



**Solicitation Information**

**July 21, 2016**

**Addendum #3**

**RFP# 7550696**

**TITLE: Business Process Analysis and Assessment Workforce Regulation & Safety Division (Labor Standards, Prevailing Wage & Misclassification of Workers).**

**Submission Deadline: August 4, 2016 at 2:30 PM (ET)**

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

GAIL WALSH  
CHIEF BUYER

Vendor A

1. Is the solution intended to be web-based with authentication (such as login via username/password)?  
**Answer: This is to be determined. We are not focusing on the solution until we have established the requirements.**
2. Is the solution intended to be accessible from outside the internal network? **See the answer to #1**
3. Is the anticipated budget of this project disclosable? Can the Department provide any budgetary guidance  
**Answer: The project budget cannot be disclosed at this time.**
4. Is the intent to develop a complete data model (including all tables, fields, relationships and data types) or is there an existing data model and supporting documentation? **Answer: Yes a complete data model would be required. There is no existing data model**
5. Is there a target start and completion date and/or are there any key milestone dates which should be considered in the proposed schedule? **Answer: We will work with the successful vendor to determine the key milestones and the schedule. We would like to start this project ASAP.**
6. Does the term “storyboard” refer to screen mockups and layouts for visualization of process workflows or does the Department have other intentions? **Answer: Yes, the Department has no other intentions.**
7. On page 13 of the RFP, there is the following stated requirement:  
"A separate Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. **The Technical Proposal is limited to eight (12) pages** (this excludes any Appendices)."

Is the technical proposal limited to eight pages or twelve pages? **Answer: The Technical Proposal may not exceed 12 pages. Appendices are not included in the Technical proposal page count.**

Vendor B

RFP Section	Question
General	1. Please confirm that conducting the analysis for this RFP does not preclude a vendor from bidding on subsequent RFP(s) to design and build the Labor Standards & Prevailing Wage case management system. <b>Answer: Confirmed</b>
General	2. What case management system(s) are currently used by the Labor Standards Unit and Prevailing Wage Unit? Is the current wage system(s) a custom solution or a COTS product? Which vendor (if any) currently maintains the existing wage system(s) used by Labor Standards Unit and Prevailing Wage Unit? <b>Answer: All systems were developed and are currently maintained by the State.</b>
Section 3 p. 7	3. Regarding the Business Requirements Document deliverable described on page 7 of the RFP, please clarify the difference between “high-level models” versus context diagram and process diagram? <b>Answer: The intent is to have the vendor consider the use of these tools to capture what the Stakeholders believe the business process looks like. Also the use of the tools to advance the thinking process and triggering memory recall of the subject matter experts who use these processes. Then being able to facilitate arriving at a common terminology and definitions of the concepts and principles, (inputs to</b>

	<i>and outputs from, etc.) The State is open to the most effective processes to achieve these goals.</i>
Section 3 p. 7	4. Regarding the Business Requirements Document deliverable described on page 7 of the RFP, please confirm that the last bullet refers to requirements (functional and non-functional) prioritization. <b>Answer: Confirmed</b>
Section 4 p 10	5. Page 10 of the RFP requires the Offeror to submit an initial WBS in Microsoft Project with deliverables tied to payment schedule. Please confirm this WBS is required upon award/initiation of the contract. <b>Answer: Confirmed</b>
Section 7 p. 13	6. The RFP states that the requested page count for the Technical proposal is “limited to eight (12) pages.” Please clarify the intended page limit. Also, please confirm that the page limit includes all required sections of the technical proposal as described on pages 8-10 of the RFP: <ul style="list-style-type: none"> <li>a. Executive Summary</li> <li>b. Offeror’s Organization &amp; Staffing</li> <li>c. Work Plan/Approach</li> <li>d. Previous Experience and Background</li> <li>e. Offeror Qualifications/Requirements</li> </ul> <b>Answer: The page limit of the Technical Proposal is 12 pages. It includes all sections (a through e)</b>
Section 7 p. 13	7. The RFP states that the page limit for the technical proposal does not include any appendices. Please confirm that the following can be submitted as appendices: <ul style="list-style-type: none"> <li>a. Staff resumes (as required by Section 4.2 Offeror’s Organization and Staffing)</li> <li>b. Detailed project schedule (as required by Section 4.3 Work Plan/Approach)</li> <li>c. List of 3 customer references (as required by Section 4.5 Offeror Qualifications/Requirements)</li> </ul> <b>Answer: The 12 page limit of the Technical Proposal does not include Appendices. (a. Resumes, b. Project schedule and c. Customer references may be submitted as Appendices).</b>

## Vendor C

1. Could we be provided with technical and functional design information regarding the new Case Management System currently in use by the Labor Standards Unit and the Prevailing Wage Unit?  
**Answer: There is no new system in use at this time.**
2. Who designed the current solution? What platform is being used? **Answer: The current system is a legacy Informix based system developed and maintained by the State.**
3. Could we be provided with technical and functional design information regarding the new (modernization) unemployment insurance (UI) data management system currently being developed? Who is designing this system? What platform is being used? What database is being used? What other states are involved in this project? **Answer: At this time one of the challenges of this project is to identify what information needs to be shared based on the requirements, between this system and the UI system. The information about the UI modernization project is irrelevant at this time.**
4. In terms of collecting electronic certified payroll records from contractors awarded prevailing wage projects, are you looking for an automated/real-time collection process or are you looking to provide contractors with a means for uploading this information upon demand? **Answer: This will be determined during this project as the functional requirements are elicited and defined.**
5. In terms of permitting State workers who are outside the Labor Standards and Prevailing Wage Units access to the system, are you looking for read/write access to the solution from any remote location or will State workers only need access when they are within the State network? Will these State workers be responding to requests for information from case workers who are inside the Labor Standards and Prevailing Wage Units? **Answer: See #4.**
6. Will a user interface/dashboard be required which bridges the UI system and the new wage system? Will UI workers need full access to wage system information and conversely, will the wage system workers need full access to UI system information? If not, what informational access would be required? **Answer: see #4**
7. Is the 10% MBE requirement mandatory for this project? **Answer: The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov). The opportunity for MBE participation will be discussed at time of award.**
8. Is the Technical proposal limited to 8 or 12 pages? **Answer: 12 Pages**
9. Are resumes and work breakdown structure counted in the page limit or can they be added as appendices? **Answer: They can be appendices**

## **SUMMARY**

**To all Vendors: There is no integrated system that exists today that integrates the Misclassification of Workers, Labor Standards, or Prevailing Wage systems or processes. The scope of this project is to use current tools and methodologies to elicit the requirements and business rules from the stakeholders to be able to present a comprehensive set of plans and processes that can provide the State with the information required to move forward to the design and development stages of this project with follow on contracts.**

**Once all proposals are reviewed those vendors that show these capabilities may be given the opportunity to present their approach to the stakeholders. Thank you for your interest.**