

ANNEX C - Evaluation Criteria

Bidders who appear meet all of the mandatory requirements may be required to perform a demonstration of each of the requirements through a remote desktop (screen sharing) session.

Mandatory Requirements

Requirement Number	Requirement Description
Infrastructure	
M1	Software Solution must be compatible with Windows 10 Enterprise 64 bit.
Localization	
M2	Software Solution must provide the option to display the user interface in both French and English, or allow for custom translations to be applied to the interface.
Training Scheduling	
M3	The software Solution must allow for users to create, edit and delete database entities that represent students with appropriate properties. Including: <ul style="list-style-type: none"> a) ID number b) Name c) Age d) Sex/Gender
M4	The software Solution must allow for users to create, edit and delete database entities that represent Instructors with appropriate properties. Including: <ul style="list-style-type: none"> a) ID number b) Name c) Unit d) Qualifications
M5	The software Solution must allow for users to create, edit and delete database entities that represent Class groups. Including: <ul style="list-style-type: none"> a) ID number b) Start date c) Graduation date
M6	The software Solution must be able to split a Class group into multiple sub-class groups. Example: Troop 10 can be split into: Troop 10 Group A, Group B, Group C

M7	The software solution must be able to assign Sub-class group to different sessions concurrently.
M8	The software Solution must allow for users to create, edit and delete database entities that represent Modules. Including: <ul style="list-style-type: none"> a) Module number b) Subject name c) Prerequisite modules d) Modules Category e) Module Sequence Order
M9	The software Solution must allow for users to create, edit and delete database entities that represent Session. Including: <ul style="list-style-type: none"> a) Parent Module b) Session number c) Session name d) Duration e) Prerequisite Sessions f) Session Sequence Order g) Resource Requirements
M10	The software Solution must allow for users to create, edit and delete database entities that represent Buildings/Facilities with appropriate properties. Including: <ul style="list-style-type: none"> a) ID number b) Building name c) Building type d) Location e) Rooms
M11	The software Solution must allow for users to create, edit and delete database entities that represent rooms (or locations) with appropriate properties. Including: <ul style="list-style-type: none"> a) Room number b) Room type (boardroom, standard classroom, computer classroom, gym, pool, self defence, firearm range, Mess, Drill Floor, Dining) c) Building d) Capacity (seats) e) Resources (computers, printers, projectors, dry erase, Smart Board, laptop connection, teleconference, video conference, ROSS access, Internet Access, Wifi, microphone, video camera, Blue Ray player, stage, bleachers, size of displays)
M12	The software solution must allow users to create, edit and delete multiple training curriculums.
M13	The software solution must allow users to create, edit and delete business rules that define constraints regarding scheduling.

M14	<p>The software solution must allow users to create a schedule (agenda).</p> <p>The schedule will consist of booking class groups, instructors and resources for a session.</p> <p>The software will alert users to scheduling conflicts, and flag when issues or conflicts that arise.</p>
M15	<p>The software solution must have features to automate scheduling tasks:</p> <p>Using custom business rules the software must be able to schedule sessions, ensuring there are no time table conflicts or instructor availability issues.</p>
M16	<p>The software solution must support the RCMP's rotating training program as defined in the Statement of Work.</p>
M17	<p>The software solution must provide access for class groups and instructors to view Schedules through a web portal.</p> <p>Instructors must have access to their individual schedule as well as their unit schedule and the timetables for facilities.</p> <p>Instructors must receive notification when being scheduled.</p> <p>Class groups must also be able to access their corresponding timetable via a web portal.</p>
Housing/Reservations	
M18	<p>The software Solution must allow for users to create, edit and delete database entities that represent housing accommodations with appropriate properties. Including:</p> <ul style="list-style-type: none"> a) Building b) Room number c) Bed number d) Accommodation type
M19	<p>The software solution must allow users to reserve or book students as well as non-students into accommodations manually from a list of available accommodations.</p>
M20	<p>The software must have be able to reserve accommodations for upcoming class groups before it is known which individual will be staying in the accommodation.</p>
M21	<p>The software solution must be able to provide real time information on building occupancy.</p>
M22	<p>The software solution must provide group/role based user access.</p>
M23	<p>The software solution must function on premise, disconnected from the internet.</p>

Rated Requirements

Requirement Number	Requirement Description	Weight
General		
R1	The software solution should provide features to mass import and/or update the course, student, cadet and instructor information from an external source.	Yes = 1 points No = 0 points
R2	The software solution should allow administrators users to create and run custom reports within the system, or provide access to datasets that allow for the development of custom reports.	Yes = 2 points No = 0 points
Training		
R3	The software solution should be able to identify instructors that are qualified to teach a module or session as they are being scheduled.	Yes = 2 point No = 0 points
R4	The software solution should be able to mark instructors as unavailable for scheduling when on leave.	Yes = 1 point No = 0 points
R5	The software solution should be able to distribute classroom time evenly among available qualified instructors.	Yes = 1 point No = 0 points
R6	The software solution should be able to analyze historical scheduling data to predict future resource usages.	Yes = 1 point No = 0 points
R7	The software solution should be able to analyze historical scheduling data to determine potential resource deficits.	Yes = 1 point No = 0 points
Accommodations		
R8	The software solution should help evenly distribute accommodation usage when reserving accommodations.	Yes = 1 point No = 0 points
R9	The software solution should be able to automatically email cadets/guests prior to their arrival with a "welcome package". The email would include the following details a) Information about the where to go upon arrival. Course details b) Accommodation check in and check out dates.	Yes = 1 point No = 0 points
R10	The software solution should provide a web portal for checking in individuals when they arrive at Depot.	Yes = 1 point No = 0 points
R11	The software solution should be able to reserve/assign multiple accommodations at a time. For example, reserving a block of rooms for housing an incoming class group.	Yes = 2 points No = 0 points

R12	The software solution should have features for moving or editing accommodations in bulk (ie. Move a class group from one location to another. Change the check out date of an entire class group.)	Yes = 2 points No = 0 points
R13	<p>The software solution should be able to create and manage invoices. (1pt)</p> <p>Invoices should be automatically calculated based on accommodation type, building and length of stay. (1pt)</p> <p>The software solution should allow for extra charges to invoice (example: meals) (1pt)</p>	1 point for each (max 3 points)
R14	The software solution should be able to flag rooms that require maintenance.	Yes = 1 point No = 0 points
R15	<p>The proposed solution's ease of use as well as look and feel will be evaluated along with the functional requirements. The interface should be easy to understand and help the user achieve their goals within the software as easily and efficiently as possible.</p> <p>Points awarded if task can be completed in less than 4 steps (not including login and data field input):</p> <ul style="list-style-type: none"> a) Book a guest into a room b) Schedule a room to a session c) Create a class group d) Assign an instructor to a session e) Assign a class group to a session f) Report on building occupancy g) Mark instructor as on leave or unavailable 	Rated 1 point for each task (max 8 points)

Definitions and Acronyms

Class groups: A collection of Students who are being trained at the same time with the same start and end date.

Group/Role based user access: A group is a collection of users with a given set of permissions that either permit or restrict user access to records or features of the software. For example, administrators, instructors and students would all be groups of users with different levels of access.

Modules: Is a group of sessions that make a unit of instruction on a particular subject, skill or competency.

Qualified: An individual who has been officially recognized as being competent to train or instruct a particular session or modules.

Real Time Data: Information that is accurate at the time during which a process or event occurs.

Resource: An instructor, physical space, or equipment needed for the instruction of a module.

Rotating Training Program: Class groups arrive weekly and have overlapping training intervals. Each class group is learning the material that is associated with their week of training.

Session: A single teaching event. A portion of a module. Each session has unique properties and requirements: acceptable location types, number of instructors needed, additional resources required.

User: A single person who uses the product for scheduling, report creation or account administration.

Web portal: Internal website that allows users to access information from the software.