

RFP-

Vendor Performance Evaluation System

Questions- Due 11/18- **Answers due 11/22**

1. Do you expect this to be a product offering or can it a solution that we build specifically for you?

Answer- We expect this to be a product offering that will meet LIPA's requirements with minimum or no customization.

2. We have proven experience in providing custom web application development and consultation services to various local Government and Municipalities, but we don't have any references on exact scope related to this RFP. Can we still participate in this solicitation?

Answer: Yes. Any capable vendor is welcome to participate in the solicitation. However, vendors will be evaluated according to the parameters listed in the RFP.

3. Do you expect to use any BI tools such as PowerBI, tableau for the dashboard?

Answer: Yes

4. Any specific preference in terms of technologies?

Answer: No preference- please refer to the requirement in the FRFI

5. Is the system expected to be public facing?

Answer: Yes

6. What are all the different roles and responsibilities of the internal users?

Answer: Owners/Viewers/Editors

7. Please provide details on the **input data information** - size, data dictionary, layouts, connection type, where is it hosted, etc.,

Answer: Should be defined as part of data management requirements

8. Do you expect to generate/export any reports? If yes, please mention the desired format.

Answer: PDF:Excel

9. Any Post-release support needed after go-live as maintenance & enhancement-mode?

Answer: Yes

10. Hosting preferences - Is cloud ok?

Answer: yes

11. What is the anticipated project kick-off date?

Answer: Some time in the first quarter of 2020

12. Do we need to allocate any on-site resources for this project apart from the implementation and training time?

Answer: If the system is easy enough, there should be no need for this.

13. Is the project funded? If yes, what is the overall budget associated with the project?

Answer: Yes. LIPA expects to pay approximately \$50,000/year.

14- The System "see scores assigned by others in the industry (outside of LIPA)." How will this information be provided? Does LIPA have an agreement with outside source to provide this information or do we have to obtain this information as part of the requirement for development this system?

Answer: Please propose an approach based on your experience.

15- "System must be able to integrate to LIPA's ERP systems". What type of interface will be provided ("API") to integrate data from or to the LIPA ERP Systems? and will the Vendor Performance Evaluation System be consuming data or pushing data to the LIPA'S ERP system.

Answer: Consuming Data

16- "System must support customized labeling with LIPA'S desired look and feel". Does this mean that the user interface (Dashboard) must look like the current LIPA system?

Answer: Yes

17- Any specific guidelines on which login features to implement when using Azure AD or will it be up to the developer to choose the login features?

Answer: TBD

18- Per Section VII. Proposal Requirements, A.3., which states, "The Proposed shall provide two (2) account references for work similar to the services described in the scope of services for this RFP. References should include work performed within the last two (2) years ending October 10, 2018."

Is October 10, 2018, the correct date for reference?

Answer: the correct date should be before the due date of the RFP- 12/4/19

19-Section II – Submission: do we need to submit 5 copies of each form and attachment or just 5 copies of the technical proposal and 1 signed copy of each form?

Answer: Only one original signed copy of each form is needed. The other 4 can be a copy of the original.

20- Section V. Requirement 2 - What is the purpose of the desired ERP integration? What information would you like to be pulled/pushed to/from the ERP? Which ERP system does LIPA utilize?

Answer: Microsoft Dynamic 365 (F&O)- One way integration, pulling vendors/contracts related data

21- Section V. Requirement 7 – can you further elaborate this requirement?

7-“ system must support customized labeling with LIPA’s desired look and feel”

Answer: Must be able to adopt LIPA’s Website template (Logo/Brand)

22- Section VIII A - Can LIPA provide exact evaluation weights on the cost criteria and the non-cost criteria?

Answer: LIPA’s standard criteria uses 70 points for technical, 30 for cost.

23- Section IX A.4.7 - On the RFP website, there are forms 100, 101, 102. There is no reference of Form 103 or EEO forms. There are 19 listed forms on the Website, and only 11 listed in Section IX.A.4. As the website and this section IX.A.4.7 contain contradictory information, can you please confirm the full list of forms that we need to include with our response?

Answer: There are a total of 19 documents listed under the FORMS of on page 3 of the RFP. However, they are not all forms. The only mandatory forms to be submitted with the response are the ones below:

1. Proposers must fully execute the following forms (posted on the RFP website) and submit with its proposal: 1). MacBride Fair Employment Principles; 2). Non-Collusive Bidding Certification; 3). Contractor Disclosure of Prior Non-Responsibility Determinations; 4). Contingent Fee Certification; 5). NYS Vendor Responsibility Questionnaire (please find form at <http://www.osc.state.ny.us/vendrep/> and include with your firm’s response; 6). Diversity Questionnaire; 7) Form 100, 101, Workforce Employment Utilization- Form 103 and EEO Forms -Form 102 and Sexual Harassment Policy Form.

24- Section IX A.4.7 - How do we include the NYS Vendor Responsibility Questionnaire with our response? Are we supposed to provide a link?

Answer: If your firm’s Vendor Responsibility Questionnaire is available on the state’s website, then you don’t need to submit a printed copy, just indicate so in your response.

25- Does the authority currently utilize a solution for Contract Management/repository?

Answer: No

26- Would the authority be interested in a solution that contains both Contract Management and Vendor Performance Evaluation?

Answer: This RFP for a Vendor Performance Evaluation System only.

27- When is the desired go-live date for this project?

Answer: See answer to question #11 above.

28- Has this project been budgeted? If so, what is the approved budget?

Answer: Yes.