

ASSESSMENT MANAGEMENT SYSTEM

In the pages of this document, you will find the features requested and/or desired in Community College of Philadelphia's next Assessment Management System. Where appropriate, your response to a feature should be noted by placing an X in the appropriate column, according to the following Key:

YS	YES , this feature is available as part of the standard package.
YA	YES , this feature is available but at an additional cost . In the farthest right column, list the additional costs and be sure to transfer this cost information to the Costs worksheet. Also in the farthest right column, please list any other information we should know.
YC	YES , this feature is available but requires customization . If known, please list any customary costs associated with the customization in the farthest right column, along with any other information we should know.
P	PLANNED , this feature is planned for a future release. Provide the planned future release date in the farthest right column, along with any other information we should know.
N	NO , this feature is not available currently nor is it in planning for the foreseeable future.
Right Column	Any additional Information you would like us to know about any feature

In general, be sure to transfer any cost information from any worksheet to the Cost proposal worksheet.

General Features	YS	YA	YC	P	N	Vendor response/Comments
1. AMS is able to support multiple levels of assessment planning in academic, student services and administrative units.						
2. AMS includes longitudinal tracking features that include reporting on a given cycle or during a specified time period.						
3. AMS has program review support features that can be easily customized and formatted for academic, student services, administrative planning and projects.						
4. AMS is able to align outcomes, curriculum maps, measures, results and continuous improvement strategies.						
5. AMS is able to link course outcomes or other measures to program- and/or discipline-level outcomes or to the general education outcomes.						
6. AMS features are readily adaptable to institutional or program-specific accreditation reporting and monitoring and include preloaded accreditation standards (e.g., Middle States and specialized accreditors).						
7. AMS includes a flexible rubric creation tool that can be used to score student performance on diverse types of assessments AND evaluate progress on program planning and continuous improvement.						

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8. AMS has flexible and easy-to-use features for archiving multimedia files, including student work, videos and images.						
9. AMS has the ability to create accounts for multiple users with various roles and permissions.						
10. AMS supports American Disability Act (ADA) and section 508. Please include your VPAT.						
11. AMS has the ability to categorize tasks related to process, implementation, monitoring, and evaluation under top-level strategic goals and objectives (i.e., "roll up").						
12. AMS supports IMS global CASE standard.						
13. AMS has the ability to assign performance indicators to tasks and deliverables.						
14. AMS has the ability to assign tasks to multiple users.						
15. AMS can document and easily share resources associated with tasks and deliverables.						
16. AMS has the ability for platform administrator users to manually enter or alter progress on tasks and upload/edit/store deliverables from a variety of sources.						
17. AMS has the ability to monitor real-time progress on all tasks (e.g., dashboard indicating completion of tasks and performance on indicators; automated reminders to leads regarding deadlines, etc.).						
18. AMS has the ability to facilitate evaluation of strategic plan development, implementation, progress, and impacts.						
19. AMS has the ability to align strategic goals and objectives with Middle States standards and processes.						
20. AMS has the ability to align strategic goals and objectives and tasks with budget information.						
21. AMS has the ability to align tasks and deliverables with existing assessment cycles and processes.						
22. AMS has the ability to connect with Canvas LMS and publisher tools to automate data collection applicable to performance indicators.						

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23. AMS has the ability to connect with Banner 9.						
24. AMS allows the user to manually enter aggregate data which can be integrated into program assessment analysis and reports.						
Reporting						
1. AMS supports the creation and administration of custom assessment measures with scoring, reporting, and visualization features.						
2. AMS has regular reporting and customizable, on-demand reporting capabilities.						
3. AMS allows for historical reporting and related comparison at any two or more points in time.						
4. AMS can define reporting cycles, including concurrent or overlapping cycles (e.g., 1-year, 3-year or 5-year) .						
5. AMS provides flexible data migration options (e.g., importing/exporting Excel files from a variety of sources).						
6. AMS has robust analytics for reporting at various levels that allow end users a high degree of flexibility in the organization, aggregation, and disaggregation of data.						
7. AMS provides space for reflection, narrative, and context associated with data both within the AMS environment and in reporting.						
Usability						
1. AMS is user-friendly and easy to navigate, integrating modern standards of UX design for both accessibility and ease of adoption.						
2. AMS provides customizable personalized role-based dashboards.						
3. AMS has the ability for end-users to assemble custom reports and provides reports that are easy to build and interpret.						
4. AMS can handle complex data requests, e.g., embedded test questions.						
5. AMS provides an internal context-dependent messaging system for multiple users to collaborate seamlessly, or for users to provide feedback on progress, plans, etc.						

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6. AMS includes a role-based workflow including an approval path for planning documents.						
7. AMS includes a repository for sample assessment tools and resources and includes built-in assessment tools as well as the ability for users to add institution-specific resources and tools to a bank or library.						
8. AMS has separate or dedicated portals for student use (e.g., for e-portfolio) and partitioned levels of access for other users.						
9. AMS is mobile friendly and device agnostic.						
Training and Support						
1. AMS provides extensive training support for users (e.g., online tutorials). Please provide details re: training model and frequency in the comments.						
2. AMS has online and telephone support. Please provide more detail in the comments, including any limitations or exclusions.						
3. AMS has robust and easily navigable help features and system documentation.						
Security/Performance						
1. AMS supports multiple levels of access/restriction. If not, please explain.						
2. AMS protects Personally Identifiable Information and FERPA-protected / confidential data and session activity both within the application and in transit. Please describe your data encryption protocols and procedures.						
3. AMS delivers a high degree of:						
Availability: please describe your guaranteed percentage of "up time" vs. "down time".						
Reliability						
Security: please describe any security protocols not covered above.						
Software redundancy/failover						
Hardware redundancy/failover						
Performance						
Response time						

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4. Host clearly communicates the frequency and extent of scheduled maintenance windows that could disrupt service.						
5. AMS includes disaster backup and recovery strategies. Please describe.						
6. Include information on any third party/sub-contractors used by you in providing data backup and/or storage.						
7. Provide the maximum number of concurrent users supported by your proposed implementation.						
8. Is the AMS hosted in the cloud? Describe the hosting environment.						