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LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

510 South Vermont Avenue • Room 230 • Los Angeles • CA 90020-1975   (213) 738-2981

ADDENDUM NO. 2

Date Issued: August 10, 2017

Date Effective: August 10, 2017

Project No.:   RPOSD – RFI 2017.1

Project Name: Request For Information (RFI) For Grant Management System (GMS)

Addendum No. 2 consists of 5 pages, and is being issued prior to receipt of responses in order to:

1. Answer questions about the RFI that were received before the August 7, 2017 deadline. Questions received have been copied below, with minor adjustments for grammar and contextual purposes; and
2. Provide an Addendum Acknowledgement document for respondents to include with their response to the RFI.

Issued by:

Warren Ontiveros
Administration Section Head

Questions and Answers

1. Does RPOSD currently have any vendors assisting with grant management?

   No, at this time RPOSD is managing all grants and grant funding using a customized version of Microsoft Dynamics CRM that was developed by the County of Los Angeles Internal Services Department.

2. When can we schedule a time to discuss the requirements in more detail?

   Vendors may contact RPOSD to schedule a time to discuss the requirements of the RFI in more detail. Please email Warren Ontiveros at wontiveros@parks.lacounty.gov for scheduling. RPOSD will schedule vendors as time and availability permit.

3. Can companies from outside the USA apply for this RFI such as from India or Canada?

   Yes, companies from outside the USA may respond to the RFI. Please be aware that in order to meet the GMS requirements, vendors must be available to provide support 24/7, as well as be able to register with the County of Los Angeles as a vendor and comply with all County of Los Angeles information technology requirements, including but not limited to storing any sensitive data on a server located in the continental United States.

4. Can tasks related to the RFI, including meetings, be performed from outside the USA such as from India or Canada?

   Yes, a respondent to the RFI may perform its tasks from outside the United States of America.
   However, during the implementation phase of the GMS, a vendor must be able to provide as many qualified resources as is necessary to meet implementation and configuration timelines and must designate an Account Manager that RPOSD can contact directly for any necessary support and assistance after implementation is complete. Please also see question and answer no. 3 of this Addendum No. 2.

5. Can we submit the proposal via email?

   Yes, the RFI can be submitted via email in addition to mailing. Here are the submission instructions from Section 7.0 of RPOSD RFI 2017.1 Addendum No. 1:

   Responses to the RFI are to be delivered in person, sent via United States Postal Service or commercial express carriers. Responses to this RFI are due on or before 12:00 noon (Pacific Time), August 24, 2017. Late submittals may be accepted at RPOSD's sole discretion. Please mark the package: "LA County Regional Park and Open Space District – Administration Section."

The original Response to the RFI, two (2) numbered copies, and a CD/DVD containing all portions of the Response to the RFI, including PDF and any applicable multimedia files, are requested to be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Respondent.

Electronic Delivery Address (in addition to mailing): send documents and/or a link to cloud-based storage (e.g. OneDrive, Google Drive, DropBox) to: Warren Ontiveros at wontiveros@parks.lacounty.gov.

6. Have you had demonstrations and/or conversations with grants management vendors? If so, with whom?

   RPOSD has conducted internal studies of functional requirements and wish lists and has completed preliminary market research, including informal conversations and demonstrations, in order to draft the RFI.

7. Have you had any assistance in preparing this RFI? If so, from whom?

   Yes, RPOSD has utilized expertise from Gartner Incorporated in preparing the RFI.

8. Has a budget been approved for this project? If so, for how much?

   The cost of the GMS will be a part of the decision making process. As a result, RPOSD will not disclose this information.

9. Will you be purchasing off of this RFI? If not, will an RFP be released?

   After receiving and reviewing responses to the RFI, RPOSD will determine an appropriate purchasing and/or contracting process.

10. Is there a quiet period or are we able to engage in dialog until the RFI due date of August 24th?

    Please refer to question and answer no. 2 of this Addendum No. 2.

11. RPOSD seeks a SaaS-based solution. The majority of SaaS solutions for government entities like RPOSD are provisioned on FedRAMP certified platforms given the higher security and performance levels associated with FedRAMP. Does RPOSD seek a FedRAMP certified cloud platform in light of its cyber security concerns?

    The purpose of this RFI is to obtain information from companies that provide GMS services, and is intended to survey the market. RPOSD is not being prescriptive but requires the highest level of security for the GMS.

12. Can you please provide the details of the underlying technology of eCAPS, product modules, version release, etc.? What is your preferred technical means of integration between eCAPS and GMS?

Details of the eCAPS CGI Advantage ERP Solution technology product modules will be provided during the implementation phase of the GMS system. At this time, RPOSD is looking for qualified vendors with software that includes proven and reliable system integration.

13. Does RPOSD currently have a vendor supporting eCAPS on an on-going basis? If so, can you please name the vendor?

Please refer to question and answer no. 12 of this Addendum No. 2.

14. Can you provide an estimate of the volume of data to be converted and migrated into the new Grants Management System? What is the source and current format of this grants data?

RPOSD estimates approximately 400 active grants and approximately 1,400 completed projects being migrated into the new Grants Management System. Currently, all RPOSD data is housed in our current grant management software, Microsoft Dynamics CRM. Existing location data is housed in a separate GIS database.

15. For the 25 internal RPOSD users, how many different roles/profiles do you expect to be used?

RPOSD currently envisions 4 different role types which are: Executive, Program Management, Administrative, and Fiscal. However, the system should allow for the flexibility to make business changes/add roles.

16. RPOSD desires a solution that can track communications including phone calls and emails. Does RPOSD seek a solution that offers native CRM capabilities out-of-the-box?

RPOSD has issued this RFI to obtain information from various GMS vendors. A solution that offers native customer relationship management will be required.

17. RPOSD seeks to have its new GMS go live on May 1, 2018. When do you anticipate starting the GMS project implementation effort?

The responses to the RFI will give RPOSD a realistic timeframe for both the contracting/purchasing process and implementation.

9.0 ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

In order to be considered a responsive vendor, the vendor is required to acknowledge receipt of all addenda issues for RPOSD RFI No. 2017.1.

Please include this sheet with your response by the submission deadline to be deemed a responsive vendor.

Addendum No. 1 was issued on July 27, 2017.

Addendum No. 2 was issued on August 10, 2017.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

ADDENDUM NO. 1   DATE RECEIVED: _____   INITIALS:____
ADDENDUM NO. 2   DATE RECEIVED: _____   INITIALS:____

SIGNED: _____

TITLE: _____

VENDOR NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

TELEPHONE: _____