Requirements Checklist:

Barcode Scanner

This checklist is to be used by Departments to document business requirements when publishing a request to industry for a barcode scanner or auto-ID solution. The checklist will help define the business requirements, enabling suppliers to provide informed solution designs and bid responses.

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| Business requirements | | | |
| For example: “Capture assets within stores environment with a handheld device connected to Departmental wifi network.” | | | |
| Functionality required Tick with ✓ | | | |
| Integrated handheld device with scanner |  | WiFi network connection |  |
| Separate scanner (USB) + mobile device (tablet/laptop/phone) |  | LTE network connection (no wifi available) |  |
| Separate scanner (wireless) + mobile device (tablet/laptop/phone) |  | Installation and training required (device-specific) |  |
| Technical requirements | | | |
| Type of barcodes or other ID tags in use for assets (e.g. Code 39 barcodes / NFC tags) |  | | |
| Network connection to back-end system (e.g. WiFi or LTE/3G to NT LOGIS) |  | | |
| Data bundle required for LTE devices? |  | | |
| Network configuration required? (e.g. WiFi setup) |  | | |
| Portability/mobility requirements: e.g. 8 hours battery life to support full-day shift |  | | |
| List other standards/requirements that must be adhered to/met |  | | |
| Describe unique technical requirements (if any) |  | | |
| Integration and technology requirements | | | |
| Client-side application used for scanning (e.g LOGIS) |  | | |
| List requirements of scanning app (screen, RAM, connectivity, etc.) |  | | |
| Server-side system for storing and processing scanned data (if other than LOGIS) |  | | |
| List requirements of server system (API, protocols, connectivity, etc.) |  | | |
| System integration: does the solution need to integrate with an existing logistics system? (e.g. National Treasury LOGIS) |  | | |
| Does this system have any mimimum technology requirements? (e.g. device specifications: CPU, RAM, screen size) |  | | |
| If so, please state these requirements |  | | |
| Device setup: service provider will be required to connect the device(s) to the network and ensure the solution is in full working condition |  | | |
| Environmental details | | | |
| List and describe physical environment in which the device will be deployed (e.g. office, store, outdoors, rough environment with dirt, moisture, extreme cold/heat) |  | | |
| Based on this, does the device have be ruggedised? (e.g. IP54, 2m drop spec, MIL-STD, etc.) |  | | |
| Services | | | |
| SITA standard 3-year on-site SLA applies |  | | |
| Installation and configuration: service provider must deliver, install and configure the solution to a fully working state prior to client acceptance |  | | |
| Are dedicated technical staff available to support the solution on a day-to-day basis, or is end-user support required as part of the solution? |  | | |
| At least 1 hour training required for staff on the device itself (support staff and users) |  | | |
| Details of additional maintenance and support SLA (over and above standard 3-year SLA as specified by SITA) |  | | |

#### Notes

* This document must be included with the RFQ/RFP published via the designated SCM process, and also summarised in the main request for proposal document. The **Peripherals Deployment Guide** has additional RFP/RFQ guidelines as well as a template that must be incorporated into the standard SCM documents.
* The RFQ/RFP must take cogniscance of specifications that already form a part of transversal Contract conditions or SITA technical specifications.
* To ensure an open and fair process, the RFQ/RFP may not include the names of any brand, product or supplier. Exceptions can only be made for business or IT architecture reasons: e.g. if a product has been selected as a Departmental standard, or if the RFQ must be brand-specific to ensure integration into an existing solution. **Consumables** (e.g. ink/toner or batteries) fall into this category, since they **must** be procured in a brand-specific way to prevent fruitless expenditure.