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**Ron DeSantis, Governor**  
Jonathan R. Satter, Secretary

## Department of Management Services

### REQUEST FOR INFORMATION

#### Enterprise Data Catalog Solution

**RFI Advertisement Number: DMS-19/20-078**

**Begin Date: April 21, 2020**

**End Date: May 21, 2020**

**Note: This request for information is for the sole purpose of obtaining information from the vendor community.**

**\*\*\*THE DEPARTMENT IS NOT SEEKING BIDS OR PROPOSALS, AND NO CONTRACT AWARD WILL RESULT FROM THIS REQUEST FOR INFORMATION.\*\*\***

Pursuant to 60A-1.042, an agency may request information by issuing a written Request for Information. Agencies may use Requests for Information in circumstances including, but not limited to, determining whether or not to competitively procure a commodity or contractual services, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation.

## **I. INTRODUCTION**

The Department of Management Services (Department), Division of State Technology (DST) is issuing this Request for Information (RFI) to Florida's vendor community to obtain industry information regarding an Enterprise Data Catalog (EDC) solution.

This is an RFI as defined in section 287.012(22), Florida Statutes, for planning purposes only. This is not a solicitation for offers. The information gathered from this RFI may be used to develop a future competitive solicitation. Please monitor the Vendor Bid System for any changes or notices prior to submitting a response.

## **II. PURPOSE OF AN RFI**

Rule 60A-1.042, Florida Administrative Code (F.A.C.), provides that an agency may request information by issuing a written RFI. Agencies are authorized to use an RFI in circumstances including, but not limited to, determining whether or not to competitively procure a commodity or contractual services, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation. A vendor's response to an RFI is not an offer and the agency may not use the vendor's submission to justify a contract with that vendor without otherwise complying with Chapter 287, Florida Statutes (F.S.) and Rule 60A-1.042, F.A.C. Vendors submitting a response to an agency's RFI are not prohibited from responding to any related subsequent solicitation.

Any future purchase of the services will be conducted in accordance with Chapter 287, F.S. The Department may use responses to this RFI to prepare one or more competitive solicitations and as the basis for any subsequent vendor meetings.

## **III. GOAL**

The Department's objective in implementing an Enterprise Data Catalog solution includes, but is not limited to, the following:

- Establish a comprehensive Enterprise Data Catalog that serves as a metadata repository for all state datasets.
- Identification of linkages and relationships between datasets.
- Development of common data definitions, classifications, and policies. This would include identification of sensitive and regulated data.
- Documented data lineage.
- Self-service functionality that provides agency users the ability to identify datasets currently available for use based on executed data sharing agreements, data classifications, and associated policies.

The Department is looking for organizations that will provide solutions to meet the state's current and future needs and would appreciate responses to Section IV., below.

## **IV. RESPONSE**

In order to potentially develop a new solicitation(s) for an Enterprise Data Catalog solution, the Department is requesting the following information:

### **A. Company information:**

- 1) Company contact information, including:
  - a. Primary contact
  - b. Address
  - c. Phone
  - d. Email

- 2) Brief overview of your company.
- 3) Brief description of experience providing similar solutions, especially for government customers.

**B. Product and Services Summary:**

- 1) Describe the EDC solution(s) available from your company. Provide an overview of all major functionality and any additional resources that may be necessary to meet the state's objectives.
- 2) Provide a brief history of your product, including the original release date, prior major version release dates with associated functionality, and the current release cycle. If public, please identify functionality currently being developed and the anticipated release date.
- 3) Identify the solution hosting options and if applicable, any hardware, software, and system platform requirements. Please identify your recommended hosting option and describe any functionality limitations and/or solution differences based on the solution hosting options.
- 4) Describe your solution's metadata discovery and ingestion functionality. What would be your recommended approach to identifying and discovering metadata across the many state agencies with differing datasets, technology, and business objectives?
- 5) Identify the metadata categories and fields that are included in the catalog of your standard/out of box solution.
- 6) Describe your solutions functionality in regards to documenting data lineage and data quality.
- 7) Provide information related to measures taken to provide a cyber secure solution, including any security control inheritances and all available identity and access management solution integrations. Please refer to Rule 60GG-2 F.A.C. on cybersecurity requirements. What would be your recommended approach to providing and managing varying levels of access to users across many state agencies?
- 8) Provide information on how your solution complies with Federal, State, or Commission rules, regulations, policies and procedures relating to data management including but not limited to data security and data compliance as referenced in GDPR, HIPAA, FERPA, and CJIS data standards
- 9) If your solution is cloud based, provide information on how it complies with Rule 60GG-4, F.A.C.
- 10) Provide a projected timeline identifying the time necessary to implement your EDC solution and to achieve the state's comprehensive enterprise data catalog objective.
- 11) Provide a description of best practices and the state resources required to train, implement, use, and maintain the EDC solution successfully.
- 12) Provide an overview of the support model for your solution.
- 13) Please identify factors that differentiates your company's technology from other solutions available on the market.
- 14) Provide a general pricing structure for the solution(s) that your company provides, including:

- a) How costs scale as users and data sources are added
- b) Implementation services
- c) Support services
- d) Other important considerations affecting cost

**C. Additional Information:**

- 1) Please describe common benefits and outcomes and well as potential problems and risks that the state may encounter during this project.
- 2) Provide any ideas or suggestions about how such problems and risks should be addressed prior to or within any future procurement solicitation.
- 3) What would be your recommended approach to data governance as it relates to the management of the EDC solution and associated metadata?
- 4) Who owns the metadata in the EDC and other associated intellectual property?
- 5) Please identify the availability of your solution on any current state or federal contract vehicle.
- 6) Are you willing to participate in a proof-of-concept demonstration if requested by DST?
- 7) Please provide any additional information that you believe should be considered.

**V. RESPONSE FORMAT**

Vendors are requested to respond to in the following format:

- A. Company Information;
- B. Product and Services Summary; and
- C. Additional Information.

**PLEASE NOTE:** Any submitted material is subject to the Public Records Act, section 119.07 of the Florida Statutes.

**VI. RESPONSE SUBMISSION**

Responses should address each request and question in Section IV., point by point. **Responses shall be submitted via email only to the Procurement Officer identified in Section XIV.** Additionally, a redacted copy should be submitted with your response, if applicable (please see section XII).

Please submit the above to the Procurement Officer noted below within the required date and time, identified in Section IX, Timeline.

**VII. PROCESS**

Responses to this RFI will be reviewed by the Department for informational purposes only and will not result in the award of a contract.

The Department will review the responses to determine the feasibility of issuing a competitive solicitation for an EDC solution.

Any request for cost information is for budgetary purposes only.

If necessary, the Department may ask to hold presentations with one or more of the responding vendors.

Responding to the RFI does not prevent a vendor from being eligible to contract with an agency pursuant to section 287.057(17)(c), Florida Statutes.

### **VIII. PRESENTATIONS**

After the Department receives responses to this RFI, and at the sole discretion of the Department, one or more Respondents may be selected to demonstrate to the Department the Respondent's products and services relating to the information submitted in the RFI response. The purpose is to learn about the most current solutions available. This economy of presentation will be applied to all verbal discussions as well. The meeting moderator will be polite but direct in an effort to keep discussions on topic and will not allow the meetings to take on a sales tone. Vendors are encouraged to bring technical and legal representatives to the presentation meetings.

### **IX. TIMELINE**

Listed below are important dates and times when actions should be taken or completed. If the Department finds it necessary to update any of the dates and, or times noted, it will be accomplished by an addendum to the RFI. All times listed below are in Eastern Standard Time (EST) in Tallahassee, Florida.

<b>Date</b>	<b>Time</b>	<b>Action</b>
April 21, 2020		Release of RFI
April 30, 2020	4:00 p.m.	Questions due to the Procurement Officer
May 7, 2020		Answers to vendor questions are posted to VBS
May 21, 2020	4:00 p.m.	Responses are due to the Procurement Officer
TBD	TBD	Presentations, if applicable

### **X. CHANGES TO THE RFI**

DMS will post addenda to the RFI on the Florida Vendor Bid System (VBS) at [http://vbs.dms.state.fl.us/vbs/search.criteria\\_form](http://vbs.dms.state.fl.us/vbs/search.criteria_form). The Respondent may view addenda by selecting "Department of Management Services" in the "Agency" drop down box. Each Respondent is responsible for monitoring the VBS for new or changing information.

### **XI. RFI QUESTIONS AND CONTACT WITH DMS**

Respondents shall address all questions regarding this RFI in writing to the Procurement Officer identified in Section XIV. DMS will post answers to questions on VBS as noted in Section IX., Timeline.

### **XII. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION**

If Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, Respondent must mark the document as "Confidential" and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Respondent claims are confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the

Respondent such an assertion has been made. It is the Respondent's responsibility to assert that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Department shall give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a reply, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

### **XIII. VENDOR COSTS**

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this RFI. The Department will not be responsible for any vendor related costs associated with responding to this request.

### **XIV. PROCUREMENT OFFICER**

If you have questions concerning this RFI, please contact:

Araceli Serna  
Departmental Purchasing  
Florida Department of Management Services  
4050 Esplanade Way, Suite 335  
Tallahassee, FL 32399-0950  
Phone: (850) 901-6273  
Email: [dms.purchasing@dms.myflorida.com](mailto:dms.purchasing@dms.myflorida.com)

**\*\*\* ALL EMAILS TO PROCUREMENT OFFICER SHALL CONTAIN THE RFI NUMBER  
IN THE SUBJECT LINE OF THE EMAIL \*\*\***

### **XV. SPECIAL ACCOMMODATIONS**

Any person with a disability requiring special accommodations to participate in the RFI shall contact the Department contact person at the phone number above at least five working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

Certified Business Enterprises are encouraged to participate in the RFI process.

**END OF RFI NO.: DMS-19/20-078**