**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 |