



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

**RFQQ NO. 15-2200**

*One Washington Project Management*

**AMENDMENT NO. ONE (1)**

**OFM RESPONSE TO BIDDER QUESTIONS**

**12.16.2015**

**OFM Answers to Bidders' Questions**

This OFM Answer to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFQQ. However, some of the answers may also supplement or change what was previously stated in the RFQQ or in an exhibit.

*Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.*

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## **Bidders' Questions & Answers**

**Question 1: Section 1.2 – OBJECTIVES AND SCOPE OF WORK: Two sections are noted:**

- a. Developing a new Chart of Accounts (COA) for the State of Washington**
- b. Enterprise LEAN Procurement Project**

**Are these two different positions or a single role?**

**ANSWER:** It is a single role.

**Question 2: What State resources will be available in support of the project outside of the Contractor Project manager?**

**ANSWER:** The One Washington office is comprised of a Project Director and an Administrative Assistant. Other assistance from state employees will vary depending on the work underway. For example during the Chart of Accounts development, the Project Director will reach out to key state resources for inclusion in meetings and for input as needed by the consulting firm assisting with the project.

**Question 3: As work is required on site, does the budget also cover lodging for resources if needed? If yes, is it part of the \$890k or is there another source to cover?**

**ANSWER:** The \$890,000 budget includes all costs related to Project Management; there is no additional budget available.

**Question 4: Are you looking for a staff augmentation solution vs. a consulting firm solution?**

**ANSWER:** Staff augmentation.

**Question 5: Would a team approach be something desirable or is it more desirable to have one part-time integrated resource?**

**ANSWER:** One part-time integrated resource is preferred

**Question 6: Is any other work in scope for this RFQ, such as audit, testing, and design of new business processes or is this all strictly PM related?**

**ANSWER:** It is focused on project management.

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**Question 7: Does OFM have an incumbent contractor(s) either currently working, or who recently worked, on this project?**

**A. Is the incumbent eligible to respond to this solicitation?**

**B. If there is an incumbent, can you provide the name?**

**ANSWER:** The current contractor is Point B and the contract expires December 31, 2015. Point B is eligible to respond to the RFQQ.

**Question 8: The work is estimated is at 20 hours per week. Should we assume this is 8 hours per day, or 2 1/2 days per week? Also, any idea when might you expect to have consultants working more than 20 hours per week?**

**ANSWER:** The schedule will be worked out between the Project Director and the successful bidder. There are multiple approaches that can be successful.

**Question 9: Who is currently managing the COA and what resources will be able to develop the new COA?**

**ANSWER:** The current Chart of Accounts is managed by Statewide Accounting which is a division in OFM. The contract with the consultant working with the state on the Chart of Accounts is being finalized and planning will not begin until the contract is executed. It is expected that key staff from many agencies will be involved in the design effort. It is too soon to identify the commitment of state staff.

**Question 10: What artifacts are available from the LEAN Procurement Project what we can use? Have the 'maps' been developed across agencies, and/or part of this project?**

**ANSWER:** The objective of the LEAN Procurement Project is developing the high-level maps, therefore no artifacts are available for your use.

**Question 11: Is a data model existing for this project, or will it be required across all agencies? Is this important for the COA?**

**ANSWER:** A data model does not yet exist for this project. Defining payee master data and customer master data are to be completed in the future.

**Question 12: Is the funding for two years (initial period of the project)?**

**ANSWER:** The funding is for the period January 1, 2016 through June 30, 2017.

**Question 13: Does the funding include services of more than one expert Project Manager? If so, what other services are expected to be proposed as part of our response.**

**ANSWER:** It is desirable that one expert Project Manager is proposed. There are no additional services expected in bidder responses

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**Question 14: Does 'Staff' referred to in Section 3.2 imply more than one person assigned to this project? If so are we expected to provide more than one project manager (3.2 b – Project Manager(s) can imply more than one or? What other staff is to be assumed in the response?**

**ANSWER:** The term staff does not imply more than one individual should be proposed, though more than one may be proposed. However, one expert Project Manager is desirable.

**Question 15: Since SAP is currently used by at least one of the state organization agencies, would we expect it (SAP) to be a leading candidate for this project?**

**ANSWER:** The use of SAP for the state Human Resource Management System does not provide any greater likelihood of selection than other ERP systems.

**Question 16: Have the Business and Operational requirements been defined?**

**ANSWER:** No

**Question 17: Have the functional and performance requirements been defined?**

**ANSWER:** No

**Question 18: Is License to do business in the state of Washington required prior to Proposal Submission or we can Obtain it after being selected as the Apparent Successful vendor ?**

**ANSWER:** As stated in the RFQQ document, Section 3.1.a(5), "Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.

**Question 19: And the minimum qualification stated in this RFQQ is for the candidate or for the company?**

**ANSWER:** The candidate.

**Question 20: Can the department share if an incumbent is currently providing these services, or if this is a new position?**

**ANSWER:** The current project management contract expires December 31, 2015. This will be replacing those services.

**Question 21: We see that the RFQ has 20 hours per week listed on the RFQQ; can the department share further details on if the vendor can provide 40 hours a week?**

**ANSWER:** Bidders can provide 40 hours per week, however it must not exceed our budget.

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**Question 22: Section 1.1: Can the on-site time vary over the life of the project, depending upon the activities of the project?**

**ANSWER:** Yes, some variations may occur.

**Question 23: Section 1.2: Should December 2015 be changed to February 2016 in this section?**

**ANSWER:** No, work is underway on the LEAN mapping project and is about to begin on the Chart of Accounts.

**Question 24: Section 1.2, Enterprise LEAN Procurement Project: Is the mapping of the procurement processes already happening? If so, is there an outside vendor involved? Please name the vendor. Are they eligible to bid on this project?**

**ANSWER:** The mapping project began December 9, 2015. No outside vendors are involved.

**Question 25: Section 1.2, Enterprise LEAN Procurement Project: Approximately how many procurement processes are known at this time?**

**ANSWER:** It is too early to say definitively, however nine agencies are involved in the mapping project and it is expected that each has different processes.

**Question 26: Section 2.4: Should we package our Technical and Cost proposals separately? Can the soft copy of the proposal be in PDF?**

**ANSWER:** No and No

**Question 27: What ERP software solution is being implementing?**

**ANSWER:** Washington has not procured an ERP solution yet.

**Question 28: Has a decision been made as to which scenario the One Washington Project will undertake (i.e. managed services ERP, Best-of-Breed e-Procurement managed services ERP, Best-of-Breed e-Procurement SaaS)?**

**ANSWER:** No.

**Question 29: What is Accenture's role? And would the resource/s being requested report to a Washington OFM resource or Accenture?**

**ANSWER:** Accenture is the consulting firm assisting the state develop a new Chart of Accounts. The expert project manager would report to the One Washington Project Director.

**Question 30: What is the current structure of the Chart of Accounts (e.g. number of GL accounts and reporting dimensions)?**

**ANSWER:** For information on the current Chart of Accounts, please refer to [www.ofm.wa.gov/policy/index.asp](http://www.ofm.wa.gov/policy/index.asp)

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**Question 31: Can you please clarify the number of resources you are requesting? Are you looking for 2 project managers to work 20 hours/week or one working 40 hours/week on both the COA Development and LEAN Procurement Project?**

**ANSWER:** The number of resources are not specified. The total expert project manager support is initially expected to be 20 hours per week at the onset.

**Question 32: Do you require the resource to be based in Washington or can they travel from out of state?**

**ANSWER:** The proposed project manager is not required to be from Washington. The majority of the work completed under this contract is expected to be performed on-site.

**Question 33: Can you clarify the proposed end date of the project (e.g. June 30, 2017 versus December 2017)?**

**ANSWER:** The proposed end date of the contract is December 31, 2017.

**Question 34: Is OFM assuming that this work will be performed by a single project manager or a team of project managers/subject matter experts?**

**ANSWER:** It is desirable that one expert project manager is proposed.

**Question 35: Since the project manager will work 20 hours per week for the initial period, when does OFM assume that hours will increase to full-time or 40 hours per week?**

**ANSWER:** It is expected that the hours may increase toward the end of the contract period as work begins on developing an RFP.

**Question 36: If we elect to propose a team of project managers/subject matter experts, do the minimum requirements need to be met by the primary project manager or can they be distributed among the team?**

**ANSWER:** If a team is proposed, each member of the team should meet the minimum requirements.

**Question 37: Is Accenture allowed to bid on this work?**

**ANSWER:** Accenture is eligible to respond to the RFQQ.

**Question 38: Is there an incumbent?**

**ANSWER:** The current contractor is Point B and the contract expires December 31, 2015. Point B is eligible to respond to the RFQQ.

**Question 39: Has funding been approved for the contract period?**

**ANSWER:** The funding is approved.

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