



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

ADDENDUM # 2

RFI # 7550734

TITLE: Electronic Procurement Software Solution

**SUBMISSION DEADLINE EXTENSION: From July 20, 2016 at 02:00 PM ET to
JULY 29, 2016 AT 03:00 PM ET**

Addendum Description: Responses to Questions Received and Submission Deadline Extension

A. Responses to Questions Received

- Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)
Answer: For this RFI, yes, companies outside of the USA can submit a response.
- Question:** Whether we need to come over there for meetings?
Answer: Yes, the State expects any acceptable foreign companies to be able to meet at our office in Rhode Island if selected for an interview (all expenses will be the Vendor's). Also once we award a vendor through the subsequent RFP, the State expects an onsite team for the implementation and training as well as customer service/technical support available during the State's business hours in the Eastern Time Zone.
- Question:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Answer: The State anticipates that some tasks can be done at the Vendor's location however the State also expects the awarded Vendor to have an onsite presence during the implementation and training. Any tasks related to the State's Oracle ERP system, RIFANS, integration will be completed on-site or remotely as agreed upon by the State. If any PII (Personal Identifiable information) is collected, depending on which

information, a Vendor would be subject to certain terms in the contract on the additional security levels that need to be established to address the PII.

4. **Question:** Can we submit the proposals via email?????

Answer: No. Response package must be mailed or hand-delivered in a sealed envelope marked "RFI# 7550734" to:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

5. **Question:** Is there an incumbent for this requirement?

Answer: No. The system should integrate with our Oracle ERP system and State supported procurement systems.

a. If so, could you please provide the following N/A

i. Vendor Name: N/A

ii. Contract Value: N/A

iii. Duration/Renewal option of contract: N/A

6. **Question:** I have tried to download your terms and conditions from web page www.purchasing.ri.gov as directed in the RFI; however, when I click on the Terms and Conditions link nothing happens. I expected to have a pdf or other document or referral to a web site with legal terms and conditions. I've tried this on a Windows machine in both Chrome and IE and on a Mac in both Chrome and Safari (all with no luck :) Is it possible to have the terms and conditions sent to us so that we can properly review them?

Answer: Please contact our Help Desk at 401-574-8100 for technical assistance.

7. **Question:** [Vendor Name Omitted] will only provide the type of information asked for in your RFI if a Mutual NDA is agreed to by both parties. Can we execute a Mutual NDA with you? I have included a copy of our Mutual NDA for review in the email submitted. If you have NDA for software vendors already that is mutual, we can use that for review. The only request is that the NDA is protecting both parties and is mutual.

Answer: For this RFI, the State will not be executing any Mutual NDAs (Non-Disclosure Agreements) as this solicitation is for informational purposes to assist the State in refining the subsequent RFP. The State recommends vendors review any propriety information in their proposals to determine if it should be submitted or to provide a generalized version for the State's consideration. The subsequent RFP will require more specific technical detail and the State will provide an NDA form as part of the proposal submission.

8. **Question:** Is there any ability to get an extension on the RFI since we are late in the discussions with your organization and may need more time to turn this around to you?
Answer: Yes, The submission deadline will change from **July 20, 2016 at 02:00 PM ET** to **July 29, 2016 at 03:00 PM ET**
9. **Question:** Are all of the Member Entities listed at <http://www.ri.gov/index.php#> ?
Answer: Yes, on the 'Government' tab, it has additional tabs for 'Agencies A-Z' and 'Cities & Towns'.
10. **Question:** Do we need to submit an RIFANS Supplier Package with or in advance of our response? (paragraph 2 on page 8 indicates that not submitting an RIFANS Supplier Package causes delays in submitting a timely bid for vendors not previously registered with RIFANS)
Answer: No. Paragraph 2 of Page 8 is describing our current state and is an area we would want the new Electronic Procurement Software Solution to solve. For this RFI response, at minimum an interested Vendor needs to register with our RIVIP system which should only take a few moments. If any technical assistance is needed, please contact our Help Desk at 401-574-8100. The RIFANS supplier package can be submitted at a later date.
11. **Question:** Would you please expand on your requirement to “set and monitor spend thresholds as applicable” (section 2, n on page 12)? Are you looking to simply set a contract threshold and manually monitor spending against the threshold or are you looking for a solution to automatically track spending (such as a shopping solution)?
Answer: We are looking for the Vendor to demonstrate their solution’s capabilities on this requirement. Overall the State is looking to minimize any manual efforts with this new system. One possible scenario is for the new system to automatically send an alert to a Buyer if a spend threshold is about to be reached, so they can proactively address this limit. Yes, the State would prefer to see functionality that automatically tracks statewide spending.
12. **Question:** What is meant by the last sentence of section 1, f, ii, 3 on page 11: “Is suspension has a set term, the system would track the” ?
Answer: The sentence should read “Ability for the system to be locked down and restrict that vendor’s access and ability to bid. If a suspension has a set term, the system would track *the date and release the vendor from suspension on the set date.*”
13. **Question:** What is meant by “there is an approval process that has to be maintained as the State transitions from RIPAY to the Electronic Procurement Software Solution” (section 6, f last sentence on page 15)? What is this approval process? Where is the approval process currently executed?
Answer: Before any payment records are publically posted, any payments are reviewed through a hierarchy of assigned reviewers in our e-Business suite to ensure accurate

information is provided. The approval process is overall an electronic process executed inside the RIFANS system before it transitions automatically overnight to the RIPAY website.

14. **Question:** Please provide the Terms and Conditions from www.purchasing.ri.gov that will be applicable to this RFI (the website's link does not provide any terms and conditions when clicked).

Answer: Please see the 'General Information' section as it has links to 'Rules and Regulations', 'State Purchasing Law', 'MBE & WBE Information' and much more at <http://www.purchasing.ri.gov/bidinfo/geninfo/geninfo.aspx>

15. **Question:** Please provide some additional information about the State's procurement activity volume and user base.

Answer:

- a. **Question:** How many users?

Answer: 42 purchasing users. 485 iprocurement users.

- b. **Question:** How many suppliers?

Answer: 3085 have submitted bids since 2006. 6,700 RIVIP users have logged in, in the last year.

- c. **Question:** How many active contracts exist and how many are developed annually? **Answer:** AVG 1270 over last 10 years. This would include multiple if awarded to multiple vendors. About 724 if remove multiple vendors.

- d. **Question:** How many sourcing events are held annually?

Answer: 801 bids a year counting cancelled.

- e. **Question:** What volume of catalog transactions are anticipated annually?

Answer: 420,000 lines over last 10 years. 136,000 releases over last 10 years.

16. **Question:** What Contract Lifecycle Management capabilities is the state seeking as part of the solution?

Answer: The State and municipalities are looking to Vendors to demonstrate the capabilities in their RFI response. We are looking to automate the bidding, evaluation and award processes. In addition, we would prefer to have the software solution help manage contract deliverables, measure and report performance (agency complaint process) and ensure compliance.

17. **Question:** What expectations does the State for enabling of vendors for use of the solution?

Answer: Our expectation is for Vendor's to have limited access the system to create/maintain a profile, download solicitation(s), submit proposal(s), upload documentation for a solicitation and/or profile certification, enter/review/edit their profile and view their payment statuses and other functionality as it relates to an open and/or awarded solicitation. Please see Section 1 on pages 10-11 of the RFI for more detail on the State's vision.

18. **Question:** Does the State intend to deploy the solution in a phased manner?
Answer: The State is open to this methodology. If applicable, please provide an example in your RFI response.
19. **Question:** Are there specific efficiency or other targets that the solution is intended to support?
Answer: The State provided its vision in the RFI however it is open to additional solutions that may be of service to the State. The only limitation is the State's RIFANS Oracle ERP system will remain the financial system of record of which the State is not looking to replace but to compliment.
20. **Question:** Who is the overall project sponsor and who are the key stakeholders within the State involved in the program or overseeing the program?
Answer: The overall project sponsors are the Division of Purchases, Director's Office at the Department of Administration (DOA), and Division of Information Technology (DoIT). Once the project is awarded, the project will be managed by Division of Purchases project management team in conjunction with DoIT and DOA.
21. **Question:** Has the State already conducted a spend analysis including cleansing, normalization, and categorization of suppliers or is that effort anticipated as part of solution implementation?
Answer: The State is looking to the vendors to help define areas of preparedness for the State to consider as part of the RFI responses. The State maintains a full paper file for each solicitation of which some of that data is in an electronic state as well. This is an effort we do anticipate as part of the solution implementation and request vendors provide suggested best practices for the State to review and consider.
22. **Question:** What selection criteria or priorities will the State apply for this solution?
Answer: The State is still refining the selection criteria model for the subsequent RFP however it will be a points based model with overall categories for Technical Proposal, Interview/Demonstration and Cost Proposal.
23. **Question:** [Vendor Name Omitted] has a strong interest in submitting a response to the State of Rhode Island's Request for Information, RFI# 7550734 Electronic Procurement Software Solution due July 20, 2016 at 10:00 AM ET. Unfortunately, we are unable to register for the State's guidelines in and provide a quality and comprehensive response within the constraints of the timeline listed above. We are seeking your guidance regarding the following options open to us:
Answer: For this RFI response, at minimum an interested Vendor needs to register with our RIVIP system which should only take a few moments. If any technical assistance is needed, please contact our Help Desk at 401-574-8100. The more involved RIFANS supplier package can be submitted at a later date for the subsequent RFP. This solicitation is a Request for Information (RFI). The purpose of the RFI is for the State to

acquire additional information on industry capabilities that can further develop our vision for a fully electronic procurement system solution.

- a. Submit a solution overview/response that outlines the depth and breadth of our solution. Though the solution overview will not meet all of the terms and conditions of the State's RFI, it will help you to understand how [Vendor Name Omitted] can help the State with your business drivers for a new procurement system.

Answer: The RFI is an outline of the State's vision on a potential solution. The subsequent RFP will be more stringent with terms and conditions however with the RFI, Vendors have more flexibility in their responses as the State is looking to further understand a Vendor's capabilities and how it fits into the State's vision. In turn, please submit your response to the RFI as your team sees as appropriate.

- b. Bypass responding to the RFI and jointly respond with our partners to the upcoming RFP who will submit directly to the State, are registered with the State, and are currently doing business in the State.

Answer: Vendors can bypass the RFI if they choose. The State will be evaluating responses to this RFI to further shape our vision for the subsequent RFP and recommends interested Vendor input through the RFI process, so the RFP vision is succinct to industry options.

- c. In order to allow us to fully comply with the State's registration procedures, terms and conditions, and to provide a quality response to this current RFI, we are respectfully requesting a 2 week extension to the July 29 due date.

Answer: Yes, The submission deadline will change from **July 20, 2016 at 02:00 PM ET** to **July 29, 2016 at 03:00 PM ET**

24. **Question:** In the event the State moves forward with procurement, is there an estimated time frame available for when a solicitation might be issued?

Answer: The State anticipates the RFP to be issued approximately September 2016. Please monitor our website regularly for this posting and register as a vendor in our system.

25. **Question:** Has funding been allocated and if so, from which source? If not, which source will be sought?

Answer: See Section 8 in the RFI as "The State is looking for creative financing solutions for purchase of the Electronic Procurement Software Solution that would preferably reduce upfront costs and/or defer costs over time for the system. **Please provide a description of your company's options for financing or payment structure.**"

26. **Question:** Does the State have an estimated cost, or desired not to exceed contract amount in mind for this and if so, how much?

Answer: This is still to be determined as it is the State's understanding that many industry solutions are modular which can impact the overall cost of the system. The State would like to understand more about a vendor's software structure and how much of the vision can be accommodated before setting a spend threshold with this RFI.

27. **Question:** Who is the project manager, or technical contact?

Answer: A project manager and project management team has been determined however these contacts will be released with the subsequent RFP. Vendor contact with these individuals will be limited to only potential interviews/demonstrations for the RFI and subsequent RFP and with full contact with the awarded vendor(s) of the subsequent RFP.

28. **Question:** Approximately how many users are anticipated for the system?

Answer: Please see question #15 above.

29. **Question:** Was RIFANS developed by the state? If not, which vendor provided it?

Answer: RIFANS was developed by Oracle with customizations by the State.

30. **Question:** Which vendor provided the RIVIP software?

Answer: The State developed this system in-house.

31. **Question:** Which vendor provided the RIPAY system?

Answer: The State developed this system in-house.

32. **Question:** Does the state anticipate procuring any service contracts related to this project? For example: Consulting services of any kind including: RFP development, QA services, feasibility study, etc? If so, what, when and how?

Answer: The State is open to vendors including these services in their RFI response for the State's consideration.

NO FURTHER QUESTIONS WILL BE ENTERTAINED AS OF THIS ADDENDUM #2.

B. SUBMISSION DEADLINE HAS BEEN EXTENDED FROM JULY 20, 2016 AT 02:00 PM ET TO JULY 29, 2016 AT 03:00 PM ET

**Sharon Louro
Buyer I**