

July 11, 2018

REQUEST FOR QUOTATION - RFQ No. RQ220-2018-02

FOR Consulting Services to conduct Detailed Data Analysis and Modelling to Support an Integrated Dashboard Project

CLARIFICATION - QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFQ.

1. Question:

RQ220-2018-02 indicates a maximum of 20 pages for the response. Will appendices be included in the count towards the 20-page limit?

Answer:

No, appendices are not included in the 20 page limit.

2. Question:

RFQ indicates releases 1-3 as depicted in Appendix D are in scope for the work in RQ220-2018-02. Is CPAC able to provide the number of KPIs targeted for each of releases 1, 2a, 2b and 3?

Answer:

The KPIs have not been finalized for the dashboard releases. Preliminary KPI range estimates are as follows;

Release 1: 50-75 KPIs

Release 2a: an additional 10-20 KPIs

Release 2b: an additional 10-20 KPIs

Release 3: an additional 10-20 KPIs.

3. Question:

Are there currently any data, process and/or system gaps that are hindering the support/development of the integrated dashboard reporting implementation?

Answer:

There are no gaps that will hinder the implementation of the dashboard releases that are in scope. There are data, process and system gaps identified in a recent Master Data Analysis project that may impact the long-term sustainability of the dashboard reporting system if not addressed at some point. The recommendations from the Master Data Analysis will be shared with the successful Proponent.

4. **Question:**

Can you please further elaborate on what constitutes _____ as part of the information available in the Proposed Release Schedule within Appendix D on page 22?

- a. 2022, 2027 and 2037 outcomes?
- b. Risk & Progress?
- c. Partner Engagement (e.g. how will this be measured)?

Partner Impact/Knowledge, Mobilization and Outputs (Release 3)?

Answer:

See answer to question 2 for estimated quantities of KPIs for each release.

Types of Information for each release:

Release 1: KPIs for CPAC's 5-year program outcomes and long-term cancer system level outcomes.

Release 2a: Additional financial, procurement, risk & HR KPIs

Release 2b: Additional partner engagement KPIs from our MS CRM Dynamics system

Release 3: Additional knowledge mobilization KPIs that demonstrate impact

5. **Question:**

Are the following data architecture elements critical components of the expected deliverables?

- a. Information management (e.g. synoptic views, high-level workflows, data flow diagrams, detailed conceptual views)
- b. Master Data Management
- c. Document and content management
- d. Data persistence
- e. Information security and cyber-security related measures

Answer:

None of the above components are critical. There may be a need to capture high-level workflow/data flows diagrams that will be helpful to facilitate the UI/UX design of the dashboards.

6. **Question:**

Does the scope of work include data collection from external sources / recommendation for data collection from external sources?

Answer:

No.

7. **Question:**

Can you please provide some more context around the Deloitte prototype that has been developed? (e.g. To what extent is it currently being used? What do you envision being different about the upcoming dashboards than what has currently been developed as the prototype?)

Answer:

The Deloitte prototype was a conceptual visualization of how the Partnership could organize and present its performance outcomes, to explain the work and show progress and the value to different audiences. We expect the dashboards built in the Power BI tool to vary in look and feel and there may be multiple dashboards that represent the prototype. The conceptual prototype will be shared with the successful Proponent.

8. Question:

Is it possible to provide the list of external vendors who CPAC would be working with as part of this integrated dashboard reporting system initiative?

Answer:

A digital vendor that will provide content, design and UX/UI assistance.
A Power BI vendor that will assist the Partnership's internal IT team with dashboard development.

9. Question:

On page 4 for #6 of the table, the activity is defined as "support an internal Partnership team and external vendor(s) with dashboard UI/UX design using the Microsoft Power BI tool" and the deliverable defined as "Support implementation activities of each dashboard release".

In the "Out of Scope" section on page 5, it states that dashboard development is out of scope, as such can you please provide further details around the activity and deliverable within point 6 on page 4 for further clarity? Is the intent here simply to support the developed dashboard testing and implementation for users?

Answer:

Support will be required in the areas of UI/UX advice to provide data model and data considerations through collaboration within the dashboard design activities, along with support during initial testing to prove out the data model in conjunction with the UI/UX design.

10. Question:

Is the engagement time limited (i.e. 6 months and only Release 1 and 2a) or scope limited (i.e. Releases 1, 2a, 2b and 3, which appear to run longer than the initial 6 months and require the additional 6-month term for completion)?

Answer:

The initial phase of the engagement is time limited. Need for an additional engagement will be assessed after the initial 6-month term.

11. Question:

Will any unstructured data transformations be required to facilitate insights into reporting?

Answer:

Yes, data transformations will need to be identified as required.

12. Question:

Is the current technical stack at CPAC Microsoft-based (e.g. Azure Cloud for cloud computing and data storage, Power BI for business intelligence and visualization, Excel for reporting and spreadsheet) or are there any other tools in CPAC's technology stack available to facilitate Extraction, Transformation and Load?

Answer:

Yes, the Partnership's environment is primarily a Microsoft stack - Office365, CRM Dynamics, Power BI, Azure and SQL databases. CPAC's ERP tool is Agresso (SQL backend). Source of truth mapping of information & systems from the Master Data Analysis will be shared with the successful proponent.