

Vendors should consider these additional features and capabilities in submitting responses to AOC's ACQ-2012-0215-RFI.

- Provides client-based ECM solution through a Web deployable interface.
- Provides advanced full text search capabilities.
- Provides integrated document menu without use of Workflow client.
- Provides access to ECM stored content, workflows and foldered documents as standard functionality.
- Provides ability to stamp document version with viewer restrictions.
- Provides automatic workflow process identification for document based on document type.
- Provides ability of workflow process to interact directly with defined Web services.
- Uses business rules for automatic distribution and sorting of work.
- Following completion of a task, provides ability to automatically present a prompt requesting additional information for downstream processing.
- Provide partnerships for business rules engine, process modeling, process simulation and processing reporting.
- Provides a browser-based workflow dashboard.
- Provides "canned" workflow reports with detailed processing information.
- Provides electronic forms architected for interaction with ECM Solution modules or components.
- Provides a robust form designer including features such as calendar pop-ups, field formatting, and e-signature.
- Provides integration with user email interface for importing of Microsoft Office Suite documents directly into ECM repository.
- Provides bi-directional data and document communication between ECM solution and multiple third-party applications.
- Provides reporting tool which integrates with Microsoft Excel.
- Provides automatic routing of exception items into workflow for proper resolution.
- Provides ability to pre-define document relationships for use in search and retrieval.
- Provides a single interface for the configuration and administration of all major system components.
- Provides document storage using original file format.
- Provides localized copy in storage for user checkout and processing.
- Provides storage architecture that includes redundancy for disaster recovery.
- Must support unlimited number of index values per document.
- Provides an overview of the different metadata types you support (i.e., date, date and time, currency, specific currency, alphanumeric, numeric, floating).
- Provides point-and-click configuration for index values, with multiple pre-

- configured formats (i.e., date: dd/mm/yyyy, month/dd/yy, mm-dd-yy).
- Provides automatic importing and full indexing of emails and attachments with limited user intervention.
  - Provides email client interface.
  - Indexes ECM stored documents using data on the business application screen or E-form screen.
  - Presents user with a workflow step in context with the business application screen or E-form screen.
  - Launches a complete set of related documents presented in a tabbed folder view.
  - Retrieves documents based on a custom query from the business application screen or E-form.
  - Indexes captured documents using data from more than one screen within more than one business application or E-form screen.
  - Launches and completes an electronic form to track an event or start a workflow process or collect metadata about documents.
  - Create a form letter, based off of a Microsoft Word template, using data on a business application screen or E-form screen.
  - Ability for end user to create custom audit log entries for workflow progress to generate business process reports.
  - Preserves data as searchable from forms stored in database.
  - Provides client interface which displays all associated information (i.e., meta data, revisions, discussion threads, etc.) for any given document.
  - Provides search engine that lists results in both static text and index values.
  - Provides ability to capture EMS solution integrate with a workflow engine.
  - Provide ability to add to workflow using a variety of methods (i.e., scanning, API, email interface, e-forms processing, etc.).
  - Provide ability for end users to view prior revisions and track document history.
  - Provide ability to create search queries directly into workflow interface, related document or meta data forms associated with the document.
  - Provide ability for a document in a workflow to assign an attribute on a related document for a processing decision.