AMENDMENT OF SOLICITATION

1. Solicitation Number	Page of Pages	
DCRB-2024-RFP-0400	1	13

2. Amendment Number	3. Effective Date	4. Requisition No.	5. Solicitation Caption
A0001	See Block 16C	5624	DCRB Financial Management System

6. Issued by: Code

Procurement Office
District of Columbia Retirement Board
900 7th Street, NW, 2nd Floor
Washington, DC 20001

7. Administered by (If other than line 6)

Finance Department
District of Columbia Retirement Board
900 7th Street, NW, 2nd Floor
Washington, DC 20001

8. Name and Address of Contractor (No. Street, City, County, State and Zip code)

POTENTIAL OFFERORS

X	9A. Amendment of Solicitation No. DCRB-2024-RFP-0400
	9B. Dated (See Item 11) 10-21-2024
	10A. Modification of Contract/Order No.
	10B. Dated (See Item 13)

8a. UEID #	8b. FEIN #	8c. DUNS #

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning_____copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of
	C. This supplemental agreement is entered into pursuant to authority of:
	D. Other (Specify type of modification and authority):

E. IMPORTANT: Contractor is not ☐ **is** ☒ required to sign this document and return to the issuing office.

14. Description of Amendment (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

14 a. Solicitation DCRB-2024-RFP-0400 is amended to answer questions, and to respond to request submitted by potential Offerors.

Except as provided herein, all terms and conditions of the document is referenced in Item 10A remain unchanged and in full force and effect.

15A. Name and Title of Signer (Type or print)		16A. Name of DCRB Executive Director and Chief Contracting Officer Gianpiero JP Balestrieri	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Chief Contracting Officer)	16C. Date Signed 11-06-2024

AMENDMENT OF SOLICITATION			1. Contract Number	Page of Pages	
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2. Amendment/Modification Number	3. Effective Date	4. Requisition No.	5. Solicitation Caption		
A0001	11-06-2024	5705	DCRB Financial Management System		

14 b. Questions and Answers:

Question 1. RE: Request For Proposal (RFP) Section B.2 Pricing Schedule. Contract Line-Item Number 0003 FMS Subscription.

It is indicated that DCRB is requesting pricing for the base year, followed by option years. Our software subscription is offered for a minimum of a three-year term.

Does DCRB want us to provide subscription pricing for the full 8-year term?

Answer 1: By law DCRB's budget authority to fund a multiyear contract including subscriptions is obligated on an annual basis. The initial obligation of funds is for the period between the dates of the contract award through the end of the fiscal year in which the contract award occurs. Thereafter, each subsequent obligation of funds is made one (1) fiscal year at a time and must cover the contract amount that will be incurred in the fiscal year in which the contract work will be performed. Likewise, first fiscal year requirements of the contract, and funds for requirements in each subsequent contract term, are obligated one (1) fiscal year at a time. *See D.C. Code* § *1611.2*

Question 2: RE: RFP Section C.2 Applicable Documents. "NIST SP 800-210, NIST SP 800-171 Rev 3, NIST SP 800-53B Rev 5."

How will DCRB assess the equivalence of the security controls and guidelines of the NIST publications listed? Would DCRB consider a mapping exercise utilizing third-party SOC-2 reports to establish acceptability?

Answer 2: The referenced documents from NIST provide the security and privacy controls for a moderate category system. A mapping of these controls to the SOC2 report is acceptable.

Question 3: RE: SOW Section C.5.1, #5. "The cloud service provider used by the contractor to implement the FMS System, to store, process, or transmit related information in performance of this contract, must meet security requirements equivalent to those established by the Government for moderate baseline. Additional details on the information security baseline can be found at Section C.2, Applicable Documents, of this RFP."

Does DCRB require a FedRAMP moderate authorization, or would DRCB consider using a third-party SOC-2 report to support an equivalency assessment, similar to an approach used by some State RAMP programs?

Answer 3: The referenced documents from NIST provide the security and privacy controls for a moderate category system. A mapping of these controls to the SOC2 report is acceptable.

Question 4. RE: RFP Section J., Attachments. The following list of attachments is incorporated into the solicitation by reference.

Attachments J.2, J.3, and J.4 do not appear to be included with the solicitation documents posted online. Please direct us to where to find said attachments.

Answer 4: A Google word search will direct you to the documents referenced.

14 b. Questions and Answers:

Question 5: RE: RFP Section L.4.1.1. "Proposals must be electronically submitted via email to the Contract Specialist identified on the cover page of this solicitation or before 2:00 p.m., November 11, 2024, the closing time and date. The system will not allow late proposals, modifications to proposals, or requests for withdrawals after the exact closing date and time."

Offeror requests a two-week extension to November 25, 2024, to allow time to prepare a compliant response.

Answer 5: The due date for Offeror Technical and Cost Proposals is hereby extended until 2:00 PM (EST), Monday, November 25, 2024.

Question 6. RE: RFP Section L.5, EXPLANATION TO PROSPECTIVE CONTRACTORS
If a prospective Contractor has any questions relating to this solicitation, the prospective Contractor shall electronically submit question directly to the Contract Specialist. The prospective Contractor should submit questions no later than October 30, 2024, 2:00 PM (EST). The Board may not consider any questions received after October 30, 2024, 2:00 PM (EST).

Offeror formally requests a one-week extension of the questions deadline to November 6, 2024, to further review the RFP and submit complete questions.

Answer 6: The due date for questions is hereby extended until 12:00 Noon (EST), Monday, November 11, 2024.

Question 7. RE: RFP Section L.10, Retention of Proposals. "All proposal documents will be the property of DCRB and retained by DCRB, and therefore will not be returned to the Contractors."

The Solicitation states that submitted materials will become the property of the DCRB. Respondents are likely to be using pre-existing materials in their documents and are not being compensated for their effort in preparing the documents. Please confirm "ownership of the proposal and related materials" should be interpreted as permitting the DCRB to retain the documents but is not a transfer of intellectual property rights to the content of the documents.

Answer 7: Confirmed. DCRB is required by law to retain copies of submitted materials for five years. See 7 DCMR § 1605. This is simply a document retention requirement and does not mean DCRB has any intellectual property rights in the submitted materials.

Question 8: Does DCRB want a direct response to all of the requirements in Section C or is just providing the information requested in Sections L & M as well as the functional requirements spreadsheet adequate. It is not clear in Section L where you would like each of the SOW Requirements addressed.

Answer 8. Offerors must provide the information requested in Sections L & M and the functional requirements spreadsheet adequate to address and indicate the Offerors capability to fulfill the requirements in Section C.

14 b. Questions and Answers:

Question 9: Request clarification regarding Section I, question e. "List and describe any professional relationship(s) the offeror or any of the offeror's staff have with any number of the Board, DCRB staff, or participating employer of the District of Columbia Government."

Answer 9: DCRB is asking if the offeror or any of its staff have ever worked with, done business with, or had any other type of professional or business relationship or affiliation with, any individual members(s) of DCRB's Board of Trustees, an individual employee of DCRB, or with any of the employers who participate in the pension plan DCRB administers (MPD, DCPS or FEMS). To clarify, DCRB is not asking if the offeror or any of its staff have ever had any social or personal interactions/relationships with DCRB's Trustees, staff members or participating employers

Question 10: What does DCRB consider a professional relationship?

Answer 10: Common and customary usage of the term is implied. "Professional relationship" means any business or financial relationship/arrangement that is not personal/social in nature.

Question 11: What sort of description of said relationship is DCRB looking for? As a service provider to many government entities, it is unclear what level of disclosure DCRB is requiring to consider the question as sufficiently answered.

Answer 11: DCRB is not asking the offeror to disclose all of its business relationships with all government entities. The question asks for disclosure of professional relationships with individual members of DCRB's Board of Trustees, DCRB's employees, and/or any of the participating employer entities (MPD, FEMS, DCPS). If an offeror or any of its staff has or has had a professional relationship with any of these people/entities, please disclose basic details about the relationship - such as the names of the people with whom the offeror has or has had a professional relationship, relevant dates, and the nature of the business relationship/interaction.

Question 12: Would a Potential Offeror's support relationship related to another requirement or contract be considered a professional relationship that needs to be disclosed for this question?

Answer 12: No because that relationship is with DCRB (not individual Trustees, DCBR personnel, or the participating employers).

Question 13: Additional context is needed for Section VI, question b. ["Describe any relationship the company or an affiliate of the company enjoys with the U.S. government, the District, any agency, or instrumentality of the District; and/or any employee organization that represents police officers, firefighters, or teachers of the District of Columbia."] –

As a service provider to several government entities, it is unclear what kind of relationship DCRB is requiring the Offeror to disclose and what level of disclosure is required. Is DCRB looking for a list of current clients, a description of work performed in the D.C. area, etc.?

Answer 13: Yes, a client list with descriptions of work will be sufficient. Please make sure to include both Federal and District government clients.

14 b. Questions and Answers:

Question 14: Is DRB open to agreeing to the terms and conditions as agreed upon via a previously executed Award/Contract Document agreement or if we need to provide exceptions to this document?

Answer 14: Request For Proposal DCRB-2024-RFP-0400 is distinct solicitation that will separate contract that is distinct from any previous solicitation and/or contract subsequently awarded. Potential Offerors shall not assume that previously agreed upon or negotiated exceptions apply to any contract yet to be awarded. Potential Offerors must clearly identify and state any exceptions the Offeror may have to clauses, verbiage and/or terms and conditions contained in the solicitation.

Question 15: Regarding the Contractor Performance Evaluation Form – Should the responding client be sending these back to the Offeror to include in their response or should the client send the form directly to DCRB on behalf of the Offeror?

Answer 15: Potential Offeror's responding client must send the completed performance evaluation forms back to the Offeror to include in their response.

Question 16: Are you seeking to have each user trained in a virtual classroom setting? In person?

Answer 16: Potential offerors should use their best business discretion in determining the method the Offeror will utilize to achieve the training objectives and goals in an economically competitive manner.

Question 17: Do you have a transformation or change management team that will be participating in this program?

Answer 17: The IT Change and Configuration Management team will be actively involved in the FMS modernization.

Question 18: What is your integration strategy? Do you have a middleware tool?

Answer 18: DCRB uses standard integration tools such as SFTP and SSIS along with Integration Manager. The offeror must propose the integration strategy that best suits their solution.

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Question 19: Can DCRB confirm the status of the current-state systems to reflect the desired future-

Answer 19: The potential Offeror is expected to replace (not upgrade) all except Microsoft 365, Oracle-Peoplesoft. Microsoft 365 and Oracle Peoplesoft are third party systems, and not part of FMS.

Estimate of Future State Landscape	
System	**Future Status**
Microsoft – Dynamics GP	Replace as part of program
Microsoft – Management Reporter	Replace as part of program
Microsoft – Integration Manager	Replace as part of program
Microsoft – Windows	Maintain
Microsoft – 365	Maintain
PairSoft – Workplace	Replace as part of program
Paymerang – KwikTag	Replace as part of program
Fastpath	Replace as part of program
eOne – Smart Builder	Replace as part of program
Microsoft – Forecaster	Replace as part of program
Oracle – PeopleSoft	Not part of the FMS

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14 b. Questions and Answers: RE: Statement of Work (SOW) Section C.5.2.2 Acquisition Planning & Procurement

Question 20: How many legal entities are in-scope to transact within a Procure to Pay tool? Do all legal entities (chart of accounts) utilize the same accounting structure?

Answer 20: One legal entity and one accounting structure

Question 21: What countries would be in-scope for purchasing and invoicing? Would all countries be expected to Go Live at the same time?

Answer 21: In the United States only!

Question 22: Are you looking to Go-Live with a Procure to Pay module/tool for all in-scope users at once or by department?

Answer 22: DCRB expects all departments to go live at the same time.

Question 23: Is your target Go-Live date for Procure to Pay processes the same as desired ERP (general ledger) Go-Live date?

Answer 23: Yes

Question 24: Which system would you like to run payments from?

Answer 24: The system selected will be the system that is most advantageous to DCRB considering costs, performance, quality and ability to fully satisfy the technical requirement.

Question 25: Do you already have supplier catalogs built out in your ERP or procurement system? Do you have a list of suggested suppliers you'd like to enable catalogs with?

Answer 25: DCRB does not currently use supplier catalogs or have the capability.

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14 b. Questions and Answers. RE: Statement of Work (SOW) Section C.5.2.2.2

1. Acquisition Planning

Question 26: Is there a procurement policy setup today within DCRB?

Answer 26: Procurement policy is established pursuant to Title 7, Chapter 16, District of Columbia Municipal Regulation (DCMR) as executed by the DCRB Procurement Procedures Manual.

Question 27: Is DCRB looking to capture both indirect and direct spend in the FMS selected?

Answer 27: Yes, if the if "indirect and direct spend" pertains to Indirect and direct cost. Otherwise please explain what is meant by indirect and direct costs in your proposal submission.

Question 28: Can DCRB identify team members to drive decision making as part of design sessions across supplier onboarding, contracting, purchasing, and invoicing?

Answer 28: Yes.

2. Requisitions

Question 29: How many people within DCRB can submit purchase requisitions?

Answer 29: There eight (8) DCRB members that can submit purchase requisitions.

Question 30: What drives budgeting today within purchasing?

Answer 30: Acquisition planning drives budgeting.

Question 31: Is there a defined DOA approval matrix that exists today?

Answer 31: Yes.

3. Solicitation Process

Question 32: Are there current templates used for the solicitation process today?

Answer 32: Yes.

Question 33: Is there a procurement/sourcing team that drives the creation of these solicitations while working with resources in the business of DCRB?

Answer 33: DCRB's Contract Specialist are responsible for solicitation creation.

4. Quotation Process

Question 34: Are there current templates used for the quotation (i.e. RFQ) process today?

Answer 34: Yes, templates are used for the various solicitation methods.

14 b. Questions and Answers. RE: Statement of Work (SOW) Section C.5.2.2.2

Question 35: Are there any existing quotation policies or requirements that DCRB uses today?

Answer 35: Solicitation requirements for the DCRB's various procurement methods are proscribed in the 7 DCMR 1600 et. seq..

5. eProcurement Options

Question 36: Does DCRB define "eProcurement Options" as various ways of purchasing? Example: punchout catalog, hosted catalog, free-form purchasing, etc?

Answer 36: DCRB's defines eProcurement Options as an online solution that facilitates solicitations and sourcing including quote, bid and RFP proposal advertising and document creation through to award. The solution must integrate requisitions, purchase order delivery, vendor and supplier management, rules-based approvals, vendor commodity code tracking, contract management, deliverables approval, inventory and fulfillment tracking, electronic signatures, easy searching, reporting, etc.

Question 37: Does DCRB have buying policies or guidelines for employees related to eProcurement activities?

Answer 37: No, DCRB does not currently provide eProcurement.

6. Purchase Order Issuance

Question 38: Is DCRB familiar with commerce eXtensible Markup Language (cXML) and email based Purchase Order (PO) issuance?

Answer 38: DCRB is not using cXML based POs. Currently, POs are auto-generated as PDFs and sent via email to the recipients by the system

Question 39: How are suppliers receiving Purchase Orders today from DRCB?

Answer 39: POs are auto-generated as PDFs and sent via email to the recipients by the system.

7. Purchase Order Modification

Question 40: Who within DCRB handles the modification of Purchase Orders today? End user requester or perhaps someone within Procurement?

Answer 40: Currently, modifications are performed by someone within Procurement

Question 41: Do PO modifications need to trigger a reapproval?

Answer 41: Yes.

14 b. Questions and Answers. RE: Statement of Work (SOW) Section C.5.2.2.2

Question 42: If purchase order changes need reapproval, do the approvals match those for the initial purchase request or they involve different approvers?

Answer 42: Changes are currently initiated by a requisitioner, approved by Department head, processed by the Procurement Office, then approved and reissued by the Deputy Chief Financial Officer.

8. Catalog Management

Question 43: Does DCRB or its suppliers manage catalogs today?

Answer 43: No.

Question 44: Which types of catalogs does DCRB leverage today? Punchout, hosted, non-hosted?

Answer 44: DCRB does not currently use catalogs and is looking to modernize its process for the limited scope of requirements, goods, services and products required to fulfill its mission.

Question 45: What types of goods are typically within a catalog for DCRB purchasing?

Answer 45: The types of goods, services and products needed are those that are typically needed and required by the departments that comprise DCRB's department organizational structure.

9. Commodity Management

Question 46: Is there a list of purchasing commodities within DCRB today? If so, do the commodities map to certain GL Accounts?

Answer 46; No.

Question 47: Are there buyers within the organization responsible for managing the transactional behavior across certain commodities?

Answer 47: No.

9. Contract Management

Question 48: How does DCRB author, redline, execute and store contracts today?

Answer 48: Contract Management process today leading to Contract award, is Microsoft Office document based; we are seeking an integrated solution for contract management.

14 b. Questions and Answers. RE: Statement of Work (SOW) Section C.5.2.2.2

Question 49: How many resources in Legal need to be within a contracting module for the above functions?

Answer 49: DCRB Legal is not party to the procurement process until legal sufficiency is sought prior to contract execution.

Question 50: Do you have a signature engine such as DocuSign today within DCRB?

Answer 50: We do not use Docusign. All electronic signatures are from Adobe digital signatures on PDF documents.

Question 51: Does DCRB currently have the ability to access contracts and related contract meta-data?

Answer 51: DCRB can access contracts as DCRB's contracts are currently stored as Word and Acrobat files, however related contract meta-data has not been manually or automatically generated.

Question 52: Do you wish to convert legacy contract meta-data into your new P2P-CLM tool?

Answer 52: The capability and ability to convert legacy contract meta-data into a new P2P-CLM tool may be useful.

Question 53: How are contract renewals, expirations, terminations and amendments handled?

Answer 53: Currently, contract renewals, expirations, terminations and amendments are manually prepared by DCRB's Contract Specialist.

10. Procurement Documentation

Question 54: Is there a repository in use today for procurement policies and RFx templates?

Answer 54: Yes, DCRB's procurement policies and solicitation templates are stored on agency file drives and will be populated on DCRB's intranet.

12. Vendor Contract File

Question 55: Is vendor data centrally managed today, or is it held in disparate systems?

Answer 55: Vendor data is not centrally managed today

Question 56: It is DCRB's preference that vendor data be centrally managed in the new FMS.

Answer 56: Centrally managed vendor data is preferred in the new FMS.

14 b. Questions and Answers. RE: Statement of Work (SOW) Section C.5.2.2.2

Question 57: Are there any restrictions today in your purchasing software where only users with appropriate access can buy from a list of suppliers?

Answer 57: DCRB currently does not utilize purchasing software. User access to buy from suppliers must be authorized and controlled in the new FMS.

Question 59: Are you expecting the procurement system to do any sort of vendor information validation (TIN, bank, etc.)

Answer 59: This is not a requirement for the new FMS however if the function is available it will be accepted.

13. Reporting Inquiry and Analysis

Question 60: Does DCRB leverage any reporting specific software that needs to be fed with Purchasing & Invoicing data? (i.e. PowerBI, Tableau)

Answer 60: No.

Question 61: How is DCRB assessing its accruals across purchasing & invoicing today?

Answer 61: DCRB currently uses a manual process,

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14 b. Clarifications, Questions, and Answers. RE: DCRB FMS Functional Requirement Spreadsheet

Question 62: RE: Line Item 1.2.1.6. Is the New Castle County three tiered organizational structure (Department attributes that need to be tagged on the budget entry lines?

Answer 62: DCRB budgets at the Department level.

Question 63: RE: Line Item 2.3.2. What supplier database are you using? Would this be integrated to Business Central?

Answer 63: DCRB is currently using its own internal database.

Question 64: RE: Line Item 2.7.2, What determines in service date? What does this apply to (inventory items, fixed assets, etc.)?

Answer 64: The in- service date is the date an asset is placed in to use by the agency. We use the in-service date to determine when depreciation should begin

Question 65: RE: Line Item 2.8.0, Is the use of the word supplier synonymous with the use of the word vendor? If different, please specify how and the business use case scenarios for both.

Answer 65: Yes, vendor and supplier are synonymous for our purposes

Question 66: RE: Line Item 4.2.0, Do you have commodities as inventory you are also wanting to classify by commodity code? How are you using commodities?

Answer 66: DCRB does not currently use commodities.

Question 67: RE: Line Item 4.12.1, What types of modifications & specific forms would be the most useful to create as contracts?

Answer 67: Forms that address solicitation methods (e.g. quote, bid, RFP, etc.), amendments and medications.

Question 68: RE: Line Item 4.14.0, In what scenarios do you require your vendors to have contracts?

Answer 68: Contracts are generally required for the purchase of good or service above the $5K, micro-purchase or credit card threshold.

Question 69: RE: Line Item 5.1.1, Please define multi bank reconciliation. Would you require the ability to reconcile 2 banks into one bank reconciliation?

Answer 69: Multi bank reconciliation is not a requirement.

End of document