

## 1090-2018 FORM N: Mandatory Requirements

**INSTRUCTIONS**

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.

**NOTES**

The Proponents are advised that an N (No) response for a Mandatory requirement shall result in the Proposal being non responsive. An omitted response will be assumed to be the same as a response code of "N". Any deviation from the response code will be re-coded at the discretion of the City of Winnipeg.

##	Category	Description	Background	YES or NO
1	Integration	Solution shall integrate with WPS's in-house Schedule and Roster Management System (SAMS).	Shall be demonstrated upon request by Contract Administrator	
2	Integration	System shall have the ability to communicate with the software via web services	Shall be demonstrated upon request by Contract Administrator	
3	Integration	Enabled for future integration via an API and/or Web services		
4	Integration	Nightly SAMS batch process and upload the scheduling information into RTE on a daily basis. RTE will have the ability to accept the upload without further intervention from the users.	Shall be demonstrated upon request by Contract Administrator Required scheduling information as per Appendix B	
5	Integration	Access to the DB schema for export into SQL Server Reporting Services (SSRS) or Tableau software. (Type 1 and 2 data)	Shall be demonstrated upon request by Contract Administrator	
6	System	Configurable software suite eliminating the need for complex customization		
7	System	Open application architecture that allows for custom configuration	Shall be demonstrated upon request by Contract Administrator	
8	System	Open Database Connectivity (ODBC) to Microsoft Structured Query Language (SQL) 2016 SP3 (or newer) database systems.		
9	System	System shall be installed on virtual services on premises		
10	System	Single sign-on into Administration portal using Windows Authentication .NET framework 4.6.1		
11	System	System shall have a web based administration portal		
12	System	System shall have the following operating/web browser requirements: <ul style="list-style-type: none"> <li>• SQL Server 2016</li> <li>• IE 11</li> <li>• Windows Server 2016</li> <li>• Windows 7</li> <li>• Windows 10</li> <li>• IIS V10</li> </ul>		
13	System	System shall synchronize with WPS Network Time Protocol server.		
14	System	Badge number of an employee can change when they change the employment status from temporary to permanent. The system must allow to change the badge number while keeping the relationship with the other entities intact. All of the activities are performed by the badge number. Please note the Employee Id does not change.		

##	Category	Description	Background	YES or NO
15	Data Security	All support services and employee information shall be housed within Canada for security and support purposes. Outline location of support offices and staff within Canada as well as location Outside Canada		
16	Data Security	The successful bidder shall comply with compliance requirements for local, provincial and federal privacy statutes regarding data. For this reason, the proponent shall provide the City the ability to clear document data from non-volatile memory such as hard drives, solid state memory, and other sources on a regular basis and especially before a device/machine is to be removed from City service.		
17	Data Security	Must be able to measure the rate of adoption across the business process		
18	Reporting	<p>All of the Managers will need to run Queries and/or reports for their respective division, units, group of employees or for individual employees. The system administrators will also run the same report plus additional report that are service wide.</p> <p>Query by All Applicable Fields such as:</p> <ul style="list-style-type: none"> <li>• Employee Last Name</li> <li>• Employee First Name</li> <li>• Employee Badge Number</li> <li>• Unit</li> <li>• Division</li> <li>• Status</li> <li>• Service wide query (all employees) - This query/report can only be run by the administrators.</li> </ul>	Shall be demonstrated upon request by Contract Administrator	
19	Reporting	The final version of each report must be approved by WPS		
20	Reporting	All report format must be approved by WPS prior to acceptance.		
21	Reporting	The System shall provide a daily query/report on any check-in/check-outs that were not successful	Shall be demonstrated upon request by Contract Administrator	
22	Reporting	System shall generate and email reports to users (managers) or other individuals on daily and weekly basis.	Shall be demonstrated upon request by Contract Administrator	
23	Reporting	System shall enable managers to review reports based on their divisions, units and section.	Shall be demonstrated upon request by Contract Administrator	
24	Reporting	System shall enable administrators run a batch allowing to mass produce reports with one step. These reports will be automatically posted/emailed to the divisional heads (managers)	Shall be demonstrated upon request by Contract Administrator	
25	Reporting	Reports shall display total hours worked per shift and total hours worked per week for each service member.	Shall be demonstrated upon request by Contract Administrator (See Appendix C and D for samples)	
26	Reporting	System Performance Reports shall include a dashboard on incomplete scans including time stamps of scan attempts.	Shall be demonstrated upon request by Contract Administrator	
27	System	System shall support native Android and HTML5 apps		
28	Functionality	Generates audit trail whereby the administrator can track any changes made to the records.	Shall be demonstrated upon request by Contract Administrator	
29	Functionality	System shall enroll both hands per staff member and reconcile with staff ID number. In case of injury to the hand, the staff will have the ability to swipe the other enrolled hand.	Shall be demonstrated upon request by Contract Administrator	

##	Category	Description	Background	YES or NO
30	Functionality	In case of a failed punch, the system shall have the ability to re-punch and disregard the failed punch.	Shall be demonstrated upon request by Contract Administrator	
31	Functionality	In case of a failed system punch the administrator shall have the ability to correct the record	Shall be demonstrated upon request by Contract Administrator	
32	Functionality	The system will have the ability to capture employee attendance information when the scan their hand. Shift start time with date shall be clearly captured as a different field than the End Shift.	Shall be demonstrated upon request by Contract Administrator	
33	Functionality	WPS staff utilizes two Ids to identify their staff. Employee Id is a 6 digit number and the Employee badge number is a 5 digit alphanumeric. Employee Id will remain the same during the course of their employment. Whereas the badge number can change once the employee is past their probationary period. However, employees are always known/tracked by the badge number. This means that the system will need to recognize when a badge number is changed for an employee.		
34	Functionality	Allows authorized employees to roam punch (be able to punch in or out at more than one clock location or difference physical locations)	Shall be demonstrated upon request by Contract Administrator	
35	Functionality	Allows pre-defined security roles and allows for customized user-based security roles to control access to specific departments, group and levels of specific employee and departmental information.	Shall be demonstrated upon request by Contract Administrator	
36	Functionality	Accommodates classification of employees by divisions, units and sections within the WPS as provided by SAMS	Shall be demonstrated upon request by Contract Administrator	
37	Functionality	Time rounding requirements shall comply with Government of Manitoba Labor standards and/or requirements as applicable. In the absence of a MB standard the proponent shall provide best practice options to WPS for selection		
38	Functionality	Operating temperature shall be between -10 and +50 degrees Celsius		
39	Functionality	Acceptance rate for punches shall be a minimum of 99%		
40	Functionality	Non-enrollment rate shall be less than 0.1%		
41	Functionality	Meets the City of Winnipeg Accessibility Design Standard	<a href="https://winnipeg.ca/ppd/Documents/Planning/UniversalDesign/Access_Design_Standards.pdf">https://winnipeg.ca/ppd/Documents/Planning/UniversalDesign/Access_Design_Standards.pdf</a>	
42	Hardware	Biometric scanner shall show appropriate ready message	Shall be demonstrated upon request by Contract Administrator	
43	Hardware	Proponents shall supply and install 11 biometric hand scanners. Cat6a cables are already installed at these		
44	Hardware	Proponents shall supply and install appropriate number of POE switches to accommodate 11 hand scanners		
45	Hardware	Hand scanners must be enabled using CAT6 eliminating the need for separate power		