Iowa Department of Administrative Services

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Governor Kim Reynolds
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DAS

Sept. 13, 2018

To: All Potential Bidders
From: Ken Discher, Issuing Officer
Subject: RFP1219009002 – IDALS Financial and Reports Management System (FARMS)

Amendment One

Please amend the subject RFP to include answers to the following timely received questions. This Amendment One shall supersede, modify and/or change all requirements to the contrary in the RFP and associated documents.

1. **Question 1 (Q1):**   Demonstration of current FARMS system.   We recommend that the Iowa Department of Agriculture and Land Stewardship (IDALS) demonstrate the current IDALS system for the vendors. This will allow for the illustration of some of the concepts communicated in the RFP. Regarding some concerns expressed at the Vendor Meeting about giving an incorrect impression: The IDALS team can reiterate that they do not want to duplicate every aspect of the current system. A demonstration will provide a good point of reference.
   Answer 1 (A1):   The RFP documents titled, "RFP-Scope of Work envisioned" and "RFP-Current System Document…", communicate the necessary concepts of the desired solution.

2. **Q2:**   The IDALS team indicated the current system is rarely used by public users. Please provide samples of each of the paper forms a public user completes to request funds or communicate other related information.
   A2:   There is not a standard template used by public users. The type of information submitted by the public user is in the RFP.

3. **Q3:** Auditability - Is it a requirement that the system must provide a robust audit trail detailing transaction history?
   A3:   Transaction history is a part of account management and will be necessary for reporting on the various data collected as part of the solution.

4. **Q4:**   Is it a mandatory requirement that the application be Section 508 compliant (this pertains to accessibility standards) (we believe this is required for all State of Iowa web applications)? Will the RFP be amended to reflect this, or is there a section in which we should indicate compliance?
   A4:   Per RFP Sec. 6.1, the State plans to adopt the provisions of the RFP document titled, "Contract-Software & Services FARMS RFP" as the base for the contract agreement with the awarded contractor. That document's Sec. 9.3 Compliance with Applicable Laws includes provisions requiring, among others, compliance with Section 508 of the Rehabilitation Act of 1973.

5. **Q5:** Concerning Sec. 1.5 RFP Objectives, Page 7. The RFP indicates "ability to communicate with state's I-3 accounting systems." What are the technical specifications associated with integrating with the State of Iowa I-3 system? Please share the I-3 integration guide or web services directory. What is the detailed I-3 account structure that is used to account for these programs? When an account/program is funded, Does I-3 pass the funded amount to FARMs? If not, how are I-3 and FARMs reconciled?
A5: **For input files, an XML file is created containing applicable fields depending on the document. Examples of data elements are: Vendor Customer code, fund, department, unit, object code, amount, taxpayer identification number. Files are transmitted through an SFTP server if FARMS is cloud based and through an FTP server if hosted internally. The files pass through a Gateway and load into I/3.**
Output files will be created in the I/3 Data Warehouse and sent to the SFTP or FTP server. These files contain the fields requested by IDALS and can be in various formats.

6. **Q6:** Concerning Sec. 1.5 RFP Objectives, Page 7. The RFP indicates "GIS mapping component capable of linking to other systems." What are the "other systems" referenced in this item?
A6: **"Other systems" refers to GIS Desktop clients or web based clients using a Web-mapping API. Examples of desktop clients include ESRI ArcGIS for Desktop, ESRI ArcGIS Pro, and QGIS. Examples of web-mapping APIs include ESRI JS API, OpenLayers, LeafletJS, Google Maps API etc.**

7. **Q7:** Concerning Sec. 1.5 RFP Objectives, Page 7. The RFP indicates "GIS mapping component capable of linking to other systems." What are the specific requirements, use cases, and reports associated with the mapping component? What GIS data should be stored by the new system database?
A7: **Location and geospatial data should be accessible by desktop or web-mapping clients referenced in the Answer to Question Q6. Project data should be stored in a dimension (point, line, polygon[area]) as identified by IDALS. Report examples include but are not limited to State aggregation of acres enrolled in a program, breakdown of State wide and local practice acres and award amounts. Other aggregation areas may include county and watersheds (USGS HUC). Data storage examples include but are not limited to defining the extent of a project area (area/polygon) and field level practices (point, line, area/polygon). Data stored in the system should be stored in a standardized way preferably in a relational database and retrievable through a RESTful API or SOAP or direct access to data.**

8. **Q8:** Concerning Sec. 1.5 RFP Objectives, Page 7. The RFP indicates "GIS mapping component capable of linking to other systems." Does IDALS intend to take advantage of any GIS mapping system licenses currently owned by the State of Iowa, or is a new mapping solution desired? If an existing system is to be used, please provide details about the system.
A8: **Existing desktop clients may take advantage of accessing the system data for location analytics purposes. The State of Iowa currently leverages ESRI ArcGIS Enterprise for many applications. Proposals may or may not take advantage of this. Interoperability and accessibility of system data should be a key feature. The State of Iowa and partners currently publish geospatial web services that should be utilized in any web-mapping solution being proposed. Service endpoint APIs include ESRI REST API, OGC WMS and OGC WFS.**

9. **Q9:** Concerning Sec. 4.2.3 Proposed Solution, Page 23. This section of the RFP indicates the "proposed solution **may** include but not be limited to:" Is it correct that this list of items refers to system requirements, not options? If so, should the RFP be restated to indicate the "proposed solution **must** include but not be limited to:" If the items in the list are not all required, which items are optional and which are requirements?

   A9: The wording is intended to provide Contractors with various items/processes/services that may be associated with a proposed solution without prescribing or limiting Contractor solutions. The State is interested in finding out what Contractor's proposed solutions provide.

10. **Q10:** Concerning Sec. 4.2.3 Proposed Solution, Page 23. The RFP indicates "ability to interact with State's I-3 and other systems." To what other systems does this refer?

    A10: The State has not defined "other systems." Contractor is welcome to describe other State of Iowa systems that their proposed solution can interact with.

11. **Q11:** Concerning Sec. 4.2.3 Proposed Solution, Page 23. This section of the RFP indicates the scope of work will include the migration of "approximately 100,000 records from the current system into the proposed new system." Please provide a database schema for the existing database from which the data is to be migrated. At a minimum, this should include tables, fields, and relationships.

    A11: The current application utilizes PHP 7.1 and Maria DB 10.2. Data migration would involve the migration of less than 100,000 records (currently 60,000), but depending on when the new system goes live, this could approach 100,000. The attached document, titled "Sample of Dataset for Migration", shows the type of data that would need to be migrated.

12. **Q12:** Concerning Sec. 4.2.3 Proposed Solution, Page 23. This section of the RFP indicates the scope of work will include the migration of "approximately 100,000 records from the current system into the proposed new system." What type of database technology is used for the existing database (type of database and version)?

    A12: See Answer to Question Q11.

13. **Q13:** Concerning Scope of Work envisioned document, Page 1. "The proposed solution will be capable of authenticating all users through the State's Enterprise Authentication and Authorization (Enterprise A&A) Web service." The Scope of Work mandates that the solution will utilize the State of Iowa Enterprise Authentication and Authorization (Enterprise A&A) Web service. Please provide the technical specification associated with the use of Enterprise A&A. Where in the response to the RFP should vendors confirm their solution will comply with this requirement?

    A13: As stated in the opening introductory paragraph of the Scope of Work envisioned document the information provided is not mandated but is informational. Contractors are welcome to discuss components of their solution that may relate to the Scope of Work document in the part of their proposed solution where they feel it is most appropriate to present. Concerning information on Enterprise A&A, the best source of information is the A&A WIKI. The following link goes directly to the developer guidebook info. https://wiki.iowa.gov/xwiki/bin/view/OCIO/ENTAADeveloperGuidebook

14. **Q14:** Concerning Scope of Work envisioned document, Page 1. "The proposed solution will allow administrators to manage accounts and financial transactions such as funding deposits, obligations, recalls, and payments." Please define and provide examples for each of the transaction types or actions identified in this item:

    Manage accounts
    Financial transactions
    Funding deposits
    Obligations
    Recalls
    Payments

Which of these management functions or financial transactions requires an integration to I-3?
A14: Refer to document titled, "RFP-Current System Document…", regarding examples. Accounts will need to be associated with an I-3 accounting code, which will be used to generate payment documents within I-3. Claim payments will need to be integrated with I-3.

15. **Q15:** Concerning Scope of Work envisioned document, Page 2. "A hassle free platform for managing applications which can be accessed at anytime from anywhere (smartphone compatible with integrative geographic information systems)." In the vendor meeting, the IDALS team indicated that only public user screens require the use of responsive design techniques. Is that correct? What is the specific meaning of: "smartphone compatible with integrative geographic information systems."
A15: The private sections of the website do not need to be smart phone compatible. The public section (external facing platform) does need to be optimized and smart phone compatible. This would include creating or logging into public accounts, submitting requests for funding at a specific georeferenced location and e-authorization for transactions.

16. **Q16:** Whether companies from Outside USA can apply for this? (like, from India or Canada.)
A16: Contractors must be able to comply with all RFP requirements and with all provisions of the planned contract terms and conditions as found within the document titled, "Contract-Software & Services". The complete RFP description and documents are located in the RFP website for this bid opportunity.

17. **Q17:** Whether we need to come over there for meetings?
A17: We do not anticipate the need for the awarded contractor to attend meetings on site.

18. **Q18:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada.)
A18: See Answer to Question Q16.

19. **Q19:** Can we submit the proposals via email?
A19: No. Proposals must be submitted in the manner prescribed in RFP Section 3.1, Instructions.

20. **Q20:** What type of contract will be used to support this effort, Time and Materials, Firm Fixed Price or another contract type?
A20: The foundation for the contract with the awarded contractor will be based on the RFP and the T&Cs document, "Contract-Software & Services…".

21. **Q21:** Will the selected vendor be able to perform work remotely with regular scheduled in person interaction with the State of Iowa representatives in Des Moines?
A21: Yes.

22. **Q22:** Does the State of Iowa support the use of virtual collaboration and meeting software to support regular scheduled and ad-hoc interaction with vendors?
A22: Yes.

23. **Q23:** Will the state of Iowa require any key staff to be on government site on a weekly basis?
A23: No.

24. **Q24:** Is there a published or preconceived expectation of timeline for system delivery?
A24: Per the Att. #5 Cost Proposal the system "go live" target date is July 1, 2020.

25. **Q25:** Is the network capacity to all IDAL's offices across the state capable of supporting video conferencing for collaboration, meeting and training purposes?
A25: Collaboration will be with central office and area office staff. We are capable of conferencing and collaborating for meeting or training purposes.

26. **Q26:** Is the vendor required to use a predefined set of technologies for system implementation, or a set of third party integration products or services?
A26: The vendor is not required to use a specific software platform or technology, provided the solution is capable of performing the functions outlined in the RFP.

27. **Q27:** Does the state of Iowa have a preferred set of technologies used on similar solutions?
A27: See Answer to Question Q26.

28. **Q28:** Does the state of Iowa want this solution or portions of this solution to be cloud based?
A28: No.

29. **Q29:** What level of GIS Integration is required? a) Does a mobile device need to be able to determine current location and allow editing of farm information at that location that a user is authorized to manage?
A29: Yes, feature level authorization is required.

30. **Q30:** Is there an existing GIS platform in use by the state of Iowa? If so does the state want to continue using the current technology?
A30: See Answer to Question Q8.

31. **Q31:** Will the State of Iowa support an Agile Delivery process?
A31: Yes.

32. **Q32:** Under Attachment #5, Cost Proposal, there is a line entry for cost of migrating all data and documents. The data migration is briefly defined in the RFP but there is not mention of the documents that need to be migrated. Can the state of Iowa provide details around the type and scope of documents that need to be migrated?
A32: **See Answer to Question Q11.**

33. **Q33:** Will there be defined delivery and product quality criteria established for the contract deliverables and processes? Can the state of Iowa provide a set of sample criteria used on similar contracts?
A33: **The State requirements and expectations are stated within the RFP documents. The State will establish an agreement encompassing such with the awarded Contractor.**

34. **Q34:** Can you please provide us with more information regarding your requirement for the development of ad hoc reports? Can you provide us with samples of such reports and an indicative number?
A34: **Ad hoc reports would be based on any combination of fields collected in the system. We envision being able to run filters for specific data sets and include/exclude relevant data, dumping this into Excel for specialized report creation.**

35. **Q35:** Is there documentation we can review in regards to integration with Enterprise A&A and I-3?
A35: **No.**

36. **Q36:** Could we have clarification about which functionality would need to be GIS enabled?
A36: **Storage and access of project and practice locations for purposes of inventorying and analytics. The system should allow create, update and delete operations (CRUD) for point, line and area/polygon features. Determination of feature types in relation to agricultural project areas and practices will be determined by IDALS.**

37. **Q37:** How is electronic authorization of contracts and claim payments supposed to work?
A37: **We have no additional information to provide.**

38. **Q38:** How often are the records in the current system updated?
A38: **Records are created and updated in real time.**

39. **Q39:** Do both public and private sections of the website need to be smart phone compatible?
A39: **See Answer to Question Q15.**

40. **Q40:** Do you have a not to exceed budget?
A40: **We have no additional information to provide.**

41. **Q41:** Is there a requirement for the Contractor's team to work onsite in Iowa during solution development and implementation?
A41: **No.**

42. **Q42:** For paper copies, does an original with a live ink signature need to be provided along with two copies or may all three utilize an electronic signature?
A42: An electronic signature is acceptable.

43. **Q43:** Please clarify the anticipated contract term. The RFP Cover Sheet indicates that the initial contract term is 3 years; however, it also indicated that the initial contract term will run from 12/10/2018 through 12/9/2020.
A43:   The initial contract term is planned for two years. The State will have the option, in its' sole discretion, to offer the opportunity to extend the term annually for up to four additional years.

44. **Q44:** Concerning RFP Sec. 1.5 RFP Objectives. Please confirm that web services is the preferred method for interacting with the I-3 accounting system.
A44: See Answer to Question Q5.

45. **Q45:** Concerning RFP Sec. 3.2.5.1 Vendor Background Information, Page 17. Does this question pertain to the policy of the Contractor's home state, or is DAS requesting information on considerations that the Contractor is willing to offer for this initiative?
A45: The question pertains to the Contractor's home state.

46. **Q46:** Concerning Sec. 4.2.3 Proposed Solution, Page 23. This section requests the proposed process for migrating 100,000 records from the current system into the new system. Is it possible to get the current data model for the existing system to determine complexity? If so, is it possible to get a sample set of data with the data model?
A46: See Answer to Question Q11.

47. **Q47:** Concerning Sec. 4.2.3 Proposed Solution, Page 23. In the pre-proposal conference there was reference to the mobile presentation being a subset of overall system functionality. Is it accurate to assume that there will be defined components that are required to be mobile accessible and that the entire functionality of the solution is not required to be mobile accessible? If so, which functional components are required to be mobile accessible?
A47:   See Answer to Question Q15.

48. **Q48:** Concerning RFP Attachment #5, Cost Proposal, Page 35. Does the Contractor have the flexibility to propose deliverables and related payment milestones for development and implementation of the solution?
A48: As stated in the RFP Att. #5 Cost Proposal in the second paragraph under "Cost Proposal": "Please use additional pages to provide any additional narrative clarity support for the costing information. The narrative should provide a break-out of costs into applicable categories."

49. **Q49:** Concerning RFP Attachment #5, Cost Proposal, Page 35. How many on-site staff will require training on the new solution? How many users will require web-based training on the new solution? Does IDALS expect any train-the-trainer (T3) training sessions to be conducted?
A49: Approximately 10 to receive on-site training (this would include the train the trainer count). Approximately 150 users will receive the web based training.

50. **Q50:** Concerning RFP Attachment #5, Cost Proposal, Page 35. Is IDALS requesting post go-live solution support costs for a total of five years including the first year of no-charge production support, or for five years beyond the first year of no-charge production support?
A50: **Provide cost for five years beyond the first year of no-charge production support.**

51. **Q51:** Concerning RFP Attachment #5, Cost Proposal, Page 35. Please clarify the solution hosting requirements. Is there a requirement for the solution to be hosted by the Contractor or a third party, or should costs for a hosted solution be presented as an option as discussed in the pre-proposal conference? If on premise solutions will be considered, will the Contractor have any responsibility for providing infrastructure components, third-party software, or related installation and operational services?
A51: **If Contractor is presenting a solution without a hosting option, this should be clarified within the Cost Proposal. If Contractor can provide both a non-hosted and also provide a hosted solution, such costs for a hosted solution should be listed and explained on the Cost Proposal line for Hosting costs. It is expected that awarded Contractor will provide any needed infrastructure components, third-party software, and related installation and operational services. Contractor should explain each cost and line item separately within the Cost Proposal. In Cost Proposal, Contractor also may include and clearly describe (with costs) any Optional items that State may consider as add-ons to the base system.**

52. **Q52:** Concerning RFP Attachment #5, Cost Proposal, Page 35. Will IDALS be providing development and testing environments for the Contractor to use for development and implementation of the solution?
A52: **No.**

53. **Q53:** What is the technology or platform behind the I3 system? Is this an off the shelf product from Microsoft, Oracle, etc. or custom built in-house?
A53: **I/3 is an off the shelf product from CGI, which is called Advantage Financial. It is a Java based application that currently uses AIX and DB2.**

54. **Q54:** What specific data needs to integrate with I3 and the new proposed system? Can you provide sample records and fields?
A54: **The specific information to be integrated with in the system would be vendor information (i.e. name, address, Tax ID numbers, classification, etc.), payment information (i.e. payment amounts, recipient, program account coding like Fund, Cost Unit, Object code, and claim number) and supporting documentation generated from the system (i.e. PDF files to be uploaded into I/3).**

55. **Q55:** Could we see samples of emails and documents that need to be automatically generated from the system as a user progresses through the business process?
A55: **Examples would include: 1) notification that an application has been approved 2) notification that an application has been amended 3) notification that an application has been canceled 4) a claim / maintenance agreement for when the project is complete for the landowner to sign via e-authentication or by printing and signing.**

56. **Q56:** Could we see samples of the 10 financial reports mentioned in the pre-proposal conference meeting on Wednesday, August 29ᵗʰ?
    A56: **The number of reports in the current system will be consolidated. The current system allows certain sets of data to be selected and this is dumped into an Excel file. Canned reports will be based on work done during a specified time frame. These reports may include, but not limited to the type of work done, the geographical area the work was done in, the time period during which the work was done and the cost of the work. Other reports might include status reports of applications.**

57. **Q57:** Is this project being funded by federal funds or State IT Budget? What is the budget amount allocated for this project?
    A57: **We have no additional information to provide concerning budget.**

58. **Q58:** Are you currently using ArcMap Desktop or ArcMap Online and what version?
    A58: **This varies depending on the user (state, district or public).**

59. **Q59:** Once a customer selects land on a map and that geo data flows inside the system, besides viewing the map selection from the customer, what additional functionality does the internal IDALS user need the capability to do with the map? Do users need the ability to modify the geo code data or would geo code data be pushed to the current ArcMap system? If data is being pushed to ArcMap, what are the primary data fields that need to be integrated?
    A59: **See Answer to Question Q8.**

60. **Q60:** What operating system does IDALS' current system (FARMS) run on?
    A60: **The current application utilizes PHP 7.1 and Maria DB 10.2.**

61. **Q61:** What database does FARMS use?
    A61: **See Answer to Question Q60.**

62. **Q62:** Is the existing data stored with relationships established between entities in order to enforce a high level of data quality?
    A62: **Yes.**

63. **Q63:** What programming language is FARMS written in?
    A63: **PHP 7.1.**

64. **Q64:** Please specify the operating system, database requirements, and programming language used to develop the I-3 application.
    A64: **See Answer to Question Q53.**

65. **Q65:** How does I-3 currently interface with virtual sub accounts? (if this is possible – we note that FARMS does not have this ability currently)
    A65: **See Answer to Question Q5.**

66. **Q66:** Does the State of Iowa have a preferred software platform that the new version of FARMS should run on?
A66: See Answer to Question Q26.

67. **Q67:** Regarding the GIS mapping component, please describe with any additional detail possible what are the requirements involved with "linking to other systems".
A67: Data should be available to consume using traditional GIS Desktop clients such as QGIS, ESRI ArcGIS for Desktop, ESRI ArcGIS Pro or other GIS desktop software. All of these clients accept OGC WxS services, ESRI Web Mapping and Feature Services. Additionally data stored in the system should be accessible programmatically through a data API for use in a web mapping API. Use of geospatial standards or geospatial industry standards for data APIs is encouraged to increase interoperability.

68. **Q68:** Concerning Scope of Work envisioned document. Does the internal-facing part of the system need to be optimized for a smart phone or just the external-facing part?
A68: See Answer to Question Q15.

69. **Q69:** Concerning Scope of Work envisioned document. What authentication technology does the State's current Enterprise A&A use? (credentials in HTTP headers / OAuth / etc.)
A69: A&A uses a custom XML client/server api. Attached zip contains A&A client libs in Java, .NET and PHP. You are free to create and use your own client if you wish. You can use the PHP client to reverse engineer or can start from scratch using info found in API Spec. https://wiki.iowa.gov/xwiki/bin/view/OCIO/ENTAAAPISpecifications

70. **Q70:** Concerning Scope of Work envisioned document. Regarding the management of financial transactions, is the expectation that FARMS will act as a wrapper over existing financial institutional APIs and manage financial transactions? If so, please provide any information available on the APIs which would be in use for managing these transactions.
A70: This question infers that FARMS interacts with other financial institutions, it does not.

71. **Q71:** Concerning Scope of Work envisioned document. Roughly, what is the disk footprint (in MB or GB) of the 100,000 records that will be migrated?
A71: See Answer to Question Q11.

72. **Q72:** Concerning Scope of Work envisioned document. When associating subaccounts to other regional or district account holders, is there a system of record which maintains these linkages (e.g. I-3)?
A72: Funds stay within a line of business on the high end and move to lower level accounts, so they are linked. The proposed solution should maintain these linkages with a connection to I-3 for claim payments.

73. **Q73:** Concerning RFP-Current System document. Is there an existing or preferred platform in use now for Electronic Signatures?
A73: No, there is not a preferred platform.

74. **Q74:** Concerning RFP-Current System document. When managing practices, should the new FARMS application be regarded as the primary information source for these linkages?
A74: IDALS will provide existing tables to the vendor that is awarded the contract. Practices can be linked from one to many programs.

75. **Q75:** Concerning RFP-Current System document. Do the links between practices and accounts need to be published via APIs or any other methods to external applications?
A75: No. However, the proposed solution should link accounts to I-3 for claim payments.

76. **Q76:** Concerning RFP-Current System document. To what extent is the integration between the management of sub-accounts expected to extend to the actual transfer and management of funds?
A76: From line of business to the subaccount level, funds are managed in a virtual sense only. When work is finished, this triggers an actual transfer of funds through I-3 and this is virtually reflected back up through the account/line of business.

77. **Q77:** Concerning RFP-Current System document. Does the current FARMS application provide any account management capabilities? If so, what mechanism does it use to interact with bank accounts?
A77: Neither the current FARMS system or proposed solution will interact with bank accounts. The proposed solution will, however, interact with I-3.

78. **Q78:** For the GIS system, is there an expectation to build the system or use 3rd party vendor?
A78: No preference as long as a system meets the clarifications provided in A6, A7, A29, A37 and A68.

79. **Q79:** For electronic Signature, is there an expectation to build system or use 3rd party vendor?
A79: There is no expectation or preference.

80. **Q80:** Adhoc reporting for Internal users only or for general public user too?
A80: Only for internal users.

81. **Q81:** General public user required to set up Authorization Account with State before using site?
A81: General public user would NOT be required to set up an A&A account for general browsing of the publically accessible site.

82. **Q82:** Data migration, what format is current data and where does it reside?
A82: See Answer to Question Q11.

83. **Q83:** Is there an expectation that systems will be storing financial data that is covered by Bank Security Act (account number, etc.) or is this all covered by the I-3?
A83: No, the system will not store financial data of users.

84. **Q84:** The Current System Flow doesn't show any business rules, validations or thresholds. Would you want a rules engine to enforce these items?
A84: Yes, there will be a need to have pre-determined business rules and validations.

85. **Q85:** Will the State assign the SME for this project and work with the vendor?
A85: Awarded contractor is expected to provide the expertise required to develop and implement the solution. The State will determine the personnel it needs to devote to assist with overall oversight of the project.

86. **Q86:** What is the State budget for this project?
A86: We have no additional information to provide concerning budget.

87. **Q87:** Preference to develop this project as Software as a Services basis or own the source code?
A87: Software as a service. Within the "Contract-Software & Services…" document refer to page 17, Sec. 10. Intellectual Property.

88. **Q88:** For Mapping/Location Services, do you want to develop the data driven mapping?
A88: See Answers to Questions Q7 and Q8.

89. **Q89:** Letters need to be generated automatically or on particular scheduled timings?
A89: Letters/emails would need to be generated upon the action of a system user.

90. **Q90:** Does the project need to be developed at the State facility?
A90: No.

91. **Q91:** Is having delivered a similar past development solution mandatory in order to bid on this project?
A91: The State's Mandatory (Pass/Fail) Specifications are found in RFP Sec. 4.1.

92. **Q92:** Do references need to be written letters or is contact information enough?
A92: See RFP Sec. 4.2.1.