# Addendum #1

**RFP #WRESA-21-2024-2025-06**

**Data Analysis and Mapping Services**

## Questions and Answers

**Q.1.** If a vendor is unable to remit the 2% fee to MAC, will that vendor be able to bid?

**A.1.** No.

**Q.2.** Can a vendor choose to not include a 2% fee?

**A.2.** The 2% administrative fee is required to be remitted, no exception.  We have had vendors that have been part of the program that have chosen to absorb the 2% fee in their pricing because they receive the benefit of having to not put together other public bids, which in turn saves them time and cost. We have also had other vendors that have simply added 2% to their overhead. Either way, it is required.

**Q.3.** Can you explain exactly how the fee should be applied? Monthly, one time, annual?

**A.3.** The vendor will be contacted by CoPro+/MAC on a quarterly basis for all of its self-reported sales (all billings made to an entity whether it be for sales or service) and the 2% will be applied to all sales and services made to entities using the contract.

**Q.4.** Will the 2% administrative fee be paid by our company to CoPro+/MAC, or will Wayne RESA be withholding 2% and pay CoPro+/MAC directly?

**A.4.** The 2% administrative fee will be paid by the vendor to CoPro+/MAC.

**Q.5.** Would you like our suggestion on how we pay other buying cooperatives?

**A.5.** Sure, please propose your solution in your response.

**Q.6.** Do you have ArcGIS Online or Enterprise?

**A.6.** Wayne RESA has ArcGIS.

**Q.7.** I noticed in the RFP that the work on this project will be open to requests from districts within RESA. Can you talk about the nature of that in terms of scope? More specifically, are there limitations in terms of the scope of work associated with requests from charter schools, districts, CBOs, etc...?

**A.7.**  Wayne RESA is responsible for communication with LEAs. PSAs and CBOs. Wayne RESA is transparent with their information and will share data publicly, which includes with subrecipients upon request.

**Q.8.** Does the county have a preferred BI Tool?

**A.8.** Currently no BI tool exists. Wayne RESA would be open to learning more about the tools that could best aid this work.

**Q.9.** When was the last time this type of analysis was completed?

**A.9.** Wayne RESA receives basic information from the state, but not to the depth of information/data of what we’re looking for as specified in this RFP. This will be the first time this type of analysis will be done.

**Q.10.** Who is the primary audience for the presentation of recommendations?

**A.10.** Wayne RESA staff, including Early Childhood Leadership.

**Q.11.** Is Wayne RESA expecting the contractor to collect data via mining of open-source data or is there an expectation for "boots on the ground" collection?

**A.11.** Wayne RESA’s expectation is to have good, solid, current data. Wayne RESA does not have specific expectations as to the means of acquiring the data.

**Q.12.** Compliance question: Are we only to respond within the RFP document (boxes for responses), or can we submit a regular proposal document in place of/in addition to?

**A.12.** It is preferred to use the boxes for responses in addition to a well thought out proposal.

**Q.13.** What is the expected level of effort for this work? (in terms of FTE, labor hours, $ amount, etc.)

**A.13.** The expected level of effort for this work is to complete the goal of the project. Wayne RESA cannot dictate how many labor hours this will take. It will be up to the awarded vendor to know this information.

**Q.14.** Is the expectation that the mapping tool would be available publicly or only internally at WRESA?

**A.14.** Wayne RESA is transparent with their information and so yes, it would be shared publicly as well as with subrecipients.

**Q.15.** Can districts/charters/CBOs request work/data from the contractor directly? If so, what are the parameters?

**A.15.** For this particular project the answer is no, the contractor would work directly with Wayne RESA. Any subrecipients (districts, charters, CBOs) would contact Wayne RESA, and Wayne RESA would in turn contact the awarded contractor.

**Q.16.** Is the scope of the recommendations to be focused only on new facilities to meet the needs of gaps in service and population growth?

**A.16.** No, Wayne RESA is looking at both existing and new facilities data to help guide decisions around expansion and/or availability of seats for children in those areas.

**Q.17.** What is the budget ceiling for this work?

**A.17.** Wayne RESA does not have a specified budget ceiling.

**Q.18.** What is the project timeline? When is WRESA looking to have recommendations?

**A.18.** Wayne RESA understands it may take some time collecting the data necessary to produce the results required for this project. While there is no project timeline/deadline stated, we would like to have the results/recommendations as soon as possible.

**Q.19.** Does Wayne RESA have existing data sharing agreements with organizations and agencies that could be leveraged for this work?

**A.19.** Wayne RESA is willing to share the data with the awarded contractor.

**Q.20.** Will the analysis represent a snapshot in time, or is there an expectation that the mapping and analysis that is provided be able to be updated over time rather than be static?

**A.20.** The expectation is to have the mapping and analysis be updated over time. We are not looking for a one-time snapshot.

**Q.21.** Is the expectation that said maps will also include an analytical needs assessment (say, a statistically determined needs score per geographic area) or simple map overlays?

**A.21.** Wayne RESA has not identified a level of expectation for this. We are looking for as much detail as possible to help drive decisions.

**Q.22.** As the timeline is not defined is there an expectation for status updates as data is added and the analysis is conducted?

**A.22.** Yes, it is expected to have periodic updates.

**Q.23.** If data analysis involves forecasting future needs, what is the timeline/long term trend do you want to see in the analysis?

**A.23.** Data on 0 - 3-year-olds will be used to project where in Wayne County GSRP services are needed for the 2025-2026, 2026-2027, and 2027-2028 school years.

**Q.24.** Will this recording be made available online?

**A.24.** Unfortunately, no, the recording file is too large to send.

**Q.25.** Do you already have access to the data needed? If not, what data needs to be gathered?

**A.25.** No, please see the RFP Section 1.3. A.3.

**Q.26.** Are you expecting to have an existing facility needs assessment to identify those lacking essential services as part of the scope analysis?

**A.26.** It is not Wayne RESA’s expectation to have that as part of this process.

**Q.27.** In Phase 1 it is mentioned that Wayne RESA will provide available existing data, including data on the children currently enrolled (home and school locations) and on the specific programs chosen by parents for the student to attend. However, Phase 3 states that the contractor is to identify and collect relevant data sources including, but not limited to: population density and distribution of children ages 0-5, socio-economic data, existing educational facilities (including locations, capacity, and current utilization), and health and social services data that may indicate areas of higher need. Both statements seem contradictory. Could you please clarify the expectations regarding this scope of work for the contractor?

**A.27.** Wayne RESA can provide historical (outdated) data, which would be for ages 5 and up. Likely, Wayne RESA could provide current data on 4-year-olds as well, however, the data we are looking for is more focused on the future. Data on 0 - 3-year-olds will be used to project where in Wayne County GSRP services are needed for the 2025-2026, 2026-2027, and 2027-2028 school years. The data on 4- and 5-year-olds will be used to analyze current programming to ensure the need is being filled.

**Q.28.** Please clarify that “municipality” is public sector.

**A.28.** Yes, municipalities would include the public sector.

**Q.29.** On p.7, where the Scope of work includes information about Phase 3: Mapping and Visualization: Will the vendor be expected to host the mapping and visualizations or will these be hosted by Wayne RESA? If the vendor will host, for how long will the vendor host this content and dynamic mapping capabilities?

**A.29.** The vendor would be expected to host for the length of the contract. If Wayne RESA decides to purchase the mapping and visualization software/platform, it would be expected that any intellectual property would be made available for Wayne RESA’s use.

**Q.30.** On p. 2, the contract term is listed as "Three (3) years with two (2) one-year renewal options." Assuming Wayne RESA will use the information provided by the data analysis immediately upon completion, should we budget for an update to the data annually for each term of the contract?

**A.30.** The initial term of the contract includes 3 years of data analysis updated annually. The two (2) one-year renewal options will be discussed during the third year of the initial term.

**Q.31.** Is this the first time this solicitation has been open?

**A.31.** Yes.

**Q.32.** Does WRESA currently store the 0-5 children data in a centralized location? If the data is in a central location, which format is the data, csv, database, or text files? If the data is not centralized does the vendor need to coordinate obtaining the data from various sources?

**A.32.** This data will be provided to the vendor through the secure transmission of a .xls file.

**Q.33.** Is the vendor expected to distribute Needs Assessments to parents of children 0-5 in order to capture data to support areas of highest needs for these families? Is this data currently being collected and is available for analysis?

**A.33.** The vendor is to compile and report on the requested data. This data is not currently being collected and available for analysis.

**Q.34.** A1 – states WRESA will provide existing data and then in A3 states the contractor identified and collected relevant data sources. Is the contractor expected to create and plan the distribution of surveys/assessments in order to capture the data outlined in A3, page 6 of the solicitation?

**A.34.** The vendor is to compile and report on the requested data.

**Q.35.** Does WRESA have a preferred data visualization tool?

**A.35.** No.

**Q.36.** Can you provide any insights as to how this contract length aligns to the phases of work? For example, are you expecting the four phases of work to be complete within a one year period, and then repeated/updated on an annual basis?

**A.36.** Wayne RESA would like the vendor to propose a timeline to complete all phases of the work for Year 1, Year 2, and Year 3.

**Q.37.** RFP section: 2.2 References; What does "Annual Volume" refer to within the reference tables?

**A.37.** Annual Volume refers to the annual contract cost/price.

**Q.38.** For ongoing project management meetings, is there a preference from WRESA between in-person and virtual meetings? Are there certain activities that WRESA would expect to take place in person (kickoff meeting, presentation of deliverables, etc.)?

**A.38.** There is not a preference of delivery, both in-person and virtual are acceptable.

**Q.39.** What are the compliance and privacy requirements, and industry regulations that this project must meet?

**A.39.** Wayne RESA will protect against the disclosure of identifiable information of students. When necessary, Wayne RESA reserves the right to require a criminal record background check of a contractor or contractors through the Michigan State Police and the FBI. All contractors shall be free of any felony and/or misdemeanor charges or convictions.

**Q.40.** Is the current data stored in structured and/or unstructured data sources ( e.g. structured data stores such as Oracle or SQL databases; unstructured data sources such as excel files, word documents etc.)

**A.40.** The current data is available as excel files.

**Q.41.** Are there any specific software tools or platforms you prefer to use for data visualization and dashboard creation?

**A.41.** No preference.

**Q.42.** Is there a requirement for interactive maps and dashboards to be integrated with existing software you have? Are there any integration needs between new and existing systems?

**A.42.** Current software does not exist. We are interested in learning how your tool might be integrated in our environment.

**Q.43.** Are there any existing licenses for ArcGIS or PowerBI or Tableau that can be leveraged?

**A.43.** Wayne RESA has an existing license for ArcGIS. Wayne RESA may be interested in adding the Power BI app to our suite in Teams.

**Q.44.** Can the new application be deployed on existing hardware or does new hardware need to be procured?

**A.44.** This will likely depend on the application; however, the existing operating system should support this hardware. Wayne RESA LAN services will advise and accommodate as necessary.

**Q.45.** What are data input requirements for this application (e.g. data entry screens, APIs, batch data uploads)**​**

**A.45.** This information is unavailable/unknown.

**Q.46.** Kindly share the names of the various data sources that need to be integrated with the solution.

**A.46.** There is not a specified data source to be integrated. The vendor should identify a valid and reliable source or sources for this project**.**

**Q.47.** What is the total volume of data (in GB) in the existing system?

**A.47.** This information is unavailable/unknown.

**Q.48.** Will the data be delivered in a finalized and sanitized format, or is the contractor expected to undertake data cleaning and formatting tasks?

**A.48.** This information is unavailable/unknown.

**Q.49.** Is WRESA looking for a COTS product (Plug & Play) or is open to a custom-made solution (built from scratch)? Is there a preference?

**A.49.** There is no preference. Whichever is best suited for the project.

**Q.50.** Does WRESA have a technical preference that needs to be considered during the design and development of the data analysis and mapping solution?

**A.50.** Wayne RESA prefers a usable tool that can be easily integrated into Microsoft 365.

**Q.51.** Is there a preference for the deployment of the solution (on-prem/ cloud)? If cloud, which cloud (AWS/GCP/Azure/Others)? Kindly share the name.

**A.51.** Cloud is preferred. Wayne RESA prefers a usable tool that can be easily integrated into Microsoft 365.

**Q.52.** Does the solution need to adhere to any compliance or follow any standards e.g., ADA, WCAG, etc.?

**A.52.** Wayne RESA is in compliance at the AA level with WCAG 2.0 (2.1 preferred) and must be ADA compliant.

**Q.53.** How many maps has been anticipated by WRESA for this engagement and what are the different types of maps WRESA is seeking?

**A.53.** There is no requirement for a specific number of maps to be developed. The requirement includes detailed maps and visualizations that highlight areas with the highest concentrations of young children and those with the greatest needs.

**Q.54.** Could you please specify the anticipated number of dashboards to be developed?

**A.54.** There is not a requirement for a specific number of dashboards to be developed.

**Q.55.** Is there a requirement for role-based access control (RBAC) mechanisms within the solution?

**A.55.** Wayne RESA will need to access the mapping and data visualization tool.

**Q.56.** If a proposed resource becomes unavailable or is allocated to any other project at the time of the award/ project start date can we deploy another resource with the same/ similar experience and skillset?

**A.56.** If this is related to a subcontractor, please be sure to have ALL subcontractors preapproved by Wayne RESA upon award of this contract.

**Q.57.** What data is currently being used? What is the source of the data? Does the county provide data to them? or just the state?

**A.57.** Data comes from the state, county, and through internal data collection.

**Q.58.** Is Wayne RESA planning on building new school buildings? Or only adding classrooms to existing schools?

**A.58.** Wayne RESA approves or denies additional classrooms. It is up to LEAs, PSAs, and CBOs to determine if new builds are necessary to accommodate needed classrooms.

**Q.59.** Is Wayne RESA looking for a vendor to build out a data platform? Or are they solely looking for a vendor to collect relevant data and insights and present them in a way to help make more informed decisions on new classrooms?

**A.59.** Wayne RESA is looking for data collection and mapping visualization tools.

**Q.60.** Will Wayne RESA accept any references that are not a public municipality, if we are able to highlight the relevance to you and show how the work was similar in nature?

**A.60.** Yes, this is acceptable.

**Q.61.** Is Wayne RESA providing the BI tool for dashboards and visualization or will the vendor selected be tasked with creating dashboards with their own internal tools?

**A.61.** The vendor selected will be tasked with creating dashboards with their own internal tools.

**Q.62.** Do you have any specific criteria or prioritization you would like us to observe when weighing socioeconomic factors?

**A.62.** Equal prioritization for eligibility factors defined here: [GREAT START READINESS PROGRAM (GSRP) Program Eligibility Factors Defined (michigan.gov)](https://www.michigan.gov/mileap/-/media/Project/Websites/mileap/Documents/Early-Childhood-Education/gsrp/implementation/risk_factor_definitions.pdf?rev=578c7255aee44ef4a94199f6956bf3d8&hash=FBE1E450E36FB8299C7F41FBA32B0D12). Income eligibility: [FY25 Expanded Income Eligibility Guidelines (michigan.gov)](https://www.michigan.gov/mileap/-/media/Project/Websites/mileap/Documents/Early-Childhood-Education/gsrp/implementation/2024-2025-Expanded-Income-Eligibility-Guidelines.pdf?rev=49b82e48806341949e4377e09a6b872a&hash=102B4B288DEFBB4AE9EB474470AB43DD).

**Q.63.** Is the scope of the recommendations to be focused only on new facilities or existing facilities as well to meet the needs of gaps in service and population growth?

**A.63.** Yes, as well as collect socio-economic data, such as income levels, employment rates, and educational attainment, and obtain health and social services data that may indicate areas of higher need.

**Q.64.** Are you expecting an opinion of probable cost to accomplish the plan?

**A.64.** Yes

**Q.65.** RFP Section 1.1, text box (P. 5)– Can you please confirm that the Proposer Response box is an example only and does not require a response?

**A.65.** Correct, it is an example only.

**Q.66.** RFP Section 1.1, paragraph 1 (P 5): Does experience with working with local police departments count toward the minimum mandatory requirement of *experience in data analysis and mapping services with public municipalities?*

**A.66.** Yes.

**Q.67.** RFP Section 3.5, paragraph 1 (P. 22): Can you refer us to guidance information on submitting a proposal through Bidnet?

**A.67.** You must be registered as a vendor in BidNet to submit a Bid. Here is an article on submitting a Bid: [Best Practices When Submitting Bid Proposals Online | BidNet Direct](https://www.bidnetdirect.com/resources/articles/best-practices-when-submitting-bid-proposals-online#:~:text=On%20Bidnet%20Direct%2C%20when%20applicable%2C%20registered%20suppliers%20can,a%20wizard%20to%20guide%20you%20through%20the%20process.)

**Q.68.** Does WRESA want to know the supply/capacity of child care in general or only providers that participate in programs offered by WRESA (Early On, Build up, child find)?

**A.68.** Wayne RESA is interested in knowing the distribution of children ages 0 – 5, including breakdowns by age (0, 1, 2, 3, 4, and 5 years) in Wayne County. Additionally, Wayne RESA would like the vendor to acquire data on existing educational facilities, including locations, capacity, and current utilization.

**Q.69.** Does WRESA already have dashboarding licenses to utilize?

**A.69.** No.

**Q.70.** Is Wayne RESA looking to implement a Data warehousing solution? If yes, is there a preference for any solution (Microsoft SQL Server Database/Oracle Database Cloud Service/Snowflake/Others)?

**A.70.** No, Wayne RESA is not expecting this project to deliver a data warehousing solution.

**Q.71.** Page 5, Section 1.1 of the RFP mentions that '1.Proposer must have three (3) years’ experience, within the last five (5) years, providing Data Analysis and Mapping Services to public municipalities.' What if the vendor does not have the exact experience but has relevant experience. Are we eligible to respond?

**A.71.** If the proposer has three (3) years of experience within the last five (5) years providing Data Analysis and Mapping Services to industries similar to public municipalities, but not directly with public municipalities, we would accept this project experience as long as the work is explicitly defined, a comparison is made and similarities exist to this project.

**Q.72.** Page 6, point A.3 mentions that 'The Contractor is to identify and collect relevant data sources including...' and 'Acquire data on existing educational facilities, including locations, capacity, and current utilization'. Does Wayne RESA have any data source recommendations for this? Will this data be listed as a result of on-ground survey and in-person meetings?

**A.72.** Wayne RESA is looking for a vendor to identify the data source for the needs of this project.

**Q.73.** Do the resources have to be stationed on-site for performing specific tasks related to this project? Can project related services be provided remotely from allocation outside of USA, say India?

**A.73.** There is not an on-site requirement for this project.

**Q.74.** Kindly share the current technological stack in use, with regards to data integration, data warehouse and data visualization.

**A.74.** This information is unavailable/unknown.