DEPARTMENT OF HUMAN RESOURCES/OFFICE OF TECHNOLOGY FOR HUMAN SERVICES (OTHS)
REQUEST FOR PROPOSALS (RFP) FOR
AUTOMATED FISCAL SYSTEM (AFS) MODERNIZATION PROJECT

QUESTIONS AND RESPONSES #8

Question 20:   Does that 35% MBE participation requirement refer to the combination of software AND services or just one or the other?

Response: **The 35% MBE goal pertains to the overall contract dollar amount (See RFP Section 1.33.1). Therefore, an Offeror can meet the MBE goal by assigning a certified MBE to perform work in any area of the scope of objectives.**

Question 21:   In the AFS Pricing Proposal – Implementation Costs Tab does the State require Train the Trainer training to be given to 50 Trainers for each of the different areas of Financials like General Ledger, Payables, Receivables, Cash Management? Typically the Trainers will be fewer in some areas and more in others.

Response: **The State estimates that a total of 50 individual users will receive training across all modules within the application. The State, at its discretion, will determine which of these users will specialize in the various modules.**

Question 22:   Who will handle Change Management for the project? If it is the vendor, kindly clarify the scope of Change Management for the Vendor? Also if it is the vendor, kindly specify in which tab and which section of the AFS Pricing Proposal should these costs be shown?

Response: **The State will oversee all change management activities. The vendor will provide technical guidance regarding how each module within the application will meet the State's business process requirements. The vendor will also provide training support to ensure that core application functionalities are understood and adopted.**

Question 23:   In Section 3.3.16 of the RFP, it has been mentioned that the Configuration and Integration cost will be on a time and material basis. Hence is it assumed that the Configuration and Integration cost need not be shown in the Implementation Costs Tab of the AFS Pricing Proposal. Please confirm.

Response: **Offerors shall include Implementation costs associated with the deployment of all core/native application capabilities in the pricing proposal. If additional configuration and integration is required for**

additional systems not expressly defined in the solicitation, the State will work with the vendor to establish separate pricing through the work order process defined within the solicitation.

Question 24:   In the AFS Pricing Proposal – Implementation Costs Tab there are two only more lines provided in addition to the already provided training line for implementation costs. Since there are only two more lines that can be filled in, can the State provide the expectation for the pricing buckets for these lines in order to maintain consistency between vendors(e.g. Change Management, Project Management)

Response: **The Offeror should use these two additional lines to list additional service groupings at a high level. An Offeror can elaborate on these groupings by providing supporting details for each grouping in its technical proposal. However, this supporting detail shall not include any prices or cost information.**

Question 25:   What is the timeline within which the implementation project is expected to be completed? E.g. 6 months/9 months/1 year of contract signing.

Response: **The State estimates that the initial SaaS environment will be provisioned within the first 30 days of contract signing, followed by 12 months of configuration testing, user acceptance testing, training, followed by full-scale production implementation.**

Question 26:   What level of State staffing will be available to assist on the project?

Response: **The State will provide project management oversight and Subject Matter Experts (SMEs) representing all relevant business teams/units, including Budget and Finance, Security, etc. The State estimates that the initial resource count for SMEs to be 5 individuals, with additional staff being assigned to the project as needs demand.**

Question 27:   Is the VSBE sub-contracting Goal of 0.5% in addition to the MBE goal of 35%? Or does the sub-contracting goal of 35% include VSBE, MBE, African American and Women Owned?

Response: **The VSBE sub-contracting goal is in addition to the MBE goal of 35%, not a part of it.**

Question 28:   Requirement FR-1:A of Attachment V AFS states that the software must provide standard accounting functionality for Accounts Receivable. None of the further requirements indicate the need for Accounts Receivable. Kindly confirm that Accounts Receivable is not in scope for the current implementation. If it is, kindly explain the scope for Accounts Receivable.

Response: **The State, on occasion, receives administrative payments from vendors; thus, the State wishes to track the receipt of these transactions, and reconcile these payments for all affected departments.**