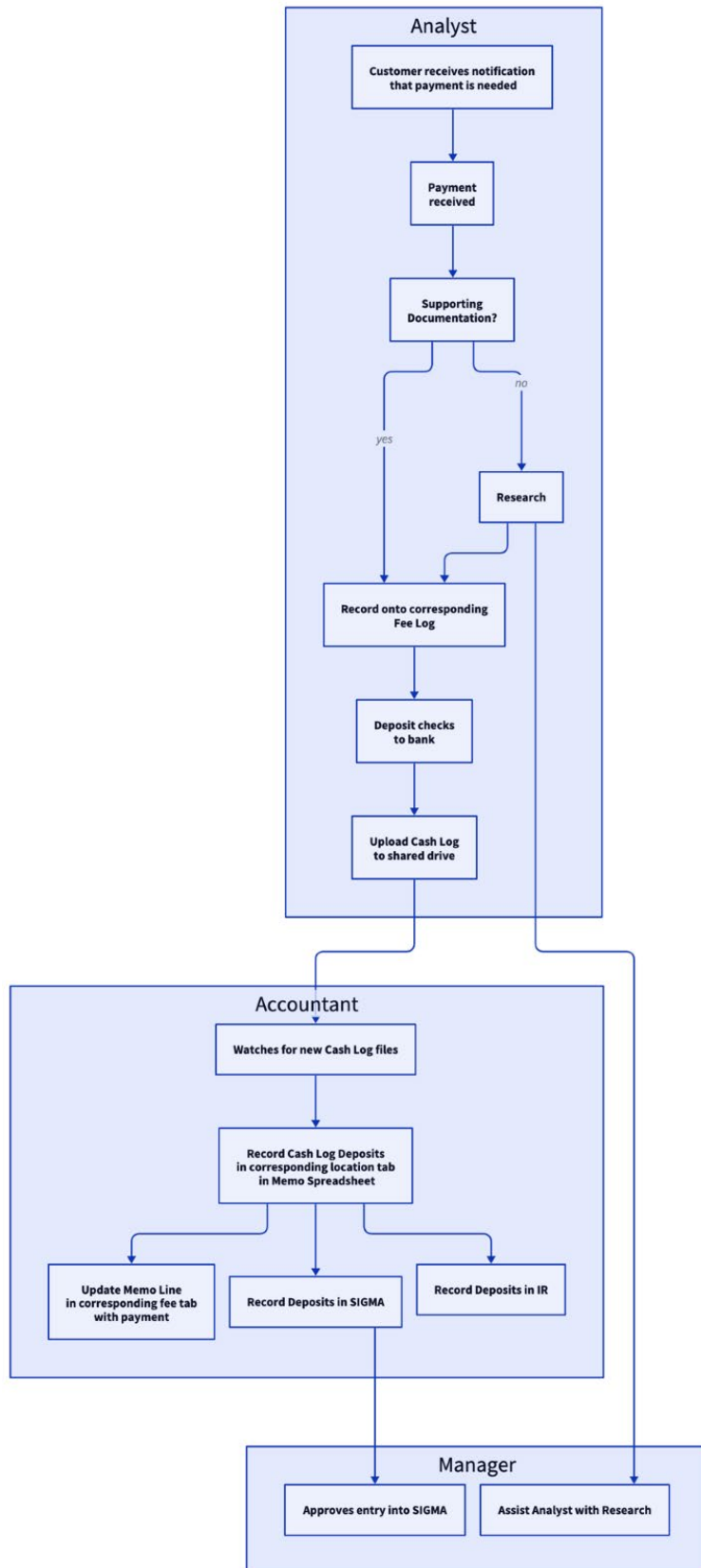
Existing MGCB Gaming Lab Workflow



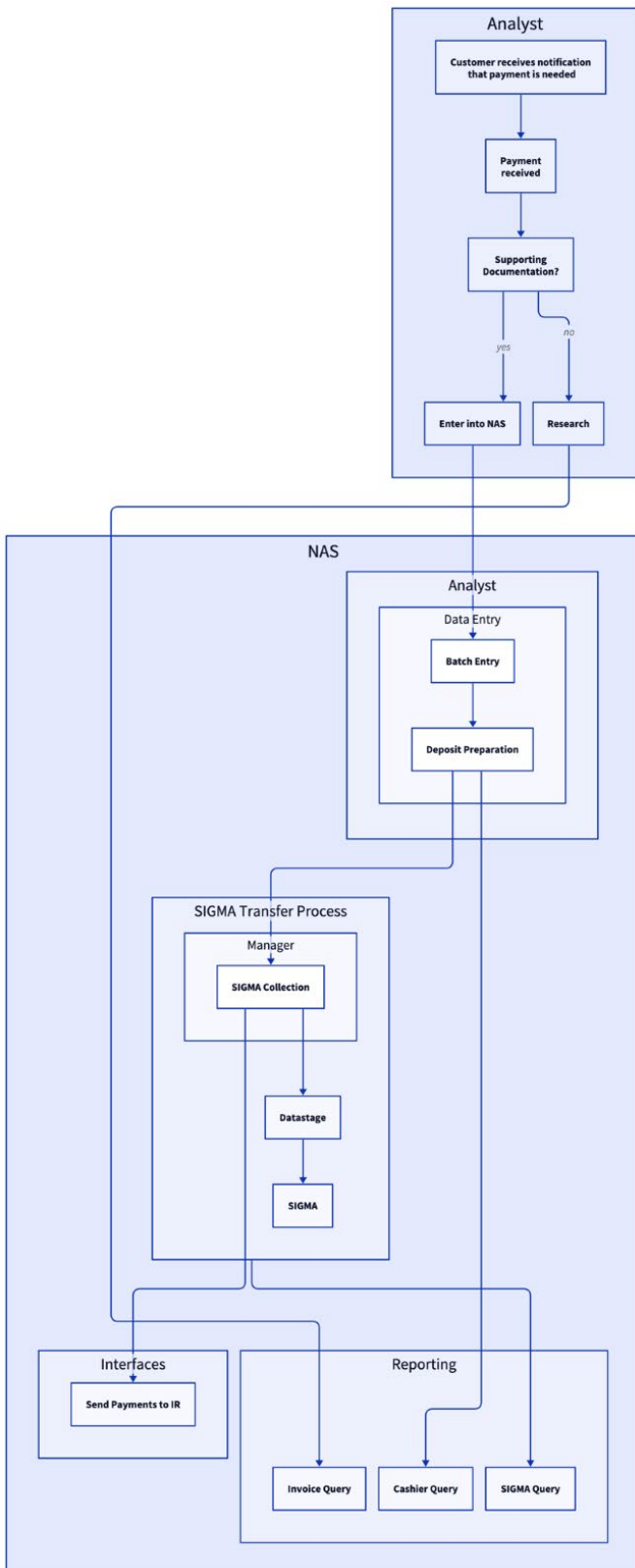
Proposed Gaming Lab Workflow



Existing MGCB Check Processing Workflow

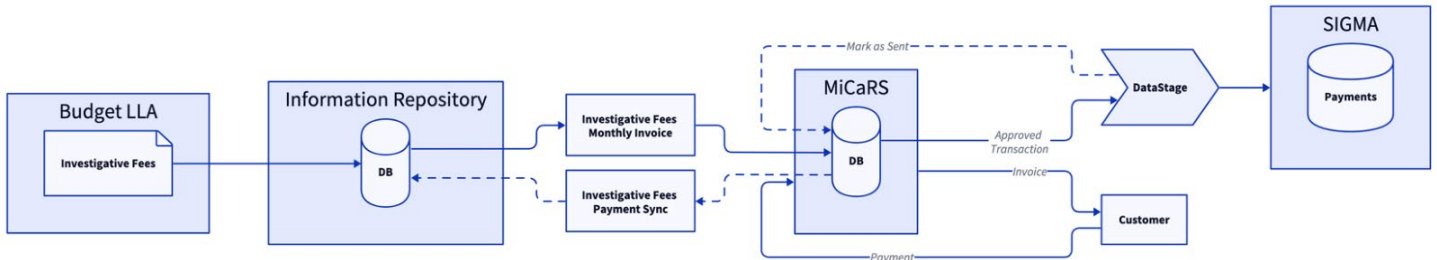


Proposed Check Processing Workflow

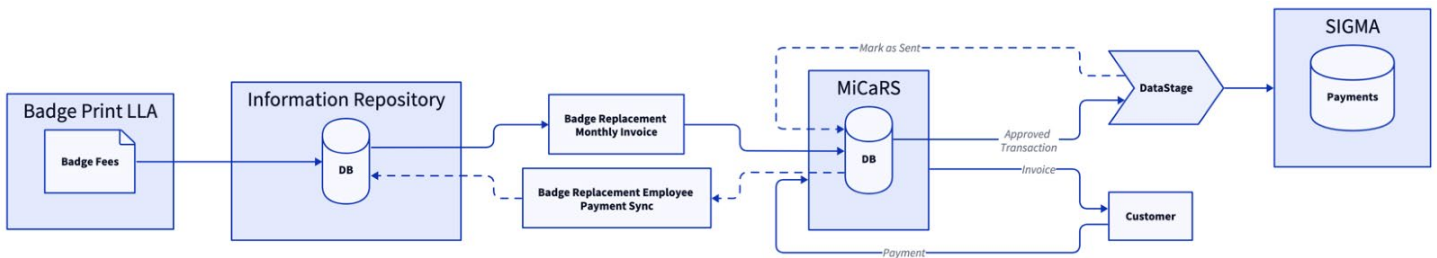


APPENDIX D: Interface Data Flows

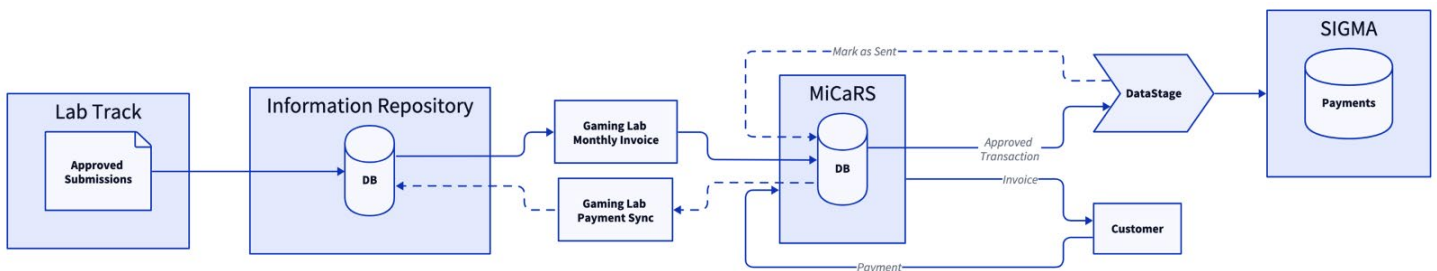
Investigative Fees



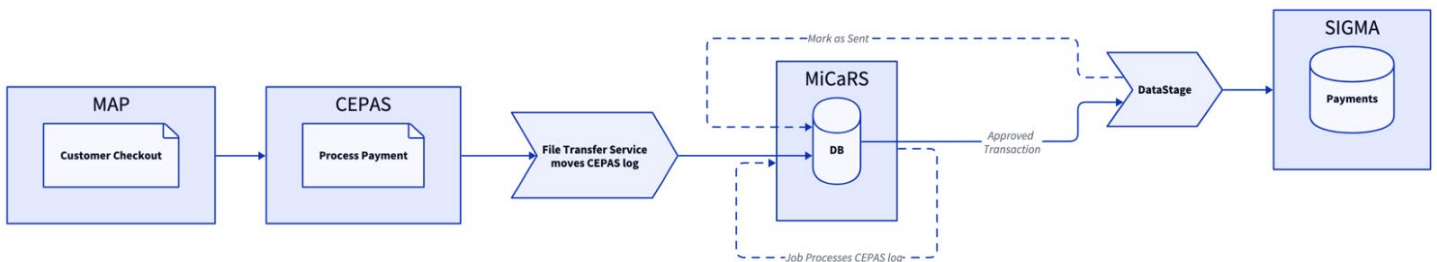
Badge Replacement



Gaming Lab



MAP





STATE OF MICHIGAN PROCUREMENT
 Department Technology, Management and Budget
 Central Procurement Services
 320 S Walnut Street Lansing, MI 48933
 P.O. Box 30026, Lansing, MI 48909

CONTRACT CHANGE NOTICE

Change Notice Number **6**
 to
 Contract Number **MA24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Patrick Russell	DTMB
		(517) 648-7767	
		RussellP2@michigan.gov	

CONTRACT SUMMARY

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 1 Year	December 31, 2028

PAYMENT TERMS	DELIVERY TIMEFRAME

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>	0 Years	

CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE
\$4,720,733.51	\$0.00	\$4,720,733.51

DESCRIPTION

Effective 08/28/2025, the parties hereby agree to the attached Statement of Work to update MiCaRS database adding a materialized view. The total cost of the project is \$4,004.90. No additional funding will be added to the contract at this time; existing funds are adequate to support this change.

Please note that Eric Hearld has been added as Program Manager for Michigan Department of Agriculture and Rural Development.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement Services approval.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
MCSC	Amy Pung	517-275-0772	PungA@michigan.gov
MDARD	Sylvia Renteria	517-599-3605	RenteriaS@michigan.gov
MDOT	Andrea Mowry	517-331-8031	MowryA@michigan.gov
DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov
DTMB	Jes Golka		GolkaJ@michigan.gov
MGCB	Latasha Williams	313-236-0380	WilliamsL86@michigan.gov
DTMB	Jim LeBlanc	517-855-1391	LeBlancJ4@michigan.gov
DNR	Ashley Vincent		VincentA7@michigan.gov
MDARD	Eric Hearld	517-897-2755	HearldE2@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: MiCaRS DB – LPS Reconciliation Auditing Update	Period of Coverage: 9/15/25 – 10/31/2025
Requesting Department: MDOT	Date: 7/1/25
Agency Project Manager: Eric Hearld	Phone: 517-897-2755
DTMB Project Manager: Laura Brancheau	Phone: 517-618-9646

Brief description of services to be provided:

BACKGROUND:

MA 240000000206, An audit finding from 2025 requested that the LPS team reconcile invoices it was creating in the MiCaRS system. As part of this finding, the LPS team determined that the best method of reconciliation would be to develop a process directly comparing MiCaRS data with LPS data. MDARD is suggesting that MiCaRS makes the reconciliation data available for pull to the Enterprise Data Warehouse. The MiCaRS team has suggested the creation of a materialized view as a cost effective option to do this.

PROJECT OBJECTIVE:

This CN will update the MiCaRS database adding a materialized view. This view will be accessed via a read-only user by the WhereScape application. The data pull job will only access the database during off business hours to remove the potential for any impact on MiCaRS users. This data pull will allow for the Integrated Solutions Division’s Office of Data Administration and Systems Integration Unit to use the view to perform audit reconciliation comparisons between the Licensing Portal System and the MiCaRS system. This view would provide transparent lookups to match and reconcile LPS generated invoices in the MiCaRS data, and payment control numbers within the LPS system. The Office of Data Administration and Systems Integration Unit will perform this audit reconciliation process by utilizing the MDARD Enterprise Data Warehouse and PowerBI reporting tool to build automated monthly reports to compare and analyze the two data sets.

SCOPE OF WORK:

Below you will find the list of enhancements that have been identified:

Key	Summary	Points
SIGMA-4968	Create Reconciliation Materialized View for LPS Data Warehouse extraction.	3

TASKS:

Technical support is required to assist with the following tasks:

- Database support and execution of DB Scripts

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager formally accepts them.

Deliverables for this project include:

Activity/ Milestone	Description	Estimated Invoice	Cost
SIGMA-4968	Prod execution of Reconciliation Mat View	October 2025	\$4,004.90
Total			\$4,004.90

ACCEPTANCE CRITERIA:

No changes to this section.

PROJECT CONTROL AND REPORTS:

No changes to this section.

SPECIFIC DEPARTMENT STANDARDS:

No changes to this section.

PAYMENT SCHEDULE:

No changes to this section.

EXPENSES:

No changes to this section.

PROJECT CONTACTS:

<p>The designated MDARD Product Manager is:</p> <p>Eric Hearld Geagley Laboratory 1615 S. Harrison Rd. East Lansing, MI 48823 517-897-2755 hearlde2@michigan.gov</p>	<p>The designated DTMB EPMO Project Manager is:</p> <p>Jill Cullen Deborah A Stabenow building 525 W. Allegan St. Lansing, MI 48933 248-212-8274 cullenj@michigan.gov</p>	<p>The designated DTMB Technical Owner is:</p> <p>Rick Manning Deborah A Stabenow building 525 W. Allegan St. Lansing, MI 48933 517-242-2693 manningR@michigan.gov</p>	<p>The designated Agency Project Manager is:</p> <p>Ashley Vincent Van Wagoner building 425 W Ottawa ST Lansing, MI 48933 vincenta7@michigan.gov</p>
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LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

No changes to this section.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing. No overtime will be permitted.

This purchase order is a release from Contract Number 24000000206. This purchase order, statement of work, and the terms and conditions of Contract Number 24000000206 constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

This project consists of a single ticket which will be added to the R2 maintenance deploy. The Prod deploy is scheduled for 9/10/25.

MiCaRS is hosted by the State of Michigan, and as such, KL&A will facilitate and follow the RFC (Request for Change) procedure and work with DTMB resources to implement developed functionality.



**STATE OF MICHIGAN
ENTERPRISE PROCUREMENT**

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **5**
to
Contract Number **MA24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Patrick Russell	DTMB
		(517) 648-7767	
		russellp2@michigan.gov	

CONTRACT SUMMARY

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 12 Months	December 31, 2028
PAYMENT TERMS		DELIVERY TIMEFRAME	
ALTERNATE PAYMENT OPTIONS		EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE		VALUE OF CHANGE NOTICE		ESTIMATED AGGREGATE CONTRACT VALUE
\$4,560,733.51		\$160,000.00		\$4,720,733.51

DESCRIPTION

Effective 03/24/2025, the parties hereby agree to the attached Statement of Work for a discovery initiative to create requirements and develop an implementation plan to integrate MiCARS into existing systems. The total cost of this project is \$160,000.

Please note that Latasha Williams has been added as a Program Manager for Michigan Gaming Control Board.

Please note that Jim Leblanc has been added as a Program Manager for Department of Technology, Management and Budget.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement Services approval.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
MDOT	Ashley Grizzell	517-284-5003	GrizzellA@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
MCSC	Amy Pung	517-275-0772	PungA@michigan.gov
MDARD	Sylvia Renteria	517-599-3605	RenteriaS@michigan.gov
MDOT	Andrea Mowry	517-331-8031	MowryA@michigan.gov
DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov
DTMB	Jes Golka	517-899-7256	GolkaJ@michigan.gov
MGCB	Latasha Williams	313-236-0380	WilliamsL86@michigan.gov
DTMB	Jim LeBlanc	517-855-1391	LeBlancJ4@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: MGCB MiCaRS Discovery	Period of Coverage:
Requesting Department: Michigan Gaming Control Board	Date: 3/10/2025
Agency Project Manager: Latasha Williams	Phone: 313-236-0380
DTMB Project Manager: Jim LeBlanc	Phone: 517-855-1391

Brief description of services to be provided:

BACKGROUND:

MGCB has been using spreadsheets and other labor-intensive processes to manage clients, generate invoices, process incoming payments, report on all accounting related items and manually communicate with SIGMA. While the spreadsheets and processes work, they present many limitations, such as no true reporting, a lack of transparency, and no electronic means for interfacing with SIGMA. MGCB is interested in replacing the spreadsheets and internal processes with a New Accounting System (NAS). MGCB, working with DTMB has captured all their requirements and believe the

Michigan Cashiering and Receivable System (MiCaRS) developed by KL&A in association with the State of Michigan Department of Technology, Management and Budget (DTMB) will meet their business needs.

MiCaRS is a revenue control application that communicates via DataStage with the State of Michigan’s central accounting application, the Statewide Integrated Governmental Management Application (SIGMA), and interfaces with several other agency specific systems. It provides all the business functionality required to manage and control revenue in a governmental environment. The application allows users to record, correct and report State revenue by communicating with other State applications for revenue transactions. Acting as an accounting service center, MiCaRS collects, processes, and posts revenue on behalf of other State of Michigan departments and agencies.

PROJECT OBJECTIVE:

This Statement of Work will be used to have KL&A and DTMB to validate business requirements with MGCB and develop an estimate and plan for KL&A to implement MiCaRS. If MGCB approves, a second SOW will be created to implement MiCaRS under contract 24000000206

SCOPE OF WORK:

Below you will find the approach that will be used to fulfill the needs of MGCB. This approach will ensure a comprehensive design that solves real MGCB business problems. KL&A and MGCB staff will work together, using a series of meetings, to understand the current process, identify areas of improvement and envision the future solution.

The Financial Services team and Kunz, Leigh & Associates (KL&A) have previously collaborated on this discovery effort. However, due to employee turnover, we are planning to re-engage with the Financial Services team to generate the necessary deliverables. This engagement will follow the same structure as the previously planned engagement but will place a greater emphasis on validation rather than discovery.

The meeting topics include an overview of the current MGCB financial processes, a full run through of the MiCaRS system functionality, discovery and design for the integrations to and from MiCaRS, requirement refinement and approval, and the finalization of all deliverables stated in this proposal.

Kick-Off and Desk Research

KL&A will hold a kickoff meeting with key stakeholders to outline the schedule and goals of the initiative. After the kickoff the KL&A team will review existing materials to understand MGCB's current financial processes and areas for improvement surrounding Invoicing, Receipting & Deposits, Reconciling and Reporting.

MiCaRS Core Business Process Validation

The KL&A team will hold several meetings to provide an overview of the MiCaRS application, including the communication/integration with SIGMA, to align MGCB's business processes. The team will meet with MGCB staff to map the existing processes the financial group performs to the equivalent processes that will be accomplished in MiCaRS. The main goal in this step of our approach is to understand the true business needs of MGCB and how we can satisfy those needs with the base MiCaRS system.

The output of each session will include some or all of the following artifacts.

- Process Flow Diagram
- Persona responsibilities
- Functional Narrative
- Integration points

MiCaRS Interface Discovery

MiCaRS is best used when connected to existing legacy systems that reconcile receipts and generate invoices.

The following MGCB systems/processes will be explored for automation as future MiCaRS interfaces.

- Supplier Investigative Invoices
 - Manually gathering and calculating expense information
 - Entry of expense information into Budget LLA
 - Creation of invoices using the IR and CSI LLA, and manually emailing each invoice
 - Manual entry of invoices in invoice spreadsheet
 - Manual entry of receipt in invoice spreadsheet
 - Manual entry of receipt in IR Fees Tab
- Gaming Lab
 - Creation of invoices in Budget LLA and manually emailing each invoice
 - Manual entry of invoices in invoice spreadsheet
 - Manual entry of receipt in invoice spreadsheet
 - Manual entry of receipt in IR Fees Tab
- Badge replacement Fees
 - Manually create and email invoices for each casino
 - Manual entry of invoices in invoice spreadsheet
 - Manual entry of receipt in invoice spreadsheet
 - Manual entry of receipt in IR Fees Tab
- MAP Integration
 - Allow payments received from CEPAS through the MAP portal to be interfaced with SIGMA as part of the SKU reclassification process.

1. Requirements Gathering

Once the team has completed the MGCB Financial Process and MiCaRS overview meetings, the requirements gathering sessions will then begin. The team will work collaboratively with business users to develop the list of business and functional requirements and a high-level design for each interface that communicates with MiCaRS.

If needed, this will also include requirements for anything deemed outside of the core MICaRS functionality that may be needed by the MGCB team.

2. Requirements Review

Once all requirements have been gathered, disseminated, refined and finalized, the team will then have requirements review meetings to go over each requirement to get approval on the understanding and information.

If there are any requirements that are not fully refined, the team will take this time to revisit each identified requirement issue and reassess what is needed. Upon doing so, they will come back to the team with the revisions for final approval.

The main goal of this step is to allow for full oversight and transparency of all requirements gathered, refined and approved.

3. System Design and Statement of Work

After the requirements review has been completed and all requirements have been approved, the team will move into the final stage. As part of this proposal, a high-level design and statement of work will be provided to outline the MiCaRS system and how it will be implemented at MGCB. The statement of work in it's simplest form will include an overview, scope breakdown, approach, timeline, schedule, cost and payment schedule.

TASKS:

Technical support is required to assist with the following tasks:

- MiCaRS/MGCB Legacy Interface Discovery
- Requirements Gathering
- Requirements Review
- System Design related to infrastructure

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager has formally accepted them. Deliverables for this project include:

- Systems Requirements
- High-Level System Design
- Statement of Work for Development & Implementation

ACCEPTANCE CRITERIA:

DTMB and MGCB Project Managers will approve all completed deliverables.

PROJECT CONTROL AND REPORTS:

A bi-weekly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. This report may be submitted with the billing invoice. Each bi-weekly progress report must contain the following:

1. **Hours:** Indicate the number of hours expended during the past two weeks, and the cumulative total to date for the project. Also state whether the remaining hours are sufficient to complete the project.
2. **Accomplishments:** Indicate what was worked on and what was completed during the current reporting period.
3. **Funds:** Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made on the satisfactory final acceptance at the conclusion of the contract. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State’s satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

Activities	Start Date	Week
Kick-Off / Desk Research	April 7, 2025	Week 1

MiCaRS Core Business Process Validation	April 14, 2025	Week 2
MiCaRS Core Business Process Validation	April 21, 2025	Week 3
MGCB Interface Discovery and Refinement	April 28 2025	Week 4
MGCB Interface Discovery and Refinement	May 5 2025	Week 5
Stakeholder System Requirements Review	May 12, 2025	Week 6-7
MiCaRS Implementation Design and SOW	May 26, 2025	Week 8

Project Duration: Not to exceed 8 weeks.

This is a fixed price project for \$160,000. The proposed staff will include a Project Manager, 2 Business Analysts and 1 Solution Architect.

Deliverables	Estimated Invoice Date	Price
MiCaRS System Requirements, Implementation Design and SOW	June 2025	\$160,000.00
TOTAL		\$160,000.00

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Project Manager is:

Latasha Williams
 MGCB Department Manager
 Lottery Building
 101 E Hillsdale St

Lansing, MI 48933
313-236-0380
WilliamsL86@michigan.gov

The designated DTMB Project Manager is:

Jim LeBlanc
DTMB Business Relationship Manager
Lottery Building
101 E Hillsdale St
Lansing, MI 48933
517-303-2670
LeBLANCJ4@michigan.gov

AGENCY RESPONSIBILITIES:

MGCB Product Owner, Project Manager, and Subject Matter Experts (SMEs) will be required to assist with the following project activities:

- Attend discovery and JAD sessions
- Attend Sprint Planning and Demonstration events
- Provide subject matter expertise as needed

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Consultants will work at a combination of SOM offices, primarily MGCB Headquarters located at 101 E Hillsdale St in Lansing MI, KL&A offices in Okemos, MI, and designated remote locations as appropriate.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number 24000000206. This purchase order, statement of work, and the terms and conditions of Contract Number 24000000206 constitute the entire agreement between the State and the Contractor.



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 4
to
Contract Number MA24000000206

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Patrick Russell	DTMB
		(517) 648-7767	
		russellp2@michigan.gov	

CONTRACT SUMMARY

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 12 Months	December 31, 2028
PAYMENT TERMS		DELIVERY TIMEFRAME	
ALTERNATE PAYMENT OPTIONS		EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$4,560,733.51	\$0.00	\$4,560,733.51		

DESCRIPTION

Effective 02/14/2025, the parties hereby agree to the attached Statement of work to update FirePC integration with the Wildland Fire Database. The total cost of this project is \$12,761.70. No additional funding will be added to the contract at this time; existing funds are adequate to support this change.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement Services approval.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DNR	Daniel Lord	517-290-5603	LordD1@michigan.gov
DNR	EklundE_DNR	517-242-8194	eklude@michigan.gov
MDOT	Ashley Grizzell	517-284-5003	GrizzellA@michigan.gov
DTMB	Stuart Willard	517-526-5410	WillardS@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
MCSC	Amy Pung	517-275-0772	PungA@michigan.gov
MDARD	Sylvia Renteria	517-599-3605	RenteriaS@michigan.gov
MDOT	Andrea Mowry	517-331-8031	MowryA@michigan.gov
DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: FirePC Enhancements	Period of Coverage:
Requesting Department: Department of Natural Resources	Date: November 26, 2024
Agency Program Owner: Paul Rogers	Phone: 616-260-8406
DTMB Project Manager: Laura Brancheau	Phone: 517-335-1334

Brief description of services to be provided:

BACKGROUND:

This Statement of Work (SOW) is part of a Change Notice to Contract No. 240000000206 (Contract) between the State of Michigan (State or SOM) and KL&A (“Contractor” or “Vendor”) under the terms of the Implementation Services Agreement (Contract # 240000000206) (“Agreement” or “Contract”). The Parties agree as follows:

Due to some updates to the Wildfire database occurring during 2024 and 2025, the FirePC team requires some updates to the FirePC application. The FirePC system will need to update it’s integration with the Wildland Fire Database, update it’s relationship with multiple fields that are shared and create new burn causes in the system.

For the enhancements identified, Jira tickets have been created in the Jira system that allows for the team to track each enhancement and to populate all requirements on that ticket to make certain all needs are identified and met.

PROJECT OBJECTIVE:

The main objective of the enhancements is to ensure a smooth transition of data between the Wildland Fire application and the FirePC application.

SCOPE OF WORK:

Below you will find all enhancements identified for this round of enhancements. Additional information about each requirement can be found under the associated Jira ticket.

STATEMENT OF WORK - IT CHANGE NOTICE

ID (Jira)	Name
FP-832	Update package/script that transfers data from Wildland Fire app to FirePC
FP-833	Update certain Fire Report fields to be read-only so they import data from Wildland Fire
FP-834	Update certain Burn Report fields to be read-only so they import data from Wildland Fire
FP-843	Add new fire causes to the Fire Cause table

TASKS:

No changes to the contract as it relates to <TASKS>

DELIVERABLES:

1. Changes to the project dates or project content will be managed by the established Project Change Request approval process.
2. Supporting Documentation: Contractor will provide the ticketing submission extract, including State approval.
3. Software Delivery: Prior to implementation, the Contractor will thoroughly test all systems software releases or implementations and facilitate user acceptance testing, which will be performed by the business area. This testing may include:
 - a. Unit Testing – automated testing of business requirements.
 - b. System Integration Testing – system testing to ensure all integrations are work properly and the FirePC system adheres to all requirements.
 - c. User Acceptance Testing (UAT) – the Contractor will assist the MDNR Business Area with user acceptance testing the application to ensure the FirePC system meets all requirements. KL&A will also resolve any defects found during UAT.

ACCEPTANCE CRITERIA:

No changes to the contract as it relates to < ACCEPTANCE CRITERIA >

PROJECT CONTROL AND REPORTS:

STATEMENT OF WORK - IT CHANGE NOTICE

No changes to the contract as it relates to < PROJECT CONTROL AND REPORTS >

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Per below pricing table, the Contractor will invoice the State upon the State’s acceptance and approval of the activity listed for the corresponding project milestone, the invoice dates in the Payment Schedule table include the State Review Period in relation to deliveries contained in the Enhancement Schedule in that section.

This is a fixed-price proposal for \$12,761.70. It will be billed according to the Payment Schedule outlined below.

ACTIVITY/MILESTONE	DELIVERABLE	ESTIMATED INVOICE	COST
Wildland Fire Updates	The 4 user stories, listed in the Scope of work, the Wildland Fire Updates have been demoed and deployed to UAT.	January 2024	\$ 3,000.00
UAT RELEASE	Jira test cases, UAT deploy, and support activities.	February 2024	\$ 3,000.00
PRODUCTION CUTOVER	Installation plan & production release.	February 2024 (completion)	\$ 6,761.70
TOTAL			\$ 12,761.70

Cost/Rate:

No changes to the contract as it relates to < PROJECT CONTROL AND REPORTS >

RESOURCE	RATE (2024)	HOURS	COST
Developer	\$ 149.35	52	\$ 7,766.20

STATEMENT OF WORK - IT CHANGE NOTICE

Business Analyst	\$ 149.35	20	\$ 2,987.00
Project Manager	\$ 200.85	10	\$ 2,008.50
TOTAL		82	\$ 12,761.70

Enhancement Schedule:

Task	Est Start Date	Est. Finish Date
Planning	December 2024	December 2024
Documentation	December 2024	January 2025
Development	December 2024	January 2025
Test	December 2024	January 2025
Production Cutover	January 2025	January 2025
Enhancement Completion	January 2025	January 2025

EXPENSES:

No changes to the contract as it relates to < EXPENSES >

PROJECT CONTACTS:

No changes to the contract as it relates to < PROJECT CONTACTS > unless otherwise noted below:

AGENCY RESPONSIBILITIES:

No changes to the contract as it relates to <AGENCY RESPONSIBILITIES>

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

STATEMENT OF WORK - IT CHANGE NOTICE

No changes to the contract as it relates to < LOCATION OF WHERE THE WORK IS TO BE PERFORMED >

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

No changes to the contract as it relates to < EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS >

This purchase order is a release from Contract Number #24000000206. This purchase order, statement of work, and the terms and conditions of Contract Number #24000000206 constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

The Enhancement Schedule & Activities will have no impact on the effort outlined in the master contract. The master contract pertains to maintenance and support for multiple applications. The enhancements described in this Statement of Work apply to the FirePC application and will not supersede the SLA as is outlined in the master contract.

This project will follow Agile methodology with iterative planning, delivery, and testing while maintaining Scrum ceremonies. Any issues/bugs that are identified during testing will be reported, prioritized, and processed in Jira.

FirePC is hosted by the State of Michigan, as such, KL&A will facilitate with and follow the RFC (Request for Change) procedure and work with DTMB resources to implement developed functionality.



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 3
to
Contract Number MA24000000206

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Patrick Russell	LARA
		(517) 648-7767	
		RussellP2@michigan.gov	

CONTRACT SUMMARY				
Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
January 1, 2024	December 31, 2028	3 - 12 Months	December 31, 2028	
PAYMENT TERMS		DELIVERY TIMEFRAME		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
MINIMUM DELIVERY REQUIREMENTS				
DESCRIPTION OF CHANGE NOTICE				
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$4,065,733.51	\$495,000.00	\$4,560,733.51		

DESCRIPTION

Effective 02/11/2025, the parties hereby agree to the attached Statement of work to modernize the Licensing and Regulatory Affairs (LARA) cash receipting system. The total cost of this project is \$495,000.00.

Please note the Contract Administrator has been changed to Patrick Russell.

Please note that Jes Golka has been added as Program Manager.

All other terms, conditions, specifications, and pricing remain the same. Per contractor and agency agreement, DTMB Central Procurement Services approval, and State Administrative Board approval on 02/11/2025.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DNR	Daniel Lord	517-290-5603	LordD1@michigan.gov
MCSC	Amy Pung	517-275-0772	PungA@michigan.gov
MDOT	Andrea Mowry	517-331-8031	MowryA@michigan.gov
MDOT	Ashley Grizzell	517-284-5003	GrizzellA@michigan.gov
DNR	EklundE_DNR	517-242-8194	eklude@michigan.gov
DTMB	Giget Schlyer	517-242-4287	SchlyerG@michigan.gov
LARA	Heather M. Hosey	517-896-0520	HoseyH@michigan.gov
DTMB	Laura Brancheau	517-618-9646	BrancheauL@michigan.gov
DTMB	Linda Meyer	517-243-4626	MeyerL2@michigan.gov
DTMB	Stuart Willard	517-526-5410	WillardS@michigan.gov
MDARD	Sylvia Renteria	517-599-3605	RenteriaS@michigan.gov
DTMB	Jes Golka		GolkaJ@michigan.gov

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: MiCaRS Requirements Gathering	Period of Coverage: See Schedule
Requesting Department: LARA (Licensing and Regulatory Affairs)	Date: 09/13/2024
Agency Project Manager: Erin Hoyt	Phone: 517-284-6382
DTMB Project Manager: Anthony Flores	Phone: 517-256-7910

Brief description of services to be provided:

BACKGROUND:

Licensing and Regulatory Affairs (LARA) has decided to replace their cash receipting system (C3), along with the functionality included within the RS Receipting System, which supports C3. C3 no longer meets the team’s needs and the team is looking for a modern replacement.

Knowing the need for a new system, the LARA team went through an LPI to validate current processes and identify new processes. Following the LPI, LARA reviewed options for replacing C3. During the review the Michigan Cashiering and Accounts Receivable System (MiCaRS) was identified as an option. LARA and DTMB proceeded to reach out to Kunz, Leigh & Associates (KL&A) with the intention of identifying if the current MiCaRS platform could meet most of the needs of the LARA accounting team.

As part of the LPI, the team identified requirements for a new system. After review, DTMB, LARA and KL&A agree that an expanded set of requirements for a MiCaRS implementation will position a future project for success. DTMB asked KL&A to provide a statement of work to outline what would be needed to successfully complete a requirements gathering project.

PROJECT OBJECTIVE:

While the initial information that LARA has provided is a great start, we understand that various groups will need to be involved to make sure that this project is a success from the start to finish. To ensure that the solution provides the necessary flexibility to support all the groups across LARA, KL&A recommends a holistic analysis of business processes and rules. As such, we recommend following the provided schedule which will encompass all known business needs and interfaces that LARA will need to ensure a successful implementation.

Each review, overview and discovery session will be approximately 2 hours. Discovery will follow the identified order within the schedule unless otherwise identified by the team. At that point we will make changes to allow for flexibility.

PROJECT SCOPE AND APPROACH:

The scope of this project consists of a 7-month project based on the needs of the team defined within the project schedule. Each week will consist of two or more meetings that will encompass the outlined activities for that week.

Each meeting will require all named resources within the resources section of this document to attend all identified meetings to provide support and information with the requirements gathering team from KL&A. The team will work collaboratively work with LARA and DTMB to gather all requirements and information within the identified meetings and will produce the identified deliverables within the deliverable section of this document which include:

- Process and Data Flows
- System Requirements,
- System User Stories (Based on new System Requirements)
- A High-Level System Design, and
- A Statement of Work for developing and implementing the proposed MiCaRS solution.

Below you will find the approach that will be used to fulfill the needs of the LARA team and this project. This approach will ensure a comprehensive design to improve the user experience. KL&A and LARA staff will work together, using a series of meetings, to understand the current processes, identify areas of improvement and envision the future solution.

The output of each requirements gathering session and/or user story review and buildout meetings will include some or all of the following artifacts:

- Process Flow Diagram
- Persona responsibilities
- Functional Narrative
- Integration points
- User Stories

The meeting topics include an overview of the current LARA financial processes, a full run through of the MiCaRS system functionality, discovery and design for the integrations to and from MiCaRS, requirement refinement and approval, and the finalization of all deliverables stated in this proposal.

1. LARA Process and MiCaRS Overview

After our initial kickoff meeting, KL&A and LARA staff will meet to understand LARA's current financial processes and areas for improvement surrounding Invoicing, Receipting & Deposits, Reconciling and Reporting. The KL&A team will provide an overview of the MiCaRS application, including the communication with SIGMA. to align LARA's business process with the tool.

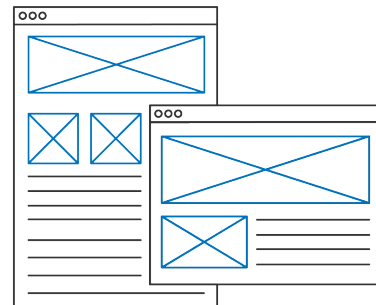
As part of this, we will also be going over any identified integrations that are currently used and/or will be used by the MiCaRS application. Our goal is to get a firm understanding of the needs of LARA.

The main goal in this step of our approach is to understand the true business needs of LARA and how we can satisfy those needs with the base MiCaRS system.

2. Requirements Gathering

Once the team has completed the LARA Financial Process and MiCaRS overview meetings, the requirements gathering sessions will then begin. The team will work collaboratively with business users to develop the list of business and functional requirements and a high-level design for each area that communicates with MiCaRS.

If needed, this will also include requirements for anything deemed outside of the core MiCaRS functionality that may be needed by the LARA team.



3. Requirements Review

Once all requirements have been gathered, disseminated, refined and finalized, the team will then have requirements review meetings to go over each requirement to get approval on the understanding and information.

If there are any requirements that are not fully refined, the team will take this time to revisit each identified requirement issue and reassess what is needed. Upon doing so, they will come back to the team with the revisions for final approval.

The main goal of this step is to allow for full oversight and transparency of all requirements gathered, refined and approved.

4. System User Stories

After the requirements review has been completed and all requirements have been approved, the team will move into User Story buildout. All user stories will be based on the newly gathered and approved system requirements.

All user stories will be created following a standard format which is used for all newly developed systems at KL&A. Upon working through the creation of the user stories, KL&A will work with LARA and DTMB to schedule review meetings to solidify, finalize and gain acceptance of all user stories.

At the end of the user story creation timeframe within the identified project schedule (Group 1 and Group 2), the LARA team will be provided a substantial review period to review and formally accept all created user stories. Also, during this time, changes and revisions will be made during this time if needed by the KL&A team.

5. System Design and Statement of Work

After the requirements review has been completed and all requirements have been approved, the team will move into the final stage. As part of this proposal, a high-level design and statement of work will be provided to outline the MiCaRS system and how it will be implemented at LARA. The statement of work in it's simplest form will include an overview, scope breakdown, approach, timeline, schedule, cost and payment schedule.

TIMELINE:

KL&A will begin the project within 60 days or an agreed upon date of receiving a purchase order or signed contract.

KL&A would like to complete all discovery sessions and deliverables within 7 months including review periods. This timeline assumes that LARA subject matter experts will be available to attend requirements gathering and review sessions.

ROLES AND RESPONSIBILITIES:

Our approach includes 2 Business Analysts, a Technical Architect and a Project Manager. Both Business Analysts will attend the sessions with one of them leading and the other documenting to ensure comprehensive notes are available as well as refining the notes to build out the final requirements. Following each session, one of the business analysts will be responsible for completing the necessary outputs from the session including:

- Process Flow
- Business and Functional Requirements
- User Stories
- High Level Design

This approach saves time in the preparation of the materials immediately following each session.

The Technical Architect works to ensures that design concepts are feasible and facilitates the technical discussions on the interaction between various systems and servers.

The below table indicates the roles of various stakeholders and their responsibilities.

Roles and Responsibilities

Role	Responsibility
KL&A Project Manager	<ul style="list-style-type: none"> • Facilitate stakeholder meetings • Prepare status reports, if required • Drive project activities and remove impediments
KL&A Business Analyst	<ul style="list-style-type: none"> • Facilitate design sessions • Documents user needs • Create mockups (if necessary) • Prepares functional deliverables
KL&A Architect	<ul style="list-style-type: none"> • Assist with design decisions

	<ul style="list-style-type: none"> • Works with SOM technical resources to identify integration needs
LARA Project Sponsor	<ul style="list-style-type: none"> • Provide project- and contract-level decisions
LARA Subject Matter Experts	<ul style="list-style-type: none"> • Participate in all joint application design sessions
Interface Subject Matter Experts	<ul style="list-style-type: none"> • Participate in joint application design sessions pertaining to said interface
DTMB Development Resources/Subject Matter Experts	<ul style="list-style-type: none"> • Participate in joint application requirement/design sessions • Participate in technical requirement/design decisions • Participate in joint application requirement/design sessions pertaining system interfaces • Collaborate with KL&A resources on details related to integration needs • Participate in Data Migration Discussions
DTMB Project Manager	<ul style="list-style-type: none"> • Provide DTMB team support as needed • Facilitate DTMB meetings as needed • Facilitate DTMB resource support as needed

Other responsibilities include but are not limited to:

- Provide timely and appropriate responses to KL&A request for information.
- Collaborate with the assigned KL&A personnel as needed to complete all tasks. This may include telephone meetings, emails and Teams conferences.
- Assign a Product Owner who is authorized to make decisions regarding clarification and acceptance.
- Make available the appropriate Agency key users to provide required information and participate in the analysis sessions.
- Review and provide feedback, and acceptance, on each of the deliverables.

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager has formally accepted them. Deliverables for this project include:

1. **System Requirements**
 - a. Requirements for the MiCaRS system implementation
2. **System User Stories**
 - a. User Stories for the MiCaRS system implementation
 - b. User Stories will be created using Jira and will be provided to the LARA team as an export in Word or Excel/CSV.
3. **High Level System Design**
 - Overview and associated flowcharts

4. **Implementation Statement of Work Including:**

- Implementation schedule
- Team roles for KL&A & State of Michigan.
- Cost breakdown to implement MiCaRS for State of Michigan LARA

ACCEPTANCE CRITERIA:

The Discovery session will be accepted and paid out to KL&A upon these criteria:

Criteria #1:

LARA product owner Erin Hoyt and the DTMB Project Manager Anthony Flores review and deem all deliverables are received and are within satisfactory conditions for the State of Michigan to determine the next steps for implementation. SOM will review and provide acceptance and/or questions following the below provided schedule and timeline.

PROJECT CONTROL AND REPORTS:

A weekly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. Each weekly progress report must contain the following:

1. **Deliverables:** Outline project deliverables completed and/or working on currently and status.
2. **Accomplishments:** Indicate what was worked on and what was completed during the current reporting period.
3. **Budget:** Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

SPECIFIC DEPARTMENT STANDARDS:

LARA Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made following the below provided payment schedule when the State of Michigan has formally accepted the deliverables as expected post their review of documentation.

Payment will be made following the identified payment schedule. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Project Manager is:

Erin Hoyt
 Licensing and Regulatory Affairs
 FAS
 CANNABIS REGULATORY AGENCY
 Lansing MI
 517-284-6382
hoyte@michigan.gov

The designated DTMB Project Manager is:

Anthony Flores
 Department of Technology Management Budget
 Agency Services
 Ottawa Building
 Lansing MI
 517-256-7910
floresa3@michigan.gov

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Contractors will work remotely and/or at one of the contractors identified office locations.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number 24000000206. This purchase order, statement of work, and the terms and conditions of Contract Number 24000000206 constitute the entire agreement between the State and the Contractor.

PRICING:

KL&A is proposing a fixed price of \$495,500 for the below outlined work and resources. KL&A will not exceed the amount outlined below without written approval and following the proper Change Notice process. Below is a breakdown of the cost and schedule for invoicing.

Deliverables/Tasks	Price	Deliverable Due Date
Project Initiation & LARA Financial Process Overview	\$20,000.00	Contract Start + 1 Month
MiCaRS Overview	\$20,000.00	Contract Start + 1 Month
LARA Interface Discovery and Refinement	\$40,000.00	Contract Start + 1 Month
Stakeholder System Requirements Review	\$40,000.00	Contract Start + 2 Months

Group 1 - User Story Buildout	\$100,000.00	Contract Start + 4 Months
Stakeholder Final User Story Review (Group 1)	\$40,000.00	Contract Start + 5 months
Group 2 - User Story Buildout	\$100,000.00	Contract Start + 6 Months
Stakeholder Final User Story Review (Group2)	\$40,000.00	Contract Start + 6 Months
Final Completed Deliverables, as Referenced in 'Deliverables' Section of SOW	\$95,000.00	Contract Start + 7 Months
TOTAL	\$495,000.00	

*Note: KL&A will provide a \$45,000.00 credit if the State moves forward with a full implementation project with KL&A after requirements gathering is complete.



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 48933
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **2**
 to
 Contract Number **24000000206**

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village, MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
CV0036059	

STATE	Program Manager	Various	MULTI
	Contract Administrator	Shannon Romein (517) 898-8102 romeins@michigan.gov	DTMB

CONTRACT SUMMARY

MAINTENANCE & SUPPORT OF MICARS AND RELATED INTERFACES AS WELL AS NON-MICARS STAND-ALONE APPLICATIONS AND RELATED INTERFACES

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 1 Year	December 31, 2028

PAYMENT TERMS	DELIVERY TIMEFRAME

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$4,050,942.71	\$14,790.80	\$4,065,733.51		

DESCRIPTION

Effective 4/25/2024, this Contract is hereby increased by \$14,790.80 and the following amendment is incorporated into the Contract for the automation of CEPAS log files into the MiCaRS System.

All other terms, conditions, specifications, and pricing remain the same per contractor, agency, and DTMB Central Procurement approval.

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: Automation of CEPAS Log Files to MiCaRS	Period of Coverage:
Requesting Department: Michigan Department of Transportation (MDOT) & Department of Environment, Great Lakes, and Energy (EGLE)	Date: April 11, 2024
Agency Project Manager: Ashley Grizzell (MDOT)	Phone: -
DTMB Project Manager: Laura Brancheau (DTMB)/ Linda Meyer (DTMB)	Phone: 517-335-1334/ 517-243-4626

Brief description of services to be provided:

BACKGROUND:

MiCaRS supports billing and invoice-related payment functions for various EGLE programs. Presently, credit card payments processed via Payplace are entered into MiCaRS to satisfy the corresponding invoices. MiCaRS cashiers manually review daily CEPAS log files and input the data into the MiCaRS system for various program areas.

PROJECT OBJECTIVE:

The primary goal of the improvements detailed in this Statement of Work is to streamline operations and remove manual dependencies where possible. The planned enhancements will automate the processing of daily log files into the MiCaRS system, thereby eliminating the necessity for manual entry of credit card payments by MiCaRS cashiers.

Currently, CEPAS log files are sent, via FTP, to a directory on a KL&A database server, where they are accessed by MiCaRS cashiers for manual entry into that application. This effort will entail developing functionality that will enable MiCaRS to both receive and consume CEPAS log files automatically.

SCOPE OF WORK:

Listed below are all the enhancements identified for this round. Each enhancement is directly linked to a corresponding Jira ticket, containing all the relevant information.

Jira ID	Name	Description	Epic
SIGMA-4875	CEPAS Configuration	The system must allow user to configure each CEPAS file to allow for	CEPAS Log File Processing

STATEMENT OF WORK - IT CHANGE NOTICE

Jira ID	Name	Description	Epic
SIGMA-4876	CEPAS Log File Processing	successfully processing The system must properly handle the Custom Reference Data, that contains the invoice number in the CEPAS processing logic	CEPAS Log File Processing

The below list of EGLE files, that are already being sent via FTP to the MiCaRS database server, will be impacted by this enhancement.

A new pattern will be developed within MiCaRS that will allow that application to apply payments to invoices using a custom data reference field contained in the CEPAS log files.

Going forward, the MiCaRS application will be able to consume all the files referenced below, and any CEPAS log files that are added in the future that match this pattern, without requiring additional development.

Application ID	Application Name	Example of the new Custom Ref field pattern
750	EGLE_AirEmissionsFee	111064246,KELLOGG USA INC.,312.5
739	EGLE_PWS_Comm	111160954,GRAND TRAVERSE CONDOMINIUMS,505.66
740	EGLE_PWS_Ncom	111153382,OTTAWA NF - BLACK RIVER HARBOR REC AREA,171.92
2488	EWasteTakebackProgram	111170443,SCHUPAN ASSET MANAGEMENT,2000
851	State_EGLE_Campground	111162051,DERRICK AND TAMMY,330
982	State_EGLE_SwimPool	111167285,HURON SHORES MOTEL
422	State_EGLE_WaterTest	111107824,CARGILL SALT HERSEY,180

TASKS:

No changes to the contract as it relates to <TASKS>

STATEMENT OF WORK - IT CHANGE NOTICE

DELIVERABLES:

Deliverables will not be considered complete until the Acceptance process, included in IT Professional Services Contract Terms section of the master contract, has been met. Deliverables for this project include:

1. Supporting Documentation: Contractor will provide an extract of all user stories relating to the development and functionality included in each production release, this will also contain State approvals of said work.
2. Software Delivery: Prior to implementation, the Contractor will thoroughly test all systems software releases or implementations and facilitate user acceptance testing, which will be performed by the business area. This testing may include:
 - a. Unit Testing –automated testing of business requirements.
 - b. System Integration Testing – system testing to ensure all integrations work properly and the MiCaRS system adheres to all requirements.
 - c. User Acceptance Testing (UAT) – the Contractor will assist the MDOT Business Area with acceptance testing the application to ensure the MiCaRS system meets all requirements. KL&A will also resolve any defects found during UAT.

ACCEPTANCE CRITERIA:

No changes to the contract as it relates to < ACCEPTANCE CRITERIA >

PROJECT CONTROL AND REPORTS:

No changes to the contract as it relates to < PROJECT CONTROL AND REPORTS >

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

STATEMENT OF WORK - IT CHANGE NOTICE

PAYMENT SCHEDULE:

Per below pricing table, the Contractor will invoice the State upon the State’s acceptance and approval of the activity listed for the corresponding project milestone, the invoice dates in the Payment Schedule table include the State Review Period in relation to deliveries contained in the Enhancement Schedule in that section.

This is a fixed-price proposal for \$14,790.80. It will be billed according to the Payment Schedule outlined below.

ACTIVITY/MILESTONE	DELIVERABLE	ESTIMATED INVOICE	COST
CEPAS Configuration	All development and processes have been demoed and deployed to UAT.	March 2024	\$0.00
CEPAS LOG FILE PROCESSING	All development and processes have been demoed and deployed to UAT.	March 2024	\$0.00
EGLE Files (see SCOPE OF WORK) Consumed by MiCaRS per New Process	All development and processes have been demoed and deployed to UAT.	March 2024	\$0.00
PRODUCTION CUTOVER	Installation plan & production release.	April 2024	\$0.00
Completion of Warranty Period and Resolution of Defects	State of Michigan Acceptance of Changes & Invoice.	July 2024 (Completion)	\$14,790.80
Total:			\$14,790.80

Enhancement Schedule:

Task	Est Start Date	Est. Finish Date
Planning	February 2024	February 2024
Documentation	February 2024	April 2024
Development	February 2024	March 2024
Test	March 2024	April 2024
Production Cutover	April 2024	April 2024
Enhancement Completion	April 2024	July 2024

STATEMENT OF WORK - IT CHANGE NOTICE

EXPENSES:

No changes to the contract as it relates to < EXPENSES >

Cost Breakdown:

Resource	Hours	Cost
Developer/Programmer	40	\$5,974.00
Business Analyst Lead	40	\$ 7,210.00
Project Manager	8	\$ 1,606.80
Total	88	\$ 14,790.80

PROJECT CONTACTS:

No changes to the contract as it relates to < PROJECT CONTACTS > unless otherwise noted below:

The designated MDOT Business Owner is:
 Ashley Grizzell
 Michigan Department of Transportation
 Grizzella@michigan.gov

AGENCY RESPONSIBILITIES:

No changes to the contract as it relates to <AGENCY RESPONSIBILITIES>

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

No changes to the contract as it relates to < LOCATION OF WHERE THE WORK IS TO BE PERFORMED >

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

No changes to the contract as it relates to < EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS >

This purchase order is a release from Contract Number #24000000206. This purchase order, statement of work, and the terms and conditions of Contract

STATEMENT OF WORK - IT CHANGE NOTICE

Number #24000000206 constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

The Enhancement Schedule & Activities will have no impact on the effort outlined in the master contract. The master contract pertains to maintenance and support for multiple applications. The enhancements described in this Statement of Work apply to the applications and processes described above and will not supersede the SLA as is outlined in the master contract.

This project will follow Agile methodology with iterative planning, delivery, and testing while maintaining Scrum ceremonies. Any issues/bugs that are identified during testing will be reported, prioritized, and processed in Jira.

For changes made to applications and/or systems hosted by the State of Michigan, KL&A will facilitate with and follow the RFC (Request for Change) procedure and work with DTMB resources to implement developed functionality.

SOFTWARE:

Specified below are the Contractor’s identified third-party components, in addition to what was already identified in the master contract, including open-source components that may be incorporated into any Deliverable provided pursuant to this Contract.

Package	License	Reason
GitHub	Provided by KL&A	Version Control System
Jira	Provided by KL&A	User Story, Bug/Issue Tracking, Project Management Tool



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 48933
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 1
 to
 Contract Number 24000000206

CONTRACTOR	KUNZ LEIGH & ASSOCIATES INC
	j.shaulis@kunzleigh.com
	Lathrup Village, MI 48076
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
	CV0036059

STATE	Program Manager	Various	MULTI
	Contract Administrator	Shannon Romein (517) 898-8102 romeins@michigan.gov	DTMB

CONTRACT SUMMARY

MAINTENANCE & SUPPORT OF MICARS AND RELATED INTERFACES AS WELL AS NON-MICARS STAND-ALONE APPLICATIONS AND RELATED INTERFACES

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 1, 2024	December 31, 2028	3 - 1 Year	December 31, 2028

PAYMENT TERMS	DELIVERY TIMEFRAME

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$3,944,687.91	\$106,254.80	\$4,050,942.71		

DESCRIPTION

Effective 3/12/2024, this Contract is hereby increased by \$106,254.80 and the following amendment is incorporated into the Contract for FirePC Enhancements for DNR.

All other terms, conditions, specifications, and pricing remain the same per contractor, agency, and DTMB Central Procurement approval.

STATEMENT OF WORK - IT CHANGE NOTICE

Project Title: FirePC Enhancements	Period of Coverage: February 27, 2024 – February 26, 2025
Requesting Department: Department of Natural Resources	Date: February 27, 2024
Agency Program Owner: Paul Rogers	Phone: 616-260-8406
DTMB Project Manager: Laura Brancheau	Phone: 517-335-1334

Brief description of services to be provided:

BACKGROUND:

This Statement of Work (SOW) is part of a Change Notice to Contract No. 240000000206 (Contract) between the State of Michigan (State or SOM) and KL&A (“Contractor” or “Vendor”) under the terms of the Implementation Services Agreement (Contract # 240000000206) (“Agreement” or “Contract”). The Parties agree as follows:

During the 2022 calendar year, the FirePC team and KL&A have worked together to identify and gather requirements based on the needs of the FirePC team. These requirements were further examined and discussed during 2023 to get a better understanding of the FirePC team needs.

For the enhancements identified, Jira tickets have been created in the Jira system that allows for the team to track each enhancement and to populate all requirements on that ticket to make certain all needs are identified and met.

PROJECT OBJECTIVE:

The main objective of the enhancements is to help streamline work. Some processes which were initially designed in the system can slow down work, for example Burn Plan approval order. The system has been used for a few years, which now provides better insight into day-to-day use of the system.

SCOPE OF WORK:

Below you will find all enhancements identified for this round of enhancements. Additional information about each requirement can be found under the associated Jira ticket.

STATEMENT OF WORK - IT CHANGE NOTICE

ID (Jira)	Deliverable Name (Epic)	Name	Description
FP-726	Agency/Division Updates	Agency/Division filter on dashboard	The system must allow user to configure agency and division preference on dashboards.
FP-727	Agency/Division Updates	Add Division to Burn Plan and Report PDFs	The system must display the Division on burn plan and burn report PDFs.
FP-731	Invoice Changes	Display Invoice Totals and Responsible Party Name in Invoice Search Results	The system must display the invoice total and responsible party name when displaying invoice search results.
FP-733	Invoice Changes	Export Invoice Search Results to Spreadsheet	The system must allow the user to export invoice search results to a spreadsheet file for download.
FP-745	Highest Priority	Burn Plan: Changes to Approval Order	The system must be updated to process Burn Plan approvals in this order: Fire Supervisor, Fire Specialist; Unit Manager; Resource Protection Manager.
FP-746	Burn Plan/Report	Burn Plan: Delete / discontinue report	The system must allow an administrator to delete or discontinue a burn plan.

STATEMENT OF WORK - IT CHANGE NOTICE

FP-747	Highest Priority	Burn Plan: Select multiple values for Purpose of Burn	The system must allow multiple values for the “Purpose of Burn” field on the burn plan. The system must allow administrators to maintain the available select options for the Purpose of Burn field.
FP-748	Burn Plan/Report	Burn Report: Additional fields for ‘Burn Objective Met’	The system must store user-entered values for Burn Objectives.
FP-749	Burn Plan/Report	Burn Report: Additional fields for ‘On Site Resources’	The system must store user-entered values for adequate resources.
FP-750	Highest Priority	Prescribed Burn Search: Additional filter fields for Mitigated Winds	The system must allow users to search prescribed burns by the mitigated winds field.

TASKS:

No changes to the contract as it relates to <TASKS>

DELIVERABLES:

1. Deliverables will not be considered complete until the DTMB Project Manager and MDNR Agency Program Owner formally accept them.
2. Changes to the project dates or project content will be managed by the established Project Change Request approval process.
3. Supporting Documentation: Contractor will provide the ticketing submission extract, including State approval.

STATEMENT OF WORK - IT CHANGE NOTICE

4. Software Delivery:

- a. Prior to implementation, the Contractor will thoroughly test all systems software releases or implementations and facilitate user acceptance testing, which will be performed by the business area. This testing may include:
- b. Unit Testing –automated testing of business requirements.
- c. System Integration Testing – system testing to ensure all integrations are work properly and the FirePC system adheres to all requirements.
- d. User Acceptance Testing (UAT) – the Contractor will assist the MDNR Business Area with acceptance testing the application to ensure the FirePC system meets all requirements. KL&A will also resolve any defects found during UAT.

ACCEPTANCE CRITERIA:

MDNR will indicate acceptance of the application through written acceptance and sign-off of the deliverables. Upon acceptance, the enhancements will be deemed complete and will be deployed to production.

PROJECT CONTROL AND REPORTS:

1. The Contractor will host a weekly status meeting with MDNR and DTMB Project Managers throughout the life of this project. Each bi-weekly meeting will be paired with a biweekly status report containing the following:

- 1.1 Milestones.
- 1.2 Current and Next week activities
- 1.3 Action items
- 1.4 Key Issues & Risks
- 1.5 Sprint Burndown
- 1.6 Sprint Board
- 1.7 Sprint Velocity
- 1.8 Project budget/Cost

STATEMENT OF WORK - IT CHANGE NOTICE

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made on a satisfactory acceptance of each of the milestones listed in the Payment Milestone column of the pricing table below. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State’s satisfaction a description of the work performed, the progress of the project, and fees. of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

Given below is the pricing table. The contractor will invoice the State upon completion of the payment milestone listed for the corresponding project milestone.

ACTIVITY/MILESTONE	ESTIMATED INVOICE	COST
HIGH PRIORITY EPIC	April 2024	\$24,000.00
BURN PLAN/REPORT EPIC	April 2024	\$14,000.00
INVOICE CHANGES EPIC	May 2024	\$14,000.00
AGENCY/ DIVISION CHANGES EPIC	May 2024	\$8,000.00
JIRA TEST CASES, UAT AND SUPPORT ACTIVITIES, INSTALLATION PLAN	July 2024	\$20,000.00
PRODUCT BACKLOG AND PRODUCTION RELEASE	August 2024 (Completion)	\$26,254.80
TOTAL		\$ 106,254.80

STATEMENT OF WORK - IT CHANGE NOTICE

Cost/Rate:

This is a fixed-price proposal for \$106,254.80. It will be invoiced following the schedule outlined in the Enhancement Schedule below. All acceptance criteria apply.

Enhancement Schedule:

Task	Est Start Date	Est. Finish Date
Planning	March 2024	April 2024
Documentation	March 2024	July 2024
Development	April 2024	June 2024
Test	June 2024	July 2024
Production Cutover	July 2024	July 2024
Enhancement Completion	July 2024	July 2024

Cost Breakdown:

Resource	Hours	Cost
Developer/Programmer	360	\$53,766.00
Business Analyst Lead	260	\$ 46,865.00
Project Manager	28	\$ 5,623.80
Total	648	\$ 106,254.80

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

STATEMENT OF WORK - IT CHANGE NOTICE

PROJECT CONTACTS:

The designated Agency Program Owner is:

Paul Rogers
Michigan Department of Natural Resources
616-260-8406
Rogersp5@michigan.gov

The designated Agency Program Manager is:

Daniel Lord
Michigan Department of Natural Resources
517-290-5603
lordd1@michigan.gov

The designated DTMB Program Manager is:

Laura Brancheau
Michigan Department of Technology, Management and Budget - Agency Services
517-618-9646
BrancheauL@michigan.gov

The Contractor Delivery Director is:

Martin Tompkins
Kunz, Leigh & Associates
517-803-3217
m.tompkins@kunzleigh.com

The Contractor Project Manager and Single point of contact is:

Thomas Trenkamp
Kunz, Leigh & Associates
586-872-8924
t.trenkamp@kunzleigh.com

STATEMENT OF WORK - IT CHANGE NOTICE

AGENCY RESPONSIBILITIES:

No changes to the contract as it relates to <AGENCY RESPONSIBILITIES>

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Consultants will work at:

A combination of State of Michigan offices in Lansing, MI, the Contractor's offices in Okemos, MI, and remote office locations throughout the US.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number #24000000206. This purchase order, statement of work, and the terms and conditions of Contract Number #24000000206 constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

No changes to the contract as it relates to <PROJECT PLAN>



STATE OF MICHIGAN PROCUREMENT
 Department of Technology, Management & Budget
 320 S. Walnut St, Lansing, MI 48933
 P.O. Box 30026, Lansing, MI 48909

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **24000000206**
 between
 THE STATE OF MICHIGAN
 and

CONTRACTOR	Kunz, Leigh & Associates
	28081 Southfield Road
	Lathrup Village, MI 48076-2816
	Justin Shaulis
	517-803-3217
	j.shaulis@kunzleigh.com
CV0036059	

STATE	Program Manager	Various	MULTI
	Contract Administrator	Shannon Romein	DTMB
		517-898-8102	
		romeins@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION: Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
January 1, 2024	December 31, 2028	3 – 1 Year	
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-card <input type="checkbox"/> Payment Request (PRC) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			
MISCELLANEOUS INFORMATION			
This Contract Agreement is awarded on the basis of RFP 220000002753. Orders for delivery will be issued directly by each agency.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			\$3,944,687.91

CONTRACT NO. 240000000206

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Name & Title

Agency

Date

IT PROFESSIONAL SERVICES CONTRACT TERMS

This IT Professional Services Contract (the “**Contract**”) is agreed to between the State of Michigan (the “**State**”) and Kunz, Leigh & Associates INC (“**Contractor**”), a corporation. This Contract is effective on January 1, 2024, and unless terminated, expires on December 31, 2028.

This Contract may be renewed for up to three (3) additional one (1) year periods. Renewal must be by written notice from the State and will automatically extend the Term of this Contract.

The parties agree as follows:

1. **Definitions.** For the purposes of this Contract, the following terms have the following meanings:

“**Background Technology**” means all Software, data, know-how, ideas, methodologies, specifications, and other technology in which Contractor owns such Intellectual Property Rights as are necessary for Contractor to grant the rights and licenses set forth in Section 8, and for the State (including its licensees, successors and assigns) to exercise such rights and licenses, without violating any right of any Third Party or any law or incurring any payment obligation to any Third Party. Background Technology must: (a) be identified as Background Technology in the Statement of Work; and (b) have been developed or otherwise acquired by Contractor prior to the date of the RFP.

“**Business Day**” means a day other than a Saturday, Sunday or other day on which the State is authorized or required by Law to be closed for business.

“**Confidential Information**” has the meaning set forth in **Section 21**.

“**Contract**” has the meaning set forth in the preamble.

“**Contract Administrator**” is the individual appointed by each party to (a) administer the terms of this Contract, and (b) approve any Change Notices under this Contract. Each party’s Contract Administrator will be identified in **Section 5**.

“**Contract Change Notice**” has the meaning set forth in **Section 37**

“**Contractor**” has the meaning set forth in the preamble.

“**Contractor Personnel**” means all employees of Contractor or any Subcontractors involved in the performance of Services and creation of Work Product under this Contract.

“**Deliverable**” or “**Deliverables**” means **Work Product, as defined below**. Work Product may be used interchangeably with Deliverable or Deliverables.

“**Digital Accessibility Standards**” means the accessibility standards provided in the SOM Digital Standards, located at <https://www.michigan.gov/standards>.

“**Effective Date**” has the meaning set forth in the preamble.

“**Financial Audit Period**” has the meaning set forth in **Section 24**.

“**Key Personnel**” means any Contractor Personnel identified as key personnel in this Contract or the Statement of Work.

“**PAT**” means a document or product accessibility template, including any Information Technology Industry Council Voluntary Product Accessibility Template or VPAT®, that specifies how information and software products, such as websites, applications, software and associated content, conform to the Digital Accessibility Standards.

“**Services**” means any of the services Contractor, or any Subcontractor, is required to or otherwise does provide under this Contract, the Statement of Work or the Service Level Agreement.

“**Service Level Agreement**” means the service level agreement setting forth Contractor’s support obligations for the Software, attached as **Schedule D** to this Contract.

“**Software**” means, collectively, the State’s software applications, interfaces and systems set forth in an appendix to the Statement of Work.

“**State**” has the meaning set forth in the preamble.

“**State Data**” has the meaning set forth in **Section 20.a**.

“**State Review Period**” has the meaning set forth in **Section 11**.

“**Statement of Work**” has the meaning set forth in **Section 2**.

“**Stop Work Order**” has the meaning set forth in **Section 13**.

“**Subcontractor**” has the meaning set forth in **Section 3.f**.

“**Transition Responsibilities**” has the meaning set forth in **Section 16**.

“**Unauthorized Removal**” has the meaning set forth in **Section 3.f.ii**.

“**Unauthorized Removal Credit**” has the meaning set forth in **Section 3.f.iii**.

“**Work Product**” means all State-specific deliverables that Contractor is required to, or otherwise does, provide to the State under this Contract including but not limited to customizations, enhancements, application programming interfaces, computer scripts, macros, user interfaces, reports, project management documents, forms, templates, and other State-specific documents and related materials developed in connection with this Contract whether or not embodied in this Contract.

2. **Statement of Work.** Contractor shall provide the Services and Work Product pursuant to the Statement of Work, attached as **Schedule A** to this Contract (the “**Statement of Work**”). The terms and conditions of this Contract will apply at all times to the Statement of Work. The State shall have the right to terminate the Statement of Work, in whole or in part, as set forth in **Sections 14 and 15** of this Contract.

3. **Performance of Services.**

- a. **Performance Warranty.** Contractor represents and warrants that its Services hereunder shall be performed by competent personnel and shall be of professional quality consistent with generally accepted industry standards for the performance of such services and shall comply

in all respects with the requirements of this Contract and the specifications set forth in the Statement of Work and the Service Level Agreement. For any breach of this warranty, the State may, at its option, either terminate the Statement of Work immediately pursuant to the termination provision herein, or require Contractor to provide replacement personnel satisfactory to the State within thirty (30) calendar days of Contractor's receipt of notification from the State. Whether or not the departing Contractor Personnel are to continue working while Contractor attempts to find replacement personnel is at the sole discretion of the State. If Contractor is notified within the first eight (8) hours of assignment that the person is unsatisfactory, Contractor will not charge the State for those hours; otherwise, the State shall pay for all actual hours worked prior to the State's notification of a replacement request to Contractor.

b. Software Support. Contractor shall provide support Services for the Software pursuant to the Service Level Agreement attached as **Schedule D** to this Contract.

c. Accessibility Requirements.

- i. All Software and Work Product created or provided by Contractor under this Contract, including associated content and documentation, must conform to the Digital Accessibility Standards. Contractor must provide a completed PAT for each such deliverable provided under the Contract. All "Not Applicable" or "N/A" responses to the specifications, if any, must be fully explained. A description of the evaluation methods used to support the Digital Accessibility Standards conformance claims, including, if applicable, any third-party testing, must be provided. Throughout the Term of the Contract, at no additional costs to the State, Contractor must:
 1. promptly respond to and resolve, in a manner acceptable to the State, any complaint the State receives regarding the accessibility of any Software or Work Product;
 2. upon the State's written request, provide Software or Work Products in one or more alternative formats and within timeframes specified by the State; and
 3. participate in the State of Michigan Digital Standards Review described below.
- ii. State of Michigan Digital Standards Review. Prior to Software or Work Products being accepted, put into production, or as otherwise required by the State, the State may conduct a Digital Standards Review to assess their accessibility and compliance with the Digital Accessibility Standards. Contractor must assist the State with each such review, including submitting documentation or other information regarding accessibility and compliance with the Digital Accessibility Standards. Contractor must, at its sole cost and expense, remediate all issues resulting from such review in a manner and timeframe accepted in writing by the State, which may include providing a remediation status report and updated PAT to the State and a re-assessment of accessibility.
- iii. Failure to comply with the requirements in this **Section 3** shall constitute a material breach of this Contract.

d. Contractor Personnel

- i. Contractor is solely responsible for all Contractor Personnel and for the payment of their compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments and disability benefits.
- ii. Prior to any Contractor Personnel performing any Services, Contractor will:
 1. ensure that such Contractor Personnel have the legal right to work in the United States;
 2. upon request, require such Contractor Personnel to execute written agreements, in form and substance acceptable to the State, that bind such Contractor Personnel to confidentiality provisions that are at least as protective of the State's information (including all Confidential Information) as those contained in this Contract; and
- iii. upon request, or as otherwise specified in a Statement of Work, perform background checks on all Contractor Personnel prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks on Contractor Personnel. Pursuant to Michigan law, all agencies subject to IRS Pub. 1075 are required to ask the Michigan State Police to perform fingerprint background checks on all employees, including Contractor and subcontractor employees, who may have access to any database of information maintained by the federal government that contains confidential or personal information, including, but not limited to, federal tax information. Further, pursuant to Michigan law, any agency described above is prohibited from providing Contractors or subcontractors with the result of such background check. For more information, please see Michigan Public Act 427 of 2018.
- iv. Contractor and all Contractor Personnel will comply with all rules, regulations, and policies of the State that are communicated to Contractor in writing, including security procedures concerning systems and data and remote access, building security procedures, including the restriction of access by the State to certain areas of its premises or systems, and general health and safety practices and procedures.
- v. The State reserves the right to require the removal of any Contractor Personnel found, in the judgment of the State, to be unacceptable. The State's request must be written with reasonable detail outlining the reasons for the removal request. Replacement personnel for the removed person must be fully qualified for the position. If the State exercises this right, and Contractor cannot immediately replace the removed personnel, the State agrees to negotiate an equitable adjustment in schedule or other terms that may be affected by the State's required removal.

e. Contractor's Key Personnel

- i. The State has the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key

Personnel. Before assigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State's Project Manager, and provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting written approval. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection.

- ii. Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. The Contractor's removal of Key Personnel without the prior written consent of the State is an unauthorized removal ("**Unauthorized Removal**"). An Unauthorized Removal does not include replacing Key Personnel for reasons beyond the reasonable control of Contractor, including illness, disability, leave of absence, personal emergency circumstances, resignation, or for cause termination of the Key Personnel's employment. Any Unauthorized Removal may be considered by the State to be a material breach of this Contract, in respect of which the State may elect to terminate this Contract for cause under **Section 14**.
- iii. It is further acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of this Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal. Therefore, Contractor and the State agree that in the case of any Unauthorized Removal in respect of which the State does not elect to exercise its rights under **Section 14**, Contractor will issue to the State the corresponding credits set forth below (each, an "**Unauthorized Removal Credit**"):
 1. For the Unauthorized Removal of any Key Personnel designated in the Statement of Work, the credit amount will be \$25,000.00 per individual if Contractor identifies a replacement approved by the State and assigns the replacement to shadow the Key Personnel who is leaving for a period of at least 30 calendar days before the Key Personnel's removal.
 2. If Contractor fails to assign a replacement to shadow the removed Key Personnel for at least 30 calendar days, in addition to the \$25,000.00 credit specified above, Contractor will credit the State \$833.33 per calendar day for each day of the 30 calendar-day shadow period that the replacement Key Personnel does not shadow the removed Key Personnel, up to \$25,000 maximum per individual. The total Unauthorized Removal Credits that may be assessed per Unauthorized Removal and failure to provide 30 calendar days of shadowing will not exceed \$50,000.00 per individual.
- iv. Contractor acknowledges and agrees that each of the Unauthorized Removal Credits assessed under **Subsection iii** above: (i) is a reasonable estimate of and compensation for the anticipated or actual harm to the State that may arise from the Unauthorized Removal, which would be impossible or very difficult to accurately estimate; and (ii) may, at the State's option, be credited or set off against any Fees or other charges payable to Contractor under this Contract.

- f. **Subcontractors.** Contractor will not, without the prior written approval of the State, which consent may be given or withheld in the State’s sole discretion, engage any third party to perform Services (including to create any Work Product). The State’s approval of any such third party (each approved third party, a “**Subcontractor**”) does not relieve Contractor of its representations, warranties or obligations under this Contract. Without limiting the foregoing, Contractor will:
 - i. be responsible and liable for the acts and omissions of each such Subcontractor (including such Subcontractor’s employees who, to the extent providing Services or creating Work Product, shall be deemed Contractor Personnel) to the same extent as if such acts or omissions were by Contractor or its employees;
 - ii. Reserved.
 - iii. be responsible for all fees and expenses payable to, by or on behalf of each Subcontractor in connection with this Contract, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers’ compensation insurance payments and disability benefits; and
 - iv. prior to the provision of Services or creation of Work Product by any Subcontractor, if requested by the State:
 - 1. obtain from such Subcontractor confidentiality, work-for-hire and intellectual property rights assignment agreements, in form and substance acceptable by the State, giving the State rights consistent with those set forth in **Section 8** and, upon request, provide the State with a fully-executed copy of each such contract; and
 - 2. with respect to all Subcontractor employees providing Services or Work Product, comply with its obligations under **subsection d** above.

4. **Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State: Shannon Romein 320 S. Walnut St. 2nd Floor P.O. Box 30026 Lansing, MI 48909-7526 Romeins@michigan.gov 517-898-8102	If to Contractor: Justin Shaulis 2164 University Park Drive Okemos, MI 48864 j.shaulis@kunzleigh.com 517-803-3217
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5. **Contract Administrators.** The Contract Administrator for each party is the only person authorized to modify any terms and conditions of this Contract and are identified below:

State: Shannon Romein 320 S. Walnut St. 2nd Floor P.O. Box 30026 Lansing, MI 48909-7526	Contractor: Justin Shaulis 2164 University Park Drive Okemos, MI 48864 j.shaulis@kunzleigh.com
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Romeins@michigan.gov 517-898-8102	517-803-3217
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6. **Insurance.** Contractor must maintain the minimum insurances identified in the Insurance Schedule attached as **Schedule C**.

7. **Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.

8. **Intellectual Property Rights.**
 - a. The State is and will be the sole and exclusive owner of all right, title, and interest in and to all Work Product developed exclusively for the State under this Contract, including all Intellectual Property Rights. In furtherance of the foregoing:
 - i. Contractor will create all Work Product as work made for hire as defined in Section 101 of the Copyright Act of 1976; and
 - ii. to the extent any Work Product, or Intellectual Property Rights do not qualify as, or otherwise fails to be, work made for hire, Contractor hereby:
 1. assigns, transfers, and otherwise conveys to the State, irrevocably and in perpetuity, throughout the universe, all right, title, and interest in and to such Work Product, including all Intellectual Property Rights; and
 2. irrevocably waives any and all claims Contractor may now or hereafter have in any jurisdiction to so-called "moral rights" or rights of droit moral with respect to the Work Product.

 - b. Each party retains the right to retain and use its skill, knowledge, experience, and know-how, including ideas, concepts, processes, methods and techniques, whether developed prior to, independently of, or in the course of performing the services under this Contract.

 - c. **Background Technology License.** Contractor hereby grants to the State such rights and licenses with respect to the Background Technology that will allow the State to use and otherwise exploit perpetually throughout the universe for all or any purposes whatsoever the Work Product, to the same extent as if the State owned the Background Technology, without incurring any fees or costs to Contractor (other than the Fees set forth under this Contract) or any other Person in respect of the Background Technology. In furtherance of the foregoing, such rights and licenses will:
 - i. be irrevocable, perpetual, fully paid-up and royalty-free;
 - ii. include the rights to use, reproduce, perform (publicly or otherwise), display (publicly or otherwise), modify, improve, create Derivative Works of, distribute, import, make, have made, sell and offer to sell the Background Technology, including all such modifications, improvements and Derivative Works thereof, solely as part of, or as necessary to use and exploit, the Work Product; and
 - iii. be freely assignable and sublicensable, in each case solely in connection with the assignment or licensing of the Work Product or any portion, modification, or Derivative Work thereof, and only to the extent necessary to allow the assignee or sublicensee, as the case may be, to use and exploit the Work Product or portion, modification, improvement, or Derivative Work thereof.

9. **Assignment.** Contractor may not assign this Contract to any other party without the prior written approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other party.
10. **Change of Control.** Contractor will notify the State, within 30 days of any public announcement or otherwise once legally permitted to do so. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.

11. **Acceptance.** Unless otherwise provided in the Statement of Work, this Section shall control acceptance of all Services and Work Product, including deliverables. Services and Work Product, including deliverables are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("**State Review Period**"). If the Services and Work Product, including deliverables are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Services or Work Product, including deliverables are accepted, but noted deficiencies must be corrected; or (b) the Services or Work Product are rejected. If the State finds material deficiencies, it may: (i) reject the Services or Work Product, including deliverables without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate a Statement of Work in accordance with **Section 14**, Termination for Cause.

Within 10 Business Days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Services or Work Product, Contractor must cure, at no additional cost, the deficiency and deliver acceptable Services or Work Product to the State. If acceptance with deficiencies or rejection of the Services or Work Product impacts the content or delivery of other non-completed Services or Work Product, the parties must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this Contract.

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the Statement of Work in whole or in part. The State, or a third party identified by the State, may perform the Services and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

12. **Terms of Payment.** Invoices must conform to the requirements set forth in a Statement of Work. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Services and Work Product performed as specified in the Statement of Work. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services and Work Product purchased under this Contract are for the State's exclusive use. Notwithstanding the foregoing, all prices are exclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time.

Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Services or Work Product. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at <http://www.michigan.gov/SIGMAVSS> to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment.

Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

13. **Stop Work Order.** The State may suspend any or all activities under at a Statement of Work at any time. The State will provide Contractor a written stop work order detailing the suspension (a "**Stop Work Order**"). Contractor must comply with the Stop Work Order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Statement of Work. The State will not pay for Services or Work Product, Contractor's lost profits, or any additional compensation during a stop work period.
14. **Termination for Cause.** The State may terminate this Contract, in whole or in part (including individuals Statements of Work), if Contractor, as determined by the State: (a) endangers the value, integrity, or security of any State location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations under this Contract or the Statement of Work; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in **Section 15**, Termination for Convenience.

The State will only pay for amounts due to Contractor for Services and Work Product accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Services and Work Product from other sources.

15. **Termination for Convenience.** The State may immediately terminate this Contract, in whole or in part (including the Statement of Work), without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Services immediately, or (b) continue to perform the Services in accordance with **Section 16**, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.

- 16. Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Services at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Services, training, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed Work Product prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "**Transition Responsibilities**"). This Contract will automatically be extended through the end of the transition period.
- 17. General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; and (iii) employ its own counsel. Contractor will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

- 18. Infringement Remedies.** If, in either party's opinion, any of the Services or Work Product supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the Services or Work Product, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges

and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

19. Disclaimer of Damages and Limitation of Liability.

- a. The State's Disclaimer of Damages. THE STATE WILL NOT BE LIABLE, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS AND LOST BUSINESS OPPORTUNITIES.
- b. The State's Limitation of Liability. IN NO EVENT WILL THE STATE'S AGGREGATE LIABILITY TO CONTRACTOR UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT

20. State Data.

- a. Ownership. The State's data ("**State Data**," which will be treated by Contractor as Confidential Information) includes the State's data collected, used, processed, stored, or generated as the result of the Services. State Data is and will remain the sole and exclusive property of the State and all right, title, and interest in the same is reserved by the State. This Section survives the termination of this Contract.
- b. Contractor Use of State Data. Contractor is provided a limited license to State Data for the sole and exclusive purpose of providing the Services, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the Services. Contractor must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Contract and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the Services, such use and disclosure being in accordance with this Contract, the Statement of Work, and applicable law; and (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available State Data for Contractor's own purposes or for the benefit of anyone other than the State without the State's prior written consent. This Section survives the termination of this Contract.
- c. Compromise of State Data. In the event of any act, error or omission, negligence, misconduct, or breach on the part of Contractor that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality, or integrity of State Data, Contractor must, as applicable: (a) notify the State as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence; (b) cooperate with the State in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the State; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) pay for any costs associated with the occurrence, including but not limited to any costs incurred by the State in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution; (e) pay for any costs associated with required notification and credit monitoring to affected individuals; and (f) without limiting Contractor's obligations of indemnification as further described in this Contract, indemnify, defend, and hold harmless the

State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the occurrence. The parties agree that any damages relating to a breach of this **Section 20** are to be considered direct damages and not consequential damages. This Section survives termination or expiration of this Contract.

21. **Non-Disclosure of Confidential Information.** The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.
- a. **Meaning of Confidential Information.** For the purposes of this Contract, the term "**Confidential Information**" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was or is: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA) by the receiving party; (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.
 - b. **Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.
 - c. **Cooperation to Prevent Disclosure of Confidential Information.** Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
 - d. **Remedies for Breach of Obligation of Confidentiality.** Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a

party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or the Statement of Work corresponding to the breach or threatened breach.

- e. **Surrender of Confidential Information upon Termination.** Upon termination or expiration of this Contract or a Statement of Work, in whole or in part, received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control. Upon confirmation from the State, of receipt of all data, Contractor must permanently sanitize or destroy the State's Confidential Information, including State Data, from all media including backups using National Security Agency ("NSA") and/or National Institute of Standards and Technology ("NIST") (NIST Guide for Media Sanitization 800-88) data sanitation methods or as otherwise instructed by the State. If the State determines that the return of any Confidential Information is not feasible or necessary, Contractor must destroy the Confidential Information as specified above. The Contractor must certify the destruction of Confidential Information (including State Data) in writing within five (5) Business Days from the date of confirmation from the State.
22. **HIPAA Compliance.** Contractor agrees to comply, and ensure its Personnel comply, with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act, which is Title XIII of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) and any regulations promulgated thereunder with respect to the privacy and security of "protected health information" (as defined by HIPAA) accessed, created, transmitted, maintained or received by Contractor or its Personnel pursuant to, or in connection with, the performance of Contractor's or its Personnel's obligations under this Contract, including but not limited to entering into a Business Associate Agreement if required by law.
23. **Data Privacy and Information Security.** Throughout the Term and at all times in connection with its actual or required performance of the Services, Contractor will maintain and enforce an information security program including safety and physical and technical security policies and procedures with respect to its Processing of the State's Confidential Information that comply with the requirements of the State's data security policies as set forth in **Schedule E** to this Contract.
24. **Records Maintenance, Inspection, Examination, and Audit.** The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("**Financial Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Financial Audit Period, Contractor must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises or any other places where Services are being performed, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.

This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Services in connection with this Contract.

- 25. Warranties and Representations.** Contractor represents and warrants to the State that: (a) It will perform all Services in a professional and workmanlike manner in accordance with best industry standards and practices for similar services, using personnel with the requisite skill, experience and qualifications, and will devote adequate resources to meet its obligations under the Statement of Work; (b) the Services and Work Product provided by Contractor will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (c) it has the full right, power, and authority to enter into this Contract, to grant the rights granted under this Contract, and to perform its contractual obligations; (d) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading; and (e) Contractor is neither currently engaged in nor will engage in the boycott of a person based in or doing business with a strategic partner as described in 22 USC 8601 to 8606. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under **Section 14**, Termination for Cause.
- 26. Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Services in connection with this Contract.
- 27. Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
- 28. Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and Executive Directive [2019-09](#), Vendor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive [2019-09](#)), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of the Contract.
- 29. Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.
- 30. Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.
- 31. Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Services from other sources.
- 32. Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a

breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.

- 33. **Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Project Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 Business Days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 Business Days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.

- 34. **Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.
- 35. **Severability.** If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.
- 36. **Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
- 37. **Contract Modification.** This Contract may not be amended except by signed agreement between the parties (a "Contract Change Notice"). Notwithstanding the foregoing, no subsequent Statement of Work or Contract Change Notice executed after the Effective Date will be construed to amend this Contract unless it specifically states its intent to do so and cites the section or sections amended.
- 38. **Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this Contract.
- 39. **Schedules.** All Schedules that are referenced herein and attached hereto are hereby incorporated by reference. The following Schedules are attached hereto and incorporated herein:

Schedule A	Statement of Work
Schedule B	Pricing
Schedule C	Insurance
Schedule D	Service Level Agreement
Schedule D, Attachment 1	Contact List
Schedule E	Data Security Requirements

Schedule E, Attachment 1	PCI Compliance, CEPAS, and CJIS, ETC.
Schedule F	Disaster Recovery Plan
Schedule G	Transition In and Out
Schedule H	Federal Provisions Addendum
Schedule H, Attachment 1	Byrd Anti-Lobbying Certification

40. **Entire Agreement.** This Contract, including the Schedules, constitutes the sole and entire agreement of the parties to this Contract with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms of this Contract and those of any Schedules, the following order of precedence governs: (a) first, this Contract; and (b) second, the Schedules. NO TERMS ON CONTRACTOR'S INVOICES, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE SERVICES, OR DOCUMENTATION HEREUNDER WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE, EVEN IF ACCESS TO OR USE OF SUCH SERVICE OR DOCUMENTATION REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.

SCHEDULE A – STATEMENT OF WORK

This schedule identifies the anticipated requirements of the Contract. The term “Contractor” in this document refers to Kunz, Leigh & Associates.

1. DEFINITIONS

The following terms have the meanings set forth below. All initial capitalized terms that are not defined in this Schedule shall have the respective meanings given to them in Section 1 of the Contract Terms and Conditions.

Term	Definition
24x7x365	Means 24 hours a day, seven days a week, and 365 days a year (including the 366 th day in a leap year).
Additional Service	Means any Services/Deliverables within the scope of the Contract, but not specifically provided under any Statement of Work, that once added will result in the need to provide the Contractor with additional consideration.
ASAP	Adult Services Automated Medicaid Processing System
ATO	Authority to Operate
Business Day	Whether capitalized or not, shall mean any day other than a Saturday, Sunday, or State-recognized legal holiday.
CEPAS	Central Electronic Payment Authorization System
CHAMPS	Community Health Automated Medicaid Processing System
CPLR	Concealed Pistol License Registry
CRS	Campground Registration System
CSAA	Civil Service Assessment Application
DMS	Document Management System
Enhancement	Any change in Software that improves the basic function of the Software.

FMS	Facilities Management System
HFES	Health Facilities Engineering System
Incident	Any interruption in Services
LOTS	Land Ownership Tracking System
LPS	Licensing Portal System
Maintenance	Required upgrades to maintain current functionality, periodic baseline data updates (including but not limited to cost-of-living adjustments, governor name changes on forms, etc.) defect and bug fixes, and routine application updates.
MiCaRS	Michigan Cashiering and Receivable System
MiDHDWIS	Michigan Environmental Health and Drinking Water Information System
NGDI	Next Generation Digital Infrastructure (now VDC)
PPC	Payment Processing Center
QAA	Quality Assurance Assessment
Roadmap	High-level summary that maps out the vision and key milestones of the product lifecycle of an application.
SEM	Systems Engineering Methodology
SOR	Sex Offender Registry
Support	Including but not limited to monitoring of system operations, providing client support, performing incident management, performing problem management, correcting data that end users cannot, assessment of new project proposals and ideas, etc.
TCPS	Traffic Crash Purchasing System
VDC	Virtual Data Center (was NGDI)

VMS	Vegetative Management System
Zone 0/ZOFL	Public Internet – Zone of Free Love
Zone 1	State of Michigan 1st DMZ (free communication within zone)
Zone 1s	State of Michigan - 2nd DMZ (segmented, no communication between zones w/o FW rule)
Zone 2p	State of Michigan - Application servers (segmented)
Zone 2	State of Michigan Intranet Users and Legacy Servers (free communication – ZOFL within)
Zone 3 Agen.	Agency-Specific isolated network areas for Agency regulatory requirements
Zone 3 Ent.	Enterprise Database servers (segmented)

2. BACKGROUND

The State of Michigan currently uses one or more vendors to provide maintenance and support to both multi-agency and single agency use applications supporting State of Michigan business areas. For efficiencies and continuity of support resources, the State desires to continue a vendor support model for these applications, to include the provision of a ticketing system for requests, system maintenance, upkeep of system documentation, and enhancement capabilities. In-scope applications, to include related interfaces, are the following:

- Michigan Cashiering and Receivable System supporting Michigan Department of Transportation (MDOT)
- Civil Service Assessment Application (CSAA) support Michigan Civil Service Center (CSC)
- Facilities Management System (FMS) supporting Licensing and Regulatory Affairs (LARA)
- FirePC supporting Michigan Department of Natural Resources (DNR)
- Health Facilities Engineering System (HFES) supporting Licensing and Regulatory Affairs (LARA)

3. PURPOSE

The Contractor will provide maintenance and support for the in-scope application instances and unified codebase and related interfaces.

Ongoing technical services and support are required for:

- *Maintenance/Interface Support
 - Technical Support
 - Help Desk
 - Documentation
- **Enhancement Services:
 - Enhancement Process

*MiCaRS installations for new State agencies is allowed.

**MiCaRS integrations to additional applications is allowed.

All new MiCaRS install/configurations will require a change notice.

- New agency MiCaRS installation / configuration including any current/new interfaces.
- Requirements Gathering / Gap Analysis on existing or new application and interface(s) for purposes of scoping a new installation.

Out of Scope:

- Purchasing of Hardware and licensing of software
- Network and Infrastructure management supporting the in-scope applications
- Firewall management
- Development of new applications or custom software regardless of interface to MiCaRS
- Development of new applications
- No additional applications may be added post via the effective date of the contract.

4. GENERAL REQUIREMENTS

Contractor must provide Deliverables/Services and staff, and otherwise do all things necessary or incidental to the performance of work as set forth throughout the Contract.

The Contractor must provide maintenance and support for agencies that rely on the continued, uninterrupted use of the in-scope applications and their interfaces, and as

agreed to, may include enhancements. If an agency determines it no longer requires services and will bring activities in-house, etc. the Contractor will be notified.

4.1. Maintenance/Interface Support

Maintenance/Interface Support includes Technical Support, Help Desk, and Documentation services as a flat-fixed annual rate; see Schedule B – Pricing.

4.1.1. Technical Support

Technical Support includes all services to plan for, schedule, execute, validate, and implement system changes to maintain the in-scope application and related interfaces in compliance with State standards.

- a. Software technical support will include:
 - (i) **Break/fix Maintenance:** Unscheduled corrective maintenance.
 - **Critical Service Error**
 - **High Service Error**
 - **Medium Service Error**
 - **Low Service Error**
 - (ii) **Maintenance:** providing upkeep on an existing product, the ongoing administration of accepted and "completed" functionalities/features. To provide ongoing support to end-users, to fix previously unknown bugs in the accepted functionality. To ensure the system continues to comply with the contract terms.
- b. All maintenance must be performed by qualified personnel familiar with the software.
- c. Work to be scheduled and completed to meet SLAs in accordance with the criticality of the issue and determined priorities.
- d. Contractor must maintain a roadmap for in-scope application.
- e. Contractor must pro-actively identify and plan for maintenance to remain compliant with State standards.
- f. Contractor must support operational maintenance activities to remain in compliance with State PSPs to include Governance, Risk and Compliance practices and disaster recovery.
- g. Contractor must track maintenance team's progress, predict delays, and monitor and control Software maintenance initiatives.
- h. Contractor must provide maintenance services according to the standard procedures of the State and specific practices in use by the related Agency. If applicable, the State will provide access to Agency specific tools and environments related to software maintenance activities. If

required by the State, the Contractor must use SOM provided VPN access to development environments for Services provided under this Contract.

- i. Contractor must support release schedule for in-scope application as determined by the State. Consideration will be given to volume of defects and coordination with active development efforts for enhancements.
- j. Contractor will resolve software application errors which may include working with DTMB staff.
- k. Contractor will participate in applicable change management activities for related coordination of changes between applications/Agencies.
- l. Contractor must provide application support through any implementation's Software Life Cycle (SLC) phases up to and including post-implementing metrics reporting.

For additional information, refer to Schedule D – Service Level Agreement.

4.1.2. Help Desk Support

Help Desk Support includes the provision of tools, communications, resources and processes to manage and prioritize the intake of support calls/requests and enhancement requests.

- a. Contractor Help Desk Support must accommodate intake of requests via phone, web app/portal and email.
 - (i) Phone support must be available 7:00am to 5:00pm Eastern Time on all State business days.
 - (ii) Phone support must provide an option to leave a message outside of help desk support hours.
 - (iii) Web/app portal and email submission must be available 24x7x365
- b. Requests are to be categorized using defined categories agreed to by the State
- c. Contractor will record actions associated with each request using defined milestones agreed to by the State
- d. Help desk tools must support a method for the requester to look up the status of a request.
- e. Help desk tools must support providing one or more file attachments to the submitted request.
- f. Contractor must provide unlimited user accounts to the State for the ability to view active and historical request details and generate reports supported by the help desk support tools.
- g. Contractor must provide access to the associated data or support the provision of data exports from the help desk tool to enable ad hoc data reporting needs of the State, at no additional cost to the State.

- h. Help Desk Support must include an escalation process.
- i. All requests must be logged to include:
 - (i) Date and time received
 - (ii) Method of submission (portal, phone, email)
 - (iii) Submitter
 - (iv) Submitter contact information
 - (v) Request category
 - (vi) Associated application
 - (vii) Request description
 - (viii) Notes
 - (ix) Actions
 - (x) Escalation status/details
 - (xi) Request resolution
 - (xii) Date and time resolved

For additional information, refer to Schedule D – Service Level Agreement.

4.1.3. Documentation

The Contractor must create and maintain documentation that meets the State's SUITE Methodology for all project, enhancement, and maintenance work associated with this Contract. All manuals, plans, reports and other documentation provided become the property of the State.

- a. Contractor must maintain and publish documentation specific to the practices in use by the Agency for each of the in-scope applications. If applicable, the State will provide access to Agency specific tools related to documentation.
- b. All documentation will be organized in a format, which is approved by the State, facilitates updating, and allows for revisions to the documentation to be clearly identified including the three (3) previous versions.
- c. Contractor will maintain current, and three (3) previous versions of all provided documentation.
- d. Contractor must include detailed test cases, including related data setup and dependencies for all implementations.
- e. Contractor must include test results and State approval of all QA work prior to production implementation.
- f. Contractor must obtain formal acceptance for all SUITE documents. Material defects identified by the State during the acceptance review must be corrected within 5 business days unless agreed to by the State.

- g. The Contractor must notify the State of any discrepancies or errors in existing documentation when discovered.
- h. If the State elects to remove an application or interface from this Contract, the Contractor will provide the necessary documentation. The Contractor will also provide a documented plan of the transition activities.

4.2. Enhancement Services

At the State's discretion, Contractor must provide additional services to enhance the application being maintained in this Contract. The Contractor must commit to providing professional services to implement enhancements for the duration of the Contract. Enhancement services can only be initiated by the State through Contract Change Notices. Contractor must not begin work on enhancements until a valid change notice has been appended to the Contract.

Enhancement: refers to adding new features to an already completed project. Below are examples of enhancements.

- a) Any new functionality requested by the State
- b) Technical upgrades required by the State, not inclusive of security vulnerabilities, which require >80 hours to complete per request/application.
- c) New State policy requirements, that require >80 hours to complete per request/application.
- d) New Federal regulations
- e) New technology requested by the State
- f) Requirements Gathering / Gap Analysis on existing or new application and interface(s)

Contractor resources will work under the direction of DTMB Agency Services for any enhancement work.

- a. Contractor shall acknowledge receipt of an Enhancement Request within five (5) business days.
- b. All enhancement services must be performed by qualified personnel familiar with the software.
- c. Contractor must track enhancement team's progress, predict delays, and monitor and control Software maintenance initiatives.
- d. Contractor must provide enhancement services according to the standard procedures of the State and specific practices in use by the related Agency. If applicable, the State will provide access to Agency specific tools and environments related to software maintenance activities. If required by the State, the Contractor must use SOM provided VPN access to development environments for Services provided under this Contract.

- e. Contractor must support release schedule for each in-scope application as determined by the State. Consideration will be given to volume of defects and coordination with active development efforts for enhancements.

4.2.1. Enhancement Process

All enhancements will be identified by DTMB and/or Agency program staff as the need arises or due to new regulations. The identified enhancements for each application will be reviewed and approved by the respective Agency program staff and DTMB staff. The following process will be used in the event the State requests enhancements:

- a. DTMB and/or Agency program staff submit a support request for the enhancement. The support request will identify the application and include a description of the needed work, target completion date, and related artifacts.
- b. Contractor will review the request and if needed, without any additional cost to the state, facilitate necessary follow up actions to better define the related requirements and work needed.
- c. Contractor must provide a written proposal to the State, no later than 10 business days from the receipt of the request, unless otherwise agreed to by the State.
- d. Contractor will provide a written proposal to the State, where applicable, using the content needed for the Change Notice to minimally include the items below:
 - (i) Scope
 - (ii) Work breakdown structure (WBS)
 - (iii) Schedule
 - (iv) Effort hours by Contractor resource
 - (v) Cost by hour, and totaled by Contractor resource based on the rates established in Schedule B - Pricing
 - (vi) Total cost of proposal
 - (vii) Deliverables
 - (viii) Status reporting/meetings
 - (ix) Acceptance criteria
- e. State will review proposal, and if acceptable as proposed, Agency PM will work with the Agency to facilitate related financial approvals and submit the contract change request to DTMB-Central Procurement Services.
- f. A fully executed Change Notice is required prior to issuance of any Delivery Order (DO). An issued DO is required prior to Contractor providing any Services under this Contract.

4.2.2. MiCaRS and Non-MiCaRS Interfaces

Specific to enhancement for changes to or additional Interfaces, the Contractor must establish and maintain an onboarding process to support the successful implementation of the operational production interface.

- a. Contractor must develop/maintain an interface guide for use by resources supporting the interfaced applications.
- b. Onboarding process must include a standard request form to capture the needed information for the interface enhancement.
- c. Onboarding process must include a standard checklist of work items for scope and schedule consideration.
- d. Contractor must identify and lead a working team of impacted stakeholders for the duration of the interface enhancement for successful coordination of development, testing, and implementation.
- e. Contractor must work with any third-party developers of new applications as part of the onboarding process and must prioritize if requested by the State.

5. IT ENVIRONMENT RESPONSIBILITIES

Included in SCHEDULE E – Data Security Requirements; the Contractor will be required to meet all State PSP's, public and non-public applicable to this Contract. Refer to Schedule F for Contractor's Disaster Recovery Plan

6. ADA COMPLIANCE

The State is required to comply with the Americans with Disabilities Act of 1990 (ADA) and has adopted standards and procedures regarding accessibility requirements for websites and software applications. All websites, applications, software, and associated content and documentation provided by the Contractor as part of the Solution must comply with the Digital Accessibility Standards. As of the date of the posting of this RFP, the State's current accessibility standard is Level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. However, the State intends to move to WCAG 2.1 Level AA and all products must be in compliance with the new standard, upon its implementation by the State.

ADA Compliance is required for the following:
MCSC's CSAA application

Contractor must ensure new enhancement work meet the current Digital Accessibility Standards, at the time of development.

Contractor to provide up to 120 hours of ADA/Digital Accessibility Compliance System remediation services per contract year. Any ADA/Digital Accessibility Compliance work over 120 hours will be an enhancement and require a Change Notice.

7. DATA RETENTION AND REMOVAL

The Contractor will retain all Contractor Hosted data for the entire length of the Contract unless otherwise directed by the State.

The State will need the ability to delete data, even data that may be stored off-line or in backups.

The State will need to retrieve data, even data that may be stored off-line or in backups.

8. END USER AND IT OPERATING ENVIRONMENT

The SOM IT environment includes X86 VMware, IBM Power VM, MS Azure/Hyper-V and Oracle VM, with supporting platforms, enterprise storage, monitoring, and management running in house and in cloud hosting provides.

Contractor must accommodate the latest browser versions (including mobile browsers) as well as some pre-existing browsers. To ensure that users with older browsers are still able to access online services, applications must, at a minimum, display and function correctly in standards-compliant browsers and the state standard browser without the use of special plugins or extensions. The rules used to base the minimum browser requirement includes, but is not limited to, the current browsers identified and approved as the State of Michigan standard.

Contractor must support the current and future State standard environment at no additional cost to the State.

For MiCaRS, Contractor may require State System-Access:

- Read-only access to both the database and application in Production to assist with bug triage.
- Read/write access for the database and application to all the lower environments (Dev, UAT, Pre-Prod, etc.) to assist the development process.
- Access to all reporting tools needed for MiCaRS.
- Limited VPN access and tokens to any State-hosted integration endpoints needed to develop, test, and maintain MiCaRS.
- Physical access to applicable State buildings to attend/conduct any on-site meetings. Contractor can also host meetings at its Okemos office.

For Non-MiCaRS, Contractor may require State System-Access:

MCSC-CSAA

- Read-only access to both the database and application in Production and UAT to assist with bug triage, as needed and approved by MCSC/DTMB.
- Read/write access for the database and application in Dev to assist the development process.
- Access to all reporting tools needed for CSAA.
- Limited VPN access and tokens to any State-hosted integration endpoints needed to develop, test, and maintain CSAA.
- Physical access to applicable State buildings to attend/conduct any on-site meetings. Contractor can also host meetings at its Okemos office.

LARA-HFES

- Read-only access to both the database and application in Production to assist with bug triage.
- Read/write access for the database and application to all the lower environments (Dev, UAT, Pre-Prod, etc.) to assist the development process.
- Access to all reporting tools needed for HFES.
- Limited VPN access and tokens to any State-hosted integration endpoints needed to develop, test, and maintain HFES.
- Physical access to applicable State buildings to attend/conduct any on-site meetings. Contractor can also host meetings at its Okemos office.

LARA-FMS

- Read-only access to both the database and application in Production to assist with bug triage.
- Read/write access for the database and application to all the lower environments (Dev, UAT, Pre-Prod, etc.) to assist the development process.
- Access to all reporting tools needed for FMS.
- Limited VPN access and tokens to any State-hosted integration endpoints needed to develop, test, and maintain FMS.

- Physical access to applicable State buildings to attend/conduct any on-site meetings. Contractor can also host meetings at its Okemos office.

DNR-FirePC

- Read-only access to both the database and application in Production to assist with bug triage, as needed and approved by DTMB.
- Read/write access for the database and application to all the lower environments (Dev, UAT, Pre-Prod, etc.) to assist the development process.
- Access to all reporting tools needed for FirePC.
- Limited VPN access and tokens to any State-hosted integration endpoints needed to develop, test, and maintain FirePC.
- Physical access to applicable State buildings to attend/conduct any on-site meetings. Contractor can also host meetings at its Okemos office.

9. SOFTWARE

Contractor must provide a list of any third-party components, and open-source component included with or used in connection with the Deliverables defined within this Contract. This information must be provided to the State on a quarterly basis and/or if a new third party or open-source component is used in the performance of this Contract.

Look and Feel Standards

Deliverables provided by Contractor must adhere to the State of Michigan Application/Site standards which can be found at <https://www.michigan.gov/standards>.

Mobile Responsiveness

As applicable, all Deliverables must utilize responsive design practices to ensure the application is accessible via a mobile device.

Any Mobile Responsiveness work will be an enhancement and require a Change Notice

SOM IT Environment Access

Contractor must access State environments using one or more of the following methods:

- State provided VDI (Virtual Desktop Infrastructure) where compliant.
- VPN to the SOM's resources.
- State provided and managed workstation device.
- Contractor owned and managed workstation maintained to all State policies and standards.

- Contractor required interface with State systems which must be maintained in compliance with State policies and standards as set forth in **Schedule E – Data Security Requirements**.
- From locations within the United States and its territories.

Below is the Contractor’s identified third-party components, including open source components that may be incorporated into any Deliverable provided pursuant to this Contract.

Package	License	Reason
Crystal Reports	SAP V13.0.3500.0	Reporting Software
Elmah	Apache V2	Error Logging and Handlers
EntityFramework V6	Apache V2	Entity Framework is Microsoft's recommended data access technology for new applications.
fluentvalidation	Apache V2	Webservice validation library
FileNet	State provided	Content management system for storing unstructured data.
ITextSharp	AGPLv3 Proprietary	PDF processing
jQuery	MIT	jQuery is a fast and concise JavaScript Library that simplifies HTML document traversing, event handling, animating, and Ajax interactions for rapid web development.
log4net	Apache	Logging agent
.NET Version 4.51	Apache V2	Web application framework, used for serving web application files and building a REST API.
SimpleInjector	MIT	Inversion of Control .net
Newtonsoft.Json	MIT	High-performance JSON library.
normalize.css	MIT	Normalize.css is a customizable CSS file that makes browsers render all

Package	License	Reason
		elements more consistently and in line with modern standards.
Oracle.ManagedDataAccess Oracle.Web Oracle.ManagedDataAccess.EntityFramework	Oracle v19c	Client communication to Oracle database
Rxjs	Apache V2	Observable library for JS.
PdfSharp	MIT License	.net pdf processing
Power BI	State provided	Analytics and reporting tools to generate and embed analytics dashboards, as well as to generate reports.
Renci.Sshnet	MIT	SSH library
Select2.js	MIT	JQuery-based replacement for select boxes. It supports searching, remote data sets, and infinite scrolling of results.

10. RESERVED

11. MIGRATION

Data migration may be required:

1. Potential migration of data as defined in approved change notices to support enhancements.

12. KNOWLEDGE TRANSFER

At no cost to the State, the State retains the right to augment, assume, or reassign selected functions and job responsibilities for all tasks and activities as outlined in this Contract to State classified positions or other contracted staff. Under this task, the Contractor will complete all activities necessary to support and affect a knowledge transfer from contract staff to identified staff:

- On-the-job training via job shadowing and mentoring
- Skills transfer
- Review & update System documentation

Clearly defined roles and responsibilities will be established at the start of any engagement type.

Contractor to provide up to 480 hours of (3 months / 2 resources / 20 hours per week) shared between Transition and Knowledge Transfer services over the duration of the

Contract. Any amount over 480 hours is not covered under the agreement and will require a change notice.

13. TRAINING SERVICES

The Contractor must provide administrative, end-user, and support personnel training for implementation, go-live support and transition for any in-scope application as part of the maintenance and support activities. As agreed to in Contract Change Notices, additional training services may be provided in support of enhancements.

- a. Contractor must identify, develop, and maintain training materials applicable to the services provided under this Contract.
- b. Contractor must provide training and training materials related to the use of any provided tools for the maintenance and support of Contract services used by the State.
- c. All training material, to include course outline/agenda for instructor-led training or knowledge transition, must be approved by the State prior to use.
- d. All instructor-led training must be recorded by the Contractor and made available to the State for viewing at the State's discretion.
- e. Contractor must provide training needed due to upgrades and new versions to the applications that affect end-user functionality
Administrative and support personnel training must include content to enable application administrators and support personnel to be self-sufficient in their duties to support the normal operations and administration of the application.
- f. Any new enhancement work would create or update the training materials at the time of development.
- g. Contractor to provide up to 80 hours of Training Services per contract year. Any Training Services work over 80 hours is not covered under the agreement and will require a Change Notice.

14. TRANSITION RESPONSIBILITIES

The uninterrupted use, maintenance and support of the in-scope applications is key to the State. Contractor must successfully complete transition of current maintenance and support from one or more support teams to their team without interruption in service or missed deadlines for active release schedules. Contractor must also successfully complete transition of its maintenance and support services as defined in this Contract to an alternate team at completion of contract services. Transition will occur at the State's request following a mutually agreed to timeline with a decrease in support from the Contractor over the transition period to offset the increase support by DTMB. The full transition plan will be created in a partnership with the Contractor and a Change Notice will be added to the contract to document the transition plan.

- a. Contractor must develop and maintain transition documentation. Content must be current with active contract services and related support tools.
- b. Transition documentation must be accepted by the State.
- c. Contractor must obtain State acceptance of a transition-in plan within 14 calendar days of Contract execution.
- d. Contractor must complete transition as required in the time set forth by the State.
- e. Contractor must develop all training and reference materials to support transition activities.
- f. Contract must provide Jira Ticket Export for all issues/task/enhancements for each system identified.
- g. Contractor must provide the Code Base for each system identified.
- h. Contractor must provide all available documentation and materials completed as part of the maintenance/project activities for each system identified.
- i. Contractor to provide up to 480 hours of (3 months / 2 resources / 20 hours per week) shared between Transition and Knowledge Transfer services over the duration of the contract. Any amount over 480 hours is not covered under the agreement and will require a change notice.

Activities outside of the above will require a Change Notice.

Refer to Schedule G for Transition-out Plan

15. RESERVED

16. CONTRACTOR PERSONNEL

Contractor Contract Administrator. Contractor resource who is responsible to(a) administer the terms of this Contract, and (b) approve and execute any Change Notices under this Contract.

Contractor	
Name	Justin Shaulis
Address	2164 University Park Drive Okemos, MI 48864
Phone	517-803-3217
Email	j.shaulis@kunzleigh.com

17. CONTRACTOR KEY PERSONNEL

If Contractor’s Key Personnel are not available for a period of time (i.e., vacation, sick leave, etc.), Contractor must provide additional personnel to cover Key Personnel responsibilities in their absence.

The State reserves the right to add additional Key Personnel at the State’s discretion.

Contractor Business Analyst Lead. Contractor resource who is responsible for leading initiatives to elicit and/or evaluate requirements, conduct analysis to understand business impacts and identify alternatives to meet business needs, provide input into system testing, and serve as a liaison between the business and technical teams.

Contractor
Name Elizabeth Robinson
Address 2164 University Park Drive Okemos, MI 48864
Phone 248-559-7910
Email b.robinson@kunzleigh.com

Contractor Developer Lead(s). Contractor resource(s) with subject matter expertise specific to the development architectures in use for the in-scope applications. Responsible for providing direction and best practices for all development related activities. Contractor may identify more than one lead to ensure all architectures for the in-scope application is represented.

Contractor
Name John Stiles
Address 2164 University Park Drive Okemos, MI 48864
Phone 248-559-7910
Email j.stiles@kunzleigh.com

Contractor Project Manager. Contractor resource who is responsible to serve as the primary contact with regard to services who will have the authority to act on behalf of the Contractor in matters pertaining to the Services, matters pertaining to the receipt and processing of Support Requests and the Support Services.

Contractor
Name Tom Trenkamp
Address 2164 University Park Drive Okemos, MI 48864
Phone 248-559-7910
Email t.trenkamp@kunzleigh.com

Contractor Security Specialist. Contractor resource who is responsible to provide guidance to related services to maintain compliance with applicable State PSPs and to respond to State requests related to security for the services provided under this Contract.

Contractor
Name Jason Kusnier Address 2164 University Park Drive Okemos, MI 48864 Phone 248-559-7910 Email j.kusnier@kunzleigh.com

Contractor Solutions Architect. Contractor resource with subject matter expertise specific to the development architectures in use for the in-scope applications. Responsible for providing direction and best practices for all development related activities. Contractor may identify more than one lead to ensure all architectures for the in-scope applications are represented.

Contractor
Name Johnathan Stiles Address 2164 University Park Drive Okemos, MI, 48864 Phone 248-559-7910 Email j.stiles@kunzleigh.com

18. CONTRACTOR PERSONNEL REQUIREMENTS

State Resource Access.

Contractor must provide requested information required for the review and approval of Contractor personnel access to State resources required to deliver Contract services. In the event there are changes to Contractor personnel project or work assignments, or the personnel is no longer employed by the Contractor, the Contractor must notify the DTMB Program Manager no later than 24 hours after the change has occurred. The Contractor must also maintain a roster of all Contractor personnel providing contract services and provide to the State when requested.

Background Checks.

Contractor must present certifications evidencing satisfactory Michigan State Police Background checks, ICHAT, and drug tests for all staff identified for assignment to this project.

In addition, proposed Contractor personnel will be required to complete and submit an RI-8 Fingerprint Card for the National Crime Information Center (NCIC) Finger Prints, if required by project.

Contractor will pay for all costs associated with ensuring their staff meets all requirements.

Offshore Resources.

All services provided under this Contract must be done within the United States and its territories.

Disclosure of Subcontractors. If the Contractor intends to utilize subcontractors, the Contractor must disclose the following:

- The legal business name; address; telephone number; a description of subcontractor’s organization and the services it will provide; and information concerning subcontractor’s ability to provide the Contract Activities.
- The relationship of the subcontractor to the Contractor.
- Whether the Contractor has a previous working experience with the subcontractor. If yes, provide details of that previous relationship.
- A complete description of the Contract Activities that will be performed or provided by the subcontractor.

Contractor must provide detailed information as requested in the above requirement(s).	
The legal business name, address, telephone number of the subcontractor(s).	
A description of subcontractor’s organization and the services it will provide and information concerning subcontractor’s ability to provide the Contract Activities.	
The relationship of the subcontractor to the Contractor.	
Whether the Contractor has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship.	

Contractor must provide detailed information as requested in the above requirement(s).	
A complete description of the Contract Activities that will be performed or provided by the subcontractor.	
Will subcontractor require access to or a copy of State Data? Please specify.	
Of the total bid, the price of the subcontractor's work.	

18. STATE RESOURCES/RESPONSIBILITIES

The State will provide the following resources as part of the implementation and ongoing support of Software.

State Contract Administrator. The State Contract Administrator is the individual appointed by the State to (a) administer the terms of this Contract, and (b) approve and execute any Change Notices under this Contract.

State Contract Administrator
Shannon Romein 517-898-8102 Romeins@michigan.gov

Program Managers. The State will identify a DTMB and Agency Program Manager for each of the represented Agencies. The DTMB and Agency Program Manager (or their designee) will jointly approve all Deliverables and day to day activities for work provided for that Agency.

DNR

DTMB Program Manager
Laura Brancheau 517-335-1334 brancheaul@michigan.gov

Agency Program Manager
Erik Eklund 517-242-8194 eklunde@michigan.gov

EGLE

DTMB Program Manager	Agency Program Manager
Laura Brancheau 517-335-1334 brancheaul@michigan.gov	Paul McDonald 517-284-5003 mcdonaldp@michigan.gov

LARA

DTMB Program Manager	Agency Program Manager
Stuart Willard 517-526-5410 willards@michigan.gov	Heather Hosey 517-896-0520 hoseyh@michigan.gov

MCSC

DTMB Program Manager	Agency Program Manager
Kemal Tekinel 517-242-4287 tekinelk@michigan.gov	Amy Pung 517-275-0772 punga@michigan.gov

MDARD

DTMB Program Manager	Agency Program Manager
Laura Brancheau 517-335-1334 brancheaul@michigan.gov	Sylvia Renteria 517-599-3605 renterias@michigan.gov

MDOT

DTMB Program Manager	Agency Program Manager
Linda Meyer 517-243-4626 meyerl2@michigan.gov	Andrea Mowry 517-331-8031 mowrya@michigan.gov

19.MEETINGS

At start of the engagement, the Contractor Project Manager must facilitate a project kick off meeting with the support from the State’s Project Manager and the identified State resources to review the approach to accomplishing the project, schedule tasks and identify related timing, and identify any risks or issues related to the planned approach. From project kick-off until final acceptance and go-live, Contractor Project Manager must facilitate weekly meetings (or more if determined necessary by the parties) to provide

updates on implementation progress. Following go-live, Contractor must facilitate monthly meetings (or more or less if determined necessary by the parties) to ensure ongoing support success.

The Contractor must attend the following meetings, at a location and time as identified by the state, at no additional cost to the State:

- SUITE communication meetings (identified within the SUITE process)

The State reserves the right to request other meetings as it deems appropriate.

20.PROJECT CONTROL & REPORTS

Once the Project Kick-Off meeting has occurred, the Contractor Project Manager will monitor project implementation progress and report on a weekly basis to the State's Project Manager the following:

- Progress to complete milestones, comparing forecasted completion dates to planned and actual completion dates
- Accomplishments during the reporting period, what was worked on and what was completed during the current reporting period
- Indicate the number of hours expended during the past week, and the cumulative total to date for the project. Also, state whether the remaining hours are sufficient to complete the project
- Tasks planned for the next reporting period
- Identify any existing issues which are impacting the project and the steps being taken to address those issues
- Identify any new risks and describe progress in mitigating high impact/high probability risks previously identified
- Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

21.PROJECT MANAGEMENT

The Contractor Project Manager will be responsible for maintaining a project schedule (or approved alternative) identifying tasks, durations, forecasted dates and resources – both Contractor and State - required to meet the timeframes as agreed to by both parties.

Changes to scope, schedule or cost must be addressed through a formal change request process with the State and the Contractor to ensure understanding, agreement and approval of authorized parties to the change and clearly identify the impact to the overall project.

SUITE Documentation

In managing its obligation to meet the above milestones and deliverables, the Contractor is required to utilize the applicable [State Unified Information Technology Environment \(SUITE\)](#) methodologies, or an equivalent methodology proposed by the Contractor.

SUITE's primary goal is the delivery of on-time, on-budget, quality systems that meet customer expectations. SUITE is based on industry best practices, including those identified in the Project Management Institute's PMBoK and the Capability Maturity Model Integration for Development. It was designed and implemented to standardize methodologies, processes, procedures, training, and tools for project management and systems development lifecycle management. It offers guidance for efficient, effective improvement across multiple process disciplines in the organization, improvements to best practices incorporated from earlier models, and a common, integrated vision of improvement for all project and system related elements.

While applying the SUITE framework through its methodologies is required, SUITE was not designed to add layers of complexity to project execution. There should be no additional costs from the Contractor, since it is expected that they are already following industry best practices which are at least similar to those that form SUITE's foundation.

SUITE's companion templates are used to document project progress or deliverables. In some cases, Contractors may have in place their own set of templates for similar use. Because SUITE can be tailored to fit specific projects, project teams and State project managers may decide to use the Contractor's provided templates, as long as they demonstrate fulfillment of the SUITE methodologies.

22.INVOICE AND PAYMENT

22.1 Invoice Requirements

All invoices submitted to the State must include: (a) date; (b) delivery order number; (c) Master Agreement number; (d) itemized description of the Deliverables; (e) itemized unit price; (f) vendor-generated invoice number and (g) total price for invoice. Overtime, holiday pay, and travel expenses will not be paid. The State may require Contractor to follow separate invoicing requirements for annual and monthly invoicing.

Invoices must be sent to the DTMB Program Manager or designee and the DTMB Accounts Payable email address at DTMB-Accounts-Payable@michigan.gov

22.2 Payment Methods

The State will make payment for Deliverables via Electric Funds Transfer.

23.HOLDBACK

The State shall have the right to hold back an amount equal to 5% of all amounts invoiced by Contractor for specified Deliverables for future enhancements. The amounts held back shall be released to Contractor after the State has Accepted the Deliverables.

24.ADDITIONAL INFORMATION

The State reserves the right to purchase any additional services from the Contractor during the duration of the Contract that are within the Contract scope.

Upon deliverable completion for application or interfaces releases, Contractor will provide the State with the source code.

SCHEDULE B - PRICING

Price must include all cost for maintenance and support for the Software.

1. Support Service Fees. The Contractor must identify any annual cost for ongoing support. (the “**Support Service Fees**”) to meet the requirements of **Schedule D to the Contract Terms - Service Level Agreement**. Separate Support Service fees must be documented below.

Contractor to complete pricing table below to include the annual rate for each line-item with accurate sub-total and total amounts as indicated.

Annual Costs					
Support Services Maintenance/Interface Support (includes Technical Support; Help Desk; Knowledge Transfer; Training; Documentation	1/1/24 - 12/31/24	1/1/25 – 12/31/25	1/1/26 - 12/31/26	1/1/27 - 12/31/27	1/1/28 - 12/31/28
MiCARS					
Base MiCARS (shared)	\$500,000.00	\$515,000.00	\$530,450.00	\$546,363.50	\$562,754.41
MDOT - DataStage/SIGMA - CEPAS	\$23,621.52	\$24,330.17	\$25,060.08	\$25,811.88	\$26,586.24
EGL - Wellogic - MiWaters - Promium Element - MIEHDWIS - SmileToolkit	\$68,513.93	\$70,569.35	\$72,686.43	\$74,867.02	\$77,113.03
MDARD - LPS	\$16,535.06	\$17,031.11	\$17,542.04	\$18,068.30	\$18,610.35
DNR - LOTS - CRS - MICO - VMS - FirePC	\$54,329.49	\$55,959.37	\$57,638.15	\$59,367.29	\$61,148.31

Non-MiCARS					
Non-MiCARS MCSC CSAA	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Non-MiCARS LARA HFES	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Non-MiCARS LARA FMS	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Non-MiCARS DNR FirePC	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
Total:	\$743,000.00	\$765,290.00	\$788,248.70	\$811,896.15	\$836,253.06

Grand Total: \$3,944,687.91

Note: Should an agency discontinue usage of an application or an interface, the State’s payable amount for Maintenance/Interface Support shall be prorated at 1/365th of the annual charges.

The contract pricing for Support Fees is based on a firm fixed fee.

Prices quoted will be firm for the entire length of the Contract. For any options to renew prices may not be increased by more than the previous year’s Consumer Price Index (CPI) as calculated by U.S Bureau of Labor Statistics or 3%, whichever is lower.

2. Postproduction Warranty. Unless otherwise specified in applicable Statement of Work, the Contractor must provide a 120 calendar days postproduction warranty at no cost to the State for all Deliverables. The postproduction warranty will meet all requirements of the Contract, including all Support Services identified in Schedule D.

3. Rate Card for Ancillary Professional Services.

Price must include a fixed-price hourly-rate rate card for ancillary professional services (e.g. future enhancement configuration services, training services related to enhancements of applications and interfaces under the scope of the contract, development of training if necessary) broken down by role (e.g. Software design architect, Trainer).

	Hourly Rate					
Resource	1/1/24 - 12/31/24	1/1/25 – 12/31/25	1/1/26 - 12/31/26	1/1/27 - 12/31/27	1/1/28 - 12/31/28	

Agile Team Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Business Analyst	\$149.35	\$153.83	\$158.45	\$163.20	\$168.09	
Business Analyst Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Consultant	\$231.75	\$238.70	\$245.86	\$253.24	\$260.84	
Contract Administrator	\$175.10	\$180.35	\$185.76	\$191.34	\$197.08	
Data Architect	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Data Migration / Conversion Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Database Administrator/Developer	\$154.50	\$159.14	\$163.91	\$168.83	\$173.89	
Developer/Programmer	\$149.35	\$153.83	\$158.45	\$163.20	\$168.09	
Functional Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
GIS Specialist	\$206.00	\$212.18	\$218.55	\$225.10	\$231.85	
Help Desk Technician	\$97.85	\$100.79	\$103.81	\$106.92	\$110.13	
Integration / Interface Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Network Engineer	\$175.10	\$180.35	\$185.76	\$191.34	\$197.08	
Organizational Change Management	\$231.75	\$238.70	\$245.86	\$253.24	\$260.84	
Organizational Change Management Lead	\$309.00	\$318.27	\$327.82	\$337.65	\$347.78	
Production Support Engineer	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Program Manager	\$257.50	\$265.23	\$273.18	\$281.38	\$289.82	
Project Director / Partner	\$412.00	\$424.36	\$437.09	\$450.20	\$463.71	
Project Manager	\$200.85	\$206.88	\$213.08	\$219.47	\$226.06	

QA Test Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
QA Tester	\$133.90	\$137.92	\$142.05	\$146.32	\$150.71	
Scrum Master	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Security Officer / Lead	\$206.00	\$212.18	\$218.55	\$225.10	\$231.85	
Service Manager	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Solution Architect	\$231.75	\$238.70	\$245.86	\$253.24	\$260.84	
Sr. Consultant	\$309.00	\$318.27	\$327.82	\$337.65	\$347.78	
Subject Matter Expert	\$206.00	\$212.18	\$218.55	\$225.10	\$231.85	
Technical Architect	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Technical Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
Technical Writer	\$128.75	\$132.61	\$136.59	\$140.69	\$144.91	
Trainer	\$133.90	\$137.92	\$142.05	\$146.32	\$150.71	
Training Lead	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87	
UI/UX Specialist	\$206.00	\$212.18	\$218.55	\$225.10	\$231.85	

4. Additional Pricing Terms

The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution.

If Contractor reduces its prices, or offers a lower price to any other entity, private or public, for any of the software or services during the term of this Contract, the State shall have the immediate benefit of such lower prices for new purchases. Contractor must send notice to the State's Contract Administrator with the reduced prices within fifteen (15) Business Days of the reduction taking effect.

Travel and Expenses

The State does not pay for overtime or travel expenses.

SCHEDULE C - INSURANCE REQUIREMENTS

Contract No. 240000000206

Maintenance & Support of MiCaRS and Related Interfaces as well as Non-MiCaRS Stand-alone Applications and Related Interfaces

- 1. General Requirements.** Contractor, at its sole expense, must maintain the insurance coverage as specified herein for the duration of the Term. Minimum limits may be satisfied by any combination of primary liability, umbrella or excess liability, and self-insurance coverage. To the extent damages are covered by any required insurance, Contractor waives all rights against the State for such damages. Failure to maintain required insurance does not limit this waiver.
- 2. Qualification of Insurers.** Except for self-insured coverage, all policies must be written by an insurer with an A.M. Best rating of A- VII or higher unless otherwise approved by DTMB Enterprise Risk Management.
- 3. Primary and Non-Contributory Coverage.** All policies for which the State of Michigan is required to be named as an additional insured must be on a primary and non-contributory basis.
- 4. Claims-Made Coverage.** If any required policies provide claims-made coverage, Contractor must:
 - a. Maintain coverage and provide evidence of coverage for at least 3 years after the later of the expiration or termination of the Contract or the completion of all its duties under the Contract;
 - b. Purchase extended reporting coverage for a minimum of 3 years after completion of work if coverage is cancelled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Effective Date of this Contract.
- 5. Proof of Insurance.**
 - a. Insurance certificates showing evidence of coverage as required herein must be submitted to DTMB-RiskManagement@michigan.gov within 10 days of the contract execution date.
 - b. Renewal insurance certificates must be provided on annual basis or as otherwise commensurate with the effective dates of coverage for any insurance required herein.

- c. Insurance certificates must be in the form of a standard ACORD Insurance Certificate unless otherwise approved by DTMB Enterprise Risk Management.
- d. All insurance certificates must clearly identify the Contract Number (e.g., notated under the Description of Operations on an ACORD form).
- e. The State may require additional proofs of insurance or solvency, including but not limited to policy declarations, policy endorsements, policy schedules, self-insured certification/authorization, and balance sheets.
- f. In the event any required coverage is cancelled or not renewed, Contractor must provide written notice to DTMB Enterprise Risk Management no later than 5 business days following such cancellation or nonrenewal.

6. Subcontractors. Contractor is responsible for ensuring its subcontractors carry and maintain insurance coverage.

7. Limits of Coverage & Specific Endorsements.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimum Limits: \$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 Products/Completed Operations \$2,000,000 General Aggregate	Contractor must have their policy endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19.
Automobile Liability Insurance	
If a motor vehicle is used in relation to the Contractor's performance, the Contractor must have vehicle liability insurance on the motor vehicle for bodily injury and property damage as required by law.	
Workers' Compensation Insurance	
Minimum Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.

Required Limits	Additional Requirements
Employers Liability Insurance	
Minimum Limits: \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
Privacy and Security Liability (Cyber Liability) Insurance	
Minimum Limits: \$1,000,000 Each Occurrence \$1,000,000 Annual Aggregate	Contractor must have their policy cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.

8. Non-Waiver. This Schedule C is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract, including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State.

SCHEDULE D – SERVICE LEVEL AGREEMENT

The parties agree as follows:

1. Definitions. For purposes of this Schedule, the following terms have the meanings set forth below. All initial capitalized terms in this Schedule that are not defined in this Schedule shall have the respective meanings given to them in the Contract Terms and Conditions.

“**Contact List**” means a current list of Contractor contacts and telephone numbers set forth in the attached **Schedule D – Attachment 1** to this Schedule to enable the State to escalate its Support Requests, including: (a) the first person to contact; and (b) the persons in successively more qualified or experienced positions to provide the support sought.

“**Critical Service Error**” has the meaning set forth in the Service Level Table.

“**Enhancement**” has the meaning set forth in the Service Level Table.

“**Error**” means, generally, any failure or error referred to in the Service Level Table.

“**First Line Support**” means the identification, diagnosis and correction of Errors by the State.

“**High Service Error**” has the meaning set forth in the Service Level Table.

“**Low Service Error**” has the meaning set forth in the Service Level Table.

“**Maintenance**” has the meaning set forth in the Service Level Table.

“**Medium Service Error**” has the meaning set forth in the Service Level Table.

“**Resolve**” and the correlative terms, “**Resolved**”, “**Resolving**” and “**Resolution**” each have the meaning set forth in **Section 2.4**

“**Service Credit**” has the meaning set forth in **Section 3.1**

“**Second Line Support**” means the identification, diagnosis and correction of Errors by the provision of (a) telephone and email assistance by a qualified individual on the

Contact List and remote application support, or (b) on-site technical support at the State's premises by a qualified individual on the Contact List.

“Service Levels” means the defined Error and corresponding required service level responses, response times, Resolutions and Resolution times referred to in the Service Level Table.

“Service Level Table” means the table set out in **Section 2.4**

“State Cause” means any of the following causes of an Error: (a) a State server hardware problem; (b) a desktop/laptop hardware problem; or (c) a State network communication problem.

“State Systems” means the State's information technology infrastructure, including the State's computers, software, databases, electronic systems (including database management systems) and networks.

“Support Hours” means 7:00 a.m. to 5:00 p.m. Eastern Time on all State business days. Web/app portal and email submission must be available 24x7x365.

“Support Period” means the period of time beginning 90 days after the date the Software has entered full production mode and ending on the date the Contract expires or is terminated.

“Support Request” has the meaning set forth in **Section 2.2**.

2. Support Services. The State will provide First Line Support prior to making a Service Request for Second Line Support. Contractor shall perform all Second Line Support and other Support Services during the Support Hours throughout the Support Period in accordance with the terms and conditions of this Schedule and the Contract, including the Service Levels and other Contractor obligations set forth in this **Section 2**.

2.1 Support Service Responsibilities. Contractor shall:

- (a) provide unlimited telephone support during all Support Hours;
- (b) respond to and Resolve all Support Requests in accordance with the Service Levels;
- (c) provide unlimited remote Second Line Support to the State during all Support Hours;

(d) provide on-premise Second Line Support to the State if remote Second Line Support will not Resolve the Error; and

(e) provide to the State all such other services as may be necessary or useful to correct an Error or otherwise fulfill the Service Level requirements, including defect repair, programming corrections and remedial programming.

2.2 Support Requests. Once the State has determined that an Error is not the result of a **State Cause**, the State may request Support Services by way of a Support Request. The State shall classify its requests for Error corrections in accordance with the support request classification and definitions of the Service Level Table set forth in **Section 2.4** (each a "**Support Request**"). The State shall notify Contractor of each Support Request by e-mail or telephone. The State shall include in each Support Request a description of the reported Error and the time the State first observed the Error.

2.3 State Obligations. The State shall provide the Contractor with each of the following to the extent reasonably necessary to assist Contractor to reproduce operating conditions similar to those present when the State detected the relevant Error and to respond to and Resolve the relevant Support Request:

- (i) if not prohibited by the State's security policies, remote access to the State Systems, and if prohibited, direct access at the State's premises;
- (ii) output and other data, documents and information, each of which is deemed the State's Confidential Information as defined in the Contract; and
- (iii) such other reasonable cooperation and assistance as Contractor may request.

2.4 Service Level Table. Response and Resolution times will be measured from the time Contractor receives a Support Request until the respective times Contractor has (a) responded to that Support Request, in the case of response time and (b) Resolved that Support Request, in the case of Resolution time. "**Resolve**", "**Resolved**", "**Resolution**" and correlative capitalized terms mean, with respect to any particular Support Request, that Contractor has corrected the Error that prompted that Support Request and that the State has confirmed such correction and its acceptance of it in writing. Contractor shall respond to and Resolve all Support Requests within the following times based on the State's designation of the severity of the associated Error, or type of Maintenance, subject to the parties' written agreement to revise such designation after Contractor's investigation of the reported Error and consultation with the State:

Support Request Classification	Definition	Service Level Metric (Required Response Time)	Service Level Metric (Required Resolution Time)
<p>Critical Service Error</p>	<p>(a) Issue affecting entire Software system or single critical production function;</p> <p>(b) Software down or operating in materially degraded state;</p> <p>(c) Data integrity at risk;</p> <p>(d) Material financial impact;</p> <p>(e) Widespread access interruptions: or</p> <p>(f) Classified by the state as a Critical Service Error</p>	<p>Contractor shall acknowledge receipt of a Support Request within thirty (30) minutes.</p>	<p>Contractor shall Resolve the Support Request as soon as practicable and no later than four (4) hours after Contractor's receipt of the Support Request.</p> <p>If the Contractor Resolves the Support Request by way of a work-around accepted in writing by the State, the support classification assessment will be reduced to a High Service Error.</p>

Support Request Classification	Definition	Service Level Metric (Required Response Time)	Service Level Metric (Required Resolution Time)
<p>High Service Error</p>	<p>(a) A Critical Service Error for which the State has received, within the Resolution time for Critical Service Errors, a work-around that the State has accepted in writing; or</p> <p>(b) Primary component failure that materially impairs Software's performance;</p> <p>(c) Data entry or access is materially impaired on a limited basis; or</p> <p>(d) performance issues of severe nature impacting critical processes</p>	<p>Contractor shall acknowledge receipt of a Support Request or, where applicable, the State's written acceptance of a Critical Service Error work-around, within one (1) hour.</p>	<p>Contractor shall Resolve the Support Request as soon as practicable and no later than two (2) Business Days after Contractor's receipt of the Support Request or, where applicable, the State's written acceptance of a Critical Service Error work-around.</p>

Support Request Classification	Definition	Service Level Metric (Required Response Time)	Service Level Metric (Required Resolution Time)
Medium Service Error	<p>An isolated or minor Error in the Software that meets any of the following requirements:</p> <p>(a) does not significantly affect Software functionality;</p> <p>(b) can or does impair or disable only certain non-essential Software functions; or</p> <p>(c) does not materially affect the State's use of the Software</p>	Contractor shall acknowledge receipt of the Support Request within two (2) Business Days.	Contractor shall Resolve the Support Request as soon as practicable and no later than ten (10) Business Days after Contractor's receipt of the Support Request.
Low Service Error	Request for assistance, information, or services that are routine in nature.	Contractor shall acknowledge receipt of the Support Request within five (5) Business Days.	N/A

2.5 Escalation. If Contractor does not respond to a Support Request within the relevant Service Level response time, the State may escalate the Support Request to the Contractor Project Manager and State Program Managers, or their designees, and then to the parties' respective Contract Administrators.

2.6 Time Extensions. The State may, on a case-by-case basis, agree in writing to a reasonable extension of the Service Level response or Resolution times.

2.7 Contractor Updates. Contractor shall give the State monthly electronic or other written reports and updates of:

- (a) the nature and status of its efforts to correct any Error, including a description of the Error and the time of Contractor's response and Resolution;
- (b) its Service Level performance, including Service Level response and Resolution times;
- (c) the Service Credits to which the State has become entitled; and
- (d) the reports to be provided to the State no later than the fifth business day following the prior month reporting period.

3. Service Credits.

3.1 Service Credit Amounts. If the Contractor fails to respond to a Support Request within the applicable Service Level response time or to Resolve a Support Request within the applicable Service Level Resolution time, the State will be entitled to the corresponding service credits specified in the table below ("**Service Credits**"), provided that the relevant Error did not result from a State Cause.

Support Request Classification	Service Level Credits (For Failure to Respond to any Support Request Within the Corresponding Response Time)	Service Level Credits (For Failure to Resolve any Support Request Within the Corresponding Required Resolution Time)
Critical Service Error	An amount equal to 5% of the then current monthly Support Fee for each hour by which Contractor's response	An amount equal to 5% of the then current monthly Support Fee for each hour by which Contractor's Resolution of the Support Request exceeds the required Resolution time.

Support Request Classification	Service Level Credits (For Failure to Respond to any Support Request Within the Corresponding Response Time)	Service Level Credits (For Failure to Resolve any Support Request Within the Corresponding Required Resolution Time)
	exceeds the required Response time.	
High Service Error	An amount equal to 3% of the then current monthly Support Fee for each Business Day, and a pro-rated share of such percentage for each part of a Business Day, by which Contractor's response exceeds the required Response time.	An amount equal to 3% of the then current monthly Support Fee for each Business Day, and a pro-rated share of such percentage for each part of a Business Day, by which Contractor's Resolution of the Support Request exceeds the required Resolution time.

3.2 Compensatory Purpose. The parties intend that the Service Credits constitute compensation to the State, and not a penalty. The parties acknowledge and agree that the State's harm caused by Contractor's delayed delivery of the Support Services would be impossible or very difficult to accurately estimate as of the Effective Date, and that the Service Credits are a reasonable estimate of the anticipated or actual harm that might arise from Contractor's breach of its Service Level obligations.

3.3 Issuance of Service Credits. Contractor shall, for each monthly invoice period, issue to the State, together with Contractor's invoice for such period, a written acknowledgment setting forth all Service Credits to which the State has become entitled during that invoice period. Contractor shall pay the amount of the Service Credit as a debt to the State within fifteen (15) Business Days of issue of the Service Credit acknowledgment, provided that, at the State's option, the State may, at any time prior to Contractor's payment of such debt, deduct the Service Credit from the amount payable by the State to Contractor pursuant to such invoice.

3.4 Additional Remedies for Service Level Failures. Contractor's repeated failure to meet the Service Levels for Resolution of any Critical Service Errors or High Service Errors, or any combination of such Errors, within the applicable Resolution time set out in the Service Level Table will constitute a material breach under the Contract. Without limiting the State's right to receive Service Credits under this **Section 4**, the State may terminate this Schedule for cause in accordance with terms of the Contract.

4. Communications. In addition to the mechanisms for giving notice specified in the Contract, unless expressly specified otherwise in this Schedule or the Contract, the parties may use e-mail for communications on any matter referred to herein.

5. Milestone Service Level Requirements. Contractor will meet all milestones in accordance with the required times and other terms and conditions set forth in **Section 5 (“Milestone Service Level Requirements”)**, and the Contract.

5.1 Foreseen Missed Milestone. If Contractor identifies a milestone will be missed, Contractor will inform the Agency and DTMB Program Managers in writing within 5 business days before the missed milestone.

5.2 Milestone Support Requests. The State will classify its Service Delinquency in accordance with the descriptions set forth in the chart below (each a **“Milestone Support Request”**).

Support Request Classification	Description:
Critical Service Delinquency	<ul style="list-style-type: none"> <li data-bbox="873 936 1325 1050">A milestone is missed by more than 20 business days
High Service Delinquency	<ul style="list-style-type: none"> <li data-bbox="873 1089 1325 1203">A milestone is missed by between 15 and 19 business days
Medium Service Delinquency	<ul style="list-style-type: none"> <li data-bbox="873 1241 1325 1354">A milestone is missed by between 10 and 14 business days
Low Service Delinquency	<ul style="list-style-type: none"> <li data-bbox="873 1394 1325 1507">A milestone is missed by between 5 and 9 business days

5.3 Resolution Time Service Levels. Resolution times will be measured from the end of the initial milestone date to the Resolved date, in the case of Resolution time. **“Resolve”** (including **“Resolved”**, **“Resolution”** and correlative capitalized terms) means that, as to any Service Delinquency, Contractor has completed the milestone and the State has confirmed such completion and its acceptance thereof.

Support Request Classification	Service Level Credits (For Failure to Meet any Milestone Within the Corresponding Required Resolution Time)
Critical Service Delinquency	Twenty-five percent (25%) of the fixed fee for the milestone payment.
High Service Delinquency	Ten percent (10%) of the fixed fee for the milestone payment.
Medium Service Delinquency	Five percent (5%) of the fixed fee for the milestone payment.
Low Service Delinquency	Three percent (3%) of the fixed fee for the milestone payment.

5.4 Scope Changes. Any changes to the scope of work as defined in Schedule A by the State will result in a change order with additional cost and/or timeline impacts. All Service Level Agreements for the Milestones are considered void and must be re-established when/if a new project schedule is established.

5.5 Delays. If the State does not complete any task in the required time as defined in the Project Plan, Timeline and Milestones Section of this contract, all Service Level Agreements for the Milestones are considered void and must be re-established when an updated project schedule is created and agreed upon. If Customer delays result in a timeline extension, a change order will be required to document the change in timeline and may result in additional cost. This section is void if State delay is caused by Contractor.

(a) Testing, Acceptance and Credits. User Acceptance Testing (UAT) of all functionality for the Software and any other required modules will be tested by the State in a timely manner as per the acceptance criteria set forth in this Change Notice. User acceptance testing will adhere to the agreed upon published project schedule. Testing delays caused solely by the Contractor shall result in service credits for the State, as outlined in **Section 5.3**. Further, testing delays directly attributed to the Contractor failing to meet the published standard of promptness for defect resolution necessary for continued user acceptance testing shall result in service credits for the State, as outlined in **Section 5.3**.

5.6 The State and Contractor with mutual agreement can extend the timeline as needed. SLAs will be modified to reflect these extensions.

5.7 Service Level Credits. Failure. Failure to achieve any of the Milestones will constitute a Service Level Failure for which Contractor will issue to the State the corresponding service credits set forth in **Section 5.3 (“Service Level Credits”)** in accordance with payment terms set forth in the Contract.

5.8 **Corrective Action Plan**. If two or more High Service Delinquencies occur in any thirty (30) day period unless as a result of delays caused by the State, the Contractor will promptly investigate the root causes of these Service Delinquencies and provide to the State within five (5) Business Days of its receipt of notice of the second such Support Request an analysis of such root causes and a proposed written corrective action plan for the State’s review, comment and approval, which, subject to and upon the State’s written approval, shall be a part of, and by this reference is incorporated in, the Contract as the parties’ corrective action plan (the **“Corrective Action Plan”**). The Corrective Action Plan must include, at a minimum: (a) Contractor’s commitment to the State to devote the appropriate time, skilled personnel, systems support and equipment and other resources necessary to Resolve and prevent any further occurrences of the Service Errors giving rise to such Support Requests; (b) a strategy for developing any programming, software updates, fixes, patches, etc. necessary to remedy, and prevent any further occurrences of, such Service Errors; and (c) time frames for implementing the Corrective Action Plan. There will be no additional charge for Contractor’s preparation or implementation of the Corrective Action Plan in the time frames and manner set forth therein unless delays are caused by the State.

6. Communications. In addition to the mechanisms for giving notice specified in the Contract, unless expressly specified otherwise in this Schedule or the Contract, the parties may use e-mail for communications on any matter referred to herein.

SCHEDULE D – ATTACHMENT 1 – CONTACT LIST

Escalation Level	Name	Role	Contact Information
First	Jira	Ticket tracking system that automatically alerts applicable personnel	KL&A will continue to provide identified users with Jira accounts.
Second	Elizabeth Robinson	Business Analyst Lead	(248) 867-0615
Third	Tom Trenkamp	Project Manager	(586) 872-8924
Fourth	Justin Shaulis	KL&A Partner & MiCaRS Contract Administrator	(517) 803-3217

SCHEDULE E – DATA SECURITY REQUIREMENTS

1. Definitions. For purposes of this Schedule, the following terms have the meanings set forth below. All initial capitalized terms in this Schedule that are not defined in this Schedule shall have the respective meanings given to them in the Contract.

“**Contractor Security Officer**” has the meaning set forth in **Section 2** of this Schedule.

“**FedRAMP**” means the Federal Risk and Authorization Management Program, which is a federally approved risk management program that provides a standardized approach for assessing and monitoring the security of cloud products and services.

“**FISMA**” means The Federal Information Security Modernization Act of 2014 (Pub.L. No. 113-283 (Dec. 18, 2014.)).

“**Hosting Provider**” means any Permitted Subcontractor that is providing any or all of the Hosted Services under this Contract.

“**NIST**” means the National Institute of Standards and Technology.

“**PCI**” means the Payment Card Industry.

“**PSP**” or “**PSPs**” means the State’s IT Policies, Standards and Procedures.

“**SSAE**” means Statement on Standards for Attestation Engagements.

“**Security Accreditation Process**” has the meaning set forth in **Section 6** of this Schedule

2. Security Officer. Contractor will appoint a Contractor employee to respond to the State’s inquiries regarding the security of the Hosted Services who has sufficient knowledge of the security of the Hosted Services and the authority to act on behalf of Contractor in matters pertaining thereto (“**Contractor Security Officer**”).

3. Contractor Responsibilities. Contractor is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to:

- (a) ensure the security and confidentiality of the State Data;

- (b) protect against any anticipated threats or hazards to the security or integrity of the State Data;
- (c) protect against unauthorized disclosure, access to, or use of the State Data;
- (d) ensure the proper disposal of any State Data in Contractor's or its subcontractor's possession; and
- (e) ensure that all Contractor Representatives comply with the foregoing.

The State has established Information Technology (IT) PSPs to protect IT resources under the authority outlined in the overarching State 1305.00 Enterprise IT Policy. In no case will the safeguards of Contractor's data privacy and information security program be less stringent than the safeguards used by the State, and Contractor must at all times comply with all applicable public and non-public State IT policies and standards, of which the publicly available ones are at https://www.michigan.gov/dtmb/0,5552,7-358-82547_56579_56755---,00.html.

This responsibility also extends to all service providers and subcontractors with access to State Data or an ability to impact the contracted Software. Contractor responsibilities are determined from the PSPs based on the services being provided to the State, the type of IT Software, and the applicable laws and regulations.

4. Acceptable Use Policy. To the extent that Contractor has access to the State's IT environment, Contractor must comply with the State's Acceptable Use Policy, see https://www.michigan.gov/documents/dtmb/1340.00.01_Acceptable_Use_of_Information_Technology_Standard_458958_7.pdf. All Contractor Personnel will be required, in writing, to agree to the State's Acceptable Use Policy before accessing State systems. The State reserves the right to terminate Contractor's and/or subcontractor(s) or any Contractor Personnel's access to State systems if the State determines a violation has occurred.

5. Protection of State's Information. Throughout the Term and at all times in connection with its actual or required performance of the Services, Contractor will:

5.1 If Hosted Services are provided by a Hosting Provider, ensure each Hosting Provider maintains FedRAMP authorization for all Hosted Services environments throughout the Term, and in the event a Hosting Provider is unable to maintain FedRAMP authorization, the State, at its sole discretion, may either a) require the Contractor to move the Software and State Data to an alternative Hosting Provider selected and approved by the State at Contractor's sole cost and expense

without any increase in Fees, or b) immediately terminate this Contract for cause pursuant to **Section 15.1** of the Contract;

5.2 for Hosted Services provided by the Contractor, maintain either a FedRAMP authorization or an annual SSAE 18 SOC 2 Type II audit based on State required NIST Special Publication 800-53 MOD Controls using identified controls and minimum values as established in applicable State PSPs.

5.3 ensure that the Software and State Data is securely stored, hosted, supported, administered, accessed, and backed up in the continental United States, and the data center(s) in which the data resides minimally meet Uptime Institute Tier 3 standards (www.uptimeinstitute.com), or its equivalent;

5.4 maintain and enforce an information security program including safety and physical and technical security policies and procedures with respect to its Processing of the State Data that complies with the requirements of the State's data security policies as set forth in this Contract, and must, at a minimum, remain compliant with FISMA and NIST Special Publication 800-53 MOD Controls using identified controls and minimum values as established in applicable State PSPs;

5.5 provide technical and organizational safeguards against accidental, unlawful or unauthorized access to or use, destruction, loss, alteration, disclosure, encryption, transfer, commingling or processing of such information that ensure a level of security appropriate to the risks presented by the processing of State Data and the nature of such State Data, consistent with best industry practice and applicable standards (including, but not limited to, compliance with FISMA, NIST, CMS, IRS, FBI, SSA, HIPAA, FERPA and PCI requirements as applicable);

5.6 take all reasonable measures to:

(a) secure and defend all locations, equipment, systems and other materials and facilities employed in connection with the Services against "malicious actors" and others who may seek, without authorization, to destroy, disrupt, damage, encrypt, modify, copy, access or otherwise use Hosted Services or the information found therein; and

(b) prevent (i) the State and its Authorized Users from having access to the data of other customers or such other customer's users of the Services; (ii) State Data from being commingled with or contaminated by the data of other

customers or their users of the Services; and (iii) unauthorized access to any of the State Data;

5.7 ensure that State Data is encrypted in transit and at rest using FIPS validated AES encryption modules and a key size of 128 bits or higher;

5.8 ensure the Hosted Services support Identity Federation/Single Sign-on (SSO) capabilities using Security Assertion Markup Language (SAML), Open Authentication (OAuth) or comparable State approved mechanisms;

5.9 ensure the Hosted Services implements NIST compliant multi-factor authentication for privileged/administrative and other identified access.

6. Security Accreditation Process. Throughout the Term, Contractor will assist the State, at no additional cost, with its **Security Accreditation Process**, which includes the development, completion and on-going maintenance of a system security plan (SSP) using the State's automated governance, risk and compliance (GRC) platform, which requires Contractor to submit evidence, upon request from the State, in order to validate Contractor's security controls within two weeks of the State's request. On an annual basis, or as otherwise required by the State such as for significant changes, re-assessment of the system's controls will be required to receive and maintain authority to operate (ATO). All identified risks from the SSP will be remediated through a Plan of Action and Milestones (POAM) process with remediation time frames and required evidence based on the risk level of the identified risk. For all findings associated with the Software at no additional cost, Contractor will be required to create or assist with the creation of State approved POAMs, perform related remediation activities, and provide evidence of compliance. The State will make any decisions on acceptable risk, Contractor may request risk acceptance, supported by compensating controls, however only the State may formally accept risk. Failure to comply with this section will be deemed a material breach of the Contract.

7. Unauthorized Access. Contractor may not access, and must not permit any access to, State systems, in whole or in part, whether through the Hosted Services or otherwise, without the State's express prior written authorization. Such authorization may be revoked by the State in writing at any time in its sole discretion. Any access to State systems must be solely in accordance with the Contract and this Schedule, and in no case exceed the scope of the State's authorization pursuant to this Section. All State-authorized connectivity or attempted connectivity to State systems shall be only through the State's security gateways and firewalls and in compliance with the State's

security policies set forth in the Contract as the same may be supplemented or amended by the State and provided to Contractor from time to time.

8. Security Audits.

8.1 During the Term, Contractor will maintain complete and accurate records of its data protection practices, IT security controls, and the security logs relating to State Data, including but not limited to any backup, disaster recovery or other policies, practices or procedures relating to the State Data and any other information relevant to its compliance with this Contract.

8.2 Without limiting any other audit rights of the State, the State has the right to review Contractor's data privacy and information security program prior to the commencement of Services and from time to time during the term of this Contract. The State, at its own expense, is entitled to perform, or to have performed, an on-site audit of Contractor's data privacy and information security program. If the State chooses to perform an on-site audit, Contractor will, make all such records, appropriate personnel and relevant materials available during normal business hours for inspection and audit by the State or an independent data security expert that is reasonably acceptable to Contractor, provided that the State: (i) gives Contractor at least five (5) Business Days prior notice of any such audit; (ii) undertakes such audit no more than once per calendar year, except for good cause shown; and (iii) conducts or causes to be conducted such audit in a manner designed to minimize disruption of Contractor's normal business operations and that complies with the terms and conditions of all data confidentiality, ownership, privacy, security and restricted use provisions of the Contract. The State may, but is not obligated to, perform such security audits, which shall, at the State's option and request, include penetration and security tests, of any and all Hosted Services and their housing facilities and operating environments.

8.3 During the Term, Contractor will, when requested by the State, provide a copy of Contractor's and Hosting Provider's FedRAMP System Security Plan(s) or SOC 2 Type 2 report(s) to the State within two weeks of the State's request. The System Security Plan and SSAE audit reports will be recognized as Contractor's Confidential Information.

8.4 With respect to State Data, Contractor must implement any required safeguards as identified by the State or by any audit of Contractor's data privacy and information security program.

8.5 The State reserves the right, at its sole election, to immediately terminate this Contract or a Statement of Work without limitation and without liability if the State determines that Contractor fails or has failed to meet its obligations under this **Section 8**.

9. Application Scanning. During the Term, Contractor must, at its sole cost and expense, scan all Contractor provided applications, and must analyze, remediate and validate all vulnerabilities identified by the scans as required by the State Secure Web Application and other applicable PSPs.

Contractor's application scanning and remediation must include each of the following types of scans and activities:

9.1 Dynamic Application Security Testing (DAST) – Scanning interactive application for vulnerabilities, analysis, remediation, and validation (may include Interactive Application Security Testing (IAST)).

(a) Contractor must either a) grant the State the right to dynamically scan a deployed version of the Software; or b) in lieu of the State performing the scan, Contractor must dynamically scan a deployed version of the Software using a State approved application scanning tool, and provide the State with a vulnerabilities assessment after Contractor has completed such scan. These scans and assessments i) must be completed and provided to the State quarterly (dates to be provided by the State) and for each major release; and ii) scans must be completed in a non-production environment with verifiable matching source code and supporting infrastructure configurations or the actual production environment.

9.2 Static Application Security Testing (SAST) - Scanning source code for vulnerabilities, analysis, remediation, and validation.

(a) For Contractor provided applications, Contractor, at its sole expense, must provide resources to complete static application source code scanning, including the analysis, remediation and validation of vulnerabilities identified by application source code scans. These scans must be completed for all source code initially, for all updated source code, and for all source code for each major release and Contractor must provide the State with a vulnerability assessment after Contractor has completed the required scans.

9.3 Software Composition Analysis (SCA) – Third Party and/or Open Source Scanning for vulnerabilities, analysis, remediation, and validation.

(a) For Software that includes third party and open source software, all included third party and open source software must be documented and the source supplier must be monitored by the Contractor for notification of identified vulnerabilities and remediation. SCA scans may be included as part of SAST and DAST scanning or employ the use of an SCA tool to meet the scanning requirements. These scans must be completed for all third party and open source software initially, for all updated third party and open source software, and for all third party and open source software in each major release and Contractor must provide the State with a vulnerability assessment after Contractor has completed the required scans if not provided as part of SAST and/or DAST reporting.

9.4 In addition, application scanning and remediation may include the following types of scans and activities if required by regulatory or industry requirements, data classification or otherwise identified by the State.

(a) If provided as part of Software, all native mobile application software must meet these scanning requirements including any interaction with an application programming interface (API).

(b) Penetration Testing – Simulated attack on the application and infrastructure to identify security weaknesses.

10. Infrastructure Scanning.

10.1 For Hosted Services, Contractor must ensure the infrastructure and applications are scanned using an approved scanning tool (Qualys, Tenable, or other PCI Approved Vulnerability Scanning Tool) at least monthly and provide the scan's assessments to the State in a format that is specified by the State and used to track the remediation. Contractor will ensure the remediation of issues identified in the scan according to the remediation time requirements documented in the State's PSPs.

11. Nonexclusive Remedy for Security Breach.

11.1 Any failure of the Services to meet the requirements of this Schedule with respect to the security of any State Data or other Confidential Information of the State, including any related backup, disaster recovery or other policies, practices or procedures, is a material breach of the Contract for which the State, at its option,

may terminate the Contract immediately upon written notice to Contractor without any notice or cure period, and Contractor must promptly reimburse to the State any Fees prepaid by the State prorated to the date of such termination.

SCHEDULE E, ATTACHMENT 1 – PCI COMPLIANCE, CEPAS, AND CJIS, ETC....

1. PCI Compliance.

Contractors that process, transmit store or affect the security of credit/debit cardholder data, must adhere to the PCI Data Security Standard. The Contractor is responsible for the security of cardholder data in its possession. The data may only be used to assist the State or for other uses specifically authorized by law.

The Contractor must notify the State's Contract Administrator (within 48 hours of discovery) of any breaches in security where cardholder data has been compromised. In that event, the Contractor must provide full cooperation to the card associations (e.g. Visa, MasterCard, Discover, and American Express) and state acquirer representative(s), or a PCI approved third party, to conduct a thorough security review. The Contractor must provide, at the request of the State, the results of such third party security review. The review must validate compliance with the PCI Data Security Standard for protecting cardholder data. At the State's sole discretion, the State may perform its own security review, either by itself or through a PCI approved third party.

The Contractor is responsible for all costs incurred as the result of the breach. Costs may include, but are not limited to, fines/fees for non-compliance, card reissuance, credit monitoring, and any costs associated with a card association, PCI approved third party, or State initiated security review.

Without limiting Contractor's obligations of indemnification as further described in this Contract, Contractor must indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the breach.

The Contractor must dispose of cardholder data when it is no longer needed in compliance with PCI DSS policy. The Contractor must continue to treat cardholder data as confidential upon contract termination.

The Contractor must provide the State's Contract Administrator with an annual Attestation of Compliance (AOC) if or a Report on Compliance (ROC) showing the contractor is in compliance with the PCI Data Security Standard. The Contractor must notify the State's Contract Administrator of all failures to comply with the PCI Data Security Standard.

2. CEPAS Electronic Receipt Processing Standard.

All electronic commerce applications that allow for electronic receipt of credit or debit card and electronic check transactions must be processed via the State's Centralized Electronic Payment Authorization System (CEPAS). To minimize the risk to the State, full credit/debit card numbers, sensitive authentication data, and full bank account information must never be stored on state-owned IT resources.

FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A- 130 as “security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information.”

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established by the

Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.02 Security violations can justify termination of the appended agreement.

4.03 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.00 Scope and Authority

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Information Security Officer

Criminal Justice Information Services Division, FBI

1000 Custer Hollow Road

Clarksburg, West Virginia 26306

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM**

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Printed Name/Signature of Contractor Employee

Date

Printed Name/Signature of Contractor Representative

Date

Organization and Title of Contractor Representative

SCHEDULE F – DISASTER RECOVERY PLAN

REDACTED FOR SECURITY REASON

SCHEDULE H – FEDERAL PROVISIONS ADDENDUM

This addendum applies to purchases that will be paid for in whole or in part with funds obtained from the federal government. The provisions below are required and the language is not negotiable. If any provision below conflicts with the State's terms and conditions, including any attachments, schedules, or exhibits to the State's Contract, the provisions below take priority to the extent a provision is required by federal law; otherwise, the order of precedence set forth in the Contract applies. Hyperlinks are provided for convenience only; broken hyperlinks will not relieve Contractor from compliance with the law.

1. Equal Employment Opportunity

If this Contract is a “**federally assisted construction contract**” as defined in [41 CFR Part 60-1.3](#), and except as otherwise may be provided under [41 CFR Part 60](#), then during performance of this Contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions

discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of [Executive Order 11246](#) of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by [Executive Order 11246](#) of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in [Executive Order 11246](#) of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in [Executive Order 11246](#) of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of [Executive Order 11246](#) of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such

direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

2. Davis-Bacon Act (Prevailing Wage)

If this Contract is a **prime construction contracts** in excess of \$2,000, the Contractor (and its Subcontractors) must comply with the Davis-Bacon Act ([40 USC 3141-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), and during performance of this Contract the Contractor agrees as follows:

- (1) All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- (2) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (3) Additionally, contractors are required to pay wages not less than once a week.

3. Copeland “Anti-Kickback” Act

If this Contract is a contract for construction or repair work in excess of \$2,000 where the Davis-Bacon Act applies, the Contractor must comply with the Copeland “Anti-Kickback” Act ([40 USC 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”), which prohibits the Contractor and subrecipients from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled, and during performance of this Contract the Contractor agrees as follows:

- (1) Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- (2) Subcontracts. The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA or the applicable federal awarding agency may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- (3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12.

4. Contract Work Hours and Safety Standards Act

If the Contract is **in excess of \$100,000** and **involves the employment of mechanics or laborers**, the Contractor must comply with [40 USC 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)), as applicable, and during performance of this Contract the Contractor agrees as follows:

- (1) Overtime requirements. No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The Contractor or Subcontractor shall insert in any

subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. Rights to Inventions Made Under a Contract or Agreement

If the Contract is funded by a federal “funding agreement” as defined under [37 CFR §401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

6. Clean Air Act and the Federal Water Pollution Control Act

If this Contract is **in excess of \$150,000**, the Contractor must comply with all applicable standards, orders, and regulations issued under the Clean Air Act ([42 USC 7401-7671q](#)) and the Federal Water Pollution Control Act ([33 USC 1251-1387](#)), and during performance of this Contract the Contractor agrees as follows:

Clean Air Act

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

Federal Water Pollution Control Act

- (1) The Contractor agrees to comply with all applicable

standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

- (2) The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

7. Debarment and Suspension

A “contract award” (see [2 CFR 180.220](#)) must not be made to parties listed on the government-wide exclusions in the [System for Award Management](#) (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement [Executive Orders 12549 \(51 FR 6370; February 21, 1986\)](#) and [12689 \(54 FR 34131; August 18, 1989\)](#), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

- (1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by the State. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract

that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8. Byrd Anti-Lobbying Amendment

Contractors who apply or bid for an award of **\$100,000 or more** shall file the required certification in Exhibit 1 – Byrd Anti-Lobbying Certification below. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

9. Procurement of Recovered Materials

Under [2 CFR 200.322](#), Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

- (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
 - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - b. Meeting contract performance requirements; or
 - c. At a reasonable price.
- (2) Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- (3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

10. Additional FEMA Contract Provisions.

The following provisions apply to purchases that will be paid for in whole or in part with funds obtained from the Federal Emergency Management Agency (FEMA):

- (1) Access to Records. The following access to records requirements apply to this contract:
 - a. The Contractor agrees to provide the State, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
 - b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
 - d. In compliance with the Disaster Recovery Act of 2018, the State and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

- (2) Changes.
See the provisions regarding modifications or change notice in the Contract Terms.

- (3) DHS Seal, Logo, And Flags.
The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

- (4) Compliance with Federal Law, Regulations, and Executive Orders.
This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

- (5) No Obligation by Federal Government.
The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the State, Contractor, or any other party pertaining to any matter resulting from the Contract.”

(6) Program Fraud and False or Fraudulent Statements or Related Acts.

The Contractor acknowledges that 31 U.S.C. Chap. 38
(Administrative Remedies for False Claims and Statements)
applies to the Contractor's actions pertaining to this contract.

SCHEDULE H – ATTACHMENT 1- BYRD ANTI LOBBYING CERTIFICATION

Contractor must complete this certification if the purchase will be paid for in whole or in part with funds obtained from the federal government and the purchase is greater than \$100,000.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the

required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date