

Attachment A

Please complete the following matrix to assist ORCAA in determining an appropriate vendor. Place a large “X” in the column that best describes your solution according to the legend below. If additional comments are necessary in conveying features, please use the Comments column for additional details.

Legend for completing the following requirements

S = Standard functionality out-of-the-box

M = Modification/customization required (i.e., standard script changes or other work-around)

N = Unable to provide this feature

General Functionality

Requirements	S	M	N	Comments
1 Must be Windows compatible.				
2 Must be a 100% Web based solution.				
3 ORCAA Application System Administrators staff must be able to configure all user security settings, without the need to rely on the Vendor’s Help Desk.				
4 Ability to create, assign and maintain groups and manage data access ability.				
5 The proposed system must provide user-defined security, differential rights distribution, role designation, ability to add additional users, and user options.				
6 All help files must be context sensitive, and be available within the application, or online via a web link with the most up-to-date version of support.				
7 Supplies sufficient training materials for users.				
8 Users can edit and save their own search parameters.				
9 Ability to search on any field within the database, including custom fields.				
10 Have a real-time dashboard to display dynamic charts & graphs.				

Requirements		S	M	N	Comments
11	ORCAA Application System Administrators can create new fields and screens after implementation.				
12	Allow users to use/access several records at one time.				
13	System has ability for audit logging and provide detailed audit trails/reports.				
14	Provide a configurable, flexible workflow management system to automate business processes performed by each department and agency involved with the development review process.				
15	Place warnings, holds, and restrictions on a record.				
16	Link to browse recently viewed records.				
17	Ability to view and link related records.				
18	Ability to archive closed records.				
19	Ability to delete records that have met records retention.				
20	Ability to set record retention flags that THEN FLAG records for archival review.				
21	Ability to set up and use templates for emails, letter, or reports. The templates must be able to be modified by Power Users.				
22	Power Users have the ability to edit drop down menus.				
23	Ability to search for all activity at a specific address (e.g., regulated source, permitting, outdoor burning asbestos, demolition, NOVs)				
24	Ability to document phone calls and meetings and link to appropriate records				
25	Ability to access the database while working in the field.				
26	Ability to allow field inspectors to enter data in the field with either hand-held devices, tablets, or laptop computers.				

Online Customer Access

Requirements	S	M	N	Comments
27 A CROMERR-compliant online customer access system for submittal of applications, notifications, reports (including emission inventory), and other documents.				
28 The online customer access system must have different access groups based on the user type (e.g., regulated source, asbestos and demo contractors).				
29 An online customer access system for submittal of complaints, outdoor burning permit applications, and other documents and notifications that do not need to be submitted via a CROMERR-compliant system. This part of the system would not require login.				
30 Online records portal for the public to view records online including a map of regulated sources.				
31 Ability to make specified database fields viewable online.				
32 View the status of a permit, project, license, or case online.				
33 Ability for Application System Administrators to change the configuration and preferences of the online system.				

Generating Reports

Requirements	S	M	N	Comments
34 System comes with standard reports.				
35 Users are able to create custom reports.				
36 Users are able to create queries on the fly and save those queries for shared future use.				
37 View a preview of report prior to printing.				
38 Export reports into an Adobe PDF, MS Excel, or MS Word format.				

Requirements		S	M	N	Comments
39	Able to select different date ranges to view report information.				
40	Able to print and attach a Report to a record within a single step.				
41	Users can merge data from database in MS Word templates.				

Mapping Capabilities

Requirements		S	M	N	Comments
42	Ability to click on an address and have it pull up a map of the location.				
43	Ability to open a map and see all activity in that area/community (e.g., regulated sources, asbestos and demo projects, burn permits).				
44	Create a map from queried data (e.g., a query of registered coffee roasters would pull up a map of the locations)				
45	Ability to select an item on a map and open the related records (e.g., regulated source file, a burn permit) for that address.				

Confidential Data

Requirements		S	M	N	Comments
46	Ability for source to request confidentiality for certain submitted via webform. The confidentiality request must include the exemption citation for each item and the term (length) of confidentiality claim (e.g., indefinitely or until a certain date).				
47	Ability to attach documents that may contain confidential data. The confidentiality request must include the same information above as well as a redacted (public) version.				
48	Ability for ORCAA to review and approve all confidentiality requests submitted.				

Requirements		S	M	N	Comments
49	Ability for the system to automatically redact any data accessible to the public.				
50	Any reports or queries created internally must have confidential information clearly identified.				

EPA Reporting Systems

Requirements		S	M	N	Comments
51	Ability to export facility and emissions data into XML format for reporting to EPA's Emission Inventory System (EIS).				
52	Ability to export data to EPA's Integrated Compliance Information System (ICIS) system.				
53	Ability to submit permits through EPA's Electronic Permitting System (EPS).				
54	Any data submittals to EPA must redact any confidential information.				

Time Accounting

Requirements		S	M	N	Comments
Note: This may be provided using a different vendor's timesheet software if you can provide integration with the database for Item 60.					
55	Ability to track all work time by program and function including leave and overtime hours				
56	Ability to submit leave and overtime requests to supervisor through the system for approval (requires Workflow)				
57	Ability to set workflow for submittal and review of final timesheet and notify users when they have tasks				
58	Ability of system to prevent submittal of final timesheet if work hours do not equal 40 hours per week without appropriate leave and overtime hours logged				
59	Ability to calculate overtime for time worked in excess of 40 hours (for overtime eligible staff)				

Requirements		S	M	N	Comments
60	Ability to link specific timesheet entries to regulated sources and permitting (e.g., NOC, NOI, AOP, SEPA)				
61	Ability for the timesheet data to be exported into an Excel spreadsheet on a monthly basis for use in accounting.				
62	Ability to create customized reports for each grant/contract that uses staff-specific hourly rates.				

SEPA (State Environmental Policy Act) Processing

Requirements		S	M	N	Comments
63	Ability to receive SEPA Environmental Checklist and other documents through both an online system and staff manual entry of paper notifications.				
64	Ability to assign a unique number system for each case for tracking purposes.				
65	Permit status tracking – internally, for applicant, and the public.				
66	Ability to set workflow and notify users when they have tasks.				
67	Ability to track due dates and notify to staff, Supervisor and Manager of overdue tasks.				
68	Ability to send emails to/from applicant and other agencies within the system.				
69	Ability to setup and use templates for emails, letters, or SEPA documents. The templates must be able to be modified by Power Users.				
70	Ability to publish notice for public comment period.				

Asbestos/Demolition

Requirements		S	M	N	Comments
71	Ability to track and process asbestos and demolition notifications including amendments.				

Requirements		S	M	N	Comments
72	Ability to receive notifications through both an online customer access system and staff manual entry of paper notifications. Online system has ability to receive attachments such as asbestos surveys, emergency letters, maps, and other photographs.				
73	Ability to assign a unique number system for each notification for tracking purposes.				
74	Ability to set workflow and notify users when they have tasks.				
75	Ability to review and approve emergency projects.				
76	Ability to link demos and asbestos notifications for the same address. We are open to a combined notification if it suits our needs.				
77	Ability to enter inspection reports (e.g., inspection type, date, staff, site contact, findings, add attachments)				
78	Ability to store contact information of contractors and make available as drop-down menus.				
79	Ability for licensed asbestos contractors to register in the system. The submittal needs to be reviewed and verified by staff.				
80	Ability to track and assign calculated fees based on a predetermined schedule. Fees and notification numbers should link to deposits or the ability to link for audit purposes – see General Finance.				
81	Ability to link cases to Notices of Violations and regulated sources, as needed				
82	Ability to generate reports to show trends and statistical data by city and county				

Complaints

	Requirements	S	M	N	Comments
83	Ability to receive complaints from the public both via an online system and staff manual entry of verbal or hard copy complaints. .				
84	Ability to process complaints from the public including fields for entering additional information and final outcomes and tracking of all activities (e.g., inspections, letters, emails, phone calls)				
85	Ability to allow confidential reporting				
86	Ability to generate reports to show trends and statistical data by city and county				
87	Ability to “red flag” a dangerous property				
88	Ability to link complaints with Notices of Violations and regulated businesses				
89	Ability to enter inspection reports (e.g., date, staff, onsite contact, findings, and attachments), phone call follow-up				
90	Ability to generate letters based on complaint.				
91	Ability to setup and use templates for emails or letters. The templates must be able to be modified by Power Users.				
92	System notifies assigned inspector if complaint is received for regulated source.				
93	Ability to bring up map of complainant address and see all activity in the area (e.g., registered sources, outdoor burning, asbestos, demolitions, etc.)				
94	Ability to link multiple complaints to the same case				

Enforcement

	Requirements	S	M	N	Comments
95	Ability to issue Notices of Violation (NOV) and warnings with a unique sequential number assigned to each NOV or warning.				

Requirements		S	M	N	Comments
96	Ability for multiple citations to be added to a single NOV or warning.				
97	Ability to track NOVs from issuance to resolution.				
98	Ability to track activities related to the NOV or warning including phone calls, meetings, notes to file, letters, emails, etc.				
99	Ability to calculate penalties based on current penalty worksheets. Power Users have the ability to edit penalty worksheets.				
100	Ability to attach documents (photos, reports, etc.) to the case.				
101	Ability to create a Case Details Report which itemizes all details pertaining to the case, including all activities, and attached documents.				
102	Ability to setup and use templates for emails, letters, or reports. The templates must be able to be modified by Power Users.				
103	Ability to link violations to inspections, permits, notifications, complaints, etc. by address				
104	Ability to generate reports to show trends and statistical data by city and county				
105	Ability to setup a workflow to automate the process and notify users when they have a task				
106	Ability to identify which NOVs are High Priority Violations (HPV) per EPA policy and track all HPV dates				
107	Ability to send an email to EPA regarding HPVs using email templates.				

Finance/Accounting

Requirements		S	M	N	Comments
108	Ability to create invoices for all permits, notifications, registration, assessments.				

Requirements		S	M	N	Comments
109	Ability to create invoices for asbestos and demolition notifications, burn permits, and NOVs, if requested.				
110	Ability to allow customers to request and receive invoices electronically.				
111	Ability to generate batch invoices for recurring fees, including delinquent invoices.				
112	Ability to track all payments received and prepare deposit report				
113	Ability to generate reports				
114	Automatically link all fees and penalties to a deposit, as well as enter receivables manually (Asbestos, demolition, outdoor burning, Notice of Construction, Notice of Intent, per capita assessments, and NOV penalties)				
115	Ability to generate statement of account				
116	Ability to post cash receipts.				
117	Ability to track paid and unpaid invoices and generate reports				
118	Ability to generate a monthly aging report.				
119	Ability to generate journal entries to interface with ORCAA's Sage financial software system and export into Excel Spreadsheet. (Or the ability to take the place of Sage)				
120	Ability to systematically adjust fees based upon CPI.				
121	Ability to produce detailed audit trails/reports pertaining to all received funds.				
122	Users are able to customize reports				
123	Ability to generate reports to show financial trends and statistical data analysis for budgeting purposes.				

Requirements		S	M	N	Comments
124	Ability to track project costs, both direct costs and staff time costs, and calculate remaining project budgets.				

Outdoor Burning Permits

Requirements		S	M	N	Comments
125	Ability to track and process outdoor burn permits by burn address				
126	Ability to receive applications through both an online customer access system and staff manual entry of paper applications. Online system has ability to receive attachments such as maps, photos, etc.				
127	Ability to issue permits using standard permit language with the ability to add permit-specific conditions and ability to highlight specific conditions				
128	Ability to setup a workflow to automate the process and notify users when they have a task				
129	Ability to enter inspection reports (e.g., date, staff, site contact, findings, add attachments)				
130	Ability to store Fire District information and make available as drop-down menus				
131	Ability to track and assign calculated fees based on a predetermined schedule. Fees should link to deposits or the ability to link for auditing purposes-see General Finance				
132	Ability to track type of burn permit (e.g., land clearing, agricultural, ceremonial, residential)				
133	Ability to link permit to Notice of Violation				
134	Ability to map to show where burns occur, and where valid permits are held				
135	Ability to generate reports to show trends and statistical data by city and county				

Source Information

Requirements	S	M	N	Comments
136 Ability to track all source information including but not limited to business name, organization name, addresses (e.g., physical, mailing, billing), contact information and type (e.g., permitting, billing, inspections, complaints), identifiers, assignments, previous business names, NAICS, SIC.				
137 Ability to link all equipment on-site including specifications, operating information, associated control devices and release points, geospatial coordinates, associated permits, equipment status (e.g., operating, temporarily shut down, permanently shut down, removed) and date.				
138 Ability to list all applicable NSPS and NESHAP to affected source (e.g., entire source, specific equipment)				
139 Ability to use a reverse look up to verify contacts associated with regulated sources				
140 Ability to document phone calls and meetings and link to appropriate records				
141 Ability to send and receive emails with the source (e.g., data requests). Ability to link these two specific entries (e.g., inspection, reports)				

Source Emission Inventory

Requirements	S	M	N	Comments
142 Ability for regulated sources to submit annual emission inventory data online (CROMERR-compliant).				
143 Ability for staff to manually input submittals submitted in paper format.				

Requirements		S	M	N	Comments
144	Access to commonly used emission factors (e.g., AP-42) by SCC and emission calculation methods with the ability to also input customized emission factors (e.g., source test factors) or calculations.				
145	Ability to manually input emissions for units that cannot be calculated using factors.				
146	Ability for ORCAA to review and approve all changes to emission units, processes, and release points.				
147	Ability for ORCAA to review throughput and emissions data submitted and approve or mark to send back to source for review/resubmittal.				

Source Inspections

Requirements		S	M	N	Comments
148	Ability for staff to query the regulated sources to view those assigned to a specific staff person, date inspections are due, etc.				
149	Ability to list all safety equipment needed to inspect a source. Link to current Health & Safety Assessment document(s) pertinent to that source.				
150	Ability to enter inspection reports (e.g., inspection type, date, staff, source contacts, findings, add attachments)				
151	Ability to schedule inspections with the source including the ability to batch schedule inspections.				
152	Ability to view a calendar of all upcoming scheduled inspections. Ability to link (or export) to Outlook calendar.				
153	Ability to track due dates and notify staff, Supervisor, and Manager of overdue tasks.				
154	Ability to set workflow to allow for internal review and approval of final reports or other tasks.				

Requirements		S	M	N	Comments
155	Ability to batch reassign a group of inspections.				
156	Ability to use previous inspection report as a template for a new inspection.				

Source Permitting

Requirements		S	M	N	Comments
157	Ability to apply for permits or submit notifications through both online CROMERR-compliant system and staff manual entry of paper applications.				
158	Ability for applicant to check the status of their permit online.				
159	Ability to track any type of permit or notification (e.g., Notice of Construction, Notice of Intent, Air Operating Permit, variance, SEPA) and Power Users have ability to add additional permit types as needed.				
160	Ability to track potential permitting cases – inquiries from public, businesses, (a.k.a. “First Contact”). Inquiries may come in through online portal or through email or phone.				
161	Ability to assign a unique number system for each permit/notification for tracking purposes.				
162	Ability to publish notice for 15-day application notice, formal public comment, public hearing, or final permit issuance.				
163	Ability to attach associated documentation to a record (pictures, word docs etc.).				
164	Ability to setup a workflow to automate the process and notify users when they have a task				
165	Ability to track due dates and notify to staff, Supervisor and Manager of overdue tasks.				

Requirements		S	M	N	Comments
166	Permit status tracking – internally, for applicant, and the public.				
167	Ability to make completeness determinations and send emails to/from applicant within the system.				
168	Ability to mark status of final permits (e.g., in effect, voided, expired, superseded, rescinded, retired)				
169	Ability to upload final permit and issue electronically.				

Source Reporting

Requirements		S	M	N	Comments
170	Ability for sources to submit reports through an online CROMERR-compliant portal. Reports include but are not limited to source test reports, monitoring reports, excess emission reports, and permit deviation reports.				
171	Ability for staff to upload reports received in paper format.				
172	Ability to use online forms that can be completed and submitted for certain reports and allow the submittal of documents.				
173	Ability to set workflow for review of submitted reports				
174	Ability to scan and import reports submitted in paper form				
175	Ability to set due dates for some reports and allow tracking of late reports.				
176	Ability to notify source via email of upcoming report due dates.				
177	Ability to view status of reports – internally and for the public.				