

## Addendum 1

### Q&A:

1. Does the Task Force have data dictionaries for the data sets?
  - The Task Force is beginning that work, currently. There are not established dictionaries and we are building them from the ground up.
2. For the data definitions, does this include all institutional data or only the institutional data used for benchmarking clearinghouses, such as DoE/IPEDS and NSF?
  - Our first priority is accreditation requirements, for SACS and LCME. So we plan to start with benchmarking data and expand.
3. Is it the expectation of EVMS for the selected consultant to compile the glossary and metadata for this institutional data, or is the selected consultant expected to define a process by which EVMS would establish and maintain the glossary and metadata?
  - The consultant would work with the Task Force to compile the glossary and metadata.
4. Is there a specific event(s) or situation(s) that is driving this initiative?
  - Accreditation reporting is more involved than ever before and takes a significant amount of staff and faculty resources to compile everything needed. Our recent strategic plan has established the new office of Institutional Effectiveness to streamline data and reporting needs for accreditation, and all other reporting purposes.
5. Who is the champion and/or sponsor of this initiative at EVMS? Will they be actively involved in the project and the ongoing use/operation of the new process/organization?
  - Dr. Elza Mylona, the Vice Provost of Faculty Affairs and Institutional Effectiveness. She is in the process of hiring a Director of Business Intelligence and Analytics as well as a Director of Institutional Effectiveness and Assessment, who will be involved in the project and the ongoing use/operation of the new process/organization.
6. Did EVMS use a third-party to help develop this RFP, or was it developed internally? If a third-party was used, who was it?
  - Internally developed
7. Per the evaluation criteria (Section 8.0 of the RFP on page 14), it is our understanding that if we do not bid a SWaM vendor, then the maximum number of points we can score is 90 out of 100.
  - Under that criteria, SWaM vendors are awarded 10 points. Vendors that are not SWaM but provide a Small Business Subcontracting Plan (attachment F) are evaluated accordingly.
8. Do you have a budget estimate or not-to-exceed threshold for this project that you can share? If yes, please provide detail.
  - Not available.