

NYSED – CONTENT MANAGEMENT AND SYSTEM SERVICES RFP

Attachment 6.8 - Statement of Work

THIS IS STATEMENT OF WORK dated [Date] (the “SOW”) to the Contract dated [Date] (the “Agreement”) between NEW YORK STATE EDUCATION DEPARTMENT (“NYSED”), whose principal place of business is [address], and Vendor, whose principal place of business is at[address].

1. Project Title:

Education Data Portal (“EDP”) Content Management and System Services Solutions

2. Responsible Project Owner:

NYSED Project Owner:

Vendor Project Owner:

3. Product Requirements:

All functionality as outlined in the RFP Attachment 6.2 – Detailed Requirements, as completed by the vendor, will be expected to be part of the solution provided.

4. Project Milestones:

(Shown for informational purposes – to be used as a basis for establishing payment milestones during contract finalization)

	Year 1 (Implementation)						Year 2	Year 3
	Major Milestone 1	Major Milestone 2	Major Milestone 3	Major Milestone 4	Major Milestone 5	Major Milestone 6	Monthly milestones	Monthly milestones
	Project Initiation and Planning	Requirements Analysis	Design	Development	Integration and Testing	Implementation (pre-launch, launch, and on-site warrantied maintenance and support services extending 60 days after launch)	Operations and Maintenance	Operations and Maintenance
Portal Solution		<ul style="list-style-type: none"> •1.4.3: Updated Detailed Requirements 	<ul style="list-style-type: none"> •1.4.4: Design Specification •1.4.6: Test Plan (unit, component, integration, and user acceptance testing) •1.4.13: Site and System Security Plan, Backup and Disaster Recovery Plan 	<ul style="list-style-type: none"> •1.4.5: Validated Pre-Production System, Version Control •1.4.6: Test Case Descriptions, UAT Scripts 	<ul style="list-style-type: none"> •1.4.6: Code Base Audit •1.4.9: Technical System Documentation, End-user System Documentation 	<ul style="list-style-type: none"> •1.4.9: Documentation Updates (as needed) •1.4.10: On-site Support, Warrantied Maintenance and Support Services (Launch + 60 days, Tiers 1 - 3) 	<ul style="list-style-type: none"> •1.4.9: Documentation Updates (as needed) •1.4.11: Application Maintenance and Tech Support (see Attachment 6.4) •1.4.13: Hosting Services 	<ul style="list-style-type: none"> •1.4.9: Documentation Updates (as needed) •1.4.11: Application Maintenance and Tech Support (see Attachment 6.4) •1.4.13: Hosting Services
Content Management and Collaboration Solution		<ul style="list-style-type: none"> •1.4.3: Updated Detailed Requirements •1.4.7: Content Gap Analysis •1.4.16: EngageNY 1.5 Hosting •1.4.16: EngageNY 1.5 Usability Analysis 	<ul style="list-style-type: none"> •1.4.4: Design Specification •1.4.6: Test Plan (unit, component, integration, and user acceptance testing) •1.4.7: Content Integration (EngageNY 1.5) •1.4.13: Site and System Security Plan, Backup and Disaster Recovery Plan •1.4.16: Tagged, Loaded and Curated Curriculum Module Resources, Imported ARIS Connect Content 	<ul style="list-style-type: none"> •1.4.5: Validated Pre-Production System, Version Control •1.4.6: Test Case Descriptions, UAT Scripts •1.4.7: Content Integration (EngageNY 2.0) •1.4.16: Tagged, Loaded and Curated Curriculum Module Resources, Imported ARIS Connect Content 	<ul style="list-style-type: none"> •1.4.6: Code Base Audit •1.4.7: Content Integration •1.4.9: Technical System Documentation, End-user System Documentation •1.4.16: Tagged, Loaded and Curated Curriculum Module Resources, Imported ARIS Connect Content 	<ul style="list-style-type: none"> •1.4.9: Documentation Updates (as needed) •1.4.10: On-site Support, Warrantied Maintenance and Support Services (Launch + 60 days, Tiers 1 - 3) 	<ul style="list-style-type: none"> •1.4.9: Documentation Updates (as needed) •1.4.11: Application Maintenance and Tech Support (see Attachment 6.4) •1.4.13: Hosting Services 	<ul style="list-style-type: none"> •1.4.9: Documentation Updates (as needed) •1.4.11: Application Maintenance and Tech Support (see Attachment 6.4) •1.4.13: Hosting Services
Overarching EDP Project Services	<ul style="list-style-type: none"> •1.4.1: Project Plan, Staffing Plan, EDP Project Status, Project Risks and Recommendations •1.4.2: Weekly Status Reports & Monthly Management Presentations •1.4.14: License Management Work Plan •1.4.15: Conceptual Design 	<ul style="list-style-type: none"> •1.4.1: EDP Technical Architecture Summary, EDP Project Status, Project Risks and Recommendations •1.4.2: Weekly Status Reports & Monthly Management Presentations •1.4.14: Business Rules for Selection Process, Design Specification •1.4.15: Detailed Functional and Technical Requirements 	<ul style="list-style-type: none"> •1.4.1: EDP Project Status, Project Risks and Recommendations •1.4.2: Weekly Status Reports & Monthly Management Presentations •1.4.6: Test Plan (integration, and user acceptance testing across Portal, Content Mgmt and Collaboration, and Data Dashboard Solutions) •1.4.8: Usability Testing Plan •1.4.12: Planning Sessions •1.4.14: Test Plan, Test Cases and UAT scripts, Field Communications •1.4.15: Test cases, test plan, test script 	<ul style="list-style-type: none"> •1.4.1: EDP Project Status, Project Risks and Recommendations •1.4.2: Weekly Status Reports & Monthly Management Presentations •1.4.6: Test Case Descriptions, UAT Scripts •1.4.8: Sign-off on Final Usability Tests •1.4.11: Technical Support and HelpDesk cases and scripts for Content and Collaboration and Portal Solutions (T1 - T3) •1.4.12: Producte Videos and Webinars, Receive Product Training from Data Dashboard Solutions vendors), Develop End-user and System Training Manuals •1.4.14: Data Dashboard Selection Tool and Reports •1.4.15: Validated Pre-Production System and Component Test Results 	<ul style="list-style-type: none"> •1.4.1: EDP Project Status, Project Risks and Recommendations •1.4.2: Weekly Status Reports & Monthly Management Presentations •1.4.6: Code Base Audit •1.4.8: Conduct User Groups/Interviews, Usability Test Results, Recommendations, and Implementation Plan, Briefing with Client and Product Teams •1.4.11: Professional Development to Technical Support and HelpDesk staff •1.4.14: Selection Review Process, Follow Up Communications, Submittal to DD Vendors and SLI •1.4.15: Integration Testing Results and User Acceptance Sign-off 	<ul style="list-style-type: none"> •1.4.1: EDP Project Status, Project Risks and Recommendations •1.4.2: Weekly Status Reports & Monthly Management Presentations •1.4.8: Usage Tracking Data •1.4.10: On-site Support, Warrantied Maintenance and Support Services for Data Dashboard Solutions (Launch + 60 days, Tiers 1 & 2) •1.4.12: Professional Development, End User Training Manual, System Training Manual, System Services Manual 	<ul style="list-style-type: none"> •1.4.11: Application Maintenance and Tech Support for Data Dashboard Solutions (Tiers 1 & 2) •1.4.12: Professional Development •1.4.14: Field Communications, Selection Review Process, Follow Up Communications, Submittal to DD Vendors and SLI 	<ul style="list-style-type: none"> •1.4.11: Application Maintenance and Tech Support for Data Dashboard Solutions (Tiers 1 & 2) •1.4.12: Knowledge Transfer Training for NYSED Designees •1.4.12: Professional Development •1.4.14: Field Communications, Selection Review Process, Follow Up Communications, Submittal to DD Vendors and SLI

5. Project Timeline

Major project milestones and deliverables are indicated in the table below. Please provide estimated dates based on the assumed contract signing date provided:

Party	Major Milestone	Date	Deliverable (see chart above)
Vendor	1. Contract Signing	October, 2012	
Vendor	2. Requirements Analysis		
Vendor	3. Design		
Vendor	4. Development		
Vendor	5. Integration & Testing		
Vendor	6. Implementation		
Vendor	Year 2 Operations and Maintenance		
Vendor	Year 3 Operations and Maintenance		

6. Process and Tasks

For the task requirements listed below (1-62) please decompose each major task into anticipated sub-tasks or work elements.

Project Initiation, Planning, and Management

ID	Requirement	Sub-Tasks Work Elements
1.	<p>The Vendor shall refine its proposed project plans as needed consistent with agreements made during contract negotiation. The plan should address:</p> <ul style="list-style-type: none"> • Work Breakdown Structure (WBS) • Project Schedule • Quality Management • Risk Management • Change Management • Acceptance Management • Issue Management and Escalation • Communication • Implementation/Transition (including migration plans) • Training 	
2.	<p>The Vendor shall amend as needed its proposed staffing plan (Attachment 6.6) that identifies individual resources assigned to each of the project activities.</p>	
3.	<p>The Vendor shall conduct a brief review of the whole EDP Solution approach and present the results in an EDP Technical Architecture Summary” document.</p>	
4.	<p>The Vendor shall conduct a review of the status of preexisting project work (i.e., where NYSED has already commenced work) and planned work in all areas relevant to a timely and successful EDP deployment</p>	
5.	<p>The Vendor shall develop a Project Risks and Recommendations report.</p>	

Project Management and Work Stream Support

ID	Requirement	Sub-Tasks Work Elements
6.	The Vendor shall provide overarching management of the entire EDP project including work planning,	

Detailed Requirements Definition

ID	Requirement	Sub-Tasks Work Elements
7.	The Vendor shall update the detailed requirements.	

Design Specification

ID	Requirement	Sub-Tasks Work Elements
8.	The Vendor shall translate the detailed requirements into a design specification, including technical architecture specification, user Interface (e.g., “wire frames”) and functional specifications, and data interface specifications.	

System Construction

ID	Requirement	Sub-Tasks Work Elements
9.	<p>The Vendor shall deliver a validated system in the Pre-Production environment. This shall include:</p> <ul style="list-style-type: none"> • ingestion of NYSED/LEA data from the Content Management and Collaboration-specific data store • interface with the SLI API • portal interface with other authorized 	

ID	Requirement	Sub-Tasks Work Elements
	applications, include Data Dashboards <ul style="list-style-type: none"> • Integration to the SLI and NYSED Identity Management System (including State and NYC federation), RBAC System, and application licensing system 	
10.	The vendor shall develop, configure, and operate on behalf of the Department a non-proprietary, open source portal solution consistent with the Shared Learning Collaborative portal solution approach and the requirements in Attachment 6.2. To the extent practicable and cost-effective, the solution should leverage the portal code and services offered by the Shared Learning Collaborative (SLC).	
11.	The Vendor shall use a version control tool that can be leveraged by a continuous build system to do automated deployment to various environments. The source control repository should have several branches - one for each environment (development / stage / production) – to be monitored by the continuous build system. When commits/merges happen on those branches the continuous build system should perform an automated build to that environment.	

Integration and Testing

ID	Requirement	Sub-Tasks Work Elements
12.	The Vendor shall document test plans defining: <ul style="list-style-type: none"> • the overall strategy for validating the functionality of the system • the approach to ensure test coverage of each requirement • the individual test cases that will be performed to execute the testing strategy • the environments in which the tests will be conducted 	

ID	Requirement	Sub-Tasks Work Elements
13.	<p>The test plans shall include:</p> <ul style="list-style-type: none"> • testing objectives • scope of testing (both what is in and what is out of scope) • responsibilities (who will be performing the test) • testing approach • testing sequence • defect reporting and criteria 	
14.	<p>The test case descriptions shall be traced to requirements and include:</p> <ul style="list-style-type: none"> • test data needed to execute the tests • preconditions required prior to the start of test • criteria for suspending and resuming testing • expected test results 	
15.	<p>The Vendor shall design and create User Acceptance Test (UAT) scripts for NYSED approval or modification. Upon NYSED request, additional specific UAT scripts will be created.</p>	
16.	<p>The Vendor will subcontract with an industry-recognized security firm (agreeable to NYSED) for a security audit of the code base consistent with the requirements of the New York State Office of Cyber Security applicable to State agency information technology projects, with any material findings and recommendations corrected at no additional cost. The Vendor's security measures are subject to review and approval by NYSED, both through an informal audit of policies and procedures and/or through inspection of security methods used within the researchers' infrastructure, storage, and other physical security.</p>	

Content Integration Services

ID	Requirement	Sub-Tasks Work Elements
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ID	Requirement	Sub-Tasks Work Elements
17.	<p>The Vendor shall identify the formatting and metadata requirements for the content described above based on the final design and metadata tagging specifications of the relevant EDP components. The vendor will then complete a gap analysis to determine:</p> <ul style="list-style-type: none"> • Content that needs retagging or additional tagging • Content that has metadata that can be automatically converted by an algorithm and / or “cross walk” • Content that requires reformatting, splitting, or indexing. (For example a curriculum module is composed of many individual objects and may need to be organized and indexed properly to meet the user experience design requirements of the content management system.) 	
18.	<p>The vendor shall integrate content (e.g., from the Curriculum Module and Video Resource RFPs and assessment resources described above, as available) for EngageNY.org 1.5</p> <ul style="list-style-type: none"> • The vendor shall execute the tagging, conversion, reformatting, splitting, indexing or other content integration work as identified in the above analysis and load that content into the EDP. Prior to commencing the execution, the vendor shall provide NYSED with a detailed work plan including: <ul style="list-style-type: none"> • Review and sign-off processes including NYSED approvals • A description of the approach for each set of content and specifications for any automated processing, tagging, or conversion of content • Resumes for content experts required, subject to NYSED approval • A quality assurance and testing methodology and approach, to be executed by the vendor prior to sign-off on the final production deliverables 	

ID	Requirement	Sub-Tasks Work Elements
19.	<p>The vendor shall integrate content (e.g., from the Curriculum Module and Video Resources RFPs described above, as well as the NYCDOE ARIS Connect content described above) for EngageNY.org 2.0</p> <ul style="list-style-type: none"> • The vendor shall execute the tagging, conversion, reformatting, splitting, indexing or other content integration work as identified in the above analysis and load that content into the EDP. Prior to commencing the execution, the vendor shall provide NYSED with a detailed work plan including: • Review and sign-off processes including NYSED approvals • A description of the approach for each set of content and specifications for any automated processing, tagging, or conversion of content • Resumes for content experts required, subject to NYSED approval • A quality assurance and testing methodology and approach, to be executed by the vendor prior to sign-off on the final production deliverables 	

Usage and Usability Analysis

ID	Requirement	Sub-Tasks Work Elements
20.	The Vendor shall develop a testing plan.	
21.	The Vendor shall develop and deploy usability tests, including accessibility requirements.	
22.	The Vendor shall make available all usage tracking information as specified in Attachment 6.2.	
23.	The Vendor shall conduct user groups and individual interviews.	
24.	The Vendor shall conduct an analysis of the usability test results and provide an implementation plan for incorporating the results into the system.	

ID	Requirement	Sub-Tasks Work Elements
25.	The Vendor shall develop recommendations and an implementation plan.	
26.	The Vendor shall conduct an on-site briefing with client and product teams.	

Documentation

ID	Requirement	Sub-Tasks Work Elements
27.	The Vendor shall develop end-user system documentation using a NYSED-owned wiki tool. End-user roles will include educators, parents, and students.	
28.	The Vendor shall develop technical system documentation, to provide sufficient clarity and detail to provide a reasonably knowledgeable person with the necessary skill sets with sufficient information to operate, maintain, and develop the system, using a NYSED-owned wiki tool. Technical documentation will include sufficient detailed information for Data Dashboard and other third-party vendors to integrate their products into the Content Management and System Services Portal.	
29.	The Vendor shall develop system services documentation, using a NYSED-owned wiki tool, to provide sufficient clarity and detail to provide a reasonably knowledgeable person with the necessary skill sets with sufficient information to operate, maintain, and develop the system services and work streams, including Data Flow, Identity Managements and Access Control, Training and Documentation, Content Integration, Help Desk / Support, Implementation and Testing, Selection and License Management.	

ID	Requirement	Sub-Tasks Work Elements
30.	The Vendor shall deliver updates to the end-user, technical system, and system services documentation described above for the test release, the full production release and any subsequent releases offered by the Vendor.	

Application Warranty Services

ID	Requirement	Sub-Tasks Work Elements
31.	The Vendor shall provide staff support on-site for 60 days.	
32.	The Vendor shall comply with the terms described in Attachment 6.4 Maintenance and Support Services.	

Application Maintenance, Technical Support and Help Desk Services

ID	Requirement	Sub-Tasks Work Elements
33.	<p>The Vendor shall provide technical support and help desk services in compliance with the terms described in Attachment 6.4 Maintenance and Support Services. Specifically the vendor shall:</p> <ul style="list-style-type: none"> • The vendor shall operate Tier 1 and Tier 2 support for all EDP components (including Data Dashboards) for all system users and administrators • The vendor shall provide all tiers of support for the components designed and developed under this RFP. This will include sufficient technical support to assist NYSED's three Data Dashboard solutions vendor to integrate, within the timelines outlined in that RFP, their products into the Content Management and System Services Portal. 	

ID	Requirement	Sub-Tasks Work Elements
34.	The vendor shall produce Technical Support and Help Desk Use Cases and Scripts for the products defined in this RFP (i.e. Content and Collaboration and Portal Solutions) use by Help Desk staff.	
35.	The vendor shall provide Professional Development for Technical Support and Help Desk staff for the products defined in this RFP (i.e. Content and Collaboration and Portal Solutions).	

Training

ID	Requirement	Sub-Tasks Work Elements
36.	<p>The Vendor shall organize, develop and lead planning sessions with NYSED and the Data Dashboard Services vendors to plan for the development of (a) end-user documentation, (b) help desk materials and strategy, and (c) training/professional development materials and strategy. Sessions will be held as follows:</p> <ul style="list-style-type: none"> • Initial session – to be held in Albany, duration up to five (5) days • Follow-on sessions – three additional one (1) day sessions in Albany, approximately every six months through end of Year 2 (12 days total) • NYSED will provide meeting space 	

ID	Requirement	Sub-Tasks Work Elements
37.	<p>The Vendor shall receive product training from the Data Dashboard vendors for (a) Data Dashboard functionality, (b) end-user documentation, and (c) help desk materials and strategy and training/professional develop materials and strategy (the Data Dashboard vendors will provide electronic copies of all materials to the Content Management and System Services vendor):</p> <ul style="list-style-type: none"> • Initial session – to be held in Albany, duration up to five (5) days • Follow-on sessions – to be held in Albany – one additional one (1) day sessions approximately every six months through end of Year 2 (4 days total) • Training sessions will accommodate up to 30 people per session • NYSED will provide training facilities (room, PCs, Internet connectivity, projector, etc.) 	
38.	<p>The Vendor shall produce and deliver a high-quality video/webinar for distribution through EngageNY.org. The deliverables will include:</p> <ul style="list-style-type: none"> • High quality 3-three camera video shoot including interviews of educators and administrators by NYSED interviewer, resulting in approximately 15 minutes of finished and edited footage • Three versions of the video/webinar that are edited to include screenshots or interviews specific to each different data dashboard tool 	

ID	Requirement	Sub-Tasks Work Elements
39.	<p>The Vendor shall develop and provide training and “train-the-trainer” sessions (including print and electronic copies of training materials for all training attendees) focused on embedding EDP tool use to support existing SEA and LEA initiatives for the following stakeholder groups: Network Teams / Network Teams equivalents (see http://engageny.org/network-teamsntes), teacher centers (see http://www.p12.nysed.gov/ciai/teachercenters/home.html), leadership/principal academies, Big 5 large city school districts (Buffalo, NYC, Rochester, Syracuse, Yonkers), BOCES (see www.boces.org) and RICs (http://www.boces.org/wps/portal/BOCESofNYS/About/WhatIsARIC):</p> <ul style="list-style-type: none"> • Initial session – full day, to be held in Albany, for an estimated 550 participants • Follow-on sessions – to be held in 12 regions of the State (*see below) - eight additional one (1) day sessions approximately quarterly through end of Year 3 (96 days total) • Training sessions will accommodate up to 60 people per session. • NYSED will provide training facilities (room, PCs, Internet connectivity, projector, etc.) 	
40.	<p>The Vendor shall organize, develop and lead knowledge-transfer and operations training sessions for NYSED-designees for all technical and system services components of the Content Management and System Services contract,</p> <ul style="list-style-type: none"> • Trainings to be held in Albany for up to 10 days • Training sessions will accommodate up to 25 people per session • NYSED will provide training facilities (room, PCs, Internet Connectivity, projector, etc.) 	
41.	<p>The Vendor shall develop and deploy on a NYSED-owned wiki tool an end-user training manual for all components of the EDP.</p>	

ID	Requirement	Sub-Tasks Work Elements
42.	The Vendor shall develop and deploy on a NYSED-owned wiki tool technical system training manual for all components of the EDP.	
43.	The Vendor shall develop and deploy on a NYSED-owned wiki tool system services training manual for all Services contained in the Content Management and System Services contract	

Hosting

ID	Requirement	Sub-Tasks Work Elements
44.	Beginning November 1, 2012, the Vendor shall provide hosting, operation, and maintenance services for Engage NY v1.5 that comply with the terms described in Attachment 6.3 Hosting Services and Attachment 6.2.	
45.	The Vendor shall provide hosting services for the EDP components identified in this RFP as the responsibility of the winning vendor, that comply with the terms described in Attachment 6.3 Hosting Services and Attachment 6.2.	
46.	The Vendor shall provide a site and system security plan.	
47.	The Vendor shall provide a backup and disaster recovery plan.	

Data Dashboard Selection and License Management Services

ID	Requirement	Sub-Tasks Work Elements
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ID	Requirement	Sub-Tasks Work Elements
48.	The vendor shall develop a work plan for the development of the Data Dashboard Selection tool and accompanying license management processes.	
49.	The vendor shall conduct a process to establish business rules for the treatment of organizations to ensure that no organizations are double-counted in selection. (For example, if a network of 16 schools selects Data Dashboard A and a single school within the network subsequently selects Data Dashboard B, then a business rule requiring either a rejection of B's selection or a presumption that 15 schools selected A and 1 school selected B must be applied.) In no case may a school or any organization hold two approved Data Dashboard selections simultaneously. The vendor shall assume that selections may ultimately be made at the school level, and should design accordingly (i.e., there may be occasional cases where an odd school in the LEA will use a different selection than the rest of the LEA).	
50.	The vendor shall design a Data Dashboard Selection Tool (accessible to LEAs via a web-based electronic form or survey) for capturing LEA, network, or school selections from designated organization leaders that implements the business rules identified in the previous task.	
51.	The vendor shall develop a test plan to define the process for testing the Data Dashboard Selection Tool.	
52.	The vendor shall develop test cases and UAT scripts for testing the Data Dashboard Selection Tool.	
53.	The vendor shall implement, maintain and host, on NYSED's behalf, a Data Dashboard Selection Tool ("the tool") that includes transaction records representing any initiation or change in status of a selection. Each record will contain at a minimum the organization, the date, the requested Data Dashboard selection (e.g., A, B, or C), the new	

ID	Requirement	Sub-Tasks Work Elements
	<p>status, and the name of the person accountable for the change in status (e.g., the requester for an initial request, the approver for an approval, etc., and any additional notes or fields required). The and accompanying reports will be implemented in a common, widely used web-based tool that is acceptable to NYSED. A process must be implemented for archival backups (including data snapshots) that can be physically or electronically secured (e.g., by digital signature) by NYSED for use in auditing and disaster recovery. The selection database shall accept an annual file from NYSED with official enrollment counts by organization and school.</p> <p>Approval processes and workflows that result in changes of selection can be largely manual provided there is a process for maintaining permanent records acceptable to NYSED for each batch of approvals and rejections.</p> <p>The vendor shall design and produce an on-demand report that can produce current selection statuses or selection statuses for any “as of” date.</p> <p>The vendor shall design and produce an on-demand report that, for any date range, calculates a record for each school detailing the number of days it selected each available license and the % of the total date range that represents. The report should have the capability to group schools by LEA or other organizational units.</p> <p>The vendor shall also design and produce an on-demand report that, for any date range, can calculate the product of the % of the period that each school was using each vendor’s product multiplied by the official enrollment of that school. The report will then subtotal by vendor to produce total numbers of student usage for each vendor for the requested date range.</p>	

ID	Requirement	Sub-Tasks Work Elements
54.	The vendor shall operate a process by which a NYSED designee periodically reviews Data Dashboard selections and accepts or rejects them. The vendor shall ensure that the reviewer of selections is aware of any prior accepted selections for a given organization. Prior selections should be terminated if a new selection is accepted for the same organization.	
55.	The vendor shall prepare series of field communications, to be approved and sent by NYSED designees. The communications will set timelines, expectations, and processes for accessing or attending demos, and making a selection of Data Dashboard tool.	
56.	The vendor shall prepare follow-up communications to be sent by NYSED designees to non-responsive organizations	
57.	<p>The vendor shall transmit the current selections periodically to the respective Data Dashboard vendors and to the SLI in order to support license management and access control functions.</p> <ul style="list-style-type: none"> • The vendor shall prepare and transmit to the Data Dashboard vendors the exports in a common file format and layout approved by NYSED. • The vendor shall prepare and transmit the selection data into the SLI via batch files or web APIs as required by the SLI to perform access control. 	

Learning Registry

ID	Requirement	Sub-Tasks Work Elements
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58.	<p>Develop an approach to establishing and operating NYSED's Learning Registry presence. For example, the proposed approach may be to leverage a single SLC node instance connected to the Learning Registry Public Network, multiple node instances, or both public and private (test/sandbox) node instances.</p>	
59.	<p>Refine requirements for publishing the LRPN including what objects, metadata, paradata and events will be shared via Learning Registry. Metadata, such as how learning resources align to content standards, shall be expressed in a NYSED-approved standard format such as LRMI or Learning Registry formats. Content standards alignment data shall be expressed in a NYSED-approved machine-accessible format. Other data, such as how a learning resource is used, shall be expressed in a NYSED-approved standard format such as LRMI or Learning Registry formats. NYSED intends to adopt formats and standards that ensure compatibility with other SLC states and SLC provided components. Refine requirements for subscribing to and importing, indexing, and utilizing metadata published to the LRPN by other states or entities. This will include:</p> <ul style="list-style-type: none"> • A method for EDP Content Managers and System Administrators to indicate sources of content objects and metadata that are trusted by NYSED (e.g., other states, agencies, or organizations) • Functionality that ensure that the metadata is appropriately integrated into the EDP Content Management System. For example: <ul style="list-style-type: none"> • trusted metadata about EDP content objects are displayed on resource pages • trusted objects from other systems return in searches when appropriate • trusted objects from other systems can be imported or displayed as EDP-native objects when approved by NYSED • Any import service should account for the identities of submitting organizations to the Learning Registry, such that NYSED can specify a white list and/or a black list of identities to accept or reject during imports. Imported data should retain the identity of the submitting organizations within the EDP system. <p>A method for LEAs or other organizations to</p>	

	subscribe to or use EDP content objects and publish back information about learning resource usage, including social data (likes, ratings, comments)	
60.	The vendor shall develop a test plan, test cases and test scripts for the Learning Registry.	
61.	The vendor shall implement the test plan in order to produce a tested pre-production system.	
62.	The vendor shall implement and deploy the Learning Registry production system.	

7. Assumptions