Solicitation Information
December 10, 2018

Addendum #3

RFP# 7597648

TITLE: Grants Management System

Submission Deadline: January 9, 2019 at 2:00 PM (ET)

Attached is a PowerPoint presentation that was distributed at the mandatory Pre-Proposal Conference held today, December 10, 2018 at 10:00 AM (ET).

Also attached are attendance sheets for vendors who attended in person and those who attended by phone.

In order for your questions and concerns to become an official part of the solicitation documents, please email your questions from today's meeting, as well as any other questions you may have, to gail.walsh@purchasing.ri.gov by the due date for questions of Monday, December 17, 2018 at 5:00 PM (ET).

Remember that our written answers will take precedence over our verbal discussion at today's meeting.

Gail Walsh
Chief Buyer

State of Rhode Island
Division of Purchases
One Capitol Hill
Providence, RI 02908

"MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

Mandatory Pre-bid Conference: Any vendor who intends to submit a bid proposal in response to this solicitation must have its representative attend this mandatory prebid conference, sign, and complete all required information on this Sign-In Sheet. Failure to comply with this requirement will result in the rejection of any bid proposal.

BID NUMBER: 7597648
BID TITLE: Grants Management System
PRE-BID DATE AND TIME: Monday, December 10, 2018 at 10:00 AM (ET)

Purchasing Representative
Gail Walsh
Mandatory Pre-bid START TIME
10:00 AM (ET)
Mandatory Pre-bid END TIME
11:00 am.

	COMPANY NAME	COMPANY REPRESENTATIVE	SIGNATURE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER
1	P.SSP	Victor B. Thomas	[signature]	~~[illegible]~~ 1845 Folsom Street Boulder, CO 80302	Victor.Thomas@Publicis.sapient.com	860 680 6231
2						
3	IBM	Michael Yozzi	[signature]	33 Maiden Lane #2 NY NY 10038	MYozzi@us.IBM.com	610-417-6853
4	IAF	Mark DellaVolpe	[signature]	114 Tohn 1033 NY NY 10038	mark@iafconsult.com	504-224-9888
5	CGI	Kelly McLaughlin	[signature]	78 Blanchard Rd Burlington MA 01803	Kelly.mclaughlin@cgi.com	603-320-7670
6	HCH Enterprises	Virakone Phiuphonphan	[signature]	3016 Post Rd., Warwick RI 02886	vphiuphonphan@hchent.com	401-359-7246
7	HCH Enterprises	Alka Naithani	Alka Naithani	3016 Post Rd Warwick RI 02886	anaithani@hchent.com	401.527.3069
8	GCR	John Bastin	[signature]	100 Nathfield Rd Windsor CT 06095	John.Bastin@ACCTGCR	860 566 9927
9		Kevin Burgess	[signature]	812 Huron Road Cleveland Ohio	Kburgess@streamlinksoftware.com	216-287-8231
10	MotoTech	Michael Davis	[signature] Davis	56 Exchange Terrace 210 Prov. RI 02903	Miked@mototech.com	401-400-1978
11	NTT	Maydad Cohen	[signature]		maydad.cohen@ntt.com	617 686 3506
12	IBM	DAVID MORALES	[signature]	2300 DULLES STATION BLD HERNDON, VA 20171	DAVE.MORALES@IBM.COM	201-965-7432
13						
14						
15						
16						

** VENDOR: PLEASE SUBMIT A BUSINESS CARD IF AVAILABLE**

Company Name	Company Rep.	Address	Email	Phone #
Innovation Network	Jenny Pitman	6501 Garden Grove Way, Laytonsville, MD 20882	jenny.pittman@the-inet.com	800-253-5106
Dulles Technology Partners	Tom Nyilasi	817 Larch Valley Ct NE, Leesburg, VA 20176	tom.nyilasi@dullestech.com	703-623-2128
Agate Software	Justin Stojsih	2214 University Park Dr., Suite 102, Okemos, MI 48864	jstojsih@agatesoftware.com	517-336-2530
REI Systems	Steve Lancaster	45335 Vintage Park Plaza, Sterling, VA 20166	slancaster@reisystems.com	571-262-5250
Infostrat	James Townsend	5101 Wisconsin Ave., NW, Suite 420, Washington DC 20016	jimt@infostrat.com	202-364-8822, ext 109
HTC Global	Joseph Rodrigues	3270 W Big Beaver Rd, Troy, MI 48084	joseph.rodrigues@htcinc.com	248-530-2554
Accreon Inc.	Jeff Madden	425 Boylston St., 2nd Fl, Boston, MA 02116	jeff.madden@accreon.com	857-445-4914
Perfect Commerce/Proactis	Don Albrecht	1 Bayport Way, Newport News, VA 23606	don.albrecht@proactis.com	713-858-6575

Grant Management System RFP 7597648
Bidders Conference

Monday December 10, 2018

10AM – 12PM

Agenda

- Introductions of State Team
- Current State: Grants Management in RI
- Grants Management System Procurement Overview
- Business Requirements
- Technical Requirements
- Questions

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Office of Management and Budget
Grants Management Office

Authorized under Rhode Island General Laws, the Office of Grants Management leverages and enhances federal funding, including grants, contracts, and loans, in support of the Governor's strategic agenda fostering meaningful results, programmatic accountability, fiscal integrity, and transparency.

Rhode Island Grant Management

2017 Schedule of Expenditures of Federal Awards (Single Audit)

- $4.9 billion in federal expenditures
- 40% of total budget
- Private approximately $9.8 million
- $306 million in subawards
- 28 state agencies scheduled to participate
- 2,000+ awards
- Repetitive Single Audit Findings

How are grants managed currently?

- State agencies use a myriad of systems and spreadsheets to track awards
  - Expenditures are recorded in RIFANS
  - Expenditure data is not at the level of detail required for federal reporting

- Two of the 28 State agencies that will use the GMS currently have a GMS. Primary focus is the distribution of funds (subawards) to external entities.
  - RI Department of Education (AccelaGrants)
  - RI State Council on the Arts (Fondant Technologies)

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RFP Overview

Section 1 - Introduction
Section 2 - Background
Section 3 - Scope of Work and Requirements
Section 4 - Proposal
Section 5 - Evaluation and Selection
Section 6 - Questions
Section 7 - Proposal Contents

RFP Addendum

- Review the addendums posted on the State of Rhode Island Purchases website for this RFP.

Grant Management System Solution Types

- **Commercial Off the Shelf (COTS)**
- **Software as a Service (SaaS)**
- **Platform as a Service (PaaS/aPaaS)**

Project Financing

- The State has the necessary financing for this project secured and a strategy for the long term financing and engagement of participating state agencies.

Questions?

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State of Rhode Island

Main Goals of New Grants Management System (GMS)

Increase the efficiency in managing programmatic and financial aspects of grants throughout the entire life-cycle

Provide statewide visibility into grants performance to support planning, analysis, and decision-making across government

Key Business Objectives

- Increase funding through Federal/ private opportunities to support State programs
- Improve customer service and access throughout sub-award life-cycle
- Demonstrate greater accountability for grant and loan funds
- Comply with State and Federal laws to reduce audit findings
- Monitor, measure, and report on the effectiveness of sub-awards
- Achieve the highest possible return on funds in terms of public benefit

Work Completed to Date

Significant analysis of the grants management business process completed in partnership with the State Agencies resulted in:

- Standardization of the grant business processes, tools, templates, workflows, and approval paths;
- Working proof-of-concept code and infrastructure to integrate a Grants Management System to the State financial system (RIFANS);
- Approval and creation of a “Grant Award Task” flex field in RIFANS which will streamline agency grant reporting and expenditure tracking; and
- Testing of payroll allocation methodology for grant-funded staff and an automated journal entry process to record changes.

GMS Functionality thru the Lifecycle

	State as Grantee	State as Grantor	
Lifecycle	State Functionality	State Functionality	Applicant/ Subrecipient Functionality
Pre-Award	• Planning • Funding Opportunity Announcements • Alignment with Strategic Plan • Application	• Create & Publish Funding Opportunities • Application Review / Scoring	• Subrecipient Registration • Funding Opportunity Announcements • Subaward Applications • Organizational Risk Assessment
Award	• Notice of Award • Award Management	• Notice of Subaward • Subaward negotiations • Subaward Agreement	• Notification of Subaward • Negotiations • Subaward Agreement
Post-Award	• Amendments • Monitoring and Reporting • Drawdowns • Closeout	• Monitoring • Subaward Amendment • Reimbursement Request • Reporting • Closeout	• Amendments • Programmatic Risk Assessments • Programmatic & Fiscal Reporting • Closeout

Critical Features of Grant Management System

- Financial System Integration
- Internal Controls & Standardized Business Process
- Workflows
- Automated Approvals
- Accountability
- Audit Trail
- Transparency
- Federal Data Transmission & Integrations

Detailed Business and Technical Requirements

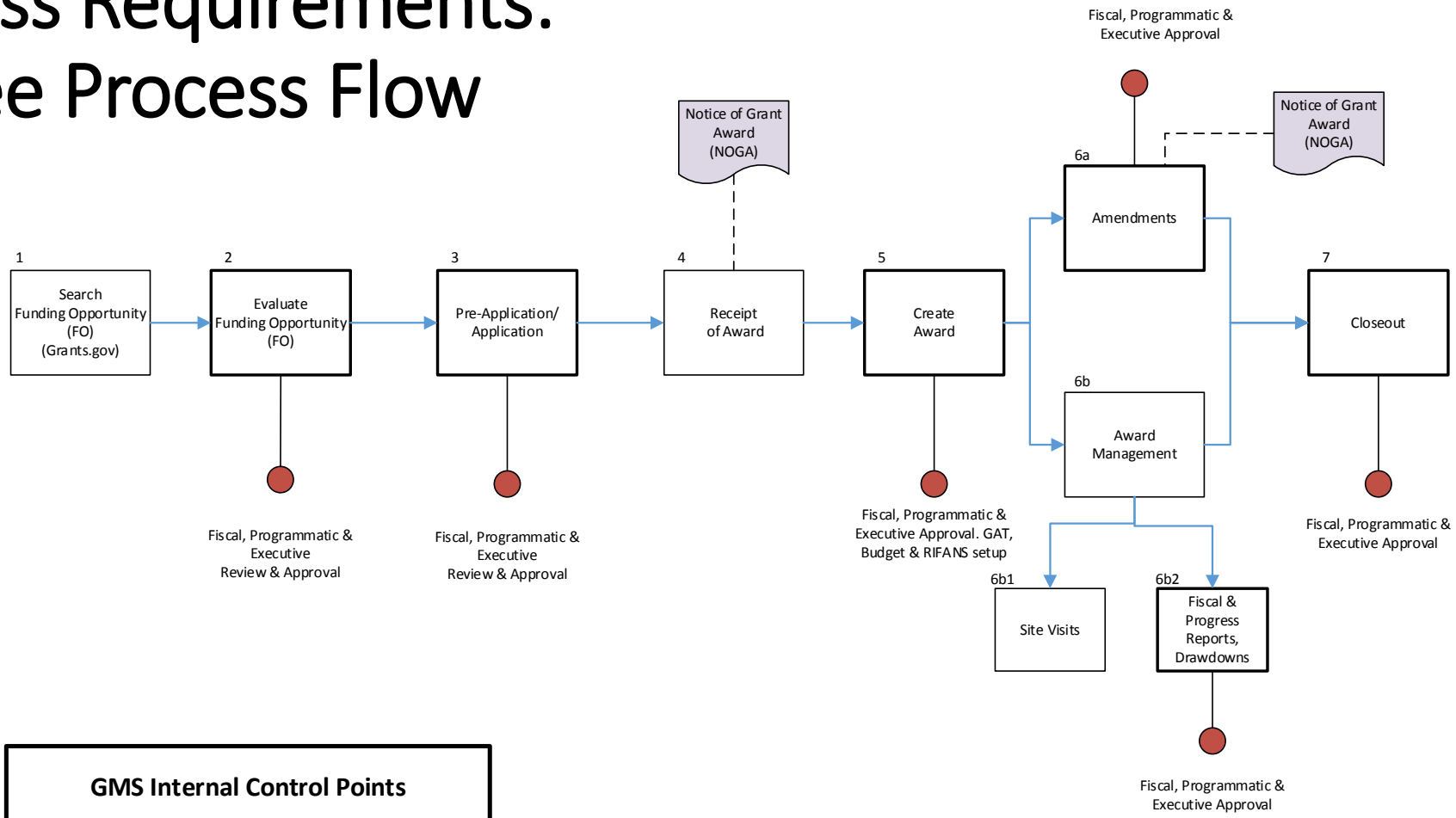
Appendix C – 304 Detailed Technical and Business Requirements

Systemwide	
Collaboration	3
Data Access	4
Ease of Use	5
Emails	7
General	38
Installation and Maintenance	7
Integration	7
Internal Tracking	3
Letters/ Documents	2
Overall Customization	3
Permissions and Workflow	16
Support and Training	5
System Querying and Reporting	21
Grand Total	121

Grantee	
Reports	2
Agency Registration	3
Applications	8
Award Management	27
Close Out	5
Funding Opportunity	9
Planning	4
Reports	2
Grand Total	60

Grantor	
Application Review	13
Internal Tracking	8
Online Applications	29
Payments	14
Relationship Management	14
Subaward Budgets	10
Subaward Management	16
Subrecipient Registration	19
Grand Total	123

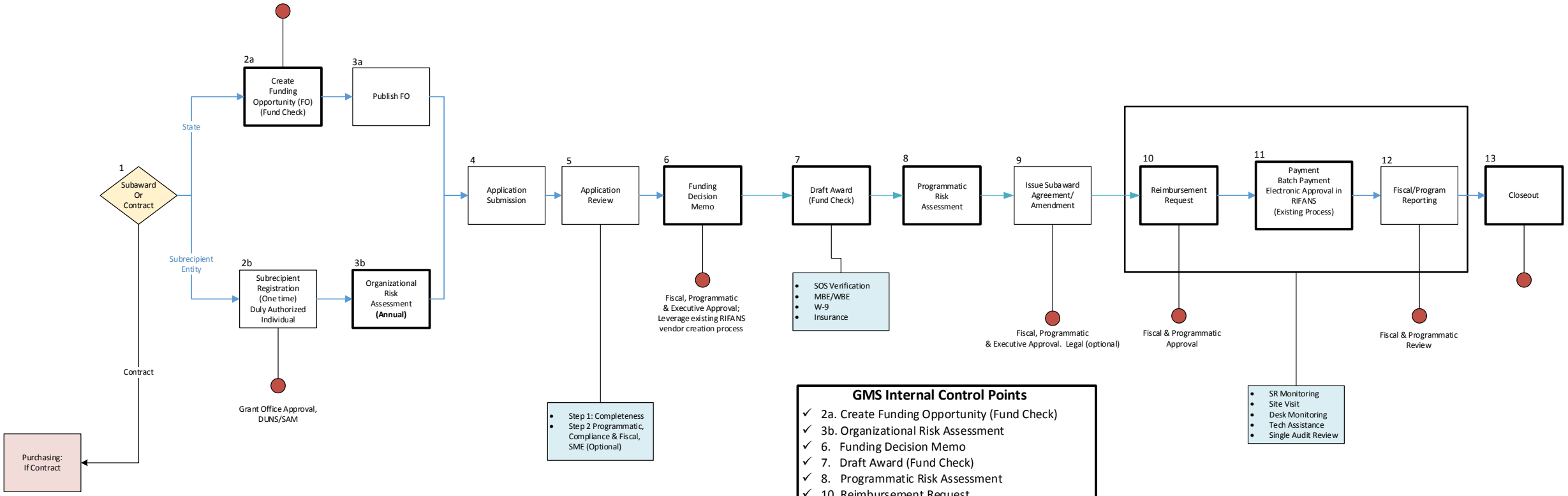
Business Requirements: Grantee Process Flow



GMS Internal Control Points

- ✓ 2. Evaluate Funding Opportunity (FO)
- ✓ 3. Application
- ✓ 5. Create an Award
- ✓ 6a. Amendments
- ✓ 6b2. Fiscal & Progress Reports
- ✓ 7. Closeout

Business Requirements: Subaward Process Flow



GMS Internal Control Points

- ✓ 2a. Create Funding Opportunity (Fund Check)
- ✓ 3b. Organizational Risk Assessment
- ✓ 6. Funding Decision Memo
- ✓ 7. Draft Award (Fund Check)
- ✓ 8. Programmatic Risk Assessment
- ✓ 10. Reimbursement Request
- ✓ 11. Approval in RIFANS
- ✓ 13. Closeout

Related State & Federal Systems

RIFANS: The State's financial system. Oracle ERP system consists of Accounts Payable (AP), Accounts Receivable(AR), General Ledger(GL), Iprocurement, and several other modules.

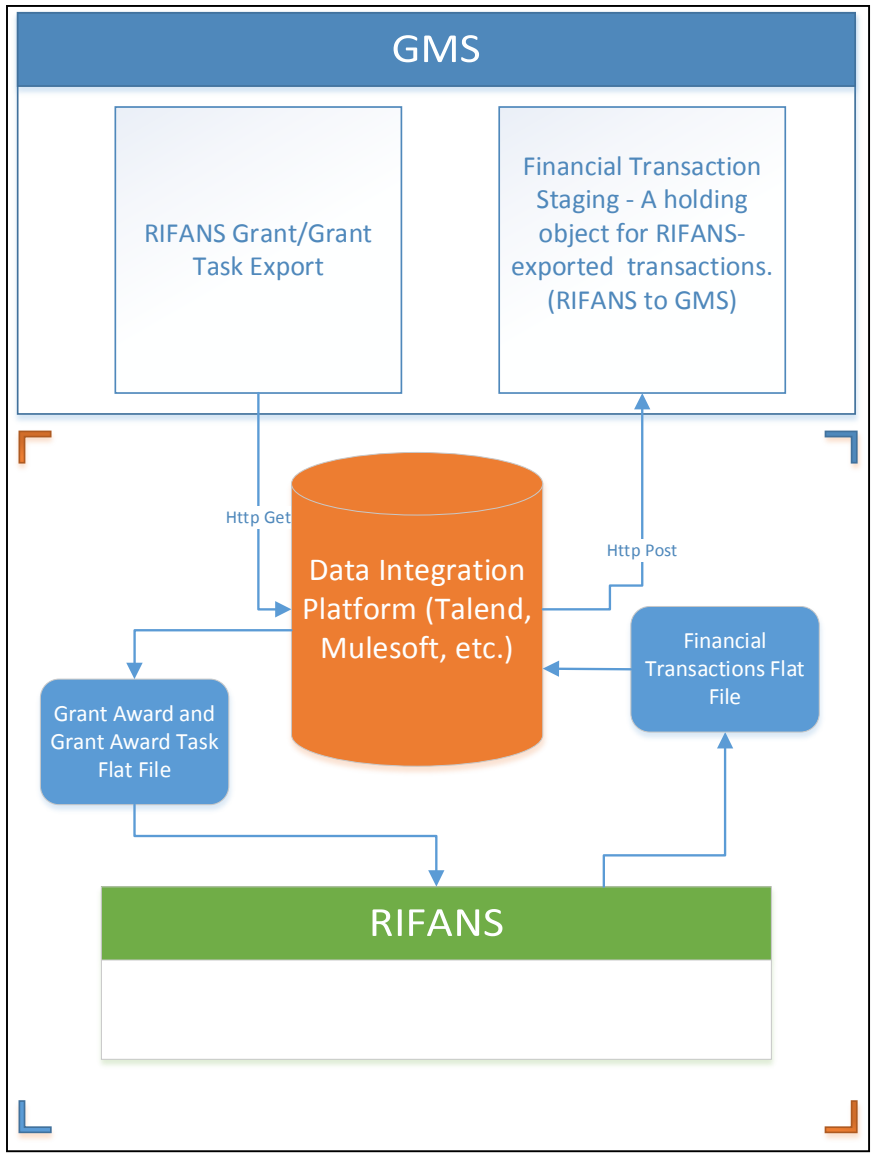
Legacy Systems: The State's payroll and human resources information systems that produce payroll data. IBM mainframe system.

E-Procurement System: The State is in the process of implementing a new E-Procurement System, WebProcure by Proactis.

Budget System: The State uses Sherpa's Budget Formulation and Management (BFM).

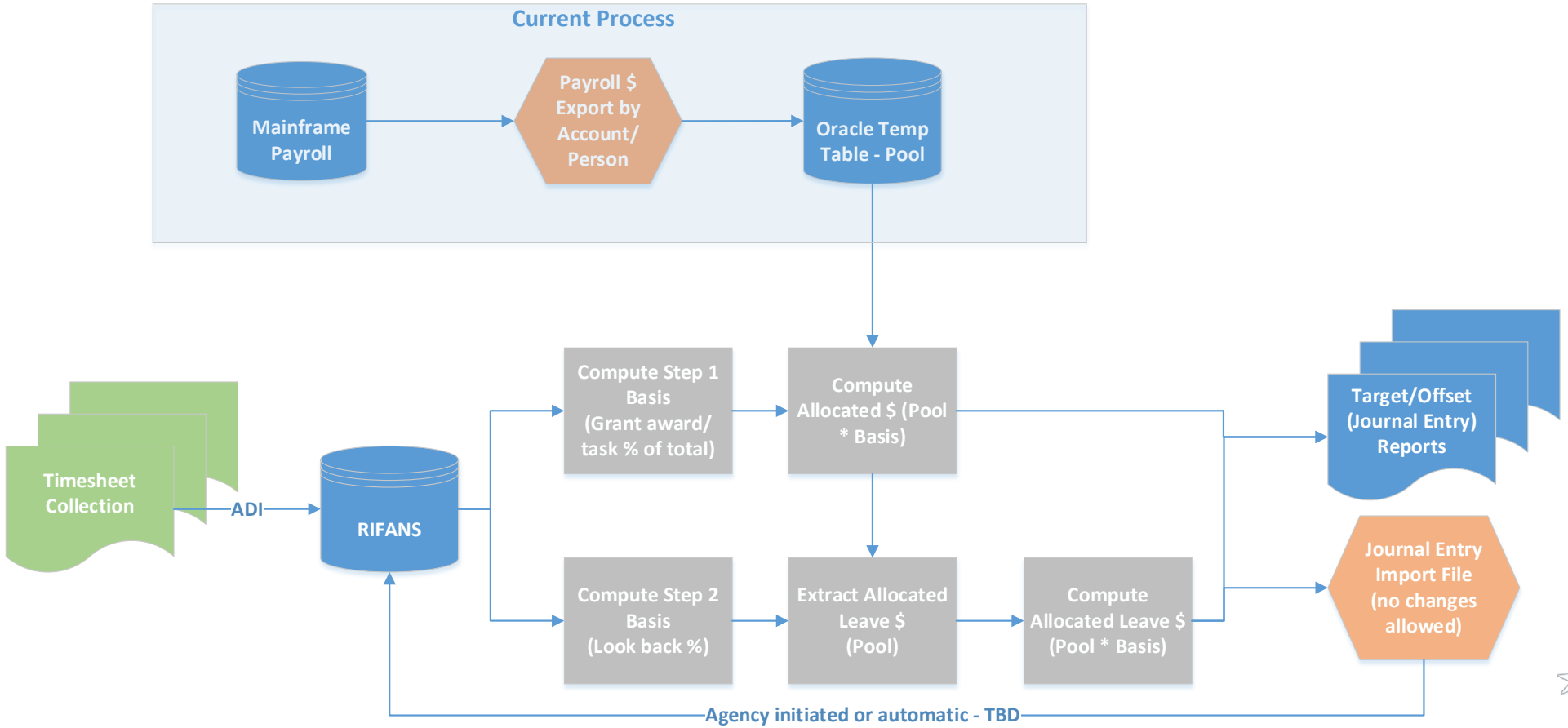
Federal systems: Grants.gov, SAM.gov, Federal Audit Clearinghouse (harvester.census.gov), USAspending.gov, and assorted other Federal systems.

Integration: RIFANS Specifications



RIFANS Grant/Grant Task Export (GMS to RIFANS)			
Field Name	Data Type	Description	Example
Grant Award ID	Text(11)	Combination of Agency Code + 5 Digit Grant Wrapper ID + 2 digit Revision No.	075-00000100
Grant Award Description	Text(30)	Budget Period Prefix + User Entered Description	1Prevention Block Grant
Grant Award Start Date	Date	Maps to Award Budget Period Start Date	10/1/2017
Grant Award End Date	Date	Maps to Award Budget Period End Date	9/30/2018
Grant Award Task ID	Text(5)	5 Digit ID (unique sequential number for the whole state)	"00001"
Grant Award Task Description	Text(30)	User Entered Description	Food and Nutrition
Grant Award Task Start Date	Date	Maps to Award Budget Period Start Date	10/1/2017
Grant Award Task End Date	Date	Maps to Award Budget Period End Date	11/30/2018
Last Grant Transaction Date (+90)	Formula (Date)	Grant Award Task End Date + 90 days. Used by RIFANS for ending the grant award task (RIFANS must use this date)	2/28/2019

Integration: Payroll Allocation



Questions?

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Technical Requirements

- Hosting
- Ownership Structure (Licensing metrics)
- System Architecture
- Automated Testing
- System Availability
- System Performance
- Service Level Agreement (SLA)
- CMS and/or CRM
- Single Tenant vs. Multi-Tenant
- Solution Infrastructure Coordination with State DoIT/ETSS
- Security

Agile Project Methodology

The State expects its chosen vendor to be fluent in modern Agile software development methodology. A prospective vendor should elucidate:

- Its particular take on Agile and the experiences that led to it;
- The experience and (if applicable) any Agile certifications of its project staff;
- The toolkit used to track Epics/Features/User Stories, Retrospectives, groom backlogs;
- How these tools are connected into an automated Version Control, Continuous Integration/Continuous Delivery pipeline infrastructure.

Questions?