



**COLORADO**

**Department of Personnel  
& Administration**

Request for Information Number:

**AAAA 2025-0053**

**Title: Data Warehouse & Reporting Environment**

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY  
THIS IS NOT A SOLICITATION FOR BIDS

**NO AWARD OR CONTRACT WILL RESULT FROM THIS RFI**

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## **SECTION 1.0 OVERVIEW**

### **1.1. Purpose of RFI**

- 1.1.1. The purpose of this Request for Information (RFI) is for the Colorado Department of Personnel and Administration (“DPA” or “the Department”) to gather information for use in the development of a potential future solicitation. This RFI is solely for informational and planning purposes and does not constitute a solicitation for bids for a product or service, and WILL NOT RESULT IN AN AWARD OR A CONTRACT. At this time, DPA does not know when it may post a solicitation for a data warehouse & reporting environment vendor; vendors should monitor [www.colorado.gov/vss](http://www.colorado.gov/vss) for forthcoming solicitations from DPA.
- 1.1.2. DPA is seeking information from vendor organizations on how to guide development of a user-friendly, cost-effective, scalable, secure, and accessible cloud-based data warehouse and reporting environment. This environment will support advanced analytics, public-facing reporting, and internal operational reporting needs for human resources (HR) and financial data across the State organization. Vendors are invited to provide technical, functional, and cost details of their solutions to help the DPA evaluate options and set the stage for a potential Request for Proposal (RFP) or purchase. Information on how to submit a response to this RFI is provided in Section 4.0 below.

### **1.2. Department Background**

- 1.2.1. The Department of Personnel & Administration provides government agencies the ability to focus their resources on delivering quality services to Colorado citizens. The Department collaborates with employees, agencies, vendors, and citizens to develop innovative, cost-effective solutions that further the State's ability to conduct its business. DPA's expansive knowledge-base and values of inclusivity, integrity, teamwork, responsiveness, transparency, and service guide daily operations. DPA's Analytics Unit is housed in the Executive Director's Office within the Financial Services Unit.

### **1.3. Project Background**

- 1.3.1. The DPA's Analytics environment delivers timely, accurate, and accessible data insights to various stakeholders, including state leadership, internal and external agency personnel, and the general public. As data complexity and volume have increased, so too has the demand for a more agile and scalable data architecture. The envisioned solution will serve as a centralized platform to integrate data from disparate sources, support comprehensive analysis and reporting, and ensure compliance with the [Colorado Office of Information Technology \(OIT\) security standards](#) and federal and state accessibility requirements. DPA aims to foster a transparent, data-driven culture while safeguarding sensitive information and delivering a seamless user experience for all stakeholders.

## **SECTION 2.0 PROJECT SPECIFIC INFORMATION**

## **2.1. Cloud-Based Data Warehouse Platform**

- 2.1.1. Hosted on a recognized, industry-leading cloud platform
- 2.1.2. Scalable storage and compute capacity to handle growing volumes of HR, financial, and operational data.
- 2.1.3. High availability and robust disaster recovery capabilities

## **2.2. Data Integration and Connectivity**

- 2.2.1. Ability to ingest data from a variety of sources, including:
  - 2.2.1.1. Variety of State HR Systems
  - 2.2.1.2. File Exports (e.g. text files)
  - 2.2.1.3. Financial and accounting systems
  - 2.2.1.4. External benchmarking data sources
  - 2.2.1.5. Other structured and semi-structured data repositories
- 2.2.2. Support for common ETL/ELT processes and data pipelines
- 2.2.3. Robust API support for real-time data ingestion and integration
- 2.2.4. Experience with or capability of integrating into CGI platform is desirable

## **2.3. Reporting and Analytics Capabilities**

- 2.3.1. Comprehensive internal reporting capabilities to support routine and ad-hoc HR and financial decision-making
- 2.3.2. Public-facing and accessible reporting functions to enable transparency and accountability
- 2.3.3. Advanced analytics features, including predictive modeling, trend analysis, and data visualization
- 2.3.4. Role-based access controls to ensure appropriate data access
- 2.3.5. User-friendly reporting interfaces for both technical and non-technical users

## **2.4. Security and Compliance**

- 2.4.1. Full compliance with OIT security standards, including data encryption at rest and in transit.
- 2.4.2. Adherence to state and federal data privacy regulations when applicable.
- 2.4.3. Support for multi-factor authentication, logging, and auditing.
- 2.4.4. Secure data-sharing mechanisms for internal and external stakeholders.

## **2.5. Accessibility and Usability Standards**

- 2.5.1. [Compliance with State of Colorado Accessibility Standards.](#)
- 2.5.2. Intuitive user interface design that ensures accessibility for individuals with disabilities.

## **2.6. Scalability and Performance**

- 2.6.1. Ability to scale horizontally and vertically as data volumes grow.
- 2.6.2. Support for complex queries and analytics without performance degradation.
- 2.6.3. High-throughput data ingestion and near real-time data processing capabilities.

## **2.7. Support and Maintenance**

- 2.7.1. Comprehensive vendor support, including technical assistance, software updates, and issue resolution.
- 2.7.2. Clear service-level agreements (SLAs) outlining uptime, response times, and maintenance schedules.
- 2.7.3. Detailed documentation and robust multi-channel training resources for DPA technical and non-technical staff.

# **SECTION 3.0 INFORMATION REQUESTED / RFI QUESTIONS**

## **3.1. Responses**

- 3.1.1. DPA requests that vendors provide information in response to the RFI Questions below. Vendors may respond to as few or as many RFI Questions or parts of Questions as they would like, with as little or as much information as they are able to provide. All vendors submitting a response are asked to answer RFI Question 1 in order to provide

background information on their organization. Pursuant to C.R.S. § 24-103-201.5, submission of pricing information is voluntary.

## **3.2. Questions**

### **3.2.1. RFI Question 1: Please tell us about you and your organization.**

- 3.2.1.1. Please provide a brief description of the vendor's organization and experience in the field relevant to this RFI, such as experience with data warehouse and reporting environment.

### **3.2.2. RFI Question 2: Please provide an overview of proposed solutions. Please make sure to include architectural diagrams and technical specifications.**

- 3.2.2.1. Provide an overview of your proposed solution, including architectural diagrams and technical specifications.

### **3.2.3. RFI Question 3: What details can you provide on how company solutions meet the key requirements outlined above?**

- 3.2.3.1. Provide details on how your solution meets the key requirements outlined in Section 2.

### **3.2.4. RFI Question 4: What has been your experience in supporting requests similar to this one?**

- 3.2.4.1. Include information on your experience implementing similar data warehouse and reporting solutions.

### **3.2.5. RFI Question 5: What supporting real life examples do you have to support this request?**

- 3.2.5.1. Include any relevant case studies, references, or success stories.

### **3.2.6. RFI Question 6: What overall costs is the State looking at for this request?**

- 3.2.6.1. Provide preliminary cost estimates for the solution, including licensing, support, maintenance, and implementation/setup fees.

### **3.2.7. RFI Question 7: What does a projected timeline look like to you?**

- 3.2.7.1. Provide an estimated timeline for implementation and deployment.

### **3.2.8. RFI Question 8: Please provide any additional information you deem necessary for review that was not already provided through previous asked questions.**

- 3.2.8.1. Please provide any additional information for consideration by DPA that has not been specifically asked for in the above RFI Questions.

## **SECTION 4.0 RFI PROCEDURES AND RESPONSE SUBMISSION**

### **4.1. Notices and Communications**

All official notices and communications from the Department about this RFI will be posted publicly on the Vendor Self Service (VSS) website at [www.colorado.gov/vss](http://www.colorado.gov/vss) (click on “Public Access” and search the RFI number in the Keyword Search field). Vendors should closely monitor

VSS for Department communications that pertain to this RFI, such as amendments or modifications and Department responses to vendor inquiries.

## 4.2. Sole Point of Contact

All communications related to this RFI must be submitted to the sole point of contact below. Do not contact any other individuals at DPA – all other Department personnel are not allowed to discuss this project, the RFI, or a potential RFP with any vendors. Vendor contact with any DPA personnel other than the sole point of contact regarding this RFI or subsequent RFP is strictly prohibited and could result in vendor disqualification from bidding on an RFP. At this time, all feedback and information related to this project is being sought via this RFI.

The Department's sole point of contact for this RFI is:

Kirby Zachmeyer, Purchasing & Contract Specialist - Contract Administrator III

Colorado Department of Personnel and Administration

Contracts & Purchasing Section

[kirby.zachmeyer@state.co.us](mailto:kirby.zachmeyer@state.co.us)

## 4.3. RFI Schedule & Deadlines

The schedule of activities and deadlines for this RFI is provided in the table below. Any changes to this schedule made prior to the Vendor Response Submission Deadline will be posted in VSS.

| <u>Activity</u>                              | <u>Date</u>                          |
|----------------------------------------------|--------------------------------------|
| <b>RFI Published on Colorado VSS</b>         | Friday, April 25th, 2025, at 3:00pm  |
| <b>Vendor Inquiry Deadline</b>               | Thursday, May 15th, 2025, at 12:00pm |
| <b>DPA Responses to Inquiries (Estimate)</b> | Thursday, May 22nd, 2025, at 12:00pm |
| <b>Vendor Response Submission Deadline</b>   | Thursday, June 5th, 2025, at 12:00pm |

\*Early responses are appreciated!

## 4.4. Vendor Inquiries

Vendor inquiries or requests for clarification about this RFI should be e-mailed to the sole point of contact by the Vendor Inquiry Deadline using the following format:

- Subject line: “*Vendor Name* inquiry re: RI AAAA 2025-0053: Data Warehouse & Reporting Environment”; and
- A list of questions in the body of the email with reference to the section and page number of the RFI to which each question relates.

The Department will post its responses to inquiries received by the Vendor Inquiry Deadline via VSS. Inquiries received after the deadline may not receive a response.

Vendor inquiries must pertain to this RFI; the Department will not respond to inquiries about future solicitations or products or services unrelated to this RFI.

## **4.5. Response Format & Submission**

To submit a response to this RFI, vendors should respond to the questions listed in Section 3. Vendors may respond to as few or as many RFI Questions or parts of questions as they would like, with as little or as much information as they are able to provide. All vendors submitting a response should provide a response to RFI Question 1 in order to provide background information on their organization. Pursuant to C.R.S. § 24-103-201.5, submission of pricing information is voluntary.

Responses should be detailed, clear, and concise. Information that does not fit within the text boxes may be attached to the Vendor Response Form, and must be clearly labeled with the number corresponding to the RFI Question to which it relates. There is no page limit; however, the Department does not desire marketing materials or graphics that do not add meaningful information to vendors' responses.

Completed Vendor Response Forms should be e-mailed to the sole point of contact by the Vendor Response Submission Deadline using the following format:

- Subject line: "*Vendor Name* response re: RFI AAAA 2025-0053: Data Warehouse & Reporting Environment";
- Completed Vendor Response Form attached to the email; and
- Attachments, if any, labeled with the RFI Question to which the attachment relates.

## **4.6. General Considerations**

This RFI is issued solely for DPA's informational and planning purposes and does not constitute a solicitation or request for bids. No award or contract will result from this RFI.

Information provided in response to this RFI is non-binding and is not considered a legal offer. All cost and pricing information is submitted voluntarily.

The Department is not responsible for any costs incurred by vendors in the development and submission of a response to this RFI.

All material and information provided to the Department in response to this RFI shall become the property of the Department upon receipt and will not be returned.

The Department reserves the right to copy any information provided by vendors in response to this RFI for the purposes of facilitating the Department's review of the information. DPA also reserves the right to use information or ideas provided in vendor responses in developing a future solicitation. By providing a response to this RFI, the vendor represents that the Department's copying or use of its information will not violate any copyrights, licenses, or other agreements with respect to the information submitted.

## **4.7. Confidentiality**

Pursuant to C.R.S. § 24-103-201.5(4), DPA will maintain confidentiality over all information provided by vendors in response to this RFI until an award is made from a solicitation or until DPA has determined not to pursue a solicitation. After such time, RFI responses will be open to public inspection in accordance with the provisions of the Colorado Open Records Act, part 2 of article 72 of title 24, C.R.S.

**DPA does not desire vendors to submit confidential information in response to this RFI.**

However, should submission of confidential information be necessary to the Department's understanding of an RFI response, vendors must submit a written confidentiality request at the time of submission using the following format:

- A separate copy of the entire Vendor Response Form clearly marked CONFIDENTIAL/PROPRIETARY with all confidential/proprietary information redacted; and
- A written statement that includes all of the following information:
  1. A description of each distinct piece of redacted information (categorical or blanket descriptions will not be accepted);
  2. Legal citation to the specific CORA section that applies to each redaction (citation to CORA in its entirety will not be accepted); and
  3. A detailed legal justification as to why each redaction should be exempted from public disclosure under that CORA section.

**Failure to follow the above format or provide complete legal justification for a request for confidential/proprietary status will result in rejection of the request.** It is the vendor's responsibility, not DPA's, to provide sufficient legal justification to ensure that the vendor's confidential information is protected from public disclosure.