



Peel CAS
RFP: RFP 2022-12-003
Data Analytics Modernization

Date:

Response to Supplier Queries- 4

- Question: Are you open to the modernization of your current reporting database, i.e. replacing your MS SQL database with a more performant and easier-to-manage data warehouse? If so, are you open to using a cloud-based (SaaS) solution?
- Response: No, out of scope for this project
- Question: Is the cost of software licenses or cloud services included in the budget quoted in your "Response to Supplier Queries" from Dec 16, 2022? Or is that budget just for services?
- Response: No, budget is for services only
- Question: How many metrics are in-scope to be included in the dashboard for this engagement?
- Response: *This question has been responded in previous supplier query response.*
- Question: Are these metrics already tracked today? For example, do reports for these metrics, which extract and aggregate data from source systems, already exist in Peel CAS' environment, or will need to be defined and built by the successful proponent?
- Response: Both
- Question: Do you have existing dashboard formats/templates that already exists and you want applied to new metrics, or will these have to be defined and built by the successful proponent?
- Response: First generation of Dashboard format/templates exists.
- Question: Is the data strategy across the entire organization, or for specific functions/departments?
- Response: Entire organization cascading to specific departments
- Question: Are there specific stakeholders who should be included as part of the development for the data strategy?
- Response: Yes
- Question: Is there an existing process, including any relevant document templates, for UAT and technical documentation of deliverables mentioned in the RFP?
- Response: *This question has been responded in previous supplier query response.*
- Question: What data sources are in scope for this implementation?
- Response: *This question has been responded in previous supplier query response.*
- Question: Are all the current data sources on-premise?
- Response: Yes



Question: Could Peel CAS please describe the level of data modelling currently in place to support this project? For example, would proponent services focus on primarily redesigning/enhancing existing data models or building new data models?

Response: Both

Question: How many dashboards does Peel CAS estimate need to be designed for this project?

Response: *This question has been responded in previous supplier query response.*

Question: Are all the reporting requisite tables/views in a production environment?

Response: Yes

Question: Is Peel CAS planning to use the Power BI (PBI) report server (on-prem) or PBI service (online)?

Response: PBI service

Question: Should we assume all development will be done in Power BI? For example, if we made a recommendation for using a separate Azure component for data modelling would Peel CAS be open to that?

Response: *This question has been responded in previous supplier query response.*

Question: Could Peel CAS please share how many stakeholders or groups of stakeholders are estimated to be included in the requirements gathering phase for the deliverables outlined in Section 11.3 on Pg 18?

Response: Up to 5 internal stakeholders

Question: Does Peel CAS have a timeframe in mind for the length of this project?

Response: *This question has been responded in previous supplier query response.*

Question: Where are the Excel files located? Are they stored in SharePoint Online?

Response: In a shared folder

Question: Is there a need for ongoing ETL from Excel into SQL and then into Power BI?

Response: No

Question: Power Query could easily load the Excel data directly into a Power BI dataset?

Response: Yes

Question: Is SSRS going to be maintained for paginated reports, or are you looking to transition those into Paginated Reports in Power BI Premium?

Response: Yes, SSRS will be maintained for paginated reports

Question: Is the SQL data warehouse used for any other purpose, or just to support the SSRS and Power BI reports?

Response: *This question has been responded in previous supplier query response.*



Question: Has the business analysis been completed already, and it is strictly the implementation that is needed? It is important to understand the root business questions that are to be answered before building dashboards and reports

Response: No, See RFP deliverable 11.3.1-3

Question: If SQL is going to continue to play a role, is it intended to stay on-premises, or is there an appetite to move to Azure SQL?

Response: Stay on-premise, however, there is an appetite to move on Azure SQL in the future

Question: Has a sensitivity analysis been done on the reports? Is there a need for increased protection on certain reports, for example, because of PHI data contained in them?

Response: We will review the required security with the successful vendor

Question: Are the Azure AD groups or other roles already defined that would be used for role based security?

Response: Initial AD groups are defined

Question: What is the data refresh requirement? Hourly, daily, weekly, monthly?

Response: Daily

Question: Will Peel CAS staff make themselves available for the UAT time required?

Response: Yes

Question: What is the internal skill level of the Peel CAS team? Will knowledge transfer be of the work performed, or include base Power BI or ETL training?

Response: Knowledge transfer of the work performed

Question: Is there a budget for this engagement? If so, what is the value?

Response: *This question has been responded in previous supplier query response.*

Question: Could Peel CAS please confirm the submission format for this proposal? Are the proponents required to submit the proposal in both electronic and hard copy format, as noted in Section 1 (Invitation for Proposal) of the RFP?

Response: Electronic copy submitted through email/Biddingo is good. There is no need to submit hard copy

Question: Given the 30-page limit for this proposal, are appendices permitted? If so, does Peel CAS have specific restrictions regarding the contents of the appendix?

Response: Proponent may submit the proposal as follows on two different files.
File 2 should not be more than 30 pages.

Section	Description	File
1.0	Cover Letter	In File 1
2.0	Executive Summary	In File 1
3.0	Compliance Certificate (as per section 10 of this RFP document)	In File 1
4.0	Proponent Credentials	In File 2



Section	Description	File
	The information and documentation provided by a Proponent in accordance with this section shall be used in part to evaluate their Proposal.	
5.0	Company Representatives Include specifics on qualified company representatives and availability to service Peel CAS's account	In File 2
6.0	Response to Technical Evaluation Criteria	In File 2
6.1	Understanding the Project	In File 2
6.2	Quality of the Proposed Solution	In File 2
6.3	Work Plan	In File 2
6.4	Experience and Knowledge	In File 2
7.0	Commercial Proposal Please mention any of the Vendor of Record (VOR) leveraged for better pricing.	In File 1
8.0	Response to Specific Requirements (Section B of this RFP)-Excluding Pricing	In File 2
9.0	References	In File 1
10.0	Proof of Insurance	In File 1

Question: Could Peel CAS please describe if there is a data governance framework in place? If so, what does this entail (e.g., policy, procedures, roles & accountabilities, etc.)?

Response: There is some documentation on policy, procedures as well as roles & accountabilities

Question: Could Peel CAS please provide more information on the requirements for Deliverable #1 (i.e., An updated, forward-thinking data and analytics strategy along with a roadmap for the future) listed as part of the 11.3 Key Deliverables section?

Response: Please refer to RFP deliverables 11.3.1-4

Question: Does Peel CAS have a projected end date for the completion of the engagement? If so, could it please share? Specifically, Section 4.18 states that Pricing will be firm for two years of the agreement; does this mean the project is anticipated to last two years, including short and long-term maintenance?

Response: *This question has been responded in previous supplier query response.*

Question: In regard to Deliverable #7 listed as part of the 11.3 Key Deliverables Section, what are Peel CAS' expectations for short and long-term support?

Response: *This question has been responded in previous supplier query response.*

Question: In regard to Deliverable #2-part b) KPIs, reports and dashboards, could Peel CAS please share the number of dashboards and reports in scope?

Response: *This question has been responded in previous supplier query response.*



Question: In regard to Deliverable #2-part c) Data elements and structure (ETL), are all the ETL contained within Power BI (Power Queries) or are there other ETL processes outside of Power BI?

Response: *This question has been responded in previous supplier query response.*

Question: In regard to Deliverable #2-part d) Review of security posture in relation to Power BI service to improve security where applicable:

- a. Are there any existing known issues that need to be resolved?
- b. Could Peel CAS please provide more details on the security requirements? Is it role or object level security?

Response: Please refer to RFP deliverable 11.3.4.c

Question: In regard to Deliverable #3, are there any data compliance requirements that Peel CAS must adhere to?

Response: It has to comply with Ontario Child, Youth and Family Services Act (CYFSA) and internal compliance measures

Question: In regard to Deliverable #4-part c), could Peel CAS please provide information on the number of roles required for role-based security?

Response: up to 6 roles

Question: Could Peel CAS please share the number of data sources that currently feed into dashboards and reports?

Response: *This question has been responded in previous supplier query response.*

Question: Please confirm whether the \$75000 budget is meant to include the strategy portion of the deliverables only (i.e. deliverables 1-3), or is it meant to be all-inclusive (i.e. deliverables 1-7) and include the build and deployment of new reports.

Response: The budget is meant to be all-inclusive (i.e. deliverables 1-7) and include the build and deployment of new reports.

Question: Would Peel CAS consider relaxing the page limit by 20-30 pages. We are attempting to address each of the evaluated requirements and questions in sections 1-10 of the RFP thoroughly, plus the questions in section 8 in order to be compliant, which will be challenging at 30 pages.

Response: This question has been answered above.

Question: We noticed a requirement about submitting a letter to Peel CAS including a brief statement of our interest (on RFP page 4) in the RFP section "Invitation for Proposal". Is this intent to bid letter needs to be submitted to Peel CAS both in hard copy and electronic as mentioned in this section? I hope an email showing our interest to Procurement@peelcas.org should be sufficient. Kindly confirm.

Response: An email submission on procurement@peelcas.org OR Biddingo submission would be good. There is no need to submit a hard copy.



Question For submission of the proposal response, should we both email the response to Procurement@peelcas.org and submit via Biddingo, or will an online submission via Biddingo be sufficient?

Response: Either of the two would be sufficient. Peel CAS would send an acknowledgement for the submission

Question Would the following sections be included within the 30 pages limit, or can they be included as appendices that would not contribute to the page limit?

- a. Section E: General Terms and Conditions/Services Agreement
- b. Non-compliances (if any) with the RFP terms and conditions
- c. Front and back covers, table of contents and section dividers
- d. Insurance certificate

Response: Please refer to our response to question on page 03 of this document

Question The RFP states that the cover letter should include names and contact information of three recent customers, is it appropriate to include this in the references section rather than in the cover letter?

Response: This is acceptable.

Question In Section 1: Invitation for Proposal, it states that the response package should include Proposal Signing, Seal and Irrevocable. As this will be an electronic submission, will a digital signature be sufficient?

Response: Yes. This will be acceptable

Question On page 19 of the RFP, it states that the proposal must include the acceptance to non-disclosure agreement (NDA). Is there an NDA document that will be provided for confirmation for inclusion in the RFP response?

Response: There is no NDA document for this RFP.

Question Within the document, there is a requirement for a letter of good standing from the Workers Compensation Board noted in section 5.2. Is this required to be included in the proposal document or will this be provided by the successful proponent in the contracting process? If we have to include in the proposal, we hope this will not be part of the 30 pages limit. Kindly confirm.

Response: This will not be part of 30 page limit.