FORM N - Requirements

Instructions for filling out Form N - Requirements

1. Complete Form N - Requirements
2. Follow the proposal instructions in the Proposal Instructions section below

PROPOSAL INSTRUCTIONS

1. **For each 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:

2. A planned release up to 3 calendar months after the RFP. 436-2022 competition close date, where an additional Proponent response code of **3** should be provided;
3. A planned release up to 6 calendar months after the RFP. 436-2022 competition close date, where an additional Proponent response code of **6** should be provided, or
4. A planned release up to 12 calendar months or longer after the RFP. 436-2022 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 product, either integrated or non-integrated.

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

5. For each requirement in which the City has noted as "Please Describe", and/or asked specific questions, Bidder shall include additional information, referencing the specific Ref #, at the end of the section and/or as appendices. **Ref # is highly important to ensure linkage between requirement and description.**

Notes:

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

Scoring:

8. Further to B29.7(a), requirements listed as mandatory are scored on a pass/ fail basis. **Proponent submission must meet these mandatory requirements in order for the proposal to be deemed in compliance.** If the explanation in the Comments column indicates the proposed solution meets the requirements in some way other than as stated, the City of Winnipeg, at its sole discretion, will deem if the deviation is acceptable.

9. Further to B29.7(b), requirement not listed as Non-Mandatory will be scored in accordance with the response provided by the Proponent.

Reference Number	MANDATORY REQUIREMENTS	Proponent Response (Y, C, F, 3, N)
1.1	**MANDATORY - GENERAL REQUIREMENTS**	
1.2	Staffing Solution shall allow for tracking of different sections and categories of employees. For example, Fire, EMS, Dispatch, support staff, hourly vs salary, full-time vs part-time, light duties working full-time, on-call rotation, (w/guaranteed # of hours).	
1.3	Staffing Solution shall allow for tracking of different sections and categories of employees. For example, Fire, EMS, Dispatch, support staff, hourly vs salary, full-time vs part-time, light duties working full-time, on-call rotation, (w/guaranteed # of hours).	
1.4	Staffing Solution shall allow for independent scheduling and tracking of different union contract rules and non-union rules based on collective agreement. Each union has separate staffing protocols.	
1.5	Shall maintain compliance with federal and provincial labour laws, collective bargaining agreements, and other organization policies..	
1.6	Solution shall have an undo feature so that users are able to undo any changes they have made. If a change is made to a staff member's schedule in error the authorized supervisor shall be able to undo the change. The Solution shall record who made the schedule adjustments or shift changes. It shall be possible for defined users to revise a schedule after the shift has been completed.	
1.7	The Solution shall draw from a single source of data wherever possible. Users shall not have to enter information multiple times in the Solution.	
1.8	Solution shall allow certain data and/or functionality to be shared across agencies (e.g. scheduling rules, calendars, etc.) based on configurations defined by the Solution administrator or designate.	
1.9	Solution shall allow for the definition and scheduling of holidays recognized in the various collective agreements.	
	The Solution shall allow for easy sorting and colour coding of schedules and rosters to quickly visualize staff activity and issues.The Solution shall allow for sorting by: (a) Date (b) Department (c) Platoon (d) Role (Captains, specialties i.e. hazmat, water rescue) (e) Station (f) Vehicle or unit (g) Platoon Chief or Supervisor Name	
2	**MANDATORY - PERSONNEL SKILLS AND STATUS**	
2.1	It shall be able to associate skills/qualifications with each employee. Skills are then utilized to match employees to roles. For example, only Hazardous Materials trained staff can be scheduled on a Hazmat unit.	
2.2	The Solution administrator shall be able to define certain roles and assign personnel to those roles. Roles shall allow users to be added to specific picklists such as Investigator, Inspector etc.	
2.3	Skills/qualifications shall be visible when a user is recommended for a position and on all duty reports.	
2.4	It shall be possible for designated users to modify skills associated to a user.	
2.5	It shall be possible for an employee to temporarily suspend skills/qualifications based on pre-defined business rules. For example, an employee shall not be able to act in a senior capacity for a period of time. As a result, they shall be temporarily removed from the acting list.	
2.6	It shall be possible to mark an employee unavailable and associate the appropriate unavailable code and record the appropriate payroll code to the status (long term sick, WCB, return to work, etc.). Unavailable status shall be visible in all views so it is easily seen by all users.	

2.7	Status and skills shall have an expiry date field which if used would change the user back to available status on the specified date.	
2.8	The Solution shall allow for the manual entry of personnel as required for non WFPS staff, i.e. paramedic students precepting or firefighters in training.	
2.9	Staff shall be able to decline to act in a senior capacity on a one-year basis.	
3	**MANDATORY - BUSINESS RULES**	
3.1	The Solution shall allow the City to create and edit business rules to govern all scheduling and leave issues applicable to full and part-time personnel and civilian personnel in multiple collective bargaining contracts. The Solution shall also allow the ability to edit business rules to govern vacancies, vacations, handle off-duty work schedules, call out for specialty units, and other types of circumstances that might affect staffing and scheduling. (a) The Staff Scheduling Solution shall ensure that the employee has the required qualifications for each shift offered before the shift is offered to them. (b) Shall be configurable to program minimum operating staffing requirements by station/vehicle, branch and platoon.	
3.2	Rule changes need to be tracked. Each business rule shall have fields to allow for the tracking of **effective start date and effective end date**. The start date shall be utilized to show when the rule takes effect and the end date would indicate the date that the rule was retired. This shall allow for changes to be made in advance and take effect on a specific date,for example, when a new contract comes into effect.	
3.3	When rules change it needs to be clear how they apply to historical information and future schedules. If there are changes the tool needs to assist to manage the impact. The Solution shall be able to show what rules were in effect and applied for any given date.	
3.4	Application administrators shall be able to update and modify existing business rules, collective bargaining rules, and operating protocols and to schedule its implementation based on a date, time and set of criteria. Administrators shall be able to: (a) Apply rules and rule changes over a defined date range. (b) Define when rules apply to the organization (WFPS) or branches (Fire\EMS\Dispatch). (c) Apply rules to only a specific unit.	
3.5	It shall be possible to define business rules for retraining requirements if an employee has not been assigned to a position for a defined period of time. For example, if an employee has not worked in a suppression position for more than 6 months, they shall receive sign off from Training before being able to work in suppression.	
3.6	The Solution shall allow specific accounts to overrule business rules in special circumstances. For example, if an experienced water rescue technician has let their certification lapse but there are no other trained staff to fill the position a platoon chief could still choose to put them in the position but shall provide written explanation for breaking the business rule.	
4	**MANDATORY - ROSTER AND SCHEDULING REQUIREMENTS**	
4.1	Schedules shall be creatable and viewable at least 24 months in advance.	
4.2	Shall be able to define and see an employee's position within each organization or unit (fully made or acting Captain).	
4.3	Shall be able to assign criteria/qualifications to each position on apparatus, in station by shift.	
4.4	Shall be able to define units and stations within an organization or branch and schedule staff to both. Unit/station/personnel and start time shall all be definable and viewable on the roster and show the staff assigned to them.	

4.5	Shall be able to associate requirements, criteria or capabilities to a defined position for example:	
	(a) The Lieutenant on Rescue 6 shall be water rescue certified.	
	(b) Fire and EMS emergency response apparatus may require a PCP and or an ACP.	
4.6	Shall be able to define hundreds of different shift patterns within the Solution:	
	(a) Shift patterns can be related to permanent shift or ad-hoc shift schedules.	
	(b) Shift patterns can be full-time or part-time with a rotational cycle. Shifts can have multiple staggered start times.	
	(c) Shall be able to define reoccurring shift schedules with a tool similar to the Outlook reoccurring appointment tool. Shall be able to define multiple rotational cycles based on pre-defined criteria.	
	(d) Shall be able to define different shift patterns within an organization or branch. For example, office staff work Mon – Fri, Operational staff work 4 on 4 off (2 X 10 hour day shifts, 2 X 14 hour night shifts). EMS and Communications work 12-hour shifts.	
4.7	The Solution shall be able to handle changes to the number of staff required at a station if vehicles in the station are moved. If a 4-person engine moves to a station replacing a 2 person vehicle, the station now has different staffing requirements (down by 2).	
4.8	Shall alert user when staffing levels fall below requirements ensuring proper coverage is maintained. Alerts shall be available to notify schedulers of shortages in specialties and rank.	
4.9	Users shall have the ability to manage shifts using 1 view where they are able to see their entire staffing situation, and apply any changes on the same view. Shall be able to see all platoon members (up to 225) on one screen (with scrolling) and their assignments and skill sets.	
4.10	Shall be able to manage a single crew assigned to 2 apparatus (cross staffing or hot seating). For example, a rescue crew may be assigned to a rescue truck and the Hazmat truck.	
4.11	It shall be possible to define a position as mandatory or optional within the scheduling Solution.	
4.12	It shall allow the user to assign a specific number of hours that a person is allowed to work so that a warning is presented when they are going to exceed the number of hours.	
4.13	It shall be able to create ad-hoc overtime shifts for special events or special shifts being worked by employees on return to work or modified duty shifts.	
4.14	It shall be possible to manage an "on call" personnel list for staff who could fill vacancies.	
4.15	Shall be able to adjust staffing requirements (ad-hoc) based on pre-defined business rules.	
4.16	It shall be possible to mark a position/employee or group of employees as not available for movement or staffing changes on a given day or set of shifts. When training is scheduled, an employee shall be marked as "Do Not Move" to accommodate the training.	
4.17	The Solution shall be able to view the total strength assigned to each station and shift accounting for all staff permanently assigned to each station on each shift. It shall be able to define and view the minimum staff number for:	
	(a) Each unit type assigned to a station	
	(b) Each station or Communications Centre	
	(c) Each station or Communications Centre and each shift	
	(d) Each station or Communications Centre by time of day	
	(e) Each station or Communications Centre and shift and by time of day	
	(f) All positions for each District Area or EMS district	
	(g) Each District Area	
	(h) All officer positions by shift and station or organizational unit	

4.18	It shall be able to create a view of the personnel qualified to "act" in a senior capacity. View shall be able to be shown for the whole department, an organization/branch, shift or other criteria. Shall be able to filter the view of the personnel qualified to "act" in a senior capacity by single or multiple criteria so that the user can see only acting D/Cs or only acting Captains etc. Filter by one or more of the following criteria: (a) Organizational unit (b) Acting capacity (c) Shift (d) Seniority	
4.19	It shall be able to view schedules of all employees with defined qualifications or skills by single or multiple criteria. Filter by one or more of the following criteria: (a) Organizational unit (b) Acting capacity (c) Shift (d) Seniority (e) Specialty (qualification/skill)	
4.20	It shall be able to view schedules of all employees with the qualification of Acting Training Officers and Instructors with specific skill sets.	
4.21	It shall have the ability to move an employee from his/her scheduled position to a different position at the same scheduled time.	
4.22	Managers shall be able to move staff from one location or vehicle to another with a mouse drag and click and the scheduling impact shall be visible on one screen.	
4.23	The schedule and roster shall be visually clear and easy to interpret with: (a) Custom assigned colour code to specific shifts. (b) Visual cues to identify staffing issues. (c) Flags to identify staffing miss-matches (i.e. person in a position without appropriate qualifications).	
4.24	It shall be possible to attach non-employees (student or ride-along) to a unit.	
5	**MANDATORY - VACANCY MANAGEMENT**	
5.1	The Solution shall be able to accept and adjust schedules for staff short notice absences and also allow for manual filling of short notice absences with emergency staff. Shall allow for short notice recording and replacement for salaried and hourly employees for reasons such as sick leave, sick family leave, bereavement leave, unexcused absence, etc.	
5.2	Shall be able to define the appropriate business rules to determine if a vacancy can be left open or shall be filled. Criteria is different for each organization/branch. Need to be able to override this if a vacancy occurs in the middle of the night etc.	
5.3	Vacancies in the schedule shall be presented to the user in a clear and concise manner. Shall be colour coded with a number that shows how many short.	
5.4	User shall be able to view the criteria for a specific vacancy. For example, a vacancy on a water rescue vehicle can only be filled by a firefighter with current water rescue qualifications.	
5.5	When filling a vacancy, the user shall be able to view a recommendation for the replacement staff member based on predefined business rules including skills. It is possible that there are additional unassigned staff on shift that could fill the position. It is also possible that unassigned staff could fill the position of another assigned staff member on shift that is qualified to fill the vacancy. All options need to be considered and evaluated based on impact to the schedule and cost.	
5.6	Shall offer shifts to staff in order of seniority (based on information pulled from PeopleSoft) and abide by collective agreements while also taking the employee's regular schedule into account.	
5.7	Shall allow supervisor to easily assign employees to available shifts based on acceptance and defined availability list rules.	

5.8	When recommendations are presented, it shall be possible to see any cascade effect of selecting the recommended employee.	
5.9	User shall be able to manually accept the desired personnel from the recommendation. It shall be easy to accept the recommendation by dragging and dropping the person into the vacancy clicking on the name from a list.	
5.10	User shall be able to override the recommendation and manually select different appropriate resources. Shall include: (a) Optional confirmation pop-up, configurable by the administrator - confirming the user wants to override the Solution recommendations. (b) Audit trail showing the original recommendations, the manual override, user name, time and date. (c) A visual indication that the vacancy was filled with an override of the recommendation provided. (d) The Solution shall maintain an audit trail of all rules used to fill vacancies.	
5.11	Users shall be able to run a query to display only the vacancies for specific criteria including capabilities, shift, time/date range or user.	
5.12	Optional positions shall be prioritized to represent the order they are to be filled. Minimum staffing positions shall be marked as mandatory. All positions above minimum shall have the option to define the order in which they are to be filled once minimum staffing levels are met.	
5.13	The Solution shall have the ability for supervisor to sign off: (a) Absences (b) Acting pay (c) Leaving a position vacant	
6	**MANDATORY - AUTOMATIC CALL LIST**	
6.1	Supervisor shall be able to send out a notification, through the Solution, that additional shifts are available.	
6.2	The Solution shall allow supervisors to generate electronic call lists by branch/section/ service desk or position.	
6.3	It shall allow automatic notification of vacancies to a subset of staff (eg. on-call Hazmat certified staff, on-call ALS) by phone, textor email of a vacant shift that is available.	
6.4	Staff who meet the business rules to fill a specific vacancy and have identified themselves as being on-call and willing to pick-up extra shifts, shall be automatically notified about an upcoming vacancy in an order dictated by business rules (rank, seniority ect.).	
6.5	Staff shall have the ability to put themselves on a Do Not Call list at the end of each tour. Those on this Do Not Call list would not be contacted even if they are elegable. This list shall be available to review.	
6.6	Staff shall be able to reply to a text confirmation that they are able to pick-up a shift. Once accepted the Solution shall place the person on the roster and notify relevant supervisor(s) and employee of the accepted shift.	
6.7	The Solution administrator shall be able to assign the text used for the notification and response options. i.e. "This is an automatic on-call notification from the WFPS. There is a vacant shift for a firefighter starting 7:00 June 22nd. Press #1 to accept and #2 to decline."	
6.8	The Solution shall have the ability to assign a deadline for an employee to respond to a contact regarding an open shift. For example, the Solution can be set to wait a predefined number of minutes. If the staff member doesn't responsd with a confirmation, the Solution calls the next in line. If someone accepts the shift the staff person is assigned to the vacancy and both the staff member and the supervisor are notified.	
6.9	There shall be a method to track the number and names of staff contacted by the Call System especially those who do not respond. Staff frequently question when they were contacted for OT. Such lists would provide a very expedient method by which to respond to such inquiries.	
7	**MANDATORY - VACATION MANAGEMENT**	
7.1	The Staff Scheduling Solution shall allow employees to enter their vacation and other special time request(s); restricted by predefined business rules.	

7.2	The Staff Scheduling Solution shall allow supervisors to see all of the employee requests for their branch or section in one calendar.	
7.3	The Staff Scheduling Solution shall allow system administrator to set parameters in the Solution to support identification of potential conflicts e.g. too many employees requesting the same day(s) off at the branch/section/classification levels, etc.	
7.4	The Staff Scheduling Solution shall allow the system administrator to set parameters in the Solution to apply an approval chain, .i.e. employee submits request > branch head or supervisor reviews and accepts or rejects request > if rejected, employees can change the request. If accepted, request advances to the coordinators for final approval and/or comment.	
7.5	Employee vacation requests shall be placed in a "pending" status when initiated pending approval by a person in authority.	
7.6	The Solution shall allow for vacation bidding based on defined business rules.	
7.7	The Staff Scheduling Solution shall be able to send communication (identify which method is available such as phone, text, or email.) to employee and branch head or supervisor to confirm vacation and other special time request(s).	
7.8	Staff allocation of vacation shall be managed within the Scheduling Solution.	
7.9	It shall be possible to allocate staff vacations on an annual basis based on predefined business rules.	
7.10	All requests for time off submitted by an employee shall be approved by an authorized user (supervisor) before being marked as a vacancy.	
7.11	Employee vacation requests shall be approved by a person in authority before they are accepted.	
8	**MANDATORY - SHIFT AND VACATION TRADES**	
8.1	The Solution shall allow users to trade vacation spots based on defined business rules.	
8.2	The Solution shall allow for employees to trade shifts based on predefined business rules.	
8.3	The Solution shall allow for the users to perform private shift trades. A private trade occurs when a trade happens directly between 2 or more people. It shall be conditional to the person meeting the position qualifications.	
8.4	The Solution shall allow for users to post public shift trades. A public trade occurs when someone is unable to find another employee to trade with. This feature shall allow the user to post the trade for any appropriate resource to accept. Shall be based on qualifications.	
8.5	Shift trades shall involve 2 or more employees and all related trades shall be tracked. All exchanges shall be recorded with the relationship to all other related trades.	
8.6	The Solution shall record and display all employees included in the shift trade (who was scheduled to work, as well as the actual person who worked).	
8.7	The Solution shall alert affected Platton Chief's if someone from the shift trade is booked off sick ahead of time. The Solution shall flag for the Platoon Chief that a sick note is required.	
8.8	Shift trades shall have an authorization process before they are accepted into scheduling.	
9	**MANDATORY - OVERTIME MANAGEMENT**	
9.1	The Solution shall be able to notify staff of special assignment and overtime availability. It shall also automatically offer these opportunities based on eligibility business rules.	
9.2	The Solution shall allow employees to indicate the days, shifts, or events in which they are available to work extra (OT). Part-time staff shall be able to indicate interest in extra shifts, and full-time staff to indicate interest in special event or regular OT.	
9.3	Employees shall be able to access the Solution and record a "book off" when they are unavailable to work. The employee shall also be able to "book on" when they become available to work.	
9.4	The Solution shall limit when a user can request to "book on" based on existing Solution rules. For example, you cannot work more than the maximum hours defined by labour laws.	
9.5	Overtime and acting time may require sign-off by a supervisor and shall be coded appropriately for salary calculations. The employees shall be notified electronically that they have been given an additional shift.	

10	**MANDATORY - LEAVE REQUIREMENTS**	
10.1	Schedule and roster administrators shall have a way of tracking and managing all requests for staff that they supervise and shall be able to view all requests for leave from staff.	
10.2	Clicking on a leave request shall allow the administrator to go to the specific day in the schedule to determine if staffing levels call for the approval of the leave request and subsequently approve or deny the request. There needs to be a warning generated if the leave request is going to require OT to fill or exceed the individual's leave bank.	
10.3	The Solution shall be capable of allowing users to electronically submit requests for use of accrued leave including anticipated accruals for vacation and statutory holidays.	
10.4	The Solution shall be able to track an employee's balance of stat holidays. There are various rules that apply to how stat days and short term or maternity leave impact the allotment of hours in the various banks. The Solution shall be able to track all time earned or owed outside regular work hours.	
10.5	Firefighters are assigned leaves based on leave groups. Solution shall be able to assign vac/stat/lieu based on leave groups.	
10.6	When annual leave entitlements have been assigned to a member, the Solution shall have a mechanism for alerting the member of the assigned time and provide them a way to acknowledge the time.	
10.7	Earned time shall be used by the end of each year. The Solution shall provide ongoing alerts or notifications regarding status of earned and owed time for each user.	
11	**MANDATORY - TIME AND PAYRATE TRACKING**	
11.1	For all employee time worked there needs to be a pay code attached based on the employee's position and the nature of the work. (a) The Solution shall be capable of automatically receiving basic personnel data from an external database such as a staffing solution or RMS. (b) Shall be able to assign a person to a defined position (and position ID). This would be the person's permanent spot (until reassigned). The position ID is also linked to the job code. (c) Shall be able to track and maintain historical information including job codes, position numbers, sick leave, statutory holiday. (d) Information and roles of each employee shall be imported into the Solution to determine which pay codes apply. Each personnel record shall be linked to any certifications that are assigned to each person. This information will be available in the WFPS RMS Solution but shall be referenced for Scheduling and Rostering purposes. Certifications shall include the date it was earned and, if applicable, the date that it expires.	
11.2	Based on the final daily roster the Solution shall track time worked by employees and the associated payroll code based on the position performed. In addition: (a) It shall be possible to require the use of sub-codes with certain payroll codes. For example, if the payroll code of OT is used, a sub code would be a mandatory field. (b) Shall have the ability to link main position titles (ie: Firefighter, ALS Paramedic, Communications Operator) to possibly multiple job codes from PeopleSoft. (c) It shall be possible to define payroll codes to be used in tracking attendance in the daily schedule and have an alert for attendance over the threshold for operations. (d) It shall be possible to define sub-codes for payroll codes.Record an overtime payroll code with a sub-code that represents the reason for the overtime. (e) The Solution shall allow hundreds of user-defined working and non-working codes and sub-codes.	

11.3	The Solution shall be able to track banked time based on union rules.	
	(a) Shall be able to define "bank" amounts that can be carried over to the next year. This includes personnel vacation banks, sick leave, gratuity banks, statutory holidays etc.	
	(b) Fire personnel do not carry over banks. Paramedic personnel carry over some banks, but have different rules for different banks.	
	(c) Shall be able to capture and maintain various predefined time banks for each employee. Need the ability to pre-set allotted time banks, but the Solution shall automatically reset/update time banks for the new fiscal year. Time banks include:	
	(i) Gratuity	
	(ii) Vacation	
	(iii) Statutory holidays	
	(iv) Sick	
	(d) Depending on the leave, the accrual each year is different. For example, EMS vacation accrual starts in May while Fire starts in February and Communications starts in May.	
11.4	Shift trades on statutory holidays shall be flagged so that payroll is able to adjust any stat pay for all involved in the shift trade. The Solution shall be able to identify the owner of the shift (person originally assigned to the shift), and it shall automatically be able to calculate or remove the shift premiums.	
11.5	Employee shall be able to track all their time including overtime, acting time, stat time, etc. (historical and future). Employee shall be able to run a report and have a dashboard view of this type of information. Acting time relates to promotional qualifications and therefore needs to be tracked properly.	
11.6	Shall be able to enter any pending changes including promotion, transfer, and leaving the department. The Solution shall automatically update the current status once the new start date comes into effect.	
11.7	The Solution shall automatically track time off and union related leave requests that have been approved and notify attendance and payroll systems as required. This shall automatically adjust the time card submission for the affected pay period.	
12	**MANDATORY - REPORTING REQUIREMENTS**	
12.1	Shall be able to create and generate reports needed for payroll processing. Excel spreadsheets to include (but not limited to) Emp ID, Emp Name, Rank, Hours Worked, premiums, etc.	
12.2	General reporting requirements include:	
	(a) The Staff Scheduling Solution shall be able to print all reports.	
	(b) Shall be able to schedule recurring reports as required (weekly, monthly, etc.). Please outline if this is possible and how it is done.	
	(c) Shall have the capability for creating custom/adhoc reports versus canned reports.	
	(d) Please provide a list of canned reports and some samples of the more popular reports used by your clients.	
	(e) Shall provide exporting ability to MS Excel and PDF.	
	(f) Maintain a complete audit trail of all interactions/notifications with personnel for historical audits.	

12.3	Users shall be able to display a daily "duty roster" style report. Duty reports shall contain a visual indication of any specialty skill set for each employee. User shall be able to define criteria for report, such as: (a) District area (b) Stations (c) Stations broken down by apparatus including vehicle information (d) Specialty Teams (e) Scheduled Training	
12.4	Shall have the ability to report all work at defined pay codes based on specific criteria.Criteria shall include: (a) Date Range (b) Organizational Unit (c) District Area	
12.5	Shall have the ability to report all work at defined pay rates based on specific criteria. Criteria shall include: (a) Date Range (b) Organizational Unit (c) Battalion or Area	
12.6	Users shall have the ability to (at a minimum) collect and report specific pieces of information which are required as part of the integration with the payroll system. Data requirements include: (a) Payroll Code (b) Code Description (c) Reason sub-code (d) Authorizing person (e) PeopleSoft ID # (f) Permanent Station (g) Shift (h) Confirmed Rank (i) Member Name (j) Acting Name (k) Location of Work (l) Comments/Remarks (m) WCB Recurrence Y/N (n) Absence Began (o) Absence End	

12.7	The Solution shall be able to produce employee time tracking reports including;	
	(a) Shall provide the number of hours a light or modified duty person is working to ensure they are working appropriate number of hours.	
	(b) Shall provide a list of secondments, where they come from and where they are seconded to.	
	(c) Shall provide a list of persons that have run out of sick time.	
	(d) Shall provide the time owed or earned.	
	(e) Shall be possible to run an ad-hoc or scheduled report to display all of the employees in return to work/modified duty status.	
	(f) Shall be able to produce a report showing overtime for a specific employee or group of employees. For example, a report showing all the overtime accumulated for employees in the FPO office as this is used to determine how overtime is allocated.	
	(g) Shall provide "total hours used" reports by staff member, classification, location and section for specified time periods and cumulative.	
	(h) Shall provide "projected total hours" reports by staff member, classification, and location for specified time periods and cumulative.	
	(i) Shall provide "staffing expenditure" reports by staff member, classification, and location for specified time periods and based on the rate of pay in employee records.	
	(j) Shall be able to run report on specific individuals to view their "acting" time. This shall include the option for date range filters in the query.	
	(k) Daily report shall show all personnel who have booked off with the associated payroll code for the book off.	
12.8	The Solution shall be able to produce staff scheduling management reports including:	
	(a) Reports of position vacancies, by branch, section and by classification.	
	(b) Report showing future vacancies. (e.g. Mat. Leave)	
	(c) Projected staffing expenditure budget reports by staff member, classification, location and section.	
	(d) Shall produce vacant shift reports by classification, location and section for prolonged illness, vacation, and other leaves. (shall provide holiday pay reports based on parameters that WFPS sets up.	
	(e) Shall provide holiday pay reports based on parameters that WPL sets up.	
13	**MANDATORY - TECHNICAL REQUIREMENTS**	
13.1	The Solution shall be architected to work in a high availability environment and be available 24x7.	
13.2	The Contractor shall provide an agreed service level agreement. The agreement shall describe the different services and levels of support that are available.	
	(a) The Contractor shall provide service response details (e.g. time to acknowledge calls for support, break-fix resolution times, etc). The response time shall be based on the priority of the request.	
	(b) Contractor shall provide first, second and third level support 24x7 by phone, e-mail as well as a web-based knowledge bank.	
13.3	The Solution shall communicate in an IP network.	
13.4	Shall be capable of operating in a Windows Server 2008 r2 or higher environment.	
13.5	The Solution backups shall not negatively impact system performance.	

13.6	The Contractor shall provide:	
	(a) Detailed system administration documentation	
	(b) System administration training	
	(c) Functional documentation	
	(d) Functional test plans and test scripts	
	(e) System architecture diagram	
13.7	The Solution shall provide the ability for online/hot backups of the database without impairing system operation and have the ability to fail over to another server/system.	
13.8	The Solution shall require a user name and password for each authorized user. User names shall be definable by the application administrator.	
13.9	The Solution shall allow multiple levels of security access from end-user to agency supervisor/administrator.	
13.10	It shall be possible for the Solution administrator to define what the security levels are and (if necessary) create custom security groups.	
13.11	The Solution shall enable the system administrator to designate under appropriate security authorization, application administrators and sub-administrators to enable assignments and approve schedules and exceptions.	
13.12	Recoverability - if for any reason there is a need to restore the Solution to a backup copy of the database, the Solution shall operate without error based on the data as of the time of the backup.	
13.13	The Solution shall be able to interface with:	
	(a) A separate Personnel Information Solution or RMS. Interface includes personnel data, staff positions and speciality qualifications.	
	(b) The Solution shall be able to interface from the scheduling Solution to PeopleSoft (e.g. for time entry).	
	(c) The Solution shall be able to interface with PowerBI tools. Used for statistical reporting and sick and overtime trending.	
13.14	The Solution shall be capable of transmitting alerts and notification via SMS, SMTP, EMTP, commercial paging or text.	
13.15	The proponent shall provide a test environment. There shall be at least the following database environments required - Production (LIVE), training and development.	
13.16	The Solution shall support the manual or automated import and export of data in formats that are usable for all standard applications including, but not limited to:	
	(a) .csv	
	(b) .html	
	(c) .xml	
	(d) .rtf	
	(e) .doc	
13.17	The Solution administrator shall be able to define the retention period for system data.	
13.18	The Solution shall allow for archiving system data.	
13.19	The Solution shall prevent users from one agency accessing data for another agency unless authorized.	
13.20	The Exit Plan documentation shall include:	
	(a) The length of time required to provide the data.	
	(b) Whether the Proponent requires to keep a copy of the City of Winnipeg data and, if so, for how long.	
	(c) What controls used to ensure data completeness and usability.	
	(d) Practices for data removal and destruction from the Proponent's storage service.	

13.21	The City of Winnipeg's data shall be encrypted while in transport. Data may be encrypted at rest if designated sensitive. Proponents shall have documentation to support this requirement. Documentation shall include confirmation of the use of encryption during transmission and at rest in order to answer the following questions: (a) Is wireless traffic encrypted? (b) Is data physically secure while in transit? (c) Is network traffic segregated? (d) Any other relevant safeguards?	
13.22	Where relevant, the documentation may include encryption protocols and algorithms used.	
13.23	For externally hosted services, the Solution Vendor (Proponent) shall have an established and scalable approach to operational change control when expanding system service levels for a client.	
13.24	In the event that the Solution Vendor (Proponent) will leverage City of Winnipeg information for any purpose, the Solution Vendor shall disclose what information is being used and the purpose for its use.	
13.25	The Solution shall support current versions of modern web browsers as well as mobile-native apps.	
13.26	The Solution shall support City of Winnipeg's enterprise identity source, Microsoft Active Directory, for authorization.	
13.27	The Solution Vendor (Proponent) shall provide detailed documentation that describes: (a) Deployment patterns (b) Installation instructions (c) Specific configurations required to support the Solution (d) Support processes necessary to support the Solution	
13.28	The Solution Vendor (Proponent) shall provide support training for City of Winnipeg staff to administer and support the Solution. Proponents shall indicate if this is included in the proposal and costs for ongoing training.	
13.29	The Solution Vendor (Proponent) shall provide Solution sizing recommendations to ensure that the Solution is provided sufficient capacity and resources required to meet the business performance expectations. Proponents shall provide details on Solution capacity and sizing methodology.	
13.30	Proponent shall track and monitor customer submitted bugs.	
14	**MANDATORY - EXTERNAL HOSTING REQUIREMENTS**	
14.1	The Solution shall be located at a secure and geographically / politically stable location. Proponents shall have the documentation to support this requirement. Documentation shall include geographical location of all data centres used to deliver the Solution, including any infrastructure utilized for data processing, storage, back-up and/or disaster recovery.	
14.2	The documentation shall include: (a) The level of control they maintain in each of the specified locations. (b) The jurisdiction(s) that governs the operation of contracts, privacy, confidentiality, access and information management legislation for each location.	
14.3	The Solution shall have the ability and processes to sanitize data to ensure that City of Winnipeg data can be expunged from storage media throughout the service lifecycle. Proponents shall have the documentation to support this requirement. Documentation shall include processes for data sanitization (e.g. backups and equipment evergreening).	
14.4	The Solution Vendor (Proponent) has defined all parties, including subcontractors, subsidiaries, service providers, agents and employees or any third parties involved in delivering the Solution or any component or services related to such system. Proponents shall have documentation to support this requirement.	

14.5	The Solution Vendor (Proponent) shall perform periodic background checks on their employees, agents and subcontractors and on any third parties involved in delivering the Solution or services. Proponents shall have documentation to support this requirement. Documentation shall include frequency and types of background checks performed to support this requirement.
14.6	The Solution Vendor (Proponent) shall have identity and access management processes and controls in place to ensure appropriate user access to the Solution. Proponents shall have documentation to support this requirement. Documentation shall include controls in place for: (a) Passwords (b) Removal of network services that are no longer required (c) Termination and access revocation processes (d) Limiting administrative access (e) Segregating administrative functions and core business functions / workflows (f) Identity and access management pre-requisites and/or obligations required by the City of Winnipeg
14.7	Cryptographic algorithms and methods shall align with the current approved NIST cryptography standards. Proponents shall have documentation to support this requirement. See the following publication: http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-175B.pdf
14.8	The Solution shall have published performance benchmarks. Proponents shall have documentation to support this requirement. Documentation shall contain published performance benchmarks such as: (a) Application response times (separated by module or function, if appropriate) (b) Speed and throughput of individual transactions (by transaction type) (c) Speed and throughput of mass transactions (d) Speed and throughput of bulk data imports and exports (e) Data storage limits
14.9	For each benchmark, benchmarking organization, software version, date of benchmarking and any other relevant details and assumptions shall be included.
14.10	The Solution shall have documented business continuity and disaster recovery plans. Proponents shall have documentation to support this requirement. Documentation shall contain plans and procedures for restoration of service including: (a) A description of regular business continuity testing (b) How often this testing should be performed (c) Routine data (including logs) backups and offsite storage (d) Frequency with which plans are updated and testing and recovery time requirements, including any phased restoration of service, should be included within those plans and procedures.
14.11	The Solution shall be supported by Service Level Agreements that include how targets will be measured and target reporting content and frequency. Proponents shall have documentation to support this requirement. Documentation shall contain Service Level Agreement content including measurement criteria and reporting content and frequency.
14.12	The City of Winnipeg shall maintain ownership of its data. Proponents shall have the documentation to support this requirement. Documentation shall provide confirmation that the City of Winnipeg maintains data ownership and the level of control that the City of Winnipeg may exercise over data within the Solution.

14.13	Documentation shall include known circumstances that may impact the City of Winnipeg's control of: (a) Regular system operation (b) Migration of data (c) Data backups (d) System component locations	
14.14	The Solution shall be capable of returning all data to the City of Winnipeg in a complete and usable form. Proponents shall have the documentation to support this requirement. Documentation shall contain processes and procedures in place to provide data back to the City of Winnipeg in a complete and usable form (i.e. an Exit Plan) should the agreement cease or should the Proponent / provider cease to do business or support the Solution.	
15	**MANDATORY- SECURITY REQUIREMENTS**	
15.1	The Solution Vendor (Proponent) shall provide security implementation guides for the Solution.	
15.2	The Solution shall support industry standard cryptographic mechanisms (e.g. TLS, IPSEC, etc.) to prevent unauthorized access and ensure the integrity and confidentiality of information passed between application components and external Solutions.	
15.3	The Solution shall support industry standard cryptographic mechanisms to protect stored information against theft, loss, unauthorized use, disclosure, copying, modification or destruction. Proponents shall have documentation to support this requirement. Documentation shall include details to demonstrate that information is protected at each of the following layers: (a) Operating System (e.g. file system encryption) (b) DBMS (e.g. database, table or record level) (c) Application layers (e.g. protection of inter-component authentication credentials, integration with other systems)	
15.4	For any non-dedicated workstations or devices, the Solution shall not store any sensitive data locally unless protected by City of Winnipeg-approved encryption mechanisms.	
15.5	The Solution shall enforce City of Winnipeg-approved encryption mechanisms to store and transmit credentials. Proponents shall have documentation to support this requirement. Documentation shall include details to demonstrate that credentials are not stored within the Solution or, if they are, that they are encrypted appropriately. In the event that credentials are authenticated against an LDAP store, documentation shall indicate how the communication transmitting those credentials is secured.	
15.6	The Solution shall include an anonymizing function to ensure that data from production environments can be sanitized prior to export to non-production environments (e.g. development, test, etc.). Proponents shall have documentation to support this requirement.	
15.7	The Solution Vendor (Proponent) shall minimally have a quarterly cycle for the System software to address known and critical security vulnerabilities. Proponents shall have documentation to support this requirement. Documentation shall contain information including: (a) How patches will be distributed. (b) How City of Winnipeg will be notified when a new patch is available. (c) Timeline for having patches available once a vulnerability is discovered. An example of critical security vulnerabilities would be the current OWASP Top 10 vulnerabilities.	

15.8	The Solution Vendor (Proponent) shall use secure development practices to reduce the likelihood that their software has technical vulnerabilities. Proponents shall have documentation to support this requirement. Documentation shall include controls in place to implement this requirement, including the following: (a) Security development practices.; (b) Security testing and evaluation conducted to identify common threats (e.g. buffer overflow attacks, SQL injection attacks, cross-site scripting, etc.). (c) How software security patches will be made available to the City of Winnipeg.	
15.9	The Solution shall have customizable role-based access control (RBAC) where users are assigned one or more roles and the Solution manages access to functions and information based on those roles.	
15.10	The Solution shall enforce the concept of separation of duties by providing segregation of administrative functions from other System functions and /or workflows.	
15.11	The Solution shall restrict access to the audit functions to a specific audit group which is separate from business / administrative users.	
15.12	The Solution shall contain a reporting function that generates a report of access privileges for all users or types/roles of users.	
15.13	The Solution shall guard against password attacks by automatically locking user accounts after a configurable number of failed login attempts. Proponents shall have documentation to support this requirement. Documentation shall include the following: (a) Configurable settings for this feature (e.g. threshold for failed attempts, manual or automate unlock, etc.). (b) The process to unlock an account.	
15.14	The Solution shall contain a mechanism to suspend or cancel a user session after a configurable period of inactivity.	
15.15	Information security controls leveraged by the Solution shall be certified through a SSAE16 / SOC2 audit or similar methodology. Proponents shall have documentation to support this requirement.	
15.16	The Solution Vendor (Proponent) shall ensure clear and timely communication around security incident management, risk management, vulnerability management and incident management. Proponents shall have documentation to support this requirement. Documentation shall contain processes to ensure that there is awareness of the Solution Vendor's practices and to permit aligning these with existing City of Winnipeg practices.	
16	**MANDATORY – PRIVACY REQUIREMENTS**	
16.1	The Solution contains mechanisms to display customizable confidentiality notices to the end user. Proponents shall have documentation describing when confidentiality notices are displayed. (e.g., at time of login or while working in the Solution, and how to customize messages)	
16.2	The Solution shall create secure and tamper proof audit logs that record all user activity within the Solution, including that of administrators. At minimum audit logs shall include: (a) The ID, role, and organization of the accessing user. (b) The function performed by the accessing user (i.e., record is created, read/accessed, updated/changed, or deleted). (c) Details of updates/changes to or deletions of a record's metadata in performance of a system administrator task. (d) The date/time stamp of the action. Proponents shall have sample audit reports to support this requirement, each of the minimum requirements and details of log retention, protection controls that prevent alteration of audit logs.	

16.3	The Solution supports exporting of audit reports in a commonly readable format. Examples may include the following:	
	(a) Microsoft Excel (.XLS/.XLSX)	
	(b) Text files (.TXT)	
	(c) Comma-separated Values (.CSV)	
	(d) Adobe Portable Document Format (.PDF)	
	(e) XML files (.XML)	
16.4	The Solution contains tools for analyzing logs and audit trails to allow the identification of patterns of misuse and all users who have accessed or modified record(s) over a given period of time. Proponents shall have documentation to support this requirement.	
16.5	The Solution's audit subsystem is highly available and configurable to function regardless of Solution availability. Proponents shall have documentation to support this requirement.	
16.6	The Solution contains a mechanism to support long term archiving of audit information based on a configurable time period.	
16.7	The Solution Vendor (Proponent) ensures that information handling policies, processes and procedures are in place to support system implementation and operation. Proponents shall have information handling practices documented and specifically include:	
	(a) What information is collected	
	(b) Information classification	
	(c) Information handling practices (e.g. labeling and technical access controls)	
16.8	The Solution Vendor (Proponent) has technical and administrative safeguards in place to prevent unauthorized access, use or alteration of City of Winnipeg data by the Proponent, its subcontractors, subsidiaries, service providers, agents and employees or any third party. Proponents shall have documentation to support this requirement.	
16.9	Documentation shall contain information including the use of intrusion detection, anti-virus, firewalls, vulnerability scanning, penetration testing, encryption, code review, logging, employee training and other relevant safeguards. Proponents shall indicate whether any threat / risk assessments have been completed on the solution and whether there are any outstanding or unresolved vulnerabilities.	
16.10	The Solution or Solution Vendor (Proponent) sends prompt notification (within 24 hours of discovery) to the City of Winnipeg in the event of any unauthorized access to the Solution or any breach of City of Winnipeg data. Proponents shall have documentation to support this requirement. Documentation shall contain information including notification practices related to information breaches and confirm that notification of a breach will be given within 24 hours of the breach being detected.	
16.11	Proponent shall disclose all secondary use of System data (anonymized or otherwise) and rationale for this use.	
17	**MANDATORY - RECORDS MANAGEMENT**	
17.1	The Solution supports the creation of a record to document the completion of an official business transaction. Where a record in the Solution is made up of more than one component, the Solution shall be able to maintain relationships between all components. The City of Winnipeg Records Management By-law 123/2020 defines "record" as "information or data created, recorded, transmitted or stored in any tangible or intangible form, including electronic form, and includes part of a record or a copy of a record, but does not include a mechanism or Solution for generating, sending, receiving, storing or otherwise processing records." http://clkapps.winnipeg.ca/DMIS/bylaw.asp?id=123-2020O "Record" is defined by the Society of American Archivists as "a collection of related data elements treated as a unit, such as the fields in a row in a database table; a data record."	

17.2	The Solution supports either the integrated management of records within the Solution or the export of records for management within an external system. Solution has built-in records management functionality (i.e., allows users to classify information as a record; allows users to specify time periods for how long to retain records in the solution; allows users to delete records once the City is no longer required to keep them; allows users to "lock" records to prevent alteration/deletion if necessary) AND/OR Solution allows for defined records and their associated metadata to be exported out into a human-readable file format (e.g., .pdf, .csv, or .txt, .xls, .xml) so City records can be managed outside of the solution. The process shall not degrade record relationships, data quality, or metadata.	
17.3	The Solution supports the recording of user activity for any creation, update, access or destruction to a given record.	
17.4	The Solution supports the search of all records.	

Reference Number	NON-MANDATORY REQUIREMENTS	Proponent Response (Y, C, F, 3, N)
1	**NON-MANDATORY SCHEDULING**	
1.1	The Solution should have a sandbox environment to test updates or new configurations when these are not available until the next version upgrade.	
1.2	The Solution should provide a function that allows testing to verify business rule accuracy and effect in production system prior to implementation. It should show what impact a given change will have on a given shift schedule and what impact a given change will have on individual records.	
1.3	It should be possible to assign holidays to pre-defined shift patterns. Holidays recognized by unions may differ, so it is important that the Solution be flexible enough to be linked to some employees but not all.	
1.4	The Solution should be able to restrict Return to work shifts based on criteria provided through the Return to work process.	
1.5	Authorized users should have the ability to create requests for personnel with specific skills sets to be seconded or temporarily allocated to another organizational unit. For example, the training section should be able to request instructors or Acting Training Officers for training classes. It should be possible to schedule these in advance.	
1.6	The Solution should allow for the addition of temporary schedules. For example, staff returning to work only on a part-time schedule or only on days.	
1.7	The Solution should allow the application administrator to create pick lists and shift patterns along with other required system information fields that are viewable by one or more agencies.i.e. list of reasons for absentee	
	Vacancy fill recommendation should include a minimum of 5 personnel displayed in order of recommendation based on business rules. The list should be ordered based on best fit.	
1.8	When reassigned from their primary position to cover another vacancy, it should be possible for the scheduler to mark that user as available for instances where they may be required to be moved back to their primary position. The Solution should provide feedback to the users for total number of hours in a year (hours owed, time off owed etc.) when adjusting schedules from 4/4 to 5/2 etc.	
1.9	The Solution should have a notes field where information related to the vacancy can be captured (i.e. the reason the person was off work).Free form text to make appropriate notes of vacancy.	
1.10	When an employee books off or on, specific data should be captured such as type of leave, reason for leave (i.e. if a family illness - whom it is related to - mother, wife, child etc.).	
2	**NON-MANDATORY PERSONNEL AND TIME TRACKING**	
2.1	Should be able to identify a position as billable or included in other cost recovery actions. For example, a paramedic assigned to provide medical support for a special event should be marked as cost recovery.	
2.2	The basic personnel data should come from the RMS and automatically create a personnel record using (including but not limited to) the following information: (a) First Name (b) Last Name (c) Common Name (d) Rank (e) Shift (f) Assignment or Platoon (g) Reg# (h) Emp ID	

2.3	The Solution should allow for tracking of contact information for personnel including but not limited to:
	
	    (a) Primary phone number
	
	    (b) Secondary phone number
	
	    (c) Email
	
	    (d) Secondary email
	
	    (e) Mailing address
	
	    (f) Name	

2.4	The Solution should be able reference driver's license information including any endorsements and restrictions for each personnel member. This data is stored in the WFPS RMS.	
2.5	The Solution should be able to identify overtime shifts which are billable or included in other cost recovery actions (i.e. overtime for special events).	
2.6	The Solution should record a member's current and future role/location assignment and the date of the transfer should be definable by the agency.	
2.7	The Solution should track the history of positions held by each employee with the start dates when entering those positions. The scheduling Solution should provide a timesheet that identifies the actual position a person worked during various shifts.	
2.8	The Solution should track the history of platoon, station and unit assigned to employee.	
2.9	The Solution should be able to track the history of all return to work or modified duty events for an employee. A notification should go to the supervisor when the DTA is in place and when it ends.	
2.10	The Solution should be able to calculate or enter pro-rate entitlements if there's a new hire or if someone stops accruing because of going on leave.	
2.11	The Solution should be able to flag an employee associated to a permanent position who is unable to fill the position.	
3	**NON-MANDATORY EDUCATION AND SPECIAL EVENTS**	
3.1	When a user participates in a training session, data should be recorded.	
3.2	The user should be able to schedule a public education event in advance.	
3.3	The user should be able to identify all WFPS personnel that will be participating in a public education event.	
3.4	The Solution should allow for the tracking of the station, shift (platoon) and/or unit that is participating in the public education event. **When event is assigned to Fire or EMS Operations.**	
3.5	The user should be able to identify the type of public education event that will be taking place.	
3.6	There should be a visual indication as to whether or not personnel are in service or out of service at the time of the event. When assigned to Operations the participating apparatus should know if it is on duty, off duty or conditionally available for the duration of the event.	
3.7	It should be possible to schedule training sessions in advance using a shift calendar Solution. The scheduled training should display on the roster.	
3.8	On the roster, users need to see who will be in training.	
3.9	It should be possible to easily assign a group of users to a training session.	
3.10	There should be a quick way to assign a user to a single training session or multiple training sessions. Users should be able to collaborate and work together through the session. The session is delivered to a group, however the training information is recorded against the individual user.	
3.11	The Solution should send a notification to a user when they have been scheduled to participate in a public education event.	
3.12	There should be a calendar of all training sessions viewable by users with the appropriate security.	

3.13	When a user is assigned to a training session they should be notified of the training session.	
4	**NON-MANDITORY REPORTING**	
4.1	Daily report should show all personnel who have booked on with the associated payroll code.	
4.2	Should be able to produce a report showing time in a specialty position. This could include time in positions such as Acting Training Officer, Instructor, HAZMAT, Tech Rescue etc.	
4.3	Should be able to produce a report for each employee or a group of employees showing the history of each position held including time in each position. As part of the staffing alterations, the time in position is utilized to determine if staff reallocations should occur. This report should be used when reviewing employees' career development.	
4.4	Should have the ability to report on all scheduled vacations. Should be able to narrow the report based on defined criteria such as: (a) Time/date (b) Station (c) Organization/branch (d) Battalion or Area	
4.5	Overtime report should be able to include the daily totals for a specific period of time as well as the overall totals.	
4.6	Should be able to create a dashboard type report for supervisors and other designated users to show specific benchmarks for the employees they are responsible for. For example, a report that shows: (a) Current overtime totals (b) Absences (c) Vacations	
4.7	Each user should be able to create a dashboard type report to show specific benchmarks for themselves. For example, a report with total: (a) Current overtime (b) Absences (c) Vacations	
4.8	Should be able to schedule reports to run automatically on a predefined basis. Daily reports for payroll or management could be scheduled to run at predetermined times.	
4.9	Reports should be viewed, shared, printed or e-mailed on demand and customizable.	
4.10	Should be able to email scheduled report to defined users or distribution lists.	
4.11	Easily view trends and monitor employees' time and leave events as well as where labour costs are spent.	
4.12	Should be able to define criteria and indicators to identify attendance trends.	
4.13	Notifications of attendance trends should be able to be sent electronically to defined users.	
4.14	Create an automated shift report that can be sent to specific users. This report should include anyone on any type of leave including union leave, sick leave, WCB etc. The report should be automatically regenerated and resent to the email distribution list when a change is made (i.e. halfway through a shift).	
4.15	Solution should support general staff notifications to the following types of systems: (a) Email (b) Phone (c) Text/SMS	
4.16	It should be possible to define more than one of each type of notification for each user.	

4.17	Users should be able to define at least 3 preferred methods of communication (phone, text, email).	
4.18	When a user's shift is modified the Solution should automatically contact the user to advise of the modification. Automatic notification should be able to be over-ridden or stopped so the user can be notified manually. The contact should be by e-mail to the station captain or via a report in the system.	
4.19	When a user's shift is modified the Solution should automatically contact the affected stations to advise of the modification. Automatic notification should be able to be over-ridden or stopped so the user can be notified manually.	

4.20	A report to represent all officer movements. It would show where an officer is normally posted and where they have been moved to. The report would be by platoon.
	
	Should contain the following information at a minimum:
	
	      (a) Rank
	
	      (b) Name
	
	      (c) Station
	
	      (d) Shift
	
	      (e) Moved to:
	
	      (f) Moved From:
	
	      (g) Reason
	List should be sorted by seniority. Would like to group the "to" moves first and then the "from" moves.	

4.21	The Solution should send an alert to the supervisor when an employee reaches pre-defined milestones such as the number of absences for attendance management.	
4.22	The Solution should provide reports on personnel with upcoming expiry of their licence or certifications. Based on upcoming changes the Solution should create a memo or report to alert the affected operating group.	
5	**NON-MANDITORY TECHNICAL**	
5.1	The user interface should scale appropriately based on the size, orientation and screen resolution of the user device.	
5.2	The database should be on a standard industry-based database.	
5.3	Users should be able to access staffing Solution remotely and through smartphones.	
5.4	The Solution should be capable of supporting multiple agencies within the same server plan/deployment.	
5.5	The Solution should allow the system administrator to limit user access to view and make changes within their own agency or across agencies if deemed appropriate.	
5.6	If the Solution becomes unusable, the users should be able to have an alternative version of the schedule with the employees in their primary positions. This would establish a "blank" schedule which could be used as a starting point for manually scheduling during disaster recovery. The users should be able to use a 'blank' template to record existing staffing and future staffing. Alternative versions would include Excel spreadsheet and/or printed versions.	

5.7	The proponent should provide system test plans, including:
	
	      (a) User Acceptance Test Plan
	
	      (b) Regression Test Plan	

5.8	Solution's reporting feature should prevent users from one agency accessing data for another agency unless authorized.	
5.9	The Solution should comply with current standard web content accessibility guidelines (https://www.w3.org/WAI/standards-guidelines/wcag/).	
5.10	The Solution should virtualize all data centre components using the standard Vmware vSphere hypervisor.	
5.11	The Solution should be able to interface with Hexagon CAD to provide real time roster information.	

6	**NON-MANDATORY SECURITY**	
6.1	The Solution should contain tools that support the ongoing monitoring of system capacity. Proponents should have documentation to support this requirement. Documentation should contain details on what tools are provided and how they are used to support this requirement.	
6.2	The Solution should contain a mechanism to automatically deactivate user accounts which have been inactive over a configurable time period.	
6.3	The Solution should contain a mechanism to detect and limit an end user from establishing multiple concurrent sessions. Proponents should have documentation to support this requirement. Documentation should include the following: (a) Ability to configure the number of concurrent sessions per user. (b) Alerting capabilities that multiple sessions have been established.	
7	**NON-MANDITORY RECORDS MANAGEMENT**	
7.1	The Solution should supports a standard record naming mechanism for all records export activities.	
7.2	The Solution should supports the configuration of a minimum retention period for a given record type based on retention periods defined in the City of Winnipeg "Records Retention Schedules." If Solution supports this functionality, the City of Winnipeg will configure the retention periods based on City retention schedules as posted at https://winnipeg.ca/clerks/archives/records-management.stm.	
7.3	The system should supports the documentation of records deletion prior to the deletion of any records within the system.	
7.4	The system should supports the creation of a report detailing the successful deletion of records, including destruction and authorization information to demonstrate successful and permanent deletion.	