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# APPENDIX D - Product Service Specifications

**WSIPC RFP 25-02 Cybersecurity and Regulatory Compliance Training Solutions**

## INSTRUCTIONS

Please evaluate each product or feature based on the proposed solution’s ability to satisfy it. Use the response codes provided to indicate compliance. If a feature is not available or requires further clarification, include a brief explanation in the ‘Comments’ column.

For ‘Yes’ or ‘No’ questions, please select accordingly. For features that require a descriptive response, provide a brief yet thorough explanation in the designated field. Ensure that all responses are clear, concise, and aligned with the proposed solution’s capabilities.

If additional space is required for features not listed, please attach an additional document page to this Appendix.

|  |  |
| --- | --- |
| **Response Code** | **Definition** |
| Y—Yes | Specification is met and/or available. |
| N—No | Specification is not met and/or available. |
| Q—Qualifier | Additional details are necessary. |

## General

| **Requirements/Specifications** | **Yes** | | **No** | **Q** | | **Comment *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- | --- | --- |
| **Product/Service Usage -** The product and/or service is used by other Washington State K-12 school districts and has an active Washington State user community. |  |  | |  |  | |
| **Documentation -** Describe availability and access to operational, instructional, and/or specification sheets. It is highly desirable that this type of information be available to customers electronically via the internet (preferred) or other electronic means of delivery. |  |  | |  |  | |
| **Shipping Costs -** All costs for any shipping to the buyer’s location must be clearly stated on price lists and promotional materials and must be clearly described in the Proposer’s response to this RFP. |  |  | |  |  | |
| **Vendor Website -** The Proposer must have an active website with published product and/or service information. |  |  | |  |  | |
| **Vendor Location** – Do you have a support office in Washington State? Specify where your office is located. If you do not have an office in Washington, indicate where the closest support office is located. |  |  | |  |  | |

**FEATURES**

|  | **Yes** | | **No** | **Q** | | **Explanation/Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| Do you offer real-time reporting? |  |  | |  |  | |
| Do you offer role-based training that allows assignment of training based on role and security access? Please describe. |  |  | |  |  | |
| Do you offer Organizational management and curriculum oversight that allows the Organization to manage, assign, and monitor training across multiple entities. |  |  | |  |  | |
| Do you offer custom training that allows an Organization to upload and implement their own custom training modules? |  |  | |  |  | |
| Do you offer Single Sign-On (SSO) and SCIM Integration? |  |  | |  |  | |
| Do you offer policy acknowledgement with auditing functions and features? |  |  | |  |  | |
| Does your solution offer multi-device compatibility? Specify which devices. |  |  | |  |  | |
| Does your solution offer custom branding to each school, district or organization (branding, logos, colors)? |  |  | |  |  | |
| Is your solution secure cloud-based hosting with data redundancy and backup capabilities? |  |  | |  |  | |
| Do you offer dedicated customer support? |  |  | |  |  | |
| Describe your onboarding training, assistance and administrator training. |  |  | |  |  | |

**TRAINING MODULES**

Indicate below whether you offer the training modules listed. A comment section is provided to describe or clarify. Use the blank lines to add additional modules and/or additional page if needed.

**Cybersecurity**

|  | **Yes** | | **No** | **Q** | | **Explanation/Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| Mobile and Home Computing |  |  | |  |  | |
| Password Best Practices |  |  | |  |  | |
| Multi-Factor Authentication |  |  | |  |  | |
| Patching and Updates |  |  | |  |  | |
| Phishing, Vishing and Smishing |  |  | |  |  | |
| How to identify suspicious emails, calls, and text messages |  |  | |  |  | |
| Physical Security |  |  | |  |  | |
| Tailgating and Unauthorized Access |  |  | |  |  | |
| Privacy and PII Protection |  |  | |  |  | |
| AI Usage in K-12 |  |  | |  |  | |
| QR Code Scams |  |  | |  |  | |
| Social Engineering |  |  | |  |  | |
| Incident Reporting and Compliance |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |

**REGULATORY TRAINING MODULES**

Indicate below whether you offer training modules that address regulatory compliance requirements for K-12 education in Washington State. A comment section is provided to describe or clarify. Use the blank lines to add additional modules and/or additional page if needed.

* Resource for Washington Administrative Code (WAC): <https://app.leg.wa.gov/wac/>
* Resource for Revised Code of Washington (RCW): <https://app.leg.wa.gov/rcw/>

**Regulatory Compliance**

|  | **Yes** | | **No** | **Q** | | **Explanation/Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| Do you offer preconfigured Privacy and Regulatory Compliance Training including FERPA, COPPA, and Washington State Privacy Law modules? Specify in the comments. |  |  | |  |  | |
| FERPA (Family Educational Rights and Privacy Act) |  |  | |  |  | |
| COPPA (Children’s Online Privacy Protection Act) |  |  | |  |  | |
| Bloodborne Pathogens (WAC 296-823-12005) |  |  | |  |  | |
| Bullying: Harassment, Intimidation & Bullying (RCW 28A.300.285) |  |  | |  |  | |
| Heat Exposure (WAC 296-62-09560) |  |  | |  |  | |
| Personal Protective Equipment (WAC 296-800-16025) |  |  | |  |  | |
| Child Abuse Reporting (RCW 26.44.030) |  |  | |  |  | |
| Evacuation, Disaster/Crisis Planning (WAC 296-24-567) |  |  | |  |  | |
| Health Emergencies: Seizures (RCW 28A.210.260) |  |  | |  |  | |
| Health Emergencies: Allergies (RCW 28A.210.260) |  |  | |  |  | |
| Health Emergencies: Asthma (RCW 28A.210.370) |  |  | |  |  | |
| Concussion and Head Injuries (WAC 28A.600.190(2) ) |  |  | |  |  | |
| Fire Extinguisher (WAC 296-800-30025) |  |  | |  |  | |
| Sexual Harassment (RCW 357.34.105) |  |  | |  |  | |
| General Safety Orientation (WAC 296-800-14005) |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |

**MISCELLANEOUS**

| **Requirements/Specifications** | **Yes** | | **No** | **Q** | | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- | --- | --- |
| Do you offer bundled packages? Please include a description. |  |  | |  |  | |
| Do you offer volume discounts? Please describe. |  |  | |  |  | |
| What payment methods do you accept? |  |  | |  |  | |
| Do you offer incentives or discounts for long-term agreements? |  |  | |  |  | |
| Are there upgrade options available? Please specify in comments. |  |  | |  |  | |
| How do you handle technology refresh or upgrades during the contract period? |  |  | |  |  | |