



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: April 13, 2015

TO: RFP# 1556-545 Bidders

FROM: Sarah MacLean, RFP Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 1– Bidder’s Q & A

DSHS amends the RFP# 1556-545 procurement document to include:

- Bidder’s Questions and Answers
- The example scoring table in Section D. Evaluation, Sub-section 4 Cost Score, is corrected as follows:

Bidder A: (Lowest hourly rate)	\$50.00 = 30 Points ⇐ <i>Winner receives all 30 available points</i>
Bidder B: (2nd Lowest hourly rate)	\$56.00 $\$50.00 / \$56.00 = .89 * 30 = 26.7$ Points <small>Lowest Bid / Higher Bid = Percentage of Available Points * Available Points = Points Awarded</small>

Bidder's Questions and Answers
RFP# 1556-545

Question #1: Is there currently an incumbent providing these services?

A: Yes

Question #2: If there is an incumbent providing these services, are they eligible to respond to this RFP?

A: Yes, it is an open solicitation.

Question #3: Your budget of \$300,000 for 2 years and NTE bill-rate of \$110/hour seems to suggest that this RFP is for a contractor to perform services on a less than full-time basis. Please advise your expectations of number of hours to be worked for the contact.

A: The expectation is for the contractor to provide 30 to 40 hrs. of services per week. The number of hours will depend on the hourly rate staying within the budget.

Question #4: Can you please let us know the work location (Wenatchee, WA)?

A: The work location will be in Olympia, WA at the DSHS Building OB-2 (1115 Washington Street SE, Olympia, WA, 98504).

Question #5: For the following mandatory requirement we need a clarification:

The developer must have at least 5 years' experience with accounting, payment application, interest and invoicing processes within Washington State government including the Agency Financial Reporting System (AFRS).

Is it mandatory for candidate to have WA State government experience in AFRS or is it sufficient if the candidate fulfills the first part "experience with accounting, payment application, interest and invoicing processes" in some other location (not WA state)?

A: Yes, it is mandatory for the candidate to have WA State government experience with sending payments to AFRS. Experience in another State will not suffice.

Question #6: If we presented a candidate with all the mandatory experience and qualifications including accounting, payment application, interest and

invoicing processes but with NO direct experience with the WA State AFRS system, would this disqualify them from consideration?

A: The specific experience being requested with the WA State AFRS system is experience with sending payments to AFRS via interfaces. Not having experience with sending payments to AFRS would disqualify the candidate.

Question #7: What will the interview type be (in-person or phone)?

A: We are planning to conduct the oral interviews in person, but can discuss other options, like phone, if needed.

Question #8: Whether companies from Outside USA can apply for this? (From India or Canada)

A: Yes, any company can apply as long as they meet the requirements of this RFP. Also, a Washington state business license is needed.

Question #9: Whether we need to come over there (to Olympia) for meetings?

A: We do have an expectation that the contractor will be on site and participate in meetings in person. This is required as the contractor will need to work closely with the development team.

Question #10: Can we perform the tasks (related to RFP) outside USA? (From India or CANADA)

A: We do have an expectation that the contractor will be on site and participate in meetings in person. This is required as the contractor will need to work closely with the development team.

Question #11: Can we submit our proposals via email?

A: We are only accepting electronic (email) submissions for this solicitation. Please see Section B Procurement Process, Sub-section 14 Submission and Contents of Proposals for more details.

Question #12: Will DSHS consider making the five years' experience with Acuity desirable instead of mandatory to consider excellent financial application developers?

A: The five years' experience with the Acuity Sage MAS 500 commercial off the shelf accounts receivable system is mandatory because the Acuity Sage MAS 500 software is what DSHS is using.

This experience will ensure that DSHS acquires a contractor who can support our accounts receivable system with expert knowledge.

All other terms and conditions in this RFP remain the same.