



CT- Adult Education Reporting System

Frequently Asked Questions (FAQs)

The Connecticut State Department of Education (CSDE) is seeking to develop a secure, Web-based adult education data management, information, accountability and warehouse system for use across the state implemented no later than July 1, 2020. The system must be user-friendly, adaptive and agile enough to respond to the reporting requirements under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title II, Adult Education and Family Literacy Act (AEFLA), and meet the data needs of local providers and the CSDE Adult Education Unit (AEU), including timely response to future changes particularly in federal reporting. Please see the Statement of Work for full details: [https://portal.ct.gov/-/media/SDE/RFP/%20Procurement Announcement for CT Adult Education Reporting System.pdf?la=en%20](https://portal.ct.gov/-/media/SDE/RFP/%20Procurement%20Announcement%20for%20CT%20Adult%20Education%20Reporting%20System.pdf?la=en%20). As questions are submitted to the department, this FAQ will be updated for all interested parties. If you would like to submit a question for clarification please do so to: Ajit Gopalakrishnan at: Ajit.Gopalakrishnan@ct.gov.

>>>1. What is the timeline for the whole process? We have the due date, but looking for an award date to see how long it will be from the date it is awarded to the date that the system would need to go live.

Due date:	May 4
Award date:	May 22
Anticipated date to go live:	June 1

>>>What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

The Statement of Work contains the requisite details.

>>> Can an approved reseller submit a proposal on behalf of more than one vendor?

Yes.

>>>> Do vendors complete the RFP on letterhead, templates, etc. and the reseller simply submits it on our behalf? What is the role of the approved reseller in this process? Is there an expectation from the CSDE that the reseller has more involvement not just in the submission of the RFP but throughout the implementation of the project?

Please contact DAS Procurement for contract administration questions. The contact person at DAS Procurement is Gregory Mooney. His email address is Gregory.Mooney@ct.gov and his phone number is 860-713-5755

>>> Per the Scope of Work: “To be considered for this procurement, all work plans/proposals in PDF format must be received” – Is there a limitation on size of the PDF file to be submitted?

We recommend that the PDF file not exceed 25 MB. All proposals received by CSDE will receive an acknowledgement via reply email. To ensure that there are no technical difficulties with the transmission, we strongly recommend that proposals be submitted at least a day in advance of the submission deadline.

>>> What is the evaluation criteria/weightage for the winning bid for experience; qualifications; product features; price proposal; etc.?

As mentioned on page 30 of the Statement of Work, “All proposals responding to this statement of work should address each of the items detailed below.” The CSDE will select the proposal that best meets its needs.

>>>Are you expecting to build the entire system from the scratch or are you open to a proposal for customizing an existing off-the shelf product?

We are open to customizing an off-the-shelf product so long as the adaptive nature of the system outlined in the Statement of Work can be accomplished.

>>> Would you consider a phased in approach where we go live with active students, then historical date after the system goes live?

Yes, we would certainly consider a phased in approach.

>>> How many diplomas do you currently produce per month/year? Can you break it down between GED, AHCDP, NEDP?

In 2018-19, a total of 2,094 individuals earned diplomas through the adult education pathways offered in Connecticut: AHCDP=1028 diplomas, NEDP=166 diplomas, and GED=900 diplomas.

>>> We have reports that are similar in our system, would that be acceptable?

Yes, however there may be instances where certain reports can be revised to meet state and program needs.

>>> Does the work plan section represent the complete guidance for the cost proposal?

Yes, however the selected vendor would need be able to also produce GED transcripts and state diplomas as well as produce transcripts with internal and external credits for students enrolled in the Adult High School Credit Diploma Program.

>>> If yes, is it expected to have the following components:

- **Development cost for 25 customized reports already in CARS.**

These are standard reports necessary to run any adult education program. Already existing reports of a similar nature are acceptable.

- **Development cost for any features that vendor is missing.**

There may be the potential for development costs as necessary.

- **Implementation costs for training and rollout of product.**

Yes, it should be included for cost proposal.

- **Personnel cost for project manager and systems analyst.**

Yes, it should be included for cost proposal.

- **Annual licensing cost to include tech support, maintenance, hosting, backup, etc.**

Yes, it should be included for cost proposal.

>>> Do we understand correctly that the support of a project manager and systems analyst is needed only as long as any development period and for statewide implementation of the new system?

The adult education providers will need access to a helpdesk. The Connecticut State Department of Education will need an assigned liaison, who does not need be dedicated only to our state.

>>> Will there be a period for formal questions? Or, we can submit all questions informally?

As questions are submitted to the department, this FAQ will be updated for all interested parties. If you would like to submit a question for clarification please do so to: Ajit Gopalakrishnan at:

Ajit.Gopalakrishnan@ct.gov.

>>> “The system must be able to identify the areas needing improvement on a class-by-class and individual student basis, showing scoring assessments or hours that are required to advance an educational functioning level.” Is this only in regard to the post-test form the student should take, and the number of hours needed to meet the recommended minimum between pretest and post-test? Or, is there a formula used to predict the score gain after X hours in order to reach the next EFL?

The system should show the number of hours needed to meet the recommended hours between a pre-test and a post-test. The system should also display the measurable skill gain between pre- and post-tests and EFL level by individual student and by class.

>>> “The system must have the integrated ability to develop and manage surveys for collecting and reporting outcomes.” Is the survey needed for NRS Core Performance Follow Up such as employment and earnings? Or is the survey intended to be customizable for multiple purposes?

Both, the main purpose is for NRS follow up; however, we want a system flexible enough that Adult Education providers can use this feature for other purposes also.

>>> TR.16 states: “Require necessary data elements to be compatible to CSDE formatting.” Is there any documentation available on the formatting required by CSDE?

Currently we use SQL Server format. Future reports must have the ability to export in both Excel and PDF formats.

>>> SM.8 states: “Configure system for CSDE branding.” Is this in regard to reports only? Or also to the application interface?

Reports should have CSDE branding and the applications should contain the name/logo at least on the homepage.