

Attachment 7: Exhibit "B" Requirements Spreadsheet - RFP #2518-F-040

The following table should be incorporated into the Contractor's proposal response as indicated. Please address each requirement in the space labeled, "Contractor Response". Contractors are required to fully complete this table and include in their proposals.

The CMMS Requirements Questionnaire is designed to obtain as much detail to describe the technical functionality of the system, implementation support, and training. The contractor response should be as detailed as possible. If the functionality does not exist in the system, indicate limitations in the contractor response column.

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CMMS Contractor Requirements Questionnaire		
CMMS Module Requirements		
Requirement		Contractor Response
0.1	<p>Minimum required modules include, but are not limited to:</p> <ul style="list-style-type: none"> • Facilities Inventory Tracking • Facilities Maintenance Management • Facilities Budget Management and Tracking • Leases and Lease Administration • Capital Asset Management • Energy Management <p>Additional Potential Desired Modules include, but are not limited to:</p> <p>These functions may be added to the scope of work at a later date, however the State is under no obligation to do so.</p> <ul style="list-style-type: none"> • Resourcing/ Staff Management • Event Management • Fleet Management • Facilities Construction Management • Environmental and Safety Management 	
Facilities Inventory Tracking		
Requirement		Contractor Response
1.00	<p>The system is required to housebuilding demographics in the system. Demographics include, but are not limited to;</p> <ul style="list-style-type: none"> • Building address • Building size • Condition of building (text description and facility condition index number) • Usable square footage based on type of space • Gross square footage • Common space • Land acreage • Floor plans • Parking • Age • Value • Building and Property Space Type Categorization (e.g.: Office, Warehouse, Laboratory, etc.) <p>*Leased space data elements will be also be required.</p>	
1.01	Are building demographics captured within each module or carry over across modules? Example: Does building information captured as part of a lease update the facilities maintenance information for the same building?	
Space Management & Analysis:		
Requirement		Contractor Response
1.10	Is building size (sq. ft.) housed in the system?	
1.11	Can occupied space compared to unoccupied space by building?	
1.12	Can occupied space vs. unoccupied space be reported on by region, client ID, building type?	
1.13	How is shared space identified in the system?	

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CMMS Contractor Requirements Questionnaire		
1.14	Are space management data points captured within each module or carry over across modules?	
Point(s) of Contact Information:		
Requirement		Contractor Response
1.20	Point of contact information is required to be housed in the system. Points of contact may include, but not limited to: <ul style="list-style-type: none"> • Maintenance and Operations • Capital Improvement Program • Occupants • On-site Facility Management. 	
1.21	Do any points of contact drive workflow in other processes?	
General:		
Requirement		Contractor Response
1.30	Can documentation be stored in the system. Documents may include, but not limited to; AutoCAD drawings, O&M Manuals, As Builts, Warranties, etc. This requirement will include an understanding of retention schedules, system tools to monitor and manage storage and capacity, baseline and additional storage pricing scheme, and detailed pricing.	
Facilities Maintenance Management		
The system will have the ability to identify, manage and track all state equipment assets and maintenance of leased and state-owned facilities.		
Equipment & Tools Asset Management		
Requirement		Contractor Response
1.40	Can the system identify, manage and track all state equipment assets and maintenance of leased and state-owned facilities, including but not limited to: <ul style="list-style-type: none"> • Type of equipment or tool • Location • Make, model, and serial number • Warranty information and expiration • Vehicle and equipment reactive and preventative maintenance 	
1.41	Is a barcoding system utilized to track assets? What is required for initial set-up or to load existing inventory?	
Facilities Maintenance		
Requirement		Contractor Response
1.50	Is building location housed in the facilities maintenance module or part of a master record for the building?	
1.51	Are building assessments captured in the system?	
1.52	Are parts / inventory management tracked in the system?	
1.53	Is a barcoding system utilized to track inventory?	
1.54	Can barcodes be read with mobile technology? Any mobile device limitations?	
1.55	Can equipment maintenance be scheduled? If so, how often?	
Facilities Work Orders		

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CMMS Contractor Requirements Questionnaire		
Requirement		Contractor Response
1.60	Can work orders be generated for preventative maintenance projects?	
1.61	Can work orders be generated for reactive maintenance projects?	
1.62	How are preventative maintenance projects scheduled?	
1.63	Can facility maintenance staff availability be tracked by location?	
1.64	Can work orders be created by a client / end user?	
1.65	Can work orders be generated by facility maintenance staff?	
1.66	Can systemic work orders be created?	
1.67	Are building location, address, and contact information contained within each work order?	
1.68	Are request type(s) contained within each work order (e.g. electrical, plumbing, etc.)?	
1.69	Can work orders be assigned to facility maintenance staff?	
1.70	Is approval of a work order required by a supervisor before it can be assigned to facility maintenance staff? Can approval work flow be configured by the end user?	
1.71	Can a client / end user track status of a work order?	
1.72	Can the system record status changes of each work order (i.e. original request date, assigned date, and completed date)?	
1.73	Can work orders be assigned / accepted via mobile technology?	
1.74	Are labor hours tracked within each work order?	
1.75	Can parts / supplies be tracked for each work order?	
1.76	Can other cost types be added to work orders (e.g. parts)?	
1.77	Are completed work orders included in client billing?	
1.78	Is a comment field / special instruction field available within the work order?	
1.79	Are work orders accessible real time via mobile technology?	
1.8	Does the system provide the ability to organize, maintain and link information to see the history of work performed on specific assets?	
1.81	Does the system have email, text, call notifications or alerts for after hours work orders or high priority work orders?	
1.82	Does the system have the ability to provide the client / end user a satisfaction survey after work is completed? If so, how is information housed in the system?	
Facilities Budget Management and Tracking		
Requirement		Contractor Response
1.90	Does the system track real time project expenditures and revenues for: <ul style="list-style-type: none"> Capital and construction projects Maintenance and Operations projects Fuel and utility costs Annual maintenance and operating expenses Annual and monthly facilities administration 	

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CMMS Contractor Requirements Questionnaire		
1.91	Are rates configurable by the end user or pre-defined?	
1.92	Is sq. ft. available for all leased and owned facilities?	
1.93	Can sq. ft. be tracked by client department, division, and private tenants?	
1.94	Can cost be allocated by client department, division, and private tenants?	
1.95	Can the cost of vacant space be tracked by client department, division, and private tenants?	
1.96	Can the replacement value be updated annually by the end user?	
1.97	Can the system track building depreciation?	
1.98	Can the system create interactive deferred maintenance lists in a configurable format?	
1.99	Can the system track financials by fund type, client, percent billed, change orders to existing projects, etc.?	
Leases and Lease Administration		
Requirement		Contractor Response
2.00	Can the system facilitate lease management, strategic planning, space management, financial management and forecasting, lease analysis, transaction management, document management and workflow, and lease billing and invoicing, for state leased facilities, including but not limited to: <ul style="list-style-type: none"> • Building address • Building size • Condition of building • Usable square footage based on type of space • Gross square footage • Common space • Land acreage • Floor plans • Building AutoCAD drawings/AutoCAD floor plan versioning • Define different of units of measure 	
2.01	Is building demographic information housed in the lease module or part of a master record?	
2.02	Can the system accommodate a lease with two or more lessors / payees?	
2.03	Can the system support blended occupant rates based on start and end dates?	
2.04	Can the system support pro-rated lease terms?	
2.05	Describe how the system will support leases with multiple periodic rates (annual / monthly).	
2.06	Describe how the system will support lease abatements.	
2.07	Describe how the system will support multiple CPI / base rates and indexes for specific terms within a lease.	
2.08	Describe how negotiated lease amounts can be applied to a specific tenant in a lease.	
2.09	Can the system categorize space type (e.g., office, warehouse, laboratory, vacant, etc.)?	
2.10	Can the system capture points of contact for lessors / payees?	
2.11	Can the system allow for a state contact for each building / lease?	
2.12	Is the system configurable to allow other contacts by lease (i.e. maintenance)?	
2.13	Does the contact (lessor / state) drive workflow within the system?	

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Lease Location Occupants and Tracking:		
Requirement		Contractor Response
2.20	Does the system allow for occupant tracking by client department, division?	
2.21	Does the system allow the ability to track occupied space by client, department, division?	
2.22	Does the system allow the ability to track shared space?	
Lease Terms and Conditions Identification and Tracking by Lease:		
Requirement		Contractor Response
2.30	Does the system support individual sets of terms and conditions within a lease contract?	
2.31	Does the system support start and end dates for each lease?	
2.32	Does the system provide the ability to calculate sq. ft. rental rates?	
2.33	Does the system provide the ability to calculate monthly rental rates?	
2.34	Does the system provide the ability to calculate annual rental rates?	
2.35	Does the system provide the ability to track modifications to the original lease?	
Lessor Certificate of Insurance Tracking and Notification System based on Lease Terms:		
Requirement		Contractor Response
2.40	Does the system provide the ability to issue notification for expirations of certificate of insurance (internal)?	
2.41	Does the system provide the ability to issue notification for expirations of certificate of insurance (external)?	
Lease Expiration Notification System based on Lease Terms:		
Requirement		Contractor Response
2.50	Does the system allow the ability to issue internal notifications for lease renewals and expirations?	
2.51	Does the system allow the ability to issue external notifications for lease renewals and expirations?	
Lease Projections:		
Requirement		Contractor Response
2.60	Does the system support the ability to calculate projected rent cost by client and by fiscal year for least two fiscal year?	
2.61	Can the system forecast rent cost for current fiscal year? Forecast should include actual costs to date and a projection for the remainder of the fiscal year	
2.62	Can the system support projected rents with various rent adjustments (including CPI) and effective dates? Are changes in market condition reflected?	
2.63	Does the system provide a detailed troubleshooting guide for lease cost projection errors?	
2.64	Does the system have the ability to capture increases / decreases of client lease costs between fiscal years? Required for federal auditors of the Statewide Cost Allocation Plan.	
2.65	Does the system provide what if scenarios for accounting personnel?	

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Lease Projection Audits:		
Requirement		Contractor Response
2.70	Can the system identify lease costs that don't match the total cost of the lease per client terms / conditions / amendments?	
Lease Renovation Tracking:		
Requirement		Contractor Response
2.80	Can the system track renovations?	
2.81	Does the system allow for multiple renovation projects within the same space (e.g. flooring, painting, etc.)?	
2.82	Does the system provide the ability to track last date(s) which renovations were completed?	
2.83	Does the system forecast the date(s) of the next required renovations?	
Lease Accounting of Capital and Operating Expenses:		
Requirement		Contractor Response
2.90	Does the system comply with current Financial Accounting Standards Board (FASB) standard?	
2.91	Does the system comply with Comprehensive Annual Financial Reporting (CAFR)?	
2.92	Does the system support the conversion of existing CAFR data?	
General:		
Requirement		Contractor Response
3.01	Can the system incorporate lease administration cost allocation methodology?	
3.02	Can the system support the cost allocation methodology to count number of lease terms and total lease costs by client / department / division?	
3.03	Does the system track expenditures and revenues billed and received with projected lease administration costs?	
3.04	Can the system track additional expenditures such as alternate procurement and small expenditures related to a lease?	
3.05	Can the system support the comparison of cost of leased space vs. cost of available state-owned space?	
3.06	Does the system support the ability to forecast costs based on building occupancy / utilizations?	
3.07	Does the system support Facility Occupancy Agreements (FacOA) when the State acts as the lessor / lessee?	
Capital Asset Management		
Requirement		Contractor Response

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CMMS Contractor Requirements Questionnaire		
3.1	<p>Does the system assess and track conditions of facilities and major equipment to analyze capital construction needs, including but not limited to:</p> <ul style="list-style-type: none"> Facilities Conditions Assessments Value Facility Condition Index (FCI) Age Depreciation Functional deficiencies Deferred Maintenance needs and prioritization Useful Life Life Cycle Costs for all major facilities components Forecast future facility renewal costs with the ability to adjust for inflation and complexity. Building Replacement Cost 	
Major Systems and Equipment:		
Requirement		Contractor Response
3.20	Can the system assess the value / age of major systems and equipment?	
3.21	Can the system calculate the depreciation schedule of major systems and equipment?	
3.22	Can the system identify the deferred maintenance needs and prioritization of major systems and equipment?	
3.23	Does the system identify the useful life of major systems and equipment?	
3.24	Does the system capture the manufacturer information of major systems and equipment?	
Capital Planning		
Requirement		Contractor Response
3.30	Can the system forecast capital spend?	
3.31	Can the system prioritize deferred maintenance needs in order to maximize limited resources?	
3.32	Can the system track, report, and analyze assets to create holistic view of capital needs?	
3.33	Can the system build component capitalization and depreciation scenario?	
3.34	Can the system provide the ability to create capital budget requests?	
3.35	Does the system provide the ability to create cost estimates for construction projects?	
Condition Assessment & Modeling		
Requirement		Contractor Response
3.40	Can the system create multi-tiered parent-child relationships between buildings, systems, subsystems, and components?	
3.41	Can the system track expected lifecycle data at a system, subsystem and component level?	
3.42	Can the system identify, quantify, and prioritize all deficient conditions?	
3.43	Does the system have the ability to maintain a Current Replacement Value (CRV) for every defined assets?	
3.44	Does the system have the ability to calculate Facilities Condition Needs Index, Facilities Condition Index, and Net Asset Value?	
3.45	Can the system calculate / build lifecycle cost model templates for renewal costs and physical life lookup?	

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3.46	Can the system adjust lifecycle cost estimates based upon the physical location of the asset?	
3.47	Does the system have the ability to automate annual updates of costs based on published inflation rate indices?	
3.48	Does the system have the ability to calculate the renewal cost for each asset based unit of measure and quantity? Is information calculated within the system or user input?	
3.49	Does the system have the ability to analyze and model the standard life cycle deterioration of each facility and report on the annual reinvestment rate to replace components as they become unusable?	
3.50	Does the system have the ability to analyze multiple year outlooks and various combinations of building type reinvestment rates?	
3.51	Does the system have the ability to analyze project funding requirements for time periods up to 25 years?	
3.52	Does the system have the ability to track the history of adjustments made to the assets physical life?	
Energy Management		
Utility Management		
Requirement		Contractor Response
3.60	Does the system have the ability to interface with utility companies to obtain current usage rates?	
3.61	Does the system have the ability to accept data directly from the building meters?	
3.62	Does the system have the ability to process utility invoices and capture associated rates?	
Energy Usage		
Requirement		Contractor Response
3.70	Does the system capture energy spend by utility type?	
3.71	Does the system capture the Energy Usage Index (EUI) by facility?	
3.72	Can the system capture detailed energy usage and analysis by facility, location, and type?	
3.73	Does the system prioritize energy efficiency projects?	
3.74	Does the system calculate the Historical Energy Escalation Factor?	
Reporting		
Requirement		Contractor Response
3.80	<p>The system will have the ability to perform reporting functions related to all leased and state owned facilities, including but not limited to:</p> <p>Key Performance Indicator (KPI) tracking and reporting:</p> <ul style="list-style-type: none"> • Maintenance Work Order Reports – Response Time, Time to complete work orders, total completed and outstanding work orders • Cost trend analysis • Facilities Conditions Index Reports • Customer Satisfaction Reports • Costs per Square Foot 	
General Reporting:		
Requirement		Contractor Response
3.90	Does the system have the ability to produce dashboards, notification alerts, canned reports and ad-hoc reporting?	
3.91	Can the system export reports to MS Excel, .pdf?	

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3.92	Does the system have the ability to capture lease expirations with action plan?	
3.93	Does the system have canned capital and operating expense reports?	
3.94	Does the system have canned financial project management reports?	
3.95	Can end users access / create ad hoc reports. Are specific roles granted ad hoc report creation?	
3.96	Does the system have the ability to perform queries against all data fields within the system?	
3.97	Can end users build ad hoc Lease Projection Reporting?	
3.98	Can the end user build ad hoc reporting for "suspense" and scheduled lease payments?	
3.99	Does the system support "push" reporting for canned reports?	
4.00	Can ad hoc reports be converted to a canned report once established?	
4.01	Does the system track or provide push notifications for work orders outside service levels?	
General Software Features		
Requirement		Contractor Response
4.10	<p>The system will have the following general features, including but not limited to:</p> <ul style="list-style-type: none"> • A scalable platform that can implement and interface a variety of modules • Visually well-designed, intuitive and easy to use user interfaces • Interactive training in varying formats and customer technical support • Mouse-over field definitions and screen level user guide. • Ability to access and perform functions from mobile devices (i-phone/i-pad, android, etc.) • Data import/export capabilities with Microsoft Office applications (including Office365) • Ability to import and store Microsoft Office (including Office365) and PDF forms • Ability to export to PDF or Excel • Pop up calendars for date selection • Ability to flag upcoming critical dates or required actions (both user and pre-defined) • Ability to email upcoming critical dates or required actions (both user and pre-defined) • Ability to email notifications of trigger events • Ability for state personnel to have "administrator" or "super-user" authority • Ability for administrators or super-users to add and configure new users • Ability for administrators or super-users to update configurations and permissions of existing users • System is customizable by contractor i.e. adding new features and data fields as required • Multiple types of electronic documents can be associated with a lease • Data fields can be bookmarked/indexed to specific sections in an actual lease document • User can create and manage parent/child relationships between master leases and subleases • Ability to email statements from the State of Alaska Email System (Microsoft Exchange) • Group email capability by location, type of business or other user defined field • Online or internal "help" feature • Ability to perform batch updates to work orders and preventative maintenance for status, labor, parts changes 	
4.11	What modules can be leveraged as part of a full implementation?	
4.12	Are all modules functional "stand alone" or are supporting modules required?	
4.13	Describe the types of interfaces commonly integrated into the system.	
4.14	Does the system have the ability to access and perform functions from mobile devices (i-phone/i-pad, android, etc.) Does access require specific bandwidth requirements?	
4.15	Can the system import / export with Microsoft Office applications (including Office365)?	

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4.16	Can the system retain Microsoft Office files (including Office 365) and .pdf forms?	
4.17	Does the system have the ability to flag upcoming critical dates or required actions (both user and pre-defined)?	
4.18	Can the system provide email notifications of trigger events?	
4.19	Will the state personnel have "administrator" or "super-user" authority?	
4.20	Describe the different functionality available to a super user / admin user and a normal user role.	
4.21	Will the system provide the ability for super users / admin users to add and configure new users?	
4.22	Describe the process for adding new features and/or data fields as required by client.	
4.23	Can electronic documents be attached / associated with a lease?	
4.24	Can the system allow for indexing / bookmarking specific data fields in an actual lease document?	
4.25	Can a user create and manage parent/child relationships between master leases and subleases?	
4.26	Does the system provide the ability to email statements from the State of Alaska Email System (Microsoft Exchange/ Office 365)?	
4.27	Does the system provide the ability to send group emails by location, type of business or other user defined field?	
4.28	Does the system have an online or internal "help" feature?	
4.29	Does the system allow the ability to perform batch updates to work orders and preventative maintenance for status, labor, parts changes?	
System and Security Environment		
Requirement		Contractor Response
4.30	Can users access the system via mobile technology; any restrictions?	
4.31	Will field staff have the ability to enter data, look up information via mobile devices. Define current accepted mobile technology platforms.	
4.32	Does the system provide offline capability and/or low bandwidth options for users with limited connectivity?	
4.33	Will the system support up to 800 concurrent users?	
4.34	Describe current system availability (24/7/365) and any known restrictions or blackout periods.	
4.35	Can users access the system via the web (i.e. web-based) without the need for software loaded on users desktops?	
4.36	What are the compatible browsers that can be used to access the system. Are any browsers not supported (e.g. safari, Firefox, etc.).	
4.37	Does the contractor have experience integrating into ERPs; specifically CGI Advantage and the CGI Human Resource Module (HRM). What data elements are required?	
4.38	Does the contractor have experience integrating into other HRM modules?	
4.39	Can the system track expenses related to maintenance and operations when transactions are processed within the ERP?	
4.40	Can the system capture payment data (i.e. payment data generated in CMMS, pushed to ERP, confirmation of payment back to CMMS)?	
4.41	Can the system integrate with Supervisory Control and Data Acquisition (SCADA) systems?	
4.42	Can the system integrate with IBM COGNOS / Planning & Analytics?	

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4.43	Can the system integrate with AutoCAD?	
4.44	Can the system integrate with GIS?	
4.45	Can the system integrate with RS Means?	
Security Environment:		
Requirement		Contractor Response
4.50	Does the system protect against unauthorized intrusion and release of information?	
4.51	Does the system protect against unauthorized addition, deletion, or alternation of system data?	
4.52	Does the system protect against loss of system data and automatic system backup?	
4.53	Does the system have a process for locking out users for failed log on attempts?	
4.54	Does the system track user activity logs for sign on, changes to data, etc. for audit purposes?	
4.55	Define the user roles and access restrictions.	
contractor Hosting		
Requirement		Contractor Response
4.60	Is the system and all data hosted in a North American facility?	
4.61	Is the hosting facility network available 99.999% of the time?	
4.62	Is the hosting facility power available 99.999% of the time?	
4.63	Is the hosting facility HVAC operational 99.999% of the time?	
4.64	Will the hosting facility have operations staff available for technical support issues 24 x 7 x 365?	
Encryption		
Requirement		Contractor Response
4.70	Will data in transit will be secured with current industry standard encryption protocols?	
4.71	Will the contractor will support encryption at rest at customer request?	
4.72	Will the system use insecure encryption protocols such as SSL v3, TLS 1.0, etc.?	
4.73	Will the system SSL deliver 256-bit encryption based on a 2048-bit global root?	
4.74	Describe how the system will use SSL from a well-established, reliable and secure independent Certificate Authority.	
4.75	Will the SSL Certificate Authority be audited annually by a trusted third party auditor?	
Data Provenance		
Requirement		Contractor Response

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4.80	Will the contractor document hardware specifications, including manufacturers; for all product offerings?	
4.81	Will the contractor document how often infrastructure hardware and/or software is upgraded; hardened and patched?	
4.82	Will the contractor document how customer data is handled; including destruction?	
Data Segregation		
Requirement		Contractor Response
5.00	Will the contractor provide physical and logical separation of data from other customer implementations?	
Monitoring & Reporting		
Requirement		Contractor Response
5.10	Will the contractor monitor and report unauthorized intrusion and release of information?	
5.11	Will the contractor provide tools to monitor current system performance?	
5.12	Will the contractor provide tools to report on historical system performance?	
System Back Up		
Requirement		Contractor Response
5.20	Confirm that full backups will be completed daily on all systems and their supporting data.	
5.21	Confirm that backups will be replicated or stored off-site to ensure that no more than 24 hours of data will be lost due to a severe loss within the facility.	
5.22	Confirm that backups will be retained for sixty days.	
5.23	Confirm that backups will be scheduled to minimize the impact on customer usability.	
Business Continuity		
Requirement		Contractor Response
5.30	Provide formal risk analysis plans and review schedules.	
5.31	Provide detailed disaster recovery plans including scheduled testing.	
Compliance		
Requirement		Contractor Response
5.40	Will the system obtain and/or maintain the following certifications: <ul style="list-style-type: none"> o PCI DSS Compliance o SSAE 16 Type II SOC 2 o ISO/IEC 27001 	

The CMMS Requirements Questionnaire is designed to obtain as much detail to describe the technical functionality of the system, implementation support, and training. The contractor response should be as detailed as possible. If the functionality does not exist in the system, indicate limitations in the contractor response column.

Note: This questionnaire does not include all sections or addendums of the RFP (e.g. sections related to company background, experience, references, or implementation approach). Sections not contained in this document should be responded to independent of this questionnaire.

CMMS Contractor Requirements Questionnaire		
Audit		
Requirement		Contractor Response
5.50	Confirm the contractor will provide compliance or audit reports at customer request.	
Interfaces		
Requirement		Contractor Response
5.60	Inbound Interfaces: Offerors should document their experience interfacing with the specific software systems listed and include that documentation as part of their proposal.	
5.61	Outbound: Offerors should document their experience interfacing with the specific software systems listed and include that documentation as part of their proposal.	
Data Ownership:		
Requirement		Contractor Response
5.70	Confirm data stored within CMMS will be owned by the State of Alaska.	
5.71	Confirm data stored within CMMS will not be shared with any third-party entities without written authorization by the State of Alaska.	
5.72	Confirm the State of Alaska retains the right to use the Services to access and retrieve State of Alaska data stored on Vendor's Services infrastructure at its sole discretion.	
5.73	Confirm upon request by the State of Alaska made before or within 60 days after the effective date of termination, the contractor will make available a complete and secure download file of customer information in a mutually agreed, pre-determined format.	
5.74	Confirm on termination of services the contractor shall return all the State of Alaska data and copies thereof to the State of Alaska.	
5.75	Confirm on termination of services the contractor shall destroy all copies of data, including backups, at the written request of the State of Alaska.	
5.76	Confirm upon destruction of all data and copies thereof, the contractor shall provide written certification that it has done so.	
Implementation		
Requirement		Contractor Response
5.80	Confirm the contractor will support full implementation and configuration of the software solution, and, because of limited state resources, may be required to migrate data from the existing State of Alaska CMMS software into the new system prior to the new system going "live" (i.e. Yardi, EcoDomus BIM, School Dude, Maximo, Bigfoot, AssetWorks AIM, LMS/LPS, and VFA).	
5.81	Will the contractor define / capture client business requirements and workflow?	
5.82	Will the contractor map and convert existing data to the new system?	
5.83	Will the contractor provide on-site support provided for implementation, configuration, and data conversions of existing applications?	
5.84	What are the roles and responsibilities of the contractor project team for all aspects of this engagement?	
5.85	Provide project organizational structure and resumes of those resources expected to be assigned to this initiative.	
5.86	Define the resources / skill sets contractor expects to interface with on the client side.	
5.87	Will the contractor follow a formal change control and approval process to modify any known requirements?	
5.88	Will the contractor create project reporting as expected as part of this initiative (e.g. schedule, work effort, critical path, status reports, earned value analysis, etc.)?	
5.89	Describe common challenges experienced with like clients in similar engagements.	
Testing		

The CMMS Requirements Questionnaire is designed to obtain as much detail to describe the technical functionality of the system, implementation support, and training. The contractor response should be as detailed as possible. If the functionality does not exist in the system, indicate limitations in the contractor response column.

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CMMS Contractor Requirements Questionnaire		
Requirement		Contractor Response
5.90	Will the contractor provide testing cycle(s) (e.g. system test, unit test, user acceptance testing) as part of this implementation? How the State will be integrated in testing functionality of requirements?	
5.91	What resources / skill sets will be needed on the client side to perform testing?	
5.92	Will the contractor utilize any virtual testing models?	
5.93	Will the contract build test scripts for each cycle; including User Acceptance Testing (UAT) test scripts?	
5.94	Will notifications be provided in advance of each update to determine testing required and / or regression testing required for interfaced platforms (i.e. ERP)? If so, how far in advance?	
5.95	Can system upgrades be suspended if testing with external applications isn't successful (i.e. ERP regression testing failed)?	
5.96	Is there an existing process for regression testing of the CMMS application when updates are deployed to external applications (i.e. ERP)?	
Training		
Requirement		Contractor Response
6.00	Prior to the new system going live, the contractor must provide user training. The training must be comprehensive enough to ensure these personnel can independently navigate and use the system, before going live, without outside assistance from the contractor. The contractor must provide all training materials necessary to complete the required training along with an electronic user manual for personnel to reference after training is complete. During the life of the contract, if any software upgrade or change to the software system making any portion of the user manual incorrect or obsolete, the contractor must provide an updated electronic user manual.	
6.01	Web-based and/or computer-based training is acceptable. However, if Web based and/or computer-based training is not available, the offeror must include costs for onsite, instructor-led preliminary training in the offerors proposal. A classroom and audio/visual equipment will be provided for each training session. The offeror must provide all other training materials and supplies. Ongoing training (post implementation) is also required. Training may be web-based and/or instructor led and should accommodate new employee training and refresh training of specific modules.	
6.02	Will the contractor provide on-site / instructor led training provided as part of this implementation?	
6.03	Will the contractor provide virtual web-based training provided as part of this implementation?	
6.04	Are on-line help manuals accessible from the system? If not, how are system manuals accessed by the end user?	
6.05	Are on-line help manuals specific to screen / field and accessible via mouse-overs? If not, is the system manually searchable by topic? How are on-line manuals accessed via the mobile applications?	
6.06	What on-going training is available; frequency?	
6.07	Are system manual updates and training made available in advance of material system upgrades (i.e. changes to workflow, reporting, etc.)?	
6.08	What is the help-desk support for training needs during and after implementation?	
6.09	Will the contractor provide web-based and/or computer-based training for go-live of NTP 1, NTP 2, and NTP 3? Is refresher training available?	