

INSTRUCTIONS

One vendor may propose one or more potential solution packages (product configurations) to meet the Department's requirements. Please complete a separate workbook for each proposed solution alternative.

Functional Requirements Tab:

Column A: Contains a sequential number referencing each separate requirement statement.

Column B: Indicates the relative priority of each separate requirement statement.

Mandatory - This requirement **MUST** be met by the solution for the product to be acceptable to the stakeholders.

Preferred - This requirement is necessary, but deferrable. Lack of this functionality would make the product less usable to the agency, but still functional.

Optional - This requirement would be a nice feature to have if resources allow.

Information - This item is not a requirement, but represents descriptive text to assist with understanding

Column C: Contains DCF's high-level functional requirements.

Column D: For each specific requirement, please provide include one of the following valid response indicators.

- **Y** = Solution meets the requirement "out of the box" at no cost beyond standard licensing and implementation costs included in the response estimates
- **\$** = Solution meets the requirement with no base software code changes, but will require expanded functionality (e.g., add-ons, APIs, etc.) at additional cost for development or advanced technical services
- **C** = Code customizations, including base software code changes, would be required to meet the requirement (at additional cost)
- **I** = The requirement could be met through proven integration with one or more additional products (at additional cost)
- **N** = Requirement cannot be met
- **?** = Unknown/Undetermined

Column F: The Comments column may be used to provide any additional requirement-specific information that w

ould be beneficial.

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|--------------|------------------|---|--------------------|----------|
| | | System Administration / Global Functions | | |
| 1 | | Flexible/Modular/User Customizable | | |
| 1.1 | Mandatory | Ability to specify user-defined fields | | #N/A |
| 1.1.1 | Optional | Ability to specify an unlimited number of user-defined fields | | #N/A |
| 1.2 | Preferred | Ability to adapt/customize without additional professional services | | #N/A |
| 1.2.1 | Preferred | Ability for agency to customize fields | | #N/A |
| 1.2.2 | Preferred | Ability for agency to customize screens/forms | | #N/A |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|----------|-----------|---|--------------------|----------|
| 1.2.3 | Preferred | Ability for agency to customize workflow | #N/A | |
| 1.2.4 | Preferred | Ability for agency to customize reports/views | #N/A | |
| 1.2.5 | Optional | Ability for agency to customize user-defined guidance/tips/helps that can be displayed on screen as pop-up, flyover, etc. | #N/A | |
| 1.3 | Mandatory | Ability to define field and cross-field edits to verify the validity of data | #N/A | |
| 2 | | Automated Workflow | | |
| 2.1 | Mandatory | Ability to notify users when actions are required based on business rules | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----|-----------|--|--------------------|----------|
| 2.2 | Mandatory | Ability to define multiple different default workflows for different business functions and based on different business criteria. (Dynamic user-defined routing). For example: Workflow for Review/Approval/Execution of contract may be conditional based on contract elements (type of contract, business area, dollar value). | #N/A | |
| 2.3 | Preferred | Allow authorized staff to modify work-flow as needed on a case by case basis (deviate from default). | #N/A | |
| 2.4 | Mandatory | Allow authorized staff to delegate approval authority on a temporary or permanent basis. | #N/A | |
| 2.5 | Preferred | Ability to revert to earlier point in the workflow when needed, without starting over. | #N/A | |
| 2.6 | Preferred | Flexibility to specify exact point in the workflow to return to. | #N/A | |
| 2.7 | Mandatory | Support electronic approval | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----|-----------|---|--------------------|----------|
| 2.8 | Mandatory | Support electronic signature | #N/A | |
| | | | | |
| 3 | | Security | | |
| 3.1 | Mandatory | Supports multiple security roles and access rights | #N/A | |
| 3.2 | Mandatory | Roles are customer defined | #N/A | |
| 3.3 | Preferred | Roles are customizable by the user (system administrator) | #N/A | |
| 3.4 | Mandatory | Access rights defined at the screen level | #N/A | |
| 3.5 | Preferred | Access rights defined at the field level | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-------|-----------|--|--------------------|----------|
| 3.6 | Mandatory | Includes user administration function | #N/A | |
| 3.7 | Mandatory | Includes user access control and compliance features | #N/A | |
| 4 | | Registration of Contract Parties at Organization and/or Individual Level | | |
| 4.1 | Mandatory | Ability to record demographic information identifying contract parties at organization and/or individual level | #N/A | |
| 4.2 | Optional | Allow providers/sub-providers (recipients/sub-recipients) to self-register their organization | #N/A | |
| 4.2.1 | Optional | Require department staff to approve the registration | #N/A | |
| 4.2.2 | Optional | Import or validate information via interface with external system (see Interfaces) | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-------|-----------|---|--------------------|----------|
| 4.3 | Optional | Support multi-tiered hierarchy of provider and sub-provider relationships (Originator, Recipient, Sub-Recipient) | #N/A | |
| | | | | |
| 5 | | Document Management | | |
| 5.1 | Mandatory | Contains a document repository able to store all types of documents and some metadata, including "document type" that would be needed for ensuring compliance | #N/A | |
| 5.2 | Optional | Ability to store audio files and some related metadata | #N/A | |
| 5.3 | Mandatory | Provides robust search capability | #N/A | |
| 5.3.1 | Mandatory | Ability to search against document metadata (index) | #N/A | |
| 5.3.2 | Mandatory | Ability to complete full content search for responsiveness to Public Records Requests | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-------|-----------|---|--------------------|----------|
| 5.4 | Preferred | Ability to perform document redaction (for release in public records requests and to DFS FACTS system - which provides a public-facing web portal) | #N/A | |
| 5.4.1 | Preferred | Ability to mark documents as approved for public release | #N/A | |
| 5.4.2 | Optional | Ability to mark specific elements as exempt from public records search (so that we don't inadvertently release something that a provider has marked as exempt in public record search). | #N/A | |
| 5.5 | Mandatory | Ability to create and manage document templates to support unlimited document types. | #N/A | |
| 5.5.1 | Mandatory | Include Common Clause Library for linkage to template(s) and specific documents in draft. | #N/A | |
| 5.5.2 | Preferred | Ability to group or filter templates list based on pre-defined criteria to limit the number of templates visible for use for specific purposes. | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-------|-----------|--|--------------------|----------|
| 5.5.3 | Mandatory | Ability to pre-populate templates with values completed in other forms. | #N/A | |
| 5.5.4 | Mandatory | Include robust word processing functionality or interface; to include spell-check, formatting, etc. | #N/A | |
| 5.6 | Mandatory | Supports document versioning and edit tracking | #N/A | |
| 5.7 | Preferred | Enables automated document collaboration | #N/A | |
| 5.8 | Mandatory | Ability to perform electronic routing for document review/approval | #N/A | |
| 5.8.1 | Mandatory | Supports hierarchical approval flows based on content triggers (for example: organizational unit, contract value, contract terms) (See Automated Workflow) | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|----------|-----------|--|--------------------|----------|
| 5.8.2 | Mandatory | Includes agency customizable approval flows (See Automated Workflow) | #N/A | |
| 5.9 | Mandatory | Support electronic signature (on all documents) (See Automated Workflow) | #N/A | |
| 5.10 | Preferred | Ability to send and receive email correspondence between parties (See Document Management) | #N/A | |
| 5.11 | Mandatory | Ability to maintain history of all correspondence sent and received, including attachments (see Document Management) | #N/A | |
| 6 | | Interfaces | | |
| 6.1 | Mandatory | Incorporates data import/export/extract capabilities | #N/A | |
| 6.1.1 | Mandatory | Ability to import and export data from and to DCF Financial Systems | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|---------|-----------|--|--------------------|----------|
| 6.1.2 | Mandatory | Ability to export data to Department of Financial Services (DFS) Florida Accountability Contract Tracking System (FACTS) | #N/A | |
| 6.1.2.1 | Mandatory | Ability to export contract metadata | #N/A | |
| 6.1.2.2 | Mandatory | Ability to export redacted contract documents | #N/A | |
| 6.1.3 | Preferred | Ability to export data to Vendor Bid System | #N/A | |
| 6.1.4 | Mandatory | Ability to import data from other systems and from spreadsheets | #N/A | |
| 6.1.5 | Mandatory | Ability to export data to other systems and to spreadsheets | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-------|-----------|---|--------------------|----------|
| 6.2 | Mandatory | Includes batch scheduling capability (no requirement to manually trigger import/export processes) | #N/A | |
| | | | | |
| 7 | | Reporting | | |
| 7.1 | Mandatory | Ability to customize outputs | #N/A | |
| 7.2 | Mandatory | Ability to produce customized outputs including data elements from throughout the system (perform cross-table/cross-form reporting) | #N/A | |
| 7.3 | Mandatory | Ability to produce and download reports in Word, PDF and EXCEL/CSV format. | #N/A | |
| 7.4 | | Ability to produce the following categories of reports | | |
| 7.4.1 | Mandatory | Dashboard | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-------|-----------|---|--------------------|----------|
| 7.4.2 | Mandatory | Ad hoc queries | #N/A | |
| 7.4.3 | Optional | Federal Funding Accountability and Transparency Act (FFATA) | #N/A | |
| 7.4.4 | Optional | Data Act (various outputs to be defined) | #N/A | |
| 7.4.5 | Preferred | Post Award Notice | #N/A | |
| 7.4.6 | Mandatory | Renewal Performance Report | #N/A | |
| 7.4.7 | Mandatory | Monitoring Corrective Action Plan Report | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|----------|-----------|---|--------------------|----------|
| 7.4.8 | Mandatory | Expiring Contracts List | #N/A | |
| 7.4.9 | Mandatory | Active Contracts List | #N/A | |
| 7.4.10 | Mandatory | A view of all agreements associated to the same provider | #N/A | |
| 7.5 | Optional | Ability to produce error reporting and reconciliation against appropriate source(s) | #N/A | |
| 7.6 | Optional | Ability for authorized external contract parties to directly access certain defined reports (for example, Post Award Notice) | #N/A | |
| 8 | | Public Search Capability (i.e. interagency agreement documents) | | |
| 8.1 | Preferred | Ability for non-licensed DCF staff to search and retrieve publically releasable contract information (Intranet Search Portal) | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|---|-----------|---|--------------------|----------|
| 8.2 | Optional | Ability to non-licensed individuals to search and retrieve publically releasable contract information (Internet Search Portal) | #N/A | |
| 9 | | | | |
| Electronic Records Retention / Data Purge Policy | | | | |
| 9.1 | Mandatory | Ability to define records retention policy | #N/A | |
| 9.1.1 | Mandatory | Ability to define custom policies for different document and document types | #N/A | |
| 9.1.2 | Optional | Ability to display calculated/update retention date on the file | #N/A | |
| 9.1.3 | Mandatory | Ability to associate liens or audit findings to contracts as they have ability to affect retention of the contract | #N/A | |
| 9.2 | Preferred | Ability to archive and retain continued access to records not yet meeting retention criteria in order to maintain system performance. | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------------------------------|-------------|---|--------------------|----------|
| 9.3 | Mandatory | Ability to produce listing of records meeting records retention criteria (see Reporting) | #N/A | |
| 9.4 | Mandatory | Ability to approve records to be purged or mark for continued retention | #N/A | |
| 9.5 | Mandatory | Ability to produce a summary report of records to be purged, including total size on disk (Mb, Gb, Tb, etc.) (Required for submission to Department of State) (see Reporting) | #N/A | |
| 10 | Preferred | Audit Trail of User Actions (Add, Modify, Delete) | #N/A | |
| Contract Lifecycle Support | | | | |
| 11 | | General | | |
| 11.1 | Information | The system should provide for functionality to support the following contract life-cycle phases and data collection points. | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|------|-------------|---|--------------------|----------|
| 11.2 | Information | Global functionality (previously described) is assumed to be available throughout the life-cycle. Please indicate anywhere this is not the case for your solution. | #N/A | |
| 11.3 | Information | DCF plans to track the following contract and/or agreement types (at a minimum): Grant Sub-awards; Standard Contracts; Memorandums of Understanding; Interagency Agreements; Data Sharing Agreements; Community Partner Agreements; Leases; Settlement Agreements; Mortgage/Property Liens. | #N/A | |
| 11.4 | Mandatory | Ability to record multi-party agreements (more than 2 parties) | #N/A | |
| 11.5 | Optional | Provides a lifecycle map, with visual on screen that shows where in the process you are with that "contract". (Status bar or progress bar along top or down the side.) | #N/A | |
| | | | | |
| 12 | | Request | | |
| 12.1 | Information | This phase represents the initiation of the agreement; contract; contract amendment; technical adjustment or renewal. Initiation of a request may occur at Headquarters or in a Region for any contract or agreement type. It is this phase that an idea is documented and formulated. | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|-------------|--|--------------------|----------|
| 12.2 | Optional | Ability to automate the development of a Contract Plan (not required for all contract types, amendments or technical adjustments) | #N/A | |
| 12.3 | Optional | Ability to specify funding streams and distribution at this phase (see Budget) | #N/A | |
| 12.4 | Optional | Ability to put some logic behind the assignment of "agreement numbers" (smart coding based on contract types) | #N/A | |
| 13 | | Procurement | | |
| 13.1 | Information | A majority of agreements are not competitively procured. Need customizable lifecycle (workflow) based on agreement or procurement type. (see Automated Workflow) | #N/A | |
| 13.2 | Information | Procurements may be competitive or non-competitive. | #N/A | |
| 13.3 | Information | Procurement vehicles may include Purchase Order; Sole Source; State Contract; GSA; Request for Information; Request for Quote; Request for Proposal; Invitation to Bid; Intent to Negotiate; Request for Applications. | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|---|-------------|---|--------------------|----------|
| 13.4 | Preferred | Ability to create advertisement in the system and push to Vendor Bid System with any necessary attachments. (see Interfaces) | #N/A | |
| 13.5 | Optional | Ability to store audio files (recordings of meetings) (see Document Management) | #N/A | |
| 13.6 | Mandatory | Ability to store provider Q&A documents (see Document Management) | #N/A | |
| 13.7 | Preferred | Ability to create intent to award notice in the system and push to Vendor Bid System with any necessary attachments. (see Interfaces) | #N/A | |
| 13.8 | Mandatory | Ability to produce notice of Recipient vs. Sub-Recipient Status before award. | #N/A | |
| 14 Draft (contract documents) | | | | |
| 14.1 | Information | (see Document Management) | #N/A | |
| 15 Negotiation | | | | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|-----------|---|--------------------|----------|
| 15.1 | Preferred | Automates document collaboration between all contract or agreement parties (see Document Management) | #N/A | |
| 15.2 | Preferred | Ability to send and receive email correspondence between parties (See Document Management) | #N/A | |
| 15.2.1 | Mandatory | Maintains history of all correspondence sent and received, including attachments (see Document Management) | #N/A | |
| 15.2.2 | Mandatory | Ability to upload and record external communications in the system. | #N/A | |
| 16 | | Approval | | |
| 16.1 | Mandatory | Provides for dynamic/customizable approval routing process that may occur at multiple points in the life-cycle depending on document types (see Automated Workflow) | #N/A | |
| 16.2 | Mandatory | Provides electronic signature capability for internal parties (see Document Management) | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|-----------|---|--------------------|----------|
| 16.3 | Preferred | Provides electronic signature capability for external parties | #N/A | |
| 16.4 | Preferred | Ability to create intent to award notice in the system and push to Vendor Bid System with any necessary attachments. (see Interfaces and Procurement) | #N/A | |
| 16.5 | Preferred | Provides a complete audit trail of all edits, approvals, rejections, etc. (see Audit Trail of User Actions) | #N/A | |
| 17 | | | | |
| | | Execution | | |
| 17.1 | Preferred | Provide notice of execution and copies of executed documents to all appropriate parties after final signature (see Automated Workflow) | #N/A | |
| 18 | | | | |
| | | Budget | | |
| 18.1 | Mandatory | Ability to identify contract funding streams and amounts | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|----------|-----------|---|--------------------|----------|
| 18.1.1 | Optional | Supports tracking at both Federal and/or State Fiscal year periods | #N/A | |
| 18.1.2 | Optional | Supports tracking for project specific timeframes that cross state and federal fiscal years | #N/A | |
| 18.1.3 | Mandatory | Supports automated upload of financial data through interface | #N/A | |
| 18.1.4 | Optional | Ability to record provider provided match dollars (Maintenance of Effort for federal grants) (also a Deliverable) | #N/A | |
| 18.1.4.1 | Optional | Supports manual entry by contract manager | #N/A | |
| 18.1.4.2 | Optional | Supports manual entry by provider | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|-----------|--|--------------------|----------|
| 18.1.4.3 | Optional | Supports upload by provider | #N/A | |
| 18.2 | Optional | Ability to close out grant sub-awards | #N/A | |
| 18.3 | Preferred | Ability to production Post Award Notice (see Reporting) | #N/A | |
| 18.4 | Optional | Ability to tie budget changes post-execution to appropriate amendments or technical adjustments. | #N/A | |
| 18.4.1 | Optional | Does not allow entry of budget changes if amendment is not entered | #N/A | |
| 19 | | Deliverables | | |
| 19.1 | Mandatory | Ability to specify customized, unlimited, checklist of deliverables per agreement, regardless of type, and allow modification throughout the contract life-cycle | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|--------|-----------|---|--------------------|----------|
| 19.2 | Preferred | Ability for provider to upload documentation that satisfies the requirement of the agreement | #N/A | |
| 19.2.1 | Preferred | Provides notice of receipt and copies of documents to all appropriate parties (see Automated Workflow) | #N/A | |
| 19.3 | Mandatory | Ability to prompt for documents required on a schedule; enter a tickler date for each (see Automated Workflow) | #N/A | |
| 19.3.1 | Preferred | Ability to tie an individual deliverable to a recurring schedule for purpose of due dates and ticklers | #N/A | |
| 19.4 | Optional | Ability for provider to update specific predefined performance metrics to support defined performance standards | #N/A | |
| 19.5 | Preferred | Ability to specify where/when receipt of a deliverable triggers a payment (workflow) | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|-------------|--|--------------------|----------|
| 19.6 | Optional | Ability to trigger financial penalties or letter to the provider if deliverable is not met | #N/A | |
| 20 | | Amendment/Renewal/Extension/Technical Adjustment | | |
| 20.1 | Information | Begins with an idea (similar to Request) with document generation and continues through applicable lifecycle steps through execution (see Document Management and Automated Workflow) | #N/A | |
| 20.2 | Preferred | Provides system generated amendment numbers to track each change in contract or agreement terms | #N/A | |
| 20.3 | Optional | Ability for system to recognize changes made to previously executed contract or agreement terms, produce a summary of the changes applied and number to file as a contract or agreement change | #N/A | |
| 20.4 | Mandatory | Ability to maintain an amendment log | #N/A | |
| 20.5 | Preferred | Ability to maintain a holistic document (master contract or agreement document) updated with each amendment | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|-----------|--|--------------------|----------|
| 20.5.1 | Preferred | Embeds changes in the document with notations of the effective date | #N/A | |
| 20.5.2 | Preferred | Ability to view full agreement terms as of a certain date | #N/A | |
| 20.6 | Optional | Generates Renewal Performance Report based on evidence provider has provided of their performance over time (See Deliverables and Reporting) | #N/A | |
| 21 | | Vendor Invoicing | | |
| 21.1 | Optional | Ability to automate invoices based on set schedule | #N/A | |
| 21.2 | Optional | Ability to automate invoices based on deliverables completed | #N/A | |
| 21.3 | Optional | Ability to automate invoices based on a combination of schedule and deliverable completion | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|-----------|---|--------------------|----------|
| 21.4 | Optional | Ability to complete reconciliation of invoice data to agency financial systems and data | #N/A | |
| 21.5 | Optional | Ability to forward Invoice and proof of deliverables to the Department of Financial Services (interface) | #N/A | |
| 22 | | Compliance Monitoring | | |
| 22.1 | Mandatory | Ability to store contract monitoring results at either the vendor or contract level | #N/A | |
| 22.2 | Optional | Ability to automate performance monitoring at either the vendor or contract level | #N/A | |
| 22.3 | Optional | Supports execution of monitoring plan that is workflow based with time-based triggers | #N/A | |
| 22.4 | Mandatory | Ability to associate monitoring to any/all contracts that are involved when monitoring is performed at the vendor level | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|--------|-----------|---|--------------------|----------|
| 22.5 | Mandatory | Ability to record corrective findings at the contract level | #N/A | |
| 22.6 | Optional | Ability to incorporate a variety Internal Monitoring Tools | #N/A | |
| 22.6.1 | Optional | Ability to complete tools in the system and automate the findings | #N/A | |
| 22.6.2 | Optional | Supports completion of File Reviews | #N/A | |
| 22.6.3 | Optional | Supports completion of Risk Assessments | #N/A | |
| 22.6.4 | Optional | Supports completion of Monitoring Plans (customizable) | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|----------|-----------|--|--------------------|----------|
| 22.6.4.1 | Optional | Supports monitoring schedule with time-based or workflow triggered ticklers (see Automated Workflow) | #N/A | |
| 22.6.4.2 | Optional | Ability to allow for multiple plans per vendor and contract | #N/A | |
| 22.7 | Mandatory | Ability to capture results of external monitoring | #N/A | |
| 22.8 | Mandatory | Ability to capture results of internal or external audits | #N/A | |
| 22.9 | Mandatory | Supports concept of "Informal Cure Period" prior to initiation of Corrective Action Plan | #N/A | |
| 22.10 | Mandatory | Ability to create Corrective Action Plan | #N/A | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|-----------|--------------------------------|--|--------------------|----------|
| 22.11 | Mandatory | Ability to record actions completed against Corrective Action Plan | #N/A | |
| 22.12 | Preferred | Ability to import and export Corrective Action Plan related data and documents | #N/A | |
| 22.13 | Mandatory | Ability to capture documentation of regular/monthly contacts as needed | #N/A | |
| 22.13.1 | Mandatory | Ability to record chronological notes | #N/A | |
| 22.13.2 | Preferred | Provides email chronicling | #N/A | |
| 22.13.3 | Preferred | Ability to upload supporting documents | #N/A | |
| 23 | Contract Closeout Phase | | | |

| Req | Priority | High-Level Functional Requirement | Response Indicator | Comments |
|--------|-----------|---|--------------------|----------|
| 23.1 | Mandatory | Ability to incorporate checklist of closeout activities | #N/A | |
| 23.1.1 | Mandatory | Ability to generate a default checklist from a template | #N/A | |
| 23.1.2 | Mandatory | Provides support for multiple templates based on contract type | #N/A | |
| 23.1.3 | Mandatory | Ability to customize list (add or remove tasks) after template is applied | #N/A | |
| 23.2 | Mandatory | Requires automated workflow | #N/A | |
| 24 | | Questions: | | |
| 24.1 | | What additional functionality is included in your proposed product that is not itemized above? (no additional cost) | | |

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|------|----------|--|--------------------|----------|
| 24.2 | | What optional modular functionality is not included in your proposed product but may be added for additional cost? | | |
| 24.3 | | What is the solution's methodology for reporting against multi-select fields? | | |
| 24.4 | | If proposed solution has a limit to the number of agreement parties, what is that limit? | | |