Request for Quotes: #2018 – 001
Database Transition

1. Do resumes fall into the 15 page limit or can those be considered attachments?
    a. The resumes do not fall into the page limit. They are considered attachments.
2. Do resumes need to be double-spaced?
    a. No.
3. If a detailed Project Plan is included does that fall into the 15 page limit or considered attachment?
    a. This will be considered an attachment.
4. Can the Project Plan be in a table format AND not double-spaced?
    a. Yes
5. Can you please provide details around the overall data size that needs to be transitioned from one database to another?
    a. Yes, approximately 5,000 KB. The project manager will be responsible for ensuring all data is transferred between the partner agencies as well as assisting with all UAT on the receiving database. IT will be imperative that the project manager is aware of all data contained in the current system of record and new system and element definition for both systems to ensure consistency.
6. Can you please provide details around the type of data? Is it all relational, structured, non-structured?
    a. It is relational. There are tables with associated related fields to allow for data joining and mining.
7. What is the current database technology stack and what will be the future technology stack? Is it SQL, Oracle etc.?
    a. SQL.
8. How many applications utilize the current database services? Are there any third party integration requirements?
    a. The database feeds into an online application which allows users to input data as well as extract specified reports from the system. There are no third party integrations currently required by the legacy system.
9. Data structure: Are there any standard reports in use today?
    a. Yes, the legacy system online application has stand pre-build reports that will have to be recreated in the new system. Assistance in aligning the legacy system reports along with new system reporting availability and defining the parameters will be needed.
10. Data structure: Are samples of any current reports available?
    a. Yes. They will be posted on the website under the RFQ announcement.
11. Is there a census available outlining how many program partners are to be trained?
    a. To ensure consistency there would up to 14 program partners trained along with their respective staff
12. Has a training approach been established? (e.g., train all end-users, train-the-trainer)

    a. A train the trainer approach will be utilized for providers with more than 5 staff entering data into the new system. If there are less than 5 staff using the new system all individuals will be trained.

13. Determining items to be displayed in dashboards and reports; are any current dashboards in use for reference?

    a. Yes, there are some reports that are already in use by the legacy system but EI will be looking to greatly expand on these in the coming future.

14. Are teaming partnerships eligible to respond to this RFQ?

    a. Yes, however there needs to be good coordination between partners and outline how they will work together to accomplish the goals as well as specific responsibilities of each partner.

15. Are resources required to be on-site in support of the activities identified under this RFQ?

    a. Resources are required to be available on site for any and all meetings as they relate to this project which may be at the EI offices or partner agencies (mostly located in Marion County). Additionally, prompt communication via email, call or other methods (typically within 24 hours) is required.

16. "…provide guidance of alignment of contract of partners…", Are there current agreements or Memorandum's of Understanding in place today under legacy system / legacy processes?

    a. There are some partners who are already using the new system in parallel with the legacy system. Under the transition the data being captured in the legacy system would be moved to the new system. Some agencies are only on the legacy system and will be required to use the new system under their contract parameters as defined by EmployIndy.

17. Are there experience levels or background minimums for staffing this particular project? For example, a minimum of 8 years project experience.

    a. PMP certification preferred as well as 5 years prior experience coordinating IT projects.