**Request for Quotes: #2020-001**

**Work-based Learning IT Platform**

**Questions and Answers**

1. Is there an existing identity management system or documented SSO requirements?
   1. No there is not.
2. For FERPA and COPPA compliance, will a third-party organization audit the application? If so, who?
   1. Currently there is no formal audit planned. However, all parties utilizing the application may request an audit to ensure alignment with FERPA and COPPA compliance.
3. Can you define the required roles needed in the system? What permissions or restrictions will these roles have?
   1. The roles will be students, schools (teachers, administrators like principles and school district personnel), community-based organizations (case managers/career navigators), employers and EmployIndy staff (program staff and system administrator staff). Levels of permission will need to be centrally controlled and established to be toggled by EmployIndy overall and have specified system toggle abilities for specified users in each type of overall vertical role structure.
4. Can you provide a high-level timeline and rollout plan for the various user groups?
   1. Preferred timeline is to roll out the application in January 2021.
5. What is the impact of COVID-19 restrictions on rolling out experiential learning?
   1. Career Exposure and Career Engagement activities (primarily Talks, Tours, Days, Prep, and Mentor) have been shifted to virtual, and are currently being planned and executed with the four IPS High Schools. Career Experience (Internship) activities have been delayed by school district and employers. Working to adjust to current restrictions and plan for 2021 experiences.
6. What is EmployIndy's long term strategy for this work-based learning IT platform?
   1. The work-based learning platform is intended to be a resource for all applicable schools partnered with the Talent Bound continuum. The platform is furthermore, meant to be integrated into the EmployIndy CRM (Dynamics), the Ascend network for matching students/youth to employers and to Project Indy for data collection and dashboard information. There is likelihood for additional integrations int the future as well.
7. Who is responsible for organizational change management with the rollout of this application with end-users?
   1. All EmployIndy personnel are expected to comply with utilizing the platform as required for their role. Oversight of the platform and change management of the organization will be overseen by the VP, Data and Strategy in partnership with VP, Business Solutions.
8. Who is inputting students' time into their timesheet? Is this timesheet information made available to other users?
   1. Students or student representatives (teacher, case manager, etc) will be entering this information. Data should aggregate into reporting that may be incorporated into the CRM for reporting. No individual timesheet information will need to be shared outside specified user groups.
9. Is integration one-way or bi-directional between Student Assessment systems?
   1. Integration will be one-way with data from the Student Assessment systems flowing to the Dynamics CRM.
10. What CRM platform is required for integration?
    1. Microsoft Dynamics.
11. Where are attachments to opportunities stored, in the cloud or in an on-premise solution?
    1. Currently attachments (MOUs) are stored in an on-premise solution. Future state MOUs will be stored in Dynamics.
12. Is training specific for EmployIndy employees, or does this include end-users?
    1. Training on system to all users specialized on their permissions is preferred along with user specific manuals. Dependent on complexity of role training can be adjusted to utilize train the trainer model.
13. It appears from the RFP that you may have an Off the Shelf solution in mind. Is this the case, or are you open to a custom-built solution?
    1. EmployIndy is seeking a solution to meet the specified requirement detailed in the RFQ.
14. Are you looking for Software as a Solution or would you prefer to own the system and save the license fees?
    1. EmployIndy is open to either and selection will be dependent on solution presented and overall costs.