Queries & Responses - Round 2

1. **Please provide technical details (hardware/software) on "custom built online database"**

   Bidders to propose.

2. **Please provide technical details (hardware/software) on "a document library for each sub-agreement"**

   Bidders to propose.

3. **Are you okay with using a commercial workflow tool such as Nintex/K2?**

   We are not opposed to this but we would need a clear understanding of ongoing pricing/licensing fees. This cost should be included in your proposal (with any ongoing fees).

4. **Is it necessary to use InfoPath?**

   InfoPath is not necessary but is currently being used. The new system will replace the current InfoPath templates using a similar logic.

5. **Please provide details on what are the fields to be integrated with QuickBooks**

   QB will not be directly integrated with the system. Instead, the Data Warehouse will be used as an intermediary.

6. **Is there an API available from QuickBooks for integration**

   see number 5 - QuickBooks does have APIs

7. **Please provide details on what are the fields to be integrated with Great Plains**

   GP will not be directly integrated with the system. Instead, the Data Warehouse will be used as an intermediary. In general, expenditure data including expense coding.

8. **Is there an API available from Great Plains for integration**

   See number 7 - Great Plains does have APIs.

9. **Please detail out all the API's when you say "Must be compatible with in-house APIs."**

   We are not technically using internal APIs - data is transferred by an ETL process currently being performed by SSIS. We want the NEW system to have an API for future integrations...though it may also be helpful to determine what we want that to look like.

10. **Excel has its limit - Is it okay when you say "Complete logs will be exportable in Excel format and backed up on a regular basis."**

    If this is in reference to audit logs, a CSV file is fine.

11. **How many users will be accessing this system?**

    See Q&A Round 1 Answers.

12. **Is the sync between Great Plains one-way (GP a new system) or bi-directional? Is this the same for QuickBooks?**

    GP and QB will not be directly integrated with the new system. The Data Warehouse will be used as an intermediary. The link with DW will be bi-directional.

13. **For your data warehouse, will there be a proxy provided or will we need to custom build one?**

    As a starting point, the selected Contractor will use our existing data warehouse and we would the existing SSIS packages.

14. **Under sub agreements, for the data compliance tool and pre-award assessment, is the data import expected to be only one time?**

    No, the data import should be able to be run at the end user level and on an on-demand basis.

15. **Can the shortlisted vendor change the no of technical proposals after the demo?**

    Shortlisted vendors will be given the opportunity to update proposals after demos from the Foundation. New proposals will not be accepted at this stage.

16. **Language to be auto-selected based on the IP address or should be selected by the user while logging in?**

    Selected by the user.

17. **Should all ETLs throughout the system be replaced with APIs?**

    No, but we should have APIs built to enable future development.

18. **What is the lowest possible internet speeds faced in the African regions? This may help in selecting the right tool for the system development.**

    5MB for some offices - solution must be viable in low bandwidth settings.

19. **What is the approximate highest number/size for the documents upload/import?**

    As an estimate, the maximum number of files would be 150 for 1 award and the overall file size would be 150MB of the collective documents for 1 award. The maximum file size allowed can be 50MB.

20. **What is the approximate maximum number/size of documents in bulk upload/import?**

    See question 20, a bulk upload should be able to handle the maximums stated in that response.

21. **What all currencies need to be supported?**

    The system will need to be able to handle currencies for all of our countries of operations (currently 13 countries in Africa, India, US, and Switzerland) as well as potential vendor currencies (e.g. British pounds, Japanese Yen, South African Rand, etc.). We will want the flexibility to add new currencies as needed. The system should be able to have all currencies for Africa, Europe, The Americas, and Asian.

22. **Is the current notification "Email" only? Do you need "SMS" support as well?**

    Email and preferably internal notifications. No SMS.

23. **Will the Approval workflow scenarios be provided to Consulting Partner or it needs to be designed by us? Do you want to have the possibility of manual override of the Approval status?**

    Approval workflows will be provided by EGPAF to the Contractor. The system should have the ability to manually override the workflow scenarios based on user permissions. Any override would be logged in the system.

24. **Document Versioning/Retention - Number of document versions to be retained in the system?**

    As long as we can delete previously uploaded files, we can self-manage this.

25. **What is the current data size? What is monthly increment?**

    Database holding existing grants system changed approx. 70 MB between 4/11 and 5/11. Docs folder is 44 GB after 10 years so est. 366 MB a month. Database holding existing procurement system is 600 MB, with 230 MB for documents.

26. What would be the frequency of data back up?

Data would be back up nightly.

27. Do you want Permanently deleted data to be available via Data archival?

Yes.

28. Do you want New User Profiles to be created or inclusion of already existing ones?

User profiles will be based on existing outlook user database. Additional user profile data specific to the system will have to be added to the existing profiles (roles, permissions, language, etc.). For non-employees, we will want to be able to create and manage users.

29. User Permission Levels and associated access/task levels will be provided by the Foundation? Please confirm

Yes.

30. Does the Consulting Partner need to give different levels of training for different hierarchical levels i.e. System Functional Walkthrough, Code Walkthrough etc.?

The contractor will not need to provide end-user training. However, back-end training on the code and system structure will be needed.

31. Independent DMS is preferred or as a part of the System? Please confirm

Preferred as part of the system.

32. No reports needed at all? Considering Foundation is stressing about getting the needed data utilizing filters and then exporting/importing it as needed. Please confirm

See Q&A Round 1 Answers.

33. Transmittal Sheet - Approver List and the scenarios that determine the Approver to be configurable by Foundation Employees/ users? Please confirm

Yes.

34. How many Trend Reports are currently in use?

Out of Scope.

35. **Pre-Award Assessment - Will the system contain the fields to be filled for aggregate score calculation and the score calculation functionality or it needs to import from the excel tool?**

    The score calculations are done within the Excel sheet. The system will import these scores.

36. **Will the system need to follow any country-specific Compliance or the scenario-based compliance provided by Foundation will suffice?**

    Scenario-based compliance will take into account the country and office from which the requests originate.

37. **Is there any Template that will continue to exist in the Word format post the System development?**

    We would want some of the exported templates from the system (Terms and Conditions for example) that would be in Word, to allow for manual editing. There may also be some forms and certifications in Word (these are just documents to be uploaded into the system - not imported).

38. **Can the Foundation provide us the list of items to be maintained in the system and the list of items that need to be imported from the Data Warehouse or the GP?**

    A list of data elements required to be maintained in the system, as well as data to be integrated with DW will be shared with shortlisted vendors.

39. **Sub-Agreements - Is MS GP deployed in cloud or on-premise? What Cloud?**

    Not in cloud.

40. **Is MS GP accessible by all the users present in 19 countries?**

    No, just USA.

41. **Where does the ETL data go - On-premise? What location? Is it a centralized location?**

    DW ETL is all one on-premise server.

42. **What is the name of the SaaS-based system used for Procurement?**

    See Q&A Round 1 Answers.

43. **What is the current identity provider - On-premise AD/Database/Other?**

    AD.

44. How are the current users logging into the system - AD credentials or username/password stored in the db?

Users are created manually and verified through the AD.

45. How "Approval" process happens currently? Is it Manually? Are documents passed through Email or through MS GP or any other system?

For procurements, the approval process and document flow are processed automatically through the SaaS system. Approvals can be done via browser or email. Sub-agreements are approved and documents are passed manually through email or paper.

46. Annex 1: Financial Mgmt. - Is this the correct understanding that you do NOT want to replace MS Great Plains but use the data available through it via night jobs/ETL?

Correct, we will not be replacing GP. Data from GP will be imported via DW on a regular basis.

47. Is this correct understanding that the new system should have the capability of generating "MS Word" templates dynamically based on some criteria?

Yes. We want this to generate base terms and conditions for sub-agreements, purchase orders, and contracts. We choose Word over PDF to allow for further customization of these templates on an ad hoc basis.

48. Please provide the list of applications hosted in MS Azure?

For this project, none of the applications they will integrate with are on Azure.

49. Please provide the list of applications hosted in on-premise/data center and the location?

GP, Existing Grants System, and Data Warehouse.

50. Please list out the compliance that the solution should have - US and Non-US?

If this is in reference to workflows, this will be supplied to shortlisters.

51. How many users (internal staff) will use the system MORE than 40 hours per month?

We would like the system to be available for all users.

52. How many users (internal staff) will use the system LESS than 40 hours per month?

We would like the system to be available for all users.

53. How many users will be accessing the system LESS than 2 hours per month?

We would like the system to be available for all users.

54. How many users will only access the system for reporting only?

The system is not required to have a native reporting function. User only needing access to reports using data from the system will use Power BI or BI360.

55. How many administrators will you have?

Approximately 15 administrators in DC, and approximately 20 limited administrators.

56. How many external users (grantees, reviewers) will access the system?

This will fluctuate and should not be limited.

57. Do the external users access the system year round or only during grant rounds?

Year round, but will only be accessing on a monthly or quarterly basis.

58. How many grant rounds do you have per year?

Rolling throughout the year.

59. Can you provide samples of your existing application forms for current programs?

Samples will be provided to the shortlist.

60. How many granting programs do you currently have?

We have multiple projects per country that have grants components.

61. Will you require data from existing programs and contacts migrated into the new system?

There will be no data migration. Foundation will upload relevant data.

62. Do you have any process maps documenting your existing system?

Workflows will be provided by the Foundation to shortlisted vendors.

63. Will the system need to offer granting programs in languages other English?

The entire system should operate in multiple languages. Bare minimum: English (USA), French (France), & Portuguese (Portugal).

64. The number of programs?

See question 60.

65. The number of distinct applications?

We will not have grant application processes through the system.

66. Will you be tracking Payments within the system?

Yes, Payment data will be primarily imported from QB and GP by way of the DW.

67. Will you require word merge templates (approval/decline letters…)? If yes, how many?

Yes, see question 47.

68. Will you need eligibility questionnaires?

No.

69. Can you provide sample applications, review, reporting, budgeting forms?

Sample forms will be provided to the shortlist.