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FORM N: PROPONENT PROPOSAL - REQUIREMENTS

Instructions for filling out Form N: Proponent Proposal - Requirements

1. Complete Form N: Proponent Proposal
2. Follow the proposal instructions in the Proposal Instructions section below

PROPOSAL INSTRUCTIONS

1. **For each Mandatory requirement, provide a Y (Yes) or N (No), indicating whether your solution can meet the requirement.** Y indicates that the solution you are proposing will meet the requirements listed in the requirement statement. N indicates that the solution you are proposing will not meet the requirements.
2. **For each Non-Mandatory requirement (except where indicated N/A via grey shading), indicate which Proponent response code that best describes your solution:**

Y – Available Out of the Box: the solution for the requirement is currently available in the existing product “out of the box”. Configuration may be required to enable the feature (requirement will be met through changes to settings of tables, switches, and rules without modification to the source code). Requirement is installed and operational at other sites and can be demonstrated to the City of Winnipeg.

C – Available via Customization: the solution for the requirement is not currently available in the existing product “out of the box”, but may be incorporated via customization of the solution components. Requirement will be met through changes to the source code which would require analysis and re-application during updates, upgrades, or when applying software patches.

F – Future Availability: the solution for the requirement is not currently available, but will be available in an upcoming planned product release. If this option is indicated, include the date/timeframe when the requirement will be available for implementation, which should be either:

- a) A planned release up to 3 calendar months after the RFQ 205-2016 competition close date, where an additional Proponent response code of **3** should be provided;
- b) A planned release up to 6 calendar months after the RFQ 205-2016 competition close date, where an additional Proponent response code of **6** should be provided, or
- c) A planned release up to 12 calendar months or longer after the RFQ 205-2016 competition close date, where an additional Proponent response code of **12** should be provided.

3 – Third Party Supplied: the solution for the requirement is expected to be met by using a third party vendor’s existing integrated product.

N – Not Possible: the solution for the requirement will not be provided by the Proponent.

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Notes:

1. An omitted response will be assumed to be the same as a response code of "N".
2. Any deviation from the response code will be re-coded at the discretion of the City of Winnipeg.

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A. Mandatory Requirements				Proponent Response (Y, N)
A1. General Requirements				
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Must support the creation of Investment Requests. All investment requests will be assigned a unique ID and Investment Request information to support the initiation and development of an Investment Plan (years 1 – 10).	Project Data	(Section 9.2.8)	R1	
Must support the capability to provide a unique system ID assigned to the Project at the time of creation in the system.	Project Data	(Section 9.4.2)	R2	
Must support the capability to create and manage multiple portfolios.	Project Data		R3	
Must support the capability to roll-up multiples portfolios into combined/hierarchies of portfolios.	Project Data		R4	
Must support the capability to drill down into portfolio information to program/project levels to show detail.	Project Data		R5	
Must support the capability to organize two or more projects into a program.	Project Data		R6	
Must support the capability to report on key project and program performance metrics. Such as but not limited to: <ul style="list-style-type: none"> • Baseline budget, Approved budget, Approved + • Pending budget • Variances against Baseline • Forecast to Complete • Project Contingency • Cash Flow • Burn Rate • Budgeted vs. Actual Hours 	Reporting		(Section 9.4.6)	R7

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A. Mandatory Requirements				Proponent Response (Y, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Must support the capability to provide live dashboards of portfolio & project actual and forecasted information for governance committees and executive including: <ul style="list-style-type: none"> • Project description, roles & resources (i.e. Project Contact) • Project status (budget & time). 	Reporting	(Section 9.4.6)	R8	
Must support the capability to provide standard project reporting automatically generated at various intervals (monthly, weekly, etc.) and summarized to a higher level, i.e. Program/Portfolio. Such as but not limited to: <ul style="list-style-type: none"> • Project Financial Status • Project Contract Reports • Project Contingency and Cash Flow Reports 	Reporting	(Section 9.4.6)	R9	
Must support the capability to provide a "Project Capital Budget Financial Status Report". Key project information contained in the report is: <ul style="list-style-type: none"> • Budget Amount • Funds Committed • Funds Expended • Unexpended Balance • Outstanding Commitments • Uncommitted Balance • Project ID [PeopleSoft] 	Reporting		R10	
Must support the capability to identify, link, and manage interdependencies between projects within a program and across programs.	Project Data		R11	

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A. Mandatory Requirements				Proponent Response (Y, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Must support the capability to provide external resources (i.e. contractors/consultants) access to submit: • Estimates. • Schedules. • Costing data.	Technology	(Section 9.4.6)	R12	
Must support the capability to provide a method to store City of Winnipeg data attributes, and be used as metadata on the project information within the solution. [The City of Winnipeg has defined Project IDs, Business Case IDs and Contract IDs that identify these entities and are important to replicate because of their use in the Investment Planning and Project Delivery lifecycle].	Project Data	(Section 10)	R13	
Must support the capability to export data in non-proprietary and proprietary formats such as, but not limited to Excel, CSV, Open XML.	Usability		R14	
Must support the capability to upload Investment Planning and Project Delivery documents in a variety of file formats, including but not limited to: MS Office Files, PDF, Image/Video Files, Sound Files, GIF	Document Management		R15	
Must support compatibility with commonly used document types including Excel, Word, TIF, JPG, and PDF.	Usability		R16	
Must support the capability to provide general Role Based Access Control.	System Permissions and Security	(Section 11.1)	R17	

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A. Mandatory Requirements				Proponent Response (Y, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Must support the capability to maintain confidentiality of documents and data between departments and business units.	System Permissions and Security	(Section 11.1)	R18	
Must support the capability to use Active Directory (AD) as the primary authorization and authentication repository [single sign-on] and make use of the AD-defined users and groups.	System Permissions and Security		R19	
Must support the capability to administer security and access control at the group and individual user level. A user may be granted direct access through Active Directory AD [single sign-on], or through the use of a defined group.	System Permissions and Security		R20	
Must support the capability to control access to documents stored in the Cloud.	System Permissions and Security		R21	
Must support the capability to automatically provide audit, control, and record the identity of any user who accesses, views, alters, deletes, or uses solution information (e.g. IP address, MACID, user-id, timestamp, etc.).	System Permissions and Security		R22	
Must support the capability to ensure audit records cannot be updated or deleted.	System Permissions and Security		R23	
Must support the capability to report on actual project costs based on the data resident in the master financial system [PeopleSoft].	Integration		(Section 12.4)	R24

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A. Mandatory Requirements				Proponent Response (Y, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Must support the capability to report on the cost breakdown structure based on the data resident in the master financial system [PeopleSoft].	Integration	(Section 12.4)	R25	
For cloud based solutions, must support the capability for the solution to be accessible to users through the web with a reliable cloud based solution hosted in Canada.	Technology	(Section 12.6)	R26	
For cloud based solutions, must support the capability to ensure that files stored in Cloud are secured and data could be migrated by City of Winnipeg when desired.	Technology		R27	
Must have the capability for maintenance and support to be provided either by the City of Winnipeg internal resources or via external resources.	Support and Training	(Section 12.7)	R28	
Must be supportable via a service level agreement model involving the Proponent or outsourced third party, as may be required by the City of Winnipeg Management and Application Maintenance policies	Support and Training		R29	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
B1. Investment Planning Requirements				
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide a repository and the supporting document management functions to host Departmental Documents\Artifacts related to Investment Planning including but not limited to: 1. State of Local Infrastructure Report 2. Level of Service Definitions	Document Management	(Section 9.2.2)	R30	
Should support the capability to provide a repository and supporting document management functions to host Departmental Documents\Artifacts related to Investment Planning including but not limited to: 1. Transport Master Plans. 2. Library Master Plan	Document Management	(Section 9.2.4)	R31	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide a repository and the supporting document management functions to host Departmental Documents\Artifacts related to Investment Planning including but not limited to: 1. Asset Risk Assessment Models (Strategic, system and Asset risk assessments)	Document Management	(Section 9.2.6)	R32	
Should support the capability to provide a repository and support document management functions to host Departmental Documents\Artifacts related to Investment Planning such as [but not limited to]: 1. Business Case/Plan. 2. Needs Assessment. 3. Basis of Estimate. 4. NPV and Benefit calculation Template	Document Management	(Section 9.2.8)	R33	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to capture specific Business Case information (text and financial) that will support project evaluation, prioritization, and execution. Such as but not limited to the attributes contained in the: NPV and Benefit calculation Template: <ul style="list-style-type: none"> • NPV Option. • Total NPV. • Cash Flow Year • Cash Flow Amount. 	Project Data	(Section 9.2.8)	R34	
Should support the capability to capture specific Basis of Estimate information (text and financial) that will support project evaluation, prioritization, and execution. Such as but not limited to the attributes contained in the Basis of Estimate Template: <ul style="list-style-type: none"> • Project Name. • Estimator(s). • Estimate Description. • Estimating methodology and cost basis. • Assumptions. • Classification of Estimate. • Basis for Contingency and Allowances. 	Project Data		R35	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to capture Business Case/Project Cost/Benefit information. Such as but not limited to the attributes contained in the Business Case Evaluation Template: <ul style="list-style-type: none"> • Project or Program Name • Business Case ID [supporting the form: BC_department_business_unit_year_sequential#; e.g. BC_WWD_AM_2014_0014] • Department/Division/Branch 	Project Data	(Section 9.2.8)	R36	
Should support the capability to set constraint levels of minimum/maximum funding allocation (e.g. for a Project, Business Unit, Department...).	Project Data		R37	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to capture of Capital Forecast and Projection information/data, such as but not limited to the attributes contained in the Long-Term Capital Projections Template	Project Data	(Section 9.2.8)	R38	
Should support the capability to capture and track multi-year project budgets. Such as but not limited to: <ul style="list-style-type: none"> • Total Authorized budget • Forecasted Budget • Approved Budget in subsequent years. 	Project Data		R39	
Should support the capability to prioritize projects at multiple organizational levels (business unit, division, department...).	Project Data	(Section 9.2.10)	R40	
Should support the capability to manage/note and maintain investment/project dependencies.	Project Data		R41	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to perform prioritization scenario modelling. Support modelling based on but not limited to: • A combination of approved budgets. • The forecasted spending amounts. • Uncommitted (available funding) where such budgets and funding may result from one or many funding sources.	Scenario Modelling	(Section 9.2.10)	R42	
Should support the capability to allow the user to make scenario adjustments and have the solution report on the resultant impact of changes to project prioritization.	Scenario Modelling		R43	
Should support the capability to save and comparison of funding scenarios.	Scenario Modelling		R44	
Should support the capability to Optimize\Recommend funding allocations across funding sources.	Scenario Modelling		R45	
Should support the capability to combine and order “sets of projects” together based on criteria to perform scenario modelling.	Scenario Modelling		R46	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to Warn/Alert users when project risks or gaps are found due to prioritization scenario modelling.	Scenario Modelling	(Section 9.2.10)	R47	
Should support the capability to generate "what-if" scenario reports during prioritization scenario modelling.	Scenario Modelling		R48	
Should support the capability to manually override priority rankings during prioritization scenario modelling and audit\track any changes made.	Project Data		R49	
Should support the capability to identify all projects that have a significant IT or HR-related component, even if they are not initiated in Corporate Support Services.	Project Data		R50	
Should support the capability to provide a workflow process that will ensure Risk Management is engaged in the initial steps of Investment Planning to provide input into evaluating the Total Cost of Risk.	Workflow		R51	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to establish a parent-child (dependency) relationship between proposed projects (future years) and in-flight projects (current year).	Project Data	(Section 9.2.10)	R52	
Should support the capability to identify cross-department dependencies of proposed projects e.g. impact of a planned water-main renewal project to the street/road improvement plans.	Project Data		R53	
Should support the capability to provide project categorization using the "Alternative Project Delivery Methods" e.g. DBB, referenced by the Project Management Manual Appendix C: Alternative Project Delivery.	Project Data	(Section 9.3.1)	R54	
Should support the capability to capture data attributes that are distinct for each "Alternative Project Delivery Methods". Such as, but not limited to: <ul style="list-style-type: none"> • Owner • Engineer • Contractor • Guaranteed Maximum Price (GMP) • Scope of Services • Over-head Costs. 	Project Data		R55	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
B2. Project Delivery Requirements				
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide a repository and enable Project document management functions to host Project Delivery Framework Documents\Artifacts for each Phase such as [but not limited to]: 1. Business Case 2. Project Charter. 3. Project Delivery Plan (PDP). 4. Defined Deliverables 5. Stakeholder Engagement 6. Insurance Policies and Updates 7. Operational and Maintenance Manuals [O&M] 8. Warranty Documents 9. Lessons Learned. 10. Consultant/Contractor Review.	Document Management	(Section 9.4.2)	R56	
Should support the capability to create Project Delivery Framework Documents\Artifacts using Solution templates.	Document Management		R57	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to create Project Delivery Framework Documents\Artifacts using City of Winnipeg templates.	Document Management	(Section 9.4.2)	R58	
Should support the capability to provide project "status" states, including but not limited to: Initiation, Authorized, Open, Closed, Stopped, Cancelled.	Project Data		R59	
Should support the capability to automate the Project Management process groups as per PMBOK. Such as, but not limited to: Initiating, Planning, Executing, Monitoring and Controlling, and Closing process groups.	Project Management /PMBOK		R60	
Should support the capability to create and automate project Work Planning via a work breakdown structure [WBS].	Project Management /PMBOK		R61	
Should support the capability to provide project scheduling by Work Package, Phase, Deliverable, and Task.	Project Management /PMBOK		R62	
Should support the capability to provide project tracking by Work Package, Phase, Deliverable, and Task.	Project Management /PMBOK		R63	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide project resource pool management functionality (i.e. internal; consultants; vendors; suppliers), such as skill set, available hours, rates.	Project Data	(Section 9.4.2)	R64	
Should support the capability to provide project resource planning, such as matching resource requirements with available resource options.	Project Data		R65	
Should support the capability to establish and measure Portfolio/Program/Project Key Performance Indicators (KPIs), based on user defined criteria.	Project Data		R66	
Should support the capability to build integrated multi-year end-to-end program plans.	Project Data		R67	
Should support the capability to identify rates for labour, material, equipment, etc. by resource sub-categorization (e.g. role, type, etc.).	Project Data		R68	
Should support the capability to identify costs for resources.	Project Data		R69	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide a method to perform project estimation.	Project Data	(Section 9.4.2)	R70	
Should Support the capability to estimate project costs depending on the project type (e.g. software development project, infrastructure project, etc.).	Project Data		R71	
Should support the capability to provide notification of Risk Management when Consultants/Contractors insurance policies are being revised and/or changed.	Notification		R72	
Should support the capability to manage multiple vendors with one to multiple contracts.	Project Data	(Section 9.4.4)	R73	
Should support the capability to manage multiple vendors [vendor details and performance rating/comments] with one to multiple contracts.	Project Data		R74	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to track and store deliverables received from both internal and external parties. Such as but not limited to: • Shop Drawings and Product Data • Designs • As-Built Drawings • Operations and Maintenance Manuals • Warranty • Training Materials	Document Management	(Section 9.4.6)	R75	
Should support the capability to store Safety and Environmental collateral. Such as but not limited to: • Monthly inspection reports • Incident reports • Audit reports • Applications to regulatory agencies • Permits and approvals	Document Management		R76	
Should support the capability to provide project resource management.	Project Data		R77	
Should support the capability to provide correspondence tracking from project stakeholders. Such as but not limited to: Councillors, sponsors, 3rd parties such as utilities, and public.	Document Management		R78	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to enter notes and comments for any aspect of a project.	Project Data	(Section 9.4.6)	R79	
Should support the capability to provide electronic signatures of project approvals. Such as but not limited to: • Contemplated Change notice • Field Orders • Change Orders • Site Instructions • Requests for Information	Project Data		R80	
Should support the capability to merge project schedules from vendors to create one overall project schedule.	Project Data		R81	
Should support the capability to manage sub projects of a program individually.	Project Data		R82	
Should support the capability to roll-up consolidated project information.	Project Data		R83	
Should support the capability to ensure Project Delivery Framework Stage Gates, Approval/Sign-offs, and Acceptance points are enforced.	Workflow		R84	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide customized project reporting automatically generated at various intervals (monthly, weekly, etc.) and summarized to a higher level, i.e. Program/Portfolio. Such as but not limited to: <ul style="list-style-type: none"> • Time/Critical Path • Project Financial Status • Forecast. 	Reporting	(Section 9.4.6)	R85	
Should support the capability to provide project metric reporting, such as but not limited to: <ul style="list-style-type: none"> • Projects Summary and Details by Department, Portfolio, Program, Business Unit • Project Resource Work load by internal; consultants; vendors; suppliers • Project accruals/commitments/budget spent/percent work complete/percent schedule complete 	Reporting		R86	
Should support the capability to create, view, and track financial transactions against the portfolio/program/project budget.	Project Data		R87	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to conduct portfolio/program/project performance analysis (e.g. earned value management).	Project Data	(Section 9.4.6)	R88	
Should support the capability to identify, track and manage benefits throughout project/program lifecycle. (i.e. Benefits identified during Pre Project and tested at Closure).	Project Data		R89	
Should support the capability to resource level a project schedule for a portion of the WBS, for the project, program, or specific portfolio.	Project Data		R90	
Should support the capability to enter and maintain a program/project schedule without the use of an outside scheduling tool (e.g. MS Project).	Project Data		R91	
Should support the capability to have real time synchronized bi-directional integration with desktop project management tools (e.g. Microsoft Project).	Integration		R92	
Should support the capability to import and export data from/to desktop project management tools (e.g. Microsoft Project)	Usability		R93	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to manage project Purchase Orders.	Document Management	(Section 9.4.6)	R94	
Should support the capability to track Purchase Orders and Change Orders.	Project Data		R95	
Should support the capability to track Purchase Order and Change Order invoices and payments in real time. Currently receipt of invoices and their entry into PeopleSoft for payment incurs a time lag. The GL does not reflect a real time view of P/O financial position, it is normally behind.	Project Data		R96	
Should support the capability to provide automated messaging to team members when Purchase Orders are 50%, 75% & 100% spent.	Notification		R97	
Should support the capability to manage contracts, including tracking changes throughout the lifecycle of the contract information, creating an audit trail of a contract's change and adjustment history. [Integrated change control]	Project Data		R98	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to configure workflows to support City defined processes (e.g. document approval, risk and issue escalation, change requests, etc.)	Workflow	(Section 9.4.6)	R99	
Should support the capability to provide automatic notification when interdependencies between projects are impacted by schedule changes.	Notification		R100	
Should support the capability to categorize projects by internal, external, and geographic location.	Project Data		R101	
Should support the capability to provide a workflow process that will ensure Risk Management, Insurance Branch, is contacted to determine the appropriate coverage and limits for any planned work. [Refer to Project Management Manual 6.4.3.5 How to Specify Insurance].	Workflow		R102	
Should support the capability to provide notification to Risk Management group when program/project scope changes occur.	Notification		R103	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support a method that will enforce the Stakeholder Communication Plan specifically the Public Consultation step, during the Close Out Phase of Project Delivery.	Notification	(Section 9.4.6)	R104	
Should support the capability to submit updates (i.e. estimates, actuals, and status) via mobile device while in the field (both external and internal resources).	Technology		R105	
Support the capability to track and store deliverables needed for project Commissioning received from both internal and external parties. Such as but not limited to: <ul style="list-style-type: none"> • All Risks Builders' Risk/Course of Construction Policy • Contractor's Equipment Insurance Policies • Installation Floater Policies • Product-specific and/or Customized manuals. • Operating documentation and supplies. • Training, operating supplies. • Testing. • Required temporary services. 	Document Management	(Section 9.4.8)	R106	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to track and store deliverables needed for the project Transfer to Owner stage that may be received from or delivered to both internal and external parties. Such as but not limited to: <ul style="list-style-type: none"> • Training Plans. • Operations and Maintenance Manuals (O&M). • As-built drawings. • Asset Register. • Tangible Capital Asset (TCA). • Benefits Review Plan. 	Document Management	(Section 9.4.10)	R107	
Should support the capability to enforce User Acceptance and formal hand-off/sign-off by users/operators during the Transfer Sub-phase of Project Delivery.	Workflow		R108	
Should support the capability to link/associate a project with the tangible capital asset that is being affected or created.	Project Data	(Section 9.4.12)	R109	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to describe project tangible capital assets with enough detail to account for “complex” assets such as a water treatment plant, which consists of many different sub-asset-type components [plant, parking lot, roof etc.].	Project Data	(Section 9.4.12)	R110	
Should support the capability to enforce a standardized list of information needed for describing project tangible capital assets and sub-asset-types.	Project Data		R111	
Should support the capability to capture project asset data attributes to support the Tangible Capital Asset capitalization process, such as, but not limited to: <ul style="list-style-type: none"> • Asset Cost • Asset Acquisition Date • Asset Useful Life • Asset Location • Amortization Rate • Asset condition • Estimated future maintenance and refurbishment costs • Estimated future replacement costs • Current sources of funding Capitalization threshold	Project Data		R112	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to capture specific project financial transaction information (text and financial) that relates to the creation/enhancement of an asset and/or sub-asset type.	Project Data	(Section 9.4.12)	R113	
Should support the capability to capture specific project purchase order information (text and financial) that relates to the creation/enhancement of assets and/or sub-asset types. The Purchase Order often contains details of the work to be done on multiple assets. E.g. Different types of road work where a major refurbishment (asphalt overlay) may be performed on one road, and a minor refurbishment (thin bituminous overlay) is being performed on another road. The 2 types of work have differing amortization periods that must be accounted.	Project Data		R114	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide notification when a project has reached 80% completion of work [to determine available for use date] to trigger the capitalization of the affected asset.	Notification	(Section 9.4.12)	R115	
Should support the capability to provide notification when an asset is being disposed.	Notification		R116	
B3. General Solution Requirements				
Requirement Description	Requirement Category	PPMS Requirements Document Section#	RFQ Requirement Ref#	
Should support for automated workflow that supports the processes defined for Asset Management, Investment Planning and Project Management.	Workflow	(Section 10)	R117	
Should support the capability to organize project documents based on metadata.	Document Management		R118	
Should support the capability to search within the contents of documents.	Document Management		R119	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to upload, check-in and assign meta-data attributes to a single file or multiple documents.	Document Management	(Section 10)	R120	
Should support the capability to provide “wizards” that guide users on using/completing the required investment planning and project delivery framework artifacts.	Workflow		R121	
Should support a method to assist with enforcing Project Management Manual process standards. For example: <ul style="list-style-type: none"> • Projects will have a set of “template” deliverables that are automatically created when the project is created. • Regulatory and legal requirements to be reviewed at each required phase gate including but not limited to: <ul style="list-style-type: none"> o Insurance (i.e. Initial Budget, RFP, Awards and before Construction begins). o Legal (i.e. contracts). o Administrative Standards (i.e. O/E reports, change orders). 	Workflow		R122	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to implement automated workflow for approval processes including but not limited to: Business Cases, Budget, Public Correspondence, and Change Orders.	Workflow	(Section 10)	R123	
Should support the capability to enable various states of approval such as [Draft, Submitted, Approved, and Rejected].	Workflow		R124	
Should support the capability to send e-mail notices automatically as part of a work-flow process.	Notification		R125	
Should support the capability to enable authorized users to customize work flow appropriate to each process.	Workflow		R126	
Should support the capability to trigger events when actions are performed. For example: <ul style="list-style-type: none"> • Send a notification on: <ul style="list-style-type: none"> o Document upload. o Budget out of allowable variance. o Past due tasks. o Items awaiting approval. 	Workflow		R127	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
B4. Systems Permissions & Security Requirements				
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide full administrative control of roles, authorizations and access (e.g. access rights and assigning users to roles, allowing rights to be assignable at the individual user or group levels, etc.).	System Permissions and Security	(Section 11.1)	R128	
Should support the capability to provide full user administration functionality (i.e., user profile set, access and authorization, de-activation and re-activation).	System Permissions and Security		R129	
Should support the capability to provide granular control of access rights including but not limited to: "create", "read", "update", "delete" (CRUD) and printing.	System Permissions and Security		R130	
Should support the capability to allow users to recover their username and password in situations where they have forgotten their username or password or both.	System Permissions and Security		R131	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to meet and support privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA).	System Permissions and Security	(Section 11.1)	R132	
Should support the capability to provide a FIPPA coordinator [special access user] with the capacity to search the solution repository.	System Permissions and Security		R133	
Should support the capability to hide/reveal functionality to the user based on security and authorization roles (internal and external).	System Permissions and Security		R134	
Should follow City of Winnipeg and industry security standards and best practices system installation and configuration of the solution.	System Permissions and Security		R135	
Should support the capability to automatically provide audit of any user who accesses (or attempts to access) the Solution. The audit information includes, but is not limited to the credentials and a date and time, number of attempts.	System Permissions and Security		R136	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to encrypt all data at rest with industry recognized and proven cryptographic standards equal to or stronger than AES 256.	System Permissions and Security	(Section 11.1)	R137	
Should support the capability to encrypt all data in-flight/in-transit with industry recognized and proven cryptographic standards equal to or stronger than AES 256.	System Permissions and Security		R138	
Should support the capability to provide authorized users with Read-Only access to audit records via the solution user interface.	System Permissions and Security		R139	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
B5. Non-Functional Requirements				
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide awareness to all authorized users on access to information requests under FIPPA of their responsibilities for maintaining effective access controls, particularly regarding the use of passwords.	Accessibility	(Section 12.1)	R140	
Should support the W3C Web Content Accessibility Guidelines to fulfill the Universal Design policy passed by The City of Winnipeg City Council and is implemented on the City Website.	Accessibility		R141	
Support the capability to ensure the Records Management By-law No. 86/2010 is followed as per the Administrative Standard AS-006 Corporate Recordkeeping.	Records Management	(Section 12.2)	R142	
Should support the capability to provide date/time-stamped audit trail of all system actions including but not limited to Create, Read, Update, and Delete.	Records Management		R143	
Should support the capability to archive records based on City of Winnipeg records management policies.	Records Management		R144	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to enable data review, entry and edit via a user friendly interface.	Usability	(Section 12.2)	R145	
Should support the capability to search by defined solution data and metadata in the system.	Usability		R146	
Should support the capability to sort and filter lists of displayed data in the solution. [Column\heading sort and filter capabilities].	Usability		R147	
Should support the capability to customize filters/sorting based on user preferences	Usability		R148	
Should support the capability to incorporate graphics (e.g., City of Winnipeg logo) on to templates, forms, etc.	Usability		R149	
Should support ease of navigation by minimizing the number of menu levels the user has to manually navigate through for functional use.	Usability		R150	
Should support ease of use by providing system functions and processes that are intuitive.	Usability		R151	
Should support user centric design that focuses on ease of use for non-technical users.	Usability		R152	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide the user interface via multiple screens with the capability to function on only one monitor if required.	Usability	(Section 12.2)	R153	
Should support the capability to enable multiple resources to be able to access/view the documents in the system concurrently.	Usability		R154	
Should support compatibility with Apple iOS and Blackberry devices only.	Usability		R155	
Should support the capability to integrate to with an enterprise content management solutions, for the storage of Investment Planning Documents\Artifacts.	Integration	(Section 12.4)	R156	
Should support the capability to compare / reconcile financial information held in the solution against the PeopleSoft General Ledger and sub-ledgers.	Integration		R157	
Should support the capability to Import budget data from the Capital Budget process documents/artifacts.	Integration		R158	
Should support the capability to integrate with Geographic Information System (GIS) platforms.	Integration		R159	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to integrate with the current procurement system PURTRAC [Custom developed file management platform].	Integration	(Section 12.4)	R160	
Should support the capability to support access for up to 10 concurrent users, with a maximum of 100 total users.	System Performance and Availability	(Section 12.5)	R161	
Should support the capability to scale to business, and employee loads of 30 concurrent users, with a maximum of 100 total users.	System Performance and Availability		R162	
Should support an estimated storage capacity increase of 75 GB per year as project and electronic content grows and not cause degradation in system response. [This estimate is based on the solution supporting 1000 projects of various complexities. Storage capacity requirements will start low and gradually increase as the City of Winnipeg transitions all departments onto the solution.].	System Performance and Availability		R163	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide a system response time of less than 3 seconds for 95% of system requests.	System Performance and Availability	(Section 12.5)	R164	
Should support the capability to provide a system report response time of less than 5 seconds for 95% of system reports.	System Performance and Availability		R165	
Should support the capability to ensure Disaster Recovery and Data Loss Prevention measures are in place, such as redundancy and back-ups, in order to avoid or minimize business disruption and data loss.	System Performance and Availability		R166	
Should support the capability to provide thin-client, web-based access from standard web browsers (i.e., Internet Explorer 8.0 or higher, Chrome, Firefox, and Safari).	Technology	(Section 12.6)	R167	
Should support the capability to operate on Microsoft Windows Server environment used at the City of Winnipeg.	Technology		R168	
Should support the capability to operate on Microsoft IIS Web Server.	Technology		R169	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to use an Oracle or SQL Server database.	Technology	(Section 12.6)	R170	
Should support the capability to alter solution functions and capabilities via configuration of parameters.	Technology		R171	
Should support the capability to access internal corporate and departmental templates via an intranet link.	Technology		R172	
Should support the capability to hyperlink to internet sites for external documents.	Technology		R173	
Should support compatibility with business intelligence tools such as Cognos.	Technology		R174	
Should support the capability to provide on-going maintenance and support.	Support and Training	(Section 12.7)	R175	
Should support the capability to provide knowledge transfer to City of Winnipeg internal operational support resources on an ongoing basis, as required by the City of Winnipeg.	Support and Training		R176	
Should support the capability to provide a dedicated phone number for IT technical support.	Support and Training		R177	

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B. Non-Mandatory Requirements				Proponent Response (Y, C, F, 3, N)
Requirement Description	Requirement Category	PPMS Requirements Analysis Section#	RFQ Requirement Ref#	
Should support the capability to provide operational support documentation that can be transferred back to the City of Winnipeg Internal Resource group when the project is completed.	Support and Training	(Section 12.7)	R178	
Should support the capability to provide product training and knowledge transfer during the implementation & transition phases to the City of Winnipeg internal resources.	Support and Training		R179	