



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

May 22, 2019

## ADDENDUM I

TO: ALL POTENTIAL PROPOSERS

RE: RFP #: 3000012645, Project System and SAP/ERP Assistance – Public Sector

**PROPOSAL DUE DATE: JUNE 5, 2019 @ 3:00PM**

**This addendum and associated attachment shall be considered part of the RFP. The revisions and additions in this addendum supersede the requirements in the advertised RFP.**

### I. QUESTIONS AND RESPONSES

1. **Q.** The following questions are related to the instructions associated with Objective 3 Scope of Services for Assistance and Training in SRM and ECC. RFP instructions state no work can be done without an estimated cost and time schedule for review, and proposer shall only proceed with work upon a receipt of a written Notice to Proceed which outlines the task(s)/services to be performed and a “not to exceed” amount for compensation.

a. Is the expectation that the contractor will have to have approval along with a Notice to Proceed prior to offering immediate problem resolution as requested in the Scope of Services for Assistance and Training in SRM and ECC, or is immediate problem resolution excluded from this requirement?

b. What is the expectation if the 72 hours per month restriction is met prior to the end of the month, or assistance on an issue exceeds 72 hours?

**A. a. Work will be authorized through a Task Order with a written Notice to Proceed. The Task Order will be negotiated for scope, schedule and a not to exceed amount. Terms and conditions for immediate problem resolution will be addressed in the Task Order.**

**b. The 72 hours per month is an estimate of CPRA’s maximum need for assistance with issues associated with SRM and ECC, and it is a guide for the Proposer to use when selecting personnel for the Proposal. Should an instance occur that would require CPRA to need assistance with SRM or ECC beyond the 72 hours, CPRA would enter into discussions with the Contractor to negotiate successful resolution.**

2. **Q.** With the exception of work to be performed in support of the Project System module, all other work efforts are task-order driven, which appears to make their timeframe for completion uncertain. We have proposed a team that can address all activities identified in the Scope of Services section of the RFP, but our assumption is that CPRA project leadership will work with the awarded vendor to determine an appropriate timeline in which each task order service category will be worked on and completed to assist in project planning and staffing. As an example, Online Invoicing will have to be coordinated with the LaGov Support Team at the Department of Administration and will most likely have a deferred start date. Is our assumption correct?

**A. Yes. Work will be authorized through a Task Order with a written Notice to Proceed. The Task Order will be negotiated for scope, schedule and a not to exceed amount. Terms and conditions, including assigned personnel, will be addressed in each Task Order. CPRA project leadership will coordinate with the Contractor to determine an appropriate timeline, which will be dependent upon the Division of Administration’s availability to incorporate the effort into their schedule.**

3. **Q.** Section H: Cost Proposal of the RFP states “Proposers should also provide an estimated cost to accomplish each objective and the estimate should detail the estimated number of hours with proposed rates.” We do not believe it is feasible to estimate the hours and associated cost for the Objective 3 Task Order items at this time for the following reasons:

- SRM and ECC support is to be provided on an “as needed” basis so the best we can do is provide the cost for 72 hours of support per month.
- We do not know the inventory and design complexity of reports and dashboards that the CPRA desires to develop, nor whether we can leverage work already performed to date by LaGov Support to reduce the cost of these outputs.
- We are highly dependent on the LaGov Support Team in implementing Online Invoicing at CPRA. Discussions will need to take place between the Awarded vendor of this contract, CPRA project leadership, and the LaGov Support Team before we can provide a cost estimate for deploying Online Invoicing at CPRA.
- As with Online Invoicing, we are highly dependent on the LaGov Support Team in implementing Plant Maintenance at CPRA for Post-Construction Projects. In addition, we will need to determine the degree of integration that is required (if any) between Project Systems and Plant Maintenance. Discussions will need to take place between the Awarded vendor of this contract, CPRA project leadership, and the LaGov Support Team before we can provide an accurate cost estimate.
- Since the “Additional Ongoing Support” objective is based on unforeseen needs that may arise, we cannot provide an estimate at this time.

We respectfully request that we provide the total estimated cost for Objectives 1 and 2, but that the cost estimates associated with Objective 3 items be deferred until we can obtain the necessary information that is required to provide an

accurate cost estimate. We believe this information can be obtained through discussions to further define the scope of each of task order, the level of LaGov Support Team participation, expected timing and the associated risks and constraints associated with each task order.

- A. **CPRA will accept that a Proposer cannot provide a cost estimate in the Proposal response for Objective 3, but Proposer should include an explanation, as provided in the question above. Proposers should note that per Section H, Cost Proposal, this data is for information purposes only and shall not be used in the scoring process.**

The RFP Scope of Services states,

**”Objective 3 Task Order Based LaGov Assistance and Training**

**The execution of work associated with Objective 3 will be based on the issuance of task orders. As needs arise (or the Division of Administration’s LaGov team has capacity to fulfill requests), the Contract Monitor will assign tasks to the Proposer as needed. Upon request, the Proposer will provide an estimated cost and time schedule for review based on a scope of services provided by the CPRA Contract Monitor. Proposer shall only proceed with work upon a receipt of a written Notice to Proceed which outlines the task(s)/services to be performed and a “not to exceed” amount for compensation.”**

**Therefore, the Contractor will be expected to provide a cost estimate at the time of the Task Order negotiation. The RFP Scope of Services gives Proposers a description of the type of work expected to be performed so that the Proposer will understand the experience and qualifications required of personnel to perform the work, even the components that are identified as the “on an as-needed basis.”**

## **II. RFP REVISIONS**

*Delete Section 3.2 in its entirety and replace with the following:*

- 3.2 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation
  - A. Twelve percent (12%) of the total evaluation points in this RFP are reserved for Proposers who are certified small entrepreneurships, or who will engage the participation of one or more certified small entrepreneurships as subcontractors. Reserved points shall be added to the applicable Proposers’ evaluation score as follows:
  - B. Proposer Status and Allotment of Reserved Points
    - i. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to twelve percent (12%) of the total evaluation points in this RFP.

- ii. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
- iii. If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.
- iv. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFP.

If the Proposer is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Proposer must note this in its proposal in order to receive the full amount of applicable reserved points.

If the Proposer is not a certified small entrepreneurship, but has engaged one (1) or more Veterans Initiative or Hudson Initiative certified small entrepreneurship(s) to participate as subcontractors, the Proposer shall provide the following information for each certified small entrepreneurship subcontractor in order to obtain any applicable Veterans Initiative or Hudson Initiative points:

- i. Subcontractor's name;
- ii. Subcontractor's Veterans Initiative and/or the Hudson Initiative certification;
- iii. A detailed description of the work anticipated to be performed; and
- iv. **The anticipated dollar value of the subcontract for the three-year contract term based on a \$1,800,000.00 estimated contract value. This amount is intended to be used solely for Hudson Veterans points evaluation and the State is not obligated to award this amount in any contract.**

*Note – it is not mandatory to have a Veterans Initiative or Hudson Initiative certified small entrepreneurship subcontractor. However, it is mandatory to include this information in order to receive any allotted points when applicable.*

If multiple Veterans Initiative or Hudson Initiative subcontractors will be used, the above required information should be listed for each subcontractor. The Proposer should provide a sufficiently detailed description of each subcontractor's work so the Department is able to determine if there is duplication or overlap, or if the subcontractor's services constitute a distinct scope of work from each other subcontractor(s).

**END OF ADDENDUM I**