



Solicitation Information
February 22, 2019

Addendum #1

RFP #7598594

TITLE: Project Manager – Grants Management System

Submission Deadline: March 6, 2019 at 2:30 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh
Chief Buyer

RFP #7598594 – Project Manager – Grants Management System

Vendor A

- 1) Page 6 - Where it says “Track issues and resolutions, risks and mitigations, and escalate where necessary.” What is the intended meaning of “escalate”?

Escalate means the project manager is expected to use his/her judgement and experience to escalate issues that impact the project to the necessary individuals or governing bodies including but not limited to: the State project lead/owner, State DoIT leadership, vendor project manager, vendor senior leadership and State project Steering Committee.

- 2) Page 11 - In the Technical Proposal section 5, the candidate project experience, if the candidate does not have experience project managing a similar technical project for a governmental entity, but the candidate does have experience project managing within government and separately project managing technical projects, which project should be featured in this section? Would it be helpful to detail both projects?

The RFP specifically requires project management experience on a government project (federal, state, or local level) see page 9, third bullet point. This requirement is in place due to the unique nature of working in a government environment. Candidates should note, the State is looking for project management experience on a government project in general, the experience does not necessarily have to be on a similar project as to the one highlighted in this RFP.

- 3) Page 11 - For the candidate work specimen, is it preferable to show a range of project artifacts detailing the variety of documents developed by the candidate over different projects? Or is it preferred to show project artifacts from one project?

Candidates are free to determine the number of artifact(s) and/or document(s) that show how they operate as a project manager from one or multiple projects.

Vendor B

In the second paragraph of the Introduction, it has the following sentence:

“The project manager is expected to work onsite for a minimum of 20 hours a week; however, the project manager must be available to work up to 30 hours per week during peak implementation periods.”

Can you clarify if this indicates the position is part time (20hrs a week), or is this just indicating that at least 20 hours out of a full work week, must be onsite?

The PM is expected to work 20 hours per week. During peak implementation periods, we expect that the hours may increase up to 30 per week. The project manager must be able to increase the number of hours they are available to meet the peak implementation period requirement.

Vendor C

Could you please help me with the following questions:

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

Yes, all vendors are welcome to bid on the RFP.

2. Whether we need to come over there for meetings?

The vendor is expected to be onsite.

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

No, the project manager is expected to work onsite.

4. Can we submit the proposals via email?

No. Please refer to the RFP Section 8 "Proposal Submission," for details on submitting a response.