Commonwealth of Virginia
Virginia Information Technologies Agency

STUDENT INFORMATION SYSTEM LICENSED SERVICES

Optional Use Contract

Date:	April 5, 2011
Contract #:	VA-080617-AAL
Authorized User:	All Public Bodies to include VITA as defined by §2.2-4301 and referenced by §2.2-4304 of the *Code of Virginia*
Contractor:	The Administrative Assistants Limited 880 Laurentian Drive, Burlington Ontairo Canada L7N3V6
Contact:	Kathleen Currie Phone: 905-407-6639 Fax: 905-632-9587 Email: contracts@aalsolutions.com
FIN:	98-0223340
FOB:	Destination
Term:	July 1, 2011 – June 30, 2012
Payment:	Net 30 days

For Additional Information, Please Contact:

Supply Chain Management
Virginia Information Technologies Agency

Doug Crenshaw
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E-Mail: doug.crenshaw@vita.virginia.gov
Fax: 804-416-6361

NOTES: Individual Commonwealth of Virginia employees are not authorized to purchase equipment or services for their personal use from this Contract.

For updates, please visit our Website at http://www.vita.virginia.gov/procurement/contracts.cfm

CONTRACT # VA-080617-AAL
CONTRACT CHANGE LOG

Change No.	Description of Change	Effective Date
1	Extends contract term	7/1/10
2	Extends contract term	7/1/11

COMMONWEALTH of VIRGINIA

Samuel A. Nixon, Jr.
Chief Information Officer
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Virginia Information Technologies Agency
11751 Meadowville Lane
Chester, Virginia 23836-6315
(804) 416-6100

TDD VOICE -TEL. NO.
711

March 10, 2011

Ms. Kathleen Currie
Administrative Assistants, LTD.

Ms Currie,

Per Section 3.A ("Term and Termination") of contract VA-080617-AAL, The Virginia Information Technologies Agency has elected to exercise its option to renew the contract for one year, from July 1, 2011 through June 30, 2012. Should you have any questions, please feel free to contact me.

Respectfully,
Doug Crenshaw
Strategic Sourcing Manager
Virginia information Technologies Agency

COMMONWEALTH of VIRGINIA

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11751 Meadowville Lane
Chester, Virginia 23836-6315
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Samuel A. Nixon, Jr.
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TDD VOICE -TEL. NO.
711

June 8, 2010

Ms. Kathleen Currie
Administrative Assistants, LTD.

Ms. Currie,

Per Section 3.A. ("Term and Termination") of contract VA-080617-AAL, The Virginia Information Technologies Agency has elected to exercise its option to renew the contract for one year, from July 1, 2010 through June 30, 2011. Should you have any questions, please feel free to contact me.

Respectfully,
Doug Crenshaw
Strategic Sourcing Manager
Virginia Information Technologies Agency
(804) 416-6160

Student Information System Contract

Between

The Virginia Information Technologies Agency

On behalf of

School Divisions of the
Commonwealth of Virginia

and

The Administrative Assistants Ltd

Contract No. VA-080617-AAL

STUDENT INFORMATION SYSTEM CONTRACT

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STUDENT INFORMATION SYSTEM CONTRACT

THIS STUDENT INFORMATION SYSTEM CONTRACT ("Contract") is entered into by and between the Virginia Information Technologies Agency (VITA) pursuant to §2.2-2012 of the Code of Virginia and on behalf of the Commonwealth of Virginia, (hereinafter referred to as "VITA") and The Administrative Assistants Ltd (Supplier) to be effective as of July 1, 2008 (Effective Date).

1. PURPOSE

The contract's purpose is to provide the Virginia School Divisions with a student information system. This Contract sets forth the terms and conditions under which Supplier agrees to provide the Licensed Services, including access to the Application(s), and any related products and services to the Authorized Users.

2. DEFINITIONS

A. Acceptance

Acceptance shall take the form of completed and successful acceptance testing in conformance with the Requirements as determined by Authorized User.

B. Agent

Any third party independent agent of any Authorized User.

C. Application

The software programs in object code and other related data, including intellectual data, proprietary information and Documentation contained and applicable to the Licensed Services hosted and supported by Supplier under this Contract, as described in Exhibit A, including any Updates, enhancements, and replacements to the Application.

D. Application Users

Application Users shall include, as specified in the applicable order, employees of an Authorized User, independent contractors engaged by an Authorized User, or entities contracting with an Authorized User for services, as well as customers, suppliers, members of the general public, and other entities with whom an Authorized User may find it necessary or desirable to process or communicate electronically in pursuit of its business.

E. Authorized Users

All public bodies, including VITA, as defined by §2.2-4301 and referenced by §2.2-4304 of the Code of Virginia.

F. Computer Virus

Any malicious code, program, or other internal component (e.g., computer virus, computer worm, computer time bomb, or similar component), which could damage, destroy, alter or disrupt any computer program, firmware, or hardware or which could, in any manner, reveal, damage, destroy, alter or disrupt any data or other information accessed through or processed by such software in any manner.

G. Confidential Information

Any confidential or proprietary information of a Party that is disclosed in any manner, including oral or written, graphic, machine readable or other tangible form, to any other Party in connection with or as a result of discussions related to this Contract or any order issued hereunder, and which at the time of disclosure either (i) is marked as being "Confidential" or "Proprietary", (ii) is otherwise reasonably identifiable as the confidential or proprietary information of the disclosing Party, or (iii) under the circumstances of disclosure should reasonably be considered as confidential or proprietary information of the disclosing Party. The Supplier acknowledges that all Information regarding or obtained, collected or disclosed during the use of the Service by the Authorized User and any third party participants for proceedings or events shall be deemed Confidential and Proprietary.

H. Content
Any data, including the selection, arrangement and organization of such data, entered, uploaded to the Application, or otherwise provided to Supplier by Authorized User or by any Application User, and any software and related documentation, from whatever source, provided by Authorized User to Supplier in connection with this Contract.

I. Documentation
The Supplier's user manuals, training materials, guides, product descriptions, technical manuals, product specifications, supporting materials and Updates describing the Application, Licensed Services and Supplier Product provided to Authorized User, in printed and/or electronic form.

J. Electronic Self-Help
Any use of electronic means to exercise Supplier's license or service termination rights, if allowable pursuant to the Contract, upon breach or cancellation, termination or expiration of this Contract or any order placed hereunder.

K. Licensed Services
The operation of the Application and the necessary operating system software, hardware and utilities on Supplier's host computer system, furnishing Supplier Product to Application Users, storing Content and making the Application, Content, and Supplier Product available to Application User(s) via the Web Site, as more fully described in Exhibit A.

L. Party
Supplier, VITA, or any Authorized User.

M. Requirements
The functional, performance, operational, compatibility, Acceptance testing criteria and other parameters and characteristics of the Licensed Services and Application described in the applicable documentation, Exhibit A and such other parameters, characteristics, or performance standards that may be agreed upon in writing by VITA and Supplier or the Parties to an order issued hereunder.

N. Statement of Work (SOW)
Any document in substantially the form of Exhibit D to this Contract which, upon signing by both Parties to the agreement, shall be deemed a part of this Contract, and which describes the deliverables, due dates, duration, and payment obligations for a specific project or engagement in which Supplier shall provide the Licensed Services, including access to the Application(s), to an Authorized User and its designated Application Users. Any Statement of Work shall constitute an order.

O. Supplier
Includes any individual who is an employee, agent, sub-contractor, or independent contractor of Supplier to provide Licensed Services and/or any products or services related thereto under this Contract.

P. Supplier Product
Supplier's proprietary reports, information and data made available to Authorized User and its Application Users as part of the Licensed Services.

Q. Update
As applicable, any update, modification or new release of the Application, Documentation or Supplier Product that Supplier makes generally available to its customers at no additional cost.

R. VITA
Virginia Information Technologies Agency, an agency of the Commonwealth of Virginia pursuant to Chapter 20.1 (§§2.2-2005 et seq.) of the Code of Virginia.

S. Web Site
The Internet site operated by Supplier to provide access to the Application, with the Uniform Resource Locator (URL) specified in the applicable Statement of Work (or any successor URL(s)).

3. TERM AND TERMINATION

A. Contract Term

This Contract is effective and legally binding as of the Effective Date and, unless terminated as provided for in this section, shall continue to be effective and legally binding for a period of two (2) years. VITA may, in its sole discretion, extend this Contract for up to four (4) additional one (1) year periods after the expiration of the initial two (2) year period. VITA will issue a written notification to the Supplier stating the extension period not less than thirty (30) days prior to the expiration of any current term. Expiration of the term of the Contract shall not affect any perpetual license granted hereunder. In addition, performance of an order may survive the expiration of the term of this Contract, and all terms and conditions required for the operation of such order shall remain in full force and effect until Supplier has completely rendered the Licensed Services pursuant to such order.

If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Information and Information Processing category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. Should the Commonwealth decide to formally terminate a non-perpetual license, Supplier shall charge a reinstatement fee of fifty percent (50%) of the annual License fee to reinstate the modules and resume standard support. This does not apply to perpetual licenses.

Should the Commonwealth decide to formally terminate support then the reinstatement fee shall be equal to 50% of the annual maintenance fee.

In addition, School Divisions that purchase software under this contract may use this contract as the basis for renewing the annual maintenance on the software for as long as the School Division uses the software.

B. Termination for Convenience

VITA may terminate this Contract, in whole or in part, or any order issued hereunder, in whole or in part, or an Authorized User may terminate an order, in whole or in part, upon not less than thirty (30) days prior written notice at any time for any reason ("Termination for Convenience"). In addition, VITA may immediately terminate this Contract, in whole or in part, or any order issued hereunder, if Supplier becomes a party excluded from Federal Procurement and Non-procurement Programs. VITA shall provide written notice to Supplier of such termination, and Supplier shall provide prompt written notice to VITA if federal debarment proceedings are instituted against Supplier. Supplier shall submit for resolution any contractual dispute or order dispute to VITA, or any dispute regarding an order terminated by an Authorized User to such Authorized User, according to the terms of the Dispute Resolution Section of this Contract. Upon termination, neither the Commonwealth, nor VITA, nor any Authorized User shall have any future liability except for Licensed Services rendered, any unpaid amounts due for services, or Application components delivered by Supplier prior to the termination date. Termination of this Contract or any order for Convenience shall not affect any perpetual license granted pursuant to this Contract, provided all fees for such license have been paid.

C. Termination for Breach or Default

VITA shall have the right to terminate this Contract, in whole or in part, or any order issued hereunder, in whole or in part, or an Authorized User may terminate an order, in whole or in part, for breach and/or default of Supplier ("Termination for Breach" or "Termination for Default"). Supplier shall be deemed in breach and/or default in the event that Supplier fails to meet any material obligation set forth in this Contract or in any order issued hereunder.

If VITA or an Authorized User deems the Supplier to be in breach and/or default, VITA or the Authorized User shall issue, in writing, a "Show Cause Notice" to the Supplier identifying the failure and providing Supplier thirty (30) days, or a mutually agreeable timeframe, to cure the failure/nonperformance. If Supplier fails to answer the Show Cause Notice, or does not correct the deficiencies noted, VITA may immediately terminate this Contract or any order issued hereunder, in whole or in part, or the Authorized User may immediately terminate its order, in whole or in part. Such termination shall be deemed a Termination for Breach or Termination for Default. In addition, if Supplier is found by a court of competent jurisdiction to be in violation of or to have violated 31 USC 1352, VITA may immediately terminate this Contract, in whole or in part, for breach. VITA shall provide written notice to Supplier of such termination, and Supplier shall provide prompt written notice to VITA if Supplier is charged with violation of 31 USC 1352.

In the event of a Termination for Breach or Termination for Default, the affected Authorized User(s) shall not be liable for any cost related to the terminated Contract, order, or portion thereof. Supplier shall accept return of any products or software provided to the affected Authorized User(s), and Supplier shall refund any monies paid by any affected Authorized User for Licensed Services not accepted by such Authorized User pursuant to the Contract, order, or portion thereof terminated for breach and/or default. All costs of de-installation and return of product or software shall be borne by Supplier.

The failure of VITA or an Authorized User to exercise its right to terminate for breach and/or default under this provision shall not be construed as a waiver of its right to terminate for breach and/or default, rescind or revoke this Contract or any order issued hereunder in the event of any subsequent breach and/or default of any provisions of such agreements.

Supplier shall submit any contractual dispute to VITA or any order dispute to the terminating Authorized User for resolution according to the terms of the Dispute Resolution Section.

The terms of the Termination for Convenience and Termination for Breach or Default Sections shall not apply to termination for non-appropriation of funds.

4. DESCRIPTION OF LICENSED SERVICES

During the term of any order issued pursuant to this Contract, Supplier hereby agrees to host the Application(s) listed and described in Exhibit A and specified in such order by the ordering Authorized User on servers owned, operated, housed, and maintained by Supplier and shall make such Application(s) available to Authorized User's designated Application Users through the Internet.

Supplier has acquired any and all license rights in the Application(s) necessary and appropriate for Supplier to provide the Licensed Services as listed and described in Exhibit A for all Authorized Users. Supplier hereby grants each ordering Authorized User and its Application Users a non-exclusive, non-transferable, worldwide license to access and use by any method the Application during the term of the applicable order issued pursuant to this Contract. The license fee for the rights shall be as set forth in Exhibit B, and shall apply regardless of access mode.

If Authorized User is a state agency, board, commission, or other quasi-political entity of the Commonwealth of Virginia or other body referenced in Title 2.2 of the Code of Virginia, the license shall be held by the Commonwealth. If Authorized User is a locality, municipality, school, school system, college, university, local board, local commission, or local quasi-political entity, the license shall be held by that public body.

Notwithstanding any other provision or other unilateral license terms which may be issued by Supplier after the Effective Date of this Contract, and irrespective of whether any such provisions have been proposed prior to or after the issuance of an order for Licensed Services, including access to the Application(s), or the fact that such other agreement may be presented to an Authorized User or its Application Users at the time of accessing the Application(s) ("click wrap"), the terms and conditions set forth herein shall supersede and govern licensing and use of all products and services hereunder.

5. SUPPLIER RESPONSIBILITIES

A. Standard Application Responsibilities

Unless otherwise indicated in Exhibit A, Supplier shall acquire and maintain, at no charge to Authorized User, the hardware and software required to host the Application(s). The hardware and software on which the Application(s) is hosted will be maintained in good operating condition, consistent with or exceeding generally accepted industry practices and procedures. In addition:

i). Supplier shall maintain sufficient hardware capacity to satisfy the technical requirements and the bandwidth and required storage capacity indicated in Exhibit A.

ii). Supplier shall be responsible for all telecommunication connections from the server hosting the Application to the Internet.

iii). Supplier may collect user-specific data only as necessary to provide the Licensed Services ordered by an Authorized User. No information regarding any Authorized User or any Application User shall be disclosed, provided, rented or sold to any third party for any reason unless required by law or regulation or by an order of a court of competent jurisdiction. This obligation shall extend beyond the term of the Contract.

iv). The Supplier Hosted (ASP) Application will be made available to Authorized User and/or designated Application Users, as specified in the applicable Statement of Work, twenty-four (24) hours a day, seven (7) days a week ("Uptime") less Excusable Downtime. For the purposes of this Contract, "Excusable Downtime" is defined as that period of time when the Licensed Services are not available to Authorized User or its Application Users due to scheduled network, hardware or service maintenance and/or upgrades. Except in cases of emergency, Authorized User shall be provided a two (2) business day advance notification of such maintenance and/or upgrade. In cases of emergency, Supplier will use its best efforts to notify Authorized User of a planned Downtime as soon as practicable. Maintenance or upgrades are not to exceed thirty-six (36) hours in duration in a single month and cannot occur Monday through Friday, between the hours of 6:00 a.m. and 8:00 p.m. Eastern Time.

v). Excusable Downtime shall not include (i) an electronic hardware failure, (ii) a failure in the Supplier's Application, (iii) an electric utility failure at Supplier's facility where the Application is hosted, or (iv) a network failure up to, but not including, the interconnection point of Supplier's network to the public switched telephone network.

vi). Supplier guarantees the Application will be available for use at least ninety-five percent (95%) of the total time during each month, excluding Excusable Downtime.

vii). If non-Excusable Downtime exceeds the parameters listed above, Supplier will credit to Authorized User the amount set forth in Exhibit E during the month of such failure. Such credit will be issued in the month immediately following the failure.

viii). Supplier shall be required to back up Content on a basis that is mutually agreed upon between Supplier and Authorized Users and shall retain the backed-up Content in a mutually agreed upon format. Authorized User reserves the right to request a copy of such back-up Content at any time. In the event that Authorized User makes such request, Authorized User shall be responsible for any and all fees incurred by Supplier for fulfilling such request.

In addition, and at no additional cost to Authorized Users, Supplier shall provide access to additional Updates, features, and functionalities of the Application as are provided by Supplier to other customers of Supplier who require functionality similar to that of the Application provided to Authorized Users. All such additional features and functionality, where reasonably necessary, shall be accompanied by updated Documentation, whether in hard copy format or distributed electronically via email or the Supplier website. Notwithstanding the provisions of this Section and except as agreed to in writing by VITA and Supplier, nothing in the Contract shall oblige Supplier to undertake any modifications to the Application, and all such modifications are at Supplier's sole discretion whether suggested by an Authorized User or another party.

B. Ancillary Responsibilities

Supplier shall, throughout the term of this Contract and an additional cost, make available such resources, including Supplier personnel, as are reasonably required to: (i) train designated Authorized User personnel in the use of the Application; (ii) develop modifications to the Application as agreed by VITA and Supplier in any exhibit hereto or as agreed in any order issued hereunder; and (iii) otherwise support the Application as provided under this Contract and any exhibits hereto or as agreed in any order issued hereunder.

C. Import/Export

Any product generated from any data collected, developed, analyzed, or otherwise used or obtained by Supplier pursuant to Supplier's performance of this Contract shall be considered Data Product.

Supplier shall not export or re-export any data collected, developed, analyzed, or otherwise used or obtained by Supplier pursuant to Supplier's performance of this Contract, or any Data Product, to any country, person, entity or end user subject to U.S. export restrictions. Supplier specifically agrees not to export, re-export, or download such data or Data Product: (a) to any country to which the U.S. has embargoed or restricted the export of goods or services, which currently include, but are not necessarily limited to Cuba, Iran, Iraq, Libya, North Korea, Sudan, Syria, Federal Republic of Yugoslavia, or to any national of any such country; (b) to any end-user who Supplier knows or has reason to know will utilize the data or Data Product or portion thereof in the design, development or production of nuclear, chemical, or biological weapons, or for any purpose which may, directly or indirectly, pose a security threat to the United States or its territories; or (c) to any end-user who has been prohibited from participating in U.S. export transactions by any federal agency of the U.S. government. Supplier is responsible for complying with local laws in Supplier's jurisdiction, as well as all federal and state laws and regulations regarding import and export, which might impact its right to import, export, or use the data or Data Product.

In addition, VITA requires that any data deemed "restricted" or "sensitive" by either federal or state authorities, must only be collected, developed, analyzed, or otherwise used or obtained by persons or entities working within the boundaries of the United States.

6. AUTHORIZED USER RESPONSIBILITIES

Unless otherwise agreed and as applicable, Authorized User or its Agent, or an Application User, will be responsible for input of Content into Supplier's Application and Authorized User or its Agent will be responsible for keeping said Content current and accurate. Supplier will have no responsibility for assisting Authorized User in creating, cleansing, modifying or inputting the Content, unless specified in Exhibit A.

If Supplier issues unique USERID's and passwords to an Application User:

i). Authorized User is responsible for protecting said passwords and for any authorized and unauthorized use made of the passwords. Authorized User will fully cooperate with law enforcement authorities in the detection and prosecution of illegal activity related to unauthorized use of the Licensed Services.

ii). Authorized User shall have the right to add, change access for, or delete USERID's at its sole discretion.

iii). Upon notification by Authorized User of an Application User's deletion, Supplier shall remove said Application User from its server within twenty- four (24) hours of receipt of such notification. If Supplier fails to make such a deletion, Authorized User shall not be held liable for any charges or damages incurred due to use of the unauthorized USERID.

7. CONTENT SECURITY

If Authorized User chooses for Supplier host its environment, Supplier shall provide a secure environment for Content and any hardware and software, including servers, network and data components, to be provided by Supplier as part of its performance under this Contract in

accordance with standard industry practices in order to prevent unauthorized access to and use or modification of, and to otherwise protect, the Application and Content. Supplier shall, at a minimum, implement the following procedures designed to protect the security of Content:

i). User identification and access controls designed to limit access to Content to Application Users;

ii). External connections to the World Wide Web which will have appropriate security controls including industry standard intrusion detection and countermeasures that will detect and terminate any unauthorized activity prior to entering the firewall maintained by Supplier;

iii). Industry standard firewalls regulating all data entering Supplier's internal data network from any external source which will enforce secure connections between internal and external systems and will permit only specific types of data to pass through;

iv). Industry standard encryption techniques which will be used when Content is transmitted by Supplier on behalf of Authorized User;

v). Physical security measures, including securing all Content on a secure server, in locked data cabinets within a secure facility. Access to facilities housing the Application and Content restricted to only allow access to personnel and agents of Supplier who have a need to know in connection with operation and support of the Application;

vi). Supplier's maintaining and following a disaster recovery plan designed to maintain Application User access to the Application and Licensed Services, and to prevent the unintended destruction of Content; and which plan, unless otherwise specified herein, shall provide for daily back-up of Content and archival of such Content at a secure facility. The disaster recovery plan shall provide for and be followed by Supplier such that in no event shall the Application, Licensed Services, Supplier Product and/or Content be unavailable to any Application User for a period in excess of twenty-four (24) hours;

vii). Regular training for Supplier personnel regarding the security and data recovery programs referenced in this Section;

viii). Regular testing of the systems and procedures outlined in this Section; and

ix). Audit controls that record and monitor Application and Licensed Services activity continuously.

x). Mechanism for information retention and destruction that comply with VITA polices (http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/COV%20ITRSEC514-03_Data_Removal2008.pdf), including notice and certification of destruction where required.

xi). Other information security or confidentiality requirements that the Authorized User may implement with respect to Student Data, subject to notice to Supplier.

xii). Failure by Supplier to use standard industry practices in fulfilling these security obligations shall eliminate any limitation of Supplier's liability to VITA, Authorized Users, or third parties, including the limitation on lost profits and consequential damages.

8. PROPRIETARY RIGHTS

A. Supplier's Proprietary Rights

Except as otherwise stated herein, as between VITA and Supplier, the Licensed Services (including without limitation, the Application and Updates, and Supplier Product, except to the extent that Supplier Product contains Content) and Documentation are and shall remain the sole and exclusive property of Supplier and its licensors. All modifications, enhancements, Updates, and translations of the Licensed Services shall be deemed a part thereof.

B. Authorized User Requirements and License Restrictions

Except as otherwise provided in this Contract or as provided by law:

i). Authorized User will use commercially reasonable efforts to ensure that Application Users comply with all of the terms and conditions hereof.

ii). Authorized User shall not reverse engineer, decompile, disassemble, or otherwise attempt to derive source code or other trade secrets from any of the software comprising or in any way making up a part of the Application.

iii). Authorized User shall not directly or indirectly copy or reproduce all or any part of the Application, whether electronically, mechanically or otherwise, in any form including, but not limited to, the copying of presentation, style or organization, without prior written permission from Supplier; provided, however, an Authorized User may reproduce and distribute any Application output generated from the relevant Authorized User Content, and an Application User may reproduce and distribute any Application output generated pursuant to the permissions set forth in the applicable Authorized User's order.

iv). Authorized User shall not rent, lease, resell for profit, loan, distribute, or modify the Application or Supplier Product or any component thereof, provided as part of the Licensed Services, except as otherwise authorized by Supplier; however, an Authorized User may reproduce and distribute any Application output (e.g., reports) generated by Authorized User using the Application, and an Application User may reproduce and distribute any Application output generated by the Application User using the Application and pursuant to the permissions set forth in the applicable Authorized User's order.

v). Authorized User shall only use the Application and Supplier Product in the normal course of business, in connection with, and as part of, the Licensed Services.

vi). Authorized User shall not attempt to gain unauthorized access to the Application or Licensed Services, other user accounts, computer systems or networks connected to the Licensed Services;

vii). Authorized User shall not remove, obscure or alter Supplier's proprietary notices, disclaimers, trademarks, or other proprietary rights notices of any kind affixed or contained in the Application or Licensed Services or any written or electronic report, output or result generated in connection with the Licensed Services;

viii). Authorized User shall take reasonable care not to, and shall not intentionally or knowingly, use the Application to post, transmit, distribute, store or destroy any information: (i) in violation of any applicable law, statute, ordinance or regulation; (ii) in a manner that shall infringe the intellectual property rights of others; (iii) that is defamatory or trade libelous, or (iv) that contains any Computer Viruses.

ix). Authorized User shall not use the Application or Licensed Services for any illegal, obscene, offensive or immoral purpose.

C. Authorized User Proprietary Rights

Except as otherwise stated herein and with the exception of any applicable third-party rights, Content is and shall remain the sole and exclusive property of Authorized User, including all applicable rights to patents, copyrights, trademarks, trade secrets or other proprietary property rights thereto. Additionally, all right, title and interest in and to any Content relating to Authorized User's business shall remain the property of Authorized User, whether or not supplied to Supplier or uploaded into the Application. Nothing in this Contract shall be construed as conveying any rights or interest in Content to Supplier. Upon termination of an order issued hereunder, Supplier agrees to either provide the Content to the applicable Authorized User, or, at such Authorized User's request, certify in writing that said Content in all formats, have been destroyed.

9. TRANSITION ASSISTANCE

Upon execution of an order or Statement of Work pursuant to this Contract, Supplier and Authorized User will develop a transition plan ("Transition Plan") detailing each Party's respective tasks in connection with the orderly transition and migration of (i) all Content stored by Supplier pursuant to such order to Authorized User's archive and/or to a system or application maintained

by Authorized User or a third party provider and, if applicable and agreed in writing by Authorized User and Supplier, (ii) the Application and Licensed Services to Authorized User or a third party service provider, such transition and migration to occur upon termination or expiration of the Contract or the applicable order.

At a minimum, the Transition Plan shall provide that upon expiration or termination of this Contract or the applicable order for any reason, Supplier will return all Content in its possession to the Authorized User in a format accessible without the use of Supplier's Application and, at Authorized User's option, continue to provide Licensed Services for a mutually agreed upon timeframe after the date of expiration or termination in order to facilitate Authorized User's transition to a new service provider and Supplier shall provide such reasonable assistance at an additional cost as may be requested by Authorized User to effectuate such transition.

In any event, regardless of whether a Transition Plan has been developed or implemented, Supplier shall, within thirty (30) days of expiration, completion, or termination of this Contract or any order issued hereunder, provide to all affected Authorized Users a complete set of all Content provided to Supplier by the relevant Authorized User and/or its Application Users and stored by the Application on behalf of such Authorized User. Supplier's failure to do so shall constitute a material breach of this Contract and, in addition to the remedies set forth in this Contract, VITA or the affected Authorized User may exercise all available rights and remedies under law and equity.

The obligations set forth in this section and in any Transition Plan developed pursuant to an order issued pursuant to this Contract may extend beyond expiration or termination of the Contract. In the event of a termination for breach and/or default of Supplier, or in the event of a termination due to Supplier's being included on the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs, Supplier shall perform such obligations at a reasonable hourly rate or a charge agreed upon by Supplier and VITA or an Authorized User.

10. FEES, ORDERING AND PAYMENT PROCEDURE

A. Fees and Charges

As consideration for the Licensed Services, including the rights of the Authorized User and its Application Users to access and use the Application(s) and any additional products and services provided hereunder, an Authorized User shall pay Supplier the fee(s) set forth on Exhibit B, which lists any and all fees and charges. The fees and any associated discounts, if any, shall be applicable throughout the term of this Contract; provided, however, that in the event the fees or discounts apply for any period less than the entire term, Supplier agrees that it shall not increase the fees more than once during any twelve (12) month period, commencing at the end of year one (1). No such increase shall exceed the lesser of three percent (3%) or the annual increase in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, All Items, Not Seasonally Adjusted, as published by the Bureau of Labor Statistics of the Department of Labor (http://www.bls.gov/cpi/home.htm), for the effective date of the increase compared with the same index one (1) year prior. Any such change in price shall be submitted to all Authorized Users in writing in accordance with the above and shall not become effective for sixty (60) days thereafter.

B. Application Demonstration

At the request of any Authorized User, Supplier shall perform a demonstration of its Application and the Licensed Services at such Authorized User's location and at no charge.

C. Statement of Work (SOW)

An SOW shall be required for any Licensed Services ordered by an Authorized User pursuant to this Contract. All Licensed Services shall be provided in accordance with the Requirements and service levels set forth herein or in the applicable SOW and at the rates set forth in Exhibit B herein. An SOW shall be of a fixed price type but may contain a cost-reimbursable line item(s) for pre-approved travel expenses which shall be reimbursable by the Authorized User in accordance with the then-current per diem amounts as published by the Virginia Department of Accounts at

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335_1206.pdf or a successor URL(s).

Any change to an SOW must be described in a written change request. Either Party to an SOW may issue a change request that will be subject to written approval of the other Party, in the form of a modification to the SOW, before it becomes part of this Contract. An SOW from an Authorized User may contain additional terms and conditions; however, to the extent that the terms and conditions of the Authorized User's order are inconsistent with the terms and conditions of this Contract, the terms of this Contract shall supersede. In no event shall any SOW or any modification thereto require the Supplier to provide any products or services that are beyond the scope of this Contract as such scope is defined in Exhibit A hereto.

An SOW may designate certain of Supplier's personnel as Key Personnel or Project Managers. Supplier's obligations with respect to Key Personnel and Project Managers shall be described in the applicable SOW. Failure of Supplier to perform in accordance with such obligations may be deemed a default of this Contract or of such SOW.

D. Ordering

Notwithstanding all Authorized User's rights to license or purchase Supplier's products or services under this Contract, an Authorized User is under no obligation to purchase or license from Supplier any of Supplier's products or services. This Contract is optional use and non-exclusive, and all Authorized Users may, at their sole discretion, purchase, license or otherwise receive benefits from third party suppliers of products and services similar to, or in competition with, the products and services provided by Supplier.

Supplier is required to accept any order placed by an Authorized User through the eVA electronic procurement website portal (http://www.eva.state.va.us). eVA is the Commonwealth of Virginia's e-procurement system. State agencies, as defined in §2.2-2006 of the Code of Virginia, shall order through eVA. All other Authorized Users are encouraged to order through eVA, but may order through the following means:

i). Purchase Order (PO): An official PO form issued by an Authorized User.

ii). Any other order/payment charge or credit card process, such as AMEX, MASTERCARD, or VISA under contract for use by an Authorized User.

This ordering authority is limited to issuing orders for the Licensed Services and products or services related thereto and available under this Contract. Under no circumstances shall any Authorized User have the authority to modify this Contract. An order from an Authorized User may contain additional terms and conditions; however, to the extent that the terms and conditions of the Authorized User's order are inconsistent with the terms and conditions of this Contract, the terms of this Contract shall supersede.

Notwithstanding the foregoing, Supplier shall not accept any order from an Authorized User if such order is to be funded, in whole or in part, by federal funds and if, at the time the order is placed, Supplier is not eligible to be the recipient of federal funds as may be noted on any of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs.

ALL CONTRACTUAL OBLIGATIONS UNDER THIS CONTRACT IN CONNECTION WITH AN ORDER PLACED BY ANY AUTHORIZED USER ARE THE SOLE OBLIGATION OF SUCH AUTHORIZED USER AND NOT THE RESPONSIBILITY OF VITA UNLESS SUCH AUTHORIZED USER IS VITA.

E. Invoice Procedures

Supplier shall remit each invoice to the "bill-to" address provided with the order promptly after all Licensed Services have been accepted and in accordance with the milestone payment schedule, if any, in the applicable order. Payment for Licensed Services shall be monthly in advance unless otherwise stated herein, or in any order referencing this Contract. No invoice shall include any costs other than those identified in the executed order, which costs shall be in accordance with Exhibit B. Without limiting the foregoing, all shipping costs are the Supplier's responsibility except to the extent such charges are identified in Exhibit B, or as noted in any executed order referencing this Contract. Invoices issued by the Supplier shall identify at a minimum:

i). Dates during which Supplier provided the Licensed Services to the Authorized User

ii). Quantity, charge and extended pricing for each Licensed Service

iii). Applicable order date

iv). This Contract number and the applicable order number

v). Supplier's Federal Employer Identification Number (FEIN).

Any terms included on Supplier's invoice shall have no force or effect and will in no way bind VITA or any Authorized User.

F. Purchase Payment Terms

All payment obligations under this Contract are subject to the availability of legislative appropriations at the federal, state, or local level, for this purpose. In the event of non-appropriation of funds, irrespective of the source of funds, for the items under this Contract, VITA may terminate this Contract, in whole or in part, or any order, in whole or in part, or an Authorized User may terminate an order, in whole or in part, for those goods or services for which funds have not been appropriated. Written notice will be provided to the Supplier as soon as possible after legislative action is completed. Termination for lack of appropriations shall not affect any perpetual license granted pursuant to this Contract, provided all fees for such license have been paid.

Supplier is responsible for the accuracy of its billing information. Supplier agrees not to issue invoices hereunder until items or milestones have met Acceptance criteria. Charges for Licensed Services accepted more than ninety (90) days prior to receipt of a valid invoice may not be paid.

In the event an Authorized User does not receive or have access to the applicable Documentation, payment shall not be due until the required Documentation is provided.

If there are any disputed items, an Authorized User shall pay all undisputed charges and promptly notify Supplier in writing of any disputed amount. Supplier shall thereupon review its records, and, if it does not concur with the Authorized User, provide the Authorized User with documentation to support the charge. If such charges remain in dispute, such dispute shall be resolved in accordance with the Dispute Resolution section of this Contract. In the absence of the Supplier's written evidence identifying the merit of the disputed amounts, Authorized User may not pay the disputed amounts and may consider the matter concerning the specific identified amounts closed. All payment terms are net thirty (30) days after Acceptance.

G. Supplier's Report of Sales and Industrial Funding Adjustment

By the 10th day of every month, the Supplier shall submit the "Supplier Monthly Report of Sales". A template showing the format in which the report is to be submitted and contact information for submission is available at http://www.vita.virginia.gov/procurement/supplierResources.cfm under "Supplier Reporting". The report shall be submitted via electronic mail to the VITA IFA Coordinator and shall report total sales (defined for purposes of this report as all invoiced payments received by Supplier from all Authorized Users) for this Contract during the preceding month. Supplier shall be responsible for submitting the monthly report of sales even if Supplier has had no sales (i.e., a $0.00 total sales value) for the reporting period.

The Supplier shall submit the Industrial Funding Adjustment (IFA) payment for the period covered by such "Supplier Monthly Report of Sales" within thirty (30) days after submitting the "Supplier Monthly Report of Sales". The IFA payment is equal to two percent (2%) of total sales reported during the relevant month.

The IFA payment shall be submitted to VITA, Attention VITA Controller in the form of a check or electronic payment, made payable to the Treasurer of Virginia. The IFA payment shall reference this Contract number, "report amounts", and "report period" and shall be accompanied by a copy of the relevant "Supplier Monthly Report of Sales". Contact information for submission of IFA payments is available at http://www.vita.virginia.gov/procurement/supplierResources.cfm under "Supplier Reporting".

Failure to comply with reporting, payment and distribution requirements of this section may result in default of the Contract.

H. Small Business Participation

Supplier and VITA agree to meet promptly after the Effective Date of this Contract to discuss the participation of Virginia Department of Minority Business Enterprise (DMBE)-certified Small Businesses as subcontractors and second-tier suppliers under this Contract.

Supplier and VITA agree to meet annually thereafter to review small business subcontracting reports and discuss further action with respect to small business subcontracting and spend.

In addition, by the 10th day of every month, Supplier shall submit to VITA the Small Business Subcontracting Monthly Report (template to be provided). Supplier's report should include spend on all Supplier's contracts directly related to this Agreement with second-tier suppliers which provide products or services under this Contract. The report should specify the amount of such spend provided to small businesses. Supplier shall submit the report to SWaM@vita.virginia.gov.

11. TRAINING AND DOCUMENTATION

Pursuant to a mutually agreed upon schedule and costs, Supplier shall provide sufficient personnel experienced and qualified to conduct such training. Available optional training, and applicable pricing and discounts, if any, are described in Exhibit B.

Supplier shall provide Authorized User access to all of its Documentation, as requested by such Authorized User. Any Authorized User shall have the right, as part of the license granted herein, to make as many additional copies of the Documentation, in whole or in part, for its own use as required. This Documentation shall include, but not be limited to, overview descriptions of all major functions, detailed step-by-step operating procedures for each screen and activity, and technical reference manuals. Such Documentation shall be revised to reflect any modifications made by Supplier to the Application. Any Authorized User shall have the right, as part of the license granted herein, at its own discretion, to take all or portions of the Documentation, modify or completely customize it in support of the authorized use of the Application and may duplicate such Documentation and include it in such Authorized User's document or platform. All Authorized Users shall continue to include Supplier's trademark and copyright notice.

12. COMMENCEMENT AND ACCEPTANCE OF LICENSED SERVICES

A. Licensed Services Commencement Date

The Supplier shall begin delivery of Licensed Services on the date requested by the Authorized User and agreed to by the Supplier in an order. An Authorized User may delay the Licensed Services commencement date by notifying the Supplier at least ten (10) days before the scheduled Licensed Services commencement date.

B. Acceptance

The Application shall be deemed accepted when the Authorized User reasonably determines that such Authorized User and its Application Users can successfully access and use all functionalities of the Application which Supplier is required to provide to such Authorized User and its Application Users. Such Authorized User agrees to complete Acceptance testing within ten (10) days after receiving written notice from Supplier of the ability of such Authorized User and its Application Users to access the Application, or such longer period as may be mutually agreed in writing between Authorized User and Supplier. After such period, unless Authorized User notifies Supplier to the contrary, the Application shall be deemed accepted. Supplier agrees to provide to such Authorized User such assistance and advice as such Authorized User may reasonably require, at no additional cost, during such Acceptance testing, other than pre-approved travel expenses incurred which will be reimbursable by such Authorized User at the then current per diem amounts set forth by the Virginia Department of Accounts and published at: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335_1206.pdf or a successor URL(s). Authorized User shall provide to Supplier written notice of Acceptance upon completion of successful Acceptance testing.

C. Cure Period

If during the Acceptance test period, Authorized User is unable to access the licensed functionalities of the Application, Supplier shall provide Authorized User with such access, and such Authorized User's Application Users with their required access, within ten (10) days of written notice of inability to access, or as otherwise agreed between the Authorized User and Supplier. In the event that Supplier fails to provide access to the licensed functionalities of the Application, such Authorized User may, in its sole discretion: (i) reject the Application in its entirety and recover amounts previously paid hereunder; (ii) issue a "partial Acceptance" of the Application access with an equitable adjustment in the price to account for such deficiency; or (iii) conditionally accept the applicable Application access while reserving its right to revoke Acceptance if timely correction is not forthcoming.

If the Authorized User and its Application Users are unable to access the licensed functionalities of the Application after a second set of acceptance tests, Supplier shall be deemed in default of the order. In the event of such default, the Authorized User may, at its sole discretion, terminate its order, in whole or in part, for the Licensed Services to be provided thereunder by Supplier. Supplier shall accept return of any products provided to such Authorized User, and Supplier shall refund any monies paid by such Authorized User pursuant to the order, or portion thereof terminated. All costs of de-installation and return of product shall be borne by Supplier. This remedy is in addition to and not in lieu of any other remedies of the Authorized User set forth herein or available at law or in equity.

13. GENERAL WARRANTY

Supplier warrants and represents to VITA the Licensed Services and the Application described in Exhibit A as follows:

A. Ownership

Supplier has the right to provide the Licensed Services, including access by any Authorized User and its Application Users to the Application, without violating or infringing any law, rule, regulation, copyright, patent, trade secret or other proprietary right of any third party.

B. Licensed Services, Application, and Documentation

Supplier warrants the following with respect to the Licensed Services and the Application:

i). The Application is pursuant to a particular Request for Proposal ("RFP"), and therefore such Application shall be fit for the particular purposes specified by VITA in the RFP and in this Contract, and Supplier is possessed of superior knowledge with respect to the Application and is aware that all Authorized Users are relying on Supplier's skill and judgment in providing the Licensed Services, including the Application;

ii). Supplier represents and warrants (i) that it shall perform the Licensed Services in conformity to the specifications set forth in Exhibit A in a professional and workmanlike manner and (ii) that the Licensed Services shall not infringe any third party proprietary rights including (without limitation) any trademark, trade name, trade secret, copyright, moral rights, patents or similar intellectual property rights.

iii). Supplier warrants that the Application and Licensed Services will conform in all material respects to the Requirements set forth in this Contract and any order issued hereunder, and the applicable specifications and Documentation, not including any post-Acceptance modifications or alterations to the Documentation which represent a material diminishment of the functionality of the Application, Licensed Services or Supplier Product; and that such Application and Licensed Services are compatible with and will operate successfully when used on the equipment in accordance with the Documentation and all of the terms and conditions hereof.

iv). The Application provided hereunder is at the current release level. unless;

v). No corrections, work-arounds or future Application releases provided by Supplier shall degrade the Application, cause any other warranty to be breached, or require an Authorized User to acquire additional hardware equipment or software;

vi). Supplier warrants that all post-Acceptance Updates, changes, alterations or modifications to the Application, Licensed Services and Documentation by Supplier will be compatible with, and will not materially diminish the features or functionality of the Application, Licensed Services and/or Supplier Product when used on the equipment in accordance with the Documentation and all of the terms and conditions hereof.

vii). Supplier warrants that the Documentation and all modifications or amendments thereto which Supplier is required to provide under this Contract shall be sufficient in detail and content to allow a user to understand and utilize fully the Application without reference to any other materials or information.

C. Malicious Code

Supplier has used its best efforts through quality assurance procedures to ensure that there are no Computer Viruses or undocumented features in the Application accessed by an Authorized User or its Application Users; and the Application does not contain any embedded device or code (e.g., time bomb) that is intended to obstruct or prevent any use of or access to the Application by any Authorized User or its Application Users. Notwithstanding any rights granted under this Contract or at law, Supplier hereby waives under any and all circumstances any right it may have or may hereafter have to exercise Electronic Self-Help. Supplier agrees that an Authorized User may pursue all remedies provided under law in the event of a breach or threatened breach of this Section, including injunctive or other equitable relief.

D. Access to Product and Passwords

Supplier warrants that the Application and Licensed Services do not contain disabling code (defined as computer code designed to interfere with the normal operation of the Licensed Services or hardware or software of any Authorized User or its Application Users) or any program routine, device or other undisclosed feature, including but not limited to, viruses, worms, Trojan horses, or other malicious code which is specifically designed to permit unauthorized access, delete, disable, deactivate, interfere with or otherwise harm the Application, Licensed Services or the hardware or software of any Authorized User or its Application Users. In addition, Supplier warrants that Authorized User and its Application Users will be provided commercially reasonable uninterrupted access to the Application and that Supplier will not cancel or otherwise terminate access to the Application by disabling passwords, keys or tokens that enable continuous use of the Application by the Authorized User and its Application Users during the term of this Contract or any order issued hereunder. Supplier further warrants that the Application and Licensed Services are compatible with and will operate successfully on the equipment.

E. Open Source

Supplier will notify all Authorized Users if the Application contains any Open Source code and identify the specific Open Source License that applies to any embedded code dependent on Open Source code, provided by Supplier under this Contract.

F. Supplier's Viability

Supplier warrants that it has the financial capacity to perform and continue to perform its obligations under this Contract; that Supplier has no constructive or actual knowledge of a potential legal proceeding being brought against Supplier that could materially adversely affect performance of this Contract and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

G. Supplier's Past Experience

Supplier warrants that Supplier has provided the Licensed Services to a non-related third party customer of Supplier without significant problems due to the Licensed Services, the Application, or Supplier.

THE OBLIGATIONS OF SUPPLIER UNDER THIS GENERAL WARRANTY SECTION ARE MATERIAL. SUPPLIER MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT

LIMITATION ANY CONCERNING MERCHANTABILITY OR FITNESS FOR ANY OTHER PARTICULAR PURPOSE.

14. RECORDS AND AUDIT

Supplier shall maintain accurate records and other evidence pertaining to the performance, costs and expenses for all Licensed Services performed/delivered under any order issued pursuant to this Contract in support of its charges invoiced to Authorized User. The records will be to the extent and in such detail as will properly reflect all direct and indirect costs associated with such order. In addition, Supplier shall maintain accurate records of the Licensed Services, including but not limited to, the "Uptime" and "Downtime" as set forth in the Supplier Responsibilities Section. Authorized User shall have the right, at any reasonable time during regular business hours after giving reasonable advance written notice, to inspect and audit the records applicable to its order(s). Supplier shall preserve such records for five (5) years after termination/completion of the Licensed Services agreed to under this Contract or any order issued hereunder.

15. APPLICATION AND LICENSED SERVICES SUPPORT

At any time during the term of any order issued pursuant to this Contract, Supplier shall provide the following services as outlined in its current maintenance and Support Services Agreement in order to ensure such Authorized User and its Application Users are able to access and use the Application in accordance with the Requirements.

A. Coverage

Supplier will provide Authorized User with reasonable Level 2 Help Desk Support during Supplier's regular business hours through a toll-free 800 number. Regular business hours are defined as Monday through Friday from 8:30 AM to 5:00 PM (Client's Time Zone), with the exception of the specific holidays (hereinafter referred to as "Regular Support Hours") and additional services contracted between the parties.

B. Service Levels – See The Administrative Assistants Ltd., Service Level Agreement Definitions (v2.02) attached.

C. Application Evolution

Should Supplier merge or splinter the Application previously provided to any Authorized User, such action on the part of Supplier shall not in any way result in any Authorized User being charged additional license or support fees in order to access the Application, to enable its Application Users to access the Application, or to receive enhancements, releases, upgrades or support for the Application.

16. SERVICE LEVELS AND REMEDIES – SEE EXHIBIT E

17. ESCROW AGREEMENT

Supplier shall maintain copies of all Application source code and related technical and user Documentation, in English, in an escrow account, and shall maintain with escrow agent the executed agreement attached hereto as Exhibit C (Application Escrow Agreement). Supplier shall maintain, in a separate escrow account for each Authorized User, copies of all Content provided by or to such Authorized User in a format accessible without use of Supplier's Application (Content Escrow Account(s)). VITA acknowledges that, prior to the Effective Date of this Contract, Supplier delivered to VITA and VITA received a copy of the executed Application Escrow Agreement naming the Commonwealth of Virginia as a third party beneficiary. VITA has reviewed Application Escrow Agreement to ensure that such Application Escrow Agreement does not impose upon the Commonwealth any requirements other than administrative responsibilities necessary for the operation of the Application Escrow Agreement. If events give rise to a need for the escrow agent to release escrowed materials to the Commonwealth, the Commonwealth's sole responsibility shall be to request the release of such materials from the escrow agent. Supplier agrees to notify VITA in writing not less than thirty (30) calendar days prior to termination or any modification of the Application Escrow Agreement. Any Content Escrow Agreement shall

name as a third party beneficiary the Authorized User whose Content is kept in escrow pursuant to such Content Escrow Agreement.

Supplier warrants that the information and materials to be kept in escrow in a media safe environment for the benefit of the Commonwealth pursuant to the Application Escrow Agreement are specifically identified and listed in Attachment A to the Application Escrow Agreement and include the most current version used by all Authorized Users of:

viii).the source code for the Application software,

ix). all Documentation related thereto as well as all necessary and available information, proprietary information in English, and

x). technical Documentation in English which shall enable VITA, any Authorized User, or an Agent of VITA or any Authorized User to create, maintain and/or enhance the Application without the aid of Supplier or any other person or reference to any other materials, maintenance tools (test programs and program specifications), or proprietary or third party system utilities (compiler and assembler descriptions); descriptions of the system/program generation; and descriptions of any Supplier tools required to enable VITA and all Authorized Users and their Application Users to continue to use the Application.

Supplier warrants that the information and materials to be kept in escrow in a media safe environment for the benefit of an Authorized User pursuant to a Content Escrow Agreement shall be specifically identified and listed in Attachment A to such Content Escrow Agreement and include a monthly back up of the Content repository for such Authorized User.

Supplier warrants that the Escrow Agreements provide or shall provide for, among other items, the release of the list of items on Attachment A of each Escrow Agreement upon the happening of certain events, including, but not limited to, Supplier's bankruptcy, Supplier's failure to continue to do business in the ordinary course. Supplier agrees to pay all expenses associated with establishing and maintaining the escrow accounts and the contents mentioned above.

Subject to the information and materials listed on Attachment A of the Application Escrow Agreement being released to the Commonwealth pursuant to the terms of the Application Escrow Agreement, which is an agreement supplementary hereto, Supplier hereby grants to the Commonwealth a royalty-free, perpetual, irrevocable license, that permits disclosure to a third party support-vendor of a complete and accurate copy of then-current source code for the Application licensed hereunder, along with all related documentation.

Any Authorized User which is not a state agency, board, commission, or other quasi-political entity of the Commonwealth of Virginia or other body referenced in Title 2.2 of the Code of Virginia may require Supplier to execute an additional Application escrow agreement subject to the same requirements and binding Supplier to the same obligations as described above but naming such Authorized User as the beneficiary of the Application escrow agreement. Subject to the information and materials listed in such Application escrow agreement being released to such Authorized User, Supplier hereby grants to such Authorized User a royalty-free, perpetual, irrevocable license, that permits disclosure to a third party support-vendor of a complete and accurate copy of then-current source code for the Application licensed to such Authorized User, along with all related documentation.

18. COMPETITIVE PRICING

Supplier warrants and agrees that each of the charges, economic or product terms or warranties granted to VITA pursuant to this Contract are comparable to or better than the equivalent charge, economic or product term or warranty being offered to any commercial or government customer of Supplier within the same geographic region (which is defined as Virginia, West Virginia, and Maryland) purchasing the same licenses and services for a period of two (2) years. If Supplier enters into any arrangements with another customer of Supplier or with an Authorized User to provide Licensed Services under more favorable prices, as the prices may be indicated on Supplier's current U.S. and International price list or comparable document, then this Contract

shall be deemed amended as of the date of such other arrangements to incorporate those more favorable prices, and Supplier shall immediately notify VITA of such change.

19. CONFIDENTIALITY

A. Treatment and Protection

Each Party shall (i) hold in strict confidence all Confidential Information of any other Party, (ii) use the Confidential Information solely to perform or to exercise its rights under this Contract, and (iii) not transfer, display, convey or otherwise disclose or make available all or any part of such Confidential Information to any third-party. However, an Authorized User may disclose the Confidential Information as delivered by Supplier to subcontractors, contractors or agents of such Authorized User that are bound by non-disclosure contracts with such Authorized User. Each Party shall take the same measures to protect against the disclosure or use of the Confidential Information as it takes to protect its own proprietary or confidential information (but in no event shall such measures be less than reasonable care).

B. Exclusions

The term "Confidential Information" shall not include information that is:

i). in the public domain through no fault of the receiving Party or of any other person or entity that is similarly contractually or otherwise obligated;

ii). obtained independently from a third-party without an obligation of confidentiality to the disclosing Party and without breach of this Contract;

iii). developed independently by the receiving Party without reference to the Confidential Information of the other Party; or

iv). required to be disclosed under The Virginia Freedom of Information Act (§§2.2-3700 et seq. of the Code of Virginia) or similar laws or pursuant to a court order.

C. Return or Destruction

Upon the termination or expiration of this Contract or upon the earlier request of the disclosing Authorized User, Supplier shall (i) at its own expense, (a) promptly return to the disclosing Authorized User all tangible Confidential Information (and all copies thereof except the record required by law) of the disclosing Authorized User, or (b) upon written request from the disclosing Authorized User, destroy such Confidential Information and provide the disclosing Authorized User with written certification of such destruction, and (ii) cease all further use of the Authorized User's Confidential Information, whether in tangible or intangible form.

VITA or the Authorized User shall retain and dispose of Supplier's Confidential Information in accordance with the Commonwealth of Virginia's records retention policies or, if Authorized User is not subject to such policies, in accordance with such Authorized User's own records retention policies.

Each School Division may have its own record retention policy and it shall be the contractor's responsibility to abide by that particular policy.

20. LIABILITY AND INDEMNIFICATION

Supplier agrees to indemnify, defend and hold harmless the Commonwealth, VITA, any Authorized User, their officers, directors, agents and employees ("Commonwealth's Indemnified Parties") from and against any and all third party claims, demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, fines, judgments, settlements, expenses (including attorneys' and accountants' fees and disbursements) and costs (each, a "Claim" and collectively, "Claims"), incurred by, borne by or asserted against any of Commonwealth's Indemnified Parties to the extent such Claims in any way relate to, arise out of or result from: (i) any intentional or willful misconduct or negligence of any employee, agent, or subcontractor of Supplier, (ii) any act or omission of any employee, agent, or subcontractor of Supplier, (iii) breach of any representation, warranty or covenant of Supplier contained herein,

(iv) any defect in the Application or the Licensed Services, (v) any actual or alleged infringement or misappropriation of any third party's intellectual property rights by the Application or any of the Licensed Services, or (vi) loss of Content provided to Supplier due to Supplier's failure to back up Content in accordance with the Contract. Selection and approval of counsel and approval of any settlement shall be accomplished in accordance with all applicable laws, rules and regulations. For state agencies the applicable laws include §§ 2.2-510 and 2.2-514 of the Code of Virginia. In all cases the selection and approval of counsel and approval of any settlement shall be satisfactory to VITA or the Authorized User against whom the claim has been asserted.

In the event that a Claim is commenced against any of Commonwealth's Indemnified Parties alleging that use of the Application or that the provision of Licensed Services under this Contract infringes any third party's intellectual property rights and Supplier is of the opinion that the allegations in such Claim in whole or in part are not covered by this indemnification provision, Supplier shall immediately notify VITA and the affected Authorized User(s) in writing, via certified mail, specifying to what extent Supplier believes it is obligated to defend and indemnify under the terms and conditions of this Contract. Supplier shall in such event protect the interests of the Commonwealth's Indemnified Parties and secure a continuance to permit VITA and the affected Authorized User(s) to appear and defend their interests in cooperation with Supplier as is appropriate, including any jurisdictional defenses VITA or the affected Authorized User(s) may have.

In the event of a Claim pursuant to any actual or alleged infringement or misappropriation of any third party's intellectual property rights by the Application or any of the Licensed Services, and in addition to all other obligations of Supplier in this Section, Supplier shall at its expense, either (a) procure for all Authorized Users and their Application Users the right to continue use of such infringing Application or Licensed Services, or any component thereof; or (b) replace or modify such infringing Application or Licensed Services, or any component thereof, with non-infringing products or services satisfactory to VITA. And in addition, Supplier shall provide any Authorized User with a comparable temporary replacement Application or reimburse VITA or any Authorized User for the reasonable costs incurred by VITA or such Authorized User in obtaining an alternative product or service in the event such Authorized User cannot use the affected Application. If Supplier cannot accomplish any of the foregoing within a reasonable time and at commercially reasonable rates, then Supplier shall accept the return of the infringing component of the Application or Licensed Services, along with any other components of any products rendered unusable by any Authorized User as a result of the infringing component, and refund the price paid to Supplier for such components.

EXCEPT WITH REGARD TO CLAIMS FOR PROPERTY DAMAGE, PERSONAL INJURY OR INFRINGEMENT, AND THE INDEMNIFICATION AND CONFIDENTIALITY OBLIGATIONS, AND LOSS OF CONTENT DUE TO SUPPLIER'S FAILURE TO EXECUTE ITS OBLIGATIONS TO BACK UP SUCH CONTENT, WITH RESPECT TO EACH OF WHICH LIABILITY SHALL NOT BE LIMITED PURSUANT TO THIS SECTION, IN NO EVENT WILL ANY PARTY BE LIABLE TO ANY OTHER PARTY (OR THE INDEMNIFIED PARTIES OF SUCH PARTY) FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING (WITHOUT LIMITATION) LOSS OF PROFIT, INCOME OR SAVINGS, EVEN IF ADVISED OF THE POSSIBILITY THEREOF, EXCEPT WHEN SUCH DAMAGES ARE CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE PARTY, ITS EMPLOYEES, AGENTS OR SUBCONTRACTORS.

21. INSURANCE

In addition to the insurance coverage required by law as referenced in the Incorporated Contractual Provisions section of this Contract, Supplier shall carry errors and omissions insurance coverage in the amount of $2,000,000 per occurrence.

22. SECURITY COMPLIANCE

Supplier agrees to comply with all provisions of the then-current Commonwealth of Virginia security procedures, published by the Virginia Information Technologies Agency (VITA) and which may be found at (http://www.vita.virginia.gov/docs/psg.cfm) or a successor URL(s), as are pertinent to Supplier's operation. Supplier further agrees to comply with all provisions of the relevant Authorized User's then-current security procedures as are pertinent to Supplier's operation and which have been supplied to Supplier by such Authorized User. Supplier shall also comply with all applicable federal, state and local laws and regulations. For any individual Authorized User location, security procedures may include but not be limited to: background checks, records verification, photographing, and fingerprinting of Supplier's employees or agents. Supplier may, at any time, be required to execute and complete, for each individual Supplier employee or agent, additional forms which may include non-disclosure agreements to be signed by Supplier's employees or agents acknowledging that all Authorized User information with which such employees and agents come into contact while at the Authorized User site is confidential and proprietary. Any unauthorized release of proprietary information by the Supplier or an employee or agent of Supplier shall constitute a breach of this Contract.

Supplier shall indemnify, defend, and hold the Commonwealth, VITA, the Authorized User, their officers, directors, employees and agents harmless from and against any and all fines, penalties (whether criminal or civil), judgments, damages and assessments, including reasonable expenses suffered by, accrued against, or charged to or recoverable from the Commonwealth, VITA, the Authorized User, their officers, directors, agents or employees, on account of the failure of Supplier to perform its obligations pursuant to this Section.

23. BANKRUPTCY

If Supplier becomes insolvent, takes any step leading to its cessation as a going concern, fails to pay its debts as they become due, or ceases business operations continuously for longer than fifteen (15) business days, then VITA may immediately terminate this Contract, and an Authorized User may terminate an order, on notice to Supplier unless Supplier immediately gives VITA or such Authorized User adequate assurance of the future performance of this Contract or the applicable order. If bankruptcy proceedings are commenced with respect to Supplier, and if this Contract has not otherwise terminated, then VITA may suspend all further performance of this Contract until Supplier assumes this Contract and provides adequate assurance of performance thereof or rejects this Contract pursuant to Section 365 of the Bankruptcy Code or any similar or successor provision, it being agreed by VITA and Supplier that this is an executory contract. Any such suspension of further performance by VITA pending Supplier's assumption or rejection shall not be a breach of this Contract, and shall not affect the rights of VITA or any Authorized User to pursue or enforce any of its rights under this Contract or otherwise.

24. GENERAL PROVISIONS

A. Relationship Between VITA and Authorized User and Supplier

None of the parties have the authority to contract for any of the other Parties or in any way to bind, to commit the other Parties to any agreement of any kind, or to assume any liabilities of any nature in the name of or on behalf of the other Parties. Under no circumstances shall Supplier, or any of its employees, hold itself out as or be considered an agent or an employee of VITA or any Authorized User, and neither VITA nor any Authorized User shall have any duty to provide or maintain any insurance or other employee benefits on behalf of Supplier or its employees. Supplier represents and warrants that it is an independent contractor for purposes of federal, state and local employment taxes and agrees that neither VITA nor any Authorized User is responsible to collect or withhold any federal, state or local employment taxes, including, but not limited to, income tax withholding and social security contributions, for Supplier. Any and all taxes, interest or penalties, including, but not limited to, any federal, state or local withholding or employment taxes, imposed, assessed or levied as a result of this Contract shall be paid or withheld by Supplier or, if assessed against and paid by VITA or any Authorized User, shall be reimbursed by Supplier upon demand by VITA or such Authorized User.

B. Incorporated Contractual Provisions

The contractual provisions at the following URL are mandatory contractual provisions, required by law or by VITA, that are hereby incorporated by reference:
http://www.vita.virginia.gov/procurement/documents/MandatoryContractTsandCs.pdf

The contractual claims provision §2.2-4363 of the Code of Virginia and the required eVA provisions at http://www.vita.virginia.gov/procurement/documents/eVATsandCs.pdf are also incorporated by reference.

The terms and conditions in documents posted to the referenced URLs are subject to change pursuant to action by the legislature of the Commonwealth of Virginia, changes in VITA policy, or the adoption of revised eVA business requirements. If a change is made to the terms and conditions, a new effective date will be noted in the document title. Supplier is advised to check the URLs periodically.

C. Compliance with the Federal Lobbying Act

Supplier shall not, in connection with this Contract, engage in any activity prohibited by 31 USC 1352 (entitled "Limitation on use of appropriated funds to influence certain Federal Contracting and financial transactions") or by the regulations issued from time to time thereunder (together, the "Lobbying Act"), and shall promptly perform all obligations mandated by the Lobbying Act in connection with this Contract, including, without limitation, obtaining and delivering to the Commonwealth all necessary certifications and disclosures.

Supplier is hereby advised that a significant percentage of the funds used to pay Supplier's invoices under this Contract may be federal funds. Under no circumstances shall any provision of this Contract be construed as requiring or requesting the Supplier to influence or attempt to influence any person identified in 31 USC 1352(a)(1) in any matter.

Supplier's signed certification of compliance with the foregoing is incorporated as Exhibit F hereto.

D. Governing Law

This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without regard to that body of law controlling choice of law. Any and all litigation shall be brought in the circuit courts of the Commonwealth of Virginia. The English language version of this Contract prevails when interpreting this Contract. The United Nations Convention on Contracts for the International Sale of Goods and all other laws and international treaties or conventions relating to the sale of goods are expressly disclaimed. UCITA shall apply to this Contract only to the extent required by §59.1-501.15 of the Code of Virginia.

E. Dispute Resolution

In accordance with §2.2-4363 of the Code of Virginia, Contractual claims, whether for money or other relief, shall be submitted in writing to the public body from whom the relief is sought no later than sixty (60) days after final payment; however, written notice of the Supplier's intention to file such claim must be given to such public body at the time of the occurrence or beginning of the work upon which the claim is based. Pendency of claims shall not delay payment of amounts agreed due in the final payment. The relevant public body shall render a final decision in writing within thirty (30) days after its receipt of the Supplier's written claim.

The Supplier may not invoke any available administrative procedure under §2.2-4365 of the Code of Virginia nor institute legal action prior to receipt of the decision of the relevant public body on the claim, unless that public body fails to render its decision within thirty (30) days. The decision of the relevant public body shall be final and conclusive unless the Supplier, within six (6) months of the date of the final decision on the claim, invokes appropriate action under §2.2-4364, Code of Virginia or the administrative procedure authorized by §2.2-4365, Code of Virginia.

Upon request from the public body from whom the relief is sought, Supplier agrees to submit any and all contractual disputes arising from this Contract to such public body's alternative dispute resolution (ADR) procedures, if any. Supplier may invoke such public body's ADR procedures, if any, at any time and concurrently with any other statutory remedies prescribed by the Code of Virginia.

In the event of any breach by a public body, Supplier's remedies shall be limited to claims for damages and Prompt Payment Act interest and, if available and warranted, equitable relief, all such claims to be processed pursuant to this Section. In no event shall Supplier's remedies include the right to terminate any license or support services hereunder.

F. Advertising and Use of Proprietary Marks

Supplier shall not use the name of VITA or any Authorized User or refer to VITA or any Authorized User, directly or indirectly, in any press release or formal advertisement without receiving prior written consent of VITA or such Authorized User. In no event may Supplier use a proprietary mark of VITA or an Authorized User without receiving the prior written consent of VITA or the Authorized User.

G. Notices

Any notice required or permitted to be given under this Contract shall be in writing and shall be deemed to have been sufficiently given if delivered in person, or if deposited in the U.S. mails, postage prepaid, for mailing by registered, certified mail, or overnight courier service addressed to the addresses shown on the signature page. VITA or Supplier may change its address for notice purposes by giving the other notice of such change in accordance with this Section.

H. No Waiver

Any failure to enforce any terms of this Contract shall not constitute a waiver.

I. Assignment

This Contract shall be binding upon and shall inure to the benefit of the permitted successors and assigns of VITA and Supplier. Supplier may not assign, subcontract, delegate or otherwise convey this Contract or any of its rights and obligations hereunder, to any entity without the prior written consent of VITA, and any such attempted assignment or subcontracting without consent shall be void. VITA may assign this Contract to any entity, so long as the assignee agrees in writing to be bound by the all the terms and conditions of this Contract.

If any law limits the right of VITA or Supplier to prohibit assignment or nonconsensual assignments, the effective date of the assignment shall be thirty (30) days after the Supplier gives VITA prompt written notice of the assignment, signed by authorized representatives of both the Supplier and the assignee. Any payments made prior to receipt of such notification shall not be covered by this assignment.

J. Captions

The captions are for convenience and in no way define, limit or enlarge the scope of this Contract or any of its Sections.

K. Severability

Invalidity of any term of this Contract, in whole or in part, shall not affect the validity of any other term. VITA and Supplier further agree that in the event such provision is an essential part of this Contract, they shall immediately begin negotiations for a suitable replacement provision.

L. Survival

The provisions of this Contract regarding License, Warranty, Escrow, Confidentiality, and Liability and Indemnification, and the General Provisions shall survive the expiration or termination of this Contract.

M. Force Majeure

No Party shall be responsible for failure to meet its obligations under this Contract if the failure arises from causes beyond the control and without the fault or negligence of the non-performing Party. If any performance date under this Contract is postponed or extended pursuant to this section for longer than thirty (30) calendar days, VITA, by written notice given during the postponement or extension, may terminate Supplier's right to render further performance after the effective date of termination without liability for that termination, and in addition an Authorized User may terminate any order affected by such postponement or delay.

N. Remedies

The remedies set forth in this Contract are intended to be cumulative. In addition to any specific remedy, VITA and all Authorized Users reserve any and all other remedies that may be available at law or in equity.

O. Right to Audit

VITA reserves the right to audit those Supplier records that relate to the Application or any components thereof and Licensed Services rendered or the amounts due Supplier for such services under this Contract. VITA's right to audit shall be limited as follows:

i). Three (3) years from Software delivery or Service performance date;

ii). Performed at Supplier's premises, during normal business hours at mutually agreed upon times; and

iii). Excludes access to Supplier cost information.

In no event shall Supplier have the right to audit, or require to have audited, VITA or any Authorized User.

P. Entire Contract

The following documents, including all subparts thereof, are attached to this Contract and are made a part of this Contract for all purposes:

(1) This signed form and all named Exhibits (defined below) and Attachments;

Exhibit A - Contractor's Proposal dated February 1, 2008 and the negotiated modifications, all of which documents are incorporated herein.

Exhibit B – Pricing

Exhibit C – Escrow Agreement

Exhibit D – N/A

Exhibit E – Service Terms and Conditions

Exhibit F - Certification Regarding Lobbying

(2) The Request for Proposal dated December 7, 2007;

(3) Any Addenda issued

This Contract, its Exhibits, and any prior non-disclosure agreement constitute the entire agreement between VITA and Supplier and supersede any and all previous representations, understandings, discussions or agreements between VITA and Supplier as to the subject matter hereof. Any and all terms and conditions contained in, incorporated into, or referenced by the Supplier's Proposal shall be deemed invalid. The provisions of the Virginia Department of General Services, Division of Purchases and Supply Vendor's Manual shall not apply to this Contract or any order issued hereunder. This Contract may only be amended by an instrument in writing signed by VITA and Supplier. In the event of a conflict, the following order of precedence shall apply: 1. this Contract; 2. an applicable order or Statement of Work.

An Authorized User and Supplier may enter into an ordering agreement pursuant to this Contract. To the extent that such ordering agreement include any terms and conditions inconsistent with the terms and conditions of this Contract, such terms and conditions shall be of no force and effect.

VITA and Supplier each acknowledge that it has had the opportunity to review this Contract and to obtain appropriate legal review if it so chose.

Executed as of the last date set forth below by the undersigned authorized representatives of VITA and Supplier.

Supplier	VITA
By: _____	By: _____

(Signature)

Name: ANDREA CHIAMARELLI

(Print)

Title: C.O.O.

Date: June 24, 2008

Address for Notice:

~~The Administrative Assistants Ltd.~~
880 Laurentian Drive
Burlington, Ontario L7N 3V6

Attention: ANDREA CHIAMARELLI

(Signature)

Name: PHILIP L. PIPPERT

(Print)

Title: ASSOC. DIRECTOR, SCM

Date: 7/1/08

Address for Notice:

VITA
11751 Meadowville Lane
Chester, VA 23836

Attention: Contract Administrator

Exhibit E

PREFERRED BENEFICIARY ACCEPTANCE FORM

Account Number: **7708**

Depositor, Preferred Beneficiary and DSI Technology Escrow Services, Inc. ("DSI"), hereby acknowledge that **The Virginia Information Technologies Agency** is the Preferred Beneficiary referred to in the Master Preferred Escrow Agreement effective (November 20, 2002) with DSI as the escrow agent and **THE ADMINISTRATIVE ASSISTANTS LTD.** as the Depositor. Preferred Beneficiary hereby agrees to be bound by all provisions of such Agreement.

Depositor hereby enrolls Preferred Beneficiary to the following account(s):

Account Name:	**Account Number:**
eSIS	7708

Notices and communications to Preferred Beneficiary should be addressed to:
The Virginia Information Technologies Agency
101 North 14th Street, 21st Floor
Richmond ,VA 23219
Attention: Doug Crenshaw
Telephone: 804.416.6160
Facsimile:
E-mail: Doug.crenshaw@vita.virginia.gov

Invoices should be addressed to:

The Administrative Assistants Ltd.
880 Laurentian Drive
Burlington, Ontario L7N 3V6
Contact: Barb Hansen

P.O.#, if required:_____

The Virginia Information Technologies Agency (Preferred Beneficiary

By Doug Crenshaw
Authorized signature

Doug Crenshaw
Name (type or print)

Sourcing Manager, VITA
Title

On 7/1/08
Date

The Administrative Assistants Ltd. (Depositor)

By
Authorized signature

ANDREA CHIAMARELLI
Name (type or print)

C.O.O.
Title

On June 24, 2008
Date

Iron Mountain Intellectual Property Management
~~**DSI Technology Escrow Services, Inc.**~~

By Karen Gustave
Authorized signature

Karen Gustave
Name (type or print)

Senior Contracts Administrator
Title

On 7/21/08
Date

MASTER PREFERRED ESCROW AGREEMENT

Master Number 7708

This agreement "Agreement" is effective October 2, 2002

AMONG:

DSI Technology Escrow Services, Inc. ("DSI")

and

The Administrative Assistants Ltd. ("Depositor")

and

any additional party signing the Acceptance Form attached to this Agreement ("Preferred Beneficiary"), who collectively may be referred to in this Agreement as the parties ("Parties").

A. Depositor and Preferred Beneficiary have entered or will enter into a license agreement, development agreement, and/or other agreement regarding certain proprietary technology of Depositor (referred to in this Agreement as "the License Agreement").

B. Depositor desires to avoid disclosure of its proprietary technology except under certain limited circumstances.

C. The availability of the proprietary technology of Depositor is critical to Preferred Beneficiary in the conduct of its business and, therefore, Preferred Beneficiary needs access to the proprietary technology under certain limited circumstances.

D. Depositor and Preferred Beneficiary desire to establish an escrow with DSI to provide for the retention, administration and controlled access of certain proprietary technology materials of Depositor.

E. The parties desire this Agreement to be supplementary to the License Agreement pursuant to 11 United States [Bankruptcy] Code, Section 365(n).

ARTICLE 1 -- **DEPOSITS**

1.1 Obligation to Make Deposit. Upon the signing of this Agreement by the parties, including the signing of the Acceptance Form, and Exhibit D naming the Deposit Account, Depositor shall deliver to DSI the proprietary technology and other materials ("Deposit Materials") required to be deposited by the License Agreement or, if the License Agreement does not identify the materials to be deposited with DSI, then such materials will be identified on Exhibit A. If Exhibit A is applicable, it is to be prepared and signed by Depositor and Preferred Beneficiary. DSI shall have no obligation with respect to the preparation, signing or delivery of Exhibit A.

1.2 Identification of Tangible Media. Prior to the delivery of the Deposit Materials to DSI, Depositor shall conspicuously label for identification each document, magnetic tape, disk, or other tangible media upon which the Deposit Materials are written or stored. Additionally, Depositor shall complete Exhibit B to this Agreement by listing each such tangible media by the item label description, the type of media and the quantity. Exhibit B shall be signed by Depositor and delivered to DSI with the Deposit Materials. Unless and until Depositor makes the initial deposit with DSI, DSI shall have no obligation with respect to this Agreement, except the obligation to notify the parties regarding the status of the account as required in Section 2.2 below.

1.3. Escrow Account Name Identification. Subject to this Section 1, and at the time Depositor makes the initial deposit with DSI in accordance with Section 1.2 above, Depositor shall complete and sign Exhibit D naming the initial account upon which the Deposit Materials are written or stored. Any new deposits referencing new account names made subsequent to the signing of this Agreement, intended by the Depositor to be held in a separate account and maintained separately from the initial account, but made a part of this Agreement, shall be provided for by the Depositor on Exhibit E, and Exhibit E shall be signed by the Depositor and DSI.

1.4 Acceptance of Deposit. When DSI receives the Deposit Materials, DSI will conduct a deposit inspection. At completion of the deposit inspection, if DSI determines that the labeling of the tangible media matches the item descriptions and quantity on Exhibit B, DSI will date and sign Exhibit B and mail a copy thereof to Depositor and Preferred Beneficiary. If DSI determines that the labeling does not match the item descriptions or quantity on Exhibit B, DSI will (a) note the discrepancies in writing on Exhibit B; (b) date and sign Exhibit B with the exceptions noted; and (c) mail a copy of Exhibit B to Depositor and Preferred Beneficiary. DSI's acceptance of the deposit occurs upon the signing of Exhibit B by DSI. Delivery of the signed Exhibit B to Preferred Beneficiary is Preferred Beneficiary's notice that the Deposit Materials have been received and accepted by DSI. Other than DSI's inspection of the Deposit Materials, DSI shall have no obligation to the accuracy, completeness, functionality, performance or non-performance of the Deposit Materials.

1.5 Depositor's Representations. Depositor represents as follows:

a. Depositor lawfully possesses all of the Deposit Materials deposited with DSI;

b. With respect to all of the Deposit Materials, Depositor has the right and authority to grant to DSI and Preferred Beneficiary the rights as provided in this Agreement;

c. As of the effective date of this Agreement, the Deposit Materials are not the subject of a lien or encumbrances, however, any liens or encumbrances made after the execution of this Agreement will not prohibit, limit, or alter the rights and obligations of DSI under this Agreement;

d. The Deposit Materials consist of the proprietary technology and other materials identified either in the License Agreement or Exhibit A, as the case may be; and

e. The Deposit Materials are readable and useable in their current form or, if any portion of the Deposit Materials is encrypted, the decryption tools and decryption keys have also been deposited.

1.6 Verification. Upon receipt of a written request from Preferred Beneficiary, DSI and Preferred Beneficiary may enter into a separate proposal agreement pursuant to which DSI will agree, upon certain terms and conditions, to inspect the Deposit Materials for the purpose of verifying its accuracy, completeness, sufficiency and quality ("Verification Proposal Agreement"). Depositor shall reasonably cooperate with DSI by providing its facilities, computer software systems, and technical and support personnel for verification whenever reasonably necessary. If a verification is elected after the Deposit Materials have been delivered to DSI, then only DSI, or at DSI's election, an independent contractor or company selected by DSI, may perform the verification.

1.7 Deposit Updates. Unless otherwise provided by the License Agreement, Depositor shall update the Deposit Materials within sixty (60) days of each release of a new version of the product, which is subject to the License Agreement. Such updates will be added to the existing deposit. All deposit updates shall be listed on a new Exhibit B and the new Exhibit B shall be signed by Depositor. Each Exhibit B will be held and maintained separately within the escrow account. An independent record will be created which will document the activity for each Exhibit B. The processing of all deposit updates shall be in accordance with Sections 1.2 through 1.6 above. All references in this Agreement to the Deposit Materials shall include the initial Deposit Materials and any updates.

1.8 Removal of Deposit Materials. The Deposit Materials may be removed and/or exchanged only on written instructions signed by Depositor and Preferred Beneficiary, or as otherwise provided in this Agreement.

ARTICLE 2 -- **CONFIDENTIALITY AND RECORD KEEPING**

2.1 Confidentiality. DSI shall have the obligation to reasonably protect the confidentiality of the Deposit Materials. Except as provided in this Agreement or any subsequent agreement between the Parties, DSI shall not disclose, transfer, make available, or use the Deposit Materials. DSI shall not disclose the terms of this Agreement to any third party. If DSI receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Materials, DSI will immediately notify the parties to this Agreement unless prohibited by law. It shall be the responsibility of Depositor and/or Preferred Beneficiary to challenge any such order; provided, however, that DSI does not waive its rights to present its position with respect to any such order. DSI will not be required to disobey any order from a court or other judicial tribunal including, but not limited to, notices delivered pursuant to 7.6 below.

2.2 Status Reports. DSI will issue to Depositor and Preferred Beneficiary a report profiling the account history semi-annually.

ARTICLE 3 -- **RIGHT TO MAKE COPIES**

3.1 Right to Make Copies. DSI shall have the right to make copies of the Deposit Materials as reasonably necessary to perform this Agreement. DSI shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on the Deposit Materials onto any copies made by DSI. With all Deposit Materials submitted to DSI, Depositor shall provide any and all instructions as may be necessary to duplicate the Deposit Materials including but not limited to the hardware and/or software needed. Any copying expenses incurred by DSI as a result of a request to copy will be borne by the party requesting the copies. Alternatively, DSI may notify Depositor requiring its reasonable cooperation in promptly copying the Deposit Materials in order for DSI to perform this Agreement.

ARTICLE 4 -- **RELEASE OF DEPOSIT**

4.1 Release Conditions. As used in this Agreement, "Release Condition" shall mean the following:

a. Depositor's filing for bankruptcy protection; or

b. Depositor's failure to continue to do business in the ordinary course.

4.2 Filing For Release. If Preferred Beneficiary believes in good faith that a Release Condition has occurred, Preferred Beneficiary may provide to DSI written notice of the occurrence of the Release Condition and a request for the release of the Deposit Materials. Within five (5) business days of receipt of a written notice, DSI shall provide a copy of the notice to Depositor. DSI will promptly notify the Parties unless DSI acknowledges or discovers independently, or through the Parties, its need for additional documentation or information in order to comply with this section. Such need for additional documentation or information may extend the time period for DSI's performance under this section.

4.3 Contrary Instructions. From the date DSI mails the notice requesting release of the Deposit Materials, Depositor shall have ten (10) business days to deliver to DSI contrary instructions ("Contrary Instructions"). Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured. Upon receipt of Contrary Instructions, DSI shall send a copy to Preferred Beneficiary by commercial express mail. Additionally, DSI shall notify both Depositor and Preferred Beneficiary that there is a dispute to be resolved pursuant to the Section 7.4. Subject to Section 5.2 of this Agreement, DSI will continue to store the Deposit Materials without release pending (a) joint instructions from Depositor and Preferred Beneficiary; (b) dispute resolution pursuant to Section 7.4; or (c) order from a court of competent jurisdiction.

4.4 Release of Deposit. If DSI does not receive Contrary Instructions from the Depositor, DSI is authorized to release the Deposit Materials to the Preferred Beneficiary or, if more than one beneficiary is registered to the deposit, to release a copy of the Deposit Materials to the Preferred Beneficiary. However, DSI is entitled to receive any fees due DSI before making the release. Any copying expenses will be chargeable to Preferred Beneficiary. Upon any such release, the escrow arrangement will terminate as it relates to the Depositor and Preferred Beneficiary involved in the release.

4.5 Right to Use Following Release. Unless otherwise provided in the License Agreement, upon release of the Deposit Materials in accordance with this Article 4, Preferred Beneficiary shall have the right to use the Deposit Materials for the sole purpose of continuing the benefits afforded to Preferred Beneficiary by the License Agreement. Preferred Beneficiary shall be obligated to maintain the confidentiality of the released Deposit Materials.

ARTICLE 5 -- **TERM AND TERMINATION**

5.1 Term of Agreement. The initial term of this Agreement is for a period of one (1) year. Thereafter, this Agreement shall automatically renew from year-to-year unless (a) Depositor and Preferred Beneficiary jointly instruct DSI in writing that the Agreement is terminated; (b) DSI instructs Depositor and Preferred Beneficiary in writing ninety (90) days after its renewal date that the Agreement is terminated for nonpayment in accordance with Section 5.2; or (c) DSI reserves the right to terminate this Agreement, for any reason, other than nonpayment, by providing Depositor and Preferred Beneficiary sixty (60) days written notice of its intent to terminate this Agreement. If the Deposit Materials are subject to another escrow agreement with DSI, DSI reserves the right, after the initial one year term, to adjust the anniversary date of the Agreement to match the then prevailing anniversary date of such other escrow arrangements.

5.2 Termination for Nonpayment. In the event of the nonpayment of fees owed to DSI, DSI shall provide written notice of delinquency to the parties to this Agreement affected by such delinquency. Any such party shall have the right to make the payment to DSI to cure the default. If the past due payment is not received in full by DSI within one (1) month of the date of such notice, then at any time thereafter DSI shall have the right to terminate this Agreement to the extent it relates to the delinquent party by sending written notice of termination to such affected parties. DSI shall have no obligation to take any action under this Agreement so long as any payment due to DSI remains unpaid.

5.3 Disposition of Deposit Materials Upon Termination. Subject to the foregoing termination provisions, and upon termination of this Agreement, DSI shall destroy, return, or otherwise deliver the Deposit Materials in accordance with Depositor's instructions. If there are no instructions, DSI may, at its sole discretion, destroy the Deposit Materials or return them to Depositor. DSI shall have no obligation to destroy or return the Deposit Materials if the Deposit Materials are subject to another escrow agreement with DSI or have been released to the Preferred Beneficiary in accordance with Section 4.4.

5.4 Survival of Terms Following Termination. Upon termination of this Agreement, the following provisions of this Agreement shall survive:

a. Depositor's Representations (Section 1.5);

b. The obligations of confidentiality with respect to the Deposit Materials;

c. The obligation to pay DSI any fees and expenses due;

d. The provisions of Article 7; and

e. Any provisions in this Agreement which specifically state they survive the termination of this Agreement.

ARTICLE 6 -- **DSI'S FEES**

6.1 Fee Schedule. DSI is entitled to be paid its standard fees and expenses applicable to the services provided. DSI shall notify the party responsible for payment of DSI's fees at least sixty (60) days prior to any increase in fees. For any service not listed on DSI's standard fee schedule, DSI will provide a quote prior to rendering the service, if requested.

6.2 Payment Terms. DSI shall not be required to perform any service, including release of any Deposit Materials under Article 4, unless the payment for such service and any outstanding balances owed to DSI are paid in full. Fees are due upon receipt of a signed contract or receipt of the Deposit Materials whichever is earliest. If invoiced fees are not paid, DSI may terminate this Agreement in accordance with Section 5.2.

ARTICLE 7 -- **LIABILITY AND DISPUTES**

7.1 Right to Rely on Instructions. DSI may act in reliance upon any instruction, instrument, or signature reasonably believed by DSI to be genuine. DSI may assume that any employee of a party to this Agreement who gives any written notice, request, or instruction has the authority to do so. DSI will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document. DSI shall not be responsible for failure to act as a result of causes beyond the reasonable control of DSI.

7.2 Indemnification. Depositor and Preferred Beneficiary each agree to indemnify, defend and hold harmless DSI from any and all claims, actions, damages, arbitration fees and expenses, costs, attorney's fees and other liabilities ("Liabilities") incurred by DSI relating in any way to this escrow arrangement except where it is adjudged that DSI acted with gross negligence or willful misconduct.

7.3 Limitation of Liability. In no event will DSI be liable for any incidental, indirect, special, exemplary, punitive or consequential damages, including, but not limited to, damages (including loss of data, revenue, and/or profits) costs or expenses (including legal fees and expenses), whether foreseeable or unforeseeable, that may arise out of or in connection with this Agreement; and in no event shall the collective liability of DSI exceed ten times the fees paid under this Agreement. The foregoing limitation of liability does not apply with respect to any acts of gross negligence, personal injury claims, property damage claims (excluding the Deposit), or intellectual property infringement ("Exclusions"). With the exception of the Exclusions, DSI shall in no event be liable for any incidental, punitive, special, indirect or consequential damages.

7.4 Dispute Resolution. Any dispute relating to or arising from this Agreement shall be submitted to, and settled by arbitration by a single arbitrator chosen by the San Diego Regional Office of the American Arbitration Association in accordance with the Commercial Rules of the American Arbitration Association. The arbitrator shall apply California law. Unless otherwise agreed by Depositor and Preferred Beneficiary, arbitration will take place in San Diego, California, U.S.A. Any court having jurisdiction over the matter may enter judgment on the award of the arbitrator. Service of a petition to confirm the arbitration award may be made by First Class mail or by commercial express mail, to the attorney for the party or, if unrepresented, to the party at the last

known business address. If, however, Depositor and/or Preferred Beneficiary refuses to submit to arbitration, the matter shall not be submitted to arbitration and DSI may submit the matter to any court of competent jurisdiction. Any costs of arbitration incurred by DSI, including reasonable attorney's fees and costs, shall be divided equally and paid by Depositor and Preferred Beneficiary.

7.5 Controlling Law. This Agreement is to be governed and construed in accordance with the laws of the State of California, without regard to its conflict of law provisions.

7.6 Notice of Requested Order. If any party intends to obtain an order from the arbitrator or any court of competent jurisdiction, which may direct DSI to take, or refrain from taking any action, that party shall:

a. Give DSI at least five (5) business days prior notice of the hearing;

b. Include in any such order that, as a precondition to DSI's obligation, DSI be paid in full for any past due fees and be paid for the reasonable value of the services to be rendered pursuant to such order; and

c. Ensure that DSI not be required to deliver the original (as opposed to a copy) of the Deposit Materials if DSI may need to retain the original in its possession to fulfill any of its other escrow duties.

ARTICLE 8 -- **GENERAL PROVISIONS**

8.1 Entire Agreement. This Agreement, which includes the Acceptance Form and Exhibits A, B, C, D and E described herein, embodies the entire understanding among all of the parties with respect to its subject matter and supersedes all previous communications, representations or understandings, either oral or written. DSI is not a party to the License Agreement between Depositor and Preferred Beneficiary and has no knowledge of any of the terms or provisions of any such License Agreement. DSI's only obligations to Depositor or Preferred Beneficiary are as set forth in this Agreement. No amendment or modification of this Agreement shall be valid or binding unless signed by all the parties hereto, except that Exhibit A need not be signed by DSI, Exhibit B need not be signed by Preferred Beneficiary, Exhibit C need not be signed by any party, Exhibit D need not be signed by Preferred Beneficiary or DSI and the Acceptance Form need only be signed by the parties identified therein.

8.2 Notices. All notices, invoices, payments, deposits and other documents and communications shall be given to the parties at the addresses specified in the attached Exhibit C and Acceptance Form. It shall be the responsibility of the parties to notify each other as provided in this Section in the event of a change of address. The parties shall have the right to rely on the last known address of the other parties. Any correctly addressed notice or last known address of the other parties that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities by mail, through messenger or commercial express delivery services. Unless otherwise provided in this Agreement, all documents and communications may be delivered by First Class mail.

8.3 Severability. In the event any provision of this Agreement is found to be invalid, voidable or unenforceable, the parties agree that unless it materially affects the entire intent and purpose of this Agreement, such invalidity, voidability or unenforceability shall affect neither the validity of this Agreement nor the remaining provisions herein, and the provision in question shall be deemed to be replaced with a valid and enforceable provision most closely reflecting the intent and purpose of the original provision.

8.4 Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the parties. However, DSI shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Preferred Beneficiary unless DSI receives clear, authoritative and conclusive written evidence of the change of parties.

8.5 Waiver. Any term of this Agreement may be waived by the party entitled to the benefits thereof, provided that any such waiver must be in writing and signed by the party against whom the enforcement of the waiver is sought. No waiver of any condition, or breach of any provision of this Agreement, in any one or more instances, shall be deemed to be a further or continuing waiver of such condition or breach. Delay or failure to exercise any right or remedy shall not be deemed the waiver of that right or remedy.

8.6 Regulations. Depositor and Preferred Beneficiary are responsible for and warrant compliance with all applicable laws, rules and regulations, including but not limited to customs laws, import, export, and re-export laws and government regulations of any country from or to which the Deposit Materials may be delivered in accordance with the provisions of this Agreement.

8.7 Attorney's Fees. In any litigation or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks declaration of any rights or obligations under this Agreement, the prevailing party who has proven in court by court decree, judgment or arbitrator's decision that the other party has materially breached its representation and/or warranty under this Agreement shall be awarded reasonable attorneys' fees, together with any costs and expenses, to resolve the dispute and to enforce final judgement.

8.8 No Third Party Rights. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to by all the parties hereto.

8.9 Authority to Sign. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement.

8.10 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

The Administrative Assistants Ltd. (Depositor)	DSI Technology Escrow Services, Inc.
By: Deborah Baldwin	By:
Name: Deborah Baldwin	Name: Lisa G Reis
Title: VP & COO	Title: Regional Sales Manager
Date: October 2, 2002	Date: November 20, 2002

EXHIBIT F: CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

i). No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

ii). If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

iii). The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and Contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____

Printed Name: Andrea Chiamarelli, C.O.O.

Organization: THE ADMINISTRATIVE ASSISTANTS LTD.

Date: June 24, 2008

Vendor Pricing Worksheet

Enter the name of your firm here	The Administrative Assistants Ltd.
Enter the name of the SIS here	eSIS

Components/Enrollment	**1000 students**	**2,500 students**	**5,000 students**	**10,000 students**	**20,000 students**	**40,000 students**	**50,000 students**	**60,000 students**	**70,000 students**	**80,000 + students**	
Provide a Total Cost Per Student for the											
Core system software (system as outlined in the RFP)											
at the following benchmarks (**Purchase List Price**)	$9.00	$9.00	$9.00	$9.00	$8.88	$8.88	$8.80	$8.67	$8.51	$8.36	
(**Five-Year Lease Option**)	$3.50	$3.50	$3.50	$3.30	$3.20	$2.95	$2.82	$2.72	$2.63	$2.56	
Maintenance (Provide Pricing on a Per Student Basis)											
Annual maintenance year 1	$1.80	$1.80	$1.80	$1.80	$1.80	$1.75	$1.70	$1.60	$1.52	$1.46	
Annual maintenance year 2	$1.85	$1.85	$1.85	$1.85	$1.85	$1.80	$1.75	$1.65	$1.57	$1.50	
Annual maintenance year 3	$1.91	$1.91	$1.91	$1.91	$1.91	$1.86	$1.80	$1.70	$1.61	$1.55	
Annual maintenance year 4	$1.97	$1.97	$1.97	$1.97	$1.97	$1.91	$1.86	$1.75	$1.66	$1.60	
Annual maintenance year 5	$2.03	$2.03	$2.03	$2.03	$2.03	$1.97	$1.91	$1.80	$1.71	$1.64	
Miscellaneous											**Comments**
Loyalty discount off the *Total per student cost* listed above	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Pricing has been provided on a tier level and has been discounted in accordance with student count.
SIS customization (cost/hour)	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	Rates valid for initial implementation only.
Creating reports (cost/hour)	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	Rates valid for initial implementation only.
Project management services (cost/hour)	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	Rates valid for initial implementation only.
Consulting services (cost/hour) reveal delivery method* in column F	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	Level 1 Help Desk provided by SWaM
Consulting services (cost/hour) reveal delivery method* in column F	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	Application Support performed by SWaM
Consulting services (cost/hour) reveal delivery method* in column F	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Hosting services (describe in the Comments or a separate document)	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	$2.00 per student per year with a minumum of 5,000 students	Please see the Cost Narrative provided with this RFP response.
Training staff (cost per day/estimate # days)	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	$1000.00/ day;17.5 days	Train-the-trainer method
Integration of SIS with other systems (cost per hour)	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	
Data conversion services (cost per hour)	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	
Report conversion services (cost per hour)	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	
Implementation costs (cost per day)	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	$1,000.00 per day	Application Specialist services only; does not include daily rate of PM, Database Administrator, Developers or any other services.
Add-ons and other services: (list separately below)											
SIF (Subscription)	$0.50	$0.50	$0.50	$0.50	$0.50	$0.49	$0.48	$0.48	$0.47	$0.46	
State Reporting (Subscription)	$1.20	$1.20	$1.20	$1.20	$1.20	$1.18	$1.16	$1.13	$1.10	$1.06	
SPED (Subscription)	$1.20	$1.20	$1.20	$1.15	$1.13	$1.06	$1.03	$1.00	$0.98	$0.96	
SPED (Five-Year Lease Option)	$3.00	$3.00	$3.00	$3.00	$2.98	$2.95	$2.92	$2.88	$2.82	$2.77	
SPED (Annual Maintenance)	$0.60	$0.60	$0.60	$0.60	$0.58	$0.56	$0.53	$0.50	$0.48	$0.46	
Oracle Licences	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Oracle licenses will need to be acquired by the district in order to run eSIS. The specific hardware requirements will need to be discussed with the district; and once determined, the Oracle pricing will be determined based on the outcome of the district's hardware requirements.

ATTACHMENT A - Section 5. REQUIREMENTS

Describe which components or features listed below are included in your current core web-based SIS product (i.e., integrated as part of your web-based product and included in the cost). Indicate if such components are available as an add-on module to the core SIS product in Column B. Additionally, you may provide a brief description of the item using Column B to type in the text or reference a MS-Word document using the corresponding **Section # and Sub Section #**.			Enter either Y=Yes, N=No, or F=Future	Enter details or reference an external document here.
General Requirements				
Sec.	**Sec. #**	**Description of Requirement**	A	**B**
A	1	Offers turnkey or staff-augmented system conversion services	Y	
A	2	Ad hoc reporting	Y	
A	3	Decision support/performance analysis tools	Y	
A	4	Discipline	Y	
A	5	Grade Reporting	Y	
A	6	Health	Y	
A	7	Online registration	Y	
A	8	Scheduling with master schedule builder	Y	
A	9	Special Education	Y	
A	10	Staff development	N	
A	11	Standard or pre-defined reports	Y	
A	12	Virginia State Reporting	Y	
A	13	Student attendance	Y	
A	14	Student demographic/census data	Y	
A	15	Parent portal for access to system data	Y	
A	16	Standards-based K-12 grade book	Y	
A	17	Textbook inventory	Y	
A	18	Transcript/graduation status tracking	Y	
A	19	Can you state the name of the proposed web-based Student Information System (SIS)?		eSIS®
A	20	Can you state how long has the proposed web-based SIS product been generally available on the market? (Years/Months)		The original version of **aal**'s eSIS® was developed in COBOL and has now been in use, with continuing functionality enhancement, since 1986 in Canada and the United States.
A	21	Can you state the current version/release of your web-based SIS product?		10.1
A	22	Can you describe how many Pre-K-12 school districts in the Commonwealth of Virginia have been running the current version of your web-based product for at least 3 full school year cycle?		Newport News Public Schools is the only district in the State of Virginia and has been running eSIS® for 3 full school years.
A	23	Can you describe how many Pre-K-12 school districts, nationwide, have been running the current version of your web-based product for at least 1 full school year cycle?		The most recent version of eSIS® was released in November 2007; therefore, there aren't any school districts that have been running the current version for 1 full school year cycle. However, on the prior release there are numerous districts running the release for at least 1 full school year cycle.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
A	24	Can you list how many districts that are currently using your web-based SIS product that have an active student enrollment of 10,000 to 20,000; 20,000 to 40,000 and over 40,000?		10,000 - 20,000: 18 20,000 - 40,000: 15 Over 40,000: 19
A	25	Can you name and describe other web-based systems (e.g., Finance, Human Resources, etc.,) your organization offers that currently integrates, or will integrate, with the proposed web-based SIS product?		**aal** only offers its Student Information System, e SI however, eSIS® is capable of integrating with other web-based systems.
A	26	Can you describe the detailed hardware/software/server specifications required to run and back up the proposed product, including any add-on modules, in a school district with the enrollment/enrollment projections of the District ? Attach sufficiently detailed specifications for the District to purchase the required items. Base the estimate on the numbers of students in ranges of your choosing.		Please see the information on *"Technical Architecture"* provided at the end of this Section.
A	27	Can you describe disaster recovery recommendations for the proposed solution?	Y	Application Server. A complete backup should be taken of this server at each upgrade point. Files do not change very often here. The files can then be restored to the same machine (in the event of a minor failure) or to another machine (in event of a major failure). Database Server. The production Oracle database should run in archive log mode. This will save all transaction logs and allow for database recovery right up to the point of failure. A full cold backup should be taken once a week and the archived logs should be backed up every night. In the event of failure the database datafile from the cold back can be restored and then the archive logs applied to restore the database back to the point of failure. The above recommendations will provide a good level of protection. There are higher levels of protection available if there is a need for 24/7 operation. Some of these options are Clustering, load balancing and Stand-By Database.
A	28	Can you provide detailed information about potential software incompatibilities including virus protection and other system software or utilities?	Y	No known incompatibilities
A	29	Can you explain which server operating systems are supported and recommended for the proposed web-based SIS product?	Y	Please see the information on *"Technical Architecture"* provided at the end of this Section.
A	30	Can you describe which database product is used for the proposed web-based SIS product? What edition? Version? Release?	Y	Oracle 10g is the database product. Enterprise Edition, Standard Edition and Standard Edition One are all supported.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
A	31	What web server product(s) are used for the proposed web-based product? What edition? Version? Release?	Y	Oracle 10g Enterprise Edition or Forms Edition is the application server used.
A	32	Is the proposed system based on Open Source products? If yes, what Open Source products are used? What edition? Version? Release?	N	
A	33	If the proposed product is not based on Open Source products, does the current development roadmap include a transition to an Open Source environment? If yes, what Open Source product(s) are being considered?	Y	Apache Tomcat, JBoss, Hibernate, Spring
A	34	Does your system require any client/server companion products to set up, maintain, or use the product?	N	
A	35	Can you describe which web browsers are supported for the proposed web-based SIS product? *(Be sure to consider Macintosh-based computers and list the version requirements of/for each browser.)*	Y	Please see the information on *"Technical Architecture"* provided at the end of this Section.
A	36	Can you describe the technical skills recommended or required to effectively operate and administer the proposed system, including operating system, database application, and student information system application?	Y	Oracle DBA skills are required to perform standard functions like backup, restore, performance tuning, upgrades, etc. Standard system administration skills are required for hardware configuration, operating system maintenance and upgrades. Standard network administration skills are required to ensure connectivity to the servers. An application administrator is required to define standards within the application for business processes, standard references codes, user administration, etc.
A	37	Can you describe what technical skills are recommended or required to perform system modifications? (i.e., user-defined fields, account management, report writing)	Y	System configuration like adding user-defined fields and account management require eSIS® application knowledge. eSIS® already contains a sophisticated reporting engine. If the district wishes to extend the base product they would need technical skills in the SQL area as well as in the chosen report writing tool (Oracle Reports is recommended).
A	38	Can you describe what training is available to support the system and how is it administered?		Please see the information on *"Training"* provided at the end of this Section.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
A	39	Can you describe the security features provided within the web-based SIS, including, but not limited to, comprehensive account management, password enforcement, automatic time out, etc…?	Y	Standard server and network hardening techniques should be used to protect the servers. Network traffic can be encrypted using https/SSL. Session timeout values are adjustable by the local DBA. Password complexity rules, number of allowed sessions per user, number of failed login attempts allowed before locking the account are provided. In addition, authentication can be delegated to a third party LDAP user directory.
				System security is accommodated through a series of system controls, determined by each user's authority levels. For example, a "school user" will only have access to those students currently enrolled at his or her school, and may be restricted further to "Read Only," or "Update" within only certain portions of a student's data. Other users may have access to all students in a "family of schools" or the complete school district. System security is controlled both at the database access level, via Oracle security, as well as by our direct application security. Authorized system administrators will be able to establish and modify security levels. This allows the district to maintain confidential student, family, and agency data within eSIS®. Security access is determined for each individual user. As shown below, there are two levels of security:

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
				Level 1 – Students to whom the user has access Level 2 – Screens and processes (data elements) within eSIS® to which the users have access. For example, in a site-based management environment, an administrative assistant within one school would probably perform different tasks than one at another school in the district. 1st Level of Security Access Limitations Central Office - All students within the district Area Office - All students associated with an area or region within the district Family of Schools - All students within a specific family of schools School - Students enrolled or cross-enrolled to a specific school Teacher - Only students assigned to the teacher by course section or homeroom 2nd Level of Security Access Limitations None No access at all View View only access Update Full update access
A	40	Can you provide detailed information about possible integration with Microsoft's Active Directory environment including single sign-on capabilities?	Y	eSIS® can use Active Directory to authenticate users. User authorization remains within the eSIS® applications.
A	41	Can you describe network bandwidth requirements for District-wide multi-user access to the proposed system, including, but not limited to, classroom attendance, teacher grade books, and administrative functions?	Y	A typical page requires 30-50 Kbits to load the first time. Once the page has been loaded, only data is transferred and the bandwidth is reduced to 3-5Kbits. Actual bandwidth requirements will depend upon the actual usage patterns.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
A	42	For the proposed product, can you describe how many simultaneous active teacher attendance/grade book connections can be supported on a 100Mbit switched network, without degradation in speed or data quality?	Y	It would take 2,000 users to saturate the line. This assumes all users are loading 50Kbit pages simultaneously at a sustained rate. Realistically, users require think time to enter data or read results. When a user is thinking they are not using network resources. Given a 10% activity rate, the actual users that could be supported would be 20,000. This is all theoretical. Everything depends upon actual usage patterns.
A	43	Can you list the software language(s) used to develop the proposed web-based SIS system?	Y	Oracle Forms, Oracle Reports, PL/SQL, Java
A	44	Can you describe any components of the web-based SIS product that uses emulation or similar software?	N	No emulators are used
A	45	Does the proposed web-based SIS product run from a single enterprise-wide database?	Y	
A	46	Does the proposed SIS application utilize a real-time database?	Y	
A	47	Can updates to data be made in real time which is immediately visible through all modules?	Y	
A	48	Does the SIS application do any batch processing? If yes, please explain.	Y	eSIS® is primarily on OLTP system. Batch jobs may be scheduled that utilize eSIS functions
A	49	Is the source code for the proposed web-based SIS available to the District? If yes, is there a cost?	N	
A	50	Can you name and describe the modules included in the proposed product's core system?	Y	eSIS® Core includes eSIS®, Nurses, Fees Management, Curriculum Tracking, Parent & Student Assistant, Executive Assistant and Teacher's Assistant. Please see the information on *"Product Overview"* provided at the end of this Section for a description of the modules included in the product's core system.
A	51	Can you name and describe current add-on modules for the proposed system. Include any hardware or software requirements in excess of those required by the core system, and any additional costs associated with licensing or supporting those modules?		The add-on modules for eSIS® are State Reporting, Special Education, Student Academic Mastery, e S SIF Agent and Co-op Education Student Placement and Tracking (Secondary Only). **aal**'s pricing is on a tiered basis by student count; therefore, **aal** cannot provide specific pricing until it has the student count for the interested district. In addition, any additional hardware that is needed will need to be discussed with the interested district to ensure that its specific needs are adequately met.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
A	52	Can you name and describe any modules currently in development, and the expected release date? Identify whether they will be part of the core system or add-on modules. Include any hardware or software requirements in excess of those required by the core system, and any additional costs associated with licensing or supporting those modules.		Please see the *"Technology Roadmap"* provided at the end of this Section.
A	53	Do you offer system hosting services? Include the cost in the appropriate section of this RFP.	Y	
A	54	Can you name other districts that use you hosting services? (if applicable)	Y	**aal** is currently hosting services for London District Catholic School Board, Wellington District Catholic School Board, Brant Haldimand Norfolk District Catholic School Board and Simcoe Muskoka Catholic District School Board.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		System Features		
B	1	System runs multi-user, multi-task over a WAN, and LAN-to-LAN	Y	
B	2	System allows multiple users to work on single student simultaneously (indicate number of users)	Y	
B	3	System allows multiple users to work in one module simultaneously (indicate number of users)	Y	
B	4	System allows for cross-platform workstations, please specify (e.g. Macintosh, Windows)	Y	Please see the information on *"Technical Architecture"* provided at the end of this Section.
B	5	System supports a central district server, please specify manufacturer and operating system(s)	Y	Please see the information on *"Technical Architecture"* provided at the end of this Section.
B	6	System supports relational data base structures	Y	
B	7	Ability to have direct access via ODBC drivers to tables	Y	Only select actions are allowed.
B	8	Cross-platform is native language code NOT emulation software	Y	
B	9	System relies on referential integrity within the database (foreign keys and primary key constraints are enabled)	Y	
B	10	The data model is published to allow direct extraction of data into a data warehouse or a set of views or API is available.	Y	
B	11	Non-enrollment updates to the district server are on-line, real-time	Y	
B	12	All student information fields can be displayed or printed as needed throughout the system	Y	
B	13	Student data can be updated from multiple district locations by authorized users	Y	
B	14	Updates to data can be made in real time and are immediately visible through all modules	Y	
B	15	System has a fully developed SIF certified provider agent	Y	
B	16	Can you list the SIF data objects available in the SIF certified applications that will be provided as part of this proposal?	Y	LEAInfo, SchoolInfo, RoomType, RoomInfo, StaffPersonal, StaffAssignment, CourseInfo, TermInfo, SectionInfo, StudentPersonal, StudentSchoolEnrolment, StudentSectionEnrolment, StudentContact
B	17	Can you name the zone integration server(s) that have been tested for use or that existing customers have used during deployment of the SIF certified applications that will be provided as part of this proposal?	Y	Edustructures SIFWorks
B	18	Can you list all the objects and elements your SIF agent can transfer using the Vertical Reporting Framework (VRF)?	N	**aal** is currently in discussions with Edustructures, the leader in SIF technology, to enhance the functionality within the eSIS® SIF Agent to meet this requirement.
B	19	Can you list SIF Certified applications that will be provided by your company as part of this proposal that (as posted on SIF Certification Registry: http://certification.sifinfo.org/cert_prodlist.tpl	Y	eSIS 9.x and above with eSIS® Express SIF Agent 1.x. url: http://certification.sifinfo.org/display_product.tpl?CALLER=cert_prodlist.tpl&_pr_id=1392

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
B	20	Can you list applications that will be provided by your company as part of this proposal that are not SIF Certified but that have SIF agents available and describe when you intend to have these applications certified as SIF Certified?		eSIS® and its optional modules are SIF Certified.
B	21	For each SIF Certified application, can you supply a copy of the Conformance Statement Questionnaire that you completed as part of your Certification Application?	Y	Please see the attached *"Conformance Statement"* provided at the end of this Section.
B	22	For each application that has a SIF agent but is not yet SIF Certified, can you provide a description of each agent's functionality in complete detail?	N	eSIS® and its optional modules are SIF Certified.
B	23	Can you provide a brief history of your company¹s involvement with SIF implementations?		**aal**'s involvement in SIF implementations is comprehensive. While aal is not a zone integrator we do work with clients to assist them in choosing a zone integrator and then we in turn work with the chosen zone integrator to ensure that eSIS® is configured to meet the SIF requirements of the client. We also provide each client with a walkthrough of our SIF agent and the e SIS configuration. Currently **aal** clients using SIF in production are publishing data from eSIS® for library, food service (pos), and transportation systems.
B	24	Can you describe the implementation and support services available from your company during deployment of the SIF certified applications that will be provided as part of this proposal?		**aal** will work with the chosen zone integrator to ensure the eSIS® is configured to meet the SIF requirements of the client. We also provide each client with a walkthrough of our SIF agent and the e configuration.
B	25	Can you describe the functions(s) supported by your application(s)? *(i.e. subscriber, provider, etc.).*	Y	All objects are providers
B	26	Can you provide a list of other agent vendors and/or SIF certified applications that are known to have been deployed by schools and/or districts that have implemented your SIF certified applications that will be provided as part of this proposal?	N	**aal** is aware of the following products where e information was published to the ZIS for updates to: Destiny, WinSnap, and Edulog,
B	27	Can you list how many total customers do you have that have purchased and/or deployed your SIF certified applications that will be provided as part of this proposal?		**aal** currently has nine (9) clients that have purchased the eSIS® SIF Agent; two (2) of those clients have deployed it.
B	28	The SIF agent has a *write back* capability or will be programmed to have a *write back* capability (*write back* involves the agent moving the State Testing Identifier from EIMS and writes it back into the SIS into the proper student record)	N	Currently the **aal** SIF agents are only designed to publish elements not subscribe. As many school districts are just becoming versed in the SIF concept **aal** has not had our clients request from us that our agents be set up to subscribe. **aal** has developed an internal enhancement schedule for SIF data elements We will work with client to update our SIF agents per their requirements.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
B	29	Capacities		
B	30	Scalable number of fields within the system (including user defined fields)	Y	
B	31	Scalable number of tables	Y	
B	32	Scalable number of entries within a table	Y	
B	33	Scalable number of screens	Y	
B	34	Scalable number of defined reports	Y	
B	35	Scalable number of students	Y	
B	36	Scalable number of schools and support departments	Y	
B	37	Scalable number of simultaneous users on the system	Y	
B	38	Scalable number of registered users	Y	
B	39	Scalable number of saved historical data base sets	Y	
B	40	Audit Features		
B	41	Ability to identify which fields will be tracked	Y	
B	42	Ability to track user id, date, and time for selected fields	Y	
B	43	Ability to track prior and revised field contents	Y	eSIS® currently audits and logs numerous tables and columns as needed by other clients. If a client requires additional information to be audited, then this work can be completed at an additional cost.
B	44	Ability to produce and print auditor reports of specified audited field information	Y	
B	45	Ability to revise and monitor which fields are part of the audited set on-line	Y	Within eSIS®, administrators can disable and enable auditing for a number of areas of the system.
B	46	Ability to attach free form note fields to audited fields	N	
B	47	On-line Help Features		
B	48	System generated on-line help information for all fields	Y	
B	49	List value selections available for all table driven fields	Y	
B	50	Ability to create list of value tables for all user-defined fields	Y	
B	51	Ability for system field descriptions to be customized at the district level	Y	
B	52	Ability to generate a printed list of any table values requested (utility function; not on demand from screen)	Y	
B	53	Ability for the user to access context sensitive online help regarding screen or field description and its intended use.	N	On-line Help is not context sensitive, but can be accessed system-wide to display a browser type window and allow drill down to the specific function or screen of interest.
B	54	Ability for the user to access online help regarding valid table values for appropriate fields.	N	As the table values are client entered, the On-Line Help function would not display valid values. However, client generated training/process documentation could include these details.
B	55	User Custom Screens		
B	56	Ability to retain customized fields, screens, and reports created in prior versions of the software	Y	
B	57	Ability to create user defined fields (alpha numeric, numeric, date formats)	Y	
B	58	Ability to create user defined screens	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
B	59	Ability to create user defined tables associated with fields	Y	
B	60	Ability to define properties and edits for user defined fields	Y	
B	61	Ability to add user defined fields to a system defined screen	Y	Certain key screens have Ad Hoc field capability (i.e. Demographics, Parents, Medical, etc.).
B	62	Ability to add system defined fields to a user defined screen	N	**aal** offers developer training services to clients whereby clients can develop custom forms and reports.
B	63	Ability to perform all standard query and reporting functions on user defined fields	Y	
B	64	Ability to modify properties of system defined fields (e.g. length, data type)	Y	
B	65	Ability to increase table sizes on-line	Y	
B	66	Ability to restrict data entry through the assignment of tables to fields as needed.	Y	
B	67	Ability to restrict data entry by assigning automatic data entry checks to fields as needed.	Y	
B	68	Ability to designate any field as required/mandatory	N	Approximately 12 fields are mandatory on admission of a student. In order to uniquely identify that student within eSIS®. A few other fields may be set to Mandatory but this option does not apply to all screens in the system.
B	69	Dynamic sizing of windows to eliminate scrolling	Y	
B	70	Ability provides a consistent user interface including: screen layouts, report layouts, messages, field labels and date display.	Y	
B	71	Defaulted values can be overridden by the user.	Y	
B	72	The system has the ability to assign business logic to fields and processes.	Y	
B	73	System Utilities		
B	74	Ability to view and correct software problems from remote sites on the network	Y	
B	75	Ability to monitor system performance across the WAN and be warned of possible developing problems	Y	
B	76	Ability to view and correct software problems from remote sites on the network. Indicate platform dependence, if any.	Y	
B	77	Applications are site independent (i.e. based on security level data can be viewed/manipulated from any location)	Y	
B	78	System data can be recovered from backup without losing any updates from backup to the point of failure	Y	
B	79	System Back-ups		
B	80	The system provides back-up capabilities.	Y	
B	81	Ability to either restore the entire division's data or an individual school's data.	N	Backup and restore operations are performed on the database, a tablespace or a table.
B	82	Ability to perform mass changes to data elements throughout the system.	Y	
B	83	Ability to navigate between student records for mass changes within a particular functional area such as updating immunization records for all incoming 6th graders.	Y	
B	84	The system provides capability for selective and full back-ups and recoveries of the database.	Y	Please see the information on *"Technical Architecture"* provided at the end of this Section.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
B	85	The system remains accessible during back-up processes	Y	Please see the information on *"Technical Architecture"* provided at the end of this Section.
B	86	Support and Documentation		
B	87	Vendor presentations at User Group Meetings	Y	
B	88	Complete user manuals for all modules included	Y	
B	89	User Documentation available on-line	Y	
B	90	User Documentation available in printed text format	Y	
B	91	Ability to reproduce documentation without restriction	Y	
B	92	Complete error message documentation included	Y	
B	93	Complete error message documentation available on-line	Y	
B	94	Complete error message documentation available in printed text format	Y	
B	95	New user training manuals for all modules included	Y	
B	96	On-line tutorial package included (specify modules if limited)	N	
B	97	Comprehensive, fully documented data dictionary included	Y	
B	98	File and Table layouts included	Y	
B	99	System Flow descriptions included	Y	
B	100	Program Descriptions/Narratives included	Y	
B	101	Cross References for use of files, tables, and programs included	N	
B	102	User defined fields are added to the data dictionary	N	
B	103	User defined tables are added to the cross reference descriptions	N	
B	104	Operations manuals and procedures included	Y	
B	105	Print Queue management documentation included	Y	
B	106	Administration & operations manual included	Y	
B	107	District assigned staff (multiple users) permitted to call toll free support	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Basic Student Information		
C	1	Ability to perform Name search to allow unique student ID across the district over multiple years. Multiple field search functionality to determine a unique student including a minimum of student ID, first name, last name, date of birth, gender over multiple years.	Y	
C	2	Ability to collect Name change history	Y	
C	3	Fielded name storage (i.e. first, middle, last).	Y	
C	4	Fielded address storage (i.e. house number, street direction, street name, street indicator, city, zip+4)	Y	
C	5	Ability for address to be 2 or 5 fields.	Y	
C	6	Ability to track no middle name has been confirmed.	Y	
C	7	Ability to automatically assign city and zip code based on address	Y	
C	8	Ability to provide zip plus four and carrier presort	Y	
C	9	Ability to designate phone numbers as unlisted and prevent print/display except where permitted by security	Y	
C	10	On-line address verification relative to county/school boundaries, grade level assignment, and school enrollment capacity.	Y	
C	11	Out-of-District enrollment and tracking using GIS verification of residence address	Y	
C	12	Ability to maintain information for students not enrolled, but the district is responsible such as with membership	Y	
C	13	Ability to calculate and monitor enrollment capacity.	Y	
C	14	Ability to indicate that a student is currently enrolled in two different schools simultaneously.	Y	
C	15	Unlimited adult records including fielded name, relationship, address including out-of-state, phone, age, and highest educational grade/degree	Y	
C	16	Unlimited emergency contact records with priority ratings including name, relationship, and phone numbers. Ability to track other means of contact (i.e. cell phones, pagers, e-mail).	Y	
C	17	Additional parental information including marital status and custody arrangements	Y	
C	18	Ability to track by day of the week joint custody situations. Keep student legal and primary address based on day-of-the-week for joint custody situations	Y	
C	19	Ability to track restraining orders by effective date, expiration date, and person(s) involved	Y	
C	20	Ability to warn appropriate personnel of expiring restraining orders and power of attorney documents	Y	
C	21	Ability to track Sibling information including name, age, and district student id	Y	
C	22	Access to family data via family matching techniques with options by address, oldest/youngest, within school/district, Including a sibling identification field(s) for school communications.	Y	
C	23	Unrestricted grade level designations. Alphanumeric grade levels that can be setup by the customer.	Y	
C	24	Ability to define and have displayed on all screens a "special condition" message about a student (i.e. severe medical condition, severe discipline record, custody, etc.). Ability to change or remove a "special condition".	Y	
C	25	Ability to specify access rights by user role.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	26	Ability to keep a mailing address separate from the residence address.	Y	
C	27	Ability to maintain expected and actual year of graduation. Indicate a field that designates IEP grads.	Y	
C	28	Ability to track student grade level changes and retentions.	Y	
C	29	Ability to separate grade level changes & retentions from student school changes and entries/withdrawals from district	Y	
C	30	Ability to include fields to maintain all currently kept demographic data including grade level, birth date, ethnicity (**See http://www.ed.gov/legislation/FedRegister/other/2007-4/101907c.html**), etc.	Y	
C	31	Base system has the ability to enter an individual's race(s) separately from their ethnicity on the same screen using the US Department of Education (USED) two question format (http://www.ed.gov/legislation/FedRegister/other/2006-3/080706d.html). The user should not require the user to look up codes. The system should not require the user to look up codes.	Y	
C	32	Ability to resolve duplicate student id problems and keep all existing records intact and in sync	Y	
C	33	Ability to quickly access multiple types of information about a selected student and navigate without reentry of the student id (i.e. demographic, schedules, GPA, program services, etc)	Y	
C	34	Ability to denote/monitor/secure homeless students.	Y	
C	35	Ability to denote/monitor/secure free lunch status for students.	Y	
C	36	Ability to track Out of District, concurrent, homebound, online and dual enrollment students.	Y	
C	37	Ability to create a school or schools for Out of District students who only attend special-school programs and no other school	Y	
C	38	Ability to track Address/Relationship Information	Y	
C	39	Ability to track a unlimited addresses and relationships for each student. This will include the following:	Y	
C	40	- Student residential address	Y	
C	41	- Who that student legally lives with	Y	
C	42	- Legal guardian of student	Y	
C	43	- After school care and pick-up	Y	
C	44	- Mother and Father relationship - separated or divorced	Y	
C	45	- Release Flag	Y	
C	46	- Closest neighbor	Y	
C	47	- Closest relative after the legal guardians	Y	
C	48	- Home language	Y	
C	49	- Grid Code (Attendance Area/Map Grid)	Y	
C	50	- Family Code	Y	
C	51	Ability to track each Address/Relationship data including:	Y	
C	52	- 911 Address	Y	
C	53	- City	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	54	- County	Y	
C	55	- State	Y	
C	56	- Telephone Numbers – ability to indicate a primary phone number for calling systems – SMS number and vendor for text messages	Y	
C	57	- Emergency Phone Number and address	Y	
C	58	- Two Work Phone Numbers and address	Y	
C	59	- Cell Phone Number	Y	
C	60	- Fax Number and location	Y	
C	61	- Minimum of two Parent/Guardian Contact Email Addresses	Y	
C	62	- Appropriate individual for mailings to be sent	Y	
C	63	Ability to automatically format mailing address to US Postal Service standards	Y	
C	64	Ability to check Address/Relationship information to provide Sorts for multiple Mailings: Report Cards, Attendance Letters, Discipline Letters, Mailing Labels and General Notices	Y	
C	65	Ability to propagate Address/Demographic changes throughout all screens.	Y	
C	66	Ability to allow information to interface with an automated parent notification system that includes Homework, Email Notification of Attendance, Discipline, and Grade Reports.	Y	
C	67	Ability to allow information to interface with a Teacher Interface System (Grade book, Attendance, etc.), that includes the ability to email information to contacts.	Y	
C	68	All student information should be able to be viewed from one central section in the application:	Y	
C	69	- Student basic information as listed under Demographic Data section	Y	
C	70	- Address/Relationship information as described in that section	Y	
C	71	- Medical	Y	
C	72	- Daily and Class/Period Attendance	Y	
C	73	- Course Selections	Y	
C	74	- Complete Schedule	Y	
C	75	- Grade Summary and Grade Detail for each course	Y	
C	76	- Home Language	Y	
C	77	- Discipline Records	Y	
C	78	- Testing Information	Y	
C	79	- Transcript Information	Y	
C	80	- Special Education	Y	
C	81	- Medicaid	Y	
C	82	- Busing	Y	
C	83	- Vocational (VA CTERS)	Y	
C	84	- School Activities	Y	
C	85	Ability to locate a student or group of students with any combination of criteria in the database including, but not limited to: Name, Counselor, Grade, Homeroom, Locker, Active Status, Selected User Fields, School and Student ID.	Y	
C	86	The following data should be included in the Student Information section. This is the area that is considered to be Student Demographic Data.	Y	
C	87	- Student ID should accommodate 100 character length.	Y	Currently 9 digit length

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	88	Ability for district to customize field-level validation rules on all demographic fields such as possible values, field length, alpha vs. numeric	N	
	89	Ability to suppress fields on any page	Y	
C	90	- Student Name	Y	
C	91	- Nickname	Y	
C	92	- Social Security Number encryptable or masked	Y	
C	93	- Birth Date and Age	Y	
C	94	- Gender	Y	
C	95	- Grade Level	Y	
C	96	- Diploma Type	Y	
C	97	- Counselor's Name	Y	
C	98	- Active Status	Y	
C	99	- Year of Graduation Date	Y	
C	100	- Special Education Code	Y	
C	101	- Disability	Y	
C	102	- Special Education Case Manager	Y	
C	103	- Hours in Special Education Classes	Y	
C	104	- Parent/Guardian Email Address	Y	
C	105	- Student Email Address	Y	
C	106	- Sports Eligibility	Y	
C	107	- Transportation Aid Field	Y	
C	108	- Bus Route-AM	Y	
C	109	- Bus Route-PM	Y	
C	110	- Ethnic Code	Y	
C	111	- PK Experience	Y	
C	112	- Previous School	Y	
C	113	- Next School	Y	
C	114	- Dropout Reason	Y	
C	115	- Current Homeroom	Y	
C	116	- Part-time or Full-time Status	Y	
C	117	- Current Sports Eligibility	Y	
C	118	- Deny Tags	Y	
C	119	- Birth Place, State, and Country	Y	
C	120	- Home Language	Y	
C	121	- Primary Language	Y	
C	122	- English as Second Language (LEP Code)	Y	
C	123	- Length of Time in US (LEP 1-3)	Y	
C	124	- Food Service Code	Y	
C	125	- Discipline Information including but not limited to, probation/ juvenile officer contacts	Y	
C	126	- Truancy Conferences	Y	
C	127	- Migrant Status	Y	
C	128	- Mobility Information (transfers, withdrawals, dropout information)	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	129	- Medicaid Information	Y	
C	130	- Student Photograph	Y	
C	131	- Locker Information	Y	
C	132	- Title 1, Gifted, and other special program participation flag(s)	Y	
C	133	- Number of User defined fields/flexibility to add demographics	Y	
C	134	- User fields can be validated.	Y	
C	135	- Fines/Overdues	Y	
C	136	- Students can be dually/concurrently enrolled in multiple schools.	Y	
C	137	- Early College Scholars	Y	
C	138	- IB/AP participants	Y	
C	139	Ability to associate secondary courses with broad career paths (i.e. science/health; human resources; communication, arts, media; or business, management, finance)	Y	
C	140	Ability to access this career related course information in screen format as a self-counseling tool for students	Y	
C	141	Ability to associate NCAA requirements with secondary courses	Y	
C	142	Ability to report or transmit career and student record related data (e.g. demographics, grades, attendance, GPA, , test scores, disability, disadvantaged status, and CTE classes completed, electronic transcripts using the Schools Interoperability Framework specification 2.x)	Y	
C	143	Ability for students to enter and edit an Individual Career and Academic Plan (educational planner, career planner, resume builder, graduation requirements checklist, upload original documents, view transcript and test history)	Y	
C	144	Ability for all student information fields be displayed or printed, at will, throughout the system. Identify those that cannot and why	Y	
C	145	Students who attend an alternative school - student records are maintained at the home school. Ability for the alternative school personnel to be able to "link" to the home school records to enter grades, attendance, etc.	Y	
C	146	Ability for local businesses to enter and edit a profile and post opportunities and resources	N	eSIS® does ot normally allow access to non-district personnel, students or parents. However, if the District wished to grant access to outside persons or entities, this could be possible by use of specific menu and screen access.
C	147	Students who attend an alternative school - student records are maintained at the home school. Ability for the alternative school personnel to be able to "link" to the home school records to enter grades, attendance, etc.	Y	
C	148	Ability for students and faculty to view posted opportunities and resources from local businesses	N	The optional Co-Op/Work Experience module provides for the tracking of businesses with job opportunities for students seeking work experience. This is available for viewing by faculty.
C	149	Post-graduation Information		
C	150	Ability to identify students who go on for college or other vocational training after graduation	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	151	Ability to identify the institutions and their characteristics that students attend (i.e. private/public, 2/4 year institutions, voc ed focus, degrees earned)	Y	
C	152	Ability to identify schools applied to versus accepted at versus selected by the student	Y	
C	153	Ability to record fees information for college applications	Y	
C	154	Ability to identify degrees earned and major categories	N	This information could be stored in the Awards screen, or by the use of an Ad Hoc fields grouping.
C	155	Contact Information		
C	156	Ability to document parent contacts (including date, time, name, comments)	Y	
C	157	Ability to document home visits (including date, time, name, location, comments)	Y	
C	158	Ability to document parent/teacher conferences (including date, time, name, location, comments)	Y	
C	159	Ability to view/print contact information (criteria selections of student, parent, dates, comments)	Y	
C	160	Ability to view/print summary contact information (i.e. number of contacts, number by type, number by student, number by date range and comments)	Y	
C	161	Ability to record comments associated by each teacher contact	Y	
C	162	Unlimited number of contact types	Y	
C	163	Unlimited number of contacts per student	Y	
C	164	Program Services		
C	165	Ability to identify student program participation to district program and staff evaluation activities	Y	
C	166	Ability to identify students receiving multiple program services and the nature of those services including the times/days provided	Y	
C	167	Ability to correlate GPA information to program service activities	Y	
C	168	Ability to track program participation by date, program, location, grade level, gender and ethnic	Y	
C	169	Ability to define a program, including name, beginning and ending dates, grade level, service provider, number of minutes, exit reasons	Y	
C	170	Ability to track program participation historically	Y	
C	171	Special Education		
C	172	Ability to monitor by program service(s) including dates, disability, setting, status, placement code and diagnosis code (multiple records)	Y	
C	173	Ability to monitor educational placement outside the regular classroom.	Y	
C	174	Ability to monitor most recent evaluation in multiple disciplines by date	Y	
C	175	Ability to identify 504 students . (See Section 504 of the Rehabilitation Act of 1973.)	Y	
C	176	Ability to enter special transportation requirements (e.g. seat requirements, medical needs, wheelchair lifts, seat belts, students need for a bus aide, am/pm pickup address, and contact name and phone)	Y	
C	177	Ability to maintain a memo field or additional information related to special education students for transportation purposes (i.e. medical or behavioral information).	Y	
C	178	Ability to meet all federal and state reporting requirements on an ongoing basis specifically OCR compliance reporting bi-annually.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	179	Ability to identify Case manager	Y	
C	180	Ability to restrict access of special ed information by user	Y	
C	181	Ability to contact parent or case manager electronically	Y	
C	182	Gifted and Talented Program (GT)		
C	183	Ability to record qualifying levels and areas of giftedness, services provided, and dates.	Y	
C	184	Ability to access individual student program participation historically	Y	
C	185	Ability to track GT student services from Special Education and Psychological Services.	Y	
C	186	Ability to track GT student participating in academic enrichment activities.	Y	
C	187	Ability to monitor GT student academic growth over time.	Y	
C	188	Ability to track GT student course and/or program enrollment in middle and high school.	Y	
C	189	Federal Programs		
C	190	Ability to identify participating students by multiple program service, dates, and status	Y	
	191	Ability to capture and report teacher rank criteria for students	Y	
C	192	Ability to capture and report teacher rank criteria for students	Y	
C	193	Ability to integrate data sets including academic grades, attendance, assessment, migrant, welfare, retentions, bilingual, special ed, free & reduced lunch data, and Title I	Y	
C	194	Ability to identify courses as Title I courses	Y	
C	195	Ability to capture teacher judgment evaluations of Title I students on-line	N	
C	196	Ability to create and print rank ordered (eligibility) lists based on the teacher judgment evaluation data	N	
C	197	Free/reduced Lunch Programs		
C	198	Ability to identify that a student is qualified to receive free/reduced lunch services.	Y	
C	199	The following additional information should be available for students on free/reduced lunch status to include application number, type of service, school year	Y	
C	200	Ability for Free/reduced lunch information to be transferable if a student moves from one school to another during the school year.	Y	
C	201	If a student is dually enrolled (i.e., attends classes at more than one location) ability for all locations to have access to free/lunch status information	Y	
C	202	Ability to restrict free/reduced lunch information at the user level.	Y	
C	203	Ability to import direct certification data.	Y	
C	204	Ability to determine qualification of lunch status based on economic information.	Y	
C	205	School Choice Program		
C	206	Access to Choice application status:	Y	
C	207	Reason applied	Y	
C	208	Resident school	Y	
C	209	School of choice	Y	
C	210	Transportation provided	Y	
C	211	PK Program		
C	212	Identify students who have preschool experience prior to kindergarten	Y	
C	213	Identify the source, duration, and category of the preschool experience	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	214	Ability to generate preschool trend analysis for identifying community needs (i.e. need for neighborhood Head Start programs, identifying programs that have positive effects on children's readiness for school)	Y	
C	215	Ability to prioritize preschool candidates by test scores	Y	
C	216	Ability to create and update a preschool eligibility file tracking entrance dates, exit dates, waiting date and produce reports of same	Y	
C	217	Ability to show a preschool student enrolled in two school simultaneously for AM and PM classes	Y	
C	218	Ability to show a preschool student enrolled in one school for AM and PM classes	Y	
C	219	Ability to track funding sources for particular preschool classes or programs	Y	
C	220	Home School Information		
C	221	Ability to track by name and/or Student ID students who live in the district boundaries but participates in a home-based educational program (currently registered or historical)	Y	
C	222	Ability to track requirement compliance for home schooling including testing criteria and registration with district	Y	
C	223	Ability to automatically identify a student from home schooling if part-time enrollment in the district occurs	Y	
C	224	Ability to automatically withdraw a student from home schooling if full time enrollment in the district occurs	Y	
C	225	Ability to keep multiple records including entry and exit dates for home schooling historically	Y	
C	226	Foreign Exchange Information		
C	227	Ability to identify and track students including home country, dates, status, identification numbers	Y	
C	228	Ability to monitor these students with school transfer placements	Y	
C	229	Ability to track native language	Y	
C	230	Ability to track mobility	Y	
C	231	Basic Student Information - Mobility		
C	232	Ability to track movement to/from and within the district. Ability to track transaction date, reason, effective date, sending/receiving district school numbers, grade level, voucher schools, private institutions and facilities.	Y	
C	233	Ability to aggregate mobility data by any identified group of students	Y	
C	234	Ability to calculate mobility rates by any identified group of students	Y	
C	235	Unlimited number of mobility reason codes	Y	
C	236	Ability to display/print mobility over multiple years for a student	Y	
C	237	Ability to display/print mobility statistics generated for identified groups of students	Y	
C	238	Ability to store a history of student withdrawals and re-enrollments within the same school year and school district if outside of District.	Y	
C	239	Ability to inactivate a student from classes upon withdrawal from the school without going into the student scheduling system	Y	
C	240	Ability to update enrollment history	Y	
C	241	Health		

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	242	The Health Module interface is web browser based and accessible with authentication from an intranet or internet based workstation.	Y	
C	243	Ability to record date, score, and narrative for multiple hearing and vision screenings per year.	Y	
C	244	Ability to record date, height, and weight multiple times per year and a narrative section for each.	Y	
C	245	Ability to record physical examinations/screenings	Y	
C	246	Ability to record Scoliosis screenings for X-Ray and Exams to include date, impression, and evaluation results for multiple screenings per year.	Y	
C	247	Ability to record Tuberculosis Test C263date, impression, and evaluation results for multiple screenings per year.	Y	
C	248	Immunization tracking by dates, exemption, types, and compliance status	Y	
C	249	Immunization compliance calculation based on birthdate/grade level and immunization dates (that can be recalculated upon request)	Y	
C	250	Ability to specify different immunization requirements for different grade levels and school years.	Y	
C	251	Ability to change immunization requirements on-line and to request recalculation of student immunization status based on new criteria (e.g. changing laws that govern compliance)	Y	
C	252	Ability to generate mail-merge health/immunization notices or referrals based on health/immunization records	Y	
C	253	Ability to keep multiple years of health history for review as needed	Y	
C	254	Ability to track multiple allergy information	Y	
C	255	Ability to track significant student health conditions by condition and dates	Y	
C	256	Ability to track daily medication by student including doctor, time, dose, dates, comments	Y	
C	257	District evaluation tracking by discipline, provider, dates, and document (i.e. health services, psych services, social work services)	Y	
C	258	Ability to track/display/print incidents by categories (e.g. child abuse)	Y	
C	259	Ability to view referrals	Y	
C	260	Ability to record Physicians name and phone number	Y	
C	261	Ability to record Specialist physicians (e.g., endocrinologist)	Y	
C	262	Ability to track free-form comments	Y	
C	263	Ability to track health insurance information from student data	Y	
C	264	Ability to track students with special health needs and to be categorized by a code.	Y	
C	265	Ability to track health room visits by student, day, and month.	Y	
C	266	Ability to restrict health information by user.	Y	
C	267	Ability to record and track who entered/updated data in module.	Y	
C	268	Ability to track Medicaid reimbursable activities.	Y	
C	269	Develop reports on an ad hoc basis. The ad hoc abilities should allow for information to be reported on vaccination, tests for those that have not received attention from a certain date, and reporting by special needs.	Y	
C	270	Health Reports		
C	271	Medication logs	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	272	School immunization compliance	Y	
C	273	Special health concerns report	Y	
C	274	Visits to the health office (daily, weekly, monthly)	Y	
C	275	District-wide summary report	Y	
C	276	Building reports (monthly)	Y	
C	277	Summary of the student's health and medical data	Y	
C	278	Hearing and vision test results	Y	
C	279	Scoliosis test result	Y	
C	280	Health and physical examination list	Y	
C	281	Religious/medical immunization exemptions	Y	
C	282	Injury list	Y	
C	283	Reporting by special needs codes	Y	
C	284	Reports and Displays Based on Scheduling Process	Y	
C	285	Student conflicts	Y	
C	286	Wait lists from conflicts	Y	
C	287	Lists students in courses for which the student has not met prerequisite requirements	Y	
C	288	Lists students in courses for which the student has already received credit	Y	
C	289	Student schedules by selected criteria	Y	
C	290	Class rosters by selected criteria	Y	
C	291	Class rosters by selected criteria on special forms	Y	
C	292	Class membership reports by course, teacher, period, ethnicity, gender, etc.	Y	
C	293	Alternate schools class membership reports by home school, course, teacher, period, etc.	Y	
C	294	Display/print individual student schedules	Y	
C	295	Display/print student schedules for previous year	Y	
C	296	Display/print student schedules for coming school year after new schedule is completed	Y	
C	297	Display/print class rosters for current, previous, future terms and/or school years	Y	
C	298	Lists of teachers/course/room by school selected by a time criteria (e.g. all teachers/course/room taught between 9:30 and 11:00 am)	Y	
C	299	Ability to display students by counselor name or number	Y	
C	300	Medicaid Information		
C	301	Ability to create individualized customized views of the data for Service Providers: Audiologists, LPC, Health Technicians, Nurses, OT, O/M, PT, Psychologist, SW, Sp Ed Teacher, Sp/Lang	Y	
C	302	Ability to view all data pertinent to Medicaid reporting and maintenance of the data by the individual provider serves as an electronic signature.	N	
C	303	Ability to access server provider information.	Y	
C	304	Ability to provide access to student Medicaid eligibility to appropriate service provider groups.	Y	
C	305	Provider specific modules need to include necessary data for billing Medicaid eligible students	Y	
C	306	Ability to create and print reports based on information entered.	Y	
C	307	Ability to download data from SIS to COMBS Medicaid software	Y	eSIS® is SIF compliant.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	308	Ability to track Medicaid eligibility and numbers identified by currently used Medicaid software	N	
C	309	Social Worker, Psychiatric, Nursing Information		
C	310	Ability to track social work information across the district for attendance, referrals, court cases, child abuse	Y	
C	311	Ability to print mail merge type letters and forms using social work data being tracked	Y	
C	312	Ability to keep computerized activities reports for all three areas with research and reporting capabilities that will be available to receiving schools as students change schools	Y	
C	313	Ability to track student services staff assignments by student/school/district to schools/buildings including research and reporting capabilities	Y	
C	314	Ability to track student assistance measures including student, service type, dates, times, costs, location (e.g. eye glasses, ArtReach Fund)	Y	This tracking could be handled by a combination of our Supervision and Notes functions.
C	315	Ability to track Crisis Team activities including dates, school, staff, event, authorities notified, follow up steps, costs	Y	
C	316	Ability to track teacher training provided by the Health Office including teacher, employee ID, date, time, training type, current status and location	N	
C	317	Ability to track health equipment inventory	N	
C	318	Ability for all service providers to enter student specific data such as, Date of Service, Service Category/Procedure Codes, Provider Codes, # of Units, Reason for Visit, Intervention and ICD-9 Code.	Y	
C	319	LEP - English Language Acquisition		
C	320	Identification by country, languages (3) spoken/understood/ dominant, qualifying test scores, and other home language criteria	Y	
C	321	Ability to monitor by program service including dates, type, location (multiple records for changing requirements with historical access)	Y	
C	322	Ability to anticipate staffing requirements based on projected student program needs by school and district	Y	
C	323	Ability to meet all Federal and State reporting requirements on an ongoing basis	Y	
C	324	Ability to store and monitor English Proficient status based on multiple criteria, and to monitor student performance for three years after classified English Proficient before official program exit.	Y	
C	325	Ability to gather data sets, by date range, based on criteria for specific opportunities (e.g. grant proposals, federal/state initiatives, legal or district requests) and report in a variety of formats (both detail & summary)	Y	
C	326	Ability to capture and use multiple years of test results from internal / external sources	Y	
C	327	Ability to identify students/families needing non-English specific language translations for various district memos, letters, etc (identified by primary language)	Y	
C	328	Ability to identify students whose non-English proficient status is severe enough to be exempt from district normed testing summary reporting	Y	
C	329	Ability to identify and store information on students as eligible for Immigrant Funding and report as needed including Alien registration #, date of US entry, and year(s) funded	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
C	330	Ability to identify students needing additional testing or data to meet program criteria requirements	Y	
C	331	Ability to produce reports without the use of ad hoc query functions	Y	
C	332	Ability to calculate enrolled program days using start and end program service dates and appropriate school calendar	Y	
C	333	Ability to identify program service centers based on address, grade level and need	Y	
C	334	Ability to store multiple records for students whose data changes	Y	
C	335	Ability to identify eligible students including STI, status, social security number or district student number, and migrant identification number	Y	
C	336	Migrant Information		
C	337	Ability to meet all federal and state reporting requirements on an ongoing basis	Y	
C	338	Ability to access health history information including immunizations	Y	
C	339	Ability to identify qualifying mobility dates, cities, and states	Y	
C	340	Ability to track city, state, country of birth	Y	
C	341	Ability to track Bi-national credits (i.e. Mexico/US)	Y	
C	342	Ability to track clock hours served by course	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Attendance		
D	1	Ability to Transfers or Batch Update Attendance data in Real-Time	Y	
D	2	Ability to record daily, am/pm, and period-by-period attendance for individual students	Y	
D	3	Ability to record daily, am/pm, and period-by-period attendance for groups of students	Y	
D	4	Ability to enter attendance via on-line screen entry, scan forms, or bar code scan	Y	
D	5	Ability to tie the Daily Attendance Code Table to an Attendance Code to a Description, its associated Number of Days Absent, Tardy, Days Possible and a Reason Code for the absence.	Y	
D	6	Ability to pre-post Excused Absences or Field Trip information. Posting routines should be available by class section, by individual student, or by group of students to cover single periods, or a range of periods.	Y	
D	7	Ability to lock attendance file on a period-by-period basis	N	Teachers may be prevented from changing attendance prior to current day, or as many days as determined by the District; but attendance cannot be locked by each period. eSIS® has addressed this option as many of our clients allow teachers to take attendance at any time during the day.
D	8	Ability to post Daily Attendance by Homeroom, with the options to be done by the individual day or by a range of dates.	Y	
D	9	Ability to enter daily or period attendance from the teacher's grade book.	Y	
D	10	Ability for teachers to access an Attendance Roster of all of their students in a period of the day, regardless of whether they teach one or two courses in that period. For example: They have several students who are "student teachers" or "office aids", who attend one course/section that meets in the same period as another course/section in which they assist. The teacher should be able to access all of the students on the same roster.	Y	
D	11	Ability to handle attendance for multiple period courses by block schedule	Y	
D	12	Ability for Period Attendance to be viewed and reported (printed) both by period and course, including by course for alternating block schedules.	Y	
D	13	Ability to view the Total Class Absence for each student's entire school year. Ability to view Marking Period Absence Totals for individual courses. Ability to view specific days absences for each course.	Y	
D	14	Ability to record attendance for some students for part of one day of the week. (i.e. If a student attends 45 minutes in a week, the system has the ability to record and track partial days.)	Y	
D	15	Ability to record attendance for students who attend more than one school. (e.g., a high school and regional center)	Y	
D	16	Ability to take attendance for courses that are not necessarily held in the traditional classroom. (online courses, etc.)	Y	
D	17	Ability for teachers to only record/update attendance for the current day. Changes to previous days will go through the attendance secretary.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
D	18	Ability to prevent teachers from overriding a Reason Code entered by the Attendance Secretary.	Y	
D	19	Ability for district to access real-time attendance data by student, school, district	Y	
D	20	Ability of office personnel to update attendance based on security level	Y	
D	21	Ability to aggregate period-by-period attendance data when used in block scheduling models	Y	
D	22	Ability to aggregate period-by-period attendance data when used in flexible track models	Y	
D	23	Ability to enter absences for any date including past, present and future	Y	
D	24	Ability to track the date and time of tardies, the reasons, optional free form narrative, and the associated Attendance Code.	Y	
D	25	Ability to be able to post students as entering late or leaving early and record the time of entering/leaving.	Y	
D	26	Ability to integrate absence and demographic information with a variety of automated calling systems	Y	
D	27	Ability to view the Total Class Absence for each student's range of dates. Ability to view Marking Period Absence Totals for individual courses. Ability to view specific days absences for each course.	Y	
D	28	Ability to run absence reports based on user selection criteria	Y	
D	29	Functionality to integrate attendance information with state funding reporting	Y	
D	30	Ability to have a district attendance code/reason table from which schools can choose their codes	Y	
D	31	Ability to offer unlimited number of absence reasons	Y	
D	32	Ability to offer unlimited number of excuse codes	Y	
D	33	Ability to view attendance information from sending school at the receiving school when a student transfers	Y	
D	34	Ability to link attendance to schedule changes by course	Y	
D	35	Ability to create summary data by student and school for use in multiple year profile reporting	Y	
D	36	Message warning to alert school personnel of excessive absences, tardiness or extra-curricular absence based on school defined criteria	Y	This would be handled by running reports, queries, or utilizing the Attendance Intervention module for calculating and sending letters for extended absences over time.
D	37	Message warning to school personnel of period cuts based on school defined criteria	Y	
D	38	Ability to create reports that meet the needs of existing criteria (i.e. award good/perfect attendance)	Y	
D	39	Ability to generate attendance info as it relates to : health: i.e. physical and mental, mobility, pregnancy/parenting, immunizations, child abuse, homelessness, alternative placement services, school success, etc.	Y	
D	40	Ability to track multiple types of absences for credit removal purposes.	Y	
D	41	Ability to print letters based on the number and types of absences for credit removal purposes	Y	
D	42	Ability to rebuild this absence count when absences are changed.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
D	43	Ability to combine attendance data with other Special Education data for reporting purposes	Y	
D	44	Ability to link attendance data to schedule changes by section	Y	
D	45	Ability to query period by period attendance	Y	
D	46	Ability to query absence/attendance daily, am/pm, or period-by-period.	Y	
D	47	Ability to create summary data for any time period for a single student, for a group selected by specific criteria (e.g. teacher), or for an entire school population	Y	
D	48	Ability to calculate days enrolled and days present for every student in the district	Y	
D	49	Ability for every school to have a calendar for the entire year that can be created by entering the start date and end date.	Y	
D	50	Each school should be able to create multiple calendars.	Y	
D	51	School Calendars should have the ability to account for holidays, snow days, in-service days, staff development days, marking period end dates, test days and half days.	Y	
D	52	An on-screen view of the School Calendar should be available.	Y	
D	53	Each calendar in the entire system should be able to accommodate year round school possibilities.	Y	
D	54	Posting Daily Attendance for individual students should have the flexibility to be entered by Student ID, Last Name and First Name.	Y	
D	55	Ability to restrict certain courses from being included in attendance	Y	
D	56	Ability to perform mass changes related to selected attendance criteria	Y	
D	57	Student Daily Attendance		
D	58	Ability for the Daily Attendance Code Table to tie an Attendance Code to a Description, its associated Number of Days Absent, Tardy, Days Possible and a Reason Code for the absence.	Y	
D	59	Ability for the Daily Attendance Code Table to be school based, but, should also be able to be moved to another school through a built-in routine.	Y	
D	60	Ability to Post Daily Attendance by Homeroom, should have the options to be done by the individual day or by a range of dates.	Y	
D	61	Ability for posting by homeroom, a list of students for that specific day should be displayed. The Homeroom List should include: Student ID, Grade, Name, and a space to enter the Day's Code for that student. When entering the Attendance Code, the user should be able to display the Attendance Code Table for easy reference.	Y	
D	62	Ability, in the case of tardies, for the system to have the flexibility to post by: Student ID, Grade, Name. The user should be able to pull up a list of matching students using any of the above fields.	Y	
D	63	Ability for tardy entries to track the date and time of the tardies, the reasons, optional free form narrative, and the associated Attendance Code.	Y	
D	64	Ability to track the reasons for the tardy, that ties the Tardy Code to the Attendance Table, should be included to accelerate the data entry process. All codes that relate to this process should be available to be displayed for easy access to valid codes.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
D	65	Ability for the system to provide a variety of ways to view a student's attendance. Some ways required are to see the entire calendar with the attendance codes, along with a key to the code's meaning. The user should be able to view this information by Date order, Day of the Week order, and by Attendance Code. Access to, and navigation throughout, these view screens should not be time consuming.	Y	
D	66	Ability to enter absence reasons in mass (e.g., field trip), for a particular period of the day or for an entire day. The system should also have the ability to enter different absence reasons within the mass entry (e.g., absence).	Y	
D	67	Ability to prevent teachers from overriding a Reason Code entered by the Attendance Secretary.	Y	
D	68	Ability to record attendance for some students for part of one day of the week. (i.e. If a student attends 45 minutes in a week, the system has the ability to record and track partial days.)	Y	
D	69	Ability to record attendance for students who attend more than one school. (e.g., an elementary school and the gifted center)	Y	
D	70	Ability to track multiple types of absences for credit removal purposes. Ability to print letters based on the number and types of absences reached in each course/section/period. Ability to rebuild this absence count when absences are changed.	Y	
D	71	Ability to track attendance by hours and minutes, by course.	Y	
D	72	Ability to handle attendance for multiple period courses.	Y	
D	73	Ability to enter a code in period attendance which will not go against their tardy/absence for the class, such as school activity. (Class Period Attendance Code for MS and HS)	Y	
D	74	Ability to generate Attendance Violation Letters.	Y	
D	75	Ability to adjust Attendance Calendar for district snow days or emergency days without recreating entire calendar.	Y	
D	76	Ability to send Attendance letters via email.	Y	An email function exists within eSIS®; however, letters could also be emailed using the features within Adobe Acrobat.
D	77	Reports should be available from the Attendance Code Table and individual school calendars.	Y	
D	78	The Daily Attendance List should have the flexibility to be produced for a specific date and for a specific attendance code. The school should have the option for the above list to include the phone number of where the student resides and an emergency number.	Y	
D	79	Every Attendance Absence List should allow for a user defined narrative to be displayed on the bottom of the list.	Y	
D	80	The Excessive Absence List should allow for the flexibility to specify a range of dates to consider, and report on the number of absences and tardies within that range.	Y	
D	81	An Attendance Statistical Report for any specific year and month, that shows the attendance code and total number in that code by ethnic category and gender, should be available.	Y	
D	82	An attendance report for part-time students should be available.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
D	83	Enrollment Summary Reports that calculate tardies and absentees by: Grade, Gender, and Ethnic Category, should be available. The report should also calculate the Average Daily Attendance, Average Daily Enrollment and Average Daily Membership. This information should be available for any specific date, or range of dates, for a specific school or the entire district.	Y	
D	84	An attendance report of all students for a specific day should be provided and should include: Grade, Homeroom, Reason, and Monthly Total for students' absences and tardies.	Y	
D	85	Daily attendance reported by designated groups for AYP, NCLB, etc.	Y	
D	86	Daily Attendance Reports	Y	
D	87	Reports should be available from the Attendance Code Table and individual school calendars.	Y	
D	88	The Daily Attendance List should have the flexibility to be produced for a specific date and for a specific attendance code. The school should have the option for the above list to include the phone number of where the student resides and an emergency number.	Y	
D	89	Every Attendance Absence List should allow for a user defined narrative to be displayed on the bottom of the list.	Y	
D	90	The Excessive Absence List should allow for the flexibility to specify a range of dates to consider, and report on the number of absences and tardies within that range.	Y	
D	91	An Attendance Statistical Report for any specific year and month, that shows the attendance code and total number in that code by ethnic category and gender, should be available.	Y	
D	92	An attendance report for part-time students should be available.	Y	
D	93	Enrollment Summary Reports that calculate tardies and absentees by: Grade, Gender, and Ethnic Category, should be available. The report should also calculate the Average Daily Attendance, Average Daily Enrollment and Average Daily Membership. This information should be available for any specific date, or range of dates, for a specific school or the entire district.	Y	
D	94	An attendance report of all students for a specific day should be provided and should include: Grade, Homeroom, Reason, and Monthly Total for students' absences and tardies.	Y	
D	95	Multiple user-defined letters should be available to store and merge with the address/relationship information, to notify family member of excessive absences.	Y	
D	96	The system should have the ability to generate attendance letters for students with a specific number of absences, as well as, a range of absences.	Y	
D	97	Ability for Attendance letters to be sent via email.	Y	An email function exists within eSIS®; however, letters could also be emailed using the features within Adobe Acrobat.
D	98	Attendance should interact with teacher web browser interfaces in Real-Time.	Y	
D	99	Class/Period Attendance Reports	Y	
D	100	The system should produce the following reports:	Y	
D	101	Ability to create student summary by student name or student ID	Y	
D	102	Ability to create Daily Class Absence List	Y	
D	103	Ability to create Period Class Absence List	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
D	104	Ability to create Excessive Absence List for a range of dates, for a range of class absences, to include one or more categories related to excused and unexcused	Y	
D	105	Ability to create Excessive Absence Letter for a range of dates, for a range of class cuts, to include one or more categories related to excused, unexcused, and//or unlawful	Y	
D	106	Ability to generate Attendance letters by period based on reaching absent limits by individual period (example if student is absent 3 times in 1st period day letter generated, if absent 3 times in 4th period, 3 day letter is again generated for that period.	Y	
D	107	Ability to generate Attendance Reports required by the State.	Y	
D	108	Ability to generate Attendance reports by designated groups for AYP, NCLB, etc.	Y	
D	109	Ability to generate Absence reports by student, by class, or by period.	Y	
D	110	Ability to type comments in on why students are tardy or leave early	Y	
D	111	Ability to generate perfect attendance and no tardy reports based on selected criteria	Y	
D	112	Class/Period Attendance		
D	113	Ability for the system to contain tables associated with class attendance codes and reasons for the absence that corresponds to the attendance code, for easy input.	Y	
D	114	Ability for Posting of Class/Period Attendance data by date or by class section	Y	
D	115	Ability for the system to post students as entering late or leaving early and record the time of entering/leaving.	Y	
D	116	Ability for Daily attendance to be updated from the Class Attendance System.	Y	
D	117	Ability to pre-post Excused Absences or Field Trip information. Posting routines should be available by class section, by individual student, or by group of students to cover single periods, or a range of periods.	Y	
D	118	Ability to view the Total Class Absence for each student's entire school year. Ability to view Marking Period Absence Totals for individual courses. Ability to view specific days absences for each course.	Y	
D	119	Ability for Period Attendance to be viewed and reported (printed) both by period and course, including by course for alternating block schedules.	Y	
D	120	Ability for the system to take attendance for courses that are not necessarily held in the traditional classroom. (online courses, etc.)	Y	
D	121	Ability for the system to contain tables that define multiple sets of start/end times for each period.	Y	
D	122	Attendance should interact with teacher web browser interfaces in Real-Time.	Y	
D	123	Ability for Attendance to be printed on report cards and transcripts	Y	
D	124	Ability to adjust/rotate Attendance Calendar for district snow days or emergency days without recreating entire calendar.	Y	
D	125	Ability to generate teachers not taken attendance report	Y	
D	126	Ability to e-mail teachers based on attendance not taken report	Y	This is handled with traditional email software.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Grade Book/Report Cards/Transcripts & Testing		
E	1	Teacher grade book is web browser based and accessible, with authentication from an intranet or internet based workstation.	Y	
E	2	Relevant student data should be available for use by the Grade book module. (i.e., no re-entry of student data)	Y	
E	3	Data is real-time vs. periodic data transfers or batch updates.	Y	
E	4	Allows numeric grades, decimals, raw scores, letter grades, symbol grades, and rubrics.	Y	
E	5	Ability of allowing teachers to effectively manage grades and attendance, within one application.	Y	
E	6	Ability of allowing teachers to effectively manage standards mastery within one application.	Y	
E	7	Ability for grade book to accommodate elementary and secondary levels.	Y	
E	8	Ability to allow access to multiple years of grades and associated data.	Y	
E	9	Ability	Y	
E	10	Ability to allow movement between multiple Marking Periods.	Y	
E	11	Ability for differentiating between Quarter courses, Trimester courses, six week courses, and Semester/Year-long courses.	Y	
E	12	Ability to store the NCES School Codes for the Exchange if Data (SCED) to facilitate student record exchange and etranscripts. See http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007341	Y	
E	13	Ability for automatic assignment date adjustment, in order to keep assignments in the current marking period.	Y	
E	14	Option to enter one assignment, and have a separate copy automatically created for each course to which it was given.	Y	
E	15	Option to assign or remove assignment from students at time assignment is created.	Y	
E	16	Ability to create new assignments directly from the grading screens.	Y	
E	17	Ability to allow teachers to create their own assignment categories.	Y	
E	18	Ability for assignment listings to show due dates, assignment category, and indication of whether graded or not graded.	Y	
E	19	Ability to create multiple categories, which can each be weighted differently.	Y	
E	20	Ability for assignment listings that allow teachers to arrange by category grouping, date order, or graded/ungraded.	Y	
E	21	Ability for assignment maintenance to allow full editing capabilities.	Y	
E	22	Ability to provide a storage area for assignments to be created and then reused throughout marking period	Y	
E	23	Ability to handle assignments that are broken into components.	Y	
E	24	Ability for bonus points, curves, and extra credit grades.	Y	Functionality does not include curves.
E	25	Grade book allows assignments to all be weighted differently.	Y	
E	26	Ability to allow lowest score in a category to be dropped, but prevent dropping only score in category.	N	
E	27	Ability to allow components to have separate due dates and be graded individually.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	28	Ability to allow students to be exempted from one or more components while redistributing the component weight.	Y	
E	29	Ability for grade book to provide grading choices of Points or Pass/Fail.	Y	
E	30	Ability to support more than one grading scale. (Standard - Advanced)	Y	
E	31	Ability to support more than one grading type. (Traditional - Learning Contract)	Y	
E	32	Ability for unlimited formula-driven grading methods.	Y	
E	33	Ability to configure to all methods of grading and all weighting schemes.	Y	
E	34	Ability to move dropped students and their assignment grades, to another Grade book or central holding area, for pickup or checking by the new teacher.	N	
E	35	Ability for period grading screen to allow as many recalculations as necessary.	Y	
E	36	Allows for mastery grading/standards tracking.	Y	
E	37	Provides for multiple methods of evaluating/calculating student proficiency towards objectives	Y	
E	38	Provides utility to preload district and/or state standards into teachers' grade books via a centralized point	Y	
E	39	Grade book has the ability for standards to be linked directly to assessments.	Y	
E	40	Ability for grade book to calculate standards mastery for the teacher automatically based upon assessment score entered in the grade book.	Y	
E	41	Grade book has the ability to allow for the district to define the rubric(s) used to determine standards mastery.	Y	
E	42	Ability to generate completely customizable elementary & secondary, standards based report card.	Y	
E	43	Elementary & Secondary report card can be generated and printed directly from teacher's grade book.	Y	
E	44	Elementary & Secondary report card can be generated and printed for all students from centralized application.	Y	
E	45	Ability to electronically collect freeform comments from teachers, which can be automatically transferred to standards based report cards.	Y	
E	46	Ability for teachers to enter in freeform comments includes a spell-checker.	Y	
E	47	Ability for simultaneous reporting of numeric grading and standards proficiency.	Y	
E	48	Allows teachers to customize extra fields for demographic and task information.	N	
E	49	Allows teachers to browse between different marking periods efficiently.	Y	
E	50	Allows teachers to track Special Education students independently of rest of the class.	Y	
E	51	Provides for "single button" technology in order for teachers to submit grades at the end of the marking period.	Y	
E	52	Ability to print multiple pre-defined reports against data collected in grade book.	Y	
E	53	Allows grade book reports to be printed for a single student, a group of tagged students, or the entire class all at once.	Y	
E	54	Ability to allow a system administrator to login with a single ID and gain open access to every teacher's class files.	Y	
E	55	Ability to command various system settings from a centralized point with a single login and session.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	56	Ability to run grade verification reports from the grade book and from a centralized point.	Y	
E	57	Provides centralized utility to broadcast messages to all users.	Y	
E	58	Ability to have all attendance data entered in to teachers' grade books be instantly available for the attendance clerk.	Y	
E	59	Provides an attendance management utility for attendance clerks.	Y	
E	60	Ability to allow attendance clerks to enter and edit attendance data at the database level.	Y	
E	61	Ability to support daily attendance, period attendance, A/B attendance, block scheduling, modified block scheduling.	Y	
E	62	Ability to create and maintain custom attendance codes to match the attendance codes currently being used in SIS.	Y	
E	63	Ability to distinguish between which attendance codes will be available for teachers to use in taking attendance with and which ones that attendance clerks will have access to.	Y	
E	64	Ability to maintain a complete audit trail of all attendance transactions.	Y	
E	65	Ability to put a date, time, and user stamp on all attendance transactions.	Y	
E	66	Ability to allow teachers to take attendance through a definable seating chart.	Y	
E	67	Ability to allow teachers to take attendance through a roster list.	Y	
E	68	Ability for teachers to take attendance via a handheld or mobile device.	Y	
E	69	Allows for a method of taking attendance if all students in a class are present and accounted for.	Y	
E	70	Ability to store current and past attendance data for each class in a manner that is easily referenced by teachers.	Y	
E	71	Ability to allow a teacher to easily reference if a student had an attendance infraction on the day an assignment was due.	Y	
E	72	Ability to allow attendance clerks to edit attendance by a single student at a time.	Y	
E	73	Ability to allow attendance clerks to edit attendance multiple students at a time.	Y	
E	74	Ability to allow attendance clerks to edit attendance by predefined groups of students.	Y	
E	75	Ability to provide secure methods for substitute teachers to take attendance.	Y	
E	76	Ability to provide built in attendance reports for teachers and attendance clerks.	Y	
E	77	Ability to determine which teachers have taken attendance and which ones have not at any given point in time.	Y	
E	78	Ability for principals to gain real-time access to data that is being collected in teachers' grade books.	Y	
E	79	Ability for principals to gain real-time access to grade and attendance data without requiring extra steps by teachers other than saving the grade book.	Y	
E	80	Ability for Principals to query data on a single student, group of students, or the entire school all at once.	Y	
E	81	Ability for Principals to print raw data as well as graphs of grade and attendance distributions.	Y	
E	82	Ability for Principals to view data as specific as each student's performance on every assignment for every class.	Y	
E	83	Ability for coaches or athletic directors to gain real time access to data that is being collected in teachers' grade books in order to track student eligibility.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	84	Ability for Coaches to gain real-time access to grade and attendance data without requiring extra steps by teachers other than saving the grade book.	Y	
E	85	Ability for coaches or athletic directors to be given limited access to the system, whereupon they would only have access to the students that they are responsible for monitoring.	Y	
E	86	Ability for counselors to gain real time access to data that is being collected in teachers' grade books, including grade and attendance data without requiring extra steps by the teachers other than saving the grade book.	Y	
E	87	Ability for counselors to be given limited access to the system, whereupon they would only have access to the students that they are responsible for monitoring.	Y	
E	88	Progress Reports		
E	89	Ability for an easy posting routine for a specific interim period for each class and section.	Y	
E	90	Ability by class section and student, to code and to identify students as failing, in danger of failing or passing.	Y	
E	91	Ability for a narrative that can be input to explain the reason or actions the student needs to take.	Y	
E	92	Ability for a status report to list all the students in danger of failing.	Y	
E	93	Ability for progress reports to allow use of pre-defined comments.	Y	
E	94	Ability for progress reports to be available online - for multiple years - showing comments and grades of all teachers.	Y	
E	95	Ability to recalculate a Progress Report (prior to printing).	Y	
E	96	Allow for detailed reports by teacher and student or group(s) of students.	Y	
E	97	Elementary Grade Book		Note: Gradebooks are available for all school types.
E	98	Ability to monitor, access and update all classroom and grading functions	Y	
E	99	Ability to have a drop/add message to identify schedule changes, new students, and withdrawals	Y	
E	100	Ability to have a seating chart with names and can use for attendance entry	Y	
E	101	Ability to have a seating chart with pictures and can use for attendance entry.	Y	
E	102	Ability to have attendance recording by period, daily, or half day	Y	
E	103	Ability to use only district approved attendance code and reasons	Y	
E	104	Ability to block teacher from using specified attendance codes designated for administrative use	Y	
E	105	Ability to record unlimited number of assessment types (e.g. quiz, final, oral, homework, teamwork)	Y	
E	106	Ability to record unlimited number of assignment grades or scores, multiple assignment grades per day, test scores, etc.	Y	
E	107	Ability to set up an individual teacher's grade conversion table including both numeric and letter grades and have an unlimited number of grade types (e.g. A,B,C,D,F or E,S,U)	Y	
E	108	Ability to set up formulas for grade calculation	Y	
E	109	Ability to set criteria for grades calculations (e.g. assignment or test score weight, final grade, omit from grade calculation, factor in grade curve, etc.)	Y	
E	110	Ability for teacher to view grades and attendance for their students entire schedule	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	111	Ability to record conduct evaluations	Y	
E	112	Ability to include multiple comment fields (specify number and size restriction)	Y	255 / assessment / student
E	113	Ability to have anecdotal comments	Y	
E	114	Ability to enter grades (e.g. grades, conduct grades, comment codes, and anecdotal comments)	Y	
E	115	Ability to upload make up assignments with comments	Y	
E	116	Ability to have attendance reporting for work-study students.	Y	
E	117	Ability for teachers to view their student's attendance data	Y	
E	118	Verified Credits		
E	119	Verified credits are automatically calculated based on students grades and student SOL test scores.	Y	
E	120	Ability for user to manually enter a verified credit for a student	Y	
E	121	Ability for user to manually enter a local verified credit	Y	
E	122	If user manually enters a verified credit for a student, system will not remove/overwrite the verified credit upon automated recalculation	Y	
E	123	Verified credits display on student transcript	Y	
E	124	Generate reports on student verified credit status	Y	
E	125	Generate reports that identify students who need to retake SOL test.	Y	
E	126	Generate alerts to guidance counselors on students verified credit status	Y	
E	127	Ability to create and modify multiple seating charts	Y	
E	128	Report Card		Note: **aal** has a wide range of existing report cards and transcript formats that its client's can utilize at no additional charge. If the client requires customizations to a report card or transcript format, a development charge may apply.
E	129	Ability to handle import of grades from other sources such as Blackboard or Angel	Y	An API layer is provided.
E	130	Ability to report final grades for variable terms (i.e. quarter, semester, or combination)	Y	
E	131	Ability to report daily progress grades.	Y	
E	132	Ability to maintain progress grades multiple times throughout a school year	Y	
E	133	Ability to omit course sections from report card (semester long classes when reporting quarter grades)	Y	
E	134	Ability to report both final and grades in progress on same report card	Y	
E	135	Allows for letter grades (i.e. A, B, etc., S, U, or Pass/Fail)	Y	
E	136	Allows for grade modifiers (+ or -)	Y	
E	137	Allows for numeric grades	Y	
E	138	Allows for a combination of alphanumber and numeric grades	Y	
E	139	Ability to add weight factors to modifiers for honor roll calculations	Y	
E	140	Ability to limit the use of modifiers by school level (e.g. use at middle schools only)	Y	
E	141	Ability to set up a grade code table with letter values, numeric conversions, weight factors, and narrative explanation	Y	
E	142	Ability to award non-standard credit by student.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	143	Ability to calculate multiple grade point averages, for each individual marking period and for a cumulative total.	Y	
E	144	Ability to calculate the final grade automatically. Marking Period and Final grades should give the proper weight (i.e., final exam 20%, each of the four marking periods 20%).	Y	
E	145	Ability for class rank to be tracked for each cumulative GPA stored.	Y	
E	146	Ability for flexible GPA calculation routines that allow users to select from a variety of calculation options.	Y	
E	147	Ability for both weighted and unweighted GPA, using add or multiply weighting.	Y	
E	148	Ability for GPA calculations to go out to four decimals.	Y	
E	149	For each student, ability for a user to be able to view credit status towards graduation.	Y	
E	150	For each student, ability for a user to be able to enter/view/track mastery information.	Y	
E	151	Ability for conduct grades	Y	
E	152	Ability to set up and use a comment code table with narrative explanation in grading process	Y	
E	153	Ability for anecdotal or parent comments with grade or conduct	Y	
E	154	Ability to store comment descriptions in multiple languages.	Y	
E	155	Ability to print scan sheet with defined criteria for grades in progress and/or end of terms	N	
E	156	Ability to input grades from scan sheet	Y	
E	157	Ability to view/input/modify grades on-line by class roster	Y	
E	158	Ability to view/input/modify grades on-line by individual student	Y	
E	159	Ability to upload grades from teacher's grade book module	Y	
E	160	Allows a receiving school to view grades in progress and final grades in real time from the sending school	Y	
E	161	Ability to interface with Attendance to report attendance on the report card	Y	
E	162	Ability for a teacher to view grades for all of a student's courses	Y	
E	163	Allow for numeric grades and numeric grade modifiers	Y	
E	164	Ability to handle cases when a course is composed of a series of other courses, the application should allow for the individual course to be correctly recorded for report cards and all other grade reporting reports.	Y	
E	165	Ability to print report cards at school site	Y	
E	166	Ability to create a standardized district approved form	Y	
E	167	Ability to print to a standardized pre-printed form	Y	
E	168	Ability to create report cards as a mailer form	Y	
E	169	Ability to display/print report cards by individual student or by student groups as per selected criteria (e.g. 12 grade, ethnic group, etc.) at the school or district level	Y	
E	170	Ability to interface with grade history to print current GPA and graduation requirement information on report cards	Y	
E	171	Ability to interface with state defined standards when measurements become available	Y	
E	172	Ability to print user defined global messages on the report card	Y	
E	173	Includes report of students with missing grades	Y	
E	174	Includes report of grade analysis and distribution by defined criteria (i.e. attendance, ethnicity, gender, etc.)	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	175	Includes report of grade analysis and distribution by defined criteria (i.e. attendance, ethnicity, gender, etc.)	Y	
E	176	Includes report of failure, incomplete and non-credit grades	Y	
E	177	Includes progress reports	Y	
E	178	Includes honor roll by defined criteria for grades in progress and final grades	Y	
E	179	Includes class rosters with grades	Y	
E	180	Ability to interface with alternate school to have grades available for the student at both sites especially alternate school grades at home school	Y	
E	181	Ability to store honor roll data by grades in progress and final grades as desired	Y	
E	182	Ability to include attendance information on report cards by course	Y	
E	183	Elementary Report Card		Note: **aal** has a wide range of existing report cards and transcript formats that its client's can utilize at no additional charge. If the client requires customizations to a report card or transcript format, a development charge may apply.
E	184	Ability to report grades by subject area instead of course section.	Y	
E	185	Ability to have report card in a descriptive form with a progress checklist on objectives to be met for benchmark standards and objectives.	Y	
E	186	Ability for letter grade (A through F) with modifiers or satisfactory/unsatisfactory (e.g. E,S,N) or user defined grading icons or symbols.	Y	
E	187	Ability for marks in effort, conduct and/or citizenship.	Y	
E	188	Ability to track attendance.	Y	
E	189	Allows for District, School, Class, Group, Parent and Student comments.	Y	
E	190	Ability to reprint grades from previous terms on subsequent report cards. (including inactive students)	Y	
E	191	Ability to customize report cards.	Y	
E	192	Ability to include "progress towards goals" on the report card	Y	
E	193	Classroom Grade Book		
E	194	Ability to monitor, access, and update all classroom and grading functions.	Y	
E	195	Ability to have a drop/add message to identify schedule changes, new students, and withdrawals.	Y	
E	196	Ability to have a seating chart with names and can use for attendance entry.	Y	
E	197	Ability to have a seating chart with pictures and can use for attendance entry.	Y	
E	198	Ability to have attendance recording by period, daily, or half day.	Y	
E	199	Ability to use only district approved attendance code and reasons.	Y	
E	200	Ability to block teacher from using specified attendance codes designated for administrative use.	Y	
E	201	Ability to record unlimited number of assessment types, dates, descriptions, titles and rubrics, (e.g., quiz, final, oral, homework, teamwork)	Y	
E	202	Ability to record unlimited number of assignment grades or scores, multiple assignment grades per day, test scores, etc.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	203	Ability to set up an individual teacher's grade conversion table, including both numeric and letter grades, and have an unlimited number of grade types, symbols and icons. (e.g., A,B,C,D,F, or E,S,U)	Y	
E	204	Ability to set up multiple formulas for grade calculation.	Y	
E	205	Ability to set criteria for grade calculations. (e.g., assignment or test score weight, final grade, omit from grade calculation, factor in grade curve, etc.)	Y	
E	206	Ability to record conduct evaluations.	Y	
E	207	Ability to include multiple comment fields. (Please specify number and size restriction.)	Y	255 / assessment / student
E	208	Ability to have anecdotal comments.	Y	
E	209	Ability to enter grades (e.g., grades, conduct grades, comment codes, and anecdotal comments).	Y	
E	210	Ability to upload make-up assignments with comments.	Y	
E	211	Ability for the teacher to create a progress report.	Y	
E	212	Ability for the teacher to remotely access the system.	Y	
E	213	Ability to specify the minimum requirements for classroom workstations.	Y	This functionality is handled in Course Maintenance.
E	214	Ability to have attendance reporting for work-study students.	Y	
E	215	Ability for the teachers to view their students' attendance data.	Y	
E	216	Ability to create and modify multiple seating charts.	Y	
E	217	Ability to export a class list.	Y	
E	218	Ability to share Grade books among teachers (team teaching).	Y	
E	219	Reports Card Reports		
E	220	Some of the basic reports that should be available:	Y	
E	221	* Selected grade list	Y	
E	222	* Grade distribution by class and by teacher using graphs	Y	
E	223	* Student profile report includes all the students grades for each marking period along with absences, tardies.	Y	
E	224	* Grade verification sheets after the grades have been scanned	Y	
E	225	* Report cards that address the secondary and elementary schools	Y	
E	226	* Report card in mailable format	Y	
E	227	* Report card that allows user notes to be added per student	Y	
E	228	* Permanent grade labels to allow us to complete the current transcript process.	Y	
E	229	* Class rank reports	Y	
E	230	* Class rank report with the ability to select criteria (to include/exclude sets of students, rank based on actual credits, etc.)	Y	
E	231	* Ungraded students for a particular marking period	Y	
E	232	* Credit status, including credits needed for graduation	Y	
E	233	* D, F, I grade list	Y	
E	234	* GPA reports - both cumulative and grading period GPA's	Y	
E	235	* Elementary grade and progress reports	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	236	Transcripts		Note: **aal** has a wide range of existing report cards and transcript formats that its client's can utilize at no additional charge. If the client requires customizations to a report card or transcript format, a development charge may apply.
E	237	The VA Board of Education has approved changes to the student transcripts, which will become law in the near future. Please see http://www.pen.k12.va.us/VDOE/suptsmemos/2007/inf193.html	Y	
E	238	Ability to electronically transfer transcripts and student records to other school divisions and higher education using the Schools Interoperability Framework specification 2.x (preferred), or by other open standards methods	Y	
E	239	Allows for cumulative multiple year grade history/transcript information	Y	
E	240	Allows for multiple graduation requirement definitions that are also graduation year specific	Y	
E	241	Ability to link the graduation requirements table directly with the student (some groups of students have different graduation requirements than others)	Y	
E	242	Ability to post grades to grade history/transcript file at the end of any term when final grades are issued	Y	
E	243	Posting of grades to grade history/transcript file is an automatic process done when final grades are issued	Y	
E	244	Posted grades are flagged so they may not be posted a second time. Posting of modified final grades to transcripts is a separate process not done automatically when final grades are modified.	Y	
E	245	Grades posted at an alternate school are added to students grade history transcript file.	Y	
E	246	Course grade history, graduation requirements, and cumulative GPA data can be queried.	Y	
E	247	Posting of grades automatically updates graduation requirements and cumulative GPA data	Y	
E	248	Grade history/transcript file can be manually updated	Y	
E	249	Ability to add in course grade history information using course numbers and titles that are not in the district course table with a warning	Y	
E	250	Ability to maintain course grade history information using current course table information with automatic update of graduation requirements and cumulative GPA.	Y	
E	251	Updating course grade history can only be done by student's current home school	Y	
E	252	Ability to store grade history/transcript information for graduating seniors for historical purposes	Y	
E	253	Ability to query on GPA data both current and historical	Y	
E	254	Ability to customize transcripts.	Y	
E	255	Ability to enter grade history for students who are new to the District, and calculate the credits and GPA.	Y	
E	256	Ability for system to recalculate audited course grades.	Y	
E	257	Ability to handle multiple student graduation plans.	Y	
E	258	Ability to print activities information on the transcript.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	259	Ability to track attendance information available for each year, with the information containing: the school, marking period, grade level, and the total excused and unexcused absences.	Y	
E	260	Ability to track grade information by year, by school attended; and for each marking period display the course section, grade, earned credits, comment code and if credits were adjusted and why.	Y	
E	261	Cumulative GPA and Marking Period GPA's, should be displayed by: year and by school with GPA, effort and conduct points, and the credits that were attempted.	Y	
E	262	Test history and scores should be available to be included with the transcript record.	Y	
E	263	Ability for the guidance department to track: all colleges applied, accepted and attended.	N	eSIS® has the ability to track Universities applied to; the primary, or attended, within a Post High School Screen.
E	264	Ability to handle districts "Repeat a Course" policies.	Y	
E	265	Transcript includes student demographic information, course number, course title, grade, credit, grade weight or honors information, school, department (as per graduation requirement), term, attendance and year as required by State of Virginia.	Y	
E	266	Transcript includes district, city, state	Y	
E	267	Transcript includes cumulative GPA information	Y	
E	268	Transcript includes graduation requirement information	Y	
E	269	Transcript includes option to include test scores including ACT, SAT and/or VA SOL information	Y	
E	270	Transcript includes option to include Student Work in Progress	Y	
E	271	Transcript does not require district course table to interpret data for historical purposes	Y	
E	272	Ability to create a class rank with selected criteria (i.e. GPA range) based on a selected time frame.	Y	
E	273	Ability to print class rank list using selected criteria (i.e. student name, rank type, etc.)	Y	
E	274	Ability to select group to be class ranked (i.e. ethnicity, gender, and grade)	Y	
E	275	Ability to select students to be added to or omitted from ranking information	Y	
E	276	Ability to display/print graduation requirement information and accumulative GPA information by grade level or school	Y	
E	277	Ability to display/print graduation requirement information and accumulative GPA information by student	Y	
E	278	Ability to display/print a graduation contract letter listing specific requirements and deficiencies	Y	
E	279	Ability to print eligible for graduation lists	Y	
E	280	Ability to display/print a transcript for an individual student	Y	
E	281	Ability to print transcripts for by selected student group (e.g. Grade 12 where Mrs. Jones is counselor)	Y	
E	282	Ability to print transcripts based on student college application	Y	
E	283	Ability to print a transcript label by individual student or selected student group including course grade and GPA information.	Y	
E	284	Ability to electronically transfer a transcript or transcript data	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	285	Ability to record attendance by course on printed or electronic transcripts	Y	
E	286	Ability to record graduation date and status	Y	
E	287	Ability to record and access credits for courses taken from non-NCAA institutions	Y	
E	288	Ability to ensure students are registering in a grade level appropriate class.	Y	
E	289	Ability to compute and display decimal information related to class rank	Y	
E	290	Ability to manually record student history for transfer students	Y	
E	291	Transcript includes comments section that can be customized by school	Y	
E	292	Transcript includes signature line for school official	Y	
E	293	Ability to print graduation status report courses completed, currently enrolled in and courses needed based on diploma types. Includes option to run several scenarios based on diploma types.	Y	
E	294	Transcripts		
E	295	Meet Virginia specific transcript requirements See http://www.pen.k12.va.us/VDOE/suptsmemos/2007/inf193.html	Y	Note: **aal** has a wide range of existing report cards and transcript formats that its client's can utilize at no additional charge. If the client requires customizations to a report card or transcript format, a development charge may apply.
E	296	- Include verified credits on transcript by course	Y	
E	297	- Include the total number of verified credits on the transcript	Y	
E	298	- Print transcripts by individual students	Y	
E	299	- Print transcripts by group of students	Y	
E	300	- Print transcripts by manually selecting students from a student list	Y	
E	301	- Options to print student test scores on transcripts	Y	
E	302	- Options to print user defined student data elements on transcript	Y	
E	303	Activity Eligibility		
E	304	Ability to create a table for activity codes and identify those activities by season or for entire year	Y	
E	305	Ability to identify student participation in one or more activities by activity, dates, location, fee amount, fee status	Y	
E	306	Ability to identify valid student activities by code, description, location, dates, fee amount, and eligibility requirements	Y	
E	307	Ability to assign activity leaders and coaches to those activities	Y	
E	308	Ability to assign or delete codes to designated students	Y	
E	309	Ability to assign or delete activity codes to students in mass by activity or season	Y	
E	310	Ability to enter data from physical examination into health module and have that data interface with activities needs	Y	
E	311	Ability for a student to have multiple codes on file concurrently	Y	
E	312	Ability to interface with student's current schedule, grade history and health history to determine eligibility	Y	
E	313	Eligibility checks include semester first entered in high school	Y	
E	314	Eligibility checks include semester at present high school	Y	
E	315	Eligibility checks include credits earned last semester	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	316	Eligibility checks include credits failed last semester	Y	
E	317	Eligibility checks include credits carried this semester	Y	
E	318	Eligibility checks include schools of last two semesters of credit	Y	
E	319	Eligibility checks include report of students who have less than a set GPA from previous semester	Y	
E	320	Eligibility checks include physical examination data	Y	
E	321	Ability to integrate student's activity information for teacher/classroom viewing	Y	
E	322	Ability to monitor weekly grades by activity or season	Y	
E	323	Ability to print data gathering form or scan sheets for students with activity codes by code or season	Y	
E	324	Ability to print a student report based on unsatisfactory grades (D and F report)	Y	
E	325	Ability to print weekly ineligibility reports based on given criteria involving weekly grade and term grades that meet school and/or state requirements	Y	
E	326	Ability to interface with student's attendance records and print attendance information	Y	
E	327	Ability to print term ineligibility reports based on given criteria involving term or in-progress grades	Y	
E	328	Ability to record achievements such as sports or activity letters, awards, and scholarships including type, date, issuing source, amount, comments	Y	
E	329	Ability to print/display activities list and include profile information as needed (i.e. activity, GPA, health information, etc.) by student or activities group	Y	
E	330	Ability to create a district activities calendar (input at the district level)	N	
E	331	Ability to interface with district activities calendar to create a school calendar	N	
E	332	Ability to update school activities calendar to meet the needs of the school	Y	
E	333	Ability to print rosters based on activities and include health information such as height and weight, coaches or activity leaders, school colors and mascots, etc.	Y	
E	334	Ability to export activity information to use with another software program (i.e. word process or page layout program)	Y	
E	335	Ability to export course offerings as needed to NCAA clearing house	Y	
E	336	Ability to export student transcript records as needed to NCAA clearing house	Y	
E	337	Need indicators that denotes if activity is co-ed	Y	
E	338	Grade History and Mobility		
E	339	Grade history/transcript information electronically follows student to new school within the district	Y	
E	340	Transcript information can be provided to higher ed institutions and other school districts	Y	
E	341	Final grades are posted if a student withdraws from school.	Y	
E	342	Allows for storing student grade history/transcript information after a student withdraws	Y	
E	343	Ability to access current and historical transcript records	Y	
E	344	Testing and Portfolio		
E	345	The system should allow for all test scores to be stored online in the database, for as long as the school or district desires. For each test given, the district needs to track: the test, form, level, multiple sub-tests, and the number of items in the test that relate to each sub-test.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	346	Ability to import student standardized test scores from a variety of formats (e.g., Stanford 10, Olsat8, SAT, MAP, State SOL Tests) into the application.	Y	
E	347	The student's main test record should track all the tests taken, whether they are standard tests, teacher tests, school tests, district, state or college level tests. For each, the test name, student grade level at time of test administration, date it was administered, location it was administered and the score should be recorded. The scores recorded should be able to be stored in stanine, percent, and raw formats.	Y	
E	348	A routine should exist that allows any test data to be converted from raw percent to stanine scores in any order.	Y	
E	349	Ability to print Selected Test Scores on Transcripts if desired	Y	
E	350	Ability to review SOL test data, corresponding course data and course grade to calculate Verified Credit status for SOL tests using user defined criteria	Y	
E	351	Ability to print SOL/Verified Credit information on student transcripts if desired	Y	
E	352	Ability to store Verified Credit information in a pre-defined field that summarizes student SOL progress.	Y	
E	353	Ability to tabulate Verified Credits to determine Total Verified Credits Student has earned, total updates as Verified Credits change	Y	
E	354	Ability to query on student Verified Credits status fields to produce reports	Y	
E	355	Ability to apply Substitute Tests in lieu of SOL's (AP, Work Keys, etc) and translate data into Verified Credits	Y	
E	356	Ability to allow manual entry of test information	Y	
E	357	Ability to create/add/modify unlimited numbers of Test ID information	Y	
E	358	Ability to transfer test scores to another school within division if student withdraws from one school and enters another school within same division	Y	
E	359	Ability to track college entry test information and print on transcript is desired	Y	
E	360	Standards of Learning	Y	
E	361	If base program does not automatically import SOL test scores, will the state reporting include the functionality to:	Y	
E	362	Import SOL scores in to the student testing module	Y	
E	363	As new SOL data formats change, applications will adhere to new requirements	Y	
E	364	Ability to verify data on SOL extract prior to importing student data	Y	
E	365	Ability to generate extract for SOL assessments - see http://www.doe.virginia.gov/VDOE/Assessment/SDU/Fall_2007_SDU_Requirements.pdf		**aal** has many generic extracts for standardized testing already within the eSIS application. In the event the generic extracts are not sufficient, **aal** will provide the necessary development to provide the appropriate extract file. An additional may be incurred.
E	366	Portfolios		
E	367	Ability to establish an electronic portfolio (the collected works) for each student	Y	
E	368	Ability for all appropriate staff to be able to access the portfolios	Y	
E	369	Ability for the portfolio to accept multiple media types (i.e. videos, scanned written documents, audio presentations)	N	This can be accommodated through a third party vendor.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
E	370	Ability to capture the electronic portfolio on videos that can be sent home to parents as a record of the student's work	N	
E	371	Ability for the student to be the responsible person for the upkeep of the portfolio, with the teacher serving as a mentor	N	
E	372	Ability to electronically transport a student's portfolio to subsequent teachers and schools	Y	
E	373	Ability to print more than one student profile at a time by school	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Course and Scheduling		
F	1	Ability to set up a district course table, input at district level but shared with schools	Y	
F	2	District course table includes unique course numbers with a minimum of 4 alpha numeric digits	Y	
F	3	District course table includes titles and descriptions	Y	
F	4	District course table includes standard credit	Y	
F	5	District course table includes state and district departments	Y	
F	6	District course table includes grade level restrictions with override capability	Y	
F	7	District course table includes grade definitions such as pass/fail, letter, or numeric grade	Y	
F	8	District course table has ability to omit course from grade reporting	Y	
F	9	District course table has ability to define the course as required for graduation .	Y	
F	10	District course table has ability to define the ability level of the course	Y	
F	11	District course table includes ability to exclude from GPA	Y	
F	12	District course table includes ability to weight GPA for accelerated or advance placement courses	Y	
F	13	District course table includes suggested course duration (i.e. Semester, Year)	Y	
F	14	District course table can be limited to district update only	Y	
F	15	District course table update can have limited update access by schools	Y	
F	16	District course table contains suggested fee structure	Y	
F	17	Ability to develop a school course table derived from the district table	Y	
F	18	School course table includes course criteria set at school level	Y	
F	19	School course table includes course length and terms taught	Y	
F	20	School course table includes class maximum and optimum size	Y	
F	21	School course table includes course restrictions (i.e. gender mix, prerequisites, periods offered, multiple periods, etc.)	Y	
F	22	School course table allows alternate course name field	Y	
F	23	School course table contains suggested fee structure	Y	
F	24	Security - restriction from change district table and restriction from adding courses to school table	Y	
F	25	Ability to print district course table with selected criteria	Y	
F	26	Allows linking of multiple programs/activities to a course for evaluation purposes	Y	
F	27	Ability to easily identify advanced classes	Y	
F	28	The Master course table can only be changed by the guidance department. Schools can only view and select courses from the table.	Y	
F	29	Ability to develop a district or school course table includes program identification (e.g. Postsecondary, GT) and/or difficulty level	Y	
F	30	Ability to query courses by student, teacher, period, course #, course title, gender, eth. etc. for current and historical years.	Y	
F	31	Curriculum Guide		
F	32	Ability to store guide electronically	Y	
F	33	Ability to access information by subject	Y	
F	34	Ability to access information by grade level	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
F	35	Ability to access information by state standards	Y	
F	36	Ability to access information by district standards	Y	
F	37	Ability to access information by district graduation requirements	Y	
F	38	Ability to modify as needed with appropriate security	Y	
F	39	Allow for district standardized course numbers and course names	Y	
F	40	Provide standard course syllabus and outline, with addendum to be added by schools for special programs or adaptations.	Y	
F	41	Integrity of district table kept intact. Schools cannot change key course fields (I.e., descriptions, numbers, direction, credit).	Y	
F	42	Ability to attach end-of-course assessments.	Y	
F	43	Student Course Request		
F	44	Ability to generate a student course offerings form	Y	
F	45	Ability to enter student course requests via multiple methods	Y	
F	46	Ability to generate student request scan form	N	eSIS® has many fast entry methods for course requests.
F	47	Ability to pre-print courses on student request scan form based on selected criteria	N	
F	48	Ability for students to enter requests on line	Y	
F	49	Ability for counselors to enter student requests online with a student.	Y	
F	50	Ability for parents to enter student requests online, from home, with a student.	Y	
F	51	Ability to add course selection rules to assist in the automatic course requests.	Y	
F	52	Ability to add rules for student scheduling (e.g., prerequisites - course A MUST be taken before course B).	Y	
F	53	Ability to indicate in the course request - a particular teacher, section or period.	Y	
F	54	Ability, after adding the course requests for a student, the system allows the option to automatically schedule the student from that input screen and determine if the student received all of the courses requested, or if there is a scheduling conflict.	Y	
F	55	Ability to assign students to a group of classes based on one request	Y	
F	56	Ability to assign one course request to a group of students	Y	
F	57	Ability to modify a requested course to a different course in mass	Y	
F	58	Ability to mass add, change or delete one or more requests, for a group of students automatically.	Y	
F	59	Ability to lock in specific course sections into the student's schedule and allow the other requests to be scheduled around that course.	Y	
F	60	Ability to have courses in certain periods during the day.	Y	
F	61	Ability to interface schedule with grade history to determine if student has already received credit for requested course	Y	
F	62	Ability to warn user if a student has not met prerequisite requirements for a requested course	Y	
F	63	Includes a Tally report	Y	
F	64	Includes a potential conflict matrix	Y	
F	65	Includes a course request list report	Y	
F	66	Includes a student course verification form	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
F	67	Ability to interface with requests from alternate school site	Y	
F	68	When building the home school schedules, requests from alternate school are reflected	Y	
F	69	Ability to check course enrollment limits on requests if entered on-line and stop users from exceeding maximums	Y	
F	70	Ability to ensure students are registering in a grade level appropriate class.	Y	
F	71	Ability for alternate requests. Easy method to view the number of times a certain course was requested as a primary and an alternate.	Y	
F	72	A way to establish a class rank based on a timeframe of our choosing, i.e., the first semester of junior year.	Y	
F	73	Scheduling		
F	74	Ability to build schedule by quarter, semester or year (including 4 terms or quarters, 6 term or six 6-weeks periods, trimester or three 12-week periods, or as defined by user)	Y	
F	75	Allows for variable terms or grading periods (i.e. 4 terms or quarters, 6 term or six 6-weeks periods, trimester or three 12-week periods, or as defined by user)	Y	
F	76	A semester should be able to be broken down into 12 segments, allowing a course to be offered 1/12 of a school year.	Y	
F	77	Ability to determine the current semester codes and day of cycle for any given calendar date.	Y	
F	78	Ability to handle rotating block scheduling, as well as, traditional scheduling methods.	Y	
F	79	Ability to combine block and traditional scheduling, together in a single day. (Note: not all buildings follow the same pattern for block scheduling.)	Y	
F	80	Capable of handling "flexible" scheduling. (i.e., where a student meets with a teacher for one period during the week, and the remainder of the week, the student uses the period "flexibly" e.g., study hall.)	Y	
F	81	Students should be allowed to request any portion of a semester. For example, if the course is a full year course, the student can request any semester, quarter, and/or trimester that resides within that full year. The system should have some method for the user to identify that this situation does exist.	Y	
F	82	The scheduler should be capable of assigning a student to 2 different sections of the same course by semesters (fragmentation).	Y	
F	83	Allows for student schedules to be composed of variable terms	Y	
F	84	Allows schools to build schedule in spring for the coming year based on projections	Y	
F	85	Allows for variable block or period length definitions within same school day	Y	
F	86	Allows for a student to be registered at more than one school (alternate schools, non traditional school, college level etc.) at a time without limits	Y	
F	87	Allows interface with alternate school sites and shares student/course information between home and alternate school	Y	
F	88	Allows for unlimited number of students to be scheduled	Y	
F	89	Allows for unlimited number of courses offered to students	Y	
F	90	Allows for unlimited number of courses per student	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
F	91	Ability to schedule for the first term (quarter, semester, etc.) only and then build subsequent terms with data from previous term with conversions/modifications	Y	The Master Schedule Builder will schedule for a full year; however, changes may be made after the schedule is finalized using other scheduling utilities.
F	92	Ability to easily update files using different modules and have updates reflect real time across the network	Y	
F	93	Ability to calculate teacher contact minutes per day/week in each student's schedule incorporating all relevant factors (course meeting days, instructor, block schedules, etc)	Y	
F	94	Ability to combine student data from every school where they're registered into a single item (e.g. courses, attendance, discipline)	Y	
F	95	Ability to have built in warning flag indicating when student is less than full time based on the schools official Bell Schedule	Y	
F	96	Ability to query these students based on a field indicating they are less than full time. The field should indicate if they are Full Time. Half Time or no count	Y	
F	97	Ability to connect each course taken by a student to the school where course completed	Y	
F	98	The system should allow for study hall routines that will place students into study hall sections automatically.	Y	
F	99	The system should be able to group students by criteria, such as: band, gifted and talented, test scores, etc., and relate these groups to course.	Y	
F	100	The system should be able to handle multiple bell schedules, even within the same school.	Y	
F	101	Mass input routines to change schedules and course requests, should be available by grade, sex, and individual students.	Y	
F	102	The system should have an easy drop/add process that can be used by administrators, counselors, and clerical staff.	Y	
F	103	During an add, delete, or drop/add process, the system should provide each school with the option to track the reason for the transaction(s).	Y	
F	104	When adding or changing classes, the online process should allow the user to retrieve the classes by a combination of: period, course, department and semester code.	Y	
F	105	When doing schedule changes, the school personnel will also need online information as to the number of available seats. System should allow for overrides and entering conflicts, but provide warning messages when this occurs.	Y	
F	106	The actual scheduling routine should balance by class section, with the ability to override as necessary.	Y	
F	107	The system should allow a school to define teacher restrictions, room restrictions, and class availability.	Y	
F	108	After the master is created, the school should have the option to rollover the information as a starting point for the upcoming year.	Y	
F	109	The software should have the ability to have/save multiple master schedules.	Y	
F	110	The scheduling program should allow for dual/concurrent scheduling between schools, including summer school programs.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
F	111	Sections can be of various lengths in the same data file, e.g. both 3130-01 and 3130-H-01 can exist at the same time without causing data issues	Y	The maximum length for a course code is 10 digits. If District standard courses are defined as four digits long, for example (3130), schools would have the ability to add additional characters to the base course code in order to identify it uniquely from other courses, e.g. 3130-S (could be a semester course), 3130-Y (could be a year long course). Course sections numbers are limited to 2 digits (alpha/numeric). For the example shown, the course codes could be defined as 3130-H - 01 (the first five characters being part of the course code, and the last two digits identifying the section number.
F	112	Ability for course sections to be defined as being offered in a different school/location, other than the student's home school.	Y	
F	113	Master Scheduling		
F	114	Ability to establish department preference for each teacher	Y	Courses are tied to departments, teachers are tied to courses.
F	115	Allows teachers to teach in different departments	Y	
F	116	Ability to establish course preference for each teacher	Y	
F	117	Ability to establish teacher room link	Y	
F	118	Ability to group teachers in a teaching team	Y	
F	119	Ability to assign a master teacher or teacher of record and an alternate teacher	Y	
F	120	Ability to track teacher qualifications linked to course/subject	Y	
F	121	Ability to connect teacher with each student they serve and determine length of service to that student.	Y	
F	122	Ability to link course with room	Y	
F	123	Ability to link department with room	N	
F	124	Allows for a maximum and optimum number of seats	Y	
F	125	Ability to assign multiple teachers. (i.e., a class within a class)	Y	
F	126	Ability to assign teaching teams to student schedules.	Y	
F	127	Ability to "cross team" students.	Y	
F	128	Ability for individual buildings to schedule their own time schedule for classes.	Y	
F	129	Ability to automatically set up the number of course sections required for a particular course.	Y	
F	130	Ability to indicate the start and end date for a course, even if the schedule is changed during the quarter, semester, or year.	Y	
F	131	Each course and section should be able to meet in multiple periods throughout the day.	Y	
F	132	A minimum 10-day cycle is desired. Each period a course section meets should have a place for a corresponding room and teacher.	Y	
F	133	Provides a course conflict matrix to determine potential conflicts.	Y	
F	134	Provides a teacher schedule of courses taught, periods, number of students enrolled.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
F	135	Provides functionality that assists in resolving schedule conflicts. (student, teacher, master schedule)	Y	
F	136	Ability to build the master schedule based on student requests, teacher, course and room criteria. (System provides automated master scheduling building capability)	Y	
F	137	If system builds master schedule, ability to set a teacher course section and not have system overwrite the schedule	Y	
F	138	If system builds master schedule, ability to run the master schedule builder multiple times for optimum output	Y	
F	139	If system builds master schedule, ability to lock portions of generated master schedule and not allow schedule builder to modify in subsequent runs	Y	
F	140	If system builds master schedule, ability to intervene and make necessary course, teacher or room adjustments before resuming the process	Y	
F	141	Ability to build the master schedule based on teacher, course, room placement (school personnel builds the schedule)	Y	
F	142	Ability to prioritize scheduling decisions and/or criteria.	Y	
F	143	Ability to schedule students based on core groupings with teaching teams	Y	
F	144	Ability to schedule a group by assigning a group of students to a core set of courses	Y	
F	145	Ability to omit selected students or groups when assigning course sections	Y	
F	146	Ability to schedule students by consecutive periods (blocks of time)	Y	
F	147	Ability to schedule students into the same course section on alternate days	Y	
F	148	Ability to schedule sequential courses in opposite semesters, quarters, etc.	Y	
F	149	Ability to move from scheduling function to teacher, course or room setup functions seamlessly	Y	
F	150	Ability to keep current master schedule when preparing files for next school year	Y	
F	151	Allows multiple courses to be taught under the same teacher number, period number, and room number	Y	
F	152	Ability to restrict the course section(s) to which designated students may be assigned while keeping a single course number	Y	
F	153	Ability to include graduation requirement compliance status in master schedule	Y	
F	154	Ability to select courses for Special Education on an individual basis	Y	
F	155	Assignment of Students to Course Sections in Mass	Y	
F	156	Ability to assign students to course sections based on student requests	Y	
F	157	Ability to prioritize assignment decisions (i.e. based on grade, special ed needs, etc.)	Y	
F	158	Ability to assign course sections by selected group (i.e. 12 grade, special ed, etc)	Y	
F	159	Ability to set course sections for a student and not have it overwritten when doing a mass assignment	Y	
F	160	Ability to determine balancing factors (ethnicity, gender, etc.)	Y	
F	161	Ability to select multiple balancing factors	N	Gender balancing only.
F	162	Ability to prioritize balancing factors	Y	
F	163	Ability to assign students to course sections in mass multiple times for optimum output	Y	
F	164	Ability to lock portions of generated schedule and not allow program to modify in subsequent runs	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
F	165	Ability to interrupt the mass scheduling process to make course, period, teacher adjustments	Y	
F	166	Ability to remove from the generated schedule all students with a specific request	Y	
F	167	Ability to assign groups or teams of students to groups or teams of course sections in a random manner	Y	
F	168	Ability to interface assigning of student course section with alternate school requests and/or course section assignments	Y	
F	169	Conflict resolution procedure includes ability for scheduler to identify conflicts	Y	
F	170	Conflict resolution procedure includes ability to view conflicts on-line	Y	
F	171	Conflict resolution procedure includes ability to resolve conflicts on-line	Y	
F	172	Conflict resolution procedure includes ability to modify student requests	Y	
F	173	Conflict resolution procedure includes ability to modify course section	Y	
F	174	Conflict resolution procedure includes ability to modify course constraints	Y	
F	175	Conflict resolution procedure includes ability to modify room constraints	Y	
F	176	Conflict resolution procedure includes ability to modify teacher constraints	Y	
F	177	Conflict resolution procedure includes ability to immediately view new conflicts created as a result of on-line updates	Y	
F	178	Walk in Scheduling and Schedule Maintenance		
F	179	Ability to build a student schedule automatically generated from student course requests at any time during the term.	Y	
F	180	Ability to place students by course section	Y	
F	181	Ability to place a student in a course section and assign the remaining course sections via student requests	Y	
F	182	Ability to change student course section to a different course section (schedule change)	Y	
F	183	Ability to interface schedule with grade history to determine if student has already received credit for assigned course	Y	
F	184	Ability to warn user if a student has not met prerequisite requirements for a course assigned	Y	
F	185	Ability to carry the student's grades when the schedule is changed	Y	
F	186	Ability to assign variable credit to students within the same course section	Y	
F	187	Ability to assign student to different course numbers within the same teacher number and period number	Y	
F	188	Ability to transfer an entire course section to a different teacher	Y	
F	189	Ability to delete students in mass from a course section after mass scheduling procedure is completed	Y	
F	190	Ability to assign students in mass to a course section after mass scheduling procedure is completed	Y	
F	191	Ability to assign a different course title keeping teacher, room, and students constant	Y	
F	192	Ability to automatically update attendance records based on schedule changes	Y	
F	193	Ability to record attendance history based on schedule changes	Y	
F	194	Ability to immediately take attendance scan sheets based on schedule changes	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
F	195	Alternate school records will remain intact if a student transfers to another school in the district and the course information will be available at the new home school	Y	
F	196	Elementary School Scheduling and Schedule Maintenance		
F	197	Ability to have scheduling and grade reporting based on user defined terms	Y	
F	198	Ability to set up a district subject matter or course table, input at the district level to be shared with schools	Y	
F	199	Allows for unlimited number of periods	Y	99 periods max per day
F	200	Allows for time blocks to be scheduled over more than one period	Y	
F	201	Allows for scheduling of time blocks to have staggered starting times	Y	
F	202	Ability to have several areas of subject matter incorporated within one single block of time (e.g. reading, language arts and spelling in one time block)	Y	
F	203	Ability to schedule courses on variable days and at variable time periods (e.g. music may be taught on Monday period 3 one week but on Thursday period 10 on the next week)	Y	
F	204	Ability to allow for certain students to be pulled out of a time block to have special instruction (i.e. special ed, ESL, IAP, etc.)	Y	
F	205	Ability to identify the teacher of record on the schedule and the length of service	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Discipline		
G	1	The student discipline module should allow the school and district to standardize its approach to categorizing infractions and the disposition for different levels of an infraction.	Y	
G	2	Discipline posting routine allowing the user to add the Incident number, incident location, Infraction Date, Infraction code, Time, Staff reporting the infraction, sanction code, Free-form Comment of what happened, Disposition Code, Number of days suspension, number of hours in school suspension, State incident number, Number of firearms confiscated, number of non firearms confiscated, Police notification, number of victims, identify infractions occurring in other districts	Y	
G	3	Teachers can enter online discipline referrals	Y	
G	4	Ability to track incidents of non suspensions, in school suspensions, out or school suspensions, expulsions, and alternative education	Y	
G	5	Ability to link student infraction with another student infraction using the State Incident number	Y	
G	6	Ability to enter up to 5 infractions for one incident (e.g. fight and weapon)	Y	
G	7	Ability to create a variety of suspension letters and memos with mail merge features and message functions as reminders	Y	
G	8	Ability to monitor detention incidents, points, etc.	Y	
G	9	Ability to schedule periodic follow up reports on suspension/expulsion required actions	Y	
G	10	To assist in the posting routine, the system should have default codes, when appropriate. Those codes should be accessible to the user in a drop down list.	Y	
G	11	When looking at a student's profile on the screen, the administrators need to see all of the information on a student's discipline at one time. This will include all of the information that is part of the posting routine.	Y	
G	12	The system should have the ability to view discipline information for a range of dates, current and previous years, for any combination of schools.	Y	
G	13	The system should be able to restrict viewing of discipline data at the user level.	Y	
G	14	The following Discipline Reports are available:	Y	
G	15	Detail Reports by Student, Infraction, Disposition,	Y	
G	16	Disposition Statistics	Y	
G	17	Infraction Statistics	Y	
G	18	Generates State and Federal Discipline Reports	Y	
G	19	Discipline Letters to address by range of Disposition Codes, Disposition Starting /Ending Dates, Infraction Codes and their respective starting/ending dates.	Y	
G	20	Discipline Reports w/totals by Infraction, Disposition Codes, etc. disaggregated by NCLB and other reporting requirements.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Transportation		
H	1	Ability to export a change file of students daily for transportation reassignment to the bus routing system	Y	
H	2	Ability to enter am/pm pickup information, comments, contact name, phone information, start and end date for export daily to bus routing system.	Y	
H	3	Ability to import daily from transportation routing system (e.g. am/pm bus number, time, and stop)	Y	
H	4	Ability to display/print bus eligibility lists	Y	
H	5	Ability to display/print individual bus information (e.g. stop time, location, bus number, pickup and drop-off sites)	Y	
H	6	Pickup information may vary from day-by-day / availability of day-to-day variation	Y	
H	7	Ability to print bus cards for eligible students at the school site	Y	
H	8	Ability to monitor student parking information including sticker, fee, space, semester, vehicle	Y	
H	9	During enrollment process the system should be capable of displaying a students school of attendance based upon a students address, grade and zone (attendance or magnet) and store this information.	Y	
H	10	Ability to check what and where student bus stop is based on address, grade and zone.	Y	
H	11	Ability to track eligibility changes.	Y	
H	12	Information should be present that identifies transportation information on an individual student basis. The following transportation information should be available:	Y	
H	13	* Bus # AM/ Bus # PM	Y	
H	14	* Bus Route Information	Y	
H	15	* School Roster by Bus	Y	
H	16	* Special situation tracking (homeless, special permission, special needs)	Y	
H	17	* Rosters by Bus	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Open Systems and Interoperability Requirements		
I	1	Ability to export any & all data to flat, delimited files for use by other systems (e.g. ASCII)	Y	There are tools that can export data from an Oracle database.
I	2	Ability to import external data (i.e. ASCII, DBF, SQL) and integrate into the system	Y	**aal** has an API Conversion Module (eSIS® SIF Agent) and numerous file utilities.
I	3	Ability to access internal data using external interfaces via ODBC connections	Y	
I	4	Ability to access external data from within screens in system (i.e. user exits to validate data entry)	Y	User may go to other applications in the middle of data entry.
I	5	Ability to interface with a handheld computing device. Please state which Operating Systems are supported. (e.g., Palm, WinCE)	Y	Handheld support for Palm, WinCE, and Blackberry.
I	6	Ability to electronically transmit system data to file, fax, EDI, etc.	Y	**aal** has a number of modules that provide extract capabilities. Some can be and are automated.
I	7	Ability to electronically send & receive student data in standard data exchange format	Y	Our optional eSIS® SIF Agent Module sends and receives data following SIF standards.
I	8	Ability to accept and utilize school boundary information for automated school assignment from external product	Y	**aal**'s Valid Address List, catchment allocation and address validation features are utilized by a program that determines the student's next school and grade based on student address and other factors.
I	9	Ability to interact with imaging systems for index information verification	N	
I	10	Ability to use name matching techniques to match external input records with specific student records/numbers (i.e. ACT, SAT scores)	Y	eSIS® includes a standardized testing file import utility where the client can define and map the file layout to standard tests defined in eSIS®.
I	11	Ability to import assessment results for analysis and/or display from multiple packages (record description identified)	Y	
I	12	Ability to link district student id to State Assigned Student Testing ID for import/export needs.	Y	
I	13	Ability to input any data into system via data entry screen	Y	
I	14	Ability to input any data into system via scanning (individual or mass)	N	eSIS® includes an attendance and mark entry scanner interface.
I	15	Ability to input any data into system via phone (Voice Recognition, or keypad entry, please describe)	N	
I	16	Ability to input any data into system via external data file	Y	**aal** has an API Conversion Module (eSIS® SIF Agent) and numerous file utilities.
I	17	Ability to input any data into system via bar code scan	N	
I	18	Ability to import images (e.g. student photos, school logos)	Y	Able to import School and District logos. Student, parent and teacher photos are stored outside the database and are retrieved by the application from designated locations.
I	19	Ability to automatically backup data	Y	
I	20	Ability to upload/download data with library automation software	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
I	21	Ability to upload/download data with food service software	Y	
I	22	Ability to upload/download data with college application/transcript software	Y	
I	23	Ability to upload/download data with transportation software (i.e. VersaTrans, SMARTr, etc.)	Y	
I	24	Ability to upload/download data with assessment software	Y	
I	25	Ability to download college testing scores (i.e. ACT, SAT) connected to district student id by Student ID	Y	
I	26	SIF Requirements		
I	27	SIF Certified to version 1.5r1 or higher.	Y	
I	28	Upgrade, installation and changes to the SIF agent covered under regular maintenance or separately (if separately, please provide cost rate in Pricing Section 7)	Y	Software updates and upgrades to the eSIS® SIF agent are covered under regular maintenance.
I	29	Describe the implementation and support services available from your company during deployment of the SIF certified applications that will be provided as part of this proposal.		**aal** will work with the chosen zone integrator to ensure the eSIS® is configured to meet the SIF requirements of the client. We also provide each client with a walkthrough of our SIF agent and the e configuration.
I	30	Do you have three reference schools and/or districts that have purchased and/or deployed your SIF certified application? Please list in column B)	Y	**aal** currently has nine (9) clients that have purchased the eSIS® SIF Agent; two (2) of those clients have deployed it.
I	31	Costs for your SIF agent are included in the costs for your software (if no, provide costs in the Pricing Section 7)	N	**aal**'s pricing is on a tiered basis by student count; therefore, **aal** cannot provide specific pricing until it has the student count for the interested district.
I	32	SIF agent supports Student Record Exchange (SRE) objects (if no, state if it will and approximately when in column B)	N	**aal** is currently in discussions with Edustructures, the leader in SIF technology, to enhance the functionality within the eSIS® SIF Agent to meet this requirement.
I	33	SIS SIF agent has the capability of supporting data request using the Vertical Reporting Framework (VRF) structure. (VRF is specifically designed for scheduling and managing large-scale state data collections and state reporting solutions. VRF implements the SIF Vertical Report choreography for communication between the districts and the state/IU and also to perform the data collection activities within the district.)	N	**aal** is currently in discussions with Edustructures, the leader in SIF technology, to enhance the functionality within the eSIS® SIF Agent to meet this requirement.
I	34	Company can assist the district in using SIF to interface your application with other internal and external legacy information systems used by the division	Y	**aal** can assist the district, for an additional cost.
I	35	Provides help desk support for SIF agent specific questions	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Staff Information		
J	1	Allows for a unique district assigned employee number (minimum of 12 digits, assigned in the Human Resource system) and imported across multiple years. This is NOT the Social Security number.	Y	
J	2	Allows for search functionality on district teachers across district over multiple years (7 years) by name or teacher number	Y	
J	3	Allows for search functionality on district employees across district over multiple years by name or employee number	Y	
J	4	Allows for update of employee information from district and from site.	Y	
J	5	Allows for a unique employer number across district and years	Y	
J	6	Allows for employee demographic information such as ethnicity and gender	Y	
J	7	Allows for employee address information	Y	
J	8	Allows for employee position or job category (i.e. janitor, coach, secretary, etc.)	Y	
J	9	Allows for employee qualification information such as experience, degrees, credentials, levels, etc.	Y	
J	10	Ability to track staff attendance	Y	
J	11	Allows for employee emergency information	Y	
J	12	Allows for employee disability information	Y	
J	13	Allows for employee e-mail address	Y	
J	14	Allows for teacher's 12 digit alpha numeric license number	Y	
J	15	Allows for employee phone numbers, including cell	Y	
J	16	Allows for employee hire date, leave date, evaluation dates	N	
J	17	Basic Faculty Information		
J	18	Allows for a unique district assigned teacher number (minimum of 9 digits, assigned in the Human Resource system). This is NOT the Social Security number.	Y	
J	19	Allows for search functionality on district teachers across district over multiple years by name or teacher number	Y	
J	20	Allows for update of teacher information from district and from site.	Y	
J	21	Allows for a unique teacher number across district and years	Y	
J	22	Allows for teacher demographic information such as ethnicity and gender	Y	
J	23	Allows for teacher address information	Y	
J	24	Allows for teacher position or job category (i.e. counselor, administrator, teacher, secretary, etc.)	Y	
J	25	Allows for teacher qualification information such as experience, degrees, credentials, levels, etc.	Y	
J	26	Allows for teacher emergency information	Y	
J	27	Allows for teacher disability information	Y	
J	28	Allows for teacher e-mail address	Y	
J	29	Allows for teacher phone numbers, including cell	Y	
J	30	Allows for teacher hire date, leave date, evaluation dates	N	
J	31	Allows for teacher license number	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
J	32	Allows for teacher departments	N	Courses are assigned to departments, teachers are assigned to courses.
J	33	Ability to identify teachers that are not highly qualified	Y	
J	34	Ability to identify endorsements	N	
J	35	Ability to identify coursework	Y	
J	36	Ability to identify subject the teacher is teaching	Y	
J	37	Teacher		
J	38	Teacher interface is web browser based and accessible, with authentication, from an intranet or internet based workstation.	Y	
J	39	Ability for the district or school define information (schedules, grades, attendance, discipline, etc.) published for teacher access.	Y	
J	40	All information should be available in real-time, based on the latest updates in the centralized district database, without the need for batch processing.	Y	
J	41	Ability for student demographics to be viewable at the teacher desktop level.	Y	
J	42	Ability to allow each teacher to view the complete schedule for all of their students, not limited to just the course they are teaching.	Y	
J	43	Ability for the teacher to see Counselor information	Y	
J	44	The ability to create assignments/grade assignments should be available at the teacher level, within the teacher interface.	Y	
J	45	Ability for teachers to submit end term grades in real-time to the district database.	Y	
J	46	Ability to allow the teacher to view grades for their courses, as well as any grading history.	Y	
J	47	Ability for the teacher to view any test scores and test history, attendance information and attendance history .	Y	
J	48	The student photograph should be accessible at the teacher desktop level.	Y	
J	49	The ability to take and report attendance should be available at the teacher level (report = real-time communication between teacher level and district database level.)	Y	
J	50	The teachers should have email capabilities to both students and parents.	Y	
J	51	Ability for the teacher interface to be completely customizable by the District using standard webpage development toolsets.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Instructional		
K	1	Ability to identify unlimited learning styles. (e.g., listening, writing)	N	
K	2	Ability to identify unlimited testing styles. (e.g., multiple choice, oral exam)	Y	
K	3	Ability to identify unlimited learning environments. (e.g., teams, activity centers)	N	
K	4	Ability to rate attention span. (e.g., brief, average, focused)	N	
K	5	Ability to report by individual student.	Y	
K	6	Ability to report by class or group.	Y	
K	7	Ability to share information across the network with other appropriate staff members.	Y	
K	8	Ability to forward information across school years to subsequent teachers.	Y	
K	9	Ability to track information by accountable teacher (NCLB).	Y	
K	10	Ability to track start and end dates. Ability to track history of PLP(s).	Y	
K	11	Ability to access information by:	Y	
K	12	> subject over time	Y	
K	13	> grade level over time	Y	
K	14	> state standards over time	Y	
K	15	> district standards over time	Y	
K	16	> district graduation requirements over time	Y	
K	17	Ability to modify as needed with appropriate security.	Y	
K	18	Ability to distribute across the district using the WAN.	Y	
K	19	Allow for district standardized course numbers and course names over time.	Y	
K	20	Allow for inactive courses to be retained at district level, not pushed out to schools.	Y	
K	21	Integrity of district table kept intact. Schools cannot change key course fields (i.e., descriptions, numbers, direction, credit) over time.	Y	
K	22	Web-based system to allow access from any location.	Y	
K	23	Ability to identify student program participation to district program and staff evaluation activities.	Y	
K	24	Ability to identify students receiving multiple program services, and the nature of those services, including the times/days provided.	Y	
K	25	Ability to correlate GPA information to program service activities.	Y	
K	26	Ability to track program participation by date, program, location, grade level, gender and ethnic.	Y	
K	27	Ability to define a program including: name, beginning and ending dates, grade level, service provider, number of minutes, exit reasons, including days enrolled, years enrolled, consecutive year of enrollment, by student, school district and state.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Parents		
L	1	Ability for parents to have secure access to student information such as schedules, attendance, assignments, discipline, graduation status and grades.	Y	
L	2	The district or school should be able to determine information (schedules, grades, attendance, discipline, etc.) published for parent access.	Y	
L	3	All information should be available in real-time, based on the latest updates in the centralized district database, without the need for batch processing.	Y	
L	4	All information should be available in real-time, based on the latest updates in the centralized district database, without the need for batch processing.	Y	
L	5	Attendance information, including absence reasons and tardies, should be viewable.	Y	
L	6	Grading information should be viewable, including assignments, quarter, midterm and semester grades.	Y	
L	7	Transcript information should be viewable, including VA verified credit information.	Y	
L	8	Counselor contact information should be accessible to the parent.	Y	
L	9	Immunization information should be available to the parent.	N	
L	10	The ability to email school administrators or teachers should be available.	Y	
L	11	Discipline information should be available, should the school desire to show that information.	Y	
L	12	The parent interface setup should allow for individual school choice with regard to what is seen/not seen. (e.g., assignments, discipline information)	Y	
L	13	Individual schools should have the ability to customize announcements on their parent interface.	Y	
L	14	The parent interface should allow for links to be added to other District web sites. (lunch balance site, main district web site, school web site, etc.)	N	A reverse link could be defined (i.e. access to the Parent Portal from the District Website).
L	15	The parent interface should also have access to historical information. (i.e., their student's grades, attendance, schedules)	Y	
L	16	The parent interface should allow for one sign on for each parent, regardless of how many students they have across different schools.	Y	
L	17	The parent interface should be completely customizable by the District using standard webpage development toolsets.	N	
L	18	The parent interface should have bi-directional communications and data exchange capabilities with the web based Teacher interface.	Y	
L	19	Parent Portal		
L	20	Software provides a secure web interface for parents and students to be able to gain access to data collected in teachers' grade books.	Y	
L	21	Ability for school administration to be able to change/reset parent's passwords.	Y	
L	22	Ability to provide parents and students real time information over the Internet from the teacher's grade book, requiring zero extra steps by teachers (i.e. posting) to be made available over the Internet.	Y	
L	23	Ability to provide grade Data over the Internet including a detailed breakdown of every assignment in every course, Standards proficiency and missing assignment reports.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
L	24	Ability to provide attendance Data over the Internet including detailed attendance for all of the student's courses.	Y	
L	25	The Internet display should reveal no identifying demographic data on students.	Y	
L	26	Ability to automatically generate emails based on predetermined thresholds (grade, attendance, time, etc.), configurable so that teacher intervention not necessarily required for the email.	Y	
L	27	Ability for parents to define Frequency and content of emails received over the Internet.	Y	
L	28	Ability to automatically generate letters based on configurable grade or attendance thresholds.	Y	
L	29	Ability to aggregate any data collected in the grade book system database into district's centralized data warehouse.	Y	
L	30	Provides interface allowing user ability to identify tables and fields that will be replicated into data warehouse.	Y	
L	31	Ability to schedule the frequency of automatic data replication.	Y	
L	32	Ability to schedule automatic data replication with varying levels of network priority class.	Y	No data replication is required as all data is viewed in Parent Assistant in real time.
L	33	Ability to track parent/teacher contacts	Y	
L	34	Parent/Guardian can view records for only their children.	Y	
L	35	The system provides online registration; Requests "locked" at school defined time.	Y	
L	36	The system provides an online Course Request Form, refined by site for their courses, to enable parents to view their student's completed registration form and options.	Y	
L	37	Parents/Guardians are able to access their students' information at multiple schools, using one user id/password. (As opposed to one for each school/student)	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Training		
M	1	Ability to establish a "train the trainer" model	Y	
M	2	Provide contract training for school support staff and help desk personnel in multiple packages needed for an integrated student information system	Y	
M	3	Contract continued training for appropriate client service staff when new or updated releases of software are to be implemented	Y	
M	4	Contract training includes student information and management	Y	
M	5	Contract training includes testing/assessment	Y	
M	6	Contract training includes classroom management	Y	
M	7	Contract training includes transportation interface	Y	
M	8	Contract training includes library system interface	N	
M	9	Contract training includes food services interface	N	
M	10	Contract toll free help line for client service staff	Y	
M	11	Contract training for programming staff in system upgrade and maintenance procedures	Y	
M	12	Contract training for programming staff in programming language of the selected products	Y	
M	13	Contract training for technical and school support staff on technical issues (i.e. networking, troubleshooting, etc.)	N	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		State Reporting		
N	1	Ability to project students based on grade level and school of residence based on address	Y	
N	2	Ability to override school of residence projection with approved attendance option transfer	Y	
N	3	Ability to link all associated records for a student to the appropriate new school site	Y	
N	4	Ability to approve school waiting lists on-line for actual placements at the district level	Y	
N	5	Ability to designate which data sets will be cleared, retained, or rebuilt with new school year date information	Y	
N	6	Ability to advance grade levels including non-standard types	Y	
N	7	Retention status will prohibit advancement of grade level or school level	Y	
N	8	Ability to re-project students when attendance reason is inactivated	Y	
N	9	Ability to schedule students by their next year attendance school and grade	Y	
N	10	Ability to archive non-returning students.	Y	
N	11	Ability to graduate 12th grade.	Y	
N	12	Ability to generate graduation status report	Y	
N	13	Report Extracts		
N	14	Ability to create Fall, Spring, End-of-Year, and Summer student extracts for state reporting	Y	
N	15	Ability to create Career and Technical Education Report (CTER's)	Y	
N	16	Ability to create Discipline, Crime, and Violence student extract for state reporting	Y	
N	17	Ability to generate verification reports for each state reporting extract	Y	
N	18	Ability to reproduce state report formats within the application for review reports anytime during the year	Y	
N	19	Ability to load ASCII file extract into a built-in editor to make modifications to the file and then save the modifications to resubmit ASCII file to state	Y	
N	20	Ability to load previous extracts into a built-in editor for resubmittal to the state	Y	
N	21	Ability to make quarterly modifications to the program to meet VDOE new data reporting deadlines	Y	
N	22	Ability for division to collect new student data reporting requirements in the interim until vendor creates reporting fields in application. If yes:	Y	
N	23	- Does have ability to automatically move interim data fields to vendor supplied fields.	Y	
N	24	- Does not have ability to automatically move interim data fields to vendor supplied fields	Y	
N	25	Ability to automatically calculate state data reporting elements based on data currently stored in various fields within SIS	Y	
N	26	If yes - Ability to:	Y	
N	27	- Calculate VOC participation by scanning student schedules, course file and other associated files to determine VOC status	Y	
N	28	- Calculate ADM and ADA by scanning student attendance and other associated files	Y	
N	29	- Determine Gifted status based on gifted program(s) student is enrolled in	Y	
N	30	- Determine Special Ed status and percentages based on program(s) student is enrolled in	Y	
N	31	- Determine Distance Learning, AP, etc. type classes student is enrolled in	Y	
N	32	Provide data dictionary to state reporting code	Y	
N	33	Provide comprehensive user documentation	Y	
N	34	Provide comprehensive user documentation on new reporting requirements	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
N	35	Provide user technical support for state reporting application	Y	
N	36	Provide on-going training to divisions through user groups on new enhancements to functionality of module	Y	
N	37	Solicit division assistance prior to implementation of new state reporting requirements	Y	
N	38	Solicit assistance through user groups prior to implementation of new state reporting requirements	Y	
N	39	System provides new state required data elements on next scheduled update:	Y	
N	40	- Data transferred from existing data fields to newly created state data fields	Y	
N	41	- Unused data fields are re-opened as user designed fields	Y	
N	42	Ability to map relationships between non-state and state required element value	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Textbooks		
O	1	Ability for the system to provide utilities/tools for managing textbook inventory	Y	
O	2	A simple posting routine should be in place that will allow the user to create a wide variety of transactions including:	Y	
O	3	Receive ordered books	N	
O	4	Check out to students	Y	
O	5	Check in from students	Y	
O	6	Book Condition	Y	
O	7	Book Status	Y	
O	8	Separate textbook record for students and staff (teachers).	N	
O	9	When looking at a student's profile on the screen, the administrators need to see all of the information on a student's textbooks at one time.	N	
O	10	Calculates replacement cost of book based on years in service and life span of book	Y	
O	11	Capable of assigning fines for textbook violations based on replacement cost for book	Y	
O	12	Ability to create letters for fees assessed	Y	
O	13	Ability to create mailing labels for letters created	Y	
O	14	Ability to track fee information, fee assessed, date letter sent, payment record	Y	
O	15	Stores information about each book title:	Y	
O	16	ISBN # - can be scanned in or entered manually by hand	Y	
O	17	Title	Y	
O	18	Author	Y	
O	19	Publisher	Y	
O	20	Teacher Only - Is this book for teachers only	N	
O	21	Book Type - What type of book is this? Ex: textbook, video, CD,	N	
O	22	DVD, tape, teacher manual;	N	
O	23	Cover - What type of cover the book has	Y	
O	24	Cost - Purchase price of book	Y	
O	25	Edition - Specify for books with multiple editions	Y	
O	26	Ability to link course to books.	N	
O	27	Stores transaction history for each individual book spanning multiple school years.	N	
O	28	Ability to create bar codes for textbooks	N	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Data Analysis		
P	1	Interface of SIS with Historical Data Sets.	Y	Historical data sets are separated from the operational datasets for several reasons: operational data is kept current to speed performance of the operational system, historical data sets can be isolated for intensive querying and research without impacting the operational system; and if one system is down, the other system is not affected. A separated project creates the Historical Data Sets.
P	2	Ability to export any combination of current SIS data for use in external setting with historical information	Y	To create historical data sets, a series of ETL (Extract, Transform and Load) procedures are written that capture the operational data, transforms it into an optimized structure for reporting purposes, then loads the data into a reporting area that minimizes risk to the operation data and maximizes the querying performance. When the data is loaded to the reporting area it is compared with data that already exists and does not overwrite the data, but instead enhances and adds to it a historical view.
P	3	Detailed, searchable application logs can be customized to track data access modifications, deletion and addition.	Y	Key data element changes can be tracked within ^{e} SIS Data access and change information outside of the key areas tracked by ^{e}SIS® can be captured using the underlying Oracle database technology.
P	4	Ability to create historical data sets from current SIS as required throughout the year into defined format	Y	Defined formats for data can be addressed during the analysis and design phases of the ETL project. Specialized ETL processes or reports can be written to accommodate the defined formats.
P	5	Ability to restrict access to the historical sets created by the SIS using system security	Y	Access to the data is restricted or granted through security groups and roles that are standard across DMBS and reporting tools. These roles can often be integrated with a broader set of security rules if security structures such as Active Directory are available.
P	6	During the current school year, ability to access saved data sets from that year and use built-in reporting/research tools to manipulate	Y	Data in Historical Data Sets is always available. Industry recognized, leading reporting tools such as Business Objects Enterprise XI allow for numerous reporting and research capabilities.
P	7	Ability to import historical data sets and research with on-line query tools	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
P	8	Ability to import historical data sets and combine with current information for research purposes	Y	The ETL project will address the known and anticipated information research requirements. This project and the ETL processes will provide a structured set of Historical Data Sets that are flexible in use and extensible to meet the research, trending and reporting needs.
P	9	Ability to capture student information at any point and save and reload the historical data set indefinitely (Software level independent)	Y	The ETL procedures that are developed to capture the historical data are usually run on a scheduled basis; however, they can be run on demand at any point in time. They are not dependent on any software. This is an inherent feature of creating the ETL procedures.
P	10	Ability to control access to a saved historical data set for viewing or update down to user level	Y	Access to the data is restricted or granted through security groups and roles that are standard across DMBS and reporting tools. These roles can often be integrated with a broader set of security rules if security structures such as Active Directory are available. That will also restrict access to data saved on network directory locations
P	11	Ability to name historical data set archives by date, time and event (i.e. Funding Count 10/95, End-of-Year 06/95, End-of-Semester 01/95, etc.)	Y	This is most likely done utilizing the backup capability of the DBMS. The name of the backup files will be at the discretion of the DBA
P	12	Ability to save historical data set data base information to external sources (i.e. magnetic tape, CD, disks, network files)	Y	This is most likely done utilizing the backup capability of the DBMS. Most DBMS allow data to be saved to all these media.
P	13	Ability to allow specific users to call up historical data as required	Y	This is best accomplished through a reporting tool such as Business Objects Enterprise XI; however, SQL procedures or ad-hoc capabilities that are run on demand can also provide this functionality. Access will be controlled through the security roles on the database or in the reporting tool.
P	14	Ability to convert historical files to system usable formats for retrieval and use	Y	ETL procedures written in a common query language or an ETL tool or even exports from reports using Business Objects Enterprise XI can easily provide this functionality.
P	15	Ability to use Query language commands on historical data sets	Y	An ad-hoc query capability is inherently built into every BI solution that utilizes a common DBMS.
P	16	Ability to specify which data fields and/or files will be included in each historical data set.	Y	This is part of the analysis and design phase and is always at the discretion of the subject matter expert along with the assistance of the BI designer.

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
P	17	Ability to produce defined reports from historical data sets	Y	With use of a sophisticated reporting tool such as Business Objects Enterprise XI parameterized reports can be created over historical data sets.
P	18	Queries		
P	19	Ability to create queries without knowing any programming language.	Y	
P	20	Ability to list table values supplied in a pop-up type environment for easy entry and referral.	Y	
P	21	Ability to display context-sensitive help features throughout.	N	Screen level "Help" is available.
P	22	Ability to automatically join tables without any programming.	Y	
P	23	Ability to select from any student table/view in the database.	Y	
P	24	Ability to save and use again, modified, or copied and change queries.	Y	
P	25	Ability to allow the results of executing a query to be accessible on screen, on paper, or transferable in ASCII format for loading into another package or tool. (e.g., MS Excel, Access or Word)	Y	
P	26	Ability to sort of rows in multiple orders.	Y	
P	27	Ability for query to produce results based on conditions such as: greater than, less than, greater than or equal to, less than or equal to, not equal to, contains, begins with, ends with, matches, is null, between, is found in list, is not found in list, etc.	Y	
P	28	Ability for query to produce results based on Boolean logic such as: "And" and "OR" conditional statements	Y	
P	29	Ability for query to produce results based on Boolean logic such as: "And" and "OR" conditional statements with the use of parenthesis e.g. IF (Ethnic Code = 5 and ((X or Y) and (A or B))) or (((Ethnic Code = 3) and ((D or F) and (M or N)))	Y	
P	30	Ability to graph and chart results of query where appropriate.	Y	
P	31	Ability for multiple types of report formatting. If so, what type(s)? (e.g., table headings, footers, fonts, borders, etc.)	Y	Page headers and footers, column headers, fonts, borders, groupings, sorts, stoplighting, graphs

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Security		
Q	1	Does your application address security?	Y	
Q	2	Provide an attachment to detail the levels of security inherent in your application and what options can be added to support unique customer requirements to ensure confidentiality.	Y	Please see the information on *"Technical Architecture"* provided at the end of this Section.
Q	3	Does your application provide standard data encryption techniques? If so, define in detail at all levels. If applicable, what additional options maybe added?	Y	SSL may be used to encrypt network traffic. Data within the Oracle database may be encrypted.
Q	4	Given the desire for electronic payment, with approval from DOA, please describe in detail how this process will work and what safeguards and security measures will be employed to ensure audit compliance.	Y	Please see the attached information on "*e SIS® Payments*" .
Q	5	The system provides a secured environment by employing sign-on identifiers and passwords, and procedures to ensure adequate password changes.	Y	
Q	6	The system allows a periodic "forced" password change.	Y	
Q	7	Ability to support different "views" of student records based on security for different user categories including: parent, administrator, teacher, counselor, students, and community representative (such as parole officer or school resource officer).	Y	
Q	8	User access "rolls over" each year into the next year until the student moves to another building.	Y	
Q	9	If an authorized user forgets their password, are methods available to provide a new password?	N	This is a manual process, no automation is available.
Q	10	Sign on attempts are logged/tracked.	Y	
Q	11	System responds to multiple invalid login attempts.	Y	Tracks ID, station, date, time, transaction and type of access.
Q	12	Ability to define user/groups/school level profiles across schools/district.	Y	
Q	13	Ability to see or reset user passwords when someone forgets their password.	Y	
Q	14	Access to the field level available for update, view only and no see.	N	Security access is not at the field level, but at the screen level. A few items may be controlled at the field level.
Q	15	Access to the screen level available for update, view only and no see.	Y	
Q	16	Access to the user department level	Y	
Q	17	Access to the user function level (attendance, grading)	Y	
Q	18	Access to the user task level (printing, deleting)	Y	
Q	19	Access to the report level	Y	
Q	20	Access to the school level (only 1 school)	Y	
Q	21	Access to multiple schools level (guidance assigned to three schools and only one login to system)	Y	
Q	22	Query access controlled to the field level	N	
Q	23	Query access controlled to the file level	Y	
Q	24	Ability to update user security available on-line	Y	
Q	25	Access by function (i.e. add, modify, delete, display, inquire)	Y	
Q	26	Access control log for system manager	Y	
Q	27	Ability to allow District control of district identified tables	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
Q	28	Ability to restrict viewing/editing the contents of specific fields (e.g., Free and Reduced Lunch status, Social Security Number) by unauthorized users/groups while still viewable by authorized users - field-level permissioning.	Y	eSIS® has a very strong security functionality. Role based menus may be created allowing views only to those areas of the system required for a specific role. Within the roles, access may be granted to screens (update/view/none) depending again on the role type of the person. Therefore, one role could allow a user to see and update all of the information on Free and Reduced Meal data, another role may allow a user to only view the data, and a third role would not allow a user to see any of the screens or data associated with that functionality.
Q	29	Supports FERPA requirements.	Y	
Q	30	Ability for student data to be updated from multiple district locations by authorized users.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Reports		
R	1	Testing Reports	Y	
R	2	Ability to link standard courses with state SOL tests	Y	
R	3	Item analysis	N	
R	4	Student response analysis	N	
R	5	School summary of responses for any given test	N	
R	6	Statistical reports that include N, % of total, N missing, mean, median, range, variance, standard deviation, standard error, minimum score and maximum score	Y	
R	7	Bar graphing, charting for current data, longitudinal data, cohort grouping (class of 2003, 2004, 2005, etc.)	Y	
R	8	Ability to generate student reports by grade, individual, class, counselor, test ID or other selected criteria	Y	
R	9	Ability to generate student reports by teacher who administered test	Y	
R	10	Ability to export data into spreadsheet, or other report writing programs for further aggregation of data	Y	
R	11	Ability to generate student lists based on test requirements	Y	
R	12	Ability to generate verification/error reports when test scores are loaded	Y	
R	13	Exit Date Reports	Y	
R	14	Age Reports	Y	
R	15	Reports by Disability Code, including totals by code and detail	Y	
R	16	Reports by Placement Code, including totals by placement code and detail	Y	
R	17	Case Manager Lists	Y	
R	18	Re-evaluation Reports	Y	
R	19	Fees Tracking Reports	Y	
R	20	Ability to report fees due by individual student	Y	
R	21	Ability to report fees due by student organization/activity	Y	
R	22	Ability to report fees due by class	Y	
R	23	Ability to report fees as paid	Y	
R	24	Ability to report fees as outstanding or partial paid	Y	
R	25	Ability to report fees as waived	Y	
R	26	Labels	Y	
R	27	Mailing labels with flexible selection and reporting criteria	Y	
R	28	Mailing labels may use either the resident address or the mailing address	Y	
R	29	Allows selection of label size	Y	eSIS® has a standard label size, but data could be exported to another program, such as Excel or Word where other label sizes could be created.
R	30	Allows user to create custom label formats using any data in the SIS	Y	
R	31	Allows printing of bar code labels from SIS data	N	
R	32	Allows printing of labels centrally or at school sites	Y	
R	33	Printed Reports	Y	
R	34	Allows printing of reports at any identified site on the WAN	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
R	35	Allows rerouting of reports in the print queue	Y	
R	36	Allows operator control of any printing directed to the district printer(s) (e.g. sequence, priority, printer)	Y	
R	37	Allows printing of background forms simultaneously with SIS data (to reduce form costs)	Y	
R	38	Allows reprinting of print files for extra or lost copies	Y	
R	39	Allows bilingual printing for English/Spanish versions of same reports	Y	
R	40	Ability to create mass lists of students and subsequently include or exclude records as needed	Y	
R	41	Ability to retrieve statistics/data in a format that enables data to be manipulated	Y	
R	42	Mail Merge Reports	Y	
R	43	Allows insertion of any/all data base information into customized reports	Y	
R	44	Allows user creation of custom letter or report formats	Y	
R	45	Allows establishment of district defined letter or report formats to be used by multiple sites	Y	
R	46	Allows security for data access within the mail merge process	Y	
R	47	Report Writer	Y	
R	48	Should work across all vendor proposed applications. If not, indicate excluded applications	Y	
R	49	Ability for non-data processing staff to successfully and effectively use the report writer after completing only the vendor's basic training program	Y	
R	50	Ability for users to prepare reports, displays and exports without learning commands or a language (e.g. menu driven/prompted)	Y	
R	51	Ability for experienced users to utilize a command language to develop reports more powerfully and efficiently than menu-driven systems would allow	Y	
R	52	Ability to access on-line help during the report definition process	Y	
R	53	Ability of the report writer to operate in an on-line environment	Y	
R	54	Ability to display reports on a screen and review contents before printing or exporting	Y	
R	55	Ability to print reports on-line or off-line, at local or remote printers	Y	
R	56	Ability for on-line reporting to be independent of pre-defined index files (i.e. catalogue)	Y	
R	57	Ability to establish user defined limits on the number of records to be processed during defined periods	Y	
R	58	Ability for data from different modules to appear on the same screen or report	Y	
R	59	Ability to process against multiple open files (please specify the maximum number of open files)	Y	eSIS® uses the Oracle relational database. A relational database uses tables, not open files. A report may access any number of tables.
R	60	Ability to use an integration tool with other in-house applications	Y	
R	61	Ability for the tool to be used to create summary or detailed transaction files for input to other systems	Y	
R	62	Ability to produce multiple reports in a single pass of the master file(s)	Y	
R	63	Ability for the reports from a single pass of the master file to have difference sort sequences	Y	
R	64	Ability to write, submit and view reports on-line while on-line updating is being made against the same files	Y	
R	65	Ability to perform arithmetic or logical operations on data before it is displayed or printed	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
R	66	Ability to perform computations immediately so that the result can be used by later calculations employed for the same report	Y	
R	67	Ability to select data by testing for: Boolean logic, Contains, Omits, Includes, Excludes	Y	
R	68	Ability to provide for the following report features: Columnar format, Report headings, Column titles, Footnotes, Control breaks, Levels of detail and summarization, Column spacing, Row spacing, Column repositioning, Report width, Pagination	Y	
R	69	Ability to edit report items for: Zero suppression, Commas, Parentheses for negative numbers	Y	
R	70	Ability to substitute variable data into headings and footnotes at run time	Y	
R	71	Ability to save report definitions for future use	Y	
R	72	Ability to create reports without knowing any programming language.	Y	
R	73	Ability to generate graphics	Y	
R	74	Ability to plot selected data on a graph	Y	
R	75	Ability to schedule reports to run on a recurring basis either by date or precipitated by completion of their reports or procedures	Y	
R	76	Ability to save reports in standard formats (i.e. PDF, Text, Excel)	Y	
R	77	Mailings		
R	78	Ability for scheduling module to reference outstanding fees or fines	Y	
R	79	Ability for student demographics to reference outstanding fees or fines especially when student withdraws from school	Y	
R	80	Ability for grade reporting/transcript to reference outstanding fees or fines	Y	
R	81	Ability to report outstanding fees on report cards	Y	
R	82	Ability to hold transcript release for outstanding fees	Y	This would be by manual intervention.
R	83	Ability to report outstanding fees on graduation eligibility lists	Y	
R	84	Standard Reports		
R	85	Are the following reports available from the core product?		
R	86	* Student ID List with the ability to sort by Name, ID, Grade Level, Teacher, Counselor, etc.	Y	
R	87	* Address List	Y	
R	88	* Enrollment Summary, including Dropout and Loss/Gain Reports	Y	
R	89	* Summary Information	Y	
R	90	* Inactive Students	Y	
R	91	* Special Services Student ID Lists by Code(s) - Gifted, Special Ed, LEP, Lunch Status, Title 1, Disability, Deny, etc.	Y	
R	92	Mailing Labels that are sorted by specific school or district. Labels can be addressed to the Parent/Guardian of, to the Parent, and to the Student, as determined by a Flag in the Address Record if this relationship should receive this mailing.	Y	
R	93	The Mailing Labels can be produced by Grade Level and by specific user fields	Y	
R	94	Mailing Labels can be produced by Special Services Flag	Y	
R	95	Student Birthday List for a specific range of months and days, including Grade, Homeroom, and Birthdate.	Y	
R	96	Multi Year Reports and School Profile	Y	
R	97	Numeric school number range 000-999. School number will be assigned manually.	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
R	98	Unrestricted combinations of grade levels within a school, but with enrollment validation	Y	
R	99	Ability to build multi-year summary records and annually update school profile information (e.g. counts by gender, grade level, ethnic, transported students, free/reduced lunches, mobility rates). Summary includes schools of attendance and dual enrollment info.	Y	
R	100	Ability to build multi-year summary records and annually update school profile information for program service by ethnic and gender. Include gifted and talented, Special Ed.	Y	
R	101	Ability to build multi-year summary records and annually update school profile information for attendance rates by gender and ethnic, Also, discipline (suspension & expulsion rates)	Y	
R	102	Ability to build multi-year summary records and annually update school profile information for dropout rates & graduation rates by gender and ethnic	Y	
R	103	Ability to build multi-year summary records and annually update school profile information for SAT/ACT scores for graduates by gender and ethnic. Also AP exam scores	Y	
R	104	Ability to build multi-year summary records and annually update school profile information for accelerated course completion by year/semester by gender and ethnic	Y	
R	105	Ability to build multi-year summary records and annually update school profile information for post high school expectations by gender and ethnic. Also, AP course completion, and overall successful course completion statistics	Y	
R	106	Ability to build multi-year summary records and annually update school profile information for Career & Technology (CTE) course completion by year/semester by gender and ethnic	Y	
R	107	Ability to research data such as graduation rate, attendance, dropout rate, test history, GPA, etc., of students enrolled in CTE courses.	Y	
R	108	Ability to build multi-year summary records and annually update school profile information by assessment (re VA SOL's results by subject, by subtest by gender and ethnic).	Y	
R	109	Ability to identify and track students living within the district who are home schooled both current and historic.	Y	
R	110	Ability to have school specific calendars for past, current, and next school years simultaneously available	Y	
R	111	Ability to track school characteristics such as grade levels offered, programs offered, etc. across school years	Y	
R	112	Ability to have standard District calendars for past, current, and next school years simultaneously available	Y	
R	113	A Locker Table that ties a specific locker number or a lock to a series of one to five combinations. There should also be a Free Form area that can provide a description of where the locker is located.	Y	
R	114	Ability to define calendar type -- year round, continuous, extended year.	Y	
R	115	College List that can be sorted on selected criteria, school attended, schools accepted, student choice	Y	
R	116	Ability to generate multiple user defined letters and mailing labels to parents at designated intervals based on absence information.	Y	
R	117	Ability to generate labels for attendance letters based on letters printed	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Miscellaneous Functions		
S	1	School Division can participate in product enhancements	Y	
S	2	Schools of Residence	Y	
S	3	Application monitoring including dates, reasons, schools of choice, school of residence, status	Y	
S	4	Ability to track school of residence identification via address validation with GIS system	Y	eSIS® provides address verification in the Valid Address system code table. Addresses may be matched to catchment areas serviced by the school to confirm that a student lives within the boundaries of a school.. Currently, validation is not handled using a GIS system.
S	5	Ability to track school volume capacity, by grade and/or school, checks with waiting list processing adjusted for program capacity.	Y	
S	6	Ability to monitor/report school of residence non-compliance	Y	
S	7	Ability to allow student to finish the semester/year at current school, but force automatic transfer to school of residence at end of designated period	Y	Automatic transfer would not be forced but could be done manually.
S	8	Ability to apply qualified transfers from one year to the next	Y	
S	9	Ability to display/print all Attendance Option Transfer information	Y	
S	10	Ability to Grandfather approved transfers for specified period of time, for identified students	Y	
S	11	Ability to monitor students applying to attend private schools with vouchers	Y	
S	12	Ability to track responsible school student information for number of children in Home Instruction, Religious Exemptions, Head Start, Regional Centers, Tuition Paying Students	Y	
S	13	Ability to inactivate records when applicable	Y	
S	14	Ability to display/print/retrieve numbers of transfers in/out of a school by reason over multiple years, aggregated by specified student attributes	Y	
S	15	Post-Secondary Tracking		
S	16	Ability to track student enrollment in district or parent funded college courses for which high school credit can be given including dates, credits, college, course information and course grade (Early College Scholars)	Y	
S	17	Ability to track related billing information including parent costs, and payments made to colleges	Y	
S	18	Ability to identify participating students relative to the district funding count	Y	
S	19	Ability to track Post-secondary Plans	Y	
S	20	Private School Information		
S	21	Record Private Schools Students receiving Title Services based on Resident in DPS School district boundaries	Y	
S	22	Record Neglected and Delinquent School Students receiving Title Services	Y	
S	23	Historical School Profiles		
S	24	Create School Profiles: i.e. SAR and AYP (Average Yearly Progress) Designations over time	Y	
S	25	Calculate School Assessment targets for AYP	Y	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
S	26	Show Assessment results disaggregated to demonstrate AYP	Y	
S	27	Title I designation	Y	
S	28	Locker Information		
S	29	Ability to assign locker numbers and combinations	Y	
S	30	Ability to assign lockers based on flexible criteria (i.e. manual, continual over multiple years, by room/period, by grade level)	Y	
S	31	Ability to rotate locker combinations/locks as needed	Y	
S	32	Ability to produce lists by locker location, student(s)	Y	
S	33	Ability to produce locker combination/instruction reports by student	Y	
S	34	Ability to have multiple locker combinations per locker	Y	
S	35	Ability to identify unused lockers available for assignment including location and possible combinations	Y	
S	37	Fees		
S	38	Ability to track fee amount, date charged, date paid, partially paid, waived fees by student by school by district.	Y	
S	39	Fees are updated automatically when schedule changes are entered. Reports of schedule/fee changes are generated	Y	
S	40	Library Fines	Y	
S	41	Class/lab Fees	Y	
S	42	Activity/Athletic Fees/Gate receipts	Y	
S	43	Textbook and materials Fees/Fines	Y	
S	44	Fund Raising		
S	45	School equipment damaged or destroyed	N	
S	46	Tuition, EC, after school programs	N	

ATTACHMENT A - Section 5. REQUIREMENTS

Sec.	Sec. #	Description of Requirement	A	B
		Vendor Services		
T	1	Will you provide on-site personnel to manage the SIS implementation throughout the life of the contract at the school division?	Y	This can be negotiated with each district on an individual basis.
T	2	Will the account manager duties include:		
T	3	Ensuring placement of qualified resources that meet the needs of the requisition	Y	
T	4	Serving as a key point of contact project team	Y	
T	5	Ensuring a high quality level of service	Y	
T	6	Interfacing as an issue escalation catalyst, resolving problems and proactively	Y	
T	7	Addressing cost savings and optimization opportunities	Y	