

Questions Received on CT RFP # 15SDE0004-RFP

The following questions were submitted to the Connecticut State Department of Education (CSDE) by October 30, 2015 at 2:00 pm EST. Answers to all clarifying questions in reference to CT RFP # 15SDE0004-RFP have been provided below. The response deadline for all bidders is November 20, 2015 at 4:00pm EST. Please refer to the official RFP for all instructions and information.

1. **What type of single-sign-on authentication does CSDE use? SAML 2.0 is an example of a single-sign-on authentication.**

CSDE data collection applications are secured behind the ct.gov Novell/NetIQ Access Manager for authentication, and use a vendor-created application called Directory Manager for authorization.

2. **What are the reporting requirements for the CSDE mandated federal and state reporting? What data will be extracted from the LEA's and how often?**

Data from the IEP system must be uploadable to state systems for SEDAC and Evaluation Timelines (at a minimum). Information on those 2 systems can be located at: <http://www.csde.state.ct.us/public/help/sedac/default.aspx>.

3. **In order to guarantee our software is compatible with the existing CSDE data systems, can you tell us what systems you currently use?**

The proposed electronic IEP system must be compatible with certain CSDE data systems including the Public School Information System (PSIS), the Special Education Data Application Collection (SEDAC), Evaluation Timelines (ET) and Directory Manager (DM).

4. **Will the State or the LEA be responsible for payment for training costs after year 1?**

It is currently unknown who will be responsible for training costs; this will be dependent on the proposed training costs provided in the RFP responses.

5. **Will the State or the LEA be responsible for payments for software customizations that are requested by the LEA?**

CT RFP # 15SDE0004-RFP will be awarded by the State of Connecticut. The fiscal responsibility of software customizations and/or purchase of additional software modules has not been determined and will be dependent on the specific requests of the local education agency.

6. **Is the entire contract a State contract or is the LEA responsible for a sub-contract?**

CT RFP # 15SDE0004-RFP will be awarded by the State of Connecticut.

7. **Will the State require that the IEP system selected be Medicaid vendor agnostic? In other words will the IEP vendor selected be required to export data to whatever Medicaid vendor a district has?**

This is not required by the state.

8. **Will training take place independently for each LEA or is there an opportunity of combining LEA training across a number of LEAs at the same time?**

Formal training schedules and formats have not been confirmed at this time. Opportunities to engage in regional trainings are possible and are recommended by the CSDE.

9. **How many Special Education staff in school districts and at CSDE will need to be trained on the eIEP system? If available, please break this down by school district and role (e.g., Special Education Teachers, Providers, Administrators, Support Staff and others).**

The Connecticut State Department of Education is unable to provide an estimated number of total users who will regularly access the system. The RFP requires the system be able to provide access for an unlimited number of authorized users (please see item #2 under Scope of Services and Service Specifications).

10. **Will the vendor be responsible for delivering initial startup and ongoing user training on the use of software to district staff statewide?**

The vendor will be responsible for the delivery of initial system training. CSDE has not determined if ongoing user training will be the responsibility of the vendor at this time.

11. **Will the vendor be responsible for providing help desk support to users?**

This has not been determined. The CSDE may request that the vendor provide at least some level of help desk support to system users.

12. **The RFP indicates that the vendor will allow LEAs, RBOEs and the CTHSS to purchase additional add-ons to supplement the state's eIEP Software (e.g., Gifted and Talented, 504 Plans, Medicaid). Will CTSDE consider procuring additional add-on modules on behalf of the LEAs, RBOEs and the CTHSS as part of this RFP?**

This has not been determined and will be determined based on the proposals received.

13. **In regards to the migration of legacy data to the new eIEP software, is it expected that the vendor convert all the legacy data (IEP and other special education data from legacy system that is converted and imported as data into the eIEP software database) and all legacy documents (documents such as IEPs migrated from legacy system to the eIEP software document management system)?**

It is expected that the selected vendor will work to implement use of appropriate data migration activities to retain and/or integrate all active IEP records into the proposed software. This will allow users to at a minimum access all active student records.

14. **In regards to the client retention rate over the past 5 and 10 years, should we assume that this relates specifically to the firm's IEP Software only (not modules or other applications)? Should we assume that retention rate is calculated as total number of school districts who purchased the firm's IEP software as a percentage of the total number of school districts that have not terminated the use of the IEP software?**

Yes, please assume that we are looking to review the firms IEP Software only as this is the product primarily outlined in the RFP. A calculated vendor rate is not required to be presented by the vendor. The formal response should clearly demonstrate retention of clients.

15. How long is contract term?

The Connecticut State Department of Education (CSDE) expects a minimum (2) year contract to be awarded.

16. What state data systems does it need to be compatible with?

Please see the response to Question # 3.

17. What is date of award?

We cannot determine the date of the award until all RFP proposals are received, thoroughly reviewed and scored. The formal award will occur at some time after all proposals are scored and completed and is anticipated no later than June 30, 2016.

18. Is there a budget for this project and if so what is the amount?

The budget for this project is unknown and costs will be determined by proposals received.

19. What technology is used by CSDE for single sign on?

Please see the response to Question # 1.

20. Please provide more detail regarding the requirement in TR.6 (page 10). What is function and specifications for the CSDE gateway/portal?

Please see the response to Question # 1; Directory Manager links a user to an Administrative Organization (CSDE, a Local Education Authority / public school district, a private school, etc.). User management for users in LEAs is delegated to LEA Security Managers through a role in Directory Manager itself.

Directory Manager provides users with access to different CSDE applications through roles linked to either the user's administrative organization or a child organization. This allows a user from a public school district to have their role in a particular application limited to only certain schools in that district.

Once authenticated by Novell/NetIQ, a user is presented with a Directory Manager web page that displays the applications to which they have access

21. Please provide clarification on the intent of the requirement for “Generate notices and send electronic alerts/notifications on specific records to authorized users with appropriate user permissions (LEA.16).”

The intent of LEA.16 is that the software will allow authorized users to generate and send important notices regarding individual IEP records to other users. (e.g. reminder of approaching referral due or notice of PPT date)

22. Please provide details of technical, security, web accessibility and privacy standards in effect with the CSDE (section TR 10 of RFP)”

Directory Manager provides users with access to different CSDE applications through roles linked to either the user's administrative organization or a child organization. This allows a user from a public school district to have their role in a particular application limited to only certain schools in that district.

Once authenticated by Novell/NetIQ, a user is presented with a Directory Manager web page that displays the applications to which they have access. Currently, the user chooses an application and they are transferred into that application through a self-posting form that includes the user's roles. The application also receives the user's authenticated username in a header field on each page request. In the future, applications should use a service interface in Directory Manager to establish the user's matrix of role & organization permissions (instead of the form fields on the user's first entry into the application).

23. **Under the scope of services, item #14 indicates that the proposer must “guarantee” the IEP software is compatible with existing CSDE data systems. Please share the list of data systems including the technology used and their data interchange methods.**

Please see the response to Question # 3.

24. **The award of the contract is listed as July 1, 2016 with an implementation date for the start of the 2016/17 school year. Can work be started prior to the contract date or can the contract date be negotiated to start prior to July 1, 2016 to allow for a longer implementation period? For example, data migration activities, configuration of custom pages, training and other similar activities all take more time than would be permitted under the dates the RFP prescribe.**

Vendors should not conduct any activity directly related to this RFP in advance of a signed and fully executed contract by all appropriate parties.

25. **In the Scope of Services, item #15: Ensure the eIEP software can accommodate a scheduled statewide rollout by law.” Please provide additional details on what the reference to “by law” refers to (i.e., which laws?). Please provide the scheduled statewide rollout information.**

Sections 269 and 270 of Public Act 15-5ss and in accordance with the provisions of section 4a-57 of the Connecticut General Statutes. Per CT P.A. 15-5ss, Sec. 269 (d), 50% of the school districts by July 1, 2016 and the remainder by July 1, 2017.

26. **Regarding requirement TR3, please provide a description or list of the referenced national standards and CSDE data dictionary.**

CEDS, Ed-Fi, SIF (v2.4 and up), EdFacts. See the Appendix of the RFP and the help documents at <http://www.csde.state.ct.us/public/help/sedac/> for CSDE data dictionary. CSDE will refine the data dictionary during requirements gathering phase.

27. **The Technical Requirements and Systems Need section indicates that the requirements that must be met are not limited to those listed. Please provide a comprehensive list of the technical requirements that must be met.**

The application should be able to communicate with WCF; and send/receive SOAP messages with message and transport security. The application should be built in .NET 4.5.1 or later

using MVC 5 (targeting 4.5 framework version). ADO.NET or Entity Framework acceptable. If using IoC Containers, preference for Castle Windsor but acceptable alternatives are Unity, MEF, Ninject, or Autofac.

- 28. Regarding requirement TR12, please describe CSDE’s single sign-on authentication technology and standards. Will Single-Sign On be available via the LEA/ School District SIS or only from the State Portal?**

CSDE data collection applications are secured behind the ct.gov Novell/NetIQ Access Manager for authentication, and use a vendor-created application called Directory Manager for authorization. Single sign-on is through the State Portal.

- 29. Should the vendor assume that the state wants all of the districts on one database to enable districts to exchange student records via the system? What entity will manage the database?**

This assumption is correct. The database will be managed by the Connecticut State Department of Education.

- 30. Does the state intend to purchase the software for every school district in the state? Will this project be a state run system with all districts using the same software that the state purchases on the LEAs’ behalf? If this is not a statewide purchase with mandatory use of the one system the state will purchase, how do you want a vendor to present pricing?**

The state intends to purchase the software solution for every school district in the state. It is anticipated that this project will be overseen by the Connecticut State Department of Education.

- 31. How does the state want the training provided? In multiple locations, centralized location, via the Internet? How many people do you intend to train? Will training be done by personnel assignments or generically?**

Please see question #8.

- 32. On page 21, in the Statement of Assurances, section J contains, “required contract language.” If a vendor wishes to submit exceptions to the contract language and/or clarifications to the contract language, how should the vendor modify the Statement of Assurances to account for the proposed exceptions?**

The statement of assurances are provided so that vendors are fully aware of standard contract language; this language is not subject to negotiation.

- 33. On page 7, item code LEA.5 states “incorporate related special education documents provided by the CSDE” – if there are any documents other than what is included in the RFP, please provide a list.**

All current related special education documents have been provided in the appendices of the formal RFP.

- 34. In the Scope of Services, item #6 states the eIEP should be hosted by CSDE, would you also consider a hosted solution?**

This has not been determined and will depend on the proposals received.

35. Regarding requirement TR5, what evidence does CSDE require for usability testing “according to industry best practices”?

Complete test cases that cover application User Stories as well as any impacted regression testing against existing/enhanced applications.

36. Regarding requirement TR14, please specify what CSDE considers necessary data elements and describe CSDE’s formatting requirements.

See the Appendix of the RFP and the help documents at the following link provided:
<http://www.csde.state.ct.us/public/help/sedac/>.

37. How many total users does CSDE estimate will regularly use the system?

The Connecticut State Department of Education is unable to provide an estimated number of total users who will regularly access the system. The RFP requires the system be able to provide access for an unlimited number of authorized users (please see item #2 under Scope of Services and Service Specifications).

38. On page 21, in the Statement of Assurances, section G states, “The CSDE reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project.” What is the intent of this section, as vendors would be supplying a license to use software for a certain period and not transferring the right to own or publish such software?

The Statement of Assurances is not subject to negotiation. The intention is that the work product delivered by the vendor under the RFP and/or signed contract will be owned by the State of Connecticut. Patent of proprietary products of the vendor and done prior to the executed contracts are still protected and owned by the vendor.

39. Appendix A, Statement of Assurances, item G requires an independent audit report at the conclusion of the project. Please elaborate on the scope, audience, and intent of this audit.

This section of Statement of Assurances may or may not apply and refer to the State and Federal single audit acts. This contract may not fall under one of these acts.

40. Does the CSDE desire that the pricing include licenses, implementation, training, maintenance costs for all expected users in the state? Or does CSDE desire that the pricing be presented in a format that estimates costs per district?

CSDE prefers that all proposed pricing to include licenses, implementation, training, and associated maintenance costs be based on all expected users in the state.

41. Regarding requirement TR16, please describe the functionality and technology currently supported by the CSDE’s gateway/portal.

CSDE data collection applications are secured behind the ct.gov Novell/NetIQ Access Manager for authentication, and use a vendor-created application called Directory Manager for authorization. Directory Manager links a user to an Administrative Organization (CSDE, a Local Education Authority / public school district, a private school, etc.). User management

for users in LEAs is delegated to LEA Security Managers through a role in Directory Manager itself.

Directory Manager provides users with access to different CSDE applications through roles linked to either the user's administrative organization or a child organization. This allows a user from a public school district to have their role in a particular application limited to only certain schools in that district.

Once authenticated by Novell/NetIQ, a user is presented with a Directory Manager web page that displays the applications to which they have access. Currently, the user chooses an application and they are transferred into that application through a self-posting form that includes the user's roles. The application also receives the user's authenticated username in a header field on each page request. In the future, applications should use a service interface in Directory Manager to establish the user's matrix of role & organization permissions (instead of the form fields on the user's first entry into the application

42. **If the state is not buying the system for the LEAs, will districts be able to choose the system that they use regardless of the results of the state's RFP?**

This has not been determined.

43. **Will the state be making awards to one vendor or to multiple vendors? If to multiple vendors what collaboration does the state anticipate between all of the parties including the state?**

The State of Connecticut intends to make an award to (1) vendor.

44. **LEA 3 on page 7 of the RFP states: "View previous evaluation reports". Does the state want PDFs of the previous evaluation documents entered into the system or data transfer from the LEAs previous software system to the state's new purchase?**

Please see question #79.

45. **When the state refers to "national standards" in TR3 are you referring to Common Core Standards?**

TR.3 does not refer to common core standards. TR.3 refers to the following national standards: CEDS, Ed-Fi, SIF (v2.4 and up), EdFacts.

46. **Can you please advise us as to the roles of those who will serve on the selection committee referred to on page 10 of the RFP?**

The selection committee is comprised of professional staff employed by the Connecticut State Department of Education (CSDE). This committee includes staff members from the Bureau of Special Education, the Performance Office and the Bureau of Information Technology.

47. **What is the timeline for the selection process? Will vendors be provided an opportunity to demonstrate their software to the selection committee?**

The timeline for the selection process is dependent on a thorough review of all proposals received and associated work; it has not been determined if formal software demonstrations will be requested.

48. **Over what period does the state want to see pricing, one year, two years, five years?**
The CSDE desires to see annual pricing and associated costs for up to (5) years.

49. **If the vendor believes that part of their proposal is “proprietary” and that the release of that information could adversely affect the vendor’s competitiveness in the future, how would the state want those pages marked and would there be any restrictions?**
The vendor should clearly mark any such pages as confidential or include such pages in a confidential section.

50. **If the vendor has a standard agreement that it uses, would it be desirable for the vendor to attach the agreement to the proposal as an appendix?**
As this is a contract being issued by the state, it will be required to use contract language that is approved by the Connecticut Office of the Attorney General for this contract. A vendor’s “standard agreement” will not be executed by the state, but parts can be negotiated into the state contract providing they do not conflict with any parts of the state’s standard contract language, much of which is identified within the statement of assurances in the RFP package.

51. **Appendix A states that the signatures of the eligible applicant must also be provided on the cover page. Is the state referring to the transmittal (cover) letter at the beginning of the proposal or something in addition to the cover letter?**
The appropriate signature(s) of the authorized signer for the vendor should be the same signature on a transmittal cover letter in addition to the signature area on the Statement of Assurances.

52. **On Appendix A is it reasonable to assume that the Applicant Name is the name of the vendor’s firm but the signature is that of an authorized representative?**
Yes, this assumption is correct.

53. **Is the state intending to accept student and staff demographics from individual LEA Student Information Systems or only accept demographic data from another statewide system(s)?**
This has not been determined at this time; this will be dependent on the proposals received.

54. **Page 6 – Item number 6 states the system is to be hosted by CSDE. What is the current hosting environment (i.e. operating system, database software, reporting software, etc.)?**
Windows 2008R2 and 2012. MS SQL Server 2008 R2 and 2012, SQL Server Reporting Service.

55. **Page 6 – Item number 6 states the system is to be hosted by CSDE. Would the state consider an IEP solution hosted by the vendor, assuming that it fulfilled all of the other criteria specified in this RFP?**
This has not been determined. Please note it is preferred that the system be hosted by the Connecticut State Department of Education.

56. **Page 6 – Item number 14 states that we are to guarantee that the IEP system is compatible with existing CSDE data systems. What are those data systems that the IEP system must communicate with and what is the technology they use? (type and version of database). Are you looking for a live interface or some sort of nightly interface?**

Please see Question #3 for a listing of applicable CSDE data systems; The application should be able to communicate with WCF; and send/receive SOAP messages with message and transport security. CSDE has been implementing a Service-Oriented Architecture for data collection applications to communicate in real time. The goal is to have one system of record for each area of responsibility to reduce duplication and to provide cross-collection validation. In addition, the application needs to support a method for exposing data to be loaded into the CSDE data warehouse through a standard ETL process.

57. **What is the timeline of the project? The RFP states that a contract will be awarded July 1, 2016 (page 11). When is the state expecting to roll out the new IEP software?**

The rollout is expected to phase in over two years beginning in the 2016-2017 school year.

58. **Page 9 – Item number TR 12 – What technology does CSDE utilize for their single sign-on process?**

Please see Question #1.

59. **Page 5, item 2 requires “twenty-four hour access for an unlimited number of users”. If the state is hosting the software, how might the vendor guarantee this?**

That language is in the Public Act authorizing this RFP. Access will be available through the existing State Portal/Gateway. The state data center provides an acceptable level of redundancy and fault tolerance. CSDE believes the legislature intended for the vendor to consider this requirement primarily in terms of licensing costs for concurrent users.

60. **Page 6, item 5 requires “Protect a student’s IEP or Services Plan and related documents created, submitted and shared using the eIEP software from unauthorized access, destruction, use, modification or disclosure in accordance with current industry standards.” The vendor can control the security within the software as to protecting access to the documents, but portions of this requirement speak to the security of the hosting environment and physically restricting access to the data. If the state is hosting the software, how might the vendor guarantee this?**

Access will be available through the existing State Portal/Gateway. The state data center is protected by an acceptable level of security against direct access to the servers and data.

61. **What is the total number of staff that will be using the proposed solution?**

Please see Question #37.

62. **How does CSDE intend to host the proposed solution? In a state managed data center or 3rd party vendor data center?**

CSDE intends to host the proposed solution via a State Managed Data Center.

63. **How many SIS systems are used by the districts in the state? Could you name the SIS systems being used?** Local Education Agencies are permitted to choose, purchase and use

their preferred local SIS. We are currently aware of the following SIS softwares used by Connecticut School District: School Master, Tyler SIS, PowerSchool, Rediker, Infinite Campus, Aspen, Administrator Plus, Pentamation, File Make Pro, eSchoolsPlus, TENEX, Monitor, Alma, Quick Schools, Illuminate. In addition districts have reported that their use Microsoft Excel, Microsoft Access and (1) locally maintained software system.

64. What data needs to be converted into the proposed solution and where would it come from?

All current information available on the existing IEP and associated forms. Data would come from each district individually. All forms would not necessarily need to be converted so much as stored in an accessible way. Data from current IEPs would need to be converted.

65. As part of the requirements, it was mentioned that the proposed solution should be guaranteed to work with existing data systems. Could we please have more details about the current data systems in place?

Please see Question # 3; existing data system information is exposed and consumed via WCF services. It is imperative that any systems will be able to register and consume the applicable WCF services. Additionally, the application should have an interface that will allow other services to query data within the application have the ability to extract data from a SQL DB/Tables for ETL processes.

66. Will training be conducted in designated state/district locations or will Excent have to identify and reserve spaces for onsite sessions?

The Connecticut State Department of Education would provide and/or facilitate the reservation of meeting spaces for initial system user training(s).

67. The RFP states that the contract date for this award will be July 1, 2016. How many districts need to be live with the system during the 2016-2017 school year?

Per Connecticut Public Act 15-5 section 267, the electronic IEP software will be made available to 50% of all CT districts in the 2016-17 school year

68. Experience has proven that piloting the special education configuration with a small group of diverse districts, provides a foundation for a more effective and efficient state-wide deployment. Does CSDE plan to pilot with a select group of districts?

Per Connecticut Public Act 15-5 section 267, the electronic IEP software will be made available to 50% of all CT districts in the 2016-17 school year.

69. Please describe how state reporting is currently handled in Connecticut. Does the state have an existing system that electronically collects data from all LEAs? If so, what is the origin, ie. vendor provided or internally developed?

There is no current state system which electronically collects IEP form information.

70. Please describe how the monitoring process is currently handled. Do state auditors make onsite visits to LEAs through the state?

The monitoring process is multifaceted in CT. There is an annual audit of 1% of all IEPs in the state each year; this process is conducted using photocopied IEPs mailed into the state by each

LEA. There are on-site monitors and auditors through various other activities including fiscal. It is expected that the state be able to access all IEPs through the new system, thereby eliminating the need to request forms be mailed/faxed or reviewed onsite.

- 71. We noted a number of existing state-approved IEP forms contained in the RFP print in landscape format. As long as all required data elements are available on the printed forms, is it acceptable that documents render in portrait orientation?**

Yes, however once the new IEP is adopted (expected Jan. 2017), it would be expected that the layout match that of the state form.

- 72. Item # 12 on page 6-'Facilitate the required use of data migration activities as requested by the CSDE to retain necessary historical records.' What are the required data migration activities?**

It is expected that the selected vendor will work to and implement use of appropriate data migration activities to retain and/or integrate all active IEP records into the software. This will allow users to at a minimum access all active student records.

- 73. Item #14 on page 6-'Guarantee the eIEP software is compatible with existing CSDE data systems.' What are the specific data systems?**

Please see Question #3; using technologies of .NET 4.5, MS SQL Server 2008R2 & MS SQL Server 2012, MVC 4 & 5, WCF (SOAP), allow communication with the system of record for each area of responsibility (student registration, special education, schools and districts, etc.) to reduce duplication and to provide cross-collection validation. In addition, the application needs to support a method for exposing data to be loaded into the CSDE data warehouse through a standard ETL process.

- 74. Item TR.13 on page 9-'Develop data schemas with consideration for national standards and CSDE's data dictionary.' How do we access CSDE's data dictionary?**

CEDS, Ed-Fi, SIF (v2.4 and up), EdFacts. See the Appendix of the FRP and the help documents at <http://www.csde.state.ct.us/public/help/sedac/> for CSDE data dictionary. CSDE will refine the data dictionary during requirements gathering phase.

- 75. Item TR.14 on page 9-'Require necessary data elements to be compatible to CSDE formatting.' Can you provide documentation of what's required for compatible formatting?**

CSDE will provide the necessary data formatting during requirements gathering phase.

- 76. Will CSDE mandate that all LEA's implement the proposed solution?**

This has not been determined.

- 77. How many years of pricing should we propose? Is there an expected term for the contract?**

Please see Question # 48.

78. **How will the amount of a bidder's price be factored into the scoring rubric? In other words if (2) equally qualified bidders submit 2 different prices both of which are well explained and justified, will the lower priced bid be awarded more points?**

Price is only listed as only one component of the scoring. The scoring committee will follow the scoring rubric provided in the RFP document on page 16.

79. **Regarding Page 11, A.d. - How many active, exited, and other student records are in the legacy system(s)? How many systems? What documents are to be included? How many years of data is the CSDE interested in migrating? Is a State level data conversion requested and/or district level data conversion? Special Education General**

Statewide, there are approximately 70-75,000 active students with disabilities each year; approximately 7,000 exit each year. Data from the IEP system should at minimum transfer for all currently active students and include all historic data/forms, to be accessible (perhaps by PDF). This migration would be student/district level, as the state does not collect all IEPs or special education forms.

80. **Is there any current discussion at the State level about form changes or updates?**

There is currently a state task force established to review and draft a completely new statewide IEP. That new IEP must be adopted and in effect for January of 2017, per statute (Public Act 15-5 section 267).

81. **Does CSDE currently have a contract with a vendor to provide a state-wide system?**

The Connecticut State Department of Education does not currently have a contract with a vendor to provide a state-wide system.

82. **What anxieties does TDOE have as this process moves forward?**

This has not been determined.

- a. **How long has CSDE been using this vendor / service? What about the current vendor / service is CSDE unhappy with?**

The Connecticut State Department of Education does not currently have a contract with a vendor to provide a state-wide system.

- b. **What aspects of the current system does TDOE hope to change because of Insufficiencies?**

The Connecticut State Department of Education does not currently have a contract with a vendor to provide a state-wide system.

- c. **What aspects of the current vendor / service does CSDE like?**

The Connecticut State Department of Education does not currently have a contract with a vendor to provide a state-wide system.

- d. **What is the reason for the RFP?**

Please refer to the Project Background of the formal RFP (15SDE0004-RFP)

83. **What is the budget for the new system?**

The budget for this project is unknown and costs will be determined by proposals received.

- a. **What is the budget for year 1 which would include implementation/training?**

This has not been determined and will be determined by proposals received.

b. What is the budget for subsequent years?

This has not been determined and will be determined by proposals received.

84. Is it the intention that each district/LEA has an instance of the awarded system, and that the individual instances integrate with both the local SIS and a statewide system?

Yes, it is the intent that each district

85. What does CSDE currently do regarding monitoring of IEP and other such documentation?

Please see question # 70.

86. Will CSDE purchase and provide the awarded system, or simply have the option?

This has not been determined but this is the intent.

87. Page 5 of the RFP, item 6 –“Design eIEP software able to be hosted by the CSDE” – Is CSDE hosting a hard requirement? Will CSDE be open to a vendor-hosted option?

This has not been determined and will be dependent on the received proposals.

88. Page 6 of the RFP, item 14 – “Guarantee the eIEP software is compatible with existing CSDE data systems.” Will CSDE provide a full list of all existing data system so that vendors can review the list before giving a guarantee?

Please see question #3.

89. What Student Information System(s) must the awarded product interface with? Do each of the LEA’s use the same SIS or are they able to use any system of their choosing?

Please see question #63.

90. Page 6 of the RFP, Item 17 – “Collaborate with CSDE Stakeholders...” Does CSDE already have a vision of what the schedule of meetings and the communication plan would look like regarding the collaboration efforts?

This has not been determined at this time.

91. Page 6-10 of the RFP, various Requirements, it appears as though the State Monitoring, LEA and Technical Requirements serve as the main specifications of the RFP which require vendor responses along with A-E of the Selection Criteria and completion of the forms within Appendices A-L. Is this assumption correct?

All specifications and requirements listed within the RFP should be addressed accordingly.

92. What type of training model does CSDE anticipate utilizing to train all the staff throughout the state? We have seen several models used with different statewide implementations including: a) vendor lead regional trainings for LEA staff to attend, b) Train-the trainer to each district/LEA c) train the trainer at the state level e) Vendor lead training at individual districts

This has not been determined and will depend on the proposals received.

93. **Can you please provide the following pieces of information about the students and staff to be served through the RFP:**
- a. **Number of Special Education Students**
 - b. **Students with RTI plans**
 - c. **Students with Behavior plans**
 - d. **Students with 504 plans**
 - e. **ELL Students**
 - f. **Number of staff members that will need to be trained:**
 - a. **Special Education teachers**
 - b. **General Education teachers**
 - c. **General educational clerical and/or administrative staff**
 - d. **Special education clerical staff**
 - e. **Psychologists**
 - f. **Any additional assessment staff**
 - g. **Physical Therapists**
 - h. **Any additional Assessment staff**
 - i. **Physical therapists**
 - j. **Occupational therapists**
 - k. **Speech Pathologists**
 - l. **Other Related Service providers**
 - m. **Medicaid Users/Administrators**
 - n. **System “Super Users”**

Please see question # 99 to answer question # 93a-d. An estimate on the number of staff to be trained is not available.

94. **Will CSDE provide a RFP timelines to include evaluation dates, possible vendor demonstration dates, and award date?**

Please see question #47.

95. **When does CSDE with to begin the implementation process of the Sped. Solution? Does CSDE anticipate pilot sites to begin first, and then rolling out to all districts/LEAs?**

Please see question #57 and question #17 accordingly.

96. **Would CSDE lik proposers to include an RTI management module?**

- a. **Would the RTI management module be considered an optional or required portion of the RFP?**

An RTI management module is not required by the State of Connecticut at this time.

97. **Would CSDE like proposers to include a Medicaid claiming module to be used state-wide?**

This is not required by the State of Connecticut, but can be included should the vendor find it useful to their response.

98. **Is there a Statewide SIS in place? If not, what are the predominate Student Information Systems being used in the State?**

Connecticut does not have a Statewide SIS; a vast percentage of CT LEAs currently use PowerSchools which is a Pearson Product. Please note this is not the only local SIS used by LEAs.

99. How many special education students does the State serve? How many 504 eligible students? How many general education students?

The CSDE reports the annual special education child count based on the number of students enrolled and receiving services on October 1st of each year. For 2014-15, this number was 73,293. This number does not take into account those students who entered after October 1st (i.e., this is a snapshot count, not a cumulative count for the year). Therefore, the actual number of students with disabilities served in the state is higher than the 73, 293 snapshot count. The CSDE does not currently collect data on Section 504 students, so cannot provide an estimate for this population. There are slightly over half a million general education students reported annually to the CSDE.

100. How many Medicaid eligible student are billed for annually? What is the estimated 2015-16 revenue?

This statistic is not available.

101. What is the State's budget and projected cost? What is State currently spending?

This has not been determined at this time. The state does not currently have a contract with a vendor.

102. How many years of pricing should be provided in our response?

Please see question #48.

103. What is the estimated number of projected system users within the State? District access users? State level users?

Please see question #9.

104. Does the CSDE prefer staff training to take place locally or regionally?

This has not been determined and will be dependent on the review of all formal proposals.

105. Can you please provide details about the makeup of CSDE appointed implementation team?

Staff have not been assigned to an implementation team at this time; this information is not available.

106. How many districts does the State have?

Connecticut has (170) public school districts inclusive of (7) Regional Boards of Education and the CT Technical High School System.

107. What is the average district size?

This statistic is unknown and currently not calculated by CSDE. Please note district size varies. 2014-15 publicly released enrollment numbers by district are available on the CSDE website. (see link: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2758&q=334898>)

108. Will the State require all districts to implement this new system? What about private, charter and vocational schools?

It is unknown whether all districts will be required to implement this proposed eIEP system. Private schools would likely not be required to report in this new system. It is anticipated that private schools would not be required to report students using this system. Vocational schools are a part of the CT technical high school system and would be required to report much like all other public LEAs.

109. Are there any custom forms beyond the scope of documents outlined in the RFP?

At this time all known and required forms are included in the appendices of the RFP.

110. Regarding page 6 #14 – What existing CSDE data systems does the solution need to integrate with?

Please see question # 3.

111. Regarding page 9 TR. 3- Can you please provide further clarification and expand upon the requirement.

Please see question # 74

112. Regarding page 10 TR.16 – Can you please provide further clarification and expand upon the requirement. What is the state currently used for single sign-on?

Please see question #41.

113. Regarding Page 11, A.d. How many active, exited and other student records are in the legacy system(s)? How many systems? What documents are to be included? How many years of data is the CSDE interested in migrating? Is a State level data conversion requested and/or district level data conversion?

Please see question #79.

114. Regarding page 14/15 – Can you please clarify the number of copies of the response that are required as well as the physical mailing address to ship to/addressee since the CSDE is requesting a hard copy with original signatures?

Each respondent to this RFP must submit (1) complete proposal in hardcopy that bears the original signature of the applicant to be mailed to the address provided below. In addition (1) electronic version in PDF should be emailed to Marquelle.Middleton@ct.gov

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