AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Solicitation Number	Page of Pages
	CFOPD-19-R-030	1 Attachment

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
Amendment 01	See Box 16C		Business Process and TMS Consulting Services

6. Issued by:	Code	7. Administered by (If other than line 6)
Office of the Chief Financial Officer - Office of Contracts 1100 4th Street SW Suite E610 Washington, DC 20024 202-442-6428 samira.davis@dc.gov		Office of the Chief Financial Officer Office of the Chief Risk Officer 1100 4th Street, SW, Suite E770 Washington DC 20024

8. Name and Address of Contractor (No. street, city, county, state and zip code)		9A. Amendment of Solicitation No.
	X	CFOPD-19-R-030
ALL POTENTIAL OFFERORS		9B. Dated (See Item 11) March 20, 2019
		10A. Modification of Contract/Order No.
Code Facility		10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers   ☒ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning a __1__ written copy of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14**

	A. This change order is issued pursuant to (Specify Authority):
	B. The above numbered contract/order is modified to reflect the administrative changes.
	C. This supplemental agreement is entered into pursuant to authority of:
	D. Other (Specify type of modification and authority)

E. IMPORTANT: **Contractor** ☐ is not   ☒ is required to sign this document and return 1 copy to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

The above referenced solicitation to Business Process and TMS Consulting Services is hereby amended to effect the following changes (Attachment A) and response to inquiries received (Attachment B).

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.

15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer
		Drakus Wiggins

15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)		(Signature of Contracting Officer)	04/02/19

ATTACHMENT A

The following changes are hereby incorporated into the solicitation.

1) **Section L.2 is hereby amended to extend the deadline for inquiries to April 9, 2019 at 2:00pm.**

2) **The proposal due date is hereby extended to April 30, 2019 at 2:00pm.**

3) Section C.3.1.2 is deleted in its entirety and replaced as follows:

   2. The Contractor shall have experience maintaining and implementing treasury management system solutions, including familiarity of TMS software applications offered by TMS SaaS solution providers.

Attachment B

The following are responses to inquiries received.

Question 1.   In accordance with the instructions in Section H.3.12 of the RFP CFOPD-19-R-030 (Business Process and TMS Consulting Services), Vendor A has attached a memo respectfully asking for you to request a waiver from DSLBD of the SBE/CBE subcontracting requirement for this RFP.

Response 1.   The vendor's request is submitted to the Director of the Department of Small and Local Business Development. A determination by the Director is pending.

Question 2.   Has TMS vendor been selected and if so, what is the vendor?

Response 2.   The TMS vendor has not been selected. The procurement for the TMS vendor is in the evaluation phase of the procurement process. As such, no information on the details of the evaluation process and the selected TMS vendor is available until the award.

Question 3.   Where can we see the TMS Contractor RFP?

Response 3.   Refer to https://sites.google.com/a/dc.gov/ocfo-procurements/fy18-solicitations for the solicitation and amendments for CFOPD-18-R-043 - Treasury Management System.

Question 4.   If the selection process for a TMS vendor has not been completed, will CFOPD-19-R-030 include the RFP selection process and the subsequent implementation?

Response 4.   The scope of RFP CFOPD-19-R-030 does not include the contractor participating in the selection process for a TMS vendor. The scope does include services for the TMS implementation.

Question 5.   The resources required for implementation vary by TMS vendor. We will need to know the vendor to provide an accurate quote.

Response 5.   Refer to Response 2.

Question 6.   How many cash management banks will be connected to the TMS?

Response 6.   92% percent of the District's open accounts are held with 8 banks. 71% percent of the District's open accounts are held with 2 banks.

Question 7.   How many additional systems, outside of SOAR will be connecting to the TMS?

Response 7. Potentially one to two additional systems may be connecting to the TMS such as a banking system and investment system.

Question 8. Has the software vendor been selected and if not, can a list of software vendors under consideration be shared?

Response 8. Refer to Response 2.

Question 9. 1/ How many vendor contractors and District Treasury resources (full-time equivalent) can we assume will support TMS design documentation and configuration/testing activities? TMS vendors typically follow a "Train the trainer" approach to configuration where they would provide initial configuration training to clients and they would then take on the heavy-lift to complete full configuration set-up. 2/ Will you anticipate that the SI/Contractor perform any of the configuration activities?

Response 9. (1) The District is in the evaluation phase of selecting the TMS vendor, as such, the District has no information to provide regarding the selected TMS vendor's implementation team. The District Treasury resources assigned to the project, include a minimum of six (6) resources, including resources with prior experience implementing Treasury Management Systems. (2) The TMS consultant is not required to perform the configuration activities. However, a TMS consultant with the expertise will exceed expectation.

Question 10. Will the SI/Contractor lead the development of design documentation (e.g., business requirements, configuration documents, functional specifications) or will the vendor contractor lead that with the SI/Contractor performing an independent review of those documents?

Response 10. The TMS vendor is expected to provide the generic design documents for their system. The TMS consultant is expected to develop the design documentation that is specific to the customization and configuration to the District processes.

Question 11. Section C3.3, question #7, "Contractor will build/test import/export files for bank balance, cash and investment positions with banks and brokers": Integration to the banks typically are supported through host-to-host connections with the TMS or using a SWIFT service bureau arrangement through the TMS. What is the bank communications approach preferred by the District and is the expectation for the SI/Contractor to facilitate the development of that connectivity and then test those interfaces?

Response 11. Integration to the banks will be supported through host-to-host connections and the contractor (TMS consultant) is responsible for building, testing and exporting files for District resources.

Question 12. Section C3.3, question #1,"…Integration with R*STAR/SOAR". How many IT resources can we assume will be supporting the development and testing of the GL/ERP integration to the TMS?

Response 12. There will be a minimum of two (2) District IT resources supporting the development and testing of the GL/ERP integration to the TMS.

Question 13. Section C3.3, question #9. Regarding expectation that SI/Contractor support development of customized reports, would these reports only include those reporting requirements that the selected TMS cannot support out of the box?

Response 13. No, the reports may include District specific report configurations whether out of the box or not for the TMS.

Question 14. Section H.3 of the RFP lists the Certified Business subcontracting requirements. We assume that any proposed subcontractor must come from the list of certified businesses maintained by the DC Department of Local and Small Business Development at https://cbe.dslbd.dc.gov/public/certification/search.aspx?

Response 14. For the purpose of Section H.3, the subcontractor shall be a small business enterprise certified by the District's Department of Small and Local Business Development (DSLBD). Certified business enterprises (CBEs) may be found on the DSLBD website database referenced or by contacting DSLBD at (202) 727-3900.

Question 15. Please list all the stakeholder groups and location of each group involved in the business process review and TMS implementation and what roles and percentage of time each person will be allocated to this initiative.

Response 15. Governance is as follows: the Core Project Team is responsible for the business implementation; the TMS Contractor is responsible for system implementation; the Treasury Consultant is responsible for process re-design and District implementation business support; Internal Consultant(s) are responsible to support business implementation; and IT consultant(s) provide SME support and independent verification and validation for implementation. Executive sponsor and business owner are key stakeholders with decision making responsibility. The District's core project team will comprise a minimum of six team members, with majority time dedicated to implementation. All stakeholders will be located in DC.

Question 16. Will DC Government have a project manager assigned to this initiative or will this be the sole responsibility of the consultant?

Response 16. The District will have both a Project and Program Manager assigned to the implementation.

Question 17. Please list all Treasury processes as well as up or down stream constituents of the data in scope for this initial (i.e. Accounting, A/P, Cash Management, Financial Planning, Forecasting, Investments, Payments, Risk Management, Tax, etc.).

Response 17. Nothing further as specified in Section C.3.2.1 is contemplated at this time.

Question 18. Are there any specific dependencies, constraints or other factors we should be aware of e.g., other concurrent projects/initiatives that may impact this project?

Response 18. There are no current dependencies that have been identified.

Question 19. What TMS solution will be implemented and which modules where procured and are in scope for this effort?

Response 19. Refer to Response 2.

Question 20. List all the interfaces in scope for the implementation.

Response 20. Refer to Response 7.

Question 21. Do they have existing templates for deliverables such as test plans, test scripts, user guides or can we utilize our own templates?

Response 21. The TMS consultant will be responsible for development of the test plan, etc. per Section C.3.3.13.3, however, the TMS consultant may utilize any available TMS vendor's test plans, scripts and user guides.

Question 22. What is the exact role of the vendor in the design documentation as it is noted this deliverable will be performed in conjunction with OFT and the TMS contractor?

Response 22. Refer to Response 10.

Question 23. What tasks will the TMS vendor implementation team be responsible for as part of the implementation?

Response 23. Refer to Response 2.

Question 24. Are process flow diagrams of the current and future state acceptable or are you seeking a more detailed process documentation?

Response 24. Process Flow diagrams may lack some definition and clarity, but a more detailed process document would be better well defined.

Question 25. Regarding the documentation of new policies and standard operating procedures are there existing documents that just require updating or would this documentation need to be created from scratch?

Response 25. Current policies and procedures do exist and can be utilized, but just "updates" may not be sufficient when one moves from an entirely manual process to an automated process.

Question 26. Can you elaborate on the envisioned tools you are seeking in relation to the stress testing, risk analysis and process improvement?

Response 26. The District expects the TMS consultant to provide tools based on their expertise and what's best for the District's project.

Question 27. Is the data reconciliation task specific to a certain phase of testing or throughout all testing phases?

Response 27. The primary data reconciliation will occur within the static data entry phase but may be necessary through various database and testing phases based on the progress of the implementation.

Question 28. Confirm the contractor is not responsible for the data migration between environments, just the monitoring and validation of the successful migration.

Response 28. Correct, the TMS consultant shall be responsible to monitor and validate data migration.

Question 29. How many environments will be maintained and what is the migration strategy including how many data migrations are planned throughout the implementation?

Response 29. As the TMS vendor contract has not yet been awarded, the number of environments and the migration strategy cannot be confirmed. Refer to Response 2.

Question 30. Regarding the development of custom reports how many reports are required? Please provide a list of all custom reports required.

Response 30. Customized reports may or may not be necessary, depending on the report availability in the selected TMS.

Question 31. What tool will be utilized to build the custom reports and who is responsible to getting the data to that tool?

Response 31. Refer to Response 26.

Question 32. Regarding providing complete documentation of the TMS system what is the exact role of the contractor as opposed to OFT and the TMS contractor?

Response 32. Refer to Response 10.

Question 33. Requirements Section 3.1.2 states that the Contractor shall have at least 3 years' experience in public sector (state, county, or local government) as a TMS implementation consultant. Does a lack of direct government reference clients disqualify us? We have extensive experience implementing treasury systems in the private sector.

Response 33. The requirement is revised. See Attachment A, Item 3.

Question 34. Have you considered undertaking the current state/target state engagement ahead of sending out the RFP for software? Would you be prepared to share the list of TMS vendors that you send the system RFP? Our responses could be somewhat dependent on the likely end solution.

Response 34. Refer to Response 2.

Question 35. It appears that the solicitation for these services has already been released. Is it expected that the RFP will be pulled back until the responses to this market research request have been analyzed?

Response 35. See Attachment A, Item 2 as the proposal due date has been extended.