

Vendor Instructions - Requirements Responses

Column	Definition
Requirement No.	Requirement designated number: FR = Business/Functional Requirement NFR = Technical Requirement
Requirement	Description of the business or technical requirement
Category	High-level category of the requirement
Priority	This column indicates the value that DNR places on each Requirement: Mandatory - Requirements that are necessary for the successful completion of the project Should Have - Requirements that are important but not necessary for the completion of the project Optional - Requirements that are nice to have, but have a small impact if left out of the project

Business Requirement Section

- The Vendor is responsible for providing a response to each requirement using one or both columns in the Vendor Response area.
- There must be a dropdown response in the "Vendor Response" column for every business requirement.

Response	Definition
Out of the Box	The proposed COTS Solution completely meets the Business Requirement without customization or configuration.
Configuration	The proposed COTS Solution must be configured to meet the Business Requirement but changes to software code are not required.
Small Customization	The proposed COTS Solution must be modified to meet the Business Requirement. A small customization is defined as a work effort of less than 40 hours for design, development, and testing.
Large Customization	The proposed COTS Solution must be modified to meet the Business Requirement. A large customization is defined as a work effort greater than 40 hours for design, development, and testing. When selecting this option, the Vendor must provide an estimated work effort in the explanation column.
Third Party Product	The Business Requirement can be met by implementing a third party product. When selecting this option, the Vendor must use the explanation column to identify the 3rd party product and describe the relationship with the provider.
Other	If the Vendor's approach for meeting the Business Requirement is not addressed by one of the options, please select this category and provide context in the explanation column.

Technical Requirement Section

- The Vendor must provide a response to each Technical Requirement. Describe the approach for meeting the requirement in the Vendor Response column.

Requirement No.	Business Requirement	Category	Priority	Vendor Response	Explanation (Required for Large Customization, 3rd Party Product, Other)
FR-001	The vendor must convert up to 30 paper/pdf forms to online/electronic applications and forms, including: -Up to 23 applications/forms related to Forest Practices Application/Notifications (FPA/N), including: -Various FPA/N versions -Various appendices/worksheets -Office review checklist that is auto-populated with information from submitted FPA/Ns -Forms associated with internal processing of FPA/Ns -Water Type Modification Form (WTMF) -Up to three Enforcement forms -Reviewer Profile Form	Online Applications/ Electronic Forms	Mandatory		
FR-002	Online applications/electronic forms must be designed in a user-friendly format, subject to DNR approval.	Online Applications/ Electronic Forms	Mandatory		
FR-003	The solution must provide a portal for proponents to complete and submit online applications and forms, including: -Various FPA/N versions -Water Type Modification Form (WTMF) -Reviewer Profile Form	Online Applications/ Electronic Forms	Mandatory		
FR-004	The system must collect, store, and retrieve data pertaining to all online applications and electronic forms.	Online Applications/ Electronic Forms	Mandatory		
FR-005	Ability to create user account in order to submit online applications/electronic forms.	Online Applications/ Electronic Forms	Mandatory		
FR-006	Ability to display or provide access to related instructional materials/information.	Online Applications/ Electronic Forms	Mandatory		
FR-007	The system should provide process flow checklist and help descriptions.	Online Applications/ Electronic Forms	Mandatory		
FR-008	Ability for proponents to start an application, store and retrieve it later for completion, within a DNR-defined time-period.	Online Applications/ Electronic Forms	Mandatory		
FR-009	Ability to generate printer-friendly versions of online applications/forms in format approved by DNR.	Online Applications/ Electronic Forms	Mandatory		
FR-010	Ability for proponent to submit multiple applications.	Online Applications/ Electronic Forms	Mandatory		
FR-011	Ability for proponent to submit multiple applications in one batch, with a single payment.	Online Applications/ Electronic Forms	Should Have		
FR-012	Ability for a proponent to submit a WTMF with an FPA/N, as either supporting documentation/information only, or as a permanent water type change.	Online Applications/ Electronic Forms	Mandatory		
FR-013	Ability for proponent to view all their existing applications/forms.	Online Applications/ Electronic Forms	Mandatory		
FR-014	Ability for proponents to select a previously submitted application and resubmit it, with or without changes, as a new application.	Online Applications/ Electronic Forms	Mandatory		
FR-015	The system must assign a unique identifier for all initiated online applications/electronic forms.	Online Applications/ Electronic Forms	Mandatory		
FR-016	Ability to create unique reference ID numbers in DNR-defined format that may include a combination of letters, sequential numbers and symbols.	Online Applications/ Electronic Forms	Mandatory		
FR-017	Ability to designate certain fields as required, conditionally required or not required.	Online Applications/ Electronic Forms	Mandatory		
FR-018	Ability to manage contact information, for businesses and individuals, associated with applications, forms and other system records, including, but not limited to, address, email address, phone numbers.	Online Applications/ Electronic Forms	Mandatory		
FR-019	Ability for authorized internal staff to assign the Business ID number associated with an application as needed.	Online Applications/ Electronic Forms	Mandatory		
FR-020	Ability to associate multiple contacts with applications, forms and other system records (e.g., one or more Landowner(s), Timber Owner(s), and Operator(s)).	Online Applications/ Electronic Forms	Mandatory		
FR-021	The system must accept foreign addresses and phone numbers.	Online Applications/ Electronic Forms	Mandatory		
FR-022	The system should prevent users from creating duplicate contact records.	Online Applications/ Electronic Forms	Mandatory		
FR-023	Ability for proponents to update contact information (e.g., mailing address, email address, phone number, types of notifications desired, etc.) online.	Online Applications/ Electronic Forms	Mandatory		
FR-024	Ability for authorized internal staff to update contact records (business and/or individual) associated with applications/forms.	Online Applications/ Electronic Forms	Mandatory		
FR-025	Ability for authorized internal staff to merge contact records (business and/or individual).	Online Applications/ Electronic Forms	Should Have		
FR-026	Ability to upload supporting documents for an application, form or other system record. File formats that must be accepted include, at a minimum, Word, Excel, PDF, geo-referenced PDF and TIFF, and JPG.	Online Applications/ Electronic Forms	Mandatory		
FR-027	The system should display the current application status.	Online Applications/ Electronic Forms	Mandatory		
FR-028	The system should provide a tool to calculate fee or to determine that no fee is due.	Online Applications/ Electronic Forms	Mandatory		
FR-029	The system must track changes in an FPA/N (before and after state or versions).	Online Applications/ Electronic Forms	Mandatory		
FR-030	The system must allow an application to be withdrawn and/or closed, subject to DNR-defined conditions.	Online Applications/ Electronic Forms	Mandatory		
FR-031	Ability to return submitted application or form to an unsubmitted state and retain the original ID number.	Online Applications/ Electronic Forms	Mandatory		

FR-032	Ability for authorized internal users to submit and update application/form data, maps and related attachments on behalf of proponents, e.g., when a proponent submits a paper application or if proponent has submitted inaccurate information.	Online Applications/ Electronic Forms	Mandatory		
FR-033	Ability for proponents to update previously submitted applications/forms, subject to DNR-defined conditions.	Online Applications/ Electronic Forms	Mandatory		
FR-034	The system should auto-populate subsequent forms with data already collected. Examples include: -Office Review Checklist populated with FPA/N information -FPA/N Renewals populated with FPA/N information	Online Applications/ Electronic Forms	Mandatory		
FR-035	Ability to add, update and view information about an Appeal related to an application, form or system record.	Online Applications/ Electronic Forms	Mandatory		
FR-036	The system must provide electronic signature capability, including ability to route documents or document packages to multiple signers.	Electronic Signature	Mandatory		
FR-037	Ability for users to manually specify recipients for routing documents or document packages for electronic signature.	Electronic Signature	Mandatory		
FR-038	Ability to specify and enforce optional or required electronic signature.	Electronic Signature	Mandatory		
FR-039	The solution must provide a mapping tool that allows proponents to create an activity map online and submit the map with the online application or form.	GIS/Mapping Tool	Mandatory		
FR-040	The system should display a default map that includes DNR-defined foundational elements, such as legend, legal location, waterways, roads, tic marks, contours, etc.	GIS/Mapping Tool	Mandatory		
FR-041	The system must provide standard symbology and editing capabilities to allow users to produce customized, annotated maps that denote topographical features and proposed activities within a selected/defined area.	GIS/Mapping Tool	Mandatory		
FR-042	Ability for DNR to customize mapping tool symbology, including, but not limited to symbols for: -Roads -Various stream types -Various buffer types	GIS/Mapping Tool	Mandatory		
FR-043	The system must have dynamic mapping capabilities, including, at a minimum: -Different/variable scale maps -Panning -Zoom -Search	GIS/Mapping Tool	Mandatory		
FR-044	The system must allow proponents to start a map, save and retrieve it later for completion.	GIS/Mapping Tool	Mandatory		
FR-045	Ability to draw or select a polygon for the activity area.	GIS/Mapping Tool	Mandatory		
FR-046	Ability to add comments and symbols on map.	GIS/Mapping Tool	Mandatory		
FR-047	Ability to export geo-referenced electronic maps in .pdf and tiff format.	GIS/Mapping Tool	Mandatory		
FR-048	The system must be able to accept uploaded proponent spatial data. Formats that must be accepted include: -Geodatabase -Shapefile -Zip files that include geodatabases and/or shapefiles	GIS/Mapping Tool	Mandatory		
FR-049	The system must enforce DNR-defined rules regarding minimum information required for a map to be accepted/submitted, such as, but not limited to: -Labeled units (numbered) and points -Four tic marks -Legal location of the proposed activity, including section, township and range -Roads, if applicable -Streams and other bodies of water, if applicable	GIS/Mapping Tool	Mandatory		
FR-050	The system must accept documents submitted electronically and electronic images of documents.	Document Management/Imaging	Mandatory		
FR-051	The system must support imaging, storage and retrieval of all transaction documents.	Document Management/Imaging	Mandatory		
FR-052	Ability to search and locate documents by searching document metadata, including ability to search multiple fields.	Document Management/Imaging	Mandatory		
FR-053	Ability to associate or link uploaded documents and system records to other documents and system records. For example: -Associate or link uploaded document to an FPA/N, WTMF or enforcement form/record -Associate or link an enforcement form/record to an FPA/N, WTMF or other enforcement form/record -Associate or link an FPA/N to a WTMF	Document Management/Imaging	Mandatory		
FR-054	Ability to generate document packages that include all associated documentation, including online applications, electronic forms, maps and other uploaded/attached documents.	Document Management/Imaging	Mandatory		
FR-055	Ability to overwrite/replace documents or document packages associated with an application, form or system record.	Document Management/Imaging	Mandatory		
FR-056	Ability to upload documents that are not associated with an FPA/N or WTMF, e.g., Informal Conference Note.	Document Management/Imaging	Mandatory		
FR-057	The system must provide a workflow management platform for managing processes and tasks.	Workflow Management	Mandatory		

FR-058	The system must provide a flexible, configurable business rules-driven platform. Actions that may be controlled by business rules include, but are not limited to: - Calculate fees - Enforce validations - Update application/form status - Schedule tasks - Set or suggest dates (e.g., expiration date, suggested decision due dates and task due dates) - Route certain FPA/Ns with FPHPs to WDFW - Generate notifications/reminders - Lock records - Route documents for electronic signature - Assign Region Office based on location (section, township, range) - Assign Forester	Workflow Management	Mandatory		
FR-059	Ability for authorized internal staff to override rules-based updates, e.g.,: - Assigned Region Office - Assigned Forester - Decision Due Date - Application/Form Status - Calculated Fee (or no Fee)	Workflow Management	Mandatory		
FR-060	Ability to view, sort and filter lists of applications/forms by multiple criteria, including but not limited to: - Assigned To Region Office - Assigned To Forester - Application or Form Type - FPA/N Classification - Application or Form Status	Workflow Management	Mandatory		
FR-061	Ability for end-user to create customized views/lists of applications/forms.	Workflow Management	Mandatory		
FR-062	Ability to log the date an application is received, either via online submission or when entered by DNR office staff.	Workflow Management	Mandatory		
FR-063	Ability to capture, store and retrieve information about DNR staff job positions.	Workflow Management	Mandatory		
FR-064	Ability to capture, store and retrieve information about external reviewers, e.g., Name, Organization, Title, Email Address.	Workflow Management	Mandatory		
FR-065	Ability for Required Reviewers (External) to maintain their contact information, including, e.g., phone number, email address, region, mailing address.	Workflow Management	Mandatory		
FR-066	Ability for DNR staff to view geographical areas of interest (i.e., legal location (section, township, range), WRIA and WAU) for Required Reviewers (External) as indicated on the Reviewer Profile Form, in order to assign WTMFs appropriately.	Workflow Management	Mandatory		
FR-067	Ability to assign one or more Reviewer(s) for an application or form.	Workflow Management	Mandatory		
FR-068	Ability for DNR staff to indicate that an application or form has been verified as complete.	Workflow Management	Mandatory		
FR-069	Ability to log the date an application is verified as complete.	Workflow Management	Mandatory		
FR-070	Ability to track application/form status throughout lifecycle.	Workflow Management	Mandatory		
FR-071	The system must provide override capability so authorized person can move the process to the appropriate point based on information received.	Workflow Management	Mandatory		
FR-072	Ability for authorized users (internal and external) to add and view notes/comments on an application or form.	Workflow Management	Mandatory		
FR-073	Ability for one or more users to acknowledge the accuracy or content of a form, document, document package or system record.	Workflow Management	Mandatory		
FR-074	Ability for multiple reviewers to enter their concurrence/non-concurrence and/or comments for WTMFs.	Workflow Management	Mandatory		
FR-075	Ability for each assigned reviewer to enter multiple decisions for a single application or form, e.g., one decision for each stream segment in a Water Type Modification Form.	Workflow Management	Mandatory		
FR-076	The system must allow annotation of review, approval and reviewer comments.	Workflow Management	Mandatory		
FR-077	The system must provide a log/diary of commentary, notes, actions etc. associated with an application or form, that are not for public display.	Workflow Management	Mandatory		
FR-078	The system must capture, store and retrieve internal and external reviewer information (e.g., for FPAs, WTMFs, SEPA, ICNs), including, but not limited to: - Reviewer Name - Reviewer Email - Reviewer Phone Number - Reviewer Comments/Notes - Reviewer Decision - Reviewer acknowledgement	Workflow Management	Mandatory		
FR-079	The system must have the capability for Required Reviewers (External) to request additional information from the forester.	Workflow Management	Mandatory		
FR-080	The system must capture, store and retrieve electronic correspondence to and from all parties (proponents, reviewers, specialists, etc.).	Workflow Management	Mandatory		
FR-081	Ability to drag and drop electronic correspondence.	Workflow Management	Should Have		

FR-082	Ability to generate mailing labels for a set of records.	Workflow Management	Should Have		
FR-083	Ability for users to schedule tasks and ticklers/reminders, including ability to manually add, change or delete tasks and reminders.	Workflow Management	Mandatory		
FR-084	The system must track task timelines and due dates.	Workflow Management	Mandatory		
FR-085	The system should track and report on tasks completed on FPA/Ns, WTMFs and/or enforcement documents.	Workflow Management	Mandatory		
FR-086	Ability to retrieve and view all information, including associated documents, related to an application, form or system record to support decision-making.	Workflow Management	Mandatory		
FR-087	The system must capture, store and retrieve decision reasons.	Workflow Management	Mandatory		
FR-088	Ability to lock/unlock records to prevent/allow further changes.	Workflow Management	Mandatory		
FR-089	The system should facilitate the collection of data to support productivity reporting.	Workflow Management	Mandatory		
FR-090	Ability to track applications and forms received or created by DNR by multiple fields, including application/form data and any additional information necessary for processing, managing and/or monitoring applications/forms, as defined by DNR.	Workflow Management	Mandatory		
FR-091	Ability to track formal landowner road abandonment requests and decisions.	Workflow Management	Mandatory		
FR-092	Ability to capture, store and retrieve information related to a specific legal location (section, township, range, county parcel) prior/unrelated to an online application/electronic form, including the ability to later associate the information to an online application/electronic form. For example, pre-application or jurisdictional reviews.	Workflow Management	Mandatory		
FR-093	Ability to track information related to GIS/map updates, including the date on which GIS edits are completed, the user who completed the edits, and GIS Editor comments.	Workflow Management	Mandatory		
FR-094	Ability to automatically generate notifications that include specific information based on DNR-defined criteria.	Notifications	Mandatory		
FR-095	Ability to manually initiate notifications for a specific application or form.	Notifications	Mandatory		
FR-096	Ability to send notifications with link(s) to publicly available versions of applicable FPA/Ns to public subscribers.	Notifications	Mandatory		
FR-097	Ability to send notifications that include links to FPA/Ns that contain protected/sensitive information to authorized recipients only.	Notifications	Mandatory		
FR-098	The system should support multiple types/formats of notification (text, email, US mail, etc.).	Notifications	Mandatory		
FR-099	The system should allow notifications to be sent before the application is submitted, e.g., for pre-app reviews.	Notifications	Mandatory		
FR-100	The system must allow notifications and comments for amendments/revisions.	Notifications	Mandatory		
FR-101	Ability for the public to subscribe to notifications of submitted applications.	Notifications	Mandatory		
FR-102	Ability for subscribers to manage subscriptions, including, at a minimum, ability to opt out of future notifications.	Notifications	Mandatory		
FR-103	Ability for public to subscribe to FPA/N notifications based on application information, for example: -FPA/N Decision Type(s) -DNR Region(s) -Public Land Survey (Township, Range, Section) -Watershed Administrative Unit (WAU) -Water Resource Inventory Area (WRIA) -FPA/N Classification -Activity Type -Associated document type -Other FPA/N data elements identified by DNR	Notifications	Mandatory		
FR-104	Ability for Required Reviewers (External) to subscribe to FPA/N notifications based on application information, for example: -Decision Type(s) -DNR Region(s) -Public Land Survey (Township, Range, Section) -Watershed Administrative Unit (WAU) -Water Resource Inventory Area (WRIA) -FPA/N Classification -Activity Type -Associated document type -Other FPA/N data elements identified by DNR	Notifications	Mandatory		
FR-105	The system must support multiple search criteria in locating records.	Search	Mandatory		
FR-106	Anonymous users (i.e., the general public) can search for and view publicly available FPA/N pdf packages using multiple search criteria.	Search	Mandatory		
FR-107	Ability to access and update certain online applications/electronic forms while offline and sync data updates when back online, e.g., Notice to Comply and Informal Conference Note.	Offline Access/Online Sync	Mandatory		
FR-108	Ability for users to access folders/files/documents while offline and automatically sync changes when back online.	Offline Access/Online Sync	Mandatory		

FR-109	The system should automatically generate reports and pdf packages on a nightly basis, for each region, that are available offline. For example: -Region office application logs/work queues -All FPA/N pdf packages for each region	Offline Access/Online Sync	Mandatory		
FR-110	Ability for users to add and remove folders/files/documents to be available for offline use.	Offline Access/Online Sync	Mandatory		
FR-111	Ability to automatically sync certain new or updated folders/files/documents and associate updated documents to the appropriate FPA/N in the system.	Offline Access/Online Sync	Mandatory		
FR-112	Ability to access folders/files/documents while offline on various mobile devices, including, at a minimum, on laptops and android and IOS tablets and smartphones.	Offline Access/Online Sync	Mandatory		
FR-113	The system should manage conflicts (e.g., two users editing the same file simultaneously) and resolve these conflicts.	Offline Access/Online Sync	Mandatory		
FR-114	Ability to create, share and manage canned reports that can be run on demand.	Reports/Queries/ Dashboards	Mandatory		
FR-115	The system must provide a user-friendly interface for ad-hoc reporting that allows the user to choose any combination of data elements with filter and sort capabilities.	Reports/Queries/ Dashboards	Mandatory		
FR-116	Ability to run ad hoc queries.	Reports/Queries/ Dashboards	Mandatory		
FR-117	The system must have the ability to schedule report generation.	Reports/Queries/ Dashboards	Mandatory		
FR-118	The system must provide reports that can be exported in a variety of formats, including, at a minimum: -pdf -MS Excel -csv -MS Word	Reports/Queries/ Dashboards	Mandatory		
FR-119	The system must provide comprehensive drill-down and roll-up capability.	Reports/Queries/ Dashboards	Mandatory		
FR-120	The system must generate integrated GIS-generated maps with certain reports.	Reports/Queries/ Dashboards	Mandatory		
FR-121	Ability to report summary and deliverable data (reviewer specific).	Reports/Queries/ Dashboards	Mandatory		
FR-122	The system must have advanced research reporting capabilities.	Reports/Queries/ Dashboards	Mandatory		
FR-123	The system must provide a report library that includes report descriptions.	Reports/Queries/ Dashboards	Mandatory		
FR-124	The solution vendor must create up to six reports available at go-live, including for example: -Productivity reports/ticklers -Quarterly performance objective reports	Reports/Queries/ Dashboards	Mandatory		
FR-125	The system must have dashboard capabilities.	Reports/Queries/ Dashboards	Mandatory		
FR-126	Ability to view a dashboard of rolled up deliverables data received via interface with Survey 123.	Reports/Queries/ Dashboards	Mandatory		
FR-127	Dashboards should provide clear visualizations of DNR-defined deliverables/key performance indicators (KPIs), metrics and trends. Visuals should be intuitive, easy to understand and allow users to quickly discern current status and historical performance.	Reports/Queries/ Dashboards	Mandatory		
FR-128	Ability for users to customize dashboards according to user roles and preferences, including selecting and arranging widgets and adjusting timeframes.	Reports/Queries/ Dashboards	Mandatory		
FR-129	Ability to design dashboards that provide overviews of multiple departments or teams within forest practices.	Reports/Queries/ Dashboards	Mandatory		
FR-130	Dashboards should be responsive and accessible on various devices, including desktops, tablets and smartphones.	Reports/Queries/ Dashboards	Mandatory		
FR-131	Ability to export dashboards to common formats, including, e.g., pdf and Excel.	Reports/Queries/ Dashboards	Mandatory		
FR-132	The system must have archive capability.	Records Retention	Mandatory		
FR-133	The system must retain transactional history per various retention schedules.	Records Retention	Mandatory		
FR-134	Ability to track bar/QR code, or other digital imprint for all system produced artifacts.	Records Retention	Should Have		
FR-135	The system must allow customers to submit secure electronic payments using ACH and debit/credit card payments.	Financial	Mandatory		
FR-136	The system must allow authorized users to record payments received offline for the following methods: cash, check, credit/debit card, interagency transfer and ACH payments.	Financial	Mandatory		
FR-137	The system must not store payment confidential details.	Financial	Mandatory		
FR-138	The system must capture, store, and retrieve payment details to include, but not limited to amount, payment date, method, name.	Financial	Mandatory		
FR-139	The system must retain records of historical payments according to the record retention schedule.	Financial	Mandatory		
FR-140	The system must display fees and/or penalties owed by the proponent.	Financial	Mandatory		
FR-141	The system must provide the ability to add invoice and payment information associated to an application.	Financial	Mandatory		

FR-142	The system must allow authorized users to apply payment to multiple fees, and/or penalties.	Financial	Mandatory		
FR-143	The system must allow proponents to submit a single payment for multiple applications (e.g. shopping cart functionality).	Financial	Mandatory		
FR-144	The system must allow the ability to submit applications that do not require fees for processing.	Financial	Mandatory		
FR-145	The system must allow authorized users to record refunds and update the system with refund status.	Financial	Mandatory		
FR-146	The system must allow authorized users to transfer proponent payments to a new application, or new fee due.	Financial	Mandatory		
FR-147	The system must allow authorized users to flag accounts that have been set to collections.	Financial	Mandatory		
FR-148	The system must allow authorized users to flag payments as non-sufficient funds (NSF).	Financial	Mandatory		
FR-149	The system must allow the proponent to resubmit a payment as a result of an NSF plus any associated NSF fees and penalties.	Financial	Mandatory		
FR-150	The system will generate a reconciliation report with payment and transaction data based on portal activity (credit/debit card and e-check payments).	Financial	Mandatory		
FR-151	The system will allow authorized DNR staff to withdrawal an application and transfer the payment to new application.	Financial	Mandatory		
FR-152	The system must generate a receipt for portal payments that includes application and payment-related information including, but not limited to: payor name, transaction/confirmation number, payment date, reference number that traces to the associated application.	Financial	Mandatory		
FR-153	The system must allow the online user to download and print the receipt from the portal.	Financial	Mandatory		

Requirement No.	Technical Requirement	Category	Priority	Vendor Response (Describe approach)
NFR-001	The solution will provide secure access through logical network boundaries (network segmentation) for all network types (e.g. public internet, state governmental network, inter-governmental network).	Security	Mandatory	
NFR-002	The solution will provide secure access through logical network boundaries for system environments (development, test, etc.).	Security	Mandatory	
NFR-003	The solution will provide secure access through logical network boundaries for application tiers (web front end, services, database, etc.).	Security	Mandatory	
NFR-004	The system must provide local and remote secure access to all Forest Practices records.	Security	Mandatory	
NFR-005	The solution must be SAML 2.0 compliant and use the Secure Access Washington (SAW) system for external authentication. If cloud-based or hybrid, the solution must use Azure Active Directory for Agency authentication.	Security	Mandatory	
NFR-006	The solution must comply with Payment Card Industry Data Security Standards (PCI DSS).	Security	Mandatory	
NFR-007	The solution must comply with the minimum standards for web-based application security described in the Open Web Application Security Project (OWASP) Guide to Building Secure Web Applications.	Security	Mandatory	
NFR-008	The solution must use role based access control and enforce least privilege security.	Security	Mandatory	
NFR-009	If passwords must be stored, the solution shall employ one-way encryption to store passwords.	Security	Mandatory	
NFR-010	Solution must be compatible with enterprise third-party applications, such as antivirus, backup and patch management.	Security	Mandatory	
NFR-011	Mobile functionality shall provide the same level of security, for authentication and authorization, as provided by the primary application.	Security	Mandatory	
NFR-012	The solution must meet NIST Special Publications for secure web services, as well as Washington State Office of the Chief Information Officer (OCIO) standards and guidelines.	Security	Mandatory	
NFR-013	The solution must comply with Washington State Office of the Chief Information Officer (OCIO) Securing Information Technology Assets (Standard No. 141.10).	Security	Mandatory	
NFR-014	The system will track and store information related to user privilege changes, data access logging, and messaging changes.	Security	Mandatory	
NFR-015	System must be able to account for a history of all account transactions and modifications, including (but not limited to) user, time, before and after data changes, and configuration modifications. The system must conform to Washington State CORE record retention requirements version 4.2 for transactions, configuration modifications, reporting, and transitory records.	Security	Mandatory	
NFR-016	The hosted environment must be SOC 2, Type 2 compliant.	Security	Mandatory	
NFR-017	Vendor must cooperate with DNR to assist in completing OCS Security Design Review.	Security	Mandatory	
NFR-071	A Security Design Review must be presented and approved by OCIO Cyber Security office. To have the Security Design Review approved, the vendor, DNR and OCIO shall work together to ensure documentation is developed to the state standards.	Security	Mandatory	
NFR-018	The system must be an internet / web-based application operating over HTTPS / TLS 1.2+, and work with modern web standards and browsers such as Microsoft Edge, Google Chrome, and Firefox.	Security	Mandatory	
NFR-019	The Vendor must ensure that documented disaster and continuity of operations plans meet standards required in OCIO Policy 151.10. These standards must be maintained throughout the life of the subscription and tested at least annually in conjunction with DNR.	Security	Mandatory	
NFR-020	Vendor understands and agrees to cooperate with the Agency for any data breach notifications as per RCW 19.255.010 and RCW 42.56.590, in the event of a data breach.	Security	Mandatory	
NFR-021	Any accessible APIs must use authentication and encrypt data in transit using TLS 1.2 or higher.	Security	Mandatory	
NFR-022	The API Management Platform must be able to invalidate or block any previously issued partner tokens. Tokens should be rotated at least every 12 months.	Security	Mandatory	
NFR-023	System must be able to configure alerts for failed logins, and login attempts from outside the United States.	Security	Optional	
NFR-024	The system must be able to timeout a user session or suspend a user after a predetermined period of non-activity. A minimum of 30 minutes, per OCIO.	Security	Mandatory	
NFR-025	The system must provide Azure AD single sign-on capability allowing users to access authorized modules and features without separate log-in.	Security	Mandatory	
NFR-026	System databases shall use AES 256-bit encryption for data at rest.	Security	Optional	
NFR-027	The system will provide the ability to add/change/disable/remove system users and user permissions.	System Administration	Mandatory	
NFR-028	The system must capture, store, and retrieve an audit trail of all transactions and retain for a duration based on the retention schedule.	System Administration	Mandatory	
NFR-029	The solution will display DNR branding and implement the DNR style guide and color schemes where applicable.	System Administration	Mandatory	
NFR-030	The solution must include separate Development, Test and Production environments for all application areas. The environments should be available and functional for testing and maintenance after project go-live.	System Architecture	Mandatory	
NFR-031	The solution shall manage graphics in open standard, non-proprietary formats.	System Architecture	Mandatory	
NFR-032	The Vendor must provide complete architecture reference material including but not limited to system documentation, training materials, and configuration.	System Architecture	Mandatory	
NFR-033	The solution should process transactions in real time instead of batch processes whenever possible.	System Architecture	Should Have	
NFR-034	The solution will leverage enterprise data source(s), if available, as a system of record.	System Architecture	Mandatory	

NFR-035	The application should include systematic checks and balances to prevent loss and/or corrupted data. The system should provide a rollback solution or backup schedule.	System Architecture	Mandatory	
NFR-036	The solution shall use proven, mature technologies and products (in production with other clients).	System Architecture	Mandatory	
NFR-037	The solution must have documented APIs that allow the functionality of the system to be extended using .Net technologies without modifying the base application.	System Architecture	Mandatory	
NFR-038	The solution shall provide development tools and capabilities to debug, fix, integrate, and test any configurations, customizations, and custom components.	System Architecture	Mandatory	
NFR-039	The solution must meet the minimum level of compliance for accessibility as directed by the OCIO. The vendor should describe their level of compliance.	System Architecture	Mandatory	
NFR-040	The solution must provide standard error handling, logging and recovery capabilities; standard across all processes.	System Architecture	Mandatory	
NFR-041	The solution must include a centralized business rule repository.	System Architecture	Mandatory	
NFR-042	GIS solutions should leverage existing DNR GIS capabilities (ESRI).	System Architecture	Mandatory	
NFR-043	The system should function with standard screen resolutions at a minimum size of 1024x768. The system should format to the screen size.	System Architecture	Should Have	
NFR-044	The solution should provide the capability to schedule changes to go live, be archived, removed, or revisited by date and time.	System Architecture	Mandatory	
NFR-045	The system must be mobile friendly. The vendor shall describe their mobile functionality.	System Architecture	Mandatory	
NFR-046	The system will interface with DNR's SAML for SSO.	Interfaces/Integrations	Mandatory	
NFR-047	The system will interface with DNR Data Warehouse, directly or indirectly.	Interfaces/Integrations	Mandatory	
NFR-048	The system will interface with enterprise portal to receive foundational map elements/layers (spatial data).	Interfaces/Integrations	Mandatory	
NFR-049	The system shall integrate with State approved merchant services to perform credit card payment processing functions. Currently the state's master contract for Merchant Bankcard Services is with Key Bank Merchant Services.	Interfaces/Integrations	Mandatory	
NFR-050	The system will interface with Secure Access Washington (SAW) for external authentication and authorization.	Interfaces/Integrations	Mandatory	
NFR-051	The system will interface with ArcGIS Survey 123 (ESRI) to provide receive quarterly deliverables data.	Interfaces/Integrations	Mandatory	
NFR-052	The system will either provide an interface for DOR or interact with DOR to provide timber sale application information.	Interfaces/Integrations	Mandatory	
NFR-053	The system will provide the ability for external users to receive notifications regarding specific application information including but not limited to filters/tags: city, county, type (activity type), statewide, specific attribute (spotted owls), etc.	Interfaces/Integrations	Mandatory	
NFR-054	The system must interface with DNR's ESRI ArcGIS Server environments - Dev, QA, and Production Environments, including portal, sites, image server, data store, and geoprocessing servers.	Interfaces/Integrations	Mandatory	
NFR-055	The solution must include a centralized metadata repository, including a data dictionary, data model.	Data Specifications	Mandatory	
NFR-056	The solution must provide clear, understandable definitions of data elements and other useful metadata to business users (e.g. rules for configurable fields).	Data Specifications	Mandatory	
NFR-057	The solution's architecture must have high availability (99.99%), excluding scheduled maintenance windows.	Performance & Recovery	Mandatory	
NFR-058	The Vendor must provide a disaster recovery and business continuity strategy.	Performance & Recovery	Mandatory	
NFR-059	The solution Recovery Time Objective (RTO) shall be no greater than 24 hours. The Vendor will describe recommended RTO for other data stores i.e. flat files, etc.	Performance & Recovery	Mandatory	
NFR-060	The solution shall provide an internal user response time of less five seconds.	Performance & Recovery	Mandatory	
NFR-061	The solution shall support internal (DNR employees and agency partners) concurrent users accessing the system via Local Area Network and Wide Area Network, and external (public) concurrent users without delayed response time.	Performance & Recovery	Mandatory	
NFR-062	The solution must be scalable to accommodate an increase in data, including the number of applications and number of concurrent internal and external users.	Performance & Recovery	Mandatory	
NFR-063	The background processes shall be able to run concurrently with real-time transactional processes without delaying response time.	Performance & Recovery	Mandatory	
NFR-064	The solution must support scheduled deployment of workflow and business rule changes with minimal interruption to operations. DNR to determine scheduled times/days for deployment.	Performance & Recovery	Mandatory	
NFR-065	The solution shall support restart and recovery, where the solution shall recover to a consistent state.	Performance & Recovery	Mandatory	
NFR-066	Vendor will describe recommended Recovery Point Objective (RPO) for database transactions, and other data stores i.e. flat files, etc.	Performance & Recovery	Mandatory	
NFR-067	The Vendor will perform a one-time ETL with multiple iterations. The Vendor will be responsible for data conversion and content migration and maintaining data integrity throughout the migration process.	Data Migration	Mandatory	
NFR-068	The Vendor must work with the agency to define a strategy and implement an archival solution. DNR business staff and external stakeholders must access application data that is not converted to the active data store in the fpOnline solution. An archive solution that is integrated with fpOnline is preferred, so legacy systems can be decommissioned.	Data Migration	Mandatory	
NFR-069	The Vendor must document the data migration process, to include planning, decisions, workload requirements, task execution & control, and key activities, as well as detailed conversion reports for all stages of migration and account for validation.	Data Migration	Mandatory	
NFR-070	The Vendor must facilitate testing and validation, in coordination with DNR IT for all stages of conversion through final migration.	Data Migration	Mandatory	