

April 17, 2013

TO: ALL POTENTIAL PROPOSERS

**RE: RFP NO. 2503-13-37
“Financial Services Assistance”**

QUESTIONS AND ANSWERS

- 1. Q.** Since the CPRA is looking for a firm to serve as the liaison/consultant for the conversion to the LaGov System, our assumption is that the CPRA intends to select a vendor that is currently independent of the LaGov Project and that vendors that are currently assisting with implementation and production support of the LaGov System would be ineligible to respond to this RFP. Is this a correct assumption?

A. **All vendors are eligible to respond unless otherwise prohibited by Louisiana law, including the Louisiana Code of Governmental Ethics. It is the responsibility of each vendor to ensure that proposing on this project is not an ethics violation in the State of Louisiana. Any contract awarded by CPRA shall be in strict compliance with all applicable Louisiana laws, regulations, and guidelines, including the Louisiana Code of Governmental Ethics.**
- 2. Q.** Under Phase 1 (A) Assessment and Planning, is the expectation that the awarded vendor will map and analyze the CPRA’s existing “As-Is” financial, contract/grant, accounts payable, and project management business processes as part of the Phase 1 (A) work effort?

A. **Yes. The vendor is expected to spend some time gaining an understanding of our “as-is” processes in order to successfully convey our needs to LaGov representatives. Additionally, this process will be necessary for the vendor to understand and successfully restructure the accounting code structure.**
- 3. Q.** Is the functional scope financial, contract/grant, accounts payable, and project management systems only? Is procurement in scope?

A. **Yes, procurement is part of the scope.**

4. Q. If it is determined that a 3rd party time keeping solution will best meet the CPRA's time reporting requirements, is the awarded vendor expected to assist in developing the RFP and with the evaluation of the time keeping software and implementation services proposals?
- A. **If it is determined that a 3rd party time keeping solution is necessary, the vendor is expected to make a recommendation for an off-the-shelf product that CRPA will bid separately through the state procurement process. The vendor will be expected to assist with implementation and integration with LaGov and other CPRA systems.**
5. Q. If the answer to #4 above is "Yes", does the CPRA want to see an estimated cost for this work effort now or would it be addressed in a separate amendment to the contract at a later date?
- A. **An estimate for the work effort described in the answer to Question #4 above should be provided in the proposal.**
6. Q. Under B. VOLUME II. FINANCIAL INFORMATION of the RFP, the CPRA requests a breakdown of the proposer's overhead rate. Since this is a fixed fee engagement and the RFP states "The hourly rates are for informational purposes only. Scoring will be based on total project cost", we do not understand why the overhead rate is relevant. Can the CPRA address the following questions regarding the overhead rate:
- Explain the relevance of this rate and how the overhead rate be used to evaluate vendor proposals?
 - Describe what components should be included in the breakdown?
 - Will the State provide a sample presentation format?
- A. **Overhead rates are for informational purposes and will not be used in the evaluation of vendor proposals.
Components of the overhead are determined by the vendor.
The State will not provide a sample presentation format.**
7. Q. Ref. RFP Pg. 9, Item 7. – Please clarify that both full time and part time employees of the Proposer will be considered employees (and not subcontractors).
- A. **Refer to Addendum II issued on April 9, 2013.**

8. Q. What are the planned start and end dates of the following phases:
- 1A Assessment and Planning
 - 1B Staff Augmentation - Accounting Services
 - 2 Implementation
 - 3 Assistance and Training Phase
- A. **We intend to begin the Assessment and Planning Phase as soon as the contract is fully executed. The Staff Augmentation Phase (if deemed needed) could start within 1 month of the executed contract. The Implementation phase would ideally begin upon completion of the Assessment and Planning Phase, but it could have some overlap with Assessment and Planning Phase, dependent upon the LaGov Team's schedule for implementation. The Assistance and Training Phase would begin upon completion of the Implementation Phase.**
9. Q. [Attachment 1: Scope of Services, Phase 1(B) Staff Augmentation] Please provide clarification regarding the need for accounting staff on an as-needed basis vs. two staff needed on a full-time basis for each year of the contract. Is there a requirement to have staff available as-needed in addition to the two full-time staff?
- A. **The intent of the request is to have the vendor supply a cost estimate for two staff accountants (level to be determined by vendor based on the scope of work outlined in the RFP). CPRA may or may not need to utilize these services, but if so, we must know now the cost to obtain these services from the vendor. Refer to Addendum II issued on April 9, 2013 for clarification regarding the cost estimate calculation.**
10. Q. Ref. Pg. 10, Item C. & Pg. 11, Item 6.5 Criteria 4.- Due to continued economic hardship in the State of Louisiana, particularly with the impact of Katrina that all but shut down the City of New Orleans (where our Corporate Headquarters are located) and impacted the state as a whole, and in more recent years, the National Economic Recession, that further impacted recovery of the State, we respectfully request that Woman-Owned Small Business (WOSB) Program be added as an option to the Socioeconomic Program consideration, and be added as a set-aside, and be given similar scoring weight as the Hudson/Veteran Small Entrepreneurship Programs referred to in the RFP.

As indicated by the Small Business Administration, the WOSB program was created in response to the need to aid and stimulate women's business enterprises, this advocacy program directs acquisition officials to take appropriate action to facilitate, preserve, and strengthen women's business enterprises and to ensure full participation by women in the free enterprise system. Appropriate action

includes the award of prime (proposer) contracts and subcontracts and counseling of women-owned business. "Women-owned small businesses" means small business concerns that are at least 51% owned, controlled, and operated by women that are United States citizens. For service industries, the most common size standard is \$7.0 million in average annual receipts (over 3 year period).

- A. Current Louisiana public procurement law does not permit an additional scoring allowance specifically for women-owned small businesses. However, Louisiana public procurement law permits scoring allowances for all eligible small entrepreneurships (women-owned or otherwise) that are certified through the Louisiana Initiative for Small Entrepreneurships (known as the "Hudson Initiative," La. R.S. 29:2001, et seq.) or for eligible veteran-owned small entrepreneurships that are certified through the Louisiana Initiative for Veteran and Service Connected Disabled Veteran-Owned Small Entrepreneurships (La. R.S. 39:2171, et seq). CPRA encourages any small entrepreneurship that may be eligible for these programs to contact the Louisiana Department of Economic Development for more information and/or to get certified to participate.**
11. **Q.** [Attachment 1: Scope of Services, Phase 1(B) Staff Augmentation] It is our understanding that the number of hours estimated to perform tasks is dependent on the Proposer's technical approach. However, [to] ensure consistency among proposers, could you provide a level of effort expected for the as-needed accounting staff?
- A. Refer to Addendum II issued on April 9, 2013.**
12. **Q.** [Attachment 1: Scope of Services, Phase 3 Assistance and Training Phase] The RFP requires the contractor to embed personnel within CPRA for the remainder of the contract period or a mutually agreed upon timeframe to provide training and assistance. For consistency, would it be possible for you to provide an estimated amount of time to use in the cost proposal for the embedded personnel in this phase?
- A. Vendors should estimate cost for one year of training/assistance.**
13. **Q.** [5.B.2: Volume II, Overhead Rate] Section 5.A.9 of the RFP states that the Proposer shall provide fixed hourly rates, including overhead, for personnel as a factor of cost for each phase to be provided with an all-inclusive total cost for the entire project. If the Proposer is bidding on a firm-fixed price basis, is it possible to remove the overhead rate requirement in Volume II of the Proposal Content?
- A. No, the overhead rate requirement will not be removed.**