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University of South Carolina
Purchasing Department
1600 Hampton Street, 6th floor
Columbia, SC 29208
Telephone: (803) 777-4115

Request for Quotation
Page One

THIS IS NOT AN ORDER

Quotation must be received **No Later Than:** 11:00 AM	Send quotation to above address Attention of:	Quotation Number:	Date
11 / 5 / 2014	Lana Widener	USC-RFQ-2712-LW	10 / 23 / 2014

Print company name and address:

e-mail address:

Please quote your lowest delivered price of the items(s) listed below. The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities.

1. If an item cannot be furnished, indicate by **NO QUOTE**.
2. All quotes must be signed by the vendor's representative and terms noted, failure to comply with this instruction may result in disqualification of the quote.
3. **FAXED QUOTES ACCEPTABLE.** FAX # (803) 777-2032

Federal I.D. or Social Security No. _____ SC Minority Certification Number (If Applicable)_____

Submitted By (Print Name)_____ Signature_____ Telephonee_____

Item No.	Quantity and Unit	Description of Commodity or Services	Unit Price	Total Price
1	LOT	Develop a database to maintain current and future records. Current database tool is FileMaker Pro 12. Award will be made to one vendor. Deadline for Questions: Thursday, October 30, 2014, 10 AM Contact Info: Lana Widener (803) 777-7776 (803) 777-2032 (fax) e-mail: llw@mailbox.sc.edu A faxed quote is acceptable.	$_____	$_____

GENERAL CONDITIONS

DEFAULT: In case or default by the Contractor, the University of South Carolina reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

SC/US PREFERENCE: In order to receive the South Carolina/United States made, manufactured or grown end-product preference, you must check the appropriate space (s) provided on the face of the quotation form. This preference does not apply to services.

Any contract entered into by the University of South Carolina or its agencies resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The University reserves the right to withhold payment or make such deductions as may be necessary to protect the University from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty days beyond the Request for Quotation deadline. Unit prices will govern over extended prices unless otherwise stated.

The University of South Carolina shall consider payment discounts in the award of this contract when such discounts are for thirty days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the University's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1520 of the South Carolina Consolidated Procurement Code.

The University reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the University reserves the right to reject any quotation in which the delivery tine indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The successful contractor assumes sole responsibility and shall hold harmless the University of South Carolina, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful bidder, its directors, officers, employees and agents under this agreement. The University of South Carolina agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of the University of South Carolina, its members, directors, officers, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful quoter from requirements that it be authorized and/or licensed to do business in this State, by submission of this singed quote, the quoter agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

Termination: Subject to the provisions below, the contractor may be terminated for any reason by the University providing a thirty-day advance notice in writing is given to the contractor.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the University may negotiate reasonable termination costs, if applicable.
Termination for Cause: Termination by the University for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

HIPAA Law: The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the University of South Carolina may require to ensure compliance. Additional information may be viewed at: http://www.sc.edu/hipaa/

SPECIAL CONDITIONS

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Bidder.

The University of South Carolina requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include, but are not limited to: the Occupational safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

IMPORTANT – Please Note
Vendors, we MUST have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.

SCOPE OF SOLICITATION

ACQUIRE SERVICES (JAN 2006): The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions. The University is seeking to procure a database system to maintain current and future records for the College of Social Work department.

SCOPE OF WORK

DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER (January, 2006): After award, all deliveries shall be made and all services provided to the location specified by the using Governmental Unit in its purchase order.

The University of South Carolina is seeking a database system to maintain the current and future records of the College of Social Work (COSW). The COSW currently uses FileMaker Pro12. Their preference is to use a system similar or equal to the FileMaker Pro.

Details are in the attached document and samples, following the Bid Schedule.

ADDITIONAL CONDITIONS

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT.*** **VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - RESIDENT CONTRACTOR PREFERENCE (SEP 2009): To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action).

PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's

total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor's labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOUR ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.

MINORITY PARTICIPATION (JAN 2006)

Is the bidder a South Carolina Certified Minority Business? □ Yes □ NO

Is the bidder a Minority Business certified by another governmental entity? □ Yes □ NO

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? □ Yes □ NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? □ Yes □ NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? □ Yes □ NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? □ Yes □ NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

□ Traditional minority
□ Traditional minority, but female
□ Women (Caucasian females)
□ Hispanic minorities
□ DOT referral (Traditional minority)
□ DOT referral (Caucasian female)
□ Temporary certification
□ SBA 8 (a) certification referral
□ Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

BID SCHEDULE
(SERVICES)

Item No.	U/M	Quantity	Description	Unit Price	Extended Total
1	lot	1	Total Cost for database system to maintain the College of Social Work's current and future records as specified herein.		

Resident Contractor Preference _____
Resident Sub-Contractor Preference (2%) _____ **Number of Sub-Contractors** _____
Resident Sub-Contractor Preference (4%) _____ **Number of Sub-Contractors** _____

Note:
The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds $50,000 or the total potential price of the bidder's work exceeds $500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:
1) Identify the subcontractor to perform the work:
2) Identify the work the subcontractor is to perform:
3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

Request for Quote

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The College of Social Work (COSW) at the University of South Carolina (USC) desires contractual services to develop a database to maintain current and future records. Current records are in a FileMaker Pro environment.

BACKGROUND

CURRENT ENVIRONMENT

Program

The College of Social Work at the University of South Carolina offers BSW, MSW and PhD degrees, as well as certificates. The COSW is accredited by the Council on Social Work Education (CSWE).

The COSW serves 650 students in its graduate and certificate programs and 150 in its undergraduate program. In 2014 over 600 graduate applications were received, far surpassing the average 525 received annually. Approximately 250 students are admitted, but not all may attend.

Students are accepted into the MSW program as "foundation" students, basically new students, or "advanced standing". Advanced standing students possess a BSW degree and apply as an advanced standing student.

The program is located in Columbia and provides the opportunity for students to take classes in Greenville and Charleston. A student can select the location of instruction on the application, but sometimes chooses the wrong location, or may start at one geographic location and then move to another geographic location during the time of his/her plan of study and completion of degree.

A COSW MSW program is taught in Seoul, Korea, but the student records are propagated and maintained in the US. In addition, these records are maintained with the US student records in the same FileMakerPro database. Many campus-based fees must be waived for students in the Korea-based program which has proven to be exceptionally problematic.

FileMaker Pro

The COSW tracks the life cycle of a graduate student, from application until graduation or separation from the COSW, in a FileMaker Pro database. In the future, undergraduates will also be tracked in FileMaker or a newly developed system.

Currently Filemaker Pro 12 server is installed. Access is limited to approximately 20 licensed computers (PC's) in the College of Social Work. There are no user roles defined in FileMaker, therefore, everyone has full access to all data when they log in.

Filemaker can be accessed remotely from a licensed laptop through USC's virtual private network (VPN). The server is available from 7:00 AM to 7:00 PM for security purposes. The IT department can extend the time window, upon request, for authorized users.

Files are periodically backed up and can be restored to a previous state. The user must know when a change was made to request the correct backup.

Social Work has about 60 databases, but two main ones - Admissions (student information) and Field (internships, training, activities). Admissions has about 8300 records dating back about 15 years. Some data prior to 2008 is missing.

FileMaker records contain personally identifiable information and dates when medical requirements were met and reported to the field organization. Medical requirements must be met for field placement.

All records must be retained, although older records do not require the access speed of more current records. Fields have been added to the original layouts but unused layout fields cannot be deleted as the data in those fields will also be deleted.

FileMaker presents a list of layouts, but in no order and not searchable. The user may move a layout report to the top, but the next user may change its location. Some layouts have temporary names, but some users do not know how to change a name or delete an unneeded report

Pull-down menus exist for some fields, but many are free form text. There is a "quality control layout" which is used to check the syntax of records.

Recruiting has a separate database in Excel, not FileMaker. This allows the recruiter to locate and manipulate data easier than in FileMaker.

Database Support

The current FileMaker Pro environment has limited support from the COSW IT technical personnel. University Technology Services (UTS), the university's central IT unit, does not support FileMaker. UTS does support MySQL and PHP environments.

Email

Recruiting, admissions and field each have email resource (shared) accounts to receive student communications. All communications are saved. Emails are archived each year on a network shared drive in a directory structure determined by the users.

Student Information and Graduate Systems

USC has implemented Ellucian Banner as its student information system (SIS). Banner is the official record for student demographic and academic (grades/scores) information. The USCID is the method of identifying a student in Banner. Each student receives a unique USCID and VIPID, the previous student identifier, in a letter from the Graduate School when his/her admission is approved.

Much of the personally identifiable information resides in Banner and the Graduate Management System (GMS). Data files, such as Excel spreadsheets, can be extracted from GMS for import to systems such as FileMaker. Currently, however, this data is manually input.

The SSN is used to locate records in the previous SIS system, IMS. VIPID is the identifier in other systems. Going forward the USCID is the official student ID. However, at this time FileMaker does not have a field for USCID. A student can be located in FileMaker now by a name search, SSN or VIPID. Documents such as transcripts and

medical records usually have SSN's and are the only means for an absolute match with a student record prior to the assignment of a USCID. Therefore, the SSN will be maintained going forward as well as the USCID and VIPID.

CURRENT PROCESS

Admission

Applications are submitted on-line via CollegeNet. The CollegeNet fields are fed into Banner and then into GMS, the Graduate Management System, in the Graduate School. All supporting documents are uploaded into BDMS, the document imaging system, by the Graduate School.

Applications arrive any time of the year, although most students apply in February. Students have one year to complete an application. If a file is incomplete after one year, the student must start a new application. Once accepted, admission can be deferred for one year. These situations make reporting difficult.

Graduate students may apply nine credits of their graduate program to a certificate program. Certificate programs require an additional application process tracked in FileMaker Pro.

The application process requires various documents, such as transcripts and letters of reference, depending upon the student's background. These documents are sent to the Graduate School and arrive at different times. The COSW checks the Graduate School systems daily (searching for the previous day's date) and downloads new applications and documents. The documents are printed and filed. A student file is manually created and populated in FileMaker when the application arrives. For existing files, new information from the download is manually recorded in FileMaker.

A hardcopy file is also created for storing all documents for a student application. The hardcopy file is maintained should the documents be required if the network is down or a power failure occurs.

Should a document, such as a transcript, be received prior to the application being received, the document will be copied and the copy held until an application is received. The originals are sent to the Graduate School.

Residency may not have been accurately reported on the application. The Graduate School or Registrar is responsible for verification, but the COSW may determine it is incorrect.

The application status of a prospective student is tracked in FileMaker. Because the number of entries for a field are limited by the design of the layout, data must be combined in one entry line or moved to the comment block. Fields impacted include application status, graduating undergrad institution, and admission file reader review. Dates and initials are entered for select fields to create a running record of milestones.

Recruiting has a small notes field for recording information, using abbreviations to save space. Admissions has a separate, larger text block for tracking activity. Snapshots are printed when major changes occur so that data can be retained. A paper checklist is maintained to track when documents arrive or action is taken.

Occasionally documents are sent directly to the COSW either in hardcopy or as an email attachment. In this case, the documents are printed, along with the email, if electronic, or, if hardcopy, copied. The originals are forwarded

to the Graduate School and copies filed in the COSW student file. The Graduate School will upload documents to BDMS, scanning the hardcopies. Receipt of the document and email is noted in FileMaker.

GRE scores may or may not be required for a student. There is no notification that scores have been sent to the Graduate School. Students are requested to notify admissions when scores are sent so the scores can be searched for in the Graduate School system.

Reports in Filemaker do not always contain sufficient information to take action. For example, Filemaker can report the number of students with an "incomplete" admission action, but it does not provide student detail, such as what is incomplete for each student. In this case, a report is exported to an Excel spreadsheet with details of individual student records. A manual check is made to determine the information or files which are missing for each student. Admissions then uses an email template, external to FileMaker, to create a request for missing documents. The email templates must be individualized for each student to identify the missing items.

When a complete application is received, it is printed from BDMS in PDF form. A file is created and the PDF's and the FileMaker summary sheet are saved in the file on a shared drive for the admissions reader to review and score. The distribution must be noted in the database. Each application may have one or more readers. The reader submits the score via the web which initiates an email to the submitter and the resource account. The admissions officer inputs the scores to the one database scoring field. FileMaker does not automatically average the scores if more than one reader reviewed the application. Manual checks must be made to determine if a reader has not submitted a score, which means an admission decision cannot be made.

The results of the file review are recorded in FileMaker and letters are generated from FileMaker with an acceptance or rejection. A snapshot of the students FileMaker record is printed and added to the hardcopy file. The hardcopy files are sent to the dean, along with printed copies of admit or decline letters, for approval or rejection. A copy of the signed letter is added to the hardcopy file. The letter is noted in FileMaker.

Accepted students are sent instructions in their admissions letter for submitting information online in order to receive an admissions package. When the student submits the required information online an admissions package is automatically emailed to them. A field placement application is included in the package.

Applicants may indicate they desire an assistantship on the application. Because of the large number of requests, and limited number of assistantships available, the tracking of an offer and response is important. GA request records are exported to Excel and dates checked to sequence records. FileMaker is updated after the review of the spreadsheet.

A separate database was created for external GA's processed and is maintained by the Field Student Services Program Coordinator. External GA's are funded by agencies, not the university.

Any phone calls must be tracked with a time stamp. The recruiter only has a 7 line free form text block to work with. The Admissions Coordinator can type more in another block but it is not displayed. Codes are used for brevity, which can be confusing.

Students accepting admission submit an intent form which is mailed directly to the financial office to process deposits. The form is given to admissions to note receipt of payment in FileMaker.

Admissions checks after drop-add, and possibly earlier in the semester, that the student has registered for classes and notes this in FileMaker.

Many admissions reports are not generated from FileMaker. Instead, the information is exported to an Excel spreadsheet and printed. Depending upon the report, because of the large number of fields, not all fields may be displayed on the Excel spreadsheet.

When a student with an existing record in FileMaker applies for a certification, much of the same data must be manually reentered.

Field Education

Each MSW student is required to report on or complete two field experiences during his/her plan of study which may span two years (full-time), three years (part-time), or 11 months (advanced standing).

Full-time Students

When a full-time student is admitted, the student begins at foundation year. Once the student completes all of the requirements of foundation year, s/he may begin the advanced year curriculum which includes the second field placement. Each student must complete and submit a paper field application to the field education office. This form is included in the electronic admissions package sent in the admissions process. Once the application is received, the field office then works with the student to find a field placement.

The Field Coordinator matches the student with agencies, based upon the student's interests and experience. For new students, the coordinator provides a referral to an agency and the student schedules an interview.

Advanced year students select from a potential list of organizations and interview with the selected agency. Once an agreement is reached between an agency and the student, the information is confirmed and cross checked by the field office. The confirmed information is added to the database and confirmation letters are sent to the student and agency using FileMaker layouts. If an agreement between a student and agency is not reached, the reason is noted on a paper form. Students start their field experience in August or September.

Part-time Students

Because part-time students are under a three year plan of study, they begin the foundation field placement process during the second year, and the advanced year during their third year. They follow the same foundation and advanced year process as full-time students, but are in the program for a total of three years.

Advanced Standing Students

Advanced standing students are unique in that they completed the first of these two experiences during their BSW program. Information on their first experience is requested on the advanced standing field application so that it may be retroactively recorded. This data is recorded so that the COSW can ensure compliance with the CSWE standard that no student experience the same placement twice. When this type of student enters the COSW in May, they complete and submit their advanced year field application. Advanced standing students start in an advanced year of study and follow the same protocol as other students in advanced year.

Placements

Every placement opportunity consists of the student, a field instructor, who mentors the student, a field liaison, who acts as a bridge between the agency, the university, and the field instructor, and the organization contact information. Additionally, some students also have what is called a preceptor, or day-to-day task worker. The field liaisons are assigned by the Director of Field Education. Preceptors are agency specific and vary from year to year. During every student's foundation year placement, they must complete field seminar and are assigned a class and field seminar leader by the Director of Field Education. These contacts, as well as information on the agency, are captured in the student's record for each placement.

The Field Education Office tracks every step of every student's progress – over 500 MSW and 100 BSW students. Activities such as training, grades, evaluations, and time sheets are tracked with dates.

About 20% of students have placement problems or change agencies due to changes in tracks, goals, location, etc. These changes must be tracked in FileMaker. If a student changes agencies, a new record is created for the student's new placement with a 4 digit year syntax (e.g. 2013-2014) in the "Academic Yr" field. The old record is maintained as a two digit year syntax (e.g. 13-14). This allows changes to be tracked.

Students can have multiple records if working at multiple agencies. An old profile can be copied into a new record. Over 20 sets of data are created for each student.

To verify the field database is up-to-date, a quality assurance report is run at frequent intervals. A visual inspection of the report indicates missing, or inconsistent, data as well as incorrect syntax. The report is checked against the student status in the admissions database and the correct course registration in Banner. If the student has not registered, or registered for the wrong course, the Field Education Office emails or calls the student with the information.

The field database has over 400 organizations, over 400 field instructors, over 100 preceptors and off-site instructors, over 40 liaisons and 500 field students. Constant changes occur with personnel and agencies. The student and field instructor are the source of much of the data collected. The Field Education Office updates records with the latest information and saves the previous information in a notes section. All data must be preserved when a record is updated in FileMaker.

The Field Education Office uses the admissions database to look up a student's status to be sure it matches the field database. The Field Education Office updates the admissions database with the date and the user's initials when the field application is received. It also adds external GA's, those funded by agencies as opposed to the college.

Time sheets for field experiences are faxed, emailed or uploaded to Blackboard. The field instructor must sign-off on the time sheets. Time sheets are not tracked in FileMaker. The field office must review the student's record and verify all time has been recorded.

The Field Education Office tracks the prerequisites of each agency such as background checks, drug screenings, immunizations, TB screenings, and completion of HIPAA training modules, Bloodborne pathogen training modules etc. The record is marked "yes" or "no" to indicate if the student has completed the requirement. Dates are input to track when the requirements are completed and when they are reported to the agency. Actual medical reports

are filed in hard copy only in a secure area. For contracts and legal agreements the database is populated with contract numbers. There is a notes field for additional tracking information.

Students do not always inform the college of a change in their status, such as withdrawing, or report changes in status to the proper contacts. This causes records to be incorrect or out of date. Only Admissions or Student Services can update the student status in the admissions database, so intentional, manual (usually email) communication is required within the college to keep all records consistent and accurate. The Field Education Office must update the student status in its database and also cross check the student's field concentration in FileMaker against Banner registration. Any discrepancies must be resolved in FileMaker.

The Field Education Office also maintains an incident database with problems that a student has encountered. This must be very confidential and visible only on a need to know basis. It is not tied to the student record and must be accessed separately from the student record.

Graduate students had been helping with data entry, but due to the sensitivity of data, a temporary employee has been hired. This new hire will also work with undergraduate records.

STUDENT SERVICES

Graduation is tracked and noted by Student Services. Reports are run by the Student Service staff to check the status of a student in their plan of study. Student Services updates records in the admissions database and mails letters regarding student status and exam results. Individual records can be updated, or groups of students updated, with a search for a specific value in a field and then replaced. For individuals, the user searches for a student and can select a letter layout or update a field. For groups, the field value is selected for a group, e.g. the graduation date for a cohort, which can be updated with a single search and replace. Form letters may also be sent to the selected group of students. The name, address, and possibly additional information, are automatically added to the letter.

Student services prints the form letters on Social Work letterhead, mails a hardcopy, files a hardcopy, and, if required, sends a hard copy to the Graduate School.

The Field Education Office and Student Services keep each other informed of a student's change in status, e.g. withdrawing from program. Student Services updates the status field in the admissions database. If another unit is made aware of a status change, they must communicate the change to the other offices and especially to the staff member who must maintain the student status field.

REQUIREMENTS

The current FileMaker layouts no longer meet the needs of the college. A more efficient and effective architecture is needed. COSW desires contractual services to develop a database to maintain current and future records.

Social Work is very comfortable with the use of FileMaker Pro and it is essential that a new architecture for FileMaker, or another environment, has a minimal learning curve. If not FileMaker Pro, the solution must be MySQL and PHP to be supported by the university.

The University of South Carolina will own any design or development deliverables created through a contract with a third party.

A redesign or new tool must meet the following additional requirements:

DATA CAPTURED IN SOLUTION

List of Fields - TBD

Data Capture Notes

1. Graduating Undergraduate Institutions – searchable (by name) list which populates the federal higher education school code and name when selected.
2. The SSN should only be visible to those with a need to know.
3. Field experience interviews – track if accepted or rejected and reason. Add a pull-down with options
4. Allow unlimited number or determine maximum number of transcripts, graduating undergraduate institutions, readers.
5. Personal information for a liaison and preceptor should only be entered once and student records linked to the assigned liaison, field instructor and preceptor. If information changes for a liaison or preceptor, the changes are tracked and date stamped to retrieve the information pertinent to the student record.
6. Agency information should only be entered once and linked to student record. If agency information changes, those changes should be tracked and the student record linked to the appropriate version of the data. For example, the agency changes an address in the fall of 2014. Students associated with that agency for previous semesters would maintain the prior address while students starting for the agency in fall would link to the new address.
7. Admission scoring sheet scores are now strung in one field if more than one. Each score should have a separate field and be automatically averaged.
8. Certain fields have timers which remind personnel to take action when the timer expires. Timers are set automatically when a timed action is dated.
9. Notification of timer expired or milestone reached, e.g. application complete, generated. This could be daily report that is manually run or automatically presented on login.

NAVIGATION

A main screen lists the options available to the user. Those options are based upon the role of the user.

A new system must present well-organized screens which allow easy navigation. Tabs or buttons should take the user to the target screen.

DATA ENTRY

An authorized user can create a new student, agency or contact record, or update a record. Some users may view records but are not authorized to make changes.

Data should be grouped and presented as a screen and savable section view. An entire student Admissions or Field Education record can be saved which saves each of the groups/screens within that area.

Data which is common across functional views should only be entered once but viewable in each screen where it applies. This would include student demographic, status, agency, liaison personal and field instructor personal information.

Drop downs to standardize responses should be presented where possible. Sample fields include "applied for", "admission action" and "application status". A user (administrator?) must be able to add an option. A mouse-over must further define the option, if appropriate.

Fields should auto-populate with contact information when a selection is made for a field role such as field instructor, liaison and preceptor in the student record.

Dates should auto-populate for form letters and email sent.

Naming Conventions

The reference should be easily recognizable from the record field name. For example, the field office requires "student" before "last name" to distinguish between student, liaison or, field instructor name.

Dataset/layout names should be descriptive and identify the type of layout and purpose. A naming convention should be enforced.

DATA RETENTION

Data cannot be deleted. Older admissions data should be archived, but field data must be available on request for prior students.

If a data field is no longer used, it should be indicated, but no data for that field can be deleted. If possible, the field should not be visible for records where it is not used, greyed out, or marked as unused.

Records for agencies and contacts should be marked "inactive" if they no longer apply. All data within the record is retained.

Data Integrity

Formatting

Data entries must be checked for proper formatting and data type against the predefined type/format.

Critical Fields

Critical static data fields, such as USCID or SSN, should be locked to changes, except by a very restricted group, after a record is saved. Changes to these data fields should be tracked in a log file.

Changes to critical data such as student status, name, ID, should be communicated to appropriate personnel. These changes should be reported either in a daily change report or, when these changes are saved, an automatic email should be generated and sent to the appropriate personnel so they can take whatever action is necessary to accommodate the change.

Inadvertent Change or Deletion

Data should be protected from accidental deletion by verifying the deletion before deleting. Changes should be verified when overwriting a saved entry.

Distinct Data Fields

Sufficient distinct data fields are required to hold all data without having to overwrite or concatenate entries. Currently the number of transcripts and references may vary and exceed the limited number of entry fields requiring concatenation of information.

Group Changes

If a field's value must be replaced for multiple students, a mechanism should be provided to change all students' records by identifying the field, the new data entry and the group of records to be updated.

TIMERS

Because timing is critical for Social Works' processes, reminders must be automated so that personnel can take follow up action. For instance, missing documents require a 30, 60, and 90 day reminder to be sent to the student. Missing score sheets must be requested after an amount of time. Timers are set automatically for the fields TBD. If the field is populated within the time frame, the timer is cleared.

A daily report can be generated showing the timers which have expired and require action. An action can be taken associated with the event through a selection in the report.

A report can be generated to display all running timers or filter by select fields.

TRACKING

Checklist

The student admissions checklist should be populated automatically based upon data entries in the tool. The checklist is displayed online and can be exported or printed. Multiple checklists can be exported or printed in batch by selecting from a list or inputting the name.

Critical static data fields, such as USCID or SSN, should be locked to changes by anyone but the designated personnel after a record is saved. Changes to student status must also be restricted to designated personnel. Changes to these data fields should be tracked.

Milestone/Status Change Report

Multiple units are impacted by a change in status or when a student reaches a milestone. To keep track of significant changes, a daily report can be run to list the milestones reached or a change in status. An action can be taken associated with the event through a selection in the report or manually.

Student Records

Dates are critical for some circumstances and beneficial for reporting and identifying bottlenecks. Specific date fields (e.g. received, sent) are required for contracts, medical information and field personnel changes for a student's record.

Students may leave and return. It must be possible to track this activity and the history of the student either within the existing fields or with additional fields.

Letters

When a form letter is generated and printed in electronic (pdf) or hardcopy by the system, the print date should automatically be captured in a print date field for that letter. If the letter must be reprinted, the new date should be captured in an additional date field.

SEARCH

Student records must be retrieved by a search for the student name or USCID. Wild card searches are required.

Groups of records must be retrieved by filtering on a field in the layout.

DIRECTORY

A hierarchical directory of database entities (e.g. forms, reports, table views) is required with meaningful names for subdirectories.

SCREEN VIEWS

A user's view depends upon his/her role.

REPORTS

The ability to run specific reports is limited by the user's role.

An authorized user must be able to delete a report that is no longer required after it is run.

Standard reports (TBD)

CSWE – snapshot November 1, reported in February for accreditation
SACS reports
Annual reports
Descriptive reports
- Admissions status log by student/cohort/program/missing documents/accepted/not accepted/pending but complete
- Field agency list of requirements by agency
- List of students by cohort interning by agency
- List of field instructors by term/year
- List of liaisons by term/year

A report can be generated to display all running timers or filter by select fields.

Statistical reports including
- number applied, accepted, enrolled
- comparison to previous weeks
- calculation of yield
- schools sending most applicants
- Grades and GPA's

Quality assurance reports

Ad hoc reports

The report generator must allow a user to include or exclude any chosen fields available in records the user has permission to access. A list of all record fields should be displayed and the user allowed to select which to include in a report. The user may then select filters for one or more of those selected fields.

Timer reports can be run by student, cohort, timed field, or other grouping. The contents of the report may include information about each student, the timer expiration date, a calculated time to expire (in days), or any information from selected fields.

EXPORT / PRINT

Every record must be exportable to Excel and PDF formats and printable. An entire record may be exported or only a subset of the record.

Reports must be exportable to Excel and PDF formats and printable.

SECURITY

Database Location

The database will be housed on a secure server in a location TBD.

User Login

Users will access the database with their network credentials.

Levels of Access

Limit access to files and fields on a user basis
Adminstrator – full access
Admissions –
Field –
Student services -
Financial –

Inactivity Timeout

The Administrator can set an inactivity timeout which will logout the user if there has been no activity in the allotted time.

ACCESSIBILITY

Font size and color must be conducive for use by visually impaired. Screens must be 508C compliant.

RESPONSE TIME

Record retrieval – X seconds.

Record creation – X seconds.

Record update – X seconds.

TRAINING

User training will be required for any and all changes to the existing screens, reports and processes. Training is also needed for creating report layouts, renaming layouts and deleting report layouts no longer needed.

Support training is TBD.

ADDITIONAL DATABASES

Additional databases currently exist in FileMaker. They may be addressed in this project or addressed at a later time. Databases which may be considered at this time are -

Adjuncts

A list of adjuncts is stored in a database. What they could teach is determined manually. This should be done within the database with distinct fields for filtering and tracking.

Korean Program

Create a separate database for Korean program with Korean admissions and field work data fields.

Alumni Mentors

Create a separate database to track alumni who want to mentor, or add an "alumni mentor" option for the contact form.

TOOL

Social Work may consider using a tool other than FileMaker if it requires minimal training, is low cost and easily supported.

FileMaker Upgrades

FileMaker could be upgraded, if necessary, to support new functionality. Add-ons, such as a logging module, could be purchased if required for functionality.

DATA MIGRATION

All existing records must be migrated to the new architecture.

All fields and data must be preserved when migrating from the existing layouts to the new architecture.

If moving to a new tool, a decision must be made as to the other databases in FileMaker not migrated to the new tool.

The status log from old records may be augmented.

FUTURE ENHANCEMENTS

Student Input

Student applications and updates could be student entered if host in Data Center for security.

Data Import

In the future, it may be desirable to import data from GMS and/or Banner. No design or implementation should prevent this future enhancement.

Undergraduate Database

An undergraduate version of the MSW database will be created. No design or implementation should prevent this future enhancement.

Dual Degrees

Social Work requires a process to identify dual degree students. Dual degree students study one discipline for a defined number of semesters and social work for a defined number of semesters, depending on the degrees being pursued.

The Registrar's office is working to identify dual degree students in Banner. Currently it is possible to run reports by college and locate the students in multiple programs, but the process is manual. In the future, this may be automated.

Additional Databases

See above.

TABLE OF REQUIREMENTS

NOTE:

Priority #3, highlighted in yellow is MANDATORY. If you do not meet this requirement, your bid will be deemed non-responsive.

No.	AREA	REQUIREMENT	PRIORITY	NOTES PRIORITY RATING: 3 = Mandatory; 2 = Preferred; 1 = Nice to have	Yes	No
1	Service	Contractual services to develop a database to maintain current and future records.	3			
1a	Database	Current database tool is FileMaker Pro 12 and would prefer to stay with FileMaker	2	FileMaker could be upgraded, if necessary, to support new functionality. Add-ons, such as a logging module, could be purchased if required for functionality.		
1b	Database	Social Work may consider using a tool other than FileMaker. If not FileMaker, the solution must be MySQL and PHP	3	University Technology Services, the central Information Technology department, supports MySQL and PHP.		
1c	Database	The solution must require minimal training, be low cost and easily supported.	3			
2	Database	Plan for retaining all current databases (about 60), but only small subset redesigned.	3			
3	Database	Names of database entities/layouts should be descriptive and identify the type and purpose. Enforce a naming convention TBD.	1			

4	Database	A hierarchical directory of database entities(e.g. forms/reports/table views) is required with meaningful names for subdirectories and layouts	2			
5	Database	Records for agencies and contacts should be marked “inactive” if they no longer apply. All data within the record is retained.	3			
6	Database	Create separate database for Korean program with Korean specific data fields.	3			
7	Database	Create Adjunct database with personal, education, and employment information, and distinct fields for filtering and tracking of courses could teach in a specific term.	2			
8		Create Alumni Mentor database with personal, education, and employment information, and skills and interests for matching with student.	2			
9		Data should be logically grouped and presented as a screen. The data fields in the group are savable as a section. Other sections are not saved when this section is saved.	2			
10		An entire student Admissions or Field Education record can be saved which saves each of the groups/screens for that unit's record.	3			
11	Database	Old records are locked to updates	3	May require an additional status field added to old records		
12	Database	Newer records can be locked to updates based upon criteria TBA by setting Active field s to "inactive"	2			
13	Database	A record cannot be changed from "inactive" to "active". A new record must be created and linked to the inactive record for a complete history of the student.	2			
1	Data Fields	List of data fields - to be provided	3			
2a	Data Fields	Pull-down option lists should be used for all fields where possible.	3	This will avoid inconsistency for analysis.		

2b	Data Fields	Administrator or authorized users may add, delete or update options for pull-down entry fields	3			
3	Data Fields	If not selected from a pre-defined list, data entries must be checked for proper formatting and data type against the predefined type/format	3			
4	Data Fields	Records cannot be deleted. The "Record Status" indicates if current or not current student or applicant.	3			
5	Data Fields	If a data field is no longer used for current records, but needed for past records, it cannot be deleted. For older records (view only) requiring the field, the field is displayed. If not used in current record the field should not be visible or greyed out.	2			
6	Data Fields	Sufficient distinct data fields are required to hold all data without having to overwrite or concatenate entries.	3			
7	Data Fields	Students may leave and return. It must be possible to track this activity and link the records.	3	See Database #13 above		
8a	Data Fields	Administrator may add entry fields	2			
8b	Data Fields	New entry fields may be located anywhere on the screen as selected by the Administrator. The number of new fields is unlimited.	1			
8c	Data Fields	New entry fields are located at the end of the screen. X new fields may be added.	1	X is TBD		
1	User Interface	SSN should only be visible to those with a need to know.	2	USCID is not assigned until a student is accepted. Records must be matched prior to this point using SSN. Select users		
2	User Interface	Data required by multiple units should only be entered once, but can be viewed and updated by all authorized users.	3	This would include student demographic and status.		
3	User Interface	Data should be protected from accidental deletion by verifying the deletion before deleting. Changes should be verified when overwriting a saved entry.	3			
4	User Interface	Select fields may only be entered or updated by a privileged user group.	3			
5	User Interface	A mouse over will further define a field or option. This definition is input by an authorized user.	2			

6a	User Interface	The Field Experience record for active students will automatically display the most recent data for a selected active field instructor, liaison or preceptor.	3			
6b	User Interface	The Field Experience record for inactive students will automatically display the data for their field instructor, liaison or preceptor at the time of service.	3			
7	User Interface	Student records must be retrieved by a search for the student name or USCID. Wild card searches are supported.	3			
8	User Interface	Groups of records must be retrieved by filtering on a data field value.	3			
9	User Interface	A user's screen view depends upon his/her role.	3			
11 a	User Interface	Critical static data fields, such as USCID or SSN, should be locked to changes, except by a very restricted group, after a record is saved.	3			
11 b	User Interface	Changes to these data fields should be tracked in a log file viewable by the administrator.	3			
11 c	User Interface	Changes to these critical data fields should be tracked by date, previous data and user.	2			
12 a	User Interface	If a field's value must be updated for multiple students, a mechanism should be provided to change all students' records by identifying the field, the new data entry and the records to be updated.	3			
12 b	User Interface	The changed value and the records to be updated must be verified before applying the change to all records indicated.	2			
13 a	User Interface	A student's record can be viewed by multiple users simultaneously, but only one user at a time can open the record for update.	3			
13 b	User Interface	If record already open for update and subsequent user attempts to open for open, display error message.	3			

13 c	User Interface	Error message displays login of user updating record	2			
14 a	User Interface	"Graduating Undergraduate Institutions" and "transcripts" fields must provide a search capability, with wildcards, for school name, and, when selected, save the federal code and official school name.	2	Schools are known by multiple names. It must be possible to identify the target school and record the federal code and official name.		
14 b	User Interface	If school code is input, name auto-populates	2			
1	ADM Data Fields	The student admissions checklist should be populated automatically based upon data entries in the tool.	3			
2	ADM Data Fields	The checklist is displayed online and can be exported or printed.	3			
3a	ADM Data Fields	Allow unlimited number of institutions and transcripts OR	1			
3b	ADM Data Fields	Allow determined maximum number of transcripts, graduating undergraduate institutions, readers.	3	Maximum TBD		
4a	ADM Data Fields	For admission scoring sheet each score should have a separate field and be automatically averaged in a separate "average" field.	3	Admission scoring sheet scores are now strung in one field if more than one with no separate field for average.		
4b	ADM Data Fields	X number of score fields must be provided.	3	X TBD		
1	Field Data Fields	In field experience potential agencies, "Accept/Reject" fields should track if accepted or rejected and reason. Add a pull-down with standard options for rejection.	2			
2	Field Data Fields	If information changes for a liaison, field instructor or preceptor, the changes are tracked and date stamped to retrieve the information pertinent to the student record.	3	This may be a new "active" record and the previous record marked "inactive"		

3	Field Data Fields	Personal information for a liaison, field instructor and preceptor should only be entered once and student records linked to the assigned liaison, field instructor and preceptor.	3			
4	Field Data Fields	If agency information changes, those changes should be tracked and the student record linked to the appropriate version of the data.	3	This may be a new "active" record and the previous record marked "inactive". For example, the agency changes an address in the fall of 2012. Students associated with that agency for previous semesters would maintain the prior address while students starting for the agency in fall would link to the new address.		
5	Field Data Fields	Unique date fields are critical for some circumstances and beneficial for reporting and identifying bottlenecks. Specific date fields (e.g. received, sent) are required for contracts, medical information and field personnel changes for a student's record.	3			
6	Field Data Fields	Agency information should only be entered once and linked to student record.	3			
7a	Field Data Fields	For Field Education student records, the liaison, field instructor and preceptor are selected from a pull-down auto-generated from "active" records for these contacts.	3			
7b	Field Data Fields	The pull-down is populated based on a list of criteria TBD of active contact records.	1	List may be based upon such criteria as matching interests or location.		
8	Field Data Fields	When the field instructor, liaison or preceptor is selected in the Field Education student record, the pertinent information is auto-populated for that selection.	2			
1a	Timer	Certain fields have "timers" which remind personnel to take action when the timer expires.	3	"Timers" are number of days until a response is expected. If no response, COSW must take action. Events may have multiple deadline dates; usually 30, 60, 90 days.		
1b	Timer	Timers are set automatically to default time when a timed action is dated.	2			
1c	Timer	Default timer is established by administrator.	3	Timed events are identified when the database fields are created.		
1d	Timer	Length of timer can be overridden by user	2	This could be popup to confirm or change expiration date		

1e	Timer	A report of running and expired timers can be run at any time by authorized personnel	3			
2	Timer	Notification of timer expired or milestone reached for appropriate personnel	3	This could be daily report that is manually run or automatically presented on login, or an email to select users.		
3	Timer	A report can be generated to display all running timers or filter by select fields.	2			
1	Navigation	A main screen lists the options available to the user. Those options are based upon the role of the user.	2	See sample for suggestions		
2	Navigation	Screens must be well-organized allowing for easy navigation and direct access to specific sections of data.	3	For example, context sensitive tabs or buttons to take the user to the target screen. See sample suggestion.		
1a	Forms	The system includes form letters and emails which can be printed or emailed from the system.	2			
1b	Forms	If a form letter must be reprinted, the new date should be captured in an additional reprint date field.	1			
2	Forms	When a form letter is generated and printed in electronic (pdf) or hardcopy by the system, the print date should automatically be captured in a print date field for that letter.	1			
1	Reports	Multiple checklists can be exported or printed in batch by filtering on select options or by submitting a list of names.	2			
2	Reports	Standard reports must be predefined by the administrator to be run by any authorized user.	3			
3	Reports	An authorized user must be able to delete a report that is no longer required after it is run.	3			
4	Reports	Every record must be exportable to Excel and PDF formats and printable.	3			
5	Reports	An entire record may be exported or only a subset of the record.	3			

6	Reports	Changes to critical data such as student status, name, ID, should be reported to appropriate personnel.	3	These changes could be reported either in a daily change report or, when these changes are saved, an automatic email could be generated and sent to the appropriate personnel so they can take whatever action is necessary to accommodate the change.		
7	Reports	Ad hoc reports may be run by users with access to the report fields.	3			
8	Reports	For ad hoc reports, the user may select any fields and filter on any options available to them.	3			
9	Reports	Reports must support calculations, counts, and summary fields.	3			
10	Reports	Reports must be exportable to Excel and PDF formats, and printable	3			
11 a	Reports	Multiple units are impacted by a change in status or when a student reaches a milestone. To keep track of significant changes, a standard daily report can be run to list the milestones reached or a change in status.	3			
11 b	Reports	An action can be taken associated with the event through a selection in the report or manually.	1			
11 c	Reports	A change report can be run at any time by authorized personnel	3			
1	Security / Privacy	The ability to run specific reports is limited by the user's role.	3			
2	Security / Privacy	The Administrator can set an inactivity timeout which will logout the user if there has been no activity in the allotted time. This timer is on a user or user group basis.	1			
3	Security / Privacy	The database will be housed on a secure server in a location TBD.	3			
4	Security / Privacy	An administrator has full access to all data fields	3			

5	Security / Privacy	Users will access the database with their network credentials.	2			
6	Security / Privacy	Access to forms and fields is granted on a user basis	3			
7	Security / Privacy	Admissions can access any admissions records for creation and update. Field records are view-only.	3			
8	Security / Privacy	Field Education can access any field records for creation and update. Admission records are view-only.	3			
9	Security / Privacy	User access groups of any size can be defined which have the ability to view, create, update, or delete specific database entities, or any combination of these capabilities.	3			
10	Security / Privacy	Personally identifiable information is secure	3			
11 a	Security / Privacy	Changes to student status must be restricted to designated personnel.	3			
11 b	Security / Privacy	Changes to these data fields should be tracked in log viewable by administrator.	2			
1	Migration	All fields and data must be preserved when migrating from the existing FileMaker database to the new architecture.	3			
1	Performance	System response time for record retrieval – TBD	3			
2	Performance	System response time for record creation – TBD	3			

3	Performance	System response time for record update – TBD	3			
1	ADA	Font size and color must be conducive for use by visually impaired.	1			
2	ADA	Screens must be 308C compliant.	1			
1	Documentation	User manual for administrator.	2			
2	Documentation	Support documentation.	3			
3	Documentation	User manual for users.	2			
1	Training	Minimal learning curve to use system.	3	Currently familiar with FileMaker Pro.		
2	Training	Training for administrator.	3			
3	Training	Training for users.	1	Administrator training would be train the trainer and include information for other users		
4	Training	Training for support personnel.	3			

5	Training	Administrator training will be required for any and all changes to the existing screens, reports and processes.	1			
6	Training	Training is required for creating and populating report templates, renaming forms/layouts and deleting forms no longer needed.	1			
1	Contract	USC will own the final design or development deliverables.	3			
1	FUTURE Enhancement	Student applications and updates could be student entered if provide interface and host in Data Center for security. **No design or implementation should prevent this future enhancement.**	3			
2	FUTURE Enhancement	An undergraduate version of the MSW database will be created. **No design or implementation should prevent this future enhancement.**	3			
3	FUTURE Enhancement	In the future, it may be desirable to import data from GMS and/or Banner. **No design or implementation should prevent this future enhancement.**	3	The Registrar's office is working to identify dual degree students in Banner. Currently it is possible to run reports by college and locate the students in multiple programs, but the process is manual. In the future, this may be automated.		
4	FUTURE Enhancement	Social Work requires a process to identify dual degree students. Currently it is possible to run reports by college and locate the students in multiple programs, but the process is manual. I**n the future, this may be automated. No design or implementation should prevent this future enhancement.**	3	Dual degree students study one discipline for a defined number of semesters and social work for a defined number of semesters, depending on the degrees being pursued. The Registrar's office is working to identify dual degree students in Banner.		

DEFINITIONS

FileMaker Pro	From Wikipedia - FileMaker Pro is a cross-platform relational database application from FileMaker Inc. It integrates a database engine with a user interface which allows modification of the database.
Database	An organized collection of information that can be accessed and manipulated.
Relational Database	From Techopedia - a collective set of multiple data sets organized by tables, records and columns. RDBs establish a well-defined relationship between database tables. Tables communicate and share information, which facilitates data searchability, organization and reporting.
Layout	FileMaker Pro form.
Database Record	Contains the data items of one "row"(i.e. all column entries) in a database table or joined tables.
Database Field	One of the defined columns of a database table. The column name is the database field name.
Foundation Student	A student entering the first year of the MSW program.
Advanced Standing Student	Students who possess a BSW degree and apply as an advanced standing student.
Field Education Office	Personnel responsible for the placement of students with an agency for required field practicum and tracking their progress.
USCID	A unique identifier used to identify University of South Carolina students. Implemented with the release of Banner system.
VIPID	A unique identifier used to identify University of South Carolina students. Being replaced by USCID.