Exhibit C

System Requirements Table

**Mandatory Requirements (M):** The vendor shall provide these mandatory software interfaces and user capability features. A proposal shall be deemed non-responsive if it does not meet mandatory requirements.

**Preferred Requirements (P):** It is highly desirable to have the vendor provide these software interfaces and use capability features.

*Table comments may be included in a separate document.*

**The following alpha codes are references in the Table below:**

**Yes** – Yes, feature is currently supported by software

**No** – No, feature is not currently supported by software.

*Custom development and future features can be included in a separate document*

*(List Estimated associated cost)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| System Requirements Table | | | | |
| Item | Feature | M or P | Yes/No | Comments |
|  | **General Functionality** |  |  |  |
| 1 | Must be internet based and compatible with all standard commercial web browsers. | M |  |  |
| 2 | Vendor must a have a proven track record of being in business for more than 10 years. | M |  |  |
| 3 | The Application System Administrator must be able to configure most End-User settings without the need to rely on the Vendor. | M |  |  |
| 4 | Help files must be context sensitive and launch a web-based browser with the most up-to-date version of support. | M |  |  |
| 5 | Online Training must be available. | P |  |  |
| 6 | End-Users have the ability to edit and save their own search parameters. | P |  |  |
| 7 | Able to search on any field within the database. | P |  |  |
| 8 | Users can select from different displays to personalize their own screens. | P |  |  |
| 9 | Ability to store document attachments to the records and the ability to link similar records, preferably by “drag and drop”. | M |  |  |
| 10 | Application System Administrators can add to existing fields, such as drop down lists, after implementation. | M |  |  |
|  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Feature | | M or P | | Yes/No | Comments | |
|  | **General Functionality (continued)** | |  | |  |  | |
| 11 | Ability to create, assign and maintain approval groups and manage data access ability. | | M | |  |  | |
| 12 | The proposed system must provide user-defined security, differential rights distribution, role designation, and user options. | | M | |  |  | |
| 13 | Provide detailed audit trails/ reports. | | M | |  |  | |
| 14 | Determine and provide a configurable, flexible workflow management system to automate business processes | | M | |  |  | |
| 15 | Ability to enter notes with unlimited characters. | | M | |  |  | |
| 16 | Must be able to see who has made entries/added/changed information to the record. | | M | |  |  | |
| 17 | Must be able to add/remove users as needed. | | M | |  |  | |
| 18 | Application needs to be accessible via mobile devices. | | M | |  |  | |
| 19 | Allow users to use/access same record at one time. | | M  M | |  |  | |
| 20 | Outlook 365 Calendar integration | | P | |  |  | |
|  | | | | | | | |
| **Reporting** | | | | | | | |
| 21 | System comes with standard reports. | | M | |  |  | |
| 22  2 | Ability to add different filtering to reports on screen. | | M | |  |  | |
| 23 | Tool so end-users are able to customize reports. | | M | |  |  | |
| 24 | Users are able to create queries on the fly, share with others on the account and save those queries for future use. | | M | |  |  | |
| 25 | Export reports into an Adobe PDF and/or MS Excel format. | | M | |  |  | |
| 26 | Select different date ranges to view report information. | | M | |  |  | |
| 27 | Able to print and attach a Report to a record. | | M | |  |  | |
| 28 | Must be able to attach documents to event/contact records. | | M | |  |  | |
| 29 | Users can merge event data in templates within the software. | | M | |  |  | |
| 30 | Ability to email certain reports from within software. | | M | |  |  | |
| 31 | View a report prior to executing. | | M | |  |  | |
| 32 | Ability to create custom reports | | M | |  |  | |
|  | | | | | | | |
| **Account and Contact Management** | | | | | | | |
| 33 | Grouping of multiple contacts under one company Search options to easily find names, companies in the database | | M | |  |  | |
| 34 | Must be able to add notes to the contact record. | | M | |  |  | |
| 35 | Merge duplicate records. | | M | |  |  | |
| 36 | Historical and future events that client was associated with | | M | |  |  | |
| 37 | Financial information such as balances owed, and total spend with venue | | M | |  |  | |
| 38 | Ability to attach documents (preferably drag and drop) to Accounts | | M | |  |  | |
| 39 | Ability to export filtered lists of names for use in third party marketing tools | | M | |  |  | |
| 40 | Manage the sales opportunity process from initial inquiry through to confirmed event. | | M | |  |  | |
| 41 | Workflow management to assist the sales person/ event managers/ accounting personnel in reminders, next steps, etc. | | M | |  |  | |
| 42 | Track economic impact of event. | | M | |  |  | |
| 43 | Mobile device accessible | | M | |  |  | |
| 44 | User definable creation of lists and views of Accounts and Contacts, that can be saved for future access. | | M | |  |  | |
| **Proposals and Contracts** | | | | | | |
| 45 | Must be able to generate proposals and contracts within the software using merge document type technology so that a standard contract can be automatically generated with the customer information already populated. | M | |  | |  |
| 46 | Ability to send proposals and contracts direct from the software to the client. | M | |  | |  |
| 47 | Approval process for proposals and contracts prior to sending to client | M | |  | |  |
| 48 | Track revisions of proposals and contracts. | M | |  | |  |
|  | | | | | | |
| **Calendar and Booking** | | | | | | |
| 49 | Provide multiple calendar views. | M | |  | |  |
| 50 | Easy to view coding for event statuses. | M | |  | |  |
| 51 | Ability to view specific buildings or all buildings when desired. | M | |  | |  |
| 52 | Access security and read only options for some buildings dependent on user. | M | |  | |  |
| 53 | Must be able to easily click and drag calendar entries to reschedule them from the calendar view. | M | |  | |  |
| 54 | Automatic conflict checking that creates holds for event dates based on prior bookings, but can be over ridden when required. | M | |  | |  |
| 55 | Ability to email avails directly from program. | M | |  | |  |
| 56 | Ability to book by clicking on date/space needed. | M | |  | |  |
| 57 | Ability to cancel an event and provide reason for cancellation. | M | |  | |  |
| 58 | Ability to re-instate a cancelled event if required. | M | |  | |  |
| 59 | Ability to decide by user what information is displayed on the  calendar. | M | |  | |  |
| 60 | The concept of separate venues (and the spaces associated with these). | M | |  | |  |
| 61 | Ability to have calendar feed to third party systems. | M | |  | |  |
| 62 | “Hide” booking information from others at time of booking. |  | |  | |  |
| 63 | Ability to group events to an overall grouping (i.e. a season or series). | M | |  | |  |
| 64 | Ability to output calendar views to PDF | P | |  | |  |
| 65 | Ability to print filtered calendars views | P | |  | |  |
| 66 | Mobile device accessible. | M | |  | |  |
|  |  |  | |  | |  |
| **Event Operations** | | | | | | |
| 67 | Ability to create and manage multiple price lists | M | |  | |  |
| 68 | Simple way to create multiple sub-events within an event | M | |  | |  |
| 69 | Ability to assign resource items to events and sub events | M | |  | |  |
| 70 | Ability to copy resources between sub-events | M | |  | |  |
| 71 | Ability to create and manage units, discounts, taxes gratuities | M | |  | |  |
| 72 | Mass filtering and editing of function information | M | |  | |  |
| 73 | Would like to be notified on screen when there is an over allocation of equipment. | M | |  | |  |
| 74 | Track client numbers and guarantees for sub events | M | |  | |  |
| 75 | Costs associated to items as well as prices. | M | |  | |  |
| 76 | Package creation and management. | M | |  | |  |
| 77 | Ability to see resources grouped by Department | M | |  | |  |
| 78 | Creation of Event Orders that can be distributed digitally to the client and internal staff | M | |  | |  |
| 79 | Create event orders by several options – i.e. event, department, space, date. | M | |  | |  |
| 80 | Ability to attach documents (preferably drag and drop) to events. | M | |  | |  |
| 81 | Ability to apply discounts to both groups of resources or individual resources. | M | |  | |  |
| 82 | Track all event charges. | M | |  | |  |
| 83 | Apply task templates to events. | M | |  | |  |
| 84 | Mobile device accessibility. | M | |  | |  |
| 85 | Copy event capabilities. | M | |  | |  |
|  | | | | | | |
| **Accounting and Invoicing** | | | | | | |
| 86 | Comprehensive Accounting Solution with integration to Event Management Software. | M | |  | |  |
| 87 | AR solution for event and other invoices | M | |  | |  |
| 88 | Accounts Payable solution with appropriate controls and workflow | M | |  | |  |
| 89 | General Ledger package that can handle Governmental Fund Structure and Financial Statement Reporting | M | |  | |  |
| 90 | Financial Reporting with user customization options | M | |  | |  |
| 91 | Cash Receipt Processing | M | |  | |  |
| 92 | Budgeting and Forecasting Capability | M | |  | |  |
| 93 | Month and Year-End lockout | M | |  | |  |
| 94 | Fixed Asset Management | M | |  | |  |
| 95 | Payroll Processing | P | |  | |  |
| 96 | Purchasing Module | M | |  | |  |
|  | | | | | | |
|  | | | | | | |
| **Exhibitor Services** | | | | | | |
| 97 | Ability to list all events requiring Exhibitor Services. | P | |  | |  |
| 98 | Ability to place multiple exhibitor orders on one event. | M | |  | |  |
| 99 | Ability to accept orders online. | M | |  | |  |
| 100 | Ability to take payments online. | M | |  | |  |
| 101 | Ability to make mass price changes. | P | |  | |  |
| 102 | Ability to provide receipt to exhibitors by email after purchases. | M | |  | |  |
| 103 | Ability to see orders electronically by event and by exhibitor | P | |  | |  |
| 104 | Ability to run exhibitor order reports | M | |  | |  |
| 105 | Ability to confirm installation of service on a mobile device | P | |  | |  |
|  | | | | | | |
| **Software Technical Requirements Compliance, Compatibility and Security** | | | | | | |
| 106 | Ability to integrate with Active Directory User Authentication | P | |  | |  |
| 107 | Service Level Agreement for a 99.999% uptime for hosted solution | M | |  | |  |
| 108 | If Hosted in a cloud environment – data must be stored in redundant locations within the USA | P | |  | |  |
| 109 | Must be stable and compatible with the latest release of windows 10, iOS, android | M | |  | |  |
| 110 | Support SQL reporting services | P | |  | |  |
| 111 | Ability to setup user access permission types by role/group or department | P | |  | |  |
| 112 | System administrators need the ability to see all user activity by user including last log in, reports opened and other activities | P | |  | |  |
| 113 | Is the proposed solution should be PA-DSS compliant | P | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other** | | | | |
| 114 | Human Resources Module | P |  |  |
| 115 | Integration with room diagramming tool | P |  |  |
| 116 | Integration with signage system | M |  |  |
| 117 | Food & Beverage Module | M |  |  |
|  |  |  |  |  |