RFP for Legislative Member Services System (LMSS) Replacement
Response to Supplier Questions

Question	Response
1. The RFP calls for a custom-built solution, however we have an off the shelf solution, OpenCaseware, which can do everything outlined in the RFP with some custom configuration and integration. This would be a substantial cost savings to the State. Are you receptive to a SAAS solution, or do you require 100% custom code?	• We are open to packaged or 'shell' software packages that could be customized to the State's needs, but we are not interested in a solution that is hosted off-site.
2. Our solution is neither .NET based nor does it use Microsoft SQL, are these firm requirements?	• Yes
3. Are you open to a cloud-hosted solution?	• No
4. Approximately how many users and of which roles would use the system?	• 4 Administrative Users • 250 Potential Self Service Users
5. For this RFP, there is a requirement for an ACH file to be generated and transmitted to the "bank". Would you mind telling me which bank y'all use, and the method preferred to transfer this file via the "interface" defined in section 2.4.1 ?	• The ACH file must be developed in the industry standard NACHA format and will be transmitted via secure FTP to the bank. Since these are standard file formats and transfer protocols, the bank name is not relevant.
6. Have you considered having your IT department install CONCUR? I believe that it meets your needs.	• We are open to packaged or 'shell' software packages that could be customized to the State's needs, but we are not interested in a solution that is hosted off-site.
7. Section 2.5 describes the target technical environment. Is it possible to add additional components to this target environment that are technically compatible? Specifically, in addition to the native Microsoft web server (IIS 2012), can we also utilize Apache TomCat server running on a Windows Server?	• No. We do not need another hosting system.
8. Is there any location restriction for resources working on this project?	• GGA would like to have an on-site presence for requirements gathering, testing and cut-over support. • Development activities can be conducted off-site by remote resources located in the United States.
9. Would the Fiscal Office provide a demo of the existing system to prospective bidders?	We are unable to provide a demonstration, please see Appendix A of the RFP for

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	documentation of the current systems and business processes.
10.　　The RFP requires that the proposed solution support IE v 8 and up. Since IE8 is no longer supported by Microsoft, supporting its use is a severe security risk. Would the Fiscal Office consider supporting only currently supported versions of IE?	Yes. Currently supported versions are fine. In fact, Edge will become our default this summer.
11. Please provide the anticipated number of total users and number of maximum concurrent users for the proposed application	• 4 Administrative Users • 250 Potential Self Service Users with a max of 50 concurrent users
12. Would it be possible to obtain screenshots of the application?	• Please see Appendix A of the RFP for documentation of the current systems and business processes.
13. Who wrote the RFP?	• The RFP was written by our Project Manager.
14. Euclid Infotech is a company based in Mumbai, India. We are interested in participating in the tender mentioned above hence want to get more information about the same. Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document: 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required. 2) Soft Copy of the Tender Document through email. 3) Names of countries that will be eligible to participate in this tender. 4) Information about the Tendering Procedure and Guidelines 5) Estimated Budget for this Purchase 6) Any Extension of Bidding Deadline? 7) Any Addendum or Pre Bid meeting Minutes?	All information about the procurement is available on line at: https://ssl.doas.state.ga.us/PRSapp /PublicBidNotice?bid_op=184440044400- LMSS-06222017
15. Will the application need to store credit card information?	• No
16. Will the mobile devices be connected to the state network or will the self-service piece have to be made available to the public internet?	• Mobile devices will need to be connected to the State internet. GGA has a separate mobile device network that users would

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	connect through via HTTPS through the firewall. There will be no access through the public internet.
17. Would the system require multiple roles?	• Yes, the roles that we have identified are: 1. Fiscal Office - Group that processes payments. 2. Members - Group that submits payment requests. 3. Approvers - Group that approves transactions. 4. Administrator – Fiscal office staff who configures system and updates tables for each Legislative Session.
18. Are the servers in the technical environment clustered or load balanced?	• Load Balanced
19. Will the application be deployed to the existing infrastructure?	• Yes
20. How will the proposal be scored?	• Reference RFP Section 6.4
21. Does GGA have a current reporting tool to use with the application.	• No. The ability to create new queries and reports should be part of the new application.
22. Before the new LMSS can be built, a detailed functional and technical design needs to be completed. These designs are needed to create an accurate estimate for implementation. Will the GGA accept a proposal for the design phase of the project with an estimate for implementation to be provided after the design phase?	• No. A firm has already developed the detailed requirements. However, the requirements are not inclusive of all future state functionality as defined in the RFP. All detailed requirements documents will be provided to the winning bidder for validation with GGA. • Please reference Section 2 and Appendix A, B and C of the RFP to assist with developing cost estimates.
23. Will there need to be any migration of existing data from the old system to the new system?	• No
24. Will the GGA accept a responsive web design for mobile users, or does the GGA prefer native iOS and Android apps for mobile users?	• GGA would prefer and accept a responsive web design for mobile users.
25. Is ASP.NET MVC acceptable for the presentation layer? Is this technology used/supported by the GGA IT team?	• Yes
26. Is it possible to see the system requirements that were already put together?	• Please reference Section 2 and Appendix A, B and C of the RFP to assist with developing cost estimates.

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	• All detailed requirements documents will be provided to the winning bidder for validation with GGA.
27. Is this funded by a grant? If so, are there other grant requirements, like reporting?	• No
28. What is your typical support requirements during each session and also out of session?	• GGA requires a higher level of service and support when the Legislature is in session.

29. Are there a set of non-functional requirements as well? Number of users, performance requirements, etc.?	• The anticipated number of users are:
	  ○ Fiscal Office – 4
	  ○ Members - 250
	  ○ Approvers – 50 (a member may also be an approver)
	  ○ Administrator: 2 (one and a backup)

30. Is the company that put together the detailed business and technical requirements allowed to bid on this proposal?	• No
31. Microsoft has been making a move towards open based platform, Linux in the past years. Would you consider a Linux/Oracle solution for this RFP?	• No
32. Would GGA be open to LMSS Replacements that customize off the shelf products for a solution, or is the requirement for a custom solution firm in that regards?	• We are open to packaged or 'shell' software packages that could be customized to the State's needs, but we are not interested in a solution that is hosted off-site.
33. Are legislators allowed to use a mobile application outside of the State Capitol to scan in receipts for expenses incurred (or will they need to be present inside the building to access any mobile component)?	• Mobile devices will need to be connected to the State internet. GGA has a separate mobile device network that users would connect through via HTTPS through the firewall. There will be no access through the public internet.
34. Requirement 2.2.21 calls for the ability to generate reports. Is there an estimate as to the number of reports that the vendor will need to create for the project?	• Reference Appendix A page A18-A19 of the RFP for a list of the current system reports that will need to be created for the project.
35. From the requirements in section 2.4, it seems that all integration is outbound (from LMSS to other systems) and is done through files (not API calls). Can you confirm that?	• Yes – all integration is outbound and done through flat files.
36. In section 6.4, it indicates that the cost proposal will account for 300 points and the technical proposal will account for 700 points. If there is a	• The offeror presentations will add or subtract points from the technical proposal scoring.

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round of offeror presentations, will this introduce a new set of points for scoring (so that more than 1000 points would be possible)? Or will the presentations add (or subtract) from the technical proposal scoring?	
37. On page A6, section 1.1 shows the general session information that needs to be entered at the beginning of the session. Does the new system need to allow an administrator to update this data mid-session? For example, could committee membership change mid-session? a. If data changes are allowed mid-session, does a change log need to be maintained for these changes?	• The current system has the ability to add and change committee membership during the session. The same functionality should be provided. • Yes, a change log should be maintained.
38. Is the system required to print live checks?	• Yes
39. What system are vouchers sent to?	• The State of Georgia's PeopleSoft Financial System (which is known as TeamWorks) managed by the State Accounting Office.
40. What is the definition of pilot for this system? Are there basic requirements that would need to be met for a pilot? Who are the pilot users and how many?	• We will define the pilot with the selected vendor. The strategy is to select a few committees and members who would pilot the on-line roster and expense report functionality.
41. Is the system required to be able to manually enter in attendance affidavits? Is there a system that can be integrated to handle the attendance roll calls?	• Yes, attendance will have to be entered into the new system as there is no existing system that handles this information. Today, the information is manually entered LMSS by the Fiscal Office Staff. We are looking to have this information entered by the clerks during the sessions / meetings.
42. Are there GGA standards around user experience and/or graphical design? If yes, can that be shared?	• There are no current standards. It is possible that the GUI for this project may become the standard for future development projects.
43. When does the contract start date begin / end? Is it tied to fiscal calendars or is it simply 2 years from the start date	• Two years from the start date.
44. What version of .net does GGA currently have and intend to support?	• Microsoft .NET platform consists of MS SQL Server 2012 and IIS 2012.
45. What is the approved budget range?	• We are not proving this information.

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46. Is there anything that shows the requirements for the PeopleSoft Financials and HCM System integrations?	• Information about the PeopleSoft Journal Upload process can be found at the following location: https://sao.georgia.gov/spreadsheet-upload-template • The HCM Interface is produced out of the current system and contains payroll tax withholding deductions for W2 reporting. The same file structure can be replicated for the new system. See RFP Appendix A Page A12 for more information.
47. Do you have requirements/scoping detail for the request of "more robust reporting capabilities", beyond the 23 predefined reports mentioned?	• We would like the ability to develop ad-hoc queries and reports and add them to the application.
48. Can access to the current LMSS be provided for review?	• We are unable to provide a demonstration, please see Appendix A of the RFP for documentation of the current systems and business processes.