



District of Columbia Housing Authority

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202-535-1000

Tyrone Garrett, Executive Director

Addendum

Addendum No. 1

Issued: November 13, 2017

Business Intelligence Analytical Management Software DCHA RFQ 05-2018

All respondents shall acknowledge receipt of this addendum, sign below and return it with your proposal. **Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal.** Respondents are informed that the above named Request for Quote is modified as follows:

- I. The District of Columbia Housing Authority submits its responses to all questions received related to the subject Request for Quote. Please reference "Attachment A".

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED
End of Addendum No. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

**DCHA RFQ 05-2018 Business Intelligence Analytical Software
Addendum No. 1 Attachment A
Questions & Responses**

No.	Question/Inquiry	Response
1	Can you please let me know how many end users this overall RFQ should cover? If you could provide insight into the profile of the end user, this would be very helpful as well	Initially, there will be up to 10-12 users; that could expand to over 25 over the course of a 1 year to 2 years. The typical user is an Executive arm of the company: (Executive Director, Deputy Executive Directors, Directors, and Deputy Directors)
2	Is DCHA's expectation that \$150K will cover the Software, Service Implementation, and Education?	Yes, DCHA anticipates the award will not exceed \$150K.
3	How many actually end users will need to be licensed for this SW?	Initially, there will be up to 10-12 users; that could expand to over 25 over the course of a 1 year to 2 years.
4	If you could provide insight into both of these questions, it will enable us to turn something around by the scheduled date of 11/22.	
5	<p>I would like to know the number of potential users there will be using the system. If we could break them into 3 three groups that would be very helpful.</p> <p>Group 1: Report Creators – Users requiring collaboration, data modelling, content authoring, dashboards, sharing ad hoc analysis and report publishing Group 2: Frequent Users – Users consuming dashboards and reports frequently Group 3: Occasional Users – Users consuming dashboards and reports occasionally</p> <p>If it makes it easier you can also range the answers. For example Group 1: 50 – 75 users.</p>	<p>Initially: Group 1: 2-3 users Group 2: 10-12 Group 3: 0</p>
6	<p>How many DCHA users will be accessing the BI software:</p> <ul style="list-style-type: none"> a. Number of DCHA Analysts b. Number of DCHA Developers c. Number of DCHA System Administrators 	<p>DCHA Analysts: 1-3 DCHA Developers/System Admins: 3</p>

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7	Will the multiple sources of data be first staged into a data warehouse for the BI software?.	This is the Plan; there is a second phase to this BI project where DCHA will solicit assistance to build the 'Middle-ware Layer" (Data-warehouse)
8	What are data security requirements? What are your user security and audit requirements?	You should supply any special Security Requirements needed
9	Once the Developer has "easily collated/transposed (ETL) data", do you need to store the result set (MDM) so that it can be reused in multiple reports and/or graphs?	DCHA plans to build the Middle-ware layer such that it will/can grow and be scalable as DCHA sees fit
10	Will the Analyst need to travers (drill down and through) data from multiple data sources at the same time with the application, or just one application at a time?	Do not know at this time, please list the full capabilities/features of your company's product and present these in a 'line item with associated costs; café style proposal.
11	Once the Analyst has traversed to an interesting view, do you require that view is automatically to applied to the other reports and/or graphs in the application?	No not necessarily; but if your company's product has this feature, you should list that.
12	Can you elaborate on the last requirements, that is "Ability to 'rank' reports to allow..."?	The ability to have several reports view the same data objects but give different viewpoints based on 'ranking priorities' of the data objects that's being used as the source
13	Do you require these reports and/or graphs?	Yes (reports, graphs, pie charts, etc.)
14	What reporting and business intelligence software is being used by DCHA today? Is there a front runner BI software such that we can compare and contrast our capabilities?	DCHA currently does not have a BI tool. You should present all of the features of your company's BI tool and its effectiveness and applicability.

**DCHA RFQ 05-2018 Business Intelligence Analytical Software
Addendum No. 1 Attachment A
Questions & Responses**

15	Can you send me a copy of Attachment A and Attachment B named in the RFP?	Attachment A - HUD Form 5370-General Conditions for Non-Construction Contracts Section II Attachment B - Simplified Acquisition Mandatory Contract Clauses for Small Purchases
16	<p>Are the following assumptions safe? Assumptions:</p> <ul style="list-style-type: none"> a. DCHA will provide the Windows Server(s) per system specification following system assessment for an on-prem solution b. No public (www) access to the BI software is required c. DCHA will staff the development efforts following installation and training <p>Definitions:</p> <ul style="list-style-type: none"> a. Application stands for collection of dashboards, reports and/or graphs used to support an analytical use case b. MDM stands for Master Data Management c. ETL stands for extract, transform, and Load d. BI stands for Business Intelligence 	Yes, to all points.
17	<p>When we try to open the attachments on the RFP:</p> <ul style="list-style-type: none"> a. EXHIBITS/ATTACHMENTS Attachment A- HUD Form 5370-General Conditions for Non-Construction Contracts Section II b. Attachment B- Simplified Acquisition Mandatory Contract Clauses for Small Purchases <p>Both of these show a page not found error</p> <p>To ensure we have the correct documents, can we request you email both documents to us?</p>	Attachment A - HUD Form 5370-General Conditions for Non-Construction Contracts Section II Attachment B - Simplified Acquisition Mandatory Contract Clauses for Small Purchases
18	Is DCHA replacing a current Business Intelligence System?	NO
19	The number of system users – those who will be accessing the dashboards and reports?	Please check the Answers to Questions 3, 5, & 6
20	The number of power users or report creators – those who will be administrators and creating dashboard/reports and determining access?	Please check the Answer to Question 6

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21	<p>Would DCHA prefer pricing:</p> <ul style="list-style-type: none"> a. On an annual subscription price which includes all software maintenance and updates b. A single initial perpetual software license price with annual maintenance fees c. Or both and you can analyze the alternatives 	Answer letter "c"
22	<p>Please advise as to your preferences:</p> <ul style="list-style-type: none"> a. Cloud-based or on-premises b. Reporting database or data warehouse? 	<p>A. On-premise B. Data Warehouse (although, initially, the BI tool must be capable of utilizing multiple data sources simultaneously).</p>
23	Any PII/PHI or other regulatory requirements we need to address within our response?	No. Because it will be, initially, on-premise.