



STATE OF TENNESSEE
Tennessee Department of Environment and Conservation

**REQUEST FOR Qualifications # 32701-02710
AMENDMENT # 2**

TDEC Grants Management System

DATE: June 8, 2016

RFQ # 32701-02710 IS AMENDED AS FOLLOWS:

1. This RFQ Schedule of Events updates and confirms scheduled RFQ dates. Any event, time, or date containing revised or new text is highlighted.

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFQ Issued		May 6, 2016,
2.	Disability Accommodation Request Deadline	2:00 p.m.	May 11, 2016
3.	Pre-Response Conference	1:00 p.m.	May 12, 2016
4.	Notice of Intent to Respond Deadline	2:00 p.m.	May 13, 2016
5.	Written "Questions & Comments" Deadline	2:00 p.m.	May 19, 2016
6.	State response to written "Questions & Comments"		June 8, 2016
7.	RFQ Technical Response Deadline	2:00 p.m.	July 7, 2016 - confirmed
8.	State Schedules respondent Oral Presentations (ONLY Respondents who pass Mandatory Requirements)		July 14, 2016- confirmed
9.	Respondent Oral Presentations	8:00 a.m. - 4:30 p.m.	July 25-27, 2016 - confirmed
10.	State Notice of Qualified Respondents Released		August 5, 2016 - confirmed
11.	RFQ Cost Proposal Deadline (ONLY for Qualified Respondents)	2:00 p.m.	August 12, 2016 - confirmed
12.	RFQ Negotiations		August 17-19, 2016 - confirmed
13.	State Evaluation Notice Released		August 24, 2016 - confirmed
14.	Solicitation Files Opened for Public Inspection		August 25-31, 2016 - confirmed
15.	Respondent Contract Signature Deadline	2:00 p.m.	September 8, 2016 - confirmed
16.	Anticipated Contract Start Date (anticipated date for contract to be fully executed and vendor to begin work)		September 30, 2016 - confirmed

2. State responses to questions and comments in the table below amend and clarify this RFQ.

Any restatement of RFQ text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFQ document.

QUESTION / COMMENT	STATE RESPONSE
1 Can companies from outside the United States respond to this RFQ?	Yes, companies from outside the United States can respond to this RFQ. However, the contractor shall host the software and maintain all data on at least 2 servers located in at least 2 locations within the U.S.
2 Do companies need to physically attend meetings?	No, online meetings will be acceptable.
3 Can tasks related to the RFQ be performed outside the United States?	Yes
4 Can proposals be submitted via email?	Proposals must be submitted according to RFQ section 3. Response Requirements. Section 3.3 lists the response format. Responses may not be submitted via email.
5 If our company is a publicly traded company, can information from our company's website be used to fulfill the financial standing requirements, sections A.3 through A.5?	A.3-A.5 are mandatory requirements and are evaluated as pass/fail. Providing these requirements in the format listed in A.3-A.5 is mandatory to be evaluated as pass.
6 The RFQ mentions a staff of 5 for the RES program and a staff of 7 for MMP, etc. Are these all unique users, or do some staff review and process requests from multiple programs?	These are unique users, reviewing and processing requests for their specific grant program.
7 Does the State currently have an approved budget for this new Grants Management System? If so, can you provide that budget information?	TDEC has budgeted \$200,000 for implementation and the first three years of operation. After that period, general operation funds will be used.
8 How does the State plan to fund its new Grants Management System? Will the State use funds from its operating budget or capital budget?	TDEC will be using Clean Tennessee Energy Grant funds for the Grants Management System.
9 Can the State provide the vendor/system names of any existing grants management systems in use at the State?	TDEC currently uses Grants Manager by InfoStrat for RES grants.
10 Has the State previously entertained any system demonstrations and/or presentations from vendors? If so, which systems were seen and when?	TDEC representative was present during vendor presentations with the Tennessee Arts Commission RFQ for grants management system in February 2016. Systems viewed were Bromelkamp, Innovation Network, Jungle Lasers, Westaf, Dulles Technology, Smart Simple.
11 Did the State utilize any vendor / SME consultants in defining the sought after functionality and/or scope of work enumerated in the RFP?	No, TDEC staff consulted the 2013 Idealware Consumer Guide for Grants Management Systems and used the RFQ template recently used for the Tennessee Arts Commission.
12 Given the changing grants regulatory environment, does the State prefer vendors who have experience deploying Grants Management Systems at the Federal level?	No

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13 How many "internal" users will require system access on day one, and on day 365?	2-4 TDEC Administrator level starting on day one and approximately 11-13 TDEC users on day 365.
14 Can you provide an estimate of the volume of data to be converted and migrated into the new Grants Management System? What is the current format of this grant data? Is it available to be migrated through an API/web services integration?	It is anticipated that up to 5,000 grant records will be converted and migrated to the new system. ASCII format No, API/web services integration is not available.
15 Will the import/export of data into the Grants Management System be achieved via a data loading type capability for xls/csv files or through API/web services? If the later, can the State provide details on the type and underlying technology of any external agency accounting systems in use today? What is volume of data that will be imported and exported?	It is anticipated that data will be loaded via xls/csv files. RES currently uses Grants Manager – Microsoft CRM 2015. It is anticipated that up to 5,000 grant records will be converted and migrated to the new system.
16 For the grant programs under RES, Materials and Sustainable Practices, does the business processes (application, pre-award, award, etc.) and associated forms vary with each program or are all processes and forms standardized?	While there has been an effort to streamline and create universal process for applications, reimbursements, etc., there will associated forms that will vary with each program.
17 What does the State currently use as a contract management system? Can you provide the vendor/system software name?	TDEC uses PeopleSoft software, Edison (Enterprise Resource Planning System – ERP) – FCSM module for contracts. For tracking, TDEC uses an Access database.
18 What does the State currently use as the financial management system? Can you provide the current names of the systems/modules that are implemented? Also can you provide the expectation for the type of integration required, e.g., web services, file based, one way or bi-directional data flow?	TDEC uses PeopleSoft software, Edison (Enterprise Resource Planning System – ERP) TDEC uses the FSCM module for financial management. It is anticipated that the type of integration will be a one-way data flow. (i.e. approved reimbursement requests submitted to Edison for payment)
19 For other 3 rd party systems, can you provide the expectation for the type of integration required, e.g., web services, file based, one way or bi-directional data flow?	It is anticipated that the type of integration will be a one-way data flow. (i.e. input from 3 rd party of congressional district)
20 Does the State require any cloud-based, SaaS solutions to be provisioned on a FISMA	No, we will require encryption in transit. Please see the amended contract section E.8.Security and Standards-Compliance Requirements.

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moderate infrastructure?	
21 Does the State require its Grants Management System to be updated annually free of charge to keep pace with changing federal legislation?	TDEC expects relevant and timely updates to be included with all submitted proposals, resulting contracts, and based on the cost model listed in the pro forma contract.
22 A.7: If our cloud based grants solution has been used by 3 customers for less than 3 years is this a fail and our proposal is discarded? Does the State desire to use the latest stable technology in the market or go with older technology?	Yes, A.7 is a mandatory requirement. TDEC desires to use technology that meets all mandatory requirements and fulfills the system requirements listed in Attachment D, Functional and Technical Requirements.
23 C.4: When would this dummy account be required and for how long, is this after down selection? How will the TDEC staff be trained on use of the account?	TDEC desires to have access to a dummy account for approximately one month during technical response review.
24 D.51: Can this requirements be changed to D or change the minute length to file size as different file formats can yield different playback lengths in minutes?	The system requirements have been amended to reflect the following: Grant applicants may submit attachments of up to 10 digital images in jpeg format, no more than 300 dpi (1500 pixel max) OR video files not to exceed 128 GB.
25 Oral Presentations: Are these required to be onsite or can they be via WebEx? If so will the scoring be the same?	Oral presentations can be conducted via WebEx and yes, scoring will be the same.
26 Cost Proposals: Just want to clarify that this will not be required until the vendor is qualified and then will be due on August 5, 2016?	Cost proposals will be requested from qualified vendors on July 29, 2016 when the State Notice of Qualified Respondents is released. The cost proposal deadline is 2 p.m. CDT on August 5, 2016.
27 Cost Proposals: For the first cost line item of Total Implementation, should this also include the Training and Documentation on page 39, A.3.b? If not then where should this cost be shown?	Yes, this should include Training and Documentation costs as defined in A.3.
28 On page 43 C.4 you state there will no travel compensation, does this mean that all interactions are to be conducted remotely, including training or that only vendors located in Nashville can bid or do you want any travel costs rolled into each applicable deliverable and not shown as a separate travel item?	All interactions may occur remotely, including training.
29 Will you publish a list of all firms submitting questions?	A list of firms submitting questions will not be published.
30 How many records are contained in the various data tables – grants, people, organizations, payments, grantee reports, etc?	This will be determined during the configuration phase with the awarded contractor.

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31 Please elaborate on the business requirements around email integration (emails, contacts, calendaring, etc)?	TDEC desires to attach emails and contacts to grant records. Calendar options for notifications and documenting inspection days and times associated with a grant record.
32 Do you require support for multiple languages?	No
33 Please list any third party reporting applications and/or secondary software databases in which you will need to connect data and services?	Guidestar for 501(c)3 status and Secretary of State database for legislative district.
34 How many (roughly) systems and/or databases do you currently use as a part of the Grant Management process? How many will be consolidated and migrated to the new system?	TDEC granting divisions currently use the following: Materials Management utilizes Microsoft Access and Project; Sustainable Practices uses Excel and RES uses Grants Manager. It is anticipated that data will be migrated via xls/csv or manually inputted.
35 Can you please provide the full list of standards (i.e. PII, HIPAA) and indicate which are required/mandatory versus recommended?	PII standards are mandatory. Please see the amended contract section E.8.Security and Standards-Compliance Requirements.
36 Will the state allow offshore resources working remotely to implement and provide ongoing support for the system?	Yes
37 Is there an existing GMS in place? If so, will existing data, content and in-flight processes need to be migrated to the new GMS?	Currently, RES uses Grants Manager. It is anticipated that data will be migrated via xls/csv.
38 What browsers and version levels must be supported for access to the GMS?	Internet Explorer, Edge, Chrome, Safari, Firefox and other major browsers.
39 "Provide access to a "dummy" account in the proposed software solution..." What information should be provided if a custom solution is being proposed and the software solution will not be available during the RFQ response period?	A dummy account of the vendors' systems will give TDEC a base understanding of the system functions and capabilities.
40 "Please note the three tabs on the spreadsheet...". There are only 2 tabs in the spreadsheet provided. The "Introduction" tab is missing. Please provide this tab if it contains information important to our response.	The spreadsheet does contain two tabs only. The introduction tab was deleted and does not contain information important to the solicitation and response.
41 Is the State open to an alternative payment methodology than the one provided in the RFQ?	The State is not open to an alternative payment methodology for this RFQ solicitation.
42 Does the State have a specific outside database that should be used to verify valid 501c3 status? If so, please provide details of available APIs to access it.	No, TDEC does currently use an outside database to confirm 501c3 status.
43 Does the State have a specific outside	The Secretary of State has a database that can be

QUESTION / COMMENT	STATE RESPONSE
database that should be used to populate US Congressional and State House and Senate districts? If so, please provide details of available APIs to access it.	accessed for this information. API will be made available to the awarded contractor.
44 Is integration with a physical signature capture device required? If so does the State require integration with any specific physical signature capture devices?	TDEC desires electronic signature capabilities to reduce hard copies, scans, attachments, etc.
45 Does the State have an electronic signature requirements?	Yes
46 What forms of digital signature for applications and contracts are acceptable?	The ability of the applicant's authorized representative to type in name following a certification statement will suffice for most forms. Contracts will require Adobe Sign capabilities.
47 "Intuitive to use for Non-IT professionals..." applies to the user interface for non TDEC users (i.e. the Grant Applicants, Grantees and Reviewers), correct?	Yes and overall Non-IT TDEC users (i.e., grant program staff)
48 Must the TDEC users be able to change the State branding on their own?	Yes
49 Is access to the GMS via tablets, iPhones, iPads and Android devices required? If so, is access required to be via a browser or native application?	Yes, as specified in the Functional and Technical Requirements under D.16. It is a mandatory requirement.
50 What format the ERP system data be available in for import into the GMS?	Data will be available for import using xls/csv format with fields that match the GMS.
51 Does the State have specific requirements for handling cancelled grants? If so, what are they?	No
52 Will grant documents/attachments need to be searchable as well as the data captured from the applications?	Yes
53 How many attachments are historically uploaded with applications? How much storage has historically been required to maintain them?	This differs for each grant program. Each program requires 50-140 documents to be attached to an application and additional attachments if funded. Currently, RES uses 50G of storage.

3. **Delete RFQ # 32701-02710, in its entirety, and replace it with RFQ #32701-02710, Release #2, attached to this amendment.** Revisions of the original RFQ document are emphasized within the new release. **Any sentence or paragraph containing revised or new text is highlighted.**
4. **Delete RFQ attachment D, in its entirety, and replace it with RFQ #32701-02710, Release #2 Attachment D.** **Any sentence or paragraph containing revised or new text is highlighted.**
5. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.