



City of St. Louis

## Community Development Administration

### FAQs No. 1 for

### Request for Professional Services Proposal (RFP)

Grants Management and Online Application Submission System Software

*Questions & Answers Received as of April 14, 2015*

*Posted on April 14, 2015*

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#### Questions and Answers:

**1. Is there currently a SAAS that the City has tested or used at this time?**

The City has tested and used SAAS systems, but not for the purpose of using it at the Community Development Administration (CDA). CDA staff and members of the selection committee have not tested any systems for this specific purpose.

**2. What ERP solution/version does the City use for Financials?**

The City uses AIMS but is converting to New World.

**3. Page 2 - RFP states that the entire system must “Complete Online Application and Application Review Sections of the Site and Achieve Full Functionality” by June 30 as well as “within 6 weeks of contract signing”. With our proposed solution, we believe we can provide an application intake capability within 6 weeks, but we do not think it is reasonable to have the entire systems live in 6 weeks. Can a phased approach be proposed to bring limited functionality by June 30 and the rest of the system live after June 30 on an agreed upon schedule?**

You can propose a phased approach. We are requiring that the application (intake, review and rating) portions be available no later than June 30 to accommodate a July RFP issuance. The other sections of the grants management system can be completed later, and you can propose a reasonable timeline.

- 4. The individual requirements do not indicate whether they are required or optional. The only mention of optional is in the 501(c)3 Status and Debarment Listing (OPTIONAL). Are we to assume that all other requirements are mandatory?**

Yes, all other requirements are mandatory.

- 5. If there are requirements that are not currently met by the software being offered, should the cost of adding those capabilities be included in the cost as "enhancements"?**

We expect that bidders can provide all requirements detailed in the RFP. Any enhancements should be explicitly detailed in the cost proposal.

- 6. Assigning a reviewer number.... Can you explain the intent of this requirement? Are names of the reviewers to be hidden?**

Yes, names of reviewers should be hidden except to persons with specific permissions.

- 7. Regarding Data Access...the RFP suggests that the City will need direct access to the database. If the proposed solution is a COTS software solution in a SAAS environment, do these requirements still apply?**

Yes, the City will need to be able to access, migrate and fully export all grant data and all attached files at will.

- 8. What is expected functionality for this action (allowing the City to fully export data)? What is the "standardized" format referenced in the requirement? What constitutes "all" grant data?**

Specific functionality cannot be anticipated at this point. However, we would like the flexibility to export data. Standardized formats include Excel, Access and PDF. All grant data includes any information (including attachments) inputted by City of St. Louis or nonprofits applying for and/or receiving federal funds.

- 9. Is the ability to configure the progress report and to add custom fields to the progress report sufficient to meet this requirement (creating custom online progress report forms)?**

Yes, as long as we can tailor the reports to include the compliance information required.

- 10. Can you provide an example of the functionality desired for batch updates?**

We are unable to provide a full list of fields we would expect to batch update. However, it may include updates pertaining to contract extensions or assigned program monitors.

**11. Are customizable forms a requirement if the functionality desired can be achieved without the use of on-line forms?**

We desire to be able to customize and tailor our funding application for online submission by subrecipients, for example. If a proposed bidder utilizes a solution other than a "form", please detail the solution in your proposal and ensure that it includes functionality similar to that of a form (e.g. includes a mechanism for organizations/individuals to apply for funding online and a mechanism for the City to customize the information needed within the grants management system).

**12. Can you explain whether this is a permanent change to a standard report or a change for a particular run of the report? Can you provide an example of the desired functionality?**

We are looking for a system that will allow for both scenarios. We cannot provide examples at this time.

**13. Since not all attachments are searchable, can you provide a list of the document types that must be searchable?**

Examples of searchable document types include Word, Excel, Access PDF and other textual files.

**14. Is field-level access control a requirement of the RFP?**

Yes. It is likely that most fields will be visible to staff working on a particular funding source, but only modifiable by key staff. Information such as SSNs should only be visible by staff members with specific permissions.

**15. Do changes impact all users of the report or only the user who modified the report?**

Changes within the grants management system should impact all users of the report.

**16. Regarding the training requirement: Is the correct word "and" or should it be "or"? Is a train-the-trainer option where city staff become the trainers and support for the applicants acceptable?**

We are looking for vendor who can provide onsite, online and in-person training for subrecipients. The first training should be done by the selected vendor. Any subsequent subrecipient training can be done by city staff. The onsite, in-person training will consist of approximately 100 subrecipients and can occur at our office (projectors, screens, and computer access is available).

**17. Regarding the user manual requirement: Is the City assuming responsibility for the content of this manual? How will distribution be controlled since the manual contains proprietary information about the software?**

We desire a manual that includes instructions on the grants management system and any supplemental information specific to the City. Ideally, we would like to include some basic instructions on our website. However, we are not opposed to the manual being "housed" inside of the grants management system to control the misuse of proprietary information.