

Required Documentation Prior to Phase I Vendor Certification Testing

Vendors: Please note that for any documentation that includes proprietary information or trade secrets, the documentation must be identified as containing proprietary information on its cover.

User Documentation Requirements

1. Reference manual that includes:
 - a. A description of each function performed by the system.
 - b. A picture of each screen in the system.
 - c. Pictures and instructions for each menu in the system.
 - d. Pictures and instructions for each report in the system.
 - e. Complete operating instructions for the system.
 - f. A listing of error messages and guidelines for user actions in response to each one.
2. Quick reference guide to the system to help the user navigate through the system without frequent reference
3. System administrator's manual that includes:
 - a. Backup and restoration procedures.
 - b. Recovery procedures.
 - c. Procedures for any required periodic maintenance functions.
 - d. Procedures for adding and deleting users from the application.
 - e. Procedures for assigning any batch operations not covered in the reference manual.
4. Training manual designed to introduce a new user to the system or any part of the system.

Technical Documentation Requirements

1. Installation instructions.
2. Specifications for hardware, operating systems, database systems, and system utilities required by the
3. Complete external documentation of the system, including: systems analysis, design documents, workflow and entity relationship diagrams, program specification, data dictionaries, and comprehensive list of all data related codes used by the system.
4. Complete documentation of all files.
5. Complete database documentation, including: table and field descriptions, and relationship diagram.
6. Any other information necessary to install, operate, or modify the system.

Financial Documentation Requirements

1. Audited financial statements for the most recent three (3) years. If the company has been in business less than three (3) years, then a business plan shall be submitted in addition to any available financial statements.