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| **FORM N: Non-Mandatory Requirements** |
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| Instructions for filling out Form N: Non-Mandatory Requirements   1. Complete Form N: Non-Mandatory Requirements 2. Follow the Proposal instructions in the Proposal Instructions section below |
| **PROPOSAL INSTRUCTIONS**   1. **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 reapplication 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 e.g. Q1 2023, when the requirement will be available for implementation in the comments box.   **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.  **Notes:**   1. An omitted response will be assumed to be the same as a response code of “N”. 2. Any deviation from the response code will be re-coded at the discretion of the City of Winnipeg |

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| **Form N - Non-Mandatory Requirements** | | | | |
| **Reference** | **General Requirements** | | |  |
|  | **Requirement Description** | **Requirement Category** | **Proponent Response (Y, C, F, 3, N)** | **Comments** |
| The System should have: | | | | |
| 1.0 | Ability to assign identifier to prepaid vouchers and readily track when prepaid voucher is redeemed in the future. | Finance |  |  |
| 1.1 | Ability to reverse/refund payments | Finance |  |  |
| 2.0 | Integrates with Niche RMS | Business |  |  |
| 2.1 | Should adhere to professional web design standards | Business |  |  |
| 2.2 | Proponent provides a mechanism for the WPS to live chat with citizens during business hours | Business |  |  |
| 2.3 | Ability for walk-in customers to electronically consent to Vulnerable Sector search (signature pad, click button, etc) | Business |  |  |
| 2.4 | Upon completion of an application, the Solution should provide a unique reference number to the applicant for tracking purposes. | Business |  |  |
| 2.5 | Ability to bulk/mass assign checks to WPS staff rather than one by one. | Business |  |  |
| **Form N - Non-Mandatory Requirements** | | | | |
| **Reference** | **General Requirements** | | |  |
|  | **Requirement Description** | **Requirement Category** | **Proponent Response (Y, C, F, 3, N)** | **Comments** |
| 2.6 | Ability to pull statistics based on:   1. Start and finish time per check 2. Ability to create graphs per employee or as a group 3. Ability to split stats based on type of checks (i.e. VS, non-VS, Voucher, Inside Winnipeg, outside Winnipeg, MB Hydro etc) 4. Ability to combine all statistics per user based on all profiles | Business |  |  |
| 2.7 | Ability for online customers to acknowledge consent via e-signature | Business |  |  |
| 3.0 | Ability to notify customers via SMS that check completed or is about to expire without further action | Functional |  |  |
| 3.1 | Ability for customers to apply via Native Mobile Application via the Apple App store or Google Play | Functional |  |  |
| 3.2 | Allow applicants to create an account with a unique username and password. Accounts including password resets must be managed by the Solution | Functional |  |  |
| 3.3 | The Solution should allow the user the ability to reset username/passwords within a reasonable timeframe. WPS will not manage password resets. | Functional |  |  |