

**Salient Characteristics:**

The following salient characteristics are essential, significant and functional to the Government's requirements:

1. System Functionality:

- Must meet all VA security requirements for employee data.
- Shall Display expanded physician profile (i.e. contact info, location, etc.)
- Must be a web-based platform, with 99% uptime.
- Shall have the capacity to handle up to 300 licensed accounts and initial capacity of 125 licensed accounts.
- Must have rule-based auto scheduling in schedule publication.
- Shall have rule-based auto-approval functionality with schedule requests from end users, including the ability to identify potential scheduling violations to predefined payroll expectations (Ex. 1 FTEE = 80 hours/pp).
- Email alert functionality:
  - Shall identify inadequate and excessive staffing to clinical staffing requirements.
  - Must have schedule changes after schedule publication.
- Minimum reporting capabilities:
  - Shall have individual rotation tallies and rotation frequencies.
  - Must track the accumulation and redemption of various "rotations," including but not limited to vacations, sick leaves, CME, weekends and over time.
  - Shall have the ability to report real time balances of user defined variables, and the ability to set limits on these variables for each individual user.
- Shall have real time schedule linkage to mobile devices.
- Must have request calendars, with the ability to wait list non-approved requests.
- Shall have ability to run virtual round robin from within the scheduling platform.
- Must have the ability to organize users into groups, clusters and departments. These parameters shall be available as variables to set up scheduling rules.
- Minimum Administrator Functionalities:
  - Shall have the ability to define and implement scheduling rules.
  - Must have the ability to create, define and delete shifts.

2. End user functionality:

- Shall have the ability to input demographics including the identification of shift preferences.
- Must have the ability to request leave/vacation and rotations with dates, hours and note to approving official.
- Shall have the ability to request shift swaps.
- Must have the ability to access personal schedules from locations outside firewall using smart phone.