

FUNCTIONALITY QUESTIONNAIRE FOR CEF: Electronic Board Pack Solution

Thank you for making time to respond to this questionnaire.

We would like to do a reference check that will take approximately 15 minutes of your time. Your assistance will help us in making the final decision for the appointment of the bidder.

This information will be treated as confidential.

Please note the questionnaire indicates the extent to which your solution meets the specific requirements.

Question	Weighing %	Service Provider's Response (Yes/No)
Provides a simple user experience for board members on their tablets and laptops to access board packs	10%	
Ensures the utmost security of the information within the software application at all times	10%	
Allows administrators of board packs to easily create and control board pack creation and changes, create a paperless environment	10%	
Instant circulation of board packs	5%	
Centrally manage meeting information across multiple group companies, boards, committees, delegate details, locations	10%	
Create and publish an agenda and upload agenda items documents.	10%	
Track and report on meeting attendance	5%	
Create and distribute resolutions for voting by the directors	5%	
Maintain a reading room with additional information for meeting attendees. This includes links to important websites	5%	
Allow directors to annotate and mark-up meeting documents on screen and share with other committee members	5%	
Provide flexibility to use the functions and content online and offline	10%	
Provide directors with full access to minutes and reference material	5%	
Integrates with SharePoint	10%	