

#	RFP Reference	Question	Answers
1	<p>3.0 Scope of Services Requested</p> <ul style="list-style-type: none"> 3.2.3 "Serves as a business and systems expert during the analysis, design, and specification activities required to implement the integration of CAFM with external systems such as Oracle, SAP, and PeopleSoft." 	<p>The proposal has indicated the need for integration with Oracle, PeopleSoft and SAP. What data to you anticipate will be exchanged with these systems?</p>	<p>Oracle: Vendor Information, Asset Value, Purchasing, Invoices and Payments.</p> <p>PeopleSoft: Employee information</p> <p>SAP: None</p> <p>We are not limited to the data exchange listed above. It is expected that the Consultant will have experience implementing CAFM to these external systems and will provide consulting direction during the implementation.</p> <p>Note: The timeline for this projects has not been determined</p>
2	<p>4.0 Specifics of a Responsive Proposal</p> <ul style="list-style-type: none"> "Each of the following subsections (4.1 through 4.4) must be provided as separate documents" 	<p>There is no subsection 4.4 that follows that statement. Will this section be provided at a later date?</p>	<p>A revised version of the RFP (Revsion 1) has been published to our website to answer this question.</p>
3	<p>4.0 Specifics of a Responsive Proposal, Pg 6</p> <ul style="list-style-type: none"> "4.1.2 A <u>fully completed</u> and <u>signed original</u> of the W-9 Form provided in this RFP." 	<p>Are all 5 copies required to have original signatures?</p>	<p>One original signature on one document will suffice.</p>
4	<p>7.0 Submission of Proposals, Pg 9</p> <ul style="list-style-type: none"> "Please provide 5 copies of the Proposal signed by an authorized representative of the company..." 	<p>Are all 5 copies required to have original signatures?</p>	<p>One original signature on one document will suffice.</p>

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5	<p>11.0 Proposed Contract Terms and Administrative Rules</p> <ul style="list-style-type: none"> • “Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as Attachment A.” <p>Attachment B, Special Provisions, 2. Manner of Performance of Work</p> <ul style="list-style-type: none"> • “The Contractor shall complete all Work specified in these Contract Documents to the State's satisfaction and in compliance with the Nondiscrimination/No Harassment Clause, as set forth in this Attachment A.” <p>Multiple mentions of Attachment A, Standard Provisions</p>	<p>There is no section labelled as Attachment A – Standard Provisions; however, there is an Attachment B – Standard Provisions that is mentioned. Is the section Attachment B – Standard Provisions supposed to be the Attachment A?</p>	<p>A revised version of the RFP (Revision 1) has been published to our website to answer these questions.</p>

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6	<p>12.0 Disabled Veteran Business Enterprise Participation Goals, Pg 11</p> <ul style="list-style-type: none"> • "The State of California requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBEs)." <p>Attachment B – Special Provisions, Pg. 7. Subcontracting</p> <ul style="list-style-type: none"> • "The Contractor shall not subcontract this Agreement or services provided under this Agreement, unless the State agrees to the subcontracting in writing. Any authorized subcontract(s) shall be executed in the same manner as this Agreement." 	<p>The selected contractor is required to use a DVBE for 3% of the work, which requires subcontracting 3% of the work out to the DVBE. When selected, the selected contractor shows proof of compliance of the DVBE requirement or a good faith effort. Can Bidders get written approval of their chosen DVBE subcontractor before submitting response to verify their choice will be approved when they win the bid?</p>	<p>DVBE due diligence need not be initiated until notice of intent to award a contract is received.</p>
7	<p>Attachment B – Standard Provisions, 7. Consideration</p> <ul style="list-style-type: none"> • "Contractor shall be paid in accordance with the Payment Provisions set forth in Exhibit "C" of this Agreement 	<p>Exhibit "C" is the DBVE Participation Forms, is there to be another Exhibit that describe the Payment Provisions?</p>	<p>A revised version of the RFP (Revision 1) has been published to our website to answer this question.</p>
8	<p>NA</p>	<p>When will the final decision be made and communicated to the bidders?</p>	<p>Please see the RFP Schedule</p>
9	<p>NA</p>	<p>Will there be an opportunity to make an oral presentation?</p>	<p>There are no plans for oral presentations of Proposals at this time.</p>

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10	NA	Do you have a preliminary estimate of the duration of the engagement?	<p>Approximately 5-6 months of regular hours.</p> <p>Approximately 5-6 months on an as-needed basis.</p> <p>The schedule will be according to the project timeline and may be cyclical. As one phase begins, there will be regular hours and as the phase ends, the hours will be on an as-needed basis. This will repeat as we begin the next phase.</p> <p>Note: The AOC has the option to renew the contract for an additional two years.</p>
11	NA	Does this project have any dependencies on other initiatives or vice versa?	Initiatives have been undertaken and there are no other known business and technical dependencies.
12	NA	Is AOC planning to dedicate any functional or technical resources full-time to the project? If so, how many and in what roles?	<p>AOC Team:</p> <ul style="list-style-type: none"> 2 OCCM Analysts 4 IS Analysts 1 IS Project Manager 1 App Developer <p>Tririga Team (full time):</p> <ul style="list-style-type: none"> 1 Project Manager 1 Solution Architect <p>Additional resources as needed</p>

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13	NA	Do you expect the consultant(s) to serve strictly in an advisory capacity?	The AOC does not expect the consultant to serve beyond an advisory role unless there are exceptional circumstances.
14	NA	Are there any enterprise policies or standards (security, reference architecture, technology standards, etc.) to which we must adhere?	CCTC (Tech Center) Access policy and standards, including Netegrity.
15	NA	How many users (concurrent and named) are expected to use this system?	In the next several months, 50 – 75. Over time, several hundred.
16	NA	Are all the users local to San Francisco or are they statewide?	Statewide.
17	On pages 2-3 of the RFP, it is stated, <i>"The AOC seeks a Service Provider to provide the services of a Consultant or a combination of individual Consultants with expertise in the business and systems implementation, deployment, and support of TRIRIGA Facility Center 8i. The Consultant or Consultants may be a single individual or several individuals from one organization."</i>	Are prime contractor/subcontractor relationships, or joint ventures or other partnerships between contractors, allowable under this structure?	All are allowable. The AOC is anticipating a contract with a single vendor.
18	The RFP states on page 6 that responses must be provided as separate documents for each enumerated response section (4.1, 4.2, 4.3 and 4.4).	May respondents submit additional, appended information? If so, may individual appendices be attached to each bound, enumerated section, or may one appendix volume be submitted for all RFP additional information?	The AOC prefers that any information you provide us be provided in the section it is most likely to be applicable to. Additional appended information will make the scoring of Proposals more difficult.

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19	<p>According to page 11 of the RFP, <i>"The State of California requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBEs). The AOC is subject to this participation goal. Upon selection of a Consultant for the project assignment under this RFP, the AOC will require that the selected Consultant demonstrate DVBE compliance and complete a DVBE Compliance Form."</i></p>	<p>Please confirm that respondents need not initiate DVBE due diligence efforts, or provide the Compliance Form, until or unless selected as a Contractor to the AOC at the end of the RFP process scheduled on pages 9 and 10.</p>	<p>DVBE due diligence need not be initiated until notice of intent to award a contract is received.</p>
20	<p>First, there seems to be a requirement to assess and plan during those first 2-3 months of the contract (April - May - June 2006 timeframe). Second, based on the Assess/Plan phase, there will be a project plan for migrating to FC9i/Momentum, implementing new modules, performing additional data collection/conversion, custom interface development, training, documentation etc. That seems to fall into the optional Year 1 and optional Year 2 timeframe.</p>	<p>Does AOC want a cost only for this initial 2-3 months? Or, do they want a fixed cost for the initial 2-3 months, plus optional Year 1, plus optional Year 2?</p>	<p>The AOC is asking for a single hourly rate, not a fixed price, to cover the initial contract (through June 30, 2006) and subsequent renewals.</p>

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21	In the actual hard copies to be mailed to you, the RFP states that you need five printed copies and one electronic.	Do you want printed five copies of each section of the proposal, and a CD with three separate electronic documents	Yes
	In Section 4, it states that each of the following sections should be separate documents. Service Provider Information Technical Proposal Cost Proposal	Five Printed copies, each section separated by tabs, a CD with three separate electronic documents	No
22	Section 4.2 states "provide as a separate document, a Technical Proposal..."	Please clarify whether the Provider Information, Technical Proposal, and Cost Proposal are all three to be bound and emailed as separate documents/files.	The printed forms as separate documents.
23		Can the Provider Information be bound with the Technical Proposal?	It is easier to provide this separately.
24	Section 7.0 instructions require 5 signed copies of the "proposal". However, the cost and technical proposals are requested as separate documents.	Do both the Cost and Technical proposal require the original authorized contact information and signature?	We require one signed copy of each document.
25	NA	Are Federal Express or United Parcel Service acceptable methods of proposal delivery?	Yes.
26	NA	How do you want us to respond to the travel expenses section given that we don't know what the actual amount of travel will be?	Please use your knowledge base of similar past projects.
27	NA	Is this a fixed price contract, or time and material?	Hourly rates plus minimal materials (you are asked to detail any reimburseable expenses)

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28	NA	Should the price proposal be for the effort detailed, assuming all of this will be accomplished in 2 years and 2 months (May – June 06), or for what can be achieved in the first two months?	The effort detailed is to provide you with a knowledge of the type of services needed, which we intend to pay for hourly over the duration of the project, which could stretch into several years.
29	NA	If it is for the period ending June 30, 2008, do they expect to have these four modules deployed across their entire system? What are the additional modules they would like deployed in this time frame?	<p>By 2008, the AOC plans to have implemented modules that address the following functionality:</p> <ul style="list-style-type: none"> Portfolio Lease Projects Demand Maintenance Planned Maintenance Asset-Inventory Management Facilities Condition Assessment Space Management CAD Integration Move Management (optional) Transaction Management (optional) <p>Additionally, we may implement additional software as the need arises. Examples:</p> <ul style="list-style-type: none"> Building Automation Systems Risk Management eProjectManagement

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30	NA	If it is for the entire period, how should the single labor reflect escalation due to cost of living increases?	<p>We are not requesting an escalation, but if you wish to propose one it will be taken into effect as part of your hourly rate.</p> <p>The Travel and Living Expenses are provided for the current year. The assumption will be that this will be adjusted for the future years, depending on the rates applicable at that point in time.</p> <p>Please do not assume any escalation of the amounts the AOC will reimburse for travel and living.</p>
31	The SOW mentions that the work may include working 8 hours a day for 5 days at their site.	Is this for a team of two or three people?	<p>Our estimate of hours was done strictly to provide a "best guess" of the number of individuals we would expect would be engaged for this effort. You may propose a single individual for all of the work or a team of individuals with varying talents for different parts of the work. In the latter case we might utilize more than 1 individual simultaneously at some times, and exceed 40 hours billed in a week. At other time we may be utilizing no one, all depending on the ebb and flow of the project.</p>
32	The SOW mentions TAB certification.	Is this for having completed the TAB course, or TRIRIGA Certified Developer (Platform Certification)?	<p>Neither is a requirement but is a desirable qualification.</p>

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33	NA	What is the extent of the documentation for the pilot modules – does it include Use cases? Does it include a needs assessment?	Yes to both.
34	NA	Have these documents been updated with the findings from the implementation of the pilot modules?	No but there are plans to do so.
35	NA	As part of the implementation of the Pilot modules, were the business objects “tailored”?	Extensive customization was implemented for the Projects module. Some customization was implemented for Portfolio, Lease and Demand Maintenance.
36	NA	Were any new business objects developed? Is there documentation for these changes?	Yes, new Business Objects were developed for the Projects Module. Yes, there is documentation of these changes.
37	NA	As part of the implementation of the Property and Portfolio Management, were people, places, and assets included?	Portfolio is comprised of Location, Organization and People. The implementation of Assets (Building Systems) will be in Phase 2 when we implement Asset-Inventory Management.
38	NA	What assets are being tracked using Portfolio, and what do they want to track?	None yet. The implementation of Assets (Building Systems) will be in Phase 2 when we implement Asset-Inventory Management.
39	NA	Does Property Management refer to Real Estate management within the Location hierarchy?	Property Management refers to the Portfolio comprised of our location hierarchy: Site, Building, Floor, Space.
40	NA	Is the Lease Management module in conjunction with the Document Management module?	Yes. All modules are in conjunction with the Document Management module since documents can be associated to most records.

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41	NA	Is it being used to record the abstracts of the lease records?	Yes.
42	NA	What is the use of the Projects module – is it for bidding comparison, risk management, or general project administration?	General project administration ie. budgeting and planning. The customized aspects relate to AOC-specific budgeting processes.
43	NA	Are all the equipment specifications defined for the Demand Maintenance module?	Equipment specifications will be set up in Phase 2 when we implement Asset-Inventory Management. Demand Maintenance is currently being used only to receive reactive maintenance requests from callers.
44		Are all the work tasks defined for the equipment?	Work Tasks are not defined for Demand Maintenance. These will only be defined for Preventive Maintenance.
45	NA	Is it being used even for Preventive Maintenance?	Preventive Maintenance will be implemented in Phase 2.
46	NA	What is used for Demand Maintenance - Employee Self Service or Call Center (Help Desk)?	Call Center.
47	NA	If using ESS, are procedures defined for the approval process?	ESS not currently being used.
48	NA	How many out-of-the-box request types are presently being used? Were any new request types defined?	One – Building Requests.
49	NA	How many custom reports have been designed as part of the pilot implementation?	Approximately 10 custom crystal reports.
50	NA	Have these been designed as Form reports or Query Reports?	Multiple query reports and approximately 10 custom crystal reports.
51	NA	How many additional reports would need to be developed for each of these four modules?	TBD

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52	NA	The SOW calls for the use of Subject Matter Experts. It will be difficult to meet the DVBE requirements. What are the options to address this requirement, and is this a deal breaker?	<p>The degree to which a Contractor can comply with this requirement is not an evaluation criteria for selection of the chosen Contractor.</p> <p>For advice and guidance on compliance, please consult the State Executive Branch's internal website at http://www.dgs.ca.gov/default.htm, or call the Office of Small Business and DVBE Certification at 916-375-4940.</p>
53	4.0 Specifics of a Responsive Proposal, Pg 6 "4.1.2 A <u>fully completed</u> and <u>signed original</u> of the W-9 Form provided in this RFP."	Are all 5 copies required to have original signatures?	One original signature on one document will suffice.
54	7.0 Submission of Proposals, Pg 9 "Please provide 5 copies of the Proposal signed by an authorized representative of the company..."	Are all 5 copies required to have original signatures?	One original signature on one document will suffice.
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56	7.0 Submission of Proposals, Pg 9 "Provide one electronic copy of the Proposal, in MS Word format."	Is the electronic copy of the Proposal to be on one CD with all three sections; a CD with sections 4.1 and 4.2 with the 4.3 Cost on a separate CD; or three separate CDs?	All on one CD.