

Compliance Matrix Example



Proposal Development Office
33 W Eleventh Avenue, Columbus, OH 43201

The matrix identifies every item that the proposal should address and gives the proposal manager a tool for validating compliance. The sections from the example Compliance Matrix show the specific language from the RFP broken into line-by-line requirements that will help the section author prepare a compliant response and addresses a specific deliverable that is required as part of the systems engineering process that the proposer will use.

Compliance Matrix Example

RFP Reference	Requirement
Systems Engineering Approach, Systems Requirements Specification (SyRS), p. 26	Systems Requirements Specification (syrs). System requirements define what the system will do but not how the system will do it.
	Working closely with stakeholders, requirements should be elicited, analyzed, validated, documented, and baselined.
	IEEE Standard 1233-1998 includes guidelines for format and content to develop a System Requirements Specification (syrs).
	Functional Requirements. Including communications, security, and safety requirements.
	Interface Requirements. Including identification of relevant standards (where appropriate).
	Data Requirements. Including data-sharing requirements.
	Performance Requirements. Including system performance targets and performance requirements.
	Security Requirements. Including limits to physical, functional, or data access, by authorized or unauthorized users.
	The requirements should identify what the systems must accomplish
	Identify the subsystems
	Define the functional and interface requirements among the subsystems.
	The role of each subsystem in supporting system-level performance requirements should be identified
	Associated subsystem functional
	Interface requirements
	Performance requirements
	Security requirements
	Data requirements
	Reliability requirements