

RFP 22763 Bidder Questions/Inquiries
March 6, 2014

Question #	RFP Section #	RFP Page(s) #	Question	Response
1	1	6	You reference in the RFP that you are looking for a single vendor to provide the services, product and overall solution. Does that mean you would not entertain the idea of a vendor with a best of breed approach and has partners to deliver some of the areas you are looking for?	While the intent of this procurement is to enter into a single centralized contract with the awarded Contractor. Subcontracting or partnering is permitted, provided that the Contractor retains primary responsibility for any work to be performed by any partners or subcontractors.
2	1	6	We are a small MWBE that specializes in EDI so we are interested in the EDI side of the eInvoicing portion of this RFP, it looks like we need to respond and bid on the whole RFP is that correct?	A Bidder must bid on both Lot I and Lot II to be considered for contract award. Any Bidder that fails to bid on both Lots will be deemed nonresponsive and disqualified. However, partnering or subcontracting is permitted.
3	General	N/A	Since the RFP has a 10% WBE defined goal how do we go about marketing to those firms that are capable of responding to the whole bid? Do we need to wait until it is awarded? I would think that would be too late?	OGS has posted a list of MWBE entities that have expressed an interest in partnering on this procurement as well as a list of attendees from the Pre-Bid Conference. Both lists are available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .
4	General	N/A	We have affirmed that we would like our company added to the MWBE list that NYSPro will provide to OGS to post, how will the firms know what our area of expertise is, is that listed somewhere?	Area of expertise is not posted with the list. The list is available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .
5	10.2	45	Instructions state that vendors must include "Completed Attachment 2 (Tab 1, Tab 2, Tab 3)." Attachment 2 only contains Tab 1. When will Tab 2 and Tab 3 be published to vendors?	This section of the RFP was modified by Purchasing Memorandum dated 01/31/14. Per the Purchasing Memorandum, references to Tabs 2 and 3 have been removed. Attachment 2 contains only the tab labeled "Requirements." Purchasing Memorandums are available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .
6	8.3	28	As a member of WSCA, will NYS accept the previously negotiated pricing and terms and conditions of the WSCA contract for this RFP?	The State intends to make its own award under this RFP and not to piggyback on any WSCA contract. However, a Bidder may propose pricing consistent with its WSCA contract. Pricing will be benchmarked to WSCA and other contracts for a determination of reasonableness.
7	General	N/A	Is OGS willing to multi-award the contract based on the state's request for two separate Lots?	No, the State intends to award only one centralized contract to cover both Lots of this RFP.
8	General	N/A	Can a vendor bid on a single Lot (not both) and still be considered responsive?	No, a Bidder must bid on both Lots to be considered for contract award. Any Bidder that fails to bid on both Lots will be deemed nonresponsive and disqualified. However, partnering or subcontracting is permitted.
9	1.1	11	Will all work need to be performed on location, or can the selected vendor use offshore resources to perform certain task be more price competitive?	Certain tasks may be performed offshore provided that the Bidder complies with all security and information technology provisions of Attachment 5 of the RFP, including requirement #17 which provides that "All State data shall be hosted at a location or facility within the contiguous 48 states of the United States."

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10	1.2	11-12	Will state agencies be required to use the solution built in Lot I (Lot II seems that there is no guarantee)	Lot I of this procurement is intended to create a New York State MarketPlace Site which would be made available for use by all New York State Agencies, municipalities and other Authorized Users of NYSPRO centralized contracts to seamlessly purchase goods and services from contract suppliers in one collaborative online environment, and to automate accounts payable through an eInvoicing solution. Under Lot II, a full menu of the Bidder's end-to-end procurement solutions would be made available on centralized contract to all Authorized Users.
11	3.1	14-15	Regarding your present state, it is indicated that "the (SFS e-procurement) application provides catalog integration capabilities; however, the State is not currently utilizing this functionality to support the requisition creation process". Are we correct to conclude that there are no catalog based orders being processed in the current environment?	Correct, no electronic catalog orders are being processed in the current environment.
12	3.1	14-15	What gaps or limitations of the current system's inherent catalog capabilities have led you to your current request for alternate solutions?	State Agency purchasing is generally decentralized with each agency responsible for individual interaction with contractors. Requests for goods and services are generally processed via the State's PeopleSoft eProcurement application. State Agencies are currently not required to utilize the eProcurement requisition application unless the agency is being supported by the Business Services Center (BSC). However, agencies are required to generate purchase orders when buying from centralized contracts unless certain criteria exist (e.g., transactions fall under a certain dollar threshold), in which case, goods and services may be purchased and settled directly via Procurement Cards (P-Card).
13	3.2	15	What controls are currently in place to ensure that requisitions reflect valid items, prices and terms, etc. with respect to current contracts?	Currently the State is in the process of establishing a Statewide Item Master that will be utilized along with procurement contracts to validate the items, prices and terms related to a contract. It is expected that vendor catalog items will be mapped to NYS Items within the Marketplace. The requisition created within SFS after the checkout process in the Marketplace will need to include the NYS Item Identifier along with the Contract #, Contract Line #, and Vendor ID.
14	3	14-15	If you DO use catalogs today, please elaborate. How many punch-out catalog suppliers and number of catalogs are currently active in the system and what is the frequency of uploading/maintenance activity for catalogs?	The State currently does not manage any electronic catalogs.
15	3	14-15	Please provide a list of inbound & out-bound interfaces along with type, module, platform & complexity.	Please refer to Figure 3 in the RFP and page 11 of Attachment 4. Primary integrations include requisitions, PO dispatch, and electronic invoices.
16	3	14-15	What kind of integration is required? Real time or near real time?	Real-time integration between the Marketplace and requisitions are envisioned. A decision between real time or near real time for other integration points has not been made. The State will evaluate the options proposed based upon the awarded vendor's past experiences.

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17	3	14-15	Please provide an architecture diagram including application, database & storage components	The State generally uses a three tiered architecture, web, app, and database; with multiple servers in each tier, and a separate fiber channel network for disk storage.
18	3	15-16	You have provided encouraging metrics on the e-catalog readiness of targeted suppliers. Can you expand on what if any other supplier analysis, strategy and or prioritization has been done up to this point?	In addition to the survey results noted in the RFP, the State conducted requirements gathering sessions, discussions with other States, Request for Information demonstrations, and a Request for Comment.
19	3.2	15-16	Please elaborate on the set-up process and the transaction criteria for usage of P-Cards.	If the context is related to eProcurement then we will assume that the question is referring to the card setup. A P-Card is associated to an employee profile. The employee is assigned a certain level of security which corresponds to his/her ability to use the P-Card on a requisition.
20	3.3	17	Can you expand on the criteria for 2-Way and 3-Way matching for PO and Contract? For example, have you designated receipt types at the commodity code level?	2-way matching is PO vs Voucher and 3-way is PO vs Voucher vs Receipt. Matching doesn't apply to contracts.
21	3.3	17	What's the Budget check process? Is it real time or near real time?	SFS runs the budget check process every two hours throughout the day, and at several key points in the daily batch cycle.
22	4.1	17	Does your business case contain any specific targets with respect to ROI over time?	The State declines to provide the requested information.
23	4.2	17-18	Regarding HelpDesk services and support for the online marketplace Catalog, is the state looking for a separate HelpDesk solution or capability within the proposed solution?	The Bidder is expected to propose a recommended solution for the required Help Desk services and support for the online MarketPlace Catalog based on its experience and capability.
24	5.2	20-21	Will the state provide a test platform to conduct testing with the proposed solution?	Yes, the State will provide an environment to support development and test efforts.
25	7	28	Provide the details on State's document management solution, IBM FileNet P8 Content Manager. What kind of Interface is this? What data is sent to and from this system?	IBM FileNet P8 Content Manager is the State's document management repository that is responsible for storing business documents such as electronic invoices and supporting documentation. The platform provides an application program interface (API), as well as out of the box tools to ingest and retrieve documents. The platform also has the capability to support business processes with actionable content. For the scope of this RFP, the integration is strictly focused on calling FileNet P8 web services to send electronic invoices and supporting documentation with associated metadata.
26	7.1	28	You state that an important factor in awarding this bid is the stability and track record of proven proposed solution that integrates with existing PeopleSoft platform. Does this mean that you will not award this to a brand new/first time implementation provider? Is there an incumbent?	No, the State will consider and evaluate all Bidders based on the criteria and factors identified in the RFP, one of which is a Bidder's experience. There is no incumbent provider as the solution sought by this RFP is not currently in use by the State.

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27	9.4	40	In selection 9.4 of RFP you are giving 10 points for solution demo. Does the solution demo referenced in this section include integration with the PeopleSoft Platform or just features and functionality?	The solution demonstration does not include integration with the PeopleSoft platform. Prior to the solution demo, the State will provide an agenda.
28	12.10	53-55	As the Prime vendor, can you use a single sub-contractor that is both MBE/WBE certified, or do they have to be separate companies to meet the 20% MWBE requirement?	A single sub-contractor may be used to fulfill the total 20% MWBE goal. However, if a subcontractor is dual-certified as both MBE and WBE, they can take credit for only one of the designations (either the M or the W), but not both.
29	General	N/A	Can you clarify which systems serve as the source of truth for which critical master data? What is the process for maintaining/updating this data?	The Statewide Financial System (SFS) serves as the source of truth for critical master data. The has an internal control process for maintaining and updating SFS data. The State has an internal control process for maintaining and updating SFS data.
30	General	N/A	Certain suppliers and contract types may be more suited to a direct invoice-against-contract approach, rather than catalog requisitioning. Has this, or should this be considered for the initial implementation?	SFS expects that the integration with the MarketPlace will result in the creation of a requisition that will then reference a Contract and generate a PO release within SFS. The PO will then be dispatched from SFS and sent to the MarketPlace for eInvoicing.
31	General	N/A	Is there a full (or partial) list of targeted suppliers that can be provided to which we can apply our own analysis of e-commerce capabilities and opportunities?	The State declines to provide the requested information.
32	General	N/A	Can you expand on your current supplier enablement/maintenance process? What is the entry point for sourcing and how do new suppliers ultimately get set up for purchase to pay?	The State does not currently have a supplier enablement process that represents electronically connecting to the State's systems. This procurement effort represents the initiation of this process. Information regarding doing business with the State can be found at: http://www.osc.state.ny.us/vendors/doBusinessWithNYS.htm .
33	General	N/A	Can you expand on the potential need for "special" item configurations such as partial items, "kits", etc.?	The State is unable to identify any references to "special item configurations" or "kits" in the RFP.
34	General	N/A	Please provide total volume of Requisitions, POs, and Receipts per month. What volume of these are specific to the e-Procurement Application?	The min, max and average number of requisitions per month have been 3,200, 9,900 and 6,750 respectively. The min, max and average number of PO's per month have been 41,800, 67,700 and 52,600 respectively. The min, max and average number of receipts per month have been 8,500, 14,300 and 10,500 respectively. All of the Requisitions entered in SFS were entered in using ePro.
35	General	N/A	What is the maximum number of Line items in POs and Contracts?	Documentation could not be found specifying a systematic limit on the number of lines that can be added to a Contract or PO. Since SFS's inception, the maximum number of PO lines for a given PO is approximately 300. The maximum number of PO distribution lines for a given PO is 200. Today, SFS is not utilizing Contract lines; however, it is expected that SFS will be utilizing Contract lines in the very near future.

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36	General	N/A	Please provide the distribution of users & concurrent users across geographies? What is peak concurrent user count?	There are approximately 90,000 SFS users at this time. The number of concurrent users at peak is about 2,500.
37	General	N/A	What are the different languages being used (should we assume English only)?	Yes, Bidders should assume that English will be the only language required by the solution.
38	General	N/A	Can you provide process diagrams or expand upon the specifics and complexity of approval rules	BSC approves the agency requisition as the final approver of the requisition and then sources the PO from the requisition, and approves the PO through all SFS PO approval levels.
39	General	N/A	Do you anticipate that many related Procure-to-Pay processes have to be redesigned to adapt to the new solution? If yes, is that an expectation from the bidder – i.e. to propose approach best practices, strategy etc.?	The State's upgrade to PeopleSoft version 9.2 will move the State towards a vanilla procure to pay process. The awarded vendor will be asked to make recommendations and proposals to enable a best practice solution.
40	General	N/A	After the pre-bid, will the State provide a list of all attendees?	A list of attendees at the Pre-Bid Conference has been posted and is available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .
41	General	N/A	Have you considered or are you open to packaged solutions or is the desire to build a custom application and portal?	The intent of this procurement is to use a packaged solution to the greatest extent possible. The desire is to limit customization as much as possible. SFS is currently working on upgrading the PeopleSoft application suite to version 9.2 which is scheduled for deployment in April 2015.
42	General	N/A	Our understanding is that for user management and access privileges, we will have to integrate with PeopleSoft User Management module to manage users and their rights in the system. Does this mean that user management will be completely done in PeopleSoft system or we need to provide functionality to manage users and their access rights in the Marketplace or e-invoicing system as well? If so, does the user's and their access rights need to be synchronized between PeopleSoft and other systems?	The Marketplace will need to provide account and role based security. Account names in the Marketplace must match account names in PeopleSoft. Roles or groups in the Marketplace should correspond to PeopleSoft roles.
43	4.2	12	Our understanding is that the system need to support SSO between PeopleSoft and Marketplace/e-Invoicing system. Does the system requires additional Security Assertion Markup Language (SAML 2.0) integration for single sign-on (SSO) with other systems such as LDAP server?	SSO to the State's NYGOVID directory service will be required to support users who are not also PeopleSoft users.
44	4.2	12	Our understanding is that each agency/authorized user will have micro sites to show case their marketplace catalog with their own products and pricing. In which case each vendor administrator will have capability to customize their marketplace such as look and feel/site theme to show their logo, font and basic layout changes. Please confirm.	Lot I of this procurement is intended to create a New York State Marketplace Site which would be made available for use by all New York State Agencies, municipalities and other Authorized Users of NYSPRO centralized contracts to seamlessly purchase goods and services from contract suppliers in one collaborative online environment. Under Lot II, a full menu of the Bidder's end-to-end procurement solutions would be made available on centralized contract to all Authorized Users and could be used, for example, by an Authorizer User seeking to establish its own Marketplace site.

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45	General	N/A	Our understanding is that the vendor product catalogs are managed within PeopleSoft system and also within the marketplace catalog system as well. The product details are synchronized between PeopleSoft and the marketplace catalog. Please confirm.	Product catalogs are not currently managed within the PeopleSoft system. However, the State's Item Number is maintained within the PeopleSoft system and must be used on any requisitions processed within the PeopleSoft system.
46	General	N/A	Does the system require any bulk import of vendor products in the system? If so, can we assume that all the vendors will provide their product details in a pre-defined file format we specify such as CSV/Excel/XML format? Please confirm.	Catalogs of supplier Items will be maintained within the MarketPlace but will also need to be loaded into SFS as a procurement contract with lines. Each line will have the NYS Item ID associated to it that correlates to the Vendor's catalog line/item.
47	General	N/A	Does the system require any kind of pricing engine/pricing rules engine integration? Or in other words are the product price is pre-defined with a static value or are there pricing rules based on which the product prices are computed on demand?	New York State contract catalogs are both static and dynamic depending on the particular contract.
48	General	N/A	Does the system require any kind of taxation engine integration for computing state tax and federal taxes?	No, the State and the vast majority of its Authorized Users are generally tax exempt government entities. Therefore, purchases made by the State or other entities are not subject to State and Federal taxes.
49	General	N/A	Are there any online payment gateway integration anticipated in the system other than P-Card payment? If yes, could you please brief on what different payment methods need to be supported in the system?	No, there are no payment methods envisioned to be supported in the Marketplace outside of P-Card payments. Through eSettlements, the State is accepting electronic invoices where the payment method is other than P-Card. SFS will be establishing a standard invoice format that will be the method of submitting invoices to SFS.
50	Lot II	7	Where the non-catalog items are managed? Is this managed in PeopleSoft system?	The State's Item Number is maintained within the PeopleSoft system and must be used on any requisitions processed within the PeopleSoft system. There are other Item Numbers managed in PeopleSoft that are not part of the Marketplace.
51	General	N/A	Purchase requisition - Integration with online Vendor catalog? Are these vendor catalogs are managed in single system or multiple systems. Could you please provide more details on the online vendor catalog systems to define the scope of integration?	The State's Item Number is maintained within the PeopleSoft system and must be used on any requisitions processed within the PeopleSoft system.
52	General	N/A	Does the online vendor catalog integration requires only read operation from the vendor online catalog system or does it requires update of information to the online vendor catalog system as well?	Administrative processes are expected to be in place to audit vendor catalog updates.
53	General	N/A	Requisition Approval process – We understand that the approval process requires a dynamic business rules workflow defined by an authorized users. Could you please provide additional information on the type of workflows such as:	
54	General	N/A	a. Are these workflows are linear workflows or nonlinear workflows?	Workflow is role-based, based on route control profiles and is moving to role-based, based on business rules. Approval of Requisitions within SFS will take place solely within SFS and is not applicable for the MarketPlace functionality.

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55	General	N/A	b. Do you need a graphical user interface to define the workflow in a BPMN 2.0 (Business Process Model Notation) flow chart representation or a textual/tabular representation of workflow would be sufficient?	ITS is not mandating a GUI based interface for Business process modeling, but BPMN 2.0 compliant process maps are preferred.
56	4.3	13	Our understanding is that the marketplace, e-Invoicing & procurement systems will be deployed on the same network infrastructure where PeopleSoft (SFS) and FileNet (SDM) systems are deployed. If not, what would be the network latency between the systems?	A minimum 100Mbps connection on the State's private intranet (NYenet) may be assumed for cases where computing resources are not in the same datacenter.
57	General	N/A	Does the online knowledgebase or training artifacts need to be interactive training materials or context sensitive help documents?	The Bidder is expected to propose a best practice solution for training materials.
58	4.3	13	Does the scope of business intelligence reporting only requires data points from marketplace, e-invoicing and procurement system data only or we need to consider data points from PeopleSoft and FileNet systems also?	Data points from PeopleSoft and FileNet systems are considered out of scope for any business intelligence reporting.
59	9.7	33	Does the purchase order submission need to support EDI messages and email messages to process and acknowledge the PO request?	Acknowledgement of PO requests is required. Bidders should propose options for transmitting both the request and the acknowledgement.
60	General	N/A	Could you please provide some statistics on the following:	
61	General	N/A	a. Data volume on vendor catalog products. How many catalogs and products within the catalog.	At Present, NYSPRO manages approximately 1300 centralized procurements, which includes contracts that have been awarded to multiple vendors.
62	General	N/A	b. Number of vendors in the system.	The State declines to provide the requested information.
63	General	N/A	c. Average number of transactions per minute.	The State declines to provide the requested information.
64	General	N/A	Our understanding is that products will have multiple images and textual contents associated with the product. Are there any media contents associated with the product such as user manuals, videos etc.?	At this time, the inclusion of user manuals, videos, etc. per catalog item is unknown. However, bidders should propose a best practice solution.
65	General	N/A	Does the system need to support any promotional offers from different vendors?	At this time, the use of promotional offers for different vendors is unknown. However, bidders should propose a best practice solution.
66	Figure 2	13	Could you please provide additional information on the e-procurement module requirements?	There is not enough information to adequately answer this question. However, Lot I and Lot II requirements are available in Section 1.2 of the RFP.
67	Figure 1	11	RFP – Page 11 – Figure 1: Of the 379 Suppliers identified as having eCatalog capabilities can the State provide a rough estimate of the percentage of those that use Punchout catalogs and the percentage that use local or static catalogs.	The State declines to provide the requested information.

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68	Att. 2	1	Attachment 2 – Question 13. Could you provide clarifications around the intended business process for moving catalog items into the PeopleSoft item master. Understand from your intended direction that you plan on implementing the PeopleSoft Inventory module as part of your 9.2 upgrade. How are the items for the interface to be identified? Assume only inventory items will be managed in the item master.	The use of Item numbers for Inventory items has been introduced in the current 9.0 version of the software. Item numbers are a critical procurement information classification and in version 9.2 will be used to support commodity inventory purchases as well as other Marketplace purchases where the same item is going to be purchased multiple times. The State's Item Number is maintained within the PeopleSoft system and must be used on any requisitions processed within the PeopleSoft system.
69	Att. 2	2	Attachment 2 – Question 22. The question describes approval rules for P-Card transactions effecting your various municipalities, cities, towns etc. Could you describe the types of rules you are considering. The P-Card itself usually carries product & dollar restrictions as a part of the card itself.	While BSC does not administer cards for municipalities, the types of rules for municipalities could include, for example, dollar amount limits, role-mapping or authorization requirements.
70	Att. 4	Slide #2	Can you please color code the boxes indicating major modules in scope for this RFP. This will enable us to accurately estimate the effort	The scope of the RFP includes all items in the "eCatalog and Invoice" row with the exception of the item circled in red that says "Invoice data feed to SFS (longer term)" that refers to the integration of ECM and SFS.
71	Att. 4	Slide #2	When user is transferred over from SFS to eCatalog and invoicing; can you please indicate vision of the NYS about authentication? (e.g. Should eCatalog use NYS Directory Services for authentication/Authorization? Local (City/County) users without NYSDS account - preferred approach?	Punchout from SFS to a marketplace catalog should use PeopleSoft authentication.
72	4.3	16	Is this an operational system or still under development? If available - can you publish the API supported by current ECM for data exchanges (ICD -Interface Control Documents).	Yes, the state FileNet environment for BSC is operational. Vendors should integrate with the FileNet repository using standard SOAP web service interface provided by IBM FileNet platform. During the requirements and design phase, taxonomy and metadata details would be provided to the implementation team. The IBM FileNet Web Service interface is provided on the IBM Info center (http://pic.dhe.ibm.com/infocenter/p8docs/v5r1m0/index.jsp?topic=%2Fcom.ibm.p8toc.doc%2Fic-homepage.html)
73	General	N/A	Regarding MarketPlace Catalog & Invoicing Solution Requirements Attachment 2:	
74	Att. 2	1	Requirement #2. Ability to integrate with FileNet P8 Content Manager 5.1 - is this to reference data or to send data to the content manager? What data?	The vendor should provide a service to upload electronic invoices to the BSC FileNet repository. The electronic invoices should include associated metadata.
75	Att. 2	1	Requirement #7. What is the purpose of updating the item master in PeopleSoft? Will all catalog data be required?	The Item master maintains the State's item numbers and the cross-reference to supplier's item numbers for the same item. The State's Item Number is maintained within the PeopleSoft system and must be used on any requisitions processed within the PeopleSoft system.

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76	Att. 2	1	Requirement # 13, could you please provide a scenario that clarifies under what circumstances a supplier would be requested to provide supporting documentation to an electronic invoice?	One common example of required supporting documents required with invoices would be Time Cards for temporary employees.
77	Att. 2	1	Requirement # 14, could you please provide a scenario that clarifies under what circumstances a business rules would need to be customized for invoice line items?	An example scenario would be the Unit ID classification for intra business unit with agencies, for example, routing invoices to DOH Hospitals based on the selected Unit ID. It is a sub-level routing within business units.
78	Att. 2	2	Requirement # 16, could you please give an example of "special treatment"?	Examples would be Priority Vendor, Secured Business Unit (EXC, LTG), and Dollar Amount Threshold routing.
79	Att. 2	2	Requirement # 23, is this related to hosted catalogs only (do you expect the same functionality within the solution for punchout catalogs)?	Yes, it is expected that the same functionality will exist for both punch-out and hosted catalogs.
80	Att. 2	4	Requirement #46. Can you explain how the business rule "spending limits" would be applied?	The solution should provide the ability for the administrator to implement a spending limit for a user.
81	Att -5A	CAIQ	Instructions state the questions in this spreadsheet are supposed to be yes/no per their instructions in 8.2.4 but when you open the spreadsheet, there's only a space for comments, there's no column for yes/no. May we add a column for yes/no?	Instructions relating to this section of the RFP were modified by Purchasing Memorandum dated 2/13/14. Per the Purchasing Memorandum, please use the Comment box to first respond "yes" or "no", and then continue with your description or explanation, as applicable. Purchasing Memorandums are available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .
82	General	N/A	In the Marketplace you will be providing to various users, will the catalog and contracted item pricing be consistent for all agency users, or will they be unique to each agency or a set of them?	Yes, in general, the pricing of items on centralized contracts will be consistent for all Authorized Users. There may be instances where pricing may vary by Region, but in these cases it would be acceptable for the catalog to include all pricing, rather than be customized to each Authorized User.
83	General	N/A	Do the agency entity roll up to common GL structure? If not, would it be possible to provide the list of agencies that have different GL structures?	Aspects of the State's accounting classification structure are standardized and aspects are agency-driven and additional information can be found at: http://www.osc.state.ny.us/agencies/guide/MyWebHelp/content/V/3/A.htm .
84	General	N/A	I just quickly reviewed the introduction of the RFP and would like to know if I need to return the first two pages (the Acknowledgement) of the RFP 22763 before submitting the proposal, should we decide to bid on this RFP, do we submit this form along with the proposal?	Per Section 8.1, Pages 1 and 2 must be completed and signed and included as part of the Administrative Proposal. If a Bidder does not intend to submit a response to this solicitation, there is a section on Page 1 for the Bidder to complete and return to OGS as well.
85	General	N/A	We like to request for an extended due date.	The State declines to make the requested change.
86	General	N/A	Can you send us the FileNet P8 slides. it was difficult to see during the Webinar; especially the one he called it "Spaghetti chart.	The Pre Bid Conference Presentation is available at: http://www.ogs.ny.gov/purchase/biddocument/22763rfp_PreBidConference.pdf
87	General	N/A	Can an organization respond to Lot II without responding to Lot I?	No, a Bidder must bid on both Lots to be considered for contract award. Any Bidder that fails to bid on both Lots will be deemed nonresponsive and disqualified. However, partnering or subcontracting is permitted.
88	General	N/A	How many total users do you anticipate?	At Present, NYSPro manages approximately 1300 centralized procurements, which includes contracts that have been awarded to multiple vendors. NYSPro also supports contracting activities for over 60 State Agencies, as well as approximately 4,000 local government entities and other Authorized Users.

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89	General	N/A	Will a copy of the deck be provided if requested?	The Pre Bid Conference Presentation is available at: http://www.ogs.ny.gov/purchase/biddocument/22763rfp_PreBidConference.pdf .
90	1	6	Is it possible to remove the Lot 1 and Lot 2 response requirement and allow vendors to respond to either Lot 1 or Lot 2?	No, a Bidder must bid on both Lots to be considered for contract award. Any Bidder that fails to bid on both Lots will be deemed nonresponsive and disqualified. However, partnering or subcontracting is permitted.
91	General	N/A	I am reviewing the RFP 73500 and it appears that this is a bid for vendors that can setup the infrastructure for an eProcurement site within the state of New York. Can you confirm this?	Please refer to RFP #22763 under Group #73500 for the full requirements of this solicitation. All materials are available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .
92	General	N/A	Do you want, for the electronic versions, total of six (6) Flash drives - two for each of the Administrative, Technical and Financial Proposals?	Yes, in accordance with Section 10.1 of the RFP, Bidders must submit two (2) original hard copies and two (2) electronic copies of each part of the bid (Administrative, Technical, and Financial) for a total of six (6) original hard copies and six (6) electronic copies. Please refer to Section 10.1 of the RFP for details.
93	General	N/A	Are Bid Conference Slides to be provided to attendees?	The Pre Bid Conference Presentation is available at: http://www.ogs.ny.gov/purchase/biddocument/22763rfp_PreBidConference.pdf .
94	General	N/A	Is teaming or subcontracting allowed; specifically subcontracting some of the integration work for Lot 1 that we might need help on.	Yes. While the intent of this procurement is to enter into a single centralized contract with the awarded Contractor, subcontracting or partnering is permitted, provided that the Contractor retains primary responsibility for any work to be performed by any partners or subcontractors.
95	General	N/A	Which State Agencies / Entities / Stakeholders will be represented on the evaluation team?	The State's evaluation may include representatives from various agencies, including but not limited to: OGS, BSC, SFS, ITS and DOB.
96	General	N/A	Could you please describe the business processes related to invoicing that will take place in FileNet and PeopleSoft? For example, if an xml invoice is submitted through the marketplace solution to the State; please describe what will happen next in FileNet and then PeopleSoft. Is the xml invoice data just archived in Filene or is there an end user review / approval process that happens before AP reviews and approves payment in PeopleSoft. Basically walk us through the business process from e-invoice receipt to payment. If an invoice image file (not data) like a .pdf is submitted via the marketplace, does that image file need to be transferred to Filene as well?	Electronic invoices will be sent through the solution into FileNet OR SFS, based on whether the invoice is a BSC or non-BSC agency. BSC agency invoices will go through FileNet first for payment approval, then SFS. Non-BSC agency invoices will go directly from the solution into SFS eSettlements. Invoice formats, as defined by solution, may have attachments, as applicable. Payments of all invoices would occur in AP module.
97	Pre-Bid Conference	N/A	Can you talk about your vision for authorization/authentication of users? Suppliers - will they be part of NY Directory Service? For local counties and cities?	The NYS Directory Service is the State's preferred method for authorization/authentication; with support for SAML. However, other methods may be proposed for the State's consideration, based upon the Bidder's experience or best practice.
98	Pre-Bid Conference	N/A	What is current status of FileNet implementation at BSC?	The current FileNet implementation for BSC is in beta testing mode and undergoing system integration tests.
99	General	N/A	Can you please let me know where I can find a list of primes for this bid?	A list of attendees at the Pre-Bid Conference has been posted and is available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .

RFP 22763 Bidder Questions/Inquiries
March 6, 2014

Question #	RFP Section #	RFP Page(s) #	Question	Response
100	3.2	10	Is PeopleSoft ePro currently being utilized and are there plans to further utilize this technology?	Today, ePro is being utilized to allow Agency users to enter Requisitions.
101	4.3	13	The new proposed solution is required to integrate with FileNet...will all Invoices and Purchase orders going forward for the State as well as all entities be housed in FileNet? and are there plans to store any other documents in FileNet?	SFS, upon creation of a PO from a Requisition, would dispatch a PO to MarketPlace, the PO would then need to be acknowledged by the vendor in the MarketPlace and that acknowledgement would potentially be sent back to SFS. Invoices would be submitted from MarketPlace to SFS eSettlements following the SFS elnvoice standards. FileNet is intended to capture invoice and purchase order attachments and is otherwise intended to serve as an enterprise document management system.
102	General	N/A	Can we get extension of Bid Due/Bid Opening date by at least 2 weeks?	The State declines to make the requested change.
103	1.1	6	Can we only bid for Lot I & leave Lot II as we can't provide both the solutions?	No, a Bidder must bid on both Lots to be considered for contract award. Any Bidder that fails to bid on both Lots will be deemed nonresponsive and disqualified. However, partnering or subcontracting is permitted.
104	1.1	6/Att. 2	If we can't fulfill all the mandatory technical requirements and mentioned feature sets are we eligible to bid? We don't have any similar prebuilt COTS system available with us and we will mostly need to build the application from start for you and can complete the development in 2 years based on Mandatory features mentioned and other features as listed in the RFP. Is this mode of work and response acceptable as we can't provide any demo of similar system running in any client end though we can provide example of other type of ERP and CRM systems.	Bidders may propose extraneous terms or bid deviations in accordance with Section 10.1 of the RFP and Appendix B Section 13. However Bidders are advised that deviations or exceptions to requirements deemed material may render a bid nonresponsive and result in disqualification from award. If a Bidder's proposed solution does not meet all material requirements of the RFP, including the mandatory technical requirements in Attachment 2, the bid may be deemed nonresponsive and disqualified.
105	8.2.4	27	CAIQ Security Questionnaire - How to Answer Attachment 5A as in that attachment we can't find options for marking "Yes" or "No"?	This section of the RFP was modified by Purchasing Memorandum dated 2/13/14. Per the Purchasing Memorandum, please use the Comment box to first respond "yes" or "no", and then continue with your description or explanation, as applicable. Purchasing Memorandums are available at: http://www.ogs.ny.gov/Purchase/Biddocument/22763bid.asp .