



Maine Community College System
323 State Street
Augusta, ME 04330

RESPONSES TO SUBMITTED QUESTIONS

Grant Management Software

RFI Coordinator	<i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below.</i> Name: Deseret Scharett Title: RFI Coordinator Contact Information: SIproject@mccs.me.edu
Submitted Questions Due	<i>All questions <u>must</u> be submitted in writing to the RFI Coordinator identified above by:</i> Date: 11/6/2023, no later than noon, EST. Responses to the questions will be posted by 11/8/2023 at 12:00 pm.
Response Submission	Submission Deadline: 11/15/2023 no later than 5:00 pm, respondent local time Submit to: SIproject@mccs.me.edu

1. How much funding is being allocated?

No specific amount has been allocated. The budget will be finalized when the project scope is last defined.

2. Does this RFI have the potential to turn into a contracting vehicle?

A separate RFP will be posted by MCCS if it is found that the market supports existing software that meets their grant management requirements.

3. Will an RFP be released as the next step in procurement?

See response above.

4. When is the anticipated release of the RFP?

If determined to go to RFP the desired release would be by the end of 2023.

5. Do you have to respond to the RFI to bid on the RFP?

No

6. How many unique programs are open annually? What are the estimated averages around the number of applications you receive per year?

Currently there are four unique programs with 100 – 3600 applications per year. The program options continue to grow.

7. How do the students interact with the system?

The stakeholder, who may be students, companies or system colleges, would use the software to request training records and training registration requests (students), as well as applications for funding and submitting documents – including budgets (companies, colleges)

8. What integrations will you be needing? Will it be API, import/export, etc.

Ideally, the solution would be able to integrate with Microsoft Dynamics 365 Finance and CRM products via either API or import/export. Another desired integration is with Modern Campus' Lumens product, leveraging API's.

9. Can we get detailed information on what output types (i.e. membership, training and stipends)?

MCCS needs the ability to track funding and training by student, by company (compact membership) and by fund. They also need output on tracking stipends and funding requests – amount requested versus distributed.

Here is a breakdown of additional desired reporting output: Course catalog with course ID numbers, program catalogs, program completion including start and stop dates, aging, cohort size and completion rates for students, number of trainees per course, grant closeout report, demographics breakdown for students and company members (to include number of employees, industry, revenue, SIC), ROI calculator.

10. Do you have a targeted start date and/or go-live date in mind?

MCCS needs to have the grant applications in place by Summer 2024.

11. Could you share with us any details around the budget range based on procurement and/or government parameters?

The budget range has not been finalized.

12. For each of the program applications, are these application forms minimally or materially different? Are there different approval workflows for each program and/or application type? How do they materially differ?

The applications are overall similar forms but have different approval workflows. The form fields do not dramatically differ per application. Some applications/funds required additional documentation and sign offs from up to five people per project.

13. Do you administer your grant payments in advance or via claim reimbursement?

MCCS uses both scenarios.

14. For each of the program applications, do the line-item Grantee Budget templates vary minimally, or are they materially different? Would you be open to sharing that format and document?

External budget templates are simple as used for compact members. The internal budget templates used by colleges are more complex and align with the general ledger. We are open to sharing these by request.

15. Is there desired visibility and interaction for external reviewers/panels to offer expert opinions and/or validation on the application pool?

This is not currently in place, but MCCS is open to the possibility.

16. Do you desire to track sub-awards and/or re-grants?

Yes

17. Roughly how many types of automated email communications are sent to applicants/grantees? Roughly how many documents/templates will need to be generated in the system (e.g., grant agreement, payment letter, etc.)?

This process is currently manual, and communications are triggered as needed. There is a desire to formalize and automate all the grant communications. Examples of current communications are membership acceptance/denial, grant application receipt, grant application acceptance/denial or concept approval, request for deliverables such as employee lists or final rosters, payment letters, MOA letters for signature, budget approvals, college funding approval (602)

18. Do you have any standard reports that need to be created on a regular basis (e.g., Grant Approval List, List of Approved Grants, List of Payments, etc.)?

Yes, see response 9

19. How many budgetary or accounting levels are needed to capture expenses for grantee financial reporting?

Currently 5 unique funds and multiple accounts under each.

20. What is the expected annual expenditure of this program(s)?

These vary

21. Do you currently use any advanced reporting/analytics software (such as Tableau, PowerBI, Qlik, etc.)? If yes, do you plan to continue to use this type of software going forward? If not, is there an interest in pursuing this option?

Yes, Tableau and PowerBI
Plans are to continue using the tools if needed.

22. Can you please estimate roughly how many grant records would need to be migrated from the previous systems? Organizations? People? Reports? Documents?

Rough estimate is 1500-2000 members, over 1000 training vendors and 20,000 plus students. There are at least 2 documents per application or request, sometimes up to 4-5.

23. What, if any, is your Single Sign-On solution? If so, is it currently used for both internal users and external grantees? If not, do you have a targeted vendor partner in mind?

MCCS uses Microsoft for SSO internal users. Most forms can be accessed by external users without SSO.

24. Which systems must be integrated with our platform at launch? Do they have APIs available for integration? Ideally, in the consolidation of systems, which platforms do you envision continuing to use versus those where you want to consolidate/deprecate/End of Life?

MCCS is sunsetting their current software system that houses the applications. There are desired future integrations, however those solutions are currently in implementation – Microsoft Dynamics 365. There is a possibility that the software would be standalone until integrations are more fully defined.

25. To better understand compliance for this specific agreement, what levels do you require regarding State and Federal data security and accessibility for cloud-based SaaS offerings?

Is your organization or govt looking for the best SaaS practices under AWS, cloud-based, multi-tenant structures, etc.?

The current requirements relate to not-for-profit grantors and the Dynamics system may have personally identifiable data as established under Maine law and any offering should be compliant with the Federal Education Rights and Privacy Act.

The RFI contemplates development in the MCCS Dynamics tenant. Best practices should be followed.

26. Are you considering bringing on multiple NOFOs under multiple programs and departments?

No, MCCS seeks a single vendor to conduct the scoped work.

27. Do you need to leverage robust roles and permissions and segmentation to create discrete processes for your different departments.

Robust roles and permissions are needed to manage approvals and workflows.

28. Does your agency manage more than 5 grant programs across different teams?

Not currently.

29. Is your final goal to have one platform or system to run all of your programs?

MCCS would like system office grant management to primarily function from one software, however all community college software is not single platform.

30. Would you prefer an ala carte subscription per program that can go up and down, or prefer to pay an annual base subscription for all of your programs?

There is currently no preference.

31. Will this RFP process include a Best and Final Offer or a similar step in case price is a factor in selecting the preferred vendor?

N/A

32. Is there a plan in place to manage organizational change regarding a new Grants Management Software?

Organization change is in progress due to technology environment migration.

33. Can we redline the terms and conditions and contract?

N/A

34. Can the team share any diagrams or organizational structures as it relates to the grant program?

MCCS will share by request if RFP is pursued.

35. Will there be any public-facing needs with the GMS? If so, please elaborate on the need.

Yes for external applicants or requests for training records. Not all requestors will be authenticated users.

36. Has the team mapped all of the critical grant processes for each program?

Most of them have been mapped.

37. How do you plan to procure new grants management software? (Please describe the procurement process required.)

A separate RFP process will follow the RFI should MCCS desire to pursue existing software available in the market.

38. Do you have a threshold for non-competitive software/IT procurements?

The anticipated cost for this procurement is not in excess of that amount.

39. Are there any contracting vehicles you prefer to use or have used in the past?

MCCS expects to utilize its own contract for this procurement, should it go to RFP.