**Attachment L  
INTERS Tech-Functional Requirements**

**Instructions:**

Please respond to all Requirements/Desired Attributes. Descriptions of the available responses are provided below. For each Requirement/Desired Attribute enter an "X" under the response column that best describes your solution's ability to meet that functionality or an equivalent requiring customization.

* **Existing**: The Respondent's solution meets the function as an existing component of its offered product without any effort or customization.
* **Configuration Only Required**: The Respondent's solution will meet the function with configuration of existing components.
* **Customization Required**: The Respondent's solution will meet the function with customization.
* **Planned**: The Respondent's solution does not presently meet the function (with or without customization), but an upgrade to the base product that will meet this function is planned within the next 12 months.
* **Not Addressed (NA)**: The Respondent's solution does not and will not address the function.

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| **Section** | **Requirement/Desired Attribute** | **Existing** | **Configuration Only Required** | **Customization Required** | **Planned** | **N/A** | **Comments**  *The Respondent must provide a detailed description of each functionality with a "Customization Required", "Planned", or "NA" response, including expected level of effort and risk to any customizations and timing if not currently available with your proposed solution.* |
| **2.0 Functional Requirements** | | | | | | | |
| **2.1 Adult Education Student Management System** | | | | | | | |
| **2.1.1** | **Reports and Outcome Review** |  |  |  |  |  |  |
|  | System must provide federal reports in alignment with the most recent (April 2025) NRS Technical Assistance Guide for performance accountability per WIOA. |  |  |  |  |  |  |
|  | The solution can produce adhoc, SQL queries across multiple data variables and interfaces with differing access levels |  |  |  |  |  |  |
|  | System must generate customized reports based on state policy, guidance, and direction. |  |  |  |  |  |  |
|  | System must be able to modify federal reporting for customized reports determined by Indiana Adult Education state team leadership. |  |  |  |  |  |  |
|  | System must be able to provide both aggregate and disaggregated data views and reports based on different categories. |  |  |  |  |  |  |
| **2.1.2** | **System Integration** |  |  |  |  |  |  |
|  | Real-time and scheduled data transfers: Systems should support both real-time batch data transfers to accommodate different operational and reporting needs. |  |  |  |  |  |  |
|  | Solution must be able tosupport, as needed, seamless, secure, and standards-based data integration with existing systems used by the Indiana Department of Workforce Development (DWD) and other relevant state agencies |  |  |  |  |  |  |
|  | Compliance with the Indiana Open Data Act: solutions must align with the Indiana Management Performance Hub (MPH) framework, which governs interagency data sharing and analytics. This includes participation in data governance practices and use of standardized data sharing agreements |  |  |  |  |  |  |
|  | Compliance with the Indiana Office of Technology Standards: Solution must align and adhere to the Indiana Office of Technology’s enterprise-standardized technologies for secure data transmission, exchange, and integration. The vendor must engage with the IOT Data Exchange team for Mulesoft API Management and/or GoAnywhere MFT technologies to meet the State’s required interoperability standards. See: IOT: Enterprise-Standardized Technologies.  Data mapping and transformation: The solution must include tools or services to map, transform, and validate data during import/export processes to ensure consistency and accuracy. |  |  |  |  |  |  |
|  | Audit trails and logging: All data exchanges must be logged and auditable to support compliance, troubleshooting, and security monitoring |  |  |  |  |  |  |
|  | Vendor must have clearance and maintain compliance with the State Wage Interchange System for wage matching. |  |  |  |  |  |  |
|  | Solution integrate with Access Indiana (<https://www.in.gov/inwp/applications/authentication/>) |  |  |  |  |  |  |
| **2.1.3** | **User Experience** |  |  |  |  |  |  |
|  | Intuitive design: Interfaces should be easy to navigate, with clear workflows, consistent layouts, and minimal cognitive load. Systems should follow established usability principles. |  |  |  |  |  |  |
|  | Solution must prioritize intuitive, accessible, and mobile-friendly user interfaces that meet the diverse needs of Indiana’s workforce development stakeholders, including educators, administrators, training providers, and the public |  |  |  |  |  |  |
|  | Accessibility Compliance: In accordance with Indiana Code § 4-13.1-3 and the IN.gov Accessibility Policy, all systems must comply with the Web Content Accessibility Guidelines (WCAG) 2.1, ensuring that digital services are usable by individuals with disabilities, including those using assistive technologies |  |  |  |  |  |  |
|  | Mobile Responsiveness: Interfaces must be fully functional and optimized for use on mobile devices and tablets, supporting responsive design principles to ensure usability across screen sizes and platforms. |  |  |  |  |  |  |
|  | Leveraging visual analytics tools to display real-time programmatic information specific to data points and outcomes as determined by State Adult Education leadership. |  |  |  |  |  |  |
|  | Integration of common data elements across state systems to reduce duplicative processes and data elements. |  |  |  |  |  |  |
| **2.1.4** | **User Roles and Access Control** |  |  |  |  |  |  |
|  | **State Administrative User:** The administrative role has full access to student, program, and state level data with the ability to edit, override, and modify the systems table structure and rules |  |  |  |  |  |  |
|  | **State Data User:** The role provides state personnel the ability to view all data and reports and limited access to modify and adjust data fields |  |  |  |  |  |  |
|  | **Program Data User:** This role has unique program level access to enter, edit, override, and modify data with limited report view and modification |  |  |  |  |  |  |
|  | **Program Data Entry (Teacher):** This role has the ability to view, enter, and modify (with limitations) student level data in a class interface.   Reports are viewable based on class access |  |  |  |  |  |  |
|  | **Public User**: This role does not require authentication and is able to input data but not edit, view, or modify data in the system |  |  |  |  |  |  |
| **2.2** **Training Provider, ETP, & OCTS Management System** | | | | | | | |
| **2.2.1** | **Reports and Outcome Review** |  |  |  |  |  |  |
|  | System must provide federal WIOA performance reports in alignment with the most recent NRS and ETA guidance. |  |  |  |  |  |  |
|  | Generate customized reports based on Indiana DWD policy, including ETPL approval metrics and OCTS accreditation outcomes. |  |  |  |  |  |  |
|  | Modify federal reporting templates for state-specific requirements determined by Indiana leadership. |  |  |  |  |  |  |
|  | Provide aggregated and disaggregated views of provider performance, student outcomes, and program costs. |  |  |  |  |  |  |
| **2.2.2** | **System Integration** |  |  |  |  |  |  |
|  | Support real-time and scheduled data transfers between Training provider system, ETPL, OCTS, and other DWD systems. |  |  |  |  |  |  |
|  | Compliance with the Indiana Open Data Act and alignment with the Indiana Management Performance Hub (MPH) for interagency data sharing  Compliance with the Indiana Office of Technology Standards: Solution must align and adhere to the Indiana Office of Technology’s enterprise-standardized technologies for secure data transmission, exchange, and integration. The vendor must engage with the IOT Data Exchange team for Mulesoft API Management and/or GoAnywhere MFT technologies to meet the State’s required interoperability standards. See: IOT: Enterprise-Standardized Technologies. |  |  |  |  |  |  |
|  | Include tools for data mapping, transformation, and validation during import/export processes. |  |  |  |  |  |  |
|  | Maintain audit trails and logging for all provider applications, approvals, and data exchanges |  |  |  |  |  |  |
|  | Vendor must maintain compliance with the State Wage Interchange System for wage matching and outcome validation. |  |  |  |  |  |  |
| **2.2.3** | **User Experience** |  |  |  |  |  |  |
|  | Intuitive design with clear workflows for provider applications, approvals, and reporting. |  |  |  |  |  |  |
|  | Accessibility compliance with Indiana Code § 4-13.1-3 and WCAG 2.1 standards |  |  |  |  |  |  |
|  | Mobile responsiveness for providers and administrators accessing systems via tablets or smartphones. |  |  |  |  |  |  |
|  | Visual analytics dashboards displaying real-time provider performance, student outcomes, and program costs. |  |  |  |  |  |  |
|  | Integration of common data elements across Training Providers, ETPL, OCTS, and other state systems to reduce duplication. |  |  |  |  |  |  |
| **2.2.4** | **User Roles and Access Control** |  |  |  |  |  |  |
|  | **Training Provider System Roles** |  |  |  |  |  |  |
|  | **Training Seekers**: Individuals searching for approved training programs that align with career goals |  |  |  |  |  |  |
|  | **State Workforce Agency (DWD):** Administers Training Providers, designate different types of flags for programs where they are available in the regions |  |  |  |  |  |  |
|  | **Training Providers**: Institutions that apply to list their programs, meeting state standards for inclusion |  |  |  |  |  |  |
|  | **Regional Workforce Staff**: Local staff who oversee program listings, ensure compliance, and support seekers/providers |  |  |  |  |  |  |
|  | **Eligible Training Provider List (ETPL) Roles** |  |  |  |  |  |  |
|  | **Eligible Training Providers (ETPs)**: Institutions approved to deliver training funded by WIOA |  |  |  |  |  |  |
|  | **State Workforce Agency (DWD)**: Administers ETPL, evaluates provider eligibility, and monitors performance outcomes |  |  |  |  |  |  |
|  | **Local Workforce Development Boards**: May set additional criteria, review applications, and ensure alignment with regional labor market needs |  |  |  |  |  |  |
|  | **Consumers (Students/Job Seekers)**: Use ETPL to select programs eligible for public funding |  |  |  |  |  |  |
|  | **Office for Career and Technical Schools (OCTS) Roles** |  |  |  |  |  |  |
|  | **OCTS Administrators (DWD)**: Regulate schools, review applications, conduct site visits, and enforce compliance with Indiana Code |  |  |  |  |  |  |
|  | **Training Providers (Proprietary Schools)**: Must apply for authorization, maintain compliance, and renew approval regularly |  |  |  |  |  |  |
|  | **Students/Consumers**: Benefit from consumer protections, access authorized schools, and rely on OCTS for complaint resolution |  |  |  |  |  |  |
|  | **Investigators/Inspectors**: Conduct audits, inspections, and handle school closures or student record transfers |  |  |  |  |  |  |
| **2.3 Career and Technical Education (CTE)- Student Data Collection System** | | | | | | | |
| **2.3.1** | **User Roles and Access Control** |  |  |  |  |  |  |
|  | Secure login and distinct, functional user roles (Teacher Only, Local Data Entry, Local Admin, State Admin, etc.) to ensure data security and appropriate access levels |  |  |  |  |  |  |
|  | **Teacher Only:** This role provides teachers with edit access to student records exclusively within the courses to which they are assigned |  |  |  |  |  |  |
|  | **Local Data Entry:** This role grants edit access to all data and the ability to run all local reports for all schools assigned to the user |  |  |  |  |  |  |
|  | **Local Admin:** This administrative role includes all permissions of the Local Data Entry role, with the added authority to override and sign off on data |  |  |  |  |  |  |
|  | **State Data Entry:** This role provides state-level personnel with edit access to all student records and system table data across all schools, as well as the ability to run all reports |  |  |  |  |  |  |
|  | **State Admin:** This administrative role provides all permissions of the State Data Entry role, with the added authority to override, sign off, and modify the system's table structure and rules |  |  |  |  |  |  |
|  | **IndyGrants Local Admin:** This role allows users to complete and submit grant applications and compliance forms for all assigned locations |  |  |  |  |  |  |
|  | **IndyGrants Local Signer:** This role is specifically authorized to sign invoice forms for their assigned location |  |  |  |  |  |  |
|  | **CLNA Plus Local Admin:** This role provides users with the ability to complete and submit the biennial Comprehensive Local Needs Assessment (CLNA) for all assigned locations |  |  |  |  |  |  |
|  | **CLNA Plus Local:** This role allows users to fill out and edit the local assessment for all assigned locations |  |  |  |  |  |  |
| **2.3.2** | **Reporting** |  |  |  |  |  |  |
|  | Functionality to run foundational reports required by the state or federal government, such as enrollment numbers, performance indicator reports, and graduate reports |  |  |  |  |  |  |
|  | Generating diverse reports for constituent schools, covering metrics from enrollment statistics to performance results |  |  |  |  |  |  |
|  | Generating a wide array of reports, such as enrollment figures, pathway concentrator data, and federal performance indicator reports, to inform strategic decision-making and ensure accountability |  |  |  |  |  |  |
|  | Enhanced data exploration tools (like the current "[CTE Data Explorer](https://cte.inters-dwd.com/DataExplorer/#home)") with more robust filtering, visualization, and comparative analysis capabilities for both individual and cohort data |  |  |  |  |  |  |
|  | Features that flag potential future issues, such as students at risk of not meeting concentrator status based on current enrollment patterns |  |  |  |  |  |  |
|  | Personalized dashboards for different user roles (e.g., Area Director, School Counselor) displaying key metrics and action items relevant to their specific tasks |  |  |  |  |  |  |
| **2.3.3** | **Grant and Compliance Management** |  |  |  |  |  |  |
|  | Submitting the CTE Area District's local Perkins grant application and processing invoices |  |  |  |  |  |  |
|  | Managing invoice entries for the Perkins grant application within the IndyGrants module of the platform |  |  |  |  |  |  |
|  | Entering interim and full-year improvement plans for performance indicators that were not met, including uploading all supporting documentation |  |  |  |  |  |  |
|  | Submitting necessary compliance documentation during state monitoring or audit processes |  |  |  |  |  |  |
| **2.3.4** | **Student Record and Outcome Tracking** |  |  |  |  |  |  |
|  | Utilizing the system to review student coursework and earned credits, which informs course selection for future academic years |  |  |  |  |  |  |
|  | Accessing the CTE Data Explorer module to monitor individual and cohort data regarding student concentrator status, industry certification attainment, and the newly integrated SEALS (Service, Employability, Arts, and Leadership Skills) information |  |  |  |  |  |  |
|  | Verifying that student records have been successfully submitted to the Indiana Department of Education (IDOE) graduate report |  |  |  |  |  |  |
|  | The "queue for GR check" feature allows for immediate action to resubmit records to IDOE without requiring external assistance |  |  |  |  |  |  |
| **2.3.5** | **System Integration** |  |  |  |  |  |  |
|  | A reliable, secure integration with the Indiana Department of Education (IDOE) graduate report system to verify and submit records electronically |  |  |  |  |  |  |
|  | Seamless data transfer or integration capability with the IndyGrants personality/module for submitting local applications and managing invoices |  |  |  |  |  |  |
|  | Integration with common local school district LMS platforms to potentially automate some coursework and credit data syncing |  |  |  |  |  |  |
|  | Integration with external career exploration platforms (e.g., Indiana Career Explorer) or labor market data sources |  |  |  |  |  |  |
|  | Basic functionality available via a mobile-responsive design or dedicated app for viewing reports and key information on the go.  Compliance with the Indiana Office of Technology Standards: Solution must align and adhere to the Indiana Office of Technology’s enterprise-standardized technologies for secure data transmission, exchange, and integration. The vendor must engage with the IOT Data Exchange team for Mulesoft API Management and/or GoAnywhere MFT technologies to meet the State’s required interoperability standards. See: IOT: Enterprise-Standardized Technologies. |  |  |  |  |  |  |
| **2.3.6** | **User Experience** |  |  |  |  |  |  |
|  | Creation of a new website/component that will handle all of the current functionality of the CTE Data Explorer |  |  |  |  |  |  |
|  | An intuitive and modern interface to streamline data entry and navigation, reducing user training time and potential errors |  |  |  |  |  |  |
|  | A method of seamlessly transitioning between system components that the user has access to |  |  |  |  |  |  |
|  | An integrated messaging system or notification center for state admins to communicate directly with local users about data deadlines or updates |  |  |  |  |  |  |
|  | Utilizing the "Important Links" tab, which centralizes critical documents from various sources related to Career and Technical Education |  |  |  |  |  |  |
|  | Mobile Responsiveness: Interfaces must be fully functional and optimized for use on mobile devices and tablets, supporting responsive design principles to ensure usability across screen sizes and platforms |  |  |  |  |  |  |