

## Questions and Answers: 21<sup>st</sup> CCLC Data Collection and Reporting System RFP #19-006

*Please note: below are answers to most questions received. Additional answers will be posted when they become available.*

- 1. In the Technical Criteria section (Section 2C, pg. 18), we are requested to state how we comply with the APR automation requirements as set forth in Appendices E1-3. Is it your expectation that we respond in detail to the list of requirements outlined in each document or provide a summary affirmation of our compliance with the requirements?**

*Bidders should respond in detail to the list of requirements outlined in each document.*

- 2. What is the state's understanding of the earliest reporting period for which the proposed automation of uploads into the federal APR system will be ready?**

*The system can accommodate automated upload now for any State system that can meet the specifications required, and as set forth in this RFP. So depending on the actual contract approval date award date, the earliest reporting period would be no later than 90 days after contract finalization.*

- 3. On Pages 6 to 8 of the RFP there are project deliverable requirements that list out the requirements of the solution. However, on pages 16 to 19, there are the submission requirements and a list of deliverable requirements which do not match the questions on page 6. Do we need to address the requirements on pages 6 through 8?**

*Yes*

- a. If the answer above is yes, where do we address the requirements on pages 6 through 8 per the required submission format?**

*Add any information that supports the project deliverable requirements as per pages 6-8 in appropriate sub-sections under Deliverables #1-3 that appear on pages 16-19.*

- 4. Is attendance tracking, for currently funded program sites, automated, i.e. mobile apps, scanners, etc. to ensure improved data fidelity for reporting purposes?**

*It is not known how many, or if any, current funded program sites utilize automated attendance tracking. However, NYSED does believe that providing that capability for programs would help ensure data fidelity for reporting purposes.*

- 5. Can you provide a list of any new data/reporting requirements the State of New York has identified as critical, to support the State's trending and analysis?**

*The New York State Education Department (NYSED) does not have such a list.*

- 6. In order to ensure the timeliness, collection and accuracy of data, our systems provide reporting in real-time. Is it the goal of New York State to better understand not just the who (how many), but also the when (time and attendance) and the how (dosage by program outcomes) participants are being served?**

*Yes, that is the goal.*

- 7. Is there an incumbent or have sub-grantee organizations been allowed to select their own method for data collection?**

*No, there is not a NYSED incumbent. Yes, sub-grantees organizations have been allowed to select their own method for data collection.*

- 8. Has the State used a common system to collect out of school time data? If so, who have you used and what issues did you encounter?**

*There is no State-wide system that collects 21<sup>st</sup> CCLC data.*

- 9. Can you provide a sample data export or the list of fields to be imported to a new system and the file format?**

*No, we cannot provide a sample data export. However, please see the APR data fields and system specifications as explained in the RFP, under System Capabilities pp 6,7, and in Appendices E1-3 and F1&2.*

- 10. Please confirm/clarify: Is the State seeking a solution where data can be either hand entered or submitted via file upload, such as a file generated from a student information system?**

*Yes.*

- 11. Please confirm/clarify: Is our understanding correct that, currently, the only way to get data into the Federal APR system is hand entry through web forms?**

*Yes, this is correct for New York State's 21<sup>st</sup> CCLC sub-grantees.*

- 12. Please clarify: Is the winning bidder responsible for submitting the data to the federal system?**

*Yes*

**13. In reading the RFP, we understand that the state is seeking a vendor hosted solution. Does the state have specific requirements that a hosting center needs to meet?**

*Yes. Specific requirements appear in the RFP (see vendor mandatory requirements and deliverables 1 – 3 that appear in pages 6-9 and throughout).*

**14. How frequently will sub-grantees report data to the state? How often will the data get aggregated and reported for Federal APR reporting?**

*Sub-grantees report data to the State, on-going throughout the year. Data is aggregated and reported for Federal APR reporting three time per year.*

**15. Are you looking for existing systems that merely need to be configured for NYSED purposes, or can this data collection solution be custom-designed and programmed in accordance with the data dictionary supplied and hosted online with the reporting and user permissions outlined in your RFP?**

*NYSED is looking for a system, either one that already exists and requires configuring for NYSED purposes or a custom-designed system. Either way, the system must be programmed in accordance with the data dictionary supplied and hosted online with the reporting and user permissions as outlined in the RFP.*

**16. Under Implementation Timeline, the RFP states that the system must be operational and available to all users within ninety (90) days of contract finalization. Does this imply that the data collection system is an EXISTING COMMERCIAL OFF THE SHELF (COTS) solution? To design and build something from scratch in 90 days does not seem tenable unless it is reasonable to build out core features and components over time and only launch a minimum viable product (MVP) for a subset of features within 90 days. Can you please clarify if the latter is an acceptable approach?**

*The latter approach that you describe, with only a minimum viable product for a subset of features functional within 90 days, is not acceptable. As the RFP states, the system must be operational and available to all users within ninety (90) days of contract finalization.*

**17. Is their(sic) an existing system at the state level that is in use today? If so, is there an incumbent vendor who manages this system and will be part of this competitive RFP process?**

*No, there is not an existing system at the state level that is in use today. As such, there is no incumbent vendor.*

- 18. Is this RFP essentially to build the state (NYSED) version of 21APR (the federal version which is hosted at <https://21apr.ed.gov/login>)? Are there significant differences between 21APR and what NYSED needs? Could a clone of the solution developed by The Tactile Group for 21APR work for NYSED or are there substantial differences in requirements and use-cases for NYSED?**

*No, a clone of the solution developed by the current contractor for the APR would not meet the requirements as set forth in this RFP. There are substantial differences between that system and the system that NYSED is seeking. The system NYSED is seeking will allow State-level users and sub-grantee users to have access to a variety of program management tools, a variety of reports and most importantly, access to the raw data that will enable the State, and local programs and/or evaluators to do their own data analyses. See System Capabilities on pages 6-8. The 21 APR system does not offer such capability, only allowing sub-grantees to enter specific aggregated information three times per year.*

- 19. For mobile attendance application/id badge scanning, by sub-grantees, can you clarify whether this is simply a user-initiated login and timestamp to record activities, or is this a separate native mobile application with the ability to scan a QR code or utilize other technology such as NFC?**

*NYSED did not have a particular type in mind. Whatever application the bidder believes would provide the required information (accurate attendance data), and provide the user with an easy to use device for logging students in and out of program activities efficiently and effectively, and meets NYSED security standards, would be acceptable. Bidder responses should explain the advantages of the system they are proposing.*

- 20. Can the new solution be hosted in the cloud on FedRAMP-compliant Amazon Web Services?**

*Yes. We would want bidders to provide proof that they are FedRAMP-compliant.*

- 21. Is it expected that the data collected for NYSED can be automatically exported directly into 21APR via an API or integration, or is the requirement merely the ability to export the data to a format that can be manually uploaded to 21APR?**

*Yes, it is the expectation that the data collected in the proposed system can be automatically exported directly into 21APR via an API or integration.*

- 22. Also, how frequently does the data need to be synced between these two systems and is it a one way sync from NYSED to 21APR or does it need to be a two-way sync?**

*The data needs to be synced at least once per term, or three times per year. However, you can sync it as many times as you wish during the data entry period while keeping in mind that each*

sync per term must include the entire data set because each sync overwrites the previous data entry for that term. The sync is a one-way data entry from NYSED to 21APR.

- 23. How will the data system be required to interface with other NYSED data systems? For example, in Project Deliverables 1.k.vii., the system will include test scores and grades. Will the system interface to fill that data, or will the users be required to input that data?**

*The latter - users will be required to input that data.*

- a. This seems like an opportunity to simplify reporting for grantees. If not now, should prospective applicants for this RFP consider how they might integrate in the future?**

*This has been explored, and for a variety of reasons, it has been determined to be infeasible at this time.*

- 24. This system is required to allow for automated upload with 21APR as noted in Project Deliverables 1.f., however, many grantees also utilize other data systems, either by choice or as required by other funders.**

*21<sup>st</sup> CCLC funded programs are not required, by either New York State or the federal government, to use a particular data system, other than the 21APR system.*

- a. How will this data system communicate with other systems, either automated or through customizable reports that can be downloaded and uploaded into other systems? If not now, should prospective applicants for this RFP consider how they might integrate in the future?**

*The RFP asks the bidder to verify that their proposed system will have the capability to upload data from multiple formats and platforms as well as allow data to be entered manually directly into the system. [p. 17 (2) a) iii)]. In addition, the RFP lays out the requirements for the automated upload of sub-grantee data into the 21APR system. (See Appendices E1-3). The proposed system will also allow sub-grantees to have access to a variety of program management tools, a variety of reports and the raw data that will enable them or their evaluator to do their own program-level data analyses.*

- 25. Which five grant programs are referred to under Integration of Additional State and Federal Grants?**

*They are subject to change and therefore are to be determined.*

- 26. In addition to NYSED's grant programs, might this data system also be extended to Advantage After School Programs in the future?**

*Integrating with grant programs run by other State agencies has not yet been explored.*

**27. Would there be a requirement to come (to the USA) for meetings?**

*As per the RFP, there are no in-person meeting requirements but there is the requirement for bi-annual in-person trainings.*

**28. Can the proposal be submitted via email?**

*No. Please See Submission Requirements on page 2 of the RFP.*

**29. Can you tell us the budget or budget range allocated for this initiative?**

*NYSED is not providing an expected budget for this project. Bidders should develop budgets based on the anticipated expenses associated with carrying out the deliverables. Please keep in mind that this RFP employs a "best value" method of procurement, with 30 percent of the overall points awarded based on cost. (See "Criteria for Evaluating Bids" section of the RFP for additional information). Bidders are encouraged to submit budgets that are cost effective.*

**30. Is it expected that the first year ("the build year") have a higher cost than subsequent years for maintenance and support?**

*NYSED is not providing an expected budget for this project. Bidders should develop budgets based on the anticipated expenses associated with carrying out the deliverables. Please keep in mind that this RFP employs a "best value" method of procurement, with 30 percent of the overall points awarded based on cost. (See "Criteria for Evaluating Bids" section of the RFP for additional information). Bidders are encouraged to submit budgets that are cost effective.*

**31. If there is an existing system that has been in use, can you please indicate the budget for design, development, licensing and/or hosting and maintenance of this system?**

*No, this is a new project.*

**32. We are a certified NYC WBE and our NYS WBE certification is pending. May we still qualify to meet the participation goal for this project.**

*We suggest that you select firms that are already certified M/WBEs in NYS. Businesses that are pending certification cannot be counted towards meeting the M/WBE goal and should not be considered part of Good Faith Efforts for waiver approval. It can take over a year for an entity to become certified.*

**33. Is the participation goal for MBE OR WBE, or is it MBE AND WBE (in other words if we are only one, must we identify a sub to help us meet the other?)**

*It is NYSED's preference that the vendor strives to meet the goals of 17% minority owned business and 13% women owned business; however, proposals that satisfy the total M/WBE requirement with an alternative percentage distribution will be considered, provided the bidder provides a justification for the alternative distribution.*

*All M/WBE firms must be certified by Empire State Development. A listing of currently certified M/WBEs can be found at NYS Directory of Certified Minority and Women-Owned Business Enterprises.*