**RFP 2020-010 Agenda Management System**

**APPENDIX A**

**Criteria Matrix**

Following is a list of the Air District’s mandatory and desired criteria for the Agenda Management System. Proposers shall indicate compliance with each requirement with the methodology that follows:

“Y” for “Yes”, fully complies with specification.

“N” for “No”, does not comply with specification.

“P” for “Partial”, complies with some aspects of the specification.

“F” for “Future”, plans to implement this specification. Provide status and estimated timeframe.

Proposers shall provide a detailed explanation in the column provided as to how it will meet the system desired functionality for a “Yes”, “Partial” or “Future” response. Proposers may attach additional sheets as necessary to provide a thorough and complete explanation of their response to items, denoting by Item # which item they are referring to.

|  |
| --- |
| **Routing and Approval** |
| **Item****#** | **Description** | **Mandatory or****Desired**  | **Comply (Y/N/P/F)** | **Detailed Explanation** |
| RA1. | Ability for system to show a projected timeline for an item when the item is being added to the workflow | M |  |  |
| RA2. | System allows for both a parallel and sequential review. If only sequential, please specify | M  |  |  |
| RA3. | Ability to build both series and parallel branches in a workflow | M |  |  |
| RA4. | Ability to audit all current and historic actions on documents and routing | M |  |  |
| RA5. | Ability to create multiple standard workflow/routing templates for reuse | M |  |  |
| RA6. | Ability to create ad-hoc workflows for unusual document processing | M |  |  |
| RA7. | Ability for system to alert staff if a memo report is inactive in a reviewer’s inbox | M |  |  |
| RA8. | Ability for staff to monitor status of all in-progress items | M |  |  |
| RA9. | Ability to notify staff if an item is not being reviewed at some point in the process and flags the item | M |  |  |
| RA10. | Ability to effectively manage both digital and handwritten signatures on certain memos | M |  |  |
| RA11. | Ability for system to auto-reroute a document in a workflow if not reviewed within configurable timeframe | M |  |  |
| RA12. | Ability to notify people when different events happen in the system -- every time it moves, fails to move, reaches final approval | M |  |  |
| RA13. | Ability to have users redirect workflows to a proxy when they are away from the office | M |  |  |
| RA14. | Ability to add staff (reviewer) comments to a workflow which are outside of the document itself | M |  |  |
| RA15 | Ability to generate an e-mail notifying author and their dept. head that a particular item failed to meet the deadline for a particular agenda | M |  |  |
| RA16. | Ability of system to embed hyperlinks in notification e-mails that lead reviewers directly to item in the queue (internal process) | M |  |  |
| RA17. | Ability to return an item to the author with questions and have it returned without restarting the item at the beginning of the process | M |  |  |
| RA18. | Ability for off-line editing/reviewing of documents to be later resynchronized and resume workflow | M |  |  |
| RA19. | Ability to predefine groups and alternates in the case of a reviewer being non-responsive | M |  |  |
| RA20. | Ability to approve several items as digital packet. | M |  |  |
| RA21. | Ability to add personal comments to a workflow which are outside of the document itself viewable only by them | D |  |  |

|  |
| --- |
| **Memo and Packet Creation** |
| **Item****#** | **Description** | **Mandatory or****Desired**  | **Comply (Y/N/P/F)** | **Detailed Explanation** |
| MPC1. | Ability for management to see upcoming meeting items by various views (meeting date, date submitted, department, author, etc.) | M |  |  |
| MPC2. | Ability to seamlessly merge all approved items into a final agenda packet | M |  |  |
| MPC3. | Ability to create a summary list of preliminary agenda items pending approval for a specific meeting | M |  |  |
| MPC4. | Ability of system to enforce cutoff deadlines for submittals of memos | M |  |  |
| MPC5. | Ability of system to enforce deadlines on adding or editing agenda items/titles | M |  |  |
| MPC6. | Ability to allow items to be processed outside of deadline parameters (late submittals) with special approvals/ justifications | M |  |  |
| MPC7. | Ability to rearrange items on an agenda with numbering sequences self- adjusting | M |  |  |
| MPC8. | Ability to automatically update the subject title and recommendation on the agenda when the memo title/recommendation is changed | M |  |  |
| MPC9. | Ability to create document into multiple formats (doc, pdf, png, jpg, ppt, xls, etc.) from the final assembled items | M |  |  |
| MPC10. | Ability to use document templates to ensure consistent format and structure of agenda items | M |  |  |
| MPC11. | Ability to add attachments to memo, including ease in switching out or deleting attachments once in the system | M |  |  |
| MPC12. | Ability to upload attachments and view as one document instead of viewing each attachment separately | M |  |  |
| MPC13. | Ability to copy or move items from one agenda to another | M |  |  |
| MPC14. | Ability for author to track where in the workflow their active item is | M |  |  |
| MPC15. | Ability for author to see past items they have created | M |  |  |
| MPC16. | Ability for users to pick which meeting date the document is intended for | M |  |  |
| MPC17. | Ability for author to add additional information in a workflow with the document (Title, Comments, etc.) | M |  |  |
| MPC18. | Ability to add warnings and tips as the workflow is being interacted with (e.g., "Are all departments needing to review this on the workflow?", or "Confirm that you are ready to submit this item to go on an Agenda") | M |  |  |
| MPC19. | Ability to create agendas for more than one type of Committee/Board (i.e. Ad Hoc Building, Clean Air Foundation Mobile and Stationary Source, etc.) | M |  |  |
| MPC20. | System uses internal application for creating/editing text, includes spell/grammar check including indent, hanging, italicize, bold, underline and accept a variety of fonts | M |  |  |
| MPC21. | Ability to insert tables, graphs and images into the staff report and include text descriptions | M |  |  |
| MPC22. | Ability to track what changes are made from user to user/ by user as a document moves through the process (track changes) | M |  |  |
| MPC23. | Ability to create and use hyperlinks from within documents to outside sources of information | M |  |  |
| MPC24. | Ability to identify a new workflow item by various pick list categories (e.g., Memo, Chair Report) | M |  |  |
| MPC25. | Ability to use dual page numbering for the entire agenda packet and for attachments to individual memos | M |  |  |
| MPC26. | Ability to automatically label memo by agenda item as well as individually labeling exhibits/ attachments to memo | M |  |  |
| MPC27. | Ability for system to create logical numbering system for items in a final agenda packet | M |  |  |
| MPC28. | Ability to create notifications for users that they have pending documents to review | M |  |  |
| MPC29. | Ability to re-notify users when a document is continuing to await their review/ approaching due date | M |  |  |
| MPC30. | Ability of reviewers to return the document to a previous point in the process or to the original author | M |  |  |
| MPC31. | Ability of system to lock files as they are edited to avoid revision issues | M |  |  |
| MPC32. | Ability to track document versions as edits are made (version control) | M |  |  |
| MPC33. | Allow content to be imported from Microsoft Office and/or cut and paste from web browser | M |  |  |
| MPC34. | Provide ability to attach documents and reports to the agenda in multiple formats (doc, pdf, png, jpg, ppt, xls, etc.) and include text descriptions on graphical elements | M |  |  |
| MPC35. | Ability to create hyperlinks on the agenda to take an outside user directly to the memo and attachments | M |  |  |
| MPC36. | Ability to categorize approved items into consent and presentation categories | D |  |  |
| MPC37. | Ability to indicate on the initial face sheet the estimated amount of time to be discussed at the Board or Committee Meeting | D |  |  |
| MPC38. | Ability to indicate/auto-fill on the initial face sheet the Author and Department Head contact information | D |  |  |
| MPC39. | Ability to add items to a published agenda | D |  |  |

|  |
| --- |
| **Clerk** |
| **Item****#** | **Description** | **Mandatory or****Desired**  | **Comply (Y/N/P/F)** | **Detailed Explanation** |
| C1. | Ability to collect actions, motions and votes during the meeting and assist in creating the minutes for the meeting. | D |  |  |
| C2. | Ability to record how a vote is taken, by roll call or by voice, and calculate percentage of for vs. against votes in real time. | D |  |  |
| C3. | Ability to activate items in any order desired. | D |  |  |
| C4. | Ability to activate individual items or entire agenda sections. | D |  |  |
| C5. | View all speakers in queue in order as requested, with agenda item number to clearly identify what speaker is going to address. | D |  |  |
| C6. | Add and delete speakers in Request to Speak Queue. | D |  |  |
| C7. | Ability to receive, share, and manage public speaker slips during the meetings | D |  |  |
| C8. | Ability for staff to take and modify attendance and roll call at a meeting (including someone coming in late or leaving early). | D |  |  |
| C9. | Ability to create, configure and modify meeting minute templates | D |  |  |
| C10. | Ability to assign attendees from the attendee list who will be attending a meeting, voting in the meeting, or part of the roll call for the meeting. | D |  |  |
| C11. | Ability to import agenda into the minutes application to use for minutes template | D |  |  |

|  |
| --- |
| **Back End** |
| **Item****#** | **Description** | **Mandatory or****Desired**  | **Comply (Y/N/P/F)** | **Detailed Explanation** |
| BE1. | Availability to provide immediate technical assistance support which is most critical when trying to get an agenda packet out by the deadline time frame | M |  |  |
| BE2. | Ability for users to log on while not on network (review from home or while on the road) | M |  |  |
| BE3. | Ability to search the system for items by phrase | M |  |  |
| BE4. | Depict Department’s dashboard view of items: list of all agenda items that are in department’s queue, and items that have already been processed by the department, where they are in approval | M |  |  |
| BE5. | Enable an approver or reviewer of an item to see on their dashboard the list of items they approved or reviewed and where the items are in the overall workflow process, including if/when they are on an agenda (the capability of viewing what is in the queue). | M |  |  |
| BE6. | Provides comprehensive online help system/user manual | M |  |  |
| BE7. | Tools for migration of existing content and historical data.  | M |  |  |
| BE8. | Ability to run reports from the system for user performance and over process stats | D |  |  |
| BE9. | Ability to configure globally on an administrative level the look and formatting of the software to suit local preferences | D |  |  |
| BE10. | Ability for users to configure the look of their interface to the application | D |  |  |
| BE11. | Allow 3rd party reporting tool to access database for ad hoc queries and reporting | D |  |  |

|  |
| --- |
| **Information Technology (IT)** |
| **Item****#** | **Description** | **Mandatory or****Desired**  | **Comply (Y/N/P/F)** | **Detailed Explanation** |
| IT1. | Single Sign-On through Active Directory Services | M |  |  |
| IT2. | Both provide and use APIs to/from other applications (ability to interface in both directions with other platforms including Sitecore, ExactTarget and Granicus). | M |  |  |
| IT3. | Final documents not hosted by vendor for public access but transferred via automated process to Air District's website. | M |  |  |
| IT4. | Ability to natively OCR documents in order to allow search of text | M |  |  |
| IT5. | Permissions can be set on a group or individual level | M |  |  |
| IT6. | Able to integrate with e-mail systems (Microsoft Office 365/Outlook) | M |  |  |
| IT7. | Supports a variety of web browsers, including Internet Explorer, Chrome, Firefox, Safari, and Edge and provides responsive design for mobile browsers. Please provide specific versions for compatible browsers. Include strategy for maintaining compatibility as newer versions of supported browsers are released. | M |  |  |
| IT8. | Ability to integrate with functionality of recognized Electronic Document Management systems for seamless depositing of final agendas into the archive | M |  |  |
| IT9. | Ability to integrate with Air District’s website | M |  |  |
| IT10. | Provides user-dependent views/security, based on role | M |  |  |
| IT11 | Provide adequate security to safeguard documents, processes and existing data from non-administrative users | M |  |  |
| IT12. | Technical support provided with software (cost and type/ level of support) | M |  |  |
| IT13. | Upgrades included in the maintenance price | M |  |  |
| IT14. | Ability of system to time out users due to inactivity of their client connection (admin configurable time limits). | M |  |  |
| IT15. | Mobile solution that allows platform-independent review and approval from tablet devices (Windows, Android or iOS) | M |  |  |
| IT16. | Ability for the system to integrate with Hyland On-base so that Final packets can be easily stored in the Air District’s records retention system. | D |  |  |
| IT17. | System run against a database (specify requirements and options) | D |  |  |
| IT18. | Ability to allow users with out of date clients to still work in system, just without new enhancements within document (convert image docs to text searchable) | D |  |  |
| IT19. | Automated FTP process for integration with Air District translation provider for language translation of agendas and packets. | D |  |  |

|  |
| --- |
| **Website** |
| **Item****#** | **Description** | **Mandatory or****Desired**  | **Comply (Y/N/P/F)** | **Detailed Explanation** |
| W1. | Provide API integration points to merge with the Air District's existing portal for agendas.  | M |  |  |
| W2. | Mobile solution (mobile devices, tablets etc.) that allows designated officials access to published agenda packets on mobile devices; including features to annotate on both the agenda and supporting materials and must also be able to save and print the packet with annotations. | D |  |  |
| W3. | Ability to auto-publish in standards-based HTML the final agenda and other documents to the Air District website styled with the look and feel of our website (i.e. Air District branding) using Air District website CSS. | M |  |  |