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1. Page 4 – Requirements list, 8th bullet - Integration with the SLDS data warehouse for data collection, reporting and analysis; Integration with the SLDS data warehouse for data collection, reporting and analysis;

   How does the MDOE envision this integration working if the vendor is hosting?
   a. Ability to export data in industry standard formats (e.g. CSV, Excel)

   Is an upload of the database every night sufficient?
   a. Not required. The data warehouse provides point-in-time snapshots of data

   Does MDOE expect vendor to write an import program to pull the data into the SLDS?
   a. No

   Will the vendor be responsible for any reports of certification data coming out of the SLDS?
   a. Not a RFP requirement

2. Page 9 – Section 1.20 - Failure to comply with a mandatory requirement is not a minor deficiency or informality that will be waived.

   It was unclear if ALL requirements listed are mandatory or just a subset. Can you clarify if all listed requirements are mandatory, or if a subset, then what is the subset of mandatory requirements. For instance, if all listed requirements are mandatory then even a small difference in how something is implemented in the COTS solution could make the RFP non-responsive per the statement above.
   a. Bidders are expected to respond to all RFP requirements.

3. Page 11 – Section 2.2.1 – Requirement 5 – Data Integrity and Validity

   Can you clarify what the MDOE is looking for in a response to this requirement?
   a. The system must provide the ability to check data integrity and validity via various cross-referencing field verification checks.

4. Page 11 – Section 2.2.1 – Requirement 7 – Microsoft Office Compatibility

   Can you clarify what the MDOE is looking for in a response to this requirement?
   a. The system must provide the ability to utilize Microsoft Office 2000 and its evolutionary replacement for spreadsheets, narratives, summaries and face sheets (detailed history documents).

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5. Page 11 – Section 2.2.1 – Requirement 9 – Provide software assurance guarantees.

   Can you clarify what the MDOE is looking for in a response to this requirement?
   a. All provided software must include warrantees.

6. Page 11 – general question – Does the MDOE have a single sign on system with which the vendor will be expected to integrate?
   a. No

7. Page 12 – Section 2.3.2 – Question 6 – Provide the capability for the System Administrator to add, change, or delete application areas and application pages.

   Can you provide your definition of "application areas" and "application pages'?
   a. Customizable areas or pages within the application.

8. Page 13 – Section 2.3.2 – Question 12 – Provide the capability for the System Administrator to create organizations. Organizations may be hierarchical.

   Can you provide your definition of "organizations"?
   a. A hierarchical organization is an organizational structure where every entity in the organization, except one, is subordinate to a single other entity (e.g. State/Districts/Schools)

9. Page 14 – Section 2.4.2 – Question 3 – Provide the ability to integrate with the current State Active Directory and the evolving user store (ASP.Net) for passing credentials for user identification and application access.

   Does the MDOE anticipate that all educators accessing the system will be added/maintained in the active directory store?
   a. No, only MDOE users and staff employed by the school units.

   Will this include educators that are not associated with a Maine school district such as out of state applicants?
   a. No
   Does the MDOE active directory store have the ability to store system and security group information that can be returned upon authentication?
   a. Yes

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10. Page 14 – Section 2.5 – Question 9 - Provide the ability to accept test scores from vendors and transcript files directly into the system.

    Is the MDOE currently getting electronic transcript files?
    a. **PDF only.**

    Are they in PDF format (image of the transcript) or are the electronic transcripts in an ASCII file type format that can be read and imported?
    a. **PDF format**

    Can you send a copy of what the MDOE is current receiving and outline how that process is currently working?
    a. **Transcripts are currently sent directly from the postsecondary institutions through secure file transfer.**

11. Page 17 – Section 2.12.1 – Owned Software - Unless otherwise indicated, The State of Maine will retain all ownership of any documentation, source code, and all other work completed at the time of termination. This shall include the return of data in a readable format by an approved application. Transfer will be made at no additional cost to the state.

    Please confirm that the MDOE expectation is NOT to own the COTS source code resulting from this RFP.
    a. **This section does not apply to non-customized COTS source code.**

12. Page 22 – Section 3.4.2 – Section b – The "Official Proposal" containing the signed, original response to this RFP and Ten (10) paper copies, as well as one copy in electronic format using Microsoft Word shall be delivered in sealed package(s) no later than 2:00 pm on March 17, 2015. The Technical Proposals and general information shall be sealed in one envelope and one (1) copy of the Cost Proposal shall be sealed in a separate envelope. The entire package, containing all required response forms and other required information should be submitted together.

    Please confirm that you want 11 total printed copies of the narrative proposal (1 original and 10 copies), 1 copy of the narrative proposal on CD , and only 1 copy of the printed cost proposal with no copies of the cost proposal on CD.
    a. **That is correct**

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13. Page 23 – Section 4.1, Question 2 – All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.

    Please confirm that page numbering should start with the content for section 4.2.1 Cover Letter.
    a. This is correct

14. Page 23 – Section 4.1, Question 3 – …Number each response in the proposal to correspond to the relevant requirement or instruction of the RFP.

    The text above instructs the responder to keep the response number the same. Is the MDOE expectation that under section 4.2.3 Technical Proposal, that the numbering will start with 4.2.3 and then go through each of the requirements sections? The requirements sections start with the numbering system of 2.2.1, 2.3.1, 2.3.2, etc. Is the vendor being instructed to keep the 2.2.1 numbering system intact within the 4.2.3 response section? How does the MDOE envision the numbering for the 4.2.3 Technical Proposal section? There seems to be two possible numbering schemes that could be used for this section.
    a. Bidder responses should refer to the requirements sections being responded to.

15. Page 26 – Section 4.2.4 and Section 4.2.5

    Can you clarify that Section 4.2.4 is the initial proposed Microsoft Project work Plan while Section 4.2.5 is the narrative to explain that plan?
    a. That is correct.
    In addition, can you confirm whether or not 4.2.5 should be included as a subsection of 4.2.4? As the numbering is the same, but 4.2.5 is not included as its own section in the outline provided in Section 4.6, Proposal Organization.
    a. Section 4.2.4 should include a project plan/Gantt chart or equivalent and Section 4.2.5 address the bulleted items listed in the section.

16. Page 27 – Section 4.6 – Proposal Organization - To ensure consistency of presentation, to ensure that MDOE personnel can easily find required information, and to ensure that all requirements have been addressed MDOE requests that proposals be organized as follows:

    Can you clarify how you want the proposal numbered? For instance, would you want section c titles listed for 4.2.3 to read c.4.2.3.x or c.2.2.1.x? There are two possible numbering systems and the proposal says you have to keep the same numbering, creating some ambiguity.
    a. See response to question 14.

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17. Page 29 – Section 5.1 – Proposal Evaluation Process - The review will verify that the proposal was received by the date and time specified on the cover page with the correct number of copies and the presence of all required signatures

    Can you confirm how many signatures are required and where they are required? There is only one signature listed in the RFP which is on page 24 under the technical section 4.2.1.3 Signature. On page 7, Section 1.8, section b, it says that a signature is required on the cost section but the cost breakdown section does not outline a signature in section 4.3 cost proposal on page 27. There is also no signature line on the cost proposal form in the appendix.

    a. See Section 4.2.1.3

18. Section 1.1 page 4 Data Conversion

    What platform (Unix, file server, database server) do the existing data files reside?

    a. COBOL/UNIX (legacy) and MS SQL (MEDMS)

    What format (flat files, VSAM, relational, other) does the existing data reside?

    a. Flat files – COBOL/UNIX (text), MEDMS (tab delimited text)

    How many records are in the existing data store?

    a. Approximately 2 million records

    Will the data conversion include image or attachment data?

    a. Not planned at this time

19. System Integration, page 4

    Can you expand on the type of system integration between the system and the SLDS? Will this interaction be limited to exporting files from ECS to SLDS?

    a. See Question 1.

20. Digital Files, page 4

    Do you intend for ECS to be capable of searching for data within an image containing text? Or does ECS merely need to search for file names and file type?

    a. File names and file type

21. Section 2.5, page 14, item #15

    Can you provide the number of different types of attachments that are required to be scanned into ECS?

    a. Primarily PDF

    What is the approximate storage requirement for the anticipated new scanned documents per month or per year?

    a. Not determined at this time

22. Section 4.3, page 27

    Is there a budget limit set or anticipated for the Educator Credentialing System?

a. Approximately $500,000