Gwinnett County Public Schools
Attachment DG1 – ARB Questionnaire

This form does not need to be completed if the digital platform used by the Publisher is already covered by a current "Agreement" with GCPS.

Please provide answers to the questions below. If you are proposing multiple platforms, please complete one questionnaire per platform.

Vendor: Platform Name:

Completed By: Date:

Platform

1. Are you a SaaS platform?
2. If so, what services host your content/application?
3. Are the services in multiple availability zones, multiple regions, US or outside US?

LTI/SSO

General

1. What versions of LTI are supported? What versions are you certified for?
2. If you do not use LTI for SSO, how do users authenticate to your platform?
3. What parameters are used to identify a user in a launch request?
4. What data and format are expected to be in these user identifying parameters? GCPS has various formats for employees, students, and parents.

Security

1. For LTI 1.0, does the system follow the specification in terms of validating OAuth 1.0a parameters in a launch request (i.e., message signatures, nonces, and timestamps)? Is HMAC-SHA1 the signature algorithm used?
2. Does the system support transport layer security (HTTPS launch URL)?
3. How are resources within your platform secured? Does the LTI "roles" parameter have any influence on resource security? What are the roles that the system supports and what resources/functionality do they provide?
4. Which parameters about the user are required for your system to function (e.g., names, email addresses, user images, roles, etc.)? Are there optional user parameters that provide additional functionality?

Context

5. Does the system support launching from specific contexts (using context parameters or otherwise) to directly launch into specific resources? Are course/section attributes supported?

Presentation

1. Does the system support the launch_presentation_return_url parameter? Ideally, this parameter should be used when the user logs out or has a session time out.
   a. Is there support for the query string parameters defined by the specification to pass messages for launch_presentation_return_url?
2. Does the system support other presentation related parameters, such as specifying window or iFrame for launch, window dimensions, or customization with CSS?
3. How long is the session timeout? (60 minutes is ideal)

Common Cartridge

1. Does the platform support thin common cartridges with LTI links?
2. Will you be providing web links (open links)?
3. Will you be providing LTI links?
4. Will you be providing web content? If yes, please specify types.
5. Will you be providing QTI Assessment Items? If yes, please indicate which question types your platform supports.
6. Will your cartridge include discussion forums?
7. Will you be providing Curriculum Standards and alignment?
8. Will you be providing embedded files? If yes, identify what types: APIP, IWB, ePub. 9.
Will you be providing a manifest file with inline resources?
10. Will you be providing a scope and sequence structure?
11. Please provide a list of metadata elements to be included.
12. Will you be providing additional resource types via extension? If yes, please specify.

OneRoster

General

1. What versions of OneRoster are supported?
2. Are you 1EdTech OneRoster certified or compliant?
   a. **Certification** - you strictly adhere to the OneRoster standard
   b. **Compliant** - you are aware of the OneRoster standard but only loosely adhere; adding or removing customizations as you see fit?
3. Do you use the **sourcedId** field as the primary key for all roster data models?
   a. It will be problematic if you use names, or any other descriptor, as the key identifiers for the rostering data elements. Names of users, emails, and names of classes should not be used as identifiers.
4. If your platform implementation will utilize multiple resources with granular licensing, do you support resource assignments via the **resources** endpoint to either of the **courseResources** or

classResources endpoints which are part of the OneRoster standard version 1.1 and higher? If not, is there a manual process for this assignment?

5. Do you support the assignment of users to multiple schools \ orgs in the **users** endpoint? a. V1.2 introduced the ability to assign users to multiple orgs with different roles at each. Do you support this functionality?

6. Do you support the inclusion of administrative users in the **users** endpoint?

    a. Can administrators be assigned to the district org?

        - If so, will this give them administrative access to all school orgs?

    b. Can administrators be assigned to school orgs?

7. a. How does your system handle a student who withdraws from a course?

    b. How does it handle the same student if later they re-enroll in the same course at the same school? At a different school?

Security

1. Does the system support transport layer security (SFTP)?

    a. Do you require a key exchange for SFTP authentication?

     b. Do you support normal username and password authentication?

2. How are resources within your platform secured?

3. Once files are uploaded are they encrypted at rest within your environment? How?

4. What happens to the files once they have been SFTP to your site?

    a. Do you require the OneRoster files to be:

        - Individually uploaded?

        - Zipped and uploaded?

            1. Do you have a required format for the Zip file name?

                a. Our standard zip file name is "GCPS_SIS_Data_YYYYMMDD.zip"

5. Do you support 2-legged oAuth authorization for restful calls?

Process

1. How do you process the files after they have been FTP to your site?

2. Is there a log file produced from the loads that can be downloaded once you have processed the GCSP file for the csv format?

3. Can you process a full file from Gwinnett, or do you require a delta file for csv?

4. How do you process records marked for Add, Update or Delete?

5. Do you process on a schedule or can our files be processed any time we send them up for csv?

6. Will you be providing resource information to include in the file for course or Class? If yes, please specify.

7. What roles do you support and how do you handle additional roles?

8. How does your system process users at multiple schools?

Caliper

1. What versions of Caliper are supported?

2. What is the frequency of the data collected?

3. Where is the data stored and for how long?

4. When data is removed, how is the data removed, deleted, or erased?

5. What user events and metric profiles are supported?

6. What parameters, variables, and services are required?

7. What parameters, variables, and services are optional?

Service Level Information

1. Do you provide a Service Level Agreement (SLA)? If yes, please provide GCPS with this agreement.

2. If the SLA does not include the following details, or there is no SLA, please provide:
   - How is performance and availability measured?
   - How is availability defined?
   - **Explain how the availability of your resources will meet or exceed 99% availability.**
   - **What is your target availability metric?**
   - What is your escalation process for reported incidents?
   - Explain your change control policies and practices (to include updated versions and releases).
   - Explain your retention policies.

3. GCPS needs an email notifying us of planned maintenance, performance issues and unforeseen system outages to: "digital_content_notification@gcpsk12.org" and "eclass.cia@gcpsk12.org". Can your organization support these notifications with as soon as possible notifications? 4. Do you have an availability Dashboard or API for system or component outages?

5. **Explain how you will meet the capacity needs of the district during normal and high usage times.**

Data and Security

1. Are there any additional APIs available to pull outcome data from the platform?

2. Are there any APIs to pull log or audit information?

3. Do you have any integrations with Google Classroom, Microsoft applications or other applications/services?

4. If so, what permissions are required and what types of integrations are available?

5. Explain your encryption used with your data at rest and in transit.

6. Have you filled out the System Security Plan document? If not Please direct any questions regarding this form to: **informationsecurity@gcpsk12.org**

Additional Functionality

1. Are there any LTI Advantage capabilities that the system supports?

2. Does the system make use of any custom parameters? If so, what are they and what function do they provide? Are the parameters optional or required?

3. Describe your summer roll-over processes.

4. List out the ways in which your content can be accessed.

5. Do you require any whitelist URLs? Please include a list if applicable.

6. Please provide a minimum system requirements document for your platform.
7. Please provide general architecture documents available for your platform.