Project Atlas – RFP Addendum A

10/31/2018

This document is designed to serve as an addition to the RFP released on 9/24/2018. See Project Atlas RFP for additional information.

1. SCHEDULE OF EVENTS

Request for proposal released – 10/31/2018
Deadline for questions – 11/9/2018
Q&A webinar session – 11/16/2018
Follow up to questions – 11/23/2018
Deadline for proposals – 12/05/2018
Finalists notified – 12/14/2018
Finalist Demonstrations – 12/17/2018 – 12/21/2018
Notification about the selected candidate – 1/11/2019

4 TECHNICAL SPECIFICATIONS

4.3.11 Program Priority

While all systems will be impacted with this update, the following is a priority list that can be used as an order of implementation, not importance. This is subject to change based on implementation timeline because one program is seasonal, and we cannot make changes during the beginning of the season.

1. Overall System Requirements First
2. Energy
   - Needs Replacement
   - Can potentially be implemented between January and August
3. Housing
   - Needs Replacement
   - Inventory Management System
4. Ride to Care
   - Needs Replacement
   - HIPAA
5. Homeless
   - Needs Replacement
6. Financial Stability
   - Needs Replacement
7. Communications
   - Needs Replacement
8. Internal Resource Team
   - System access needs
   - Overall usage of system required
9. MIS
   - Administrative needs
10. Accounting

- o Current Accounting Package working well
- o Will consider replacing if new system exceeds expectations.
- o Integration more needed here

7. VENDOR PROPSOAL

7.7 Available Documentation

The SNAP team has undergone a systematic User Story writing process which has yielded over 630 user stories and a comprehensive excel document which maps these stories to the given program. These stories are available to any vendor who wishes to provide a more complete proposal upon signing the Non-Disclosure Agreement as part of the RFP.

7.8 Research and Discovery

This project involves a large scope of systems and vendors may choose to include Research and Discovery phase in their proposal before providing a pricing estimate on the overall project. This is acceptable; however, three months of work went into developing user stories and detailed systems specifications **which are available** with the signing of the NDA for the project. Any vendor wishing to include a Research phase in their solution **must** first review the 630 user story documents and the subsequent excel spreadsheet that maps these to each functional program. Research and Discovery phases of the project **do not** replace project pricing ranges and can be intended only to determine the exact scope of a given program need and provide a narrower estimate on the budget ranges already allocated to the given program.

8. METHOD OF EVALUATION AND AWARD

8.1 EVALUATION CRITERIA

An evaluation team composed of SNAP employees and other stakeholders will review the proposals. The following criteria will be used to evaluate the proposals for the purpose of ranking them in a relative position based on how fully each proposal meets the requirements of this RFP.

Items to be included on the will include:

- Overall Initial Cost
- Yearly Costs
- Time to Implement
- Customer Service References
- Ability to expand system to meet future needs
- Training offering / ease of implementation
- Woman or Minority Owned Business

Along with the above, the items from section 4.3 of this RFP will be scored using a point system:

The point system will work as follows (0-5):

0. The proposed system cannot meet the requirement and no customization or third-party integration is available to meet the criteria.
1. The proposed system cannot meet the requirement, and no customization can be added to meet the requirement, however an additional software purchase is available to integrate with the proposed system to meet the requirement.
2. The proposed system cannot meet the requirement; however, a major software development effort, customization or module can be added to the proposed system and / or an additional software purchase is available to integrate with the proposed system to meet the requirement.
3. Two Items will score 3
   a. The proposed system does not currently meet the requirement (50%-80% functionality available), however existing modules can be utilized and customized to meet the requirement, no additional software purchase or major software development effort required
   b. The proposed system does not currently meet the requirement, but the requirement can be met 100% by integrating with a third-party system which is included as part of the overall solution.
4. The proposed system somewhat meets the requirement (80% functionality available), the existing module or component can be customized slightly to meet the requirement.
5. The proposed system fully meets the requirement with no customization necessary.

For example:

0. The system does not allow for purchase orders and cannot integrate with any purchase order modules available for SNAP to purchase.
1. The system does not allow for purchase orders, but for purchase order processing it recommends and can integrate with Purchase Order System A if SNAP were to purchase that separate software
2. The system does not allow for purchase orders, but we have a software team available to build the Purchase Order Module to meet the requirement specifications SNAP has outlined and integrate with the system.
3.
   a. The proposed system has a purchase order module; however, it is designed for a different type of industry or organizational unit, our software team can expand on our existing purchase order module to meet the requirement of SNAP
   b. Using a System of Systems approach, the core system can facilitate the use of the Financial Edge Purchase Order module by managing and communicating with all impacted systems through API integration
4. The proposed system has a purchase order module for your industry and or organizational unit, however the specifics of how the team at SNAP needs to process purchase orders will need our software team to make updates to meet the business requirement fully.
5. The proposed system has a purchase order module that works exactly as needed in the requirement, however there are some fields missing that we can easily add with our existing Custom Field process that does not require any software development customization to be made.

9. BUDGET

SNAP has worked with several different third-party consulting agencies to determine the proper scope and budget for a project of this size. Based on the program needs, and the level of customization which may be necessary for the project, a budget range was determined. The budget range for a system requiring customization to an off the shelf product was determined to be $700,000.00 - $2,000,000.00. This budget is intended to cover all costs of software needed to fulfill the RFP, including customizations and third-party systems. Though this budget has been considered, we continue to be a client focused organization and would prefer to spend more money on our clients than our software to service them.