

Req#	Description
1.x	<b>Inquiry/Searches</b>
1.001	The system is to have the ability to search for entities by full business name, concatenated name, date of initial filing, Last Name of Officer, Last Name of Registered Agent, Zip code, Address, FEI/EIN, Document Number, Entity Type, effective date, and other details
1.002	The system is to have the ability to search fictitious name registrations by Fictitious Names/Doing Business As (DBA), Owner Name, Owner Charter Number, Registration, and other details
1.003	The system is to have the ability to search partnerships by Partnership Name, Agent/Partner Name, Owner Name, Partnership FEI/EIN, Document Number, and other details
1.004	The system is to have the ability to search Federal and Judgment Liens by FLR Debtor Name, FLR Document Number, and other details
1.005	The system is to have the ability to search for Cable Franchises by Franchise Name, Franchise Number, City or County of Service
1.006	The system is to have the ability to search for Notaries Public by Name, Notary ID, and Commission Number
1.007	The system will disallow the filing of two entities with the same name matched on any of the matching criteria in accordance with statutory business rules
1.008	The system will provide the ability to conduct name searches that are not case specific
1.009	Provide Ability to inquire by business name, Officers, Registered Agents, FEI/EIN, Document Number, and other details
1.010	The system shall include a search that provides the ability to display and print all indexed documents.
1.011	The system shall provide the ability to perform special searches, such as, "Check Name Distinguishability" which allow consumer and DOS users to search for and test the uniqueness of a business entity name against DOS records, and searches by names of individuals, for example, registered agent officer and director.
1.012	Provide the ability to restrict certain filings from public display pursuant to 119 f.s.
1.013	Provide to be able to search by Notary ID, Commission Number or Name and display whole the record.
1.014	The system must include workflow to perform deceptively similar name searches
1.015	The system must display name conflicts and company contact information in rejection notice
1.016	The system will allow for the parsing and concatenating of names to include the removal of spaces, definite and indefinite articles, and special characters and searching on both the entered name and parsed/concatenated name.
1.017	The system will allow for word conversion to include changing ordinal numbers, abbreviations, suffixes, numbers, roman numerals, and possessives and searching on both the entered name and the translated name
1.018	The search option within the system will allow for "is", "begins with", and "contains" searches

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<b>2.x</b>	<b>Registrations (a.k.a. Core or Business Registry)</b>
2.001	The system will provide the ability for users to submit new registrations, subsequent filing requests, and updates using online forms, mail or counter intake. System workflow processing will be configured in system to accommodate Florida-specific forms, fields, and business rules to comply with Florida statutes.
2.002	The system shall provide the ability for public users to review screen before submission
2.003	The system must provide the external users with online filing options for various types of Business Entities and Structures (e.g. LLC, Profit Corporations etc.)
2.004	The system must provide ability for internal staff to manually create business entities and structures in the system
2.005	The system must provide ability for internal staff to reject a submitted business entity filings and structures
2.006	The system must provide the ability to display application status to external users via user login credentials
2.007	The system shall provide the ability to identify registration filings that should or must be marked for review by internal staff
2.008	The system must provide ability to file authentications, Notaries and other services
2.009	The system must provide external users with the ability to file modifications online, including annual reports
2.010	The system shall provide the ability to verify that the entity type is sufficient for the entity filing requested.
2.011	The system must provide a method to determine and identify duplicate filings and not allow the filing of a duplicate name
2.012	The system must provide a way to verify data entered on a registry form to make sure it make is accurate for the entity type selected
2.013	The system must provide the ability to require specific information for a registered agent is entered during the time of filing
2.014	The system must track when a filing has been rejected and purge the filing after an identified time of nonresponse
2.015	The system must provide the ability to verify the owner is the same entity type and active when a fictitious name includes corporate identifiers such as Inc. LLC, etc. at the time of a new filing
2.016	The system must provide the ability to assign infinite owners to a fictitious name filing
2.017	The system must provide the ability to either accept or reject a special character in an fictitious name, corporation, non-profit, limited liability company during an online filing
2.018	The system must provide the ability to identify when a fictitious name is ready for renewal and send notification
2.019	The system must provide the ability for external users to cancel a fictitious name registration online
2.020	The system must provide the ability to file an renewal for a fictitious name online
2.021	The system must provide the ability for internal staff to send fiscal records back to fiscal department when there is a problem
2.022	The system will allow for bulk filing submissions (e.g. file transfer etc.)

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2.023	The system must provide ability to manage/change existing business entities and structures (e.g. address updates etc.)	
2.024	The system must provide ability for external users to submit an online request to Amend or reinstate a business	
2.025	The system must provide ability to request and retrieve a certificate of status or additional copies of a certificate of status online	
2.026	The system must provide ability to request and obtain a certified copy of a filed document online	
2.027	The system must provide ability to upload attachments when submitting an online filing.	
2.028	The system must provide ability to modify a registered agent and/or registered office on multiple business entities simultaneously. (Also known as bulk RA's)	
2.029	The system must provide the ability to update or alter any event or filings under a fictitious name without modifying the history	
2.030	The system must provide the ability to file an renewal for a fictitious name online	
2.031	The system must provide the ability to allow external users to submit an online amendment request	
2.032	The system must provide the ability to add an event/and or amendment to an existing business	
2.033	The system must provide the ability to identify the type of business filing for the amendment	
2.034	The system must provide the ability to allow external users to submit a merger request online or by paper	
2.035	The system must provide the ability to add a merger for one or more existing businesses	
2.036	The system must provide the ability to identify if a corporation is a non-qualified corporation prior to processing a merger	
2.037	The system must provide the ability to determine if a business is active or non-active in the state of Florida while processing a merger	
2.038	The system must provide the ability to generate an acknowledgement correspondence to send the user information about their merger and any certified copy requests	
2.039	The system must provide ability for external users to submit an online request to voluntary dissolve or withdraw a business	
2.040	The system must track the date of voluntary dissolution and allow the business owner to revoke the dissolution request within 120 days	
2.041	The system must provide internal users with the ability to administratively dissolve/revoke business entities	
2.042	The system must provide the ability to determine the annual report fee based on the entity type and time of filing	
2.043	The system must provide the ability to add infinite officers, directors etc. during the annual report filing	
2.044	The system must provide the ability to verify an entity at the time of annual reporting (when the user does not log in)	
2.045	The system must provide the ability to create annual or biennial reports for business entities	

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2.046	The system must provide the ability to allow business entities to select to submit an annual or biennial report	
2.047	The system must provide the ability to send certification and acknowledgement letter for annual report	
2.048	The system must provide the ability to notify customers when annual reports are due	
2.049	The system must provide the ability to generate on-demand reports	
2.050	The system must provide the ability to create a domestication record in the system	
2.051	The system must provide the ability to associate and maintain history associated to a domesticated or converted business entity	
2.052	The system must provide the ability to create a conversion record in the system	
2.053	The system must provide the ability to require the user to adhere to specific filing requirements while submitting a conversion request	
2.054	The system must provide the ability to accept and upload a statement of fact for a fraudulent filing	
2.055	The system must provide the ability to associate a statement of fact to an entity record	
2.056	The system must provide an audit trail for statement of facts accepted	
2.057	The system must automatically reserve entity names during registration process until the effective date of filing	
2.058	Provide the ability to identify a fictitious name associated to a corporate entity	
2.059	Provide the ability to identify a legislatively created entity owner and manually override if necessary	
2.060	Provide the ability to add a reinstatement online and manually	
2.061	Upon the filing of a new entity, the name will be saved as entered and as a parsed/concatenated name to include the rules in the search function (remove spaces, special characters, and identified words and change Roman numerals, abbreviations, numbers, and ordinals)	
2.062	Provide the ability to reinstate a registry and perform a name change during a single transaction	
2.063	The system must provide the ability to create and amend a new business trust in the system	
2.064	The system must identify a trust created by a unique identifier	
2.065	The system must track when a trust filing has been rejected and purge the filing after a specific delay in inactivity	
2.066	The system must provide the ability for a customer to retrieve a copy of their business trust certificate	
2.067	The system must track when a trust filing has been rejected and purge the filing after a specified delay in inactivity	
<b>3.x</b>	<b>Fiscal</b>	
3.001	The system will provide an option to refund filing fee when rejected based upon the payment method used to file. This includes the separation of fee structure when an applicant filed multiple application documents in one shopping cart.	

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3.002	The system will allow for the acceptance of payments by major credit cards and interface with current third party vendor	
3.003	The system will allow for online payments by credit card and Sunbiz E-file accounts	
3.004	The system will generate vouchers in PDF format for printing and submitting with checks to associate the payment to the filing	
3.005	The system will provide the ability to validate credit cards, cash receipts and check payments	
3.006	The system will provide the ability to print the validation information (batch ID, etc.) on the back of a check and display the check image in the system	
3.007	The system will provide the ability to create a fiscal record for every payment received and create an audit trail	
3.008	The system will provide the ability to create and assign a tracking record/number with cover sheet and associate the tracking number to a fiscal record	
3.009	The system will provide the ability to associate one payment to multiple documents received	
3.010	The system will provide the ability to associate multiple payments to one or more documents received	
3.011	The system will provide the ability to identify and batch payments received and processed each day	
3.012	The system will provide the ability to integrate with a third party software vendor for credit card processing with the option for a shopping cart	
3.013	The system will provide the ability to associate a payment to a business entity and structure for online and paper filings	
3.014	The system will provide the ability to debit and credit user fiscal accounts	
3.015	The system will provide audit tracking for any and all financial processing associated to a business entity or structure	
3.016	The system will provide the ability to search, review and modify payment information associated to a business entity or structure	
3.017	The system will provide the ability to create a work queue for fiscal records created and transfer work to other departments.	
3.018	The system will provide the ability to accept and process transactions received from external financial agencies	
3.019	The system will provide the ability to determine and modify the next business day for processing in the system	
3.020	The system will provide the ability to assign a receipt date and validation date separately	
3.021	The system will provide the ability to create and modify a fee schedule based on specific categories	
3.022	The system will provide the ability to process refunds and reconcile payments received	
3.023	The system will provide the ability to retrieve and view a daily batch and sequence for all revenue received	
3.024	The system will provide the ability to create daily deposit and cash summary reports and send them to pertinent agencies	
3.025	The system will provide the ability to scan checks and money orders for electronic deposits	

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3.026	The system shall provide the ability to perform electronic (remote) deposits
3.027	The system will provide the ability to reopen closed daily batches
3.028	The system will provide the ability to void an entire daily batch
3.029	The system will provide the ability to void or delete an individual check from an existing batch
3.030	The system will provide the ability to assign comments to batches to reflect changes (e.g. voids)
3.031	The system will provide the ability to create an audit trail for each batch/sequence record modified
3.032	The system will provide the ability for specific personnel to create or modify, alter, void or delete batch/sequence records
3.033	The system will provide the ability to import reports received from other financial institutions into the DOS system.
3.034	The system will provide the ability to generate monthly deposits and cash summary reports and send them to pertinent agencies
3.035	The system will provide the ability to import and reconcile fiscal information received for UCC transactions from a third party vendor
3.036	The system will provide the ability to create and generate ad-hoc fiscal reports in the system
3.037	The system will provide the ability to create a reconciliation work flow to assign work to internal staff
3.038	The system will provide the ability to generate a letter regarding reconciliation information and associate it to the batch/sequence ID and send it to external users
3.039	The system will provide the ability to create and add new fiscal categories & object codes into the system
3.040	The system will provide the ability to create new drawdown accounts in the system
3.041	The system will provide the ability to modify/update any drawdown account in the system
3.042	The system will provide the ability to automatically withdraw from an existing drawdown account
3.043	The system will provide the ability to send acknowledgement correspondence during initial account setup
3.044	The system will provide the ability to search for drawdown accounts by specific search criteria
3.045	The system will provide the ability to allow users to view and print their account statements online
3.046	The system will provide the ability to send mass communications to account holders when system changes occur
3.047	The system must provide approved internal users with the ability to transfer funds between accounts
3.048	The system will provide the ability to send correspondence/email when there is an issue with an account
3.049	The system will provide the ability to identify a returned check in the system

<b>Req#</b>	<b>Description</b>	
3.050	The system will provide the ability to send correspondence to an external customer when they have a returned check	
3.051	The system will provide the ability to track the time a return check correspondence has been sent against when it must be corrected	
3.052	The system will provide the ability to associate a returned check to an existing entity or business	
3.053	The system will provide the ability to add object codes to the fiscal data dictionary	
3.054	The system will provide the ability to account for funds from other agencies through "JT Transfer" and the SAMIS code	
3.055	The system will provide the ability to link to, validate, and reconcile on both current date (date funds received) and date of filing	
3.056	The system must maintain financial transaction data (e.g., document fee, tracking number, document type, payment amount, applicable record, payer name, and financial fund (account)) for tracking and audit purposes	
3.057	The system must provide the ability to allow internal users to update document transaction details (e.g., transaction type, required fee, statutory reference, fund type, unit number, and fund number)	
3.058	The system will provide the ability for Internal and online payment options including credit or debit cards, cash and ACH with payment method tracking	
3.059	The system will provide the ability to search for payments by data captured (e.g., login ID, transaction date, payment number)	
3.060	The system must provide the capacity for printing all search returns	
3.061	The system will provide the ability to limit the payment methods available to a user based on the transaction amount	
<b>4.x</b>	<b>Imaging</b>	
4.001	The system will allow for the ability to import scanned documents and associate them to a business entity or structure	
4.002	The system will allow for the ability to view, alter, move, remove, or void a scanned/imaged document	
4.003	The system will allow for the ability of authorized Division staff to view, retrieve and print checks received and processed	
4.004	The system must store Images as compressed .tif or .pdf files	
4.005	The system will allow for the redaction of personal and financial information to all but authorized Division users and the filer, law enforcement, banks, and other authorized users	
4.006	The system must allow for the ability to redact all checks and only allow authorized Division users and the filer, law enforcement, banks and/or authorized personnel to access redacted checks	
4.007	The system must store all documents as a single file linked to the entity and filing	
4.008	The system must create an audit record of all documents to include date and time of upload, by whom, tracking number, and any modifications	
4.009	The system must provide the ability to store all documents in perpetuity for active and inactive entities	

<b>Req#</b>	<b>Description</b>	
4.010	The system will provide the ability to import scanned documents and associate them to a business entity, structure and/or add to an existing imaged document	
4.011	The system will provide the ability to view, alter, move, remove, or void a scanned/imaged document	
4.012	The system will provide the ability to view, retrieve and print checks received and processed	
4.013	The system will provide the ability to create and recreate any and all certified documents	
4.014	The system will provide the ability allow external users to upload documents per service area	
4.015	The system must provide the ability to automatically redact images during scanning	
4.016	The system must provide the ability to enable any documents, invoices, and correspondence from Division to be printed with an optical machine readable indexing method (i.e. Barcode or QR code) or OCR for scanning and automatic indexing	
4.017	The system must provide the ability for optical scanning capabilities to identify and automatically read barcodes printed on incoming documents for indexing purposes for both batch and individual scanning	
4.018	The system must adhere to the Division of Corporations requirements in compliance with Florida State Law and the Americans with Disabilities Act (ADA)	
4.019	The system shall be designed for American English speakers	
4.020	The system will support deletion of scanned images, including a single page from a multi-page document	
<b>5.x</b>	<b>Correspondence</b>	
5.001	The system will allow for the generation and access specific correspondence templates	
5.002	The system will allow for the generation of correspondence, by authorized Division users utilizing approved templates	
5.003	The system will allow for the communication with business owners and/or contacts via email, fax and mail	
5.004	The system will allow for the generation and sending of a single correspondence and generate and send mass correspondence to specific users (both internal and external)	
5.005	The system will allow for the logging and retrieval of all correspondence sent to users regarding their business entity	
5.006	The system will allow for the filing of acknowledgements by email regardless of submission method	
5.007	The system will provide the ability for certified certificates of status to be available for download as PDF files and include a water mark and the information for the Secretary of State at the time of initial certification.	
5.008	The system must store all correspondence generated and provide the ability for future retrieval	
5.009	The system must provide the ability for electronic document creation and editing tool utilizing standard templates for all hard (and soft) copy correspondences and certificates. Capability to auto-fill information into templates based on contextual business logic	
5.010	The system must auto generate confirmation or tracking numbers and status information for online submissions via email to all users associated to an entity	



<b>Req#</b>	<b>Description</b>	
5.011	The system must generate renewal and expiration notices and change record status	
5.012	The system must provide functionality for internal staff to manage periodic forms and notices for mailings	
5.013	The system must provide the ability to integrate signature fonts or signature images to be reflected on certificates and correspondence	
5.014	The system must provide the ability for address confirmation functionality utilizing an industry standard address database	
5.015	The system is to provide an option to reprint previously generated certificates, rejection letters and receipts.	
5.016	The system must provide a user-configurable table of correspondence rejection reasons	
5.017	The system will ensure that requests that have been submitted, but have not paid the required fees will be sent an E-mail reminder five (5), 10, and 12 days after submission of the form	
<b>6.x</b>	<b>Reporting</b>	
6.001	The system will create pre-defined reports that, depending on the report type, are run hourly, twice daily, daily, weekly, monthly, and annually	
6.002	The system will log and retrieve all reports generated by the system	
6.003	The system will create and run specific reports for pertinent staff and functional areas (e.g. fiscal reports, administrative reports etc.)	
6.004	The system will provide a user dashboard to enable staff to access reports based on user access and permissions	
6.005	The system will provide the ability for authorized Division users to write and run ad hoc reports	
6.006	The system will provide scripts for ad hoc reports that will be maintained within the system for future use	
6.007	The system will ensure that batch reports are to be pre-scheduled as not to place a load on the system during peak days and times	
<b>7.x</b>	<b>Administration</b>	
7.001	The system will provide a workflow queue with work assignments based on current functional areas	
7.002	The system will provide the ability to assign work assignments to specific staff	
7.003	The system will provide the ability for staff to manage, sort and route tasks	
7.004	The system will provide the ability for staff and administrators to modify work assignments during any phase of the workflow lifecycle	
7.005	The system must provide a status dashboard showing number and type of transactions in queues	
7.006	The system must maintain audit log for all changes to records containing information on edit date, last edit user and previously stored content	
7.007	The system must provide a user-configurable retention schedule for all images and data	
7.008	The system must provide the ability for automated identification of data and images for user-controlled purge process and provide reporting, in compliance with retention schedule	

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7.009	The system must ensure that all system transactions are logged in the database and auditable	
7.010	The system will ensure that user access levels shall be tiered for internal user access levels, with varying view and edit permissions based on role	
7.011	The application must interface with Department's Active Directory to provide authentication of Division staff	
7.012	The system software will not contain any features permitting access to the system in violation of its security features or the change management process	
7.013	The system software will not contain any features rendering the system inoperable, or degrade its performance	
7.014	The system software provided will be certified by the vendor as virus and malware free	
7.015	The system must have the capability to monitor transactions through the system for the purposes of auditing, error diagnosis, and performance management	
7.016	The system must support encryption of data, including the ability to transmit and receive encrypted files and messages	
7.017	<p>The selected vendor must provide comprehensive technical documentation and charts relating to the following:</p> <ul style="list-style-type: none"> <li>- Architectural Design</li> <li>- User Dialogs and Control Flow</li> <li>- Non functional requirements (Backup, Disaster Recovery, Response Times, Testability, Security, etc.)</li> </ul>	
7.018	The selected vendor must provide comprehensive operations documentation including Restoration of Service (ROS) manual	
7.019	The system must provide the functionality to execute and monitor automated and batch processes	

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<b>8.x</b>	<b>Authentication &amp; Authorization</b>
8.001	The system will have the ability to create, update and manage user roles and permissions for both internal and external users
8.002	The system will have the ability to control access to sections of the system according to defined permissions and roles
8.003	The system will have the ability to differentiate between internal and external users
8.004	The system will have the ability to display access to specific pages and information about business entities and structures to public without a user login
8.005	The system must accommodate and utilize the BDIS Active Directory for authentication of DOS staff
8.006	With the DOS project team, the vendor will determine the best method for authenticating public access for persons currently associated with an entity
8.007	With the DOS project team, the vendor will determine the best method for authenticating public access for persons currently associated with multiple entities and entities not yet created
8.008	With the DOS project team, the vendor will determine the best method for authenticating public access for persons currently not associated with an existing entity and entities not yet created
8.009	With the DOS project team, the vendor will determine the best method for authenticating public access for persons currently not associated with multiple existing entities and entities not yet created
8.010	With the DOS project team, the vendor will determine the best method for authenticating public access for persons to be associated with an entity not yet created (new users with new entities)
8.011	With the DOS project team, the vendor will determine the best method for authenticating and authorizing staff of other state agencies to have higher levels of access than public
8.012	With the DOS project team, the vendor will determine the best method for authenticating and authorizing staff of outside entities to have higher levels of access than public
8.013	The system will provide one-to-one credentials only. There are not to be any shared access.
8.014	The system must provide access in the areas of fiscal, imaging, correspondence, business registrations, liens, Authentications, Notaries Pubic, Cable Franchises, Marks, Service of Process, Subpoenas, and Exemptions in addition to areas already defined
8.015	The system will ensure that different levels of permission will be defined by the DOS project team and implemented according to approved design requirements
<b>9.x</b>	<b>Migration</b>
9.001	The system must have the ability to integrate and migrate data from existing systems
9.002	The system must have the ability to import data from other data sources (e.g. FTP; code tables etc.)
9.003	The system must have the ability to export data from the database using pre-formatted, batch and ad hoc queries
9.004	The system must have the ability to update system pages and functionality when federal or legislative changes are received (e.g. Biennial report filing)

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9.005	The vendor will provide the development of a data dictionary of the Corporations Legacy system consisting within the Oracle Rdb database and includes indexes to the .tif image files
9.006	The vendor will provide the development of an Entity Relationship Diagram (ERD) for the Corporations Legacy system
9.007	The vendor will provide mapping of the .tif and .pdf images in the Corporations Legacy system
9.008	The vendor will provide the development of a data dictionary of the Corporations data stored on the Microsoft Azure Cloud in SQL and in Binary Large Object Language (BLOB) since January 1, 2013.
9.009	The vendor will provide the development of an Entity Relationship Diagram (ERD) for the Corporations data stored within the Microsoft Azure Cloud since January 1, 2013.
9.010	The vendor will provide the mapping of the images in BLOB storage on the Microsoft Azure Cloud
9.011	The vendor will provide the converting of the images in BLOB storage to compressed .tif images
9.012	The vendor will provide the development of a data dictionary for data stored across various systems, including as SQL on the election's database, for all other data (trademarks and service marks, cable franchise, factious names, liens, notaries and apostilles, substituted services of process request, trusts, public records exemption requests).
9.013	The vendor will provide the development of an ERD for all other data (trademarks and service marks, cable franchise, factious names, liens, notaries and apostilles, substituted services of process request, trusts, public records exemption requests).
9.014	The vendor will provide a migration plan which successfully moves all the data to a single database and database type (SQL or Oracle)
9.015	The vendor will provide a migration plan that will include a cost/benefit analyses utilizing a SQL, Oracle, and/or other database type and provide a recommendation.
9.016	The vendor must provide a migration plan that will include a cost/benefit analyses utilizing a .NET framework over other models and provide a recommendation.
9.017	The vendor must provide a migration plan that will include multiple migrations to include historical data, data through development, and "Go Live" data
9.018	The vendor will ensure that the migration of "Go Live" data will have a limited impact on the duration Sunbiz is offline
9.019	The system must provide the ability for images to be indexed in the database with all images of documents stored on a file server
9.020	The system must ensure that all migrate document images will have the ability to have personal information redacted as needed to include images of checks
9.021	The system must ensure that all migrated key fields in document images may be redacted to include non-public personal identifiable information
9.022	The system must ensure that in the case of migrated Public Exemption Requests, all files will not be available on line
9.023	The system must ensure that for redacted document images, two copies will be stored, a redacted version for public display and a noon-redacted version for viewing by persons within the DOC with proper authorization and the individual filer (the entity)

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9.024	The system must ensure that migration will keep a 1:1 relationship between filings and an entity	
9.025	The system must ensure that migration will keep a 1:1 relationship between a filing and associated images	
9.026	The system will ensure that all pages of a document will be stored as a single image file, to include a cover page and payment method (check), versus one file per document page	
9.027	The vendor must analyze the current database, both size and metadata and provide a data map (data dictionaries and entity relationship diagrams [ERD]) to the proposed solution	
9.028	The vendor must develop a 5 year growth plan for the database based on a 10% annual increase of filings	
9.029	The system must maintain the historical records and associations to the appropriate filings during the migration process	
9.030	The vendor must provide a future state data dictionary to identify all characteristics of the data (field name [abbreviation and full], field location, data type, string length, etc.)	
9.031	The vendor must create a future state Entity Relationship Diagram and data crosswalk	
9.032	The vendor must ensure that the data be analyzed for integrity, gaps filled where necessary, and differences reconciled	
9.033	The vendor must ensure that the data be transformed from current to future state and routines created for converting and cleansing the data	
9.034	The vendor must plan for the addition and modification of data throughout the migration process	
<b>10.x</b>	<b>Hosting</b>	
10.001	The vendor must provide the ability to integrate the current Division of Corporations' trifurcated system into a single enterprise solution.	
10.002	The portal for accessing the Florida Department of State, Division of Corporations Business Registry System will be <a href="http://dos.myflorida.com/sunbiz/">http://dos.myflorida.com/sunbiz/</a>	
10.003	The system must be housed in the continental United States of America	
10.004	The vendor will ensure that the data center housing the system will be equal to or greater than an Uptime Institute certified Tier III data center	
10.005	The vendor will ensure that the data will not be stored on a commercial cloud system and must be isolated from other data	
10.006	The selected vendor must ensure that the database and backups must be housed in the United States of America	
10.007	The system must include load balancing capabilities	
10.008	The system must include a DMZ and DMC with firewall protecting the processors and servers	
10.009	The system will have multiple environments: development, test, stage, and Production	
10.010	The system will utilize the same versions of hardware, operating system(s), and software and be formatted in the same manner	
10.011	The system will ensure that Test, Stage, and Production are all configured the same way with the difference being the quantity of each type of hardware	

<b>Req#</b>	<b>Description</b>	
10.012	The system must have redundancy, automatic backups with offsite duplication and automatic switchover, be connected to an Automatic Power Control (APC) and backup generator.	
10.013	The vendor shall ensure that the system will have limited downtime for patches or for failover (99% uptime)	
10.014	The system must be secure, utilizing both software and hardware security, to prevent unauthorized access	
10.015	The system must ensure that the database is not directly accessible from an internet location and inbound traffic is allowed only from the application servers.	
10.016	The system will ensure that production data will be encrypted.	
10.017	The system must support appropriate automated and manual database relationships between entities (e.g., business and registered agent, business and licensed contractor)	
<b>11.x</b>	<b>Legal</b>	
11.001	The solution must meet Florida Statutes sections 20.10(2) (c), 55.2, 83.49, 376.13, 376.14, 376.3075, 420.101,604.11, 657.254, 713.9, and 865.09	
11.002	The solution must meet Florida Statutes Chapters 15, 48, 83, 110, 116-119, 215, 216, 289, 425, 471, 495, 506, 540, 605-610, 617-622, 668, 671, 679, 680, 692, and 720	
11.003	The solution must meet Florida Administrative Code 74-1, 74-2, 74-3, and 74-5	
<b>12.x</b>	<b>General</b>	
12.001	The selected vendor must have offices in the United States of America	
12.002	The selected COTS solution must have modules successfully deployed for the Secretary of State for at least two (2) of the 50 United States or its territories	
12.003	The selected COTS solution must be secure, sustainable, efficient, high performing, and economical	
12.004	The selected COTS solution must include differential authentication and authorization levels	
12.005	The system must maintain an audit log of all filings, edits to filings, and other transactions to include date and time, by whom, and the original and modified transaction	
12.006	The selected vendor must assist in the development and approve project documents to include key documents identified by the Project Management Institute (PMI) and the Florida Agency for State Technology (AST) (Communications Plan, Human Resource Plan, Team Roster, Change Management Plan, Escalation Plan, and Status Report)	
12.007	The selected vendor must submit scheduled status reports for each activity group and a summary report of the project	
12.008	The vendor must develop and execute a detailed testing plan at the unit, integration, system (Beta), and User acceptance	
12.009	The selected vendor will engage in the development of the Risk Management, Change Management, Issue Resolution, Escalation, Communication, Cost Management, and other key plans, as well as the format for submitting status reports and invoices Immediately after the execution of the contract	
12.010	The selected vendor must engage Business Analysts to document all aspects of the project	
12.011	The selected vendor will maintain a repository of the documents for all project team members	

<b>Req#</b>	<b>Description</b>	
12.012	The selected vendor will ensure that all subcontractors must be properly vetted and approved by the Department	
12.013	The system will provide the ability to merge duplicate records, with business logic in place to check and reconfirm submissions	
12.014	The system must provide a management dashboard providing performance metrics and transactional statistics	
<b>13.x</b>	<b>Security</b>	
13.001	The system must provide the ability to create external user accounts and user credentials for authentication and authorization	
13.002	The system must create user accounts to be issued to agency users in the department's active directory.	
13.003	The system must provide the ability to send an authentication email when an external user creates a user account	
13.004	The system must provide the ability for external users to create, manage and change their usernames and passwords without Division intervention	
13.005	The system's website must utilize a Secure Socket Layer (SSL) with at least 128 bit encryption	
13.006	The system hardware will be housed in the secure State Data Center (SDC), which is certified as a Tier III on the Uptime Institute's four (4) tier classification system and adheres to FAC 74-3 related to data center operations	
13.007	The system shall meet or exceed the National Institute of Standards and Technology (NIST) special publication 800-53 for security controls and Florida Admin Code (FAC) 74-2 on Information Technology Security.	
13.008	The system must follow the organizational standard policies and procedures for security and data protection, record retention, destruction of classified information, registry data and metadata, and authorized technology.	
13.009	The system will ensure that access to the system will be through a Secure Socket Layer (SSL) certificate utilizing 128-bit encryption or the superior Transport Layer Security (TLS).	
13.010	The vendor will ensure that all persons working on the project (vendors, contractors, state employees) must be successfully vetted with a Florida Department of Law Enforcement (FDLE) Level II background check and complete a tutorial in data security and sign a non-disclosure agreement.	
13.011	The solution must meet the Laws, Rules, Regulations, and Codes of the State of Florida and its agencies	
<b>14.x</b>	<b>Calendaring</b>	
14.001	The system must recognize a filing year runs from January 1 through December 31	
14.002	The system will allow filings to occur at any time of the year	
14.003	The system must recognize that new filings do not require an FEI/EIN	
14.004	The system must recognize that it is the "effective" date that determines the activation of the entity	
14.005	The system must be able to determine which entities are required to file an annual report and compute the required fees	
14.006	The system must allow the administration team to determine the due dates for the annual reports and make changes to the due date as needed	

<b>Req#</b>	<b>Description</b>	
14.007	The system must adhere to the division of corporations business rules for annual reports and have the ability to identify any annual reports submitted prior to January 1	
14.008	The system must adhere to the division of corporations business rules for annual reports and have the ability to identify any annual reports submitted after to May 1 (does not apply to non-profit entity types)	
14.009	The system will adhere to the current deadline of third Friday in September	
14.010	The system will ensure that all entities that have not had an annual report filed by the deadline, will be administratively dissolved or revoked	
14.011	The system will allow an entity to have an effective date up to five (5) business days prior or ninety (90) days after the file date	
14.012	The system must recognize weekends and not include them in the business day count	
14.013	The system must recognize state holidays and not include them in the business day count	
14.014	The system must allow for ad hoc closing of the business office (e.g., hurricanes) and not count the closed days in the count of business days	
14.015	The system must allow for later effective dates on business entity filings and restrict the effective dates for associated entities to that later date or after	
14.016	The system must allow for later effective dates for amendments and make change on selected date	
<b>15.x</b>	<b>Training</b>	
15.000	The vendor must develop and provide training modules for up to 150 staff members of the Division	
15.000	The selected vendor is responsible for developing the training documents and delivery for all aspects of the application for all users to include the up to 150 members of the Division	
15.000	The vendor must provide training onsite at the Florida Division of Corporations Office	
15.000	The vendor must provide direct training (not train-the-trainer)	
15.000	The vendor must ensure that at the deployment of the solution, staff members are competent in the navigation and use of the modernized business registry and can provide high level assistance to all level of users	
15.000	The vendor must define competency and certify all members reach the defined level.	
15.000	The vendor will provide tutorials, frequently asked questions, and navigation tips within the front end of the 504 compliant user interface.	
15.000	The vendor will provide a "sandbox" for the exploration, demonstration, and training of the system	
<b>16.x</b>	<b>Testing</b>	
16.001	The vendor must develop and execute a detailed testing plan at the unit, integration, system (Beta), and User acceptance	
16.002	The vendor is responsible for designing, implementing, and validating a test plan for each function of the application and the overall unit in which the function is deployed	
16.003	The vendor must ensure that testing is to include unit and integration testing and integration testing is to take place every time there is a modification to the code and/or functionality	



<b>Req#</b>	<b>Description</b>	
16.004	The system must ensure that all promotions are to be Beta and successfully complete User Acceptance Testing (UAT) before a deployment	
16.005	The vendor is to provide an issue tracking system (ITS) for the reporting and tracking of "bugs"	
16.006	The vendor must ensure that the ITS is to record such things as a name for the issue, a tracking ID, a description of the issue, the reporter, the date reported, the priority, and the severity of the issue, as well as who is assigned to fix the issue, the status of the issue, and by whom the issue was tested and approved for promotion	
16.007	The vendor must ensure that safeguards are to be in place for promoting data both on a schedule and as needed in an emergency only after being unit, integration, Beta, and User Accepted	
16.008	The vendor must ensure that safeguards are to be in place to back out promoted code and return the system to a defined point and time through a source control program.	
<b>17.x</b>	<b>Judgment and Federal Tax Liens</b>	
17.001	The system must provide the ability to create and modify a new federal tax lien or judgement lien in the system	
17.002	The system must identify the type of lien entered and create a unique identifier for each lien filing	
17.003	The system must provide the ability to reject a federal tax lien or judgement lien and add notes to the lien record	
17.004	The system must provide a method to determine and identify duplicate federal tax lien or judgement lien filings	
17.005	The system will provide the ability to accept and associate payments to lien filings	
17.006	The system will provide the ability to integrate with federal agencies to manage payments for federal tax liens processed	
<b>18.x</b>	<b>Authentications (Apostilles and Notarial Certifications) &amp; Notaries Public</b>	
18.001	The system must provide the ability to issue an apostille in accordance with 15.16, F.S. Must be issued on secured paper certificate and contain 10 items required by the Hague Convention	
18.002	The system must provide the ability to issue a notarial certificate that attests the notary is/was a valid Florida notary for countries not a part of the Hague Convention	
18.003	The system must provide the ability to issue a certificate of incumbency for a public document for a countries not a part of the Hague Convention	
18.004	The system must provide the ability to issue a certificate to be attached to a filing in accordance with Florida Statutes 605, 607, 617, 620 and 495.	
18.005	The system must create a unique 5 digit code that corresponds with the type of certificate to be issued	
18.006	The system must provide the ability to add a single new notary (application and bond) online or internally and assign a commission number and unique notary ID	
18.007	The system must provide the ability to generate a notary certificate (online or internally)	
18.008	The system must provide the ability to regenerate notary certifications	
18.009	The system must provide the ability to identify the type of modification request and modify a current notary	

<b>Req#</b>	<b>Description</b>
18.010	The system must provide the ability to renew a notary online or internally
18.011	The system must provide the ability to allow customers to upload documents (application and bond etc.) to the department for notary processing
18.012	The system must provide the ability to generate and send the certificate to the customer by email and provide a copy available for printing at another time
18.013	The system must provide the ability to allow customers to access notary information online
18.014	The system must provide the ability to integrate with the governor’s office system to gain approval of certain documents prior to the DOS processing the notary.
18.015	The system must provide the ability to reject an apostille/notarial request and site deficiencies
18.016	The system must provide the ability to issue a certified copy, or plain copy of a notary application

Req#	Description
<b>19.x</b>	<b>Cable Franchises</b>
19.001	The system must provide the ability to enter and process a request for a new cable franchise
19.002	The system will provide the ability to track the 5 year status for a renewal and send reminders to the cable franchise owners
19.003	The system will provide the ability to generate and send a certificate of franchise
19.004	The system will provide the ability to process a termination of the franchise
19.005	<p>The system will provide the ability to capture the following information pertaining to a Cable Franchise:</p> <ul style="list-style-type: none"> <li>a. Franchisee Name</li> <li>b. Is this a new Franchisee or an amendment/extension/appending filing?</li> <li>c. If new, Create a new franchisee ID number.</li> <li>d. If appending/amending/extending, <ul style="list-style-type: none"> <li>1. To what prior franchisee ID #?</li> <li>2. Modification of Service Area?</li> <li>3. Transfer of Franchise Authority? or</li> <li>4. Termination of Certificate of Franchise Authority.</li> </ul> </li> </ul> <p>and then...</p> <ul style="list-style-type: none"> <li>e. assign a unique Document Identifier to the record</li> <li>f. note the date received by the Division</li> <li>g. collect and store an image of the document (pdf)</li> </ul>
<b>20.x</b>	<b>Trademarks and Service Marks</b>
20.001	The system must provide the ability to file and maintain historical records for trade names
20.002	<p>The system will provide the ability to capture information related to a request for a name change (if applicable).</p> <p>If yes, a through e apply:</p> <ul style="list-style-type: none"> <li>a. Name of trademark/service/collective or certification mark as registered;</li> <li>b. Identification number;</li> <li>c. A certificate of registration was issued to the registrant or applicant under the name of;</li> <li>d. The registrant's or applicant's name has been changed from; and</li> <li>e. The registrant's or applicant's address has been changed to.</li> </ul>
20.003	The system will provide the ability to capture information related to the state of incorporation or domestication (if corporation or LLC).
20.004	The system will provide the ability to capture information related to the trademark and/or service mark being registered.
20.005	The system will provide the ability to capture information related to how the mark will be used on the goods or with the services identified.
20.006	The system will provide the ability to capture information related to a full written description of the mark that is being registered. If registering words only the system should offer the ability to capture indicate "words only or logo/ design"

Req#	Description	
20.007	The system will provide the ability to capture information related to the month, day and year of the first use of the mark anywhere.	
20.008	The system will provide the ability to capture information related to the month, day and year of first use of the mark in Florida. Trademark/service mark should be in use at the time application is submitted for registration.	
20.009	The system will provide the ability to capture the class type related to the identification of each goods and/or services of the mark being registered	
20.010	The system will provide the ability to capture information related to a renewal notice that should be sent 6 months before the five (5) year expiration date. The renewal requirements are identical to the initial application requirements (except for only one specimen is required).	
20.011	<p>The system will provide the ability to capture information related to whether ownership of the trademark or service mark is being assigned to another entity.</p> <p>If yes, the following apply</p> <ul style="list-style-type: none"> <li>a. Name of assignor;</li> <li>b. Name of assignee;</li> <li>c. Business address of assignee;</li> <li>d. If assignee is a partnership, enter the state in which partnership is organized and the full and complete names of the general partners;</li> <li>e. If assignee is a corporation or limited liability company, enter state of incorporation;</li> <li>f. Name, address, and phone number of contact person for assignee;</li> <li>g. File number of the trademark/service mark being assigned;</li> <li>h. Name of trademark/service mark being assigned;</li> <li>i. Date of assignment;</li> <li>j. Person, mailing address and phone number if different from above;</li> <li>k. Please print assignor’s full name; and</li> <li>l. Assignor signature and title.</li> </ul>	
20.012	The system must provide the ability to retrieve a fiscal record associated to a trademark/service/collective or certification mark registration	
20.013	The system must provide the ability to enter and adjust the filed date	
20.014	The system must automatically calculate an expiration date exactly five years from the filed date for trademark registration	
20.015	The system must provide the ability to enter and associate cross reference names to a trademark/service/collective or certification mark registration	
20.016	The system must provide the ability to identify one or more class designations with multiple dates for a trademark/service/collective or certification mark registration	
20.017	The system must provide the ability to accommodate unlimited characters in the "Disclaimer Field" for a trademark/service/collective or certification mark registration	
20.018	The system must create an event record for all applicable statutory actions requested by a business owner/entity identified by the State of Florida statues	
20.019	The system must provide the ability to add a trademark renewal event within 6 months of the expiration date	
20.020	The system must provide the ability to allow deletions or updates to classes/and or services/goods	
<b>21.x</b>	<b>Service of Process and Subpoenas</b>	

<b>Req#</b>	<b>Description</b>	
21.001	The system must provide the ability to create a service of process record when a request is received	
21.002	The system must provide the ability to record the original time and date of receipt for a service of process request and maintain a time clock through the end of processing	
21.003	The system must provide the ability to pause the time clock during processing and restart the time clock as needed	
21.004	The system must provide the ability to reset the time clock for a service of process request	
21.005	The system must provide the ability to accept substitute service in accordance with 48, F.S. using a unique 5-digit code.	
21.006	The system must provide the ability to generate an acknowledgement letter to acknowledge the plaintiff of the acceptance.	
21.007	The system must provide the ability to generate a certified letter when a withdrawal of foreign entities is received	
21.008	The system must provide the ability to reject a submission and note deficiencies	
<b>22.x</b>	<b>Public Records Request and Records Exemption Requests</b>	
22.001	The system will provide the ability to issue a certificate to be attached to a filing in accordance with Florida Statutes	
22.002	The system will provide the ability for online users to view and download the public records exemption form	
22.003	The system will provide the ability to create a new exemption record in the system and assign an open/new status	
22.004	The system will provide the ability to import a PRE received from the Secretary of State (SOS) office and associate to an exemption record	
22.005	The system will provide the ability to indicate an action required or no action required for a public records exemption received	
22.006	The system will provide the ability to close a exemption record in the system and assign an complete/closed status	
22.007	The system will provide the ability for online users to view and download the public records request form	
22.008	The system will provide the ability to create a new public request (PRR) record in the system and assign an open/new status	
22.009	The system will provide the ability to import a PRR document received from the Secretary of State (SOS) office and associate to a request record	
22.010	The system will provide the ability to indicate an action required or no action required for a public records request received	
22.011	The system will provide the ability to close a public request (PRR) record in the system and assign an complete/closed status	