CHEFA
Connecticut Health & Educational
Facilities Authority

Tuesday, October 6, 2020

REQUEST FOR PROPOSAL FOR Data Analysis
QUESTIONS & ANSWERS

IN RESPONSE TO QUESTIONS 1 – 14:
THIS RFP IS SEEKING PROPOSALS THAT WILL: 1) IDENTIFY CONCEPTUAL MEASURES AND APPROACHES FOR ASSESSING ECONOMIC AND SOCIAL IMPACT OF CHEFA PROGRAMS; 2) DEVELOP A PLAN FOR DATA GATHERING (E.G. POTENTIAL USE OF ADMINISTRATIVE DATA, FREQUENCY OF DATA COLLECTION, ETC.); AND 3) DEVELOP AN APPROACH TO DATA INTERPRETATION AND REPORTING THAT CHEFA STAFF CAN USE ON AN ONGOING BASIS.

THIS RFP IS <u>NOT</u> SEEKING TECHNICAL PROPOSALS RELATED TO DATA TECHNOLOGY, DATA WAREHOUSING OR DATABASE MANAGEMENT.

1. Are you looking for an actual tool to be built (for ex, a database) or more a process?

2. Can CHEFA share its current IT Footprint to include Architecture? Is there any Data Analytics Tool being leveraged?

3. Does CHEFA have a preference with regards to a Product Company like Microsoft, Oracle, Snowflake/Tableau etc.?

4. Can CHEFA share the Database size and number of users that will use the Data Analytics Tool?

5. Is data currently being visualized, if so what type of data warehouse is being used to achieve this?

6. How many people would require access to the database and reports or gather information for reports, analyzing, and visualization?

7. What are the other various types of data CHEFA is currently managing and storing, ie. emails, PDFs, forms, images, texts, html, applications, etc.?

8. Will CHEFA require role-based access controls and the ability to audit all processing and management of operations?

9. Will you require the consultant to work with CHEFA to outline and extend security and governance controls as well as compliance needs with regards to data analytics?

10. Is CHEFA seeking an on-premise, cloud based or hybrid data analytic tool to manage the project?

11. Has CHEFA identified the databases they will seek to integrate into the database warehouse and analytical tool?	

12. Currently is the data being stored on premise or cloud servers? Are there multiple devices like tablets or mobile that will have data to be accessed?	

13. Does CHEFA have a preferred online survey platform/product?	

14. Does CHEFA have a centralized database with all current application, clients and program participants?	

15. Given the contract deadline, review, etc., the timeline is short. Is there an opportunity to do two phases to the work?	

ANSWER: CHEFA is open to extending the timeline for project completion if a reasonable alternative approach is proposed.

16. Normally we look at the goals of the organization (what is the goal you'd be trying to achieve through the grant program which may change each year) then determine the metrics. Based on the RFP and reading through the 2020 Annual report planned activities, it looks like this RFP is focused on Pillar 2 FY21 planned activity of economic workforce development activities. Is there a specific grant program focused on that and would you be looking for your clients (the nonprofits) to provide their aggregated client outcomes data?	

ANSWER: We are seeking to assess impact of all of CHEFA's funding programs –bond financing, loans, tax credit financing and grants. Collecting and assessing this impact data would be an ongoing activity, not one only associated with FY 2021. We want to develop a process that will measure impact and not solely outcomes. Many of the impacts could be economic (e.g. number and type of jobs created and filled, GDP etc.), or social (e.g. improvement in community health status as a result of a new health center)

> **CHEFA's five Strategic Pillars are:**
> **I.   Collaboration**
> **II.   Economic and Workforce Development for the Public Good**
> **III.   Technology**
> **IV.   Innovation**
> **V.   Public Engagement and Accountability**
>
> **This project is related to Pillars II. And IV and V.**

17. Is there a maximum threshold for the budget that should not be exceeded?	

ANSWER: The maximum budget threshold is $18,000.

18. Is Exhibit B Form Mandatory in the response?	

ANSWER: Yes, Exhibit B is mandatory.

19. Currently how is CHEFA currently managing various data sources and is the data being housed separately for CHEFA (the parent organization) and CHESLA (subsidiary)?	

ANSWER: CHESLA is outside of the scope of this project. CHEFA currently collects routine operating and financial data from its clients through an online client portal.

20. Does CHEFA currently collect data paper sources that you would like to analyze during this process (I see you conduct client surveys)?

ANSWER: No.

21. Do you anticipate extending the bid due date?

ANSWER: CHEFA does not anticipate extending the bid due date.

22. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

ANSWER: The selection criteria are as outlined in the Request For Proposal

23. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

ANSWER: No. This Request For Proposal was posted to the State of Connecticut Department of Administrative Services website and the CHEFA website

24. Other than your own website, where was this bid posted?

ANSWER: This Request For Proposal was posted to the State of Connecticut Department of Administrative Services website and the CHEFA website.

25. It is unclear from Scope if the vendor is expected to actually distribute the data collection tool or survey and collect and analyze the data. Is this expected of the vendor?

ANSWER: The vendor will create a framework and approach for the client to implement.

26. What percent of total proposal evaluation will be put on the factors listed in the Selection Process and specifically 1. fees and 2. reputation of the firm?

ANSWER: The selection criteria are as presented in the RFP.

27. Approximately how many employees are there in the programs being evaluated in this project?

ANSWER: CHEFA has a total of approximately 20 employees.

28. How many distinct programs are to be included in the analysis? It appears that there are four Grant program domains (Education, Healthcare, Child Care and Cultural) and at least four Financing program types/domains (Tax-exempt bond financing, EasyLoan Equipment Financing, Child Care Loan Programs, and Revolving Loan Programs). Are these the correct programs to be included?

ANSWER: The programs include all bond financing, loan, tax credit financing and grant programs.