Questions and Answers
MWBE/SDVOB Goal Setting Software Solicitation

Updated: November 17, 2021

1. What is the current system HCR is using?

   HCR is currently Using Axi Systems. (November 1, 2021)

2. Is this bid a renewal or rebid?

   This is a new solicitation process requesting a new bid. (November 3, 2021)

3. Is HCR considering SBE vendors or a combination of SBE/M/WBE?

   HCR is considering Small Businesses and NYS-Certified M/WBEs. (November 3, 2021)

4. What are some of the challenges with the current system that should be considered in the next proposal?

   Proposers should consider the minimum requirements that are outlined in the solicitation. (November 3, 2021)

5. Is there supposed to be a Tab 9? If so, what would it be?

   Renumber Tab 10 to Tab 9 as follows:

   ~~Tab 10~~ Tab 9. All **proposers, domestic and foreign, must be in compliance with New York State business registration requirements. Contact the NYS Department of State regarding compliance. (November 9, 2021)**

6. How many users would need to access?

   Our user needs will vary. Please indicate the maximum number of users that comes with your solution. You should consider including the cost of each additional user in your proposal. (November 15, 2021)

7. How man administrators would you like to have?
The number of desired administrators will depend on the solution. (November 15, 2021)

8. Does the software need to be compatible with any specific software or hardware? (For example: compatible with mobile devices, Apple, Microsoft or Android)

   Your solution must be web-based and compatible with Windows 10, Windows 11, and commonly used Internet browsers including Internet Explorer and Chrome. (November 15, 2021)

9. Was there a scope document created by your technical team to make sure that our software meets your needs?

   All pertinent information regarding the scope of services is included in the solicitation document. (November 15, 2021)

10. Are you looking for OKR (objective and key results) software?

    No. (November 15, 2021)

11. Are you currently using a goal setting software and are there key features that you want to maintain and key features you feel are absent?

    Please refer to the requirements listed in the solicitation document for key features. (November 15, 2021)

12. Function 1(d)(e). What type of web services are anticipated to fetch these databases or directories?

    This portion of the technical component is part of what needs to be solutioned. Please visit ESD's MWBE and OGS' SDVOB directories for more information. (November 15, 2021)

13. How will HFA evaluate proposals on a basis of technical, cost, or other factors?

    The solution will be evaluated on functionality and cost. (November 15, 2021)

14. Will preference be made to NY based offerors over Out of State offerors?

    No. (November 15, 2021)

15. What is the transition timeline upon award and when is full implementation expected?

    The solution should be fully implemented within 30 days of contract award. (November 15, 2021)

16. Is the document management system intended to be general purpose or is it application specific?

    This will depend on the solution. (November 15, 2021)

17. To what extent is the system managing documents not related to vendor certification (i.e. procurement docs, communication templates)?

    The documents captured are those documenting MWBE and SDVOB directory searches as well as good faith efforts documentation. (November 15, 2021)

18. Is there an existing document repository platform that would remain and require integration with a new offeror?

    No. (November 15, 2021)

19. Is there an anticipated percentage of the total estimated budget that would be applied to licensing versus development?

    No. The total estimated budget for these services shall not exceed $200,000. (November 15, 2021)

20. Is there an API for the NAICS integration? If so, please direct us to the API. Also, please elaborate on the nature of the integration; at a high-level, what will we be pulling from this integration point? Will we be sending anything back?

    We are looking for a turnkey solution that interfaces with NAICS and other systems indicated in the solicitation. (November 15, 2021)

21. Is there an API for the NIGP integration? If so, please direct us to the API. Also, please elaborate on the nature of the integration; at a high-level, what will we be pulling from this integration point? Will we be sending anything back?

    Refer to response in question number 20. (November 15, 2021)

22. Is there an API for the United States Census Data integration? If so, please direct us to the API. Also, please elaborate on the nature of the integration; at a high-level, what will we be pulling from this integration point? Will we be sending anything back?

   Refer to response in question number 20. (November 15, 2021)

23. Is there an API for the ESD integration? If so, please direct us to the API. Also, please elaborate on the nature of the integration; at a high-level, what will we be pulling from this integration point? Will we be sending anything back?

   Refer to response in question number 20. (November 15, 2021)

24. Is there an API for the OGS integration? If so, please direct us to the API. Also, please elaborate on the nature of the integration; at a high-level, what will we be pulling from this integration point? Will we be sending anything back?

   Refer to response in question number 20. (November 15, 2021)

25. Will searches NYS-Certified MWBEs and SDVOBs along three axes be a data grid with advanced sort/search/filtering capabilities. Is that correct?

   Yes, the solution should be able to sort, search and filter. (November 15, 2021)

26. Will the radial searches from the project site be by distance (e.g. within 10 miles)?

   Not a requirement for the solution. (November 15, 2021)

27. Are you also looking for any type of map for this? If so, will this be via an integration with something like Google Maps?

   Refer to response in question number 26. (November 15, 2021)

28. If you are looking for a map, does it require layers to represent statewide region(s)?

   Refer to response in question number 20. (November 15, 2021)

29. Please elaborate on what types of analyses you are looking for. Also, please provide a link to algorithm you are referring to.

   The solution must perform a quantitative analysis of the potential for NYS certified MWBE and SDVOB firms to participate on a particular agency contract. (November 17, 2021)

30. Please elaborate on what type of reports you are looking for. What do these reports look like?

These reports include the quantitative and qualitative analysis of qualified MWBEs and SDVOBs available to participate in our agency contracts. The appearance of these reports may vary in appearance based on the solution. (November 17, 2021)

31. What data are they pulling from? Is that captured in the list of integrations?

Please refer to Sections 1 and 2 in the solicitation documents. (November 15, 2021)

32. Are these reports already created and we're going to leverage them (i.e. they're in an external system and we're pulling them)? Or do they all need to be created from scratch?

We are anticipating that the reports will be built-in within the system or the solution would have the capability of creating the reports. (November 15, 2021)

33. Are we going to be sending the report via PDF somewhere? Or will this be more of a dashboard?

The report should be able to be saved in different formats such as PDF, Excel and/or Word. (November 15, 2021)

34. Overall, how many reports are we talking about? And, if there are more than 1, will they be in a similar format to each other?

We are seeking more than one report and they should be similar in format to each other; however, we would consider one report if we had the ability to filter the information in the report. (November 15, 2021)

35. Is Requirement 5 a following up to Requirement 2? (i.e. they will search for the MWBEs/SDVOBs through the data grid produced in requirement 2, and then be able to click on which ones they to reach out to via batch email)? If not, please explain in further detail what you are looking for.

Yes, that would be preferable. (November 15, 2021)

36. Please elaborate on what you mean by a "Document Management Platform." Is this just a repository of documents? Will there be a versioning aspect to this (i.e. the ability to save multiple versions of the same document)?

This is just a repository of documents that is built-in within the solution. (November 15, 2021)

37. What documents will be uploaded? What format will they be in (.PDF, .doc, etc.)?

Refer to response in question number 33. (November 15, 2021)

38. Who will be uploading the documents? Why will they be uploaded them? Please explain the logic at a high level.

Agency staff will be uploading the documents. (November 15, 2021)

39. Who will be accessing the documents? Why will they be accessing them? Will there be any processes that revolve around accessing these documents (e.g. an will open the document and perform some data entry while referencing the document). Or, are these documents just being uploaded for future reference or auditing purposes?

Access is limited to Agency staff. (November 15, 2021)

40. Do you have any estimates as to the number of documents?

Up to 5,000 documents. (November 15, 2021)

41. Do you have any estimates as to the size of documents?

We do not have an estimate. The documents are typically 1 to 25 pages. (November 15, 2021)

42. Will these documents be saved on the OutSystems platform, itself? Or will they need to be stored in an external database (or pushed to one of the integration points listed above)?

The documents should be stored within the solution. (November 15, 2021)

43. Referring to performing outreach services, is this a separate/different from the batch email requirement listed in Requirement #5? If so, how do I identify which MWBEs/SDVOBs I want to reach out to (i.e. will there be some sort of search/filtering capability so I can figure out who I want to reach out to)?

No. (November 15, 2021)

44. Where will the data regarding upcoming procurement opportunities be coming from? Is this from the NIGP integration?

The data will be coming from the Agency. (November 15, 2021)

45. Will there need to be a calendar for the upcoming procurement opportunities? Or simply a data grid/table?

Not a requirement for the solution. (November 15, 2021)

46. Regarding providing ad hoc reporting data associated with outreach services, does this mean that you are looking for data/visualizations pertaining to things like # of emails sent? So that you can measure how successful these outreach efforts have been? If so, please provide the key metrics/KPIs that you are looking to track and explain where this data will come from.

    Yes; however, the key metrics/KPIs are not available. (November 15, 2021)

47. Please provide some more clarity on what you mean by a "turnkey solution."

    A turnkey solution is a solution, such as a COTS (commercial off the shelf), that is already built and can easily be implemented. (November 15, 2021)

48. Regarding "packaged software" are you referring to an off-the-shelf solution?

    Yes. (November 15, 2021)

49. Will there be any training or support required as part of the turnkey solution?

    No; however, we are interested in knowing if training is included in your solution. (November 15, 2021)

50. How many end-users are you expecting (employees, constituents, etc.)?

    Up to 20 users. (November 15, 2021)

51. What are you planning to use for authentication/authorization (e.g. Active Directory)?

    We prefer Active Directory; however, we will also consider other forms of authentication. (November 15, 2021)

52. Are you looking to build a Native Mobile Application? Reactive Web Application? Progressive Web Application?

    Not applicable for this COTS-like solution. (November 15, 2021)

53. Is this application going to be only internal-facing? Or will it be external-facing? (i.e. Customers/constituents, etc. could I use it)?

    Internal facing. (November 15, 2021)

54. In the event you are looking to build a Reactive Web Application, will you require responsiveness across mobile devices?

Not applicable. (November 15, 2021)

55. Are there any integrations above/beyond what you listed in Requirement #1 (e.g. internal databases)

No. (November 15, 2021)

56. How many contract goals does NYSHCR anticipate running through the system annually? How many active contracts do you have annually?

We do not have an estimate. The annual number of active contracts vary from year to year. Provide information on your solution's capacity in your proposal. (November 15, 2021)

57. How many email campaigns does NYSHCR plan on running annually through the selected system?

The number of email campaigns will vary from year to year. Provide information on your solution's capacity in your proposal. (November 15, 2021)

58. Do you anticipate needing access to any other certified directory other than the certified directories beyond: "New York State Empire State Development (ESD) directory of certified MWBEs and Construction Specifications Institute (CSI) Codes and New York State Office of General Services (OGS) directory of certified SDVOBs?"

No. (November 15, 2021)