



## RFQ for Data Analyst Services

### Questions and Answers

1. **Question:** Is Workforce Solutions Alamo looking to contract with an individual or a company?

**Answer:** Workforce Solutions Alamo is looking to contract with either an individual or a company.

2. **Question:** Although our firm has dozens of data analysts, we do not have any based in the San Antonio area. Is a remote firm like ours eligible for contract award for this opportunity?

**Answer:** Yes.

3. **Question:** Does Workforce Solutions Alamo have relevant information technology (IT) standards (e.g., preferred analytics software) that the bidder needs to be aware of?

**Answer:** No.

4. **Question:** Will the selected Consultant be expected to provide their own computer and/or analytics software?

**Answer:** Yes.

5. **Question:** Our firm is a certified Disadvantage Business Enterprise (DBE) in the state of Texas. Does this afford us any advantage or incentive to bid this opportunity?

**Answer:** No.

6. **Question:** What are the Insurance and Bonding requirements you would prefer to see, or the minimum amount required if any?

**Answer:** Proof of insurance is not a requirement for the submission of a quote, but the selected bidder will be required to obtain and provide proof of Errors and Omissions – consultant must, at its own expense, carry “errors and omissions” insurance or the equivalent.



7. **Question:** Is there a preferred way or preference you would like to see with regard to the excel pricing sheet? Hourly or monthly, fix price vs. retainer or on-call?

**Answer:** No preference.

8. **Question:** Is the previous contract award available as a reference?

**Answer:** No.

9. **Question:** What is the contract award period and are there options to extend?

**Answer:** Contract award is for 90 days. Currently there are no options to extend.

10. **Question:** We understand that the required Data Analyst Services will be on as-need basis. Could you please confirm the number of personnel that may be necessary to carry out the services needed for a particular work order?

**Answer:** One

11. **Question:** Could you please confirm the engagement model for the different work orders?

**Answer:** Not sure what's being asked.

12. **Question:** Can the personnel work from the vendor locations, especially in the COVID times?

**Answer:** Negotiable.

13. **Question:** Could you please elaborate on the required licenses for the personnel? This will help us in assigning the right personnel for the work orders.

**Answer:** There are no required licenses.



14. **Question:** Could you please share a sample of the fees structure? This will help us in sharing the right attributes in the spreadsheet.

**Answer:** No sample available.

15. **Question:** Does the vendor only need to respond by filling the form shared in the RFQ document? Could we attach separate documents to elaborate our answers? E.g. services section and references – Can we add documents with elaborated responses?

**Answer:** We do not require a proposal but ask that the bidder describe the services the firm provides related to the scope of services in the RFQ. If additional space is needed to describe your qualifications, you may attach additional pages and submit with your firm's response to the RFQ.

16. **Question:** What is expected contract duration? What is expected contract duration?

**Answer:** 90 days.

17. **Question:** When is anticipated award date?

**Answer:** December 2020

18. **Question:** Is there an incumbent for this SOW, or is this a new requirement? If incumbent, who and what is current Contract #?

**Answer:** No incumbent.

19. **Question:** Please provide a sample pricing spreadsheet template, if available.

**Answer:** No sample available.



20. **Question:** Please provide an estimated breakdown % of remote vs. in-person activity (data collection, analysis, meetings, presentations, etc.) to satisfy operational demands.

**Answer:** 50% of each.

21. **Question:** Please define estimated “as-needed” component listed in SOW. What is the monthly estimated expectation for “as-needed” work scopes?

**Answer:** It’s undefined at this time.

22. **Question:** Is Contractor expected to utilize existing Client software to perform analysis and data preparation? If so, what software systems are currently in use, or preferred?

**Answer:** No, contractor will use Contractor’s software.

23. **Question:** Are there current or expected licensing/certification requirements to meet TWC contractual goals?

**Answer:** No.

24. **Question:** Please provide estimated counts & form of data sources and their types (e.g. survey - list, plans - documents)

**Answer:** We are distributing 3 stakeholder surveys to approximately 200 entities/persons. This is the first effort to survey these constituencies, so the return rate is unknowns. Surveys are largely quantitative with minimal qualitative, open-ended questions.

25. **Question:** Confirm definition of data required and structure to be delivered, or shall Contractor establish this definition as part of the scope of work?

**Answer:** Contractor establish this definition as part of the scope of work.



26. **Question:** Does the survey mechanism already exist, or is Contractor required to develop the survey definition & execution?

**Answer:** Survey mechanism already exists.

27. **Question:** Have Local Boards already conducted surveys, or is Contractor responsible for conducting community surveys?

**Answer:** WSA will conduct the survey, Contractor will analyze the information.

28. **Question:** Will the 2-year modification/Local Plan already be created when Vendor comes in? - or - Will the Vendor be responsible for bringing in the data that helps to create the Local Plan?

**Answer:** Contractor will be responsible for assisting in the analysis of the data collected which is included in the Local Plan.

a. If the comprehensive four-year plan was submitted in Feb 2017, then will the two-year plan modification be submitted in Feb 2021?

The plan is required to be submitted to TWC by March 1, 2021.

b. What is the expected length of the project, and when is it expected to begin?

90 days, December 2020.

29. **Question:** Due to Covid-19, will the data collection be moved to virtual (online, telephone, etc.) data collection?

**Answer:** Negotiable.

30. **Question:** What are the current and valid license(s) required, and referred to in Section 1?

**Answer:** There are no required licenses.



31. **Question:** Since it is on an as-needed basis, does the Vendor get any lead time for when these services may be needed? Since it is on an as-needed basis, does the Vendor get any lead time for when these services may be needed?

**Answer:** Yes.

32. **Question:** What is the expected timeframe for the project? When would it begin and when would it end?

**Answer:** 90 days, January 2021-March 2021

33. **Question:** How many in-person meetings with constituents would be expected? (approximately)

**Answer:** Negotiable.

34. **Question:** What counties are involved?

**Answer:** 13-county Alamo region that includes Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, McMullen, Medina and Wilson counties.

35. **Question:** Has a budget maximum or range been set for the project? If so, what is it?

**Answer:** No.