

**Marketplace Catalog &
eInvoicing RFP
Pre-Bidder's Conference**

February 13, 2014



**Andrew M. Cuomo
Governor
State of New York**

**RoAnn M. Destito
Commissioner
Office of General Services**

General Information

- If you have not done so already, please sign in at the registration desk located just outside the conference room door
- Copies of agenda have been distributed
- Timekeeper has been designated to keep us on track
- Restroom and water fountain locations
- Emergency evacuation routes
- Silence all cell phones and if you must make a phone call, please exit the room and do so quietly
- Please keep side conversations to a minimum (partnering to be done outside of this meeting time)

Ground Rules

New York State Procurement Lobbying Act:

- State Finance Law §§139-j and 139-k
- Certain restrictions on communications between OGS and Bidders during the “Restricted Period”
- All communication must be directed to the designated contacts identified in the RFP, via the following email address:

NYSPro.Catalog.eInvoicing@ogs.ny.gov

- Further information is available at: <http://ogs.ny.gov/acpl/>

Question & Answer Policy

- No questions during presentations. Time permitting, we will take questions at the end.
- Questions must be submitted in writing. 5x7 cards have been distributed for your use. Bidders participating via webinar may send questions to the designated email address, which will be monitored during today's presentation:

NYSPPro.Catalog.eInvoicing@ogs.ny.gov
- During the break, 5x7 cards and emailed questions will be collected and reviewed.
- Questions may be answered verbally, however today's verbal answers are not binding. Only the written responses published after today's conference will be the official, binding responses of the State.
- All additional questions must be submitted in writing to the mailbox designated in the RFP. Answers will be posted on the NYSPPro website and released via the Bidder Notification System.

Introductions

Moderator: Marc Kleinhenz, OGS, NYSPro Procurement Specialist

PANEL:

Name	Organization
Susan Filburn	OGS, NYS Procurement (NYSPro)
Adam Brown	OGS, Business Service Center
Colin Brady	NYS Division of the Budget
Jenson Jacob	NYS Office of Information Technology Services
Deb Snyder	NYS Information Security Office
Tyler Feane	OGS Legal Services
Rich Thomas	Statewide Financial System (SFS)
Sheila Long	OGS, NYS Procurement (NYSPro)

OGS - Office of General Services

Conference Schedule

Activity	Time(s)
Introduction	1:00-1:05 PM
RFP Overview	1:05-1:15 PM
System Landscapes	1:15-1:30 PM
Administrative Considerations	1:30-1:40 PM
Technical Proposal Submission	1:40-1:50 PM
Financial Proposal Submission	1:50-2:00 PM
BREAK	2:00-2:15 PM
Question and Answer Period	2:15-3:15 PM
Wrap-Up/Closing	3:15-3:20 PM

Presenters

Activity	Time(s)
Introduction	Marc Kleinhenz
RFP Overview	Susan Filburn Adam Brown
System Landscapes	SFS Jenson Jacob
Administrative Considerations	Sheila Long
Technical Proposal Submission	Sheila Long
Financial Proposal Submission	Sheila Long
BREAK	
Question and Answer Period	Vendors
Wrap-Up/Closing	Marc Kleinhenz

RFP Timeline

Key Dates:

<u>Event</u>	<u>Date</u>	<u>Time</u>
RFP Release	1/17/2014	N/A
Addendum- Lot II	1/24/2014	N/A
Pre-Bid Question Submission	2/6/2014	5:00 P.M. ET
Pre-Bid Conference	2/13/2014	1:00 P.M. ET
Closing Date for Inquiries	2/27/2014	5:00 P.M. ET
Intent to Bid	2/20/2014	N/A
OGS Responses to Bidder Inquiries (estimated)	3/6/2014	N/A
Submission of Bids Due/Bid Opening	3/20/2014	11:00 A.M ET
On-site Solution Demonstrations	April 2014	April 22 nd -24 th , <i>to be scheduled individually</i>

RFP Overview

RFP Overview

NYSPro released a Request for Proposal (RFP) for a Hosted Marketplace Catalog and Management Service for statewide contracts and Electronic Invoice Management Services (eInvoicing).

VISION

A hosted SaaS (Solution as a Service) that will interface with New York State's Statewide Financial System (SFS) and the State's document management solution, IBM FileNet, through a centralized contract vehicle for use by State Agencies, municipalities and other Authorized Users to seamlessly purchase goods and services in one collaborative online environment, and to automate accounts payable through an eInvoicing solution. In addition, the centralized contract will provide a full menu of "end to end" procurement solutions available for purchase by New York State Agencies and other Authorized Users.

RFP Overview

LOT I – A Hosted MarketPlace Catalog Site and Electronic Purchase Order (PO) dispatch and supplier invoice submission (eInvoicing) solution that integrates with the Statewide Financial System (SFS) and FileNet which will:

- Create a more efficient and streamlined procurement business process
- Access and purchase from statewide contracted supplier catalogs via an online site
- Provide better management of statewide contract suppliers, products, items and pricing
- Better analyze spend data to identify best savings opportunities
- Create paperless invoicing and invoice processing by enabling suppliers to submit invoices electronically
- Create the ability to process invoices with greater efficiency and accuracy, supporting timely payment settlement

RFP Overview

Lot II – A full menu of an “end to end” procurement solution service that will be available on a centralized contract for purchase by Authorized Users of OGS centralized contracts.

- eProcurement solutions across the market are invariably unique to its inherent software and architectural solutions.
- A basic procurement process that is defined and includes, but is not limited to, eSourcing (automated sourcing or bid process), Contract Management (automated supplier contracting process), eProcurement (Automated requisition to purchase order process), Vendor Management (automated supplier validation, documentation and tracking), and automated spend analysis.

RFP Overview

Lot II: The Bidder’s “end to end” procurement solution must include the following basic functionalities:

- Purchase Requisition: the integration with online vendor catalogs, which includes approving products, displaying pricing, and contract terms
- Requisition Approval: once a purchase requisition is created, it is routed for approval based on the business rules and criteria defined by the Authorized User
- Workflow Management: the management, creation of user roles, rights and permissions to follow defined business rules
- Purchase Order Delivery: the creation of Purchase Orders from approved requisitions and transmission of orders from Authorized Users to suppliers
- Receiving and Reconciliation: flipping Purchase Orders into invoices and/or delivering invoices to the Authorized Users in an automated goods receipt and reconciliation process. This includes the enablement of two or three way matching between Purchase Orders, invoices and goods receipt documents
- Reporting and Analysis: the ability of the solution to generate standard and customized queries and reports providing visibility into the transactions across Authorized Users and suppliers

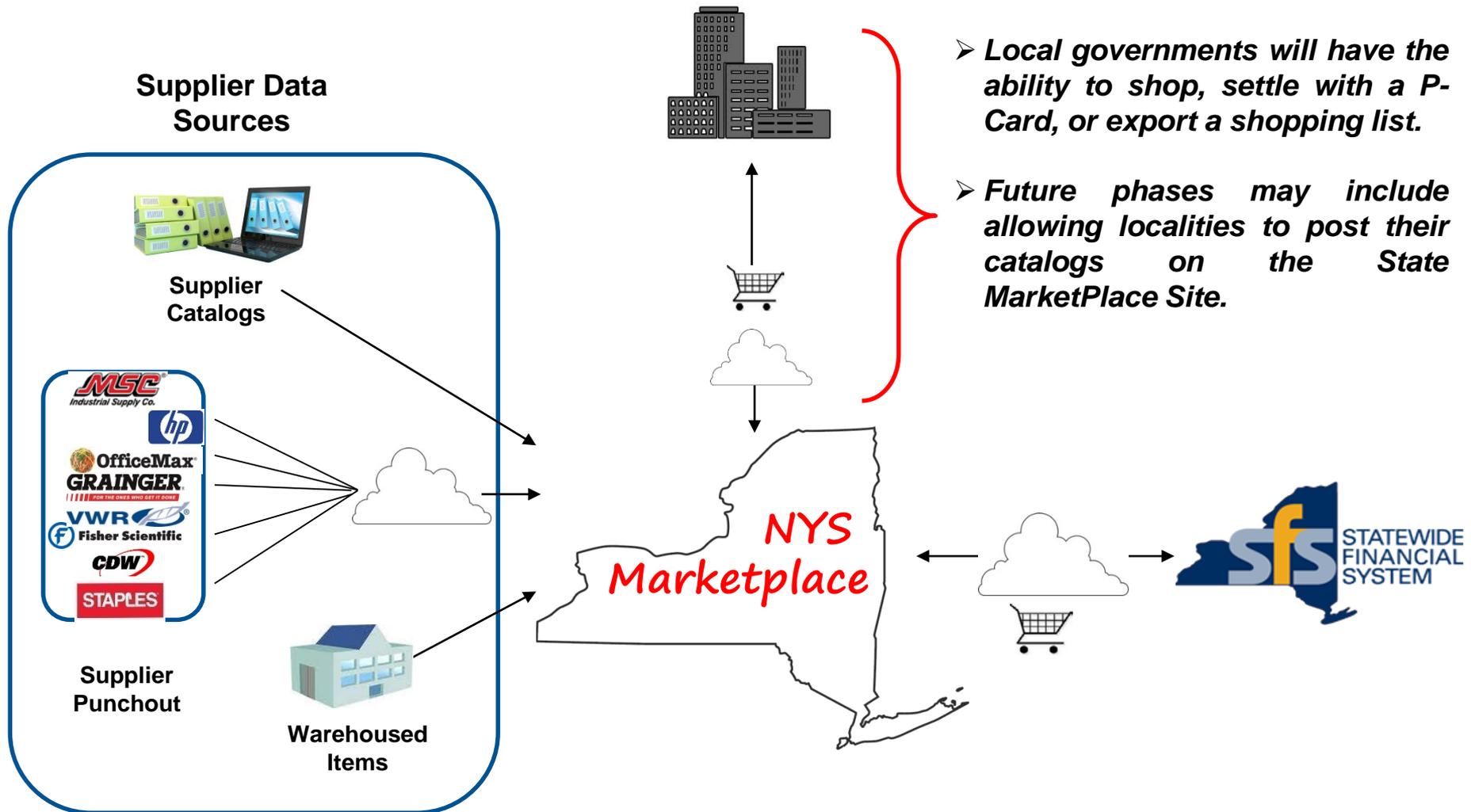
RFP Overview

The key objectives of the MarketPlace Catalog solution include:

- Establish an online hosted catalog site of goods and services provided by the State's centralized contract suppliers
- Provide technical capability to integrate the hosted catalog site functionality with the Statewide Financial System (SFS), PeopleSoft ERP (version 9.x) eProcurement software functionality
- Provide an internet based application/web page that will allow State entities that do not utilize the State's PeopleSoft system (i.e. local governments) to see all centralized contract pricing in the MarketPlace, and be able to purchase items from and settle transactions via Procurement Card (P-Card)
- Post all centralized contract information on the hosted catalog site to support a "one-stop-shop"
- Provide online catalog development, implementation, and maintenance to include establishing connections to State supplier punch-out sites
- Provide HelpDesk services and support for the online MarketPlace Catalog environment

RFP Overview

Proposed High-Level MarketPlace Integration



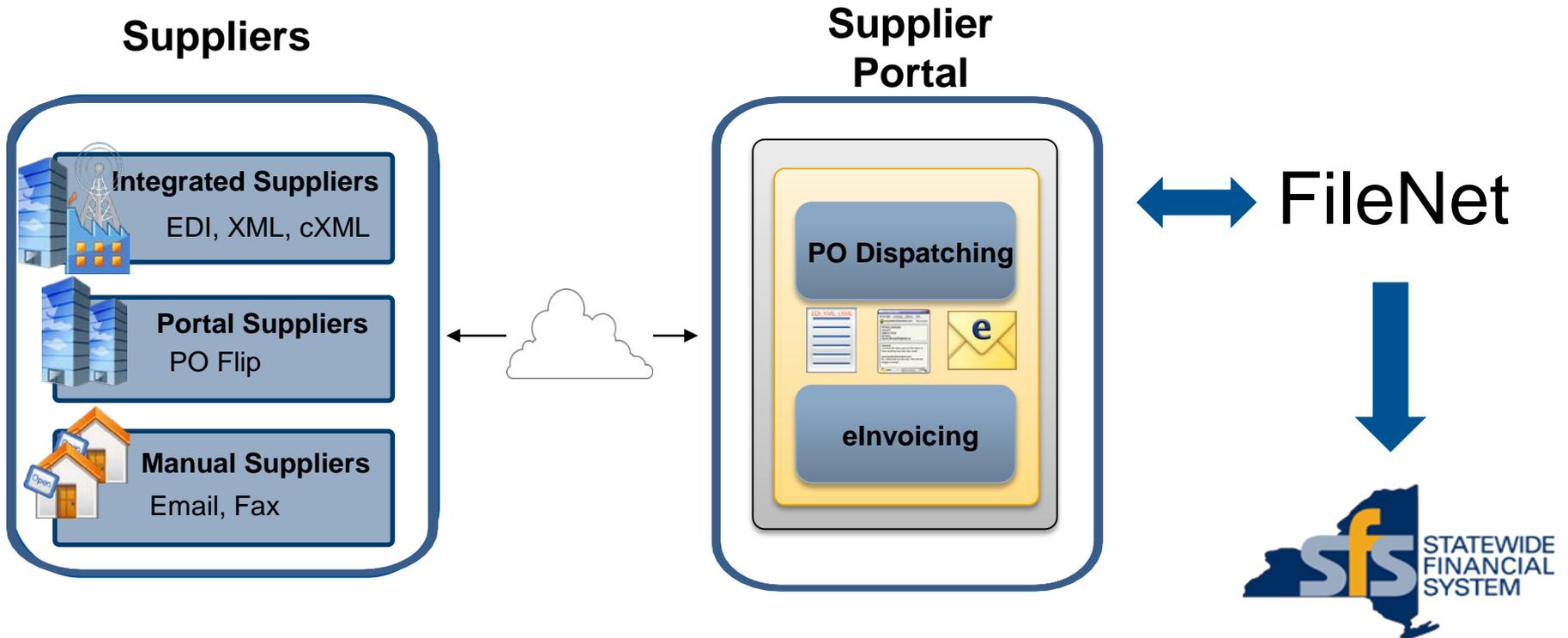
RFP Overview

The key objectives of the eInvoicing solution include:

- Enable suppliers to submit standardized invoices electronically to the State
- Integrate invoices with the NYS Statewide Financial System (SFS), PeopleSoft (version 9.x) Accounts Payable module via the eSettlements module.
- Integrate with the State's document management solution, IBM FileNet P8 Content Manager 5.1.
- Provide outreach and support for NYS designated suppliers to engage and train them on the operation of the eInvoicing solution.
- Provide eInvoicing performance reporting and intelligence capabilities

RFP Overview

Suppliers can receive POs and submit invoices in various electronic formats to the State.



Systems Landscape

FileNet

FileNet

What is FileNet p8 ?

- ❑ An IBM Product (<http://www-03.ibm.com/software/products/en/category/enterprise-content-management>)
- ❑ One of New York State's Enterprise Content Management platforms deployed to support document management and enterprise content services capabilities.
- ❑ Hosted within ITS Data Center as a multi-tiered architecture.
- ❑ Extensible Support for open standards using Web Services & CMIS.
- ❑ Supports Content-centric business process management
- ❑ Support Custom application development using FileNet P8 APIs

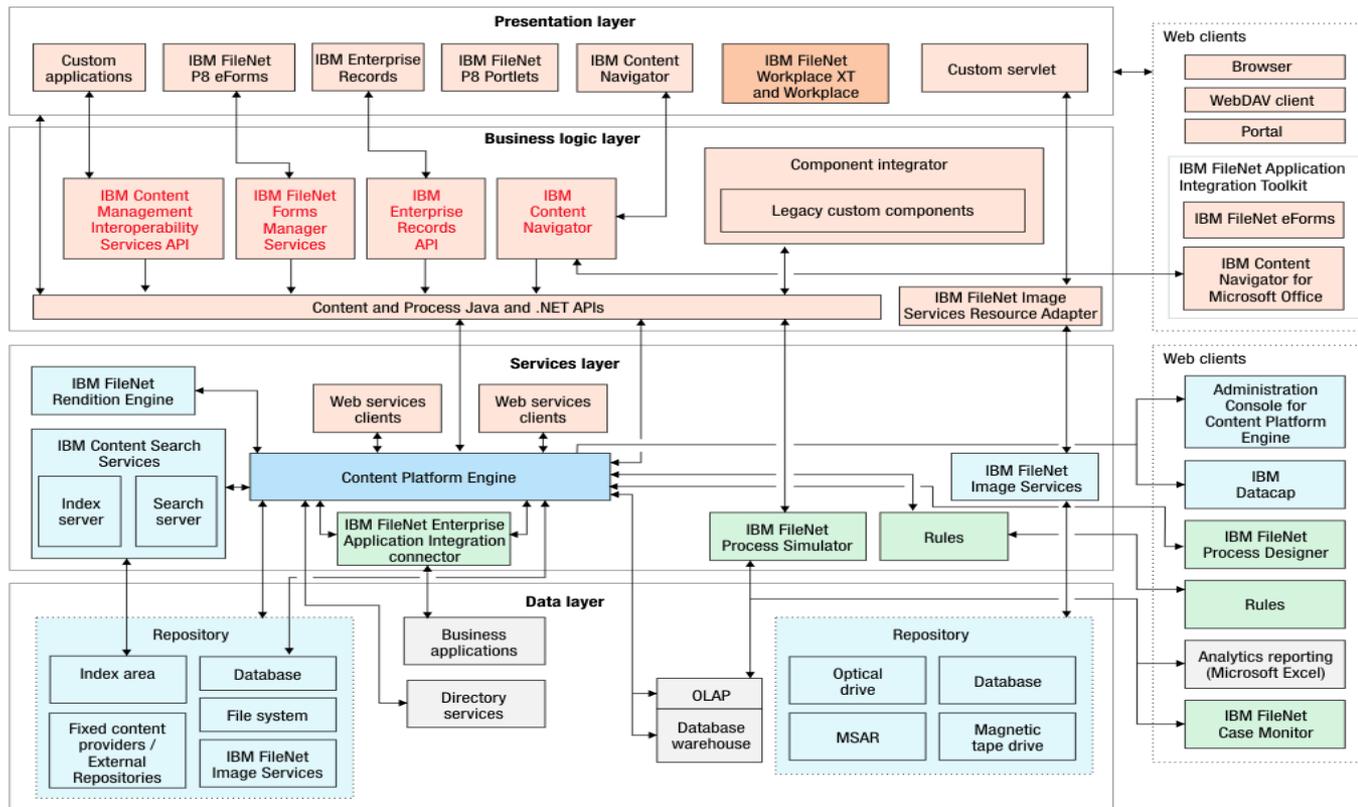


Web Services



FileNet

FileNet p8 platform mid-level view

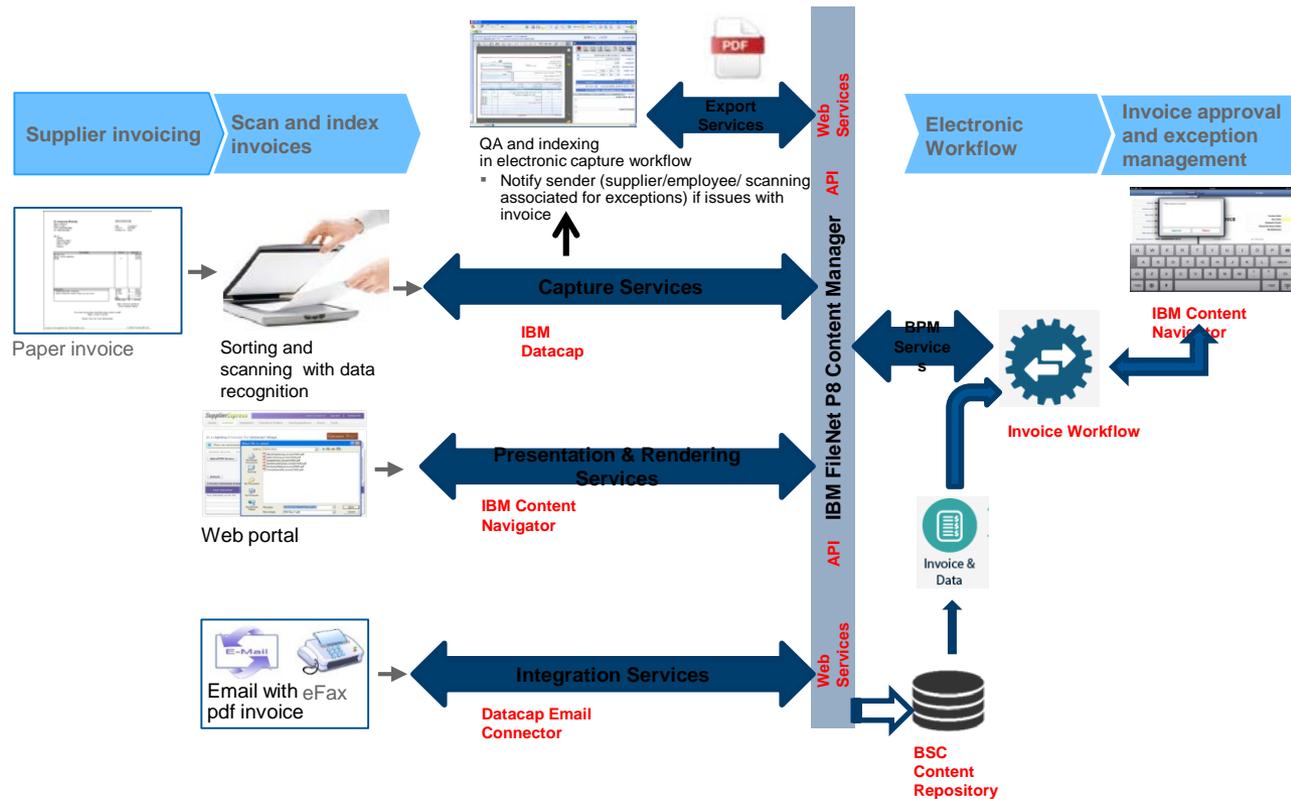


NYS eInvoicing P8 Component

- **Content Platform Engine**
 - Exposes industry standards-conformant SOAP web services
 - Service End-Point known as CEWS (Content Engine Web Services)
 - Provides support for Java & Microsoft .NET APIs
 - Integration required only with Services Layer
 - Service Transport Layer exposed for consumption

FileNet

NYS FileNet p8 invoice process for business service center (current state)





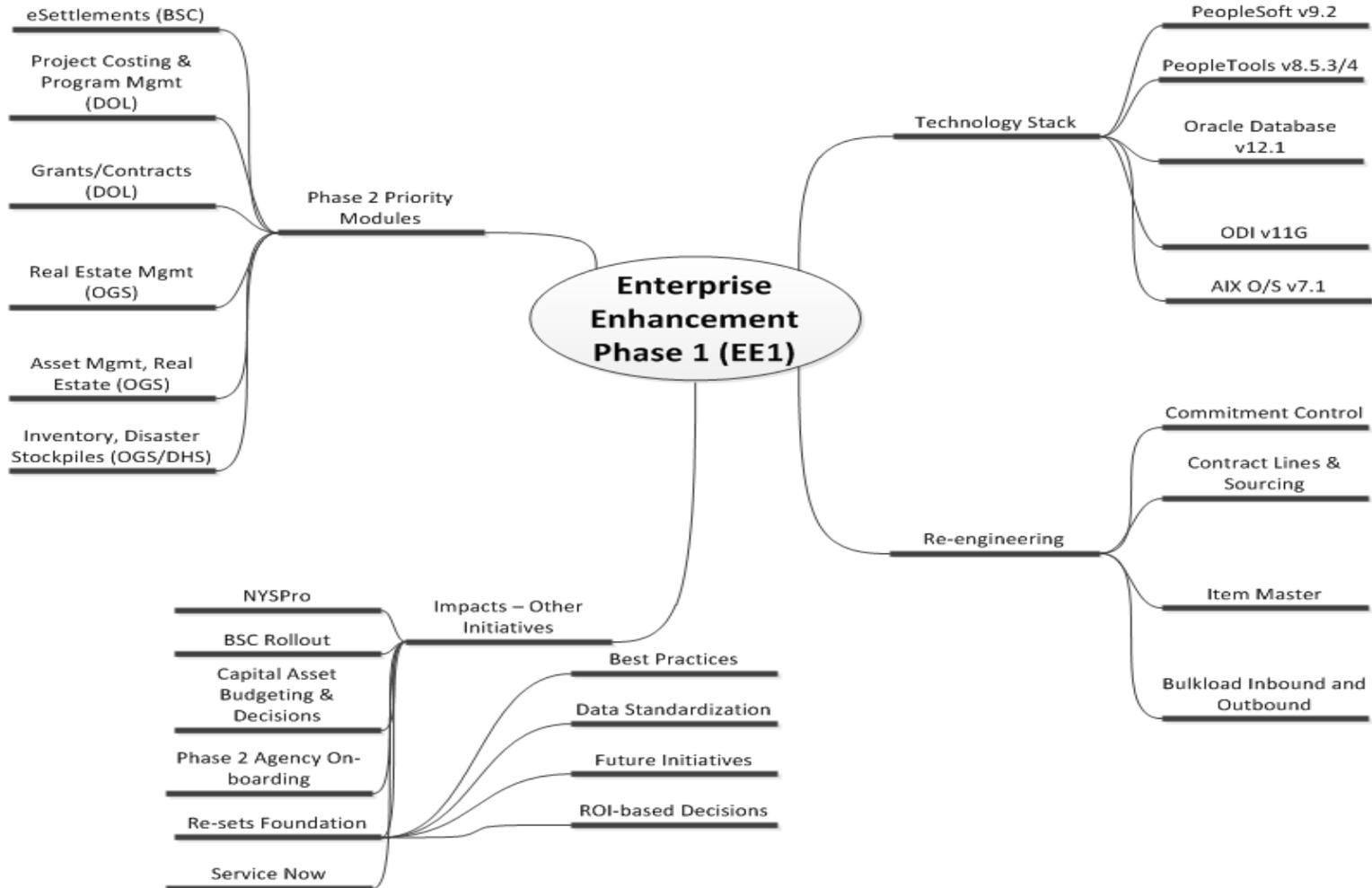
SFS Enterprise Enhancement Phase 1 (EE1)

•February 11, 2014

SFS Enterprise Enhancement

Lead/Supporting Agency
Deployment

Statewide Deployment

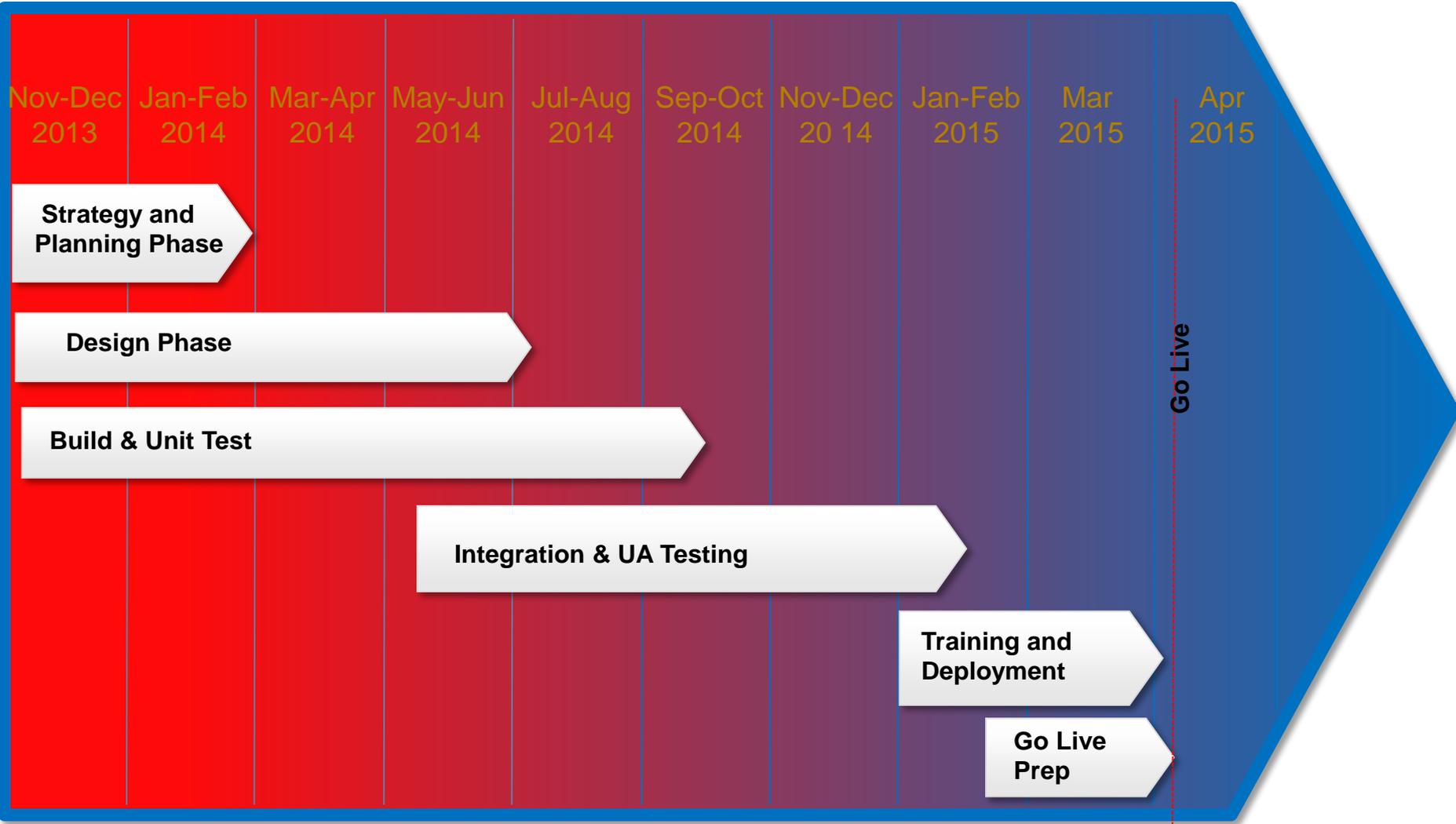


EE1 Procure-to-Pay Statewide Highlights

- Reengineer commitment control to support funds reservation at point of requisition
- Requisitioners within SFS will punchout to MarketPlace, place items in cart, then upon checkout pull back into a requisition within SFS. The requisition can then be sourced against the vendor(s) contracts and created as a purchase order(s) based on item number
- Items will be used in SFS and a State defined item number will be required; it is assumed that vendor item numbers will be mapped to NYS Item Numbers within the MarketPlace and returned to the SFS Requisition during check out process.
- Requisitions will process through workflow within SFS and successfully reserve funds before they can be sourced to a contract and a purchase order is dispatched to a vendor
- Procurement/contracting changes to support auto-sourcing from a contract line based on the item requested using the State's item number
- SFS will establish the Statewide eInvoicing standard utilizing functionality in PeopleSoft eSettlements. This will also support the routing of Invoice documents through workflow for approvals.(eSupplier remains the portal for vendors in SFS)

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- PeopleSoft Inventory module is used to manage stores of commodities and warehoused equipment

EE1 Project Timeline



Administrative Considerations

Administrative Considerations

- The Bidder should submit a proposal that clearly and concisely provides all of the information required, upon which the State will base its evaluation.
- Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and clarity of content.
- Proposals that do not comply with these instructions, or do not meet the full intent of all of the requirements of this RFP may be subject to scoring reductions during the evaluation process or may be deemed non-responsive and disqualified from further consideration for award.
- A Bidder shall be registered with the NYS Department of State as an entity authorized to conduct business in New York State.
- By submitting a proposal, a Bidder represents and warrants that, as of the date of submission of its proposal, the Bidder has completed, obtained or performed all registrations, filings, approvals, authorizations, consents and examinations required by any governmental authority for the provision of the services and that the Bidder will, in order to perform said services during the term of the Contract, comply with any requirements imposed upon it by law during said Contract term.

Administrative Considerations

A complete Administrative Proposal will consist of the following items, as further described herein:

- Completed and signed Pages 1 and 2 of the RFP (Cover Sheet and Acknowledgement Page)
- Completed Attachment 8 – Proposal Checklist
- Completed and signed Attachment 9 – NYS Required Certifications
- Completed Attachment 10 - Encouraging Use of NYS Businesses
- Commitment to obtain, or proof of compliance with Workers' Compensation, Disability Benefits Coverage and Insurance Requirements in accordance with Attachment 3 – Insurance Requirements
- Completed and signed Contractor Certification ST-220-CA
- Completed Vendor Responsibility Questionnaire For-Profit Business Entity or proof of on-line submission.

Technical Proposal Submission

Technical Proposal Requirements

- The purpose of the Technical Proposal is to provide a Bidder with the opportunity to demonstrate its qualifications, competence and capacity to undertake the engagement described herein, in a manner which complies with applicable laws and regulations, and the requirements of the RFP.
- It should specifically detail the Bidder's qualifications and experience in providing the services sought by the State.
- The Technical Proposal will consist of five (5) Sections as follows:
 - (1) Mandatory Requirements
 - (2) Executive Summary
 - (3) Implementation Plan
 - (4) CAIQ Security Questionnaire
 - (5) Solution Demonstration

Technical Proposal Requirements

I. Mandatory Requirements – Attachment 2

MarketPlace Catalog & eInvoicing Solution Requirements

LOT I Requirements

Directions: Review the requirements below and provide a detailed description in the column noted (Column D), explaining how your proposed solution meets the mandatory listed requirement(s). Your responses will be evaluated and scored as part of your Technical Proposal. Please do not change the requirement description.

New York State			
Requirement #	Requirement Description	Requirement Type	Description -- Describe, in detail, how your proposed solution meets the mandatory requirement listed.
1	Ability to integrate with PeopleSoft 9.x and establish a node-to-node interface with PeopleSoft Integration Broker using encrypted HTTP protocols (SSL/TLS) – (current is PeopleTools 8.53)	Mandatory	
2	Ability to integrate with FileNet P8 Content Manager 5.1	Mandatory	
3	Ability to establish a secure log-in mechanism, with credentials, for Authorized Users (e.g., Local Government users) to access the MarketPlace Catalog directly without navigating to the site via PeopleSoft	Mandatory	
4	Ability to enable State SFS users to access the MarketPlace Catalog through a seamless integration via single sign-on access through PeopleSoft eProcurement module based on standard PeopleSoft User Management functionality	Mandatory	
5	Ability to support roundtrip catalog punch-out requests originating from PeopleSoft through PeopleSoft Integration Broker and return back into the Statewide Financial System (SFS) with shopping cart information	Mandatory	
6	Ability to create a requisition and transfer information, including but not limited to: - Item ID – Item number from the State's Item Master assigned to the marketplace item - Unit Price – Contracted unit price for the items - Unit of Measure – ANSI compliant standard - Category Code – UNSPSC compliant - Item Description – Description of the product (256 character limit) - Quantity – Quantity of items selected for order - Contract Supplier Item ID – Supplier specific item number - Contract Number – New York State assigned contract number	Mandatory	
7	Ability to provide an extract conforming to SFS PeopleSoft specifications to update the Item Master within PeopleSoft, provide Item Master updates to PeopleSoft using Catalog Interchange Format (CIF) standards, and provide updates through PeopleSoft enterprise integration points (EIP) ITEM_SYNC and ITEM_FULLSYNC	Mandatory	
8	Ability to delineate and transmit electronic invoices into SFS PeopleSoft, using OAG protocols through PeopleSoft Integration Broker, and into FileNet (delineation will be whether the invoice is for the Business Service Center (FileNet) or other State agency (SFS))	Mandatory	
9	Ability to accept and process PO and non-PO invoices, in multiple formats, including but not limited to XML, PDF, CSV, via a vendor hosted service solution and create an electronic invoice	Mandatory	
10	Ability for suppliers to create and/or submit an invoice from an eCatalog transaction	Mandatory	

Technical Proposal Requirements

2. Executive Summary

- The Bidder must submit a comprehensive Executive Summary that includes, but is not limited to the following:
- Bidder's Approach to Providing the Solution, shall include, but not be limited to:
 - ✓ A statement of the capacity and willingness to perform the Hosted MarketPlace Catalog and eInvoicing Solutions described herein for the New York State MarketPlace (Lot I).
 - ✓ A statement of the capacity and willingness to provide an "end to end" procurement solution, to be made available as a full menu to New York State Agencies and other Authorized Users on a centralized contract basis (Lot II).
 - ✓ A narrative description providing additional information regarding how the proposal will address the requirements of this RFP. This is an opportunity for the Bidder to more fully describe how the solution meets the requirements stated in the RFP.
 - ✓ A narrative description that fully describes the technical environment in which the Bidder operates in order to successfully address technical requirements.
 - ✓ A description of how the Bidder's approach will address the interfaces with the Statewide Financial System and FileNet.
 - ✓ A description of any potential issues, problems or shortcomings that may be encountered in the State's current environment and what alternatives or modifications may be necessary to enable the implementation of the solution.

Technical Proposal Requirements

2. Executive Summary (cont.)

- Company Experience
 - ✓ A description of the Bidder's direct, prior experience in providing MarketPlace Catalog and eInvoicing solutions to clients with complex work environments and a large number of users
- Staff Qualifications
 - ✓ Demonstrate that the proposed staff possesses the necessary knowledge and demonstrated ability to provide the services required by this RFP

Technical Proposal Requirements

3. Implementation Plan

- The Bidder's strategy and approach for accomplishing the services detailed in the RFP.
- Information provided in this plan should demonstrate the Bidder's understanding of the skills and processes necessary for successfully completing the requested services described in this RFP.
- The Bidder shall provide details on implementation of this plan, and management of the challenges associated with its implementation.
- The Implementation Plan should also demonstrate the level of effort anticipated for the solution.
- The Implementation Plan should describe plans for implementing the MarketPlace Catalog and eInvoicing solution.
- The plan should include all necessary activities to perform and procedures to follow to ensure a smooth transition into the Production environment.

Technical Proposal Requirements

3. Implementation Plan (cont.)

- Project Schedule
- Risk Management Plan
- Staffing Plan
- Communications Plan
- Issues Management Plan
- Change Management Plan
- Security Strategy
- Quality Assurance Strategy
- Training Plan

Technical Proposal Requirements

4. CAIQ Security Questionnaire

- The Consensus Assessments Initiative Questionnaire (CAIQ) (Attachment 5A) provides a series of "yes or no" control assertion questions regarding a Bidder's security, intended to help organizations build the necessary assessment process for engaging with cloud providers.
- A Bidder's responses to the CAIQ will be evaluated and scored as part of a Bidder's proposal.
- In the "Comments/Notes" column, a Bidder should explain or describe its "yes or no" answers, as applicable, in order to assist evaluators in scoring the CAIQ responses.

Technical Proposal Requirements

5. Solution Demonstration

- Upon notice by the State, selected vendors will be required to demonstrate their solution in April 2014.
- The purpose of this demonstration is to impart an understanding of how specific services will be provided, to substantiate the information contained in the Bidder's proposal and for the Bidder to further explain and demonstrate its proposed solution, experience and capabilities.
- This demonstration should be conducted by key personnel such as technical staff, including project management, and the system architect.
- The State will provide a proposed agenda and demonstration criteria at such time.

Financial Proposal Submission

Financial Proposal

Lot I Proposal

- The Bidder must provide an all-inclusive cost for the 2 year implementation period. This section must include a detailed breakdown of the cost, including staffing hours and costs per hour, subscription charges and support.
- The Bidder must provide an all-inclusive cost of the ongoing, annual support and subscription services. Note: The Contractor is to assume no cost increases unless the initial annual usage exceeds 10% of the estimated values included in this RFP. The vendor will be prohibited from charging any fees or additional costs to suppliers for participation in the Marketplace Catalog/eInvoicing solution.
- The Bidder must provide a full list which breaks down all professional titles and associated hourly rates required for implementation and ongoing support for Lot I. This will be used to evaluate and project any unanticipated work outside the initial requirements. Hourly rates are to be inclusive of all labor, licenses, insurance, administrative, overhead and profit. If it is determined that any travel is required, such travel must be preapproved in writing by the Authorized User.

Financial Proposal

Lot II Proposal

- The Bidder must provide a full pricing list or matrix of all “end to end” procurement solution services which would be made available to Authorized Users under Lot II of the resulting contract
- The Bidder must provide a full list of all professional titles and associated hourly rates required to complete implementation services of the Bidder’s proposed “end to end” procurement solution under Lot II of the resulting contract. Hourly rates are to be inclusive of all labor, licenses, insurance, administrative, overhead and profit. If it is determined that any travel is required, such travel must be preapproved in writing by the Authorized User.
- The Bidder must provide pricing for the three (3) sample scenarios identified in Attachment 6 – Cost Proposal as Tier I, Tier II and Tier III. Each scenario represents a potential Authorized User of the “end to end” procurement solution services to be made available under Lot II of the resulting contract. The sample scenarios are used for evaluation purposes only and do not represent guaranteed purchases or commitments of actual contract use. For each sample scenario, the Bidder must provide an annual subscription cost based on the sample data provided.

Financial Proposal

- The Bidder may attach separate pages to or use additional tabs on Attachment 6 – Cost Proposal, as necessary, in order to provide the full pricing list or matrix of all “end to end” procurement solution services offered and the full list of all titles and hourly rates required to complete Lot I or Lot II services.

MWBE

- The Bidder must also include the following as part of their Financial Proposal:
 - Completed and signed Form EEO 100 (Equal Employment Opportunity Staffing Plan (Appendix C))

Method of Award/Evaluation Process

- Administrative Proposal: Pass/Fail
- Technical Proposal: 60%
- Financial Proposal: 40%
- Technical Proposal
 - Mandatory Technical Requirements: 25 points
 - Executive Summary: 5 points
 - Implementation Plan: 10 points
 - CAIQ Security Questionnaire: 10 points
 - Solution Demonstration: 10 points
- Financial Proposal
 - Lot I – Implementation Period Costs: 15 points
 - Lot I – Ongoing Support and Subscription Costs: 15 points
 - Lot II – End to End Procurement Solution Costs: 10 points
- Maximum Total: 100 points

Format and Content of Bid Submittal

- Three (3) separate parts: Administrative, Technical, Financial
- Each part separately labeled and sealed
- 2 original hard copies and 2 electronic copies of each part
- Do not include any cost information in the Technical Proposal
- Do not include any technical or administrative information in the Financial Proposal
- Any exceptions to the State's terms and conditions must be submitted separately as Extraneous Terms
- The State will not consider any exceptions to Appendix A or any material and substantive exceptions to Appendix B

BREAK