STATE OF SOUTH DAKOTA – BUREAU OF FINANCE AND MANAGEMENT (BFM)

Request for Information (RFI No. 23RFI8453) for Enterprise Resource Planning (ERP) Solution

<u>Written Vendor Inquiries</u>

1. After the RFI process is completed, does the State of South Dakota intend on issuing an RFP and awarding an ERP software first and then issuing a second RFP for a Solution Integrator for services? Or is the State's intention to issue an RFP that would cover both software and services?

   BFM Response: *As noted in the RFI, it is the State's intention to issue a Request for Proposal (RFP) for an ERP system replacement at a forthcoming date. The mechanics of the RFP release are still under consideration.*

2. We are currently reviewing the certifications in Section 1.8 (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions). May we provide clarifications, modifications, or exceptions to these Sections?

   BFM Response: *The State would ask vendors to provide a clarifying explanation if they are unable to meet certifications listed in the RFI. As noted in Section 1.8, "Where the Respondent is unable to certify to any of the statements in this certification, the Respondent shall attach an explanation to its response." Please include the clarifying explanation when submitting your RFI response. This response would not count against any of the maximum page limits listed within the RFI.*

3. Sec 4.2 Tab 1 pg. 15 of the RFI states that "If the Respondent also provides implementation services and does not separate product costs from implementation service costs, please so state and describe the implementation services." Sec 4.3 Tab 3 further asks vendors to highlight the implementation projects or relevant size and scope, while Sec. 4.5 Tab 4 asks vendors to describe their implementation partners and typical implementation approaches. However, Sec 4.8 Tab 7 Cost Schedules does not expressly provide a tab or section dedicated to Implementation Services costs. Could the State please clarify that all respondents should use Other Costs of the provided Cost Schedule to convey their best estimates for the cost of Implementation of their respective products? Doing so would indeed provide the State of South Dakota with a more holistic cost of ERP modernization and a total cost of ownership of your new solution.

   BFM Response: *The State is not asking Respondents to provide ERP software implementation costs at this time. Those costs will be requested via one or more Requests*

for Proposal (RFP) for ERP software and associated implementation services should the State move forward with issuing such an RFP(s).

The State's intent in including: "If the Respondent also provides implementation services and does not separate product costs from implementation service costs, please so state and describe the implementation services." in the RFI (4.2 Tab 1 pg. 15) was to have Respondents, that bundle/include ERP implementation services in the price of their software, describe those services so that the State will be able to take that information into consideration when comparing the responses from those that bundle those services with the responses from those that do not.

Again, the State is not requesting the cost of ERP software implementation services as part of this RFI.

4. Pertaining to 3.3.2 Solution Functional Scope – 2) Financial Management: How many p-cards does the State have? What is the average number of monthly p-card transactions?

   BFM Response: *The State typically averages around 1,350 procurement cards. The total number of transactions averages around 6,000 per month.*

5. Pertaining to 3.3.2 Solution Functional Scope – 2) Financial Management: There is no mention of a State approved Travel Management Company "TMC". Will the State be contracted with a TCM moving forward?

   BFM Response: *The State has no plans to contract with a Travel Management Company at the current time.*

6. Pertaining to 3.4 Institutional Metrics: Total employees likely to use Travel Reimbursement functionality is listed at 7,500. What does that amount to in monthly expense reports (ideally based on pre-Covid numbers since travel appears to be returning to pre-pandemic levels). The anticipated annual number of reports submitted would work as well.

   BFM Response: *Please see the figures below noting annual totals for employee reimbursements:*

   FY2018 – 47,500

   FY2019 – 45,834

   FY2020 – 41,047

   FY2021 – 31,870

   FY2022 – 40,168

   FY2023 (Year-to-Date) – 29,149

7. The RFI instructions in Section 1.11 state that materials submitted in response to the RFI belong to the State. We believe this language has legal consequences that were not intended by the author. This language could be read as the transfer of ownership of the intellectual property rights in proposal materials. A transfer of ownership of the intellectual property rights would be unreasonable without payment. Would it be allowed for this section to state or clarify that South Dakota is entitled to retain its copy of Proposals and other materials submitted but does not assert intellectual property rights in the materials?

   BFM Response: *It is not the State's intent to claim ownership over any of the Respondent's preexisting intellectual property that may be referenced, described, or discussed in the submitted materials.*

8. We are not familiar with EasyPurchase procurement system as a product line. What software company owns this product?

   BFM Response: *The EasyPurchase application is provided by [ESM Solutions](.).*

9. Will the State allow a 30-minute preparation call with vendors prior to the Demonstration and Oral Presentations?

   BFM Response: *The State will provide formal presentation guidance. In addition, the State will provide a contact to help ensure each vendor has adequate logistical support.*

10. Since the timeline of the RFI responses shifted a few weeks, should we assume the timeline of Demonstration and Oral Presentations has also shifted?

    BFM Response: *The estimated date range for Solution Demonstration and Oral Presentations is April 24 – May 12, 2023.*

11. Can South Dakota please share the state's annual procurement spend, differentiating between main categories if possible?

    BFM Response: *In Fiscal Year 2022, total procurement spend through the EasyPurchase application was $189M. Category totals are not currently differentiated within the application.*