Instructions: Proposers shall respond to all items noted below which make up the Scope fo Services for RFP 17-68. As requested in the table below, please confirm if the proposed solution as delivered includes the specific functional requirement. In addition, the Proposer shall provide a description of how the functional requirement is delivered and disclose any special requirements (of any kind) that would be necessary in order to deliver the noted functional requirement. A response is required for each line; additional information may be included in supplemental form and shall be clearly indexed and documented for ease of reference. If functional requirement is not included as part of the solution, please describe what alternative you are proposing and/or when the functionality will be available under an upcoming software version.

Functionality Required		Functionality Delivered		Description of how functionality is delivered	Special Requirements (including any 3rd party applications or hardware)
		Yes	No		
2	**Scope**				
2.a.	Provide a single repository for maintaining portfolio, program and project data for the system				
2.b	Provide management with a clear view of the organization's projects in terms of level of effort, cost, time to complete, risk, priority, progress and ROI.				
2.c	Facilitate the application of standard, repeatable project and portfolio best practices and process improvements.				
	Provide a configurable browser-based cloud solution with 99.999% uptime.				
	Online/offline access from smartphones, tablets and other wireless devices through the web and/or a native app.				
	Supports Microsoft System integration (i.e., Windows 2000 O/S, Microsoft IIS 4.0)				
	Exchanges for data use XML industry-standards, not a proprietary language				
	Complies with and supports requirements of the Americans with Disabilities Act Section 508.				
	Provides interface or API to integrate HCC third-party applications such as:				
	Basecamp (Optional)				
	CISCO Jabber (Optional)				
	CISCO UBIETY (Optional)				
	Dropbox (Optional)				
	Google drive (Optional)				
	Go To Meeting (Optional)				
	Go To Meeting (Optional)				
	Jira (Optional)				
	Laserfiche				
	Microsoft Active Directory (Identity Management)				
	Microsoft 365				
	Microsoft Project				
	Smartsheet (Optional)				
	Skype (Optional)				
	Tableau (Optional)				
	TracDat (Optional)				
	WebEx (Optional)				
3	**Trainer and User Support**				
3.a.	System administrators, executives and key end users.				
4	**Functional Requirements**				
4.a.	Data Mnagement				
4.a.1	Create, view, change, and delete projects and associated project data.				
4.a.2	Enter annotative comments and appending documents, images and links for project documentation.				
4.a.3	Accommodate a large number of projects (more than 100, less than 1000).				
4.a.4	Import/export data from existing systems and databases (e.g., planning, financial systems).				
4.a.5	Provide data completeness/error checks and data warnings.				
4.a.6	Allow multiple portfolios and portfolio hierarchies (parent-child links).				
4.a.7	Perform keyword and full-text searches across the system (including appended documents); filter and sort project and portfolio data.				
4.a.8	Archive project and portfolio data.				
4.a.9	Conduct statistical analysis of historical data (e.g., trend analysis). (Optional)				
4.a.10	Manipulate data (slice, dice and aggregate).				
4.b.	**Security/User Management**				
4.b.1	Accommodate a large range of internal and external users (more than 20, less than 2,400).				
4.b.2	Provide role-based controlled access and change privileges and allow for identifying multiple roles (e.g., executive sponsor, project manager, team member) for an individual user.				
4.b.3	Provide access to dashboards and reports for individuals both within and outside the organization without a full license or profile.				
4.b.4	Provide audit trail capability.				
4.c.	**Prioritization/Portfolio Optimization**				
4.c.1	Support customizable measures for project selection and prioritization				
4.c.2	Provide quantitative measure of project priority.				
4.c.3	Provide automatic portfolio value optimization. (Optional)				
4.c.4	Select project versions based on budget (e.g., lower-cost project version may be optimal under tighter budget constraint). (Optional)				
4.c.5	Set performance goals/targets for a subset of portfolios				
4.c.6	Provide multi-project overview of portfolio with comprehensive, high-level reporting on progress and cost				
4.c.7	Provide real-time feedback to users on impact of project inputs.				
4.c.8	Prevent and/or minimize input "gaming". (Optional)				
4.d.	**Project Request Intake and Evaluation**				
4.d.1	Provide intake form capabilities with ability to customize				
4.d.2	Support customizable/user-defined metrics.				
4.d.3	Capture and model alignment with strategy, strategic objectives and/or key performance indicators.				
4.d.4	Conduct business case cash-flow analysis over project/asset life-cycle with summary metrics (e.g., NPV, IRR, payback period).				
4.d.5	Quantify project value in dollar units and/or billable hours (to allow direct comparison with project cost). (Optional)				
4.d.6	Conduct value estimation based on comparing doing vs. not doing project (not doing project can produce negative value). (Optional)				
4.d.7	Adjust project value based on risk and risk tolerance (risk-adjusted project value). (Optional)				
4.d.8	Evaluate project choices (e.g., choice among alternative project versions, do a project now vs. do it next year). (Optional)				
4.d.9	Account for project choice dependencies (e.g., project B may be selected only if project A is selected). (Optional)				
4.d.10	Evaluate and optimize multi-year plans and scenarios. (Optional)				
4.e.	**Risk Analysis/Management**				
4.e.1	Support project risk assessment.				
4.e.2	Support risk mitigation planning. (Optional)				
4.e.3	Quantify project risk. (Optional				
4.f.	**Project Planning**				
4.f.1	Support work plan development (e.g., via templates).				
4.f.2	Control plan creation, modification and deletion.				
4.f.3	Provide project baseline tracking, version control, audit trail and plan history.				
4.f.4	Link multi-level project and task plans.				
4.f.5	Compute total project costs (e.g., via labor hours, rates, materials and other expenses).				

4.f.6	Define project-specific phases, gating processes and milestones.					
4.f.7	Support timing and scheduling (e.g., via Gantt charts and Pert charts).					
4.f.8	Support compliance-based processes (e.g., PMBOK, SDLC, ISO 9000, ITIL, CMMI					
4.g.	**Workflow Management**					
4.g.1	Support workflow management (generates individual task lists, reports status, routes action notifications, etc.).					
4.g.2	Automate and improve processes through configurable workflows, including automation of approvals					
4.g.3	Create unique workflows per division, department, etc					
4.g.4	Define authorities and escalation levels in various processes, such as project approval, change management and issues management.					
4.g.5	Provide template library for project process deliverables (statements of work, issues log, request forms, etc.).					
4.g.6	Add, modify and save templates.					
4.g.7	Provide meeting schedule with automated invites.					
4.g.8	Support issue tracking and management (e.g., issue definition, assigning to issue owners, converting issues to tasks).					
4.g.9	Provide change management (change reporting, approvals, and change impact analysis).					
4.g.10	Provide analytics/models for project performance assessment, benefits measurement, and value realization management.					
4.g.11	Provide analytics and project trade-offs for supporting task level decisions. (Optional)					
4.h.	**Communication/Collaboration**					
4.h.1	Ability to support or integrate mass communication and notification (e.g., via a home page bulletin board, mass emails, etc.).					
4.h.2	Ability to support or integrate targeted communications and notifications (e.g., selective, rule-based notifications via email).					
4.h.3	Ability to support or integrate real-time group communication (e.g., on-line chats, discussion forums, instant messaging).					
4.i.	**Project Monitoring/Status Reporting**					
4.i.1	Manually/auto load and selectively change project data (start/end dates, etc.).					
4.i.2	Capture, compute and report real-time actuals (e.g., costs, effort, schedule status)					
4.i.3	Aggregate cost, effort and schedule data across projects (e.g., Gantt data roll-up)					
4.i.4	Calculate performance ratios manually or automatically at specified points in time or at project milestones					
4.i.5	Compute/display estimates of remaining work (hours to completion, percent of work completed, end-date forecasting, etc.)					
4.i.6	Provide comparison of actual vs. planned progress with variance analysis, alerts and rule-based notification					
4.i.7	Support risk monitoring and on-going multi-project risk management. (Optional)					
4.i.8	Use project status and project forecasts to update financial budget forecasts. (Optional)					
4.j.	**Project Close Out/Knowledge Management**					
4.j.1	Support verification of project deliverable acceptance criteria.					
4.j.2	Provide project outcome performance monitoring/reporting (e.g., project payback, benefits tracking).					
4.j.3	Facilitate post-implementation project audits (surveys, checklists, etc.)					
4.j.4	Support post-implementation reviews and lessons learned					
4.j.5	Support project management knowledge database (data storage and mining).					
4.k.	**Resource Management**					
4.k.1	Capture all people resource categories and allow segmentation based on geography, organizational unit, resource pool, etc					
4.k.2	Provide dashboard view with drill down within and across projects for individual resource availability (e.g., by time, location, assignments).					
4.k.3	Support resource queries (e.g., individual staff, skill sets, and chargeable / non-chargeable hours).					
4.k.4	Provide automated, rule-based routing of updates regarding individual resources (e.g., change in availability).					
4.k.5	Support obtaining time-to-complete estimates directly from individuals (which may provide more accurate availability estimates).					
4.k.6	Support specification of resource demand categories (e.g., projects, organization units, applications). (Optional)					
4.k.7	Test scenarios and review implications of resource and/or schedule changes.					
4.k.8	Support top-down resource assignment (e.g., provides search and sort based on role, location).					
4.k.9	Support bottom-up resource assignment (e.g., by allowing individuals to review and select from available assignments). (Optional)					
4.k.10	Support time-phased resource booking to projects (by manually loading resource assignments					
4.k.11	Provide automated resource assignment (based on availability and user defined criteria). (Optional)					
4.k.12	Assign and schedule resources.					
4.k.13	View resource assignments by individual and project.					
4.k.14	Manually change resource assignments for individual projects after project initiation					
4.k.15	Support approval processes for the assignment of resources. (Optional)					
4.k.16	Support input of hours available for project work for individuals.					
4.k.17	Synchronize availability of schedules with personal calendars (to incorporate non-project commitments, planned absences). (Optional)					
4.k.18	Support non-human resource allocation management.					
4.k.19	Summarize utilization levels by resource category and over time.					
4.k.20	Compare resource supply-demand by resource category and identify gaps, bottlenecks, and over-allocated resources					
4.i.	**Customizations**					
4.i.1	Customize the look and feel of the interface (logo, colors, etc.)					
4.i.2	Configure the content of user dashboards and views based on role-based security.					
4.i.3	Configure the individual user’s home page (or equivalent) and views (e.g., change columns and filters) without needing administrative permissions.					