NEW YORK STATE EDUCATION DEPARTMENT PBITS 20-001
PMIS DATA CONSOLIDATION AND CONVERSION PROJECT
QUESTIONS AND ANSWERS ADDENDUM

JANUARY 28, 2021

<u>**Comments**</u>

1. This Q&A Addendum supplements the Q&A that was posted on January 13, 2021. In the original Q&A, NYSED combined similar questions from different bidders and provided a single answer to those questions. This addendum provides answers to each of the individual questions that were received before the January 7, 2021 question deadline.

2. The revised due date for bidder responses is February 4, 2021, 5:00 p.m. Eastern Time.

#	PBITS PAGE/ SECTION	BIDDER QUESTION	NYSED RESPONSE
1	N/A	In light of COVID will NYSED waive the notary requirement for applicable forms?	No, a notary is required on documents that state it is required.
2	N/A	Can the Agency confirm that the contractor's scope of work for the technical assistance with migration, cleansing, and conversions of data is limited to the deliverables and that the Contractor will not be responsible for the data migration pipeline design, data transformation, or data cleansing activities?	Per revised deliverable FPMS-09, contractors will be responsible for all activities in the data migrations, including pipeline design, data transformations and data cleansing.
3	N/A	Can the Agency provide as-is and to-be (if available) documentation, data element dictionary, and data models (CDM, LDM, PDM)?	That information will be available to the winning vendor after the project start date.
4	N/A	If the actual data migration is in scope, could you please elaborate the following:	Current system is divided into 'Upstate' and 'NYC' with the following sizes: Upstate

		• Number of entities/tables in the source table that are needed to be migrated • Overall data size of the source system • Business rules that define source to data mapping • Additional conversion data metrics (total records, master data, breakdown by tables/subject areas, reference data, etc.) • Any defined data quality rules	• 55 program files • DBF files total to about 131 MB between the 8 tables. Tables are not normalized or relational. • Main table it has 237 columns and about 80k records. NYC • 32 program files. • 7 DBF files totaling a little over 100 MB. • ~53K records in the NYC projects table. NYSED does not currently have business rules for data mapping or defined data quality rules. Per deliverables FPMS-05 and FPMS-07, it is the vendors responsibility to work with NYSED technical and program area staff to create those rules.
5	N/A	Will the Agency provide tools and/or have a tool preference. E.g., Oracle ODI for mappings, EDQ for data quality, etc. Is the agency currently using any ETL tool for migration? If yes, is there any ETL testing tool also in place?	NYSED currently supports Talend as the department's standard ETL tool, and using this technology is preferred. NYSED is open to other tools if they can be supported in NYSED's technical architecture, are installable by NYSED staff (or can be appropriately partitioned) and have no licensing considerations that would prohibit their use.
6	N/A	The deployment of the new Java based web system is on-premises or cloud?	New system is an on-premises solution.

7	Section 2.1.4	Could you please elaborate tentatively on the kind of work that can be handled remotely? What is the ambit of remote locations?	Currently NYSED is open to remote work being performed by vendors, however all remote work must be done within the United States.
8	Section 2.1.4	Could you please elaborate on the roles that NYSED envisions for this engagement apart from the key personnel? This will help us in sharing the CVs of the appropriate profiles.	NYSED does not have specific requirement for staffing this project beyond the key personnel described in the mini-bid. All bidders must determine their staffing to complete the deliverables stated in the mini-bid understanding that this is a competitive bid where cost is worth 30% of bidder's overall score.
9	N/A	Regarding the Attachment 02 Contractor References Form, should the requirement of "Submit a total of THREE (3) references for the Bidder relevant to IV&V experience" say data consolidation experience instead of IV&V?	This was a typographical error, and a new version of the Attachment 02 Contractor References Form has been reposted removing any references to IV&V.
10	N/A	Can NYSED provide an idea of the size of the data base as well as the number of tables and data elements that currently exist in the dBase system?	Current system is divided into 'Upstate' and 'NYC' with the following sizes: Upstate • 55 program files • DBF files total to about 131 MB between the 8 tables. Tables are not normalized or relational. • Main table it has 237 columns and about 80k records. NYC • 32 program files. • 7 DBF files totaling a little over 100 MB. • ~53K records in the NYC projects table.

11	N/A	Can NYSED provide any updates to the onsite expectations based on COVID-19 work restrictions.	During COVID and when work-at-home telecommuting policies are in place at NYSED, contractors are expected to work remotely but to be available during planned working hours via remote working software, such as WebEx and Microsoft Teams. The current NYSED telecommuting policy is in place until April 2, 2021. During the remainder of the pandemic, when possible to have staff within the building, a schedule to enforce social distancing will be developed for all staff, including contractor staff.
12	N/A	One of the responsibilities of the Senior Data Conversion Specialist(s) is to develop a data dictionary of the tables, columns, fields, and table relationships such as primary and foreign key constraints to facilitate data mapping and conversion. Can NYSED provide information on what documentation currently exists of the data?	That information will be available to the winning vendor after the project start date.
13	Attachment 2	Three (3) references relevant to IV&V experience is requested. Can NYSED confirm that data conversion, migration, and cleansing references can also be provided.	This was a typographical error, and a new version of the Attachment 02 Contractor References Form has been reposted removing any references to IV&V.
14	N/A	Due to the ongoing pandemic, is it possible to have 1 key resource on site and others working fully remote?	During COVID and when work-at-home telecommuting policies are in place at NYSED, contractors are expected to work remotely but to be available during planned working

				hours via remote working software, such as WebEx and Microsoft Teams. The current NYSED telecommuting policy is in place until April 2, 2021. During the remainder of the pandemic, when possible to have staff within the building, a schedule to enforce social distancing will be developed for all staff, including contractor staff.
15	N/A	What is the number of records in the clipper database (record being a unique key)?		Current system is divided into 'Upstate' and 'NYC' with the following sizes: Upstate • 55 program files • DBF files total to about 131 MB between the 8 tables. Tables are not normalized or relational. • Main table it has 237 columns and about 80k records. NYC • 32 program files. • 7 DBF files totaling a little over 100 MB. • ~53K records in the NYC projects table.
16	N/A	Will the Clipper System be able to be accessed remotely?		That will need to be discussed after the vendor has been awarded, but we do believe that is feasible.
17	N/A	Will the state provide staff with data knowledge of the data on Clipper?		At least 2 IT and 4 program-area resources would initially be available, but more could be

			depending on questions. IT staff are developers familiar with the current and new systems and program are staff are the end-users for each system.
18	N/A	Will the state provide staff who are familiar with the existing data?	Please see the previous answer
19	N/A	Will the contractor staff be allowed to work offsite, especially during the Covid-19 pandemic?	During COVID and when work-at-home telecommuting policies are in place at NYSED, contractors are expected to work remotely but to be available during planned working hours via remote working software, such as WebEx and Microsoft Teams. The current NYSED telecommuting policy is in place until April 2, 2021. During the remainder of the pandemic, when possible to have staff within the building, a schedule to enforce social distancing will be developed for all staff, including contractor staff.
20	N/A	Due to the pandemic, can we request NYSED to waive notarization requirements for any forms, requiring notarization, submitted with the proposal?	No, a notary is required on documents that state it is required.
21	N/A	What information you can share about the software development project for new Java/Oracle system that is going to replace the legacy Clipper/dBase PMIS: a. any information you can share that will help us determine any dependencies between the software development project and this migration, cleansing	a. That information will be available to the winning vendor after the project start date. b. That information will be available to the winning vendor after the project start date.

		and conversion of data from current legacy system project. b. any information you can share about software development project which can help develop project/resource plan for this migration, cleansing and conversion of data from current legacy system project. c. Current status of new software development project (if already under way, it's currently in which SDLC phase)? d. Can you share who is running the new software development project?	c. All functionality requests have been completed in the Java system and user-acceptance testing is ongoing with program office. d. New development is being manned and overseen by NYSED IT staff
22	N/A	Your team currently wring the solution using JAVA/Spring Framework – are they state employees or contractors? If this is contracted work, who is the vendor?	Java application is being developed by internal NYSED IT staff.
23	N/A	Are the target tables defined at this me? If so, could we get a copy of both the clipper database structures and the target Oracle database structure?	That information will be available to the winning vendor after the project start date.