

**NEW YORK STATE EDUCATION DEPARTMENT PBITS 19-001
GRANTS MANAGEMENT FIT GAP ANALYSIS PROJECT
QUESTIONS AND ANSWERS
APRIL 30, 2019**

#	PBITS PAGE/ SECTION	BIDDER QUESTION	NYSED RESPONSE
1	Page 6 1.1	May we have a list of CAFÉ reports with the report name and description, or will a list be provided to the vendor following award?	This information will be provided to winning bidder.
2	Page 6 1.1	Will access to the Café system and the Grants Gateway be provided to the vendor for analysis?	Yes, the vendor will be provided access.
3	Page 6 1.1	Will the vendor be provided access to an instance of SFS modules to support the fit-gap?	We will be working with SFS to obtain the type of access that will be appropriate for this project.
4	Page 6 1.5	Will subject matter experts from CAFÉ, PTS and SEDREF be available to interact with the vendor?	Yes, subject matter experts will be available.
5	Page 6 1.5	How many Active users are present in CAFÉ system?	50-100
6	Page 9 2	Will the NYSED ITS Portfolio Management Team be available as needed with reasonable notification lead times?	Yes, the NYSED Portfolio Management Office provides oversight for each vendor project conducted under PBITS.
7	Page 9 2	What is the Availability of the Support staff during the requirements gathering phase of the CAFÉ system?	The appropriate staff will be made available as needed throughout the duration of the project.

8	Page 10 2	Do you have documentation to support the present business processes of CAFÉ system? Will it be provided to the vendor?	Part of the scope of this project is to identify and document the business process requirements.
9	Page 9 2	Does the solution or potential solution need to be within SFS and OITS?	The scope of this project is not solutioning but is identifying and analyzing the requirements to determine the fit. If it doesn't fit within SFS or Grants Gateway it will be considered a gap and documented in the FIT/GAP report.
10		Is it expected that the staff will be onsite on a full-time basis during the time they are participating on the project?	See section 2.2 of Mini-Bid
11		Will there be specific consumption requirements necessitating the publishing of data to the NYS Open Data portal?	This is not part of the scope of this project.
12		Will there be interaction with NYC Citywide systems such as FMS/NYC GTS, etc. for such educational grants to the city of NY?	This is not part of the scope of this project.
13		Will the Grant process include the Grant applications / Investment Justifications (IJs) by the State to the Federal authorities, or is the process strictly the grants disbursement, tracking, and management by the state to the various applicants?	We do not anticipate that this project will include NYS as the grantee (customer contracts with Federal agencies).
14		How many requirements sessions does NYSED anticipate will be conducted by the contractor?	The number of requirements sessions is up to the vendor to determine.
15		Will NYSED provide a walkthrough of its current Grant system to the successful vendor?	Yes
16		How many Fit Gap sessions does NYSED estimate for the vendor?	The number of Fit/Gap sessions is up to the vendor to determine.

17	Section 1.5 RFP PDF – Existing System Description	<p>Do you anticipate experts with COBOL knowledge as part of the vendor team, and will there be SME's and NYSED folks available for interaction during analysis of the existing systems (CAFÉ, PTS and SEDREF systems)?</p> <p>Any further information on these existing systems and processes would be useful in formulating a response</p>	The minimum requirements for staffing are stated in section 2.2 of the Mini-Bid and SED staff will be available for assistance as needed.
18	General	Could you please provide details on NYS Grants Gateway and the Statewide Financial System (SFS) with respect to current technology stack, end users and high-level processes implemented?	SFS is Oracle/People Soft and the Grants Gateway is Intelligrants by Agate Software, Inc.
19	2. Detailed Project Scope Item #3 in the table on page 10	Some of the artifacts required are technical such as interface requirements, data models, data requirements, conversion and migration. We assume that technical resources can be proposed other than a Senior PM and one or more Senior BAs, is that correct?	The minimum requirements for staffing are laid out in section 2.2 PROJECT CONSULTING KEY PERSONNEL REQUIREMENTS of the Mini-Bid. Additional staff beyond the minimum requirements is at the discretion of the vendor.
20	1.2 PROJECT BACKGROUND, PROJECT PURPOSE / OBJECTIVES Pages 6,7	Is it safe to assume that this RFP is considering only the NYS Grants Gateway system for processing of non-contract grants in the future?	It is the goal to have all the non-contract grants processed in the Grants Gateway in the future. Part of the project scope is to identify and report the gaps in the current Grants Gateway system.
21		The tentative contract term runs from 8/1/19 – 1/31/21 which is a duration of 17 months. Is the anticipated duration a fixed value or is it flexible based on project plan creation once project is awarded?	The flexibility of the timeline can be discussed with the winning bidder at the project initiation meeting. The project plan is subject to SED approval. The availability of external stakeholders will need to be considered when determining project plans and timeline.
22		Have any requirements been documented to date that will be used as a foundation for this Fit Gap Analysis?	Part of the scope of this project is to identify and document the business process requirements.

23	-	Are there any vendor preclusions? Is the incumbent allowed to bid?	It is anticipated that OITS will making the future system changes and it will be up to them to determine any vendor preclusions.
24	Page 2 Attachment 4, MWBE Package	This package is a standalone response section in Att. 4, Checklist and Forms. However, on page 17 4.0 Contractor Response, there is no mention where to include all the documents in this package. Can the State please clarify where this MWBE Package should be included in our response?	The MWBE Documents Package should be organized into one .pdf file
25	Page 6 Attachment 4, MacBride Certification	Does the State have a list of commodities to choose from to full in the Commodity field? Or can indicate a general commodity such as information technology and management consulting services?	It is acceptable to use the term “consulting services” in the Commodity field.
26	Page 17 4. Contractor Response	Contractor References – Attachment 2 was indicated as a separate response on Page 17, Sec. 4.0 Contractor Response. However, on Page 19 of the Mini-Bid and Page 1 of the Att. 4 Checklist and Forms, it is listed under E. Experience and Staffing within the Technical Response. In addition, on page 21, 5.3 Technical Evaluation, References section is scored separately from the Written Technical Proposal portion. Can the State please clarify where Attachment 2 – Contractor References should be included in our final submission?	Attachment 2 – Contractor References, is a separate document be included in the bid submission.
27	Page 19 D. Minimum Qualifications	Do vendors need to include and submit our full master contract and all supplements and amendments?	No. The legal terms of the engagement are controlled by OGS Contract Award 22772 and the PBITS 19-001 Mini-Bid document. NYSED will supply the legal documents upon award of the contract.
28	Page 10 Attachment 4,	Can the State please confirm that the PBITS# and year indicated in this form is an error? Is the State going to release an updated	Correct, the PBITS# and year should be 19-001, not 18-001 and will be updated.

	Certifications Regarding Lobbying	copy of the form?	
29		Are you expecting this project to be run like a six sigma lean project?	The lean approach is at the discretion of the bidder and should be included in the proposal.
30		Is there an expectation that the BA will be IIBA certified?	Per section 2.2 certification is preferred, but not required.
31		Are you expecting all resources to be onsite Monday-Friday?	The minimum requirements for staffing are laid out in section 2.2 PROJECT CONSULTING KEY PERSONNEL REQUIREMENTS of the Mini-Bid.
32		Would you consider a hybrid onsite/offsite staffing model, that would include a mix of staff working onsite and offsite?	The minimum requirements for staffing are laid out in section 2.2 PROJECT CONSULTING KEY PERSONNEL REQUIREMENTS of the Mini-Bid.
33		Will there be remote access provided? There may be situations (i.e. inclement weather) where consultants are unable to make it to the NYSED facility, and remote access would allow consultants to maintain productivity.	This will be discussed at the project initiation meeting with the winning bidder.
34		On page 10 of the RFP, in the Future State Gap "To be" section, there is a list of "To-Be" Process Artifacts. What other artifacts are you expecting to be delivered that are not included on the list within the RFP?	<p>NYSED anticipates that the bidder(s) will propose additional documents that would be useful for a fit/gap analysis.</p> <p>Additional documents may be included in the vendor's technical proposal.</p>
35		What deliverables are you expecting from the lean techniques and methodology approach to be delivered on this project?	The lean approach is at the discretion of the bidder and should be included in the proposal.
36		Is there open documentation for this legacy system? Are there SMEs available to educate us on the legacy system?	Yes
37		What tools and techniques are you expecting from the contractor expert, as referenced on page 9 of the RFP?	Tools and techniques should be proposed by the bidder and should be included in

			the project proposal for evaluation.
38		What software supports the SFS ESA/Project Costing module, referenced on page 6 (Is it PeopleSoft, or something else?)	SFS is Oracle/People Soft
39		How many functional bureaus, divisions or departments will be included in the As-Is and To-Be analysis?	At this time, it's known that Fiscal and specific program offices within NYSED, Grants Gateway/OITS, and SFS however more could be determined through discovery.
40		How many separate grant programs does NYSED administer? What are the sources of those grants (i.e. federal, state, other)?	NYSED administers over 30 different grant programs, resulting in approximately 7,000 – 11,000 grant projects annually. They are funded from Federal, State, and Fiduciary sources.
41		How many grants / projects does each program administer? Would it be appropriate for us to assume that we can do the process and information collection by surveying a subset of the grant projects to capture the process in each key geography and grant program type?	The number of awards made per grant program can vary from program to program. Program Office staff will be available as needed. The vendor's approach to requirement's gathering should be laid out in the project plan and discussed with the winning bidder at the project initiation meeting.
42		How many recipients / sub-recipients does the Department administer annually?	Please see section 1.1 - Project Background.
43		Does NYSED have any current documentation for its grants management processes (i.e. written procedures, report specifications, workflow charts, dataflow charts, etc.)?	Existing system documentation will be made available.

44		Is Grants Gateway currently being used by NYSED? If so, what functionality is being used?	<p>NYSED is currently piloting a small group of Special Legislative Contracts through the Grants Gateway utilizing the non-competitive award functionality.</p> <p>NYSED is also using Grants Gateway for the pre-qualification process for Non-Profit Organizations.</p>
45		Is NYSED currently using the SFS for any grants management functionality? If so, what functionality is being used?	<p>Currently NYSED is a hybrid agency using a combination of online and bulk-load processing with SFS.</p> <p>Grant transactions are primarily bulk-loaded to SFS for processing and payment.</p> <p>More specifics will be discussed during the As-Is Analysis.</p>
46		Does NYSED have, or can it obtain, complete system documentation for the Grants Gateway system (i.e. user manuals, data dictionary, entity relationship diagrams (ERD), etc.)?	NYSED will work with Vendor to obtain the requested documentation from Grants Gateway.
47		Does NYSED have, or can it obtain, complete system documentation for the Statewide Financial System (i.e. user manuals, data dictionary, ERD, etc.)?	NYSED will work with Vendor to obtain the requested documentation from SFS.
48		Does NYSED have current system documentation for both the CAFÉ system and PTS (i.e. current data dictionaries, current ERD, etc.)?	Existing system documentation will be made available.

49		The projected timeline for this initiative is significantly longer than we would have anticipated.	The flexibility of the timeline can be discussed with the winning bidder at the project initiation meeting. The project plan is subject to SED approval. The availability of external stakeholders will need to be considered when determining project plans and timeline.
50		Are there external factors impacting availability of NYSED staff for interviews and to respond to information requests? If so, what are they?	It is the goal to have staff available as needed. There will be times where high priority work must be accomplished where staff may have limited availability.
51		Are there any external factors driving the proposed / presented timeline?	The timeline is dependent upon the availability and coordination of NYSED staff as well as external stakeholders. This will need to be considered when determining project plans and timeline.
52		The RFP's requirement for the Proposer's qualifications is defined as "its own relevant experience in systems analysis, design and architecture solutions." Will NYSED accept the qualifications of a subcontractor in architecture design and solutions?	Per section 2.1.1, the bidder must have the relevant experience in its own history.
53		The RFP's requirements calls for a proposer to "provide a profile for each of the key staff proposed for this project, including subcontracted staff." Key staff was defined as 1) Project Manager (senior level) and 2) Business Analyst. Are these the only two positions / labor categories designed as key?	The minimum requirements for staffing are stated in section 2.2 of the Mini-Bid. The vendor may propose additional staff they feel is needed to conduct the project according to their specified plan.
54		The RFP's requirements states that the work will be performed in Albany unless mutually agreed to other location. Will all work related to defining and/or designing solutions have to be performed in Albany?	The work must be performed in Albany.

55		The RFP's Section 1.3 reads "Many of the offices within NYSED work with the Grants Finance Office". How many offices are at the state level, local levels or do they include grantee organizations? Please provide a schedule of all offices with which NYSED works with and identify which offices are critical to providing input into the Fit-Gap Analysis.	The NYSED project team and stakeholders will be identified at the project initiation meeting.
56		In order to make a proper estimation, we are requesting that NYSED share the broad functionality of the current system, interfaces and architecture(s).	Refer to section 1 of the Mini-Bid.
57		How is the system currently being managed?	NYSED internal ITS staff currently manage the CAFE system.
58		Our understanding that the document would be up to date for all the system upgrades. Should the document is not up to date, will there be any need of going through the code base of the system?	It is not anticipated that vendors will need to access code. Code may be made available if the vendor requests it during analysis.