Purchasing Services Office
801 Leroy Place
Socorro, NM 87801
(575) 835-5881

Letter of Addendum

TO: All Offerors

FROM: Kimela Miller, CPO

DATE: 8/15/2024

RE: RFP Number: RFP# 2507003C, Amendment No. 3
Commodity: Statewide Data Governance Project

This amendment is issued to incorporate into the RFP questions and their answers regarding the project.

Q1) Referring to Section 15.2: Statement of Work, please provide clarification on the following points: What is the scope of Microsoft Patch Management and 3rd Party Patch Management included in this project? Are there any software licensing requirements for this project?

A1) There is no discussion of Microsoft Patch Management or 3rd Party Patch Management for this project. Previously answered licensing question.

Q2) Could you provide an overview of the current infrastructure and any existing data integration with multiple platforms? Is there an expectation for data analysis and reporting as part of this project?

A2) Previously answered.

Q3) Referring to Section 1: Instructions to Proposers, please clarify: What is the required organization and structure for the proposal?

A3) Previously answered.

Q4) Referring to Section 4: Evaluation Criteria, please provide information on the following: Is there an anticipated replacement of Key Personnel (KP) for this project?

A4) Previously answered.

Q5) Will the proposed personnel be required to work offshore, hybrid, or onshore?

A5) Previously answered.

Q6) Will the work be conducted entirely onsite, or is there flexibility for remote work? Could you provide more details regarding the pricing structure for this contract?

A6) Previously answered.

Q7) Is there an incumbent contractor for this project? If so, could you please provide the name of the incumbent and the total expenditure on the contract to date?

A7) Previously answered.

Q8) Has a budget been allocated for this contract? If yes, please provide the details.

A8) Previously answered.

Q9) What is the maximum budget that can be proposed for this project?

A9) Previously answered.

Q10) Referring to Section 6: Discussions with Proposers and Award, please address the following: Is this contract intended to be a single award or multiple award contract?

A10) Previously answered, multiple awards if in the best interest of NMT.

Q11) What is the anticipated date for the award and execution of the contract?

A10) Previously answered.

Q11) Could you specify the start and end dates for the project?

A11) Previously answered.

Q12) How many FTEs will be required for this project?

A12) Depends on cost of each FTE.

Q13) Can we provide remote support for this project?

A13) Previously answered.

Q14) Which technology are you using for data aggregation or data catalog?

A14) Previously answered.

Q15) Are you looking for any cybersecurity support?

A15) No.

Q16) 4.1.1: What resources (e.g., staff, technology) will be available to support the project?

A16) Contractor will need to have their own staff and technology to support.

Q17) 15.2: What are the specific expectations for project management? Are there any particular tools or methodologies that should be used?

A17) Unknown at this time. Discovery process.

Q18) 15.2: Is the purpose of a data catalog to support documentation or to provide users access to a searchable catalog?

A18) Documentation, maybe both depending on the development of the project.

Q19) 15.2: Which state entities are considered for data sharing? (If entities are not identified, is there an approximate number?)

A19) Previously answered.

Q20) 15.2: What are the key responsibilities of the liaison role?

A20) Connect with state agencies.

Q21) 15.2: What are the expectations for training sessions and documentation? Are there specific training needs or documentation formats that should be followed?

A21) Learn about existing NMT technologies and train others on the usage.

Q22) Stakeholder Inclusion (Section 15.2, Addendum 1, Q5) - Could you clarify the roles and contributions expected from the identified stakeholders in the Data Integration Workgroup? Additionally, are there specific responsibilities that NMIMT expects the vendor to take on within this workgroup, such as facilitating meetings or managing communication between agencies?

A22) Be advocates for change of stovepiped systems. NMT and contractor will lead, plan, facilitate the meetings.

Q23) Metadata Documentation Practices – Addendum 2, Question 41 - Are there any existing metadata documentation practices within NMIMT that the vendor should align with, or is the vendor expected to establish new standards from scratch? Additionally, while the data cataloging process is discovery-driven, are there any general guidelines or initial focus areas (e.g., criminal justice, health data) that should inform the early stages of this process?

A23) NMT can provide direction at time of award. Discovery process but both examples given are a good start.

Q24) Technical Solutions and Integration – Addendum 2, Questions 81-83. / Addendum 1, Question 9

(Page 11 15.2 (7))- Considering NMIMT's preference for in-house software development, could you clarify if there are specific open-source tools or frameworks that NMIMT currently uses or prefers for data integration? Additionally, could you elaborate on whether the vendor's role will involve specific technical development tasks, or if the focus will be primarily on providing advisory support?

A24) NMT will handle all technical aspects of the project. Vendor's role will be connection and communication to state agencies.

Q25) Data Sources (Section 15.2, Addendum 1, Q7 and Addendum 2, Q3) - We understand that the data sources for the catalog will include relational databases, flat files, and spreadsheets, as indicated in Addendum 1 and Addendum 2. Could you confirm if there are any additional data formats or specific systems that we should anticipate encountering during the discovery process?

A25) Really depends on what we discover.

Q26) Metadata Standards (Section 15.2, Addendum 2, Q6, and Q41) - Based on the information provided, it appears that metadata standards will be part of the discovery process. Can you confirm if NMIMT expects the vendor to propose new metadata standards as part of this project, or if there are any existing frameworks that should be considered during the documentation of the data catalog?

A26) NMT is open to other metadata standards.

Q27) Technical Support Expectations (Section 15.2, Addendum 2, Q15, and Q17): We understand that NMIMT expects the vendor to provide limited technical support, primarily in the form of consulting services related to data integration. Please let us know if there are any specific areas where more hands-on technical assistance might be required, or if our understanding aligns with your expectations.

A27) None at this time.

Q28) Milestones and Deliverables (Section 15.2, Addendum 2, Q2 and Q11) - Based on the outlined scope of work and the expectations in the RFP, could you confirm if there are any specific milestones or deliverables that NMIMT considers particularly critical to the success of this project? Understanding your priorities will help us ensure our project plan emphasizes these key areas.

A28) We can discuss at time of award and with the selected vendor.

Q29) Understanding that specific data integration objectives have not yet been prioritized, could you confirm the expected deliverables at the end of the discovery phase? Should the vendor focus on producing a detailed report with recommendations, or is there also an expectation for a prototype or pilot integration?

A29) Documentation

Q30) Proposal Response Format: Is there a specific response format that vendors should follow when responding to this RFP? Could you please provide guidance on the mandatory sections and the sequence that need to be addressed in the proposal response document?

A30) Previously answered, follow any guidelines you read in the RFP.

This RFP due date is extend to August 27, 2024.