

TO THE BIDDERS

ANNEXURE A: BOARD PORTAL FUNCTIONALITY		Comply Yes or No	Weighting (%)	Bidder Score	Comments
1	SYSTEM FUNCTIONALITY		100.00%	0.00%	
1.1	Easy recording and management of agendas, minutes, annotations, documents, discussions quickly and securely.		10.00%		
1.2	Provision of real-time updates to meeting materials anywhere on-the-go from mobile phones, tablets, desktop computers.		3.00%		
1.3	Collaborating in a secure environment for board members and committee members to easily make annotations and share them with other members before, during or after the meetings		10.00%		
1.4	Allow for bulk documents upload.		5.00%		
1.5	Enabled check-in/check-out on documents and other artifacts and document version control.		5.00%		
1.6	Include alerts and notifications, KPIs, visual analytics, and interactive features.		5.00%		
1.7	Be able to distribute communication on upcoming events		3.00%		
1.8	Able synchronize meeting invitations with Microsoft Outlook calendar or other email applications' calendar.		3.00%		
1.9	Display of the corporate or management committee meetings calendar for the full year, per week, month etc and easy editing of the calendar.		5.00%		
1.1	Form signatures can be captured, stored, and reported on electronically or incorporate electronic signatures from other providers.		5.00%		
1.11	Ability to organize, track, review, comment, and approve decisions		3.00%		
1.12	Includes member records, member directory, and membership renewals and create user profiles for each member to use for login into the software.		5.00%		
1.13	Password change or reset by user as and when required with mandatory MFA (multi-factor authentication).		5.00%		
1.14	Provide audit trails on changes made to the portal e.g. username, time and date.		10.00%		
1.15	Track attendance and report on time spent on meetings per member		10.00%		
1.16	Easy to use and navigation through meetings.		3.00%		
1.17	Allow for branding that complies with Rand Water corporate identity		5.00%		
1.18	Allow for the management of multiple boards/committees in the same portal software		5.00%		
TOTAL TOOL CAPABILITIES			100.00%		

Name of tenderer: _____ Signed on behalf of tenderer (name): _____ Authorised signatory: _____ Designation in the company: _____ Date: _____
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