

FORM N: PROPONENT PROPOSAL - REQUIREMENTS

Instructions for filling out Form N: Proponent Proposal - Requirements

1. Complete Form N: Proponent Proposal - Requirements
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 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 xxx-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 xxx-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 xxx-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 Contractor’s existing product, either integrated or non-integrated.

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

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.

A. Mandatory Requirements			
Requirement Description	Requirement Category	RFQ Requirement Ref#	Proponent Response (Y, N)
Create and establish a secure and searchable hazardous materials inventory management system based on civic work locations.	System Creation and establishment.	E2.1(a)	
System enables the rapid online retrieval of the appropriate (M)SDS for any product listed in any location inventory.	(M)SDS Retrieval	E2.1(a)	
The system must be compatible with Microsoft Office and Adobe, be usable by Windows 7 and Windows 10 as well as IE 11+ or Edge.	Compatibility	E2.1(b) E2.1(n)(ii)	
Logins to the System will be encrypted using TLS 1.1 or higher	Security	E2.1(c)	
System must automatically backup client data and allow the client to download any client data resident on the system at any time.	Backup	E2.1(d)	
System must be capable of generating and downloading in Microsoft Office and/or Adobe compatible formats	Compatibility	E2.1(e)(i-v)	
(M)SDSs in the Client's database will be indexed and cross referenced.	Indexing	E2.1(f)(i-iv) E2.1(r)(i) E2.1(r)(iii)	
Users can use multiple search criteria to find, print, and email (M)SDS	Search and Retrieval	E2.1(g)	
System will display a scanned image of the manufacturer's original (M)SDS that can be viewed online, printed or emailed.	Search and Retrieval	E2.1(h)	
System access will have a minimum of three user levels	Security and Administration	E2.1(i)	
Contractor will provide access to a large (M)SDS Database where Administrators can use the minimum search criteria to find and select (M)SDSs for direct addition into the City of Winnipeg's system. Proponents are to provide the size of Contractor database in number of (M)SDSs.	Contractor database	E2.1(j)	
General Administrator will be able to create an unlimited number of Administrator profiles within the System.	Access and Security	E2.1(k)	
Each Administrator will need a unique username/password to log in.	Access and Security	E2.1(k)	
The Online System will support an unlimited number End Users	Access and Security	E2.1(l)	
The system will have the ability to generate and print product labels that meet WHMIS 2015 requirements.	Product Labels	E2.1(m)	

The System must be able to manipulate data to generate reports. Proponents are to provide details on all preformatted reports.	Reports	E2.1(n)(i) E2.1(q)	
The System Administrators will have the option to enter searchable Custom Value Fields	Administration	E2.1(o)	
The Contractor will provide relevant and timely training and support. Proponents are to provide details about available training and support.	Training and Support	E2.1(r)(ii) E2.1(r)(viii) E2.1(s)(ii)	
The Contractor will actively seek and obtain revised (M)SDS and update the system.	Administration	E2.1(r)(iii)	
(M)SDS status verification	Administration	E2.1(r)(iv-vi)	
GHS updates	Administration	E2.1(r)(vii)	
The cost of any system upgrades and enhancements will be included during the duration of the contract.	Upgrades	E2.1(r)(ix)	
System must be fully operational on the start date.	Functionality	E2.1(s)(i)	

B. Non - Mandatory Requirements			
Requirement Description	Requirement Category	RFQ Requirement Ref#	Proponent Response (Y, C, F, 3, N)
The system should also be compatible with Chrome and Firefox	System compatibility	E2.1(b)	
System Administrators should be able to manipulate data to generate custom reports.	Reports	E2.1(n)(i)	
System Administrators should be able to associate additional documents with specific inventory records.	Records Management	E2.1(p)	
Additional charges for transitional training and start-up materials are to be itemized in the proposal.	Transition	E2.1(s)(ii)	
Additional requirements necessary to ensure a smooth transition must be communicated to client by the Contractor at least thirty days before the start date.	Transition	E2.1(s)(iii)	
SDS on Demand Services.	Value Added Services	E3.1(i)	
Chemical Spill Hotline.	Value Added Services	E3.1(ii)	
Poison Control Hotline.	Value Added Services	E3.1(iii)	