

Functional Deliverables (Business Challenges) (BC) Requirements Technical Proposal Response

Bidder's Name: Enter Bidder Name Here

Instructions:

- For each requirement contained within this document a response is required.
- If additional space is needed Bidder should clearly label their response with the requirement identifier.
- NYS reserves the right to allow the Bidder to correct obvious errors of omission.
- Within each of the responses, identify which requirements from Attachment 2.01 – Technical Proposal – Functional Requirements Matrix will be met.

For each of the following business challenges, provide detailed responses as to **how** the Bidder's system meets the requirement.

Rqmt. No.	Requirement Description – Integrating Examination Definitions
BC1	Information created in one process is routinely relied upon and used in other processes. For example, once a test plan is defined, exam announcements are generated based on the definition of the examination. Similarly, the scoring parameters, a part of the exam definition, drive the scoring algorithms used in the execution of test scoring. Bidder shall explain how data related to examinations and tests can be shared between systems and between functions within the solution.
Bidder BC1 Response:	

Rqmt. No.	Requirement Description – Delivering Tests Using a Variety of Media
BC2	At times, DCS delivers the same test using more than one delivery method; for example, paper booklets with scanned answer sheets in some locations and computers or web delivery in others. The responses collected with the varying delivery methods, however, need to be combined and processed together to arrive at a single set of scores. Bidder shall explain how the solution supports delivery of tests using varying methods efficiently and effectively.
Bidder BC2 Response:	

Rqmt. No.	Requirement Description – Creating “Examination Series” Containing Tests with Shared Content
BC3	Candidates sometimes participate in several related examinations on the same day. These related examinations may share common test material; examinations that share common test material are presented together in what DCS calls “Examination Series”. When candidates participate in multiple, related examinations with common test material, they respond to the common test material only once. Candidates’ examinations scores are calculated using their responses to the common test material as many times as needed. That is, many scores may

	<p>be generated for a candidate by using the same set of responses repeatedly. Because candidates may not be taking all of the test material presented in an examinations series, they are given instructions on which questions they must answer for the examinations they are taking. (See Appendix C – Examination Series for a sample test and question chart and examination listing.)</p> <p>Bidder shall explain how the proposed solution supports the concept of an “Examination Series” to build tests, deliver common material and score multiple tests for a candidate efficiently and effectively.</p>
<p>Bidder BC3 Response:</p>	

Rqmt. No.	Requirement Description – Holding Tests over Several Days
BC4	<p>There are multiple reasons why a test may be held over several days. First, the quantity of written test material requires two or more days to administer. In such cases, once all of a candidate’s responses have been collected, they are combined and treated as a single test. Second, there are so many candidates that a test needs to be administered in several sessions held over several days. One procedure used to maintain test security under the second circumstance is to scramble the order in which subtests are presented in the different sessions. The solution needs to be able to track, score, and report on each subtest correctly, regardless of the order in which the subtests were presented to candidates.</p> <p>Bidder shall explain how their solution supports holding tests over several days.</p>
<p>Bidder BC4 Response:</p>	

Rqmt. No.	Requirement Description – Granting access on a “need to know” basis
BC5	<p>Access to data, processes and workflow is granted solely to the individuals or groups that require such for the completion of their job duties for a given work assignment. For example, a staff person may have the ability to define the minimum qualifications and the number of tests for a given examination but does not have access to the test questions or the answer keys. Similarly, a staff person may have the ability to add, delete, or modify some of the questions in a test, but is limited to read-only access for other test questions. Access granted to staff may change fairly frequently as work assignments may be of long or short duration.</p> <p>Bidder shall explain how their solution supports access on a “need to know” basis.</p>
<p>Bidder BC5 Response:</p>	

Rqmt. No.	Requirement Description – Selective Certification/Training and Experience Evaluation:
BC6	<p>DCS administers on-line examinations that collect and score information from candidates about their education, training and experience. In addition, for some exams, DCS has candidates indicate whether they possess specific education, experience or skill sets which have been identified as essential to perform the duties of a position; this is in addition to a written test. This enables DCS to filter the candidates for the exam based on the unique qualifications needed for a specific position and present to the hiring agency only the candidates who meet those qualifications. See Appendix D – Selective Certification.</p> <p>The solution should be able to:</p> <ul style="list-style-type: none"> • Collect information regarding candidates’ education, training, and experience. • Allow Agencies to create position profiles. • Filter candidates based on the education, training, and experience they report. • Score candidates based on factors such as the following: <ul style="list-style-type: none"> ○ number of years of experience ○ number of semester credits ○ type of degree held • Enable more complex scoring capabilities and formulae such as: <ul style="list-style-type: none"> ○ Scoring of experience based on pertinence to the job ○ Scoring that accounts for recency of training and experience ○ Scoring that accounts for maximum value of experience beyond which no additional value is realized. <p>Bidder shall describe how their solution supports these candidate selection capabilities including details relative to the collection and scoring of training and experience exams.</p>
Bidder BC6 Response:	

Rqmt. No.	Requirement Description – Scheduling complexity:
BC7	<p>There are several aspects to scheduling that create significant challenges. It is not uncommon to have 25-50 different tests with different or overlapping candidates scheduled for a single test session at a single test site. While many scheduling systems assume that individuals in the same room are participating in the same event (test, lecture, etc.), DCS candidates might be sitting side by side but participating in different tests. Similarly, ensuring that the correct test materials are produced in the needed quantities and provided to the correct candidates is critical. The solution needs to provide reports related to tests, test content, test sessions, and test candidates in a way that allows DCS to efficiently determine which test materials need to be produced, the quantities that are needed, and where they need to be sent.</p> <p>Bidder shall describe how their solution supports this complex scheduling.</p>
Bidder BC7 Response:	