Addendum #3
(Posted 01/11/2017)

## DEMONSTRATION CHECK LIST

The focus of the product demonstration will be the execution of the District's Demonstration Checklist. The demonstration checklist provides a list of mandatory and desirable requirements of the RFP. The evaluation team will verify compliance with all such requirements.

| | **Criteria** |
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| 3. | **General System Requirements (Section 2) 10%** <br> Details vendor's online system with regard to each of the following attributes, functionalities, capabilities |
| | a. Attributes- Customized approach to college/career planning k-12; building, maintaining, accessing student portfolio; demo available for SFUSD. |
| | b. Functionality– Mobile application, group email, 1:1 use; importing/exporting of student, teacher, parent data. |
| | c. Capabilities – number of users; administration; customizable permissions. |
| 4. | **Functional Requirements (Section 3) 35%** <br> Includes a detailed description of the online system's program organization and provide sample activities/tools, assignments, resources and assessments that are engaging, student/parent/staff friendly that provide multiple ways for students to plan and enable them to meet their college, career and/or life goals. Addresses whether and how it incorporates 21st century learning skills and identifies opportunities for students to engage in higher-order reasoning and critical reasoning at all levels. |
| | **a. Academic/Course Planning** |
| | i. Student: create SMART goals; review and track requirements, dashboard. |
| | ii. Course:  option/requirement publication; create-lessons, individual plans, academic goals-based on readiness needs. |
| | iii. Other: track assessment; email students on task completion. |
| | **b. Career Planning** |
| | i. Student assessment tools, integration into learning plans, tracking/managing service hours. |
| | ii. Career profile. |
| | iii. Job Skills-includes resume building, maintaining, interviews /internship interviews. |
| | **c. College Planning** |
| | i. College ready assessment prep plans and research tools |
| | ii. Demonstrate student to building of college lists; counselor/parents can recommend colleges. |
| | **d. Life Planning** |
| | i. Describes full scope and sequence of a curriculum- guidance in basic life skills such as financial literacy, college knowledge, and other basic non-cognitive skills at all levels. |
| | ii. Includes pre- and post-assessments for each grade. |
| 5. | **Technical Requirements (Section 4) 10%** <br> Identifies technical requirements, technical media resources and copyright and licensing status. Describe the recommended technological configuration necessary to efficiently access and perform all online functions, student, teacher, counselor or parent. Addresses how student records and grades are securely stored (housing of data-access). Identifies any system hardware and software components required on individual, end-users' desktops. |
| | a. Describes the recommended technological configuration necessary to efficiently access and perform |

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| | | all online course functions. |
| | b. | Any system hardware and software components required on end-users' desktop. |
| | c. | Includes Data-access of records; location and ownership of data. |
| | d. | Demonstrates  web based, browser compatibility with district systems. |
| | e. | Specifies access/security- teacher, parent, student. |
| | f. | Refers to Department of Technology Questionnaire |
| 6. | **Online Platform Provider Support** | |
| 7. | **Implementation Plan (Section 6) 25%**<br>Details whether and how Vendor's online system addresses the College and Career Readiness Online Provider implementation plan. Includes: | |
| | a. | Implementation checklist including any related services, staff training/professional development. Q8 |
| | b. | Recommendation of  the support staffing level in order for the District to maintain efficient user support. |
| | c. | System documentation and list all documentation offered for support staff, system users and system administrators. |
| | d. | Transition management process including change management and organizational transformation |
| | e. | Help desk, system support and maintenance offered. |
| 8. | **Cost Data (Section 7 and Appendix B) 20%**<br>Itemize all costs chargeable to District. | |
| | a. | Provides all projected costs and their justifications (i.e. implementation costs, projected training costs, projected support and maintenance costs, anticipated upgrade fees and other cost components). |
| | b. | Clearly specifies any taxes (i.e. sales taxes) chargeable to the District in association with the implementation and operation of Vendor's proposed products and services. |
| 9. | **Reports to the District (Section 9)**<br>Describes various reports and how/when they are accessed and stored. | |