

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

RFP 2011-15

Note to potential respondents:

- This Addendum (03) is intended to revise, clarify and become part of the RFP 2011-15 eCertification System released on 10/12/2011. This is a cumulative list of questions and answers.
 - All amendments, addendums, and notifications will be posted on the OSPI Web site and released via the Washington Electronic Business Solution (WEBS) Web site.
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1. Page 8 REQ 9.1 – Please identify how many data sources are requested for data upload. What units would utilize uploads (enforcement, licensing, etc.)

REQ-9.1 Upload data from various sources

There are 7 data sources [America Council on the Teaching of Foreign Languages (ACTFL), National Board Certification (NBCTs), WEST-E, WEST-B, Praxis I, ProTeach and National Association of State Directors of Teacher Education and Certification (NASDTEC)]

2. Page 8 REQ 9.2 – What detail are you hoping to collect based on the data sources?

REQ-9.2 Collect more detail in uploaded files.

The details are outlined in the `New data elements' tabs (Attachment F)

3. Page 13 REQ 11.4 – In this sentence, “Once issued a certificate the user must be able to view the courses/content area an applicant is qualified to teach.” Does the term user mean an internal OSPI staff member or Public Applicant?

REQ-11.4 View courses educator can be assigned to teach

Any user who have the permission to view Applicant’s Profile, for details please see Actor Goal list.

4. Page 14 REQ 11.7 – To whom does the address need to be masked? Should the address be masked for Internal OSPI staff or General Public from an online lookup? How are these applicants communicated with if masked for internal OSPI staff?

REQ-11.7 Flag ACP applicants.

Currently, the educator’s who are on ACP list have a common address for example “P.O box ABC”. These applicants’ will be communicated using the P.O box address.

5. Page 16 REQ 13.5 – Does the term user mean an internal OSPI staff member or Public Applicant?

REQ-13.5 The user must be able to research supporting documents and requirements required by action type

Applicant

6. Page 17 REQ 13.10 – Should this requirement be interpreted as the College/University Personnel Administrators handle 100% of the application material for their graduates?

REQ-13.10 College/Universities able to process in bulk

Yes. OSPI staff are responsible for all approval and issuance.

7. Page 17 REQ 14.1 – Can you explain this requirement further? Please provide details related to an activity log?

REQ-14.1 Route Applications: The College/University, ESD and OSPI based users must be able to route applications via work queue based on the activity log.

For example if an application needs to be routed to OPP these users should be able to route the application using the activity log. The RFI released earlier contained the sample of current activity log.

8. Page 18 REQ 16 – Please detail what information is considered the applicant's profile.

REQ-16 System must maintain a history table for applicant's or educator's profile.

For details see data elements defined in Attachment F. The most frequently changed, but not limited to, are names, addresses and endorsements.

9. Page 20 REQ 22.4 – Please provide an explanation as to the length of an applicant essay. Is this a free text entry or an uploaded essay?

REQ-22.4 Collect Applicant's resume

Free text entry. Text length has not been determined.

10. Page 21 REQ 23.4 – Please provide an explanation as to the key fields from imaged documents. Are document templates provided to the applicant that they must use or are they free form?

REQ-23.4 Ability to track key fields on imaged documents using data recognition technologies.

No templates are provided to the applicant. The imaging system will have the capability to retrieve, view and link annotations to indexed images. Images will contain metadata and key that will link images to applications.

11. Page 25 REQ 28.4 – Please provide an explanation as to intent of this requirement related to group announcements and personal message waiting.

REQ-28.4 Ability to send email indicating you have a group announcement or personal message waiting.

The intent of this requirement is that the applicant will receive a short message in their personal email accounts that they have a new message waiting in their e-cert account.

12. Page 27 REQ 30.13 – Please provide an explanation of the requirement and intent of a "Rush request switch". How does this impact OSPI staff?

REQ-30.13 Set Rush request switch: The Application Administrator must have an ability to set the rush request switch. Setting the switch to `Yes`, would allow all the school districts to submit a rush request for an pending application, setting the switch to `No` takes away the ability to submit an rush request.

If a school district submits a `Rush` request for a pending application, the application would display on top of work queue for OSPI to review.