

## RFP# 3000008400 Management & Finance System Questions & Answers

### **Vihaan Chadha**

1. Does the staff have to be located in Louisiana?

Yes. 4.1. All work for the contract will be performed onsite at the Poydras Building, 1702 North Third Street, Baton Rouge, LA 70802 using only LDI Software and Equipment.

2. How much is the budget estimate?

\$450,000

3. Can all meetings be through internet teleconference?

No

4. Are there other workflows to be developed?

The RFP lists all of the workflows that we are seeking to have developed at this time.

5. What are the security requirements?

See LDI Software Development Standards

6. Does the application need encryption?

No

7. Will this application be intranet, extranet, and public?

Intranet Only

8. Can we create the application with SharePoint?

No

### **Envoc**

1. RFP stipulates resources must be 100% allocated to this project. - Can you clarify whether all staff listed in the response are required to be on-site for the entire duration of the project? Can you clarify whether the expectation of the proposed project manager is to be working on this LDI project only for the duration of said project?

- 1.9.F "All proposed staff must spend 100% of their time developing at LDI"
- 2.5.1 "The Project Manager will be fully dedicated to the Duty of Project management. When the individual is acting in the capacity of the Project Manager Role that individual will not perform other job duties"
- 1.42 "The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the State."

Yes, the staff is required to be on-site. The Project Manager can work other jobs outside of this project but when at LDI, he can only work on the LDI project.

2. RFP stipulates work must be performed on LDI assets - **Can you clarify this specification; will LDI provide the assets?**
  - 2.1 “All other work on the project will be performed solely on the LDI servers via a secured Virtual Private Network (VPN) or Virtual Desktop Interface (VDI)”
  - 4.1 “All work for the contract will be performed onsite at the Poydras Building, 1702 North Third Street, Baton Rouge, LA 70802 using only LDI Software and Equipment. “

LDI will provide all hardware and software required for the project.

3. **If the below mandatory qualifications are not obtained by the response deadline, does this eliminate us as a vendor from responding to the RFP? Can you confirm whether these requirements are mandatory or preferred?**
  - 1.8.1 Mandatory Qualifications
    - Application Architect
    - Team Foundation Server Administrator
    - Database Administrator

All mandatory qualifications **must** be met by the proposal deadline. Refer to RFP for mandatory and preferred qualifications.

4. RFP provides an anticipated completion date which seems infeasible - **our staff is concerned by the short timeline for completion; is this timeline mandatory?**
  - 1.4 “The term of any contract resulting from this RFP shall begin on or about September 1, 2017 and is anticipated to end on June 30, 2018. “

Mandatory

5. RFP stipulates requirements that can not be estimated as is: 2.5.2 - **Can we get specific details outlining the processes for each item below so that we can provide an accurate estimate wrapped around the processes?**
  - “Must match how employees work”
  - “Flexible Business Rules”
  - “Software must accommodate change”
  - “Must be able to enforce LDI procedures”
  - “Must be easy to use”

The software should be active directory driven as to employee/supervisor relationship with certain requests being sent to a named position at LDI. The system should be flexible in having an administrator that can reassign requests to another active directory user if they are going to be away for an extended period of time.

6. RFP stipulates development and definition of a large, enterprise-ready change request process (Attachment 1, 5.0) **Are any additional details regarding this section of the SOW available?**
  - “Contractor will develop and implement with State approval, procedures and forms to provide a method for defining, reviewing, prioritizing, scheduling, and

approving changes to specifications, designs, programs, procedures, and documentation that may be required within the scope of this project.

No

7. RFP stipulates separate cost and technical proposals are required, but the number of each is unclear. "The Proposer shall respond to this RFP with a Technical Proposal and a separate and sealed Cost Proposal. NO PRICING information should be included in the Technical Proposal.

- 1.10 Number of Copies of Proposals
  - The State requests that one (1) copy of the proposal be submitted to the RFP Coordinator at the address specified, along with five (5) additional copies of the proposal, as well as one (1) redacted copy, if applicable, and two (2) copies on USB flash drives. The copy of the proposal to the RFP Coordinator shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if the Proposer is a corporation. The proposal containing original signatures will be retained for incorporation into any contract resulting from this RFP.
- 1.11 Technical and Cost Proposals
  - The State requests the following: • One (1) Original (clearly marked "Original") and five (5) numbered copies of the Technical Proposal. All should be clearly marked technical proposals.
  - One (1) Original (clearly marked "Original") copy of the Cost Proposal. The proposal should be a clearly marked cost proposal and sealed. **Please clarify the total number of copies of each cost and technical proposal that are required.**

One (1) copy of the technical proposal marked "ORIGINAL" and five (5) additional copies of the technical proposal, as well as one (1) redacted copy, if necessary, and two (2) copies on USB flash drive. One (1) copy of the cost proposal sealed and marked "ORIGINAL."

8. Will the required features be implemented directly in the existing MFS codebase?

Yes

9. Does the MFS codebase have an extensibility/plugin framework to implement the requested features?

Yes

10. With the screenshots of the LDI Employee Portal it seems the workflow engine is already in place. What parts of the existing system can be leveraged for the new workflows?

Workflow Engine and User Interface

11. Is the “My Tasks” dashboard already implemented in the current MFS portal?  
Yes
12. Is data from legacy systems expected to be imported into the new system?  
Yes
13. How many LDI staff will require training?  
The Contractor will train all appropriate LDI staff on an individual basis, no training the trainer, in a classroom setting including all necessary handouts inside the LDI building.
14. What are the workflows and requirements for the Purchasing Application?  
The workflows are based on the current ICS workflows and features that begin on page 30 of the RFP.
15. What are the current workflows for Supply Requests, Stampers Requests, Business Card Requests, IT Purchasing Requests, Toner Requests?  
The workflows are based on the current ICS workflows and features that begin on page 30 of the RFP.
16. What are these codes and how does it relate to the system?  
○ Object Codes, Sub Object Codes, Organizational Codes, Activity Codes, Function Codes  
These codes are used by our Fiscal and Budget Divisions and are used to track expenditures and encumbrances for each code. The codes are a defined list that exists in our database currently with description.
17. Can we have a list of all forms, with fields, to be implemented both new and old?  
The list is inclusive from page 30 to 46 of the RFP.
18. For forms that require wet signatures, what is the expected workflow for getting the signature recorded?  
Workflow approval will need be able to be printed for wet signatures and uploaded to the system.
19. Can we have a list of desired dashboard, key performance indicators, and reports?  
These items will be developed in cooperation with the Purchasing Division as part of Phase 1 of the project.
20. “Forms should prepopulate specified fields” - Can we have an example of a prepopulated field?  
An example would be requester, budget codes and other currently defined AD objects or fields in the current database.

21. Can we have examples of reports that are in the legacy system that would need to be implemented in the new system that are good for purchasing, auditing, accounting and management?  
Currently, reports are simple .csv extracts of the database with information similar to the dashboard found on page 41 of the RFP.
22. What is an example of a flexible business rule?  
Ability for workflows to go to another person if that person is absent.
23. Are workflows modifiable by the users of the system? If so, what are the expectations for such an interaction?  
Yes. The expectations are that workflows are able to be modified by the administrators of the system.
24. What is the functionality expected from the Program Access management page?  
The administration page of the employee portal is expected to allow administrators the ability to view and modify items, item quantities and workflows.
25. For check-in/check-out of IT equipment, how is current equipment “tagged” (barcode? RFID? QR code? text label? Serial number?)?  
Text Label
26. For check-in/check-out of IT equipment, will information about the equipment be entered manually, or does the system need to integrate with bar code scanners/RFID/whatever the current “tagging” method is?  
Manually
27. Regarding the current implementation of ICS, what is meant by “the inability to make global changes to modules and share workflows throughout all applications, i.e. changes to generic letters”? What are the modules and workflows, and through which applications do they need to be shared? What’s an example of a “global change” that needs to be made and is not possible under the current system?  
The modules are the individual forms starting on page 30 of the RFP and a global change would be if we make a change of the Requests for Deputy Commissioner or Chief of Staff to “Request for Deputy Commissioner or Chief Deputy Commissioner” and everywhere that phase exists on a form would be changed.
28. What are some examples of the kind of “advanced search features” that are present in newer systems and are desired?  
The ability to auto populate search fields and search multiple fields at once.
29. Are any off-the-shelf or enterprise solutions currently being employed for Travel Requests, Contract Requests, Contract Amendment Requests, and Refund Requests?  
No

30. Are there any concerns or limitations with leveraging open source libraries, existing APIs, or other tools for handling Travel Requests or Refund Requests if they meet the criteria and requirements of the project, and can be incorporated into a custom solution and interface that works with existing systems?

In the LDI Software Development Standards on page 7, there is a listing of software used by LDI and any open source libraries, APIs, or other functions or procedures defined in those software packages can be deployed.

31. In the list of “MFS Specific Requirements”, #18 states that any software delivered “Must be able to enforce LDI procedures”. What is a list of or some examples of procedures that need to be enforced?

See LDI Software Development Standards, page 19, for look and feel; page 20 for browser compatibility; page 23 on how to use the three (3) development environments.

32. Are there a minimum number of training days required? (from page 73 of PDF: “Contractor will provide xxx (nn) training days of instructor training for delivering the ILT course to State personnel as described in the Implementation Plan”).

We anticipated at least 2 days of training to accommodate the scheduling of the people that need the training. It is possible that a single day could be used, but two days is suggested.

33. What is an example of the format of an ILT course, or how this kind of training has been provided in the past?

Phase 6: The Contractor will train all appropriate LDI staff on an individual basis, no training the trainer, in a classroom setting including all necessary handouts inside the LDI building. Deliverables will be a staff signoff sheet with a signature of each staff that took the training course.

### **INFOSYS Public Services**

1. Please share the architecture of the centralized Management and Finance System (MFS) and the technology stack details?

Besides the information beginning on page 30 of the RFP, the information will not be provided.

2. Please share the architecture of the Inventory Control System (ICS), the Purchasing Application and the IT Equipment Check-In/Check-Out systems and the technology stack details?

The architecture of these systems will be determined as part of Phase 1 and 2.

3. What is the number of screens, workflows, forms and reports in each system and what programming language was used to develop these software components?  
[The forms and workflows are in the RFP starting on page 30. The reports will be determined as part of Phase 1 and the language and tools are referenced on page 7 of the LDI Software Development Standards.](#)
4. Please provide the list of Tools and Technologies currently used.  
[Please see the LDI's Software Development Standards on page 7.](#)
5. We understand that LDI will take care of the procurement and managing the software licenses. Please confirm.  
[That is correct.](#)
6. What is the expected number of users in each system and the current user base?  
[The current system has under thirty \(30\) users and expected growth would be minimum when the new system goes into operation.](#)
7. We understand that LDI will provide Infrastructure, Network and Security related support and operations. Please confirm.  
[That is correct.](#)
8. Please list the available environments which will be used during the software life cycle (Development, Testing, User Acceptance Testing, Training etc.). We understand that the environment setup, administration and operations will be taken care by the LDI team. Please confirm.  
[Please see the LDI's Software Development Standards on page 23.](#)
9. What is the change and release management process used in LDI and what tools are used for these functions? Will the LDI team provide the build and release management support or is the vendor expected to perform these duties?  
[Please see the LDI's Software Development Standards on page 7 and 23. The vendor will be required to perform this function.](#)
10. Please confirm whether the LDI team will be responsible for the Production application maintenance and operations.  
[LDI or the LDI Application Maintenance contractor will be responsible for the Production application maintenance and operations.](#)
11. We understand that the RFP scope of work will be complete at UAT Sign off and after providing the support to implement the application in production. Please confirm.  
[Refer to the RFP, starting on page 25, for the deliverables for each phase of the project associated with release of funds upon acceptance of the deliverable.](#)

12. What is the period of warranty coverage for the software components modified as part of the RFP?

The warranty period is part of the final contract. LDU normally specifies a warranty period of 12 months after deliverable of the production product. See Attachment VII of the RFP, Section 2.2 for the warranty clause.

13. What is the plan for migrating the existing MS Access data? Will migration of this data be a part of this RFP's scope?

Yes

14. Project Phase 1 appears to be begin with project definition - does this include formal requirements gathering and analysis?

Yes.