



MINNESOTA STATE
Career and Technical Education

MINNESOTA STATE COLLEGES AND UNIVERSITIES
RESPONSES TO VENDOR QUESTIONS

**REQUEST FOR PROPOSAL (RFP)
FOR
Grant Management Software Solution
January 2018**

Updated (February 9, 2018)

Updated (January 25, 2018)

- 1. We were wondering if not having a University as a current client is a deal breaker?**
No. This is not a mandatory requirement in order to submit a proposal, however, if you have clients that are similar in terms of being an educational institution or government/state/federal or non-profit/community agency, please include them in the Vendor References section (Appendix I) of the RFP.
- 2. Are companies from outside the United States eligible to apply?**
Yes.
- 3. Are companies from outside the United States expected to attend in-person for meetings?**
No. There is no expectation to attend in-person. Vendor demonstration options will be determined by the RFP Evaluation Team. Demonstrations will not be extended to all respondents that submit a proposal, and as such, it is in the respondent's best interest to submit a thorough and complete proposal.
- 4. Can we submit proposals via e-mail?**
No. Fax and e-mail responses will not be considered. Reference Section V. in the RFP.
- 5. How many FTEs will be dedicated to this project?**
We have 1.25 FTE dedicated to this project.
- 6. Does Minnesota State intend to implement this software at all colleges, universities, and campuses or just a select few? If so which ones?**
This software will only be implemented at Minnesota State's central office, also referred to as the System Office. This software will not be implemented at any of the colleges, universities or campuses of Minnesota State at this time.
- 7. Do you need any integrations with other external systems? If so, which ones, and what data needs to be exchanged between them?**
No, we do not need any integrations with other external systems.
- 8. Does Minnesota State have a budget for its grants management system? If yes, what is the budget amount?**
This project has an approved budget. We will not be disclosing the budget amount at this time.
- 9. Has a budget been approved for this project? If so, for how much?**
Yes. Please see question 8 of this document.
- 10. Do you have any legacy data that needs to be imported to the new system? If so, please provide a summary of the legacy system(s) and modules/functions involved as well as the volume of the data to be migrated.**

No.

11. What is the dollar amount of grant awards distributed today?

\$17 million dollars in federal funds.

12. What is your sponsored projects expenditure in dollars per year?

Please see question 11 of this document.

13. Can you please provide Minnesota State's average annual grant revenue?

See question 11 of this document.

14. Can you please provide Minnesota State's number of unique sub-recipient organizations?

We have up to 35 unique sub-recipient organizations.

15. What is the dollar value of grant awards distributed on an annual basis?

The average is \$500,000 per sub-recipient.

16. How many different grantees receive grant award distributions?

It varies but approximately 35 grantees.

17. What are the top 3 goals/objectives for the new grants management system?

1) Improved records management and reporting, 2) Improved accountability and transparency through documentation of grant negotiations, communications and progress reports, and 3) Improved ease-of-use and simplification (system user interface and functions) for end-users and system administrators.

18. What financial system does Minnesota State use to manage funds? Is an integration with the grants management system needed with this system?

The Minnesota State financial system is called ISRS (Integrated Statewide Record System). No, an integration between ISRS and the grants management system is not needed. See 'Nature of RFP' on page 4 of the posted RFP.

19. It's noted on page 5 of the Grant Management Software Solution RFP that there are approximately 150-200 Grant Applicants (grant-seekers) but how many actual Grant Applications does Minnesota State publish in a fiscal year? And what is the forecast growth for the next 3-5 years?

We publish three grant applications (also called funding opportunities) per fiscal year. In the next 3-5 years, we do not expect to exceed 5 grant applications per fiscal year.

20. How do you plan to handle information for IRB, IACUC, and COI?

This question does not apply to our grant needs or requirements.

21. What existing single-sign-on/authentication system, if any, do you want integrated with your instance?

None. No single-sign-in is desired at this time.

22. What are your plans for change management, such as: plans that you may have for end users to transition from existing applications to the new software system; end user training; communication regarding what's changing and how it affects their job duties; etc.? Will you need any help with such activities?

We have an internal plan for communicating to and transitioning users from the existing application to the new grant management software. We are open to option for end user training. See Appendix O, questions 6-8 on page 57 and 'Implementation and Training' on page 58. See the implementation timeline on page 7 for details.

23. What are your support requirements after go-live?

Our preference is to have a dedicated technical support representative to provide technical support. We prefer to have several ways to connect with a technical support staff such as: live chat, e-mail, phone, remote desktop support, and a searchable updated knowledgebase. Refer to Appendix O, question number 6 on page 57 of the posted RFP.

24. What is your preference for type of implementation approach - big bang or phased?

Big Bang.

25. Do you want the system to keep an electronic history of Negotiation activity?

Yes.

26. In an attempt to gauge the complexity of the Grant Applications, please provide the average number of questions per Grant Application and the number of questions on your most complex Grant Applications?

Grant applications can have as little as 10 questions or up to 50. Our most complex grant application has up to 53 questions. The number of questions could increase with the new grant management system.

27. Has your institution conducted a process analysis for the requested services in scope?

Yes, using informal surveys and interviews.

28. Can Minnesota State please provide additional information on how external reviewers are utilized in its review processes today?

Refer to 'Grant User Types and Roles' on page 5 of the posted RFP.

29. Has Minnesota State previously seen vendor demonstrations of any grants management systems?

No.

30. Is a PM available from your end?

Yes.

31. Just to confirm, these forms only need to be completed if the contract value exceeds \$100,000 (Human Rights Requirements (Appendix B and C))?

Correct, but you must figure in the whole term of the contract. You will need to take your bid and multiply it by the term of the contract you're proposing plus any renewals. Refer to 'Contract Term' on page 7 of the posted RFP.

32. Can Minnesota State please provide samples of forms utilized in its application, review, and reporting processes?

Yes. This is one grant application example with grant application questions (form fields): www.minnstate.edu/system/cte/consortium_resources/applications/FY17-Applications/fy17-oakland-application.pdf. The review and reporting form for reviewers is comprised of checkboxes and comment boxes provided to each reviewer based on the questions in the grant application.

33. Are you open to train-the-trainer approach?

We are open to several training approaches in combination with or addition to the train-the-trainer approach. The preferred approach may depend on the complexity and ease of use of the grant management software. In your proposal, present all possible options you are able to provide in order to meet the implementation timeline described on page 7. Your proposed implementation plan should be included in Appendix O on page 57 of the posted RFP.

34. What are the typical database inquiries and reports desired from the new eRA system (electronic records archive)?

We desire the ability to pull reports by custom fields defined by the grantor and by information (or questions) submitted in the grant application. Standard reporting such as number of registered users by role, name of organization, grant application status, number of submitted or pending applications, are also used by our users. Ad hoc reporting capability should be accessible to non-technical users to eliminate the lengthy back-and-forth report creation process between end users and the system administrator.

35. Can you elaborate on what you would like us to provide that constitutes the signers proof of authority (Authorized Signature (Appendix P))?

By signing the form, you are certifying you have been authorized to sign on behalf of your company in an RFP proposal.

36. Can you elaborate on the "performance-based budget form" and further describe the use case (Appendix M F2.2)?

Yes. This is one grant application example with what we mean as “performance-based budget”: www.minnstate.edu/system/cte/consortium_resources/applications/FY17-Applications/fy17-oakland-application.pdf. The budgets proposed are directly tied to goals/objectives, activities, strategies, outcomes, and measures.

37. Can you provide an example of the automatic calculations you are looking for? What types of questions/information do you include in the application to support this calculation?

Grantees usually propose a budget for how they will spend their funds. Grantees identify an activity and indicate how much funding goes toward the stated activity. Sometimes this looks a lot like an excel spreadsheet. We need the grant system to have the ability to add, subtract, sum total, and calculate percentages. See question 36 in this document for a budget example.

38. We understand that Minnesota State does not consider pricing to be proprietary or trade secret materials, however we do consider this to be confidential information. Can you expand on where this information will be accessible for public consumption (Minnesota Government Data Practices Act)

The information is generally not published but is subject to an open records request by members of the public, subject to limits of Minnesota Statutes Section 13.591 subd. 3.

39. Have you had any assistance in preparing this RFP? If so, from whom?

No. No firm or agency assisted in preparing this RFP.

40. Does Minnesota State have a preference regarding a SaaS vs a non-SaaS solution?

See the RFP, page 46, Appendix K: Mandatory Requirements, M1.1.

41. Please provide a list of systems currently housing on-going/historical grant information and for each please provide the data schemas and approximate number of records to be extracted, transformed, and loaded into the system.

We do not require records to be extracted, transformed, or loaded into the new grant system.

42. Is Minnesota State looking specifically for per-user pricing or are you open to other pricing structures?

We are open to all other pricing structures.

43. Could you provide an example of the budgets you require, including a performance budget?

See question 36 in this document.

44. How do the six percent preference for Target Group Businesses and Veteran Owned Businesses (twelve possible points) fit into the scoring criteria?

Vendors that qualify as Target Group or Veteran Owned receive a 6% advantage in the cost scoring area. For these preferences, if a vendor qualifies in multiple categories, only one preference (whichever provides the greatest benefit to the vendor) is applied.

45. As you have listed face-to-face meetings for staff and/or vendor training for grant seekers, are you also looking for in person training for you Staff administering the program? Is virtual training OK for both training grant seekers and grant administrators?

We highly prefer an in-person training for the staff administering the program. We will consider virtual training but would prefer in-person trainings. The preferred approach may depend on the complexity and ease of use of the grant management software. In your proposal, present all possible options you are able to provide in order to meet the implementation timeline described on page 7. Your proposed implementation plan should be included in Appendix O on page 57 of the posted RFP.

46. Can you provide clarification on what the grant-makers would be completing within the system, or are these users just the grant administrators.

Grant-makers are the same as the grant administrators or system administrator. The system administrator is responsible for creating the grant application questions for each funding opportunity.

47. Have you had demonstrations and/or conversations with grants management vendors? If so, with whom?

Please see question 29 in this document.

48. What is the anticipated number of internal users and external users?

Anticipated number of internal users is 44. Anticipated number of external users is 200. Internal users are Minnesota State Staff (system administrators and grantor), internal and external reviewers, and external compliance review by non-personnel. External users are grant applicants (grant-seekers). See 'Grant User Types and Roles' on page 5 of the posted RFP for additional clarity on these roles.

49. What system does Minnesota State use for grants management today and why is Minnesota State out to bid for a new vendor at this time?

Today, we use a system called WebGrants. For contracts anticipated to exceed \$50,000 in total, Minnesota State requires that sealed bids must be solicited by public notice through publishing a minimum two week notice on a State of Minnesota website or in one or more official newspaper.

50. Regarding p. 18, which of the required forms A-G should be included with the RFP response due on Feb 28?

It depends. Respondents should thoroughly read through each one to determine if they need to submit the form and should not rely solely on the responses provided below.

For Appendix A: See 'Section IV: Additional RFP Response and General Contract Requirements' on page 11 of the posted RFP.

For Appendix B: This form only needs to be completed if the contract value exceeds \$100,000. You must figure in the whole term of the contract. You will need to take your bid and multiply it by the term of the contract you're proposing plus any renewals. Refer to 'Contract Term' on page 7 of the posted RFP. If your contract value exceeds \$100,000, refer to page 21 of the posted RFP to determine if you need to obtain the Affirmative Action Certification. This requirement is for respondents to be in compliance prior to contract, not in order to submit a proposal. See Appendix B of the posted RFP. See 'Section IV: Additional RFP Response and General Contract Requirements' on page 11 of the posted RFP.

For Appendix C: This form only needs to be completed if the contract value exceeds \$100,000. Refer to page 23 of the posted RFP. You must figure in the whole term of the contract. You will need to take your bid and multiply it by the term of the contract you're proposing plus any renewals. Refer to 'Contract Term' on page 7 of the posted RFP. See Appendix C of the posted RFP. See 'Section IV: Additional RFP Response and General Contract Requirements' on page 11 of the posted RFP.

For Appendix D: See 'Section IV: Additional RFP Response and General Contract Requirements' on page 11 of the posted RFP.

For Appendix E: This form is optional. Read page 26 of the posted RFP for details.

For Appendix F: This form is not required to be submitted with your proposal. It is a reference to respondents.

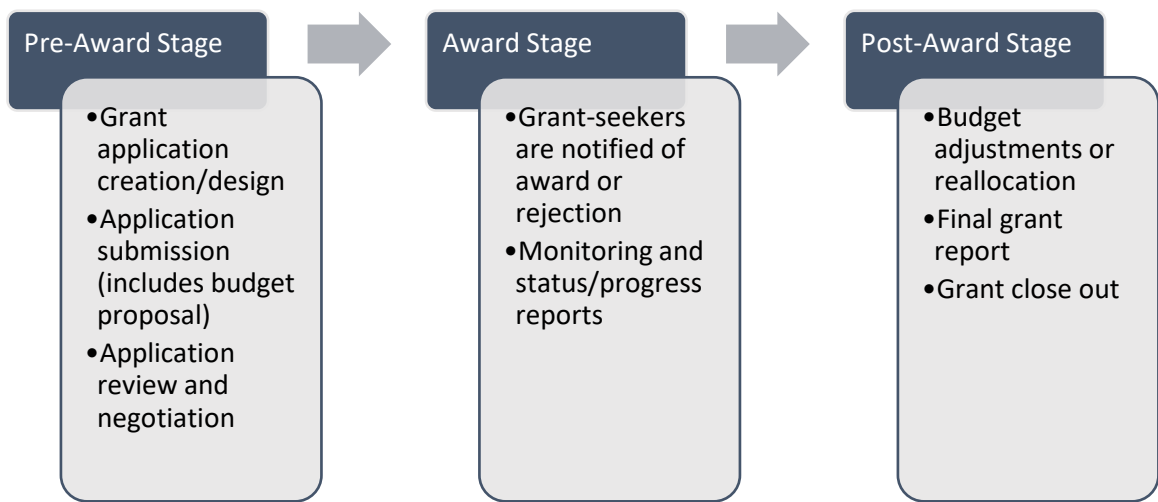
For Appendix G: This form is not required to be submitted with your proposal. It is a reference to respondents.

51. **Regarding the terms documents that you provided, we also have our own terms of use that would need to be accepted. Should we be selected, we would be happy to review your own terms and make updates to our terms where possible. Would this approach be acceptable to you?**

There are a number of terms Minnesota State cannot agree to by law. Include your terms in your proposal and Minnesota State will consider those terms during the proposal evaluation. In addition, redline any of the Minnesota State terms you cannot accept. Please see 'Deviations and Exceptions' on page 8 of the posted RFP.

52. **Would you please provide examples of required workflow?**

Yes. See chart below.



53. How many different program workflows do you have or is it just one grant workflow that you use through the year?

We use one workflow for all grants. See question 52 in this document.

54. How many separate grants management programs, forms, and workflows does Minnesota State have today?

We use one workflow. See question 52 in this document.

Notice to Respondents

Appendix H: Proposal Offering Form on page 41 of the posted RFP does not need to be completed or signed as part of the RFP submission as previously stated in the original posted RFP.