

THE IOLA FUND OF THE STATE OF NEW YORK

Grants Management System

Request for Quotes

Questions and Answers

June 28, 2017

Programmatic Inquiries

1. How many programs do you have?

IOLA biennially grants funds to civil legal service providers throughout New York State. On occasion, IOLA will administer other funds, subject to a separate application, review, and approval process. Currently, IOLA is administering two grant programs: its biennial grant (69 grantees) and a Bank Settlement Grant (40 grantees). Many of the grantees overlap.

2. How many different applications do you have?

IOLA uses one application for its biennial grant program. IOLA used a separate application for the Bank Settlement Grant. All applications are handled through the NYS Grants Gateway.

3. Is your review process managed internally? Do you support external reviewers?

IOLA's review process is managed internally and does not utilize external reviewers.

4. Can you please provide IOLA's number or unique sub-recipient organizations that will be managing grants within the system? Do some organizations receive multiple grants?

IOLA anticipates that approximately 70-80 grantee organizations will manage grants within the system. As indicated in Question 1, some grantees receive multiple grants.

5. Could you please share the grantee report templates currently utilized?

IOLA currently utilizes two reporting templates. The Quarterly Report form and the Grantee Activity Report (GAR). For the Bank Settlement Grant, IOLA utilizes a separate reporting form. These reporting templates can be found on the following IOLA webpage:
<http://iola.org/grantees/index.html>.

6. Does IOLA require continued use of any current systems/servers listed in Section II beyond the NYS Grants Gateway and Statewide Financial System?

IOLA only requires the continued use of mandatory state systems, including Grants Gateway, the NYS Statewide Financial System, and the NYS Comptroller's *VendRep* (Vendor Responsibility) system.

7. Could you please elaborate further with the type of grantee communications that are currently housed on the Amazon server?

Currently, IOLA saves mandatory forms (.pdf), reports (.docx, .doc, .xlsx, .xlsm), and email exchanges (.msg) on the Amazon server.

System Questions

1. **What is the estimated number of system users? Approximately how many grantee organization accounts will be served by the proposed solution? How many users within each grantee organization will IOLA require?**

IOLA anticipates having 3-4 internal users. Generally, IOLA interacts with 70-80 unique grantee organizations, which may have 1-5 representatives/users each.

2. **Does IOLA have a preference regarding a SaaS vs a non-SaaS solution? Would a cloud-based SaaS solution be acceptable?**

IOLA seeks an online Grants Management System. IOLA does not have a preference on system types. Internal and external users must be able to access the system remotely.

3. **Would IOLA consider a custom built solution, as opposed to something off-the-shelf?**

This Request for Quotes is open to all potential solutions.

4. **What data will be migrated into the new system? What size/type?**

At this time, no data will be migrated into the new Grants Management System. Data migration is subject to further consideration.

5. **What mechanisms for integration with Grants Gateway will be available?**

IOLA anticipates that no integrations with Grants Gateway will be available.

6. **What types of stakeholders will need access to the system?**

IOLA staff and grantee representatives are the only potential users anticipated at this time.

7. **How many of your internal users will be in the system greater than 40 hours per month?**

Approximately two internal users are expected to be in the system greater than 40 hours per month.

8. **How many of your internal users will be in the system less than 40 hours per month?**

Approximately one to two internal users are expected to be in the system less than 40 hours per month.

9. **Do you have any additional requirements such as Single Sign on, or two-factor authentication, or e-signature?**

All requirements of the system are represented in the RFQ. Additional functionality will be considered but is not mandatory.

10. **Under "Objectives" (pg. 3), the RFP references "various user types." How many user roles does IOLA envision?**

IOLA envisions a Grants Management System that is accessible by IOLA staff and management and by IOLA grantees.

11. **Both Section III and Requirement #6 seem to indicate that IOLA staff will input data from both Grants Gateway and the NYS Statewide Financial System to the GMS. Can you confirm if this will occur through manual data entry, or some other means?**

IOLA anticipates staff will manually enter select data from Grants Gateway and the NYS Statewide Financial System into the Grants Management System.

12. **In regard to Requirement III.13, could you please provide common use case scenarios where audit trails will be needed for system edits?**

Audit trails will be utilized by IOLA staff, for example, to see which users made record changes in the system.

13. **Can you give us an example of data you might want to retrieve for Category 2 – 360 degree view?**

For each grantee organization, IOLA would like to be able to retrieve grant history, award amounts, contact information, recent communications, and pertinent statistics.

14. **Regarding Category 3, do you imagine updating contact info to be something done by the organizations or by IOLA?**

IOLA would like both IOLA staff and grantee users/representatives to be able to update grantee contact information.

Project Details

1. **Has a budget been approved for this project? If so, for how much? What is the budget range associated with this platform?**

IOLA anticipates that this project will come under its discretionary purchasing authority under State Finance Law §163(6), which authorizes IOLA to spend up to \$50,000 on hardware or services and up to \$20,000 on software. These limits correspond to the reasonably expected aggregate amounts of all purchases of the same commodities, services, or technologies to be made within a 12-month period.

2. **Does IOLA have an anticipated project timeline? Are there any milestones deadlines we should be aware of when proposing a timeline?**

IOLA's current goal is to have a live Grants Management System by February 2018.

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

IOLA prepared this Request for Quotes.

4. **Have you had any demonstrations and/or conversations with grants management vendors?**

IOLA did not engage in a formal process for gathering information, such as a Request for Information, a Draft Request for Proposals, a Request for Comment, or Roundtable Sessions. IOLA engaged in some informational market based research.

5. **Can companies from outside the USA respond to this RFQ?**

Yes, companies from outside of the United States can respond to this Request for Quotes and New York State may do business with a foreign vendor. A foreign vendor can include a corporation created or organized outside the United States, with a legal address or a permanent residence outside of the US. It can also include an individual whose permanent residence is outside of the US. In order to do business with New York State, US foreign vendors must have a New York State Vendor ID and be enrolled in the Statewide Vendor File. The vendor for this project with IOLA will also need a valid United States issued Taxpayer Identification Number (TIN).

6. **Can the tasks highlighted in the RFQ be performed outside of the USA? Would a vendor need to come to IOLA offices for meetings?**

Much of the work on this project can be done remotely, however, it is integral that any engineers or company representatives be available during IOLA business hours (8:30am-5:00pm EST). It is possible that the selected vendor may need to visit IOLA offices during the Grants Management System implementation process.

7. **Can proposals be submitted via email?**

Per the Request for Quotes "IV. Response Requirements," all responses should be emailed in full to IOLAgreements@iola.org by July 7.