

**ATTACHMENT A - REQUIREMENTS MATRIX**

REQ #	Category	Requirement Description	Priority - HML	Requirement Type	Meets Requirement Note - For grayed out cells add Comments / Notes in Column G	Comments / Notes
REQ 001	Core Feature	Position Management: Ability to define, track, and maintain positions, capture Job description, classification, compensation, reporting structure, job types (e.g. full-time, part-time, remote) and required skills	High	Functional		
REQ 002	Core Feature	Hiring Plan Approvals: Ability to create and manage hiring plan (Provost / Dean approval) to approve the job requisition	High	Functional		
REQ 003	Core Feature	Ability to customize field names / labels as required for the job posting	High	Functional		
REQ 004	Core Feature	Ability to create customized approval workflows for different departments e.g. Each college has different approval workflows from Dept. admin to Dept. Chair to Dean's office and to Academic HR	High	Functional		
REQ 005	Core Feature	Ability to upload documentation(PDF, Word, Excel, Images etc) that is needed for approvals	High	Functional		
REQ 006	Core Feature	Ability to e-sign documents in the approval process	Medium	Functional		
REQ 007	Core Feature	Ability to provide automated reminders on all workflows for all users	High	Functional		
REQ 008	Core Feature	Ability to send email notifications for automated reminders	High	Functional		
REQ 009	Core Feature	Ability to provide insights / dashboards for different user types - Open vs filled positions - Salary and budget variance - Retention and promotion trends	High	Functional		
REQ 010	Core Feature	Ability to create Standard reports (as per academic calendar) - e.g. # of positions hired by rank / category	High	Functional		
REQ 011	Core Feature	Ability to create custom reports as needs evolve	High	Functional		
REQ 012	Core Feature	Data Retention - (Applications for Employment - Hired) System should be able to keep data for 5 years after termination of employment.	High	Functional		
REQ 013	Core Feature	Data Retention - (Applications for Employment - not Hired) System should be able to keep data for 2 years after date of the making of the record or the personnel action involved, whichever occurs later.	High	Functional		
REQ 014	Core Feature	Ability to parse resume from variety of formats (PDF, DOCX etc.)	High	Functional		
REQ 015	Core Feature	Ability to provide applicant screening tools - Pre-screening questionnaires, assessments - Applicant / candidate qualification results	High	Functional		
REQ 016	Core Feature	Ability to schedule interviews - Search committee (internal team members) - Applicants / candidates	Medium	Functional		
REQ 017	Core Feature	Ability for applicant to view and accept interview invitations	High	Functional		
REQ 018	Core Feature	Ability to provide offer letter tools and management	Medium	Functional		
REQ 019	Core Feature	Ability to create custom email notifications to communicate to all users (internal / external)	High	Functional		
REQ 020	Core Feature	Ability to create / edit applicant / candidate profile	High	Functional		
REQ 021	Core Feature	Ability to search jobs based on keywords, location, department and other filters	High	Functional		
REQ 022	Core Feature	Ability to save job preferences and receive alerts	Medium	Functional		
REQ 023	Core Feature	Ability to apply to jobs with simple form and upload required documentation	High	Functional		
REQ 024	Core Feature	Ability for applicant to track job applications	Medium	Functional		
REQ 025	Core Feature	Ability for applicant to track application status	Medium	Functional		
REQ 026	Core Feature	Ability for applicant to save the application	High	Functional		
REQ 027	Core Feature	Ability for applicant to send questions to HR	Low	Functional		
REQ 028	Core Feature	Ability for applicant to provide feedback on application process	Low	Functional		
REQ 029	Core Feature	Ability to upload applicant documentation (e.g. cover letters / resumes / reference letters / research papers, etc.)	High	Functional		
REQ 030	Core Feature	Ability to upload documentation on behalf of applicant	High	Functional		
REQ 031	Core Feature	Ability to collaborate and communicate within system (In- app messaging)	High	Functional		
REQ 032	Core Feature	SMS feature to communicate with the applicant	Medium	Functional		
REQ 033	Core Feature	Dedicated Search Committee portal. Ability to schedule meetings within system	High	Functional		
REQ 034	Core Feature	Ability to customize the evaluation criteria and ranking	High	Functional		
REQ 035	Core Feature	Ability to review, evaluate and rank the candidate applications	High	Functional		
REQ 036	Core Feature	Ability to communicate with search committee members (In-app messaging)	High	Functional		
REQ 037	Core Feature	Ability to add UTA branding to the portal, automated notifications etc.	High	Functional		
REQ 038	Core Feature	Mobile-friendly web / app for all the portal users	High	Functional		
REQ 039	Core Feature	Ability to submit approvals on different platforms (Mobile / Tablets) (e.g. Route position approval to multiple hiring authorities and allow to select approve/deny within the notifications)	High	Functional		
REQ 040	Core Feature	Allows calculations and formulas to prepare offer letters and budget calculations	Medium	Functional		
REQ 041	Core Feature	System should have chat bot functionality with integrated access to customer service representative if needed	Low	Functional		
REQ 042	Core Feature	Offer a robust Universal Search on metadata captured across modules/portal (i.e. locate specific applicant / candidate records; search for candidates using various data points, such as biodata	High	Functional		
REQ 043	Core Feature	Ability to process / trigger parallel approvals (e.g. Hiring packet with multiple documents are routed to different approvers)	High	Functional		

REQ 044	Core Feature	Ability to create bulk messaging to a large number of applicants / candidates at once (and look bespoke to each candidate) and ability to easily view all sent messages.	High	Functional		
REQ 045	Core Feature	Ability to bulk edit postings (i.e. remove or add specific language to all postings)	High	Functional		
REQ 046	Core Feature	Ability to add Linked In Profiles powered by LinkedIn PDF download functionality.	Medium	Functional		
REQ 047	Core Feature	Ability to automatically transition postings and applicants / candidates using logic. (i.e. if posting closed based on specific date entered, transition posting to closed. if screening answers disqualifies applicant, transition to specific disposition codes i.e. "Does Not Meet Minimum Qualifications")	High	Functional		
REQ 048	Core Feature	Ability to manage candidate references by triggering necessary notifications for specific applicant status	High	Functional		
REQ 049	Core Feature	Provide user friendly interface for references providers.	High	Functional		
REQ 050	Core Feature	Ability to offer Internal job board communication (i.e.. email all current faculty in specific departments of upcoming job posting).	Medium	Functional		
REQ 051	Core Feature	Anonymized screening - Ability to hide identifying applicant / candidate details during initial resume review to promote fair evaluation based on qualifications.	Medium	Functional		
REQ 052	Core Feature	Ability to allow applicants / candidates to choose interview slots provided by hiring unit. Reduce back-and-forth emails with automatic calendar syncing and time zone detection.	Medium	Functional		
REQ 053	Core Feature	Offer applicants / candidates easy-to-use, mobile-friendly application forms with auto-fill and one-click application options.	High	Functional		
REQ 054	Core Feature	Spellcheck should be available across the system	High	Functional		
REQ 055	Core Feature	Provide a list of standard reports offered with the solution	Medium	Functional		
REQ 056	Core Feature	The system must offer a clear, intuitive user interface	High	Functional		
REQ 057	Core Feature	Provide implementation timelines (e.g., 3-6 months)	High	Functional		
REQ 058	System Management - Identity Management	Permission granularity - Describe the security role model(s) you support including, but not limited to, administrators, users, delegation.	High	Non-Functional		
REQ 059	System Management - Identity Management	Can role based permissions be extended into the application via SSO?	High	Non-Functional		
REQ 060	System Management - Integration	Integration or extensibility - Describe any out of the box systems you integrate with, generic methods, protocols for integration. Examples are SDK's, scripting languages, API's.	High	Non-Functional		
REQ 061	System Management - Integration	Import and export data from/to another tool - Describe any import and export options (MS SQL, CSV, XLS, Reporting only, native SQL etc.).	High	Non-Functional		
REQ 062	System Management - Integration	Web Services / API functionality - REST, SOAP - What percentage of your functionality is accessible via REST and what percentage of your functionality is accessible via SOAP.	High	Non-Functional		
REQ 063	System Management - Integration	Integration with Institution Relevant Applications - PeopleSoft (HRM)	High	Non-Functional		
REQ 064	System Management - Integration	Ability to import and/or export data via SFTP for integration purposes as required	High	Non-Functional		
REQ 065	System Management - Integration	Job board integrations (e.g., LinkedIn, Indeed, Work in Texas, Texas work force commission, HERC, Higher Ed, the Chronicle and Direct Employers)	High	Non-Functional		
REQ 066	System Management - Integration	Ability to automatically send job postings to the Texas Workforce Commission website using a custom specified XML format and a mechanism to transfer on demand or in scheduled increments.	High	Non-Functional		
REQ 067	System Management - Integration	Integration with Institution Relevant Applications - Office 365 (Email and Calendar)	High	Non-Functional		
REQ 068	System Management - Integration	Integration with Institution Relevant Applications - Office 365 Unified Communications (Teams)	High	Non-Functional		
REQ 069	System Management - Security controls	Infrastructure security controls -What practices and reviews are in place to monitor and ensure the integrity and security of the system?	High	Non-Functional		
REQ 070	System Management - Security controls	Application level security controls - What practices and reviews are in place to monitor and ensure the integrity and security of the system? Describe any logging relevant to this control.	High	Non-Functional		
REQ 071	System Management - Security controls	Notification of security breach policy - What policies and practices are in place regarding notifications of any security breach? Include a reference to any published policies.	High	Non-Functional		
REQ 072	System Management - Security controls	Third-party investigation support in case of breach or compromise of data or users - Describe the policies are in place regarding third party engagement for reviews.	High	Non-Functional		
REQ 073	System Management - Security controls	Customized Terms and Conditions page - Can the system be modified to require users to accept the Institutions' Terms and Conditions? Does the system require accepting vendor Terms and Conditions and how are conflicting requirements resolved?	High	Non-Functional		

REQ 074	System Management - Security controls	Vendor Access Management - How is internal access to our application controlled, monitored and reviewed?	High	Non-Functional		
REQ 075	System Management - Security controls	Do you process/collect personal data to identify, contact or locate the applicant?	High	Non-Functional		
REQ 076	System Management - Security controls	Multifactor access control - Is there an MFA mechanism for authentication to your system if or where SSO integration is not available?	High	Non-Functional		
REQ 077	System Management - Security controls	Data retention and purge - Once data is removed/deleted from your service, is it completely removed including from backups?	High	Non-Functional		
REQ 078	System Management - Security controls	Data at rest encryption - Describe what technology and practices are followed to ensure encryption is in place. Describe how certificates and encryption keys are managed.	High	Non-Functional		
REQ 079	System Management - Security controls	Data in transit encryption - Describe what technology and practices are followed to ensure encryption is in place including certificate types and versions. Describe how certificates and encryption keys are managed.	High	Non-Functional		
REQ 080	System Management - Security controls	NIST 800-53 Moderate - Describe your company's adherence to this framework.	Low	Non-Functional		
REQ 081	System Management - Security controls	System should have TX- RAMP Level 2 security specification adherence or in process to get certified (18 months to get certification) for cloud based application	High	Non-Functional		
REQ 082	System Management - Security controls	Other - Describe your company's adherence to any other relevant framework not listed above.	High	Non-Functional		
REQ 083	System Management - Security controls	SOC 2 Type 2 - Have you completed a SOC 2 Type 2 report? Provide the date and include the details on the Standards and Certifications tab.	Low	Non-Functional		
REQ 084	System Management - Security Compliance	Do you have HECVAT(Higher Education Community Vendor Assessment Toolkit) document?	High	Non-Functional		
REQ 085	System Management - Data Storage	Data Sanitization processes implemented for data storage and backup media that would be appropriate to this solution - Describe your adherence to any standards	High	Non-Functional		
REQ 086	System Management - Data Storage	Backup, archiving and e-discovery - Describe your backup and data retention practices, and when relevant identify the archiving and e-discovery capabilities for the data.	High	Non-Functional		
REQ 087	System Management - Data Storage	Multi Tenant data segregation - Describe how the data is segregated from other customers (e.g. if a single database with company identifiers is used, does each tenant have a separate instance?)	High	Non-Functional		
REQ 088	System Management - Data Storage	Multi Tenant data segregation - Backups/Archiving - Describe the practices if different than multi tenant segregation for the primary data.	High	Non-Functional		
REQ 089	System Management - Data Storage	Data Residency: Data must reside in United States.	High	Non-Functional		
REQ 090	System Management - Data Storage	Should your operations discontinue, such as through bankruptcy or sale, what provisions allow the orderly removal of data? What prevents that data from being accessed by others?	High	Non-Functional		
REQ 091	System Management - Network	Network capabilities - What are the network requirements required for the application for both client and system access? If required, specify bandwidth and latency per client.	High	Non-Functional		
REQ 092	System Management - Infrastructure	Service elasticity - What are the capabilities for scaling and growth	Medium	Non-Functional		
REQ 093	System Management - Client Interfaces	Browser Compatibility - Institution addressed website - The portal site appears as an institution web address . Does your site offer the option for a CNAME or rewrite of a URL to .the institutions addressed website, or similar capability?	High	Non-Functional		
REQ 094	System Management - Client Interfaces	Browser Compatibility - All browsers supporting the HTML 5 standard are supported. Describe plugin requirements or native browser functionality.	High	Non-Functional		
REQ 095	System Management - Client Interfaces	Browser Compatibility - Web browser client interface is regularly updated to remain compatible with web browser clients as new versions are released (e.g. Opera, Edge, Chrome, Firefox, Safari, etc.)	High	Non-Functional		
REQ 096	System Management - Client Interfaces	Desktop Compatibility - Desktop client is regularly updated to remain compatible with operating systems as new versions are released (e.g. Windows, Linux, Mac OS, etc.)	High	Non-Functional		
REQ 097	System Management - Client Interfaces	Mobile Functionality - Describe solution access via iOS Phones/Tablet App, Android Phones/Tablet App or other mobile devices	High	Non-Functional		
REQ 098	System Management - Client Interfaces	Comply and support all Success Criteria of WCAG 2.1 AA (Web Content Accessibility Guidelines) for accessibility.	High	Non-Functional		
REQ 099	System Management - SLA	Does the application contain a native local application for mobile devices? If so what platforms are supported?	High	Non-Functional		
REQ 100	System Management - SLA	Service dashboard, SLA, change management - Describe the SLA's for your service including impacts of both planned and unplanned changes. Describe how these are communicated and coordinated with the customer, if there are service dashboards or other notification methods.	High	Non-Functional		
REQ 101	System Management - SLA	RTO/RPO - Describe the RTO and RPO for your service, or the individual components of the service if different. How often is this tested?	High	Non-Functional		
REQ 102	System Management - SLA	Coordination - Does your service allow coordination of changes with the institutions to align with normal change windows or blackout windows?	Medium	Non-Functional		
REQ 103	System Management - SLA	Is there a defined process for clients who want to exit the service agreement? Has the process been exercised?	Medium	Non-Functional		
REQ 104	System Management - Support	Support Model - roles and responsibilities - Describe the support methods (phone, email, chat, dedicated account representative) as it relates to this service. Identify where institution staff are expected to provide some part of the support process. (Offshore vs Onshore resources)	High	Non-Functional		

REQ 105	System Management - Support	Incident management system for identifying, submitting and tracking service incidents Describe the incident management system and whether this is available online to monitor and update.	High	Non-Functional		
REQ 106	System Management - Support	Other premium support model options - Describe other premium support models available that are not included as part of this response.	High	Non-Functional		
REQ 107	System Management - Support	Training / documentation for the solution throughout the life of the product - Describe how training is provided, what training is included and what would available at an extra cost.	High	Non-Functional		
REQ 108	System Management - Support	Can you provide professional services support? If so what services do you provide?	High	Non-Functional		
REQ 109	System Management - User Set Up / Access	Does Application support role based access rights? Roles (not limited to): HR/recruitment team Hiring managers Applicants / Candidates Provost/VP and AVP leadership	High	Non-Functional		
REQ 110	System Management - User Set Up / Access (External Applicants / Candidates)	User account information collected to be determined by the department. The institution can declare mandatory or optional user information	High	Non-Functional		
REQ 111	System Management - User Set Up / Access (External Applicants / Candidates)	There should be an unlimited number of active, concurrent users using the system	High	Non-Functional		
REQ 112	System Management - User Set Up / Access (External Applicants / Candidates)	Can system provide a login interface to access application?	High	Non-Functional		
REQ 113	System Management - User Set Up / Access (External Applicants / Candidates)	Can system provide login credentials to users upon registration?	High	Non-Functional		
REQ 114	System Management - User Set Up / Access (External Applicants / Candidates)	Can system provide self service password resets?	High	Non-Functional		
REQ 115	System Management - User Set Up / Access (External Applicants / Candidates)	Can system should send password reset link to the registered email?	High	Non-Functional		
REQ 116	System Management - Archives	What is the standard retention period for data and what options are there to extend retention periods if required?	High	Non-Functional		
REQ 117	System Management - Flexibility	How much effort is needed to add or change capabilities within the product. E.g. Adding new fields / custom fields	High	Non-Functional		
REQ 118	System Management - Scalability	How many new applicant / candidate records can be supported per year? Are there any limitations?	High	Non-Functional		
REQ 119	System Management - Reliability	What are the SLA Targets for Availability? If targets exist are there contracted penalties for outages that exceed SLA's?	High	Non-Functional		
REQ 120	System Management - Redirect Websites	System should open the redirect hyper links in a new tab of the browser	High	Non-Functional		
REQ 121	System Management - SSO	Do you support Single-Sign-On functionality via SAML2 and/or Shibboleth? Does your SSO support custom URL's (i.e. branded)	Medium	Non-Functional		
REQ 122	System Management - Audit	Can system capture detailed logs for audits, such as applicant / candidate application history and recruiter actions for audit purposes?	High	Non-Functional		
REQ 123	System Management - Audit	Can system keep audit logs for minimum 180 days?	High	Non-Functional		
REQ 124	System Management - Audit	Can system export of audit logs in non proprietary format for long term storage purposes?	High	Non-Functional		
REQ 125	System Management - Liability	Does vendor have cyber liability insurance?	High	Non-Functional		
REQ 126	System Management - Access Controls	Does vendor background check of vendor employees who have access to applicant / candidate data?	High	Non-Functional		
REQ 127	System Management - Access Controls	Can system be accessed from both private and public network?	Low	Non-Functional		
REQ 128	System Management - Data Migration	Can system migrate data from existing systems?	High	Non-Functional		
REQ 129	System Management - Architecture	Describe the general system architecture and the operating systems, services and/or database products utilized for your solution	High	Non-Functional		
REQ 130	System Management - Architecture	What is the hosting model being proposed for the application (i.e. On Prem, Cloud, Managed Service, SaaS)?	High	Non-Functional		
REQ 131	System Management - Architecture	Is the proposed hosting model a fully managed service? If not what is the support RACI?	High	Non-Functional		
REQ 132	System Management - Architecture	How is data stored and what technologies are utilized?	High	Non-Functional		
REQ 133	System Management - Architecture	What programming language(s) are utilized for your product and is there an SDK available for custom development? Is Source Code Escrowed?	High	Non-Functional		
REQ 134	System Management - Architecture	What are the release cycles utilized for system and feature updates?	High	Non-Functional		
REQ 135	System Management - Architecture	Does your application have any self monitoring or event logs to alert for error conditions?	High	Non-Functional		
REQ 136	System Management - Architecture	What are the release cycles utilized for system and feature updates?	High	Non-Functional		
REQ 137	System Management - Architecture	Does your product allow branding via customizable style sheets or other mechanisms?	High	Non-Functional		
REQ 138	System Management - Architecture	Server capabilities - Indicate the technical solution for server virtualization if utilized. Describe the high availability capabilities/architecture. For on premise infrastructure indicate the recommended server design and requirements (CPU, RAM, disk , OS and any relevant configuration).	High	Non-Functional		