

Request for Proposal Q&A: State-wide Data Management System

Community Action Partnership of North Dakota

1. Is the Association currently using a statewide database? And if so - what is the current system being used?

The Community Action Network in North Dakota is not currently using a single, unified statewide database. Instead, we operate with seven region-specific databases, all provided by the same vendor, CAP60.

2. Could you please confirm the name of the current statewide system vendor?

The Community Action Network in North Dakota is not currently using a single, unified statewide database. Instead, we operate with seven region-specific databases, all provided by the same vendor, CAP60.

3. What is the current contract amount?

The current contract amount is approximately \$60,000, based on a cost of \$8,500 per database across seven databases.

4. What is the State currently paying for services such as application hosting, training, and support?

The current contract amount is approximately \$60,000, based on a cost of \$8,500 per database across seven databases.

5. What is driving the timing of this RFP? What are the pain points of the current system that you hope to see addressed in a new system?

The primary driver of this RFP is the increasing need for quick and timely access to statewide data. Currently, having seven separate databases makes it challenging to streamline operations and produce accurate statewide reports efficiently. Compiling data from seven different systems into a single report requires significant time and effort, which we hope to reduce with a more integrated solution.

6. Approximately how many users will need access to the system at launch and after full implementation?

At launch, approximately 50 users will need access to the system. After full implementation, the total number of users statewide is expected to be around 100.

7. Is there a specific budget for this work by phase and/or in its entirety?

The budget is open-ended and we are asking respondents to provide a proposed budget or range based on the scope of work outlined in the RFP. However, if a specific figure is required, our current annual spend is approximately \$60,000, which can serve as a general reference point.

8. The RFP references a need for user case studies. In one case, it states “and references” and in another it states “or references.” Can you clarify what you’re hoping for and include specifics on the scope and scale of a case study?

We are requesting either case studies or references from similar organizations—such as other Community Action Agencies, State Offices, or comparable entities. You may submit one or the other, or both if available. The intent is to demonstrate your experience and effectiveness in similar contexts. If providing a case study, please include details such as the scope of work, outcomes achieved, and the organization involved, to help us understand the scale and relevance of the engagement.

9. Are there any particular requirements for the response to the RFP in terms of format/sections?

There are no specific formatting or section requirements for this RFP. However, proposals should clearly address all the requirements outlined in the RFP document.

10. Can you elaborate on the data migration or transfer expectations? Specifically, is a full historical data migration anticipated, or would the focus be on more recent records?

To ensure compliance with record retention policies, we anticipate that at a minimum, five years of historical data will need to be migrated to the new system.

11. Are there known limitations or challenges with the current solution that CAP ND is seeking to address through this RFP?

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12. Could you provide examples of the state reporting requirements that the new system would need to accommodate?

One key example of a state reporting requirement the new system must accommodate is the Community Services Block Grant (CSBG) Annual Report. This report requires grant recipients to submit detailed information about their activities, outcomes, and expenditures during the reporting period. The new system should be capable of capturing, organizing, and exporting this data in a way that aligns with CSBG reporting standards and timelines. Additional reporting requirements may include similar programmatic and financial reports needed for compliance with federal and state funding sources.