

Functional Deliverables – Scheduling (SC) 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.

Examination and candidate scheduling business functions related to the requirements presented below are described in the following numbered Use Cases. Please refer to these Use Cases before preparing your responses.

- Use Case 5 – *Candidate Examination Scheduling*
- Use Case 7 – *Create and Modify Site Profile*
- Use Case 8 – *Manage Examination Locations*
- Use Case 10 – *Schedule Examinations*
- Use Case 11 – *Assign Examination Staff*

For each of the following requirements, provide detailed responses as to **how** the offered solution meets the requirement.

Rqmt. No.	Requirement Description – Overview
SC1	<p>The scheduling system should provide a highly flexible and robust tool for scheduling and managing locations, examinations and candidates.</p> <p>The system should support the management of these schedules by internal users and/or other agency users based on access control. The test sessions that are scheduled might run over a full day, multiple days, a few hours in AM/PM segments, and/or in combinations. Scheduling, siting, or placement might be done by internal users for all candidates for an exam (bulk scheduling), or candidates may be allowed to self-schedule. Local governments will be able to schedule their exams, candidates, and sites as well.</p> <p>The bidder should describe at a high level the functionality, flexibility, configurability and volumes supported out of the box. If customization (not configuration) is required to meet the business functions described, please indicate and explain.</p> <p>The bidder will have an opportunity to provide specific, detailed information regarding these areas in the requirements that follow this one</p>
Bidder SC1 Response:	

Rqmt. No.	Requirement Description – Test Site Management
SC2	<p>The scheduling system should enable users to define and manage test sites for computerized testing, and paper and pencil testing as applicable.</p>

	<p>The system should allow staff to map out calendars and schedule test sites for testing seasons (i.e. September to June) and for individual dates.</p> <p>The definable characteristics of test sites should include data elements such as address, candidate capacity, parking capacity, availability of public transportation, equipment available, room condition, and much more.</p> <p>The system should permit users to track and manage test sites with respect to overall capacity and also availability on specific dates at specific times. This includes defining the capacity for each test site on specific dates.</p> <p>The system should also be able to manage and track which test proctors (staff) are associated with the site, their availability, and the dates and times they are scheduled to work.</p> <p>For computerized testing, the system should provide the information necessary to define the computer setup available at each location.</p> <p>For paper and pencil test administration, the system should be able to determine the quantity of unique test booklets required at a given test site at a given time according to the candidates scheduled and the test they are taking.</p> <p>The system should support the management and control of test booklets by tracking their deployment, usage, and collection, and support management of other supplemental materials as required.</p>
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Bidder SC2 Response:

Rqmt. No.	Requirement Description – Scheduling candidates
SC3	<p>The scheduling system should provide the ability to schedule candidates at each test site for specific dates and times, and if needed, to schedule them for specific rooms within the test sites. As candidates are scheduled for specific dates and times, either through bulk scheduling or self-scheduling, the system should be able to track the remaining capacity and limit scheduling of additional candidates according to what is available.</p> <p>Both bulk scheduling and self-scheduling should be highly automated. The system should be able to schedule candidates according data in their profiles (such as zip code) and attributes of the various test sites, for example, scheduling candidates first for the test sites nearest to their listed place of residence.</p> <p>The system should be able to match candidate profiles with test site profiles and make determinations such as the appropriateness of a test site for a candidate who needs special accommodations.</p>

Bidder SC3 Response:

Rqmt. No.	Requirement Description – Security
SC4	<p>The scheduling system should provide flexible and robust security that controls access to schedules by individuals, localities, agencies and internal users. It should allow access to be controlled such that individuals can accomplish what they need to accomplish without opening the system to unauthorized use or modification.</p>

Bidder SC4 Response:

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Rqmt. No.	Requirement Description – Schedule Adjustments
SC5	<p>The scheduling system should support changing and/or canceling scheduled tests, and sending the appropriate notifications to candidates and proctors as needed.</p> <p>The system should enable users to manage candidate requests for reasonable or religious accommodations, alternate test dates, and other individual scheduling needs. Schedule moves and changes should be supported such that individuals and groups of individuals can be moved between days, sessions, sites and tests.</p>

Bidder SC5 Response:

Rqmt. No.	Requirement Description – Usability/Navigation
SC6	<p>The scheduling system shall provide users the ability to navigate throughout the solution to access all of the essential functions needed to perform their tasks.</p> <ul style="list-style-type: none"> • The system shall provide a user dashboard based on user's role, assigned unit and access rights. • The proposed solution shall provide candidates access to their schedule of exams/tests. • The solution shall enable site administrators and monitors to manage the computers during test administration.

Bidder SC6 Response:
