| **Requirement #** | **Requirement Type** | **Requirement Description** | **Requirement Necessity** | **Description -- Describe how your solution meets the functionality** | **Solution -- How is Solution Offered (e.g., COTS, Customization, Configuration)?** |
| --- | --- | --- | --- | --- | --- |
|  |  | **Functional Requirements** |  |  |  |
| 1 | Functional | The system shall have the ability to capture job content information (e.g., tasks performed, frequency of tasks performed, importance of tasks performed, tools used, experience required). | Mandatory |  |  |
| 2 | Functional | The proposed system shall have the ability to group job content questions to specific factors; ability to view within the system and generate reports with these groupings. | Mandatory |  |  |
| 3 | Functional | The proposed system shall have the ability for the State to set, define and edit its own compensable factors (e.g., responsibility, complexity). | Mandatory |  |  |
| 4 | Functional | The proposed system shall have the ability to assign a weight to each compensable factor. | Mandatory |  |  |
| 5 | Functional | The proposed system shall have the ability to project salary grade for a title based on responses from job contentquestions. | Mandatory |  |  |
| 6 | Functional | The proposed system shall have the ability to calculate and display salary grade for total factor score (e.g., 250 points = Grade 2). | Mandatory |  |  |
| 7 | Functional | The proposed system shall have the ability to map the salary grades used by NYS. | Mandatory |  |  |
| 8 | Functional | The proposed system shall have the ability to limit the view of NYS human resources staff to just the job content responses for jobs within their own agency. | Mandatory |  |  |
| 9 | Functional | The proposed system shall have an audit trail to capture changes to data (e.g. date/time stamp, ID of editor, fieldnames edited). This data should be viewable within the system, as well as via a downloadable report. | Mandatory |  |  |
| 10 | Functional | The proposed system shall have the ability to support simultaneous use by up to 25 employees in the Division of Classification & Compensation doing salary grade analysis on different titles/positions. | Mandatory |  |  |
| 11 | Functional | The proposed system shall have the ability for Division of Classification and Compensation staff to input responses to job content questions to do salary grade analysis for titles. | Mandatory |  |  |
| 12 | Functional | The system must have the capability to produce and print pre-defined reports and ad hoc reports. Reports to be exported in raw text, CSV, Excel, or Adobe formats (e.g. reports for Req# 2,13,14, plus possible additional reports to be identified). | Mandatory |  |  |
| 13 | Functional | The system shall allow for the extraction/download of data sets needed for analysis. The data for these files shall be available in raw text, CSV, Excel, orAdobe formats. | Mandatory |  |  |
| 14 | Functional | The vendor shall conduct training for 25 users, inclusive of distributing training materials. | Mandatory |  |  |
| 15 | Functional | The vendor shall supply System User Documentation detailing any maintenance efforts within the system (e.g. how to upload new versions of data sets, how to add a new user to the system). | Mandatory |  |  |
| 16 | Functional | Have a job content questionnaire integrated within the system, with a link for employees to access and fill out the questionnaire; the submitted responses will be stored in a central repository. | Desired |  |  |
| 17 | Functional | Ability to capture job content information, via an electronic questionnaire, directly from at least one supervisory level for the employees that they supervise. Questionnaire will have the ability to be filled out and submitted directly into said system; and store such answers in a central repository. | Desired |  |  |
| 18 | Functional | Ability to save partially completed job content questionnaires and allow users to return to complete questionnaires. | Desired |  |  |
| 19 | Functional | Questionnaire's data gathered should be viewable in the system as well as available in a reports format. | Desired |  |  |
| 20 | Functional | Ability to adjust (edit) employees' and supervisors' responses to job content questions after the content responses havebeen submitted to the system. | Desired |  |  |
| 21 | Functional | Ability to retain the original responses from the electronic job content questionnaire from employees and supervisors. | Desired |  |  |
| 22 | Functional | Ability of staff from the Division of Classification & Compensation to respond to a job content questionnaire (e.g., on behalf of an employee or someone without PC access). | Desired |  |  |
| 23 | Functional | Ability for Division of Classification & Compensation staff to omit or exclude responses to job content questionnaire from certain respondents. | Desired |  |  |
| 24 | Functional | Ability to support approximately 75 NYS human resources staff from various State agencies simultaneously viewing job content responses, in addition to the planned 25 employees in the Division of Classification & Compensation. | Desired |  |  |
| 25 | Functional | The proposed system shall have the ability to aggregate responses to job content questions to show, for example, average responses for each question. This data should be viewable within the system, as well as via a downloadable report. | Desired |  |  |
| 26 | Functional | Ability to generate competencies based on job content responses. | Desired |  |  |

| **Requirement #** | **Requirement Type** | **Technical Requirements** | **Requirement Necessity** | **Description -- Describe how your solution meets the functionality** | **Solution -- How is Solution Offered (e.g., COTS, Customization, Configuration)?** |
| --- | --- | --- | --- | --- | --- |
|  |  | **Technical Requirements** |  |  |  |
| 27 | Technical | System shall provide a web-based user interface compatible with the current versions of Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari. | Mandatory |  |  |
| 28 | Technical | The system must be accessible by users from mobile devices (e.g., smartphones, iPads, tablets). | Mandatory |  |  |
| 29 | Technical | All system functionality shall be available to users to perform all system functions on mobile devices. | Mandatory |  |  |
| 30 | Technical | The solution must offer user- and role-based security so that the system administrator can precisely control access permissions to solution features and transactions. Secure the confidentiality of information in the datastore by preventing access by an unauthorized person. | Mandatory |  |  |
| 31 | Technical | The system must use a NYS authentication system for Single Sign-On (SSO). Either the SSO platform uses OKTA, with communications handled either via Open ID or SAML protocols or Active Directory (o365). All system software must integrate with NYS standard identity providers (IDP) for Single Sign-On (SSO). The system software must support identity protocols (Open Identity Connect (OIDC) or Security Assertion Markup Language (SAML) 2.0 using Okta or ADFS. | Mandatory |  |  |
| 32 | Technical | The system must support the ability for an authorized State role to remove individual users from one or more roles. | Mandatory |  |  |
| 33 | Technical | The contractor and system must allow the Division of Classification & Compensation access to the raw data for reporting purposes that can be downloaded and transmitted securely according to NYS ITS data transmission standards. If securely downloaded or exposed data views are not feasible, the contractor must provide a detailed “data dictionary” and schema overview so the State can efficiently query the solution. | Mandatory |  |  |
| 34 | Technical | The ability to provide all ongoing software and hardware hosting in a secure environment(s) for the system in a manner that satisfies the service levels outlined in the contract resulting from this RFP. | Mandatory |  |  |
| 35 | Technical | The ability for the hosting environment to provide adequate capacity to ensure prompt response to both data inquiry/lookup and data modification transactions. Capacity will be considered adequate when application performance metrics meet a maximum 5 second response time 95% of the time, with exceptions for extremely large or complex data queries. | Mandatory |  |  |
| 36 | Technical | Acknowledging that not all tasks and activities needed to operate, administer, and maintain software applications in a data center or cloud platform may be specifically listed in this RFP, contractor agrees to perform all tasks considered normal and routine hosting services consistent with the scope of this RFP excluding those tasks expressly excluded in this document. | Mandatory |  |  |
| 37 | Technical | A hosting migration plan will be written as part of closing activities of the initial implementation of the software. Upon termination or expiration of the hosting Agreement, the Vendor will ensure that all Division of Classification & Compensation and system data is transferred to the Division of Classification & Compensation or a third party designated by the Division of Classification & Compensation securely, within 90 days, and without significant interruption in service, all as further specified in the Technical Requirements provided in the RFP. The Vendor will work closely with its successor to ensure a successful transition to the new system and provide a "data dictionary," with minimal downtime and impact on the Division of Classification & Compensation. All such transition work must be coordinated and performed in advance of the formal, final transition date. The vendor will ensure that such migration uses facilities and methods that are compatible with the relevant systems of the transferee, and to the extent technologically feasible, that the Division of Classification & Compensation will have reasonable access to Division of Classification & Compensation and end user data during the transition. | Mandatory |  |  |
| 38 | Technical | Adhere to all relevant NYS Security Policies (<https://its.ny.gov/ciso/policies/security> ), NYS Accessibility standards, and all relevant Technical Policies and Standards (<https://its.ny.gov/policies> ). | Mandatory |  |  |
| 39 | Technical | Separate QA and training environment(s) for user acceptance testing and product upgrades. | Mandatory |  |  |
| 40 | Technical | Ability to import or export data in piecemeal or in its entirety and transmitted securely according to NYS ITS data transmission standards. | Mandatory |  |  |
| 41 | Technical | The bidder must guarantee a service uptime of at least 99.7%. | Mandatory |  |  |
| 42 | Technical | Scheduled system maintenance shall occur outside the hours of 8 a.m. to 8 p.m. Monday through Saturday ET. | Mandatory |  |  |
| 43 | Technical | The solution shall be accessible to all users on a 24/7 basis outside of scheduled downtime, solution upgrades and scheduled maintenance. | Mandatory |  |  |
| 44 | Technical | The bidder shall provide a high-availability solution with disaster recovery methods including regularly scheduled data backups. | Mandatory |  |  |
| 45 | Technical | Bidder must adhere to NYS Record Retention Policy. | Mandatory |  |  |
| 46 | Technical | The bidder shall provide data recovery services from backups as requested by the State at no additional costs. | Mandatory |  |  |
| 47 | Technical | The system should have the ability to conform to NYS Branding guidelines. | Desired |  |  |
| 48 | Technical | Ability for the system to have the option of being hosted on a Cloud platform. | Desired |  |  |
| 49 | Technical | State agencies' human resources staff would need to be granted user access to the system and controlled by roles (e.g., a view only role with access to just their agency questionnaire responses). | Desired |  |  |
| 50 | Technical | Solution must include an administrative portal, accessible by Division of Classification & Compensation technical staff or superusers, for monitoring and issue resolution. | Desired |  |  |
| 51 | Technical | Division of Classification & Compensation technical staff or super users will have controls in place to add/edit/delete role information for NYS human resources staff. | Desired |  |  |
| 52 | Technical | The bidder shall have annual vulnerability assessments performed against the system by a NYS Office of General Services (OGS) approved independent 3rd party vendor. The results shall be provided to OGS along with a documented plan to mitigate identified vulnerabilities. | Mandatory |  |  |