



## RFP S19227 eProcurement Solution Question & Answer

Q No.	Questions	Answers
1	I didn't see a requirements matrix regarding solution functionality. Is a document of this type required as part of our response?	<i>Proposers should include their solution's functionalities in their proposals. It is up to the Proposer as to what format to use to describe their proposed solution.</i>
2	Please state the number of users expected for the following responsibilities: - Solicitation - Contracts - Vendor Management Users are defined as having the ability to create/edit RFX events, contract documents, and vendor records. Read-only (and similar) users are not included in this total.	<i>Currently, there are 30 employees who are expected to manage solicitations.</i>
3	Are there planned subsequent phases to replace the current processes done within SAP, e-invoicing and purchase orders specifically?	<i>These processes will remain in legacy systems, but may be phased-in to the solution at a later time.</i>
4	What is the total procurement (goods & services) spend VTA has on an annual basis with its suppliers?	<i>VTA's annual spend on goods and services is approximately \$460 million.</i>
5	Is it required to subcontract a certain percentage to an MWBE firm?	<i>Although VTA has an MWBE aspirational goal of 18%, this project has no set goal for MWBE.</i>
6	If we are not subcontracting, is Form 5 still required to be submitted with our response?	<i>Form 5 needs to be submitted whether or not MWBE prime or subcontractors are used. If not utilized, it may be submitted with " N/A ".</i>
7	VIII - Scope of Service > 2.0 Purpose and Objective > E. Pre-Award > <b>Vendor responsiveness and responsibility verification documents:</b> Vendor will get interface to respond against solicitation and will get interface to upload respective documents against it. Does this statement mean same. Please confirm. If not please clarify.	<i>The referenced section refers to a placeholder or a library where documents related to the sourcing event can be stored.</i>
8	VIII - Scope of Service > 2.0 Purpose and Objective > E. Pre-Award <b>State of California business status:</b> Elaborate State of California business status, does this mean any kind of integration with external system? Please clarify	<i>The referenced section refers to a placeholder or a library where documents related to the sourcing event can be stored. Intergration to an external system may be planned at a later time.</i>
9	Approx. Number of Unique bidders & Users of VTA	<i>The estimated VTA users is 81. This number includes users who manage solicitations, administrators, read-only users, and evaluators. The number of unique bidders cannot be determined as VTA encourages an open vendor registration process.</i>
10	Approx. Number of Solicitation / e-Procurement Events which were conducted in last 4 Financial Years. E.g. 2015 - 16, 2016-17, 2017-18, 2018 - 19	<i>VTA's solicitations: 2016: 81 (39 IFBs, 40 RFPs, 2 RFQs) 2017: 68 (43 IFBs, 24 RFPs, 1 RFQ) 2018: 62 (34 IFBs, 25, RFPs, 3 RFQs) 2019: 70 (41 IFBs, 23 RFPs, 2 RFQ, 4 RFIs)</i>
11	Each Activity flow chart related to e-Procurement Solution with scope of work for support / services. Kindly share the scope of services pertaining to the support and maintenance	<i>Proposers are to include their proposed plan to provide technical support to VTA with their Proposal.</i>
12	Would you be open to pricing for the e-Procurement Solution to be hosted by vendor (SaaS/cloud) or deployed on your organization's server (on-premise)?	<i>In the best interest of VTA, the agency will consider an eProcurement Solution that can either be hosted through the cloud or within VTA's servers.</i>
13	Can you please confirm the number of total users will require log-on access to add bids/contracts, edit, delete, approve, search, etc.?	<i>Currently, there are 30 (6 admins) employees who are expected manage solicitations.</i>
14	If possible, can you please provide details on what user roles will be and how many of each role?	<i>Currently, there are 30 (6 admins) employees who are expected manage solicitations. About 51 will have read-only or evaluator access.</i>
15	Can you please expand upon the data migration / importing details for the e-Procurement Solution?	<i>Ideally, VTA would like the ability to migrate data from SAP, SharePoint and possibly other applications for relevant data. VTA would also like the ability to import data from Excel files, as well as PDF files. Proposers are expected to expand on their current solution's database functions and capabilities.</i>
16	Can you please provide details about the columns/fields are currently tracked in the current/legacy system?	<i>VTA's current solicitation system is utilized for publishing of solicitations only, therefore, fields/columns are minimal, less than 25 data fields. Details will be provided when the contract is awarded.</i>
17	How many total electronic Records (rows in excel spreadsheet) and how many total electronic files in current/legacy system?	<i>VTA issues no more than 500 contracts per year.</i>
18	How many total legacy (historic) electronic contract files will be imported into the e-Procurement Solution?	<i>VTA issues no more than 500 contracts per year.</i>

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19	Where are the legacy (historic) electronic contract files currently stored (shared folders, SharePoint, document management system, paper, etc.)?	<i>Historical files are stored in shared folders, and/or SharePoint. Some older files are kept in paper format.</i>
20	Can you please expand upon your preferences to integration with third-party systems? Please provide system details (system name, database used, home-grown or commercial) if applicable. Will this be an ongoing data integration or a one-time data import? The one software listed for potential integration is SAP for financial data, but if there are additional systems please provide details.	<i>Integration of systems may be phased-in to the selected Proposer's solution at a later time, and will depend on proposed solution's capabilities and functionalities. If the solution is stand-alone, it will be most likely a one-time data import.</i>
21	What data will your organization be passing in the data integration between the e-Procurement Solution and other third-party systems?	<i>This will be determined during the implementation process.</i>
22	Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)?	<i>Systems currently used by VTA have been deployed using the agency's servers, and hosted by vendors.</i>
23	What bid and agreement types would you like to author within the system (number of templates)?	<i>The templates currently used by VTA's Procurement team for solicitations and agreements vary in types, but are mostly in Microsoft Word, Excel, and Adobe Acrobat formats. The number of active templates used will be no more than 100 templates at one time.</i>
24	Can you please provide additional details about your organization's workflow/approval processes? Please provide number of steps and examples.	<i>VTA expects proposers to provide solutions of their workflow/approval process.</i>
25	Is your organization eligible to purchase off of the GSA Schedule 70? If yes, would you like GSA pricing in the bid response or retail pricing?	<i>VTA promotes fair and open competition, which provides the agency the best value for the acquisition of goods and services.</i>
26	Should we be selected for the Interview process, is VTA flexible with the schedule as that is the week of CAPPO and we will be presenting there. Could VTA extend the due date?	<i>Please see Addendum 2 with the revised Procurement Schedule.</i>
27	Please clarify the access levels required for the 75 user licenses listed in the Form 4 – Cost Proposal Form. Do any of the 75 user licenses require "Read- Only" access?	<i>Currently, there are 30 (6 admins) employees who are expected manage solicitations. About 51 will have read-only or evaluator access.</i>
28	The insurance requirements state that VTA requires the following coverages which are outside the industry norm. Will the VTA be willing to lower these limits to \$2,000,000:	<i>Form 3 - Exceptions To The Contract must be submitted whether or not a Proposer have an exception to the contract. Exceptions to VTA's insurance requirements must be submitted in this Form 3.</i>
29	Has the project been budgeted? If so what is the budgeted amount?	<i>VTA does not disclose project budgets. The Price Proposal shall be based on the Proposer's statement of work.</i>
30	When is the desired go-live date?	<i>VTA anticipates to issue the Notice of Intent to Award around the Spring 2020. The Go-Live date will need to be determined based on the solution selected, and to the best interest of VTA.</i>
31	Has the agency received any demonstrations from vendors regarding the project's scope?	<i>VTA did not previously seek nor received demonstrations from any vendors.</i>
32	Approximately how many staff members and stakeholders will be trained on the new system? Do you foresee this being a one-time effort or ongoing?	<i>VTA anticipates 3 training sessions for around 81 employees.</i>
33	How many active contracts does the agency have?	<i>As of January 2020, there are approximately 993 active contracts.</i>
34	How does the agency currently handle department requests for purchases?	<i>VTA requisitions are currently handled manually, and entered into SAP for issuance of purchase orders.</i>
35	Would VTA be interested in a solution that includes a requisition module?	<i>Proposers may provide information on optional modules not covered in the scope of services.</i>
36	Does the agency have a specific number of firms that it will shortlist for the interviews?	<i>The number of firms to be shortlisted will depend on the number of proposals received, and how each score based on the evaluation criteria.</i>
37	Section L. states: "the Form 700 will be required to be filed upon execution of the Contract" Will form 700 be required for the proposal or only from the awarded vendor?	<i>Form 700 will be required to be filed prior to the execution of the contract from the awarded vendor.</i>
38	If the selected vendor intends to self-perform all the work and not use any subcontractors, are they still required to submit monthly DBE reporting?	<i>Monthly DBE reporting is not required if the awarded vendor does not use subcontractors. (unless dbe prime)</i>
39	Does the agency require the solution to have boilerplates/templates usage capabilities?	<i>Yes.</i>
40	Once an e-procurement system is implemented, does VTA intend to discontinue posting solicitation documents and accepting paper bids/proposals?	<i>Part of the intent of the eProcurement Solution is to accept bids and proposals electronically.</i>
41	Would you be open to accepting bids just on the software only? Or, would you be open to accepting software bid and if selected, allow an implementation partner to be brought in as a subcontractor?	<i>VTA intends to procure the eProcurement Solution with the implementation of the solution. Subcontractors are permitted, but must be identified with the Proposal.</i>

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42	Section 1, point K and L: Could you please clarify further what you require or need for 'Audit Report Requirements and Economic Interest Form 700'?"	<i>The Audit Report/Requirements states that Proposers must include their latest audit report with their Proposal. The Economic Interest Form 700 will be required for the selected Proposer.</i>
43	Section VIII (Scope) does not cover any requirements for the procure to pay process. This includes catalogs, requisition generation, requisition approvals, purchase order processing, receiving, invoice generation, invoice approvals, ok to pay advice to SAP. Are these processes going to remain in SAP/legacy systems or manually executed?	<i>These processes will remain in legacy systems, but may be phased-in to the solution at a later time.</i>
44	If the answer to question above is No? Please share the scope for the P2P requirements for this RFP that the Ivalua platform needs to consider?	<i>See RFP's scope</i>
45	Is contract migration in scope? If so, then what will be the main source and how many contracts should be expected to be migrated?	<i>As of January 2020, there are approximately 993 active contracts. VTA will rely on Proposers' to provide robust solutions that will meet VTA's needs.</i>
46	Can you provide the integration points with SAP and any other legacy inbound and outbound systems? Please identify source and target system for each data interface point.	<i>This will be determined during the implementation process.</i>
47	What are the reporting requirements?	<i>VTA expects proposers to provide solution capable of running various reports from any metadata.</i>
48	What is the scope for supplier enablement process to onboard and register suppliers on to the Ivalua vendor platform?	<i>Please refer to the RFP's Scope of Services regarding vendor registration.</i>
49	What is the number of contract types SCVTA uses today?	<i>There are no more than 20 contract types.</i>
50	What is the scope for training? Is SCVTA looking for train the trainer model or looking for execution of end user training?	<i>VTA expects both types.</i>
51	Breakdown of spend in top 5 categories	<i>The top spend categories are: capital projects, capital equipment, architectural &amp; engineering services, operations &amp; maintenance, professional consultants.</i>
52	Can you share data for requisitions, purchase orders, invoices volume?	<i>VTA estimates issuance of 1000 purchase orders per year. These are estimates and are based on different factors.</i>
53	Can you share cycle time if available for req. to PO and invoice approvals?	<i>Each transactions vary and cannot determine due to different factors.</i>
54	Number of AP FTEs focused on processing invoices	<i>There are 8 FTEs that process invoices.</i>
55	In what manner are invoices presented to the organization? - Fax, Email, Paper, EDI, Other Electronic means? Please breakdown by %	<i>VTA currently receive invoices by email, and paper.</i>
56	Will the new solution replace the current Drupal Vendor Portal?	<i>The new solution will replace the current VTA portal for solicitations.</i>
57	Will the new solution replace the current document repositories such as SharePoint, Aconex, or other collaboration sites?	<i>No.</i>
58	Submission: Proposal (Section IV.B) Our understanding is there will be a Single Proposal with the following Sections 1. EXPERIENCE AND QUALIFICATION OF THE FIRM 2. SYSTEM FEATURES AND FUNCTIONALITIES 3. TRANSITION PLAN, IMPLEMENTATION PLAN, AND ON-GOING SUPPORT 4. ADMINISTRATIVE SUBMITTALS (ALL FORMS 1 - 8) <b>Kindly confirm if this is correct.</b>	<i>Proposers must comply with the RFP's proposal requirements to be considered responsive.</i>
59	We assume that the Proposer would provide as a part of the proposal the following: - deliverables - acceptance criteria for milestone sign off  in accordance with the Project Management Methodology prescribed by the OEM. <b>Please confirm if this understanding is correct and acceptable.</b>	<i>Proposers are advised to review the RFP's proposal format and content requirements.</i>
60	We assume that the proposer can propose the payment terms/milestones linked to delivery milestones/signoff. <b>Please confirm if this understanding is correct</b>	<i>VTA has an option for progress payments.</i>