



December 18, 2020
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A handwritten signature in black ink that reads "Jeff Sporn".

FROM: Jeff Sporn

Interim Director of Procurement
812 464-1982
812 461-5275 Fax

SUBJECT: 21-7-21211-01290
Learning Analytics and Educational Data Science Consultant
Due 11-20-20/2PM/Local Time

Addendum #1

This addendum forms a part of and modifies bidding requirements that pertain to the above mentioned project.

See attached for answers to questions submitted.

All bidders shall acknowledge receipt of this addendum on the bid proposal form.

JS/bw

1. Can you please provide the list of data sources/data sets?
Student data that is part of our Banner/Ellucian system, as well as other student-related and academic data from other sources on campus such as AdvisorTrac and Fire Engine Red.
2. What is the existing data size, and can you provide year over year growth percentage of data (MBs, GBs, TBs...)?
The data sets sizes vary.
3. Where the existing data are stored (On-prem or Cloud)?
Both.
4. Does the existing data need any cleansing?
Yes, this is within the scope of work.
5. Scope of Work – “Review analytic solution design and provide meaningful feedback and coaching to the project team.”
Does the University had already prepared an analytic solution design?
USI uses Cognos, Tableau and SPSS for data analytics currently. The consultant will work with the project team to extend the data analytics design.
6. What is the total number of users that will be interacting with the dashboard? Also, please specify user roles.
This will range with the dashboard topic. It will be used by administrative staff and faculty.
7. Does the University currently use any Business Intelligence tool? If yes, please specify license information.
Tableau Desktop and Prep, and IBM Cognos are currently used. A Cognos license will be available for the consultant’s use for the project. USI does not have Tableau Server.
8. Will the University provide the required BI tool (IBM Cognos BI or Tableau) licenses to carry on the task/project?
USI will provide Cognos access. The consultant will need to have their own Tableau Desktop license. USI will not provide a Tableau desktop license.
9. Do you expect an on-site resource or can the work be performed remotely?
The work can be performed remotely. A reliable, high-speed internet connection and adherence to data security protocols and policies are required.
10. Please mention the number of resources and their roles that the University is looking for?
One consultant, if that person is qualified.
11. Can we submit our proposal response through email?
Yes, the bid package can be emailed to jsponn@usi.edu
12. Does the consultant resource need to be located in the US or can the resource be located outside the US eg., Offshore?
The vendor and consultant resource needs to be located in the U.S.

13. **Qualifications: Are these the qualifications that the consultant resource needs to possess or are they expected from the vendor responding to the RFQ?**
Both the consultant resource and vendor responding should possess the qualifications.
14. **Are professional references for the consultant resource or for the vendor responding to the RFQ?**
Both the consultant resource and vendor responding should provide professional references.
15. **Our team currently uses Tableau Desktop. Do we need to have Tableau Server for this project?**
The consultant will need to have their own Tableau Desktop license. USI will not provide a Tableau desktop license.
Tableau Server is not required. USI does not have Tableau Server either.
16. **Would our team use USI's Tableau account for this project?**
The consultant will need to have their own Tableau Desktop license. USI will not provide a Tableau desktop license.
17. **Would our team need to use IBM Cognos for data visualizations, or is it fine for us to create data visualizations using Tableau?**
USI does not typically use IBM Cognos for data visualization. Most all data visualizations are developed using Tableau, which is preferred.
18. **The RFP says "use a mix of analytic tools and SQL to access and analyze large data sets." Can you provide any further detail about these tools? Would our team access data using accounts provided by USI for this project?**
Cognos is the primary tool for data extraction from our Operational Data Stor(age), while SQL is used as well. USI would provide the consultant with Cognos access/use for the project.
19. **We have a team member based in Evansville who can help support this project. However, our data analyst is based in Michigan. How much, if at all, would our data analyst need to be present for in-person work in Evansville? Would working remotely restrict her ability to access data/files or complete other tasks?**
All consultant work will be done remotely, even for those who live close to the campus. It is expected that the consultant will work collaboratively with the project team and the Data Tools Co-Design faculty community, including participating in regular virtual meetings. A reliable, high-speed internet connection and adherence to data security protocols and policies are required for the consultant.
20. **The cover page says "Insurance Certificate naming USI as "Additional Insured", Workers Compensation, Auto Liability and Employers Liability coverage is to be included in bid package." For other projects, we usually submit insurance documentation during the contracting process (after our proposal was accepted). We just want to confirm that USI needs this as part of the bid/application and not when we would enter the contracting process.**
The COI documents are not needed until a vendor is selected and the contract process begins.
21. **In the RFQ, you specifically call out IBM Cognos and Tableau. Would you consider working with R and Shiny Apps for data transformation and visualization?**
The USI Project Team does not have experience with R or Shiny Apps, thus we would not consider options for data transformation and visualization.