



**Solicitation Information
September 9, 2014**

Addendum #1

RFP # 7548953

**TITLE: ARRA – EARLY CARE & EDUCATION DATA SYSTEM BUSINESS &
DATA GOVERNANCE LEAD**

Submission Deadline: September 15, 2014 @ 2:00 PM (Eastern Time)

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO
FURTHER QUESTIONS WILL BE ANSWERED.**

**Gail Walsh
State of Rhode Island
Division of Purchases**

Bid Number: 7548953
Business and Data Governance Lead

Questions:

1. Please provide more detail on the role of each of the technical staff members (referenced on p.5) and percentage of FTE dedicated to the project for each technical staff member.

The work to develop the ECE Data System and the web site is being led by RIDE. The lead agency requires a Business and Data governance Lead to support the technical staff, currently staffed with four resources, 1.0 Associate Director, 1.0 Sr. Business Systems Analyst, 1.0 Sr. Web Applications Developer, and 1.0 Sr. Data Base Administrator. There is also one FTE at DHS, HEALTH and DCYF to support the data work at each agency. An additional 1.0 contractor is in place for web development. Two additional contract positions, Business Systems Analyst and a Web Applications Developer are currently posted and are expected to begin this fall, with a contract through December 2015.

The Associate Director supports the development of the system design and manages the staff to ensure business requirements are met. This position works closely with the participating state agency staff and vendors to ensure all technical requirements for the Early Care and Education Data System are met.

The Sr. Business Systems Analyst and Business Systems Analyst work with existing state agency personnel and business stakeholders to collect and analyze business requirements and translate them into technical specifications for the development team.

The Sr. Web Application Developer and Web Application Developer are responsible for the development of web applications including analysis, system design, programming, unit testing, environment and configuration management, installation and deployments, and problem resolution.

The Sr. Data Base Administrator is responsible for overseeing all aspects of our database systems including oversight and maintenance of existing and newly created database architecture, data modeling, design, and administration.

2. Beyond the project team, please detail the existing pertinent committees/boards/workgroups and their role in the ECE data system work and data governance.

At this time, there are three high level groups that the RTT-ELC lead has a participating role, the Early Learning Council- Data Subcommittee, the RTT-ELC Coordinating Team and RIDE's Data Governance Team.

Rhode Island's strategic goals for a comprehensive early learning system were developed by Rhode Island's Early Learning Council and as such, work with the Council and co-chair the Data Subcommittee. More information on the Council and its structure can be found at earlylearningri.org.

The RTT-ELC Coordinating team is comprised of top level executive management staff from each of the Participating State Agencies. The team meets twice per month to discuss overall grant management, policy questions and implementation plans; review the status of each project; discuss any major challenges; and discuss and confirm any necessary adjustments to the budget, scope of work and/or implementation plans.

RIDE has a Data Governance Board that includes a representative from the RTT-ELC team. The scope of the Data Governance Board is to create and maintain a statewide data quality culture that would ensure the efficient flow of timely, relevant and quality data to support the data-driven decision-making of all stakeholders. In addition, the Data Governance board will facilitate consensus among stakeholders on data definitions, formats, relationships, and processes.

3. What percentage of time dedicated to meetings should be reasonably expected per month?

The Business and Data Governance Lead will spend at least 80% of their time in meetings with the business owners, interagency staff and data team.

4. Please detail travel expectations by vehicle: what percentage of travel is anticipated to be within 20 – 30 minutes from Providence?

The majority of meetings for the data project are at RIDE. Outside meetings are held less than five hours per week and take place at participating state agencies and public meeting spaces within 20-30 minutes of Providence.

5. Are there anticipated conferences out of state, or other anticipated meetings out of state that the Business and Data Governance lead will be expected to attend? If so, please detail expected time required.

There is an annual meeting of all RTT-ELC grantees that is required for project leads. This meeting is typically 2-3 days in May held in the Washington D.C. Metro Area. Additionally, there are occasional opportunities to share Rhode Island's work with other states and/or to participate in professional development opportunities through conferences and/or technical assistance meetings. These events are not required, but encouraged if the subject matter is related directly to the RTT-ELC goals and objectives.

6. Are there current established technical contacts with the business entities?

The technical staff as defined above currently works with the business entities at the various state agencies that include RIDE, DHS, DCYF, Health, and OHHS. In addition, there are dedicated technical resources at each agency currently engaged in the Early Care and Education Data System. All of these technical contacts have established working relationships with their respective business entities.

7. What, if any, communication and reporting to the US Department of Education by the Business and Data Governance lead is expected?

The RTT-ELC Grant Officer is the primary liaison to the US Department of Education. The Business and Data Governance Lead will complete a monthly report which is then transmitted to the US Department of Education through our grants management and

accountability system. The Business and Data Governance lead will work directly with the Early Learning Challenge Technical Assistance (ECLTA) and have regular communication with technical assistance staff and experts under contract from the US Department of Education.