

**RFP 22-68200**  
**Attachment F1**  
**MINIMUM REQUIREMENTS**

**Instructions:** Mark Yes or No to each minimum requirement listed below to indicate your agreement and ability to meet the minimum requirements associated with your proposed solution.

Minimum Requirement	Agree (Yes or No)
Must provide a centralized repository for all types of documentation	Yes
Must provide archival capabilities which will track the various iterations/versions that provide a history of the documents	Yes
Must provide document management capabilities	Yes
Must provide dynamic change capabilities that allow for changes across applications (ie. change in narrative Word document is reflected in related process flow Visio document)	Yes
Must provide scheduling capabilities with the ability to notify key personnel of actions required to manage their documentation, testing, etc.	Yes
Must provide document access security and established roles that define access levels	Yes
Must provide reporting and dashboard capabilities to highlight status of Internal Control and Audit projects, with notification capabilities to responsible parties for task assignment	Yes
Must provide ability to create audit plans	Yes
Must provide scheduling capabilities to manage audit plans	Yes
Must provide quality cloud-based application that will act as internal control platform	Yes