

Savannah-Chatham County Public School System
Electronic Teacher Contract Management Software
Functional Requirements

Vendor Response

SUP – Supported as delivered
 3RDP- Supported via a third party solution
 FUTR- Will be supported in a future release

INTP-Supported through an Integrated partner solution
 MOD-Supported via modifications (configurations, reports, etc.)
 NSNA – Not supported/Not Available

ADDP-Supported through add-on products offered by partners
 CSTM – Supported via customization

Item	Criterion	Vendor Response	Vendor Comment
	Human Resources		
	Contract Creation Describe the entry fields required to create a contract document.		
	Attachments a) Can Human Resources attach files to contracts?		
	Delivery Notification Method How many different ways can the teacher be notified that contract has been sent? I.E. email, text, automated phone call.		
	Delivery and Receipt a) Does solution provide confirmation of delivery?		
	Electronic Signatures Does solution provide a date and time stamp with electronic signature?		
	Final Archival a) Does solution provide a final archival system for future access of contract? b) Is the archive searchable by school year? By name? By school?		
	Canned Letters a) Are canned letters provided? If so provide a list of letter templates provided? b) Can custom letters be created? c) Can a letter be amended for a specific contract?		
	Teachers		
	Electronic Signatures Does solution provide a date and time stamp with electronic signature? Does it comply with all known Federal and Georgia laws for electronic signatures?		
	Attachments Can Teachers attach files to contracts?		
	Automated Reminders Does solution send automated reminders to teachers, Site Administrators and Human Resources of contracts not signed and returned?		
	Reports Development		
	Describe the reporting capability features provided to: Human Resources Staff Administration/Supervisor Technology		

Savannah-Chatham County Public School System
 Electronic Teacher Contract Management Software
 Functional Requirements

Item	Criterion	Vendor Response	Vendor Comment
	Data Export a) Does your solution support file exporting? b) Describe the export capabilities and format supported.		
	Ad Hoc Report Writer – Field a) Does your system support AD Hoc reports? b) Can the Ad Hoc report writer report on all fields in the database including user-defined fields? c) Describe the capabilities of your report writer.		
	Report Development a) Can Ad Hoc or on-demand reports be developed by HR staff or is reporting language knowledge required? b) Is training included in the cost for report development?		
	Time Frame Reporting Does your system have the capability to provide date range reporting on all data? If not, which data is not included?		
	Standard Reporting Please provide a listing of all built-in reports in the system.		
	Storage/Retrieval		
	Federal and Georgia Storage/Retrieval Do you comply with all Federal and Georgia Laws related to storage and retrieval of electronic contracts?		