**Exhibit 1**

**Specifications**

**Solicitation 2650000391**

 **Mandatory Requirements**

**Digital Platform:** The digital platform must include the following features:

1. Supplier must host the platform
2. A secure login to the platform that meets FERPA compliance standards.
3. Data reports on users’ progress and engagement with the instructional coaching support
4. Resources that can be shared for collaborative learning.
5. A web app and mobile app to access the platform
6. Organization of learning groups within the platform (i.e. one instructional coach working with five new teachers); with the option to add additional users in future years. There are an estimated 350 users for Year 1.
7. A digital app for phones and tablets for video capture, compression, and uploading to the platform
8. A time-stamped feature for uploaded videos that presents feedback comments between instructional coaches and new teachers
9. Customizable frameworks and rubrics to guide coaching feedback
10. The ability to upload documents, videos, and other resources.
11. A coaching cycle feature that allows for goal setting, tracking progress, and data collecting

**Customer Service:** The supplier must provide these customer service actions:

1. Initial training for program leaders and instructional coaches on platform features to maximize effective use
2. Ongoing support for program leaders and instructional coaches as appropriate.

**Non-Mandatory Requirements**

Videoconferencing feature embedded in the platform for synchronous meetings of learning groups.