I. **OVERVIEW**

Connecticut’s Board of Regents for Higher Education (“BOR” or “Board”) on behalf of the Connecticut State Colleges and Universities (“CSCU” or “ConnSCU”), is seeking information from vendors concerning functionality and operational configuration of building an enterprise-wide data warehouse. The purpose of this RFI is to understand various options and approaches available for higher education data warehousing services.

II. **BACKGROUND**

In 2011, Public Acts 11-48 and 11-61 instituted consolidated governance of Connecticut higher education, creating the Connecticut State College and University (CSCU) system. The Board of Regents for Higher Education serves as the governing body for CSCU, which comprises the regional community-technical college system, the Connecticut State University System and Charter Oak State College pursuant to Subsection (a) of Section 211 of PA 11-48. On January 1, 2012, the Board of Regents is also authorized to act, as necessary, as the Board of Trustees for the Community-Technical Colleges, the Board of Trustees for the Connecticut State University System and the Board for State Academic Awards (which is the Board for Charter Oak State College) pursuant to sections 10a-71, 10a-88 and 10a-143 of the Connecticut General Statutes, as amended. The specific powers and duties of the Board are prescribed in Title 10a of the Connecticut General Statutes and are further delineated in policies adopted by the Board from time to time.
Collectively known as ConnSCU or CSCU, the Connecticut State Colleges and Universities maintain distinct mission statements to serve their constituents while collectively working to achieve a system-wide vision and mission. Together, the current colleges and universities employ approximately 21,000 full- and part-time staff, and provide instruction to approximately 151,000 students (45,000 full-time enrolled). In addition, the colleges and universities maintain the identity of alumni and inactive students to provide transcript request and other less-frequently used services to a large community of former affiliates. A broad range of initiatives has followed the creation of CSCU to implement standard policies, procedures, and the sharing of resources for the seventeen member colleges and universities. The implementation of a system of federated identity services is one high-priority CSCU initiative. The CSCU institutions are located throughout the State of Connecticut:

- BOR System Office               Hartford
- Asnuntuck Community College     Enfield
- Capital Community College      Hartford
- Central Connecticut State University New Britain
- Charter Oak State College      New Britain
- Eastern Connecticut State University Willimantic
- Gateway Community College      New Haven
- Housatonic Community College    Bridgeport
- Manchester Community College   Manchester
- Middlesex Community College    Middletown
- Naugatuck Valley Community College Waterbury
- Northwestern CT Community College Winsted
- Norwalk Community College       Norwalk
- Quinebaug Valley Community College Danielson
- Southern Connecticut State University New Haven
- Three Rivers Community College Norwich
- Tunxis Community College        Farmington
- Western Connecticut State University Danbury

Amongst these institutions there are six (6) ERP systems in total. There are five (5) Ellucian ERP systems, one for each university, one for all 12 colleges and a Jenzabar ERP for the online college. For ease of clarification in this RFI, we will talk about six entities reflecting each of the four universities, the one consortium of 12 community colleges and the one online college. PeopleSoft for human resources, financials and Blackboard Learn for learning management is utilized by all entities. There are other applications/data sources that are used by the various entities but the most common are listed above. Each entity operates separately with their own methods of authentication, security, fiscal indices and student financial and academic data. For additional information about the Connecticut State Colleges and Universities, please visit our website http://www.ct.edu.

III General Product Information

CSCU is seeking information regarding the design, development, implementation and post-implementation support of a data warehouse and decision support system. By developing this system we hope to achieve several objectives:

1. Supply decision makers and enrollment managers with aggregated academic data on all institutions.
2. Supply fiscal dashboards with aggregated data on all institutions.
3. Address ID management, where all student and faculty institutional ID’s (e.g., Banner and Jenzabar), and all Connecticut student high school ID’s are maintained and linked to a single overarching ID for the entire enterprise. Note: students and faculty can and do attend and teach at multiple institutions within the system.
4. Allow the institutions and the Board of Regents to review and evaluate existing programs and initiatives.
5. Join student data from individual institutions to design and inform new transfer and articulation agreements among the schools
6. Fulfill state and federal reporting obligations in an accurate and timely manner.
7. Aggregate historical data for modeling purposes to help with retention and graduation rates

IV Response Submission Requirements
Each response should address the following:

**Implementation & Integration**

1. Provide a sample implementation work plan for a project like the one described in this RFI. Include information on support after implementation (e.g. Service Level Agreements, Training, Help Desk Services, Software Upgrades and related schedules).
2. What options would CSCU have with creating ETL processes for ERP systems such as Ellucian’s Banner, PeopleSoft, Blackboard Learn, Jenzabar, PowerFAIDS, etc.
3. Based upon your experience in other State government environments, which obstacles and issues should we be aware of and how were such obstacles overcome in your client institutions/states?
4. CSCU has seventeen institutions and a System Office. There are six student information systems. What are your recommendations with an implementation like this?
5. What are your recommendations for achieving unit record data segregation for multiple institutions but maintaining the ability to achieve aggregate reporting at the system level?
6. What are your recommendations for hardware and software requirements and also your warehouse hosting options. Include the staffing resources needed to implement and maintain the system. Include multiple options where applicable.

**Data Exchange**

1. What are the recommended options for integrating with and accepting data from other organizations? Any information you could provide regarding data integration limitations would be helpful.
2. What is the recommended process for developing the data model for a data warehouse? Indicate any experience working with the Common Education Data Standards (CEDS) data model. ([https://ceds.ed.gov/dataModelNDS.aspx](https://ceds.ed.gov/dataModelNDS.aspx))
3. Provide any recommended components that could support the utilization of a data warehouse but that may be separated from the warehouse itself such as: Master Identify Management, Meta-data Management, reporting interface, role based user authentication, tools for business analytics, other.
4. What process do you recommend for establishing ETL protocols for disparate data sources?
5. What are some recommendations for meeting ad hoc and standard reporting needs? What BI tools work well with your data warehouse solution? Do you have experience with WebFOCUS?
6. Describe any data warehouse functionality that will allow us to explore topics like enrollment patterns (institutional and system-wide), student success, human resources, financial aid, finance, student churn, and persistence and degree completion.
7. How often can the data in the warehouse be refreshed? Can production data be saved nightly? Can third week and end-of-term data be available for comparison?
8. We currently do not have a single common identifier across our universities and colleges. How would you track a student through inquiry to graduation? Give examples.
9. Will predefined joins cover most user needs? Is there the ability for certain users to create joins on the fly, and cancel them if they don't work properly?
Privacy & Security
1. This data warehouse will have confidential and sensitive information. How do you ensure confidentiality and integrity of data and student records?

We invite each vendor to include additional features/functions in their proposed solution that we have not discussed in this document.

Contact Information
1. Please provide a contact person’s name and telephone number for any clarifications.

V. TIME FRAMES:

A. The RFI process will be governed by the following time lines:

1. All questions and requests for clarification must be in writing and submitted by Friday, February 13, 2015, no later than 2:00 PM, EST. to Douglas Ginsberg (dginsberg@commnet.edu) copy to Sharon Kromas (skromas@commnet.edu). All questions will be answered as an addendum to this RFI only. No verbal questions will be accepted or answered.

    Questions, with answers, will be posted on the Board of Regents for Higher Education website, www.ct.edu/about/rfp on or before Friday, February 20, 2015. It is the responsibility of the responders to visit the website to retrieve the questions and answers.

2. One original and Five (10) copies of the RFI, along with a CD / DVD or USB flash drive containing the response must be submitted in a sealed envelope or package, labeled as follows:
   System Data Warehouse Project
   RFI BOR-1512
   RFI due date and time: Friday, March 27, 2015 by 2:00 PM, EST.

Responses must be received by the Board of Regents, System Office Finance Department by Friday, March 27, 2015 no later than 2:00 PM, EST. Send all responses to:

    Board of Regents for Higher Education
    Attention: Douglas Ginsberg
    Finance Department
    39 Woodland Street, 2nd floor
    Hartford, CT 06105

Late, E-Mailed or faxed responses are not acceptable and will be rejected. The BOR is not responsible for delivery delays by any type of delivery carrier.

3. All responses to this public notice will be reviewed by the Data Warehouse committee and, depending on the results of that review, additional information and/or a demo may be requested.
VI Conditions

1. The BOR asks for responses to this RFI for informational purposes only and will not be obligated in any way to use any of the information received.

2. Costs of developing the response to be submitted in connection with this RFI are entirely the responsibility of the vendor. The BOR shall not liable for any costs incurred by vendors responding to this RFI. This disclaimer also applies to any demonstrations that may or may not be requested and provided.

3. The BOR may wish to see product demonstrations to gain broader knowledge of available products to assist them.

4. Responding to this RFI will not enhance any organization’s chances of receiving future work from the BOR. Similarly, not responding to this RFI will not be a detriment to any organization when competing for future work.

5. All RFI responses submitted by organizations will become property of the BOR and the State of Connecticut. The Board of Regents for Higher Education is a public entity and its records including responses to this RFI, are public records. See Conn. Gen. Stat. §§1-200, et seq., and especially §1-210(b)(24). Due regard will be given for the protection of proprietary or confidential information contained in all responses received. Conn. Gen. Stat. §1-210(b)(5). However, all materials associated with this RFI are subject to the terms of the Connecticut Freedom of Information Act (“FOIA”) and all applicable rules, regulations and administrative decisions.

6. The BOR does not provide feedback regarding product quality or potential suitability. The BOR may, however, contact individual respondents for clarification of information contained in their response to this RFI.

7. There will not be a contract resulting directly from this RFI; however, respondents to this RFI will receive an announcement of any Request for Proposal (RFP) that may arise from this RFI.