# Attachment E - DecisionDirector Instructions

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## SECTION 1    RESPONDENT INSTRUCTIONS

### 1.1    Overview

DecisionDirector® DD2 is the software application toolset provided by Advantiv Solutions, LLC (Advantiv) to facilitate Respondent Replies to the Business Requirements contained in the State of Florida's Department of Financial Services (DFS) Planning, Accounting, and Ledger Management (PALM) Project (the Project) Invitation to Negotiate (ITN). This document includes an overview of DD2 functionality and instructions for setting up DD2 to reply to the ITN. All Respondent Replies to the Business Requirements referenced within the ITN are required to be submitted using DD2. Instructions for how to Reply to all other elements of the ITN can be found within the SSI ITN document.

The following figure graphically describes the registration and Reply process:



Figure 1  DD2 Respondent Registration Process Flow

DD2 enables Respondents to view, filter, sort, and respond to the Business Requirements contained in the ITN throughout the course of the response period. DD2 provides Respondents with access to the complete Business Requirements organized in two major sections: functional Business Requirements and technical Business Requirements, and further organized into Categories and SubCategories within those two major sections.   Table 3 – Category and SubCategory List within the Appendix provides a listing of the functional and technical Categories and SubCategories.

### 1.2    Required Respondent Actions
There are three steps a Respondent must take to ensure that DD2 is properly set up.

### 1.2.1    Register with Advantiv and Obtain a Copy of DD2
In order to obtain access to the Florida PALM ITN forum within DD2, Respondents must register with Advantiv and obtain a copy of the DD2 application. DD2 is a client/server application. The DD2 system requires Windows XP or greater or OS (any version).  DD2 does not run on MAC, unless the MAC user has Windows emulation software installed.

The Respondent must take the initiative to register and request a copy of DD2 by contacting Advantiv at 866.966.2911 x3 or by sending an email to *dd2@advantiv.com*. There are no limitations to the number of Respondent DD2 accounts. It is the Respondent's responsibility to ensure that a copy of the application is obtained in sufficient time to complete all replies to the Business Requirements by the deadline specified in the ITN Section 2.2 – Timeline of Events.

### 1.2.2 Provide a Point of Contact and a List of Authorized Users/Personnel

The Respondent must provide Advantiv with a list of individuals, along with their email addresses, who are to be given usernames and passwords. Advantiv will set up the Respondent account and user access and send sign-on information directly to each user.

### 1.2.3 Provide a List of Source Values

The Respondent must provide Advantiv a source list of solution-specific application(s), toolset(s), and/or third-party products to populate the Source column with a set of valid values. Advantiv will provide a form for use in delivering this data. The Respondent's list must identify the individual modules or functions within the core software that will be used to satisfy the Business Requirement. In other words, the values provided must include core software module/function specificity in their naming.

The Respondent's source list must align to a standardized Source Category list to enable uniform scoring and analysis. Below is the list of standard Source Categories used by Advantiv and their associated definition that the Respondent will be asked to crosswalk to its solution specific approach.

Table 1          Source Categories and Definitions

| Source Category | Definition |
|---|---|
| Core Software | The desired feature or functionality is provided by the core (ERP) software. |
| 3rd Party App – Fully Integrated | The desired feature or functionality is not available as part of the base ERP software functionality, but is a standard feature of third party software proposed to satisfy the specified system requirement and is fully integrated to function as part of the ERP system. The third party software provides the requested functionality without screen, code, or design changes. The proposed third party product can satisfy the specification "out-of-the-box" without any modification to the standard baseline software offering. Only use this Source Category if the third party software fully meets the requirement. |
| 3rd Party App – with Customization Integration | The desired feature or functionality is not available as part of the base ERP software functionality, but is a standard feature of third party software proposed to satisfy the specific system requirement. The third party software provides the requested functionality without screen, code, or design changes, but is not integrated out-of-the-box with the ERP system. Only use this Source Category if the third party software meets the requirement with no modification to the third party product. Note: The integration hours are expected to be provided for any specific integration requirements with the rest of the proposed ERP system or other systems. |
| User Tool | These tools encompass products such as query and report writers that end users can be trained to use in order to satisfy their own needs and requirements. |
| DBMS/DBA Toolset | These are management tools that are inherent within the database technology proposed by the Respondent, which technical staff can be trained to use in order to maintain or enhance the Respondent's application. These are not to be considered applications because they |

| Source Category | Definition |
|---|---|
| | do not perform the functions of an application, nor are they considered user or developer tools. |
| **Developer Tool** | These tools encompass those application development and maintenance tools that the Department's technical staff can be trained to use in order to maintain or enhance the Respondent's application. |

## 1.3 Logging into DD2

Once DD2 is installed and a DD2 username and password have been issued by Advantiv, a user can access DD2 by clicking on the RFP Response Manager icon on the desktop. The following login screen will be displayed:



Figure 2  DD2 Login Screen

Users may obtain additional information on navigating and using DD2 via the DD2 Knowledge Base located at https://help.decisiondirector.com/help. However, the information provided regarding DD2 via the Knowledge Base **does not replace or supersede** any information included within the SSI ITN or this Attachment with regard to the available values within each field (Support, Date Avail, and Source) or with regard to how to complete the required fields of information, including the Narrative.

## 1.4 Accessing Solicitations

The DD2 application provides service to clients nationwide. At any given time, there may be one or more open solicitations underway in DD2. A Respondent logged into DD2 can access only those forums (i.e., solicitations) for which the Respondent has been registered and been provided Respondent log-in credentials. The Solicitation Selector page shown in Figure 3 will contain all active solicitations supported by DD2 and available to that Respondent.  To access the Florida PALM Project ITN Business Requirements, highlight that line and click "Open".



**Response Manager**

### State of Florida

Vendor, FLPT1

**Available Forums**

| ID | Forum Name | Status | Open Date | Close Date |
|----|-----------|--------|-----------|------------|
| 4001 | State of Florida – SSI ITN | Open | | |

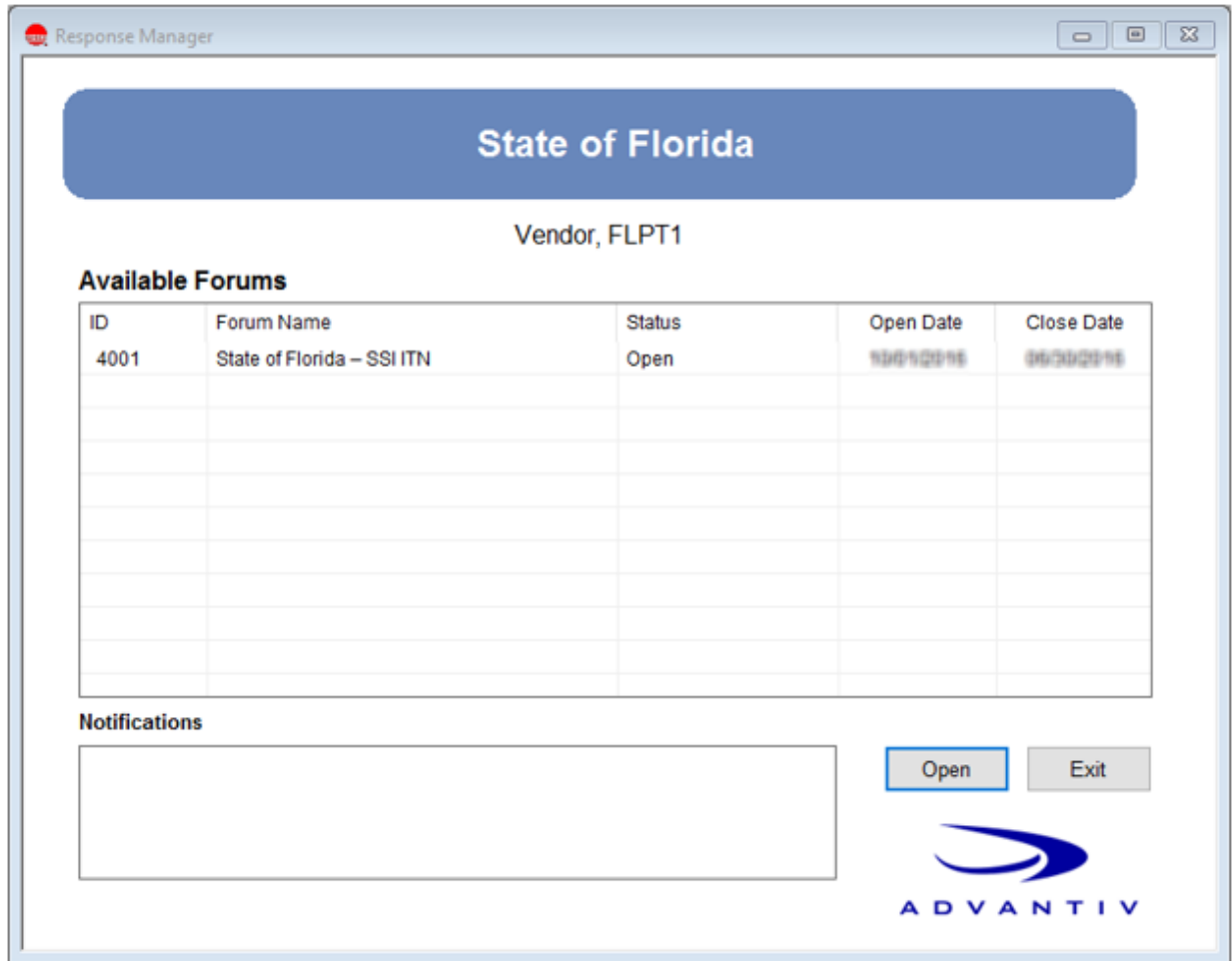**Notifications**

ADVANTIV

Figure 3  Solicitation Selector Screen

## 1.5 Responding to Requirements

Once a solicitation is selected, the user will be presented with a window that is used to navigate the Categories and SubCategories of the functional and technical Business Requirements. A user can select one or more requirement for input, filter and sort the requirements and any information already input, and access any of the application menu items. In the bottom portion of the navigation screen, a list of the currently selected Business Requirements will always be shown.
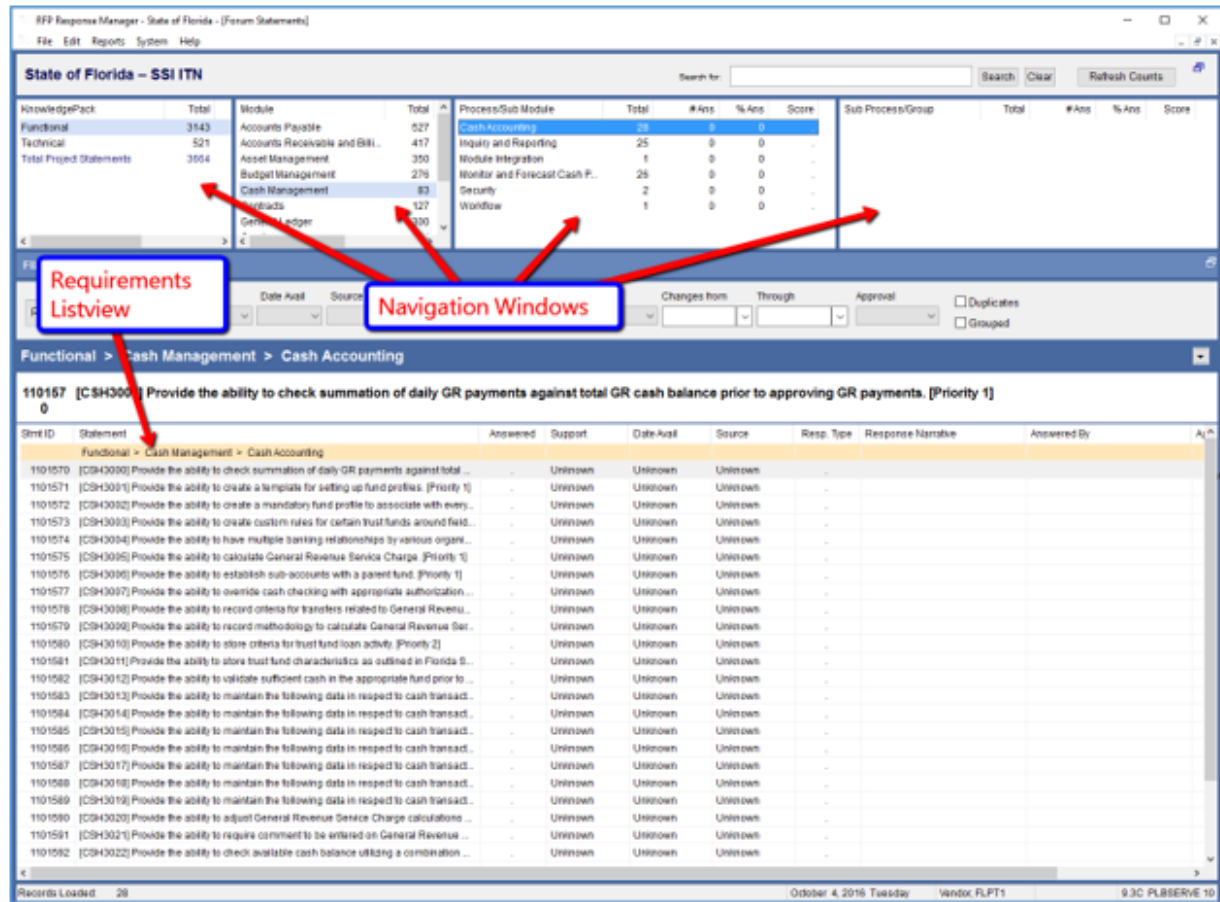


Figure 4  DD2 Business Requirements Main Navigation Screen

A user can double-click on any Business Requirement in the list view to bring up the Business Requirement response window, as shown below in Figure 5.

In addition to presenting the statement, navigation, and action icons, the response window presents two very important items:

1. Three response fields with their respective drop-down menu options; and

2. The response Narrative field for input of details as required by the Florida PALM ITN. NOTE: the Narrative Optional field title is superseded by the Narrative requirement specified below.

The statement field displays the number assigned by the State of Florida to the Business Requirement (i.e., CSH095) and the indicator of the Priority (i.e., Priority 1) assigned. See ITN Section 4.2.3.1.1 – Business Requirements for additional information regarding Business Requirement Priority values.

The requirement response window also includes the option for a Respondent to record internal approval of responses. NOTE: The internal approval data is for Respondent use only.
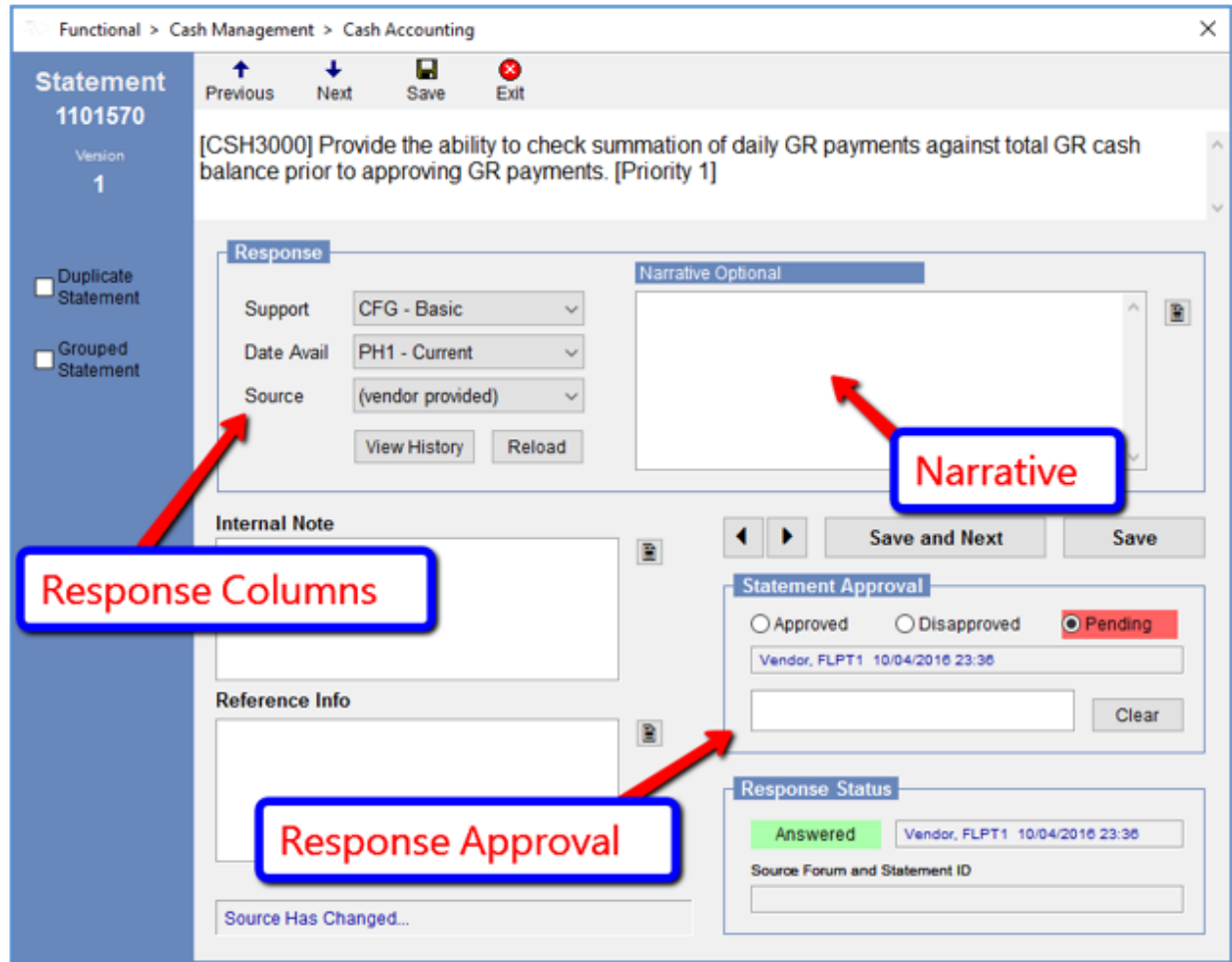


Figure 5  Individual Requirement Response Window

Three primary fields must be completed by the Respondent for each Business Requirement in DD2:

- **Support** is used to indicate the capability of the proposed solution(s) to support the requirement;

- **Date Avail** (Date Available) identifies the timeframe in which that support is available and the Phase in which the Respondent proposes to implement the requirement; and

- **Source** indicates the specific application, toolset, or third-party component that is proposed to satisfy the requirement.

All Business Requirements in DD2 must have a response in all three of the above fields in order for the response to that Business Requirement to be considered responsive. While Support and Date Avail drop down menus are specified in DD2 and are available in the Appendix to these Instructions, the Source drop down menu is populated with Respondent-specific module/function, application, toolset, or third party names as provided to Advantiv as part of the instructions in Section 1.2.3 above. If multiple modules or functions will be used to satisfy a particular Business Requirement, the Respondent must indicate the primary or relevant module/function in the Source field.

When completing the Support field, the Respondent should respond based upon the application, toolset, or third-party component tool identified in the Source field. For example, if the Business Requirement is met through configuration of the application identified in the Source field, the vendor should select "CFG-Basic" or "CFG-Advanced". The value "CFG-Basic" or "CFG-Advanced" should be selected when the Respondent will meet the Business Requirement without software coding or software modification. The Respondent should select "CUST-Low", "CUST-Medium" or "CUST-High" when software coding or software modification would be necessary to meet the requirement.

Respondents must identify any confidential, proprietary, trade secret, or information otherwise not subject to disclosure included within its DD2 response by using the Narrative field within to notate any and all fields deemed confidential for that Business Requirement. Table 2 below provides instruction for how to format the notation. For information on how to submit a redacted version of the DD2 responses, reference ITN Section 3.5 – Redacted Submission.

While the Respondent's Reply to the Business Requirements may include Narrative (Figure 5 shows Narrative Optional as the field name) for any individual requirement, please note that the Respondent should provide details using the Narrative field under the following scenarios:

Table 2        Instances Requiring Narrative

| Field | Where Value Is… | Information to Provide in Narrative Field |
|---|---|---|
| Support | "CUST-Low"; "CUST-Medium"; or "CUST-High" | Include the corresponding Reference # identified in Section 1.8.3-Customizations of Attachment D-Technical Reply Instructions |
| Date Avail | "PH1-Near Term"; "FUTR-Near Term"; "PH1-Long Term"; or "FUTR-Long Term" | Include Release Number, Release Date, and Status |
| Date Avail | "PH1-Not Planned" or "FUTR-Not Planned" | Include explanation of how the requirement will be met |
| Source | Other than "Core Software" | Include explanation of how the solution will be accomplished by integration with other Source(s) |
| Any Field, i.e. Support, Date Avail, Source and Narrative | Deemed Confidential by Respondent | Include notation within the Narrative field, after any comments or narrative, using the structure below:<br><br>Support – Confidential<br>Date Avail – Confidential<br>Source – Confidential<br>Narrative – Confidential |

## 1.6    Completing the Response in DD2

At the date and time Replies are due, as noted in ITN Section 2.2 – Timeline of Events, Advantiv will remove Respondent's access to DD2. Reports will be compiled by Advantiv and delivered to the Department to be used in the evaluation process. Respondents shall not include a copy of their DD2 response in their Reply, unless in accordance with the redaction instructions included in ITN Section 3.5 – Redacted Submissions.

## 1.7    Optional Functions Available in DD2

DD2 has an optional function that enables a Respondent to apply internal approvals to input. Respondents may use this feature if it chooses to delegate input to multiple users.

### 1.7.1   Bulk Edit for Mass Approvals

When a Respondent opts to use DD2 approval functionality, the Bulk Edit feature is available to record a Respondent's internal approval of responses to any selected group of requirements. To use this feature:

1. Use Click/SHIFT-Click or CTRL-Click in list view to highlight the requirements to be approved.
   To apply a mass approval to a large set of requirements such as for example, General Ledger, double-click on the General Ledger KnowledgePack title and then Click the first requirement in the list view and scroll down to SHIFT-Click the last requirement (or use

SHIFT-CTRL-END to select the entire set of listed requirements). Select "Edit" from the application menu.

2. Select "Bulk Approval Edit" from the Edit menu.
3. Select the appropriate approval status from the dialog. An approval note can also be added.
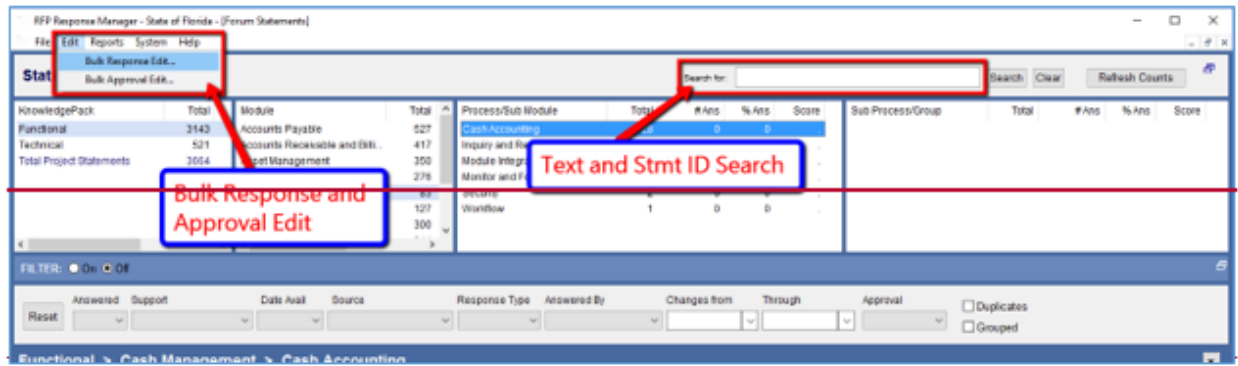4. Click "Apply".



Figure 6  Bulk Edit Feature

### 1.7.2   Requirement Text and Statement ID Search

The text and statement ID search facility is available in the top portion of the main screen, to the right of the solicitation name. Enter and search for up to five keywords or for a statement ID, and all matching Business Requirements will be displayed in the list view in the bottom portion of the DD2 main screen.

### 1.7.3   Reload Button on the Response Edit Panel

The Reload Button on the response edit panel can be used to revert to the last saved response record. If you make changes to the response and become confused about the changes you've made, this button can be helpful.

### 1.8      Technical and End User Support

All DD2 support is available at 866.966.2911 x3 or dd2@advantiv.com Monday through Friday from 8am to 8pm ET, with a turnaround timeframe of four business hours in responding to questions. All other inquiries must be directed to the Purchasing Agent provided in ITN Section 1.8 - Contact Person.

Using CTRL-Click in the list view can cause the application to appear to lock up. If this happens, press the ESC key and answer "No" to the next prompt. Then resume normal activity.

**EXHIBIT A – SUPPORTING INFORMATION**

Table 3        Category and SubCategory List

| Category and SubCategory Titles | |
|---|---|
| **Category** | **SubCategory** |
| **Functional Business Requirements** | |
| Accounts Payable | 1099 Processing |
| | Encumbrance |
| | Inter-Agency Billing |
| | Invoice Processing |
| | Module Integration |
| | Payment Processing |
| | Printing and Handling |
| | Receiving |
| | Payment Reconciliation |
| | Vendor Maintenance |
| | Data Integration |
| | Document Management |
| | Inquiry and Reporting |
| | Security |
| | Workflow |
| Accounts Receivable and Billing | Billing and Invoicing |
| | Cash Receipts |
| | Customer Maintenance |
| | Depositing |
| | Offset |
| | Data Integration |
| | Document Management |
| | Inquiry and Reporting |
| | Security |
| | Workflow |
| Asset Management | Additions and Maintenance |
| | Depreciation |
| | Disposal Retirement and Theft |
| | Physical Inventory |
| | Data Integration |
| | Document Management |
| | Inquiry and Reporting |
| | Security |
| | Workflow |
| Budget Management | Allotment / Internal Budget Management |
| | Budget Monitoring and Control |
| | Document Management |
| | Inquiry and Reporting |
| | Data Integration |
| | Module Integration |

| Category and SubCategory Titles | |
|---|---|
| **Category** | **SubCategory** |
| | Security |
| | Workflow |
| Cash Management | Cash Accounting |
| | Monitor and Forecast Cash Position |
| | Inquiry and Reporting |
| | Module Integration |
| | Security |
| | Workflow |
| Contracts | Contract Administration |
| | Vendor Performance |
| | Document Management |
| | Inquiry and Reporting |
| | Data Integration |
| | Workflow |
| General Ledger | CAFR Reporting |
| | Chart of Accounts |
| | Closing |
| | Fund Accounting |
| | Data Integration |
| | Inter/Intrafund/Interagency Journal Transfers |
| | Journal Entry |
| | Document Management |
| | Inquiry and Reporting |
| | Security |
| | Workflow |
| Grants | CMIA |
| | Cost Allocation |
| | Grant Budget |
| | Grants Accounting |
| | Grants Management |
| | Data Integration |
| | Document Management |
| | Module Integration |
| | Inquiry and Reporting |
| | Security |
| | Workflow |
| Payroll | Employee Records |
| | Payroll Controls |
| | Payroll Deductions |
| | Payroll Processing |
| | Tax Reporting |
| | Security |
| | Data Integration |
| | Module Integration |
| | Document Management |

| Category and SubCategory Titles | |
|---|---|
| **Category** | **SubCategory** |
| | Inquiry and Reporting |
| | Workflow |
| Projects | Project Accounting |
| | Project Budgets |
| | Project Management |
| | Data Integration |
| | Document Management |
| | Module Integration |
| | Inquiry and Reporting |
| | Security |
| | Workflow |
| Treasury Management | Bank Reconciliation |
| | Banking |
| | Treasury Accounting |
| | CMIA |
| | Bank Deposits |
| | Investing |
| | Issuance Reconciliation |
| | Revolving Funds |
| | Module Integration |
| | Data Integration |
| | Document Management |
| | Inquiry and Reporting |
| | Security |
| | Workflow |
| **Technical Business Requirements** | |
| BI & Analytics | Data Warehouse Analytical Capabilities |
| | Data Warehouse Architecture |
| | Data Warehouse Functions and Features |
| Data Management | Data Integration |
| | Data Integrity |
| | Database |
| Enterprise Security | Data Warehouse Security and Controls |
| | Security |
| General System | Custom Development |
| | Document Management |
| | Functional System Documentation |
| | System Tools |
| | Technical Architecture |
| | Technical System Documentation |
| Integration Architecture | Enterprise Application Integration |
| | Extract Transform and Load Tools |
| | Networking |
| Operations Management | Archiving |
| | Data Warehouse Administration |

| Category and SubCategory Titles | |
|---|---|
| **Category** | **SubCategory** |
| | Job Scheduling and Processing |
| | Performance |
| | Report Administration |
| Reporting | Ad Hoc Query |
| | Reporting – General Requirements |
| | Reporting Portal |
| | Standard Report Features |
| Support | Audit Trails |
| | Error Handling |
| | Online Help |
| | Reliability |
| | Supportability |
| Transaction System | Application Architecture |
| | Functions and Features |
| Workflow and UI | User Interface |
| | Workflow |

## Florida PALM ITN DD2 Evaluation Matrix Values

| Response Column: | DateAvail | States the timeframe in which support for the requirement will be available. |

| Response Item | Points | |
|---|---|---|
| PH1 – Current | 0 | Functionality available in the proposed solution immediately and is proposed to be implemented in Phase 1. |
| PH1 – Near Term | 0 | Functionality in current development/test and will be available within two (2) years of executed contract and is proposed to be implemented in Phase 1. |
| PH1 – Long Term | 0 | Functionality is planned to be available as part of the product roadmap in two (2) or more years and is proposed to be implemented in Phase 1. |
| PH1 – Not Planned | 0 | There are currently no plans as part of the product roadmap to make this functionality available to clients or the functionality is available only through customization and is proposed to be implemented in Phase 1. |
| FUTR – Current | 0 | Functionality available in the proposed solution immediately and is proposed to be implemented in a Future Phase. |
| FUTR – Near Term | 0 | Functionality in current development/test and will be available within two (2) years of executed contract and is proposed to be implemented in a Future Phase. |
| FUTR – Long Term | 0 | Functionality is planned to be available as part of the product roadmap in two (2) or more years and is proposed to be implemented in a Future Phase. |
| FUTR – Not Planned | 0 | There are currently no plans as part of the product roadmap to make this functionality available to clients or the functionality is available only through customization and is proposed to be implemented in a Future Phase. |
| Unknown | 0 | DateAvail was not answered by the vendor. |

Figure 7  Date Avail

## Florida PALM ITN DD2 Evaluation Matrix Values

**Response Column:** | Support | Identifies the nature of the solution as being either configurable or a customization.

| Response Item | Points | |
|---|---|---|
| CFG – Basic | 10 | Delivered functionality and can be readily configured in the installed solution. |
| CFG – Advanced | 8 | Delivered functionality requiring extensive configuration due to Florida PALM specific complexity. |
| CUST – Low | 4 | Customization/Enhancement requiring a low level of effort: 80 hours or less. |
| CUST – Medium | 4 | Customization/Enhancement requiring a higher level of effort: between 80 and 200 hours. |
| CUST – High | 4 | Customized Development requiring a very high level of effort: in excess of 200 hours |
| Unknown | 0 | Support was not answered by the vendor. |

Figure 8  Support