Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Office of Grant Procurement, Management and Coordination

406 East Second Street, First Floor | Carson City, NV 89701-4298

State of Nevada

Request for Information

For

Statewide Grant Management System 16-003

Release Date: April 13, 2016

Deadline for Submission: June 1, 2016 (4:00 p.m. PST)

Refer to Section 7, RFI Timeline for the complete schedule

For additional information, please contact:

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Office of Grant Procurement, Management and Coordination

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APPLICANT TITLE PAGE FOR RFI 16-003

Applicant Must:

A) Provide all requested information in the space provided next to each numbered question.
B) Type or print responses; and
C) Include this Applicant Information Sheet on Top of the Application Package, prior to any tabbed sections of the Technical RFI.

V1	Company Name	

V2	Street Address	

V3	City, State, ZIP	

V4	Telephone Number		
	Area Code:	Number:	Extension:

V5	Facsimile Number		
	Area Code:	Number:	Extension:

V6	Toll Free Number		
	Area Code:	Number:	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name:
	Title:
	Address:
	Email Address:

V8	Telephone Number for Contact Person		
	Area Code:	Number:	Extension:

V9	Facsimile Number for Contact Person		
	Area Code:	Number:	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name:	Title:

V11	Signature	
	Signature:	Date:

A Request for Information (RFI) process is not an Invitation to Bid or a Request for Proposal (RFP). The State expects companies to submit creative, competitive solutions to the agency's stated questions or needs, as specified below. The information will be used to develop an expected future RFQ or RFP. The State is not obligated to any company through this process, nor does it have any expectations of the responding companies/vendors.

1.0 PROJECT OVERVIEW

The State of Nevada Department of Administration, Office of Grant Procurement, Coordination, and Management (Grants) on behalf of the State of Nevada, is seeking information on an automated grants management system to provide the State and its agencies with a complete full life cycle for grants management system. This Request for Information (RFI) is to solicit information on tools, software products and best practices concerning grants management in use for public enterprises.

2.0 SCOPE OF WORK

2.1 Objectives

This RFI will educate the State of Nevada in the development of a formal Request for Proposal (RFP) process of receiving and reviewing information on the planning, development, training, and management of a statewide grant management system. This RFI will also be used in Nevada's budgeting process. In your response, please describe how your proposed software will meet the State's objectives of:

- Centralizing a system of grant procurement, management and coordination used by State agencies;
- Implementing a grant system that will interface with the State's existing enterpirse software;
- Researching and identifying grants available to fund projects;
- Tracking success rate in obtaining grants;
- Monitoring grant deadlines, financials, and deliverables;
- Improving comprehensive reporting and analysis;
- Establishing an audit trail for all grant activities;
- Supporting sub-recipient reporting;
- Tracking fixed assets, and
- Providing training for staff and end-users.

2.2 System Requirements

The State of Nevada is seeking a grant management system that:

A. General

- Allows non-profits, businesses, developers, and other community stakeholders to submit applications for funding online.
- Has customized online application forms.
- Includes file uploads, drop-downs, checkboxes and text fields in application.
- Allows applicants to login, save their application and return where they left off.
- Allows multiple users for an applicant to login and work on one or more applications.
- Allows applicants to review their status online.
- Provides spell-check for applicants.
- Provides fields that will automatically calculate certain items (like "total" of expenses).
- Allows manual input of paper applications without logging into a separate interface as an applicant.
- Allows staff to update and create new online applications without additional charges.
- Generates alerts for staff when key documents are uploaded or completed.
- Supports multiple application stages, including an automatically scored eligibility quiz, a Letter of Intent stage, a more detailed proposal stage and as many other stages as needed.
- Pulls data automatically from online applications into the core grants management system – no download or upload of data files required.
- Provides for the use of carry-over data for an organization, or from one grant application form to another.
- Allows both applicants and grant makers to quickly and easily reset lost credentials (whether online or through email or security questions).
- Allows customized confirmation messaging.
- Provides automatically generated warnings based on grant criteria (such as no more than X% can be spent on salaries).
- Saves data automatically intermittently throughout a web session in case of system crash, or at a minimum prompts user to save data regularly.
- Provides "character count" in size limited fields, so that the end user is aware of how much space is left in the field.
- Provides a method for electronic signature or certification of submitted documents.
- Prevents further modifications to an application or other submission, unless approved by an administrator (date/time stamps for revisions would be ideal) once an application has been submitted.
- Has the ability to link data from the State accounting system.
- Has the ability to link to the federal system to provide automated pre-defined reporting to required fields.

B. Application Review

- Assigns an individual number.
- Allows multiple reviewers to each numerically rate an application on a number of different factors, and add comments.
- Supports different information or scoring schemes for different programs.

- Supports online viewing and reviewing of applications, providing the option to allow reviewers to see each other's comments and grades.
- Allows numeric review scores and provides opportunity to report them as summary statistics.
- Defines automatic steps and rules for "workflow" for grant review process.
- Allows viewing of history of relationship with prospective grantees – other grants applied for in past.
- Prints grant documents and summaries easily.
- Provides a stripped down 'Portal' interface to allow reviewers to see and review grant applications without having to navigate the full grants management system.
- Supports checklist functionality to define what information or documents are required from prospective grantees OR provides strong online application functionality, including the ability to reopen online applications once they have been submitted if additional information is required from the applicant.

C. Internal Tracking

- Assigns unique identifiers to each grant award.
- Tracks a grant award by name, request amount, and organization, along with other associated information.
- Tracks multiple award types (i.e., federal and state grants, formula, discretionary).
- Links project information together through the entire grants life-cycle.
- Provides data integrity checks and allows for corrections.
- Retrieves grant information and status easily.
- Provides easy updates for basic grant information like project names or codes throughout the process.
- Allows easy attachment of external documents to the grant record, with interfaces for both grantees and staff.
- Allows custom categorization codes for searching, tracking, and reporting, including, but not limited to:
    - Year
    - Grant Type
    - Geographic Code
    - Population Code
    - Grantee Name
    - EIN
    - Application ID
    - Census Track
    - Project Address
- Allows batch updates of defined coding and other fields.
- Stores attached documents in the database as objects rather than links OR the system uploads attached documents to the server and stores a link to that uploaded file in the database.
- Provides a method of electronic signatures or certification for submitted documents.

- Allows tracking of multiple awards to a single grantee with different durations and reporting requirements.
- Has the ability to generate reports on “missing” documents for a given time period.
- Provides secure access to grantees, while prohibiting unauthorized users from accessing information in the system.
- Has the ability for fixed asset tracking.

D. Contracting / Grants / Sub granting and Communications

- Allows the creation of templates that include mail-merged information regarding grants and organizations.
- Documents will include, but are not limited to:
    - Award letters
    - Contracts / Grants / Sub grants
    - Invitations
    - Monitoring letters
    - Fiscal and Program reporting
- Allows the review, modification and printing of letters, summaries, or other documents either individually or for a series of grants or grant applications in a single step.

E. Emails and Reminders

- Allows the creation of email to individuals and groups based on templates that include both standard text and “mail merge” type inserted data.
- Allows the set-up and scheduled reminders to applicants and grantees.
- Provides reporting on email delivery, including open and click rates (detailed by each grantee)

F. Relationship Management

- Allows the association of multiple contacts with an organization, and defines their relationships between staff and specific grants.
- Automatically stores a record of all system generated documents and emails with a particular contact at a grantee organization.
- Allows the automatic synchronization of contacts with Microsoft Outlook OR allows the automatic capture of emails from external email systems into grantee or organization records.

G. Reporting

- Allows the search or filter to find a particular set of grants based on status, program, and cycle, and view pre-packaged reports based on this customized set of grants.
- Allows the saving of reports or templates that are created or modified.
- Supports ad hoc reports within the system, which can include custom data columns, datasets, sorting, grouping, logos and headers.

- Provides the ability to make minor updates to standard reports.
- Allows the quick view of favorite reports without navigating much-larger sets.
- Allows the saving of ad hoc reporting that are created or modified.
- Allows the search of contents of file attachments.
- Includes all system data – including the data entered into online applications, review forms, and grantee progress reporting, in reports.
- Provides push alerts to supervisors and project managers when grant program criteria are not being met.

H. Compliance and Evaluation

- Allows the defining of a default set of grant requirements and customization.
- Allows grantees to view grant requirement deadlines online.
- Allows grantees to submit progress and fiscal report information through online data fields, which can then be summarized across grantees reporting.
- Allows the creation of custom online progress and fiscal reports without paying additional fees.

I. Roles and Permissions

- Allows the defined user to group permissions on a field-by-field basis.
- Provides 'dashboard' views that summarize the grants and tasks currently relevant to each individual user.
- Allows the assignment of tasks to particular users through workflow functionality.
- Provides a standard focused, roles-based view for management and allows the assignment of tasks to users based on these rules and roles.
- Records a number of specific actions – for example, grant approvals, status changes, and new grantee records – in a system audit log.
- Allows the grant individuals granular access to view, edit, or delete data for wide variety of system functions.
- Allows for the customization of the following without intervention from a vendor or technical staff:
    - Modify or create new fields for data capture
    - Modify or create new online forms
    - Modify or create new reports
    - Add/remove/modify users at each permission level

J. Data Access

- Allows the State to access data from the system, at will.
- Allows the State to migrate data, at will.
- Allows the State to fully export all data and all attached files to a standardized format, at will.

K. Monitoring

- Allows staff to complete grantee audit and onsite monitoring checklists on tablets or computers remotely through the grants management system.
- Allows staff to create and modify monitoring checklists.
- Allows results to be attached from monitoring checklists and correspondence through mail merges in the system.
- Allows grantees to utilize the calendar feature to select dates and times for monitoring visits, meetings, conferences and trainings associated with the grant activities.

L. Training and Technical Support

- Provides onsite, online, and in person training at project startup.
- Provides onsite, online, and in person training for grant recipients.
- Has video of trainings readily accessible online to staff and grant recipients.
- Has a User Manual for staff outlining all system functions.
- Has a draft User Manual for grant recipients outlining all system functions, that can be modified by State staff and distrusted to potential applications.
- Provides ongoing support and technical assistance.

3.0 COMPANY QUESTIONS

The State will utilize the information obtained from this RFI to develop a quality RFP to procure its Grant Management System. Although some answers to the questions below may appear that a "yes" or "no" answer is sufficient, please expand upon your answers to provide the most information possible.

3.1 Product Specifications

3.1.1 Describe your product and identify the application software modules, add-ons (e.g., utilities, tools, report generators, underlying technology, third party applications, etc.)
3.1.2 Is your software capable of tracking over individual reporting year periods?
3.1.3 Does your software have any limitations on log-in numbers and/or simultaneous users?
3.1.4 Are there additional costs based on how many log-in numbers and /or simultaneous users are needed in the system?
3.1.5 Do you have an unlimited user license?
3.1.6 Describe the estimated timeline and implementation period required.

3.2 Integration

3.2.1 Explain software capabilities to collect payments and distribute to the State's financial institution and explain how your system would interface with an Enterprise Resource Planning (ERP) financial system.

3.2.2 How will current records transfer to new software system?
3.2.3 Is there portal-capability to interface with a specified website?
3.2.4 Provide proposed timeline for full integration, and explain what support would be required from the State.

3.3 Support

3.3.1 Is technical support included in the annual maintenance agreement?
3.3.2 Are there additional types of support that fall outside the scope of the maintenance agreement?
3.3.3 Are there different levels of support available (e.g., Gold, Silver, etc.)?
3.3.4 Is your company's technical support available 24-hours a day, 7-days a week? Or only during business hours? If so, what defines your business hour?
3.3.5 Where is your technical support located?
3.3.6 What warranties do you provide for your hardware and software?
3.3.7 Provide the length of all warranties and detail any software upgrades that are included in the maintenance.
3.3.8 What are your replacement procedures for warranty items?

3.4 Training

3.4.1 Describe the training your company provides for the following areas:
(A) End-User
(B) System Administrator
(C) Technical Support
(D) Train-the-Trainer
3.4.2 Do you offer onsite training and/or web-based training?
3.4.3 What are the costs associated in all categories of available training?
3.4.4 How many trainings are offered the first year; and subsequent years?

3.5 Software

3.5.1 Is your software a web-based version?
3.5.2 Is a direct portal available to be integrated with existing websites?
3.5.3 Describe system interfaces (i.e. net, SAS, cloud, etc.).

3.6 Data Transfer

3.6.1 Does your company provide Server Storage?
3.6.2 Does your company provide Cloud Storage?
3.6.3 If so, with which cloud vendor is your company partnered (e.g., Amazon, Microsoft Azure, etc.)
3.6.4 Does your company provide a Hybrid storage system?
3.6.5 Describe how your data is stored and the security features.
3.6.6 Please describe all costs associated with the model of data storage your company offers.

3.7 Future Interest

3.7.1 Is your company interested in receiving notification of a Request for Proposal (RFP) if released to possibly provide these services to the State of Nevada?
3.7.2 Please provide any missing information you believe is necessary in a subsequent RFP that would assist you in putting together a cost and technical proposal.
3.7.3 What do you expect the greatest challenges of this project to be?
3.7.4 Is your company interested in preparing and delivering a demonstration of your product?
3.7.5 Other relevant comments to future interest.

4.0 COMPANY INFORMATION

Provide a brief company profile. Information shall include:

4.1.1 Company background and history
4.1.2 Length of time the company has been providing services described in this RFI to the public and private sectors.
4.1.3 Other public and private organizations that utilize your product.
4.1.4 References from public agencies that are using the system being proposed, and length of time they have had the system implemented.

5.0 COMPANY SECURITY EFFORTS

Please describe in brief, general terms, your company's efforts to provide and maintain a secure solution including, but not limited to, downloads, storage, archive, and retrieval.

6.0 PROJECT COSTS

Cost information provided in response to this RFI will not be construed as a bid or a proposal. No contract awards will be based on responses to this RFI.

To assist the State in budgeting for this project, please provide information regarding start-up costs and continued maintenance and support.

6.1 Cloud based-System
6.2 Server System (maintained by the State of Nevada)
6.3 Server System (maintained by vendor)
6.4 What costs are associated with yearly maintenance of your company's hardware and software?

6.5 Optional Upgrade Modules – Are there any optional upgrade modules that the company would like to propose? If so, please describe and list costs associated with modules.

7.0 RFI TIMELINE

The State reserves the right to amend the timeline.

Task	Date / Time
Release Date of the RFI	On or before April 13, 2016
Deadline for RFI response submission.	June 1 2016, 4:00 p.m. PST

8.0 GENERAL SUBMISSION REQUIREMENTS

8.1. RFI Format and Content

- Title Page (page 3 of the RFI)
- Company response to RFI sections 2 through 6
- Other Supporting information

8.2 RFI Packaging and Submission

Hard Copy submission shall be submitted to the State and be clearly marked as follows:

Connie Lucido **Dept of Administration | Office of Grant Management** **406 East Second Street, 1st floor** **Carson City, Nevada 89701**	
RFI:	16-003
RFI OPENING DATE:	4/13/2016
RFI CLOSING DATE:	6/1/2016
FOR:	Grant Management System
COMPANYS NAME:	

9.0 TERMS AND CONDITIONS

It is NOT the State's intention to obtain services between any Participant and the State as a result of this RFI. However, the response to the RFI may be used in the planning purposes to define the scope of work and system requirements in a future RFP. This RFI shall not be construed as a solicitation or as

an obligation on the part of the State to issue a solicitation or award a contract to any Participant. However, should a future RFP or solicitation materialize, no basis for any claim against the State shall exist as a result of a Response to this RFI or the State's use of information obtained through the RFI process as part of any solicitation or component thereof. All costs incurred in responding to this RFI will be borne by the applicant(s).

Costs are estimates for planning purposes only. There is no commitment on the part of either your company to the State of Nevada, nor any obligation by the State to your company. Companies must consider that this RFI is different from a Request for Proposal (RFP). For ease of analysis, the information provided must be presented in a format that corresponds to and references sections outlined within this RFI.

All company responses will be held in confidentiality and not be available for public knowledge up to ninety (90) days. **NOTE: Any responses or sections of responses deemed confidential by your company must be clearly labeled as confidential and a purpose provided describing the reason for confidentiality**.

Any irregularities or lack of clarity in the RFI should be brought to the attention of Connie Lucido (CLucido@admin.nv.gov) as soon as possible so that the corrective addenda may be furnished to prospective companies.

10.0 SUBMISSION CHECKLIST

The checklist is provided for your company's convenience only and identifies documents that must be submitted with each package in order to be considered responsive.

RFI – SUBMISSION REQUIREMENTS	COMPLETED
Title Page (page 3 of RFI)	
Table of Contents	
Scope of Work Response	
Company Questions	
Company Information	
Company Security Efforts	
Project Costs	
Supporting Details (as deemed necessary by the company)	