**Exhibit 1 Specifications**

**Solicitation 8300001205**

Provide online courses/content for training direct support personnel, service recipients with developmental disabilities, their family members, and advocates, as well as wait list members and their families and advocates through a web-enabled vendor hosted Learning Management System (LMS).

**Mandatory Specifications**

1. Content is to be available 24 hours a day, 7 days a week.
2. Learning Management System must provide the following:
3. Competency-based training for existing content
4. The ability for the customer to organize and name content to meet policy requirements.
5. The ability for the customer to customize and annotate the existing generic content to be more specific to Oklahoma programs.
6. Annotation should include the ability to add Oklahoma specific terminology, definitions, and descriptions to existing content.
7. Ability to add links for external websites, policy, and videos.
8. The ability for customer to upload training content developed by the customer and to create or link tests to the created content. Acceptable content formats must include Microsoft Word and Microsoft PowerPoint formats. Must be ADA accessible.
9. The ability for DDS to have a system administrator at the state level who:
	1. Manages all training content and can upload training content.
	2. Assists provider agencies with troubleshooting, learner set up, and the assignment of training.
	3. Accesses all training records in the system and run reports.
	4. Can assign additional state agency sub-administrators.
10. Ability for individual provider agencies to have their own facilities or department(s) within the larger state-wide learning management system, which cannot be viewed by other provider agencies.
11. Ability for individual provider agencies to have their own system administrators to set up new learners, assign training, upload provider-specific content and run provider-specific reports.
12. The ability to transfer learner training records between agencies.
13. The ability for the provider agencies to share records, as staff may work for more than one agency.
14. The ability for state system administrator and provider agency system administrators to run reports in a variety of ways (by learner, by time period, by provider agency, by group, or by department).
15. The ability for each provider agency to set up learners within different departments based on the agency’s need. For example, a department for residential staff, a department for vocational staff, a department for staff working in a family home.
16. On the job tasks to reinforce the training courses, or the ability to create them and mark them as completed.
17. Technical support and training to include implementation assistance to system administrators and system set up, maintenance, updates, and backups.
18. Training compatible with common browsers, operating systems, current versions of Microsoft Word, Microsoft PowerPoint, etc.
19. The ability to set up and retain records of live training classes and events, with records kept in individual learner records.
20. Measures to keep content and learner records protected against unauthorized access, loss, misuse, alteration, or disclosure through the use of appropriate security measures that conform to generally recognized industry standards and best practices.
21. Offered system must be compliant with the State of Oklahoma Information Technology Accessibility Standards.
22. Ability to run standard reports. Please provide a list of standard reports provided and attach samples.
23. Ability to run ad-hoc reports.
24. May have the capability to easily translate trainings into Spanish
25. Other functionality (please describe).
26. Provide a catalog of existing content on a variety of topics specific to intellectual and developmental disabilities, based on current best practices in the field. Content topics may include but are not limited to:
27. Abuse/neglect
28. Person centered planning (Designing supports and surrounding the person with disabilities with the supports that are important to him/her, which give value to his/her life and which are selected by the person.)
29. Rights and restrictions
30. Terminology or People First language/communication (type of communication which puts a person before a diagnosis, describing what condition a person "has" rather than asserting what a person "is")
31. History of ID/DD
32. Skill development
33. Community inclusion
34. Positive behavior support and intervention planning
35. Safety and risk
36. Employment supports
37. Personal care
38. Incident reporting
39. Aging issues and ID
40. Mental health issues and ID
41. Other topics specific to intellectual and developmental disabilities
42. **Technology Requirements:**
43. Compatibility to state standards, provides flexibility in terms of recommended browsers, operating systems, other technology dependencies based on the state agency or user’s technical environment.
44. Implementation Timeline.
45. State resource requirements required for implementation.