



Department of  
Higher Education

Mike DeWine, Governor  
Randy Gardner, Chancellor

**Adult Education Data Management System FAQ  
May 13, 2020**

Q.1. Does Supplement A need to be answered and included in the proposal response? If not, is it to be completed and submitted by the awarded vendor.

A: Yes, Supplement A must be answered and included in the proposal response.

Q.2. Does Supplement S need to be answered and included in the proposal response along with the embedded documents? I noticed that Supplement S is no longer listed in the bid listing on <https://procure.ohio.gov/proc/viewProcOpps.asp?oppID=21641>

A: Yes, Supplement S must be answered and included in the proposal response. You can access it [here](#) (scroll to the bottom) and it should be on the DAS website by later today (4/30/20)

Q.3. Does the MCSA template need to be completed and submitted with the proposal response?

A: The MCSA template and Service Attachment should be considered a sample. The MCSA will provide the prospective companies responding with insight into the agreement terms and conditions.

Q.4. Item 3 under Scope of Work has a url address that is a broken link. It is [www.nrsweb.org/foundations/tables.aspx](http://www.nrsweb.org/foundations/tables.aspx). Can you provide a url to the referenced tables?

A: NRS Reporting Tables [https://nrsweb.org/sites/default/files/AEFLA\\_ICR\\_Sept\\_2019\\_508.pdf](https://nrsweb.org/sites/default/files/AEFLA_ICR_Sept_2019_508.pdf)

WIOA Statewide and Local Performance Table Template  
[WIOA Statewide and Local Performance Report Template \(SPR\)](#)  
[WIOA Joint Participant Individual Report layout \(PIRL\)](#)

Q.5: The Estimated Schedule on page one of the RFP shows the Anticipated Full Implementation as July 31, 2021. Can you confirm this date is correct?

A: Yes, 2021 is the correct date. When we decided to put this out for bid a few months ago, the intention was to have a start date of July 2020. Our funding for this project is on a state fiscal year so July is the best time to start for the grantees who need to access the DMS. Then COVID

hit and all nonessential contracts were off the table in Ohio. Since we don't know how long that order will be in place, we decided to go ahead and put the RFQ out giving whichever company wins the bid a year to build it if needed. In summary, we don't want to start a new system midway through the fiscal year, so the timeline got pushed back a year. We foresee training next spring and full implementation with our grantees July 2021.

Q.6: How many staff will use the system?

A: Currently we have 155 data entry staff and administrators with full access to the system. We also have "view-only" access for teachers which currently about 300 teachers use. Ideally, if the majority of the teachers would use the view-only access we could have about 800 users.

Q.7: What is the projected start date? What is the anticipated Go Live date?

A: The projected start date for training users would be July 2021 and the live date August 2021.

Q.8: Does the Ohio Department of Education prefer a specific method of staff training? (For example, Train-the-Trainer classroom training, where ODHE staff trained by the successful vendor conduct pre-deployment training; vendor-led classroom training; etc.) Please explain.

A: Prefer vendor-led webinar trainings; in-person trainings, statewide or regional, are possible. Trainings would need to be recorded so as new staff come on board, recorded trainings are easily available.

Q.9: Regardless of the preferred training method, will staff training occur in a central state location, repeatedly, or must trainers travel statewide to conduct classroom training in select areas?

A: See response to Q8

Q.10: Please identify the approximate number of field staff that would require Adult Education Data Management System training.

A: Approximately 300 field staff would need trained on the full system which includes local data entry specialists and administrators and state staff.

Q11: We have a few questions about the four Supplemental documents listed along with the RFQ pdf. It appears that the "[Master Cloud Services Agreement Template](#)" and the "[Service Attachment for SaaS Number](#)" documents are for reference purposes only, and are not intended to be completed at this time. Is this correct?

A: See response to Q3

Q12: We're not sure about supplements A & S. Are these two supplements required to be submitted along with the response to this RFQ? Or, are those supplements also for reference purposes only?

A: See response to Questions 1 and 2

Q13 Item #26 says: "The chosen offeror will perform duties as agreed to in the state of Ohio's Master Cloud Service Agreement (MCSA) in Exhibit A and Exhibit S."

A: <https://www.ohiohighered.org/grants-rfps>

Q14: What is the length of the contract term? Option years?

A: ODHE will initially award a two-year contract FY 22 and FY 23, July 1, 2021 – June 30, 2023. Renewals will be contingent on the vendor's ability to successfully implement the terms of the contract and on state funding appropriated in future biennia.

Q15: How many users will use the SaaS per year?

A: See response to Q6

Q16: Can you break out the type of user (student, administrator, career counselor, etc.) and user number per type?

A: See responses to Q6 and Q10

Q17: Is there a maximum number of pages allowed for the proposal and cost proposal? If so, how many?

A: No

Q18: Is this a new requirement? If no, what organization provided these services previously?

A: No, used a home-grown system.

Q19: How many years is the contract agreement for?

A: See response to Q14

Q20: What is the annual budget for this requirement?

A: Will be determined by the winning proposal