



## Assessment

1. Establish a web-based data profile and tracking system. This data will include tracking for approximately 20,000 children.

Answer: The Coalition will provide weekly data updates of where children are enrolled.

2. Can you be more specific about any aspects of the web site as to the perceived functionality?

Answer: The website will hold the information that securely identifies which children will be accessed monthly. Some of the data may include the child's first & last name, site, DOB etc.

3. How are the weekly updates delivered? Is it by one method in a single format, multiple methods in multiple formats or through a web form?

Answer: Single file format, either via Excel or delimited structure

4. Whose hardware will this be established on? Is this hardware part of the quote? Is this data management system a totally vendor supplied, on vendor's site and vendor run portal and if so is this a long term contract outside the quote?

Answer: Current technology/hardware can be purchased to host the site. The cost of that hardware could be provided as a portion of the vendor's costs. The server(s) required to secure this data would belong to the coalition if the vendor chooses to 'bill us' for said purchase. If not, the information stored on the server that is Coalition data would be the sole property of the coalition. Hardware, hosting, and additional costs should be quoted to ensure that each vendor is reviewed as a complete solution.

5. Is this data management system an annual contract?

Answer: Yes, this is an annual contract as it states in the body of the RFP with up to 3 years renewal.

6. What are your security requirements? Does this contain PSI data such as SSN, DOB, etc? What is the estimated usage on a daily basis in users per second/minute/hour/ day?

Answer: Security for the data management system should be robust to protect the children's information from theft, exploitation, phishing, and any other electronic or paper harm. No un-authorized data access outside of the purpose of fulfilling Coalition required work should be permitted.

7. Within 5 days of updates, ensure timely monthly referral list is available for the Assessment Program, of children to be screened as determined by birth month, approximately 20,000 school readiness children annually

Within 5 days of updates, ensure timely monthly referral list is available for the Assessment Program, of newly enrolled children to be screened within 45 days of enrollment.

Create a list of children for the random sampling of 1400-1500 children for assessment and provide to Assessment Program.

Is this a list to create a random list or is this just a list of 1400-1500 children? Any criteria on the randomness?

**Answer:** Yes, the total random list will be between 1400 and 1500 annually. When the random list is generated the Coalition will specify the exact criteria to include such as age of children, demographics, race, etc. to properly reflect the community being served.

8. Receive and process raw data of screenings and assessments generated by the assessment program which includes scanning of summary sheets.

How many different forms of raw data are there? Is any of this data non- electronic like on paper? What do you mean by “process”.

**Answer:** At present there are some paper formats that will need to be processed, such as the paper Ages & Stages Questionnaires. The other data will be supplied in electronic formats in most cases. Process in the above refers to ‘store, count, calculate results etc. as necessary to deliver the information required under this RFP on a monthly basis.

9. Generate a report of findings (results) of screening and assessments and return reports (2) per child to provider sites for both teacher and families.

What is the definition of a report of findings? Any requirements?

**Answer:** The Coalition will further define the exact specification for the report. Today the report includes a summary of each child’s screen and assessment outcomes, aggregation of the screenings performed, and a parent version of the individual child report in multiple languages. The coalition provides the translations where necessary. At a minimum the above would be required.

### **Inclusion**

10. Ensure timely feedback of results as mandated by Florida Statute s. 411.01 (5) (c) 2.c., F.S.

Generate an electronic list of children whose screening indicate a concern and refer identified children to inclusion program.

Is inclusion program and electronic transfer or a report to a committee?

Answer: It is an electronic transfer. The report to the 'committee' is an issue handled by the Coalition team. The data management team may be called upon to clarify any raw results or calculations behind the results.

12. Create, annually, a tracking system for outcomes per child based on a matrix of services or other services from inclusion program intervention services.

Need definition and requirements of "tracking system". Will this matrix of services change?

Answer: Currently it is in draft, this implies some changes. Especially important here is the need to track the children's 'follow-up' services as well as any additional services that the children may receive. The data structure behind the tracking of the 'matrix' of services must be designed with the possibility of changes in mind.

### **Data Management**

13. Analyze and aggregate all data from assessment and inclusion, determine community status and possible improvement recommendations. This would include up to 2 presentations annually to ELC Board or as requested with a minimum of 4 weeks notice. Analysis could include but not limited to:

This is rather vague in most places. Are there any specific requirements or do you already have example of these reports? Need to define "analyze and aggregate" further. If this is a data warehouse for data mining and analysis then is the software licensing for that software inside or outside the work?

Answer: Aggregation of data will include averages, sums/totals, and or any other aggregate information that the Coalition deems necessary. For example, the Coalition may want see and get a feel for what the information means. So the data management team must pair themselves with subject matter experts to take the first round of interpreting the gathered and aggregated information. For example, if one zip code shows 30% to 50% increase in the number of children needing assistance; the Coalition would like to know from the data management team.

14. Screening outcomes. Pre and post assessment outcomes providing evidence about the changes in children's achievement over time

Need to define what assessment is and what is the type and quality of "evidence"?

Answer: The assessments are the Early-Learning Accomplishment Profile and Learning Accomplishment Profile-Diagnostic children's assessment for developmental growth.

15. Basic demographic of children, such as race, gender, county geographies and site accreditation.

Increase or decrease of student scores on LAP-D and E-LAP assessments

Increase or decrease of Ages and Stages Questionnaire valid results and outcomes

The questionnaire was not mentioned anywhere else in this document. Is the data from this entered into the system somewhere? Is this electronic data? How is the data transferred?

Answer: The questionnaire is the tool mentioned in the beginning of paragraph 2 of Purpose, used to screen the children for developmental growth. Data from the questionnaire is scanned in and electronically processed for next steps etc.

16. Community profile and recommendations based on screening and assessment data (what is working and what is not working, and what can be done proactively).

What are the determining requirements for this?

Answer: The results of the screening and assessments are the instruments used. Data must include identifying information so that if possible, it could be securely exchanged with other stakeholders for follow-up services, data mining and analysis.

17. Please define security level and identify data exchange format, is it one or many?

Answer: The format of the data may take on multiple looks depending on the entity for which we are sharing the information. They may range from XML to XLS. Vendors must be able to share data in multiple formats.

18. Data from inclusion program including but not limited to referrals, Matrix of Service services provided and child outcomes

The proposal should, explicitly, describe a plan for working with the Assessment and Inclusion programs; a diagram may be helpful.

The proposal should describe in detail the plan for generation of monthly screening and inclusion lists of children and communication between Data Management and each program.

The proposal should include a plan for raw data processing and results reporting.

The proposal should include a description of comprehensive reporting of outcomes and analysis that yields indicators of tendencies and makes recommendations for future program decisions and includes a formal annual report.

As noted below in Section E., the selected vendor must provide monthly and/or quarterly reports to the Coalition. Upon contract negotiation, the specifics of the reporting will be discussed in more detail. Reporting forms will be generated and monthly contractor meetings will be scheduled to ensure adherence of services, deadlines and discussions of barriers.

The specifics of the reports would be needed before hand to estimate hours needed to create them before contract negotiation.

Answer: The specifics will be worked out at the negotiations etc.

19. In addition to the requested information listed above, provide a sample reporting form that may include collaborative activities or meetings, transfer of data, any results aggregated, etc.

What are your report definitions?

Answer: These reports are vendor generated reports that shows the coalition your monthly activities; this may include web trends reports, SQL transaction reports to show the number of records uploaded, processed etc.

20. General Questions

- a. Can the Coalition provide answers to questions by Monday, November all 16<sup>th</sup> in order to provide ample time for response or extend the proposal due date?
- b. Is there an incumbent vendor? If so, who is this vendor?

Answer: Yes, all 3 RFPs are currently being served by one contractor, Miami-Dade County.

21. Page 11; Section Purpose

- a. Are contracted vendors hired to run the Assessment and Inclusion Programs? If so, who these are vendors? Is it considered a conflict of interest for one of these vendors to submit a proposal for this RFP?

Answer: There is no conflict of interest for one vendor to apply for more than one RFP.

22. Page 11; Section 3.2 Specifications

- a. Given the list of requirements described on pages 12 – 13 would most likely exceed or equal 6 pages if it were typed double spaced and in 12 point font), what are the expectations for proposers' level of detail in describing their approach in the required format (6 page maximum, 12 point font, double – spaced)?

Answer: Respond as completely and clearly as possible.

- b. Is the Coalition willing to read and evaluate information provided in appendices outside of the 6 page limit indicated in this section of the RFP?

Answer: The Coalition is looking for the best possible program and would read additional information within the RFP regulations such as within the Work Plan.

23. Page 12; Section A.1 Assessment

- a. How is data from the assessment and inclusion programs currently being collected? Is this data currently being analyzed? And if so, in what ways?

Answer: Data is collected today through an existing website. The current vendor utilizes their own proprietary solution which entails paper scanning into a DB

collection system. Next, data is manipulated to create the necessary recommendations and reports.

- b. Does a web-based system currently exist?

Answer: Yes, a web-based system currently exists.

- c. How many users will be accessing the proposed web-based system?

Answer: Approximately 4 agencies will have access but with limited personnel access due to the sensitivity of the information.

- d. How will the Coalition provide weekly data updates of where children are enrolled? In what format? Through what systems? Is it anticipated that data will be batch transferred?

Answer: The format of the data may take on multiple looks depending on the entity for which we are sharing the information. They may range from XML to XLS. Vendors must be able to share data in multiple formats. Transfers will be batch transferred.

- e. What other county or vendor systems will the web-based system be required to interact with?

Answer: The web will interact with the Coalitions' web for weekly updates; and the inclusion and assessment vendors.

- f. With what frequency will the contractor need to create a list of children for random sampling?

Answer: The random sample is created annually.

- g. Can the Coalition provide a sample of the summary sheets identified in the 5<sup>th</sup> bullet?

Answer: The summary sheet is the final form for each Ages and Stages Questionnaire by age.

- h. How many summary sheets will be provided to the contractor and at what frequency?

Answer: One summary sheet will be provided per child receiving a screening.

- i. Are the reports indicated in the sixth bullet expected to be submitted electronically or via hard copy and at what frequency?

Answer: The reports will be in hard copy for families and staff.

24. Page 12; Section A.2 Inclusion

- a. Are criteria for identifying the list of children whose screening indicate a concern determined by the Coalition?

Answer: The concern is identified by the results of the screening.

- b. What outcomes metrics will be reported through the annual outcomes tracking system? How does the Coalition want them reported and in what format?

Answer: The outcomes will be the progress children make in their individual screenings and the outcomes of the community based on the pre and post assessments. They will be reported both in hard copy to the inclusion and assessment vendors.

25. Page 12; Section A.1 Data Management

- a. Can the Coalition define “community status”?

Answer: Community status can be identified as the progress the communities’ children are making.

- b. Where will the data listed in all sub-bullets of this section originate from?

Answer: All data will be generated through the reporting of the inclusion entity, the screening and assessment results. The individual child data will be generated and transferred from the Coalition to the Data management entity.

26. Page 13; Section A. Data Management

- a. This section indicates that “the proposal should explicitly describe a plan for working with the Assessment and Inclusion programs; a diagram may be helpful”. Are diagrams included in the 6 page limit (indicated on page 11)?

Answer: Please include diagrams in the Work Plan section.

- b. This section stipulates that lead staff must “In addition to the requested information listed above, provide a sample reporting form that may include collaborative activities or meetings, transfer data, any results aggregated, etc.” Is this form included in the 6 page limit (indicated on page 11)?

Answer: Please include any additional forms, etc in the Work Plan section.

27. Page 13; Section D. Budget and budget narrative

- a. Is the budget narrative included in the 6 page limit (indicated on page 11)?

Answer: Budget is not included in the 6 pages as stated in 3.2 Specifications.

28. Can Vendors bid on only one component of section A. Program Management (page 12)? For example, can a vendor bid just on the Data Management component and not the Assessment and Inclusion components?

Answer: Vendors can bid on one or more RFPs and it is not necessary to bid on all three.

29. In regards to Section 1. Assessment ) page 12, bullet 5), will the Coalition provide raw screening data electronically to the selected vendor, or will the vendor be required to scan hard copy data?

Answer: The assessment vendor will be responsible for scanning and data entity will receive data results electronically.

30. How frequently are assessments and screenings conducted? At what interval should the vendor expect to receive data? Once year (prior to the start of the school year)? Periodically throughout the year?

Answer: The screening process is an on-going process throughout the year. Each of the 20,000 children receives an annual screening in their birth month. The assessment is a pre-test that is administered in the Fall and again (post-test) in the Spring. The random sample will be generated in the Fall and same sample will receive the Spring post-test.

31. Are any other vendor currently asking questions? If, so, can we have access to their questions and the Coalition's responses?

Answer: All questions and responses will be posted on the ELC website.

32. Section T.1 - Our software is provided as a service. Our software is our intellectual property, the core of our business. Article II section T states this is a "work for hire" contract and that the State of Florida owns the final output. This is inconsistent with our Software as a Service (SaaS) model. Is this term of the contract negotiable; if Integral7 were to win this contract can this term be recast to fit our SaaS model where you would own the information/data that is being generated by our software but we retain ownership of our software?

- a. Section T.3.(iv) – If we are unwilling to grant the State of Florida a permanent license with all of the provisions in this section will we be eliminated from contention in this RFP? Are you willing to negotiate these terms?
- b. Article II section O states that any subcontracts require prior written approval from the Coalition. May Integral7 subcontract to enhance our early education expertise?

33. Section 3.2.3 describes the output required from the analysis of the data from the Assesment and Inclusion phases.

- a. Our reading of this RFP leads us to believe that all assessment and other related data are provided to the contract winner for receipt, aggregation, and analysis; that the contractor does not deliver assessments or otherwise generate raw data. Is this correct?

Answer: Yes. The assessment 'scores' will be provided to the contractor.

- b. Page 12, Assessment, bullet 5: is the task of scanning of summary sheets part of this contract, or are scanned data provided along with other raw data to be received and processed by the winner of this contract? Will we need to create a user interface for the loading and manipulation of the raw data?

Answer: 'Scanning' the data is a part of the assessment contractor's obligation. An interface to load the raw data is necessary. Manipulation of the data such as 'data crunching' may be handled in the best way the contractor suggests in their proposal.

34. 3.B – Describes the staffing planning requirements

- a. Is it acceptable for us to outsource or partner with another entity for the specific research analysis skills and presentation component? We provide the computer software and reporting component of the application that manages and reports on the information but need to add the specific early childhood learning expertise to meet your requirements.

Answer: The RFP does not prohibit subcontracting. The current contract is with Miami-Dade County and Florida International University.

- b. If so, do you have specific experts that you would recommend we partner with in your area?

Answer: There are numerous colleges and universities in the Miami area that we have partnered with for other programs including but not limited to Florida International University and the University of Miami.

35. Section 4. Invoicing and Payment of Invoices

- a. You state that the contract resulting from this RFP will be a cost-reimbursement agreement. We sell our software services as a license fee and add time and materials expenses on for the labor we apply to the project. Can you accept both a license and a time and materials payment model?

Answer: Yes, the ELC will accept both a license and a time and material payment model to be established through contract negotiations.