1. Please provide detail on the Access databases that you currently have. What do they contain? What is their structure? Do you want them imported into the new system?

The Access database currently contains three interconnected databases. Each database is dedicated to the functions of the three units within the Academic Affairs division: Licensure and Accreditation (L&A), Postsecondary Occupational School Authorization (POSA), and State Authorizing Agency (SAA). There are some common tables between the databases, such as users and school information (with related fields). The tables within the databases have been normalized. The successful vendor will be provided with a detailed table layout for the various databases.

Each database also has a number of canned reports that are available. As the database is old, there are aspects of the database that are no longer utilized. There are several functions which are not currently in the Access database that we would need in the new system, such as the work with SARA. We do not need the structure of the database imported, but there are legacy data that we would need imported. For example, information about the schools and programs need to be imported with the associated fields (e.g., name of school, name of program, CIP code, etc.). The import process would involve mapping the fields in the tables of the Access database into the new database.

2. What is the significance of the 9/1/2021 implementation date?

We are aiming to get the database implemented as soon as possible for a variety of reasons. We would like the vendor to be able to do an implementation by this target date or as close to this target date as possible. We will work with the selected vendor to make sure both OHE and the vendor can meet the dates agreed upon.

3. How do you envision the dashboards for the 3 organizations to work – L&A, POSA, SAA? How does their current information exist? How do you envision integrating their current information?

At the moment, we are envisioning at least two levels of dashboards. One level is for staff that work with the schools and another at the supervisory level. These would be performance dashboards that provide important tracking information for users. Such information could include when a school renewal is coming up, deadlines that are missed (e.g., what materials are late from a school), counts of student complaints that are pending or completed. The dashboard could consist of the various areas outlined in the workflows of the SOW and tracking information in each of those areas. We will work with the selected vendor to help define the requirements of the dashboard.

4. On page 5 and in the checklist, you request the ability to import and export information. What kind of information will you be importing for an on-going basis (e.g., Ability to perform batch updates to defined data fields)? What kind of information do you need to export on an on-going basis?

We are looking for some flexibility with regards to importing and exporting information. Anywhere from the ability to import/export batch csv files to being able to establish an API. OHE exists within an ecosystem of other organizations and agencies with the need to share data. For example, OHE needs to be able to share data with the CT Department of Labor. CT DOL imports information into their system(s) about academic programs. We also share information with the US Department of Education where we need to export data as a csv file. Some sharing will be done on a relatively frequent basis, such as once a week, and some more infrequently, such as once a year. All of the fields for import/export would be alphanumeric.
5. Please explain your current process for online payments and what system supports that?

We have no current process and would need to develop one for the new system. We will work with the selected vendor to help define the requirements of this.

6. What functionality are you expecting in Edvera for Refunds?

To be able to track individuals who have requested refunds, track the workflow process, and if a refund was issued and related details.

7. How do you handle refunds from institutions today?

This is currently tracked in the Access database.

8. Is the process for paying curriculum specialists a requirement from within the system?

We would like the system to be able to autogenerate the forms required for processing by the finance office and confirmation that the specialist was paid. If possible, importing information from the CT Core financial system.

9. Please provide more detail on the need for classroom site at each branch location to be tracked.

We need the ability to identify/link classroom site by branch location. This is currently being tracked within the Access database system and would like similar functionality within the new system.

10. What integration is needed with the finance department of OHE? Will they score financial statements within the system?

We typically give the Finance Department the school's/institution’s financial statements and they return it back to us with a score using an Excel worksheet they have. Ideally, it would be nice to translate this Excel worksheet into the system, so that someone from the Finance Department can use it, score it and leave comments as appropriate within the application, not a separate Excel spreadsheet.

11. How do you envision certified letters being provided?

We would need the system to have a document template that could autogenerate letters that we can send by certified mail.

12. What databases or systems do you use now to handle student information – refunds, transcript requests, POSA complaints?

Most of this is being currently tracked within the Access database. Things not being tracked in the system are tracked manually (pen and paper or a separate Excel document).

13. What functionality are you expecting in Edvera for Transcripts?

Ideally such a system would be able to receive a transcript request, locate the desired record, and allow a user to print an autogenerated letter along with the transcript information. There would be significant work required to rename/restructure our current transcript records to allow a system to locate it. Right now, the process is done manually through an ad hoc search to find the right record. We will work with the selected vendor to help define the requirements of transcripts.

14. For New Institution and New Program Licensure and for Accreditation, please explain how you want to gather input from all current institutions.

We would like institutions to input the information themselves via an online portal and allow us to verify the information is correct before posting/processing.
15. For schools submitting documents for VA database, what format is needed for the export and import into the VA database?

The VA and SAA databases are two very different systems. We would need to be able to receive documents, mostly PDFs, to store and then email to the VA side. In some cases a narrative (pdf) populated with information entered would be helpful to upload to the VA system. However, to be clear and at this time, we DO NOT expect any integration into the VA database.

16. For SAA, please explain the details of what is need for scheduling survey visits in the system.

For Compliance Survey Visits, Risk Based Surveys and Inspection Visits, we will need to be able to create a notification letter and checklist for each, identify the date the survey will be conducted, track the date referrals (correction of an error found during the visit) were sent to VA, notify us every 14 days after that date until the referral is acted upon, and track the date the survey is completed and when the report is submitted to VA.

17. Please provide more detail on these requirements:
   a. Ability to report on trends/changes for a given time period
   b. Ability to build comparative reports
   c. Ability to generate performance metric reports based on defined data fields
   d. Ability to download reports into user defined formats
   e. Ability to download screen data into user defined formats
   f. Ability to "drill down" on some reports
   g. Can import external data for reporting

We do need the ability to perform/provide the aforementioned items. We will work with the selected vendor to help define the requirements of the aforementioned areas.

18. Please provide more detail about the referral form process (generating and tracking progress in the referral form process)

Assuming you are referring to the Compliance Survey Process within SAA, the findings of the compliance survey need to be identified and tracked within the system. A summary of the findings is generated and then sent to the school with appropriate actions and timeframes. We will work with the selected vendor to help define the requirements of this area in more detail.

19. Are you envisioning a separate curriculum specialist database with contact info sorted by specialty?

The curriculum specialist “database” should be interconnected with the rest of the system. We would need the system to: record information about the specialists (name, contact information, specialty, resume, licenses, previous visits done, evaluation forms completed for schools), whether they are available to doing visits (i.e. status), and the ability to mass communicate with specialists in a specific specialty to check for availability. For example, when a site visit is coming up and a specialist is needed, officers need to be able to mass communicate with specialist in the field to see if they are available and also specify the days they would be available to do the visit. It would be helpful if specialists have their own access so they can respond to requests, access material, etc.
20. Please expand on the requirement for custom views. *(Can configure an unlimited number of custom views)*

OHE may get requests for information or may need to perform a new function which would require a different view of information or to produce a different report. We need to be able to customize this information on an ad-hoc basis to be responsive to requests.

21. Please expand on what would make an award lifecycle unique. *(Ability to define unique award lifecycles (workflows))*

OHE does not understand the question and/or what you are referring to. As such, we cannot provide a response to this question.