



State of Rhode Island  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 574-8100 Fax: (401) 574-8387

January 30, 2018

<b>ADDENDUM # 1</b>
---------------------

**RFP: 7585487**

**Title: PRE-AWARD GRANTS MANAGEMENT SOFTWARE SYSTEM - RIC**

**Submission Deadline: Tuesday, February 13, 2018 @ 10:00 AM EST.**

---

**Notice to Vendors:**

**Attached are the vendor questions with state responses. No further questions will be entertained.**

**Question 1:** Is there a Word or Excel version of the System Requirements section of the RFP available? I downloaded the PDF, but would like to be able to type my comments directly into the table if possible.

**Answer 1:** Yes, an excel file will be posted to our website.

**Question 2:** Does Rhode Island College (RIC) have a budget for its grants management system?

**Answer 2:** Funding has been allocated for this project. Details on funding are not available to vendors.

**Question 3:** What is RIC's anticipated timeline for holding finalist presentations and selection of vendors?

**Answer 3:** We anticipate vendor demonstrations toward the end of March and a decision to be made around mid-April.

**Question 4:** What system does RIC use for pre-award grants management today?

**Answer 4:** We have no system. Post-award functions are done in Oracle's PeopleSoft Financials' grants module.

**Question 5:** What are the top 3 goals/objectives for the new grants management system?

**Answer 5:** (1) Allows the pre-award office to manage and oversee every proposal at all stages of pre-award through to submission; (2) supports electronic routing of templates, proposal applications and customized documents for internal review, approvals and collaboration and (3) provides both online and telephone support, following completion of person and online training

**Question 6:** Regarding p. 5 of the RFP, what is the dollar amount of internal grant awards distributed?

**Answer 6:** Approximately \$100,000 - \$150,000 annually

**Question 7:** Regarding p. 5 of the RFP, is the primary purpose of the pre-award grants management system to manage the grants RIC receives from funders or to manage grants distributed internally or both?

**Answer 7:** The primary purpose is to manage grants/proposals to external sponsors, both public and private. The internal grants management is strictly secondary in nature and not the focus of this RFP.

**Question 8:** How many separate grants management programs, forms, and workflows does RIC have today?

**Answer 8:** All pre-award activities are now done on excel spreadsheets and through shared drives: one for pending applications, one for current awards, one for closed awards, etc. Separate excel worksheets track proposal applications at various stages of internal review, award set-up, etc. At the time of award, grants are entered into the Oracle PeopleSoft Financials' system for grant accounting's post-award functions.

**Question 9:** Does RIC utilize external reviewers in its grantmaking?

**Answer 9:** Not at this time, although that may be considered in the future.

**Question 10:** What is the total number of internal staff users that RIC envisions using the grants management system?

**Answer 10:** The pre-award office is now two staff, soon to be up to five. Depending on functionality, post-award (2-3 people) may have limited access and use. Our Office of Sponsored Programs (OSP) is in a growth phase; we require a system with flexibility to grow along with us.

**Question 11:** What financial system does RIC use to manage funds? Is an integration with the grants management system needed with this system?

**Answer 11:** Post-award is done in Oracle's PeopleSoft Financials' system and its grants module. We hope to integrate the systems as much as possible.

**Question 12:** Regarding p. 13 of the RFP, Question 3.1.11, can RIC please provide additional information on its vision for system to system submission to grants.gov and research.gov? What kind of system to system integration is being sought here?

**Answer 12:** We are looking for system-to-system submission with federal agencies and internal validation that conforms to specific agency standards with updated, pre-populated federal forms.

**Question 13:** Regarding p. 20 of the RFP, “Formatting of CD-Rs”, as most computers no longer include CD drives, we do not have internal capabilities to create/read/write or test CDs. Can RIC please provide an accommodation for vendors with newer technology who do not utilize CD drives, so that responses may be emailed, uploaded to a folder or online system, or put onto USB drives instead?

**Answer 13:** RIC will accept and value vendors that have newer technology. Please describe how your solution makes files secure and encrypted, with access to both RIC and the granting organizations.

**Question 14:** What systems does RIC utilize for its post-award grants management?

**Answer 14:** Oracle PeopleSoft Financials’ system and its grants module.

**Question 15:** How many different internal grantees receive internal grant award distributions?

**Answer 15:** Up to 100 internal grantees receive internal grant awards. However, it is important to note that managing internal grants is NOT a priority of this RFP and the system we’re seeking.

**Question 16:** What is meant by requirement 3.1.13? Please describe or provide additional information.

**Answer 16:** Please specify what functionality of your solution is available on a RIC or personal mobile device.

**Question 17:** Re: Requirement 3.1.19 - What is “computer telephony integration?” Please describe or provide additional information.

**Answer 17:** Please describe any functionality in your solution that allows for or generates emails among parties involved in a grant application.

**Question 18: Re: page 18: What is “ISBE Participation Rate?”** Please describe or provide additional information

**Answer 18:** Please see section 1. under Instructions and Notifications to Offerors # 12.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

**Question 19:** What eRA system/s (if any) are you currently using, and why have you considered moving away from your existing research administration software system?

**Answer 19:** We currently have NO eRA system (also see response #4).

**Question 20:** How many users will be using the new system?

**Answer 20:** Please see response #10 for staff numbers. In addition, there are currently approximately 50 faculty serving as Principal Investigators (PI) on external awards. That number is growing and could reach 100 in the next 1-2 years. Faculty/staff would use the system for proposal development. The system should allow different levels of access, as assigned by administrator(s). See RFP, Section 3, General Scope #13.

**Question 21:** Has your institution conducted a process analysis for the requested services in scope?

**Answer 21:** No

**Question 22:** What data needs to be exchanged between the eRA and PeopleSoft HR?

**Answer 22:** Salary and benefit information with limited access to develop grant budgets.

**Question 23:** What data needs to be exchanged between the eRA and PeopleSoft Financials?

**Answer 23:** Basic demographic data of a grant award, such as PI, title, start/end dates and budget.

**Question 24:** What data needs to be exchanged between the eRA and Hyland?

**Answer 24:** Please describe how your solution deals with scanned documents. RIC uses the Hyland Perceptive Software solution for document images and workflow in Admissions and Records today. RIC has plans to implement the Hyland's document imaging system campus wide for all administrative offices, including the offices handles pre-award and post-award.

**Question 25:** What data needs to be exchanged between the eRA and the Data Warehouse?

**Answer 25:** Not applicable at this time. In the long run, RIC will build a Data Warehouse, and some grants data will need to be part of the Data Warehouse.

**Question 26:** What data needs to be exchanged between the eRA and Office 365?

**Answer 26:** Relevant proposal information from O365 Word (narratives), Excel (budgets) and Email communications

**Question 27:** What data needs to be exchanged between the eRA and Computer Telephony? Could you please elaborate on how the eRA system need to interact with Computer Telephony systems?

**Answer 27:** See answer to Question 17 above.

**Question 28:** What is your preference for type of implementation approach - big bang or phased?

**Answer 28:** Phased.

**Question 29:** Are you open to train-the-trainer approach?

**Answer 29:** Yes.

**Question 30:** What are your support requirements after go-live?

**Answer 30:** Online and phone. We anticipate online for more day-to-day issues, although would require phone for emergent, system-related issues at times such as proposal submission.

**Question 31:** Is a PM available from your end?

**Answer 31:** Yes, our Information Technology Services (ITS) department can project manage the implementation.

**Question 32:** How many FTEs will be dedicated to this project?

**Answer 32:** We are a small operation and cannot provide dedicated FTEs to the project. We anticipate a slow-down in office operations as core staff go through initial training. Implementation and launch will be negotiated with the vendor, in conjunction with the RIC CIO. RIC intends to build technical expertise for the solution in areas including LDAP, data integration and reporting.

**Question 33:** Do you have any legacy data that needs to be imported to the new system? If so, please provide a summary of the legacy system(s) and modules/functions involved as well as the volume of the data to be migrated.

**Answer 33:** RIC will decide on the data entry (or importing) needs of existing and prior grant projects, and work with the selected vendor on data entry/import.

**Question 34:** Would you please provide examples of required workflow?

**Answer 34:** Template documents circulated for internal review and approval, collaborative proposal development, integration to fullest possible degree with Oracle's PeopleSoft Financials for post-award functions.

**Question 35:** What are the typical database inquiries and reports desired from the new eRA system?

**Answer 35:** We would like: (1) Inquiries: search funding opportunities through key words, search faculty and grants in the eRA system; (2) Reports for data and metric generation include: awards, submissions, PIs, sponsor type, etc.

**Question 36:** What are your plans for change management, such as: plans that you may have for end users to transition from existing applications to the new software system; end user training; communication regarding what's changing and how it affects their job duties; etc.? Will you need any help with such activities?

**Answer 36:** Yes, we require assistance during implementation. We do not have a current system as described above.

**Question 37:** What HR software does the college want the proposed solution to integrate with?

a. The RFP makes it sound like a PeopleSoft HR module, but I did not see it specified.

**Answer 37:** Oracle's PeopleSoft HR System for HR information (salary/benefit rates) and its grants module within Oracle's PeopleSoft Financials for post-award.

**Question 38:** Our solution is licensed by the features included with each user. For the purpose of this RFP:

a. How many full users are required? (full repository access: scan, add, edit / version documents, build forms / workflows, participate in workflows, admin. system).

**Answer 38:** It sounds as though full users are those with administrative access. If so, that would likely be 3-5. Approximately 50-100 faculty will need some functionality during grant proposal development and then grant application tracking.

**Question 39:** Our solution offers portals for non-licensed users.

a. Public Portal: This option allows read-only access to the repository for anonymous public users. Please indicate your preference with regards to a public portal, along with estimated number of monthly submissions.

b. Forms Portal: This option allows unlimited anonymous forms submissions by non-licensed public users. Please indicate your preference with regards to the forms portal option, along with estimated monthly submissions.

**Answer 39:** We do not anticipate use by non-credentialed RIC users.

**Question 40:** For the current ECM solution, Hyland's Perceptive Software:

a. Do you currently have any workflows or automated business processes?

i. If so, please provide a typical example along with estimated number of total workflows.

b. Do you currently use any electronic forms?

i. If so, please provide a typical example along with estimated number of total forms.

**Answer 40:** Yes, in Admissions but no electronic forms. Phase 1 of this project will not include any integration with RIC's ECM solution. In the future, RIC plans to implement Hyland's Perceptive Content software for all administrative offices, including the Grants Office.

**Question 41:** Has the issuer already considered any other systems?

a. If so, which?

b. Have you seen demonstrations?

**Answer 41:** Yes, there are a number of respondents to this RFP. Vendor demos will be done after we evaluate the responses and select preferred solutions.

**Question 42:** What is your policy if there is shipping issue?

- a. FedEx has lost proposals during transit in the past, how would this be handled?
- b. If there is an issue with shipping, can we send a duplicate copy while the original is in transit?

**Answer 42:** It is your responsibility to ensure that the RFP responses arrives, as specified, at the RI State offices.

**Question 43:** Do you have any sample forms or processes you can provide for the current grant management process? These will help us provide the most accurate quote and demonstration.

- a. Any paper forms or eforms currently used for this process
- b. A description or diagram of the workflow currently used

**Answer 43:** Please describe how your solution works in terms of workflows, data management, and systems integration.

**Question 44:** Has there been budget assigned for this project?

**Answer 44:** Funding has been allocated for this project. Details on funding are not available to vendors.

**Question 45:** Can you tell me what 3rd Party systems need integration?

**Answer 45:** See answer #37.

**Question 46:** Do you have a preference over license (you host) or SaaS (Vendor host)?

**Answer 46:** RIC is looking for a SaaS solution.

**Question 47:** Section 1 - Grants Systems

Has RIC previously entertained any system demonstrations and/or presentations from vendors?

If so, which systems/vendors were seen and when?

**Answer 47:** See Answer to Question 41.

**Question 48:** Section 1 - Grants Systems

Did RIC utilize any vendor / SME consultants in defining the sought-after functionality and/or scope of work enumerated in the RFP?

**Answer 48:** No

**Question 49:** Section 1 -Appropriated funds

What is the expected budget for this new grants management system?

**Answer 49:** Funding has been allocated for this project. Details on funding are not available to vendors.

**Question 50:** Section 2 -Internal Users

How many “internal” RIC/State users will require system access to the new grants system? The RFP states you have 50 PIs but we suspect others will want access as well, therefore will need the total number of users and ideally their roles in the pre-award grants process.

**Answer 50:** As noted, we are in growth mode for grants/contracts so require flexibility and scalability. At this time, we estimate 3-5 users with administrative access and up to 100 faculty/staff members who will be developing proposals. These are estimates.

**Question 51:** Section 2 -Post-award Systems

Can you provide details of the post-award systems that RIC would like to have linked to the new system?

**Answer 51:** Post-award is done in Oracle’s PeopleSoft Financials’ system and its grants module. We hope to integrate the systems as much as possible.

**Question 52:** Section 3- Applications

What is the expected total number of users that will be involved in team-based applications? Are this in addition to the previously mentioned 50 PIs?

**Answer 52:** We anticipate teams of 2-5 members. As noted, the college is in growth mode for grants and we could anticipate up to 100 faculty/staff users in the next 1-2 years.

**Question 53:** Section 3 - Other College Applications

Will you provide the details and interface capabilities of other application that will need to interface to the new grants system and what information will be transferred between the systems and these other applications?

**Answer 53:** In addition to RIC’s Oracle’s PeopleSoft applications, we expect your solution to leverage O365.

**Question 54:** Section 3 - Security

To support security requirements would RIC prefer the cloud-based, SaaS grants management solution be provisioned on a FISMA-moderate infrastructure and certified by the Federal government via FedRAMP?

**Answer 54:** Yes.

**Question 55:** Functional Requirements - 3.1.01 Log In

Does RIC want the implementation of single sign on part of the pricing or to simply know the grants system has the capability of Active Directory integration?



**Answer 55:** Our IT department will work with the vendor to implement single sign on using LDAP.

**Question 56:** 3.1.02 PeopleSoft Integration

Can RIC provide the details of the specific data elements in PeopleSoft that will be desired to be integrated with the grants system? Also can you validate that any modifications to PeopleSoft interface support will be conducted/managed by RIC staff?

**Answer 56:** Please specify if you have integrated your solution to the Oracle's PeopleSoft Financials system's post-grant accounting module. While RIC's IT staff can manage and support the integration support developed by the selected vendor, it is important for the selected vendor to ensure the long-term success of the integration with Oracle's PeopleSoft system.

**Question 57:** 3.1.03 Hyland

1. Is Hyland-OnBase system used as a file server to store all the documents and artifacts in a central place? Or has it been used to serve dynamic content to other systems at RIC?
2. Can your version of Hyland OnBase software send and receive data through SOAP/RESP API? Would the RIC team provide all the support for integrations, if we expose via web-services? Or do you expect us to do that work on the platform as well?
3. Is it just the artifacts of grants management systems (like PDFs, Docs, images) that you want to store in Hyland-OnBase system, like a file system?
4. Has any other systems at RIC been integrated/tested in your environment to Hyland-OnBase to exchange data files?

**Answer 57:** Please describe the scanning and document imaging capability of your solution. If not, how have other clients used ECM systems like Hyland's Perceptive Software with your solution. RIC's implementation of the Hyland's Perceptive Content Software (which is not OnBase) is an on-premise filer server system storing all the documents on local servers. These files are integrated with the PeopleSoft systems (for the Admission Office only as of now). In the future, RIC plans to implement Hyland's Perceptive Content system for the Grant Office to store grants-related documents.

**Question 58:** 3.1.06 Data Access/Data Warehouse Integration

1. Our cloud based platform provides robust APIs to make REST/SOAP calls to exchange data in the form of an XML or JSON, which is considered to be a best practice in the industry. What software and technology platform is used to build your data warehouse? Does it have the technical capabilities to consume and send via web-services?

Do you have a middleware or enterprise bus service (ESB) software so RIC can integrate to different systems? We have found software like MuleSoft, Oracle SOA, or JitterBit are very useful to integrate and to maintain these systems. Can we assume that you will be providing a middleware tool for integration purposes to connect to data warehouse and Hyland system, and if so, can you provide the name/details of that middleware tool.

**Answer 58:** At this time, RIC does not have a College-wide data warehouse, and we do not have any middleware. RIC is a Microsoft-platform based school, and RIC does not use Oracle products. RIC's Oracle's PeopleSoft systems are all running on Windows. In the future, RIC plans to build a Data Warehouse that will integrate with the grants system.

**Question 59:** 3.1.11 Proposal Submission

Can you validate the export to post-award accounting is to PeopleSoft?

**Answer 59:** Yes, post-award accounting is to the Oracle's PeopleSoft Financials system.

**Question 60:** Can you please provide RIC's number of unique sub-recipient organizations?

**Answer 60:** Approximately 20-25.

**Question 61:** What is the anticipated number of internal users and external users?

**Answer 61:** Approximately up to 100 faculty/staff users and 3-5 users with administrative access. This is expected to grow. All are internal (RIC employees).

**Question 62:** Can you please provide RIC's average annual grant revenue?

**Answer 62:** Currently approximately \$9-10 million annually. There is potential to increase up to 50% in the next 1-2 years.

**Question 63:** Have you had demonstrations and/or conversations with grants management vendors? If so, with whom?

**Answer 63:** See Answer to Question 41.

**Question 64:** Have you had any assistance in preparing this RFP? If so, from whom?

**Answer 64:** No.

**Question 65:** Has a budget been approved for this project? If so, for how much?

**Answer 65:** Funding has been allocated for this project. Details on funding are not available to vendors.

**Question 66:** Does RIC have a preference regarding a SaaS vs a non-SaaS solution?

**Answer 66:** RIC wants a SaaS solution.

**Question 67:** Please provide a list of systems currently housing on-going/historical grant information and for each please provide the data schemas and approximate number of records to be extracted, transformed, and loaded into the system.

**Answer 67:** Current/past awards are housed in the grants module of the Oracle's PeopleSoft Financials system. Pending/developing proposals are housed on the college system utilizing

shared drives. Documents are in Word, Excel and Adobe. There is not a current pre-award system.

**Question 68:** Does RIC have an anticipated project timeline (project kick off, go live, etc.)

**Answer 68:** We hope to have a vendor identified in mid-April, training and implementation to begin soon after, with launch in fall 2018.

**Question 69:** Will all vendors that submit a proposal be granted a demonstration?

**Answer 69:** Per section 5: To advance to the Demonstration/Interview stage, The Technical Proposal must receive a minimum of 50 (71.4%) out of a maximum of 70 technical points.

**Question 70:** The RFP states “What Specific Information do you require from the College in order to provide your most favorable pricing? Describe if you offer volume discounts or master agreements if additional RI public institutes of higher education or non-profit entities are included in subsequent purchases.” Are you able to provide an estimate of how many other organizations might be added in subsequent purchases?

**Answer 70:** Three or less.

**Sharon Yattaw**  
**Buyer II**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*