**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFI SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFI NUMBER AND TITLE:** | RFI# 202111168  School Financial Data Collection and Reporting System for Maine Department of Education |
| **RFI ISSUED BY:** | Department of Education |
| **SUBMITTED QUESTIONS DUE DATE:** | 11/29/2021 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | 1/13/2022 |
| **SUBMISSION DUE DATE:** | 1/24/2022 |
| **SUBMISSION DUE TO:** | [tyler.backus@maine.gov](mailto:tyler.backus@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **Question** |
| How many users does the DOE expect to access/use to the software solution? |
| **Answer** |
| 250-500 (External), 15 (Internal); these numbers are both estimates. |

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| **2** | **Question** |
| How many auditors and participants are involved in the audit process (e.g., 10 staff auditors,1 audit manager, etc.)? |
| **Answer** |
| One DOE staff person currently. We plan for the audited entities (SAUs, and other school types) and auditors to have the ability to upload final audit documents to the new system however, it will remain one DOE staff to work the audits internally, with viewing capabilities for other school finance staff. |

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| **3** | **Question** |
| Approximately how many audits are completed each year? And do the audits include final audit reports/opinions? |
| **Answer** |
| DOE collects 447 audits per year. We do not conduct the audits; we collect the audit documents which reflect the work performed by the independent auditor, we then review for completion, findings and request corrective action plans when necessary. This desk review process is required by 2 CFR Ş200. |

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| **4** | **Question** |
| How many unique final audit reports/opinion templates does the team use? |
| **Answer** |
| DOE currently utilizes an excel workbook to perform the audit desk review. |

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| **5** | **Question** |
| Is it accurate to say the audit team primarily uses Microsoft solutions (e.g., Word, Excel, etc.) to complete audit-related tasks? |
| **Answer** |
| Yes |

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| **6** | **Question** |
| Is the team looking for demos before RFP? |
| **Answer** |
| Yes |

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| **7** | **Question** |
| Would a visual dashboard be helpful to implement? |
| **Answer** |
| It is not a requirement. |

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| **8** | **Question** |
| Do you need assistance in writing the Request for Proposals (RFP) for a new system for the School Financial Data Collection and Reporting System? |
| **Answer** |
| It would be a conflict of interest for a vendor to assist in the authoring of an RFP on which that vendor intended to bid. Should MDOE have the need to contract for assistance in authoring an RFP, the vendor contracted for that work would not be able to bid on that RFP. |

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| **9** | **Question** |
| Is there a link or a document of the OIT policies and procedures to ensure our proposed solutions adhere to the security policies the State of Maine may have? |
| **Answer** |
| Yes - <https://www.maine.gov/oit/policies-standards> |

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| **10** | **Question** |
| What data visualization tools and/or Business Intelligence (BI) tools does the State of Maine currently utilize that we may leverage for the proposed solution? |
| **Answer** |
| The Department is looking for vendor suggestions for a future focused yet proven technology to potentially move away from current solutions. |

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| **11** | **Question** |
| Will the data collected for the proposed solution be available to the public via a website or is it meant to be secure and private to the State of Maine? |
| **Answer** |
| The data is secure and private; many reports created from the data will be public. |

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| **12** | **Question** |
| Would it be possible to have a follow up screen share where the School Finance and Operations Team demonstrate the manual end-to-end processes with fictitious data?  This would allow vendors to better understand what manual process and calculations are needed in the new system. |
| **Answer** |
| If time allows, the team can create a pre-recorded video to share with interested vendors. |

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| **13** | **Question** |
| What Single-Sign On provider(s) does the State of Maine use for the current users/roles associated with this process? |
| **Answer** |
| The single sign on process was developed internally. |

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| **14** | **Question** |
| Is there a preferred Tech Stack? |
| **Answer** |
| The Department does not have a specific requirement or preference at this stage. |

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| **15** | **Question** |
| Are There any Security Restrictions? |
| **Answer** |
| The State has documented technical requirements:  <https://www.maine.gov/oit/policies-standards> |

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| **16** | **Question** |
| Preferred Cloud Vendor? |
| **Answer** |
| The State works with various qualified vendors. The requirements can be found in our policies.  <https://www.maine.gov/oit/policies-standards> |

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| **17** | **Question** |
| Does the Data Warehouse have a visualization tool? |
| **Answer** |
| The Data Warehouse project is a phased project; the project has just gotten underway. The intent is for a data visualization tool, but that tool has not been determined. |

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| **18** | **Question** |
| Is there a front-end interface to interact with? |
| **Answer** |
| Yes, but we are planning on a new interface being built in conjunction with the backend. |

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| **19** | **Question** |
| How much information needs to be External vs Internal? |
| **Answer** |
| Data collected must be secure and for internal use; data will be provided to external sources via reports. |

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| **20** | **Question** |
| Is there a breakdown of how we calculate subsidy? |
| **Answer** |
| Yes - <https://www.maine.gov/doe/funding/training-materials>  **Subsidy Calculation Chart** – Under the **ED 279** header. |

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| **21** | **Question** |
| Any major pain points we are trying to solve? |
| **Answer** |
| A: Manual Processes.  B: Single Sign On  C: Improved ability to query data |

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| **22** | **Question** |
| Moving forward, will data be stored in data warehouse, network drive, or cloud? |
| **Answer** |
| The preferred solution would include cloud storage for a limited number of years of data. |

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| **23** | **Question** |
| Do you want a hybrid system – Automatic & Manual Uploads? |
| **Answer** |
| The system solution should be determined by the vendor, based on the problem statement from DOE which includes a request for school units without their own system to have the ability to enter their data into the state system. |

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| **24** | **Question** |
| What format is data from small SAU uploads? |
| **Answer** |
| Currently, a manual UI interface or a text file. |