

**Sell2Wales Procurement Portal Project
(S2W)**

Systems Requirement Specification

Version : 1.0
Date: 8th August 2012

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1 Introduction

1.1 Background

The Sell2Wales (S2W) & Buy4Wales (B4W) websites have been in operation since 2003 and have been extremely successful in bringing suppliers and Welsh public sector buyers together. The sites are used to advertise upcoming public sector contracts to a database of suppliers and also allows the buying organisation to submit OJEU notices. This allows the buyer to save time and money in a number of ways; by using the RFQ facility to get quotes from suppliers electronically and by attaching tender documentation to contract notices for suppliers to download. Suppliers are matched up to opportunities and receive email notifications automatically. Provided by BETS and jointly managed by BETS in partnership with Value Wales, these sites are entirely free at the point of use to buyers and suppliers.

The Welsh Government has initiated a project to upgrade the S2W & B4W sites providing improved user interfaces and functionality. The sites will also be combined into a single Sell2Wales website to avoid confusion. The project has recently undertaken a Options Appraisal to determine the delivery approach and the Minister has approved the option to procure a COTS product.

1.2 Purpose of Document

This document contains the proposed requirements for the S2W website and describe the intended behavior of the system as required by the Welsh Government.

Once signed off this document will be used as a baseline by which any changes in scope will be measured and, together with any approved changes, will be used in the functional testing of the S2W solution.

1.3 How to use this document

The S2W project team believe that, in general, the suppliers invited to tender for the S2W solution can meet the majority of Welsh Governments requirements.

The project team have attempted to write this document in a way that reflects the business requirements and not a specific technical implementation. Therefore where an invited supplier believes that their solution can meet a specific business requirement, but not as described in this document, the supplier should clearly articulate this in their response.

With this in mind the project team has tried to minimise the number of 'mandatory' requirements and thus provide flexibility for the suppliers

response. However where a requirement is identified as mandatory the business requirement **must** be met by the time the full solution is implemented (this may mean that the supplier will be required to develop this functionality post contract award).

Similarly the project team have tried to distinguish between the S2W 'system' and the S2W 'solution'. 'System' requirements will need to be delivered by the suppliers product, whereas 'solution' requirements may be delivered by the product or services supplied (eg. Helpdesk). However it should be noted that the Welsh Government would have a preference for more comprehensive product functionality as opposed to an over reliance on a Service/Help Desk.

1.4 Scope

This document covers functional requirements for the Sell2Wales website and supporting application(s). Required functionality includes the areas of;

- Registration on Sell2Wales (Buyer & Supplier)
- Notice Management (Buyer)
- Response Management (Supplier)
- Submission Management (Buyer)
- Administration (Vendor, WG & Buyer)

1.5 Methodology

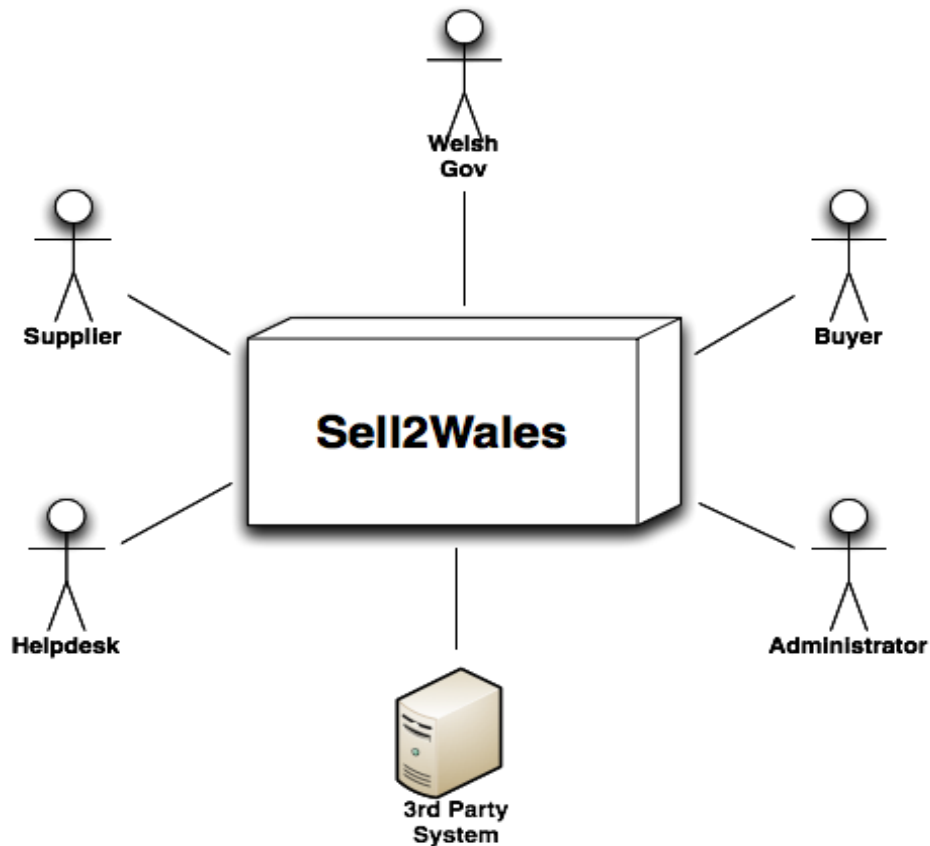
Requirements Analysis has been undertaken using meetings & workshops with key stakeholders. The definition of the requirements has been undertaken using the Unified Modelling Language (UML) & Business Process Modelling Notation (BPMN). The modelling tool Enterprise Architect has been used to capture & model requirements.

1.6 Use Cases

A Use Case represents a discrete unit of interaction between a user (human or machine) and the system. A Use Case is a single unit of meaningful work; for example creating a train, modifying a train and creating orders are all Use Cases.

Each Use Case has a description which describes the anticipated functionality within the system. A Use Case may 'include' another Use Case's functionality or 'extend' another Use Case with its own behavior. Use Cases are typically related to 'actors'. An actor is a human or machine entity that interacts with the system to perform meaningful work.

1.7 Context



The Sell2Wales system (S2W) will interface with a number of existing systems and User Roles.

- **Welsh Gov** - Welsh Government user undertaking procurement analysis and extracting management information.
- **3rd Party System** - it is anticipated that Sell2Wales will interact with a number of third party systems used by Buyers to manage their procurements and with the European public procurement journal Tenders Electronic Daily (TED). Interoperability standards will be followed for integration of these systems.

In addition to TED, the current NPW has monthly data inputs from Constructionline, though this is planned to change to a web service during the implementation of the new S2W website.

- **Buyer** - Responsible for initiating & managing procurement projects
- **Supplier** - Responsible for reviewing & responding to procurement Notices
- **Administrator** - Responsible for maintaining the Sell2Wales system. It is envisaged that this role may be split into 3 sub roles (These roles will be discussed with Vendor post contract award)
 - **VendorAdministrator** - Full access to maintain system configuration, content & user management.
 - **WGAdministrator** - Welsh Government staff responsible for Sell2Wales system. Access to maintain content & user management.
 - **OrgAdministrator** - Administrator within a Buying Organisation responsible for coordinating their organisations use of Sell2Wales. Access to maintain users & content for their organisation only.
- **Helpdesk** - Responsible for providing assistance to Sell2Wales users, providing information & guidance on Sell2Wales and management of incidents and service requests. It is envisaged that the this role may be split into 2 sub roles.
 - **VendorHelpdesk** - Management of incidents & service requests, and providing user guidance for Sell2Wales [In English].
 - **WGHelpdesk** - Welsh Government staff responsible for 'logging' of system incidents & service requests and providing guidance in the Welsh language. Additionally providing generic procurement advice to users [In English & Welsh]

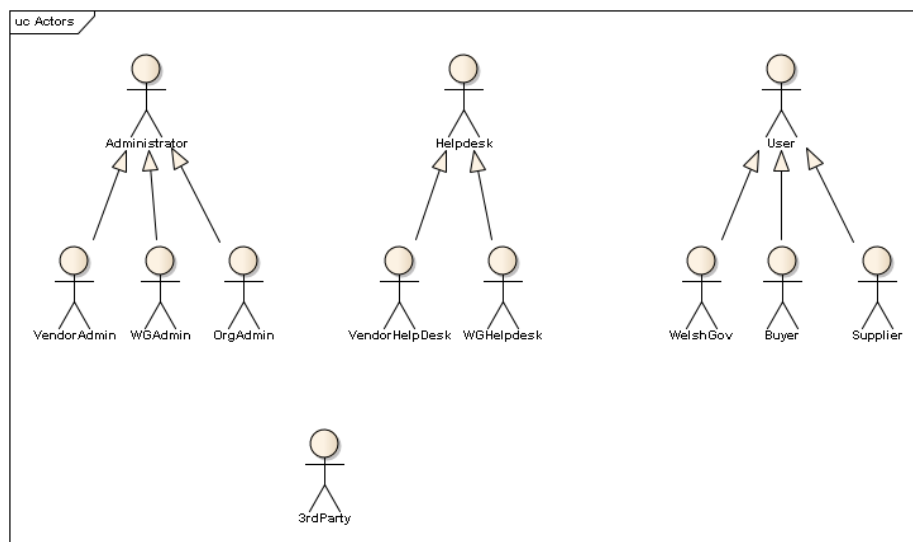


Figure 2: Actors

2 Use Case Model

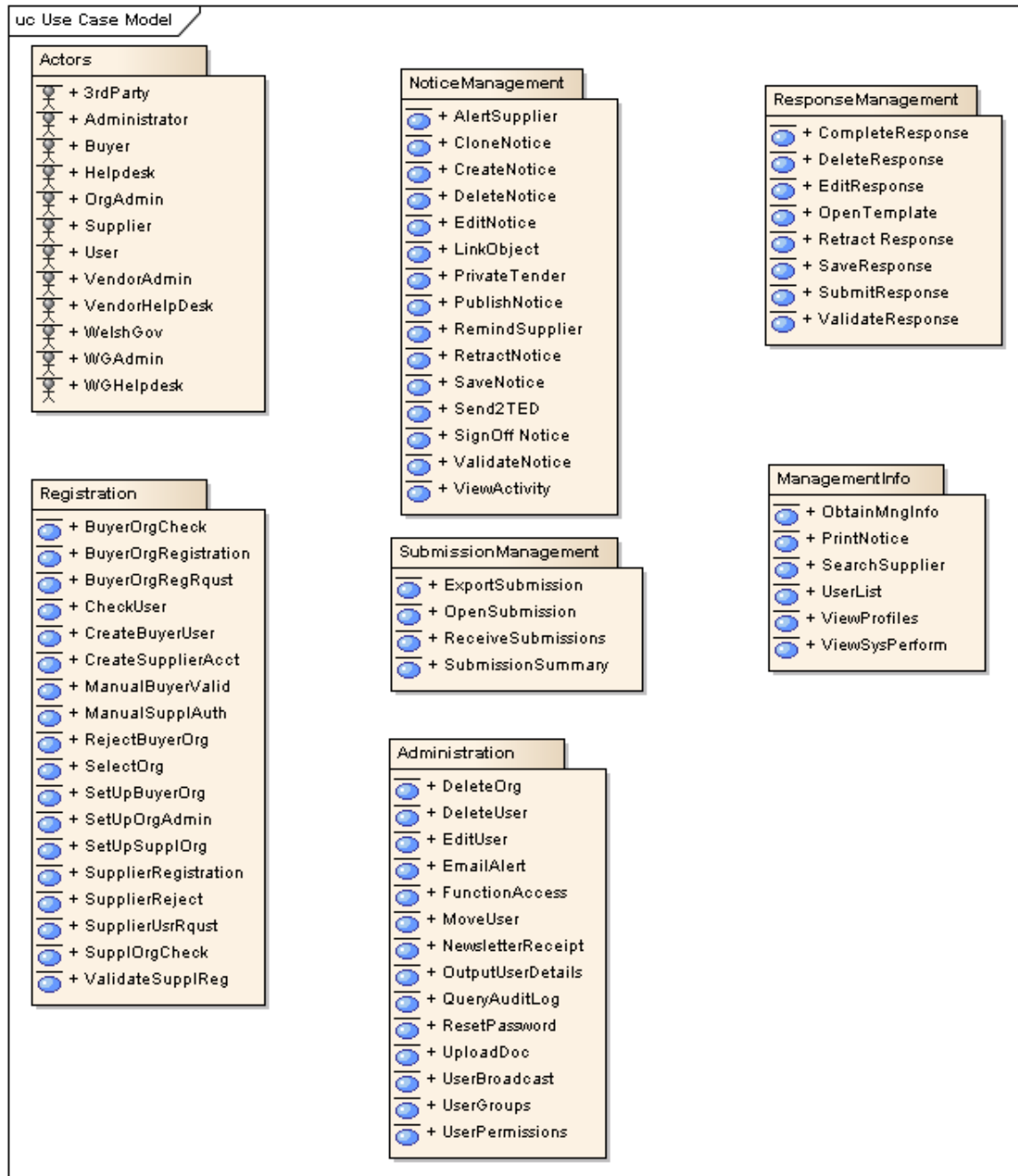


Figure 2: Use Case Model

2.1 Administration

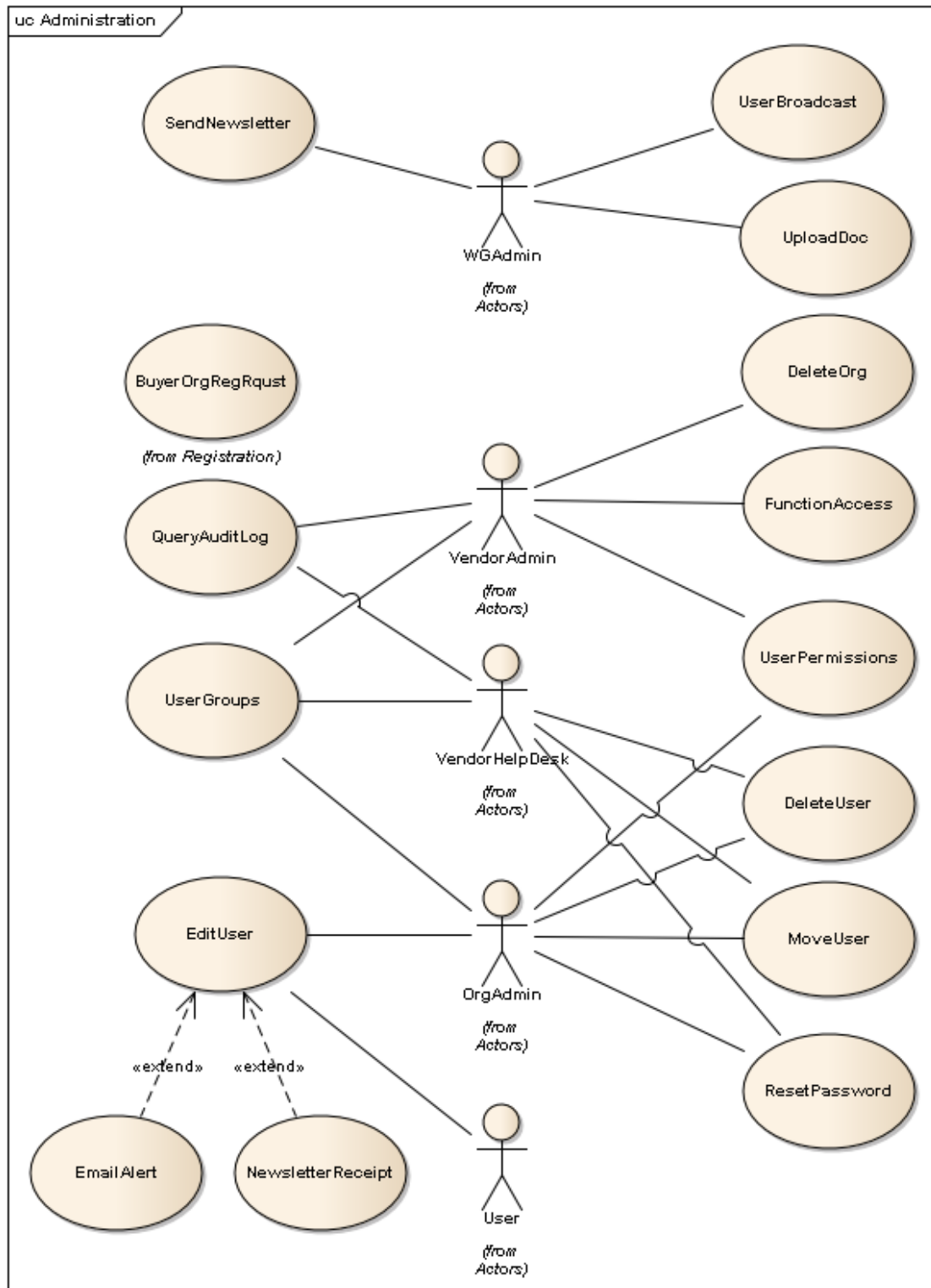


Figure 3: Administration

2.1.1 DeleteOrg

The Vendor Administrator deletes an organisation within Sell2Wales as explicitly authorised by WG (eg. email instruction from WG Administrator. All user accounts within the organisation will need to be removed prior to an organisation being removed. The Audit Log will record the user making the deletion.

2.1.2 DeleteUser

The Organisational Administrator or the Vendor Helpdesk remove a user account, or user group, as authorised by the associated organisation

2.1.3 EditUser

A users details are updated & saved. The user will be able to preview their public profile as seen by other organisations

User details include;

- Contact details
- Profile Information
- Saved searches
- Password

2.1.4 EmailAlert

The user sets up email alerts for new entries that meet their search criteria

The user should be able to set up alerts at an individual user level not just at organisational level. [Reason: To reduce duplicate organisation entries resulting from organisation requiring multiple searches]

2.1.5 FunctionAccess

The Vendor Administrator provides access for users &/or user roles to areas of S2W system functionality

2.1.6 MoveUser

A user is moved from one Group/OrganisationalDepartment to another with access rights changed appropriately

2.1.7 NewsletterReceipt

The user can turn newsletter receipt on/off

2.1.8 QueryAuditLog

A User request is made to query the audit log which is fulfilled by Vendor personnel

2.1.9 ResetPassword

The users password is reset with the new password being validated against password rules

2.1.10 UploadDoc

The WG Administrator uploads documents/templates to be accessible to specific user types or all users. (eg. Public Sector Framework Contracts can only be seen by Public Sector Buyers)

2.1.11 UserBroadcast

The WG Admin sends message (eg. Maintenance, Key Events etc) to all users or user roles (eg. Buyers/Suppliers). The email address used to send the message will NOT be a '@wales.gsi.gov.uk' address.

2.1.12 UserGroups

The Organisational &/or Vendor Administrator sets up the Organisational Structure & User Groups (within a single organisation) to restrict access to organisational data held within S2W and to support collaborative working on procurement objects

2.1.13 UserPermissions

The Administrator sets the access rights and authority levels for the selected user &/or user group

2.2 ManagementInfo

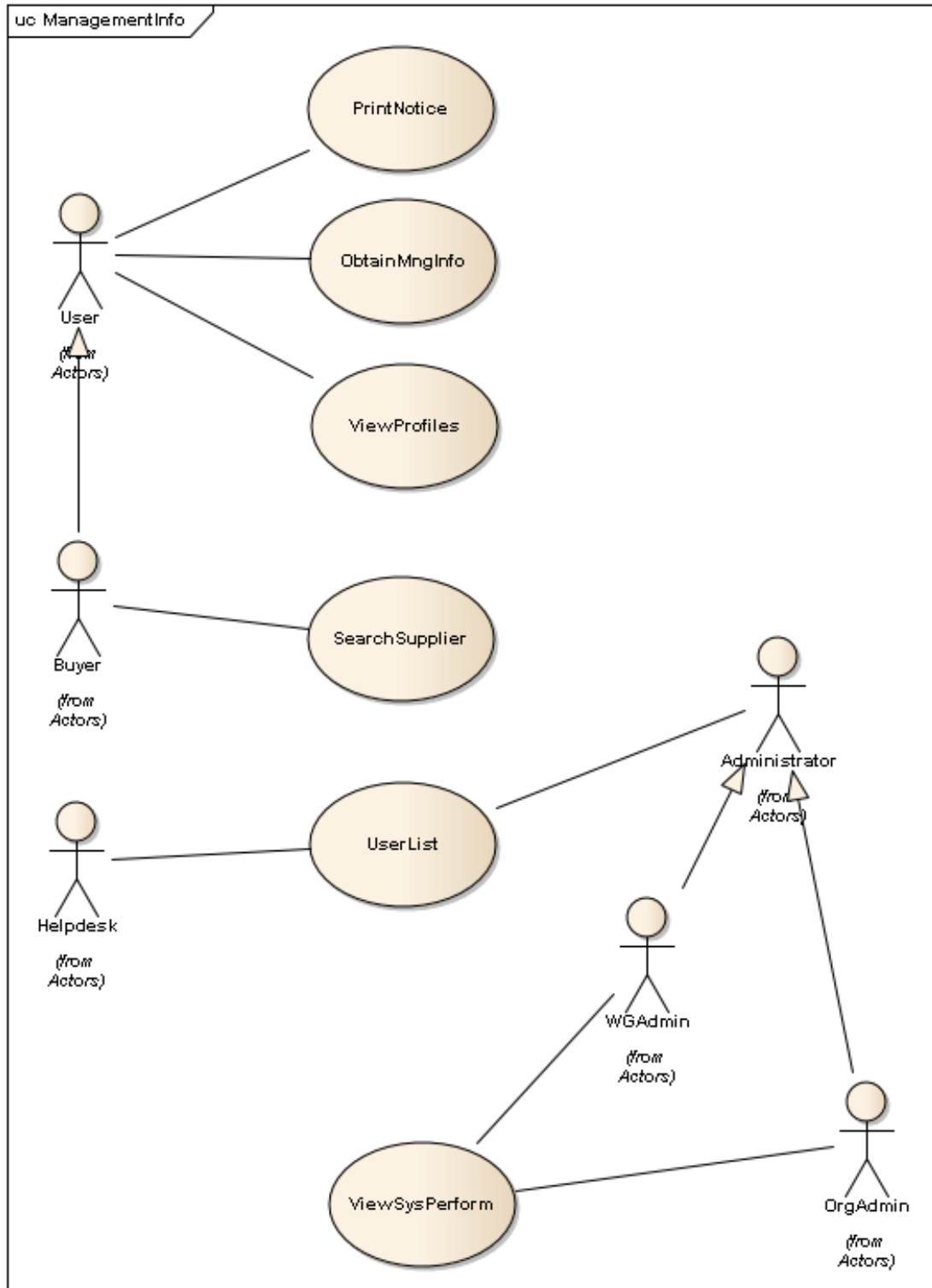


Figure 4: ManagementInfo

2.2.1 ObtainMngInfo

All registered users will have the ability to report &/or query data appropriate to their access rights

2.2.2 PrintNotice

The user searches and selects a contract notice(s) and prints &/or exports the notice

2.2.3 SearchSupplier

A Buyer searches for a supplier and views/exports the supplier details

2.2.4 ViewProfiles

All registered users have the ability to search Buyers & Suppliers, registered on S2W, and view their public profiles

2.2.5 ViewSysPerform

The Vendor Administrator views S2W performance statistics and runs system reports

2.3 NoticeManagement

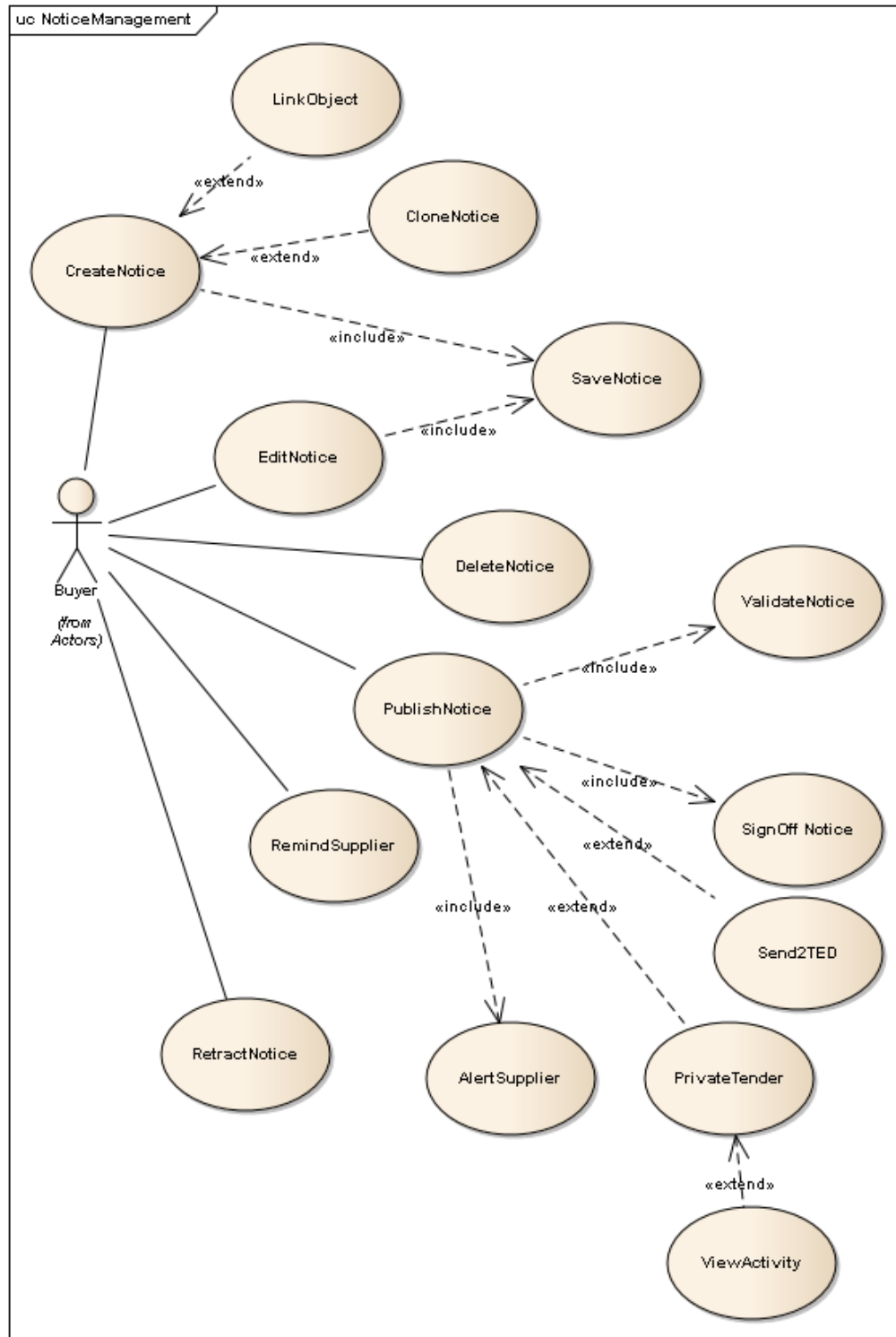


Figure 5: NoticeManagement

2.3.1 AlertSupplier

The S2W system will alert Suppliers of the published notice where the CPV codes match their search criteria. Alerts must be sent to the Supplier within 1 working day, whilst immediate alerts are preferable. The email address used to send the alert will NOT be from a 'wales.gsi.gov.uk' account

2.3.2 CloneNotice

The Buyer selects an existing notice (any notice on Sell2Wales) and copies the information (excluding organisation details where it is not one of their own notices) to the a new notice. The new notice is saved for further editing.

2.3.3 CreateNotice

The Buyer creates a Contract Notice for publication on S2W. The system will validate that the contract reference has not been previously used.

2.3.4 DeleteNotice

The Buyer selects a notice, to which they have access, and deletes the notice. The user will be asked to confirm deletion prior to the notice being deleted.

Published Notices cannot be deleted

2.3.5 EditNotice

The Buyer selects a notice to update. Only notices for which they have access are displayed.

Where live low value notices are edited, a copy of the existing notice must be kept for audit purposes.

A Corrigenda will be used to edit a live OJEU notice.

2.3.6 LinkObject

Where procurement objects (eg. PIN, Contract Notice, Award Notice etc) are within the same procurement (ie. Have the same contract reference) the S2W system should maintain that relationship.

2.3.7 PrivateTender

The Buyer chooses to create a list of Suppliers to whom the notice will be published. eg. A mini competition within a framework. The list may created from adding Suppliers already registered on S2W or by adding additional e-mail addresses.

Non-registered Suppliers will be required to register in order to open the Contract Notice

2.3.8 PublishNotice

The Buyer publishes a notice on the Sell2Wales website.

2.3.9 RemindSupplier

The Buyer sends a reminder to all Suppliers that have not opened the Notice. Suppliers that have opened the notice will not receive reminders

2.3.10 RetractNotice

The Buyer selects to retract a 'live' notice. Retracted Notices cannot be deleted. OJEU Notices will not be retracted, but a Corrigenda will need to be published to advise of changes. Where a contract notice is retracted & then replaced, the Contract Reference number will be the same, but the Notice ID will be different.

2.3.11 SaveNotice

The Buyer is able to save their notice on creation or following updates to a created notice.

2.3.12 Send2TED

Where the Buyer publishes an OJEU notice on Sell2Wales it is immediately dispatched to TED or within a timescale that maintains the buying organisations timescale compliance

2.3.13 SignOff Notice

Prior to a notice being published it needs to be signed off by the correct level of authority. On completion of the notice the Buyer selects to publish the notice. The sign-off authorities are notified that the notice is 'awaiting sign-off'. A notice will not be published until the necessary signoff authorities have authorised the notice.

2.3.14 ValidateNotice

Prior to publication the notice is validated to ensure that;

- the data formats are correct
- all mandatory information has been completed
- the notice is compliant with EU rules

Where the value of the notice exceeds the prescribed notice thresholds (determined by the different Goods & Services and Works thresholds) a warning should be provided with the option being given for the Buyer to amend the notice or continue to publish the notice without change.

2.3.15 ViewActivity

The Buyer is able to view which Suppliers have viewed the contract notice

2.4 Registration

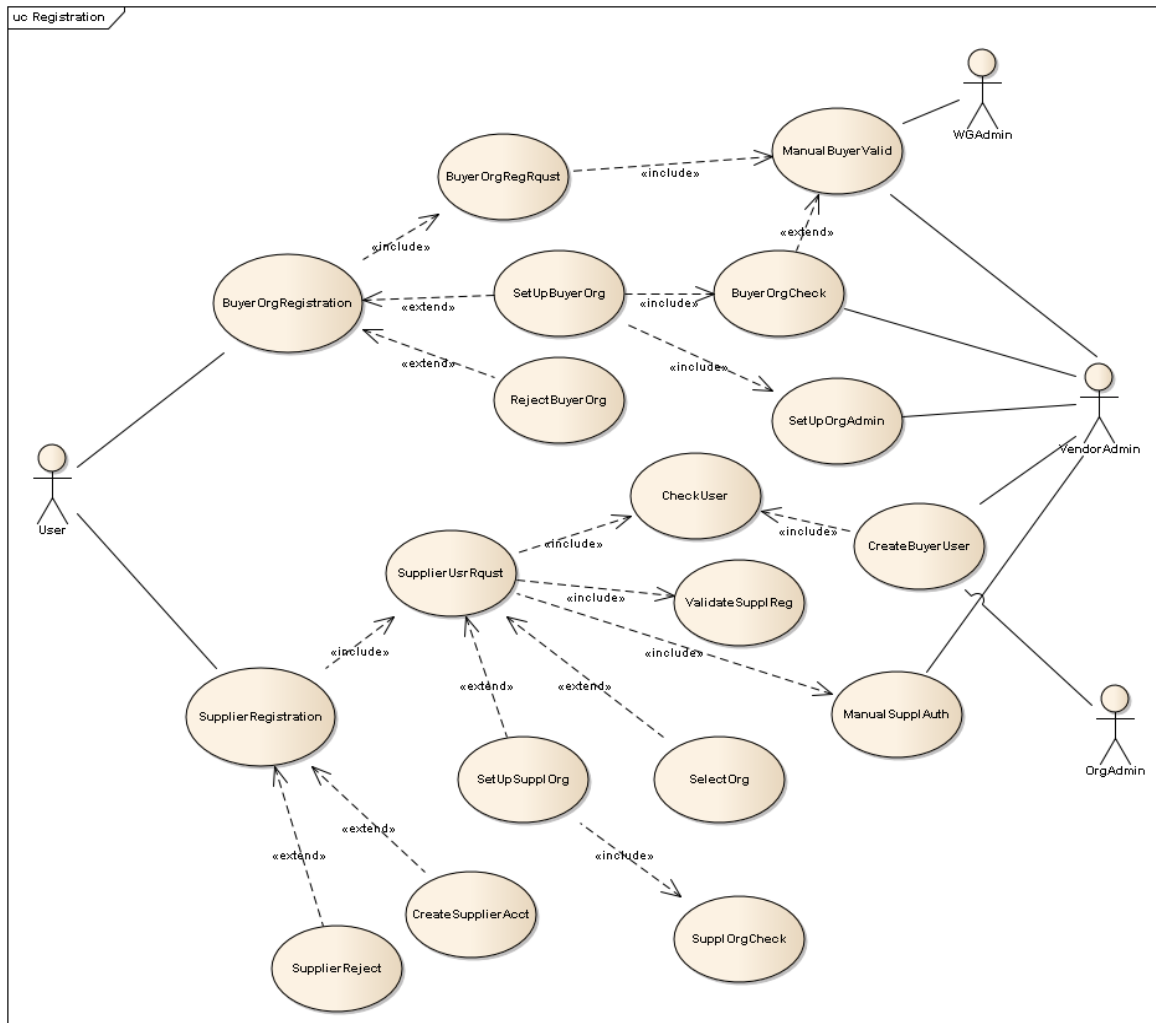


Figure 6: Registration

2.4.1 BuyerOrgCheck

Check if Buyer already exists (Could be automated or manual Helpdesk activity)

2.4.2 BuyerOrgRegRqst

The Sell2Wales system will provide the ability for a user, on behalf of a Welsh Public Sector organisation, to request Buyer Registration on line.

***Required* Information;**

- Organisation Name
- Contact Name
- Post Code
- Telephone No.
- E-mail Address

2.4.3 BuyerOrgRegistration

A user, on behalf of a Welsh Public Sector organisation, requests to be registered as a Buyer on Sell2Wales.

This process is semi-automated. The Sell2Wales system will provide the ability for the user to request Buyer Registration (via form or e-mail address), though WG authority will be required, and information validated, prior to Buyer registration being granted.

A response to the user will be required within 1 working day.

2.4.4 CheckUser

The system checks that the requested user does not already exist

2.4.5 CreateBuyerUser

An individual Buyer Account is setup in an organisation already registered as a Buying Organisation. The Sell2Wales system will validate that the account does not exist prior to creation.

On creation the Sell2Wales system will notify the Buyer that their user account has been set up.

2.4.6 CreateSupplierAcct

IF Supplier Account does not already exist AND Supplier Request form successfully validated, the system will create a Supplier Account and send notification to the Supplier of its set up. [System Notification is Desirable]

2.4.7 ManualBuyerValid

The Vendor Helpdesk validates the information provided in the user request and seeks Welsh Government approval of Buyer Registration

2.4.8 ManualSupplAuth

Post Supplier Registration the Vendor Helpdesk will perform data quality/integrity checks (eg. Data entered is valid & inappropriate duplicate accounts have not been created eg. Multiple users for same user because forgot password)

The WG Administrator will also perform cursory checks of Supplier accounts created on a regular basis.

(Reason: Current system has significant numbers of accounts that are not used)

2.4.9 RejectBuyerOrg

The users request to register as a Buying Organisation, on Sell2Wales, is rejected and the user is sent a notification advising that registration request has been unsuccessful

Once the Vendor Helpdesk has established that the users registration request cannot proceed, the user will be sent a notification of such within 1 working day

2.4.10 SelectOrg

The User selects the Organisation which they represent. An email is sent to the Organisational Administrator advising that the user has registered as part of their organisation.

The user will only be able to see public information until approved by the Organisational Administrator

2.4.11 SetUpBuyerOrg

IF Buyer does not already exist AND Registration authorised by WG
Create Registered Buyer for user.

The Buyer will be created within 1 working day of authorisation and the user notified the Buyer Registration has been successful.

[System Notification is desirable]

2.4.12 SetUpOrgAdmin

When an organisation is setup an Organisation Administrator user is created with the ability of this user to create other user accounts within that organisation

2.4.13 SetUpSupplOrg

The user enters details of the organisation that they are registering on behalf.

2.4.14 SupplOrgCheck

The system checks that the organisation that is being created does not already exist

2.4.15 SupplierRegistration

A user registers on Sell2Wales as a Supplier.

This process is fully automated by the Sell2Wales system. Data Input Validation is undertaken prior to registration, with manual user validation being undertaken after registration. (Reason: To ensure that manual user validation does not hold up online registration process, but to check, post registration, quality of data)

2.4.16 SupplierReject

IF the Supplier Registration Form fails validation OR the User Account already exists, the system will advise the user that the account can not be created.

2.4.17 SupplierUsrRqust

A Supplier completes online request for Supplier Account.

Required information includes;

- First Name
- Surname
- E-mail address
- Password

2.4.18 ValidateSupplReg

The Sell2Wales System will validate data entered in the registration form prior to registration (eg. data types such as Date, Numeric, Y/N etc)

2.5 ResponseManagement

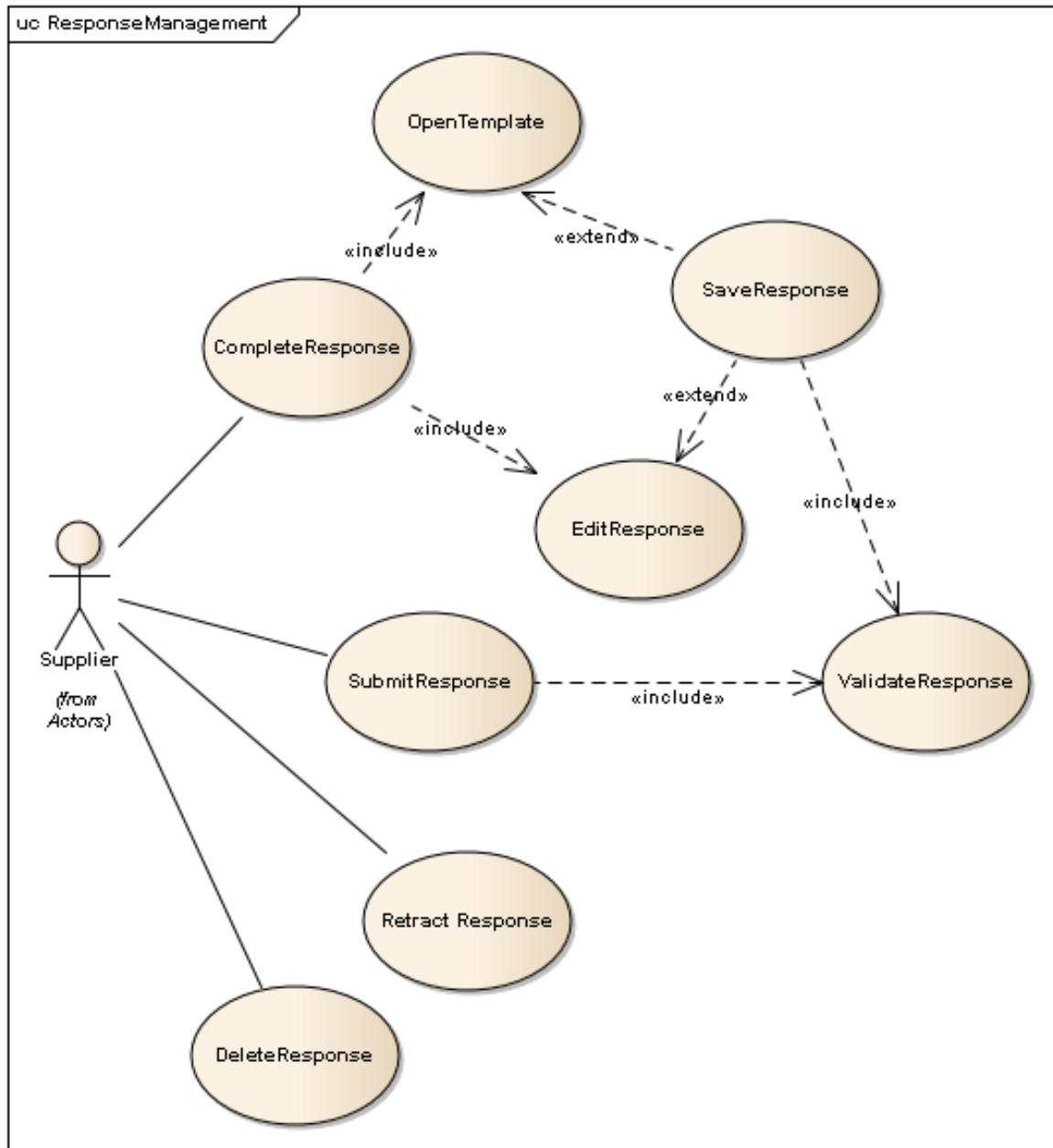


Figure 7: ResponseManagement

2.5.1 CompleteResponse

The Supplier completes a response to a low-value contract notice

2.5.2 DeleteResponse

The Supplier can delete a saved response, which they have created, at anytime. The Supplier will be asked to confirm this action prior to the record being deleted.

A Response that has been submitted to the Buyer and which the Buyer has Opened/Locked, after the submission deadline, will not be able to be deleted.

2.5.3 EditResponse

The Supplier selects a response to update from a list of responses for which they have access rights

2.5.4 OpenTemplate

The Supplier opens the Response template that is attached/linked in the Contract Notice.

Where possible the template is pre-populated with appropriate information from the Suppliers profile

2.5.5 Retract Response

The Supplier is able to Retract a Response anytime up to the time of which the Buyer has Opened/Locked the submitted Response.

[The Buyer will be unable to open a Submitted Response prior to the submission deadline]

2.5.6 SaveResponse

The Supplier has the ability to Save changes to their response for update at a later date

2.5.7 SubmitResponse

When the Supplier has fully completed their response they submit the response to the Buyer via Sell2Wales

2.5.8 ValidateResponse

When a Supplier Saves a response, prior to its submission, S2W will validate the response

2.6 SubmissionManagement

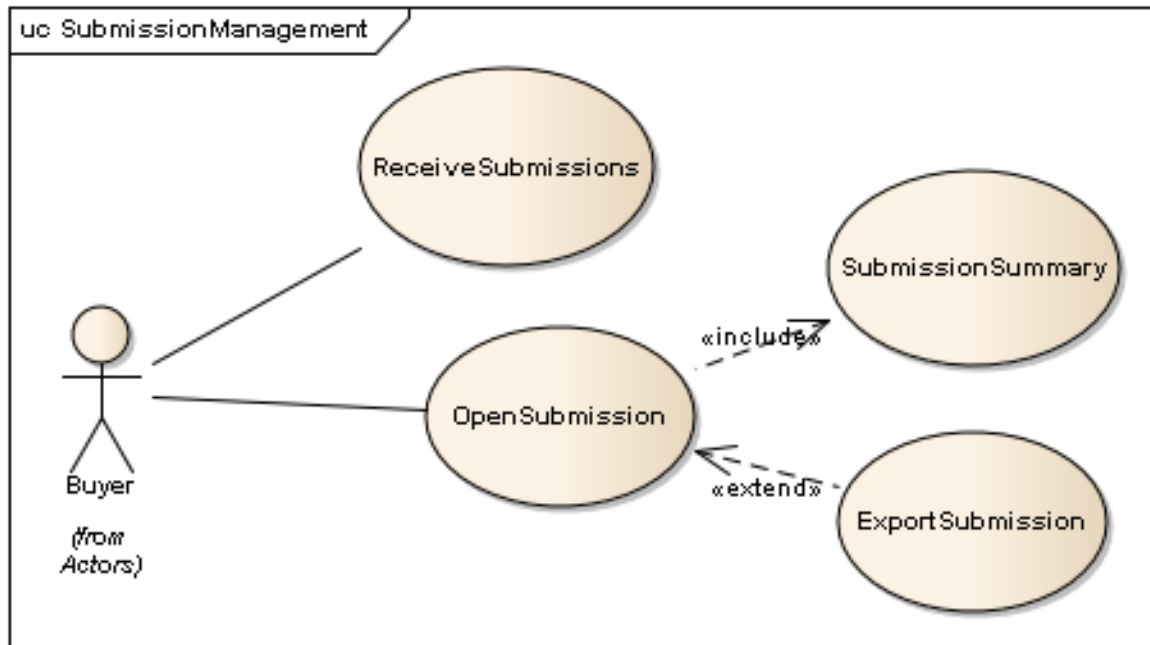


Figure 8: SubmissionManagement

2.6.1 ExportSubmission

The Buyer is able to select all, or individual, submissions to export/print for offline evaluation

2.6.2 OpenSubmission

Following the submission deadline the Buyer opens Supplier Submissions. When the Buyer selects to open submissions the procurement is locked and no more submissions will be received. Similarly, following opening of submissions, submitted responses cannot be retracted on the S2W system by Suppliers

2.6.3 ReceiveSubmissions

The Buyer receives submissions from Suppliers. Submissions cannot be opened prior to the submission deadline

2.6.4 SubmissionSummary

A summary of submitted responses are displayed to the Buyer which on selection (& post deadline) open the Suppliers response

3 Functional Requirements

The following section describes the Sell2Wales Functional Requirements

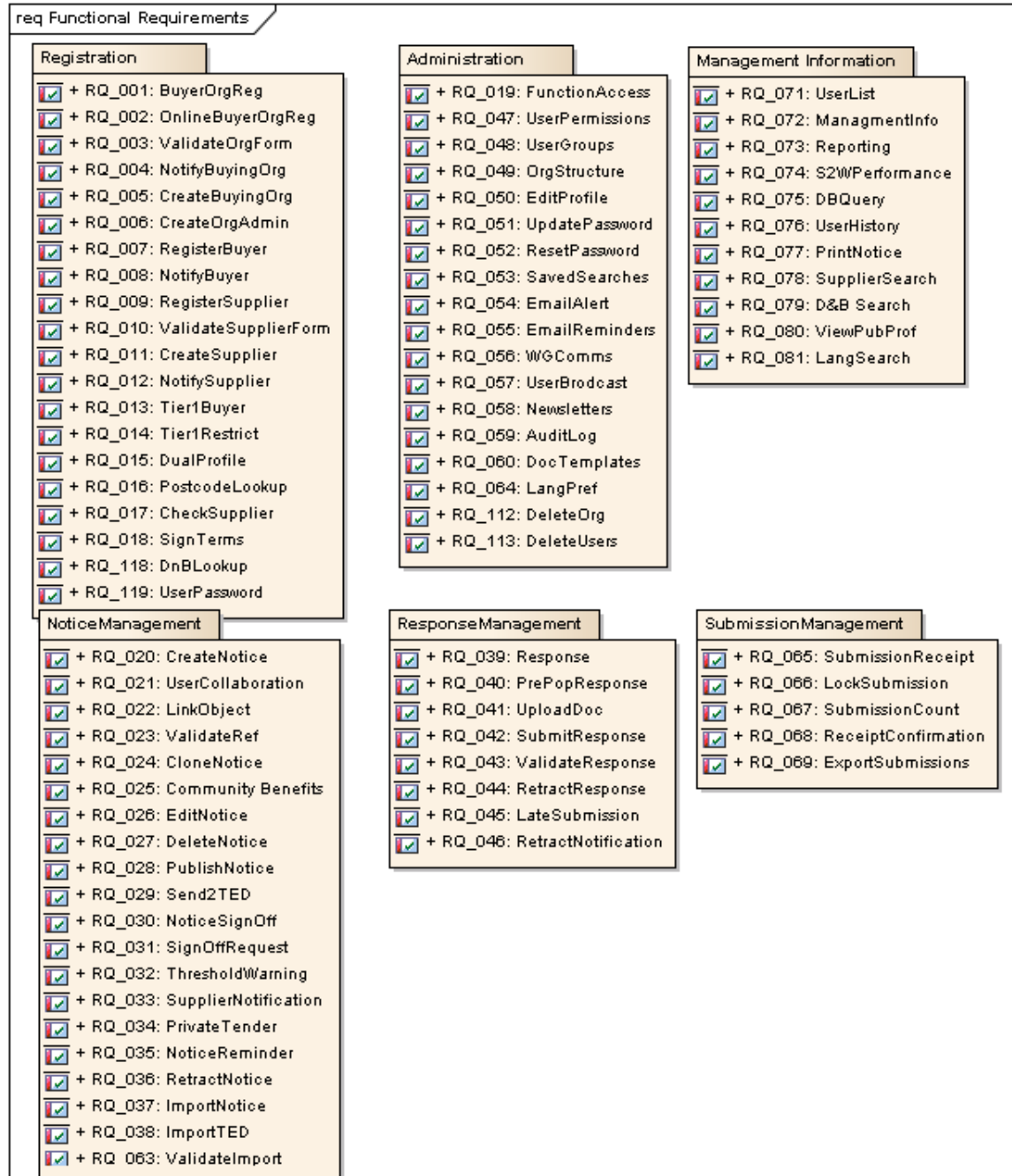


Figure: Functional Requirements

3.1 Administration

The S2W solution will provide the facility for appropriate administrators to manage the system and its content.

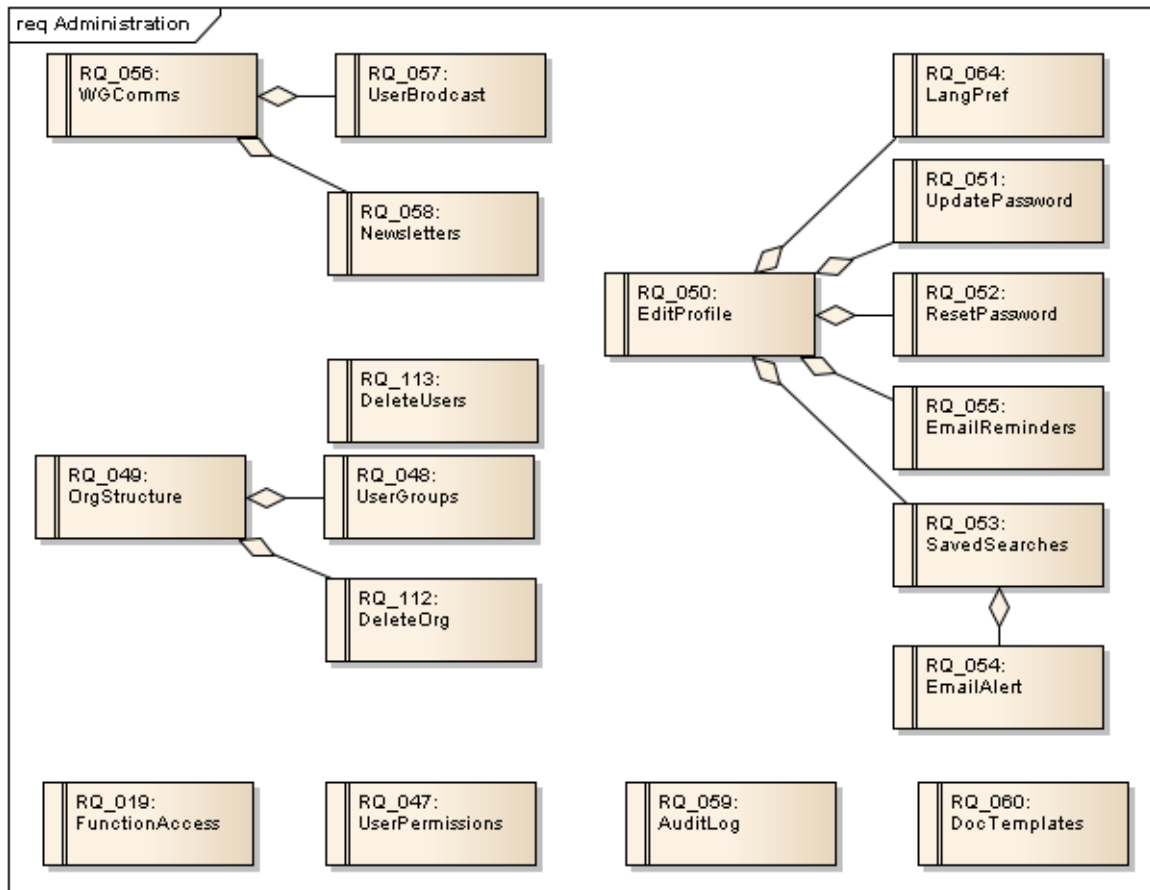


Figure: Administration

3.1.1 RQ_019: FunctionAccess

«Functional» Status: Mandatory Priority: Medium Difficulty: Medium
Phase: 1.0 Version: 1.0

The S2W system will provide the ability for the Vendor Administrator to restrict users access to system functionality & content

(eg. Suppliers do not Publish notices, Tier1 Buyers cannot publish OJEUs and Tier1 Buyers do not have access to Public Sector Contract & Resource information)

3.1.2 RQ_047: UserPermissions

«Functional» Status: Desirable Priority: Medium Difficulty: Medium
Phase: 1.0 Version: 1.0

The S2W system will provide the ability for the Organisational &/or Vendor Administrator to set permissions for users within that organisation.

3.1.3 RQ_048: UserGroups

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the ability for user groups to be set up to restrict access to content & functionality and support collaborative working on procurement objects

[It is accepted that this functionality could be used to facilitate departmental structures within organisation]

3.1.4 RQ_049: OrgStructure

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the ability for an organisation to create & maintain a tiered organisation structure to facilitate appropriate restriction of access to content

3.1.5 RQ_050: EditProfile

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the user, their Organisational Administrator or the Vendor Helpdesk, to update the users profile

3.1.6 RQ_051: UpdatePassword

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the user to amend their password, ensuring that new passwords meet the appropriate rules

3.1.7 RQ_052: ResetPassword

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the Organisational Administrator &/or the Vendor Helpdesk to reset a users password

3.1.8 RQ_053: SavedSearches

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the user to set up saved searches to look for Contract Notices, Purchasers and Suppliers;

Search Criteria should include;

- Keyword
- CPV Codes
- Contract/OJEU Number
- Region
- Notice Type
- Dates

3.1.9 RQ_054: EmailAlert

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will have the ability for users to receive email alerts when new entries (Notices/Suppliers) meet their criteria.

The user should have the ability to turn alerts on/off without the need to delete the saved search and possibly having the ability to change frequency (eg. Daily/Weekly)

3.1.10 RQ_055: EmailReminders

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the user to turn email reminders on/off

3.1.11 RQ_056: WGComms

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the WG Administrator the ability to send regular & ad hoc communications

3.1.12 RQ_057: UserBroadcast

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the WG Administrator the ability send communication to all users or specific user types

3.1.13 RQ_058: Newsletters

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the WG Administrator the ability to upload Newsletters and send to all users

3.1.14 RQ_059: AuditLog

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will maintain an audit log of all data changes & actions undertaken within the system.

Log should show before & after values, who has made the change and when the change was made.

3.1.15 RQ_060: DocTemplates

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will allow the WG Administrator to upload/maintain documents & templates for use by registered users

3.1.16 RQ_064: LangPref

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will allow the user to specify their language preference which will be subsequently used to display the appropriate content

3.1.17 RQ_112: DeleteOrg

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W solution will have the ability to delete an organisation. An organisation will be unable to be deleted whilst it has live user accounts associated with it.

3.1.18 RQ_113: DeleteUsers

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W solution will have the facility for the Vendor & the Organisational Administrator (where applicable) to delete Users & User Groups.
The Administrator will be prompted to confirm the action prior to the deletion being committed.

3.2 Management Information

The S2W system will provide users the ability to query and report on data held within the S2W database, appropriate to their access rights.

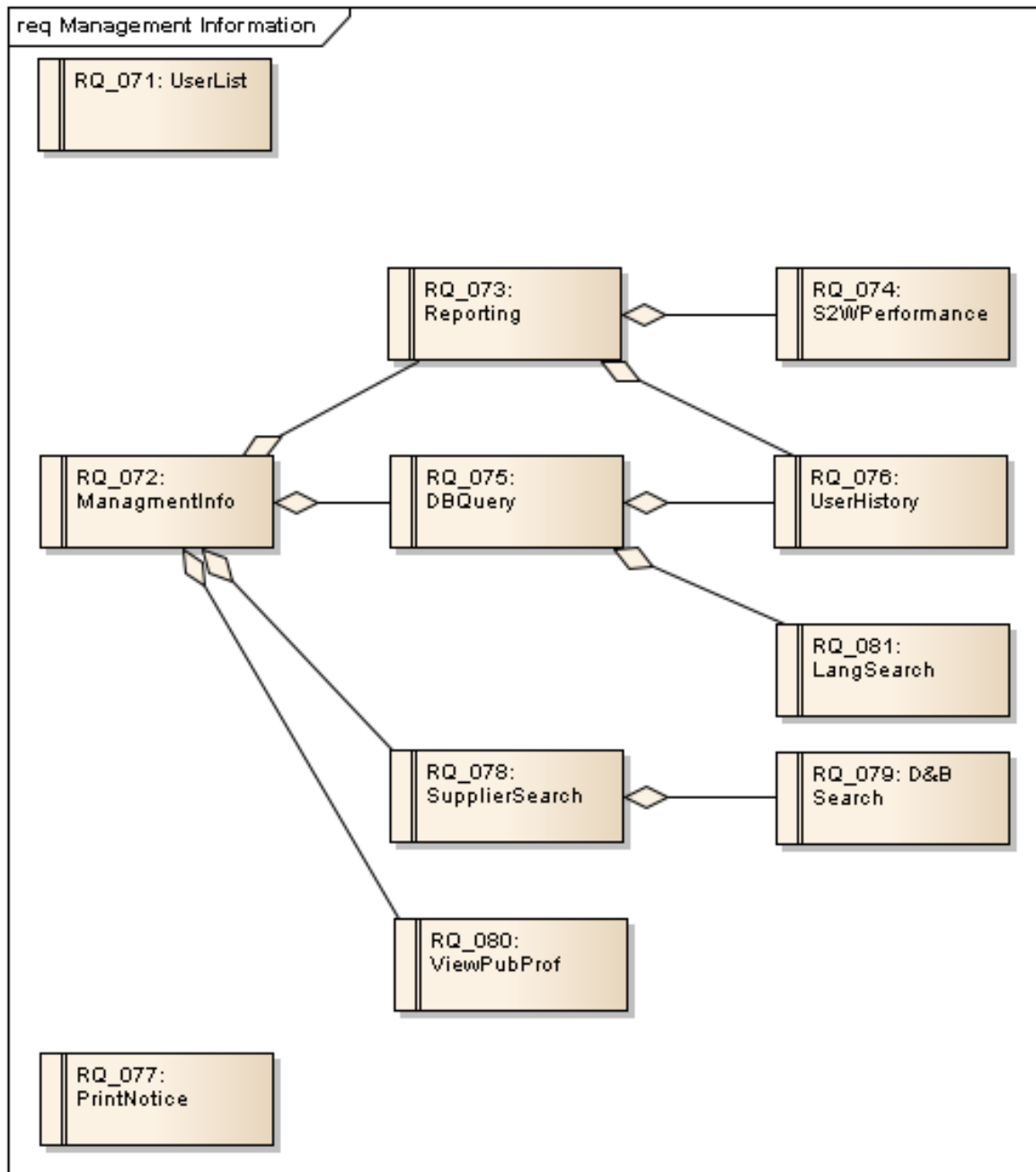


Figure: Management Information

3.2.1 RQ_071: UserList

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the ability for the Helpdesk & Organisational Administrator to print &/or export the list of users for that organisation with contact details

Print/Export:

- AccountName/Id
- Username
- Department/Team
- email address
- contact number (phone number)

3.2.2 RQ_072: ManagmentInfo

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide comprehensive management information at All Wales (WG Use) & Organisational level (Organisational Use)

3.2.3 RQ_073: Reporting

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide a comprehensive suite of reports for each user role (eg. WG, Buyer, User, Helpdesk, Administration).

Examples of reporting requirements are given within ITT Annexes

3.2.4 RQ_074: S2WPerformance

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W solution will provide the WG Administrator with regular information on S2W Service Performance (eg. System Availability, Number of Incidents, Number of Service Requests etc)

3.2.5 RQ_075: DBQuery

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow users to interrogate/query data for which they have access rights

3.2.6 RQ_076: UserHistory

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium

Phase: 1.0

Version: 1.0

The S2W solution will maintain a record of email alerts sent to a user and allow the user to view this history

3.2.7 RQ_077: PrintNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will provide the ability for a user to print a notice & export to Microsoft Word or PDF

3.2.8 RQ_078: SupplierSearch

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will provide the ability for Buyers to search for suppliers based on CPV Code or Supplier profile information and to export the results

3.2.9 RQ_079: D&B Search

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will allow the Buyer to search for a Suppliers D&B number to establish if they are registered with D&B

3.2.10 RQ_080: ViewPubProf

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will allow registered S2W users the ability to search for Buyers &/or Suppliers and view their public profile

3.2.11 RQ_081: LangSearch

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will allow users to search for English & Welsh content. However it is NOT expected that the solution translates the search string to search content in the corresponding language.

However both 'sites' should be able to search content in both languages (eg. If in English site I should be able search for 'Wales' & 'Cymru' & return saved content, albeit NOT translated)

3.3 NoticeManagement

The S2W system will provide the ability for a Buyer to create and manage Contract Notices

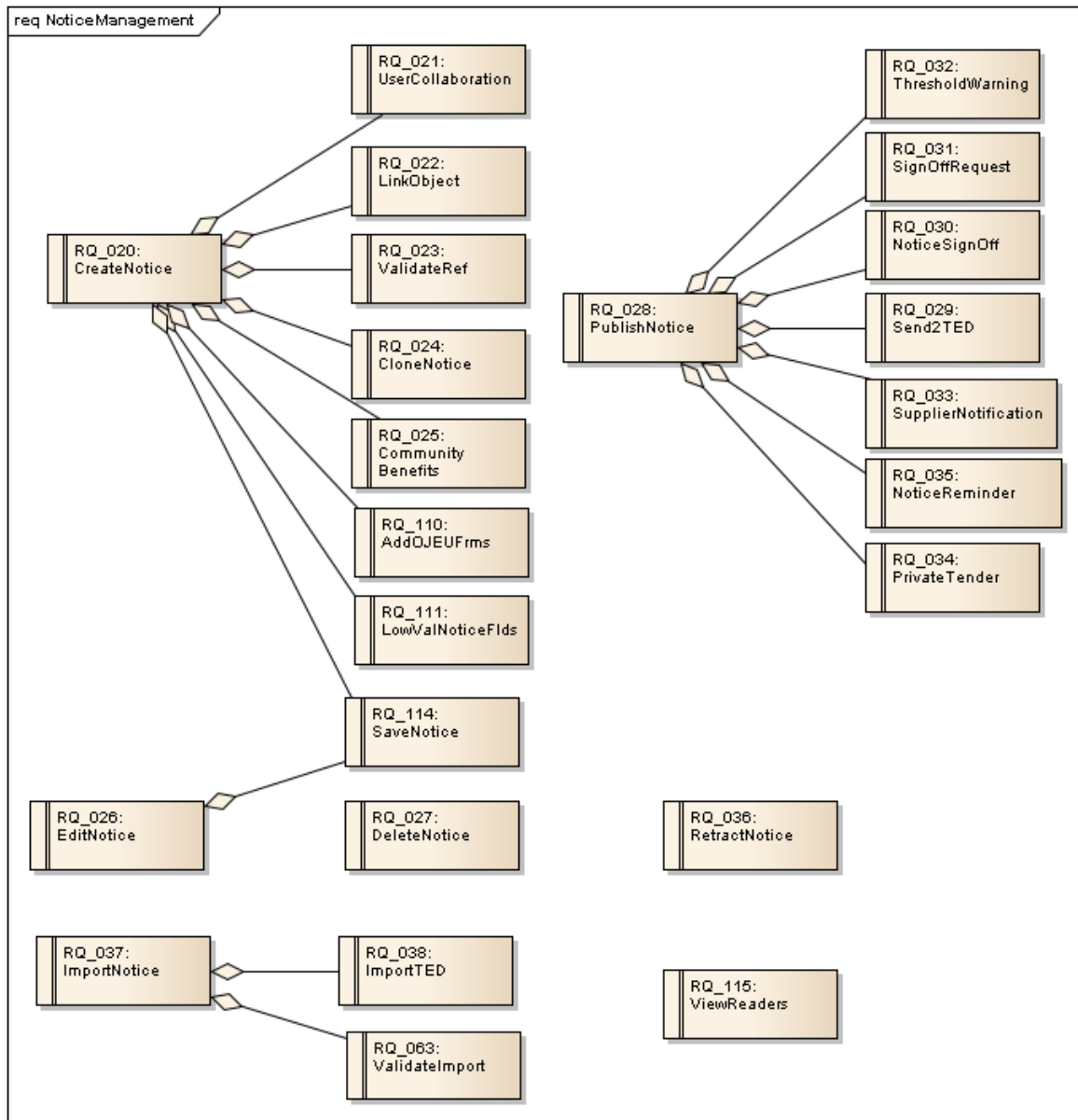


Figure: NoticeManagement

3.3.1 RQ_020: CreateNotice

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The Sell2Wales system will provide the ability for a Buyer to create a Contract Notice.

The S2W system will be able to create the following OJEU Notice Types;

- PIN
- Contract Notice
- Contract Award
- Corrigenda
- VEAT
- Standstill (Intention To Award) Notice [Phase 2]

[Only Public Sector Buyers can create OJEU notices]

The S2W system will be able to create the following Non-OJEU Notice Types;

- Speculative Notice
- Contract Award Notice Non-OJEU
- Contract Notice Non-OJEU
- Request For Quote (RFQ)
- Tier1/Sub Contract Notice

3.3.2 RQ_021: UserCollaboration

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the ability for multiple users (within the same organisation) to have access to a procurement object (eg. Contract Notice or Supplier Response) to assist in its development.

Only a single user can update the procurement object at a time (ie. record is locked for updates)

3.3.3 RQ_022: LinkObject

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will maintain a relationship between all procurement objects within a single procurement.

The user should be able to easily display procurement objects grouped by procurement/project.

3.3.4 RQ_023: ValidateRef

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will validate that the Contract Reference does not already exist

3.3.5 RQ_024: CloneNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the ability for a Buyer to clone (copy) an existing notice (all notices can be cloned by all users)

3.3.6 RQ_025: Community Benefits

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will be able to configure its Contract Notice Templates to include the provision of Community Benefits fields. These data fields within OJEU contract notices remaining compliant with relevant schemas in use.

3.3.7 RQ_026: EditNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the Buyer to select & edit that they have created or to which they have access within their organisation.

Where live low value notices are edited, a copy of the existing notice must be kept for audit purposes.

A Corrigenda will be used to edit a live OJEU notice.

3.3.8 RQ_027: DeleteNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow a user to delete a notice which they have created. Published notices can be retracted & replaced, however a published notice cannot be deleted.

3.3.9 RQ_028: PublishNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the Buyer to publish a notice on the Sell2Wales website. Notices will be published the same day

3.3.10 RQ_029: Send2TED

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will send OJEU notices to TED. They will be dispatched within 1 working day of the Buyer selecting to publish the notice or within a timescale that maintains the buying organisations timescale compliance

3.3.11 RQ_030: NoticeSignOff

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium

Phase: 1.0

Version: 1.0

The S2W system will provide a controlled sign-off process ensuring that notices are only signed off by those with the correct level of authority

3.3.12 RQ_031: SignOffRequest

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will send an alert (eg. email) to the appropriate authority(s) for sign-off when the Buyer has selected to publish a notice

3.3.13 RQ_032: ThresholdWarning

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will warn the Buyer when they select to publish a notice whose value is above the prescribed threshold. The Buyer will be given the option to continue or change the notice.

Procurement Thresholds are defined in the following document;

http://www.cabinetoffice.gov.uk/sites/default/files/resources/Procurement_Policy_Note_December_2011_0.pdf

3.3.14 RQ_033: SupplierNotification

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will notify Suppliers of the published notice where it meets their search criteria. Alerts must be sent within 1 working day, though immediate alerts are preferable.

3.3.15 RQ_034: PrivateTender

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W system will allow the Buyer to create a list of suppliers to whom the notice will be published (eg. mini competition on framework) This may be from Supplier registered on S2W or by adding additional email addresses

3.3.16 RQ_035: NoticeReminder

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*

The S2W System will provide the ability for the Buyer to send reminders to all Suppliers that have not opened the Contract Notice.

[This should be based on 'Number of Responses Opened' as opposed to viewing status of an individual Supplier]

3.3.17 RQ_036: RetractNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the Buyer to retract a live (non-OJEU) notice

[OJEU Notices will not be retracted, but a Corrigenda will be published to advise of changes]

3.3.18 RQ_037: ImportNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will have the ability to import notices from 3rd party systems

3.3.19 RQ_038: ImportTED

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will import notices from TED daily.

3.3.20 RQ_063: ValidateImport

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will validate imported notices and highlight any discrepancies to the Vendor Administrator

3.3.21 RQ_110: AddOJEUForms

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will be able to create the additional OJEU Forms;

- Simplified Contract Notice on a Dynamic Purchasing System
- Public Works Concession
- Contract Notice (Concessionaire)
- Design Contest Notice
- Results of a Design Content
- Buyer Profile

3.3.22 RQ_111: LowValNoticeFlds

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
The S2W system will, for low-value notices, contain the fields defined in the spreadsheet within Annex 2
(please identify any fields that re not currently available)

Contract Notices
Tier1
RFQ
Speculative

3.3.23 RQ_114: SaveNotice

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
The S2W system will save a notice on creation/import and give the user the option to save a changed notice whilst &/or after editing.

3.3.24 RQ_115: ViewReaders

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
The S2W system will provide the ability for the Buyer to view which organisations have read opened the Contract Notice

3.4 Registration

A Sell2Wales User can register as a Buyer &/or a Supplier

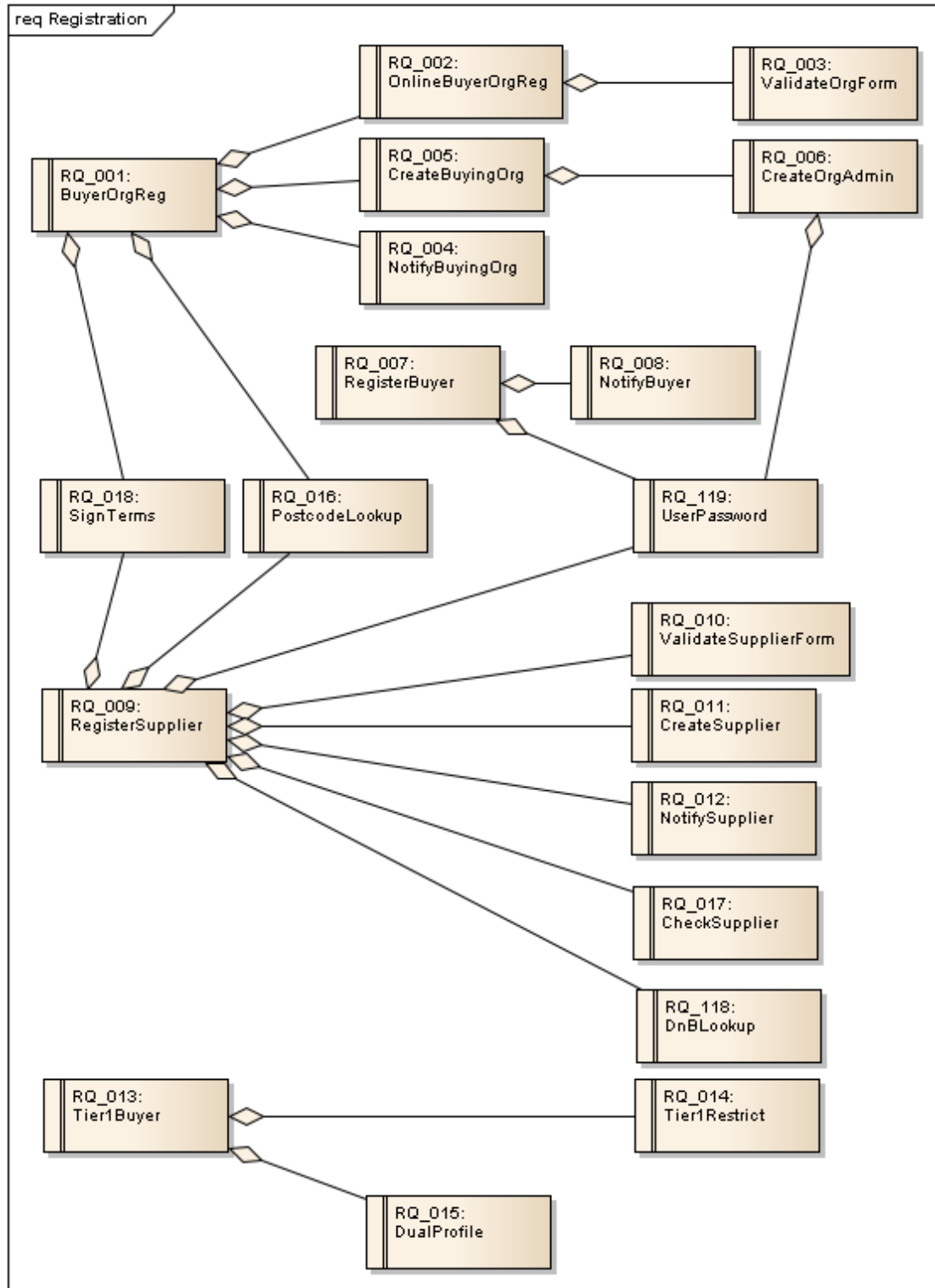


Figure: Registration

3.4.1 RQ_001: BuyerOrgReg

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W will have the ability to register Buying Organisations on the Sell2Wales

3.4.2 RQ_002: OnlineBuyerOrgReg

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The Sell2Wales system will provide the ability for users to request Buyer Registration for their organisation using an online form

3.4.3 RQ_003: ValidateOrgForm

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will validate data input into the Buying Organisation Form prior to Buying Organisation being created.

Validation will ensure that data fields are completed correctly and mandatory information provided

3.4.4 RQ_004: NotifyBuyingOrg

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will notify Buying Organisation when their organisation has been setup or, where registration is declined, that the user request has been unsuccessful. Notification must be sent within 1 working day.

3.4.5 RQ_005: CreateBuyingOrg

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will, on approval of WG, have the ability to register a Buying Organisation.

3.4.6 RQ_006: CreateOrgAdmin

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will create an Organisational Administrator, on successful registration of the organisation.

The Organisational Administrator will have the ability to Create/Edit/Delete user accounts within their organisation

3.4.7 RQ_007: RegisterBuyer

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
 The S2W will allow the Vendor Helpdesk (with appropriate authorisation from the organisation involved) & Organisational Administrator the ability to Create/Edit/Delete user accounts within their organisation

3.4.8 RQ_008: NotifyBuyer

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
 The S2W system will notify the Buyer/User when their account has been set up. Notification must be sent within 1 working day

3.4.9 RQ_009: RegisterSupplier

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
 The S2W system will have the ability for users to register as Suppliers, on line, via the S2W application

3.4.10 RQ_010: ValidateSupplierForm

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
 The S2W system will validate data entered on the Supplier Registration form prior to creation of Supplier Account.

Online validation will include;

- Check that the user account does not already exist
- Validate data types in fields
- Check valid e-mail address
- Ensure all mandatory fields entered

3.4.11 RQ_011: CreateSupplier

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
 The S2W system will automatically create a Supplier Account following successful request validation

3.4.12 RQ_012: NotifySupplier

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version: 1.0*
 The S2W system will automatically notify users that their Supplier Account has been set up following successful creation. Notification must be sent within 1 working day

3.4.13 RQ_013: Tier1Buyer

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will have the ability for Tier1 & European Funded Suppliers to be registered as both a Supplier & a Buyer (but with restricted access).

Explicit WG authorisation (eg.email) will be required to a Tier1 or European Funded Supplier being set up as a Buyer

3.4.14 RQ_014: Tier1Restrict

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will restrict Tier1 Buyer functionality.

Tier1 Buyers will NOT be able to access public sector contracts & resources.

3.4.15 RQ_015: DualProfile

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W will have the ability to maintain Tier1 Supplier & Buyer profiles in sync (ie. Not require the user to update information twice).

This may be by having a single profile for their Buyer/Supplier activities or functionality to automatically update the alternate profile when changes have been made

3.4.16 RQ_016: PostcodeLookup

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the user to search for an address by entering a postcode and populating the address fields on selection of the appropriate address

3.4.17 RQ_017: CheckSupplier

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide a daily list of Supplier registrations, & their registration details, which the WG Administrator will use to check data quality/integrity.

3.4.18 RQ_018: AcceptTerms

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will ensure that all registered users Accept the sites Terms & Conditions prior to the user account being created. A copy of the Terms & Conditions will be emailed to the user with the notification that their user account has been created.

If the user Declines to accept the Terms & Conditions they will be taken to the Home Page of S2W.

3.4.19 RQ_118: DnBLookup

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
The S2W system will provide the ability for the Supplier to search for their Dunn & Bradstreet number

3.4.20 RQ_119: UserPassword

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
The S2W system will require the user to set a password for their use during registration.

3.5 ResponseManagement

A Supplier, registered on S2W, is able to submit a response to low value tenders

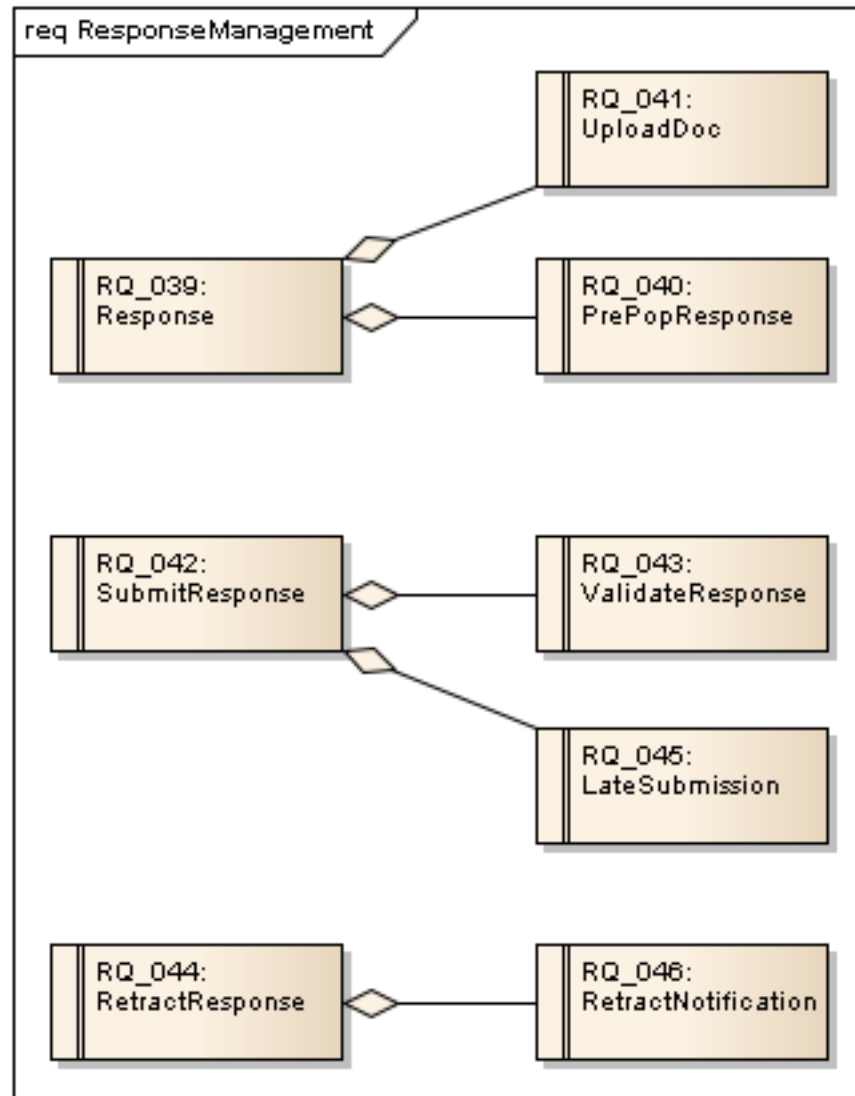


Figure: ResponseManagement

3.5.1 RQ_039: Response

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the facility for Suppliers to complete & submit responses to low risk/complexity tenders via a date/time sealed tool.

The Supplier will be able to open the Response Template, save, edit, and delete a response that has not be opened by the Buyer.

3.5.2 RQ_040: PrePopResponse

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will pre-populate response templates with relevant information from their profiles

3.5.3 RQ_041: UploadDoc

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will allow Suppliers to upload documents to support their response to low value tenders. All uploaded documents will be scanned for malicious content.

3.5.4 RQ_042: SubmitResponse

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will facilitate the submission of Supplier Responses to Buyers

3.5.5 RQ_043: ValidateResponse

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will validate Supplier Responses prior to them being submitted to the Buyer

3.5.6 RQ_044: RetractResponse

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will provide the facility to Retract submitted responses prior to the Buyer has opened/locked their response
 [The Buyer will be unable to read responses prior to the submission deadline]

3.5.7 RQ_045: LateSubmission

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will provide a warning where the Supplier has submitted a Response after the submission deadline.
 Suppliers will be warned that their late response will overwrite their previous response (submitted prior to the deadline) and may not be accepted by the Buyer

3.5.8 RQ_046: RetractNotification

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will notify the Buyer where a Supplier has retracted a submitted response

3.6 SubmissionManagement

The Buyer manages Supplier submissions/bids

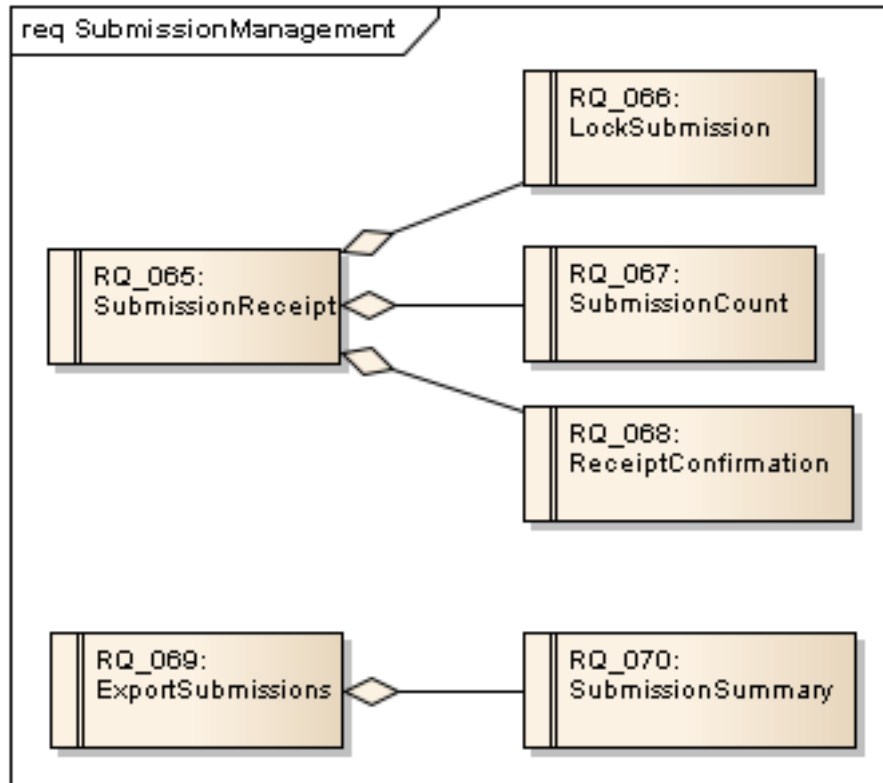


Figure: SubmissionManagement

3.6.1 RQ_065: SubmissionReceipt

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will provide the ability for a Buyer to receive Supplier Bids/Submissions

3.6.2 RQ_066: LockSubmission

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will restrict the Buyer from opening Supplier submissions until the submission deadline has passed

3.6.3 RQ_067: SubmissionCount

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 The S2W system will allow the Buyer to view how many submissions have been received, & their status (eg. submitted/retracted), prior to submissions being opened

3.6.4 RQ_068: ReceiptConfirmation

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will send a confirmation of receipt when the submission has successfully been received by S2W

3.6.5 RQ_070: SubmissionSummary

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide an online summary of submissions for the Buyer. On selection the system will open the Submission documentation [The Buyer will be restricted from opening submissions until after submission deadline]

Summary to include;

- Name
- Date
- Cost

3.6.6 RQ_069: ExportSubmissions

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will have the facility for the Buyer to export &/or print supplier submissions for offline evaluation

4 Non-Functional Requirements

Sell2Wales Non-Functional Requirements

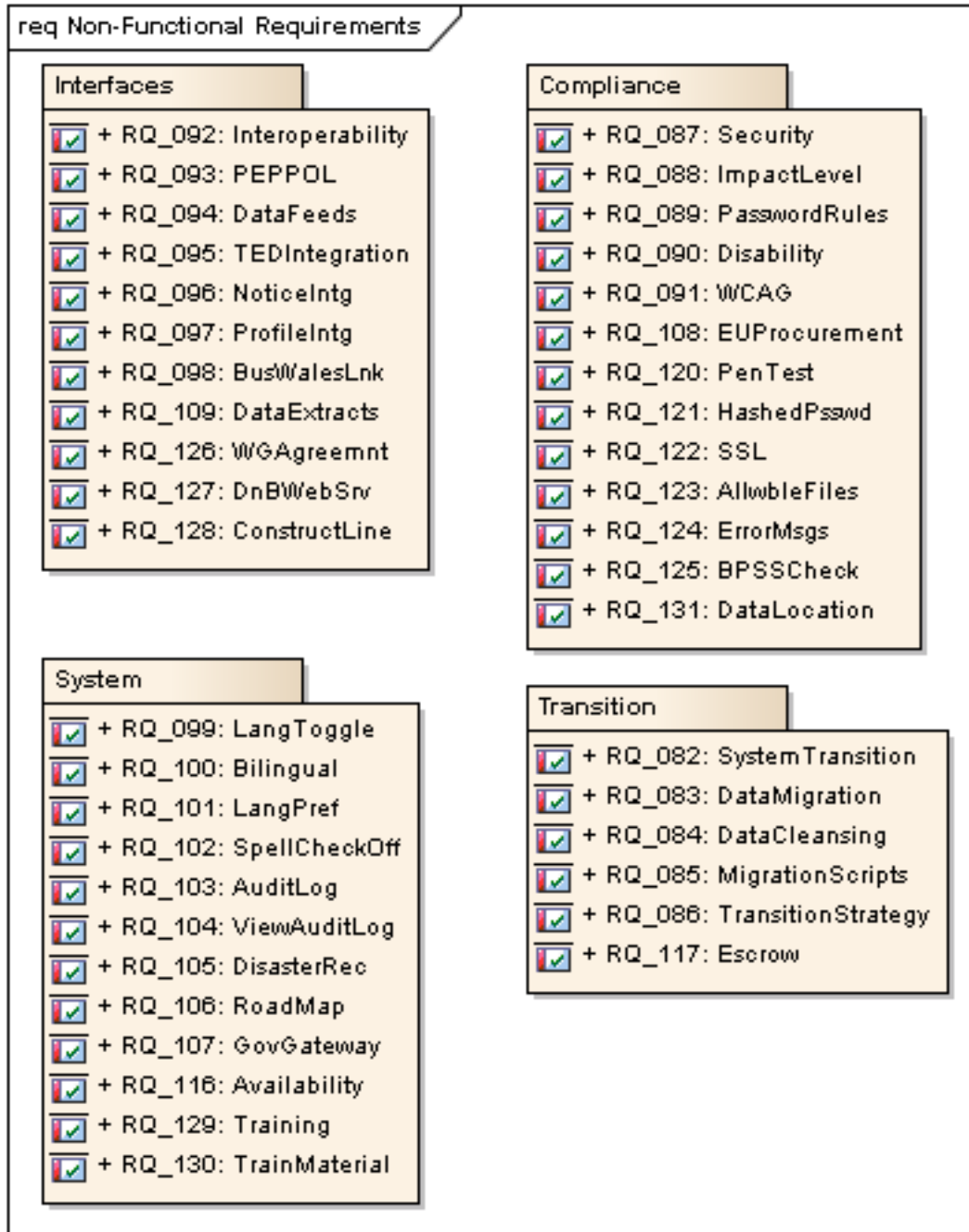


Figure: Non-Functional Requirements

4.1 Compliance

These requirements relate to standards with which the system should comply

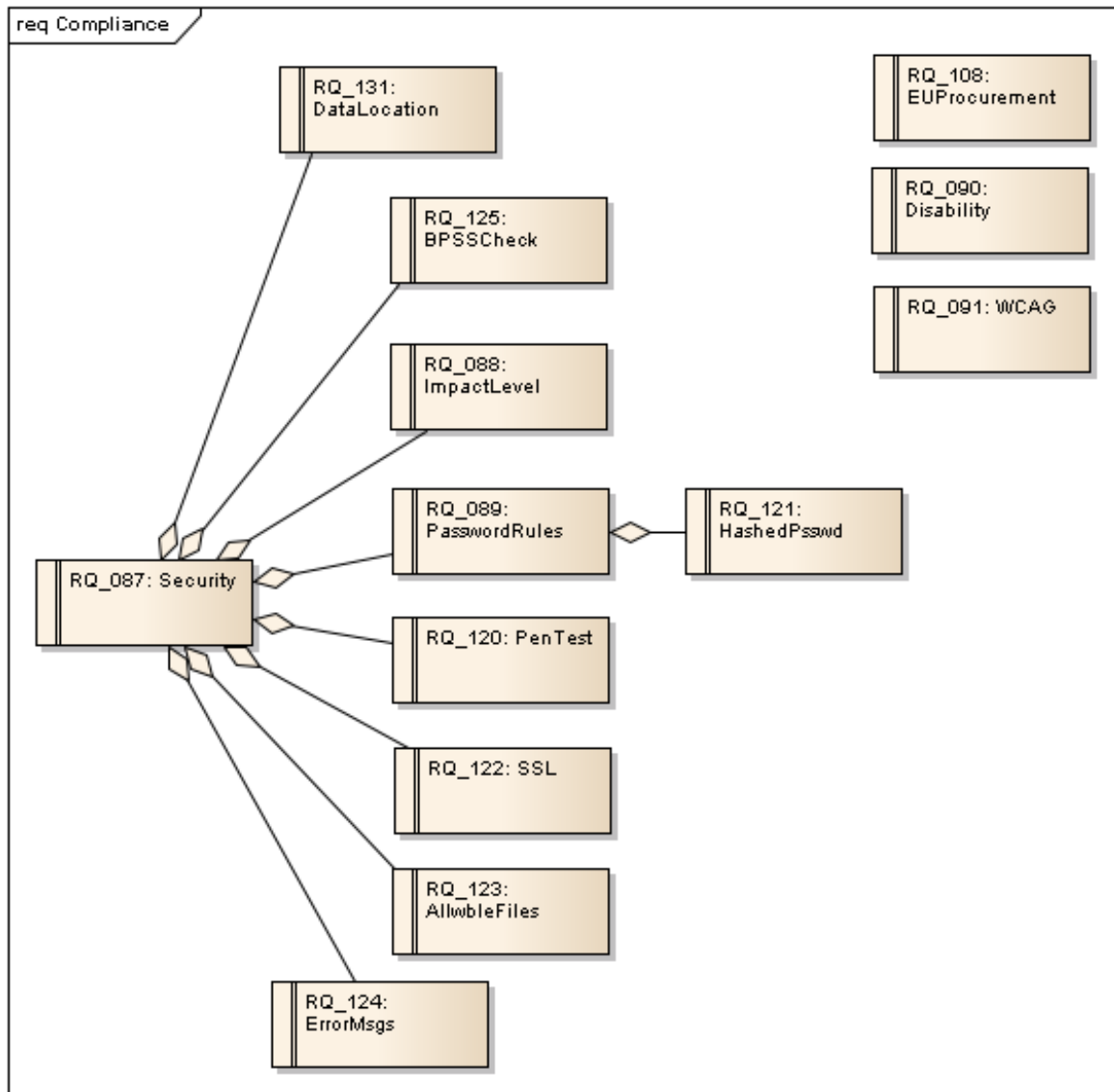


Figure: Compliance

4.1.1 RQ_087: Security

«Functional»

Status: Desirable

Priority: Medium

Difficulty: Medium

Phase: 1.0

Version: 1.0

The S2W system will be compliant with HMG security requirements in accordance with the Cabinet Office Security Policy Framework and associated tier 4 documentation

[It is accepted that these guidelines are for the building of a site and it is therefore requested that the Vendor identify any points with which they will not be able to comply]

4.1.2 RQ_088: ImpactLevel

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The Vendor must show that their product has the appropriate security measures to handle data at Business Impact Level 2.

In future releases of S2W the system may be required to process data that is assessed at IL3. IL3 type data MUST NOT be held in persistent storage.

4.1.3 RQ_089: PasswordRules

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W system will implement a 'strong' password policy and require the user to change their password every 3 months.

Where a password is repeatedly entered incorrectly the user account will be locked.

[The Vendor is to provide details of their password implementation]

4.1.4 RQ_090: Disability

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W system will be compliant with the Disability Equality Duty described within the Disability Discrimination Act

4.1.5 RQ_091: WCAG

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W system will conform to the Level-AA of the WCAG 2.0

4.1.6 RQ_108: EUProcurement

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W system will be compliant with current EU Procurement Rules as defined by the European Commission.

http://ec.europa.eu/internal_market/publicprocurement/rules/current/index_en.htm

Where the Vendors product is not currently compliant with EU rules the Vendor should identify what areas are non-compliant and timescales for reaching compliance.

4.1.7 RQ_120: PenTest

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will be required to undergo a Penetration Test by an organisation appointed (& funded) by WG,
- Prior to go-live
- Annually
- After significant changes to the system

The Vendor is to confirm that they are willing to comply with this process. All findings will be shared with the Vendor.

4.1.8 RQ_121: HashedPsswd

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will only hold passwords in a hashed format

4.1.9 RQ_122: SSL

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide SSL encryption of website access and enforce the use of at least SSL v3

4.1.10 RQ_123: AllowableFiles

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide the functionality for the Vendor Administrator to define the files that a user is allowed to upload to the S2W system

4.1.11 RQ_124: ErrorMessage

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will provide generic error messages that do not provide information about the system.

eg. **NOT** "ORA-00056: DDL lock on object 'string.string'...."

Additionally, with logon errors the error message should not identify which of the Username or Password is incorrect.

eg. An acceptable error message would be "An incorrect username or password has been provided"

4.1.12 RQ_125: BPSSCheck

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

All Vendor staff employed in the Service Desk &/or administration system must have completed a Baseline Personnel Security Standard (BPSS) Check prior to their use of the live system or involvement in data migration activities.

The Vendor will maintain details of these checks for all appropriate staff and make available to WG, for inspection, on request.

4.1.13 RQ_131: DataLocation

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will not hold data outside the EEA or approved countries; Faroe Islands, Guernsey, Isle of Man, Israel, Jersey, Switzerland and US companies signed up to Safe Harbor

4.2 Interfaces

This section relates to the interfacing requirements of the system

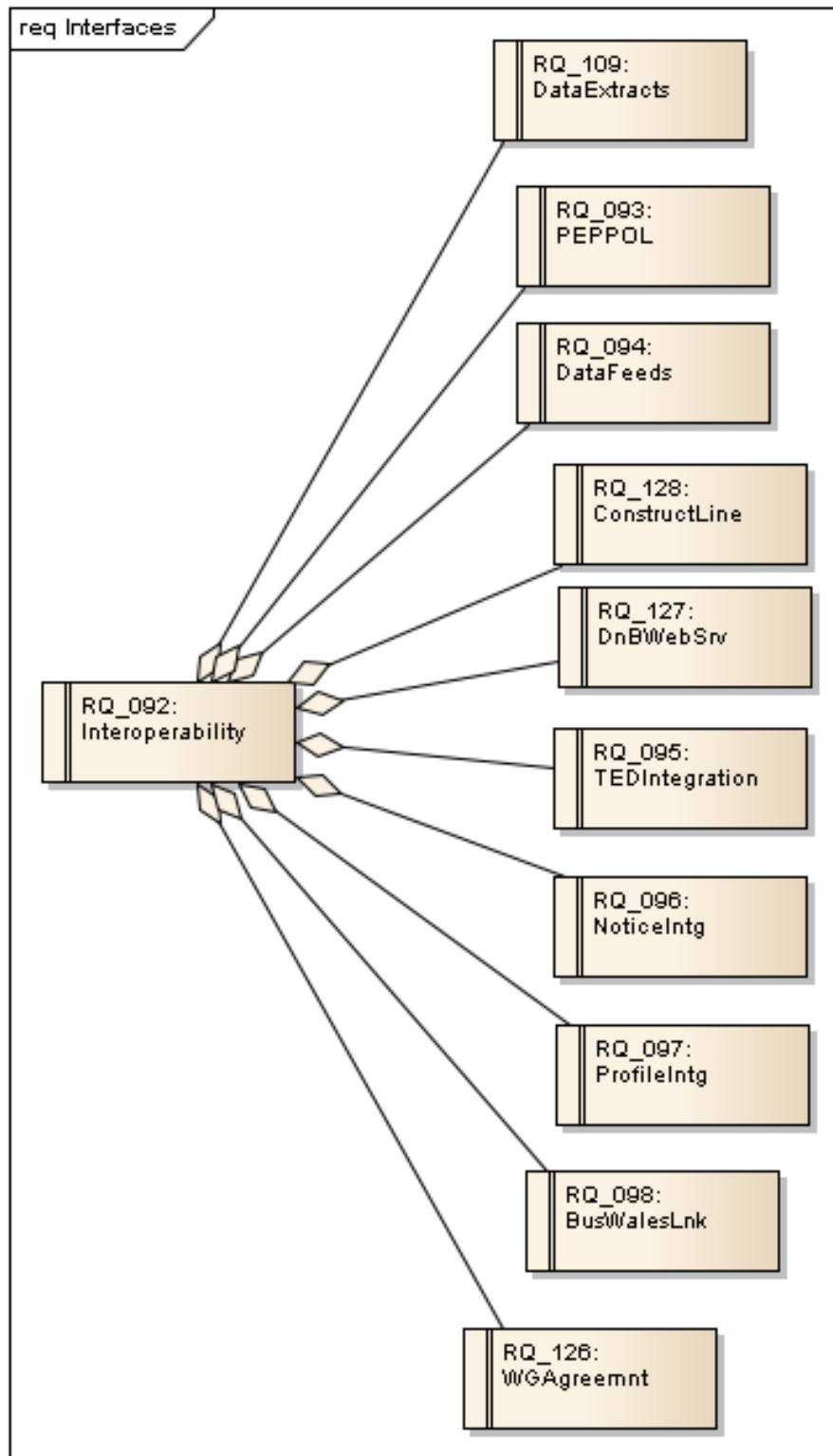


Figure: Interfaces

4.2.1 RQ_092: Interoperability

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will inter-operate with other systems. The WG wish to adopt appropriate european & national standards and will wish to discuss these with the successful contractor post award.

4.2.2 RQ_093: PEPPOL

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The Vendor will state whether, & how, their product is compliant to PEPPOL standards (www.peppol.eu). Where the vendors product is not compliant with PEPPOL standards they should describe if/when the product will be compliant.

4.2.3 RQ_094: DataFeeds

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system must be able to present 3rd party data feeds within the S2W website eg. RSS feeds, D&B

4.2.4 RQ_096: NoticeIntg

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will be able to import notices from 3rd Party systems that publish contract notices

4.2.5 RQ_097: ProfileIntg

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will be able to import profile information from, & export to, other 3rd party systems using an agreed data schema

4.2.6 RQ_098: BusWalesLnk

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will have a link to the Business Wales website which on selection will open the Business Wales website in a new window.

4.2.7 RQ_109: DataExtracts

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium

Phase: 1.0

Version: 1.0

The S2W system will provide the facility to extract data in MS Excel & CSV formats including;

- Procurer location postcode
- Location of the contract delivery
- Winning company location
- Tier1 Buyer Headquarters
- Postcode of companies that chose to compete for contract
- Contract Start Date
- Contract End Date
- Contract Title
- Contract Type
- Contract Reference/Number
- Contract Description
- Contract URL in S2W
- Value or price (if publicised)
- Contact Name
- Contact Email

4.2.8 RQ_126: WGAgreemnt

«Functional»

Status: Mandatory

Priority: Medium

Difficulty: Medium

Phase: 1.0

Version: 1.0

The S2W system will only have data transfers with systems that have been explicitly agreed by WG.

4.2.9 RQ_127: DnBWebSrv

«Functional»

Status: Desirable

Priority: Medium

Difficulty: Medium

Phase: 1.0

Version: 1.0

The S2W system will be able to access webservices presented by Dunn & Bradstreet for the lookup & validation of Dunns Numbers (licensing to be provided by WG)

4.2.10 RQ_128: ConstructLine

«Functional»

Status: Desirable

Priority: Medium

Difficulty: Medium

Phase: 1.0

Version: 1.0

The S2W system will be able to access web services provided by Construction Line for validation of Construction Line Registration Status

4.3 System

This section relates to the non-functional requirements with which the system needs to comply

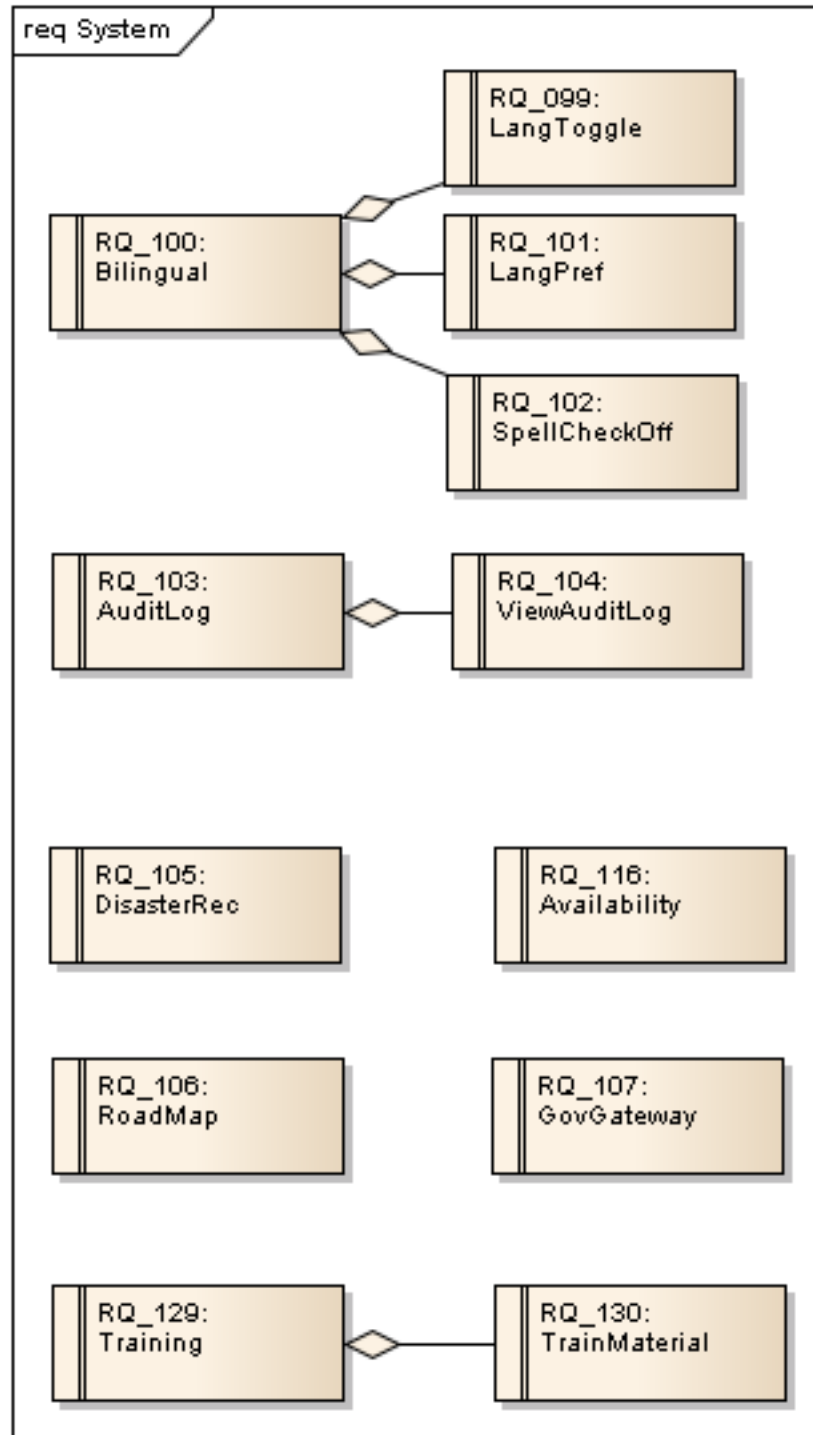


Figure: System

4.3.1 RQ_099: LangToggle

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the user to change their language preference from each page of the website. On selection the user will be taken to the Homepage of the selected language.

Where the user may loose their work as a result of this action a warning should be provided

4.3.2 RQ_100: Bilingual

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow users to access all functionality in both english or welsh

4.3.3 RQ_101: LangPref

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will store the users language preference within their profile which will be used to open the website in the appropriate language

4.3.4 RQ_102: SpellCheckOff

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will turn any English spellcheckers off (where used) in the Welsh website

4.3.5 RQ_103: AuditLog

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will maintain an audit log of all changes to content recording;

- Date/Time
- User making change
- Before/After values

4.3.6 RQ_104: ViewAuditLog

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

The S2W system will allow the Administrator (Vendor - Mandatory, Organisational - Desirable) the ability to view the audit log and export/report the information

4.3.7 RQ_105: DisasterRec

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W solution provider will provide Disaster Recovery capability for the solution/service

4.3.8 RQ_106: RoadMap

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W solution provider will have a defined route map for their COTS product

4.3.9 RQ_107: GovGateway

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W solution provider will be required to integrate their product with Government Gateway (or equivalent) in future releases of the S2W solution.

4.3.10 RQ_116: Availability

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W system minimum availability will be 99.5% on a 24/7 basis, 365 days a year. Maintenance should be completed outside normal office working hours and in agreement with the Welsh Government.

4.3.11 RQ_129: Training

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The Vendor will provide 'Train the Trainer' type training for WG staff

4.3.12 RQ_130: TrainMaterial

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The Vendor will provide User Documentation & Training Material to support trained WG staff subsequent to their training

4.4 Transition

These requirements relate to the transition from the current Buy4Wales & Sell2Wales websites to the new, combined, Sell2Wales application/website

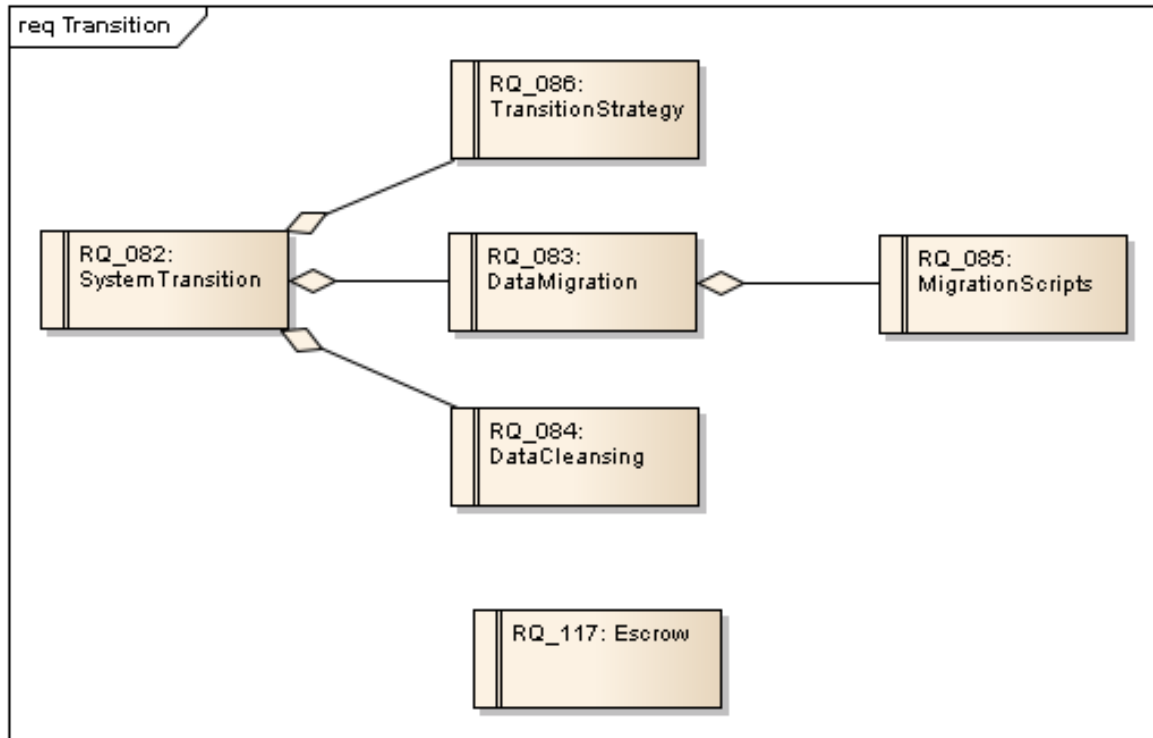


Figure: Transition

4.4.1 RQ_082: SystemTransition

«Functional» *Status:* Mandatory *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 , The Vendor will manage the transition from current to new S2W systems

4.4.2 RQ_083: DataMigration

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 , The Vendor will be responsible for the transition of 'live' data from the current S2W & B4W datasets to the new S2W database

4.4.3 RQ_084: DataCleansing

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0
 , The Vendor will work with the WG & current vendor of S2W/B4W in cleansing current datasets prior to data migration

4.4.4 RQ_085: MigrationScripts

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The Vendor will be responsible for writing & testing migration scripts, using dummy data, prior data migration activity.

4.4.5 RQ_086: TransitionStrategy

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The Vendor will be responsible for identifying an appropriate transition strategy, agreeing it with WG & implementing the agreed strategy

4.4.6 RQ_117: Escrow

«Functional» *Status:* Desirable *Priority:* Medium *Difficulty:* Medium
Phase: 1.0 *Version:* 1.0

, The S2W Vendor will agree to enter an Escrow agreement for provision of source code & associated documentation in the event of the Vendor ceasing business. The Vendor will work with the Escrow service provider to ensure the necessary deliverables are in place and functional.

5 ANNEXES

5.1 Annex 1: Access Control Matrix

5.2 Annex 2: Low Value Notice Fields