



City of Woonsocket
Office of Purchasing
169 Main St.
Woonsocket, RI 02895

Bid No. 6160 – Online Grants Management Software

ADDENDUM NO. ONE (1)

EFFECTIVE SEPTEMBER 11, 2023

PAGE 1 of 1 (PLUS ATTACHMENTS)

The following changes, additions and deletions to the bid documents dated August 21, 2023 hereby become a part of the bid documents.

Notice to all prospective bidders

QUESTIONS & ANSWERS

Questions that were submitted with the corresponding answers

Bid Documents

1. This is in addition to the bid documents and not a replacement for any document.

Attachments to this Addendum

1. A list of questions and corresponding answers that consists of # pages

END OF ADDENDUM

Kenneth A. Allaire

Kenneth A. Allaire, CPM, CPIM
Purchasing Agent

9/11/23

Date:

RFP No. 6160 – Online Grants Management Software

QUESTIONS AND ANSWERS

1. Have you had any assistance in preparing this RFP? If so, from whom?
We have not had assistance in preparing the RFP but have taken language from other RFPs found on the Internet that were issued by Rhode Island municipalities.
2. Are local businesses scored favorably for this RFP?
Depending on the value of the proposal, according to our City Code, local business are offered between 1% and 5% Home Rule advantage toward their net bid.
3. Can you please provide the City's average annual grant revenue?
It depends on the year and the number of federal and state grants available.
4. Can you please provide the number of grant programs distributed annually, and the anticipated number of applicants?
Again, It depends on the year and the number of federal and state grants available.
5. Have you had demonstrations and/or conversations with grants management vendors? If so, with whom? **N/A**
6. 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.
The City tracks grants using Excel.
7. Would the City be willing to extend the due date of September 20, 2023?
Only if necessary
8. The RFP mentions grants/loans. What is the expected functionality pertaining to loans received? Are loans expected to be tracked the same as a grant, or are there different requirements? Please explain.
9. Have resources been allocated to participate in the implementation?
The City plans to have sufficient resources available to implement this system.
10. Any resource constraints or "threats" to grant management system implementation? Additional projects, system enhancement/changes, etc.
None known.
11. Has an implementation team been identified? If yes, what functional areas do they represent? **Planning & Finance.**

12. Has the City identified an internal project manager / project management team for this implementation to coordinate with the vendor?
The Planning Department will assign a project management team.
13. Is there a centralized grants management department / division within your organization?
Planning Department.
14. How many departments or programs will be utilizing the GMS?
The Planning Department will be the primary user.
15. Do programs function independently or are there centralized procedures? Are program applications and procedures standardized? Are there any mitigating factors or simultaneous projects that would mitigate the resource allocation for implementation?
Members of the implementation team will also be working on other projects.
16. Will your organization look to pilot programs first, or pursue an implementation with a “big bang” approach? **Big bang.**
17. Is any data migration required? If yes, what is the scope of the data that needs to be migrated (quantities of recipients, programs, grants, budgets, other data)? What Format if yes?
Currently all Grant data is in Excel format
18. Does your organization expect or prefer on-site implementation and/or training sessions?
Most likely, Yes
19. How many reviewers will participate in the review process? **Up to 5.**
20. Do you need Submittable to integrate into any 3rd party services/solutions? (SFDC, Workday, Snowflake, payment processing systems) What concerns do you have around fraud, and are you interested in solutions that can significantly reduce this on each application?
No integration is currently planned.
21. How do you manage compliance and reporting to the federal/state government? Is this something you would be interested in having Submittable manage?
Compliance and reporting on all federal and state grants are important.

22. What is the preferred purchasing vehicle? Do you want to purchase directly from Submittable, or use a 3rd party vendor? (Carahsoft and SHI are approved resellers)

No preference, as long as reseller is able to implement and provide service.

23. number of users and the breakdown? Example of user persona:

Agent/support staff,

Participant users

Other departmental users that are required to take action

Managers and stakeholders

Report and dashboard users

Administrator users

Maximum Internal users = 8 – 10. We do not break them into the categories

24. Do you have an approved budget? Please share your budget for this RFP

We have not set a budget

25. What is the timeline to complete the project and when you would like to start?

We would like to start implementation soon after the bid is awarded.

The vendor will need to provide initial estimated implementation dates and as we become more focused on our needs we can realign the two.