RFP 26-85296

ATTACHMENT F TECHNICAL PROPOSAL

Professional Development Platform

**Instructions**: Vendor should provide a document formatted with Question #, RFP SOW Section, and Response Area followed by the vendor’s narrative response to that question. The response must address all items detailed below **and** provide the information and documentation as required. The response must be structured to address each question listed below.

Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the Technical Proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use.

1. User Management & Access Control

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 1.1 | Section 2: Contractor Responsibilities/Deliverables - Introduction | Provide links, examples, or artifacts showing previous experience implementing a state-wide PD platform for at least three years. |
| 1.2 | Section 2: Contractor Responsibilities/Deliverables - User Management & Access Control: *2.1.a and 2.1.b* | Explain the platform’s ability to onboard large amounts of users and audit user data by domain as described in lines *2.1.a and 2.1.b* of the scope of work. |
| 1.3 | Section 2: Contractor Responsibilities/Deliverables - User Management & Access Control: *2.1.c* | Describe and provide an existing example of the platform’s ability to provide a customized dashboard as described in line *2.1.c* of the scope of work. |
| 1.4 | Section 2: Contractor Responsibilities/Deliverables - User Management & Access Control: *2.1.d and 2.1.e* | Describe and provide an existing example of the platform’s ability to host individual resources and collections of resources as described in line *2.1.d and 2.1.e* of the scope of work. |
| 1.5 | Section 2: Contractor Responsibilities/Deliverables - User Management & Access Control: *2.1.f* | Provide previous examples, including representative images or links, to previous resource curation, as described in line *2.1.f* of the scope of work, created by the platform staff. |
| 1.6 | Section 2: Contractor Responsibilities/Deliverables - User Management & Access Control: *2.1.g* | Provide evidence of the platform’s ability to limit access to resources as described in line *2.1.g* of the scope of work.  Show examples of previous implementations. |
| 1.7 | Section 2: Contractor Responsibilities/Deliverables - User Management & Access Control: *2.1.h and 2.1.i* | Describe and provide an existing example of the platform’s ability to allow districts to upload and curate their own resources to the platform as described in line *2.1.h* of the scope of work.  Include a sample and description of the report mechanism described in line *2.1.i* of the scope of work. |
| 1.8 | Section 2: Contractor Responsibilities/Deliverables - User Management & Access Control: *2.1.j* | Provide evidence of the platform’s ability to track completed content and professional growth points as described in line *2.1.j* of the scope of work. |

1. Technology Requirements

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 2.1 | Section 2: Contractor Responsibilities/Deliverables - Technology Requirements: *2.2.a* | Describe the platform’s ability to integrate with Indiana’s educator licensing platform, including the platforms commitment to the timeline described in line *2.2.a* of the scope of work |
| 2.2 | Section 2: Contractor Responsibilities/Deliverables - Technology Requirements: *2.2.b* | Provide evidence of the platform’s ability to secure user data as described in line *2.2.b* of the scope of work. |
| 2.3 | Section 2: Contractor Responsibilities/Deliverables - Technology Requirements: *2.2.c, 2.2.d, 2.2.e* | Provide evidence of the platform’s ability to support SSO, meet accessibility guidelines, and perform software updates as described in lines *2.2.c, 2.2.d, and 2.2.5* of the scope of work. |
| 2.4 | Section 2: Contractor Responsibilities/Deliverables - Technology Requirements: *2.2.f* | Provide evidence that the platform meets the browser requirements, including version support, mobile access, and interoperability requirements, as described in line *2.2.f* of the scope of work. |
| 2.5 | Section 2: Contractor Responsibilities/Deliverables - Technology Requirements: *2.2.g* | Provide evidence that the platform meets the language support requirement as described in line *2.2.g* of the scope of work. |

1. Communication & Marketing Features

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 3.1 | Section 2: Contractor Responsibilities/Deliverables - Communication & Marketing Features: *2.3.a and 2.3.b* | Provide evidence that the platform has the communication capabilities described in lines *2.3.a and 2.3.b* of the scope of work.  Show examples of previous communications and collaborative features. |

1. Professional Development & Training

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 4.1 | Section 2: Contractor Responsibilities/Deliverables - Professional Development & Training: *2.4.a and 2.4.b* | Provide a comprehensive overview of the platform’s ability to host live, virtual professional development, addressing all of the components described in lines *2.4.a and 2.4.b* of the scope of work |
| 4.2 | Section 2: Contractor Responsibilities/Deliverables - Professional Development & Training: *2.4.c and 2.4.d* | Provide a comprehensive overview of the platform’s technical ability in preparation for live, virtual professional development, addressing all of the components described in lines *2.4.c and 2.4.d* of the scope of work |
| 4.3 | Section 2: Contractor Responsibilities/Deliverables - Professional Development & Training: *2.4.e* | Provide evidence and include examples of the platform’s ability to record, edit, and publish webinars as described in line *2.4.e* of the scope of work. |
| 4.4 | Section 2: Contractor Responsibilities/Deliverables - Professional Development & Training: *2.4.f* | Provide evidence and include examples of the platform’s ability to support presenters as described in line *2.4.f* of the scope of work. |
| 4.5 | Section 2: Contractor Responsibilities/Deliverables - Professional Development & Training: *2.4.g and 2.4.h* | Describe and provide an existing example of the mechanism used to provide professional growth points during both virtual sessions and for in-person events as described in lines *2.4.g and 2.4.h* of the scope of work. |

1. Content Organization & Resource Management

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 5.1 | Section 2: Contractor Responsibilities/Deliverables - Content Organization & Resource Management: *2.5.a* | Describe and provide an existing example of the mechanism used to add content to the platform as described in line *2.5.a* of the scope of work. |
| 5.2 | Section 2: Contractor Responsibilities/Deliverables - Content Organization & Resource Management: *2.5.b* | Provide evidence of the platform’s ability to support specialized hubs used to organize content as described in line *2.5.b* of the scope of work. Include information regarding how IDOE will request additional hubs and how the platform will be able to limit access to the hubs when requested. |
| 5.3 | Section 2: Contractor Responsibilities/Deliverables - Content Organization & Resource Management: *2.5.c, 2.5.d, 2.5.e and 2.5.f* | Provide evidence of the platform’s ability to filter and bookmark resources as described in lines 2.5.c, 2.5.d, 2.5.e and 2.5.f of the scope of work. |
| 5.4 | Section 2: Contractor Responsibilities/Deliverables - Content Organization & Resource Management: *2.5.g* | Describe and confirm the platform’s ability to perform regular resource audits as described in line *2.5.g* of the scope of work. |
| 5.5 | Section 2: Contractor Responsibilities/Deliverables - Content Organization & Resource Management: *2.5.h* | Provide evidence of the platform’s ability to host courses as described in line *2.5.h* of the scope of work. Provide examples or links of previous courses on the platform. Label or explain how the examples show the elements named in line *2.5.h* of the scope of work. |

1. Data Analytics & Reporting

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 6.1 | Section 2: Contractor Responsibilities/Deliverables - Data Analytics & Reporting: *2.6.a, 2.6.b, and 2.6c* | Provide evidence and include previous examples of the platform’s ability to provide data to a state agency or statewide entity as described in lines *2.6.a, 2.6.b, and 2.6.c* of the scope of work. |
| 6.2 | Section 2: Contractor Responsibilities/Deliverables - Data Analytics & Reporting: *2.6.d* | Describe and provide an existing example of the mechanism used to collect feedback as described in line *2.6.d* of the scope of work. |

1. Migration & Transition

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 7.1 | Section 2: Contractor Responsibilities/Deliverables - Migration & Transition: *2.7.a* | Describe the process for migrating resources from the current platform to the new platform as described in line *2.7.a* of the scope of work. |
| 7.2 | Section 2: Contractor Responsibilities/Deliverables - Migration & Transition: *2.7.b* | Describe the process for migrating user data from the current platform to the new platform as described in line *2.7.b* of the scope of work. |
| 7.3 | Section 2: Contractor Responsibilities/Deliverables - Migration & Transition: *2.7.c* | Describe the process for migrating courses, including completion data, from the current platform to the new platform as described in line *2.7.c* of the scope of work. |
| 7.4 | Section 2: Contractor Responsibilities/Deliverables - Migration & Transition: *2.7.d* | Describe and confirm the platform’s ability to host newly submitted resources as described in line *2.7.d* of the scope of work. |
| 7.5 | Section 2: Contractor Responsibilities/Deliverables - Migration & Transition: *2.7.e* | Describe and confirm the platform’s ability to complete IDOE onboarding as described in line *2.7.e* of the scope of work. Provide examples of previous onboarding materials used with similar implementations. |
| 7.6 | Section 2: Contractor Responsibilities/Deliverables - Migration & Transition: *2.7.f* | Describe and confirm the platform’s ability to complete educator onboarding as described in line *2.7.f* of the scope of work. Provide examples of previous onboarding materials used doing similar implementations. |

1. Project Management & Support

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 8.1 | Section 2: Contractor Responsibilities/Deliverables - Project Management & Support:2.8 | Confirm the platform’s commitment to participate in the project management and support as described in section *2.8* of the scope of work. |

1. Timeline of Key Deliverables

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 9.1 | Section 2: Contractor Responsibilities/Deliverables – Timeline of Key Deliverables: 2.9 | Submit a proposed timeline for project implementation, including all major parts of the process. |

1. Communication and Scheduled Meetings

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 10.1 | Section 2: Contractor Responsibilities/Deliverables - Communication and Scheduled Meetings: 2.10 | Detail how the platform will fulfill the commitments described in section 2.10of the scope of work. |

1. Staff Qualifications

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 11.1 | Section 2: Contractor Responsibilities/Deliverables - Staff Qualification: 2.11 | Describe the roles, responsibilities, and the full-time equivalent (FTE) headcount necessary to deliver the proposed solution. Also provide same information for the resources the vendor assumes that the State will provide to support this proposal.    Include the resumes and proof of licensing for staff who are Indiana licensed educators and will be performing key roles working directly with Indiana educators. |

1. Testing

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 12.1 | Section 2: Contractor Responsibilities/Deliverables – Testing, 2.12 | Provide a testing strategy and testing plan that describes the vendors testing process to ensure quality outcomes; provide detail that addresses the bulleted items in section 2.12 of the SOW |

1. Organizational Change Management (OCM)

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| **Question #** | **RFP SOW Section** | **Evidence** |
| 13.1 | Section 2: Contractor Responsibilities/Deliverables - OCM, 2.13 | Describe the Organizational Change Management activities necessary to support the successful implementation and adoption of the vendors proposed solution, as well as a risk assessment as described in section 2.13 of the SOW |