

RFP – Grants Management Software

Questions & Answers

- 1) Would you share the amount of grants revenue the city is managing annually? Not total awards, but rather what is managed on a 12-month basis on average?
The City manages around a million and a half to two million annually in grants, though the City is actively looking to increase this amount.
- 2) Does the City of Pittsburgh require a minimum number of bids in order to move forward with procurement? **There is no minimum number of bids required to move forward with procurement as long as an RFP has been sent out and publicized.**
- 3) What and where is your database and what are the access capabilities? **The City currently does not have a grants database. All information regarding grants is either in an Excel spreadsheet or the JD Edwards Financial system. The City desires to see a grants management system (GMS) that can interface with JD Edwards to pull financial grants information into the grants system.**
- 4) Where are actual costs currently maintained and will an interface be provided or will all tracking be in the new GMS? **The new GMS must be able to interface with the JD Edwards system and pull financial information to itself to aid in the management of grants. It is the responsibility of the GMS vendor to provide this interface with JD Edwards.**
- 5) How are expenditures currently tracked and are you asking for any interface or ability to directly input and track expenditures in the new GMS? **Expenditures are currently tracked in disparate individual systems and need to be centralized in the new GMS.**
- 6) Can you provide the interface details of the many sources to integrate? **The only system outside the new GMS is the JD Edwards system, which is an Oracle product.**
- 7) For all of these interfaces and possible amounts of data to be placed in the new GMS, can you provide the size of data migration that will be required? **The City would like to get not only open and ongoing grant accounts into the new GMS, but also historical information as well. It is unclear how much data migration this will involve.**
- 8) What is your existing system to manage all of this grants activity? **An Excel spreadsheet and the JD Edwards Financial system.**
- 9) What is the number of internal Pittsburgh city users, what is the required number of external users and what is the frequency of the external user's access to the new GMS? **There will be no external users for the new GMS at this time. We would like to begin with around 20 users as a pilot and expand to around 30 or 40 over time.**
- 10) See II c. 20. How does this relate to a grants software system? This seems to be an additional management consulting based requirement versus a software system requirement. **The City is looking for as much of a "one-stop shop" software solution pertaining to grants management and writing as it can find, and is interested in seeing what kinds of capabilities vendors can offer to meet these disparate requirements.**

- 11) Regarding II.c.21, is this management consulting services or do you have a database that you what to access through the new GMS? **The City would prefer for the vendor to provide access to grant writers/grant consultants via the GMS.**
- 12) For the complete fee schedule it appears this will be a combination of T&M and FFP? **The City is open to reviewing any type of fee schedule, but prefers a fixed price for budgeting purposes.**
- 13) Timeline outline, can the City of Pittsburgh provide your anticipated timeline from award to implementation? **The City is looking to the vendor to provide a timeline that is both expeditious yet thorough, and based around the implementation requirements of the vendor's own GMS.**
- 14) If answers to the questions are not promptly posted on the City's Website, then can you provide a proposal due date extension, minimally two weeks? **The RFP due date will be extended to Wednesday, July 23rd.**
- 15) Can you post evaluation scoring for these items so vendors can see your priorities? **Please see Section VII for a list of criteria used by the City to rate proposals.**
- 16) Will the City of Pittsburgh consider extending the RFP response due date to July 23, 2014? **Yes, the deadline will be extended to Wednesday July 23rd, 2014.**
- 17) Has a budget been identified for this project? If yes, can you share the amount that has been reserved? What is the City's budget for one-time implementation cost? What is the City's budget for recurring software license and support cost? **The City does not have a pre-determined budget for the GMS.**
- 18) Has the City reviewed, considered or evaluated solutions prior to the RFP? If so, can the City share the vendors and solutions evaluated? **Yes. ECivis, Amplifund and Abila have been reviewed by the City at the time of this questionnaire.**
- 19) Can you provide additional details on the number of anticipated users, types of users, and how many users will need access to the system? **Users will be internal to the City. The City would like to see a pilot program of 20 users that could expand over time to around 30 to 40 users.**
- 20) Will the users be both internal and external to the City? **The users will be internal to the City at this time.**
- 21) Are you looking for a packaged out of the box solution or would you be open to a system that is innovative, flexible, rapidly scales and can change as requirements change? **Either option would be potentially acceptable to the City.**
- 22) Did the City use a vendor to help develop the RFP? If so, can the City please share the name of the vendor? **The RFP was created without the aid of a vendor.**
- 23) Is the City open to a cloud-based Software as a Service vendor hosted solution? **Yes.**
- 24) Would you consider customer references at the State government level to meet the customer reference/letters of recommendation requirements? **Yes, though municipal level recommendations are preferred.**