March 6, 2020

RFP Addendum 1
Request for Proposal Number: P20GB004
Evaluation and Data Management Services

Please note the following on the above referenced Request for Proposal.

1. Question: Can the University provide an estimate for the number of students whose data will be managed for year one of a resulting contract?

   The University’s response: Although the grant specified a number that is close to 17,500 per year, based on the schools selected, the University will be serving closer to 5,000 in year 1, 20,000 in years 2-3, 18,000 in years 4-5, and 16,000 and 15,000 in years 5 and 6, respectively.

2. Question: Will the data for the offered solution be imported from other systems, such as student success systems? If so, please list the data sources.

   The University’s response: No - The University can prepare files in Excel or CSV format to upload into the selected data management system.

3. Question: Does the offered solution need to include a transaction feature (e.g., embedded forms for individual data entry)? Would using Google forms (or similar) be an option instead so that the data could be imported from a standardized file format?

   The University’s response: Individual data entry will be necessary. Using Google forms (or similar) should be a viable option - as long as transferring data through these methods is confirmed to meet University security requirements.

4. Question: What is the budget, or an estimated budget, for the Data Management Services solution?

   The University’s response: The estimated budget for Data Management Services is $30,000 to $40,000 annually.

5. When does the University expect the Evaluation Contract to begin and end (for the first year and subsequent years)?

   The University’s response: It is anticipated that a Contract for Evaluation Services will not be executed sooner than April of 2020. Estimated timelines:
First year: April 2020 - August 2021
Second year: September 2021 - August 2022
Third year: September 2022 - August 2023

The remaining Contract term is outlined under Section B.2.2. of the RFP.

6. Question: Would the external evaluation need to go through Institutional Board Review (IRB) approval at Northern Arizona University or could Offerors use their own IRB for that purpose?

   The University’s response: IRB review typically goes through the University. Offerors may however request an exception which may be granted with proper justification.

7. Question: Does the University expect the external evaluator to take the lead role in developing data sharing agreements with each participating district?

   The University’s response: Not necessarily due to timing. The University must move on this aspect quickly. If possible however, the University will require input of the Evaluator.

8. Question: The RFP states that the surveys and focus groups will be conducted biennially. Would that be on alternate years (one year the surveys and the next year the focus groups or both on the same years)?

   The University’s response: Alternating years is acceptable.