Bidders should indicate the ability to meet below Desirable Requirements with either ‘Yes’ or ‘No’, all other narrative will be discounted.

**Scoring criteria: 15%**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of requirement owner** | **Desirable** | | **Item** | **Requirements** | **Bidder Response**  **Yes / No** | **Demonstrate how the ‘Yes’ will be met** |
|  |  | **A** | | **Integrations** |  |  |
| IT | D | 3 | | It would be desirable if the platform could integrate with MS Teams so virtual events were automatically created and attendees checked-in. Not an essential requirement as Zoom is our main delivery platform) |  |  |
|  |  | **B** | | **Event Website / Registration Page** |  |  |
| Events | D | 5 | | It would be desirable if the platform provides either an event website or webpage in addition to the registration form. |  |  |
| Events | D | 6 | | It would be desirable if the platform allows for event websites/webpages to be fully branded with our own branding or branding of our partners? |  |  |
| Web | D | 8 | | It would be desirable if the platform allows for website/webpage URLs to be customised |  |  |
| Events | D | 11 | | The platform must allow files to be uploaded for registrants to download (like maps, schedules, etc.) |  |  |
| Events | D | 12 | | The platform must have a place to display point-of-contact information |  |  |
| Events | D | 13 | | The platform must have a place to add and display event policies & FAQs |  |  |
|  |  | **D** | | **Ticketing Setup** |  |  |
| Events | D | 28 | | The platform should allow tickets to be password protected |  |  |
|  |  | **E** | | **Registration Form** |  |  |
| Events | D | 34 | | It is desirable that the platform allow delegates to edit their information after registration |  |  |
| Events | D | 35 | | It is desirable that delegates can transfer their ticket to another colleague |  |  |
| Web | D | 38 | | It is desirable that the registration form be embedded into another website |  |  |
|  |  | **G** | | **Delegate Communications/Management** |  |  |
| Events | D | 55 | | It is desirable that the platform allows for emails to be customised with the event brand (logo, colours, etc.) |  |  |
| Events | D | 56 | | It is desirable the platform allows users to view/sort/search for registered attendees |  |  |
| Events | D | 59 | | It is desirable the platform allow delegates to login to their order and amend/cancel |  |  |
|  |  | **H** | | **Reporting** |  |  |
| Events | D | 64 | | It is desirable the platform provide a way to create a report at attendee level |  |  |
|  |  | **J** | | **Additional Tools/Features** |  |  |
| Events | D | 77 | | It is desirable the platform has a venue search, booking and management system |  |  |
| Events | D | 78 | | It is desirable the platform has a way to facilitate online collaboration/networking with other users |  |  |
| Events | D | 79 | | It is desirable the platform has an online events platform for virtual/hybrid events |  |  |
| Events | D | 83 | | It is desirable the platform has a way to create a shared delegate list for attendees to view online |  |  |
|  |  | **L** | | **Cyber and Data Security** |  |  |
| IT | D | 89 | | It is desirable the platform supports Single Sign On (SSO) with Azure AD |  |  |
| IT | D | 90 | | It is desirable the platform supports user provisioning via Azure AD |  |  |