



**Roseville Electric**  
2090 Hilltop Circle  
Roseville, California 95747  
Reliable Energy, Dependable Service

February 20, 2013

**ROSEVILLE ELECTRIC  
DATA ARCHITECTURE CONSULTING AND SQL SERVER TRAINING  
RFP QUESTIONS AND RESPONSES**

In the order received:

- The system has four databases, which one(s) needs redesigning?
  - The redesign will mainly involve the “Wholesale” database. The “Expense Tracker” and “NCPA” databases are smaller and tied to existing applications that may make a comprehensive redesign difficult. However, any recommendations regarding those databases will be evaluated as part of the project.
- The Scope of Work includes redesigning the database schema which is usually tied to the apps that interact with its data, changing the database schema will require making changes to the various apps that connect to it. Is the City prepared to make application changes in conjunction with database changes at this time?
  - We are willing to make appropriate changes to our applications if the schema redesign will allow us to fall in line with current best practices and allow for easier maintenance.
- How many reports, Access databases, Excel spreadsheets and data import/export packages are there?
  - Data Import: Currently there are three (3) main Access databases and one (1) support Access database. All operate as front-end applications which funnel input information into their respective SQL databases. There are two (2) main Excels which are used to import information directly into SQL via VBA code.
  - Data Output: There are several Access databases which read the data and transfer the information into Excel. I don’t know the exact number of reports, but I would venture 1-2 dozen.
  - Our goal is as much as possible to eliminate Access databases on the output side and remove business logic from the Excel sheets. Excel would be a presentation layer only.
- What are the software versions of Windows, SQL Server (including Integration Services & Reporting Services), Access and Excel in use?

- Windows: Windows 7 64-bit
  - SQL Server: 2008 R2
  - Application: Microsoft Office 2010 (Excel & Access)
- What hardware being used to host the various apps/SQL server?
    - SQL is being hosted on an independent server. All other applications are run on 64-bit desktop computers.
  - Have you considered complementing the Integration Services & Reporting Services with Analysis Services for a better analytical platform? Are you planning to use a different tool for that?
    - Various analytical platforms have been discussed, but our current need is the organization of our data structure to better complement our industry specific applications.
  - What is the baseline budget for this RFP? We understand this to be a 'Time and Material' contract. However, is there a Budget limit set aside for this contract?
    - No specific budget has been pre-determined.
  - What is the anticipated project duration? Can you provide the intended project end-date?
    - No firm end date, although we would like to keep the engagement to less than nine months.
  - Does Roseville Electric require its contractors to work Onsite for the entire contract duration, or is there any scope for working from a remote location?
    - It is not required for contractors to be onsite 100% of the time, although the scope of work requires a great deal of knowledge transfer to Roseville staff, which would necessitate face-to-face contact.
  - We understand from the RFP, that the city may not provide the necessary software (MS SQL Server 2xxx) for training its staff. Can the training part be conducted online (web based training)?
    - Yes, although using our own data (or a subset thereof might be helpful.)
  - Page 1 of the RFP states “Roseville Electric maintains sole discretion to select zero, one, or more respondents to provide these services. Separate respondents may be selected for separate tasks or sub-tasks in the project, although it would be the preference of Roseville Electric to select one respondent to provide all services.” Will proposals be accepted from respondent who provide a response and quote for only task 4a (Data Architecture, Database Design and Development Consulting Services), and/or quote for

only task 4b (Roseville Electric Staff SQL Training), and/or quote for all services requested (task 4a and 4b)?

- Yes, you may bid on task 4a, 4b, or both.
- Is there a project budget for these services? If yes, can you please provide the budget for task 4a and 4b?
  - There is no pre-determined budget.
- The RFP does not provide any guidelines on how the response should be submitted: what sections should be included? Whether resumes should be included? What type of company details should be included, etc? Will you be providing instructions on the responses or should we put a response together as we see fit?
  - We don't have a predefined format for the proposals. However, sections speaking to your qualifications, proposed project structure, and costs would be quite important. I would think that you would want to include resumes or biographies to speak to your qualifications.
- Do you have a budget for this project and if so, will you divulge the amount?
  - No pre-determined budget amount. Estimated project cost will be part of the selection criteria for the vendor(s).
- Is there an existing or recent vendor that has performed similar Microsoft technology centric services for Roseville Electric, and if so, will the vendor be allowed to bid on this RFP?
  - No existing or recent vendor.
- Will you allow some of the work to be performed off-site and or off-shore?
  - Yes, however, much of the scope of work involves knowledge transfer, which is likely to be better performed face-to-face.
- Do you have a specific format or sequence of sections/topics that vendor proposals should follow?
  - We don't have a predefined format for the proposals. However, sections speaking to your qualifications, proposed project structure, and costs would be quite important.
- Are any of these data sources queried or reported on a "same day" basis? Or put another way, would a reporting interface that only included data up to and including the prior day be usable?

- Very little (if any of it) is that time sensitive. The ACES data from the previous day is delivered by FTP and imported into the database early the next morning. We generally wait until a week or so into the following month for the data to settle down before doing any financial reporting. That said, I'm not sure I would want a solution that would delay our access to the data for an additional day, beyond the current one day lag.
- During implementation, will Roseville Electric require some hands on assistance or primarily guidance? Is there an expectation for the consultant to develop scripts, packages, etc?
  - Primarily guidance. We want to develop these capabilities in our staff. That's probably better done hands-on.
- What are your internal DBA resources? Will you need ongoing support to check on DBs, address performance issues, write new data sources, etc. or once the project is completed will you handle everything on their own?
  - The City has one DBA position (which is currently vacant). Roseville Electric has a staff member that does our current DB coding tasks, and we aim to develop those skills in some other team members. It is our intention that we would be in a position at the end of the project to maintain the database on our own with resources primarily within the Electric department.
- For the SQL training, at what level of expertise will the City expect the smaller set of staff to become? Should the training focus specifically on the proposed solution and how the concepts listed in the proposal apply?
  - Enough to be able to handle the tasks you discuss in the two questions above.
- Do you have an incumbent vendor who is currently providing IT services to the City/Roseville Electric?
  - There are a number of vendors providing IT services to the City. None in this particular area.
- Could you please provide details of the vendors who designed the existing systems at Roseville Electric?
  - The relevant applications/databases were primarily designed in-house. One vendor was involved in creating the link between the NCPA data portal and an Oracle database.
- With respect to 4a, are you planning to do any transactional work with consolidated SQL database or all of it would be used only for reporting?

- Depends on how you define transactional. The Expense Tracker database is the back-end to an in-house application that we use for entering billing data and generating wire transfer requests. The Wholesale database is the back-end to some modeling applications.
- With respect to 4b, are you OK with allowing Lab machines to connect to the instance of Database on their Development SQL Server?
  - I am not sure we have enough licenses to get each of these machines a copy of Management Studio. Using remote desktop to connect back to machines that do have licenses (and access to our internal DBs) is a possibility.
- Could you please provide the configuration of the lab machines?
  - 12 identical machines + 1 instructor machine with projector
  - Dell Optiplex GX620
  - Pentium 4 3.4 GHz
  - 2 GB RAM
  - 150 GM HDD (4 partitions)
  - Windows XP Professional 2002 SP3
  - Access to Roseville's internal network and internet
- Is this open to all qualified US businesses with no office in state of California?
  - Yes
- Is there an incumbent already providing the required services?
  - No
- Can vendors just respond to provide DB Design & Dev & Data Architect services and not the training piece?
  - Yes
- Are any resumes required to be part of the response?
  - You will need to establish your qualifications to provide the services within the scope of work. Resumes of bios would seem to be indicated for this.
- What was the annual spend on similar services for the year 2012?
  - For Roseville Electric, \$0.
- What is anticipated budget for 2013?
  - Undetermined.

- What is the anticipated end date of the project?
  - Per the RFP, no more than 9 months from the start. We would like to complete by the end of 2013, sooner if at all possible.
- We do have the capability and experience providing similar services through our resources based in our facilities outside the US. Can we articulate a response with a cost effective monthly quote with resources based remotely?
  - Much of the scope of work (even task 4a) requires knowledge transfer to Roseville staff. I would anticipate this to be most effective face-to-face, but we are open to alternative proposals.
- Can we send in an electronic response copy instead of paper copies?
  - No (although you may supplement your hard copy with an electronic copy if desired).
- What is the percentage allocation for pricing & technical experience and capabilities in the evaluation criteria?
  - There is no strict formula that has been determined. Capability to deliver the services will be weighted quite highly.
- Without complete knowledge of the required tasks, can we provide an hourly rate for services without a total project cost?
  - Yes, although any contract would require a not-to-exceed limit. Your estimate of costs must include any fees and expenses, including travel.
- Can this hourly rate be a range instead of a singly dollar figure?
  - Yes, although a wide range will not give us much information.