



City of St. Louis

Community Development Administration

FAQs No. 3 for

Request for Professional Services Proposal (RFP)

Grants Management and Online Application Submission System Software

Questions & Answers Received as of April 17, 2015

Posted on April 22, 2015

Contact: GreenA@stlouis-mo.gov

Questions and Answers:

- 1. Can you explain further how the paper applications will be input into the grants management system without logging in to the system as an applicant?**

We would like the option of having a member of our staff input data from applications that were not submitted online.

- 2. For SaaS based solutions to allow this level of roles and permission, each internal user will require their own ID. Can you validate the number of internal users will be 30?**

We will have approximately 30 internal users of the grants management system.

- 3. If a vendor complies with all of the items in the section; Bidding General Conditions, and will secure a St. Louis Business License upon award, what other qualifications are required by CDA to conduct business in Missouri?**

If you are a corporation located in another state and want to conduct business in Missouri, you will need a Certificate of Authority to operate in Missouri. This is obtained by filing as a foreign corporation with the Missouri Secretary of State, Corporations Division. Any corporation not actually formed (Created) in Missouri is called a foreign corporation.

- 4. For cost and time management, will you consider receiving the proposals via a PDF attached to an email to Ms. Alana Green?**

We will need all bidders to provide six hard copies and a CD of the proposal.

5. For items like a vendor's annual report. Could that be provided in an appendix? Would that count against the 50 page limit of the narrative?

Yes, the annual report or any other large and self contained item required by the RFP can be provided in an appendix. It would not count against the 50 page narrative limit.

6. Does the city have specific requirements to interface with AIMS or New World as part of the initial deployment of the grants management system?

No.

7. Do you want the cost and technical proposals in separate volumes or in the same volume?

The responses must be prefaced by a table of contents and referenced by the number and in the order detailed on pages 9 and 10 of the RFP (e.g. the costs proposal is detailed under No. 12).