



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 # 1

RFP# 7550944

TITLE: BUDGET SOFTWARE ACQUISITION

SUBMISSION DEADLINE: OCTOBER 18, 2016 at 01:30 PM ET

ADDENDUM DESCRIPTION: Extension and Responses to Questions received by email by September 23, 2016 at 05:00 PM ET and the Pre-Bid Conference held on September 20, 2016

Submission Deadline Extension:

The submission deadline has been changed:

From: OCTOBER 11, 2016 at 01:30 PM ET

To: OCTOBER 18, 2016 at 01:30 PM ET

Responses to Questions:

Section A. Questions received by email by September 23, 2016 at 05:00 PM ET:

- Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Yes however companies outside of the USA may be subject to additional security requirements. Also the State shall not conduct business with any foreign countries prohibited by State and/or Federal law. Cloud data centers must be located in the contiguous United States.
- 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 the State expects the awarded vendor to provide 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. Some meetings can be done with as a conference call during the State's business hours and some meetings the State will expect onsite participation; these requirements will be mutually agreed upon as the meetings arise.

3. **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) and/or confidential information is collected, depending on which information, a Vendor would be subject to certain terms and conditions in the contract on the additional security levels that need to be established to address the PII. If determined applicable, in order to protect this confidential information and to secure the identities of Rhode Island citizens in a reasonable manner as mandated by R.I. Gen. Laws § 11-49.3-2, the State requires that any and all State information and/or software code for this project shall be located within the United States at all times and all personnel supporting this project be located in the United States. Further, if applicable, any and all data storage shall be on servers located within the United States.

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

Answer: No. Please see the RFP's Section G, page 32. "Responses should be mailed or hand-delivered in a sealed envelope marked "RFP# 7550944" to:

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

Please see the RFP for additional information on the content of responses in Section H, pages 33-34 and the checklist provided in Appendix H.

5. **Question:** Section: C.3., In this section you note that there are 250 concurrent users and up to 500 users being trained. For purposes of licensing, how many users should be quoted?

Answer: OMB expects approximately 50-100 primary users. These consist of a) OMB Budget Office staff (approximately 20-30), who will need access to data, analytical tools, workflow approval and reporting for all agencies; and b) Chief financial officers and key departmental financial staff (additional 30-70), who will need data, analytical tools, workflow approval and reporting for their respective departmental data. During the budget development period, the number of users will likely expand to include program management and support staff who will provide program financial data – up to approximately 150 people. Finally, if the system includes additional functionality in performance management and program data collection and tracking, OMB estimates an

additional 250 users may require access for program data collection, reporting, and dashboard use.

Bidders should explain their overall user fee structure. If using a licensing model, bidders should describe the costs per license in the cost workbook (Exhibit 2), including thresholds for discounted pricing, if available.

Please note that these licensing numbers are estimates only. OMB will have a greater sense of the required number of licenses when the new budget system's capabilities are fully known and communicated to other departments.

6. **Question:** Section C.6., Would the State consider modifying the Mandatory Qualifications to: *Mandatory Qualification: The Vendor must have budget systems currently operating in three public sector clients with annual budgets of at least \$1.0 billion, or with two clients with budgets of \$3.0 billion or greater.*

Answer: To increase the potential pool of applicants while ensuring appropriation system functionality, the State will modify its mandatory requirement under Section C.6.1 to the following:

“Mandatory Qualification: The Vendor must have budget systems currently operating in three public sector clients with annual budgets of at least \$1.0 billion, or with two clients with budgets of \$3.0 billion or greater.”

7. **Question:** [Vendor Name Omitted] is used by many large corporate companies including [Private Firm Name Omitted] (\$88.4B), [Private Firm Name Omitted] (\$30.6B), [Private Firm Name Omitted] (\$83.2B), [Private Firm Name Omitted] (\$37.9B), and the [Private Firm Name Omitted] (\$9.5B). Our public sector clients include [Public Entity Name Omitted] (\$2.02B), [Public Entity Name Omitted] (\$75M), and [Public Entity Name Omitted] (\$185M). That said, I understand a mandatory qualification requirement is that the vendor must have budgeting systems currently operating in three public sector clients with annual budgets of at least \$2.0B. My question is given the information above and before we begin preparing a response, would you automatically eliminate us from the evaluation based on this requirement?

Answer: Please see response to Section A., Question 6.

8. **Question:** Will the State consider an extension to the due date for this RFP due to the number of both National and Religious holidays that occur during October? For some potential bidders these dates will reduce 25% of available days to respond and impact the quality of submission received by the State currently scheduled for 10/11/16.

I have enclosed a calendar for your consideration, taken from this website:

<https://diversity.umn.edu/eoaa/religiouscalendar20162017>

July 2016 - June 2017

Name of Holiday	Religion/ U.S.Holiday	Dates	Days of the Week
Laylat al-Qadr *	Islamic	7/1/16	Friday

Independence Day	U.S. Holiday	7/4/16	Monday
Eid al- Fitr (End of Ramadan) *	Islamic	7/5/16	Tuesday
Janmashtami	Hindu	8/25/16	Thursday
Labor Day	U.S. Holiday	9/5/16	Monday
Eid al-Adha *	Islamic	9/11/16	Sunday
Navaratri / Dassehra	Hindu	10/1/16 - 10/9/16	Monday - Tuesday
Muharram (Al Hijrah - New Year)	Islamic	10/2/2016	Sunday
Rosh Hashanah *	Jewish	10/3/16 - 10/4/16	Monday - Tuesday
Columbus Day (Observed)	U.S. Holiday	10/10/16	Monday
Yom Kippur *	Jewish	10/12/16	Wednesday
Sukkoth *	Jewish	10/17/16	Monday
Sh'mini Atzeret *	Jewish	10/24/16	Monday
Simchat Torah *	Jewish	10/25/16	Tuesday
Diwali	Hindu	10/30/16	Sunday

Answer: Yes, an extension of one (1) week is granted. See the revised date in this Addendum's header.

9. **Question:** P8, Workforce Planning, Of the State's 15,000 employees, is there an expectation to be able to split fund positions by fund, program, project etc.? (i.e.-Is it a requirement to be able to apply multiple funding sources to a position)

Answer: Currently, OMB may budget certain full-time positions across budget programs, funding sources, and other criteria. OMB has identified position-based budgeting as one of its functional criteria (see F-51, F-145). OMB has several other functional

requirements related to personnel (see also F-105, F-118, F-128, F-137, F-138, F-146, F-150, F-153, F-172 through F-186, F-219).

10. **Question:** P21-C-3 Training, Can the State provide the number of user licenses needed and a breakdown of the types of users that will need to access the system?

Answer: Please see response to Section A, Question 5.

11. **Question:** P4 – Scope, Does the State anticipate the vendor will provide financial transformation processes to improve the current state of budgeting or replicate the existing processes?

Answer: In June 2014, OMB undertook a Lean process improvement project for the budget process. While the office has implemented some of the recommended changes, some proposed changes – largely relating to improved workflow and approval process, data-sharing, reporting and analysis – are expected to be implemented in conjunction with the new budget system. OMB does not expect the vendor to lead an effort to transform the existing processes, but OMB expects to use the functionality of a new budget system to improve existing processes consistent with the Lean efforts and other known best practices. OMB is also looking to implement program-based budgeting, with a budget system ideally providing the functionality and support for that transition.

12. **Question:** P5 – Scope, Please describe the current State's general ledger chart of accounts and indicate if the state uses statewide programs in its performance management?

Answer:

The state's general ledger chart of accounts consists of the following components:

- Fiscal Year
- Fund
- Department / Agency
- Division
- Line Item
- Line Sequence
- Source
- Natural Account / Budget Object Code
- Project

A more complete description of these components is available on pages 12-13 in the general ledger training manual, available at:

http://controller.admin.ri.gov/documents/Training/2_RI-FANS%20General%20Ledger%20Training%20Manual%202016_04-29-2016.pdf

The state's approach to performance management has focused primarily on departmental program operations and outcomes. However, Rhode Island has several centralized services housed in the Department of Administration, such as Human Resources, Information Technology, Purchasing, etc. OMB treats these as statewide programs for purposes of performance management. OMB also conducts occasional cross-agency studies of personnel (e.g., overtime use), requiring data from multiple departments.

13. **Question:** P21-C-3 Training, a. Does the state currently use any software for employee based trainings? B. Does the state anticipate a "train the trainer" approach or vendor provided classes for end-users?

Answer: The state has used a number of approaches to employee training, from in-person training courses, video recordings (through Capterra, etc.), and train-the-trainer. The state is also planning to procure a learning management system (LMS) in the coming year; the Division of Human Resources is currently developing technical requirements for such a system. Some hosted services that the state uses include help menus and online tutorials. OMB does not have a preferred training approach, but does believe that the vendor's solution must be sustainable over a period of time and updated if the budget system undergoes improvements or revisions.

14. **Question:** Is there a list of questions and answers that will be released from the Pre-Bid Proposal Conference Call which occurred on 9/20?

Answer: Yes, please see section B below.

15. **Question:** What is the acceptance process for sign-off on delivery of modules and functionality delivered?

Answer: The Vendor shall submit the required Deliverables specified in this Statement of Work, or any Task Order entered into hereunder, to the State Project Manager for approval and acceptance. The State will review work product for each of the Deliverables and evaluate whether each Deliverable has clearly met in all material respects the criteria established in the negotiated agreement and the relevant Task Order specifications. Once reviewed and favorably evaluated, the Deliverables will be deemed acceptable. The State will consider suggested language from the vendors and encourages vendors to include their suggested process in their proposals.

16. **Question:** Is RI expecting vendors to provide detailed comments on how the module meets the needs of each requirement in Exhibit 1 or to provide acknowledgement of compliance for requirements listed in Exhibit 1?

Answer: The State expects vendors to sufficiently describe their ability to meet each requirement at a level of detail that will allow the State to appropriately evaluate and score the proposal. At a minimum, for each requirement, the vendor should indicate how its product meets the stated requirements, using the scale provided. At its option, the vendor may provide additional commentary to expand on how their product does, or does not, meet the requirements and provide a high level description.

In addition, The State encourages vendors to provide enough detail on each mandatory requirement to make certain and demonstrate to the State that the proposed solution fully addresses each mandatory requirement.

17. **Question:** Which of our resources have to based in your offices?

Answer: Please see response to Section A, Questions 2 and 3.

18. **Question:** Is the State open to having resources based off site to reduce the costs?

Answer: Please see response to Section A, Questions 2 and 3.

19. **Question:** What are the security standards for the following:

- a. Authentication
- b. Interfaces
- c. Encryption
- d. User Account Management
- e. Authorization
- f. Electronic Signatures

Answer: The state uses Active Directory for user authentication and account management. However, not all state entities that will be using the new system are on the same domain. Therefore using the new budget system will require a different authentication from their current active directory authentication. The system should have a user management module to handle this authentication and user management access and roles. The vendor is to explain this process in their response. The vendor should also state if their system can interact with active directory for future implementation.

Data should be encrypted during transmission using industry standards. User account information should also be encrypted at rest. Vendor should outline their system security standards in their response.

In regards to electronic signature, we expect approvals of work in the workflow process in the system to serve as an electronic signature.

20. **Question:** What are the performance metrics for cloud services?

Answer: The remote hosting site must be domestic (within the United States). Furthermore it should be Tier 3 SAS 70 Type II/SSAE 16 or SOC2 compliant. In addition, the site should have an uptime metric of at least 99.9%. The vendor should state in their response the response time metrics for system use.

21. **Question:** What system documentation will be required under this effort? Is there specific Software Lifecycle Management guidance that needs to be followed?

Answer: System documentation should include training materials for end users, as well as relevant materials for system administration, including, but not limited to data dictionaries, system hierarchy diagrams, and entity relationship diagrams, if applicable. In addition, documentation provided by the Vendor under this Agreement shall be in sufficient detail so as to allow suitably skilled, trained, and educated State personnel to understand the operation of the deliverables. Potential Vendors should describe available user and administrator documentation for their product.

All vendors should describe the project management approach during system implementation, including requirements setting, design/development/configuration, testing and implementation. If Bidders' proposals include ongoing maintenance and

support implementation after design and implementation, they should include their Lifecycle Management plan or other relevant support documentation to describe the process for maintenance procedures, release upgrades, etc.

22. **Question:** What are the user support requirements?

Answer: The State expects the Vendor to supply an appropriate level of technical support for system users. Vendors should describe their user support processes, including the expected response time for support requests.

23. **Question:** Exhibit 3 – The Budget System Services Agreement containing the state’s standard terms and conditions is attached to and referenced in the RFP. Is there a requirement for the offeror to submit a signed completed copy of Exhibit 3 with the proposal, or will the state negotiate the terms and conditions and completion of this document with the apparent successful offeror at time of award?

Answer: The State has provided standard contract terms and conditions for reference purposes. Vendors should review the language when developing their proposals but should not sign and return Exhibit 3 with the bid submission. Any changes to the standard terms and conditions would need to be agreed to by both parties during contract negotiations.

24. **Question:** Please describe to us your biggest challenges and gaps with the existing budget preparation system today.

Answer: From OMB-Budget Office’s Lean process improvement effort in June 2014 (see Section A, Question 11), as well as from feedback from staff and system users, the greatest challenges with the current system include

- Lack of budget development, review and approval workflow
- Duplicated text and data entry
- Inconsistent quality of submissions from departments, resulting from a lack of error-checking, templates and other tools
- Lack of analytical tools, including forecasting and scenario analysis, for OMB and departmental financial staff
- Insufficient ability to budget at the individual position level

25. **Question:** Please describe to us your biggest challenges and gaps with reporting against the existing budget preparation system today.

Answer:

- Largely manual and duplicative process for publishing hard copy documents, visualizations (e.g., PowerPoint presentations) and web pages
- Lack of forecasting tools for budget to actual, including personnel
- Inconsistent analysis and presentation of budget recommendations by budget staff, resulting from a lack of analytical tools and templates
- Quarterly reporting process is labor-intensive, requiring departments and budget staff to run reports from numerous sources

26. **Question:** Pg. 5, Section A.2, #2, The RFP states, “...proposals which depart from or

materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.” Is the State willing to consider any proposed exceptions to the provided contract terms and conditions as part of a vendor’s proposal?
[Answer:](#) Please see response to Section A, Question 23.

27. **Question:** Will the State provide an extension of the proposal deadline of one week?

[Answer:](#) Please see response to Section A, Question 8.

28. **Question:** Pg. 21, Section C.3, Is the State open to a “train the trainer” approach for its user base?

[Answer:](#) Please see response to Section A, Question 13.

29. **Question:** Pg. 21, Section C.3, The RFP states up to 250 concurrent users and training for up to 500 users. What is the quantity of users for the software licensing that the State would like to see proposed?

[Answer:](#) Please see response to Section A, Question 5.

30. **Question:** Pg.52, Appendix E, Please explain as it pertains to this project what the State is looking for in the Desirable: Demonstrated experience in data mining.

[Answer:](#) Ideally, the project team will have some demonstrated ability in using data from multiple systems to establish reporting and analytical tools.

31. **Question:** Exhibit 2, Proposed Solution Costs worksheet, How would the state like the vendors to answer section 2 if the vendor is proposing a subscription-based solution with implementation?

[Answer:](#) The cost workbook (Exhibit 2) is intended to capture all expected costs over a five-year period, thereby allowing a single apples-to-apples comparison of different vendor solutions. A subscription-based solution with implementation should describe in detail all initial implementation costs (including any necessary configuration, interface development, etc.), and expected annual subscription fees.

32. **Question:** Pg. 7, Section A.2, #13, “...a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Department of State (401-222-3040).....” Is this requirement even for submitting the response or only for the finalist once awarded by State?

[Answer:](#) This will only be a requirement of the selected final vendor and will be required of that specific vendor during the tentative award process. This is not a requirement to submit a proposal response.

33. **Question:** Pg. 16, Notes, We understand that State has two different chart of account structures for GL and HR. Are there plans to consolidate them as one in future? How much of historical data (years) need functional cross walk (chart of account wise) to be loaded into the new budget system.

[Answer:](#) OMB’s current budget system maintains the conversion table between the legacy and general ledger charts of accounts. OMB intends to consolidate the two charts

of accounts in the future, but not in the near-term, as that effort is contingent upon replacing the state's HR and payroll systems. OMB's current budget system has already converted historical data under the legacy chart of accounts into the general ledger format, so conversion of historical data is not necessary. Prospectively, human resources and payroll data (in legacy format) will be imported annually into a new budget system and will need to be converted at that time.

34. **Question:** Pg. 21, C.3, State has expressed the offerors should provide detailed plan to provide training to as many as 500 users. Is State open to train the trainer approach, wherein the implementer would first train the core budget users and later assist them in training other ~500 department end users ?

Answer: Please see response to Section A, Question 13.

35. **Question:** Pg.48-51, Under Appendix D – Budget System Interfaces, is the expectations to build these interfaces even in the new budget system? Or will some of them go away with the new system in place?

Answer: If the new budget system assumes all functions of an existing database/system, the new budget system would not need an interface. However, with the possible exception of ARBs and New Accounts (see RFP, page 16), most systems listed in Appendix D include functionality outside the technical requirements of this RFP and will likely need interfaces.

36. **Question:** Business Process: Personnel/Capital, Are all the 500 department users expected to enter personnel budget information in the system or it is only the core OMB (Budget) department expected to enter these details. The same question is applicable to Capital budget entry?

Answer: Approximately 100 users would require access to personnel and/or capital budget data entry, tracking, analysis and reporting tools. These would likely be OMB staff and departmental CFOs and finance staff. (See also response to Section A, Question 5.)

37. **Question:** Would the State consider extending the submission deadline by two weeks?

Answer: Please see response to Section A, Question 8.

38. **Question:** When will answers to questions be released?

Answer: The answers to questions received in writing via email and from the pre-bid conference, will be posted with this Addendum 1.

39. **Question:** Is the State willing to negotiate terms and conditions, including the standard contractual terms and conditions and the State's General Purchasing terms and conditions?

Answer: Please see response to Section A, Question 29.

40. **Question:** Is there a budgetary range for the software and consulting services portions of this project? If so what are the ranges?

Answer: Funds are allocated for this project. Details on funding are not available to vendors.

41. **Question:** Does the State currently create a multi-year strategic plan and if so, how is this connected to the State's annual operational budget?

Answer: Each department is required, as part of its annual budget submission, to include a strategic plan with program performance targets at the 6-month, 12-month, 2-year and 5-year periods. OMB reviews departmental budget submissions in conjunction with the strategic plans to ensure consistency. OMB also intends to implement program-based budgeting to draw a clearer connection between budget and staffing resources and program outcomes.

42. **Question:** How many users will be involved in the budget process?

Answer: Please see response to Section A, Question 5.

43. **Question:** Is the State currently using any complex forecasting methodologies, moving averages, time series, etc.?

Answer: OMB uses forecasting tools on a limited basis, usually by exporting data to Excel and using its functionality.

44. **Question:** How long is your planning cycle?

Answer: OMB's budget office submits a five-year forecast with the annual budget submission. For the operating budget, the forecast is created by applying expenditure growth trend rates to the relevant sections of the budget, using baseline data. OMB does not currently prepare the five-year forecast at the departmental, program or line-item level, but hopes to do so if the new budget system capabilities allow.

OMB also prepares a five-year capital budget as part of the annual budget. In this case, all project costs are shown over the five years, along with expected available revenues.

45. **Question:** Does the State currently perform any long range planning?

Answer: Please see responses to Section A, Question 41 and 44.

46. **Question:** Does the state have any departments that would use a top-down approach to planning and budgeting versus a bottom-up budgeting or zero-based approach?

Answer: Rhode Island currently uses an incremental/line-item approach to budgeting, making modifications from the previous year's enacted budget. OMB expects to move to a program-based budget format, while maintaining the existing line-item chart of accounts and formatting. The program-based approach would allow OMB and departments to review all expenditures within one budget area (e.g., highway safety, early childhood education) and take a bottom-up approach in that particular program area.

47. **Question:** How is data exchanged from the Financial/HR systems and the budget preparation systems?
Answer: The budget system has interfaces with the HR/Payroll systems and the financial system (RIFANS), as illustrated in Appendix C and Appendix D. As noted in Section A, Question 33, Rhode Island’s Human Resources system uses a legacy chart of accounts and needs to be converted during import to the budget system. Data exchange to the General Ledger will be established via middleware to be provided by the system. HR systems data exchange will be via flat files to be transferred via FTP and loaded into the budget system.
48. **Question:** How are approved budgets setup in the State’s transaction system?
Answer: Enacted budgets are transmitted by the Office of Management and Budget to the Office of Accounts & Control via Excel for upload into the financial system (RIFANS).
49. **Question:** Does the State currently have a predefined process for mid-year adjustments?
Answer: Departments are required to prepare quarterly reports for the Office of Management & Budget. In these reports, departmental staff review budgeted expenditures to actuals (from RIFANS, the state financial system) and project the end-of-year balance. If a deficit is projected, departments must submit a corrective action plan. In some cases, the Governor may propose changes to the current year’s enacted budget (e.g., new federal grants, contractual changes, etc.), through a supplemental budget. The supplemental budget is submitted to the legislature along with the budget proposal for the coming fiscal year – usually in January.
50. **Question:** How does the State find out if there are deviations from the budgets during the cycle?
Answer: Please see response to Section A, Question 49.
51. **Question:** How is performance analysis conducted?
Answer: OMB’s Office of Performance Management holds regular, ongoing meetings with departments to determine whether they are achieving operational and outcome targets set in the annual strategic planning process (see Section A, Question 41). OMB budget analysts also attend these meetings to determine potential budgetary needs and to inform decision-making.
52. **Question:** Does the State need to plan around fixed assets?
Answer: The state’s fixed assets are recorded in the General Ledger/financial system. OMB prepares a five-year capital budget to maintain fixed assets or make improvements, as described in Section A, Question 44. The state’s Department of Administration is implementing an asset management system for statewide assets and is conducting a facility assessment to inform and prioritize future capital investments.

53. **Question:** Does the State currently budget for depreciation/amortization and other expenses related to assets?
Answer: Depreciation and amortization are tracked on the state's financial statements and are not budgeted in the annual budget process.
54. **Question:** Approximately how many new positions and new employees/FTEs are added each budget fiscal year?
Answer: In recent years, net employee growth in state government has remained below 100 new positions per year. Within the existing workforce, departments do experience churn and may replace existing positions with other positions, depending on program and process needs. OMB and departments also budget some "turnover" savings from vacant positions in the annual budget process; turnover varies by department, depending on department size, historical vacancy rates and other factors.
55. **Question:** Does the State have hourly paid contractors and part-time positions or headcount?
Answer: Yes, both. Part-time employees are tracked in the HR system; contractors are not currently in the HR system.
56. **Question:** How many funding sources are there for salary and benefits?
Answer: Salary and benefits may be funded come from multiple sources, including general revenue, federal funds, restricted receipts, operating transfers, or other sources (gas tax, etc.). Within those sources, positions may also be funded from different accounts (e.g.. two federal grant awards).
57. **Question:** How are benefits calculated by funding source?
Answer: Benefits' funding sources generally track the salary allocations of employees. However, some federal grants may require different allocations (e.g., not paying vacation time from a certain federal grant account). The state's HR system manages these allocations. As noted in the RFP (Section B.7), the state is implementing a time and attendance system to improve cost-allocation of positions.
58. **Question:** Please indicate the total number of users by type that would utilize the proposed system:
- a. System Administrator
 - b. Finance Power User
 - c. Planning and Business Users
 - d. Interactive Reporting and Dashboard Users
- Answer:** Please see response to Section A, Question 5. Without knowing the definitions of each type of user, OMB estimates the following breakdown:
- a. System Administrator – 2-5
 - b. Finance Power User - 50
 - c. Planning and Business Users - 200

d. Interactive Reporting and Dashboard Users - 250

These numbers are cumulative, for a total of about 500 users.

59. **Question:** Can you please confirm the number of stakeholders associated with each major milestone listed in the solicitation?
Answer: The initial milestones (through 4/1/2017) will involve the Rhode Island project team (see RFP, Figure 3), with some input from 10-20 subject matter experts as required. Later milestones will require testing and training with the full complement of users (250-500, depending on system scope).
60. **Question:** Is the awarded vendor expected to create/provide all training materials? Will any material creation/support be provided by the State of Rhode Island?
Answer: Please see response to Section A, Question 13. If required, OMB can make copies or host online documents. Vendors should note any OMB cost requirements in the cost proposal workbook (Exhibit 2).
61. **Question:** From Section C.3 Training - Does the State maintain an electronic Learning Management System (LMS) that the vendor can use to deliver online training? If so, would the State please provide details of this system including its technology, input/output functionality, and whether it accepts SCORM compliant training materials?
Answer: Please see response to Section A, Question 13.
62. **Question:** From Section C.3 Training - Will the State provide a designated State-owned location for the storage and maintenance of knowledge transfer materials (e.g., electronic versions of user guides/training manuals, videos, tutorials, etc.)? If not, does the State have any preferences for a storage solution/knowledgebase?
Answer: Please see response to Section A, Questions 13 and 60.
63. **Question:** Can you please confirm if there is a deadline to acknowledge our participation to RFQ's through RIFANS. Or is it the same as the "Negotiation Close" date?
Answer: The "Negotiation close" date and time in our RIFANS system is actually the deadline to submit a complete proposal to the State. Confirmation of a vendor's intent to participate will not be sufficient for the State to consider a vendor on a solicitation. Our RIFANS system will notify registered vendors of the dates around an opportunity however vendors will need to view the solicitation on our website for all the details and requirements at: <http://www.purchasing.ri.gov/bidding/BidSearch.aspx>. It is the vendor's responsibility to monitor our website for any addendum and status changes.

Section B. Questions received at the Pre-Bid Conference held on September 20, 2016:

Vendors in attendance via in-person or on the conference call: CGI, Oracle, Questica, Capital Novus, NeuBrain, Deloitte, Performa and there was one more party however we could not make out the name due to the distortion on the line.

1. **Question:** Can we expect reorganization of government so that different departments have different responsibilities? Do things shift around, and what can we expect from Rhode Island government?

Answer: Like many states, Rhode Island organizes its government occasionally to improve operational effectiveness and reduce costs and will likely continue to do so in the future.

2. **Question:** Is the Oracle system compatible?

Answer: As stated in the RFP, Rhode Island maintains two charts of accounts. A Legacy chart used in payroll and HR and a new chart developed for the Oracle GL when implemented in 2002 (known as RIFANS), which is also used in the budget system. The Oracle system is not compatible with the legacy chart of accounts and does not maintain an interface between the two. The current budget system maintains a map of the legacy chart to the RIFANS GL chart structure. The new budget system will be based on the RIFANS chart of accounts, but there will be a need to continue the map to the legacy structure. It would be desirable for this functionality to be in the new system, but not required.

3. **Question:** What degree do you expect agencies to use the system?

Answer: Agencies will be mandated use to report their budgets through the system for centralized use. Agencies may choose to use the system in developing their budgets internally and for ongoing budget monitoring. If the system also has performance management data collection and reporting functions, agencies may also use the system for collecting program data monitoring progress toward goals.

4. **Question:** Have you seen any demonstrations before the RFP? Which vendors did you bring in?

Answer: Yes, OMB spoke with several vendors in 2015-2016; however these demonstrations were brief and high-level to assist with developing requirements. The vendors included CGI, Oracle, Questica, PPC, SAP, Capital Novus, Workiva. These vendors will have no advantage over any other vendors in the RFP evaluation process. Vendors with technical paper proposals that meet the scoring threshold as defined in the RFP will be afforded a more thorough interview/demonstration opportunity.

5. **Question:** Is there Timeline on the demonstration? When will the demonstrations occur?

Answer: Regarding the RFP's evaluation timeline, it will be confidential while the solicitation is under review. Any vendor qualifying for an interview/demonstration per the terms in the RFP, will be contacted and provided details on scheduling, time allotment, resources, etc. Regarding an implementation timeline with the awarded

vendor, a notional timeline has been provided in the RFP as well as expectation on refining the timeline upon award with the awarded vendor.

6. **Question:** Contingency clause: what funds are in the state budget act?

Answer: Please see response to Section A, Question 40.

7. **Question:** Is MBE a requirement of the awarded vendor or required upon submission?

Answer: This will only be a requirement of the AWARDED vendor and will be coordinated during the tentative award process. This is not a requirement to submit a proposal response. However any vendor is welcome to contact our MBE team for further information on this requirement at any time.

8. **Question:** You have more than one chart of accounts? Are they compatible and what is the association between the two?

Answer: Please see response to Section A, Questions 13 and 33. There is a one-to-one association between the charts of accounts.

9. **Question:** Is SaaS a requirement and open as an option?

Answer: As described in the RFP (Section C.4), all solution delivery options will be fully considered. However, OMB does prefer that the new system not be required to be hosted and maintained by the State.

10. **Question:** How many people will be involved in training?

Answer: Please see response to Section A, Questions 5 and 13.

11. **Question:** What version of Oracle are you using?

Answer: The State uses Version 12.1.3 of Oracle.

12. **Question:** Responses must be in 12 point, however the workbook is in 10-11 Point.

Answer: The written response for the Technical Proposal as outlined in Section H.4. on page 33 must be in 12 point. Please use the formatting as provided in the Exhibit 1 and Exhibit 2 without any alteration.

13. **Question:** Does the solution need to put together a publication ready quality document?

Answer: Requirements regarding publication and documents are noted in the Functional Requirements section of Exhibit 1 (F-37 through F-55).

14. **Question:** Do you have to budget for replacement costs of some employees?

Answer: OMB currently budgets by position and includes anticipated turnover within a department. (See also response to Section A, Question 54.) If departments or OMB analysts believe that vacancies will lead to overtime expenditures, such overtime is budgeted accordingly. Also, some classes of employees (notable public safety officers) require extensive training, such as in a police training academy. In these scenarios, the positions are budgeted in the personnel budget, but any training costs are budgeted as operating expenses.

15. **Question:** On Exhibit 1, the “Form” tab has a column A for ‘Reference number’. Please clarify what you are looking for in a response to that column.

Answer: That may be used for any internal reference number used by vendors for their reports, as described in the technical proposal or elsewhere. For example, if they called a specific set of reports “Report A – RPT-A.”

16. **Question:** Are you looking for a cloud based or hosted solution?

Answer: Please see response to Section B, Question 9.

NO FURTHER QUESTIONS SHALL BE ACCEPTED AS OF THIS ADDENDUM.

Meredith Skelly
Interdepartmental Project Manager