**ATTACHMENT 7**

**ONLINE NEWSROOM**

**REQUIREMENTS AND SPECIFICATIONS FORM**

Please provide **Yes** or **No** answers, followed by any related comments, to indicate proposer’s capabilities of meeting the Online Newsroom Project requirements specifications listed in the table below. Based on the following definitions, to further assist in the Judicial Council’s evaluation process, please indicate between **1** through **6**, your ability to perform the functional requirement.

1. **Supported.** This feature is currently available “as is” and needs no additional modification or configuration.
2. **Configurable.** This feature is similar to a currently available feature, but needs minor modification or configuration.
3. **Future.** This feature does not exist now, but is planned for future release with…(specify timeframe in comments section).
4. **Third Party.** This feature is provided through a third party and cannot be modified.
5. **Custom.** This feature does not exist, nor is it planned for future release, but will develop a customized module.
6. **Unsupported.** This feature does not exist nor will it ever be offered.

| **Priority** | **No.** | **Functional Requirements** | **Select One** | **1 = Supported****2 = Configurable****3 = Future****4 = Third Party****5 = Custom****6 = Unsupported** | **Comments**(cells expand with text) |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **1** | **2** | **3** | **4** | **5** | **6** |  |
| High | 101 | Must be engaging, easy and intuitive to navigate, reflecting web design best practices. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 102 | Must integrate with the California Courts Web Style Guide and must be compatible with California Courts website design, navigation, and accessibility.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |           |
| High | 103 | Must support most popular Browsers (Internet Explorer, Chrome, Mozilla FireFox, and Safari), current and last three versions.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 104 | Must be mobile-friendly and responsive.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 105 | Usability of the service, both front-end and back-end, must meet Judicial Council expectations. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| High | 106 | Must manage, store, group, and display multiple content types: html, text, PDF, and multimedia, including images in a variety of file formats and resolutions, video, audio, embeds. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| High | 107 | Must enable flexible changes in page layouts and menu structure after development. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Medium | 108 | Must present featured content in a slider/carousel display: visuals, html caption text, video, hyperlinks in captions. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Medium | 109 | Must enable the option of displaying PDF content via a viewer application or window. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |           |
| High | 110 | Must enable rapid population and launch of a crisis “dark site”. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 111 | Media contact database must have the ability to select, edit, and add media contacts and store media lists. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 112 | Media contact database must be encrypted to protect sensitive or personal information. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 113 | Must include integrated publishing and distribution capabilities for news releases and other web content – simultaneous web page, email, and social media distribution from within the core platform. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 114 | Must detail if email distribution is limited or metered monthly, provide limits (where applicable). | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 115 | Must enable end users to easily share published content through social channels. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 116 | Media monitoring must include: providing reports of daily online news coverage, filtered by keyword.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |           |
| High | 117 | From media monitoring must provide ability to select, add, edit, and publish pertinent online headlines, links, and excerpts in a feed (i.e., NewsLinks).  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 118 | Must include RSS feeds. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 119 | Must enable end users to request alerts via email and/or text messages.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 120 | Must include the ability to create and manage secure areas for password-protected content (e.g., content for journalists only, such as high-resolution photos or B-roll). | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 121 | End user password listing or database must be encrypted. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 122 | Must include search engine optimization, including ability to tag with metadata and categorize content. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 123 | Must include context-specific search for end users (i.e., option to search within Newsroom content). | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |           |
| High | 124 | Must include ability for end users to search tags, metadata, and full text.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 125 | Must include search integrated with California Courts website – within the Newsroom, enable the option to search either Newsroom or entire California Courts site.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 126 | Must provide migration services for current content, including news releases (html and PDF) from Jan 2011 to the present.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Low | 127 | Must include built-in image editing capabilities. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 128 | Must include image asset management, enabling search through keywords or tags. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 129 | If storage is limited, must list initial limit. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |           |
| High | 130 | Service must provide, at minimum, the same level of [end user privacy as the California Courts website](http://www.courts.ca.gov/11530.htm?rdeLocaleAttr=en).  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Low | 131 | Must be accessible via end-user mobile app. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 132 | Must include collaborative and publishing access: authorization levels and access to draft content, review, and publish.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 133 | Must include multi-user login capability. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 134 | Publishing access must meet Judicial Council security requirements: SSL login and user information encrypted in the database. Publishing user account passwords must meet Judicial Council standards. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 135 | For admin users: Must include the ability to configure workflow and approval processes through role-based access. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 136 | For end user password-protected areas: Must include the ability to set password protection; review and approve requests. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 137 | Responsiveness and usability of the service must meet Judicial Council expectations. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 138 | Must list document types supported and size limitations of the documents. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 139 | Must include website usage reports.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 140 | Must include distribution tracking. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Medium | 141 | Must include Twitter reports. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 142 | Must include User registration reports. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 143 | Must include News monitoring reports. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 144 | Must include administrator and user training.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 145 | Must include 24-hour technical support. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 146 | Must include client service manager and/or help desk for ongoing support. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 147 | Must meet Judicial Council expectations for service -level-agreement: uptime and security. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 148 | Content must be backed up regularly and/or versioned for potential rollback in the event of corruption or deletion. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 149 | Service provider must provide timely notice of scheduled maintenance or any technical issues affecting site availability or functionality. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 150 | Must include the ability to restore service in case of a disaster.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 153 | Implementation must be complete for User Acceptance testing no later than **October 19, 2015**.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 154 | Ability to go live in Production must be no later than **November 13, 2015**.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| High | 155 | All data, systems, and all supported staff must reside within the United States.  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |