



Solicitation Information
March 29, 2019

Addendum #1

RFP #7598668

TITLE: CHILD NUTRITION COMPREHENSIVE STATE INFORMATION SYSTEM

Submission Deadline: April 19, 2019 at 11:30 AM (ET)

PLEASE NOTE:

The submission deadline has been extended from April 5, 2019 to April 19, 2019 at 11:30 AM(ET).

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

Gail Walsh
Chief Buyer

Vendor A

1-SECTION 1 - BIDDER INFORMATION-RFP Cover Form: Page 1 of 3-Bid Proposal Submission

Deadline Date & Time: 4/5/19 @ 11:30 a.m.

Will the agency consider a two week extension to the RFP due date to ensure the vendors are able to respond to all aspects of the RFP?

Submission deadline has been extended to Friday, April 19, 2019 at 11:30 AM (ET).

2-SECTION 1 - INTRODUCTION-Page 3 of 17-The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is soliciting proposals from qualified firms to provide integrated management application and implementation services for a comprehensive industry standardized Child Nutrition Programs system to replace the current federally funded Child Nutrition systems operated by RIDE, that has been in existence since 2004, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

Will the agency please provide the contract template that is expected to be used for the resultant contract?

Yes, please see attached .zip file.

Vendor B

1. Section 1 of RFP #7598668 states the initial contract period will begin around July 1, 2019. Can you clarify July 1, 2019 is the project commencement date and not a project “Go Live” date?

July 1, 2019 is the projected project commencement date.

2. Question 13: Retainage, in the Instructions and Notifications to Offerors, there is a reference to a warranty period. Does the warranty period mean a “cure period” post-implementation, which is typically an industry standard of 30 to 60 days or does this warranty period refer to something else and how long is it?

The warranty period is the period after implementation is complete and before the State has formally accepted the system. It is 90 days long.

3. In the System Requirements section, there is a reference to the Rhode Island Department of Education to own the application and have the ability to modify and maintain the code. Is the Rhode Island Department of Education seeking a custom-built application that is owned or a market proven application that is purchased from a reputable vendor to be customized for RIDE and maintained by the vendor? **RIDE needs to be able to continue to use and modify the system, even in the event the vendor goes out of business/does not continue to support the system. Also, RIDE’s access to the system in future years cannot be dependent on licensing fees or other non-maintenance costs.**

4. The Cost Submission Chart refers to a software escrow account. Placing source code in escrow is industry standard and ensures that the source code is available should the vendor go out of business. Would placing the source code in escrow meet the system requirements for ownership outlined in the System Requirements? **Yes**
5. Would the Rhode Island Department of Education entertain a vendor hosted solution? **Yes**
6. In the Specific Activities/Tasks section, the project management plan must be created using Microsoft Project. Would the Rhode Island Department of Education approve the use of another project plan tool; for example – Smartsheet?

Yes, RIDE would consider another project plan tool as long as RIDE could access the tool without any additional cost to the State.

7. In Section 5: Evaluation and Selection; the RFP refers to the lowest cost proposal. Is the lowest cost based off on the Total Software and Implementation Cost denoted on line 17 of the Cost Submission Chart or does the total cost also include the Maintenance costs included on lines 22-28 of the Cost Submission Chart?

Lowest cost is based on the combined total of “Total Software and Implementation” and “Maintenance and Support Costs in Years 1-5” and “Miscellaneous Costs”.

8. In Appendix C – Model Function Requirements on the Model Functional Requirements Tab, Colum F – refers to requirements and best practices. Are only the requirements required and the best practices considered optional?

Correct, requirements are required and best practices will be part of the evaluation process but are not required.

9. In Section 3: Scope of Work and Requirements, there is a reference to data migration. Is it feasible for the Rhode Island Department of Education to maintain the existing legacy data in the legacy system for historical access? **No.**

10. If the answer to Question #3 is no, will there be an opportunity to engage with prospective vendor to fully understand the current data schema and data elements to estimate workload to migrate/convert data into a new system or is it the intent to have a prospective vendor describe the data migration process as a separate consultative process to develop the scope of work and associated pricing post-award?

Neither. Per state purchasing regulations, RIDE cannot have any contact with prospective vendors. Any costs for data migration must be included in the vendor’s bid; there will not be a separate process and separate pricing for data migration.

Vendor C

1. Page 8 – Section 3: System Requirements it states;

“The CA the vendor deploys to RIDE must include all the source code, so RIDE can maintain this solution using its in-house development team. The CA deployed at RIDE must not include or depend on any reoccurring license fees. Once the contract is satisfied, RIDE must own this application and have the ability to modify and maintain the code.”

Could you clarify RIDE’s expectations regarding use of licensed software and source code ownership. Our interpretation of this requirement is that RIDE would not accept a solution that prohibits or restricts RIDE from modifying, enhancing, or making program changes to source-code, reports, or other dependent components. Nor would RIDE accept a system that does not provide full ownership of the source-code or database (data and structure) to the state.

See answer #3 from Vendor B above.

2. Page 8 – Section 3: Specific Activities/Tasks it states;

“The Vendor must provide a dedicated Project Manager on-site for the duration for the project implementation.”

Will RIDE accept a full-time assigned Project Manager who is not physically on-site at all times, but committed to an agreed amount of scheduled on-site time for the duration of the project?

The full-time Project Manager must be on-site for the duration for the project implementation. During other times the full-time Project Manager may be on-site at agreed-upon scheduled times.

3. Page 9 – Section 4: Proposal, item 2 System Functional Requirements it states;

“Please provide a detailed description of each component/program that will be created/replaced which coincide with the requirements set forth in Appendix C.”

The *USDA State and Local Model Functional Requirements* document as published (updated 9/2018) define requirements as “*Required*” or “*Best Practice*” for the National School Lunch Program (7 CFR 210), School Breakfast Program (7 CFR 220), and Special Milk Program (7 CFR 215). However, Child and Adult Care Food Program (7 CFR 226), and the Summer Food Service Program (7 CFR 225) are not addressed except under FR038 “*Participation Data Sharing*” (line #42 on the spreadsheet).

Is there any guidance you can provide on how RIDE would like to see CACFP and SFSP requirements addressed?

In general the claiming and application functions should be the same as the other programs. If you need more detailed information please see the attached handbooks.

4. Is RIDE using the USDA published Forms, Tools, and Workbooks (spreadsheets) to conduct the Sponsor NSLP Administrative Reviews, or using an internally developed or 3rd party system? **Yes**
5. Are modules for CACFP and SFSP Administrative Reviews within the scope of this RFP as well? **No**
6. Will RIDE consider a hosted solution with the vendor providing Managed Services for running the Application Website, Server Hardware, and MS SLQ Server Database? **Yes**
7. Is there a budget set to fund the project? **No**

Vendor D

- Which project approach does RIDE prefer? **RIDE is open to all approaches that are consistent with the requirements contained in the RFP.**
 - Purchase and implement a Software as a Service (SAAS) or otherwise commercially available software product.
 - Build custom developed software to meet project needs and requirements.
- Has RIDE/the State identified existing software products that meet CNP project needs? **No**
- From the RFP:
 - *“The Comprehensive Application (CA) must be based on Microsoft software stack that RIDE has deployed in its data center. These technologies include Visual Studio.Net, and SQL server. All Web based interfaces must be compatible with all modern browsers. They include but are not limited to: Internet Explorer, Safari, Chrome and Firefox.”*
 - Is RIDE open to a non-Microsoft technology stack that delivers the required functionality, including all web interfaces being compatible with all modern browsers? **No**
- Using Microsoft Project and requiring a detailed timeline with deliverables implies a waterfall project approach. Is RIDE open to an Agile Engineering approach and modern software development practices? **Yes, as long as all requirements contained in the RFP are met.**

- How did RIDE
 - Review and assess the effectiveness and cost of the current system, CNP Connect? **The current system is out of date and has not been able to adapt as needed. For example, it does not work with non-Windows operating systems. It does not allow for changing/updating reports and queries as needs change, leading to substantial manual work. It does not allow for refunds to be posted in the same manner as claims.**
 - Determine a new system was needed? **The current system is out of date and has not been able to adapt as needed. For example, it does not work with non-Windows operating systems. It does not allow for changing/updating reports and queries as needs change, leading to substantial manual work. It does not allow for refunds to be posted in the same manner as claims.**
- What new technology is RIDE looking to take advantage of? **RIDE is open to any technology that fulfills the requirements of the RFP.**
- Has RIDE engaged with an outside consultant/vendor to identify and gather project requirements and assess potential solutions? **No.**
- Has RIDE engaged with an outside consultant/vendor to prepare this RFP? **No.**
- Can the due date for this RFP be extended? **Yes, submission deadline has been extended to April 19, 2019 at 11:30 AM (ET).**

Vendor E

1. What is the budgeted amount for overall project cost? **Unknown**
2. What amount was awarded to previous vendor that developed the system? **Unknown.**
3. Could you tell me which months/dates are due dates for reporting or submitting of reimbursement claims for each and all nutrition programs? Want to be able to project peak usage times **Reports are due throughout the year.**
4. How many sponsors exist for CACFP that submit information, applications and claims? How often? **Currently approximately 100. Throughout the year.**
5. How many sponsors exist for SFSP that submit information, applications and claims? How often? **Last summer there were 26. Throughout the summer and fall.**
6. Does CNP Connect has a profile section for each sponsor under each nutrition program? **Yes**
7. Do claims for NSBL reimbursement are provided monthly? Is information about daily participation also provided by site? **If you mean NSLP (National School Lunch Program), claims are submitted at least monthly, if not more often. Daily participation is provided by sites.**

8. Besides being able to extract data and reports, is RIDE looking to have any reports that generate any graphs? **RIDE is interested in any solution that will meet the requirements of the RFP.**

Vendor F

- . Whether companies from Outside USA can apply for this? **Yes**
(like, from India or Canada)
2. Whether we need to come over there for meetings? **Yes**
3. Can we perform the tasks (related to RFP) outside USA? **Some tasks, as stated in the RFP, will require an on-site presence. Other tasks can be done outside the USA.**
(like, from India or Canada)
4. Can we submit the proposals via email? **No. Please see Section 8 of the RFP.**