

Instructions:

For each requirement, please indicate if you can provide it - Yes or No. If No, can you provide with some modifications?

Please explain how you will provide the service.

If additional information is needed, please reference the Requirement number.

PERFORMANCE MEASUREMENT SYSTEM

	REQUIREMENT	Can provide Yes/No	Can provide with modifications	Explanation
	Performance Measurement			
1	Ability to incorporate SC Job Descriptions into form			
2	Ability to alter/customize forms in-house			
3	Ability to identify and set rating scales			
4	Ability to set and weigh "SMART" Goals			
5	Ability to update goals during the year			
6	Ability to approve goals at different management levels			
7	Provide competency library			
8	Provide sample comment library			
9	Provide access to archival information, i.e. past Performance Appraisals			
10	Automatically score calculations			
11	Ability to have multi-raters			
12	Provide Employee Development recommendations			
13	Track Individual Development Plans			
14	Check for legal terminology			
15	Spell and grammar check documents			
16	Ability to create and verify digital signatures			
	Reporting			
17	Ability to design, create & modify reports			
18	Ability to export reports to Microsoft Excel			
19	Analyze rater bias			
20	Analyze rater trends			
21	Analyze raters by location/ job level / dept./trends			
22	Ability to run multiple filters			
23	Ability to rank by scores			
24	Ability to identify rating outliers			

	Tracking			
25	Ability to route for multi-rater approval			
26	Maintain ongoing performance notes			
27	Track employee credentials/certifications			
28	Provide notifications for due dates by email			
29	Ability to track goal status			
	Training			
30	Provide technical onsite training during start-up			
31	Provide online interactive training for end users			
32	Provide tutorials for managers & employees			
33	Provide Administrator training			
	Interfacing Capabilities			
34	Interface with Compensation System - GEMS payroll system (Importing and Exporting)			
	Miscellaneous			
35	Provide paperless system with paper options			
36	Provide importing and exporting capabilities, i.e. uploads, emails, and attachments			
37	Ability to import scanned documents			
38	Provide login security by manager and employee			
39	Accessible from any computer or mobile device			
40	Support merit & incentive compensation programs			
	Technical			
41	Ability to support virtualization, and include a Multi-Tier architecture.			
42	Ability to support Application server such as IIS or Java EE Environments like Glassfish preferred			
43	Ability to support MS SQL 2005 or newer compliant relational database			
44	Ability to support a data tier that includes transaction-level backup and restoration (should not interfere with ongoing operations)			
45	Ability for tiers to run on separate servers			

46	Ability to meet benchmarks established for user testing and acceptance phase. Including: Number and types of defects allowed for production, Response time with load of 500 concurrent users, Access time for user in production environment:			
47	Ability to provide a non-production training environment including the ability to periodically copy the production database to the training database. The proposed solution must allow both production and training databases to be accessed simultaneously without cross linking or cross contamination.			
48	Ability to be installed alongside other applications			
	Technical - Performance			
49	Ability to include a tiered level of technical support up to and including 24x7x365			
	Technical - Web Requirements			
50	Ability to support virtualization, and include a Multi-Tier architecture.			
51	Ability to support network level access controls (implies that services shall only be visible on pre-configured ports)			
52	Ability to support certificate management infrastructure			
53	Provide interoperability with web services/API's implemented using products from other suppliers			
54	Provide role based authorization defined by application; role based authorization can use multiple directories, preferably LDAP			
55	Ability to allow users to belong to multiple roles			
56	Provide support for Multiple Instances			
57	Provide support for portlets			
58	Ability to expose a web service as a portlet			
59	Ability of the system to monitor its own health			
60	Ability to send alerts based on the non-receipt of files or messages			
61	Ability to send alerts to notify team members of failed processes			

	Technical - Auditing			
62	Provide support for Audit logging			
63	Ability to provide a system-wide audit trail that must log the creation, modification and deletion of records to include, at a minimum, the following: user ID, Station ID, Time stamp			
64	Ability to control audit levels			
65	Ability to direct audit logs to database, files, etc.			
66	Ability to manage audit log growth			
	Technical - Data and Security			
67	Ability to meet general and industry-specific security and compliance standards such as those established by the PCI Security Standards Council or HIPPA			
68	Ability to interface with premise-based payroll system, GEMS at no additional charge.			
	Instructions:			
	For the following Technical Requirements, please respond to the request.			
70	Specify the system requirements for number of CPUs needed and for what speed			
71	Specify memory requirements for virtual or physical server deployment			
72	Specify bandwidth application required in communication between server and client			
73	Specify number of servers required and server operating system version (prefer Windows Server 2008)			
74	Specify who is responsible for application administration			
75	Specify if session sharing between multiple instances is allowed			
76	Specify if proposed solution allows flexibility as to when updates/changes and backups are made to the system			
77	The proposed solution shall specify any additional software, licensing or modifications needed.			
78	Specify how maintenance/load of service packs and technical upgrades/ new releases will be handled			

79	Specify if proposed solution allows flexibility as to when updates/changes and backups are made to the system	
80	Specify if there are additional fees for retrieving data that resides in the cloud in a specified format.	
81	Specify details on all levels of security. Include physical security, transmissions security, storage security, data and access security, and application security.	
82	Provide detailed SLAs. Describe in terms of uptime /availability, transaction time, storage and performance.	
83	Specify any additional software, licensing, or modifications needed to our existing environment	
84	Does proposed solution require installation of any other software. If yes, explain.	