ATTACHMENT A — RESPONDENT INFORMATION SHEET

Legal Name of Entity:

Address: City, State, Zip:

State of Incorporation:

Entity Type:

Contact Name:

Telephone: Email:

Oregon Business Registry Number (optional):

COBID Firm: [ ]  yes [ ]  no

[Business Oregon COBID Certification Management System which can be found at https://oregon4biz.diversitysoftware.com/](https://oregon4biz.diversitysoftware.com/)

1. **Check the box below to identify which system you are submitting a Response to:**

[ ]  RFI Section 2.1 - Statewide Special Education General Supervision, Compliance/Data System

[ ]  RFI Section 2.2 - Special Education Data System

[ ]  RFI Section 2.3 - ESSA Compliance

1. **Utilize Attachment A-1 to provide answers to the technical information requested as it pertains to the selected system(s) above.**
2. **Provide a** **non-binding price estimate for the system solution(s) you are submitting a Response to:** (submit as a separate attachment if needed, not to exceed 1 page)

Any individual signing below hereby certifies they are an authorized representative of Respondent and that:

1. The statements contained in this Response are true and complete to the best of the Respondent’s knowledge. The undersigned recognizes that this is a public document and open to public inspection.
2. The Respondent, by submitting a Response to this Request for Information, certifies that Respondent understands that any statement or representation contained in, or attached to, its Response, shall be used only for planning purposes by ODE.

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Authorized Signature Date

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(Print Name and Title)

# Attachment A-1techical information requested

For all 3 possible systems ODE needs to know the following:

## SYSTEM REQUIREMENTS

* + Does the application offer a secure socket layer?
	+ Does the application support role-based security?
	+ How are the permissions to the application administered?
	+ Does the application have the functionality to provide the following environments?
		- ODE state level – sees entire state
		- LEA level – sees their entire school district
		- School level – sees only their school
	+ Does the application have testing and demo environments?
	+ What type of schedule is necessary for system maintenance?
	+ In terms of accessibility, does the system meet, at a minimum, the [WCAG 2.0 Standard](https://www.w3.org/TR/WCAG20/)?
	+ Describe how the system complies with the [2019 Statewide Information and Cyber Security Standards](https://www.oregon.gov/das/OSCIO/Documents/2019StatewideInformationAndCyberSecurityStandardsV1.0.pdf).
	+ Does the system have the ability to integrate with other systems?
	+ Does the application have web service/APIs to support the system integrations?
	+ Does the system have the functionality to migrate/convert historical data from the old system so that users have one location to access the data?
	+ Describe your systems capabilities for receiving and protecting secure student information including but not limited to student names, grade level, and disability category.

## FUNCTIONAL REQUIREMENTS

* + Does the system have the ability to create custom federal, State, and/or program level reports?
	+ Does the system have the report functionality to support streamlined data submission at the federal level?
	+ Does the system support workflow notifications?
	+ Does the application have the ability to show a data visualization of the state, LEA, and/or school-level data?
	+ Does the system have the functionality for two-way communication between ODE and system users on specific indicators, including the ability to upload documents?
	+ How does your system have the functionality for data validation to ensure data quality?
	+ Is your system(s) currently in use by another state? If yes, please describe.
	+ Does the system have a user-friendly interface with a modern look and feel?
	+ What level of access would ODE have to make changes in the software solution?

## MISCELLANEOUS

* + What is your process for staying up-to-date on changing federal regulations and implementing software updates as part of service delivery?
	+ Describe your system documentation and support services such as user manuals, help files, and training.
	+ Would you support vendor attendance at related ODE-sponsored meetings and trainings?
	+ Do you support project implementation support/training?
	+ What is your change management process for updates/changes? Please include information on how you address the downstream effects that a change may have.
	+ What does your communication plan with contractors look like? Do you provide regular updates, newsletters, conference calls, etc.?
	+ What level of technical support is provided? Please include information on how outages, enhancement requests, report requests, inquiries, emergencies, etc. are addressed in a timely manner.