

COUNTY ASSEMBLY OF KILIFI



TECHNICAL SPECIFICATIONS FOR THE TENDER FOR THE SUPPLY, INSTALLATION AND COMMISSIONING OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS)-NEGOTIATION NO: CAK/1477197/2023-2024

Specification	Requirement	Compliance	Supplier's Response (Indicate how your system complies with the specification)
ACCESSIBILITY			
Hosting	<ul style="list-style-type: none">i. The Electronic Document and Records Management System must be/on premise and backed up on the cloud and allow access over the Internet on 24 x 7 basis from anywhere in the world. Should also be accessible via a Virtual Private Network (VPN).ii. The supplier should specify Data Recovery Procedures in place.		
Mobile Applications	<ul style="list-style-type: none">i. The system should have iOS, Android and Windows App for use of system.		
Compatibility	<ul style="list-style-type: none">i. Users should be able to access all modules of the system using a PC, Laptop, iPad, Android Tablet, Smart		

	phone with any browser and an internet connection		
Availability	<p>The solution provider must be willing to provide a Service Level Agreement committing to the following:-</p> <ul style="list-style-type: none"> i. Give 99% and above availability assurance. ii. The provider must have support matrix for the system and assure less than 3 hours call to fix times 		
Repository	<ul style="list-style-type: none"> i. System should have permission based-repository to store various Assembly document such as budgets, CIDP, Strategic Plans etc and should support any file formats. 		
Offline Briefcase	<ul style="list-style-type: none"> i. System should allow automatic saving and access to Assembly documents when offline from Internet connection. 		
New Uploads	<ul style="list-style-type: none"> i. The system should have a module that shows all documents that have been uploaded from last login session. 		
Calendar	<ul style="list-style-type: none"> i. The System should have a calendar that captures important dates such as Assembly meetings, Committee Meetings along with other Assembly activities that run throughout the year. 		
Meeting Confirmation	<ul style="list-style-type: none"> i. The system should allow users to confirm attendance, decline attendance or provide a tentative attendance status for upcoming meetings 		
SECURITY AND INFRASTRUCTURE			

Network Security	i. All data stored and communications transmitted within the system must be accessed using HTTPS protocols with 256bit SSL/1.2 TLS encrypted technology or any other relevant security technology/protocol.		
Infrastructure Security	i. The system should be Hosted on Internationally accepted data centres		
Redundancy	i. The system's infrastructure should be mirrored across multiple data centres which are geographically dispersed in more than two separate locations		
Application Security	i. The system must be Developed using SEI CMMi standards or any other approved security standards		
Audit Trails	i. Must have multiple levels of user access controls secured with powerful audit trails.		
Access Security Levels	i. Must incorporate Two Factor Authentication Access along with PIN Lock and Fingerprint Access.		
Password Policies	i. Must support password policies such as unique login per user, time-out feature, password expiry, re-use policies and password strength etc.		
Watermarking	i. The system must support watermarking for all documents viewed and downloaded from the system including within the repository. Watermarking must include the details of the logged in user, time and date of access to the document.		
Log in Alerts	i. Must generate automated reports and		

	prompts on logins and attempted log ins.		
Remote Wipe	i. The application should be capable of remote data wipe in case the device is lost		
Restricted Access	i. Must be able to restrict access either via an IP address or a physical device		
Administration	i. Provide an administration module so the custodian of the system can add/suspend users, give access rights and privileges to different users and setup basic system setups i.e. the system should have an Admin panel and user panel.		
Information Security	i. Vendor must demonstrate information security compliance when handling data. Evidence of international certification to be attached e.g. ISO Certification		
ASSEMBLY DOCUMENTS AND MEETINGS MANAGEMENT			
Upload Assembly Documents	i. The system must have a Document Management System with controlled upload capabilities by certain users of Assembly documents in various formats including .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx etc.		
Alerts and Notifications	i. Inform users once document relevant to them have been uploaded by email/SMS		
Committee Meetings	i. Ability to create committees and handle all document and users for Assembly committees		
Meeting Timer	i. Should allow meeting presenters to be		

	timed during live meetings		
Delivery Status	i. Should allow administrators to monitor agenda delivery and receipt of Assembly documents and amendments		
Calendar	i. Maintain Assembly Committee Calendars and send reminders to users before the meeting dates.		
Polling	i. Allow users to vote on polls/questions online while producing real- time results.		
Online Approval	i. Provide a facility for users to approve/reject requests online and maintain a history of the request including supporting documents		
Search	i. Allow user to search through Assembly and committee documents of current and previous meetings.		
Notes and Annotations	i. Allow users to make notes and annotations on all documents within the system including those in PDF format.		
Multi - Lingual	i. The system should be able to function in multiple languages according to respective user preference.		
Digital Signatures and Stamps	i. The System should allow users to sign or stamp documents of any Microsoft office version such as word, pdf etc. The signatures can have option of stored or one-time signatures.		
ASSEMBLY EVALUATIONS			
Set up Evaluations	i. The system should be flexible enough to allow for different types of evaluation (top down, 360 degree etc.) and allow the user responsible to define		

	their own questions for each evaluation		
Evaluation completion	i. Users should be able to evaluate themselves and their colleagues through the system.		
Evaluation Reporting	i. The system should generate evaluation reports; provide average sources, graphs so users can see a more graphic representation of the performance of the Assembly, Committees & Individuals.		
	i. The system must have a reporting module based on flexible user requirements (attendance register and records for meetings)		
COMPLIANCE AND RISK MANAGEMENT			
Compliance Setup	i. Allow the company to setup multiple types of compliance with various regulatory bodies.		
Track and Update Compliance Status	i. Users should be able to update compliance status at various times. Compliance documents should be uploaded on the system.		
Compliance Reporting	i. The system should generate graphical reports of compliance status for the Assembly Members of Staff – providing a Macro level view of the organizations compliance.		
Audit of Compliance	i. Allow the company to provide an external Authority with temporary and restricted access only to compliance documents for the purpose of Audit.		
Contract Management	i. Provide a module that manages the lifecycle of contracts that bind the		

	organization.		
Renewals and Expiry	i. The module should be able to capture the contract start date, expiry/renewal date and send reminders via email and SMS		
Milestones, Tasks and Obligations	i. It should be able to send reminders based on milestones, tasks and obligations to the parties of the contract.		
Contract Experience	i. It should be able to client's experience i.e. Negative or Positive for duration of the contract		
Track Changes	i. The module should be able to track all changes made within the contract from initiating through to drafting and execution		
Real-time - Collaboration	i. The module should allow users to work concurrently on a document real-time from any location within the premises. While collaborating, the module should allow chats and comments/suggestions to be incorporated when accepted.		
Templates	i. The System should be able to store contract/agreement templates that can be used when drafting the contract.		
Contract Parties	i. The system should be able to capture all parties to the contract, along with all details pertaining to the parties such as names of those involved in the drafting process.		
MINUTES MODULE			
Minutes Capture	i. Provide an interface for the Committee Secretaries to capture the Agenda,		

	Reports & Minutes of meetings directly into the system, capture actions to be taken and by whom and by what date.		
Automatic Reminders	i. Based on the Secretary's action items, the system will automatically send out reminders to users to complete their respective tasks by the due dates.		
Features	i. System should be able to capture staff profiles such as directors names and profiles including (date of appointment etc)		
COMMUNICATION AND COLLABORATION			
Video Conferencing	i. Allow users within the system to have a meeting via video conference within the system in order to share audio and video.		
Screen Share	i. Allow users to share documents within the video conference by sharing screens.		
Connect to users	i. Allow users within the system to connect as a group or one on one from any location in the world		
Share annotations	i. Allow users to share notes and annotations real-time		
Join Meetings	i. Allow users to join an on-going meeting or video call as well as have discussion forums within the system either on a one to one basis or group level discussions.		

Note: Unless otherwise stated, any reference made to the “system” shall mean the Electronic Document and Records Management System.

Each item shall be awarded 1 mark

Scoring shall be done as follows:

Total Score X 50

60