



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov
6 March 2012
Addendum # 2

RFP 7449500

Title: WIC Online Vendor Application

Submission Deadline: 19 March 2012 @ 11:30 AM (Eastern)

- Vendor questions, and State responses, are posted for review.
- This addendum also releases supplemental files, identified as Chapters 7 through 10 And a WIC Pricing Survey. This information is released as disk-based

Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

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QUESTIONS; RI WIC RFP #7449500 - WIC Online Vendor Application

Vendor A:

| Page Reference | | Question |
|----------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | N/A | The date provided in the RFP when RI WIC intends to provide answers to submitted questions is one week before the response is due. The short time between these two dates does not give sufficient time to fully consider RI WIC's responses and to adjust our proposal accordingly. Would RI WIC consider extending the response due date? No. RI WIC has a short time line for this project. |
| 2. | N/A | What RDMS (database software) does the RIWEBS system use? - Oracle 10g |
| 3. | N/A | Please describe the RIWEBS system architecture. RIWEBS is a web enabled application that publishes different applications through Citrix. It is written in VB6 |
| 4. | N/A | Are there state specific standards for web systems/interface development that must be followed? If so, please provide. No |
| 5. | N/A | Is there system documentation for the current RIWEBS Vendor Management application/module (e.g. ERD, specifications, user documentation, etc.)? If so, please provide. - Yes, see attached |
| 6. | 1 of 24 | Must offerors register on-line at the State Purchasing Website prior to submitting a response to this RFP? Yes |
| 7. | 2 of 24 | The second sentence in the second paragraph states, "The initial project period is expected to begin in April, 2012 continue through December 31, 2012." What is meant by "initial"? Does RI WIC anticipate additional/other project periods within the scope of this project? A typo , should have said initiate. |
| 8. | 5 of 24 9 of 24 | The 7 th and 9 th bullets state that "A Pending Applications tab will be added in RIWIC." Should "RIWIC" be "RIWEBS"? If not, is RIWIC another system used by RI WIC? If yes, please describe. Should be RIWEBS. NOTE: A reference to "RIWIC" is made on page 8 or 24, 4 th bullet in <u>Future Process Flow</u> . Should "RIWIC" be "RIWEBS"? Should be RIWEBS NOTE: References to "RIWIC" are also made on page 9 of 24, 2 nd bullet. Should "RIWIC" be "RIWEBS"? Should be RIWEBS |
| 9. | 5 of 24 | The 7 th bullet states that "A Pending Applications tab will be added in RIWIC." Who is responsible for adding the Pending Applications tab to RIWIC (RIWEBS)? Would be current host of RIWEBS with some involvement from online vendor application vendor |

| Page Reference | | Question |
|----------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | 5 of 24 | The last bullet on this page states, "...the vendor must attend interactive training provided by state staff on regular basis." Please describe the interactive training. Is this "interactive training" different training than the "online training" described in the next sentence, "The online training would be available for 6 months for applying vendors to train other managers and staff members responsible for WIC transactions." This would be the on-line training that currently State staff provide on a monthly basis. |
| 11. | 9 of 24 | The 3 rd bullet states, "Daily batch will run and send out an e-mail with the list of all applications..." Please describe the e-mail system used by RI WIC (e.g. Lotus Notes, MS Exchange) Novell GroupWise |
| 12. | 9 of 24 | The second sub-bullet under "Reauthorization:" states, "Vendors will login into Online Vendor Application website." The reference to "login into" suggests there is some registration and/or security process by which new vendors are registered on the system. Please describe the process by which new vendors are provided access (e.g. log on procedures, user name/password, etc.) There would be simple registration to setup username/ password that would connect those vendors to the store name and number. Email would be required for registration. |
| 13. | 9 of 24 | The third sub-bullet under "Reauthorization:" makes reference to "reading all the training materials". Are these training materials already created and/or being used by RI WIC? If not, is designing the training materials a requirement of this project? Training materials are already created and used by RI State. |
| 14. | 10 of 24 | Part IV – Training – states that the "applicant is given a test to evaluate the knowledge of WIC vendor rules, policies and procedures." And "training questions would change with each taking of the test to ensure vendors really understand..." <ul style="list-style-type: none"> • Who is responsible for the content of the training test and training questions? RI WIC or the contractor? RI state staff • How many questions are asked? From a pool of how many possible questions? Ten from a pool of 100 • If a question is answered wrong are additional questions then presented? Yes, at the end, if more than two questions are wrong, re-test will be required • . • How are the responses to training tests evaluated/scored? By the system? By state staff? By the system. Most questions will be multiple choice. |
| 15. | 14 of 24 | The next to last sentence in the first paragraph of the "Planning and Design Web Application" section states "There would be an interface between current RI WEBS system and new online WIC Vendor System." What is the format of this interface? How is data passed, collected, and validated through the interface? That would be further discussed with RIWEBS vendor and on-line WIC vendor application developer |

| Page Reference | | Question |
|----------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16. | 14 of 24 | The last sentence in the first paragraph of the “Planning and Design Web Application” section states “This interface would perform regular price checks and updates to RIWEBS, provide vendor application status from RIWEBS to Vendor website, validate the peer groups <i>and so on</i> . What does “and so on” include? That would be further discussed with RIWEBS vendor and on-line WIC vendor application developer The vendor current status and updates of phone number |
| 17. | 15 of 24 | Testing and Pilot – The first sentence states, “User Acceptance Testing (UAT) and pilot of the developed Web application will be performed according to state defined procedures. ” Please define and/or provide access to the referenced state defined procedures. Working deliverables as tested by State staff. |
| 18. | 15 of 24 | The third paragraph states, “All deliverables may be subject to more than one round of revisions and will not be paid for until final acceptance from the state and FNS.” Has the state determined specific acceptance criteria for each of these deliverables? If so, please provide. Testing to meet the Federal regulations (USDA) as defined in 7 CFR 246 Vendor monitoring and meet the requirements in the RFP. |
| 19. | 15 of 24 | CLAS Language – please describe the responsibility of the offeror to meet the CLAS Standards, especially the mandatory standards #4-7. Should a response to this RFP address the CLAS language requirements listed in the RFP? If so, where should this information be placed in the response? As long as it is listed in the table of Contents the bidder can place it anywhere in the proposal. |
| 20. | 15 of 24 | The section titled “Implementation” states that “the contractor will work with State program staff to complete the implementation and provide training.” How does RI WIC intend to conduct training (e.g. classroom training, on-line training such as a webinar)? One classroom training, additional on-line training might be requested What does “work with” include/mean (e.g. design training, provide training, provide training QA, etc.)? “work with” is setting up training dates, place and time. Make sure all attendees are available |
| 21. | 18 of 24 | Section 4: Proposal Submission does not explicitly state that a Table of Contents is required for the response. Is a Table of Contents desired/required? Required |
| 22. | 18 of 24 | Section 4: Proposal Submission does not define a numbering convention for the response. Is there a required or desired numbering format for the response? No required format |
| 23. | 19 of 24 | #1. Where should the RIVIP generated bidder certificate and the completed W-9 form be placed in the response? Before the Table of Contents? After the Table of Contents? Before the Table of Contents |

| Page Reference | | Question |
|----------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24. | 19 of 24 | #4. The second paragraph states, "The State will absorb all costs associated with linking the HEALTH WIC MIS system with bidders' MIS system,..." Is the HEALTH WIC MIS system the same as the RIWEBS system? If not, please describe the HEALTH WIC MIS system. Please clarify the offeror's responsibility with this interface. It is RIWEBS, offeror is responsible to work with RIWEBS developer |
| 25. | 19 of 24 | #5. Please clarify the number of hard responses required. Does RI WIC want one original and 7 copies (for a total of 8 hardcopies) OR one original and 6 copies for a total of "7 hard copies"? one original and 6 copies for a total of 7 hard copies. |
| 26. | 19 of 24 20 of 24 | Page 19 - Offeror's Organization and Staffing section states that this section should include "an organizational chart highlighting the person(s) or units(s) responsible for this project..." Page 20, second paragraph – Management Plan for the Project states the "Offer shall include an organizational chart specific to the personnel assigned to accomplish the work called for as listed in the RFP..." Are we correct to assume that RI WIC intends for two organizational charts to be included in the response: a high-level organizational chart in the Offeror's Organization and Staff response section and a more detailed organizational chart in the Management Plan response section? yes |
| 27. | 19 of 24 | Financial Stability – This section states that the offeror should include, "a description of the business background of the applicant and any subcontractor(s) proposed, including a description of their financial background, audited financial statement for the previous three years (cash flow statement or "statement of changes in financial condition"), OR a current Dun and Bradstreet rating. This reads that the State is asking for one of the three listed (a description OR audited financial statement OR a D&B). Is that correct? - No Or, should the offeror include a description of their financial background and one of the following: an audited financial statement or a current Dun and Bradstreet rating? yes |
| 28. | 22 of 24 | Cost Proposal – Please describe the content of, and format for, the Cost Proposal. Is Addendum A the only "cost proposal" form required in the response? Or, is Addendum A considered a supplement to the offeror's own Cost Proposal? Either Addendum A or the bidders own Cost Proposal is acceptable. |
| 29. | 24 of 24 | Addendum A breaks out costs for each Deliverable and the "Anticipated expense of travel to Rhode Island" as separate line items. Should the total of these five numbers equal the project total as shown in the proposed Cost Proposal? Yes |

Vendor B

- 1) Page 15 states "All deliverables may be subject to more than one round of revisions and will not be paid for until final acceptance from the state and FNS". What will FNS' involvement be in day-to-day project decisions and on requirements
FNS is not involved in day-to-day project decisions

- 2) How many products are on the price survey? Is it a sample of products or all products that are WIC allowable foods **Attached is the price survey for all vendors.**

- 3) Page 3 bullet 7. There was a note of the pending application tab in the RIWIC system. Does the state imply that the winning vendor will modify the in-place WIC system there today? If so, what is the technology architecture of the existing WIC system? Winning vendor will work with in-place WIC system developer to get this done. **The application is web enabled, published through citrix and written in VB6**

- 4) Is it correct to assume that the state of Rhode Island will provide the training content to the vendor?

- Yes

- 5) Could the state please elaborate on its vision of integrating training into the portal.
Currently training would be PowerPoint presentation. State is looking into vocal and/or video training options. After the store goes through presentation, they will answer up to 10 questions. Upon successfully completion of this test (7 or more correct answers), the training would be considered complete.

- 6) It was noted that the new system will need to recognize that training has been completed. What is intended to be the trigger to signal the system that training is completed? Will this be a manual setting, or is this implying an interface trigger? Please elaborate. **Once the online application marks a store as completed training, the system will send an email to state staff indicating such completion. The staff will then verify the training and store and enter it in the RIWEBS system.**

END