



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: February 15, 2022

TO: All Prospective Proposers

FROM: Kris Chewlin
Procurement Compliance Officer, Office of Procurement
301-546-8011

RE: **Addendum 2: RFP 22-14 – Data Infrastructure and Analysis Services**

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. Questions and Responses

Attached to this Addendum 2 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was February 8, 2022 at 5:00 PM ET.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 22-17

TECHNICAL AND FEE PROPOSAL DUE DATE: Tuesday March 1, 2022, on or before 05:00 PM ET

RFP FOR: RFP 22-14 – Data Infrastructure and Analysis Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 01-26-2022

Addendum No. 2 dated 02-15-2022

Addendum No. dated

Addendum No. dated

Addendum No. dated

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM

No.	Question	PGCC Response
1	Some of our products and services that may be relevant to this project have a multi-year licensing/subscription cost. Given that this is a 12-month grant-funded project, can a vendor propose a multi-year licensed product or service that is fully paid during the grant year?	No. This cannot be proposed at this time.
2	The RFP text states that letters of reference are required (Tab 4, item a); the reference form (pg. 31) only requests the contact information. Please clarify whether references require only contact information, or also a letter from the reference.	We are okay with and would prefer reference contact information only.
3	What customizations were made in Colleague, specifically those related to the Continuing Education Programs?	Currently, we are transitioning to Instant Enrollment for Self-Service. We also have two customized screens that are used for reporting continuing education enrollment for eligible and non-eligible enrollments to the State of Maryland.
4	Would experience in Banner be sufficient?	Yes, Banner is sufficient since it is an Ellucian product.
5	Can a portion of the team be offshore?	No, all team members must be US-based.
6	What page of RFP has the budget?	The RFP did not specify the budget. However, the budget will not exceed \$80,000.
7	Can you please share the estimated level of effort in terms of labor hours for this requirement?	We expect engagement to be equal to one full-time employee.
8	<p>Will this personnel/team perform on site or remotely?</p> <p>If there is a hybrid situation, what % of onsite work/meetings will likely be required?</p> <p>Will onsite resources / space be available for onsite work? Any additional cost?</p>	<p>Work will be primarily remote with an occasional visit to campus (no more than once a month).</p> <p>An onsite space can be made available if necessary at no additional cost.</p>
9	Are you looking for any specific certifications for this requirement?	No, we are not looking for any specific certifications.
10	Can you please specify the project timeline or the anticipated duration of the engagement for this RFP?	The project timeline is through March 30, 2023.
11	What is the Database and Data Warehouse system used by the college?	We use Ellucian Colleague and the Colleague warehouse through SQL server.

12	What is the Reporting / Analysis software used by the college?	We use SAP Business Objects and are currently in the process of implementing Power BI.
13	<p>The response required under Tab 4 says ‘The College desires higher education recommendation letters and references or from clients required to adhere to the same grant requirements described in this RFP.’</p> <p>Is this a mandatory requirement? Can a company submit a proposal having many data warehousing implementation done, but not having experience in higher education?</p>	Yes, due to the scope of the project and timeline, we are only looking for companies that have experience in higher education to minimize the learning curve.
14	<p>The response required under Tab 5 says - Proposer’s response shall demonstrate the individual’s or firm’s experience and capabilities in experience with Ellucian Colleague environment and understanding its data architecture.</p> <p>Is this a mandatory requirement? Can a company submit a proposal without having Ellucian Colleague environment?</p>	Ellucian Colleague environment is mandatory. Failing that, Ellucian Banner is the only other acceptable experience that will be considered. Due to the scope of the project and timeline, we are only looking for companies that have experience in Ellucian products to minimize the learning curve.
15	Is there an incumbent fulfilling this work currently?	No, currently there is not an incumbent filling this role. We previously had, and are currently hiring, a Senior Business and Research Analyst.
16	Have rates been determined and able to be shared?	We are assuming that this relates to the budget. Our budget for this project will not exceed \$80,000.
17	Is travel expected/projected (local or out of state)?	No.
18	Who is/are the executive sponsor(s) of this project?	The executive sponsor for this project is the Vice President for Data Science, Innovation, and Effectiveness.
19	Our understanding is that the primary foci of this project are using Colleague to collect data on Continuing Education programs and students, expanding the existing data warehouse to integrate this data, and analyzing this data. Is that accurate?	Yes, that is accurate.

20	Once the vendor assists in creating business processes for recording Continuing Education program data, is the intent for the vendor to also support/complete some or all of the data entry, or to support college staff in completing that process?	The vendor will not be expected to assist college staff in data entry, but some training may be needed to ensure that staff entering data are following the new processes and data definitions.
21	What employment and wage data sources do you intend to use?	We expect this to include, but not be limited to, manually entered data and Maryland state employment and wage data.
22	Is there a staff augmentation component to this project for the services rendered as Database Administrator and Data Analyst? If so, what is your desired level of FTE support?	We expect engagement to be equal to one full-time employee.
23	Is there a statewide working group that PGCC is part of that the vendor could be invited to participate in?	The statewide group is the Maryland Association for Adult, Community and Continuing Education (MAACCE). PGCC will liaise between the group and the vendor.
24	Is there a training component to this project related to Colleague system usage and BusinessObjects reporting and analytic capabilities?	Some training will be needed so PGCC staff understand how to process the program data correctly and understand program architecture and reports.
25	Is PGCC planning to use only the institution's current BI platform for this project or are they interested in leveraging other platforms?	We are currently only interested in using our current platforms (SAP Business Objects and Power BI).
26	What proportion of PGCC's State of Maryland GEER II grant funding is allocated for this project?	Approximately 2% of our remaining GEER II funding.
27	Was the ERP, Ellucian Colleague recently installed at the school?	No. We have used Ellucian Colleague since late 2008 and have had the data warehouse since 2015.
28	Will we need to put down the estimated total hours as part of the hourly cost in order to get to the Total Fee/Cost in the pricing section?	Yes, please provide the total hours as well. We expect engagement to be equal to one full-time employee.
29	Can you provide the list of business systems/data sources that are being currently used?	Currently, we are using Recruit, Navigate, Ellucian Colleague, SQL Server, SAP Business Objects, Power BI. Continuing Education also uses LACES for ABE programming. We also upload transfer data from the National Student Clearinghouse.
30	Are all data structured or do you process/manage semi/un-structured data?	A lot of the data is structured but we anticipate that some semi-structured data will need to be integrated into the structured data.

31	Please provide details on the current data warehouse, its size, and where is it hosted?	We approximate the warehouse to be about 160GB. The warehouse is hosted through the Colleague add on through SQL server.
32	Do you expect to develop a new data warehouse as part of this project?	No. We expected the data to be integrated into our current warehouse structure.
33	Will there be a need to develop any dashboards/visualization during this engagement?	Yes, we expect some amount of reporting at the end of this engagement.
34	Do you expect the vendor to assign dedicated resources (40 hours per week) for this project? How many hours of engagement per week is expected?	We expect engagement to be equal to one full-time employee.
35	Is prior experience working with other similar ERP systems also be considerable to participate in this bidding?	Yes, though Ellucian Banner is the only other acceptable experience.
36	Is experience with higher educational institutions mandatory to participate in this bidding process?	Yes, due to the scope of the project and timeline, we are only looking for companies that have experience in higher education to minimize the learning curve.
37	Is there a budget cap/not-to-exceed amount that we need to consider while preparing cost proposal?	Our budget for this project will not exceed \$80,000.