

September 27, 2023

Request for Proposals No. ICMAHO/FP&A/2023

Questions & Answers

1. Q. Is there an opportunity to extend the response submission deadline by one or two weeks?
  - A. We are not able to extend the deadline for the proposal submission. Extending the deadline would delay the rest of the process, including the implementation timeline, which may put our readiness for the FY 2025 budget process kickoff at risk.
  
2. Q. Does ICMA require the solution to have a direct API integration with Deltek Costpoint? Or would they be open to an import via a pre-built Excel template? To be clear, this import solution requires no manual coding or customization from ICMA, and it would automatically import the data into the respective columns of their budgets/forecasts in our system.
  - A. The pre-built Excel template to import the data will work as long as it is clearly demonstrated, and documentation provided.
  
3. Q. Is ICMA open to proposed timeline that extends beyond January 2024? Based upon the Implementation and Training section in the RFP, it may not be realistic to implement and integrate a new system by January 2024.
  - A. The solution must be fully implemented in time for the beginning of the FY 2025 budget process. This means that the system must be up and running by the end of January 2024.
  
4. Q. When does the ICMA anticipate an award announcement?
  - A. By late October 2023.
  
5. Q. For ICMA's 35 anticipated users, what is the expected breakout between admin, contributor, and view-only?
  - A. Currently, we expect two admins and 33 contributors. Our preference is to partner with a solution provider with the most flexibility in licensing options including value add in providing some additional licenses at no additional cost.
  
6. A. Can ICMA please confirm if the project start and end dates are December 2023 – January 2024 as indicated on page 5 of the RFP document?

- A. To clarify, the solution implementation will begin as soon as the agreement is in place, which we hope will happen in late October/early November. The implementation must be completed by December 2023/January 2024 at the latest, due to timing of the FY 2025 budget process.
7. Q. Is the project timeline flexible? A typical implementation of this size and scope can average around 8-12 weeks depending on different vendors.
- A. Please refer to Question 6.
8. Q. Can you elaborate on your requirement for HIPPA compliance?
- A. HIPAA compliance in this context refers to Cloud service provider used by the software platform if the proposed solution leverages 3rd party Cloud service platform other than Microsoft Azure or Amazon AWS. If another provider is used, then how does that Cloud provider protect sensitive data and process used to conform to standard security practices and process for data protection. These items are usually part of SOC 2 Type 2 documentation.
9. Q. If we are recommending a third-party implementation partner, will that party be required to sign their own copy of your NDA as a part of your RFP process?
- A. The recommended third-party implementing partner's NDA is not required to be submitted together with the proposal package. However, if your proposal is shortlisted for a demo and if you are planning to involve the third-party partner in the development of the demo, we would ask that the partner sign the NDA prior to gaining access to ICMA-specific scenario information that we'll be distributing to the shortlisted vendors.