

## PMIS RFQ - Questions/Responses:

PMIS RFQ dated January 16<sup>th</sup>, 2017

1. Will the successful firm manage (or provide consultation for) the implementation throughout its life, and after the selection of the actual PMIS software? If not, will there be a separate RFP/RFQ for consulting work associated with the actual PMIS implementation and integration? Would an award for this procurement instance preclude the successful firm from responding to a future RFQ/RFP for consulting services associated with the actual software implementation?

We do not intend on developing a separate RFQ/RFP for actual PMIS implementation and integration consulting services. It is our hope that this initial engagement continues as required.

2. Your letter asks for : “3. A statement outlining your proposed approach for this particular project (the first 30 days). Please be very specific and include estimated effort (# of billable hrs.)” Please clarify that you are only asking for hours for the first 30 days and not for all consulting services bulleted above.

Correct, only asking for hours for the first 30 days.

3. Among the bulleted services is “Benchmarking”. Can you please describe your expectations in this regard. We have found that the definition ranges from summarizing what other organizations are doing to do in-depth exploration of practices that have led to superior performance in one or more areas.

Having enough experience to summarize what other similar organizations are doing should suffice. However, knowledge of the value added to those organizations will be very helpful and expected.

4. How many users do you expect will need to utilize the PMIS system?

The intent is to mandate the PMIS on all projects executed through the Design and Construction Division (approximately \$300 million in project volume per year). All project teams (external service providers and internal PSU representatives) will access the system.

- Will it be used across all PSU campuses?

Yes, it will be used on design and construction project at UP and all campuses.

- Will it be utilized for maintenance projects/by the maintenance division?

The intent is that it will not be used for maintenance related projects.

5. Additionally, will the winning firm for this assignment be excluded from bidding on the PMIS system RFP that is expected to be developed and released in May/June?

It is the intent that the RFP will go direct to potential software vendors.

6. Whether companies from Outside USA can apply for this?

RFQ is open to all qualified consultant firms.

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

Yes.

8. Can we perform the tasks (related to RFP) outside USA?

Tasks that do not require face- to-face communication can be completed off-site.

9. Can we submit the proposals via email?

Please refer to the RFQ proposal submission instructions located within the RFQ.

10. Is Tririga used to manage PSU Capital Program's fund sources, including fund status reports? If so, do the reports currently generated meet PSU's needs?

Tririga is currently used to manage funding sources, funding approvals, and funding reports. It currently meets our requirements.

11. Is Tririga used to manage individual projects? If so, is it used to address these functional requirements?:

Tririga is one tool we are currently using to manage individual projects but it is an internal system only that focuses on funding approvals and contract administration functions.

- Budget Cost Worksheets

Yes, but not utilized.

- Contract Administration Features (Contracts, Change Order Requests, Change Orders, Payment Requests)

All of the above.

- Document Control (RFI's, Submittals, etc.)

Contract Administration documents only.

- Project Status Reports

Tririga can provide very basic/limited project status information/reports.

12. What other systems and tools does PSU use to manage its capital program and projects?

Projects use a variety of systems available on the market.

13. What systems and tools are used to process user department project requests?

Project requests are submitted to the Project Desk and then entered into Tririga, if action is required. Tririga assigns the Project Number.

14. What is PSU's enterprise wide accounting system?

IBIS/Abacus/VM

15. How many people does PSU's Design & Construction Group employ? Please provide a breakdown by position.

Approximately 180 people, inclusive of our in-house design and construction groups. Organization Charts are available on our website.

16. Does PSU's Operations and Maintenance Group manage any capital projects, or is Design and Construction responsible for all capital projects?

Design and Construction is responsible for all capital projects.

17. How many hours per week are PSU's personnel available for conducting discovery sessions?

As necessary.

18. What is the structure of the teams as stated in the RFQ to work on this initiative?

SMT – Senior Management Team

PMT – Project Management Team

Cost Cluster – Cost Projections, Funding Strategy, Business Plan

Benchmarking Cluster – Research, Case Study, Owner Visits



Communication Cluster – Point of contact, Communication plan  
Problem Statement Cluster – Document inefficiencies, Gap analysis, Value added analysis

19. Does this RFQ include the other PSU campuses, or is it limited to the State College campus?

Answered in previous question.

20. What is the budget for this RFQ?

Not established yet.

21. Will the RFQ response be rejected if it is more than 5 pages long?

Please limit your response to 5 single-sided pages (a one page cover letter can be accepted beyond the 5 page limit).

22. In Section 1, you have requested the past implementation experience of the consultants involved including the implementation plan. We are proposing on the primary consulting services as outlined in the RFQ, which do not include implementation services. As such, we will be including team members on our selection, change management, and pre-implementation teams, so are there specific details you would like regarding the qualifications of those team members?

No, your choice.

23. In Section 3, you have asked for a 30-day plan. However, the window from beginning the primary consulting engagement to issuing an RFP to potential PMIS vendors looks to be from 60-90 days. Are you looking for all primary consulting services to be complete within 30 days?

No, we are looking for your view of the first 30 days. We understand it will go beyond 30 days.