

General Questions

Question 1 – Since this project is about adding new functionality to an existing system, is there any documentation available about the existing system (requirements documents, design documents, database structure documentation, etc)?

Documentation concerning the Entity Management System (EMS) is available to the winning proposer.

Question 2 – Are there any known major bugs, major design issues that would require a major redesign of the whole system in order to be able to implement the new functionality?

No design issues or major bug is reported in the current EMS and outstanding.

Question 3 – Does the database use multi-dimensional data modeling technologies like OLAP?

No, OLAP or other multi-dimensional data modeling is not used

Question 4 – What is the expected load on the database?

The load on the database is internal to LDI with some connections to the web servers, the department is undergoing a server deployment that should be completed prior to the start of the contract.

Question 5 – What kind of reporting engine is used? Is it SQL Server Reporting Services?

SQL Server reporting Service

Question 6 – Is it expected to have ALL the work done on site?

The only acceptable work that may be, with approval of LDI, done offsite is required documentation.

Question 7 – If a subcontractor is a company, should the company's applicable experience listed in the proposal or the experience of the company's main personnel or the person's who will work on the contract? (Chapter 1.31 in the RFP talks about subcontractor insurance)

Both if applicable to the project – the subcontractor's staff must meet the same minimum qualifications as the contractor staff.

Question 9 - If it is allowed to perform some of the work off-site, is there a way to gain access to required resources remotely (mainly database access)?

Database work and programming must be done onsite.

Proposal Format Questions

The following questions apply to section “1.5 Proposal Response Format” the RFP.

Section 1.5 states the following:

“Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter:
- B. Table of Contents:
- C. Proposer Qualifications and Experience:
- D. Proposed Solution/Technical Response:
- E. Innovative Concepts: “

However, under 1.5 “**D. Proposed Solution/Technical Response**” it indicated that the “Proposer should submit a proposal as specified in Attachment II which shall include enough information to satisfy evaluators that the Proposer has the appropriate experience, and qualifications to perform the scope of services as described herein. Proposer should respond to all areas requested. “

Attachment II includes the following:

- 1. Executive Summary
- 2. Corporate Background and Experience
- 3. Proposed Project Staff
- 4. Approach and Methodology
- 5. Cost Information
- 6. Administrative Information

Question 10 – Should all the information be included in Section D of the proposal?

Yes

Question 11 – If no, does it imply that Section 1.5 Proposal Response Format is the correct format and all the information in the Attachment II must be addressed somewhere in the proposal response.

n/a

Question 12 - If yes to A, does this mean that the proposers qualifications and experience are to be included in Section C of the proposal and also in section D – Proposed Solution/Technical Response under 2-Corporate Background and Experience?

Section C refers Attachment II 2&3 and Section D refers to Attachment II section 4

Question 13 - If yes to A, does “respond to all areas requested” mean that the following the correct Table of Contents for the proposal?

- A. Cover Letter:
- B. Table of Contents:
- C. Proposer Qualifications and Experience:

- D. Proposed Solution/Technical Response:
 - 1. Executive Summary
 - 2. Corporate Background and Experience
 - 3. Proposed Project Staff
 - 4. Approach and Methodology
 - 5. Cost Information
 - 6. Administrative Information
- E. Innovative Concepts:
- F. Project Schedule:.
- G. Financial Proposal:

See Question #13

Question 14 - If yes, does that also mean that the Section C Proposer Qualifications and Experience and the Proposed Project staff will have resume information?

Yes

Question 15 - If yes, does that also mean that the Cost information in Section D be the same as the Section G – Financial Proposal?

Yes

Question 16 - Could you provide a clarified proposal format?

See question #12

The following questions apply to section “1.5 Proposal Response Format – Section C Proposer Qualifications and Experience” the RFP.

Each proposed programmer must have a minimum of eighteen (18) months experience working with the acceptable programming languages and technologies listed on LDI Acceptable Tools and Technologies by Category page of the LDI Software Development Standards. Skills for this project should include the following:

- NET 2.0 (3.5) Framework,
- C#.NET,
- ASP.NET, and
- Each proposed database administrator must have a minimum of twenty-four (24) months experience working with MS SQL Server 2005 and this experience is in the 64-bit application software.
- Experience in Windows Server 2003 (64-bit) operating system.
- Experience in Windows XP SP2 and Windows Vista
- Experience in Data Transformation Services and Data Transfers

Question 17 – Should the section read as follows indicating the qualifications for the Programmer first and second that of the Database Administrator?

Each proposed programmer must have a minimum of eighteen (18) months experience working with the acceptable programming languages and technologies listed on LDI Acceptable Tools and Technologies by Category page of the LDI

Software Development Standards. Skills for this project should include the following:

- NET 2.0 (3.5) Framework,
- C#.NET,
- ASP.NET, and

Each proposed database administrator must have a minimum of twenty-four (24) months experience working with MS SQL Server 2005 and this experience is in the 64-bit application software.

- Experience in Windows Server 2003 (64-bit) operating system.
- Experience in Windows XP SP2 and Windows Vista
- Experience in Data Transformation Services and Data Transfers

Each programmer must have at least 18 months of experience in the programming languages in the department's Software Development Standards which are C#.NET and ASP.NET. The Database administrator must have the required 24 month experience. The other requirements must be present in the skill set of the staff and presented in the accepted format.

The following questions apply to section "2.3 Price Schedule" and Section "2.6.1 Financial" the RFP

2.3 Price Schedule

Prices proposed by the proposers should be submitted in the price format furnished herein on Attachment II Section 5 of the Request for Proposal. Prices submitted shall be firm for the term of the contract.

2.6.1 Financial

Proposal shall include prices per the schedule furnished...

Question 18 – Attachment II does not include the price format or schedule. Can you furnish the format needed?

Total Cost

Staff Name	Classification	Billing Rate	Estimated Hours
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Subcontractor – estimated total hours

Staff Name	Classification	Billing Rate	Estimated Hours
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Note: Billing rate must be inclusive of all costs – you may use a blended rate if the staff person will provide more than one support to the project but you may only charge the blended rate for that person.

IT by Design

1. Can LDI provide and explanation how the six proposal elements in Section 2.6.2 will be used in scoring calculations of the seven bullets contained in Section 3.2?

Yes. All the items in Section 2.6.2 are directly related to the seven bullets in Section 3.2 in one way or another for example...

2.6.2 item 1 “Plans and schedule for the project.”, is related to Section 3.2 “Approach and Methodology”, and “Implementation/Orientation Plan”.

2.6.2 item 2 “Plans for staffing to meet the requirement of the project...”, is related to Section 3.2 “Minimum Qualifications”.

2.6.2 item 3 “Resumes for account manager, ...”, is related to Section 3.2 “Minimum Qualifications”

2.6.2 item 4 “References for similar or larger scope services or projects provided by the Contractor (or sub-contractor. Include a contact person and telephone number for each reference, beginning and end date of the project or services provided and the operating system, database, programming or web language used for the project, if applicable.”, is related to Section 3.2 “Company Background and Experience”

2.6.2 item 5 “Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).”, is related to Section 3.2 “Company Background and Experience”, as well as “Risk Factor”. This item also is required by the States DOA.

2.6.2 item 5 “Information demonstrating the Proposer’s understanding of the nature and scope of this project. This item can be loosely related to several items in Section 3.2 however the most obvious would be “Risk Factor”.

2. The verbiage in Section 3.2 suggests that the scoring criteria “may include” the items in the bullet list. Is this the exact list by which technical scoring will be based? If not, can other scoring considerations be explained?

The list in Section 3.2 covers a broad spectrum of considerations required by the Office of Contractual Review. This list does not limit consideration to only these criteria or that all these criteria will be considered, it is a list showing criteria that is considered by the Office of Contractual Review to be of importance and relevance to the evaluation committees in their experience.

Given the nature of these considerations, especially in reference to Section 1.5, Section 2.6.2, and Attachment II as indicated in previous inquires to this RFP, it is possible that evaluators will look for these criteria in the proposal.

3. Reports.... The actual number of new reports is not known at this time however many, if not most will probably be adhoc.

The actual number of reports cannot be determined at this time due to the evolving nature of the State's Enterprise Resources Project and reports that will be generated within that project. It is expected that reports, especially, ad hoc reports should be considered given the reporting nature of that system and the requirement by the Fiscal Office and the management of LDI. For more information on the State's ERP, please visit <http://www.doa.louisiana.gov/ERP/index.htm> .