

**RFI SCORECARD**

**AUDIT DOCUMENTATION AND MANAGEMENT  
SOFTWARE SOLUTION  
K645-RFI-2011**

Criteria Checklist	x	X	X	X	X	X	X	X
	2.89	2.45	2.63	2.88	2.85	2.10	3.11	2.47
	TeamMate	WesternInt Systems	Mission Mark	Crowe LLP	SAS	Legal Files	Galvanize	Xybion
<b>I. Specifications</b>								
1. Allows for efficient documentation and review of audit work and recommendations in compliance with professional standards, accommodating a wide variety of external audit types and sizes	3.3	1.7	3.0	3.0	3.2	1.5	3.0	3.0
2. Customizable User Interface, perspectives (user views) and terminology that allow the workflow to be customized	3.8	3.0	3.0	3.0	2.7	3.0	3.0	3.0
3. In addition to laptops and desktop computers, ability to use mobile devices and tablets for access	3.0	3.0	3.0	3.0	1.5	3.0	3.0	2.5
4. All associated server environment data (operating system, data base brand and architecture, required framework and/or stack)	3.0	2.0	2.0	1.0	2.0	1.0	2.0	2.0
5. Ability to operate on current MS Windows 10 OS and future patch releases and updates	3.0	2.3	3.0	3.0	3.0	3.0	2.7	3.0
6. Compatible and fully integrated with latest versions of MS Office Products, including Office 365 (cloud and desktop clients) and Office 2016	3.0	2.3	3.0	3.0	3.0	2.5	3.0	3.0
7. Compatible with latest versions of common web browsers (Google Chrome and Microsoft Edge)	3.0	3.0	3.3	3.0	3.0	3.0	3.7	3.0
8. Compatible with common electronic document file types and associated 3 <sup>rd</sup> party software, including but not limited to .PDF portable document files (Adobe and Nitro Pro), .JPEG and BMP digital images, .TXT text files, and .ZIP compressed data files	3.0	3.0	3.0	3.3	3.2	3.0	3.3	3.0
9. Ability to attach external files (i.e. pdf, docx, xlsx, jpg, bmp, tif, etc.) to all work flow items	3.8	3.0	3.3	3.3	2.8	2.5	3.0	3.0
10. Workflow tracking (edit history) including status designations (such as prepared and supervisor reviewed)	2.8	1.7	3.0	3.0	2.3	1.0	3.0	3.0
11. Electronic workpaper management including version control and automated assignment of workpaper identification numbers (audit reference codes)	2.3	2.3	3.0	2.0	2.7	1.0	3.3	2.0
12. Ability to restrict editing or changes to engagement projects or workpapers for retention purposes (i.e. finalization, freezing or archiving procedures)	3.0	3.0	3.0	3.0	3.0	2.5	3.0	3.0
13. Ability to set engagements and workpapers as confidential (limited or restricted access)	2.8	3.0	0.0	3.0	3.2	2.5	2.7	2.0
14. Ability to search by keywords, attributes, and/or values	2.3	3.0	3.3	3.3	3.2	3.0	3.0	3.0
15. Ability to meet compliance regimes that may include storage and transmission requirements for health records, payment card information, personally identifiable information, or other types of confidential information	3.0	1.0	1.0	1.0	3.0	1.0	4.0	1.0
16. Exception and audit issue tracking for follow-up corrective action	2.8	0.0	3.3	3.0	3.0	1.0	3.7	3.0
17. Ability to support real-time digital collaboration through dashboard reports and supervisor reviews (edit comments)	2.8	3.0	3.3	3.0	3.0	1.0	3.3	3.0
18. Provide real-time tracking of work flow and project status	3.3	3.0	2.7	3.0	3.0	2.0	3.0	3.0
19. Ability to add hyperlinks and bookmarks for cross-referencing and efficient navigation	3.0	3.0	3.0	3.0	3.0	3.0	3.7	2.5
20. Ability to create and maintain templates of our knowledge base which can be imported into the audit documentation software	3.0	2.0	2.0	2.7	3.0	1.5	2.7	1.0
21. Administrative capabilities to establish and update user accounts, system polices, and workflow preferences	3.0	2.7	2.3	3.0	3.2	3.0	3.0	3.0
22. Administrative rights to specify user access policies and permissions (controlled user access). User permission and access controlled by System Administrator	3.0	2.7	3.0	3.0	3.3	3.0	3.0	3.0
23. Open APIs or other means for integration with other software modules and applications, dashboards and reports	2.8	3.0	2.3	3.0	3.2	1.5	3.3	3.0
24. Ability to copy, duplicate, transfer, and generate printable reports for all work product within the software solution	2.8	2.3	2.7	3.0	2.2	2.0	3.0	2.0
25. Offline System Capable, without network connection to cloud or main server, while maintaining central database	2.8	1.0	1.7	3.0	2.2	0.5	2.7	0.0
26. Supports data backup and recovery. Prefer ability to recover individual audit files without having to roll	2.5	3.0	3.3	3.3	2.2	1.5	3.7	2.5
27. Auto-Sync Capable with conflict identification and resolution features	2.3	2.0	2.7	3.0	2.3	0.0	3.0	0.0
28. Ability to import and export (e.g. project rollover) information and work product within the software solution. Please specify acceptable data formats for import/export and inter-application analysis and reporting	2.8	2.7	2.3	3.0	3.3	2.5	3.0	2.0
29. Ability to customize configurations based on preferred workflow using specific fields and values such as: project names, client names, client types, engagement numbers, engagement types, reporting periods, and report issue dates	2.8	3.0	2.7	3.0	3.3	2.5	3.0	3.0
30. Policy and Terminology Configuration Management: structured hierarchy; provides for configuration updates that associate all data with the assigned configuration item. All data auto-populates based on administrative configuration.	2.5	2.7	3.0	3.0	3.0	1.5	3.3	3.0
31. Online tutorial and offline manual and help functions	2.8	3.0	3.0	3.0	2.8	3.0	3.7	2.0
32. System Training to cover administrative needs and availability during regular business hours to support product issues	3.3	2.3	3.0	3.0	3.2	3.0	3.0	3.0
33. Expandability and integration support for new technologies (i.e. follows software development best practices and has an active development plan / business plan that will ensure continued compatibility and integration with new technologies)	2.8	1.7	0.0	3.0	3.2	2.5	3.0	2.5
34. Vendor offers enterprise level product and/or service	3.0	3.0	3.0	3.0	2.9	3.0	3.0	3.0
<b>Avg. Score</b>	<b>2.89</b>	<b>2.45</b>	<b>2.63</b>	<b>2.88</b>	<b>2.85</b>	<b>2.10</b>	<b>3.11</b>	<b>2.47</b>



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Criteria Checklist

I. Specifications	TeamMate+ CD	TeamMate+ Sam	TeamMate+ Cavan	TeamMate+ Lindsay	TeamMate+ Michael	TeamMate+ Scott	TeamMate+ Conor	TeamMate+ Diana	TeamMate+ Haji	TeamMate+ Karen	TeamMate+	NOTES	TeamMate+ CD	TeamMate+ Sam	TeamMate+ Cavan
1. Allows for efficient documentation and review of audit work and recommendations in compliance with professional standards, accommodating a wide variety of external audit types and sizes	3.0	3	4	3									TeamMate has not only software solutions designed with you in mind, but with more years of experience and more customers than the others combined, we are the trusted		
2. Customizable User Interface, perspectives (user views) and terminology that allow the workflow to be customized	4.0	4	4	3											Highly customizable with what appears to be a very user friendly interface
3. In addition to laptops and desktop computers, ability to use mobile devices and tablets for access	3.0	3	3	3											
4. All associated server environment data (operating system, data base brand and architecture, required framework and/or stack)	3.0	3	3	3											
5. Ability to operate on current MS Windows 10 OS and future patch releases and updates	3.0	3	3	3											
6. Compatible and fully integrated with latest versions of MS Office Products, including Office 365 (cloud and desktop clients) and Office 2016	3.0	3	3	3											
7. Compatible with latest versions of common web browsers (Google Chrome and Microsoft Edge)	3.0	3	3	3											
8. Compatible with common electronic document file types and associated 3 <sup>rd</sup> party software, including but not limited to: PDF portable document files (Adobe and Nitro Pro), .JPEG and BMP digital images, .TXT text files, and .ZIP compressed data files	3.0	3	3	3											
9. Ability to attach external files (i.e. pdf, docx, xlsx, jpg, bmp, tif, etc.) to all work flow items	4.0	4	4	3											
10. Workflow tracking (edit history) including status designations (such as prepared and supervisor reviewed)	3.0	3	3	2											
11. Electronic workpaper management including version control and automated assignment of workpaper identification numbers (audit reference codes)	2.0	2	3	2									Workpapers attached in TeamMate+ allow for the capture and retaining of up to 10 versions of each		
12. Ability to restrict editing or changes to engagement projects or workpapers for retention purposes (i.e. finalization, freezing or archiving procedures)	3.0	3	4	2											
13. Ability to set engagements and workpapers as confidential (limited or restricted access)	3.0	3	3	2											
14. Ability to search by keywords, attributes, and/or values	2.0	2	4	1									On-screen search bars throughout the application allow for easy searching of all objects (folders, objectives, risks, controls, test procedures, issues, recommendations, coaching notes and supporting documents).  Current search capabilities are by object title. However, full text and attribute searching is on the roadmap for a future release.		
15. Ability to meet compliance regimes that may include storage and transmission requirements for health records, payment card information, personally identifiable information, or other types of confidential information	3.0	3	3	3											
16. Exception and audit issue tracking for follow-up corrective action	3.0	3	3	2											
17. Ability to support real-time digital collaboration through dashboard reports and supervisor reviews (edit comments)	3.0	3	3	2											
18. Provide real-time tracking of work flow and project status	3.0	3	4	3											
19. Ability to add hyperlinks and bookmarks for cross-referencing and efficient navigation	3.0	3	3	3											
20. Ability to create and maintain templates of our knowledge base which can be imported into the audit documentation software	3.0	3	3	3									As an existing TeamMate AM customer, any current TeamStore content may be copied directly over to		
21. Administrative capabilities to establish and update user accounts, system policies, and workflow preferences	3.0	3	3	3											
22. Administrative rights to specify user access policies and permissions (controlled user access). User permission and access controlled by System Administrator	3.0	3	3	3											
23. Open APIs or other means for integration with other software modules and applications, dashboards and reports	3.0	3	3	2											
24. Ability to copy, duplicate, transfer, and generate printable reports for all work product within the software solution	3.0	3	3	2											
25. Offline System Capable, without network connection to cloud or main server, while maintaining central database	3.0	3	3	2											
26. Supports data backup and recovery. Prefer ability to recover individual audit files without having to roll back the entire database	3.0	3	2	2									Backups may be recovered for the accessing of relevant data, but restoring of backups is of the entire database, and not individual project files.		Does not allow for individual file recovery
27. Auto-Sync Capable with conflict identification and resolution features	2.0	2	3	2									Syncing and merging of data may be manually initiated from the offline project file. The user is notified of any conflicts or errors produced during this process and is given the opportunity to resolve such issues before attempting the sync or merge process again.		
28. Ability to import and export (e.g. project rollover) information and work product within the software solution. Please specify acceptable data formats for import/export and inter-application analysis and reporting	3.0	3	3	2											
29. Ability to customize configurations based on preferred workflow using specific fields and values such as: project names, client names, client types, engagement numbers, engagement types, reporting periods, and report issue dates	3.0	3	3	2											
30. Policy and Terminology Configuration Management: structured hierarchy; provides for configuration updates that associate all data with the assigned configuration item. All data auto-populates based on administrative configuration.	3.0	3	3	1									Item not addressed in initial response section but in Q&A section (page 23). We also know this functionality is supported in TM+		
31. Online tutorial and offline manual and help functions	3.0	3	3	2											
32. System Training to cover administrative needs and availability during regular business hours to support product issues	3.0	3	4	3											
33. Expandability and integration support for new technologies (i.e. follows software development best practices and has an active development plan / business plan that will ensure continued compatibility and integration with new technologies)	3.0	3	3	2											
34. Vendor offers enterprise level product and/or service	3.0	3	3	3											
<b>Avg. Score</b>	<b>2.97</b>	<b>2.97</b>	<b>3.18</b>	<b>2.44</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>				
II. Software Demonstrations	TeamMate+ CD	TeamMate+ Sam	TeamMate+ Cavan	TeamMate+ Lindsay	TeamMate+ Michael	TeamMate+ Scott	TeamMate+ Conor	TeamMate+ Diana	TeamMate+ Haji	TeamMate+ Karen	TeamMate+	NOTES	TeamMate+ CD	TeamMate+ Sam	TeamMate+ Cavan
35. Solution Is Integrated	3		3	4	3	4	3	3	4	3		How well does the software integrate seamlessly with Windows, web platforms, tablets, and/or mobile devices, as well as other applications/databases via APIs?	Multiple instances of TM allowed in web browsers; hyperlinks between projects now enabled		
36. Aligns with Agency Objectives	4		3	4	3	4	3	3	4	3		How well does the solution support SAO objectives to conduct our various audit scopes effectively and efficiently in compliance with professional standards and SAO Policies?	Widget/dashboards customizable and usable for to-do list or broad overviews – efficiency and management Dashboard includes to-do list, assignments, history/recent, and messages/reminders  Schedule/Phase Dates – could capture dates currently maintained in Custom Properties.  Project Information tab (Project Profile equivalent) – could capture other Custom Property fields Can add/edit/customize various fields that were locked by AM (Group, Type, etc.) and could be repurposed		









28. Ability to import and export (e.g. project rollover) information and work product within the software solution. Please specify acceptable data formats for import/export and inter-application analysis and reporting	2	3	3										
29. Ability to customize configurations based on preferred workflow using specific fields and values such as: project names, client names, client types, engagement numbers, engagement types, reporting periods, and report issue dates	3	3	3										
30. Policy and Terminology Configuration Management: structured hierarchy; provides for configuration updates that associate all data with the assigned configuration item. All data auto-populates based on administrative configuration.	2	3	3										
31. Online tutorial and offline manual and help functions	3	3	3										
32. System Training to cover administrative needs and availability during regular business hours to support product issues	1	3	3							Addressed training only; did not address availability to support product issues			
33. Expandability and integration support for new technologies (i.e. follows software development best practices and has an active development plan / business plan that will ensure continued compatibility and integration with new technologies)	1	2	2							Addressed expanding/scaling solution within department for more users/transactions; did not address new technologies and updates	WesternInt - Did not mention new technology mostly only mentioned scaling of small or large enterprises.	Discussed size and volume but not new technology	
34. Vendor offers enterprise level product and/or service	3	3	3										
<b>Avg. Score</b>	<b>2.15</b>	<b>2.65</b>	<b>2.56</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>				
<b>II. Software Demonstrations</b>	WesternInt Systems CD	WesternInt Systems -	WesternInt Systems -	WesternInt Systems	<b>TeamMate +</b>	<b>WesternInt Systems/AppBase</b>	<b>MissionMark/AppBase</b>						
35. Solution Is Integrated													
36. Aligns with Agency Objectives													
37. Third-Party Products Shown													
38. Ease of Use													
39. System Performance													
40. Flow & Simplicity													
41. System Ability To Handle Requirements													
42. Flexibility, Tailorability, Extensibility													
43. Ability to Answer Questions													
44. Application Stability													
<b>Avg. Score</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>				
<b>III. Cost/Fee Summary</b>	WesternInt Systems CD	WesternInt Systems -	WesternInt Systems -	WesternInt Systems	<b>TeamMate +</b>	<b>WesternInt Systems/AppBase</b>	<b>MissionMark/AppBase</b>						
45. License Fees										TM= \$750k yr1 ~ \$150k per/yr2+			
46. Maintenance Fees													
47. Purchase Timeline													
48. Licensing Period													
49. Other Fees													
<b>Avg. Score</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>				

\*Change weights based on preferences. Total score should = 1.00

Criteria Scores	Weight	WesternInt Systems CD Weighted Score	WesternInt Systems - Haji Weighted Score	WesternInt Systems - Karen Weighted Score	WesternInt Systems Weighted Score	TeamMate +	WesternInt Systems/AppBase	MissionMark/AppBase				
I. Specifications	0.70	1.5029	1.8529	1.7912	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
II. Software Demonstrations	0.25	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
III. Cost/Fee Summary	0.05	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
<b>TOTAL SCORE</b>	<b>1.00</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>			





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Criteria Checklist

I. Specifications	Mission Mark - CD	Mission Mark - Conor	Mission Mark - Diana	Mission Mark - Michael	Mission Mark - Lindsay	Mission Mark - Scott	Mission Mark - Cavan	Mission Mark - Hajj	Mission Mark - Karen	Mission Mark	Mission Mark	NOTES	Mission Mark - CD	Mission Mark - Conor
1. Allows for efficient documentation and review of audit work and recommendations in compliance with professional standards, accommodating a wide variety of external audit types and sizes	3	3.0	3											
2. Customizable User Interface, perspectives (user views) and terminology that allow the workflow to be customized	3	3.0	3											
3. In addition to laptops and desktop computers, ability to use mobile devices and tablets for access	3	3.0	3											
4. All associated server environment data (operating system, data base brand and architecture, required framework and/or stack)	2	2.0	2											
5. Ability to operate on current MS Windows 10 OS and future patch releases and updates	3	3.0	3											
6. Compatible and fully integrated with latest versions of MS Office Products, including Office 365 (cloud and desktop clients) and Office 2016	3	3.0	3											
7. Compatible with latest versions of common web browsers (Google Chrome and Microsoft Edge)	3	4.0	3											
8. Compatible with common electronic document file types and associated 3 <sup>rd</sup> party software, including but not limited to .PDF portable document files (Adobe and Nitro Pro), .JPEG and BMP digital images, .TXT text files, and .ZIP compressed data files	3	3.0	3											
9. Ability to attach external files (i.e. pdf, docx, xlsx, jpg, bmp, tif, etc.) to all work flow items	3	3.0	4											
10. Workflow tracking (edit history) including status designations (such as prepared and supervisor reviewed)	2	3.0	4										In addition to workpaper numbering, versioning is automatic upon file changes, with each version stored and accessible.	
11. Electronic workpaper management including version control and automated assignment of workpaper identification numbers (audit reference codes)	3	3.0	3											
12. Ability to restrict editing or changes to engagement projects or workpapers for retention purposes (i.e. finalization, freezing or archiving procedures)	3	3.0	3											
13. Ability to set engagements and workpapers as confidential (limited or restricted access)	0	0.0	0										Confidential Workpapers Missionmark v3 will roll out a confidential workpaper feature allowing for workpapers to be designated as confidential. Access to these workpapers is limited to users with the same or greater permission level.	
14. Ability to search by keywords, attributes, and/or values	4	3.0	3										Cross Referencing  When you ask auditors for their least favorite things to do, cross referencing often tops the list. Why? Because it is an extremely slow administrative task that is primarily done to ensure Yellow Book compliance.  In our research with government auditors, we found that cross-referencing became exponentially slower as the number of workpapers in the audit increased. This is because most	
15. Ability to meet compliance regimes that may include storage and transmission requirements for health records, payment card information, personally identifiable information, or other types of confidential information	1	1.0	1											
16. Exception and audit issue tracking for follow-up corrective action	3	4.0	3											
17. Ability to support real-time digital collaboration through dashboard reports and supervisor reviews (edit comments)	3	3.0	4											
18. Provide real-time tracking of work flow and project status	3	3.0	2											
19. Ability to add hyperlinks and bookmarks for cross-referencing and efficient navigation	3	3.0	3											
20. Ability to create and maintain templates of our knowledge base which can be imported into the audit documentation software	0	3.0	3										No mention of a centralized module for maintaining knowledge base/workpapers	
21. Administrative capabilities to establish and update user accounts, system policies, and workflow preferences	2	3.0	2										Lastly, Missionmark v3 will roll out the ability to add read-only users to an audit	
22. Administrative rights to specify user access policies and permissions (controlled user access). User permission and access controlled by System Administrator	3	3.0	3											
23. Open APIs or other means for integration with other software modules and applications, dashboards and reports	3	2.0	2											
24. Ability to copy, duplicate, transfer, and generate printable reports for all work product within the software solution	2	3.0	3										All Missionmark pages have built-in print styles that allow content to be saved as a report using	
25. Offline System Capable, without network connection to cloud or main server, while maintaining central database	0	2.0	3										While Missionmark currently requires an active Internet connection to function, Missionmark v3	
26. Supports data backup and recovery. Prefer ability to recover individual audit files without having to roll back the entire database	3	3.0	4											
27. Auto-Sync Capable with conflict identification and resolution features	3	3.0	2										Workpaper Sync to Desktop  With Missionmark's unique Microsoft integration, workpapers are stored on the customer's Sharepoint 365 instance, which allows for a "sync to desktop" feature. With this feature enabled, audit workpapers and files are replicated onto an auditor's computer, allowing for easy and efficient browsing via Windows File Explorer, just like a shared drive.	



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Mission Mark - Diana	Mission Mark - Michael	Mission Mark -Lindsay	Mission Mark - Scott	Mission Mark - Cavan	Mission Mark - Haji	Mission Mark - Karen
Many proprietary integrations to make the audit documentation process efficient.						
V3 expanding these options; (Configuration/customization section)						
Supports all operating systems, including Windows 10; must have internet browser (Chrome or Mew Microsoft Edge) for optimized working conditions. Old Microsoft Edge, Firefox and Safari are supported but workpaper creation extension will not be supported. Internet explorer will work but again isnt supported or recommended for Missionmark.						
Hosted on Amazon Web Services and features a unique hybrid deployment, utilizing Microsoft 365 for workpaper						
"The platform seamlessly integrates with a government's existing Microsoft infrastrucute for single sign on (SSO). "Proprietary Internet Browser extension that allows for workpapers to be instantly saved with a click from Windows Edge or Google Chrome"						
"Fowward to Audit feature allowing for any email and its attachments to be turned into workpapers by simply forwarding the email to Missionmark" "All file types and formats are supported" Missionmark V3, Auditee Portal will be enhanced to include a new task management system that will allow auditors to collect data from auditees with a secure file upload system right into the sysem; the task management system will allow auditors to send documents to auditees for review.						
Items can be submitted for review individually or in bulk. Items will show review status depending on what stage of "Workpaper numbering is automatic and assigned during workpaper creation based on the folder selected by the "Upon audit completion and signoff, a user with the Audit Completion permission can finalize the audit and prohibit						
"An easy-to-use search engine is built into Mission mark and available in most interfaces. All items withing an audit are fully indexed...allowing for accurate keyword-based search similar to a search engine like Google."						
HIPPA eligible and PCI DSS						
Dashboards available to show metrics for audits and recommendations; can be used for internal purposes or shared with stakeholders using a system-provided link. Auditee Portal allows auditees to manage their audit recommendations, log progress and update implementation status.						
When approval requests are made the Missionmark Inbox will show "Needs Action" When revisions are requested, the Version 3 will include a new project tracking interface to allow real-time tracking of audit status across all active audits, Gantt chart of planned audits and in-progress audits; list view of all planned and in-progress audits.						
Unlimited number of templates can be created to house different types of audit plans and structures.						
Users administrative page allows users and their permissions to be managed. User permissions are managed through a All web interface operation and data are delivered to the browser via appropriately scoped Create Read Update Delete Has built-in print styles that allow content to be saved as a report using your browser's built-in PDF generator. Certain "sync to desktop" feature; audit workpapers and files are replicated onto an auditor's computer, allowing for each and Multiple protections ensuring that data corruption is not possible outside of the current operation, the database is cacked up continually. DynamODB allows for the database to be restored to any point in time. Each workpaper is versioned upon a change and workpapers can be reverted to any prior version.						
Currently requires active Internet connection to function, V3 allows for offline access utilizing a built-in browser caching. Data will be automatically synced when internet connectivity is re-established without ny interruption to the user.						



RFI SCORECARD

SOFTWARE SOLUTION

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Criteria Checklist

\*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring.

I. Specifications	Crowe LLP - CD	Crowe LLP - Huynh	Crowe LLP - Sam	Crowe LLP - Lindsay	Crowe LLP - Scott	Crowe LLP - Conor	Crowe LLP - Diana	Crowe LLP - Cavan	Crowe LLP - Haji	Crowe LLP - Karen	Crowe LLP	Crowe LLP	NOTES	Crowe LLP/RSA Archer - CD	Crowe LLP - Huynh	Crowe LLP - Sam
1. Allows for efficient documentation and review of audit work and recommendations in compliance with professional standards, accommodating a wide variety of external audit types and sizes	3	3.0	3													
2. Customizable User Interface, perspectives (user views) and terminology that allow the workflow to be customized	3	3.0	3													
3. In addition to laptops and desktop computers, ability to use mobile devices and tablets for access	3	3.0	3													
4. All associated server environment data (operating system, data base brand and architecture, required framework and/or stack)	1	1.0	1													
5. Ability to operate on current MS Windows 10 OS and future patch releases and updates	3	3.0	3													
6. Compatible and fully integrated with latest versions of MS Office Products, including Office 365 (cloud and desktop clients) and Office 2016	3	3.0	3													
7. Compatible with latest versions of common web browsers (Google Chrome and Microsoft Edge)	3	3.0	3													
8. Compatible with common electronic document file types and associated 3 <sup>rd</sup> party software, including but not limited to: PDF portable document files (Adobe and Nitro Pro), JPEG and BMP digital images, TXT text files, and ZIP compressed data files	3	4.0	3													
9. Ability to attach external files (i.e. pdf, docx, xlsx, jpg, bmp, tif, etc.) to all work flow items	3	4.0	3													
10. Workflow tracking (edit history) including status designations (such as prepared and supervisor reviewed)	3	3.0	3													
11. Electronic workpaper management including version control and automated assignment of workpaper identification numbers (audit reference codes)	1	3.0	2											Did not discuss version control or automatic assignment of workpaper identification codes		
12. Ability to restrict editing or changes to engagement projects or workpapers for retention purposes (i.e. finalization, freezing or archiving procedures)	3	3.0	3													
13. Ability to set engagements and workpapers as confidential (limited or restricted access)	3	3.0	3													
14. Ability to search by keywords, attributes, and/or values																
15. Ability to meet compliance regimes that may include storage and transmission requirements for health records, payment card information, personally identifiable information, or other types of confidential information	1	1.0	1													
16. Exception and audit issue tracking for follow-up corrective action	3	3.0	3													
17. Ability to support real-time digital collaboration through dashboard reports and supervisor reviews (edit comments)	3	3.0	3													
18. Provide real-time tracking of work flow and project status	3	3.0	3													
19. Ability to add hyperlinks and bookmarks for cross-referencing and efficient navigation	3	3.0	3													
20. Ability to create and maintain templates of our knowledge base which can be imported into the audit documentation software	3	3.0	2													
21. Administrative capabilities to establish and update user accounts, system policies, and workflow preferences	3	3.0	3													
22. Administrative rights to specify user access policies and permissions (controlled user access). User permission and access controlled by System Administrator	3	3.0	3													
23. Open APIs or other means for integration with other software modules and applications, dashboards and reports	3	3.0	3													
24. Ability to copy, duplicate, transfer, and generate printable reports for all work product within the software solution	3	3.0	3													
25. Offline System Capable, without network connection to cloud or main server, while maintaining central database	3	3.0	3													
26. Supports data backup and recovery. Prefer ability to recover individual audit files without having to roll	3	4.0	3													
27. Auto-Sync Capable with conflict identification and resolution features	3	3.0	3													
28. Ability to import and export (e.g. project rollover) information and work product within the software solution. Please specify acceptable data formats for import/export and inter-application analysis and reporting	3	3.0	3													
29. Ability to customize configurations based on preferred workflow using specific fields and values such as: project names, client names, client types, engagement numbers, engagement types, reporting periods, and report issue dates	3	3.0	3													
30. Policy and Terminology Configuration Management: structured hierarchy; provides for configuration updates that associate all data with the assigned configuration item. All data auto-populates based on administrative configuration.	3	3.0	3													
31. Online tutorial and offline manual and help functions	3	3.0	3													
32. System Training to cover administrative needs and availability during regular business hours to support product issues	3	3.0	3													
33. Expandability and integration support for new technologies (i.e. follows software development best practices and has an active development plan / business plan that will ensure continued compatibility and integration with new technologies)	3	3.0	3													
34. Vendor offers enterprise level product and/or service	3	3.0	3													
<b>Avg. Score</b>	<b>2.82</b>	<b>3.00</b>	<b>2.82</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
II. Software Demonstrations	Crowe LLP - CD	Crowe LLP - Huynh	Crowe LLP - Sam	Crowe LLP - Lindsay	Crowe LLP - Scott	Crowe LLP - Conor	Crowe LLP - Diana	Crowe LLP - Cavan	Crowe LLP - Haji	Crowe LLP - Karen	Crowe LLP	Crowe LLP	NOTES	Crowe LLP/RSA Archer - CD	Crowe LLP - Huynh	Crowe LLP - Sam
35. Solution is Integrated													How well does the software integrate seamlessly with Windows, web platforms, tablets, and/or mobile devices, as well as other applications/databases via APIs?	One instance in demo		
36. Aligns with Agency Objectives	3	3		3	3	3	3	3	3	3			How well does the solution support SAO objectives to conduct our various audit scopes effectively and efficiently in compliance with professional standards and SAO Policies?	Would require a policy/process change for documenting audit work as RSA utilizes workpaper attachment as the primary source, with limited text fields and functionality (RTF) though it does include a lot of summary data entry fields in the application  Offline capable tho not demoed  User acces restricted to role, group policy, or even assignment within projects (least access needed methodology)  Does provide project lock and records retention.  Includes built-in library for Yellow Book audits		
37. Third-Party Products Shown	2	3		3	3	3	3	3	3	3			How well does software integrate with MS Office and general business products? (e.g. Word, Excel, Nitro/PDF, Outlook, etc.)	Workpaper functionality/integration not shown nor how workpapers are added; could see list of workpaper attachments which have their own auto-assigned arc.  Does retain version histories/control though it was not demoed  Unlimited file sizes  Report writer uses Mail Merge (old ARAP, ORCA predecessor)		
	2	3		3	3	3	2	2	3	3						







RFI SCORECARD

AUDIT DOCUMENTATION AND MANAGEMENT  
SOFTWARE SOLUTION  
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\*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring.

Criteria Checklist

I. Specifications	SAS Haji	SAS CD	SAS - SD	SAS - Windsor	SAS	SAS	SAS	SAS	SAS - Haji	SAS - CD	SAS - SD
1. Allows for efficient documentation and review of audit work and recommendations in compliance with professional standards, accommodating a wide variety of external audit types and sizes	3	3	3	3							
2. Customizable User Interface, perspectives (user views) and terminology that allow the workflow to be customized	3	3	4	3							
3. In addition to laptops and desktop computers, ability to use mobile devices and tablets for access									SAS- option for users with tablets or mobile devices to connect to the mobile user interface, <b>simplified set of functions</b> for querying against the system, submitting new records to the appropriate modules and interacting with workflow.	Tablet/mobile access appears limited to search functions	
4. All associated server environment data (operating system, data base brand and architecture, required framework and/or stack)	1	1	1	1							
5. Ability to operate on current MS Windows 10 OS and future patch releases and updates									SAS- Web based, Windows 10 is the main desktop operating system on which the solution is tested and used.		
6. Compatible and fully integrated with latest versions of MS Office Products, including Office 365 (cloud and desktop clients) and Office 2016	3	3	3	3							
7. Compatible with latest versions of common web browsers (Google Chrome and Microsoft Edge)	3	3	3	3							
8. Compatible with common electronic document file types and associated 3 <sup>rd</sup> party software, including but not limited to .PDF portable document files (Adobe and Nitro Pro), .JPEG and BMP digital images, .TXT text files, and .ZIP compressed data files	3	3	3	3							
9. Ability to attach external files (i.e. pdf, docx, xlsx, jpg, bmp, tif, etc.) to all work flow items											Automated network analysis allows links between persons, locations and organizations to be visualized within the software to increase situational and investigative awareness as shown in Figure 8 on the next page.
10. Workflow tracking (edit history) including status designations (such as prepared and supervisor reviewed)	3	4	3	3							
11. Electronic workpaper management including version control and automated assignment of workpaper identification numbers (audit reference codes)	3	3	1	3							Did not address workpapers added after creation or that these are automated. Screenshots did not display any
12. Ability to restrict editing or changes to engagement projects or workpapers for retention purposes (i.e. finalization, freezing or archiving procedures)	3	3	3	3							
13. Ability to set engagements and workpapers as confidential (limited or restricted access)	3	3	3	3							
14. Ability to search by keywords, attributes, and/or values											
15. Ability to meet compliance regimes that may include storage and transmission requirements for health records, payment card information, personally identifiable information, or other types of confidential information	3	3	4	3							
16. Exception and audit issue tracking for follow-up corrective action	3	3	3	3							
17. Ability to support real-time digital collaboration through dashboard reports and supervisor reviews (edit comments)	3	3	3	3							
18. Provide real-time tracking of work flow and project status	3	3	3	3							
19. Ability to add hyperlinks and bookmarks for cross-referencing and efficient navigation	3	3	3	3							
20. Ability to create and maintain templates of our knowledge base which can be imported into the audit documentation software	3	3	3	3							
21. Administrative capabilities to establish and update user accounts, system policies, and workflow preferences	3	3	3	3							
22. Administrative rights to specify user access policies and permissions (controlled user access). User permission and access controlled by System Administrator	3	3	4	3							
23. Open APIs or other means for integration with other software modules and applications, dashboards and reports	3	3	4	3							
24. Ability to copy, duplicate, transfer, and generate printable reports for all work product within the software solution	3	3	3	3							
25. Offline System Capable, without network connection to cloud or main server, while maintaining central database	1	1	2	2					SAS- During normal operation of the SAS Solution, the system automatically checks for network drops and attempts	The SAS Solution includes a mobile interface that provides a limited range of capability to operate	
26. Supports data backup and recovery. Prefer ability to recover individual audit files without having to roll back the entire database	3	3	3	3							
27. Auto-Sync Capable with conflict identification and resolution features									SAS- The SAS Solution uses a dynamic and real-time web application where contribution to a specific audit is managed in a transactional fashion thereby negating the need to perform a separate conflict identification or resolution phase.	The SAS Solution uses a dynamic and real-time web application where contribution to a specific audit is managed in a transactional fashion thereby negating the need to perform a separate conflict identification or resolution phase.	
28. Ability to import and export (e.g. project rollover) information and work product within the software solution. Please specify acceptable data formats for import/export and inter-application analysis and reporting	1	0	3	2							
29. Ability to customize configurations based on preferred workflow using specific fields and values such as: project names, client names, client types, engagement numbers, engagement types, reporting periods, and report issue dates	3	3	4	3							
30. Policy and Terminology Configuration Management: structured hierarchy; provides for configuration updates that associate all data with the assigned configuration item. All data auto-populates based on administrative configuration.	3	3	4	3							

31. Online tutorial and offline manual and help functions											SAS- Did not mention any offline manuals		
	2	3	3	3									
32. System Training to cover administrative needs and availability during regular business hours to support product issues	3	3	3	3									
33. Expandability and integration support for new technologies (i.e. follows software development best practices and has an active development plan / business plan that will ensure continued compatibility and integration with new technologies)	3	3	4										
34. Vendor offers enterprise level product and/or service	3	3	3	3									
<b>Avg. Score</b>	<b>2.76</b>	<b>2.71</b>	<b>3.09</b>	<b>2.85</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>				
<b>II. Software Demonstrations</b>	SAS Haji	SAS CD	SAS - SD	SAS - Windsor	SAS	SAS	SAS	SAS	SAS	TeamMate +	WesternInt Systems/AppBase	MissionMark/AppBase	
35. Solution Is Integrated													
36. Aligns with Agency Objectives													
37. Third-Party Products Shown													
38. Ease of Use													
39. System Performance													
40. Flow & Simplicity													
41. System Ability To Handle Requirements													
42. Flexibility, Tailorability, Extensibility													
43. Ability to Answer Questions													
44. Application Stability													
<b>Avg. Score</b>	<b>#DIV/0!</b>												
<b>III. Cost/Fee Summary</b>	SAS Haji	SAS CD	SAS - SD	SAS - Windsor	SAS	SAS	SAS	SAS	SAS	TeamMate +	WesternInt Systems/AppBase	MissionMark/AppBase	
45. License Fees										TM= \$750k yr1 ~ \$150k per/yr2+			
46. Maintenance Fees													
47. Purchase Timeline													
48. Licensing Period													
49. Other Fees													
<b>Avg. Score</b>	<b>#DIV/0!</b>												

\*Change weights based on preferences. Total score should = 1.00

Criteria Scores	Weight	SAS Haji Weighted Score	SAS CD Weighted Score	SAS - SD Weighted Score	SAS - Windsor Weighted Score	SAS Weighted Score	SAS Weighted Score	SAS Weighted Score	SAS Weighted Score	TeamMate +	WesternInt Systems/AppBase	MissionMark/AppBase
I. Specifications	0.70	1.9353	1.8941	2.1618	1.9939	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
II. Software Demonstrations	0.25	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
III. Cost/Fee Summary	0.05	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
<b>TOTAL SCORE</b>	<b>1.00</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>			

\*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring. \*Scores Available from 1-5. Include specific examples as basis for scoring.

SAS - Windsor	SAS	SAS	SAS	SAS
Web-based solution; templates for varying audit types; dynamic rules around mandatory fields				
Customizable page views; workflows are easily configurable to add, edit, or remove steps				
Simplified set of functions for querying against the system, submitting new records to the appropriate modules and interacting with workflow.				
Linux operating system, either SUSE or RedHat, utilizes the PostgreSQL 11 database for storing data and metadata.				
Fully compatible and integrated with MS Windows and all MS Office Products. Web-based application operates on Windows 10 through Microsoft Edge or Chrome browsers.				
Fully compatible and integrated with MS Windows and all MS Office Products.				
PDF, TXT, ZIP, digital image files can also be attached				
Can be attached as a workflow item and if text is searchable, included in search options as well.				
Edit history of all records				
Audit reference codes assigned on initial creation. Records versioned between edits. Restrictions can be placed by engagement projects, workpapers, etc.				
Robust elastic search tool that can search for user entered or predefined keywords, attributes and values. Simple standard full text query and advanced query builders.				
CJIS, HIPPA, PHI, PII				
Exceptions and issues can be tracked and stored along the audit itself. Follow up actions and due dates for corrective actions can be assigned.				
Dashboard can be displayed by supervisor, user, status, audit type; free form comments can be added to audits in Reporting and dashboard capabilities				
Knowledge base templates can be added with lookup capability				
Declarative security model where rules can be applied.				
REST API that allows connectivity between SAS and other software modules, applications, dashboards or reports. Supports copying/duplicating information from any source record.				
Limited range of capability to operate without network connectivity (ex: create new records offline) and then Azure infrastructure spread across multiple Azure zones provides geographically isolated redundancy				
Dynamic and real-time web application; negating the need to perform a separate conflict identification or resolution.				
XML, JSON, CSV/Excel, PDF, Word				
Workflow engine allows for customizable and dynamic workflow to be defined				
Structured hierarchies that separate display labels; administrators can change the displayed labels if required.				











RFI SCORECARD

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I. Specifications	Galvanize - Connor	Galvanize - SD	Galvanize - Karen	Galvanize - CD	Galvanize - Michael	Galvanize - Lindsay	Galvanize - Scott	Galvanize - Diana	Galvanize - Cavan	Galvanize - Haji	Galvanize	NOTES	Galvanize - Connor	Galvanize - SD	Galvanize - Karen
1. Allows for efficient documentation and review of audit work and recommendations in compliance with professional standards, accommodating a wide variety of external audit types and sizes	3.0	3	3												
2. Customizable User Interface, perspectives (user views) and terminology that allow the workflow to be customized	3.0	3	3												Customized down to the type of audit steps given that type of audit (pg 13)
3. In addition to laptops and desktop computers, ability to use mobile devices and tablets for access															pg 14 references that it is compatible w/various internet engines but not clear of whether you can actually access your work from those engines which is what I think this question is indicating. They do; however, have an IOS and Android app
4. All associated server environment data (operating system, data base brand and architecture, required framework and/or stack)	2.0	2	2												pg 15 Galvanize manages application infrastructure but end-users control security and access controls to their own
5. Ability to operate on current MS Windows 10 OS and future patch releases and updates	3.0	3	2												pg 16 acknowledges MS Windows 10 but is silent about future patches and releases.
6. Compatible and fully integrated with latest versions of MS Office Products, including Office 365 (cloud and desktop clients) and Office 2016	3.0	3	3												
7. Compatible with latest versions of common web browsers (Google Chrome and Microsoft Edge)	4.0	3	4												compatible with Mozilla, Firefox, Safari and Explorer as well.
8. Compatible with common electronic document file types and associated 3 <sup>rd</sup> party software, including but not limited to .PDF portable document files (Adobe and Nitro Pro), .JPEG and BMP digital images, .TXT text files, and .ZIP compressed data files	3.0	3	4												pg 16 "able to upload files of any format..."
9. Ability to attach external files (i.e. pdf, docx, xlsx, jpg, bmp, tif, etc.) to all work flow items	3.0	3	3												
10. Workflow tracking (edit history) including status designations (such as prepared and supervisor reviewed)	3.0	3	3												With reporting and dashboard options
11. Electronic workpaper management including version control and automated assignment of workpaper identification numbers (audit reference codes)	3.0	3	4												Users can go back in time to prior versions.
12. Ability to restrict editing or changes to engagement projects or workpapers for retention purposes (i.e. finalization, freezing or archiving procedures)	3.0	3	3												
13. Ability to set engagements and workpapers as confidential (limited or restricted access)	3.0	3	2												pg 18 User Access privileges drive which projects they can see; it appears that any confidential workpapers within the audit would be visible to all granted access (like Teammate is now).
14. Ability to search by keywords, attributes, and/or values	3.0	3	3												
15. Ability to meet compliance regimes that may include storage and transmission requirements for health records, payment card information, personally identifiable information, or other types of confidential information	4.0	4	4												pg 19 SOClI and FedRAMP authorized
16. Exception and audit issue tracking for follow-up corrective action	3.0	4	4												pg 20 can set up automated email reminders
17. Ability to support real-time digital collaboration through dashboard reports and supervisor reviews (edit comments)	3.0	4	3												
18. Provide real-time tracking of work flow and project status	3.0	3	3												Dashboards are customizable
19. Ability to add hyperlinks and bookmarks for cross-referencing and efficient navigation	3.0	4	4												Yes and citation mode to cross reference across multiple documents
20. Ability to create and maintain templates of our knowledge base which can be imported into the audit documentation software	3.0	2	3												
21. Administrative capabilities to establish and update user accounts, system policies, and workflow preferences	3.0	3	3												
22. Administrative rights to specify user access policies and permissions (controlled user access). User permission and access controlled by System Administrator	3.0	3	3												
23. Open APIs or other means for integration with other software modules and applications, dashboards and reports	3.0	4	3												Uses JSON v1.0 but connects to Active Directory and many other database connectors
24. Ability to copy, duplicate, transfer, and generate printable reports for all work product within the software solution	3.0	3	3												
25. Offline System Capable, without network connection to cloud or main server, while maintaining central database	2.0	3	3												
26. Supports data backup and recovery. Prefer ability to recover individual audit files without having to roll back the entire database	3.0	4	4												Hourly version stamps allow auditors to revert to an old version of audit or workpapers
27. Auto-Sync Capable with conflict identification and resolution features	3.0	3	3												via email
28. Ability to import and export (e.g. project rollover) information and work product within the software solution. Please specify acceptable data formats for import/export and inter-application analysis and reporting	3.0	3	3												
29. Ability to customize configurations based on preferred workflow using specific fields and values such as: project names, client names, client types, engagement numbers, engagement types, reporting periods, and report issue dates	3.0	3	3												
30. Policy and Terminology Configuration Management: structured hierarchy; provides for configuration updates that associate all data with the assigned configuration item. All data auto-populates based on administrative configuration.	3.0	3	4												Including baseline GAGAS template for Yellowbook standards
31. Online tutorial and offline manual and help functions	3.0	4	4												Galvanize Academy online learning platform as well as helpdocs
32. System Training to cover administrative needs and availability during regular business hours to support product issues	3.0	3	3												
33. Expandability and integration support for new technologies (i.e. follows software development best practices and has an active development plan / business plan that will ensure continued compatibility and integration with new technologies)	3.0	3	3												
34. Vendor offers enterprise level product and/or service	3.0	3	3												
<b>Avg. Score</b>	<b>3.00</b>	<b>3.15</b>	<b>3.18</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>				
II. Software Demonstrations	Galvanize - Connor	Galvanize - SD	Galvanize - Karen	Galvanize - CD	Galvanize - Michael	Galvanize - Lindsay	Galvanize - Scott	Galvanize - Diana	Galvanize - Cavan	Galvanize - Haji	Galvanize	NOTES	Galvanize - Connor	Galvanize - SD	Galvanize - Karen
35. Solution Is Integrated												How well does the software integrate seamlessly with Windows, web platforms, tablets, and/or mobile devices, as well as other applications/databases via APIs?			Everything lives within the the project platform. Narrative documentation and Citations (attachments) can be linked in whole or to specific area within a document which would make IT audits easier. Tracks communication and requests. You can make changes to the library and push to opened audits.
36. Aligns with Agency Objectives												How well does the solution support SAO objectives to conduct our various audit scopes effectively and efficiently in compliance with professional standards and SAO Policies?			Risk bases, materiality, issues tracking, templates that can be built to standards/frameworks.
37. Third-Party Products Shown	1		3	2	2	2	3	3	3	4		How well does software integrate with MS Office and general business products? (e.g. Word, Excel, Nitro/PDF, Outlook, etc.)			No but can be exported to third-party products <b>How do we rate this. Do we want it to show third-party products or be all inclusive?</b>
38. Ease of Use												How well does the software appear easy-to-use for expected common tasks and processes, such as: navigation, opening projects/workpapers, documenting work, formatting, saving, hyperlinking, imparting/exporting, signing-off/reviewing, coaching notes, exception/issue documentation, team management, working offline, etc.			It would be a huge learning curve, but once established and we learn the terminology, it seems the fields, tabs, etc. are logical and identifiable.
39. System Performance	2		3	3	2	2	3	4	1	4		How well were tasks and processes executed? (e.g. quickly, or were there obvious points of lag?)			

40. Flow & Simplicity	3		2	2	3	2	3	3	2	3		How intuitive does the software, UI, navigation, and workflows appear? Are common tasks easy to complete with minimal clicks?		Seems like a biggere learning curve than the current narrative documentation we currently do. This has a significantly more tabs, fields, etc. to learn and manage.
41. System Ability To Handle Requirements	3		4	2	2	2	4	3	3	4		How well does the software satisfy the attributes defined in the RFI? (e.g. items 1-34)		Built in ability to evaluate risks for reporting purposes
42. Flexibility, Tailorability, Extensibility	2		3	3	3	2	4	3	2	4		How well does the software accommodate customization of workflow, taxonomy, fields, policies, attributes, and APIs?		
43. Ability to Answer Questions	3		3	3	3	3	4	3	3	4		Bring your "A Game" questions! How well were they able to provide adequate responses?		
44. Application Stability	3		3	3	3	3	4	3	3	4		How well did the software perform? (e.g. without freezing, crashing, error messages, etc.)		?How would we know this until it is used? PowerPoint shows an impressive number of clients?
<b>Avg. Score</b>	<b>2.6000</b>	<b>#DIV/0!</b>	<b>3.1250</b>	<b>2.6000</b>	<b>2.6000</b>	<b>2.7000</b>	<b>3.7000</b>	<b>3.1000</b>	<b>2.5000</b>	<b>3.7000</b>	<b>#DIV/0!</b>			
<b>III. Cost/Fee Summary</b>	Galvanize - Conor	Galvanize - SD	Galvanize - Karen	Galvanize - CD	Galvanize - Michael	Galvanize - Lindsay	Galvanize - Scott	Galvanize - Diana	Galvanize - Cavan	Galvanize - Haji	Galvanize	Galvanize	Galvanize	Galvanize
45. License Fees														
46. Maintenance Fees														
47. Purchase Timeline														
48. Licensing Period														
49. Other Fees														
<b>Avg. Score</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>			

\*Change weights based on preferences. Total score should = 1.00

Criteria Scores	Weight	Galvanize - Conor Weighted Score	Galvanize - SD Weighted Score	Galvanize - Karen Weighted Score	Galvanize - CD Weighted Score	Galvanize - Michael Weighted Score	Galvanize - Lindsay Weighted Score	Galvanize - Scott Weighted Score	Galvanize - Diana Weighted Score	Galvanize - Cavan Weighted Score	Galvanize - Haji Weighted Score	Galvanize Weighted Score	Galvanize	Galvanize	Galvanize	Galvanize
I. Specifications	0.70	2.1000	2.2029	2.2235	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
II. Software Demonstrations	0.25	0.6500	#DIV/0!	0.7813	0.6500	0.6500	0.6750	0.9250	0.7750	0.6250	0.9250	#DIV/0!				
III. Cost/Fee Summary	0.05	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
<b>TOTAL SCORE</b>	<b>1.00</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>				







44. Application Stability												
	Avg. Score	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
<b>III. Cost/Fee Summary</b>		Xybion - Huynh	Xybion - Cavan	Xybion	Xybion	Xybion	Xybion	Xybion	Xybion	TeamMate +	WesternInt Systems/AppBase	MissionMark/AppBase
45. License Fees										TM= \$750k yr1 ~ \$150k per/yr2+		
46. Maintenance Fees												
47. Purchase Timeline												
48. Licensing Period												
49. Other Fees												
	Avg. Score	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			

\*Change weights based on preferences. Total score should = 1.00

Criteria Scores	Weight	Xybion - Huynh Weighted Score	Xybion - Cavan Weighted Score	Xybion Weighted Score	TeamMate +	WesternInt Systems/AppBase	MissionMark/AppBase					
I. Specifications	0.70	1.8118	1.6471	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
II. Software Demonstrations	0.25	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
III. Cost/Fee Summary	0.05	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
<b>TOTAL SCORE</b>	<b>1.00</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>			





**AUDIT DOCUMENTATION AND MANAGEMENT  
SOFTWARE SOLUTION  
K645-RFI-2011**

1. Allows for efficient documentation and review of audit work and recommendations in compliance with professional standards, accommodating a wide variety of external audit types and sizes
2. Customizable User Interface, perspectives (user views) and terminology that allow the workflow to be customized
3. In addition to laptops and desktop computers, ability to use mobile devices and tablets for access
4. All associated server environment data (operating system, data base brand and architecture, required framework and/or stack)
5. Ability to operate on current MS Windows 10 OS and future patch releases and updates
6. Compatible and fully integrated with latest versions of MS Office Products, including Office 365 (cloud and desktop clients) and Office 2016
7. Compatible with latest versions of common web browsers (Google Chrome and Microsoft Edge)
8. Compatible with common electronic document file types and associated 3<sup>rd</sup> party software, including but not limited to .PDF portable document files (Adobe and Nitro Pro), .JPEG and BMP digital images, .TXT text files, and .ZIP compressed data files
9. Ability to attach external files (i.e. pdf, docx, xlsx, jpg, bmp, tif, etc.) to all work flow items
10. Workflow tracking (edit history) including status designations (such as prepared and supervisor reviewed)
11. Electronic workpaper management including version control and automated assignment of workpaper identification numbers (audit reference codes)
12. Ability to restrict editing or changes to engagement projects or workpapers for retention purposes (i.e. finalization, freezing or archiving procedures)
13. Ability to set engagements and workpapers as confidential (limited or restricted access)
14. Ability to search by keywords, attributes, and/or values
15. Ability to meet compliance regimes that may include storage and transmission requirements for health records, payment card information, personally identifiable information, or other types of confidential information

16. Exception and audit issue tracking for follow-up corrective action
17. Ability to support real-time digital collaboration through dashboard reports and supervisor reviews (edit comments)
18. Provide real-time tracking of work flow and project status
19. Ability to add hyperlinks and bookmarks for cross-referencing and efficient navigation
20. Ability to create and maintain templates of our knowledge base which can be imported into the audit documentation software
21. Administrative capabilities to establish and update user accounts, system policies, and workflow preferences
22. Administrative rights to specify user access policies and permissions (controlled user access). User permission and access controlled by System Administrator
23. Open APIs or other means for integration with other software modules and applications, dashboards and reports
24. Ability to copy, duplicate, transfer, and generate printable reports for all work product within the software solution
25. Offline System Capable, without network connection to cloud or main server, while maintaining central database
26. Supports data backup and recovery. Prefer ability to recover individual audit files without having to roll back the entire database
27. Auto-Sync Capable with conflict identification and resolution features
28. Ability to import and export (e.g. project rollover) information and work product within the software solution. Please specify acceptable data formats for import/export and inter-application analysis and reporting
29. Ability to customize configurations based on preferred workflow using specific fields and values such as: project names, client names, client types, engagement numbers, engagement types, reporting periods, and report issue dates
30. Policy and Terminology Configuration Management: structured hierarchy; provides for configuration updates that associate all data with the assigned configuration item. All data auto-populates based on administrative configuration.
31. Online tutorial and offline manual and help functions
32. System Training to cover administrative needs and availability during regular business hours to support product issues

33. Expandability and integration support for new technologies (i.e. follows software development best practices and has an active development plan / business plan that will ensure continued compatibility and integration with new technologies)

34. Vendor offers enterprise level product and/or service