Instructions for responding to Requirements Workbooks:

These requirements have been formatted into workbooks as a more efficient and effective way not only for a vendor to respond; but for KHPA to evaluate as well.

The workbooks have been compiled by category. Within each category subsections have been broken down into worksheets and placed into tabs that have been labeled accordingly.

Within the worksheets notice that after the "Requirement" column the columns proceed as followed: "Requirement for Phase 1, Response, Explanation of Response and Response Reference."
The purpose of each column is defined below.
- Implementation Phase - Respond with a 1, 2 or 3 to indicate the anticipated phase of implementation (A detailed description of the three phases can be found in the RFP.)
- Response - is the column where the proposer will respond to whether or not the requirement is met and to what extent. (Detailed instructions below.)
- Explanation of Response - Please provide an Explanation of how the requirement is or isn't met and validate the (0-5) rating given in the "Response" column.
- Response Reference - Please indicate where, throughout your response proposal, this is described in detail.

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. **(Example of Response – Yes/3)**
Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.
Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.
Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.
Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.
(Rating system and brief explanation can be found at the top of each worksheet as a reference tool.)

Please note that some requirements have been highlighted. These requirements have been deemed optional and KHPA requests pricing be cost out separately for the indicated requirements. Please Respond to these under the "Optional Costs" in the Separate Cost Proposal.

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)	
Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.	
Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.	
Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.	
Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.	

Function: Technical Architecture (ARCH) - This function covers the technical needs that a The system must support. This could include such things as technical infrastructure components, protection/security needs, and various technical standards and policies of the Agency and the State.

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
ARCH-001	The system must be based on:				
ARCH-001.1	Real-time update of tables from end-user input screens without the use of batch processes.				
ARCH-001.2	All input (i.e., batch and on-line) edited via State defined parameters prior to processing.				
ARCH-001.3	100% Web-enabled architecture.				
ARCH-002	The Vendor must propose a solution that supports a Service Oriented Architecture (SOA) and Enterprise Service Bus (ESB) based solution. The solution must ensure that primary application functions and data are available via external industry standard API (Application Programming Interface), web service call or other acceptable processes.				
ARCH-003	The system must provide the capability to support client services through a variety of channels. This may include, but is not limited to web, kiosks, call centers, other organizations, and walk ins.				
ARCH-004	The system must allow The system administrators to control the priority and sequencing of processes based on operational guidelines.				
ARCH-005	The system must support the development of multiple web-enabled user interfaces or portals.				
ARCH-006	The system must have a development platform that incorporates current industry standard tools or technology where the skill sets are readily available in the industry.				
ARCH-007	The system must support a fully scalable architecture designed to allow incremental increases in hardware capacity to meet increases in usage demand.				

ARCH-008	The system must support multi-node application server processing so that application processing load can be distributed and balanced across multiple physical servers.				
ARCH-009	The system architecture must support rapid failover or redeployment in the event of planned or unplanned interruptions.				
ARCH-010	The system architecture must ensure that ninety-nine percent of all failover events are concluded in less than five minutes.				
ARCH-011	The system architecture must ensure that batch processing does not interfere with online responsiveness or availability.				
ARCH-012	The solution must include multiple environments, such as Development, Reference, UAT and Training.				
ARCH-013	The system must utilize standard e-mail protocols. (e.g. IMAP, MAPI, POP3, SMTP, etc)				
ARCH-014	The system must be compatible with industry-standard fax server systems.				
ARCH-015	The system must use a consistent user interface across all components.				
ARCH-016	The system utilizes on-line, drop-down lists for all valid values for each validated field which may be based on prior data entered.				
ARCH-017	The system must have multi level help capability like page help, field level help. Bubble help, Pop up help with search capability.				
ARCH-018	The system must consists of fully-integrated application modules. (e.g. data is stored and updated in only one place.)				
ARCH-019	The system must provide toolsets to accommodate the following:				
ARCH-019.1	Database maintenance				
ARCH-019.2	Report design and generation				
ARCH-019.3	Application security administration				
ARCH-019.4	End-user interface design				
ARCH-019.5	System upgrade administration				
ARCH-019.6	API maintenance				
ARCH-019.7	Archiving/purging of data				
ARCH-020	The system must maintain the state of the browser session without cookies.				
ARCH-021	The system must integrate any proposed third party applications into the main menu structure.				

| ARCH-022 | Vendor must provide a flexible system architecture. The system must be scalable, customizable and highly configurable, vendor must provide customizable impacts. | | | | |

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)
Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.
Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.
Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.
Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.

Function: Processing & Operations (PROP)

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
PROP-001	The system must supply job scheduling tools that allow users to predefine start times for batch processes.				
PROP-002	The system must supply job scheduling tools that allow users to control jobs by transaction type.				
PROP-003	The system must allow users to sequence multiple jobs based on outcome of each successive job.				
PROP-004	The system must provide automatic program checks for controlling data files, verifying correct processing, and ensuring data integrity. Available program checks include record counts, totals, limit checks, and dollar totals.				
PROP-005	The system must automatically reconcile all exported/imported data.				
PROP-006	The system must provide job scheduling tools and/or 3rd party job scheduling tool interface to automate administrative tasks such as data base backups or regular report production.				
PROP-007	The system must provide software distribution tools to facilitate migration of application software to other servers. (e.g. test, development, production, etc.)				
PROP-008	The system must be supported by version control tools that provide "check in" and "check out" support.				
PROP-009	The system must maintain a system-wide calendar, which can be updated on-line by the user, for production scheduling.				
PROP-010	The system tools must support proactive management of application server resources.				
PROP-011	The system must provide the ability to have all related business files shared across functional areas or across organizations.				

PROP-012	The system tools must support enterprise-wide administration of multiple application servers.				
PROP-013	The system must support integration with the State's current calendar and e-mail environment (currently Microsoft Exchange).				
PROP-014	The system must have the ability to integrate with emerging collaboration tools and unified communications (UC).				
PROP-015	The system must provide a flexible framework to support exporting and importing of data using industry standard file transmission protocols.				
PROP-016	The system must provide the capability to interface with Interactive Voice Response (IVR) systems for purposes such as providing eligibility status information to the consumer.				
PROP-017	The system must provide for and support the ability to control batch job execution by time of day, date, and processing cycle (weekly, monthly, yearly, quarterly, on request, etc.).				
PROP-018	The system must provide for and support the ability to sequence multiple jobs with multiple dependencies on jobs, files, exceptions, etc.				
PROP-019	The system must provide for and support automated, internal, integrated system checkpoints that monitor the system accuracy and completeness before proceeding to the next step or application batch process.				
PROP-020	The system must have the ability to backup, recover, restart, and cancel jobs.				
PROP-021	The system must provide a clearly defined promote-to-production process that enforces a strictly defined methodology for movement from development to Quality Assurance (QA) and production, with the ability to "roll back" to previous version.				
PROP-022	The system must support the importing/exporting of data with popular desktop applications. (e.g., Microsoft Excel, Microsoft Word)				
PROP-023	The system must provide immediate transfer of values from "Pop up" tables to the appropriate field when selected.				
PROP-024	The system must be table-driven with online screens to control parameters.				
PROP-025	The system must utilizes effective-dated transactions and table updates (either future dated or retroactive) with the ability to specify data edits by type of transaction.				

PROP-026	The system must provide the ability to transmit and receive transactions electronically (e.g. Electronic Data Interchange web based transactions.)				
PROP-027	The system must support all online transactions for data integrity, redundancy, and recoverability purposes.				
PROP-028	The system must have the ability to use secure (SSL/SSH) FTP to accommodate file transfers.				
PROP-029	System applications must incorporate business rules into the system so that the rules are appropriately applied at the time data is being entered.				
PROP-030	The system must provide the ability to have descriptions on all transactions.				
PROP-031	The system must provide the ability to have KHPA-specific data fields.				
PROP-032	The system must provide the ability to have user-defined data fields for agency use across the state.				
PROP-033	The system must provide the ability to import/export data. (e.g. Open Data Base Connectivity {ODBC) compliant and/or other generally accepted formats.)				
PROP-034	The system must provide the ability to process and update Web site information at times defined by KHPA.				
PROP-035	The system must provide the ability to have agency-specific edit checking tables that can be maintained and modified at the agency level.				
PROP-036	The system must provide the ability to void or cancel documents at any process level with user defined reason codes or with standard reason codes.				
PROP-037	The system must provide the ability to provide templates or shortcuts for recurring document entry or processing.				
PROP-038	The system must provide the ability to generate special clauses on documents as defined by users or by standard clauses.				
PROP-039	The system must provide the ability to prevent transactions that reference a record in an "inactive" status.				
PROP-040	The system must provide the ability to post messages on the system for better communication about the system wide issues/issues affecting all agencies or users.				
PROP-041	The system must provide the ability to define and tailor required input based on transaction type defined by KHPA.				
PROP-042	The system must support electronic transactions compliant with established federal standards such as HIPAA.				

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)
Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.
Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.
Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.
Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.

Function: Database Management (DBMG)

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
DBMG-001	The system must use industry established relational database technology that efficiently handles the required volumes.				
DBMG-002	The system database must support data replication and synchronization across multiple physical servers.				
DBMG-003	The system database must support execution of stored procedures in the database based on event triggers.				
DBMG-004	The system database must provide automatic replication of table updates to multiple databases.				
DBMG-005	The system database must lock records at the data item level.				
DBMG-006	The system administrator must be allowed to configure data attributes.				
DBMG-007	The system database must provide standard query language (SQL) capabilities for database queries.				
DBMG-008	The system must be able to suspend processing of erroneous transactions until the error is resolved.				
DBMG-009	The system must be configured to purge records upon request for records within a user-defined time and criteria:				
DBMG-009.1	The system must not have any orphaned records. (e.g., records that do not have parent values.)				
DBMG-010	The system must provide a method to access, query, and report against archived data.				
DBMG-011	The system must include the ability to list all records included in purge.				
DBMG-012	The system must provide the ability to purge, archive, and restore inactive records based on user defined criteria.				
DBMG-013	The system must maintain referential integrity throughout system life.				

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)
Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.
Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.
Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.
Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.

Function: Maintenance (MAIN)

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
MAIN-001	The system must be easily upgradable through the latest technology and not require extensive technical assistance or intervention by state staff for upgrades and new releases.				
MAIN-002	The new data items must be automatically included in migration paths during software upgrades.				
MAIN-003	Data model documentation for accommodating new fields must be included as part of upgrade strategy.				
MAIN-004	The system must be able to accommodate varying retention periods for data, images, documents, etc.				
MAIN-005	The system must provide the ability to meet provisions of records retention schedule as defined by KHPA.				
MAIN-006	The system must have the ability to change or update retention periods for data, images, documents, etc.				
MAIN-007	The system must provide system maintenance routines and necessary system maintenance processes such as purge, backup, recovery, and restore routines.				
MAIN-008	The system must have the ability for remote monitoring and administration of all applications.				
MAIN-009	The system must provide utilities including, but not limited to, the following functions: Version control, Backup and recovery, Data archiving, Job scheduling, Security, Document attachment, audit trail and Performance monitoring.				
MAIN-010	Menu structure must be maintained during software upgrades for primary KHPA the system and third-party applications.				

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)

Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.

Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.

Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.

Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.

Function: Desktop & Server Configuration (DSCG)

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
	Desktop Configuration				
DSCG-001	Client stations may run under any hardware/OS configuration capable of supporting a current-generation Web browser.				
DSCG-002	The system must be web-based and requires no installation on client workstations.				
DSCG-003	System must be able to handle locally attached printers as well as network printers. To the degree possible, the system must use universal printing methods to support the widest range of printing solutions.				
DSCG-004	System must have the ability to accept input from a variety of devices such as: Keyboard, Barcode reader, IVR, Mouse, Scanner, Batch File (TAPE, FTP and So on), Signature Pad, Digital Camera.				
DSCG-005	The system must allow access from standard browsers without requiring specialized plug-ins or applets to function.				
	Server Configuration				
DSCG-006	Web servers utilize a Windows, Unix, z/OS, or Linux operating system.				
DSCG-007	Application servers and Database servers utilize a Windows, Unix (Solaris), z/OS, or Linux operating system.				
DSCG-008	Technologies based on "Virtual Server Architecture" will be considered.				
DSCG-009	System must be fully supportable within the infrastructure platform that is recommended.				
DSCG-010	Infrastructure platform must provide mature support practices for both hardware and software. (e.g. such as automated security update processes available on Windows and automated problem detection with phone home support.)				

DSCG-011	Capacity estimates for processor performance requirements must be provided for all proposed solutions.				
DSCG-012	Capacity estimates for processor memory requirements must be provided for all proposed solutions.				
DSCG-013	Capacity estimates for storage requirements must be provided for all proposed solutions.				
DSCG-014	System must be fully supportable within the infrastructure platform that is recommended providing extensibility, redundancy, scalability, reliability, and connectivity.				
DSCG-015	The system must use a version of software that is currently supported under standard maintenance agreements and is generally available during the life of the contract.				

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)
Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.
Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.
Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.
Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.

Function: IT Policy (POLY)

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
POLY-001	The system must meet State and Federal protection policies and procedures. This includes, but is not limited to data encryption and data retention. The Kansas Department of Administration master security policy can be found at: http://da.ks.gov/disc/dasecurity/default.htm. The various NIST publication can be found at: http://www.nist.gov/index.html				
POLY-002	The system must be compliant with the GIS Addressing Standard established by the Kansas GIS Policy Board. This is accessible from the Kansas GIS website link at: http://da.ks.gov/kito/gis/default.htm				
POLY-003	The system must comply with the most current version of the Kansas Statewide Technical Architecture. This can be found at: http://da.ks.gov/kito/cita/KITA.htm				
POLY-004	The Contractor must adhere to KANSAS Information Technology Policies & Guidelines. These policies and guidelines can be found at the following link: http://www.da.ks.gov/kito/itec/ITPoliciesMain.htm				
POLY-005	The system must be compliant with the State Strategic Information Management (SIM) Plan. Http://da.ks.gov/kite/				
POLY-006	The system must communicate via TCP/IP and integrate with the State's wide area network (KANWIN).				
POLY-007	The system must be ADA (glossary/acronyms) compliant. State of Kansas Accessibility Guidelines are available at: http://da.ks.gov/itab/was/guidelines.htm				
POLY-008	The system must demonstrate its Medicaid Information Technology Architecture (MITA) maturity level. Compare capability maturity level of their product to a maturity model/matrix see evaluation form in appendix.				

POLY-009	The system must meet HIPAA Security Rules (http://www.cms.hhs.gov/SecurityStandard/02_Regulations.asp#TopOfPage)				
POLY-010	The contractor must complete the annual ITEC security assessment.				
POLY-011	The solution must meet HIPAA Transaction Rules.				
POLY-012	The solution must meet HIPAA Privacy Rules (http://www.hhs.gov/ocr/hipaa/finalreg.html				

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)
Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.
Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.
Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.
Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.

Function: Disaster Recovery (DREC)

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
DREC-001	The system must provide disaster recovery and business continuance processes, including offsite storage capability.				
DREC-002	Disaster recovery approach and environment must enable restoration of operations within 24 hours from the loss of processing capability.				
DREC-003	The system must allow complete or incremental database and the system backups on a nightly schedule as well as on demand as needed.				
DREC-004	The system must support failover redundancies and swapping of critical the system components and critical data of all the system components.				
DREC-005	The system must have sufficient redundancy and modularity so that if any single component or part of a component fails, work can continue. There must be redundant copies of each log file or the system Database or both, with open support for Backups and restoration.				
DREC-006	In the event of a catastrophic failure when the system(s) cannot be restarted in any other way, it must be possible to reload the system from the last viable backup point and fully recover the contents to the point of failure. The contractor must propose the system recovery plan to include successful testing of recovery plan.				

Proposer Fit Rating Response Codes: In the "Response" column please provide a Yes or No indicating whether or not the requirement is met. In addition to Yes or No, include a number rating indicating to what level the proposed solution meets the requirement. (Example of Response – Yes/3)

Fit Rating 5: Solution meets the requirement without any customization or configuration to implement.

Fit Rating 3: Solution mostly meets the requirement, but will require minor customization or configuration to implement.

Fit Rating 1: Solution somewhat meets the requirement, but will require significant customization or configuration to implement.

Fit Rating 0: Solution does not meet the requirement at all, and cannot do so through customization.

Function: Exception-Error Handling (EXHD)

Req #	Requirement	Implementation Phase	Response	Explanation	Section Reference
EXHD-001	Structured exception handling must be used.				
EXHD-002	Exception details must be logged on the server.				
EXHD-003	Generic error pages with harmless messages must be returned to the client.				
EXHD-004	Page-level or application-level error handlers are implemented.				
EXHD-005	The application distinguishes between errors and exception conditions.				
EXHD-006	The system error messages must appear in a consistent format for both batch and on-line processing. Specifically, error messages have like codes, text and screen locations.				
EXHD-007	The system must integrate error messages with on-line help function.				
EXHD-008	The system must provide an error/recycle file for rejected batch transactions.				
EXHD-009	The system must capture rejected or un-posted transactions in a file for user resolution.				
EXHD-010	The system must produce error statistics by module, transaction and source.				
EXHD-011	The system must provide the ability to highlight errors on the screen for immediate correction.				
EXHD-012	The system must provide the ability for a central log of all problems/errors.				
EXHD-013	The system must provide the ability to provide descriptive error messages.				
EXHD-014	The system must provide exceptions due to resource failures. (e.g. The systems runs out of memory or a network connection fails.)				

EXHD-015	The system must provide exceptions due to client code errors. (e.g. Client code attempts something not allowed by the API, and thereby violates its contract.)				
EXHD-016	The system must provide exceptions due to programming errors.				
EXHD-017	Enterprise Service Bus (ESB) must provide logging and auditing of services as well as the monitoring of faults, service and process status, and detailed performance statistics.				
EXHD-018	Enterprise Service Bus (ESB) must provide real time message tracking and distributed flow control debugging. It also must allow for the diagnosis and management of problems in complex distributed systems.				