

MassHousing
Data Inventory RFP Addendum
Question and Response

Question	Response
1. When do you anticipate that we will receive answers to submitted questions?	MassHousing will periodically update this Question and Response document and post to masshousing.com. We will make every effort to be timely. If we do cannot provide a response immediately, we will share the question and note “Response Pending”.
2. We realize that the questions deadline is on 4/12/2023, however, we were not able to find the cut-off hour to send the inquiries, are you so kind as to share with us if there is any specific hour to send the questions?	All RFP inquiries can be submitted anytime on or before 4/12/2023, 5:00 pm EST
3. Will you extend the submission deadline to 5/8 to account for the incomplete RFP details?	The deadline for proposal submissions has been extended by one week. All proposal submissions must be received on or before Friday, April 28, 2023, 5:00 pm EST (updated 4/12/2023)
4. Can you tell us how many data sources you have, or provide a reasonable estimate?	Part of the goal of this engagement is to determine the answer to this question. From a high-level, we have the following categories of data sources: <ul style="list-style-type: none"> • Paper - stored in-house and offsite • File system (unstructured) - stored on virtual servers and in cloud platforms, including MS365, Azure, and third-party hosted and SaaS-based solutions • Database (structured) – hosted on on-prem and Azure hosted SQL servers, Azure SQL, and third-party hosted and SaaS-based solutions – Oracle Database has a small footprint on-prem
5. If the number of data sources cannot be well-quantified, can we submit a time & materials proposal, rather than fixed fee?	All cost proposal structures will be considered
6. Are you amenable to a proposal that offers a staff-augmentation resolution?	MassHousing had not considered how staff-augmentation would complement the more traditional consulting approach. As noted in #5, if staff-augmentation as an option in the proposal submission, it may be considered. If staff augmentation is included in the proposal, please outline the benefits of this approach.

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7. Does MassHousing want a one-time inventory?	The goal is to complete a point-in-time data inventory to use as a baseline or foundation for subsequent data management development and implementation work. This engagement is specific to creating this baseline, based on the scope of work outlined in the RFP, Section III.
8. Does MassHousing want a new system established where the selected vendor would do initial discovery, assist with the one-time inventory classification, and then put MassHousing on the right governance track for the system to do everything automatically going forward?	The goal is to complete a point-in-time data inventory to use as a baseline or foundation for subsequent data management development and implementation work. This engagement is specific to creating this baseline, based on the scope of work outlined in the RFP, Section III.
9. Can you please provide confirmation that the “solicited services as described in Attachment A” refer to Section III Scope of Work in the RFP document on page 4?	Yes, that was an error in the RFP. The two references to “Attachment A” should be considered a reference to the Scope of Work outlined in Section III.
10. Can you please provide MassHousing’s Standard Services Agreement (Attachment B) in a reply to this email?	Document is provided on masshousing.com associated with this RFP
11. Is there any mandatory requirement for M/WBE, veteran-owned VBE, LGBT-owned, and/or disability-owned businesses?	No, there is not a mandatory requirement.
12. If so, could you please disclose the percentage?	Not applicable
13. We are California MBE certified by NMSDC. Could we include our certification as part of the proposal response?	Yes, include a copy of the certificate as part of your proposal submission. Must be in good standing.
14. Can we meet the goal established if we are California MBE certified by NMSDC?	Not applicable
15. Assuming a proposed June 12, 2023 start date, is there an expected target end date by which time the project should be completed?	No, there is not a target end date. However, the end date in the proposal submission will be considered in the context of the overall submission.

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16. Can you provide a list of business processes and documentation, storage locations, databases, technologies, and applications within the environment?	Please review Section III. Scope of Work
17. How many third parties are involved, and do they have Memoranda of Understanding (MOUs) associated with them?	MassHousing works with numerous third parties and MOUs are used where appropriate
18. Who are the owners of the various data sets? Does each entity mentioned in Section II. Background (MassHousing, MassHousing Rental Management, MassHousing Home Ownership, The Mortgage Insurance Fund) each have data that needs to be inventoried, mapped, and protected?	Associated lines of business and IT Yes
19. How many departments have data that will need to be evaluated in this engagement?	All
20. If known, how many COTS vs. in-house made systems are involved?	MassHousing has a mix of COTS and in-house applications. More COTS than in-house.
21. What software/software management tools are currently in place?	An inventory of software assets is documented and maintained in table format. No software asset management solution is utilized.
22. Does any data migration need to take place?	No
23. How many departments or individuals will need access permissions to the data assets?	Access to data is limited to employees who have a business reason for accessing the information and only to the extent they need it to do their job
24. How large are the data set(s) that needs to be mapped?	Sizes vary and some are very large
25. Who is currently using the data?	Lines of business and IT
26. Who will be using the data once inventoried?	Lines of business and IT
27. What data elements exist? (owner, name, source, format, access permissions and other properties.)	Part of the goal of this engagement is to determine the answer to this question.

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28. Is MASSHousing looking for a single one-time snapshot inventory, or looking to implement an ongoing data inventory system?	The goal is to complete a point-in-time data inventory to use as a baseline or foundation for subsequent data management development and implementation work. This engagement is specific to creating this baseline, based on the scope of work outlined in the RFP, Section III.
29. What will this data ultimately be utilized for?	To conduct the business of MassHousing
30. Does MASSHousing plan to utilize data to implement another type of system for data maintenance or data management?	The goal is to complete a point-in-time data inventory to use as a baseline or foundation for subsequent data management development and implementation work. This engagement is specific to creating this baseline, based on the scope of work outlined in the RFP, Section III.
31. Please confirm if MASSHousing is looking for a technology partner who will educate the agency, make assessments and recommendations about the current data, and then also execute the data mapping, protection, and inventory activities?	The goal is to complete a point-in-time data inventory to use as a baseline or foundation for subsequent data management development and implementation work. This engagement is specific to creating this baseline, based on the scope of work outlined in the RFP, Section III.
32. Regarding post-implementation support, MASSHousing asks respondents to describe these ongoing relationships. Should respondents also include estimated pricing or price ranges associated with support?	Yes
33. The RFP refers to Attachment A in Section E. Project Plan. Is Attachment A forthcoming in an Addendum, or is this a typo? We do see Attachment 1 included in the document.	Previously answered in #9 above. yes, that was an error in the RFP. The two references to "Attachment A" should be considered a reference to the Scope of Work outlined in Section III.
34. The RFP refers to Attachment B in Section V. Method Of Selection/Award, as MassHousing's Standard Services Agreement. Is Attachment B forthcoming in an Addendum, or is this a typo?	Previously answered in #10 above, document is provided on masshousing.com associated with this RFP
35. Will MassHousing accept a response referencing the ITC73 contract terms instead of your terms and conditions?	MassHousing cannot at this time determine whether it will accept a response referencing the ITC73 contract terms

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36. Can you provide schema definitions or a DDL for each of the databases used in Production?	This information is considered confidential and will not be provided as part of the RFP response process. Once engaged, the chosen partner will have access to this information.
37. Will read-only access be granted to the applications, databases, and data storage systems in use at MassHousing?	Read-only access will be considered and granted if MassHousing determines it as a project requirement.
38. Does MassHousing have an existing data cataloging tool such as Azure Data Catalog, Collibra, Alation, etc., or are they open to use using an open source data cataloging tool?	There is no existing data cataloging tool. Open source tools would be considered, but MassHousing is largely invested in Microsoft solutions. There would have to be a compelling reason to choose an open source tool at the risk of reduced integration with existing technology.
39. Is there an estimated budget for this project?	No
40. How many end users will use this solution?	Technology solutions are considered secondary to the goals of the RFP and potentially out of scope. If a solution is proven to complement the primary work, technical details (user count, scan approach) will be identified during the engagement.
41. Will this solution be required to scan data while moving?	Technology solutions are considered secondary to the goals of the RFP and potentially out of scope. If a solution is proven to complement the primary work, technical details (user count, scan approach) will be identified during the engagement.
42. Is MassHousing able to provide an inventory of systems that currently support its business? If an inventory is not available, please provide an estimate number of systems supporting MassHousing's business.	As previously noted, MassHousing has a mix of COTS and in-house applications. More COTS than in-house.

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43. Do all MassHousing data sets include unstructured data – documents, email, text msgs, recordings, websites, social media, paper, scanned docs.	From a high-level, we have the following categories of data sources: <ul style="list-style-type: none"> • Paper - stored in-house and offsite • File system (unstructured) - stored on virtual servers and in cloud platforms, including MS365, Azure, and third-party hosted and SaaS-based solutions • Database (structured) – hosted on on-prem and Azure hosted SQL servers, Azure SQL, and third-party hosted and SaaS-based solutions – Oracle Database has a small footprint on-prem
44. Does MassHousing want data classifications beyond what is currently captured in the WISP included as part of the effort? Such as categories & sub-categories for labeling (e.g., financial with subs being agency, bank ...etc.)?	The goal is to complete a point-in-time data inventory to use as a baseline or foundation for subsequent data management development and implementation work. This engagement is specific to creating this baseline, based on the scope of work outlined in the RFP, Section III.
45. Does Massachusetts Housing Finance Agency have a point-guided scoreboard for the evaluation criteria?	No
46. Does the agency require wet ink signatures?	No
47. Is it allowed to use digital signatures?	Yes
48. Could you please grant an extension on the due date?	The deadline for proposal submissions has been extended by one week. All proposal submissions must be received on or before Friday, April 28, 2023, 5:00 pm EST (updated 4/12/2023)
49. Does the Massachusetts Housing Finance Agency have a preferred pricing format? If not, can we use an Excel spreadsheet detailing milestones and the cost of each?	No Yes
50. Is it required to provide the COI alongside the proposal response?	No
51. If we are using a subcontractor, can the subcontractor meet the minimum requirements?	The use of subcontractors in the proposal submission will be considered in the context of the overall submission.

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52. Does the agency accept remote resources to work on the project?	Yes
53. Does the agency prefer on-site resources to execute the project?	No
54. Is there any incumbent associated with this project? If so, please disclose the name.	No n/a
55. Is there a page limit for our response?	No
56. What is the estimated budget available for the end-to-end of the project?	As was asked in #39 above, "Is there an estimated budget for this project?", the answer is no.
57. Does the agency have a desired font size and type for us to present our proposal?	No