



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Qualifications Worksheet

Appendix J.14: Qualifications Worksheet

CONTENTS

Vendors may please provide inputs in Yellow cells in subsequent tabs

A. Vendor Identification and Contact Information

Please provide inputs in yellow cells

For each partner/ sub-contractor, please provide details mentioned in A.3

A.1 Prime vendor contact details		
Sr. No	Criterion	Details (vendor to provide the details here)
A.1.1	Company Name	
A.1.2	Mailing Address	
A.1.3	City	
A.1.4	State	
A.1.5	Zip Code	
A.1.6	Main Contact Name	
A.1.7	Telephone Number	
A.1.8	Fax Number	
A.1.9	Mobile Number	
A.1.10	Email Address	

A.2 Contact Information - Proposed Project Manager		
Sr. No	Criterion	Details (vendor to provide the details here)
A.2.1	Contact Name	
A.2.2	Telephone Number	
A.2.3	Fax Number	
A.2.4	Mobile Number	
A.2.5	Email Address	

A.3 Sub-contractor/ partner #1 information		
Sr. No	Criterion	Details (vendor to provide the details here)
B.1.1	Company name	
B.1.2	Employer Identification Number/ SSN	
B.1.3	State in which incorporated	
B.1.4	Sole Proprietorship (Y/N)	
B.1.5	Woman/ minority owned (Y/N)	
B.1.6	Principal type of business	
B.1.7	Year company founded	
B.1.8	Products offered in solution and year of first release, by product	
B.1.9	Role in the total solution offered (e.g., specific functionality/ software tool/ service offered etc.)	

A.3 Sub-contractor/ partner #2 information- ADDITIONAL SUBCONTRACTOR, IF ANY		
Sr. No	Criterion	Details (vendor to provide the details here)
B.1.1	Company name	
B.1.2	Employer Identification Number/ SSN	
B.1.3	State in which incorporated	
B.1.4	Sole Proprietorship (Y/N)	
B.1.5	Woman/ minority owned (Y/N)	
B.1.6	Principal type of business	
B.1.7	Year company founded	
B.1.8	Products offered in solution and year of first release, by product	
B.1.9	Role in the total solution offered (e.g., specific functionality/ software tool/ service offered etc.)	

A.3 Sub-contractor/ partner #3 information- ADDITIONAL SUBCONTRACTOR, IF ANY		
Sr. No	Criterion	Details (vendor to provide the details here)
B.1.1	Company name	
B.1.2	Employer Identification Number/ SSN	
B.1.3	State in which incorporated	
B.1.4	Sole Proprietorship (Y/N)	

B.1.5	Woman/ minority owned (Y/N)	
B.1.6	Principal type of business	
B.1.7	Year company founded	
B.1.8	Products offered in solution and year of first release, by product	
B.1.9	Role in the total solution offered (e.g., specific functionality/ software tool/ service offered etc.)	

System Requirements

Please provide inputs in yellow cells

For columns # G-L, please choose from the drop-down list

IT Project Number	Level 2 Requirement Number	Level 2 Requirement details	Timeline	Name of vendor providing capability	Name of software tool / model providing capability	Supported as delivered "out-of-the-box"	Supported via modifications (screen configurations, reports, GUI tailoring, etc)	Supported via customization (changes to source code)	Supported via a third party / partner solution	Will be supported in a future release	Not supported	Details
B.1	PG.1.a	Delivery of video demonstrating exemplary practice for each Teach and curriculum standard	v1.0									
B.1	PG.1.b	Interface with DC-STARs and Peoplesoft to store and organize high-quality curricular materials and all supplemental materials associated with district-supported PD (e.g., sample lesson plans, curriculum scope and sequence, syllabi for coursework, etc)	v2.0									
B.1	PG.1.c	Organized access to other external professional growth resources (e.g., links to external websites)	v1.0									
B.1	PG.1.d	The ability to allow teachers to check their mastery of PD content (e.g., quizzes)	v2.0									
B.1	PG.1.e	The ability to rate (and see ratings for) all content	v1.0									
B.1	PG.1.f	Interface with IMPACT QB to view written administrator and master educator feedback with IMPACT results	v1.0									
B.1	PG.1.g	Interface with Peoplesoft so that administrators, master educators, coaches, and building administrators can suggest professional development opportunities, articles, or online resources	v1.0									
B.1	PG.1.h	Ability for administrators, master educators, coaches, and building administrators to suggest external professional development opportunities (e.g. conferences)	v1.0									
B.1	PG.1.i	Ability for teachers, administrators, master educators, coaches and building administrators to suggest professional development for inclusion on the platform (like in PD Planner)	v2.0									
B.1	PG.1.k	The ability to allow online evaluations or surveys for professional development services with report generation features	v.3.0									
B.1	PG.1.j	Ability for teachers to identify interests for professional growth and be alerted when new relevant topics are added	v2.0									
B.2	PG.2.a	Planning PD programs, through the use of planning functions. This is a new tool that allows teachers to make an individual PD plan for themselves, to include viewing videos, attending courses, joining a collaborative group, etc. They will then receive reminders and notifications (e.g., pop-ups, SMS).	v3.0									
B.2	PG.2.b	Browsing and scheduling DCPS-delivered professional development programming (including in-person sessions, conference calls and webinars), replacing PD Planner.	v3.0									
B.2	PG.2.c	Viewing platform usage records	v1.0									
B.2	PG.2.d	Viewing past attendance	v3.0									
B.2	PG.2.e	Rating and viewing other users' ratings for professional development programming	v3.0									
B.2	PG.2.f	Professional development programming delivered by external providers, including local colleges, universities, DC government training programs	v3.0									
B.2	PG.2.g	Ability for administrators to mark PD sessions as mandatory, and to alert a group that a new session was added	v3.0									
B.2	PG.2.h	Ability of teacher to self-diagnose additional areas where they might need professional growth support	v3.0									
B.3	PG.3.a	Allow teachers to upload pedagogical and curricular materials	v2.0									
B.3	PG.3.b	Allow expert panel to rate and comment on teacher-submitted content	v2.0									
B.1	PG.4.a	Ability to rate curricular documents (including unit plans, lesson plans, etc.)	v2.0									
B.1	PG.4.b	Ability to build curricular documents (including unit plans, lesson plans, etc.)	v2.0									
B.1	PG.4.c	Ability to invite others to view your curricular documents (including unit plans, lesson plans, etc.)	v2.0									
B.1	PG.4.e	Ability to add reflective notes to increase effectiveness	v2.0									
B.1	PG.4.d	Access to sample DCPS and external curricular documents (including unit plans, lesson plans, etc.)	v2.0									

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B.2	PG.5.a	Personalized automatic suggestions based on student data (e.g. a high number of discipline incidents will link to professional growth content on behavior management in the classroom; low performance on a particular content standard will link to materials supporting that standard) This will require interfacing with one or more of the systems listed in section C.4.4.1	v2.0									
B.2	PG.5.b	Personalized automatic suggestions based on teacher data (e.g., teachers could click on an IMPACT score and view related professional growth content)	v1.0									
B.2	PG.5.c	Personalized automatic suggestions based on other information, such as years of experience, school-wide performance results, grade or subject taught	v3.0									
B.3	PG.6.a	Facilitating the creation of groups of colleagues within and across schools (e.g., grade-level teachers; chairs of English departments)	v3.0									
B.3	PG.6.b	Providing a variety of collaboration tools, including potentially Skype, Webex, Facebook groups	v3.0									
B.3	PG.6.c	Interface with Peoplesoft to facilitate engagement with Master Educators and/or Instructional Coaches via virtual office hours, seminars, and chat	v2.0									
B.4	PG.7.a	Creating "power user" or "star user" status, based on usage	v1.0									
B.4	PG.7.b	Providing points that you can earn based on use, and that can be "spent" on costly PD (e.g., doing 10 eLearnings on the Platform "earns" a teacher a conference registration)	v3.0									
B.4	PG.7.c	Providing access to a game-like environment, similar to Westlaw	v2.0									
B.5	PG.8.a	Allowing central office staff and/or administrators to identify teachers with particular expertise to be "featured teachers"	v3.0									
B.5	PG.8.b	Allowing staff to recommend other staff	v3.0									
B.5	PG.8.c	Automatically suggesting "featured teachers" based on a teacher's grade level or subject or IMPACT scores	v3.0									
B.2	PG.9.a	Ability for privileged users to add and manage professional development programming offerings that educators can register for (like in PD Planner)	v3.0									
B.1	PG.9.b	Ability for privileged users to import, tag, and organize video content	v1.0									
B.2	PG.9.c	Ability to define rules for automatic suggestions	v1.0									
B.2	PG.9.d	Ability for privileged users to run reports (e.g., total number of PD hours completed aggregated at various levels, total number of programs available, etc.)	v2.0									
B.2	PG.9.f	Ability for privileged users to create, modify and delete user accounts	v.1.0									
B.2	PG.9.e	Master administrative interface to adjust global variables (e.g., threshold defining "power users")	v3.0									
A.3	PG.10.a	Link to district-wide calendars	v1.0									
A.3	PG.10.b	Link to gradebooks	v1.0									
A.3	PG.10.c	Ability to log in to important DCPS systems without users needing to enter in log in information multiple times. Systems include: DCPS e-mail, PD Planner, DC-STARS, PeopleSoft, Wireless Generation DIBELS & Burst, SEDS, ThinkLink Online, Read 180, GOLD assessment, and IGP	v1.0									
A.3	PG.10.d	Ability to log in to important DCPS systems without users needing to enter in log in information multiple times. Systems include: CollegeBoard, Schools DataLink, Early Stages and Steps Tracker, and the Blackman-Jones Database, and CAASS	v2.0									
B.3	PG.11.a	Communicate with large groups of educators in a streamlined, targeted manner (announcements from various departments in Central Office, announcements to certain groups of teachers)	v.1.0									
B.3	PG.11.b	Manage educator tasks (created by Central office or other applications and fulfilled by teachers)	v.1.0									
B.3	PG.11.c	Provide targeted support to sub-groups of school-based staff (targeted announcements, resources) that can be owned by individual DCPS offices	v.3.0									
B.3	PG.11.d	Summarize all current announcements on a weekly basis	v.1.0									
B.3	PG.11.e	Host commonly-used reference documents	v.1.0									
B.3	PG.11.f	Connect educators with Central Office staff who can address their needs	v.1.0									

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B.3	PG.11.g	Search function to help users find site content (including attachment search)	v.1.0									
B.3	PG.11.h	Advanced search function to help users find material by tags, content date or content type	v.2.0									
A.2	TD.1.a	Interface with IMPACT QB to view IMPACT scores and comments for all groups of standards	v1.0									
A.2	TD.1.b	Interface with IMPACT QB to view IMPACT assessment Information (e.g., dates of observation, assessor name, number of students in classroom, etc.)	v1.0									
A.2	TD.2.a	Interface with Peoplesoft to track HR information (date of hire, employment status, employee ID, School, Subject, IMPACT group)	v3.0									
A.2	TD.2.b	Interface with Peoplesoft to track certifications (i.e. area, status) and credentials (e.g. degree, license)	v3.0									
A.2	TD.2.c	Display teacher's involvement in school activities (e.g. Chess Club Sponsor)	v3.0									
A.2	TD.2.c	Track teacher supports (e.g. mentors and coaches)	v3.0									
A.2	TD.3.a	Create the ability for privileged users to input IMPACT assessment results	v2.0									
A.2	TD.3.b	Create the ability for privileged users to update the IMPACT framework	v2.0									
A.2	TD.3.d	Create the ability for other support personnel to upload notes or feedback to a teacher	v2.0									
A.2	TD.3.c	Create the ability for privileged users to run reports on the IMPACT data	v1.0									
A.2	SD.1.a	Interface with DC-STARs, and Wireless Generation DIBELS & Burst system to generate reports of summative evaluation data (DC CAS or DC CAS-Alt, DIBELS, TRC), by subject and by standard	v2.0									
A.2	SD.1.b	Interface with Thinklink to generate reports of formative assessment data (DC BAS, interim assessments, class tests), by subject and by standard	v2.0									
A.2	SD.1.c	Generate reports aggregated for multiple time periods	v2.0									
A.2	SD.1.d	Generate reports aggregated at various levels (e.g., individual student, classroom, school)	v2.0									
A.2	SD.1.e	Generate reports comparing performance of arbitrary teacher-defined groups (e.g., clubs, intervention programs)	v2.0									
A.2	SD.1.f	Generate reports comparing student performance to other classes and schools, including relevant background information (e.g., tenure of teachers, IMPACT scores)	v3.0									
A.2	SD.2.a	Interface with DC-STARs to access student personal information (e.g., address, phone number, parent/guardian name, emergency contact, health and disability info, school history, home language, headshot, in-boundary status, who is allowed to pick student up from school)	v2.0									
A.2	SD.2.b	Interface with DC-STARs to access student course schedule (instructors, classes, times, room #'s)	v2.0									
A.2	SD.2.c	Access teacher comments on individual students	v2.0									
A.2	SD.2.d	Access parent interactions (e.g. track which parent-teacher conferences were attended)	v2.0									
A.1	SD.3.a	View student grades (test grades, quiz grades, homework grades, report cards), May require interfacing with multiple systems listed on Section C.4.4.1	v2.0									
A.1	SD.3.b	Interface with SEDS to view special education academic metrics and other results (e.g. psychological evaluation results)	v2.0									
A.1	SD.3.c	Interface with SBT to view student discipline incidents by type (e.g., in-school suspension, out-of-school suspension) and by cause	v2.0									
A.1	SD.3.d	Interface with DC-STARs to view student attendance by class session	v2.0									
A.1	SD.3.e	Interface with Wireless Generation to view teaching interventions by type (Burst, READ 180, IEP interventions)	v2.0									
A.1	SD.3.f	Interface with DC-STARs to view student attendance interventions	v2.0									
A.1	SD.3.g	View informal student interventions	v2.0									
A.1	SD.3.h	Interface with IGP to view individual student Graduation Plans	v2.0									
A.1	SD.3.i	View early warnings for students not on track to graduate. This may require interfacing with multiple systems listed in Section C.4.4.1	v2.0									

C.Other Technical Requirements Worksheet

Please provide inputs in yellow cells

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1	Data model										
2	The Vendor solution includes a comprehensive data model based on other K12 client experience, which includes subject areas apart from academic e.g., Finance, HR, Transportation etc.	Y									
3	Data model is enhanceable to allow addition of more data elements and subject areas in future	Y									
4	Includes development environment for modification of data model	Y									
5	- Non-GUI development environment										
6	- Graphical development environment										
7	Vendor Proposal includes a SIF compliant data model. DCPS prefers that the proposed solution is SIF (School Interoperability Form) compliant										
8	Shared meta data model capable of supporting all future subject areas/ data marts	Y									
9	Platform										
10	The Vendor is free to offer a solution based on any database and development environment. The proposed solution should be interoperable with current DCPS platforms as outlined in Appendix F. Data Source Profiles. If District-hosted, the Vendor has also specified resource needs in Vendor Response Document to support the proposed platforms	Y									
11	If the solution is Vendor hosted, provides a methodology to ramp-up or ramp-down servers in a server farm upon request from District to meet scalability needs										
12	Structure Query Language ANSI/ ISO SQL 99/2003 support	Y									
13	Data integration and cleansing										
14	The Vendor solution is capable of cleaning the data sourced from different transactional systems before it is entered into analytical system	Y									

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15	The Vendor, based on its experience in other K-12 client situations, has articulated a solution/ process for flagging and correcting source systems. The selected vendor will be required to work with District to further develop and execute the process. The Vendor has specified financial implications and resource requirements from DCPS to implement such processes/ tools.										
16	Solution includes process scheduler to perform recurring functions	Y									
17	Solution offers a robust automatic data auditing and transaction logging	Y									
18	Solution has the ability to create automated data integrity reports and availability checks	Y									
19	The Vendor solution includes appropriate APIs for third party content providers and library of formats to interface with										
20	Data presentation										
21	Presentation tools are web-based with zero client footprint , except for all/ some power users	Y									
22	Graphical report presentation supports IE (PC), Firefox (PC/Mac), Chrome (PC/Mac), Safari (Mac) and WebKit mobile browsers (iPhone, Android, BlackBerry 6)	Y									
23	Data presentation tools are backward-compatible, as new browser versions are released	Y									
24	Security										
25	Uses at a minimum 128-bit SSL encryption. DCPS strongly prefers a 256 bit AES algorithm based SSL encryption	Y									
26	Supports encryption for select columns in a table (e.g., Social Security No. etc.) in storage and message level in transit (typically accomplished using SSL)	Y									
27	Supports LDAP/ ADS authentication and authorization. Must integrate with DCPS single sign-on and use existing user accounts	Y									
28	Adheres to DBMS row and column level security policies	Y									
29	Setting of time-out and terminate session limit by type of user	Y									
30	Supports logging and audit of system use by user	Y									

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31	Restricts users from delegating access permissions to other users. However, if the system allows delegation, an audit log must be maintained	Y									
32	System allows for automatically locking/blanking associated display screens after certain period of user inactivity										
33	System provides mechanisms for monitoring consecutive failed access attempts (e.g. incorrect password) and setting threshold to be reached before acting on consecutive failed access attempts (number of failed attempts). System must allow for account to be locked after threshold is reached	Y									
34	Vendor Response Document includes details about server failover, disaster recovery and service level agreements have been included, particularly if the solution is hosted	Y									
35	Details on tools, technologies, devices and methodologies used to monitor intrusion detection have been provided in the Vendor Response Document	Y									
36	Vendor Response Document includes details on processes for virus scans have been provided if the solution is externally hosted	Y									
37	Vendor proposal complies with all DCPS Security Policies and Standards, with particular focus on sections that detail security requirements for information systems development, access control, and communications and operations management	Y									
38	Security training documentation must be included to address the specific security controls of the system.	Y									
39	Hardware										
40	The Vendor is free to offer DCPS a vendor-hosted solution or DCPS hosted solution. DCPS reserves the right to prefer one solution over the other. For either solution, the Vendor will provide the DCPS the hardware infrastructure requirements (server, storage etc.) required to support a full and scalable development, test/QA and production environment	Y									
41	If the solution is hosted by the Vendor, the Vendor has included details about the service level agreements and price	Y									
42	Network infrastructure										
43	The Vendor is required to describe the network bandwidth requirements of the proposed solution.	Y									

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44	Maintenance & Support										
45	The Vendor provides 24hrs x 7 days availability for technical supports	Y									
46	Less than 1 hr response time for supporting critical requirements. These include issues that cause an immediate major impact on the user's business and no timely workaround exists that provides the same functionality and performance. Examples of such situations include unavailability of a business critical report, formatting problems on a report, data corruption caused by software errors, inability of software to operate in peak conditions	Y									
47	System has < 2 hrs response time support for critical requirements like installation issues and connectivity problems	Y									
48	System has < 6 hrs for database restores and hosting problems	Y									
49	System has < 24 hrs for training issues, software knowledge etc.	Y									
50	The Vendor proposal includes tools that ease the management of metadata	Y									
51	The Vendor has provided a way to analyze the performance of the proposed system (for example a tool for analysis of database activity by user as well as by database object access frequency).										
52	Response time										
53	System provides less than or equal to 5 seconds avg./ 20 seconds max page* response time. Sub-second response with query caching on recommended hardware	Y									
54	Includes a query optimizer to determine the best approach for accurately satisfying any query and places no additional burden on the application developers	Y									
55	Supports results caching on the database server. Has the ability to store interim result sets used to satisfy queries	Y									
56	Performance Manager includes a data indexing scheme										
57	Supports shared caching capabilities i.e., creates multiple levels of caches dynamically based on each user's moment-to-moment activities. Activities by one user result in cached information and components that improves the next user's performance										
58	Scalability										
59	ETL processes capable of leveraging parallelism on SMP/clustered MPP servers										
60	For data integration and cleansing, the solution includes performance management tool capable of:										

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61	Manages database and system controlled storage										
62	Optimizing tables and table spaces										
63	Optimizing memory buffer use to minimize processor wait time										
64	Captures database logging and index updates										
65	Effectively utilizes automatic summarization capabilities										
66	Vendor Response Document includes details as to how the proposed solution will scale to the ETL complexity requirements as the size of data warehouse increases, without degrading system performance	Y									
67	In the Vendor Proposal Document, Vendor has articulated as to how the proposed solution will support support up to ~2,000 concurrent users	Y									
68	DCPS expects that the annual rate of data volume growth to be 15-20%. However, the solution will grow at a faster pace initially, as additional systems are integrated.	Y									
69	The vendor(s) is expected to propose a solution allowing to store ~5 years of data in the repository accessible online by users.										
70	Availability										
71	System offers scheduled availability of 24x7 on recommended hardware. For hosted solution, the same is offered on the actual vendor-hosted hardware	Y									
72	System offers 99.9% uptime during the scheduled availability	Y									
73	Vendor Response Document includes details as to how the proposed solution will offer high-availability architecture. The Vendor is expected to provide their recommendation on the choice of high-availability architecture to support these availability requirements	Y									
74	System handles automatic notification of abnormal events										
75	will offer a range of a la carte maintenance service level offerings and the relevant costs for each of those options	Y									

