

Request for Proposals - Answers

Administrative Operator Agency for Data Warehouse Enterprise for Linkage Arizona (DWEL-AZ)

1. Is there an expected “go live date” or a ramp up phase after award announcement?
 - a. *Subject to approval by the DWEL-AZ Collaborative and its partners, the selected DWEL-AZ Operator may be onboarded and begin work in late January or early February.*

2. What entity is procuring this contract and which organization will sign the agreement?
 - a. *The Arizona Housing Coalition (AHC) is procuring this contract on behalf of the DWEL-AZ Collaborative and will assist with the transition of signatories for the enacted Garcia Family Foundation grant agreement. At a later date, the Operator may be expected to sign an agreement with each of the participating agencies in the Collaborative to further formalize the relationships involved in the project.*

3. Is the anticipated award from the Garcia Family Foundation a part of this contract, or a separate agreement?
 - a. *The award from the Garcia Family Foundation (GFF) is a separate agreement between the Garcia Family Foundation and the Arizona Housing Coalition (AHC) on behalf of the DWEL-AZ Collaborative. The selected entity would transition into AHC’s role in the GFF agreement.*

4. Is the Arizona Department of Housing (ADOH) a member of the DWEL-AZ Collaborative?
 - a. *The Balance of State Continuum of Care, represented by the Arizona Department of Housing (ADOH) as their Collaborative Applicant, is a member of the DWEL-AZ Collaborative.*

5. The Arizona Housing Coalition (AHC) is DWEL-AZ’s current fiduciary agent. The RFP states that the DWEL-AZ Operator will hold fiduciary responsibility. Why is the Collaborative seeking to make this change?
 - a. *The Arizona Housing Coalition is temporarily acting as DWEL-AZ’s fiduciary agent. However, upon selection of the DWEL-AZ Operator, this role would transition to the new agency.*

6. Green River is identified as the technology vendor for the data warehouse’s design, development, and implementation. The RFP states the DWEL-AZ Operator will be responsible for managing this vendor. Can you please provide the scope of work or contract with Green River, including project plans, timelines, and funding?
 - a. *Green River is contracted with DWEL-AZ and funded through October 31, 2024. Their scope of work includes hosting and maintaining the warehouse, further warehouse beta testing with AHCCCS data integration, and providing engineering support and software development.*

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7. In addition to design, development, and implementation is Green River anticipated to be contracted to provide maintenance and operations of the data warehouse?
 - a. *Green River is currently maintaining and operating the warehouse through the term of their contract.*
8. What organization hosts the data warehouse?
 - a. *The data warehouse is hosted by Green River.*
9. The Corporation for Supportive Housing (CSH) is contracted with DWEL-AZ for technical support and assistance. The RFP states the DWEL-AZ Operator will be responsible for managing this consultant. Can you please provide the scope of work or contract with CSH, including project plans, timelines, and funding?
 - a. *CSH is contracted with DWEL-AZ and funded through September 30, 2024. Their scope of work includes liaising with Green River's ongoing warehouse implementation and assisting with the data sharing/use agreements.*
10. The RFP states the DWEL-AZ Operator is responsible for maintaining and enforcing terms of the Data Sharing Agreement, Privacy Practices, and Release of Information Forms. Can you please provide each of these documents?
 - a. *All three documents are currently in draft form and have not yet been formally approved by the DWEL-AZ Collaborative.*
11. The RFP identifies the DWEL-AZ Operator is responsible for 5 major functional areas: (1) Facilitate Dialogue and Routine Communications, (2) Hold Fiduciary Responsibility, (3) Maintain and Manage Adequate Staffing, (4) Manage Consultants and Vendors, and (5) Implement Operations and Policy. For the 12 month period January 2024 through December 2024, can you please provide an estimated range of hours AHC anticipates the DWEL-AZ Operator will allocate to each functional area in order to perform each function successfully?
 - a. *The unique nature of this project prevents a detailed estimation, though comparable endeavors have dedicated an equivalent of 1 - 1.5 FTE for the role. The respondent may also note variables within each of the five categories, such as active versus passive roles and those with time requirements that shift over time as the project develops.*
12. Does AHC anticipate the one-time award of \$100,000 representing fees and operations through 2024 will be sufficient for the DWEL-AZ Operator to perform all of the functions included in this contract through 2024, or is it anticipated that additional funding must be identified for 2024?
 - a. *It is anticipated that existing funding, including the \$100,000 award for the DWEL-AZ Operator, is sufficient to fully support the project through 2024.*

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13. How will AHC and the Collaborative support the DWEL-AZ Operator in seeking long-term, sustainable project funding?
 - a. *The DWEL-AZ Collaborative would provide general direction, historical context and relationships, and input as needed for funding proposals.*
14. Have AHCCCS, ADES, ADOH, and other state agencies determined the funding they will allocate to support DWEL-AZ?
 - a. *No formal commitments regarding funding from state agencies have been made at this time.*
15. The RFP notes that some responsibilities included are contingent on additional progression of the DWEL-AZ project and will not be expected of the awardee at the onset of the contractual relationship. Which of the identified functional responsibilities will be expected at the onset of the contract?
 - a. *In addition to holding fiduciary responsibility as the backbone entity for the project, the primary responsibilities at the onset of the contract would be related to project management. This includes maintenance of the existing meetings and workgroups, establishing the project management and strategic plans, and monitoring existing vendor relationships.*
16. Given cooperation and collaboration across many partner organizations, on a day to day basis, what is the lead organization and individual point of contact for the DWEL-AZ Operator to work with to ensure it is performing its functions appropriately?
 - a. *The DWEL-AZ Operator will work with the DWEL-AZ Collaborative Chair and the Governance Workgroup to complete its duties. The DWEL-AZ Operator will be the point of contact for partner organizations on a day-to-day basis.*
17. The RFP states the DWEL-AZ Operator may directly hire employees or consultants. What example positions and/or consultants are anticipated to be hired in order to complete the work envisioned under this contract?
 - a. *It is possible that the DWEL-AZ Operator will not need to hire employees, though the option is available if necessary to complete the work. Specific positions will depend on the organizational capacity and infrastructure of the contract awardee.*
18. The RFP states the DWEL-AZ Operator has primary accountability to manage consultant and vendor relationships including establishing work plans, deliverables and timelines, monitoring performance of contractors and vendors, collecting reports, and making timely payments. What are the specific consultant and vendor relationships that will be managed and what are the existing timelines, performance standards, reports, and payments that must be made?

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- a. *Please refer to questions 6 and 9, which reflect the two existing relationships.*
19. The RFP states the DWEL-AZ Operator is responsible for administration of a user helpline, user access and deactivation, process requests, and other related technical activities. Will any portion of these activities be shared with other consultants or vendors?
- a. *The DWEL-AZ Operator may collaborate with Green River for some portion of these activities. Otherwise, it is up to the discretion of the Operator and approval of the DWEL-AZ Collaborative to determine whether additional consultants or vendors are necessary to carry out these activities.*
20. The RFP states the DWEL-AZ Operator is not responsible for developing the technical infrastructure of the data warehouse, developing workflows for cross-sharing of data, identifying necessary data fields, reports, roles, or procedures, or developing data sharing agreements and related frameworks. What entities are responsible for developing each of these items and does the DWEL-AZ Operator have a consultative role in any of their development?
- a. *Many of the items listed in this question have already been finalized, or are in active development, by members of the DWEL-AZ Collaborative and its workgroups. The Operator's role is primarily to enforce such policies and procedures, but it may make recommendations to the Collaborative where appropriate.*
21. The RFP requests a high-level plan for fundraising and other long-term financial support of the project. What is the estimated 5 year cost to administer DWEL-AZ, including covering the costs of the DWEL-AZ Operator and other vendors or consultants, including for the technical infrastructure?
- a. *Operational costs for the past year of DWEL-AZ have been approximately \$175,000, which does not include the cost for a DWEL-AZ Operator. Respondents can use this basis to extrapolate an estimated 5-year cost, with the understanding that exact costs may change over time with additional partners, data sources, or infrastructure. Respondents may articulate their own financial needs as part of their submission.*