

Invitation No.: 608-22

Location: Central Office

Commodity: RFI

Pricing: <http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/PurchDocs/608pricing.xls>

REQUEST FOR INFORMATION (RFI)

State of Ohio, Department of Transportation
Office of Contract Sales, Purchasing Services
Jack Marchbanks, Ph. D., Director

Bid Submission Deadline (Bid Opening Date):
April 6, 2021 at 1:00 p.m. eastern time

Submitted by:

Company Name: _____

Federal Tax ID No.: _____

Physical/Mailing Address:	Remit to Payment Address:
Street Address:	
P.O. Box:	
City:	
St:	
Zip:	
Contact Person and Phone Number: (authorized to answer questions about your company's bid)	
E-Mail Address (required): (person who filled out bid)	
E-Mail Address (required): (for notification of future bid opportunities)	

Telephone Number	800 Number	Fax Number

Return Properly Marked, Complete Bid Packages To:

contracts.purchasing@dot.ohio.gov - Paper bids will **NOT** be accepted.

**VENDORS MUST SUBMIT ANY QUESTIONS, CLARIFICATIONS, OR INQUIRIES REGARDING THIS
PROCUREMENT VIA THE FOLLOWING WEBSITE:**

<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Pages/PurchasePBQ.aspx>

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SECTION I

1. Introduction

This is a request for information (RFI) and does not constitute a commitment, implied or otherwise, that the Ohio Department of Transportation (ODOT) will take procurement action in this matter. This RFI is being used to gather information for ODOT to make decisions regarding the availability and selection of vendors for a Data Catalog Tool or Suite of Tools.

1.1 BACKGROUND INFORMATION FOR THE DATA GOVERNANCE – TECH IMPLEMENTATION PROJECT

Data Catalog assessments; and the eventual implementation of a solution; are vital activities to drive data governance for the Ohio Department of Transportation. Therefore, the Ohio Department of Transportation's (or herein also referred to as ODOT) Data Governance Office (herein referred to as DGO) has prepared a Request for Information (RFI) for a Data Catalog Tool (or suite of tools). The purpose of this RFI is to obtain information that will allow ODOT to evaluate, score, and eventually decide upon a Data Catalog solution.

The objective of this project is to gather information from vendors about which products are available that meet industry-standard Data Catalog specifications and ODOT's Data Governance Office's requirements.

1.2 INFORMATION SOUGHT

ODOT is seeking information from Respondents who are interested in providing a Data Catalog tool or suite of tools. The intended purpose of this RFI is to allow all interested Respondents to present information that will allow ODOT to determine which product offering fulfills many of the business requirements, DGO Policies, and Framework, and the transportation industry-specific needs, for ODOT to move forward with selecting a product.

- 1.) The respondent must complete the Data Catalog Tool (Or Suite of Tools) Requirements section and include any pertinent information that would contribute to ODOT's Data Governance Program and Tool Selection.
- 2.) The respondent must submit references that detail a successful implementation of a Data Catalog Solution on statewide projects and the transportation industry.
- 3.) The respondent must provide recommendations on supporting system infrastructure requirements which includes hardware, out-of-the-box reports, and analysis tools included as part of the suggested solution.
- 4.) The respondent must provide an estimated timeline, broken down by labor category, for the implementation of the proposed system.

1.3 REQUEST FOR INFORMATION PROCEDURE

This request requires any Respondent wishing to submit information to respond to this Request for Information (RFI) by 1:00 p.m., Eastern Time, April 6th, 2021.

1.4 RELEVANT DATES

Event Dates

Issue RFI	March 24, 2021
RFI Questions Due By:	April 19th, 2021
RFI Inquiry Period Ends:	April 19th, 2021
RFI Responses Due:	April 22nd, 2021, 1:00 PM EST
RFI Demonstrations (From selected vendors)	May 10 th to May 21 st , 2021

1.5 SUBMISSION OF RESPONSE

Return Properly Marked, Complete Bid Packages To:

contracts.purchasing@dot.ohio.gov - Paper bids will NOT be accepted.

BIDDERS MUST SUBMIT ANY QUESTIONS, CLARIFICATIONS, OR INQUIRIES REGARDING THIS INVITATION TO BID VIA THE FOLLOWING WEBSITE:

<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Pages/PurchasePBQ.aspx>

1.6 REQUIRED INFORMATION

All Responses to this RFI will need to complete the requirements section contained in this document.

Link: [SECTION IV. REQUIREMENTS](#)

1.7 COST INFORMATION

ODOT – DGO is requesting rough order of magnitude (ROM) cost estimate information from RFI Respondents. We understand that the cost estimates provided are non-binding and will be used for informational and project budgeting purposes only. Cost information should include hardware, software, services (Cloud-Based), implementation costs, license costs, and maintenance costs. In addition, hourly rates for any services above and beyond implementation and maintenance costs.

1.8 PRODUCT DEMONSTRATIONS

Selected Respondents to this RFI will be asked to conduct demonstrations of their proposed product(s)/solution to demonstrate capabilities and answer questions. Included in each product demonstration, the respondents will be asked to provide cost information as detailed in the above section (1.7)

Invitations, demonstration scenarios, and questions will be provided to demonstration participants in advance.

1.9 DISCLAIMER

This RFI does not constitute a solicitation and is issued for information and planning purposes only. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by ODOT to form a binding contract. Respondents are solely responsible for all expenses associated with responding to this RFI. ODOT will consider vendor responses for possibly developing a Request for Quotation (RFQ), Invitation for Bid (IFB), Request for Proposal (RFP), or other action.

The submission of a response does not constitute any commitment on the part of the interested party. However, the Respondent agrees that the submitted information is correct to the best of the Respondent's knowledge. Also, the right to compete in future procurements is not affected if the party chooses not to submit a response to this RFI. ODOT is also interested in learning the reasons for not submitting a response.

2. PROJECT DESCRIPTION

This section provides information on the ODOT data governance program and relevant project background information.

2.1 PROGRAM DESCRIPTION

As a large transportation agency with a diverse set of needs, ODOT has many systems that have been developed to help manage diverse datasets in various business areas. These systems contain large amounts of valuable data that are used in decision-making and provide transparency to our stakeholders. The ODOT Data Governance Program was established to enable reliable, accessible, shareable, quality controlled, and documented data for use by ODOT and its partners that support analysis and decision making. In a nutshell, the mission statement for the Data Governance Office is to provide the right information to the right people at the right time.

2.2 ODOT-DGO VISION AND SCOPE

The vision of the Data Governance Office at ODOT is to provide reliable, accessible, shareable, and quality controlled data for use by ODOT and its partners. To implement this vision, ODOT seeks an enterprise data governance solution that when coupled with defined roles, responsibilities, and processes becomes the foundation of a sustainable enterprise data governance approach.

ODOT seeks input from the vendor community regarding a solution and development approach that will best support the ODOT vision and meet the requirements identified in Attachment: (ODOT-DGO Data Catalog RFI Requirements v2b.xls) For solution types, ODOT envisions a solution that will require minimal customizations, as well as extensive self-administration capabilities.

2.3 PROJECT BACKGROUND

For this project, ODOT selected four representative systems to use as the basis for defining use cases and requirements for a potential enterprise data governance solution. System owners were surveyed regarding

their existing capabilities and participated in workshops to identify use cases and requirements for each of six functional data governance categories.

These representative systems are described in the table below, which identifies each system, its database platform, the system owner, and a brief description. This information intends to assist the respondent in understanding the type of systems, data, and capabilities that its solution would be expected to support.

Note: The below list is not all-inclusive.

System	Database Systems	Owner	Description
Ellis	SQL	Division of Planning - Office of Program Management – Capital Reporting	The Ellis application is an ODOT designed web-based project management application for all Capital Projects. It is the entry point for ODOT projects and a hub of information from project conception to closeout. Information related to Ellis is updated in Warehouse ELLIS tables daily
AssetWise	SQL	Office of Structural Engineering	All Ohio Bridge-data is collected by the state, consultant, and local agency inspectors and input into the 3 rd party vendor-hosted Bentley Product “AssetWise Connection Edition”. Both Inventory and Inspection data related to Bridges are housed in this database. This data is used for annual NBI reporting.
Kronos	Oracle	Human Resources	This platform captures the following detail: <ul style="list-style-type: none"> • Captures employees' work time, leave used, and leave accrued. • Time and Attendance • Analytics • Human Capital Management • Benefits Administration • Onboarding • Human Resources • Payroll
Collector	SQL	Technical Services/Data Governance	ODOT’s Collector infrastructure was introduced to manage all ancillary assets for the Transportation Asset Management Program (TAMP). Federal mandates offer that states provide inventory, inspection, and program level reporting for all Tier 1 systems. All remaining ancillary assets are collected and monitored via this infrastructure to maintain a controlled method for data collections related to transportation assets that include standard schema, application, and reporting. To date, ODOT currently manages 14 asset categories and 53 asset types to the tune of over 872,000 active assets.

RIMS	SQL	Technical Services/Division of Planning	<p>The Roadway Information Management (RIMS) Team is responsible for satisfying a variety of Federal and state regulations related to roadway information and its Linear Reference System. This information is used to secure transportation funding, distribute tax revenues to local agencies, and is a critical, core dataset used for planning and analysis across ODOT. The Team also supports the Location Based Response System (LBRS) which supports the Ohio Geographically Information Program (OGRIP) and enables NexGen911.</p>
EIMS	Oracle	EIMS Steering Committee	<p>This application contains and captures the following:</p> <ul style="list-style-type: none"> • A Work management system that captures labor, materials, and equipment for work performed based on activity completed • PEC Module – used to track time spent on Capital Projects to be reimbursed on Federal projects based on unique project identifier (PID) • Fleet Module – used to track ODOT equipment and usage • Facilities Module – used to monitor work performed on ODOT buildings, grounds, and storage tanks • Resources – Tracks people, work location, work unit, supervisors

TABLE 1 - REPRESENTATIVE SYSTEMS TABLE

2.4 DATA CATALOG GOALS

Important Goals:

The following is a list of some of the data catalog goals that are important to the DGO.

- Simplify data governance and compliance by providing an automated graphical representation of the lineage of the data assets—tracing it across its lifecycle.
- View and understand the lineage of the data—including the data source, the transformations applied (whether hard-coded or GUI based), and who has been using it. This should include automated insight to any Extract, Transform and Load (ETL) scripting language found in lineage discovery
- Create a repository (Technical, Business, and/or Logical) of all our data from various data sources, including notes on a data set's structure, quality aspects, definitions, and usage. Quickly access and share the insights needed via a centralized repository
- Allow users to access the metadata alongside the data itself.
- Ensure data consistency and accuracy by updating itself automatically, and refreshing metadata periodically, while allowing humans to edit and remain in the loop.
- Create a single source of truth for your data across all its applications
- Make data cataloging a part of your data processes, not an isolated activity
- Quickly access and share the insights you need via a centralized repository
- Enforce and simplify data security and compliance (GDPR, CCPA, etc.)
- Utilizes and supplements a data glossary (business rules)

2.5 SAMPLE BUSINESS REQUIREMENTS AND IMPORTANCE

Below is a sampling of the business requirements and their importance the DGO is looking for. For more detail, please review, address, and complete the attached requirements document.

ID	Business Requirement Description	Request Level
1	Provides a clear, comprehensive, and unified view of all ODOT data assets with a simple and intuitive user interface.	Required
2	Enable data discovery – with search, query, and usage-based recommendation functions.	Preferred
3	Users should be able to identify relevant data assets quickly and to have a look at sample data entries as well as summary statistics.	Preferred
4	Combines data governance principles and metadata practices to deliver curated data to analytics users	Required
5	Ability to connect to major data sources (List compatible sources)	Required
6	Data lineage to ensure data is trustworthy. As well as the ability to detect and suggest data lineage relationships	Required
7	Implementation of data standards and policies that governs the data in the tool	Required
8	Data cleansing	Preferred
9	Data profiling, with the ability to tag data to support search capabilities	Required
10	Allow the discovery of new entries in a catalog, and the discovery of entries that have been recently updated.	Preferred
11	Provides information on data quality (expose data conflicts) and coverage. Can also incorporate error checking and validation methods (business rules)	Preferred
12	Can maintain data accuracy and validity as data goes through its lifecycle	Required
13	Inter-operability with other data governance technology such as metadata, data quality, ETL tools, and BI Tools	Preferred
14	Supports manual and automated capturing of metadata.	Required
15	Basic reporting on data quality, usage, metadata updates, etc.	Required

TABLE 2: SAMPLE BUSINESS REQUIREMENTS

2.6 DATA Categories

The following data categories are some specific examples of the data that ODOT manages daily.

Structured - Tabular	<ul style="list-style-type: none"> • Travel Behavior Inventory • Truck/Freight Demand • SQL datasets and tables • Relational databases • External/Internal Demand (by Vehicle Type)
Unstructured	<ul style="list-style-type: none"> • Traffic Counts • Special Generators – roadway devices, permanent and mobile • Streaming services – Realtime • E-Mail • Video, Photos • MicroStation Design • and Survey files • Word, Excel, PDF, etc. • Lidar
GIS	<ul style="list-style-type: none"> • Land Use Inventory • Mapping • Roadway inventory management • Truck/Freight Demand • Enterprise assets
Financial, Accounting	<ul style="list-style-type: none"> • Emergency Relief (FHWA) • Project management • Cost and demand management
Construction Management	<ul style="list-style-type: none"> • Infrastructure Status • Work planning • Work order management • Contractor/Consultant management • Construction invoicing
Human Resources, PII	<ul style="list-style-type: none"> • Personal data, salaries, social security numbers, addresses, other employee information.
Business Intelligence	<ul style="list-style-type: none"> • On-demand reporting, printing for business analysis • Specialized datasets for business usage • Management Dashboards • Provide “source of truth” data set support

TABLE 3 - DATA CATEGORIES

An assessment of a Data Catalog tool across these levels and dimensions will provide the DGO with a more complete understanding of the state of ODOTs data as well as how and where data governance measures should be applied to address concerns and how to mature the Data Governance Program.

SECTION II – RESPONSE DETAIL

2.7 REVIEW AND REJECTION OF RFI RESPONSES

ODOT reserves the right to reject all responses, in whole and part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by ODOT to award any contract. This RFI is designed to provide Respondents with the information necessary for the preparation of informative response proposals. This RFI process is for ODOT’s benefit and is intended to provide competitive information to assist in the selection of a Respondent to provide a Data Catalog Tool or Suite of Tools. The RFI is not intended to be comprehensive and each Respondent is responsible for determining all factors necessary for the submission of a comprehensive response. The RFI response will not be subject to an RFP-type evaluation but only to a review of the suggested implementation and software system offered and of abilities to perform services related to the implementation of the system.

2.7.1 RFI REJECTIONS

- An RFI response may be rejected outright and not reviewed for any (1) of the following reasons; therefore, Respondents are asked to make every effort to meet the RFI timelines and to include the requested information:
- Failure of Respondent to deliver the response by the due date and time.
- Failure to include the information requested in the RFI.

2.8 COPYRIGHTS

By submitting a response, the Respondent agrees that ODOT may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Respondent represents that such copying will not violate any copyrights in the materials submitted.

2.9 CONTENT OF THE RFI

- This RFI is designed to provide Respondents with the information necessary for the Preparation of an appropriate response. It is not intended to be comprehensive, and each Respondent is responsible for determining all factors necessary for the submission of a comprehensive response.
- ODOT reserves the right to modify this RFI at any time.
- Responses should be based on the material contained in this RFI or any other relevant information the Respondent thinks is appropriate.
- By submitting a response each Respondent agrees that it will not bring any claim or have any cause of action against ODOT, the State of Ohio, or any employee of ODOT or the State, based on any misunderstanding concerning the information provided or concerning the Department’s failure, negligent or otherwise, to provide the Respondent with any pertinent information intended by this RFI.

2.10 COST TO RESPONDENTS

ODOT is not responsible for any costs incurred by a Respondent that are related to the preparation or delivery of the response, any on-site inspection which may be required, or any other activities related to this RFI.

2.11 RESPONSES PROPERTY OF ODOT

All printed information used to demonstrate a Respondent's product becomes the property of ODOT. ODOT will have the right to use ideas or adaptations of ideas that are presented in the responses.

2.12 SOURCES OF INFORMATION USED BY ODOT IN ADDITION TO THE RESPONSES

ODOT reserves the right to contact Respondents after the submission of responses for clarification and to ensure mutual understanding.

2.13 NO OBLIGATION TO ISSUE RFP

The issuance of this RFI does not obligate ODOT in any way to issue an RFP for the system and services described in this RFI.

SECTION III. RESPONDENT INFORMATION

3.1 IDENTIFYING INFORMATION

- State the name and principal place of business of the Respondent.
- Identify the Respondent's type of business entity such as a corporation or partnership.
- State the Respondent's place of incorporation, if applicable. At the Respondent's discretion, provide an organization chart for the Respondent. Include any parent, subsidiary, and affiliate companies or organizations you feel may be relevant to this presentation.
- State the name, address, email address, telephone number, of the Respondent's representative to contact regarding all technical matters concerning this RFI.

3.2 RESPONDENT REFERENCE

List all state and DOT implementations for which the Respondent has provided a Data Catalog solution. Please include any applicable references. For each reference, the Respondent must provide the following information:

3.2.1 CONTACT INFORMATION

The Respondent must provide a contact name, title, phone number, email address, and company name. The Respondent also must include the same information for an alternate client contact, in case the State cannot reach the primary contact. The contact information given must be for a person within

the client's organization and not a co-worker or a contact within the Respondent's organization, subsidiaries, partnerships, etc.

3.2.2 DATES OF EXPERIENCE

The Respondent must complete this area with a beginning month and year and an ending month and year to show the length of time the Respondent performed the work, not just the length of time the Respondent was engaged by the reference.

3.2.3 DESCRIPTION OF RELATED SERVICE PROVIDED.

The Respondent must describe their experience, including the capacity in which the work was performed and the role of the Respondent on the Project. It is the Respondent's responsibility to substantiate their qualification. For example, a description of how the related service shows the Respondent's experience, capability, and capacity to develop deliverables and achieve a project's milestones.

SECTION IV. REQUIREMENTS

The Respondents are asked to address each requirement listed in this section

Data Catalog Tool (Or Suite of Tools) Requirements

Respondent Information		Please select from the options below:	
Organization Name:		Out of the Box	<i>Feature available in the product without additional Configuration/Customization</i>
Point of Contact:		Configurable	<i>Feature available through Agency administration</i>
Phone Number:		Customization	<i>Feature available through Vendor customization</i>
Email Address:		Not Available	<i>Feature not available</i>
Requirements		Vendor Provided Features:	Vendor Notes:
1. Data Sets			
Discovery/Access		Vendor/Respondent Notes: (state how your platform/product addresses each requirement)	
1a	Can the tool support the automated discovery of data sets? (both for initial catalog build and ongoing discovery)	Choose an item.	
1b	Describe the various types of data sets that the tool can connect to?	Choose an item.	
1c	Does data access include protections for security, privacy, and compliance of sensitive data?	Choose an item.	
1d	Can the tool support both cloud, on-premise, streaming, and batch connectivity?	Choose an item.	
1d	Can this product connect to a variety of Data Sources? For example Databases, File Systems, Log Systems, Big Data? List those sources	Choose an item.	
1e	Can this product connect to a variety of Databases? List those databases	Choose an item.	

Evaluation/Analysis			<i>Vendor/Respondent Notes: (state how your platform/product addresses each requirement)</i>
1f	Can data sets be previewed?	Choose an item.	
1g	Can the tool view data profiles?	Choose an item.	
1h	Is there an ability to see user ratings, user reviews, and curator annotations?	Choose an item.	
1i	Is there a method for detecting duplicate data?	Choose an item.	
1j	Is there a method for detecting missing data?	Choose an item.	
1k	Can the tool accommodate self-service analytics?	Choose an item.	
2. Search Capability (Robustness, Ranking, Recommendations)			
2a	Describe the search capability. Is there an ability to search by facets, keywords, and business terms?	Choose an item.	
2b	Is the tool capable of ranking search results in terms of relevance and by frequency of use?	Choose an item.	
2c	Is there a recommendation engine? (An engine that can Leverage usage history metadata and machine learning to develop recommendations)	Choose an item.	
2d	Is there a natural language search capability for non-technical users?	Choose an item.	
2e	Can the search function intersect with security authorization and look for capabilities to hide or mask (gray out) data sets the user is not authorized to access?	Choose an item.	

3. Cataloging Data Operations (A data catalog should include the cataloging of data preparation operations and associate them with data sets.)			
3a	Is there an ability to catalog data preparation operations and associate them with data sets?	Choose an item.	
3b	For data operations, can the tool include processes to improve, enrich, format, and blend data?	Choose an item.	

4. Metadata Management (Usage, Richness, Valuation)			
Usage			<i>Vendor/Respondent Notes: (state how your platform/product addresses each requirement)</i>
4a	Is there an inherent ability to collect usage information (example: auditing capability?) (i.e. Who has used the data set? For what use cases has it been used? How frequently is it used? With what other data sets is it typically used or combined with?)	Choose an item.	
4b	How comprehensive is usage metadata information?	Choose an item.	
4c	Does the tool utilize machine learning in metadata collection?	Choose an item.	
Richness			<i>Vendor/Respondent Notes: (state how your platform/product addresses each requirement)</i>
4d	What data is collected from data sets?	Choose an item.	
4e	What data is collected about processes?	Choose an item.	
4f	Does it include data about curators, data stewards, SMEs, and data SMEs? (i.e. tagging capability)	Choose an item.	

Valuation			<i>Vendor/Respondent Notes: (state how your platform/product addresses each requirement)</i>
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4g	How will the data catalog tool help you quantify the value of data assets?	Choose an item.	
4h	Can the tool provide useful information that contributes to value estimation?	Choose an item.	
4i	Is data captured about suppliers, service providers, and other external entities?	Choose an item.	
5. Security (Standardization) & Compliance			
Standardization			<i>Vendor/Respondent Notes: (state how your platform/product addresses each requirement)</i>
5a	Does the data catalog tool work with security infrastructure and processes for user authentication and authorization? Describe	Choose an item.	
5b	Is there an ability to distinguish between administrative users such as curators and analytic users?	Choose an item.	
5c	What security constraints be imposed? Can security constraints can be imposed at the data set level, record/row level, column/field level?	Choose an item.	
5d	Is the tool capable of masking or obfuscation personally identifiable information (PII)?	Choose an item.	
5e	Can access be constrained based on the values of specific fields?	Choose an item.	
Compliance			<i>Vendor/Respondent Notes: (state how your platform/product addresses each requirement)</i>
5f	Does the tool support regulations that are focused on data protection?	Choose an item.	

6. Data Lineage			
6a	Can the data catalog tool automate data lineage and trace data back to the source? Describe	Choose an item.	
6b	Is there a manual function to update data lineage?	Choose an item.	
7. Data Quality			
7a	Does the Data Catalog tool contain algorithms (or other methods) that can expose data conflicts or identify data quality deficiencies across data sets?	Choose an item.	
7b		Choose an item.	
8. Data Curation			
8a	Is there an ability to add data sets if need be?	Choose an item.	
8b	Is there an ability to hide or remove data sets?	Choose an item.	
8c	Is there an ability to add annotations, create metadata, add search terms and tags, identify stewards and SMEs?	Choose an item.	
8d	Can the tool tag security- and compliance-sensitive data, and share tips and techniques?	Choose an item.	
9. Product Suite			
9a	Is the tool part of a product suite?	Choose an item.	
9b	If this tool is part of a product suite, can it be purchased/reviewed separately?	Choose an item.	

10. Deployment			
10a	Are there options for on-premises, cloud, and hybrid deployments?	Choose an item.	
10b	Can it support both server-based and Web-based implementations?	Choose an item.	
10c	How well will the tool support your mobile and geographically dispersed users?	Choose an item.	
11. Services			
11a	What are the training options and prices?	Choose an item.	
12. Roadmap			
12a	What are the plans for future features and functions?	Choose an item.	
12b	Are there plans to expand integration with data preparation and data visualization tools?	Choose an item.	
12c	Will you continue to offer connectors and APIS to various sources?	Choose an item.	

SECTION V. OTHER FEATURES

Is there any other feature, service, or option you believe ODOT should be aware of if they choose to prepare an RFP? If so, please describe the feature, service, product, or option, and explain how it would improve the proposed solution as identified in this RFI.