

Exhibit B

**City of Pacific Grove
Document Management Software
FUNCTIONAL REQUIREMENTS**

The checklist will specify whether the document includes this feature. Use the letter (Y) for “yes”, to indicate that the software or proposed solution has this functionality. Use the Letter (N) for “no”, to indicate that the software does not have this functionality. Please respond by entering the appropriate “**letter**” (Y or N) in the Capability column. Use comments to note if the requirement is unnecessary or to provide a brief explanation. A letter of Y or N in the Capability column must accompany the comment.

Req. No.	Feature	Capability	Comments
B.1 General Usage Specifications			
B.1.1	Easy to navigate, user friendly user interface		
B.1.2	Must support handwriting recognition		
B.1.3	Must allow the ability to scan paper documents		
B.1.4	Must allow the direct import of common electronic document types (such as, but not limited to: TIF, PDF, JPG, Microsoft Office standard formats such as .docx and .xls)		
B.1.5	Ability to OCR scan color documents		
B.1.6	Copier integration		
B.1.7	Interface to other applications and databases - Proposed system must provide simple integration between different software applications whether they are web-based, or windows-baseB.		
B.1.8	Barcode recognition for auto indexing		
B.1.9	Documents must be able to be scanned or printed directly into the electronic document management system without requiring a hard copy		
B.1.10	Proposed system must provide document import via scanner, virtual printer, drag and drop, and browse to file		
B.1.11	Proposed system must provide optional full integration into network scanning appliances, including the ability to select scan destination and index directly from the panel.		
B.1.12	Proposed system must store the images in their native file format, and not in a proprietary or encrypted format		
B.1.13	Ability to view multiple images simultaneously		
B.1.14	Color images must be viewable quality so that detail in the image is captured		
B.1.15	Images must be oriented correctly for viewing		
B.1.16	Text must be readable up to the edge of the document		
B.1.17	Ability to crop images		
B.1.18	Proposed system must be scalable to hundreds of users. The proposal shall provide licensing options and identify whether licensing is fixed or concurrent.		
B.1.19	Proposed system must provide Active Directory and single sign-on capabilities in all available clients.		
B.1.20	Robust import/export function of the software (for the ability to import/export from/to another software package)		
B.1.21	Proposed system must have robust training materials including manuals, e-learning, etB.		

B.1.22	Web based client - Provide users access to the system through a common web browser or mobile device		
B.1.23	System must have the capability of performing e-discovery for open records purposes and be able to place said documents on "Litigation Hold" to ensure the preservation of the document contents.		
B.2 Searching Capabilities			
B.2.1	Full-text searches		
B.2.2	Advanced search capabilities		
B.2.3	Key word searches		
B.2.4	Homonyms searches (fuzzy logic) i.e. Jeri, Jerry.		
B.2.5	Natural language searches (returns search hits on documents that are "about" the subject/theme you're exploring, even if the words in the document don't match at all the words you enter into the query)		
B.2.6	"wildcard" searches that can be a single character or a string of characters		
B.3 Workflows			
B.3.1	Proposed system must be able to Automate Work Flows (Automated passing of documents from one person or system to another person or system pursuant to logical rules)		
B.3.2	Initiate routing and approval workflows when documents are created		
B.3.3	Route documents according to a pre-defined set of rules		
B.3.4	Create an audit trail or log of activities related to the workflow		
B.3.5	Flexibility to route documents in an ad-hoc fashion as necessary		
B.4 Data Retention			
B.4.1	Proposed system must adhere to the City's document retention schedule by identifying documents scheduled to be purged and providing archival of documents prior to the scheduled purge date. Note: All staff must obtain attorney permissions first. Can this be included as a workflow?		
B.4.2	Ability to define custom retention schedules		
B.4.3	Ability to identify the type of disposition that should occur (e.g. deletion or archive)		
B.4.4	Ability to schedule and log the disposition of files or folders		
B.5 Version Management			
B.5.1	Proposed system must provide file version management		
B.5.2	Published version support (finalized, available for public viewing) vs. non-published version (editable, only users with sufficient security have access to)		
B.5.3	Access to previous versions based on security control		
B.6 Annotation/Redaction			
B.6.1	Proposed system must provide Annotation - Annotations permit users to append or remove information about a document without permanently		

	changing the original image. Highlighting, stamps, redactions (blackouts or whiteouts) and sticky notes are among the most common annotations.		
B.6.2	Annotation support (e.g. area highlights, redaction, text annotations)		
B.6.3	Annotation security		
B.6.4	Redaction should be at the end users discretion		
B.6.5	The document management system's security should give the system administrator control over who can view annotations and see through redactions.		
B.6.6	In order for the document to maintain its integrity, all annotations should be overlays that do not change the actual image. This way, a document can be printed with or without the annotations.		
B.7 Audit			
B.7.1	Auditing of document access/creation		
B.7.2	Log user access/actions		
B.7.3	Event logging, auditing and reporting capabilities should be available for all documents and workflows		
B.8 Check-in/Check-out			
B.8.1	Check-in/check-out of documents Note: If capable, provide information on how this would function.		
B.8.2	Ability to override check-in/check-out functions for administrators Note: If capable, provide information on how this would function.		
B.9 Security			
B.9.1	Support user, group, or departmental level security - Limit what users can see based on security access		
B.9.2	As a general rule City of Pacific Grove staff that support each of the departments or certain groups within the organization, cannot access the files of their peers or of the superiors. City of Pacific Grove staff from different departments also may not access files in another department. However, the flexibility is needed to allow specific documents or files to be shared with other departments across the agency on an as needed basis.		
B.9.3	Document hierarchy security and document level security		
B.9.4	Annotation level security - system's security should give the system administrator control over who can view annotations and see through redactions		
B.9.5	System provides user profile creation and management to allow and restrict access to documents, workflows and system features		
B.10 Indexing			
B.10.1	Proposed system must facilitate electronic document storage and indexing using Optical Character Recognition (OCR) technology		
B.10.2	Allow Administrator to define fields for automatic indexing of documents using OCR capabilities		

B.10.3	Provide indexing assistance by giving the ability to create metadata from data fields on a form		
B.10.4	Must be able to support Full-text indexing		