**Process Mapping Questions and Answers**

1. **Which functional/business areas would be covered in this project – only project and portfolio management functions or other areas such Finance, Procurement as well?**

**While we anticipate that most of the processes to be identified should cover project/portfolio management functions, there will inherently be overlap between processes. For example, to process a USAID contract modification, the program management team would need to interact with the grants and contracts team. We are not necessarily asking that the selected vendor review the internal process of these additional teams but understand that they are tangential to the project and portfolio management activities.**

1. **What are the approximate number of processes covered?**

**It will ultimately be up to the selected vendor to determine the number of processes to be developed. ICMA anticipates the development of 50 to 100 different (and potentially cross-referenced) processes and procedures.**

1. **We understand that the initial work will be to look at the current work and identify the common processes across GPM projects. However, can you give us a sense of the standard templates/tools that already exist and approximately how they are used?**

**GPM has a limited number of tools related to financial management of programs, but there are not uniform templates that are used across the GPM team. Additionally, the GPM team has a limited number of documents that are de facto templates (i.e. a proposal calendar used for one proposal that has been modified for other proposals), but these are not saved as templates.**

1. **Are there any existing process documentation available with ICMA for the business processes?**

**No, there are no existing process documents.**

1. **Are there any process maps or flow charts for the documented processes available?**

**See question 4, above.**

1. **In what format (Word docs, Excel sheets etc) do they exist?**

**There are no existing process documents.**

1. **In what format do these process map exist (MS Visio, Excel etc.)**

**See question 6, above.**

1. **Does ICMA want the process maps to be built using BPMN2.0 standards?**

**ICMA prefers that process maps be built using BPMN2.0 standards.**

1. **Does ICMA intend to document Responsibilities (RACI), Roles, Documents, Rules, Risks, Controls, KPIs etc with the process maps?**

**Yes, ICMA intends to document roles and responsibilities within or as auxiliary document to the process maps.**

1. **Will you be open to a combination of On-site and Remote project delivery?**

**Yes, ICMA would be open to a combination of on-site and remote project delivery.**

1. **The anticipated timeline is 6 months for performance are there any organizational dependencies for this project that will affect the timeline? (e.g. must be completed before annual conference or end of fiscal year)**

**There are no organizational dependencies in terms of completion date. However, it is ICMA’s preference that work not commence until November, following the completion of ICMA’s annual conference in October.**

1. **Is there a breakdown of funding sources that ICMA can share for the GPM projects? (e.g. percentage from USAID, foundations, etc.)**

**About 80% of GPM’s funding comes from USAID, with additional funding coming from U.S. Department of State, U.S EPA, U.S. Department of Energy and foundations.**

1. **Are we eligible to bid for this RFP since we are not based out of USA?**

**Yes.**

1. **Please share the New Vendor Form if it is to be submitted with the RFP response.**

**ICMA will provide this form as requested.**