

Questions: Compiled Request for Proposals, Data Consulting Services

1. *General*: What is the expected period of performance for the contract?

- Roughly Jan 17 - Jun 30, 2017

2. *Introduction, page 1*

- Will the consultant be responsible for setting the deadline for the AE Consortia to make its decision about whether to pool funds?

The consultant may propose a deadline to the membership of the consortia.

- If the AE Consortia decides not to pool funds, would the member institutions continue to work together in any capacity?

Yes, other initiatives have already been identified. Working together on data is one of several collaborative efforts that have been discussed. There is an increasing expectation from Sacramento that workforce development/education providers work together to meet regional needs.

- If the AE Consortia decides not to pool funds, would that decision have an impact on the scope of work for the consultant? This could significantly alter the scope of work if subsets of the group decide to take a different course of action from the rest.

Funding for this contract would not be affected by a decision by some or all members that they did not wish to further pursue the possibility of a shared approach to data.

3. *Scope of Services, #1, page 2*

- Will there typically be one representative from each AE Consortia member institution at meetings?

- Yes, 1 or 2...

- What is the maximum number of attendees to plan for at meetings?

- This will depend on the topic at hand - but meetings will likely range from 30-60 participants depending on the meeting and the agenda. Meetings of BRAED may be as small as 15.

- Is there a minimum number of meetings expected?

- The consultants might propose a timeline and series of meetings, inviting feedback from the stakeholders as to what will be most effective

4. *Fees, General, Contract Type, page 4*

- Please confirm that the resulting contract will be a “time and materials” contract with a “not to exceed” ceiling. Although the referenced section indicates deliverables, because of the ambiguous nature of the scope of work, these items are not able to be well defined in advance of execution. Further, #2 is not within the control of the consultant.

- Yes, this would be a time and materials contract with a not-to-exceed ceiling.

5. *General:* Please clarify the level of access, if any, the consultant would have to individual AE Consortia members' current data.
- Participating consortia will share requested data with consultants to the extent that they can. Data structures should be able to be shared, while sharing the actual data may be restricted by confidentiality agreements.
6. We understand that there are 14 consortia in this effort--how many community colleges and adult schools are encompassed in this effort?
- 26 Community Colleges, about 50 to 60 adult schools
7. Is there an external stakeholder and/or funding deadline that bounds the execution of this effort?
- No
8. For **scope item 1** related to procuring meeting space: would this happen in coordination with existing BACC admin teams, or is the consultant responsible for looking outside existing school facilities, and/or for renting meeting space?
- BACCC can assist. Participating colleges and Adult Schools have provided space for meetings over the span of this collaboration.
9. Regarding **scope items 3-5**, is the objective to have selected a data systems vendor by April 2017 or to have a set of proposals to bring to the BRAED Team by April 2017?
- Ideally to have a selected vendor by April 2017.
10. Under **scoring criteria c**, the RFP asks for our approach to the "project, training, etc.," but the scope of services do not make mention of training. How does PUSD/BRAED Team anticipate the consultant will provide training?
- No anticipation of providing training, that was an example we could delete
11. Please clarify the information the RFP is seeking respective to **scoring criteria e**: saving approach and track record.
- Track record speaks for itself. Savings approach refers to "value engineering" within proposals resulting in a reduction of costs below the budget as indicated
12. **Proposal submission:** Are you asking for both a soft (email) and hard copy submission or will an email submission with scanned signatures be acceptable?
- Electronic submissions preferred
13. What portion of the data collection is expected to be onsite? Is the facilitation of BRAED meetings and inventorying of current local data collection systems anticipated to all be completed in person?
- Some meetings may be conducted using conference calling and screen sharing tools.
14. The RFP says that "The consultant's work would include a decision by the Consortia about whether to pool funds, and to facilitate a process for gathering requirements, evaluating and selecting a system, as well as leading a variety of collaborative work related to local data collection as time and resources permit." If the decision is made not to pursue pooling funds and purchasing a data system, would the award amount be reduced?

- Since this is a time and materials contract and a decision is made very quickly there may be the instance where the dollar amount is less than the total; or if there is different work that could be done we may just work with the consultant to agree on a revised scope of work.

15. WestEd/Ed Results Partnership:

- very focused on the statewide AE Data LaunchBoard Tab. Have participated in 2 of the 4 meetings held to date. WestEd/Ed Results MAY respond to this RFP but we are not aware they are planning to do that. We have very strong ties to their work and want to ensure both the local and statewide efforts are very closely tied.

16. What is the expectation for deliverables:

1. Provision of an inventory of current local data collections systems in use, identifying which participating AE Consortia are using what systems, including the degree to which they are using them and other information Consortia are interested in collecting, for purposes of determining where local data collection can be aligned, as well as other uses
2. Reaching a decision about whether or not to procure a shared data system
3. As applicable, procuring a shared data system

17. Page Limit - 4-5 pgs (excluding resumes and FA forms)