

REQUIREMENT UNDERSTANDING DOCUMENT

Committee Management System

Ruler Representative Court – Al Dhafrah region

Submitted by

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Requirements Understanding:

Two types of committee

- Tenders Management Committee
- Other Committees

User roles

- Admin
- Creator
- Committee Members
- Head of Committee (HOC)
 - Admin - Can create committees and can assign creators & HOC & members to it. He will have an option to add/create suppliers.
 - Creator - Can create projects and receive the final inputs and view the status.
 - Committee Members - Can view the projects created, put their findings/notes, attach documents/evidences and can send to HOC.
 - HOC - Can view the projects created, committee member inputs & enter his own recommendation/decision.

Tender Management Committee:

- Workflow:
 - Creator will receive the request (from RRC employees) to open a tender along with the requirement specification, potential supplier list with their contact details and project closing time, envelopes opening time, requestor department, requestor name, etc. (All these are given out of the system).
 - Based on above given information, the creator will open a new tender (Project) and will enter all the given information (like a form) and click send.
 - Once the creator clicks send, the tender with the requirement document will be send to all suppliers based on the contact details entered by the creator (One email to each supplier).

- The system will send several reminder emails to the suppliers based on the tender closing date entered by the creator.
- The suppliers will receive an email to view the requirement document which will have also a link to submit the proposal.
- When the supplier click on the link, he can attach the financial & technical proposal and enter the amounts.

Note: The link will be accessible only till the tender closing date defined by the creator.

- Once the minimum number of proposals are received and the envelop opening time (Time from which the committee members can view the tender and submitted proposals) is reached, the system will generate/send emails to committee members to view the submitted proposals and put their recommendations.
- When the committee members open the particular tender, all the tender details submitted by the creator and all the responses of all suppliers (proposals) will be shown in an easy way that allows each member to evaluate and enter comments on each proposal (financial & technical). In addition committee member will be able to select (from a drop down menu) the first recommended technical proposal, the first recommended financial proposal, the second recommended technical proposal & the second recommended financial proposal and he can click send.

Note: The committee member cannot edit the inputs after the decision has been taken by the HOC.

- HOC will be able to see all the tender details and committee member inputs and he will be able to decide the first awarded supplier and second (backup) awarded supplier.
- Once awarded, the tender status will be 'Awarded'. The Creator and committee members will receive notifications, but supplier will be communicated out of the system.

Other Committees:

- Workflow:
 - Creator will receive the request (from outside the organization) to create a project along with the project details (Subject, details, attachments, deadlines, etc.) out of the system.
 - Based on above given information, the creator will open a new project and will enter all the given information and click send.
 - Once the Project is created, the committee members will receive an email to view & contribute on that project with a link to access the project quickly.
 - When the committee members click on the link/ access the project, they can enter their recommendations and attach files one by one.
 - The system will send several reminder emails to the committee members based on the deadlines entered by the creator.
 - When the committee members/HOC open the particular project, all the inputs of all members will be shown.
 - HOC will be able to enter his decision and recommendation based on the committee member suggestions shown in the system.

Notes:

- Application should be hosted on premise.
- Source code should be given.
- Client is open for license or one time cost.
- Solution should have an advanced search option.
- Solution should have good graphical interface with advanced editors.
- Should be easily accessible from mobile.