



ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITN NUMBER: 1628JCSA OPENING DATE & TIME: July 20, 2017 @ 3:00 PM

ITN TITLE: Office of Research & Commercialization Electronic Research Administration System

ADDENDUM NUMBER: 1 ADDENDUM DATE: July 5, 2017

The purpose of this addendum is to answer questions submitted by vendors during the open question period.

See below addendum continuation sheet.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR BID COULD RESULT IN REJECTION OF YOUR BID.

PROPOSERS SIGNATURE

PRINT OR TYPE PROPOSER'S NAME

COMPANY NAME

EMAIL ADDRESS

Answers to Questions

ITN1628JCSA

Office of Research & Commercialization Electronic Research Administration System

1. Can you please confirm that Proposal Development, Institutional Proposal, Proposal Log, Award, Award Report Tracking, Subaward, Detailed budgets for Proposal Development and Award, Negotiations, IRB, IACUC, COI, Effort Reporting, Technology Transfer, and reporting, are all modules that are in the scope of this project?

UCF Answer: Yes

2. How many users will be using the new system?

UCF Answer: 2,964 unique login IDs within the current eRA system

3. Has your institution conducted a process analysis for the requested services in scope?

UCF Answer: Yes

4. Do you have functional/technical specifications regarding the ideal interfaces between PeopleSoft and the new eRA system?

UCF Answer: There are currently no detailed functional/technical specifications for the interface between PeopleSoft and the eRA system. The University understands that eRA/PeopleSoft interfaces and integrations will be highly contingent on the final eRA vendor selected and decisions made during the eRA implementation process. The University is looking for solutions and recommendations from the vendors on successful best practices and/or interfaces used with other clients for their eRA products.

5. What data needs to be exchanged between the new eRA system and PeopleSoft HCM?

UCF Answer: Identification data for PI's, Co-PI's and key personnel inclusive of salary and other information that would support best practices within the eRA for proposal development and award management. The University is looking for what you as a bidder would suggest as successful best practices or interfaces used with other clients.

6. What data needs to be exchanged between the new eRA system and PeopleSoft Finance?

UCF Answer: The University is looking for what you as a bidder would suggest as successful best practices or interfaces to handle Award Setup and Post Award Management within PeopleSoft. It is anticipated that proposal information related to the proposal sponsor, PI, and budget and other information needed for award setup would feed into the PS Finance/Grants modules

7. What data needs to be exchanged between the new eRA system and PeopleSoft Grants?

UCF Answer: The University is looking for what you as a bidder would suggest as successful best practices or interfaces to handle Award Setup and Post Award Management within PeopleSoft. It is anticipated that proposal information related to the proposal sponsor, PI, and budget and other information needed for award setup would feed into the PS Finance/Grants modules

8. Please clarify what you wish to accomplish with an integration with PeopleSoft Grants and an integration with PeopleSoft Financials, including the differences between the two integrations. In other words, please clarify the requirements to be addressed for Proposal Development 2.22 (Integration with PeopleSoft Grants) and 2.33 (Ability to transfer (receive) data in Financials System).

UCF Answer: It is anticipated that the work flow for Award Setup and Post Award Management will move from the eRA system into PeopleSoft Grants.

9. What data needs to be exchanged between the new eRA system and CITI?

UCF Answer: Training certifications for university employees completed, expiring or required.

10. What is your preference for type of implementation approach - big bang or phased?

UCF Answer: There is no preference, the University is looking for what you as a bidder would suggest as your best approach based on the solution and what has been successful with past clients.

11. Are you open to train-the-trainer approach?

UCF Answer: Yes

12. What are your support requirements after go-live?

UCF Answer: The University would expect elevated technical support for at least the first 30 days post go live of each module to ensure a successful implementation. Please provide options for ongoing customer service, maintenance and standard operations/support.

13. UCF currently uses Huron ECRT for effort certification. Since effort certification is on the list in the ITN, is the intention to replace it?

UCF Answer: The University is interested in what options are available for effort certification. Based on the proposed solutions for effort certification a decision will be made whether to keep ECRT or move to another platform.

14. Proposal Development Requirement 2.03 (Configurable Check list): Please provide more information regarding this requirement. Please provide examples of things you wish to address through a check list.

UCF Answer: The ability to change the content of a Proposal Transmittal Form (PTF) through configuration versus vendor customization. Examples of configurable PTF/proposal elements include:

- Proposal/Research type: Basic Research, Training, Fellowship, Clinical Trials, Applied Research, etc.
- Key/Research Attributes: CAREER, REU, URI, etc. (UCF specific attributes that associate with specific internal programs)

15. Proposal Development Requirement 2.18 (Ability to lock proposals from editing (central office roles only - permission/role based)): Please provide more information regarding this requirement. Do you wish to have central office personnel lock and unlock proposals or is this about giving central office personnel access to certain proposals or parts of proposals that are locked from other users? When do you wish to have proposals locked from editing – when created, when routing for approvals, once final...?

UCF Answer: Yes to both. The University is looking for the ability to lock the elements of the proposal during the proposal review (e.g. budget and cost share requests) and submission process to everyone except the central office (i.e. administrative and budget proposal sections). Locking the proposal at the time of submission will ensure the proposal is memorialized at the time of submission. The University is looking for what you as a bidder would suggest as a successful best practice for proposal submission workflow.

16. Proposal Tracking/Award Management Requirement 3.05 (Ability to established Pre-award accounts (Advanced accounts and 90-day pre - award spending). Please provide more information regarding this requirement, including an example.

UCF Answer: Minimum workflow and approvals required to set up an account in the ERP system so that a PI can begin spending on a pending award. Example: PI has an intent to award letter from a federal agency and needs to hire staff. PI has dean approval for pre-expenditures to move the project forward. Dean approval and assurance of college being at risk would ideally be a feature of the system.

17. Do you have any legacy data that needs to be imported to the new system? If so, please provide a summary of the legacy system(s) and modules/functions involved as well as the volume of the data to be migrated.

UCF Answer: Legacy data will need to be imported from UCF's homegrown eRA, which is inclusive of all the modules listed in question 1, less IRB and Effort Reporting. Data set size is 22.82GB

18. Whether we need to come over there for meetings?

UCF Answer: It would be expected during the implementation process and for major milestones that the vendor would be onsite (training, custom work, config, go live etc.). It is suggested to use your best judgement on where the critical path items are and whether they can be facilitated over the phone or in person.

19. Can we perform the tasks (related to RFP) outside USA? Like, from India or Canada.

UCF Answer: Yes, as long as ALL requirements are met.

20. Can we submit the proposals via email?

UCF Answer: Proposals must be submitted through our online portal, Bonfire. Telephone, including facsimile and electronic mail, and telegraphic negotiations and/or amendments to offers shall not be accepted. For further information, please see section 2.6 Offer/Proposal Opening Date in the ITN document on page 10 and Appendix VI Bonfire Submission Instructions for Suppliers

21. What is your total annual revenue from Awarded Grants and Contracts?

UCF Answer: Total annual awards for FY16 \$145.75M. Proposals total at or near \$1B annually.

22. Have you had demonstrations and/or conversations with grants management vendors? If so, with whom?

UCF Answer: There have been no demonstrations or conversations with vendors over the last two years.

23. Have you had any assistance in preparing this RFP? If so, from whom?

UCF Answer: Yes, Attain LLC

24. Has a budget been approved for this project? If so, for how much?

UCF Answer: Yes, this is a University approved and funded project.

25. If not selected as the winning vendor, will you provide completed score forms and notes as mentioned in section C of 2.8 Evaluation Criteria and Selection Process to help identify what could be done better moving forward?

UCF Answer: Yes, you may request information in writing after an award has been posted on our website.

26. What are your support requirements after go-live?

UCF Answer: The University would expect elevated technical support during the first 30 days post go live of each module to ensure a successful implementation. Please provide options for ongoing customer service, maintenance and standard operations/support.

27. What are your training requirements? Would you consider the train-the-trainer approach?

UCF Answer: The University prefers training by specific modules for central office, central office IT and designated departmental personnel. Training documentation should reflect UCF configuration. Train the trainer approach would be acceptable.

28. What data needs to be exchanged between each system that you wish to integrate with?

UCF Answer: The primary system integrations are with PeopleSoft and the eRA modules within scope. The University is looking for what you as a bidder would suggest as a successful best practice for integrations between the modules and current/legacy systems noted in the ITN to supporting the research administration lifecycle.

29. Is a PM available from your end?

UCF Answer: Yes a PM, BA and dedicated project team are available.

30. How many FTEs will be dedicated to this project?

UCF Answer: Depending on the solution and level of effort to execute staffing will be increased or decreased appropriately. Currently there is a project team available for eRA which includes a PM, BA, Infrastructure, and development personnel.

31. After July 20th submissions, what steps do you anticipate up to and after award including estimated timelines? (i.e. Final vendor selection notification date by specific date, on-site demonstration by finalists by specific dates, final vendor selection by specific date)

UCF Answer: Estimated timeline is vendor notifications for onsite demonstration by August 4th. Vendor demonstrations August 14th -18th and final vendor selection by August 31st. Implementation plan and timelines should be included by each respondent and will be refined once a final vendor is selected. This timeline is tentative and subject to change at any time.

32. Will we get email notification when the intent to award is posted?

UCF Answer: No, please be sure to visit our website frequently for any updates, including addendums or an award.

33. Would you please provide examples of required workflow?

UCF Answer: The University is looking to modify existing workflows to closer match industry standards for tasks within pre and post award management. We expect bidders to support and present industry standard workflows.

34. Would you please provide examples of your standard reports?

UCF Answer: The University is looking to modify existing reports to closer match industry standards within pre and post award management. We expect bidders to support and present industry standard reports.

35. Matrix Question 1.08 Please define the information from the Federal Audit clearinghouse that should be displayed and for whom (sub-recipient, agency, CFDA, etc).

UCF Answer: Please state any system functionality that helps pass through entities evaluate sub-recipient risk of non-compliance. Any system functionality which complies with 2CFR200.331.

36. Matrix Question 1.11 Please define “Automated XML request and response messaging”. XML is a messaging format, what further messaging would be required and how/where would it be displayed?

UCF Answer: XML Messages and message responses should be automatically triggered and be PeopleSoft-supported.

37. Matrix Question 1.11 Please define “outbound exchange”. Outbound from PeopleSoft or the eRA system?

UCF Answer: Outbound from PeopleSoft.

38. Matrix Question 1.19 Please define why you believe the eRA system must be NIST 800-171 compliant. Does UCF anticipate storing CUI Export Control related data or controlled technical information within the eRA system?

UCF Answer: UCF does not currently store CUI export control related data or controlled technical information but would explore that functionality if the system could accommodate it.

39. Matrix Question 1.31 Who should receive this information and from where?

UCF Answer: The researchers should receive the information via email or system interface from both federal and non-federal sources.

40. Matrix Question 2.22 Please define the integration type with PeopleSoft Grants. Is the intention to read data from, write data to, or both?

UCF Answer: Both.

41. Matrix Question 2.31 Please define “finance exempt”, exempt from what?

UCF Answer: Requirement revision - Ability to create/maintain F&A (overhead) exempt budget categories and address items with special budgetary considerations, e.g. NIH salary cap, subcontracts over \$25k.

42. Matrix Question 2.33 What data?

UCF Answer: The required budgetary elements of the proposal. The University is looking for what you as a bidder would suggest as successful best practices or interfaces to handle acquiring proposal development information (such as salary).

43. Matrix Question 2.34 On what data elements?

UCF Answer: Any data elements that would reduce the data entry required to fill out the PTF or module specific submission forms (i.e. name, college, address, job classification, salary....).

44. Matrix Question 2.40 Whose work volume?

UCF Answer: Central office (Office of Sponsored Research) and departmental Pre-Award Administrators.

45. Matrix Question 3.04 Is the intent that an award record in the eRA system be the basis for an award record in PeopleSoft?

UCF Answer: Yes.

46. Matrix Question 3.05 Is the intent that within an award record users have the ability to request that an account be setup and that that account number be populated back into the award record and communicated with the requester?

UCF Answer: No, the population back into the award record is not a requirement.

47. Matrix Question 4.09 Please define “Multi-round and review”. Currently protocols can be reviewed and rejected therefore multiple rounds are possible, is that similar to the requirement described?

UCF Answer: Yes.

48. Matrix Question 4.11 Please define how protocol review statuses would be defined locally. What review statuses are desired beyond the standard types?

UCF Answer: We are unaware of additional review statuses required at this time but would want the ability to manage status behavior through configuration versus vendor customization.

49. Matrix Question 4.30 Please define import/export form CITI. Currently our system imports and displays CITI training records related to staff. CITI does not to our knowledge allow for export to their system.

UCF Answer: Requirement revision - Ability to integrate and import data from CITI

50. Matrix Question 4.37 Please define needs to configure review statuses as described in this requirement

UCF Answer: The University is looking for the ability to manage status behavior through configuration versus vendor customization.

51. Matrix Question 5.33 Please define stipulation process

UCF Answer: Stipulation (note tied to a question) on a reviewed protocol is entered by the IACUC Manager and must be addressed by the researcher prior to the protocol approval. Stipulation often originates from reviewer comments. Additionally the University is looking for what you as a bidder would suggest as a successful best practices for IACUC review process.

52. Matrix Question 6.08 Please further define “Ability to identify and manage search conflicts for each Investigator through resolution, in flight and completed disclosures”

UCF Answer: Requirement revision - Ability to identify and manage research conflicts for each Investigator through resolution, in-flight and completed disclosures

53. Matrix Question 6.10 Please define how employee classification would impact workflow

UCF Answer: The employee classification determines who is automatically going to disclose (i.e. Faculty, Post-Doc, Directors, etc.)

54. Matrix Question 6.11 Please define “not identified”.

UCF Answer: Based on employee classification rules user is not prompted to fill out COI.

55. Matrix Question 6.14 An annual disclosure requires updating relationships to current financial entities. Please explain how copying form a previous year would not eliminate the compliance requirements for a new annual report?

UCF Answer: Prepopulating the form with the previous year’s values, not the compliance requirements to update information and certify.

56. Matrix Question 6.22 What information from CITI would be integrated with COI disclosures to meet this requirement?

UCF Answer: Certification of COI related training.

57. Matrix Question 7.07 Where would the actual cost share commitments be drawn from for beyond a related award record?

UCF Answer: PeopleSoft

58. Matrix Question 7.13 Where would actual cost share salary charge be drawn from, does PeopleSoft provide this level of information currently?

UCF Answer: PeopleSoft HCM, yes.

59. Matrix Question 8.02 Please define the level of detail to which royalties related to IP would be tracked.

UCF Answer: The University is looking for what you as a bidder would suggest as the appropriate best practice for tracking royalties and the level of detail used with previous clients.

60. Matrix Question 8.03 Please define the level of detail to which expenditures and billing would be tracked

UCF Answer: The University is looking for what you as a bidder would suggest as the appropriate best practice for tracking expenditures and billing.

61. It is our understanding you want us (the vendor) to fill out the Third Party Security Assurance Questionnaire (SAQ) and NOT a non-affiliated third part to us. Please confirm.

UCF Answer: Yes, that is correct. Please fill out the Third Party Security Assurance Questionnaire (SAQ) and submit with the proposal.

62. Can you please clarify what kind of investigations UCF would be conducting in regards to section 2.25?

UCF Answer: This may include but is not limited to reference checks, financial stability reviews, legal reviews and on-site visits.

63. 1.17 General Requirements

Capability to share key objects, such as Customer and Customer designation, UserID, Person Data, Chart fields, Vendors, etc. What will these be shared with?

UCF Answer: The University would like the eRA to be able to reference PS identifiers like the ones listed within integration.

64. 1.24 User/PI General Requirements:

Efficiently satisfy the federal effort certification requirements.

UCF Answer: Document or define any features or tools that assist the PI with effort/project certification requirements.

65. Effort Certification is typically handled in a Financial System. Does UCF wish that the Research System handle all aspects of Effort Certification or provide appropriate data to the Financial System? If envisioned to occur in the Research Admin system, will UCF consider a system that does not provide an integrated Effort Certification module?

UCF Answer: Lack of an effort certification module within the eRA system does not exclude you from participation in the ITN.

66. 2.03 Proposal Development: Configurable Checklist.

What types of items would be included on a Proposal Check List?

UCF Answer: Examples of configurable PTF/proposal elements include:

- Proposal Proposal/Research type: Basic Research, Training, Fellowship, Clinical Trials, Applied Research, etc.

- Key/Research Attributes: Designations for internal programs and record keeping on specific programs of interest (CAREER, etc.).

67. 2.22 Proposal Development: Integration with PeopleSoft Grants.

What types of integrations with PS Grants are envisioned during the Proposal Development phase?

UCF Answer: It is anticipated that the work flow will not move to PS Grants during Proposal Development but the interface for Award Setup and Post Award Management will move from the eRA system into PeopleSoft Grants.

68. 2.33 Proposal Development: Ability to transfer (receive) data in Financials System. What types of data elements does UCF envision transferring to the Financial System during the Proposal Development phase?

UCF Answer: Salary information and established vendor (sub recipient) information from existing awards could be used at proposal development. It is anticipated that the work flow for Award Setup and Post Award Management will move from the eRA system into PeopleSoft Grants.

69. 5.07 IACUC: Development of Submission: Multi-round routing and reviews. Please clarify what is meant by Multi-round routing and reviews.

UCF Answer: Protocol ability to be reviewed and rejected multiple times.