

## OFFICE OF WEB DEVELOPMENT

# Request for Proposal

## School Background

The Steinhardt School of Culture, Education, and Human Development (NYU Steinhardt) offers a broad range of undergraduate pre-professional and professional programs and advanced graduate study in education, health, communications, and the arts professions. Undergraduate programs lead to the Bachelor of Science, Bachelor of Fine Arts, or Bachelor of Music degree, while graduate students may enroll in master's, advanced certificate, and doctoral programs in a wide variety of disciplines.

**One of the pillars of NYU Steinhardt is teacher education**, preparing our students to meet the challenges of teaching and leadership in today's demanding educational environment. Our teacher certification programs fully comply with the latest regulations of the New York State Education Department that became effective in 2004 and are accredited by the Teacher Education Accreditation Council (TEAC).

**New York State mandates all students seeking certification in teacher education satisfy a number of field requirements.** All undergraduate and graduate students seeking initial teacher certification must complete no fewer than 100 hours of fieldwork prior to student teaching and no fewer than two semesters of student teaching. The NYU Steinhardt Office of Clinical Studies coordinates the field assignments for all students in the Department of Teaching and Learning. The office has a network of approved schools who will host students completing all their fieldwork. The current list of cooperating schools may be viewed by visiting the Web site of the Office of Clinical Studies at <http://steinhardt.nyu.edu/teacher.education>.

## Project Description

We are seeking an interested party to develop an online web application to our specifications. This application **will track field placement activity in teacher certification programs at NYU Steinhardt**. Field placement, in which an NYU Steinhardt student is placed in a primary and/or secondary education classroom, is an integral part of the teacher certification process and requires extensive documentation of many activities. These activities include:

- requests for placement
- actual placements
- field supervisor reports
- cooperating teacher information
- school data
- end-of-term assessments from students and supervisors
- cooperating teacher remuneration data

## The Story

Below is the typical story of the end-users' experience:

1. At their orientation, all **teacher certification students are instructed to logon to Apprentice and create a user-profile**. This profile will be an integral part of their academic career. They will be asked to provide biographical and academic information about themselves and to keep it up-to-date from semester to semester.
2. **Field placement coordinators create a new placement cycle**. For each placement cycle the coordinator defines students contained and feedback requirements.
3. On a predetermined date, **field placement coordinators send an e-mail to students** instructing them to submit a request for field placement.
4. The **student logs on to Apprentice and fills out the request for field placement form**, indicating preferred schools, subjects, grade levels, etc.
5. As requests are received, they are reviewed by **placement coordinators who place the student in one of the approved field placement schools** already known to the Apprentice database and **assigns them a field supervisor**.
6. Upon placement, **an e-mail is sent to the student, the supervisor, and the school contact** informing them that the placement has been made.
7. **Students login to Apprentice to confirm their placement** and then report to the school and begin their work in the field.
8. Two weeks into the placement, **supervisors are e-mailed** informing them they must login to Apprentice **to enter cooperating teacher information for each student that they have been assigned**.
9. At the end of the semester, students are e-mailed once again to **fill out the end-of-term assessment form**.
10. At the end of the semester, supervisors are e-mailed to **fill out their assessment of student teachers**.
11. This cycle repeats each semester until the student has completed his/her academic career at NYU Steinhardt.
12. At any point, data about students, schools, or cooperating teachers may be **exported** from the system by administrators for use in remuneration letters, data analysis, etc.

## Technical Requirements

- Apprentice will be developed in an Apache, MySQL, PHP environment.
- Apprentice will be developed using the Symfony PHP Web Framework.
- Apprentice will be developed using the Script.aculo.us Javascript Framework
- Apprentice will be developed using the SurveyGizmo API for form creation
- Apprentice will be created using the following coding standards:
  - o XHTML Transitional
  - o CSS
  - o Javascript
  - o DHTML/AJAX where applicable

In addition to these general requirements, the developer will be asked to work with the NYU Steinhardt programmer to integrate tools and functionality that have already been developed. The developer may also be asked to interact with the SurveyGizmo development team on the use of their API.

## Security Requirements

The Apprentice application will be developed using data security standards that are compatible with NYU policy ( [www.nyu.edu/its/policies](http://www.nyu.edu/its/policies) ) and applicable privacy laws such as FERPA, including but not limited to appropriate restricted role-level security and a high-level of data

encryption in data transmission and storage. The Apprentice application will be subject to routine NYU IT security review.

## Design Requirements

The completed project will be built within the NYU Steinhardt Web Template and adhere to Visual Identity standards, as outlined at [www.steinhardt.nyu.edu/identity](http://www.steinhardt.nyu.edu/identity).

All pages must be Section 508 compliant.

## Functional Requirements

The delivered application must provide the following functionality:

- User Authentication using Kerberos (Code available from in-house developer)
- Multiple user-types with varying degrees of access and interaction
- User profile creation
- The creation, activation, and termination of Placement Cycles. These cycles are defined by the Field Placement Coordinator and represent a period of time during which a field placement occurs.
- The ability to define student and supervisor requirements (forms and actions) for a placement cycle
- The ability to embed surveys created using an external web application
- The ability to add students to a placement cycle.
- The ability to place students at a given school during a placement cycle
- The ability to assign a supervisor to a student during a placement cycle
- The ability to assign a cooperating teacher to a student during a placement cycle
- The ability to track students' and supervisors' fulfillment of requirements throughout a placement cycle.
- The ability send plain-text e-mails to various user groups via the system
- The ability to export data in multiple report formats.
- Complete access to the raw databases by Field Placement Coordinators

## Project Duration

| Activity                                                                | Scheduled Date   |
|-------------------------------------------------------------------------|------------------|
| Public notice announcing RFP                                            | November 15      |
| Distribution of RFP                                                     | Nov. 15          |
| Proposal submittal deadline                                             | Dec. 15          |
| Discussions with applicant after proposal submittal deadline (optional) | Dec. 15-20       |
| Proposal evaluation period                                              | Dec. 20 – Jan 5  |
| Provider selection                                                      | Jan 10           |
| Notice of statement of findings and decision                            |                  |
| Contract start date                                                     | Jan 15           |
| Initial build of application delivered.                                 | March 15         |
| Review and Rebuild                                                      | Mar. 15 – Apr 15 |
| Second build of application delivered                                   | April 15         |
| Third build of application delivered                                    | May 1            |
| User ready “beta” version for field testing delivered                   | May 15           |
| Field testing. Bug fixing.                                              | May 15 – Aug 15  |
| Version 1.0 Launch                                                      | Sept. 1          |
| End of Contract                                                         | Sept. 15         |

## Submission Information

All proposals should be submitted to:

E. James Ford, Web Administrator  
NYU Steinhardt  
[steinhardt.webmaster@nyu.edu](mailto:steinhardt.webmaster@nyu.edu)

In addition to providing a detailed solution for the project described in this document, please provide the following information when submitting your proposal:

- Company/Developer Background
- Unique Capabilities and Qualifications
- Staffing information
- Development process details
- Proposed solution based on project requirements
- Development Timeline
- Budget

Please note that there are several areas of the Apprentice system that are not further specified in this document. Assume that completing the specifications will be part of the initial development process.

Proposals may be submitted in the following formats:

- PDF
- HTML
- DOC/XLS
- ODF/ODS

All submissions must be received by December 15, 2007.

## For Additional Information or Clarification

All questions may be directed to

E. James Ford, Web Administrator  
NYU Steinhardt  
[steinhardt.webmaster@nyu.edu](mailto:steinhardt.webmaster@nyu.edu)

## Basis of the Award of Contract

Proposals will be evaluated on the following criteria:

- Project understanding **(35%)**
- Experience with relevant technologies **(35%)**
- Schedule understanding and approach **(15%)**
- Price **(10%)**
- Differential advantage **(5%)**

***Additional information about this project can be found online at:***

***<http://steinhardt.nyu.edu/admin/apprentice/>***