

We have received the following additional questions on ODCA-RFP-2019-02 from prospective bidders:

Question: In order to gain feedback from constituency groups, would focus groups and interviews be permitted to be administered during the contract day or should stipends be budgeted to allow for staff to be paid outside of the work day to participate in such groups?

Answer: ODCA doesn't offer stipends for government employees. Agencies are required to work with the Auditor's office to complete audits within the workday. That said, ODCA and any contractors aim to work together with agencies under reasonable timeframes, not cause undue burden, and ideally this work can align with agency goals so that information gathering can provide a benefit to agencies as well.

Question: On page 4, Section III(1), it states "The detail inventory should cover at least the past six years." Does the ODCA wish for the 2018-2019 school year to be included or is the most current of the six years of history the 2017-2018 school year?

Answer: Ideally, the current 2018-19 school year would be included. However, if after some preliminary exploration looking at 2018-19 is not advisable due to real data limitations or other documented logistical problems, the final year of the six years could be the 2017-18 school year.

Question: Is ODCA wanting classroom specific data elements used for instructional decision making, specifically not required to be reported beyond the LEA, as part of the overall inventory outlined in Section III(1) of the Scope of Work on page 4?

Answer: No, classroom specific data elements used for instructional decision-making, not required beyond the LEA are not considered to be part of the overall inventory outlined in the Scope of Work.

Question: On page 6 in Section III(6) states "The final report by the consultant will be released publicly by ODCA accompanied by a letter of introduction by the D.C. Auditor." How would items discovered through the inventory and assessment of data management practices that are sensitive to the security of the way data is moving between systems, and under other circumstances be under seal to protect information security practices, be addressed in the reporting process? Would such information be included in a supplemental report?

Answer: Information that would inappropriately reveal information security practices designed to protect sensitive data should not be in a public report. ODCA will work with the contractor and relevant agencies to determine the best method for handling and documenting this type of information.

Question: The listing of guidelines and requirements located on page 6 in Section IV, should the proposal be organized and follow that exact format, follow the order outlined on page 8 in Section V in the subsection marked "Proposal Evaluation," or is format up to the proposer?

Answer: The format is up to the proposer; however, it should include all elements required across sections.

Question: Page 5, bullet 4, mentions conducting an analysis of the data. What specifically is the Office of the District of Columbia Auditor seeking in an analysis and how complex do they expect the analysis to be?

Answer: Any analyses will be coordinated and decided with ODCA based on information gathered during the data audit process. Analyses should serve to complement the audit and answer questions about data management and quality. These are likely to be descriptive in nature and not statistically complex; however, they may need to be longitudinal or disaggregate data based on student, school, LEA, or other relevant District characteristics to better understand any variation.

Question: What does ODCA anticipate expected costs to be?

Answer: We do not have an estimate to provide. In terms of background information, however, the D.C. Council provided ODCA with FY2019 funding of \$500,000 to cover ODCA costs related to the initiation of a proposed research consortium which could encompass staff costs and additional research as well as the data audit. We note that the cost proposal is one element of the scoring for the proposals received.

Question: Is there a specified process for MOUs to obtain access to data? If so, will the Auditor facilitate this process and what is the timeline?

Answer: If an MOU proves necessary, the Auditor will facilitate the process. We oversaw a contract audit on enrollment projections last year and negotiated an MOU with the Office of the State Superintendent of Education to cover student data which took approximately two weeks to complete. Proposers might wish to include up to a month in their timetable to cover drafting an MOU and receiving data. In addition, it may be possible that data updates are needed during the project, in which case, the Auditor will also facilitate that process as needed.

Question: Does the funding for this solicitation stem from or include any federal dollars?

Answer: No.

Question: The RFP specifies on page 4 that this will be a fixed-price contract; however, on page 6, it states that it will be a time and materials contract. Can you clarify which type of contract will be used upon award? Can you also clarify if the base hourly rate referenced on page 6 is a fully loaded/burdened hourly rate?

Answer: ODCA anticipates awarding a not-to-exceed fixed price contract, with the contractor billing on established hourly rates. The rates should be fully loaded.