**NHMF 0322 – Board Paper Solution**

**Clarification Log**

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| Question No | Question | Answer |
| 1 | States 100 licenses are required, are these all internal to the Heritage Fund or external as well? If so what would be the split between internal and external? | There will be 80 external users and 20 internal users, however all licences will be issued to corporate email accounts |
| 2 | We would like to insert some images/screenshots to further show and explain certain aspects of the system in order to make it clearer for you.  I do not see it saying that we can or can’t do this, so I wanted to clarify this. | Yes images / screenshots are acceptable but please note the word limits on responses. |
| 3 | “Allow for design preferences to customise graphic profile and menu structures”    With regards to design preferences to customise graphic profile is there something specific in mind such as adding a logo to the app screen, or to meeting documents, or something else? | Yes we would require options to customise the platform with Fund pallet colours and ensure logos can be placed within the platform structures and within documents. |
| 4 | Is it your expectation to have the winning bidder design and build a solution or to provide research and strategy services to determine a solution that will fit your requirements | We are seeking the winning bidder to build and support a digital portal/platform that will support the way in which we send out Board and Committee papers |
| 5 | You mention that the solution needs to allow in-time voting”, can you expand on the user need for this requirement | Users have the option to vote on resolutions within meetings or by circulation |
| 6 | You mention that the solution needs options to split screen to view video/documents side-by-side”, can you expand on the user need for this requirement? | Users can access documents side-by-side for comparison, and view agenda/papers side-by-side. |
| 7 | You mention that the solution needs to ensure the setup of Single Sign On (SSO) registration/access. With what systems do you anticipate interoperating for authentication? | This would be via Azure AD, using SAML-based sign-on |