Frequently Asked Questions (FAQ) – Data Analytics Dashboard RFP

1. Budget, Timeline, & Review Process

1.1 What is the budget for this project?

The budget for this engagement is not expected to exceed $150,000. Proposals should be planned accordingly to align with this budget.

1.2 What is the expected timeline for proposal review and selection?

The selection process will be completed shortly after the submission deadline, with work expected to commence as soon as possible following contract finalization, no later than early Spring. Please plan accordingly.

1.3 Who are the stakeholders involved in the proposal review process?

The proposal will be reviewed by ReGen Valley Tech Hub executives with relevant expertise.

2. Data & Integration Requirements

2.1 What are the key data sources?

The dashboard will need to integrate with various data sources, including structured and unstructured data from different platforms. We are looking for a consultant with experience working with a range of data sources, including APIs, spreadsheets, external databases, and CRM systems.

2.2 Are you currently using any data analytics tools (Power BI, Tableau, QuickSight, etc.)?

This is a new project, so there are no data analytics tools currently being used. However, we are looking for recommendations from the consultant as to the need to incorporate data analytics tools to meet project requirements and budget constraints. However, due to the nature of our projects and budget constraints, we expect that some work may still require manual processes.

2.3 What types of data need to be ingested?

The data will be a mix of text and numerical data. Photos, videos, or big data sets are not anticipated. Data will be batch uploaded as it becomes available.

2.4 Will the dashboard need to integrate with third-party applications (e.g., CRM)?

Integration with third-party applications may be required. The consultant must have comprehensive knowledge of integration methods to ensure compatibility with various platforms.

2.5 Are there existing ETL (Extract, Transform, Load) processes, or do they need to be built?

These processes will need to be built and may be manual or automated. Given that we work with various projects and stakeholders with different systems, the consultant must have expertise in

collecting and structuring a range of information from disparate systems and make recommendations based on project needs.

2.6 What level of real-time data updates is required?

Real-time updates are not needed. Data is anticipated to be batch-uploaded as it becomes available.

2.7 Do you require AI-powered insights or predictive analytics?

AI-powered insights are a nice-to-have but not a requirement. The focus will be on Business Intelligence and trend monitoring using strong data analytics and statistical methods (e.g., descriptive statistics, bar and pie charts showing progress over time). The goal is to enable informed decision-making and effective trend monitoring.

3. Dashboard Functionality & Features

3.1 Who are the primary users of the dashboard?

ReGen Valley Tech Hub personnel will be the primary users.

3.2 What key performance indicators (KPIs) should be tracked?

This dashboard will be focused on sharing project-specific activities and outcomes as well as key community economic impact metrics.

3.3 Should users be able to customize reports and visualizations?

Yes, users should have customization options for reports and visualizations.

3.4 What types of visualizations are preferred?

We anticipate bar and pie charts, but the consultant will work with stakeholders to determine the most effective visualizations that align with project objectives.

3.5 Are geospatial visualizations required?

Geospatial visualizations (e.g., heat maps) are nice-to-have but not required.

3.6 What export options are needed?

We require multiple export options, including Excel, PDF, and CSV. Additional formats are welcomed.

4. Security, Compliance, & Access Control

4.1 What are the required security and compliance standards?

The consultant is expected to be knowledgeable about all security and compliance standards, including GDPR, SOC2, HIPAA, and CMMC, as applicable.

4.2 What user roles and access levels are required?

The dashboard must support multiple access levels.

4.3 Should multi-factor authentication (MFA) or single sign-on (SSO) be implemented?

We recommend supporting both MFA and SSO as options.

4.4 Is data anonymization required for privacy reasons?

Yes, data anonymization is required.

4.5 Are there specific data retention and archival policies?

Yes. Specific data retention and archival requirements will be discussed upon selection.

5. Technical & Deployment Considerations

5.1 What cloud platform preferences exist?

We are seeking consultant recommendations for a cloud platform that is cost-effective and scalable.

5.2 Are there existing Salesforce or Domo licenses, or will they need to be procured?

There are existing licenses, but a determination is still needed on which software will be used.

5.3 How much historical data needs to be stored and visualized?

This will be determined based on project needs and stakeholder input.

5.4 What level of performance is expected (loading times, concurrent users)?

The dashboard should be designed for efficient performance, ensuring smooth data processing and visualization. While Points of Contact (POCs) will be responsible for uploads, we do not anticipate multiple users uploading data simultaneously. However, the system should be able to handle batch uploads efficiently without lag or performance issues.

Additionally, the dashboard should be optimized for fast loading times when accessing reports, visualizations, and historical data, ensuring a seamless experience for users.

5.5 What backup and disaster recovery requirements are in place?

We seek consultant expertise in this area to help establish best practices.

6. Project Management & Collaboration

6.1 How will meetings be conducted (in-person or virtual)?

Meetings will primarily be virtual, with some in-person meetings as needed.

6.2 What are the expectations for collaboration with various stakeholders?

The consultant will be expected to engage with diverse stakeholders to ensure that the dashboard aligns with multiple project needs. Strong collaborative and communication skills are essential.

7. Subcontractors & Vendor Responsibility

7.1 Can subcontractors be used for this project?

Yes, subcontractors or strategic partnerships are allowed. However, the proposal must clearly outline each party's role and responsibilities.

The consultant is fully responsible for managing and compensating their subcontractors. All subcontractor costs must be incorporated into the proposed budget, as ReGen Valley Tech Hub will not be responsible for their compensation. The consultant must also ensure that this is clearly communicated to all subcontractors.

Additionally, if subcontractors are used, their location must be disclosed, including whether they are based in the United States or internationally, along with the specific country/countries involved.

8. Submission & Contact Information

8.1 What is the submission deadline?

Proposals must be submitted by **5:00 p.m. ET on Friday, February 21, 2025** via email to **RVRFP@armiusa.org**.

8.2 How should questions regarding the RFP be submitted?

All inquiries should be sent to RVRFP@armiusa.org, with the RFP name in the subject line.