

Annex 5**Stage II- Technical Evaluation****Booking requirements****10**

- Does the tool provide different booking masks? (meeting rooms, conference rooms, etc.)?
- Does the tool provide visualization of rooms and layouts?
- Does the tool provide additional services in the interface?
- Does the interface provide information for the digital signage system?
- Does the tool provide different categories of bookings? (single, group, permanent....)
- Does the tool differentiate between the location? (buildings and locations (open space, meeting rooms etc.)
- Does the tool display the booking information in the calendar for 3rd parties invisible?

Locations booking**3**

- Does the tool automatically select the room according to your requirements?
- Does the tool display the technical specifications per room?
- Does the tool record all booking related steps for services?

Workflow and management of booking requests**3**

- Does the booking tool allow different workflows and different type of accounts? (different workflow direct booking and requesting a room)
- Does the system provide different type of booking masks or specification which will be automatically selected during the reservation process?

Distribution of booking related information**3**

- Does the tool distribute booking related information and confirmation distributed by email?
- Does the tool inform the service provider automatically in case of changes?
- Does the tool send out automatic generated reminder?

Disposition of requests**6**

- Does the tool detect cancelations of rooms and/or services and detect automatically cancellation fees?
- Does the system consider different types of booking masks for different types of bookings?
- Does the system automatically inform the service provider in case of booking changes?
- Does the tool allow bookings in the calendar via drag and drop?
- Is it possible for the Administrators to leave while processing booking requests additional comments, which gets displayed the user who made the request?
- Does the system automatically rebook affected services related to the room and inform the service provider?
- Does the system allow to award/restrict disposition right for individual rooms to organizations?

Service Supplier**5**

- Is it possible for the administering unit to integrate suppliers in the tool?

- Does the tool differentiate between internal and external services?
- Does the tool summarize the services and all related costs???
- Does the tool consider official working hours etc.?
- Does the tool display availability of services in real-time?
- Does the tool allow requests for services which are not part of standard services?
- Does the system allow restrictions for rooms and related services?

Generate Emails**5**

- Does the system automatically send email messages for different procedures?
- Is it possible for the administering Unit to adjust the content or enter data?
- Is it possible for the Administering Unit to integrate all entered data in an email?
- Does the tool provide a link in the email to the related booking?

Statistics**5**

- Is the tool able to generate statistics on demand?
- Does the tool allow the administering unit to generate new statistic parameter?
- Is it possible to extract the statistics to Excel or PDF?
- Does the system generate of all data in the system?

Information/ security office**2**

- Does the tool allow to distribute information to security suppliers and 3rd parties?
- Does the system generate temporary access cards?

Digital signage**3**

- Does the system have a digital signage function?
- Does the system provide interfaces to other systems?

Information and data deposit**3**

- Is it possible to upload documents or information?
- Does the tool consider set-up times automatically?
- Is it possible to attach/upload documents?

Mobile applications**2**

- Does the system provide mobile application?
- The tool should be capable to differentiate between different interfaces (user-, administrator, system administrator... etc)

User**10**

- Does the booking tool provide a user-friendly, simple and well-structured booking mask?
- Are users being guided through the booking process in a systematic and intuitive way?

Administrator**10**

- Does the booking tool provide a user-friendly and well-structured interface for the administrator?
- Is the booking tool equipped with adequate oversight and control mechanism for effective and simplified administration?

- The tool should be modular with the opportunity to add additional functions over time by the administering unit.
- The tool should be adaptable and allow the administering unit to customize individual workflows and services for multiple types of users/accounts.

Optional

Interested service providers are encouraged to provide free trial access to the software applications for conference facility management during the evaluation process.

Total

70 points