

ADDENDUM 1
Issued March 6, 2019
To
State of Washington
Office of Financial Management
One Washington
ERP SaaS Procurement Assistance Services
OFM 19-200

Dial In instructions Bidder pre-proposal conference (Optional attendance):

Date: March 12, 2019

Time: 3:30p.m. to 4:30 p.m. local time, Olympia, WA

Dial In: [Join Skype Meeting](#)

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[1 \(360\) 407-3796](#)

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Conference ID: 3190017

QUESTIONS AND ANSWERS

The questions and answers below are a partial list of those received to date. The remainder will be provided no later than at the pre-proposal conference for this procurement.

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

ANSWER: This procurement is open to all vendors who meet the requirements stated in the competitive procurement document.

2. Whether we need to come over there for meetings?

ANSWER: See section 3.2 State Expectations of ERP SaaS Procurement Assistance Firm Staffing (M). It is expected that OCM Services Consultants will be collocated onsite in Olympia with the One Washington program team for a minimum of four (4) full Business Days per week during core business hours.

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

ANSWER: See section 3.2 State Expectations of ERP SaaS Procurement Assistance Firm Staffing (M). It is expected that OCM Services Consultants will be collocated onsite in Olympia with the One Washington program team for a minimum of four (4) full Business Days per week during core business hours.

4. Can we submit the proposals via email?

ANSWER: See section 2.25 Format of Proposals and Proposal Contents (M) for instructions on how to submit proposals.

5. Is the winning bidder prohibited from bidding on any future phase of the One Washington project, for example the Data Integration and Business Intelligence phases that will roll out in future years? I understand bidders cannot bid on ERP implementation. But curious on other work streams.

ANSWER: It is too early in our process to determine this. This will be determined by the actual solution that is selected. For example, depending on the selected vendor at the end of the ERP process, BI or Data Integration may be part of the solution.

6. Please confirm that the vendors bidding on and/or selected for ERP SaaS Procurement Assistance Services will not be precluded from providing ERP expertise in the upcoming procurement noted on page 10 of the CP.

ANSWER: As set forth in the Introduction section of the CP document: The ERP SaaS Procurement Services firm will ***not*** be allowed to respond to the ERP SaaS Solution procurement.

7. Has One Washington had any interaction with the SaaS vendor community pre-procurement? If so, can you please describe the work done to date?

ANSWER: Interaction with the SaaS vendor community has included discovery and planning activities. In the spring of 2018 ERP vendors were invited to give high level on-site demonstrations to state agency key staff to provide them with foundational knowledge of what an ERP system could do to support their business processes.

8. The OFM website indicates that the output of the capabilities workshops will be used in the SaaS procurement. Is this still anticipated to be true? And if so, can you describe how the materials will be utilized? (*From One Washington Website: In those workshops agencies collaboratively identified the business capabilities that are common across the state enterprise and which will be used in the competitive procurement process.*)

ANSWER: Yes. One Washington expects to collaborate with the chosen firm as to exactly how the output of the workshops will be incorporated into the procurement process.

9. The CP *implies* that the current plan is for a single RFP selected an integrated SaaS ERP product procurement. Can you verify that this is accurate?

ANSWER: One Washington expects to publish a single competitive procurement for an ERP SaaS solution incorporating all four functional areas: Finance, Procurement, HR/Payroll, and Budget.

10. How did OFM determine the need for 2 individuals to be onsite for 4 days a week? Beyond the deliverables, are there other expectations for these staff?

ANSWER: The individuals under SOW 1 are expected to provide leadership and actively participate in the activities required to produce deliverables under SOW 2. In addition, these individuals may participate in and lead activities under subsequent SOWs, and are expected to have a continual and consistent presence to support the One Washington complex IT procurement strategy and process. The need for 2 individuals is based on One Washington's expectation that during the development of the procurement documentation, the execution of the process, the contract negotiations, etc. the workload will be dynamic and will need substantial face-to-face interaction between the chosen firm and the One Washington team and stakeholders.

11. The CP indicates that the team must be onsite in Olympia 4 days a week and we recognize that OFM is strongly sending the message that this work needs to be done collaboratively with the state and that critical work must be

done onsite. We agree with this principal. However, the schedule and work effort of a procurement project of this nature ebbs and flows as demonstrated in Appendix D. In order for travel costs to be efficient and for OFM not to pay for unnecessary on-site time (when less than 4 days of work is required), we respectfully request that OFM allow the contractor to propose an approach to the deliverables that will result in quality deliverables in accordance with the deadlines and will provide onsite time when necessary. Would One Washington consider altering the CP to allow this adjustment?

ANSWER: The procurement document considers this question in the third paragraph of section 3.2 State Expectations of ERP SaaS Procurement Assistance Services Firm Staffing (M). Specifically the paragraph states (emphasis added):

“It is expected that ERP SaaS Procurement Assistance Services Consultants will be collocated onsite in Olympia with the One Washington program team for a minimum of four (4) full Business Days per week during core business hours. **Offsite resources may be considered if project savings can be achieved without reducing team productivity and effectiveness. Final staffing, including staff location decisions, will be made by the State and negotiated as part of the SOW process.**”

12. What purpose does One Washington hope to achieve with the holdback provisions of the contract?

ANSWER: As stated in the CP, section 2.15 Holdback (M) the purpose of the holdback is ensure satisfactory performance for deliverables.

13. It is assumed that the procurement strategy will define how many RFPs will need to be released to achieve the desired outcomes. Given this, – how are vendors to respond to the pricing requirements in SOW2?

ANSWER: OFM expects to release a single competitive procurement document for an ERP SaaS Procurement. With respect to pricing, see the section titled *Compensation and Payment* in SOW2.

14. Does OFM intend to utilize this umbrella contract for future SOWs?

ANSWER: This CP is solely for services to develop and conduct the procurement for ERP SaaS solution. This is intended to be a single procurement process. Additional SOWs for services within the scope of that effort may, at OFM’s option, be executed with the chosen firm.

15. Can you share the composition of the evaluation team for this procurement (types of roles and agencies involved – **not names**)?

ANSWER: The evaluation process is confidential, including the makeup of the evaluation team. OFM will not disclose this information at this time.

16. Who is included on the evaluation and selection team for the ERP SaaS solution?

ANSWER: The evaluation process is confidential, including the makeup of the evaluation team. OFM will not disclose this information at this time.

17. Has One Washington participated in any educational software demonstrations with ERP SaaS vendors in the past 12 months?

ANSWER: Yes. In the spring of 2018 ERP vendors were invited to give high level on-site demonstrations to state agency key staff to provide them with foundational knowledge of what an ERP system could do to support their business processes.

18. At Page 42 of 50; Section 4.3.3 Rate Card Appendix G - Rate Card Response Template. Offerors are required to provide an hourly rate for each position. For companies who do not serve clients on an hourly or cost reimbursable basis and do not have individual hourly rates available, please confirm that OFM will allow offerors

to propose alternate rate structures such as all-inclusive weekly team-based rates to support firm-fixed price projects for the work to be performed.

ANSWER: Pricing in Appendix G is used to calculate points and must be provided as requested. In addition, it will be the basis for negotiating and refining SOWs. Please respond to the pricing in the manner requested.

19. At Appendix B – Sample Contract Appendix C.1 SOW1 and Appendix C.2 SOW2. A Firm-Fixed Price can be offered using weekly team rates instead of individual staff hours and individual hourly rates. By performing on a firm fixed priced basis, this provides price certainty to OFM while guaranteeing performance and shifting risk to the contractor.

Can OFM please confirm that work performed under SOW1, SOW2 and potential future SOWs under this Agreement can be priced on a Firm-Fixed Price basis for deliverables or milestones?

ANSWER: Please respond to the pricing in the manner requested.

20. The following text is from page 4 of Appendix C.2 Statement of Work 2:

Optional: If due diligence demos are determined necessary, the Contractor will facilitate the due diligence demos with the purpose to resolve any unanswered questions or concerns that may have arisen from the demos and evaluation process.

Please describe where the optional due diligence demos should be included in the price.

ANSWER: One Washington relies on the expertise of the bidders to determine the likelihood of needing these demos and the typical level of effort. Based upon that likelihood, bidders should incorporate it into their price response.

21. Regarding the **Pricing Details: Staffing** table on page 8 of Appendix C.2 Statement of Work 2, how should the pricing table be completed? Below, we have provided two examples of how the “Procurement Assistance Practitioner(s)” section might be completed. Are both examples acceptable to the State? If not, which example is acceptable?

	Role	Name(s)	Deliverable	Activity/Activities	Hours	Rate	Total
<i>Cost Example 1</i>							
1	Procurement Assistance Practitioner(s)	<i>Cons #1 Cons #2 Cons #3</i>	Key Requirements and Services	• <i>Serve the state</i>	<i>300</i>	<i>\$100</i>	<i>\$30,000</i>
<i>Cost Example 2</i>							
1	Procurement Assistance Practitioner(s)	<i>Cons #1</i>	Key Requirements and Services	• <i>Serve the state</i>	<i>50</i>	<i>\$100</i>	<i>\$5,000</i>
		<i>Cons #2</i>		• <i>Serve the state</i>	<i>100</i>	<i>\$100</i>	<i>\$10,000</i>
		<i>Cons #3</i>		• <i>Serve the state</i>	<i>150</i>	<i>\$100</i>	<i>\$15,000</i>

ANSWER: It appears that you are asking whether you should provide a consolidated rate or individual rates for the practitioners proposed. Please provide individual rates (cost example 2).