



Enterprise Data Analytics and Reporting System

Request for Quotes (RFQ) Template

Request for Quotes (RFQ)

[Insert RFQ Title]

[Insert Entity Name]

[RFQ Number: Insert Number]

1. Introduction

[Insert Entity] is issuing this Request for Quotes (RFQ) to establish a Contract Award with a qualified Contractor capable of providing a **Software-as-a-Service (SaaS)** solution for an **Enterprise Data Analytics and Reporting System (EDARS)**. The solution must provide a unified governance layer to align business logic across the agency's data ecosystem.

Contract Term: The Contract will have a base term of [insert number of years: i.e. 1, 3, or 5] with [insert number of optional renewal periods] of [insert number] years each.

ACS Ordering: This RFQ may be issued under Alternate Contract Source (ACS) [Insert ACS identifiers].

PO-Based Purchasing: Customers may issue Purchase Orders (POs) for specific license tiers and performance periods.

2. Background & Context

[Insert Entity] seeks to modernize its analytics capabilities to support data-driven decisions. This acquisition supports an incremental approach to modernization that focuses on logic alignment rather than massive infrastructure overhaul. Objectives include:

- **Establishing a "Single Version of the Truth":** Eliminating conflicting reports caused by inconsistent business rules.
- **Maintaining Data Sovereignty:** Preserving existing security and administrative boundaries by leaving data in its systems of record.
- **Improving AI Readiness:** Providing the necessary semantic context and lineage to ensure automated answers are explainable and auditable.
- **Ensuring Operational Stability:** Modernizing the user experience without requiring the immediate decommissioning of core legacy systems.

3. Description of Purchase

The Solution must provide a **Semantic Governance Layer**. It shall act as a centralized business-logic abstraction layer that sits above existing systems (Cloud, On-Prem, or Legacy).

Core Operational Objectives:

- **Federated Logic Alignment:** Connect directly to data sources in-place to respect existing security protocols.
- **Reusable Object Model:** Define metrics and rules once centrally and deploy them to all downstream reports, mobile endpoints, and AI models.
- **Defensible Intelligence:** Provide "AI with Lineage" to ensure all automated answers can be traced to source policy and data.

4. Contract Award (ACS + PO Structure)

1. The Contract Award will be established under ACS **[insert ACS details]**.
2. Customers may place orders through **POs**, referencing the Contract Award number.
3. Pricing under the Contract Award must be **at or below** the pricing submitted in response to this RFQ.
4. Customers may acquire the SaaS Solution directly or through jointly bidding vendors (e.g., SaaS vendor + managed service provider).

5. Term

The Contract Award's initial term is **[insert term]**, subject to ACS limitations. Each Customer-issued PO will specify its own performance term and renewal structure consistent with the Contract Award.

6. Scope of Work

The Contractor shall provide a complete SaaS or COTS Solution, including onboarding, training, hosting, support, reporting, and configuration assistance.

6.1 Functional Requirements

The Solution **must**:

- **Support Federated Querying:** Enable read-access to disparate data sources (SQL, Oracle, Snowflake, legacy systems) without requiring data duplication into a vendor-hosted repository.
- **Centralized Business Logic Layer:** Provide a reusable metadata model that unifies metrics and business rules across the enterprise.
- **Operate fully as SaaS:** No customer-hosted infrastructure shall be required for core operations.
- **Support Identity Integration:** Must support Single Sign-On (SSO), Multi-Factor Authentication (MFA), and Role-Based Access Controls (RBAC).
- **Configuration without Custom Code:** All policies, rules, and semantic mappings must be configurable through the administrative console.
- **Administrative Audit Logs:** Maintain an immutable record of changes to business rules and administrative policies.

6.2 Semantic & AI Governance

The Solution must include:

- **AI with Lineage:** Any AI-generated insights must be grounded in the governed metadata layer, providing a "Click-to-Source" audit trail of the logic used.
- **Definition Reconciliation Tools:** Identify and reconcile conflicting business logic and metric definitions across different agency programs.
- **Policy Guardrails:** Mechanisms to ensure that data insights and AI outputs comply with statutory and agency policy rules.

6.3 Security & Compliance

Data Sovereignty: The Solution must respect and pass-through existing source-system security permissions (AD/LDAP).

Compliance Standards: Choose one:

- **Option A — Require:** [Insert: NIST, FedRAMP (and level), CJIS, HIPAA, etc.].
- **Option B — Accept equivalent controls..**

Encryption: The Solution must provide encryption at rest and in transit (e.g., TLS 1.2 or higher).

6.4 Scalability

The Solution must support [insert expected user count] and be capable of multi-departmental growth across the agency.

The architecture must support horizontal and/or vertical scaling without service interruption.

6.5 Integration & Compatibility

The Solution must integrate with:

- **Identity Provider:** [insert name, e.g., Entra ID, Okta].
- **Data Sources:** Provide native connectors for [insert list: e.g., Databricks, Snowflake, Oracle, DB2, SQL Server].
- **Productivity Tools:** Enable governed data flow to standard tools (e.g., Excel, web browsers).

6.6 Performance & Availability

- **High Availability:** Support monthly uptime targets [Insert target, e.g., 99.999% or higher].
- **Elastic Performance:** Maintain reasonable end-user experience for complex queries across federated sources.
- **Service Restoration:** Provide a documented approach for handling service degradation and restoration.

6.7 Operational Overlays (Zero-Click Intelligence)

- The Solution must deliver insights directly into existing web-based applications (e.g., case management systems) via a non-disruptive overlay.
- Must support contextual intelligence overlays or embedded analytics cards that surface governed insights within existing web applications without requiring users to leave their workflow.

6.8 Reporting Requirements

The Contractor shall submit **[insert cadence: e.g., monthly]** reports including:

- **Usage & Adoption:** Trends across different departments or user groups.
- **SLA Compliance:** Uptime and support response performance.
- **Semantic Health:** Data on definition alignment and policy enforcement.
- **Performance Metrics:** System latency and query execution trends

6.9 Kickoff Meeting

Contractor shall conduct a kickoff meeting to:

- Confirm objectives
- Finalize timeline
- Assign roles
- Validate integration scope
- Establish communication cadence

6.10 Training & Support

The Contractor must provide:

- **Administrator Training:** Configuration, policy design, and troubleshooting.
- **End-User Materials:** Documentation or guides for daily insight consumption.
- **Ongoing Support:** Access to technical support during **[insert hours]** with defined escalation paths.

7. Deliverables

Deliverable	Description	Due Date
Implementation Plan	Detailed timeline, integration scope, and owner mapping.	[Insert Date]
Semantic Drift Discovery	Identification of metric inconsistencies across program reporting packages.	[Insert Date]
Federated Architecture Blueprint	Map of secure, read-in-place connectivity to data sources.	[Insert Date]
Training & Adoption Program	Curriculum for admins and end-users on the governed logic model.	[Insert Date]
Go-Live Readiness	Full operational deployment with validated business logic.	[Insert Date]

8. Evaluation Criteria

[Insert Entity] will evaluate Quotes using a best-value approach.

Factor	Weight	Evaluation Focus
Semantic Governance Compliance	[Insert %]	Ability to maintain a single, governed version of truth.
Architectural Sovereignty	[Insert %]	Success in federated querying without data movement.
AI Lineage & Transparency	[Insert %]	Strength of auditable citations for automated answers.
Implementation Feasibility	[Insert %]	Ability to modernize without disrupting legacy operations.
Total Cost of Ownership (TCO)	[Insert %]	Avoidance of migration costs and data egress fees.

9. Performance Measures (Optional Module)

- 100% compliance with mandatory requirements
- Uptime target: **[insert requirement i.e. 99.999%]**
- Critical incident resolution within **[insert the hours/days/weeks]**
- Timely deliverable submission
- Accurate and complete reporting

10. Financial Consequences (Optional)

Non-performance may result in financial credits or liquidated damages as defined in Section 7.

11. Response Content Requirements

Vendor must submit:

1. Implementation Plan
2. Completed Functional Requirements Matrix (Attachment A)
3. Proposed SLAs
4. Pricing Form (Attachment B)
5. Platform Overview
6. Integration Capabilities Statement
7. References
8. PoV Proposal (if applicable)

12. Timeline

Event	Date
RFQ Release	[Insert date]
Questions Due	[Insert date]
Answers Posted	[Insert date]
Quotes Due	[Insert date]
Evaluation Period	[Insert date]
Award Notification	[Insert date]

13. Procurement Officer

[insert contact name]

[insert title]

[insert entity]

[insert address]

[insert email]

[insert phone number]