Requirements Checklist:

Access Control Solution

This checklist is to be used by Departments to document business requirements when publishing a request to industry for an access control solution. The checklist helps to define the parameters and goals for the solution, enabling integrators to provide informed designs and suitable proposals.

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| Summary of access control business requirement |
| High-level business need, including the areas/entrances to which access control must be implemented. |
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| Site/Project details | Click boxes to tick with ☑ |
| Site / project name |  |
| Location of site: physical address (province, town, street, building, floor, room) |  |
| Site coordinates (latitude,longitude) |  |
| Primary contact person for project |  |
| Contact details (cellphone, e-mail) |  |
| Projected date for supplier site inspection |  |
| Describe access to site for service provider (business hours + after hours) |  |
| Is this a new installation or an upgrade of an existing system? | Upgrade |[ ]  New |[ ]   |
| Integration required with existing system or devices? Specify if yes. |  |
| Existing access control equipment installed on site, if any |  |
| Site size classification | Small |[ ]  Medium |[ ]  Large |[ ]
| Detailed floor plans available? (must be included in RFP if yes) | Yes  |[ ]  No |[ ]   |
|  |
| Functionality required | Click boxes to tick with ☑ |
| Indoor readers |[ ]  24-hour access? |[ ]
| Outdoor readers |[ ]  Integration with control centre / surveillance system |[ ]
| Perimeter security |[ ]  Central control room |[ ]
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| System capacity and capability |
| List all entrances where access control must be implemented (number access points on floor plan) |  |
| Number of users (current + projected growth over 5-10 years) |  |
| Estimated total number of transactions per day |  |
| Traffic level per door (e.g. front door vs. basement storeroom) |  |
| Peak traffic estimate: highest-volume entrance |  |
| Reliability requirements: Uptime, redundancy |  |
| System architecture |
| Local or remote access control server |  |
| Physical environment: number of access points/gates/doors |  |
| Level of security needed |  |
| Entrances with dual readers (entry + exit) vs. single reader + exit button |  |
| Types of entrances: door vs turnstile vs boom |  |
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| Technical requirements | Click boxes to tick with ☑ |
| Types of access control modalities: | PIN |[ ]  Token |[ ]  Biometric |[ ]  Combo |  | Touchless |[ ]
| General environment: Indoor / Outdoor, Industrial / Chemical, etc. |  |
| Cater for people with disabilities? |  |
| Specific access control requirements: | Anti-passback |[ ]  Time and attendance |[ ]
|  | Visitor management |[ ]  Intercom |[ ]
|  | Roll call |[ ]  People counting |[ ]
|  | Maintain occupancy levels |[ ]  Other: |  |
| Device requirements: | Indoor |[ ]  Outdoor |[ ]  Specialised |[ ]
|  | Stand-alone |[ ]  Controller-based |[ ]
| User interface: | Display |[ ]  Touch |[ ]  Intercom |[ ]
| Existing devices to be replaced? Controllers, cards/tokens, readers |  |
| Backup power requirement – how long must system run during power outages |  |
| Envisioned future upgradeability of solution |  |
| Describe security considerations w.r.t. access control system (including user details, biometric templates, etc.) |  |
| Describe unique technical requirements, or other points not covered above (if any) |  |
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| Operational details |
| Does the site have dedicated security /technical staff allocated, or is hiring of new permanent staff planned? |  |
| Describe skill level and experience of staff (administrators, operators and support staff) |  |
| Details of additional maintenance and support SLA (over and above standard 5-year SLA as specified by SITA) |  |
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| High-level floor plan |
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| Additional info |
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#### 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 **SAC 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 conform with conditions and specifications that already form a part of the relevant Transversal Contract or SITA technical specification.
* To ensure an open and fair process, the RFQ/RFP may not include the names or technologies 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. projector lamps) fall into this category, since they **must** be procured in a brand-specific way to prevent fruitless expenditure.