Workforce Data Integration and Visualization Platform RFP

Response to Submitted Questions

Hampton Roads Workforce Council (HRWC)
May 20, 2026

No.	Received	Question	Response
1	5/13/20206	I wanted to check on the requirement for work samples. Some of the most relevant examples are fairly lengthy documents. A few options I want to confirm before I send anything over: 1. Should I submit the full documents as-is? 2. Would excerpts or specific sections be more useful? 3. Are links to hosted versions (e.g., shared drive or our project page) acceptable in place of attachments?	Excerpts or specific sections can be used as well as links to hosted versions.
2	5/14/2026	Regarding Phase 1: Discovery and Strategy (Months 1–3), can HRWC advise if workshops must be done in person?	We have a strong preference for in-person availability. Some virtual engagements are acceptable.
3	5/14/2026	Can you advise if HRWC will be responsible for securing meeting locations and hosting any required in-person workshops?	The vendor will be responsible for organizing meetings. HRWC may provide meeting space as required.
4	5/14/2026	Regarding Phase 1: Discovery and Strategy (Months 1–3), can HRWC advise if stakeholder interviews can be done virtually?	We have a strong preference for in-person availability. Some virtual engagements are acceptable.
5	5/14/2026	Regarding Phase 1: Discovery and Strategy (Months 1–3), will HRWC curate and validate the full stakeholder list?	Yes, HRWC will validate stakeholder list.
6	5/14/2026	Would HRWC be willing to extend the deadline by two weeks to ensure offerors have sufficient time to incorporate answers to bidder questions into their proposed approach, budget, and solution?	No extension will be provided.
7	5/14/2026	Regarding 4.3 Budget Requirements, does HRWC expect proposers to align to the estimated budget amounts by category or provide independent proposer amounts in the stated categories?	Provide independent proposer amounts in the stated categories.
8	5/14/2026	Regarding 4.2 Required Content: Technical Approach, specifically this point "Approach to understanding and improving how data is generated, collected, and maintained by upstream partners, in addition to how it is consumed by end users." Can HRWC provide examples of the current data collection practices from these partners (e.g., how is this currently done, what tools are in place, etc.)?	Current data practices include manual data entry, collection from source documents, emails, Excel, and/or Word documents. We currently utilize a CRM called SLATE where some data is centrally housed.
9	5/14/2026	Which stakeholder group is considered the highest priority for the proof-of-concept phase (HRWC leadership, employers, educators, policymakers, workforce providers, etc.)?	Funders and HRWC leadership.
10	5/14/2026	What does HRWC consider a “successful” outcome at the end of the 12-month engagement?	Working Prototype with User Feedback Report and Scalability Roadmap
11	5/14/2026	Are there already executive sponsors or governance committees established for this initiative?	Yes both exist.
12	5/14/2026	Which organizations have already expressed willingness to participate in data sharing and stakeholder interviews? Are Memorandums of Understanding (MOUs) or Data Sharing Agreements already in place with any partners?	We currently have collaborative relationships with the stakeholders for this project many of which already participate in data sharing with HRWC. There are some MOUs in place.

13	5/14/2026	Can HRWC clarify which upstream systems and datasets are currently considered most critical for inclusion in the Phase 4 proof-of-concept?	Public labor market information sources Educational and credential attainment data Workforce program participation and outcome data Employer workforce and hiring data, where available and appropriate Proposers are encouraged to recommend which 4–5 representative data sources would provide the greatest value and feasibility for the proof-of-concept based on their proposed methodology, stakeholder engagement process, and technical assessment.
14	5/14/2026	Has HRWC already identified primary contacts at community colleges, universities, employers, and workforce agencies?	Yes, we currently have collaborative relationships with the stakeholders for this project.
15	5/14/2026	Approximately how many stakeholder organizations are expected to participate during discovery?	More than 30.
16	5/14/2026	What level of participation commitment has HRWC secured from employers and educational institutions?	We currently have collaborative relationships with the stakeholders for this project many of which already participate in data sharing with HRWC.
17	5/14/2026	Are there any stakeholders expected to resist participation or data sharing?	No, but there are boundaries around what data stakeholders will be willing to share based on assessed risk and applicable regulation.
18	5/14/2026	Will HRWC facilitate stakeholder coordination and scheduling, or is that expected to be managed by the selected contractor?	HRWC will facilitate introductions. The vendor will be responsible for organizing meetings. HRWC may provide meeting space as required.
19	5/14/2026	Can the interviews or meetings be done virtually or is in-person meeting a requirement?	We have a strong preference for in-person availability. Some virtual engagements are acceptable.
20	5/14/2026	What systems and platforms are currently used internally by HRWC for workforce reporting and analytics?	CRM tool called SLATE. Microsoft Excel. Virginia Workforce Connection website.
21	5/14/2026	Does HRWC currently maintain any centralized data warehouse or reporting environment?	Some data is centralized in SLATE and Virginia Workforce Connection. Many data lacks centralization.
22	5/14/2026	What specific source systems are already known to be in scope?	SLATE and Virginia Workforce Connection.
23	5/14/2026	Are there existing APIs available from participating organizations?	No
24	5/14/2026	What data formats are most commonly expected from partner organizations? Flat file uploads API-based integrations Manual spreadsheet submissions Direct database access Third-party vendor exports	Manual spreadsheet submissions
25	5/14/2026	Are there any existing data dictionaries, reporting standards, or KPI definitions already documented?	KPI definitions are documented.
26	5/14/2026	Has HRWC already evaluated data quality issues with any existing datasets?	There are issues with data quality in existing data sets.
27	5/14/2026	Does HRWC have a preferred cloud environment (Azure, AWS, Google Cloud, on-premise, hybrid)?	We are intentionally seeking proposer expertise regarding technical architecture, tooling, and implementation approaches. HRWC's goal is to evaluate each proposer's recommended methodology and rationale rather than prescribe a specific technical solution.
28	5/14/2026	Is there an existing Microsoft ecosystem investment that makes Power BI the preferred visualization platform?	No, we utilize Microsoft 365, but no ecosystem investments have been made.

29	5/14/2026	Does HRWC envision the selected vendor hosting and managing the proof-of-concept environment during the engagement, or should the technical architecture assume deployment within HRWC-controlled infrastructure from the outset?	HRWC has not prescribed a required hosting or deployment model for the proof-of-concept environment at this stage. Proposers may recommend an approach they believe is most appropriate for delivering a secure, cost-effective, and maintainable solution within the scope and timeline of the engagement. HRWC anticipates that the Discovery and Technical Solution Design phases will help inform longer-term infrastructure and hosting decisions based on factors including security, scalability, maintainability, cost, stakeholder access needs, and organizational capacity.
30	5/14/2026	For the requested dashboard and KPI framework, does HRWC already have executive-approved definitions for the core workforce metrics, or is the expectation that the selected vendor will facilitate consensus-building and metric standardization across stakeholders?	HRWC has approved definitions for the core workforce metrics.
31	5/14/2026	Are there cybersecurity or IT compliance standards beyond those listed in the RFP?	No other compliance standards.
32	5/14/2026	Is mobile access or responsive dashboard design required?	We are intentionally seeking proposer expertise regarding technical architecture, tooling, and implementation approaches. HRWC's goal is to evaluate each proposer's recommended methodology and rationale rather than prescribe a specific technical solution.
33	5/14/2026	Are there existing authentication/identity systems that the solution must integrate with (Azure AD, Okta, etc.)?	As noted in the RFP, an initial discovery and data landscape assessment phase is included specifically to evaluate existing systems, data availability, integration feasibility, governance considerations, and technical constraints prior to finalizing implementation details.
34	5/14/2026	Who will ultimately own governance decisions related to data definitions and KPI standardization?	HRWC leadership.
35	5/14/2026	Has HRWC already established a governance committee or steering group?	Yes.
36	5/14/2026	Are there legal limitations on cross-organizational data sharing that HRWC has already identified?	Yes, limitations regarding the sharing of Personally Identifiable Information. FERPA
37	5/14/2026	Will de-identified or aggregated data be acceptable for the proof-of-concept phase?	In some instances de-identified data will be acceptable and required. The proposer should plan to work with identified data alongside de-identified data.
38	5/14/2026	What level of maturity currently exists around HRWC's data governance practices, including data ownership, data standards, access approval processes, and compliance documentation?	As noted in the RFP, an initial discovery and data landscape assessment phase is included specifically to evaluate existing systems, data availability, integration feasibility, governance considerations, and technical constraints prior to finalizing implementation details.
39	5/14/2026	Is the expectation that the contractor builds a production-ready platform, or primarily a strategic architecture + proof-of-concept prototype to begin with?	As noted in the RFP, an initial discovery and data landscape assessment phase is included specifically to evaluate existing systems, data availability, integration feasibility, governance considerations, and technical constraints prior to finalizing implementation details.
40	5/14/2026	Does HRWC expect real-time dashboards, scheduled refreshes, or periodic batch reporting?	We are intentionally seeking proposer expertise regarding technical architecture, tooling, and implementation approaches. HRWC's goal is to evaluate each proposer's recommended methodology and rationale rather than prescribe a specific technical solution.

41	5/14/2026	How many dashboard personas or role-based dashboards are expected during the proof-of-concept?	As noted in the RFP, an initial discovery and data landscape assessment phase is included specifically to evaluate existing systems, data availability, integration feasibility, governance considerations, and technical constraints prior to finalizing implementation details.
42	5/14/2026	Is user training included in expected scope?	Yes, HRWC expects users to be able to interact with and sustainably support the project post-implementation.
43	5/14/2026	Is technical documentation expected to be implementation-grade?	Yes, technical documentation should support implementation.
44	5/14/2026	Are public-facing dashboards envisioned, or internal-only reporting?	Public and internal dashboards are envisioned.
45	5/14/2026	Will dashboards need export/report generation capabilities?	Yes, dashboards will be utilized to generate reports.
46	5/14/2026	Are accessibility standards such as WCAG compliance required?	No specific compliance standards are named beyond those included within Section 188 of WIOA, Title VI of the Civil Rights Act, and the Americans with Disabilities Act.
47	5/14/2026	What reporting cadence is most important to stakeholders (monthly, quarterly, annual, near real-time)?	Reporting shall occur no less frequent than monthly and may be required with more frequency during some phases of project development.
48	5/14/2026	Is the $500,000 budget intended to include all licensing, hosting, and third-party software costs?	Yes, the budget is intended to include all relevant costs.
49	5/14/2026	Does HRWC expect the contractor to absorb software licensing costs during the proof-of-concept?	Proposers should assume that any software licensing, hosting, platform, or related technical costs required to deliver the proposed proof-of-concept solution during the contract period should be identified and included in the proposed budget, unless otherwise clearly noted by the proposer. HRWC has intentionally not prescribed specific software platforms or licensing models and is open to proposer-recommended approaches that are cost-effective, sustainable, and appropriate for the project scope.
50	5/14/2026	Is there flexibility to propose phased options or alternate scopes within the budget ceiling?	No, please provide proposals for the outlined phases and scope.
51	5/14/2026	Would HRWC consider a phased implementation roadmap with future funding opportunities beyond this engagement?	HRWC will consider proposals that meet the requirements identified in the RFP.
52	5/14/2026	Are subcontracting or consortium/teaming arrangements encouraged?	No, subcontracting and consortium/teaming arrangements are not part of the award criteria. These efforts may support specific evaluation criteria, but are not evaluation criteria themselves.
53	5/14/2026	Is there a preferred billing structure tied to milestones or deliverables?	Monthly billing is preferred with reporting on progress toward milestones.
54	5/14/2026	Is HRWC open to value-engineering recommendations if discovery reveals significant data quality or integration complexity?	As noted in the RFP, an initial discovery and data landscape assessment phase is included specifically to evaluate existing systems, data availability, integration feasibility, governance considerations, and technical constraints prior to finalizing implementation details.
55	5/14/2026	What is the expected cadence for status meetings and executive reporting?	Reporting shall occur no less frequent than monthly and may be required with more frequency during some phases of project development.
56	5/14/2026	Who will serve as the day-to-day project manager from the HRWC side?	Senior Director, Hampton Roads Maritime Training System
57	5/14/2026	How quickly is HRWC expecting stakeholder feedback turnaround during iterative review cycles?	As quickly as practicable.

58	5/14/2026	Which data sources does HRWC already know are high-risk or difficult to access?	As noted in the RFP, an initial discovery and data landscape assessment phase is included specifically to evaluate existing systems, data availability, integration feasibility, governance considerations, and technical constraints prior to finalizing implementation details.
59	5/14/2026	Are there known gaps in workforce outcome data today?	Yes.
60	5/14/2026	How should the contractor handle stakeholders that cannot provide usable or timely data?	We currently have collaborative relationships with the stakeholders for this project many of which already participate in data sharing with HRWC. Utilize HRWC team to navigate.
61	5/14/2026	What level of data normalization is expected during the proof-of-concept phase?	The expectation is that data will be normalized to a level sufficient to: Enable accurate and consistent KPI calculation Support reliable cross-source comparison where required Allow usable and interpretable dashboarding and visualization Demonstrate the feasibility of the proposed integration approach
62	5/14/2026	If certain data sources are unavailable, will substitute datasets be acceptable?	As noted in the RFP, an initial discovery and data landscape assessment phase is included specifically to evaluate existing systems, data availability, integration feasibility, governance considerations, and technical constraints prior to finalizing implementation details.
63	5/14/2026	How should the project prioritize breadth of integrations versus depth/quality of integrations?	HRWC anticipates that the Proof-of-Concept phase should prioritize depth and quality of integration over breadth of connected systems. The objective of Phase 4 is to demonstrate a robust and scalable approach to data integration, transformation, and visualization using a limited number of representative datasets (approximately 4–5 sources). These integrations should be sufficiently developed to support reliable KPI calculation, cross-source consistency where applicable, and meaningful stakeholder-facing dashboards.