**Scoring Criteria for Demos**

Please give a score for each criterion based on the following:

* 0 – Not satisfactory.
* 1 – Satisfactory.
* 2 – Above and beyond.

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| --- |
| **Criteria** |
| Functional Fit (Requirements) |
| Ease of Use |
| Technical Fit |
| Vendor Fit |
| Yearly Cost |
| Implementation Cost |

**Functional Fit (Requirements)**

* SOPs, Audit Inspection, Incident Investigation.
  1. Analytics on Inspection forms: **“bad answers” need to stand out** and a report from bad answers can be generated.
  2. **Print** each completed Inspection form in **PDF**.
  3. Management can assign **corrective actions** when an Inspection form contains a “bad answer”.
  4. Management can be **reminded via email when a response is no**. Employee can be reminded when a corrective action is assigned.
  5. SOP documents **can be uploaded** in the new system.
  6. SOP documents have **version control** capability.
  7. SOP documents come with **anonymous access** (no authentication required).
  8. SOP documents can be accessed with a **dynamic QR code**.
  9. SOP documents in the new system can be **linked to our website**.
  10. Inspections are conducted in a personalized and dynamic form, so **if an answer is no, more related questions can be asked** in that form.
  11. **Inspection Scheduling**.
  12. **Incident Investigation** capability.
* Training Tracking & LMS Solution –
  1. Attach **proof of attendance.**
  2. Review and sign the **policy.**
  3. Set **expiry date** for a certain training, send **reminders** to both employees and management when expiry date is near.
  4. **Record** employee training datain a database. Management can add to that database any information, and an employee can also add their records of courses that they have completed in different platforms.
  5. **Schedule classes** by management and assign to a **group** of employees, assign by role or age. Not every class will be scheduled.  **Not required but nice to have. Make a not if it does not have it.**
  6. Standalone **training platform** with custom course design.
  7. **Employee profile** contains all the information about that employee as well as all the certificates he/she has uploaded.

**Ease of Use**

* For SOPs & Audit Inspections
  + Inspection forms and SOP documents are **mobile and tablet friendly**.
  + **Analytics reporting**.
* For Training Tracking & LMS Solution
  + Management can easily **identify who is about to expire**, using a report or a visual.
* **General user friendliness**.

**Technical Fit**

* **Data import/export** capability.
* **Direct access to their database or the ability to schedule exports**, for Power BI.
* **Cloud based**.

**Vendor Fit**

* Overall **presentation impression**.
* **Prices go up with inflation rate only.**
* Service providing long-term viability based on how many **years** they have been in the industry and **how many customers** they have.
* Level of **customer service** based on **amount and quality of availability**, whether it is **24/7 or office hours only**.
* The ability to **support the monthly quantity of inspection forms filled (about 30 inspection forms per month)**, and trainings assigned without technical difficulties.
* Possibility of having an **account manager**, in comparison to having to wait long times for customer service.
* Quality of **reference clients**.