

DCRL-2015-R-0100
SACWIS MAINTENANCE, OPERATIONS AND ENHANCEMENTS
ATTACHMENT J.13 HYPOTHETICAL EXAMPLE
ATTACHMENT J.13: HYPOTHETICAL EXAMPLE

The District will use each Offeror’s response to this hypothetical example as a component in evaluating the Offeror’s technical approach, system development methodologies, estimating procedures, and overall ability to clearly articulate its plans for providing enhancements to FACES.NET. Offerors are required to provide a response to the hypothetical example and failure to do so will disqualify the Offeror’s proposal from further evaluation.

Example: Creation and Implementation of Functionality to Support Tracking of Educational Information of Children involve with the District’s Child Welfare Programs.

Objective

The District wishes to enhance FACES.NET to allow for the capture, retention, and tracking of educational information for children involved with the District’s child welfare programs. Maintaining this information in FACES.NET will allow CFSA social workers to create a more detailed and tailored case plan for children, particularly with regard to each child’s educational needs. It also will enhance collaboration between CFSA and the District of Columbia Office of the State Superintendent of Education (OSSE) and help coordinate education services for children and youth in out of state placements.

Scope of Work

There are a variety of data elements which need to be captured from various external sources and/or through manual data entry. **Exhibit J.14-1** outlines the approximate range of information the District wishes to add to FACES.NET, organized into five potential screens.

Screen	Data Element	Notes
Elementary and Secondary School Information	USI #	▪ Enterable
	School at Entry	▪ Pick list
	School Type	▪ Pick list
	School Name	▪ Pick list
	Address	▪ Free form entry, verified
	Phone	▪ Enterable
	Extension	▪ Enterable
	Fax	▪ Enterable
	Enrollment Date	▪ Date
	Exit Date	▪ Date
	Current Grade Level	▪ Pick list
	Last Grade Completed	▪ Pick list
	Enrollment Status	▪ Pick list ▪ Should alert user(s) when enrollment status changes
	Reason for Exit	▪ Pick list
	School Change	▪ Pick list ▪ Should alert user(s) when there is a school change
	School Change Reason	▪ Pick list
Grade Repeated	▪ Pick list	
Attendance	▪ Pick list	

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Screen	Data Element	Notes
	Education Decision Maker	▪ Data should auto-populate from contacts section (needs added to contacts section)
	Education Attorney	▪ Data should auto-populate from contacts section (needs added to contacts section)
	Transportation Services	▪ Y/N Pick list ▪ All transportation services should be entered by the Educational Specialist, not by the Social Worker
	Transportation Services Start Date	▪ Date
	Transportation Services Start Date	▪ Date
	Transportation Services Court Order	▪ Pick list
	Mentoring Services Provided through OWB	▪ Y/N Pick list
	Mentoring Services Start Date	▪ Date
	Mentoring Services Start Date	▪ Date
	Mentoring Services Court Order	▪ Pick list
	Tutoring Services Provided through OWB	▪ Y/N Pick list
	Tutoring Services Start Date	▪ Date
	Tutoring Services Start Date	▪ Date
	Tutoring Services Court Order	▪ Pick list
	Participate in Extra Curricular Activities	▪ Pick list
	<i>(Other data elements defined during requirements)</i>	▪
Early Education School Tab	School Type	▪ Pick list
	Specify School Name	▪ Pick list
	Address	▪ Free form entry, verified
	Phone	▪ Enterable
	Extension	▪ Enterable
	Fax	▪ Enterable
	Enrollment Date	▪ Date
	Exit Date	▪ Date
	Current Grade Level	▪ Pick list
	Last Grade Completed	▪ Pick list / AFCARS NPRM
	Enrollment Status	▪ Pick list
	Reason for Exit	▪ Pick list
	School Change	▪ Pick list
	School Change Reason	▪ Pick list / AFCARS NPRM

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Screen	Data Element	Notes
	If School Change: Was Best Interest Decision made?	▪ Pick list
	Subsidy Provided through OWB	▪ Pick list
	Start Date	▪ Date
	End Date	▪ Date
	<i>(Other data elements defined during requirements)</i>	▪
College/University Screen	School Type	▪ Pick List
	School Name	▪ Enterable
	Address	▪ Free form entry, verified
	Phone	▪ Enterable
	Extension	▪ Enterable
	Fax	▪ Enterable
	Enrollment Date	▪ Date
	Exit Date	▪ Date
	Current Level	▪ Pick list
	Full Time/Part Time	▪ Pick list
	Enrollment Status	▪ Pick list
	Reason for School Change	▪ Pick list
<i>(Other data elements defined during requirements)</i>	▪	
Special Education Screen	Individualized Education Plan (IEP) in Place?	▪ Pick List
	Date of Last IEP	▪ Date
	IEP Expiration date	▪ Date ▪ Should alert users prior to IEP expiration
	Individualized Family Service Plan in Place?	▪ Pick List
	Date of Last ISFP	▪ Date
	Disability Category	▪ Pick List
School Performance Screen	Standardized Test Scores	▪ Should allow users to enter multiple test scores over time for the same test ▪ Should allow users the ability to pick common standardized tests and record scores and also enter the name of other standardized tests and record scores

Exhibit J.14-1. Educational information to be added to FACES.NET.

Note that while Exhibit J.14-1 organizes educational information into five screens, it is the Offeror's prerogative to organize the information with fewer or more screens, based on the Offeror's proposed approach and strategy.

Required Tasks

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This work will require the Offeror to complete the following tasks, at a minimum. The Offeror may choose to propose additional tasks if it feels that they are needed to complete the work.

1. Using the data elements provided in this example, define and validate requirements for the new education-related functionality
2. Create a design for the new functionality and validate the design with users
3. Complete development of new functional modules and/or screens, incorporating all required changes to online programs, databases, interfaces, and reports
4. Conduct unit testing
5. Conduct system and integration testing
6. Migrate the system to CFSA's pre-production server
7. Support CFSA staff with regression and user acceptance testing
8. Schedule the functional modules into the appropriate release and support deployment into the production system
9. Documentation to be produced includes a detailed system design document, updates to existing database physical and logical data models, user doc, and any training or implementation documentation the Offeror deems necessary

Assumptions

1. The education-related functionality must be able to store and track information for children with concurrent enrollment with multiple schools – sometimes across school districts and states
2. FACES.NET must be able to integrate information the education-related functionality into the child's case plan
3. 90% of the data will be new to FACES.NET
4. Approximately 75% of the data will be received via interface
5. Interfaces with three different external systems will be required
6. No more than 5% of the data elements will be integrated into existing federal reports
7. Offerors will not be required to produce any CFSA management reports using the education data

Instructions to Offerors

1. Present your approach to completing the education screens within FACES.NET.
Specifically:
 - a. Describe your approach to completing the requirements, design, development, testing, deployment, and any other activities necessary to complete work as specified in the hypothetical example.
 - b. Provide a project work plan in Microsoft Project format (version 2007 or later) that outlines the tasks, deliverables, timeframes, and resources for completing the hypothetical example.
 - c. Provide a corresponding narrative that describes the tasks, activities, and deliverables included in the workplan.
 - d. Describe your process for estimating the level of effort for the hypothetical enhancement.
 - e. Provide a chart that shows the staff loading and includes the labor categories for staff that would work on the enhancement and the hours they will work on each

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major task as presented in the workplan. Offerors may load the resources into the workplan, but also must create a table in your narrative response that shows your proposed staffing levels, by resource and by task.