

**ANSWERS Business Analyst RFP  
Pre-Proposal Conference**

Date	Time	Teleconference
7/23/13	11:00 – 11:45 am	800-315-6338, 6788#
WebEx		
<a href="https://alaskadvantage.webex.com/alaskadvantage/j.php?ED=210121737&amp;UID=1409946402&amp;RT=MIMz">https://alaskadvantage.webex.com/alaskadvantage/j.php?ED=210121737&amp;UID=1409946402&amp;RT=MIMz</a>		

Attendees
ACPE: Kerry Thomas, Project Manager; Stephanie Butler, Project Director; Kenneth Dodson, Information Support Service Director/Technical Project Manager; Worth Barthel, Human Resource and Administration Manager; Jamie Oliphant, Business Analyst and Mary Green, Project Assistant Vendors: Tim Brands CEO of iBusiness Solutions and Julie Tuck, Sales and Relationship Manager at iBusiness Solutions

Worth Barthel, Human Resource and Administration Manager for ACPE informed the attendees the end date for proposals is being extended to 2:00 pm on Monday, August 5, 2013.

It was also explained that the successful contractor awarded the Business Analyst RFP will not be allowed to bid on the technical RFP.

Each of the attendees introduced themselves and Project Manager Kerry Thomas presented an overview of the project and BA RFP and presented a PowerPoint via WebEx.

At the end of the presentation the following questions were asked:

Q1. Is Alaska only looking at K-12 to higher education data or will there be pre-K data also?

A1. Currently Alaska does not gather Pre-K data for the SLDS.

Q2. During the presentation you mention only existing data, are all agreements currently in existence with partners or are you in the process of putting those agreements together?

A1. There are current agreements in place which agree to share data for specific purposes unrelated to ANSWERS. The ANSWERS MOAs are not in place yet.

Q3. Under section 1.02 of the RFP there appear to be three different types of domains. Because of individual experts in areas such as technical, training, etc., would it be okay to have three different individuals working on the project? Or does Alaska prefer to only have one individual doing all aspects?

A3. We prefer to build a relationship with one individual for consistency and continuity; however we recognize and appreciate the fact that different individuals have different skills and knowledge. There may be a possibility to supplement the assigned individual with specialized expertise.

Q4. Will the ETL and MPI processes be part of the business analyst work?

A4. This will be handled through a technical RFP later this year.

Q5. Is it correct Alaska is NOT using social security numbers for K-12 collections?

A5. This is correct, but we are in the unique position of being able to use data from the PFD (Permanent Fund Dividend) to help with matching education and other data sources without SSN to Labor records and other sources with it.

Q6. Under Section 1.02 in the RFP, have the highlighted yellow sections already begun and is there any additional detail to be provided related to these tasks?

A6. The highlighted yellow sections have started and there is no additional detail to provide at this time. If more details are available, they will be posted with the Q&A on the public notices site.

Q7. If the Business Analyst is providing support, do the rest of the project technical team have roles and responsibilities in the process?

A7. Alaska has a large implementation team; there are representatives from each of the four partners with technical and research expertise and also program managers, which are all involved in the project.

Q8. Will the agencies contribute their technical resources?

A8. Yes, to some extent, but a final determination of the level of involvement over the next year has not been determined.

Q9. Concerning the Governance Committee, how many times have they met?

A9. The Executive Governance Committee has met approximately five times since inception. The Implementation team, which will become the Data Governance team, meets bi-weekly, over 20 times in the last year.

Q10. How will Alaska address the research agenda?

A10. We do not have a research agenda. Alaska has used a different approach and developed ten policy questions which outline the scope of the system and information needed to answer the policy questions.

Q11. In Phase III Alaska is developing the database environment/design architecture. Is early data modeling part of the scope of this RFP or will it be later in the technical RFP?

A11. A data model has been developed using initial concepts which will be used as the technical work begins this fall.

Q12. Are the data models built from common standards or do they need to be looked at to match up with Alaska's data?

A12. The ANSWERS data model maintains data in the same format that came from data providers, will map to CEDS where appropriate, and be compatible with other common standards as necessary.

Q13. Will the Business Analyst be required to work on the data model and policy questions, including working with stakeholders?

A13. Yes and no. Development of the data model is an iterative process. We anticipate the need for a database architect to assist with this development at a later date. We are aware of the gap between what a business analyst can provide and what we will need from a database architect.

Q14. Under 6.04 and 6.05 – Methodology, is there a project methodology from Phase I that will align with this requirement?

A14. These sections are relative to the ANSWERS BA services and what methodology will be used to manage the contract requirements.

Q15. It was mentioned that the contractor awarded the contract on the Business Analyst RFP will not be able to bid on the technical RFP. However, it seems if the business analyst contractor is involved along in the process they could bring more value and expertise to the technical side also.

A15. There are state guidelines around unfair advantage and the business analyst will be involved in developing the technical RFP giving that contractor unfair advantage over others. Unrelated to the technical RFP, there is the potential, at ACPE's discretion, that the contract for the business analyst can be extended after the ten month period.

Q16: Are others anticipated to bid on the RFP?

A16: Yes, there are others registered for this RFP.

Q17: What are the Alaska travel policies, can a copy be provided?

A17: Yes, a link to the Alaska state travel policies will be provided with the Q&A.

The PowerPoint presentation associated with the pre-proposal conference is posted to the BA RFP notice page.

Link to State of Alaska Travel policies:

<http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>