



ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL NO: **JXH00504**

ADDENDUM NO. 1

DATE OF ADDENDUM: **November 24, 2014**

This addendum is to incorporate the following changes to the solicitation:

A. Questions and Answers:

- Is it possible to get an idea of the number of staff working at the Cultural Arts Division? There is a total of 15 staff with the Cultural Arts Division; however, there will be only 2-3 dedicated staff utilizing the grants management system.
- Are the hosting technical specs listed on page 22 (starting with “The public front-end Web servers...”) a requirement or can we propose other technology (i.e. SQL server) if we provided a fully hosted solution? You may propose other server-based solutions as long as the solution meets all technical requirements.
- Appendix A is for “Communications and Technology Management Technical Reference Model and Standards” as referenced by 5.2 in Scope of Work, Technical Requirements, however page 36 appears to be a different table of questions/requirements with the same title. Is this second Appendix A table supposed to be called something else with a response required for each point? Appendix A is the City’s “Communications and Technology Management Technical Reference Model and Standards” and do not require responses. Chapter 4.2 in Section 0500 of the RFP is titled Table of Function Requirements and the responder is asked to response to those system requirements in the RFP response.
- 4.2 F008 mentions a “fiscal agent” - can you explain a little more what this means? A fiscal agent is an organization that acts on behalf of another party performing various financial duties. In our case, we only fund organizations with a 501c tax status. These fiscal agents may apply for grants from the City on behalf of individuals or unincorporated organizations, who hold the financial responsibilities and liabilities of the grant or contract.
- Do approved applications turn into a single “project” or could an application be divided into multiple projects? One organization may propose more than one project within a single funding year.
- After an application is approved, is the reimbursement/payment done as one entire sum or could it be multiple progress payments (see 4.2 F038)? If progress payments, what

governs when a progress payment is made? Payments are made in multiple installments, generally in 3 or 4 payments. The contract payment terms and the timing of the complete project within the year determine how many payments are issued. For example, the first and second payments may be combined into one payment if the contract event is completed within the first few months of the contract cycle. A final payment is always withheld until all final report documents are submitted.

- Are deadline dates (referenced in 4.2 F024) unique to each of the 3 funding programs or could they even be set per application (i.e. one application for Core Funding could have a different deadline date compared to another in the same fiscal year)? Deadlines would be unique to each applicant, or contracted vendor, as they relate to an organization's insurance policies, final reports.
- 4.2 F041 mentions payment transfer - is this likely to be done by putting the payments on an FTP server or is there a web service or other more integration solution being considered? This section should be deleted, as the system will not be tied to the City's Purchasing Department payment system. The grants management system will not be responsible for transfer of payments. Payments will be done manually and separately and not issued through the system. The grant management system should have the ability for City users to enter payment data to track payments.
- Has a budget been set for this project? No budget has been set for the project. The City is looking for proposals and associated budget from vendors in the market through this competitive solicitation.
- If so, what is the budget for this project? N/A
- How much historical data is contained in the current system? Historical data for our contractors goes back 5 years, which is in compliance with the State of Texas Records Retention period.
- How will it be made available to facilitate migration? The system can be exported to an Excel spreadsheet or Microsoft Access; Text File; XML File.
- P. 3 in the scope of work refers to "contractors." Later in the specifications, "contractors" seems to be used interchangeably with "grantees." Are "contractors" and "grantees" the same entities? Contractors and Grantees are the same entity. The City of Austin as a municipality does not provide grants and so we refer to them as contractors. However, the system we are seeking will function similarly to a grants management system.
- F005 - can you elaborate on the expectations for automatic calculations? Does this refer to budget totals, or to something else? Calculations should allow us to total project budgets and percentages. In addition, the applicants have a matching requirement, so the calculations should show whether or not they meet the match.
- F017 - can you elaborate on this requirement? Is the notion here that administrators will be able to decline a request before it is submitted? What is the expected use case? Section F017 is amended to reflect that City users with appropriate permissions to access the system should be able to see applications pending in the system prior to being submitted as final. This a "desired" feature rather than a "Must Have."

- F029 - does the word "customer" in this case refer to a grantee or applicant? Customer refers to the external user (i.e. applicant/grantee/contractor.)
- F039 - how will the grants management system access City resident status? Is this a question that will be asked of each user, or is there an expectation of integrating with an available list of City residents? All contractors/grantees must reside in the city of Austin or it's Extra Territorial Jurisdiction. The physical addresses added by the external user should be compared with a geographic boundary to confirm or deny eligibility. The City will provide the boundaries to the vendor to add to the system to confirm eligibility. This section is amended to be a "Desired" rather than an "Expected".
- Does the Cultural Arts Division use a specific customer relationship management system with which the grants management system would ideally interact? The Cultural Arts Division will not have a separate CRM system.
- Does the Cultural Arts Division use a specific financial management system with which the grants management system would ideally interact? The Cultural Arts Division does not expect the grants management system to interact with the City's financial management system. Payment requests will be processed manually to the City's Purchasing Department. The grants management system will need to accommodate the payment data entered by the City user.

Will the city consider a SaaS solution? We are open to alternate solutions as long as they comply with the City's technical requirements.

- On page 4, the RFP states that we be available via 800 phone number during implementation. Can we use a non 800 number or can we use some sort of online chat capability? Once a chat is initiated, we can utilize a phone call if necessary. Will this work during the implementation phase? For post support, what type of support are you seeking? A non-800 number or online chat may be acceptable as long as the City user's questions are answered or technical issues are resolved in a timely manner. Post support will be determined by the vendor to outline what will be needed for ongoing support by the vendor. "Provide a detailed list of the necessary resources and expertise, complete with personnel job descriptions, which shall be required for the City to maintain the system once implemented."
- Can we assume that the City of Austin will be responsible for acceptance testing as well as unit testing? We expect the vendor to conduct preliminary testing of the system to ensure the system functions properly. The City of Austin will also conduct a test to ensure the system functions properly and that it complies with contract agreement.
- What % of time during the contract will subject matter experts be made available? During the contract term, the City will make available resources to complete the project at all times. If one is not readily immediately, the City will convey a time for when the subject matter expert will be available. Proper planning for meetings in advance will ensure the City has the proper resources at any given and needed time.

- Will the City of Austin accept a phase approach where components of the systems are brought live over several months? We often find that this is a good approach for adopting the system. **Yes.**
- Is the vendor responsible for data migration? Where is grant data currently stored? It is preferred that the vendor conduct the data migration. The City can provide the data in Excel, Microsoft Access, Text File, or XML File formats. Per Section 2.2 Current System, “CAD currently uses Pearl, a product provided by Bromelcamp Company LLC, to manage the database of applicants and contracts, applications, award amounts and payments.”

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, Addendum #1 is hereby incorporated and made a part of the above referenced Solicitation.

APPROVED BY: Jonathan Harris
 Jonathan Harris, Senior Buyer Specialist
 Purchasing Office, 512-974-1771

ACKNOWLEDGED BY:

_____ . _____ . _____
 SUPPLIER AUTHORIZED SIGNATURE DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO PURCHASING OFFICE, CITY OF AUSTIN, WITH PROPOSAL OR PRIOR TO PROPOSAL CLOSING. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.