



Navajo Housing Authority
Procurement Department
P.O. Box 4980, Window Rock, AZ 86515

ADDENDUM NUMBER TWO (2)
Issued: May 09, 2016

Project Name: **RFP #346 Power Business Intelligence & Data Analytics Consultant**

To All Interested Firms:

The following revisions shall be incorporated into the subject RFP and shall become part of RFP #346 Power Business Intelligence & Data Analytics Consultant. All other provisions of the Request for Proposals shall remain unchanged. Please ensure you acknowledge this addendum by signing at the end of the addendum and including in your Proposal response.

This addendum consists of:

I. RESPONSES TO INQUIRIES

1. While the Reports should primarily focus on Finances and Projects, should we consider the development of the Data Warehouse to also have these as its primary focus?
NHA RESPONSE: Yes.
2. What would be the number of tables (range) from Serenic Navigator (NAV) from where data needs to be extracted into the Data Warehouse?
NHA RESPONSE: The Vendor will need to make this determination. The Vendor must have experience with NAV.
3. While NHA will own moving the ad-hoc data sources (Excel) into a SharePoint environment, do you foresee these documents in SharePoint being a data source for reports?
NHA RESPONSE: No.
4. What could be the nature of data to be extracted from LOCCS, , MS Dynamics Navigator, HDS, Zasio, Kaseya?
NHA RESPONSE: Please see section on key Raw Budget & Expenditure Data Points. On Page 16.
5. How does data from these applications contribute to the Report Specifications in Page 11?
NHA RESPONSE: Data from these applications provide the raw data for queries and layout elements needed for reporting.
6. Is the scope of the underlying Data Warehouse limited to data that will get loaded into the 9 Data Mart tables?
NHA RESPONSE: NO, The Data and Tables, includes, but are not limited to the 9 tables depicted.
7. How many years of history data does NHA want to load into the Data Warehouse?
NHA RESPONSE: Three (3) years.
8. Can you share with us volumetric (depth and width) of high-transaction tables in Serenic Navigator?

NHA RESPONSE: Please see answer to # 2 above.

9. In your current reporting processes, what is the nature of Data Quality issues you face?

NHA RESPONSE: There are no issues with the quality of NAV data.

10. Can you share with us a few examples of data discrepancies when reading or integrating data from Serenic Navigator with ad-hoc and other sources like HDS, Zasio and Kaseya?

NHA RESPONSE: There are no data discrepancies and if there are any, they are as a result of using different cut-off dates.

11. Under item#8, "Reports are Distributed via email...". Is there a requirement to continue email report distribution, if only for a temporary "transition period"?

NHA RESPONSE: No, The intent of this RFP is to move away from email distribution and move to an online reporting portal.

12. NHA requires users to be trained in 3 categories. How many users make up each category?

NHA RESPONSE: For #1, at a minimum no more than 50 end users (made up primarily of management team) – more may be added in the future as it is found necessary. For #2, up to 4 Administrators (2 IT Analysts; 2 Fiscal Analysts – one primary and one alternate for IT and Finance, respectively). For #3, two Engineers (IT Analysts) – one primary and one back-up.

13. What version of Excel is currently used within NHA?

NHA RESPONSE: MS 2013 or later.

14. As I was reading through the packet, I saw that we are to submit and Employment of Low Persons Statement. Do I need to say anything beyond the fact that we are doing all of the work in-house?

NHA RESPONSE: Exhibit "C" is a requirement. Question 1- No. [You must answer (a) and (b)]. Question 2- Check applicable box (you must check at least one box).

15. What is the anticipated level of time that will be allocated from Navajo Housing Authority employees to this project?

NHA RESPONSE: 10%. This depends on the Vendor's planned implementation process to be presented and discussed at the kick-off meeting.

16. With each requirement will there be Navajo Housing Authority employees available to review the initial requirements, design and final deliverable to assure a successful delivery?

NHA RESPONSE: See answer to question #16 above.

17. Is the expectation that this is a turn-key solution?

NHA RESPONSE: If the Vendor's turn-key solution meets the NHA required deliverables, then yes.

18. What level of staff training is expected?

NHA RESPONSE: Please see training section on Page 18 for requirements.

19. Will there be Navajo Nation technical staff involved in the project?

NHA RESPONSE: No, the Navajo Nation is not involved. This is a Navajo Housing Authority Project.

20. What will be the on-going support structure and is it your expectation for **FIRMS NAME** to provide the support processes and training?

NHA RESPONSE: There will be some expectation for the Vendor to provide support processes and training as determined necessary.

21. What technical support will be provided by the Navajo Housing Authority? OR Is the expectation for **FIRMS NAME** to implement the BI tool set prior to report/DW development?

NHA RESPONSE: See answer to question #18 above.

22. Besides delivering a DW and dashboards can we assume all other aspects (User acceptance testing, training, ongoing maintenance and support, production support) of adoption will be provided by the Navajo Housing Authority?

NHA RESPONSE: No, Consultant shall provide for all testing, training, Maintenance, and Support.

ACCEPTANCE TESTS

The Consultant shall perform an acceptance testing process that ensures that all components of the Business Analytics platform, are thoroughly tested and that the implementation results in high quality and reliable dashboards

INTEGRATION TEST

Consultant shall prepare for and conduct a system integration test. Consisting of integrated testing of all components of the Business Analytics platform. Including interfaces with other systems (baseline Interfaces) in the specified system hardware, operating software, and network environment (system Environment)

USER ACCEPTANCE TEST

Consultant shall assist and support the NHA to establish a project team designated to conduct the user acceptance test. Project team will develop test scenarios that test the functionality as well as system capabilities. Defects identified and documented by the project team shall be corrected by the Consultant in a reasonable time to be specified by NHA, based on Circumstances.

PERFORMANCE TEST

Consultant shall conduct a system performance test to confirm that the Business Analytics platform conforms to the requirement of the SOW.

MAINTENANCE AND SUPPORT

Consultant shall provide ongoing maintenance and support for a period of one year after initial testing, training and Business Analytics platform acceptance, not to exceed 96 hrs.

All other provisions of the Request for Proposals shall remain unchanged.

Please ensure you acknowledge this addendum by printing and signing below. This must be included in your Proposal Response. Failure to submit shall be grounds for the NHA to deem your proposal as Non-Responsive.



Doris Yonnie, Procurement Specialist
NHA Procurement Department

Acknowledgement of Addendum TWO (2):

Print Name: _____

Signature: _____

Title: _____