

Request for Proposals (RFP) #89238
Hawaii Data eXchange Partnership (DXP)
Reporting Needs Assessment

Responses to Questions

1. **Does the DXP have a data dictionary format or structure that can be used for this project so that it can become a “living” dictionary rather than a static report?**

Hawaii P-20 will work with the selected Offeror on any data dictionary/structure required as part of the fact finding/information gathering for this project.

2. **Can interviews be done through webinars or a combination of webinars and onsite?**

Individual interviews may necessitate web technology to accomplish based on schedules and can be based on mutual agreement and coordination. However, given the nature of the needs assessment, Offerors should plan on conducting onsite or in person meetings as much as possible. Offerors should propose the best activities/deliverables that they consider to provide the best information for the final report and recommendations.

3. **Will the DXP have a Data Summit in 2019? If so, would it be possible to interact with stakeholders during the summit for purposes of information gathering?**

The Data Summit is planned for Friday May 24, 2019, from 8:30am–3:00pm. It may be possible for the selected Offeror to interact with stakeholders upon mutual agreement and coordination. However, Hawaii P-20 is currently not able to guarantee sufficient meeting space for a small group meeting.

4. **Can you provide fillable forms/versions of Appendices A, B & C?**

Form fillable versions of Appendices A, B, and C are provided at the end of this document.

5. **Is there a budget or budget range available?**

The budget range is \$50,000 to \$75,000. Note that the award will not be made solely on price; Refer to Section 4 of the Request for Proposal for information on the evaluation of proposals and basis for award.

6. **What is the federal funding source for the project? Is it part of a larger project or standalone?**

The funding source for this project is the Statewide Longitudinal Data Systems Grant Program through the U.S. Department of Education, under the Institute of Education Sciences.

7. **Where are the participants located for the focus groups? Will most be located in one area, or will travel to other islands be need to be budgeted for?**

Hawaii P-20 anticipates that the majority of focus group participants will be from O‘ahu. Should neighbor island participants be identified, Hawai‘i P-20 will make arrangements to provide air and ground transportation accommodations for participants to take part in focus group(s) on O‘ahu. Travel to other islands does not need to be budgeted for.

8. **The Offeror Profile form included as Appendix B requests a list of “Assigned Employees”. Some of our team members are subcontractors. May we modify the form to read “Assigned Employees/Subcontractors”?**

Yes.

9. **Will the offeror need to consider logistics for meeting space of focus groups and/or stakeholder groups or will DXP and/or its partner agencies provide facilities?**

Hawai‘i P-20 will work with the selected Offeror and focus group participants to find facilities to hold the focus groups. It is possible to use a Hawai‘i P-20 conference room at the Mānoa Innovation Center or the building’s larger presentation room.

10. **Are there any existing focus group findings and/or survey data collected by DXP or previous entities that are publically available for review?**

Currently there are no publically available focus group finds. However, the selected Offeror will be provided with the past DXP strategic plan, created June 2015 and partially based on site visits to DXP partners, as well as various federal site visit reports assessing the progress of Statewide Longitudinal Data Systems grant-funded work including stakeholder engagement and data use.

11. **Is there an anticipated award ceiling or budget range?**

The budget range is \$50,000 to \$75,000. Note that the award will not be made solely on price; Refer to Section 4 of the Request for Proposal for information on the evaluation of proposals and basis for award.

12. **With regard to Section 5 (Subcontracts and Assignments) of the General Conditions for Services Agreements included as Appendix A, if we engage an independent contractor (who would receive a 1099 as an individual, not a W-2 as an employee) as part of our team, would that individual be required to provide a tax clearance?**

No. A tax clearance is required from the Offeror that is awarded the RCUH contract.

Appendix A

**PROPOSAL LETTER TO THE
RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII**

We propose to provide services for the Research Corporation of the University of Hawaii, for the benefit of Hawaii P-20 Partnerships for Education of the University of Hawaii.

It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read the Research Corporation of the University of Hawaii's specifications described in the RFP and this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify all items included in this proposal meet or exceed any and all such specifications, and agree to the terms and conditions in all of the documents described in Section 4.5 of the RFP, including Attachments.

If selected, we agree to deliver goods and services which meet or exceed the specifications.

Respectfully submitted,

Authorized Signature

Date

Printed Name

Title

Email Address

Telephone

If contract is awarded, the purchase order/payment
should be made to

Federal EIN

Remittance Address

City, State, Zip Code

*Attach to this page: Evidence of authority of the above officer to submit an offer on behalf of the company, giving also, the names and addresses of the other officers of the company.

Appendix B

OFFEROR PROFILE

(All items must be provided to be considered)

Company Name: _____

Principal Contact: _____

Email Address: _____

Type of Company: _____

Total # Full Time Employees: _____ **Contact Phone:** _____

Address: _____

Federal ID # _____ **State ID #** _____

Company Start Date: _____

Project Manager: _____

Assigned Employees (include role(s): _____

Signature _____ **Date** _____

Position/Title _____

***Attach to this page: Resumes for all project team members. Use additional pages if needed.**

Appendix C

REFERENCES

Note: A minimum of five recent references. References must be from current or prior projects conducted by the Offeror within the last seven years. Please use additional pages for references as needed.

Name of Company: _____

Address: _____

Contact Name: _____

Title/Position: _____

Phone Number: _____

Email Address: _____

Dates of Service(s): _____

Description of Services provided: