

REQUEST FOR PROPOSALS (RFP)

Development and Implementation of a Comprehensive Data Analytics Dashboard for the ReGen Valley Tech Hub

I. Introduction

The ReGen Valley Tech Hub (the “Hub”), a consortium led by the Advanced Regenerative Manufacturing Institute (ARMI), is seeking proposals from experienced consultants to develop and implement an interactive data analytics dashboard. This dashboard will be used to track and present key project and impact metrics. It will serve as a pivotal tool in monitoring progress, refining strategy, and enabling acceleration and communication of the Hub’s impact.

II. Background

The ReGen Valley Tech Hub is dedicated to building the region into the preeminent global leader in biofabrication and novel health technologies. The Hub brings together interdisciplinary expertise in biotechnology, advanced manufacturing, engineering, medical devices, and many other sectors, bolstering life-saving innovation and creating jobs and intergenerational economic growth.

III. Purpose

The ReGen Valley Tech Hub is seeking to establish a comprehensive data analytics dashboard that will serve to inform evidence-based strategy and optimize the Hub’s impact. The Hub requires a data analytics dashboard that will provide visualization of a range of key metrics, enable identification of trends, and inform decision-making for the benefit of not only the region but the nation as a whole.

The dashboard will integrate both quantitative and qualitative information, enabling project leads and stakeholders to monitor progress, identify correlations between reports, track changes quickly, and continually adapt in order to accelerate and maximize impact. Visualizations will need to be appealing, useful, and accessible for both technical and non-technical users.

IV. Scope of Services

The selected consultant will be responsible for the following:

1. **Dashboard Design & Development:** Develop and implement a scalable, user-friendly data analytics dashboard optimized for tracking multiple metrics. Additionally, the dashboard should be designed to enable the Hub to capture and track impact data over a ten (10) year period.

The dashboard shall meet the following goals:

- A. Support a user’s interactive exploration by:
 - providing a means for sorting and filtering data by various parameters;
 - utilizing adaptive design elements (e.g., popovers and color-grouping) for enhancing data understanding and contextualization; and
 - including multiple data output options for printing and downloading data and graphs (e.g., Excel, PDF); and

- telling a clear, coherent story through data visualizations, and thus helping stakeholders understand progress, correlations, and impact without needing additional context.
- B. Be designed in an aesthetically pleasing manner that is easy to navigate for both technical and non-technical users.
- C. Track key performance indicators (KPIs) and include real-time data shown in graphs, geospatial heat maps, and other visual aids.
- D. Utilize built-in data validation rules and processes, data quality checks, clear metrics definitions, and other mechanisms to ensure data integrity.
- E. Build a platform that is scalable and flexible to accommodate future visualization needs, including additional metrics or tools;
- F. Design for optimal loading speeds, avoiding unnecessary effects or animations that could hinder performance;
- G. Integrate with relevant existing IT systems, software platforms, and datasets, as determined by the Hub;
- H. Include geospatial mapping to visualize the Hub's impact (e.g., for community engagement, job creation, and economic growth);
- I. Aggregate and anonymize data for privacy protection and comply with data security best practices, including encryption, user authentication (e.g., multi-factor authentication), and varying levels of access control, user identification, and traceability.
- J. Incorporate appropriate archiving, recoverability, and backup of information, consistent with any applicable federal or other requirements.

Additionally, the selected consultant shall be responsible for the following items in addition to development of the dashboard:

- A. Provide a detailed plan in advance of implementation describing how the aforementioned goals will be met;
- K. Provide ongoing recommendations to the Hub to ensure the dashboard is robust, comprehensive, and effective in advancing, documenting, and enabling communication of the Hub's impact;
- L. Collaborate with the Hub's stakeholders to align on objectives and ensure the dashboard accurately and continuously captures key trends and progress;
- M. Sustain the dashboard for the duration of the period of performance.
- N. Develop a five (5) year support and maintenance plan for the dashboard, including a recommended schedule of updates, bug fixes, system enhancements, and security updates.

2. Training & User Support

The selected consultant must develop and provide comprehensive user guides, training materials, step-by-step instructions, and training sessions (the "Training Materials") to ensure project leads and key stakeholders are successful in navigating and utilizing the dashboard. The selected consultant shall tailor the Training resources for the benefit of both technical and non-technical users.

Provide a comprehensive strategy for project leads, stakeholders, and users to establish data collection methods and formatting standards. This methodology should ensure consistency and accuracy of the data, aligning seamlessly with the dashboard's design. The consultant should offer guidance to validate, standardize, and format data to prevent integration issues and support effective dashboard functionality.

V. Proposal Requirements

1. **Method and Approach:** Describe the consultant's approach to developing and implementing a data analytics dashboard that meets each of the aforementioned goals and requirements. Ensure the proposal includes a clear narrative on how the dashboard will provide actionable insights and enable advancement and communication of the Hub's impact.
2. **Cost Estimate:** Provide a detailed cost estimate for proposed services, including dashboard sustainment costs.
3. **Consultant's Relevant Experience and Current Capacity:** Provide information on the project team's qualifications and experience, particularly in developing analytical dashboards and managing data integrity, and integration for large, complex, multi-stakeholder projects. Describe existing customer support structure, including support hours, response times, and escalation protocols. Include examples of similar projects completed, particularly those involving large datasets, geospatial mapping, and interactive data features.
4. **References:** Two client referrals including clients' contact information and a brief summary of work completed on behalf of said clients.
5. **Disclosure of Potential Conflicts of Interest:** Upon selection, the selected consultant will enter into a services agreement with the Advanced Regenerative Manufacturing Institute. Thus, the proposing firm must disclose any potential pre-existing conflicts of interest as an addendum to the proposal submitted under this RFP.

IX. Proposal Evaluation Criteria

1. Proposals will be evaluated based on:
 - A. Understanding of the project's requirements and objectives.
 - B. Methodological approach to dashboard development and data integration.
 - C. Experience with similar data visualization and analytics projects.
 - D. Fee structure and cost-effectiveness.
 - E. Organizational capacity and expertise.
 - F. Ability to meet the project timeline.

VI. Contract Terms and Conditions

1. **Non-Exclusive Contract:** The aforementioned services agreement will be a non-exclusive agreement. Therefore, the Hub reserves the right to retain other consultants for specific services or deliverables as identified in this RFP, or to award contracts by item, group, or total proposal.

2. Period of Performance: This contract will be for a twelve (12) month term. Any extension options may be included, in the Hub's sole discretion, in the later negotiated services agreement.
3. Non-Binding Nature: This RFP does not create or constitute any legally binding obligation between the Hub and the proposing consultant.

VII. Submission Instructions

1. Proposals may be submitted via email to RVRFP@armiusa.org and must be received by 5:00 p.m. Friday, February 21, 2025.
2. Proposals should be limited to ten (10) pages, excluding any supporting materials.

Please send any questions related to this RFP to RVRFP@armiusa.org with the RFP name in the subject.