

## Construction Collaboration Providers Questionnaire

Property of Sarcophagus Ltd Copyright 2006 not to be reused without written permission

| <b>GENERAL COMPANY</b>   |  | <b>Details</b> |
|--|--|----------------|
| Company Name and Address   |  |                |
| Is the Company registered in the UK?   |  |                |
| What is the structure of the company PLC, Private Ltd, Partnership etc.  |  |                |
| How many staff are employed by the company?  |  |                |
| If you provide other services what proportion of your staff work directly in providing extranet services?      |  |                |
| Is the Company independent i.e. not partnered or owned by a parent company e.g. contractors or consultant?     |  |                |
| Is the Company a member of the NCCTP?  |  |                |
| Is the company making a profit?  |  |                |
| Please provide a copy of the company report and accounts for the last financial yr                             |  |                |
| If you provide other services what proportion of your turnover comes directly from providing extranet services |  |                |
| Who owns the intellectual rights to the extranet system code?  |  |                |
| Who owns the intellectual rights to the data published to the extranet system (including the metadata)?        |  |                |
| Please provide 3 client references   |  |                |

### EXTRANET SYSTEM

| <b>SECURITY</b>  | <b>Y/N</b> | <b>Details</b> |
|--|------------|----------------|
| Is the system encrypted using 128 bit SSL encryption?  |            |                |
| Is it possible to access the system without using encryption?  |            |                |
| Do user passwords expire?  |            |                |
| Does the system automatically lock accounts after a period of inactivity?                                      |            |                |
| Does the system lock accounts after a number of failed log ins?  |            |                |
| Are all files virus scanned?   |            |                |
| Must users access the system through an ID and password?   |            |                |
| Will client data be stored outside the UK for any reason?  |            |                |
| Does the system provide the full access list for a document?   |            |                |
| Is user activity logged and auditable including downloads and publishing?                                      |            |                |
| Can the audit log entries be overwritten?  |            |                |
| Can each document be secured independently?  |            |                |
| Are the extranet servers monitored & maintained 24 hours a day?  |            |                |
| How often are the primary extranet servers backed up?  |            |                |
| Does the Provider have a secondary server location in the event of a major failure at the primary server site? |            |                |
| Has the system been certified to ISO27001 or BS7799?   |            |                |

| <b>TECHNICAL</b>   | <b>Y/N</b> | <b>Details</b> |
|--|------------|----------------|
| What is the recommended user PC and Internet browser specification?              |            |                |
| Can the solution manage native formats e.g. DWG, DGN etc?                        |            |                |
| How much unplanned down time have you had in the last 2 yrs?                     |            |                |
| When do you normally plan downtime for maintenance etc.?                         |            |                |
| How much planned downtime would you expect to have per month?                    |            |                |
| Does the the Extranet supplier own the extranet hosting servers?                 |            |                |
| Can the system be hosted and used independent of the supplier?                   |            |                |
| Does the system use Java applets?  |            |                |
| Do you utilise Active X components?  |            |                |
| Are there any certification requirements to use the system?                      |            |                |
| Can the software solution be used on mac's?                                      |            |                |
| Has the system been developed as a internet application?                         |            |                |
| Do you impose data storage limits on a project?                                  |            |                |
| Do you limit the number of users?  |            |                |
| Do you provide an audit log of the maintenance and upgrades?                     |            |                |
| Does any software have to be loaded on to the client PC to make the system work? |            |                |
| Does the system support multiple users viewing the same document?                |            |                |
| Can a new project be set up quickly?   |            |                |

| <b>Support</b>  | <b>Y/N</b> | <b>Details</b> |
|---|------------|----------------|
| Does the Solution provider offer the following:                   |            |                |
| Email support   |            |                |
| Dedicated telephone support                                       |            |                |
| Are all users allowed to call the help desk/support?              |            |                |
| Training for users?   |            |                |
| How much training would the supplier recommend per user?          |            |                |
| Training for administrators                                       |            |                |
| How much training would the supplier recommend per administrator? |            |                |
| Does the solution have on-line help?                              |            |                |

|  |  |  |
|--|--|--|
| Does the solution have on-line training facilities?  |  |  |
| Can consultancy be provided to define workflows and protocols for usage?                         |  |  |
| Can documentation of workflows and procedures be provided?                                       |  |  |
| User group(s) aimed at gathering end-users feedback and requests for functionality enhancements? |  |  |
| Does the solution supplier hold a recognised certification (e.g. ISO 9001/2000 etc.)?            |  |  |

| <b>Administration</b>   | <b>Y/N</b> | <b>Details</b> |
|---|------------|----------------|
| Can the client's representative do the following:   |            |                |
| Configure user rights?  |            |                |
| Grant user access to the system?  |            |                |
| Create groups of users for ease of publishing e.g. Design team?   |            |                |
| Customised each project to the client's requirements?   |            |                |
| Maintain all user details including security groups. Allocating security levels to the project, folders and documents?              |            |                |
| Add new companies and organisations to their projects?  |            |                |
| Add/remove users on their projects?   |            |                |
| Can users do the following:   |            |                |
| Maintain their own contact details?   |            |                |
| Customise the look of the system and set personal preferences?  |            |                |
| If the number of licensed users is limited, will disabling or deleting profiles make an End User Software License (EUSL) available? |            |                |
| Can company administrators add users within their company to the project?   |            |                |
| Visit a different clients project without the need to log off and log back on again?  |            |                |

| <b>Archiving projects</b>                                     | <b>Y/N</b> | <b>Details</b> |
|---|------------|----------------|
| Can projects be archived on-line?                             |            |                |
| Can projects be archived to CD/DVD or other medium?           |            |                |
| Can the archive be indexed?                                   |            |                |
| Is the archive searchable?                                    |            |                |
| Does the Archive contain the audit trail as well as the data? |            |                |

| <b>Future Development</b>  | <b>Y/N</b> | <b>Details</b> |
|--|------------|----------------|
| Are software upgrades included in the proposal free of charge?                             |            |                |
| Will the system provider supply system updates in response to changes in legislation, etc? |            |                |

| <b>FEATURES</b>  | <b>Y/N</b> | <b>Details</b> |
|--|------------|----------------|
| Does the system support Multiple projects?   |            |                |
| Does the system have multiple levels of security?  |            |                |
| Can the solution provide access rights at a folder type level?                               |            |                |
| Can the solution provide access right at a document/file level?                              |            |                |
| Is there a facility to corporately brand the solution?                                       |            |                |
| Is information accessible worldwide – i.e. is the system web based?                          |            |                |
| Are document file properties editable by all users?  |            |                |
| Does the system have a customisable general information area for each project?               |            |                |
| Can the system restrict the types of file which can be published to each folder?             |            |                |
| Is there a project notice board for general comments?  |            |                |
| Is there a facility to add narrative or comments to all items?                               |            |                |
| Can document fields to be customised to suit each project?                                   |            |                |
| Can the solution manage any document format?   |            |                |
| Does the system have automatic version control?  |            |                |
| Are previous versions of documents readily available?  |            |                |
| Does the system retains all old revisions of a document even if they are deleted?            |            |                |
| Does the solution provide workflow capabilities?   |            |                |
| Does the provider supply standard industry forms or templates (RFI, EWN, Instructions etc.)? |            |                |
| Support for 3D and 4D object based models?   |            |                |
| Does the system support for on-site web cam?   |            |                |
| Does the system have a key performance monitoring module?                                    |            |                |
| Does the system have an E trade module to permit online procurement?                         |            |                |
| Does the system have a project diary facility?   |            |                |
| Does the software have an integrated viewer?   |            |                |
| Is there a red line and comment annotation facility for many file types including drawings?  |            |                |
| Can documents be linked to multiple locations (one in many) workpackages?                    |            |                |

| <b>Search Facilities</b>                                   | <b>Y/N</b> | <b>Details</b> |
|--|------------|----------------|
| Does the solution provide searches across all documents?   |            |                |
| Does the search function include a free text capability?   |            |                |
| Are Results of searches filtered on users security levels? |            |                |
| Is there a quick and simple search facility?               |            |                |
| Export of search results to form a document register?      |            |                |

| <i>Notification</i>  | <b>Y/N</b> | <b>Details</b> |
|--|------------|----------------|
| Can users be notified by email of any new document revisions or updates?                             |            |                |
| Does the system provide a visual alert to new documents and updates when users log on to the system? |            |                |
| Can Comments be added to a document with notifications to the owner?                                 |            |                |
| Can users configure the frequency of their notification emails?                                      |            |                |

| <i>Uploading/ document types and security</i> | <b>Y/N</b> | <b>Details</b> |
|---|------------|----------------|
| Does the solution support bulk upload?        |            |                |
| Can any file type can be uploaded?            |            |                |

| <i>Reporting</i>  | <b>Y/N</b> | <b>Details</b> |
|---|------------|----------------|
| Does the solution allow client defined reports, customised reports?   |            |                |
| Can reports be saved?   |            |                |
| Is report content limited by security constrains?                     |            |                |
| Is there a range of outputs for reports (CSV, html, e-mail, printer)? |            |                |
| Is there a master document index?                                     |            |                |

Property of Sarcophagus Ltd Copyright 2006 not to be reused without written permission