

Appendix 8 – Functional Requirements: Procurement

1.	Overview	2
2.	General Information – Procurement	3
3.	Capability New to DIWS 2	26
4.	Response to Procurement Enhancement Requirements	37

See the RFP Section 1.2 and Task Order Section 1.2 for a complete list of all abbreviations and acronyms.

NOTE: Appendix 8 also includes an optional component that shall be priced separately on the RFP Price Sheet (Attachment F-1). See Section 2.7 Current Data Model and Content Volumes.

All requirements contain the word “shall” which may be part of the sentence containing the requirement or precede a list of requirements.

For requirements that include a lettered list, the lettered list is considered to be part of the requirement.

For requirements that contain a bulleted list, the bulleted list is provided for clarification, interpretation, reference, definition or example.

For requirements that contain the phrase “proved the ability”, the function or capability shall be provided in a manner that allows it to be exercised at the discretion of an authorized user.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

1. Overview

The Procurement operations of the MVA currently do not use the DIWS scan, store, retrieve, and workflow functionality. However, there is a development effort under way that has identified the scan, store and retrieve requirements. This effort may continue with implementation of the functionality. It may also continue with the capture (scan and store) of the existing paper Procurement records. If capture does not take place, there will not be a need for the migration activities identified in this Appendix. If the functionality is not implemented, those requirements that refer to the existing system will no longer apply.

The DIWS 2 System shall support all procurement-related imaging activities for the following areas:

- **RFP/RFI Documents** – This process starts off with drafting of the RFP/RFI by the business and then sending them over to the procurement for review and changes before it is placed in the marketplace for the vendors. All the documents related to RFP and RFI arrive as either paper or in electronic format at the MVA Glen Burnie procurement branch office. The documents are collected in a locked bid box that is physically located in a secure area in the procurement facilities. After the bid response deadline date passes, the procurement staff removes the documents from the bid box, makes copies and forwards them to the business areas for review. Electronic forwarding of electronically captured documents is envisioned for DIWS 2.
- **Restricted employee access for vendor response** – There is a strong requirement to prevent MVA employees from accessing the documents until a contract award has taken place.
- **Minority Business Enterprise (MBE)** – MBE is housed with procurement and vendors periodically complete and forward a report on how they are complying with the minority business terms. There is also a similar program called VSBE for veterans.
- **Review Cycle for TORFP** – The review cycle begins with procurement and proceeds to MDOT and then to DoIT. There are multiple iterations with each group for the review process. The review cycle typically includes an e-mail exchange of an MS Word document(s) with comments inserted. There are other control areas that sometimes become involved in the review process:
 - Department of Information and Technology
 - Department of General Services
 - Board of Public Works

Since it is possible the MVA may not have captured the Procurement content at the time the Procurement migration activities will need to take place, the migration component shall be priced separately in the RFP Price Sheet (Attachment F-1). See Section 2.7 Current Data Model and Content Volumes for the migration scope.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

2. General Information – Procurement

The procurement division of the MVA currently does *not* have scan, store and retrieve functionality. However, the procurement division of the MVA will likely have scan, store and retrieve functionality in Legacy DIWS prior to the awarding of the DIWS 2 Contract. DIWS 2 will provide these capabilities for procurement to allow the business area to meet the organization’s business needs.

The expectation is for the Offeror to review conduct a requirements definition and review session leveraging the existing DIWS procurement application and learning about the needs of the business. These requirements will be used as the basis for the procurement application to be built on the DIWS 2 platform. Unstructured content (e.g., images) and structured data (i.e., database data) stored in DIWS is expected to be migrated to the DIWS 2 environment. No loss of functionality shall be permitted and some enhancements are expected.

Although paper documents will continue to be accepted for the foreseeable future, the next generation procurement environment will allow electronic documents to be automatically captured, secured, and routed electronically. These electronic documents will arrive via FTP/SFTP, e-mail, fax, CD, DVD, and storage device. Paper documents, including those related to prior projects, will be scanned and treated as electronic documents.

2.1 Current Process

The current procurement business process is a manual process that does not use DIWS functionality.

The procurement process typically begins when the MVA requires a product, project or service to be acquired or when there is an enhancement to be made to an existing product, project or service. A formal request for information (RFI) or RFP is created, reviewed and communicated to the marketplace.

Vendor responses to the RFI/RFP either arrive in the form of paper documents or electronically. Paper documents are placed into a bid box. The procurement team then waits for the bid response deadline to pass, after which the vendor responses are copied and forwarded to the business areas for their review.

The business area reviews the vendor response documents and performs a functional evaluation. The preferred functional solution is then evaluated based on financial criteria. The decision process proceeds with a best and final offer (BAFO) and eventual contract award.

During execution of the contract, several additional documents are sometimes created, including those related to MBE, VSBE, change requests, contract renewals and contract closeout.

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



2.1.1 Business Process Diagram

Figure 1 Procurement Outgoing Documents Workflow is the business process diagram for the current procurement process.

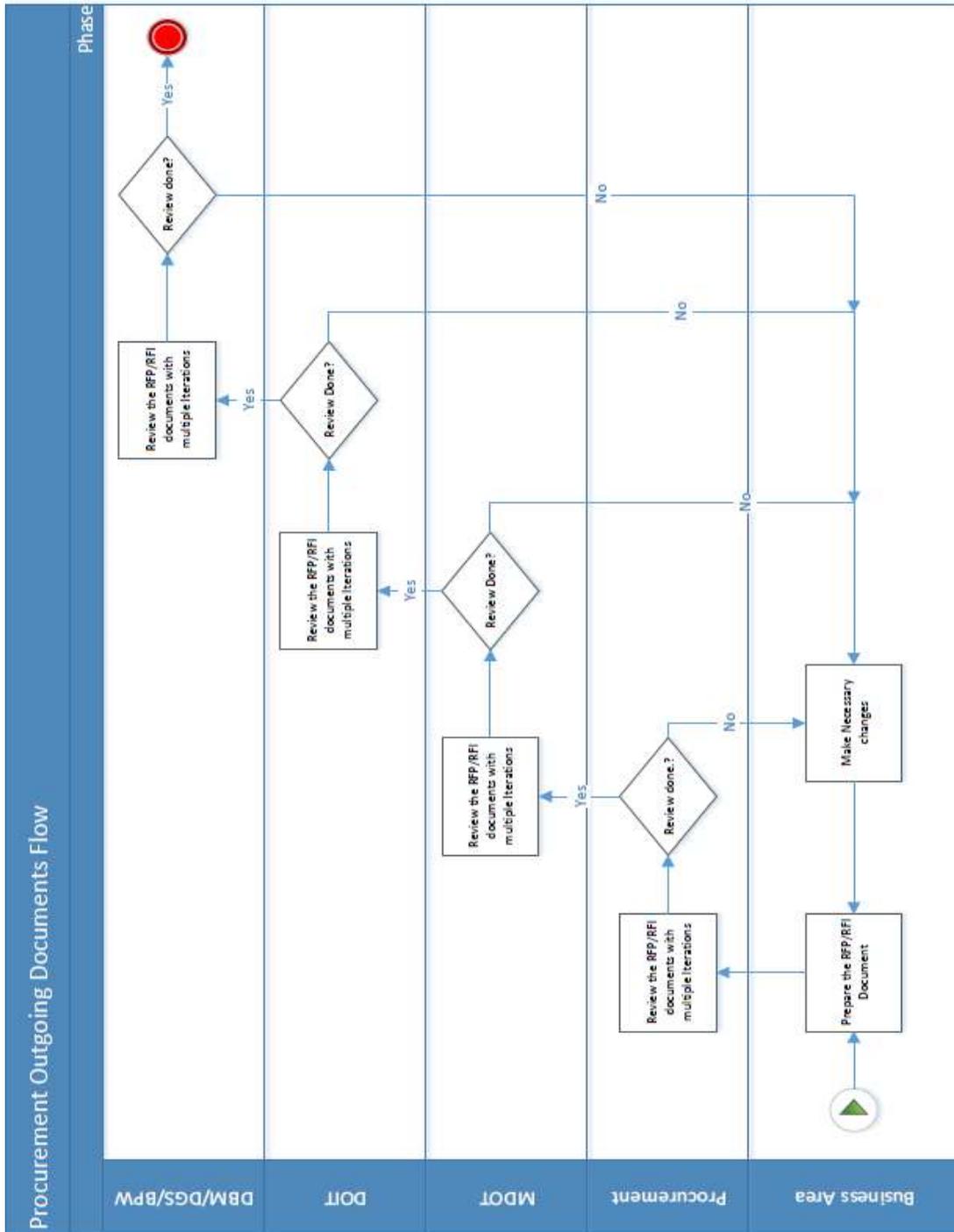


Figure 1 Procurement Outgoing Documents Workflow

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Figure 2 Procurement Response Workflow is the business process diagram for the current procurement process.

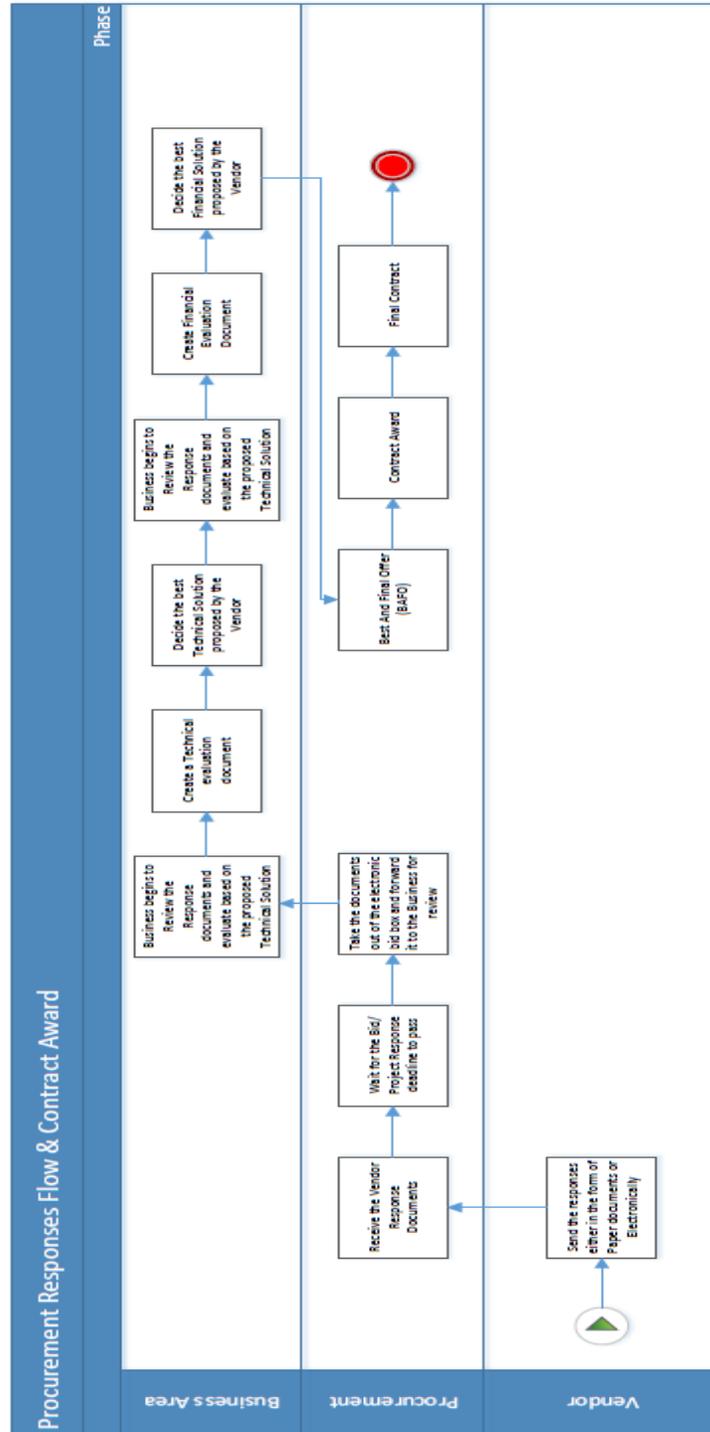


Figure 2 Procurement Response Workflow

In addressing the business process requirements for procurement, **the Contractor shall:**

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

1. Work with the business areas to identify and capture all business process requirements.
2. Review the existing business process requirements to capture all existing business process requirements.
3. Advise the MVA on recommended changes and clarifications to the business process requirements.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the business process requirements.
5. Implement all existing business process requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

NOTE: The current business process may change during the requirements verification activities and design activities. Additional business process steps and flows may be added as a result of the requirements verification activities and design activities. There are known enhancements identified in Section 3 Capability New to DIWS 2, and subsections, that may also impact the business process.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement of the processes named in Section 2.1 Current Process and Section 3 Capability New to DIWS 2, and subsections. Additional requirements and details that are not related to the processes named in Section 2.1 Current Process and Section 3 Capability New to DIWS 2, and subsections, may be incorporated via change order or Work Order in the future.

2.2 Procurement Detailed Requirements

The development activities on the procurement functionality are not complete at this time. However, there is some information that can be provided to aid in understanding the capability. **Table 1 Procurement Detailed Requirements** identifies the current known requirements for the scan and store functionality which is a subset of the overall procurement functionality.

In addressing the detailed requirements for Procurement, **the Contractor shall:**

1. Work with the business areas to identify and capture all detailed requirements.
2. Review the existing detailed requirements to capture all existing detailed requirements.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

3. Advise the MVA on recommended changes and clarifications to the detailed requirements.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the detailed requirements.
5. Implement all existing detailed requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

Table 1 Procurement Detailed Requirements

Req. #	Requirement
Scan and Create Batch	
PS.1	A Procurement profile shall be added to DIWS Advanced Batch Scanning .
PS.1.1	Batches scanned under the Procurement profile shall be forwarded to the Procurement Batch Process .
PS.2	A Procurement profile shall be added to DIWS Create Batch action.
PS.2.1	Users shall have the ability to select the following document formats under Create Batch : <ol style="list-style-type: none"> a. TIFF b. Word (doc and docx) c. PDF d. Text e. Outlook email
Index	
PI.1	A Procurement Batch Process shall be added to DIWS.
PI.2	Index fields on the Procurement Batch Index screen shall include: <ol style="list-style-type: none"> a. Case Type b. Document Type c. Receipt Date d. Document Date e. Solicitation Number f. Prime Vendor Name g. Prime Vendor # h. Sub Vendor Name i. Sub Vendor #
PI.2.1	Available Case Types in the Procurement Batch Process shall be: <ol style="list-style-type: none"> a. Pre Award b. Post Award
PI.2.2	Available Document Types for Case Type Pre Award shall include: <ol style="list-style-type: none"> 1. Addendums

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Req. #	Requirement
	<ol style="list-style-type: none"> 2. Control Agency Award 3. Correspondence 4. Financial Evaluation 5. Financial Response 6. Funding Documents 7. MBE 8. PRG 9. Pre Bid Meeting 10. Solicitation Documents 11. Tax and Clearances 12. Technical Evaluation 13. Technical Response
PI.2.2.1	<p>Available Document Types for Case Type Post Award shall include:</p> <ol style="list-style-type: none"> 1. Affidavits 2. BPO/PO 3. Backfile 4. Contract 5. Debriefs 6. Extensions 7. MBE Compliance 8. MBE Prime Contactor 9. MBE Sub Contractor 10. MBE Waivers 11. Modifications/Change Orders 12. Notice of Award/Non Award 13. Notice to Proceed 14. Protests 15. Renewals 16. Vendor Performances
PI.2.3	Receipt Date shall auto-populate with the current date.
PI.2.4	The Document Date field shall be in the format DD-MM-YYYY.
PI.2.5	The Solicitation # field shall provide a dropdown list of the Solicitation #s saved on the Solicitation Information screen.
PI.2.6	When the user selects a Solicitation # from the dropdown list, the system shall return a dropdown list of the Prime Vendor Names associated with

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Req. #	Requirement
	the selected Solicitation # , based on the associations saved on the Solicitation Information screen.
PI.2.6.1	If the selected case type is Pre Award , the returned list of Prime Vendor Names shall be the all the Prime Vendors associated with the Solicitation # on the Solicitation Information screen.
PI.2.6.2	If the selected case type is Post Award , the returned list of Prime Vendor Names shall be only those Prime Vendors associated with the Solicitation # on the Solicitation Information screen where the Awardee checkbox is selected
PI.2.7	When the user selects a Prime Vendor Name from the dropdown list, the system shall populate the Prime Vendor # with the value associated with the selected Prime Vendor Name , based on the information saved on the Vendor Management screen.
PI.2.8	When the user selects a Prime Vendor Name from the dropdown list, the system shall return a dropdown list of the Sub Vendor Names associated with the selected Prime Vendor Name , based on the associations saved on the Solicitation Information screen.
PI.2.9	When the user selects a Sub Vendor Name from the dropdown list, the system shall populate the Sub Vendor # with the value associated with the selected Sub Vendor Name , based on the information saved on the Vendor Management screen,
Verify	
PV.1	After index, a work item shall be forwarded to Procurement Verify for all documents types under Case Types Pre Award and Post Award .
PV.2	The values entered at Index shall be displayed on the Verify screen, except for Solicitation # .
PV.2.1	The Verify field for Case Type Pre Award , Document Type Addendums shall be Solicitation # .
PV.2.2	The Verify field for Case Type Pre Award , Document Type Control Agency Award shall be Solicitation # .
PV.2.3	The Verify field for Case Type Pre Award , Document Type Correspondence shall be Solicitation # .
PV.2.4	The Verify field for Case Type Pre Award , Document Type Financial Evaluation shall be Solicitation # .
PV.2.5	The Verify field for Case Type Pre Award , Document Type Financial Response shall be Solicitation # .

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Req. #	Requirement
PV.2.6	The Verify field for Case Type Pre Award , Document Type Funding Documents shall be Solicitation # .
PV.2.7	The Verify field for Case Type Pre Award , Document Type MBE shall be Solicitation # .
PV.2.8	The Verify field for Case Type Pre Award , Document Type PRG shall be Solicitation # .
PV.2.9	The Verify field for Case Type Pre Award , Document Type Pre Bid Meeting shall be Solicitation # .
PV.10	The Verify field for Case Type Pre Award , Document Type Solicitation Documents shall be Solicitation # .
PV.11	The Verify field for Case Type Pre Award , Document Type Tax and Clearances shall be Solicitation # .
PV.12	The Verify field for Case Type Pre Award , Document Type Technical Evaluation shall be Solicitation # .
PV.13	The Verify field for Case Type Pre Award , Document Type Technical Response shall be Solicitation # .
PV.14	The Verify field for Case Type Post Award , Document Type Affidavits shall be Solicitation # .
PV.15	The Verify field for Case Type Post Award , Document Type BPO/PO shall be Solicitation # .
PV.16	The Verify field for Case Type Post Award , Document Type Backfile shall be Solicitation # .
PV.17	The Verify field for Case Type Post Award , Document Type Contract shall be Solicitation # .
PV.18	The Verify field for Case Type Post Award , Document Type Debriefs shall be Solicitation # .
PV.19	The Verify field for Case Type Post Award , Document Type Extensions shall be Solicitation # .
PV.20	The Verify field for Case Type Post Award , Document Type MBE Compliance shall be Solicitation # .
PV.21	The Verify field for Case Type Post Award , Document Type MBE Prime Contractor shall be Solicitation # .
PV.22	The Verify field for Case Type Post Award , Document Type MBE Sub Contractor shall be Solicitation # .

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Req. #	Requirement
PV.23	The Verify field for Case Type Post Award , Document Type MBE Waivers shall be Solicitation # .
PV.24	The Verify field for Case Type Post Award , Document Type Modifications/Change Orders shall be Solicitation # .
PV.25	The Verify field for Case Type Post Award , Document Type Notice of Award/Non Award shall be Solicitation # .
PV.26	The Verify field for Case Type Post Award , Document Type Notice to Proceed shall be Solicitation # .
PV.27	The Verify field for Case Type Post Award , Document Type Protests shall be Solicitation # .
PV.28	The Verify field for Case Type Post Award , Document Type Renewals shall be Solicitation # .
PV.29	The Verify field for Case Type Post Award , Document Type Vendor Performance shall be Solicitation # .
PV.3	If the Solicitation # entered at Verify matches the Solicitation # entered at Index the workitem shall be forwarded to the end.
PV.4	If the Solicitation # entered at Verify does not match the Solicitation # entered at Index after two attempts, the system shall forward the workitem to Verify Reindex .
PV.5	The Verify Reindex screen shall provide the same Case Types and Document Types as the Index screen.
PV.6	The Verify Reindex screen shall provide the same Index fields as the Index screen.
PV.7	The Verify Reindex screen shall implement the same mandatory and optional index fields as the Index screen.
Solicitation Information Screen	
PSI.1	A Solicitation Information screen shall be available through WRS .
PSI.2	The Solicitation Information screen shall include a list of saved Solicitation #s .
PSI.2.1	When the user selects a Solicitation # from the dropdown list, saved information for the selected Solicitation # shall populate.
PSI.3	The Solicitation Information screen shall include General Information section with the fields: <ul style="list-style-type: none"> a. Solicitation # b. Solicitation Title c. Contract Term

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Req. #	Requirement
	<ul style="list-style-type: none"> d. Contract Award Date e. Contract Expiration Date
PSI.3.1	Solicitation # shall be a <length> character field with the format <format>.
PSI.3.2	Solicitation Title shall be a text field.
PSI.3.3	Contract Term shall include a numeric value field and a dropdown list that includes Days, Months, and Years .
PSI.3.4	Users with the appropriate permission shall have the ability to add a new Solicitation record through the General Information section of the Solicitation Information screen.
PSI.3.4.1	Mandatory fields for adding a Solicitation record shall be: <ul style="list-style-type: none"> a. Solicitation # b. Solicitation Title c. Contract Term
PSI.3.5	Users with the appropriate permission shall have the ability to edit General Information for an existing Solicitation record.
PSI.4	The Solicitation Information screen shall include a Vendors section with the fields: <ul style="list-style-type: none"> a. Prime Vendor Name b. Prime Vendor # c. Bidder checkbox d. Awardee checkbox e. Sub Vendor Name f. Sub Vendor #
PSI.4.1	Users with appropriate permissions shall have the ability to add a Prime Vendor to a Solicitation # through the Solicitation Information screen.
PSI.4.1.1	Users shall have the ability to add multiple Prime Vendors to a Solicitation # .
PSI.4.2	When the user selects to add a Prime Vendor , the system shall display a dropdown list of Vendor Names/Vendor #s from the Vendor Management screen.
PSI.4.2.1	When the user selects a Vendor Name/# from the list, the selected Vendor Name and Vendor # shall populate the Prime Vendor Name and Prime Vendor # on the Solicitation Information screen.
PSI.4.3	Users with appropriate permissions shall have the ability to remove a Prime Vendor from a Solicitation # .

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

Req. #	Requirement
PSI.4.4	Users with appropriate permissions shall have the ability to add a Sub Vendor to a Prime Vendor through the Solicitation Information screen.
PSI.4.4.1	Users shall have the ability to add multiple Sub Vendors to a Prime Vendor.
PSI.4.5	When the user selects to add a Sub Vendor , the system shall display a dropdown list of Vendor Names/Vendor #s from the Vendor Management screen.
PSI.4.5.1	When the user selects a Vendor Name/# from the list the selected Vendor Name and Vendor # shall populate the Sub Vendor Name and Sub Vendor # on the Solicitation Information screen.
PSI.4.6	Users with appropriate permissions shall have the ability to remove a Sub Vendor from a Prime Vendor .
PSI.4.7	Users shall have the ability to select the Bidder checkbox for a selected Prime Vendor .
PSI.4.7.1	User shall have the ability to select the Bidder checkbox for multiple Prime Vendors for a Solicitation #.
PSI.4.8	Users shall have the ability to select the Awardee checkbox for a selected Prime Vendor .
PSI.4.8.1	User shall have the ability to select the Awardee checkbox for multiple Prime Vendors for a Solicitation #.
Vendor Management Interface	
PVM.1	A Vendor Management screen shall be provided to allow users to maintain the Vendor List.
PVM.1.1	Users with appropriate permissions shall have the ability to access the Vendor Management screen.
PVM.2	The Vendor Management screen shall include the fields: <ul style="list-style-type: none"> a. Vendor Name b. Vendor # c. Active/Inactive indicator
PVM.2.1	Vendor Name shall be a text field.
PVM.2.2	Vendor # shall be nine digits.
PVM.3	Users with appropriate permissions shall have the ability add a vendor through the Vendor Management screen.
PVM.3.1	Vendor Name and Vendor # shall be required fields to add a vendor.
PVM.3.2	The system shall not allow the same Vendor # to be saved for more than one Vendor Name.

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Req. #	Requirement
PVM.4	Users with appropriate permissions shall have the ability to edit the Vendor Name through the Vendor Management screen.
PVM.5	Users with appropriate permissions shall have the ability to mark a vendor Active or Inactive .
DIWS Retrieval	
PDR.1	Procurement Retrieval shall be added to DIWS.
PDR.2	The DIWS Procurement Retrieval screen shall include the fields: <ul style="list-style-type: none"> a. Case Type b. Document Type c. Receipt Date d. Document Date e. Solicitation Number f. Prime Vendor Name g. Prime Vendor # h. Sub Vendor Name i. Sub Vendor #
PDR.3	The user has the ability to select a Case Type .
PDR.4	The Solicitation # field shall provide a dropdown list of the Solicitation #s saved on the Solicitation Information screen.
PDR.4.1	The user has the ability to select a Solicitation # .
PDR.5	The system shall provide a dropdown list of Prime Vendor Names .
PDR.5.1	If the user did not select a Solicitation # from the dropdown list, the system shall provide a dropdown list of the Prime Vendor Names associated with all Solicitation #s.
PDR.5.2	If the user did not select a case type and selects a Solicitation # , the returned list of Prime Vendor Names shall be the all the Prime Vendors associated with the selected Solicitation # on the Solicitation Information screen.
PDR.5.3	If the user selected the case type Pre Award and selects a Solicitation # , the returned list of Prime Vendor Names shall be the all the Prime Vendors associated with the Solicitation # on the Solicitation Information screen.
PDR.5.4	If the user selected the Case Type Post Award and selects a Solicitation # , the returned list of Prime Vendor Names shall be only those Prime Vendors associated with the Solicitation # on the Solicitation Information screen, where the Awardee checkbox is checked .
PDR.5.5	The user has the ability to select a Prime Vendor Name .
PDR.6	If the user selects a Prime Vendor Name from the dropdown list, the system shall return a dropdown list of the Sub Vendor Names associated with the selected Prime Vendor Name , based on the associations saved on the Solicitation Information screen

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



Req. #	Requirement
PDR.6.1	The user has the ability to select a Sub Vendor Name .
PDR.7	Users shall have the ability to edit document index information through DIWS Retrieval.
PDR.8	Case Notes shall be available through DIWS retrieval.
PDR.8.1	Case Notes shall be at the Case level, based on Solicitation # .
WRS Retrieval	
PWR.1	Procurement Retrieval shall be added to WRS.
PWR.2	The WRS Procurement Retrieval screen shall include the fields: <ul style="list-style-type: none"> a. Case Type b. Document Type c. Receipt Date (auto-populated with current date) d. Document Date e. Solicitation Number f. Prime Vendor Name (dropdown list) g. Prime Vendor # h. Sub Vendor Name (dropdown list) i. Sub Vendor #
PWR.3	The user has the ability to select a Case Type .
PWR.4	The Solicitation # field shall provide a dropdown list of the Solicitation #s saved on the Solicitation Information screen.
PWR.4.1	The user has the ability to select a Solicitation # .
PWR.5	The system shall provide a dropdown list of Prime Vendor Names .
PWR.5.1	If the user did not select a Solicitation # from the dropdown list, the system shall provide a dropdown list of the Prime Vendor Names associated with all Solicitation #s.
PWR.5.2	If the user did not select a case type and selects a Solicitation # , the returned list of Prime Vendor Names shall be the all the Prime Vendors associated with the selected Solicitation # on the Solicitation Information screen.
PWR.5.3	If the user selected the case type Pre Award and selects a Solicitation # , the returned list of Prime Vendor Names shall be the all the Prime Vendors associated with the Solicitation # on the Solicitation Information screen.
PWR.5.4	If the user selected the Case Type Post Award and selects a Solicitation # , the returned list of Prime Vendor Names shall be only those Prime Vendors associated with the Solicitation # on the Solicitation Information screen, where the Awardee checkbox is checked .
PWR.5.5	The user has the ability to select a Prime Vendor Name .

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

Req. #	Requirement
PWR.6	If the user selects a Prime Vendor Name from the dropdown list, the system shall return a dropdown list of the Sub Vendor Names associated with the selected Prime Vendor Name , based on the associations saved on the Solicitation Information screen.
PWR.6.1	The user has the ability to select a Sub Vendor Name .
PWR.7	Case Notes shall be available through WRS Retrieval.
PWR.8	Branch members shall have the ability to retrieve only documents indexed as the following Document Types: <ul style="list-style-type: none"> a. Based on a configurable list with initial types to be determined during requirements and design discussions.

NOTE: The current requirements may change during the requirements verification activities and design activities. Additional business requirements are expected to be added as a result of the requirements verification activities and design activities. There are known enhancements identified in Section 3 Capability New to DIWS 2, and subsections, that may also impact the business requirements.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the requirements named in Section 2.2 Procurement Detailed Requirements and Section 3 Capability New to DIWS 2, and subsections. Additional requirements and details that are not related to the requirements named in Section 2.2 Procurement Detailed Requirements and Section 3 Capability New to DIWS 2, and subsections, may be incorporated via change order or Work Order in the future.

2.3 Document Types

2.3.1 Business Process Diagram

The development activities on the procurement functionality are not complete at this time. However, there is some information that can be provided to aid in understanding the capability. The following tables identify the current document types and the associated index fields used for the DIWS Procurement application:

- Table 2 Pre-Award Case Type Procurement Document Types
- Table 3 Post-Award Case Type Procurement Document Types

In addressing the document types for procurement, **the Contractor shall:**

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

1. Work with the business areas to identify and capture all document type requirements.
2. Review the existing document types to capture all document type existing requirements.
3. Advise the MVA on recommended changes to the document types.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the document types.
5. Implement all existing document type requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.
6. Provide up to five additional document types, and up to eight index fields each, that may be identified during the requirements gathering and design activities.

Table 2 Pre-Award Case Type Procurement Document Types

Document Type	Document Date	Solicitation #	Prime Vendor Name	Prime Vendor #	Sub Vendor Name	Sub Vendor #
Pre-Award Case Type						
Addendum	M	M	NA	NA	NA	NA
Control Agency Award	M	M	M	M	NA	NA
Correspondence	M	M	O	O	O	O
Financial Evaluation	M	M	M	M	NA	NA
Financial Response	M	M	M	M	NA	NA
Funding Documents	M	M	NA	NA	NA	NA
MBE	M	M	M	M	O	O
PRG	M	M	NA	NA	NA	NA
Pre Bid Meeting	M	M	NA	NA	NA	NA
Solicitation Documents	M	M	NA	NA	NA	NA
Pre Award/Tax and Clearances Documents	M	M	M	M	O	O
Pre Award/Technical Evaluation	M	M	M	M	O	O
Pre Award/Technical Response	M	M	M	M	O	O

Table 3 Post-Award Case Type Procurement Document Types

Document Type	Document Date	Solicitation #	Prime Vendor Name	Prime Vendor #	Sub Vendor Name	Sub Vendor #
Post-Award Case Type						
Affidavit	M	M	M	M	O	O
BPO/PO	M	M	M	M	O	O
Back file	M	M	M	M	NA	NA
Contract	M	M	M	M	NA	NA
Debriefs	M	M	M	M	NA	NA
Extensions	M	M	M	M	NA	NA
MBE Compliance	M	M	M	M	O	O
MBE Prime Contract	M	M	M	M	NA	NA

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

Document Type	Document Date	Solicitation #	Prime Vendor Name	Prime Vendor #	Sub Vendor Name	Sub Vendor #
Post-Award Case Type						
MBE Sub Contractor	M	M	M	M	M	M
MBE Waivers	M	M	M	M	O	O
MBE Prime Modifications/ Change Orders	M	M	M	M	O	O
Notice of Awards/ Non Awards	M	M	M	M	NA	NA
Notice to Proceed	M	M	M	M	NA	NA
Protests	M	M	M	M	NA	NA
Renewals	M	M	M	M	NA	NA
Vendor Performance	M	M	M	M	NA	NA

NOTE: Additional document categories and document types may be added as a result of the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the document types named in Section 2.3 Document Types and Section 3 Capability New to DIWS 2, and subsections. Additional document type requirements and details that are not related to the requirements named in Section 2.3 Document Types and Section 3 Capability New to DIWS 2, and subsections, may be incorporated via change order or Work Order in the future.

2.4 User Interfaces

As the current procurement system is manual and there are no electronic user interfaces used by procurement division. However, there are a number of known user interface capabilities that DIWS 2 is expected to support. These include, but are not limited to, those capabilities identified in:

- Section 3.3, Redaction
- Section 3.4, Navigation
- Section 3.7, Capture
- Section 3.8, Indexing
- Section 3.11, Administration
- Appendix 5, multiple sections

In addressing the user interface needs for procurement, **the Contractor shall:**

1. Work with the business areas to identify and capture user interface requirements.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

2. Review the existing user interfaces to capture all existing user interface requirements.
3. Advise the MVA on recommended changes to the user interfaces.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the user interfaces.
5. Create a uniform, cross-platform user interface for all supported device types, a list of which can be found in Appendix 5 Toolbox, Section 6.5 Devices.
6. Implement all existing user interface requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.
7. Provide a consistent look-and-feel across all DIWS 2 user interfaces.

NOTE: Additional user interfaces and user interface capabilities may be added as a result of the requirements verification activities and design activities. The user interface is expected to evolve during the requirements verification activities and design activities. Additional user interfaces may be added as a result of the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the user interfaces named in Section 2.2 Procurement Detailed Requirements, Section 2.4 User Interfaces and Section 3 Capability New to DIWS 2, and subsections. Additional user interface requirements and details that are not related to the requirements named in Section 2.2 Procurement Detailed Requirements, Section 2.4 User Interfaces and Section 3 Capability New to DIWS 2, and subsections, may be incorporated via change order or Work Order in the future.

2.5 Reports and Queries

The development activities on the procurement functionality are not complete at this time. However, there is some information that can be provided to aid in understanding the capability. **Table 4 Procurement Reports** identifies the current reports used for the DIWS Procurement application.

Additionally, there are a number of known reports that DIWS 2 would be expected to support. These include, but are not limited to those capabilities identified in Section **3.9 Reports and Queries**.

In addressing the reporting needs for procurement, **the Contractor shall:**

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

1. Provide the reports identified in **Table 4 Procurement Reports** and Section **3.9 Reports and Queries**.
2. Work with the business areas to identify and capture all reporting requirements.
3. Review the existing reports and reporting requirements to capture all existing reporting requirements.
4. Advise the MVA on recommended changes and clarifications to the reports and reporting requirements.
5. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the reports.
6. Make changes to the reports identified in **Table 4 Procurement Reports** and Section **3.9 Reports and Queries** that may be identified during the requirements gathering and design activities.
7. Provide up to three additional reports that may be identified during the requirements gathering and design activities.

Table 4 Procurement Reports

Report	Description
Workflow Performance Report	Provides a snapshot report based on the date and time the report is run, including the count of batches in the Procurement Batch Index queue, the count of workitems in the Procurement Batch Rescan queue, the count of workitems in the Procurement Verify queue, the count of workitem in the Procurement Reindex queue, and the count of workitems in the Procurement Verify Rescan queue.
Operator Report	Provides the count of documents and pages scanned by each user, the total count of documents and pages scanned by all users, the count of workitems indexed by each user, the total count of workitems indexed by all users, the count of workitems verified by each user, the total count of workitems verified by all users, the count of workitems re-indexed by each user, and the total count of workitems re-indexed by all users.

NOTE: Additional reports and information may be added as a result of the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the reports named in Section 2.5 Reports and Queries and Section 3 Capability New to DIWS 2, and subsections. Additional report requirements and details that are not related to the requirements named in Section 2.5 Reports and Queries and Section 3 Capability New to DIWS 2, and subsections, may be incorporated via change order or Work Order in the future.

2.6 External Interfaces

Paper documents, email, and mail are the external interfaces that are currently used to send documents to the Procurement division (Procurement) of the MVA. Once received, all the paper documents are kept inside a bid box until the bid response date is over.

In the future the documents that are received electronically are expected to be captured by DIWS without printing and scanning. The aforementioned notwithstanding, some documents may continue to arrive in paper format and will be subject to scanning.

Figure 3 External Interface illustrates the interfaces between Procurement and other entities.

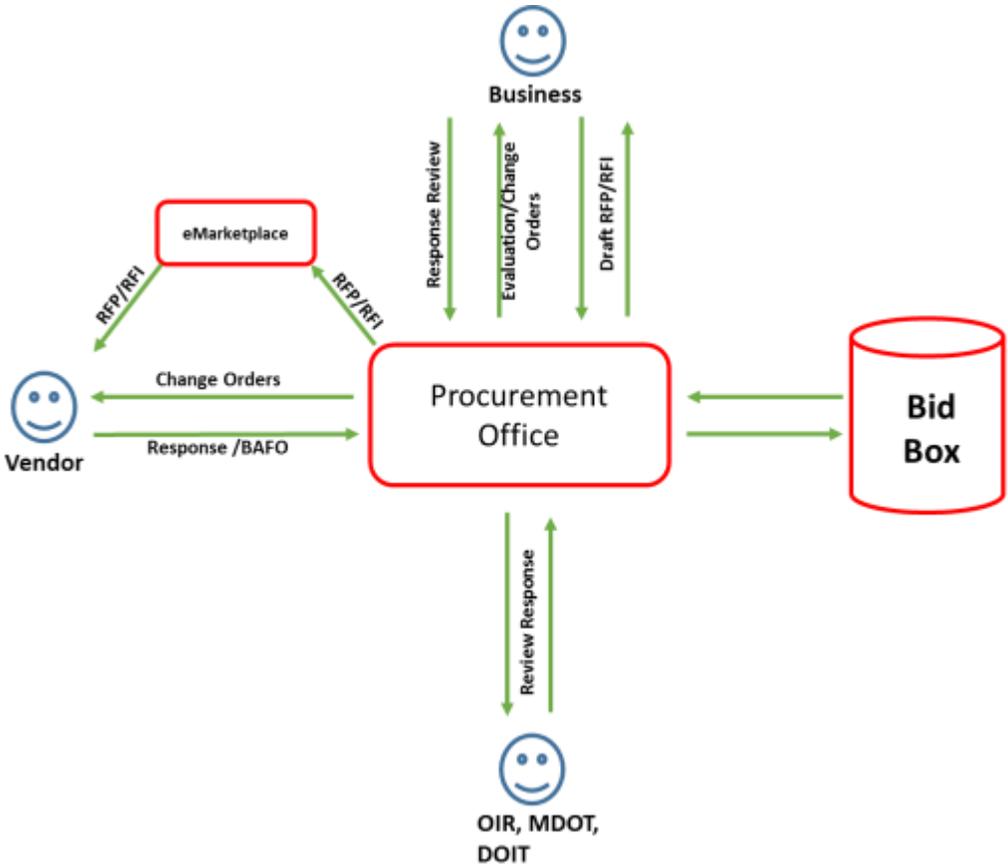


Figure 3 External Interface

In addressing the external interfaces for Procurement, **the Contractor shall:**

1. Provide the ability to scan paper Procurement documents.
2. Provide the ability to capture electronic Procurement documents received on, at a minimum, CDs, DVDs, e-mail and storage devices.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

3. Provide the ability to index all captured Procurement documents.
4. Provide the ability to verify all captured Procurement documents.
5. Review the existing external interfaces to capture all existing requirements.
6. Advise the MVA on recommended changes to the external interfaces.
7. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the external interfaces.
8. Implement all existing external interface requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

NOTE: The current interfaces and information exchanged across the interfaces may change during the requirements verification activities and design activities. Additional interfaces and information exchange may be added as a result of the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the external interfaces named in Section 2.6 External Interfaces, Section 3 Capability New to DIWS 2, and subsections, or Appendix 5 Toolbox. Additional requirements and details that are not related to the interfaces named in Section 2.6 External Interfaces, Section 3 Capability New to DIWS 2, and subsections, or Appendix 5 Toolbox may be incorporated via change order or Work Order in the future.

2.7 Current Data Model and Content Volumes

The Offeror shall price the migration-related activities for structured and unstructured content as a separate optional item in the RFP Price Sheet (Attachment F-1).

As the current Procurement system is manual, there is no electronic data model available for Procurement. However, there is a project underway for establishing the capability for scanning and storing large quantities of procurement-related paper documents. This will likely result in a data model prior to work being performed on DIWS 2.

In addressing the structured data for Procurement, **the Contractor shall:**

1. Work with the business areas to identify and capture all structured data requirements.
2. Review the existing structured data and structured data requirements to capture all existing structured data requirements.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

3. Advise the MVA on recommended changes and clarifications to the structured data.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the structured data.
5. Implement all existing structured data requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

NOTE: Additional data model elements may be added as a result of the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the data, data model, document types and content named in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2, and subsections. Additional requirements and details that are not related to data, data model, document types and content named in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2, and subsections, may be incorporated via change order or Work Order in the future.

2.7.1 Migration

All structured data (e.g., database data) and unstructured data (e.g., content/images) in the DIWS 2 Procurement application shall be migrated to the DIWS 2 Procurement application. During the requirements verification and design activities, some data or content may be excluded at the sole discretion of the MVA Project Manager or his/her designee.

In addressing the migration, **the Contractor shall:**

1. Perform Procurement migration requirements verification.
2. Perform Procurement migration design activities.
3. Use tools to automate the performance of data verification on 100% of the migrated structured content (data in the database) and unstructured content (documents and images).
4. Migrate audit trail information associated with all migrated content and retain any linkages between them.
5. Ensure all content is accessible and navigable using the DIWS 2:
 - a. user interface
 - b. external systems interface defined in DIWS 2 TO Appendix 10 DIWS External Systems Integration

6. Migrate the Procurement structured data.
 - Structured data includes, but is not limited to tables, views, columns, rows, data values, synonyms, triggers, indexes, keys, stored procedures, constraints, and other database elements and data necessary to provide and preserve the DIWS functionality in DIWS 2.
 - Migration includes as one of the activities physical extraction of content from the legacy system. Legacy systems include both production environments and test environments where test environments include a recent copy of the content in the production environment.
7. Migrate the Procurement unstructured content described in Section 2.7.2 Unstructured Content Volume.

NOTE: The quantity of structured and unstructured content is expected to increase due to normal operations activities. There are known enhancements identified in Section 3 Capability New to DIWS 2, and sub sections, that may also impact the migration.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary migration of the content named in Sections 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2, and subsections. Additional requirements and details that are not related to the migration described in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2, and subsections, may be incorporated via change order or Work Order in the future.

2.7.2 Unstructured Content Volume

At the time this TO is being written, none of the Procurement content has been electronically captured. However, work is progressing on establishing the scan and capture capability for capturing the thousands of Procurement pages. The quantities contained in this section are estimates of the content that will be migrated as part of the DIWS 2 Contract.

The estimated quantity of the Legacy DIWS content subject to migration is approximated in **Table 5 Approximate content count by business division**.

Table 5 Approximate content count by business division

Division	Image Count
Procurement	100,000

The estimated quantity of the legacy DIWS content types subject to migration is approximated in **Table 6 Approximate number of content/document types by business division**.

Table 6 Approximate number of content/document types by business division

Division	Number of Document / Content Types
Procurement – Pre Award Cases	13
Procurement – Post Award Cases	16

The Contractor shall:

1. Migrate the legacy DIWS content quantities identified in **Table 5 Approximate content count by business division**.
 - Migration includes as one of the activities physical extraction of content from the legacy system.
2. Migrate the additional Procurement content, if any, that exists in the legacy DIWS so that all Procurement content is migrated.
3. Migrate the number of document types identified in **Table 6 Approximate number of content/document types by business division**.
4. Migrate the additional Procurement document types, if any, that are defined in the legacy DIWS so that all Procurement content is migrated.
5. Migrate audit trail information associated with all migrated content.
6. Ensure all content is accessible and navigable using the DIWS 2:
 - a. user interface
 - b. external systems interface defined in DIWS 2 TO Appendix 10 DIWS External Systems Integration
7. Perform automated verification and validation on 100% of the migrated content to ensure the content was correctly and completely migrated.
 - The validation and verification activities will verify many aspects of the migrated content. For example, a byte count, a checksum, a CRC, and other checks would be expected to be performed on the unstructured content. The associated metadata would be checked for the required number of fields, correct application of rules, correct data values, etc.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

3. Capability New to DIWS 2

The following enhancement requirements shall be included in the DIWS 2 Procurement application:

3.1 Procurement-Related Incoming FTP/SFTP

Procurement has further requirements regarding the use of FTP and SFTP for performing content transfer. These requirements shall be taken to be in addition to the requirements enumerated in Appendix 5 – Toolbox Requirements. For Procurement-related incoming FTP/SFTP capturing capabilities, **the Contractor shall:**

1. Provide authorized Procurement staff with the ability to create a unique password protected secure area for each external user and each bid the external user is responding to.
 - For the purpose of this requirement, preventing access to passwords may involve a combination of technology and procedure.
 - For the purpose of this requirement, if Procurement must provide the external users with their initial password, access to the secure area must be configured to prevent use prior to the password being changed.
2. Prevent Procurement staff from accessing the passwords associated with an external user’s secure area.
 - For the purpose of this requirement, preventing access to passwords may involve a combination of technology and procedure.
 - For the purpose of this requirement, if Procurement must provide the external users with their initial password, access to the secure area must be configured to prevent use prior to the password being changed.
3. Ensure each external user’s secure area is unique to a specific bid/project.
 - For the purpose of this requirement, *external user* is considered to be a vendor responding to an RFI, RFP or other request.
 - For the purpose of this requirement, *secure area* is the area where the vendor saves its response to an RFI, RFP or other request.
4. Isolate each external user’s secure area from other secure areas provided to that external user or to other external users.
 - For the purpose of this requirement, *external user* is considered to be a vendor responding to an RFI, RFP or other request.
 - For the purpose of this requirement, *secure area* is the area where the vendor saves its response to an RFI, RFP or other request. Vendors responding to multiple RFI, RFP, or other requests may be provided with distinct secure areas for each response.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

5. Shall suspend external user access to the secure area after the bid/project response deadline has passed.
6. Shall prevent Procurement staff from accessing all of the external user secure areas associated with a bid/project until after the bid/project response deadline has passed.
7. Shall enable specific Procurement staff, identified by user Identifier or user role, to access, in the same manner they would access other DIWS 2 content, all of the external user secure areas associated with a bid/project after the bid/project response deadline has passed.
 - For the purpose of this requirement, “in the same manner they would access other DIWS content” is the ability to access content using the DIWS 2 browser interface.
8. Shall automatically transfer the content from the external user secure area into the DIWS 2 content repository after the bid/project response deadline has passed, and then repeatedly transfer all updates at a configurable interval, applying all of the rules for capturing content identified in Appendix 5, Section 3 Capture Functionality Requirements.
9. Shall enable the Procurement staff that has been granted access to secure areas associated with a bid/project after the bid/project response deadline has passed, to perform that access using a browser that:
 - a. Permits all of the content associated with an external user to be navigated, searched, viewed, shared with other DIWS 2 users, submit to a workflow, and retrieved, in a manner consistent with the functionality identified in Appendix 5, Section 4 Common ECM Requirements.
 - b. Permits all of the content associated with a specific bid/project to be navigated, searched, viewed, shared with other DIWS 2 users, submit to a workflow, and retrieved, in a manner consistent with the functionality identified in Appendix 5, Section 4 Common ECM Requirements.
 - c. Permits specific document types associated with a specific bid/project to be navigated, searched, viewed, shared with other DIWS 2 users, submit to a workflow, and retrieved, in a manner consistent with the functionality identified in Appendix 5, Section 4 Common ECM Requirements.

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



10. Provide access to one or more external user's secure areas before the bid/project response deadline, provided the following conditions are met:
 - a. The Procurement staff makes a documented request for access. (The request may be electronic.)
 - b. The Procurement staff request for access is approved by Procurement management. (Approval may be electronic.)
 - c. The Procurement staff specifically enumerates each secure area they are requesting access to. (If this is provided as a list of external users or vendor ids, only access to the Procurement areas should be granted. For external users that have multiple secure areas, each secure area must be specifically identified and enumerated in the request.)
 - d. The access to the secure area is granted by an administrator that is not in the reporting structure for Procurement.
 - e. The access to the secure area is granted by an administrator that is not in the reporting structure for Procurement.
 - f. All information related to the request should be securely stored for a length of time determined by Procurement management.
11. Provide a configurable option to allow external users to have write-only or read/write access to their secure area.
12. Enforce a document naming convention that includes the bid number, vendor name and document category.
 - For the purpose of this requirement, adhering to a naming convention may be required to save content in the secure area and to enable automated indexing required as part of Requirement 27 in Section 3.1
13. Allow Procurement staff to restore vendor access to the secure area after documents in the secure area have been transferred to the DIWS repository.
 - For the purpose of this requirement, *restoring access* allows the vendor to provide additional artifacts that might be requested by Procurement.
14. Use information known about the bid/project when indexing documents.
 - For the purpose of this requirement, *information known about the bid/project* could include information related to project names, dates, organization and other information relevant to the bid/project.
15. Send a Document Inventory Transfer e-mail to the Procurement staff and the business area staff listing all documents that have been indexed and stored for a particular external user's secure area.
16. Permit the Document Inventory Transfer e-mail to be configurable to allow all secure areas for a specific bid/project to be consolidated into a single e-mail or sent as separate e-mails.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

3.2 Security

Procurement has a number of security requirements unique to its business processes. For Procurement-related security, **the Contractor shall:**

1. Provide the ability to prevent MVA employees that are not part of the Procurement staff from accessing bid/project documents until after an award has taken place.
2. Provide the ability to allow Procurement to authorize specific MVA employees to access bid/project documents related to a specific bid/project prior to an award taking place, where the documents are:
 - a. Identified specifically
 - b. Identified as a document type (e.g., Technical Response as identified as a document type in Table 1 Procurement Detailed Requirements)
3. Provide the ability to use DIWS 2 user groups and security roles (as defined in Appendix 5, Section 4.11 Security and Privacy) to be used to grant and restrict access to bid/project documents after an award has taken place.
4. Restrict access to credit card information to a specific role.
5. Provide the capability to provide a redacted rendition of a document to general users when a redacted rendition of a document exists.

3.3 Redaction

Procurement has a number of redaction requirements unique to its business processes. For Procurement-related redaction capabilities, **the Contractor shall:**

1. Provide a redaction workflow that allows documents to be routed for redaction.
2. Provide redaction tools to assist in automating the redaction of specific information. The tools shall:
 - a. Provide the ability to automatically redact information
 - b. Provide the ability to manually redact information
3. Ensure that redacted information is not recoverable within a redacted rendition of a document.
 - For the purpose of this requirement, “not recoverable” is considered to have the redacted information physically removed from the document and replaced with placeholders (e.g., wide black lines) that indicates where the redacted text was removed.
4. Incorporate the capabilities defined in Appendix 5 Toolbox, 4.6 Redaction.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

3.4 Navigation

Procurement has a number of navigation requirements unique to its business processes. For Procurement-related navigation, **the Contractor shall:**

1. Provide the ability to view a list of all documents related to a specific project,
 - a. The user shall have the ability to filter the list of documents by vendor, document type, date received, contract extension, and change order.
 - b. The user shall have the ability to sort the list of documents in ascending/descending order by vendor, document type, date received, contract extension, and change order.
 - For the purpose of this requirement, this requirement is subject to other constraints related to security, role, and bid response date.

2. Provide the ability to view a list all documents related to a specific vendor:
 - a. The user shall have the ability to filter the list of documents by bid/project, document type, date received, contract extension, and change order.
 - b. The user shall have the ability to sort the list of documents in ascending/descending order by bid/project, document type, date received, contract extension, and change order.
 - For the purpose of this requirement, this requirement is subject to other constraints related to security, role, and bid response date.

3. Provide the ability to view a list of documents sorted in chronological order or in ascending/descending order based on one or more user selected document attributes, where:
 - a. The user shall have the ability to filter the list of documents by specifying one or more index field values for any index field associated with the Procurement document types.
 - b. The user shall have the ability to sort the list of documents in ascending/descending order by any index field associated with the Procurement document types.
 - For the purpose of this requirement, this requirement is subject to other constraints related to security, role, and bid response date.

4. Provide the user with the ability to perform all operations identified in Appendix 5 Toolbox, subject to the authorizations granted to their user role, for any document that appears on the document lists in Section 3.4 Navigation.

3.5 Workflow

Procurement has a number of workflow requirements unique to its business processes. For Procurement-related workflow capabilities, **the Contractor shall:**

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

1. Provide the ability for authorized Procurement staff, and those they authorize to participate in reviews and approvals, to concurrently make annotations on the same document and to be able to see:
 - a. their own annotations
 - b. annotations made by others.
2. Provide the ability for authorized Procurement staff, and those they authorize to participate in reviews and approvals, to have the annotations on their documents that are permanently destroyed at the time of contract award or decision not to award.
 - a. For the purpose of this requirement, “Authorized Procurement staff” shall be interpreted to mean that only those users on a configurable list that is tied to a specific solicitation have the ability to have their annotations removed/destroyed.
 - b. This feature shall be configurable to allow it to be disabled for one or all solicitations.
3. Provide the ability for the following organizations to participate in the review and approval of documents:
 - a. MVA Procurement
 - b. Maryland Department of Transportation (MDOT)
 - c. Department of Information Technology (DoIT)
 - d. Department of Business Management (DBM)
 - e. Department of General Services (DGS)
 - f. Board of Public Works (BPW)
 - g. MVA Business areas

3.6 Records Management

Procurement has a number of records management requirements unique to its business processes. These records management requirements shall be considered an extension of the records management capabilities identified in Appendix 5 Toolbox Requirements. For Procurement-related records management capabilities, **the Contractor shall:**

1. Retain all Procurement documents for a configurable period of time that is initially set to five (5) years after the expiration of the contract.
2. Provide the ability to retain all Procurement documents associated with non-winning bids for a different, configurable period of time.

3.7 Capture

Procurement has a number of capture requirements unique to its business processes. These capture requirements shall be considered an extension of the capture capabilities

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

identified in Appendix 5 Toolbox Requirements. For Procurement-related capture capabilities, **the Contractor shall:**

1. Send an acknowledgement fax or e-mail immediately upon receipt of a fax or e-mail containing a Procurement document.
2. Retain a copy of the acknowledgement fax or e-mail that was sent.
3. Include information about the fax or e-mail that was received that would help to identify this fax or e-mail in the future.
 - For the purpose of this requirement, *information about the fax* would include: (1) the number of pages received, (2) the phone number the fax was sent from, (3) the identifying information on the fax machine that sent the fax, (4) the phone number the fax was sent to, (5) the date and time the fax was sent, (6) any error messages associated with the fax, and (7) other relevant information that may be available.
 - For the purpose of this requirement, *information about the e-mail* would include: (1) the sender, (2) the recipient, (3) all recipients CC'd, (4) the data and time the e-mail was sent, (5) the subject, (6) the file names and sizes of all attachments, and (7) other relevant information that may be available.

3.8 Indexing

Procurement has a number of indexing requirements unique to its business processes. These indexing requirements shall be considered an extension of the indexing capabilities identified in Appendix 5 Toolbox Requirements. For Procurement-related indexing capabilities, **the Contractor shall:**

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

1. Make the following fields available for indexing procurement-related document types:
 - a. Project/Bid number
 - a. Project/Bid name
 - b. Project/Bid business owner
 - c. Project/Bid response date
 - d. Project/Bid Procurement analyst
 - e. Project/Bid value
 - f. BAFO value
 - g. Project/Bid document receipt date
 - h. Project/Bid document version number
 - i. Contract Award date
 - j. Contract Award amount
 - k. Contract Award expiration date
 - l. Change order number
 - m. Change order date
 - n. Change order description
 - o. Change order amount
 - p. Other fields that may be determined by the Procurement manager
2. Provide the ability to manage changes to the Contract Award expiration date that result from extensions and other mechanisms.
3. Record the history of all changes to expiration dates.
4. Provide the ability to capture sufficient information to automatically calculate the duration of the contract for record retention purposes as defined in Section 3.6 Records Management.

3.9 Reports and Queries

Procurement has a number of report and query requirements unique to its business processes. These report and query requirements shall be considered an extension of the reports and queries capabilities identified in Appendix 5 Toolbox Requirements. For procurement-related report and query capabilities, **the Contractor shall:**

1. Provide the ability to query and report on all vendors responding to an RFI/RFP or other solicitation.
 - Table 2 Pre-Award Case Type Procurement Document Types contains the document type “Solicitation Document” which could include an RFI, RFP, or any other type of solicitation document.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

2. Provide the ability to query and report on all documents received from a particular vendor, sorted by date or any other user specified attribute in ascending or descending order.
 - For the purpose of this requirement, the user should have the ability to limit the query and report to one or more projects and/or one or one or more date ranges.
3. Provide the ability to query and report on all documents that have been scanned and indexed within a user specified time frame.
 - For the purpose of this requirement, the user should have the ability to limit the query and report to one or more projects, one or more vendors, and/or one or more document types.
4. Provide the ability to query and report on all documents that are subject to legal hold.
 - For the purpose of this requirement, the user should have the ability to limit the query and report to one or more projects, one or more vendors, and/or one or one or more date ranges.
5. Provide five queries and/or reports that are defined during the requirements definition and design activities.

3.10 Document Assembly

Procurement has a number of document assembly requirements unique to its business processes. These document assembly requirements shall include those capabilities necessary to collect, relate, and aggregate documents for use by procurement and other business areas. For procurement-related document assembly capabilities, **the Contractor shall:**

1. The following two requirements shall apply to all requirements in Section 3.10 Document Assembly:
 - a. Provide the user with the ability to limit the saved assembly of documents to one or more projects, one or more vendors, and/or one or one or more date ranges.
 - A “saved assembly of documents” is defined in Appendix 5, Section 5.3 Document Assembly.
 - b. A “saved assembly of documents” shall also be subject to all of the requirements enumerated in the DIWS 2 TO, Appendix 5 Toolbox Requirements, Section 5.3 Document Assembly and Appendix 5 Toolbox Requirements, Section 5.4 Publishing.
2. Provide the ability to relate and assemble all documents related to a specific vendor into one document known as a "saved assembly of documents".

Functional Requirements

Appendix #: 8

Subject: Functional Requirements: Procurement Requirements



3. Provide the ability to relate and assemble all documents related to a specific bid or project into one document known as a "saved assembly of documents".
4. Provide the ability to relate and assemble all documents related to a specific bid or project into one document known as a "saved assembly of documents".
5. Provide the ability to relate and assemble all documents related to a specific query or report into one document known as a "saved assembly of documents".
6. Provide the ability to manually relate and assemble any procurement documents into one document known as a "saved assembly of documents".

3.11 Administration

Procurement has a number of administration requirements unique to its business processes. These administration requirements shall include those capabilities necessary to manage values, roles, groups and other data used by the procurement application. For procurement-related administration capabilities, **the Contractor shall:**

1. Provide the ability to manage a list of all:
 - a. Project/Bid numbers
 - b. Project/Bid name
 - c. Project/Bid business owner
 - d. Project/Bid response date
 - e. Project/Bid procurement analyst
 - f. Project/Bid value
 - g. Project/Bid document receipt date
 - h. Project/Bid document version number
 - i. Other fields that may be determined by the procurement manager
2. Provide the ability to manage the accounts of the external users working with procurement.
 - For the purpose of this requirement, *external user* is considered to be a vendor responding to an RFI, RFP or other request.
3. Provide the ability to manage the secure areas of the external users working with procurement.
 - For the purpose of this requirement, *external user* is considered to be a vendor responding to an RFI, RFP or other request.
 - For the purpose of this requirement, *secure area* is the area where the vendor saves its response to an RFI, RFP or other request.
4. Provide the ability for designated individuals within procurement to administer the roles of the procurement staff.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

5. Provide the ability for designated individuals within procurement to administer the security groups of the procurement staff.
6. Provide the ability to configure the redaction tools, redaction management, and redaction workflows.
7. Provide the ability to configure the Document Inventory Transfer e-mail.

NOTE: The specific details for enhancements will be determined during requirements definition, requirements verification, and design activities. Additional enhancements may be added as a result of requirements definition, requirements verification, and design activities.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement of the capabilities named in Section 3 Capability New to DIWS 2, and its subsections. Additional requirements and details that are not related to the enhancements named in Section 3 Capability New to DIWS 2, and its subsections, may be incorporated via change order or Work Order in the future.

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

4. Response to Procurement Enhancement Requirements

The table below identifies the topics which the Offeror shall address in its Technical Proposal. Each topic in the response shall be identified with a heading corresponding to the table below. Responses should not be placed in the table.

Offeror shall refer to the referenced section of the Task Order to fully understand the State’s requirements and expectations when preparing the response. The Offeror shall address the topics/questions identified in the table but is expected to elaborate or add additional information as appropriate to fully understand the Offeror’s solution and approach.

The Offeror should provide a detailed description of the proposed solution but does not need to address every item or sentence in a particular section. The Offeror’s response shall be construed to be inclusive of all requirements referenced by the table and shall bind the Offeror to all such requirements unless the Offeror specifically addresses partial or non-compliance in its response. Offerors shall describe requirements that cannot be met or that can only partially be met as part of the final question of the response table.

The Offeror shall adhere to any page limit for the topic.

In some topics below, the State has requested a sample of work from a previous project or a draft version of an artifact for this project (e.g. include a draft Project Plan for this project). These items are identified below and shall be included in [TAB O] and not inserted into the narrative. Such items are not included in page limits. If requested items are not available, briefly describe.

Response Requirements			
Appendix 8 Functional Requirements: Procurement			
Appdx Ref	Topic Title	Response Requirements	Page Limit
2.1	Current Process	Describe your approach to meeting the requirements in this section.	
2.3	Document Types	Describe your approach to meeting the requirements in this section.	
2.4	User Interfaces	Describe your approach to meeting the requirements in this section.	
2.5	Reports and	Describe your approach to meeting the requirements in this section.	
2.6	External Interfaces	Describe your approach to meeting the requirements in this section.	

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

Response Requirements			
Appendix 8 Functional Requirements: Procurement			
Appdx Ref	Topic Title	Response Requirements	Page Limit
2.7	Current Data Model and Content Volumes	<ul style="list-style-type: none"> a. Describe your approach to meeting the requirements in this section. b. Provide an optional price on the Price Sheet for the migration of the structured and unstructured content identified in Section 2.7 Current Data Model and Content Volumes. 	

Response Requirements			
Appendix 8 Functional Requirements: Procurement			
Appdx Ref	Topic Title	Response Requirements	Page Limit
2.7.1	Migration	<p>The responses in this section are expected to leverage functionality described in Appendix 5, Section 6.7 Migration and Appendix 9 Legacy Content Migration. However, it is not necessary to repeat responses provided for Appendices 5 and 9, but reference to the appropriate sections is encouraged.</p> <ol style="list-style-type: none"> a. Provide the process you are proposing for migrating the legacy content to DIWS 2. Specifically identify key areas such as data cleansing, data mapping, and data validation. b. Identify the tools you propose to use for performing all aspects of the migration, why these tools were selected, what area they help automate, and how they help. c. Explain how you will handle the structured content that must be migrated. d. Explain how you will handle the unstructured content that must be migrated. e. Explain how you will migrate the audit trail associated with the legacy content. f. If you are proposing utilizing multiple copies of databases or repositories to allow 24-hour, around the clock migration, how do you envision synchronizing the copies with the master? g. Explain how you will balance the need for a recent copy of legacy content with the need to minimize impact on the legacy system(s) (e.g., taking three weekend snapshots of the legacy content; one snapshot at the beginning, one snapshot one month prior, and one snapshot on the weekend of the final migration to production.) h. Identify your approach for performing the migration cutover to the test environment and to the production environment. 	

Response Requirements			
Appendix 8 Functional Requirements: Procurement			
Appdx Ref	Topic Title	Response Requirements	Page Limit
2.7.1 (cont.)	Migration	<ul style="list-style-type: none"> i. Identify the tools and approach you will use to perform verification and validation that 100% of the migrated content is successfully migrated. In your response include a definition of “successfully migrated” and enumerate the elements that will verified and validated on 100% of the migrated content. j. Provide a proposed schedule for performing the migration, including milestones and dependencies. Include: <ul style="list-style-type: none"> 1. Begin and end dates for migrating all collections of content at a division level. 2. Include dependencies on when a migration environment must be available. 3. Include dependencies on MVA staff resources (e.g., to provide subject matter expertise required for data cleansing and document type mapping). 4. Include tasks for content/document type and attribute mapping. 5. Include tasks for data/content cleansing. 6. Include expected content snapshots taken from legacy systems. 7. Include the migration into the test environment after achieving 100% error free migration scripts. 8. Include the migration into the production environment after achieving an error free migration into the test environment. 	

Response Requirements			
Appendix 8 Functional Requirements: Procurement			
Appdx Ref	Topic Title	Response Requirements	Page Limit
2.7.1 (cont.)	Migration	<ul style="list-style-type: none"> 9. Include tasks for making snapshots of migrated data/content available to external systems for use in development and testing. 10. Include verification and validation activities for confirming successful migration. k. Identify the MVA staff resources you require to provide information necessary for migration (e.g., data cleansing and mapping) and an estimate on the hours required. l. Identify the hardware you require to perform the migrations. m. Estimate the number of days, nights and weekends required to perform the migrations. n. Identify any risks your perceive migrating this content and your recommendations for mitigating these risks. 	
3	Capability New to DIWS 2	Describe your approach to meeting the requirements in this section.	
3.1	Procurement-Related Incoming FTP/SFTP	Describe your approach to meeting the requirements in this section.	
3.2	Security	Describe your approach to meeting the requirements in this section.	
3.3	Redaction	Describe your approach to meeting the requirements in this section.	
3.4	Navigation	Describe your approach to meeting the requirements in this section.	
3.5	Workflow	Describe your approach to meeting the requirements in this section.	
3.6	Records Management	Describe your approach to meeting the requirements in this section.	
3.7	Capture	Describe your approach to meeting the requirements in this section.	

Functional Requirements		
Appendix #:	8	
Subject:	Functional Requirements: Procurement Requirements	

Response Requirements			
Appendix 8 Functional Requirements: Procurement			
Appdx Ref	Topic Title	Response Requirements	Page Limit
3.8	Indexing	Describe your approach to meeting the requirements in this section.	
3.9	Reports and Queries	Describe your approach to meeting the requirements in this section.	
3.10	Document Assembly	Describe your approach to meeting the requirements in this section.	
3.11	Administration	Describe your approach to meeting the requirements in this section.	
	Requirements not Met	The State assumes that the Contractor will meet all requirements described in Appendix 8 of the Task Order. Identify any areas that cannot be met and why these areas cannot be met.	