

City of Seattle Request for Information # RFI-ITD-002-18
Addendum

Dated: 11/14/2018

The following is additional information regarding Request for Information # RFI-ITD-002-18, titled “Citywide Grants Management System” released on 11/01/2018. The due date and time for responses will remain as 11/21/2018 @ 4:00PM (Pacific). This addendum includes both questions from prospective proposers and the City’s answers, and revisions to the RFI. This addendum is hereby made part of the RFI and therefore, the information contained herein shall be taken into consideration when preparing and submitting a response.

Item #	Date Received	Date Answered	Vendor’s Question	City’s Answer	RFP Revisions
1	11/13/18	11/13/18	Are you able to disclose the total \$ value of grants issued, and the total # number of grants issued?	Not at this time. This information will be included in an RFP, if and when one is issued.	None.
2	11/13/18	11/13/18	Are you able to provide the total # of grants awarded, plus the total number of applicants for those grants?	Not at this time. This information will be included in an RFP, if and when one is issued.	None.
3	11/13/18	11/13/18	Is the intent of this solution implementation, to have the 6 departments standardize their grants processes, or to have each of the 6 departments keep their individual processes?	The adoption of standard processes, built into the solution with the assumption that the solution will be based on best practice, is preferred. However, there may be a few exceptions where one or more departments feels that it isn’t possible to adopt the business process as presented in the system.	None.
4	11/13/18		Do all 6 departments require video or photographic attachments to their grants in the system?	Not all 6 departments require this feature, but 3 of 6 groups responded that yes, they require this.	None.
5	11/13/18	11/13/18	Does the City of Seattle have a Dynamics 365 Enterprise Account?	Yes.	None.
6	11/13/18		Do all 6 departments currently have Dynamics 365 licenses issued to them?	None of the departments responded that they currently have Dynamics licenses.	None.
7	11/13/18	11/13/18	Can we break down the reporting requirements into the # of Performance Reporting users vs. the # of Financial Reporting users?	Not at this time. This information will be included in an RFP, if and when one is issued.	None.

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8	11/13/18	11/13/18	Will grantees update reports for performance of their grants and/or the financials for their grants inside this new system, or is the intent that they would do this in a separate portal or system?	The preference is for end-users to do this within the system as opposed to a separate portal or system.	None.
9	11/13/18		Do the 6 departments use external reviewers for any of our grants-award processes?	3 of the departments responded yes, they use external reviewers, and 1 said they currently do not, but may do so again in the future.	None.
10	11/14/18		Do you need an actual contract management tool imbedded in the grants management system?	The GMS solution needs to collect contract info from an awardee to create a formal contract to be able to route for signatures from both the City side and the awardee side. We also need to be able to track the progress of the contract from draft to fully signed by both parties/ legally encumbered (ready for invoicing to City of Seattle).	None.
11	11/14/18		Do you need an actual invoice management tool imbedded in the grants management system?	The GMS solution needs to allow awarded applicants the ability to use City of Seattle (CoS) invoice templates to submit/bill to City for expenditures they incur that are related to their program that they have been granted an award by CoS. The system must be able to track those submitted invoices status through the billing and payment workflow; and track the dollars on those invoices with respect to the awardee's budget reconciliations.	None.
12					None.
13					None.
14					None.

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