

The **TopVue** commercial off-the-shelf CDRLvue system provides contract and CDRL management capabilities, including the following:

<u>Capability</u>	<u>Tailoring Required</u>	<u>TopVue Support</u>
Enterprise-wide web-based data management & tracking	No	TopVue core architecture is 100% web-native, utilizing best-in-class technologies such as Microsoft .NET framework and Oracle RDBMS to provide enterprise-wide data management capability. Users access TopVue’s full suite of functionality via standard web browser, with no local software required on client machine.
Formatting & building Contract Data Requirements List (CDRLs)	No	TopVue provides full CDRL management functionality. Individual CDRLs can be automatically generated from their corresponding Data Call forms, or users can generate CDRLs via inputting data from the standard DoD 1423 form. When building a CDRL, the corresponding DID may be selected from TopVue’s integrated DID library, and this selection automatically generates the appropriate CDRL title. For any CDRL managed in TopVue, an official 1423 form can be generated real-time and exported to Microsoft Word.
Hosting Data Item Description (DID)database	No	TopVue off-the-shelf provides an integrated DID library, and each CDRL managed within TopVue is linked to the corresponding DID. When building CDRLs, selecting the DID automatically generates the appropriate CDRL title. Once the CDRL is created, an authenticated user can view the corresponding DID.
Storing & managing CDRLs from several different contracts	No	Standard TopVue functionality provides contract to CDRL management capability. Each contract managed is identified along with its corresponding CDRLs and their delivery type (as-required, recurring, contract milestone). In addition, TopVue provides full support to eliminate vendor organizational conflicts of interest – enabling contractors to submit CDRL deliveries online, while restricting access and visibility of information to only that specific vendor’s contract data.
Tracking CDRL submission status automatically, as well as providing automatic e-mail notifications of submittal and response due dates.	No	Each CDRL managed in TopVue has the relevant points-of-contact (data managers, etc.) identified for it. When a new submittal is entered into TopVue, these contacts are automatically emailed of the submittal, and an approval workflow is automatically created. The date of each submittal is automatically tracked, and for each CDRL, a TopVue user can quickly view the date of last submittal. Status of each submittal is automatically set based on customer policy, and this status is updated by business rules as the submittal is processed through its review cycle. Suspense dates are used to establish the appropriate review template for each CDRL, which

		in turn drives the automatic notifications through the approval process.
Establishing user permissions and security	No	TopVue core architecture is built upon an integrated security model that controls user access throughout all areas of TopVue products. In order to access any TopVue functionality, a user must have a valid account and password (support for strong-passwords and PKI certificates included by default), and this user account will have defined for it the types of data that the user can access, and the level of access available for that specific data – no access, view only, insert, update, or delete. Each data type managed within the TopVue system (CDRLs, documents, action items, meetings, etc.) has this level of control available. In addition, individual documents may be locked down from access to only specific TopVue users. Further, TopVue has full support for multiple vendor contract scenarios, enabling each vendor to submit CDRL data through a secure online portal, restricting their visibility and access to only data related to their specific contract.
System should be able to be managed by local personnel without vendor support.	No	TopVue products are designed to require very little system maintenance, and during implementation, TopVue can provide specific user and administrator training in a “train the trainer” fashion, so that support requirements are minimized.
Provide a customizable application portal	No	TopVue’s core architecture is developed to maximize the system’s ability to be tailored to meet specific customers’ existing and future requirements. Customization available ranges from changing field labels, to creating new data item types to customizing homepages – the majority of which is accomplished via administrator-level user interface with no programming required.
Allows imports from third party databases	No	TopVue’s data management engine is based on XML technology, enabling exchange of data to/from TopVue via industry-standard neutral format. Imports from other legacy systems may be accommodated on an as-needed basis, or automated via TopVue business rule capabilities.
Provides for action item tracking across multiple programs	No	TopVue provides integrated action item tracking into all areas of program management. Action items may be driven out of other program activity (CCB, meetings, workflow reviews, etc.), or may also be created and tracked by themselves. The action item tasking and review process is customizable via TopVue business rule functionality, with notification of tasking and action item disposition automated via TopVue-generated emails. A complete history of a given action item’s status is automatically maintained, including the user that changed the status, the date and time of the change, and any comments accompanying the status change.

Track schedules and actual data submittals.	No	TopVue core functionality enables identifying a complete listing of contract milestones for each contract, and these milestones may be used when establishing related CDRL delivery schedules. For each CDRL, the corresponding contract milestone may be identified, and the “delta” time period (before or after) milestone date can be specified to automatically generate the CDRL delivery dates. Once CDRLs are submitted into TopVue, the submittal dates are tracked and available to provide a complete history of submittal activity, including the date of last submittal for each CDRL. In addition, TopVue’s integrated metrics engine enables automatic monitoring of specific key programmatic indicators, such as vendor delivery timeliness. Customizable stop-light charts are automatically generated to display the range of submittals received over a given time frame, including the number of on-time and late submittals received.
Potential growth to provide for Configuration Management (CM) for configuration identification, change control, status accounting and audit support	No	TopVue’s CMvue module provides complete configuration management (CM) capability and may be integrated with the CDRL management module. This CM capability includes configuration identification, change control, CCB, audits, status accounting, indented part hierarchy management – all components of which may be tailored to meet program-specific requirements. TopVue change management functionality supports automatic document and drawing revisioning based on approved changes, full change impact assessment on project milestones, affected documentation and drawings, and fielded system components (hardware and software).
Interface with Microsoft Office products	No	TopVue modules include a variety of interfacing with Microsoft products, including Word, Excel, and Outlook. Off-the-shelf integrations include automated export of data queries into Excel and export of standard reports into Word. For date-based events such as meetings and action items, an option is available to include an iCalendar attachment to the system-generated email notifications. Upon receipt of the meeting or action item emails, the user may open this attachment and save its details into their personal Outlook calendar. This enables driving TopVue-managed program date information into an individual’s Outlook calendar for personal desktop notifications.
Providing for project management milestone, schedule, and meeting minute management.	No	Off-the-shelf, TopVue provides for identification and management of project-level milestones, funding and schedules. Full meeting management functionality is integrated with all other TopVue capabilities, enabling tracking of meeting-associated data such as documents, reports, meeting minutes, and digital files such as briefing presentations. Each attendee of a meeting is

		<p>automatically emailed of their inclusion in the meeting, and an Outlook-format iCalendar file may be included as an attachment to the email notification, enabling users to save the meeting details into their personal Outlook calendars. Critical program data may be related to each meeting managed in TopVue, including action items generated from the meeting. In addition, date-driven events such as milestones and meetings are displayed in TopVue's integrated program calendar, enabling users to quickly ascertain key program activity on a given date, such as action items due, meetings taking place, CDRL submittals due, and program milestones due.</p>
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