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# APPENDIX D -PRODUCT/SERVICE REQUIREMENTS

**WSIPC RFP 21-02 E-signature and Document Approval Software Solutions**

## INSTRUCTIONS

Please answer each requirement based on the proposed solution’s ability to satisfy the respective requirement. If the requirement cannot be met and warrants further explanation, a brief explanation may be provided in the “Comments” column. The following scoring system should be used to evaluate each business requirement:

|  |  |
| --- | --- |
| **Response Code** | **Definition** |
| Y—Yes | Requirement is met. |
| N—No | Requirement is not met. |
| Q—Qualifier | Ability to meet requirement requires further explanation from Vendor. Please use the "Comment" column to provide more details. |

## General

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Comment *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| **Product/Service Usage -** The product and/or service is used by other Washington State K-12 school districts and has an active Washington State user community. | [ ]  | [ ]  | [ ]  |       |
| **Documentation -** Describe access to operational, instructional, and/or specification sheets. It is highly desirable that this type of information be available to customers electronically via the internet (preferred) or other electronic means of delivery. | [ ]  | [ ]  | [ ]  |       |
| **Shipping Costs -** All costs for shipping to the buyer’s location, must be clearly stated on price lists and promotional materials, and must be clearly described in the Proposer’s response to this RFP. | [ ]  | [ ]  | [ ]  |       |
| **Vendor Website -** The Proposer must have an active website with published product and/or service information. | [ ]  | [ ]  | [ ]  |       |

## Technical/functional Requirements

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| Electronic signature capabilities | [ ]  | [ ]  | [ ]  |       |
| Easy setup and configuration | [ ]  | [ ]  | [ ]  |       |
| Easy user interface and navigation | [ ]  | [ ]  | [ ]  |       |
| Document status tracking | [ ]  | [ ]  | [ ]  |       |
| Document creation and storage capabilities | [ ]  | [ ]  | [ ]  |       |
| Version control(s) | [ ]  | [ ]  | [ ]  |       |
| Multiple action roles like editing, signing, approval | [ ]  | [ ]  | [ ]  |       |
| Encrypt and secure communications and shared documents | [ ]  | [ ]  | [ ]  |       |
| Proof of signing | [ ]  | [ ]  | [ ]  |       |
| Multi-party signing | [ ]  | [ ]  | [ ]  |       |
| Signer and/or multi signer authentication capabilities | [ ]  | [ ]  | [ ]  |       |
| Flexible approval configuration | [ ]  | [ ]  | [ ]  |       |
| Expiration settings | [ ]  | [ ]  | [ ]  |       |
| Task progress tracking | [ ]  | [ ]  | [ ]  |       |
| Serial, parallel, or mixed sequencing routing | [ ]  | [ ]  | [ ]  |       |
| Audit tracking and controls | [ ]  | [ ]  | [ ]  |       |
| Responsive device capabilities | [ ]  | [ ]  | [ ]  |       |
| Mobile app with mobile signature capability and notifications | [ ]  | [ ]  | [ ]  |       |
| Data analytics and reporting | [ ]  | [ ]  | [ ]  |       |
| Bulk send options | [ ]  | [ ]  | [ ]  |       |
| Customizable templates | [ ]  | [ ]  | [ ]  |       |
| Multiple language capabilities | [ ]  | [ ]  | [ ]  |       |
| Third party integration | [ ]  | [ ]  | [ ]  |       |
| Branding customization | [ ]  | [ ]  | [ ]  |       |
| Custom watermarks | [ ]  | [ ]  | [ ]  |       |
| 24/7 customer support | [ ]  | [ ]  | [ ]  |       |
| Support industry specific regulations such as HIPPA | [ ]  | [ ]  | [ ]  |       |
| ADA compliance | [ ]  | [ ]  | [ ]  |       |