



REQUEST FOR PROPOSALS

Oracle PeopleSoft Financials Advisory and Implementation Services

RESPONSES TO QUESTIONS 8/28/2024

The official responses to questions submitted pursuant to Section 3.4 of the above-captioned Request for Proposals (RFP) are listed below. Responses are in bold blue type.

1. What is the new budget for year for this RFP?

Response: SFS does not disclose the budgets for its procurements to encourage competition and better pricing.

2. Can subcontractor experience be utilized to fulfil some of the minimum qualifications, or must the prime vendor independently meet all the mandatory qualifications?

Response: The prime contractor alone must meet all of the Minimum Firm Qualifications listed in Section 2 of the RFP. Subcontractor staff may be used to meet the minimum position qualifications in Section 3.1.F.

3. Do you require resumes for the proposed candidates, or only for key personnel? Do we need to submit actual resumes for selected candidates or sample resume?

Response: Resumés should not be submitted for any personnel. All supporting information for Section 3.1.F must be submitted on the applicable Appendix E.1-E.4 forms.

4. If a company is MWBE certified, are we eligible to fulfil both the MBE and WBE goals?

Response: Yes, if a firm is a New York State (NYS) dual-certified MWBE firm, the firm may fulfill both the MBE and WBE participation goals.

5. Can we self-perform to meet the MWBE goal?

Response: Yes, if a proposing firm is a NYS certified MBE and/or WBE firm, the firm may self-fulfill the MBE and/or WBE participation goal.

6. We are an M/WBE certified organization in the State of New York. Could you please clarify if our M/WBE certification allows us to participate in this RFP as a sole contractor, or if we need to engage a subcontractor to meet the 15% WBE participation goal?

Response: If a proposing firm is a NYS certified MBE and/or WBE firm, the firm may self-fulfill the MBE and/or WBE participation goal.

7. Subcontractor goal is mandatory for this RFP?

Response: Per Section 10.2 of the RFP, this solicitation includes an overall goal of 30% MWBE participation: 15% MBE, 15% WBE.

8. Can a single company who is both MBE certified and WBE certified fulfill both the 15% MBE and 15% WBE goals?

Response: Yes, if a firm is a NYS dual-certified MWBE firm, the firm may fulfill both the MBE and WBE participation goals.

9. Do we need to subcontract to MBE and WBE companies separately to meet the MBE (15% goal) and WBE (15% goal) or can one MWBE certified company meet the collective 30% goal?

Response: If a firm is a NYS dual-certified MWBE firm, the firm may fulfill both the MBE and WBE participation goals.

10. According to Appendix-D, Qualification 1, how many public sector client references are required to be submitted for the past 5 years?

Response: SFS does not require a specific number of references to meet the 5-year requirement.

11. Minimum Firm Qualifications: Is it permissible to use the same client reference for Qualification 2 that was submitted for Qualification 1?

Response: Yes.

12. Does the bidder need to submit resumes along with the proposal? If so, should we provide actual resumes, or are sample resumes acceptable?

Response: Resumés should not be submitted for any personnel. All supporting information for Section 3.1.F must be submitted on the applicable Appendix E.1-E.4 forms.

13. To participate this RFP (sic), is it mandatory for the bidder to submit a certificate of authority to do business in the State of New York?

Response: No, however the awarded vendor must have legal authority to do business in NYS.

14. Upon receipt of the order, is the replacement of the proposed candidate acceptable?

Response: Per Section 3.1.F.1 of the RFP, it is expected that the proposed Solution Architect and Solution Specialist will be available to SFS as needed for the duration of the resulting contract. Staff in other titles will be proposed for each specific Statement of Work (SOW). As stated in Section 3.1.F of the RFP and Section V.F of Appendix B (Sample Contract), replacement staff are subject to the approval of SFS, and the replacement staff must have the skills, experience and expertise that is comparable to or better than that of the person they will replace and will be provided at the same or lower hourly rate.

15. Is it permissible for non-U.S. citizens to be placed in these positions?

Response: Yes, however all consultants contracted to perform these services must be authorized to work in the United States.

16. Do any of the forms need to be notarized?

Response: No.

17. Is there currently an incumbent for this Project?

Response: Yes.

18. Is there any limitations in resource annual total working hours?

Response: SFS does not disclose the budgets for its procurements so as to encourage competition and better pricing. Usage of the services under this contract will be determined by SFS based on its needs.

19. What is the annual spent on this project?

Response: SFS does not disclose the budgets for its procurements so as to encourage competition and better pricing.

20. Digital Signatures are acceptable?

Response: Yes.

21. Is it mandatory for all proposed resources to be on the payroll of the proposing company?

Response: No, subcontracting is allowed, per Section VI of the Sample Contract.

22. In consideration of providing a comprehensive technical proposal, could you please extend the page limit for the technical section to 75 pages?

Response: No.

23. What is the nature of duties for all positions: remote, onsite, or hybrid?

Response: Per Section 1.2 of the RFP, it is expected work will be done on-site at this location, unless otherwise agreed to and pre-approved by SFS Leadership. Historically, these services have been performed with a mixture of fully on-site and hybrid work arrangements of up to 50% remote work.

24. What is the minimum and maximum duration of SOWs?

Response: There is no set minimum or maximum duration of SOWs, however no SOWs can extend beyond the 5-year term of the resulting contract.

25. We assume that finalist interviews will be conducted online via platforms such as MS Teams or Google Meet. Could you please confirm?

Response: No, finalist interviews will be conducted on-site at our office located in Albany, NY.

26. If proposed candidates are unavailable for the finalist interviews, can we replace them with new candidate possessing the same or higher skill levels?

Response: Per Section 4.3 of the RFP, the proposed primary contact, as well the proposed team leads, including the Solution Architect and the Solution Specialist who would be responsible for providing the required services, should be present and participate in the interview.

27. We assume that the bidder needs to submit the pricing for Functional Analyst and Technical Analyst roles along with the proposal, without any minimum qualifications requirements. Could you please confirm?

Response: Yes, Form 1 (Cost Proposal) must be completed in its entirety, including pricing for all six titles.

28. What is the price bid validity for this RFP?

Response: Per Form 2, the rates quoted are to be valid through the execution of a contract, not expected to exceed 230 days.

29. Is it required to submit a Certificate of Insurance (COI) along with our proposal?

Response: Per Section 5.1 of the RFP, upon notification, the selected vendor will be required to provide proof of Workers' Compensation and Disability Insurance as required by Sections 57 and 220 of the NYS Workers' Compensation Law (WCL).

30. Can you confirm this will be a single-award contract?

Response: Yes, this is expected to be a single-award contract.

31. Does SFS plan to make an award to a single firm, or will there be multiple firms designated? If there are multiple awardees, will one be identified as primary and secondary, etc.?

Response: It is expected to be a single-award contract.

32. Are there aspects of the sample contract language contained within Appendix B of the RFP that are negotiable? Or, alternatively, would SFS consider modifying the order precedence as it relates to terms that may be contained within the various agreed upon statements of work (SOWs) as assignments are given?

Response: No.

33. How much ramp up time will we be allocated between assignment of a mini-project and the start of execution?

Response: This will vary depending on the project.

34. Does or will SFS provide for an initial ramp-up/transition period for a new vendor?

Response: Yes, SFS expects this contract to be executed with time for a transition period should a new vendor be selected for award.

35. Incumbent spend

Response: Per Open Book New York (openbookny.com) at the time of posting these responses, the spending to date on the incumbent contracts is as follows:

VENDOR NAME	CONTRACT NUMBER	CURRENT CONTRACT AMOUNT	SPENDING TO DATE
METAFORMERS INC	C000464	\$41,000,000.00	\$34,057,270.49
DELOITTE CONSULTING LLP	C000465	\$24,000,000.00	\$0.00

36. For FORM 7: VENDOR RESPONSIBILITY QUESTIONNAIRE INSTRUCTIONS: If we have already registered on the portal, is it necessary to register again?

Response: Online Vendor Responsibility Questionnaire's must be certified within six (6) months of proposal submission date.

37. SDVOB Participation: Is SDVOB participation preferred or encouraged for this bid?

Response: Per Section 11.2 of the RFP, contractors are encouraged to make good faith efforts to promote and assist in the participation of SDVOBs.

38. Minimum Firm Qualifications: Can a single experience be used to satisfy multiple minimum qualifications in Appendix D?

Response: Yes.

39. Form 5.5 – Request for Waiver Form: We need clarification regarding ESD certification requirements. Can we utilize the experience of our partner who holds an ESD certification?

Response: Firms must be certified MBE, WBE or both with the NYS Division of Minority and Women-owned Business Development to meet the requirements of the goals established in Section 10.2 of the RFP. Firms submitting a proposal that will not meet these requirements must complete Form 5.5 to request a waiver from these requirements.

40. Required Staff Qualification Forms: Can a single reference be used to support multiple experiences in Appendix E?

Response: Yes.

41. Signatures on Required Staff Qualification Forms: Regarding the signatures at the end of the form, do the staff members need to sign these sections?

Response: No, a representative from the Firm who is authorized to bind the firm contractually must sign the forms.