



UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services
12424 Research Parkway, Suite 355
Orlando, FL 32826

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2023-02TCSA

ITN TITLE: RESEARCHER CENTRIC REPORTING TOOLS

OPENING DATE & TIME: November 9, 2023 @ 3:00 p.m.

ADDENDUM NUMBER: I ADDENDUM DATE: 10/26/2023

Purpose of this addendum is to:

- **Answer questions submitted during the Q/A period.**

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COMPANY NAME

EMAIL ADDRESS

Answers to Questions ITN 2023-02TCSA

1. Is there an anticipated retirement or sunset date for RDW?

UCF Answer: RDW will be transitioned into the DARE environment and will be used in support of this ITN.

2. Are there other critical milestone dates already defined or anticipated for changes to the RDW integration points?

UCF Answer: RDW will be required to move to Azure by July 2026, that would be a key date.

3. For critical source systems that have changed as a result of Knight Vision, has the existing RDW been updated?

UCF Answer: Yes, the RDW has been updated accordingly to KnightVision, however edits and new fields/tables maybe needed as part of engagement.

4. Are there existing documented schedules for data feeds being sent to and from the existing RDW?

UCF Answer: No this isn't documented currently.

5. Approximately how many departmental administrators will be involved in the program?

UCF Answer: When we deliver the system, we would expect all the departmental administrators (approximately 100) to use the system, during the project we will likely use a group of departmental administrators as requirement and testing partners throughout the engagement. We would rely on your expertise to adjust as needed.

6. Approximately how many researchers will be involved in the program?

UCF Answer: When we deliver the system, we would expect all researchers (approximately 500) to use the system, during the project we will likely use a group of researchers as requirement and testing partners throughout the engagement. We would rely on your expertise to adjust as needed.

7. What are the current technical roles supported by the RDW technical operations team?

UCF Answer: Data architect, database administration, security (roles) and business intelligence (reporting)

8. What level and methods of training have the departmental administrators found most successful and a best fit for the team in the past?

UCF Answer: In the past, we have done a mixture of remote zoom/teams sessions/demos, office hours and provided user guides that are accessed by the community.

9. What methods of training have the researchers been most responsive to in the past?

UCF Answer: Researchers are a little bit more difficult, the hope is the system is easy enough for researchers to need minimal training. Often having a strong departmental administration staff supports the training of the researchers. However, we will still use a mixture of remote zoom/teams sessions/demos, office hours and provided user guides that are accessed by the community.

10. Beyond departmental administrators and researchers, what 3) other critical stakeholders and 4) support team will be involved in the program?

UCF Answer: Internal UCF IT resources (DARE/PowerBI), Internal GRIT resources (System Admin, Business Analysts, Database Analysts, etc.), Office of Research Central Office team, UCF Finance Office, VP and AVP level folks for steering committee will be needed, potential external vendors from enterprise systems.

11. What types of training has the technical operations team traditionally preferred or found effective?

UCF Answer: Demo/Lab, Documentation and Shadow/Knowledge Transfer type trainings

12. How many users have access to the DARE environment?

UCF Answer: The DARE environment will have limited access to system/database administrators (team likely around 10)

13. How many users will be viewing/consuming Power BI reports?

UCF Answer: All faculty researchers and research community/administrators should have access/consuming.
i. Faculty Researchers should be around 2000 Faculty Members, Active Researchers ~200.
ii. Research Community/Administrators ~ 500

14. How many analyst/data scientist type users have data lake/data warehouse access?

UCF Answer: Approximately 10

15. How is access to DARE managed for report authors?

UCF Answer: We currently don't have a way for this.

16. How many active developers/report authors are there?

UCF Answer: Approximately 2 specific for Research Needs.

17. What underlying reporting tools were the AURORA and PARIS systems built on? SSRS, Crystal, etc.?

UCF Answer: AURORA uses SSRS for its reports, PARIS was an ad-hoc system built in ColdFusion leveraging RDW.

18. Are you requiring a one-to-one replacement of existing AURORA and PARIS reports in the new Power BI tool?

UCF Answer: No, but should have at least similar or like functionality or greater.

19. What is the definition of "real-time" in the 3rd item of the Objectives list? *"Improve research administration processes by providing comprehensive and **real-time data** on research activities, funding, financials, compliance, and performance metrics through the reporting tool."*

UCF Answer: This would be flexible, but likely daily at least.

20. Are your current SSAS models MDX or Tabular? How many SSAS models exist today?

UCF Answer: MDX, 8 but building more.

21. Is there a need for report exports or subscriptions?

UCF Answer: Yes

22. Describe the organization's process for data discovery?

UCF Answer: As needed, Data Discovery (a subset of Data Governance) process is in its infancy at UCF.

23. What DevOps processes/tools are in place?

UCF Answer: DevOps are used at UCF; however, the GRIT group is not onboarded for this particular engagement.

24. What's the current level of self-service business intelligence (BI) user enablement? What's the desired level of self-service BI user enablement?

UCF Answer: Currently the level is small group of power users who are enabled, however AURORA allows for self service report running (and many run these reports. The goal will be to transition the AURORA usage to self-service business intelligence user enablement.

25. Is the migration of the RDW (Research Data Warehouse) system a part of this scope?

UCF Answer: Currently that is out of scope.

26. What are the current, primary pain-points in reporting and analytics coming out of DARE?

UCF Answer: DARE has a large amount of enterprise Peoplesoft data, however the reporting coming out is not to the desired level, especially for research administration.

27. Are there other BI platforms that UCF has considered for this platform prior to Power BI?

UCF Answer: Some groups use Tableau, however UCF is moving toward PowerBI as best in breed.

28. Are there other reporting tools (Tableau, etc.) that will be supported by DARE?

UCF Answer: Potentially but out of scope for this project.

29. What are the resources UCF plans to contribute as part of this project, ideally by role and FTE?

UCF Answer: 1.0 FTE of Data Architect/Data Analyst (amongst 2 resources), .3 FTE Business Analyst, .2 AVP for Graduate and Research Technology, others as identified with scoping.

30. Do development resources need to be ITAR certified to work on this project?

UCF Answer: No

31. Does UCF anticipate data feeds will be required outside of the DARE environment or should we assume that our team will focus on development strictly using DARE?

UCF Answer: The focus should be on using DARE strictly.

32. Is UCF open to a hosted research analytics dashboard?

UCF Answer: Potentially, if it makes sense.