

Child and Adult Care Food Program (CACFP) System Modernization
Request for Proposal #20007R
Issued by New York State Department of Health, Child and Adult Care Food Program (CACFP)

Questions and Answers- August 24, 2020

No.	Section	Question	Response
1.	General	We have identified that the state procured a similar RFP for a CACFP System Modernization project in 2019, but it was withdrawn after the proposal due date. What are the differences between the 2020 RFP and the 2019 RFP? Why was the 2019 RFP withdrawn?	A summary has been attached as Exhibit A (Summary of Changes to CIPS Modernization Requirements). This question is not relevant to the development of a proposal under this RFP.
2.	General	As part of the 2019 CACFP System Modernization RFP or in preparation for the current RFP, did the state see demonstrations from vendors? If so which, vendors/ products were reviewed?	No. No vendor products were reviewed.
3.	General	Has the Agency seen product demonstrations from any other vendors?	No.
4.	General	What is the budget of this contract?	This question is not relevant to the development of a proposal under this RFP.
5.	1 Calendar of Events	Will the State consider extending the due date for proposals until September 29, 2020 considering responses to questions are anticipated August 28 th ?	No.
6.	3.1 Minimum Qualifications	Would the state consider a CACFP-specific COTS solution that does not meet the minimum one year in production?	No. As stated in Section 3.1 (Minimum Qualification), the Bidder must have a CACFP-specific COTS solution in production for a minimum of one (1) year at the time of bid submission.
7.	3.1 Minimum Qualifications	There are a limited number of vendors who have a CACFP-specific COTS solution. Would the state adjust this requirement to allow a vendor with a viable solution that is not CACFP-specific to complete?	No. The Department is seeking a CACFP-specific COTS solution for the CACFP.
8.	4.1.2.2 Envisioned Solution	Just to confirm, is it the goal of the agency to incorporate data from the EWPHCCS, CIPS, CnpXpress, BFF and F2P, GUHH, Unserved DB, Metrix DB, SD list into a centralized SQL database?	No. As stated in Section 4.1.2.1 (Goals and Objectives), "The Department seeks a modern hosted COTS solution that includes existing CIPS functionality, plus customizations to maximize operational efficiencies and support evolving Program needs". As stated in RFP Attachment 15 (Functional and Nonfunctional Solution Requirements)- ID 105, data from CIPS, BFF and EWPH databases is required to be migrated into the solution. In addition, this RFP does not require a specific database type for the solution.
9.	4.1.2.2 Envisioned Solution	Is the contractor required to create training content in Adobe Connect as shown in Figure 1 under 4.1.2.2? This requirement is not listed in attachment 15.	No. The vendor is not required to create training content in Adobe Connect or use Adobe Connect. As shown in Section 4.1.2.2 (Figure 1), Adobe Connect is a system used by CACFP but is outside the scope of this RFP and will not be integrated with the Future CACFP Information System.

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10.	4.1.2.2 Envisioned Solution	Have all of the data transfer processes shown in Figure 1 under 4.1.2.2 been removed from being the responsibility of the contractor since Table 1 under 4.1.2.2.14 only shows integration using FTP for CCFS and NYC DOHMH?	There are only two systematic/automated data integrations that are required in this RFP. They are outlined in Section 4.1.2.2.14 (Table 1- Data Integration Descriptions) for CCFS and NYC DOHMH. As shown in Section 4.1.2.2 (Figure 1), other movement of data is a manual integration as indicated by the legend.
11.	4.1.2.2.4 Document/Data Upload	Please list the specific POS's for which the State requires system interface.	The vendor is required to provide one (1) upload file format for each data upload transaction. The Department is aware of several sponsors using KidKare as a point of service system.
12.	4.1.2.2.5 Potential New Sponsor (PNS)	Will a new 'Potential New Sponsor (PNS)' web interface be included in the deliverables? If so, does the agency expect the new sponsor data to be automatically imported into the new CACFP system once it is approved?	Yes. As stated in RFP Attachment 15 (Functional and Nonfunctional Solution Requirements)- ID 265, "The solution shall create a sponsor file from the data on the approved PNS application". This may require importing of data.
13.	4.2.1 Project Management and Planning	If both the NY DOH and the Contractor still find themselves unable to travel to meet in person due to the COVID-19 Pandemic following contract execution, would the Department be open to conducting Project Meetings remotely, via a live video conference provided by the Contractor?	Yes. The Department anticipates all in-person meetings and trainings will be held remotely in accordance with current travel restrictions.
14.	4.2.3 Implementation	What is your target implementation date for the new system and retirement of the old system?	The Department is anticipating the implementation date will be no more than three (3) years from the contract start date. At this time, there is not a retirement date for the current system.
15.	4.2.3 Implementation	Does the agency have any timeline for product development and go-live or vendor can suggest just their estimated timeline for Design Development and Implementation?	The Department is anticipating the implementation date will be no more than three (3) years from the contract start date. The vendor can suggest their estimated timeline for Design Development and Implementation.
16.	4.2.3 Implementation	How will data be made available to the vendor for data migration purposes?	The Department will provide the vendor with a copy of the databases from the current solutions to carry out the migration process.
17.	4.2.3 Implementation	Is the vendor responsible for extracting data from the current systems for the data migration?	Yes.
18.	4.2.3 Implementation	Is the vendor responsible for developing the conversion scripts?	Yes.
19.	4.2.3 Implementation	How many years of legacy data should be migrated to the new from existing system?	As stated in Section 4.2.3 (Implementation)- ID 105, "The Contractor shall convert and migrate: <ul style="list-style-type: none"> • CIPS Data - Approximately 40GB

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			<ul style="list-style-type: none"> • Administrative Program Review Data - Most recent three years of data (SQL) • CACFP Application Data - All years of data beginning with October 2010 (SQL) • CACFP Claim and Accounting Data - All years of data beginning with October 2010 (SQL) • System Security Data - All years of user data beginning with October 2010 (SQL) • Breastfeeding Friendly Data - All data (Access) - Approximately 92,500KB • Eat Well Play Hard (EWPH) Data - All data (SQL/Access/Excel) - Approximately 330MB <p>These systems and databases are defined in the CIPS Current State-Attachments D-J.”</p>
20.	4.2.5 Hosting and Security Services	Please clarify if the agency has any signed up/preferred cloud vendor?	The Department does not have a preferred cloud vendor for this RFP.
21.	4.2.5 Hosting and Security Services	Is NY DOH intending to use a single sign-on service provided by the State of New York or some other organization, or will the contractor’s built in security and login solution be used for the application?	The Department is intending to use the vendors built in security and log in solution for this RFP. As stated in RFP Attachment 15 (Functional and Nonfunctional Solution Requirements), ID 731, “The solution shall require users to utilize multi-factor authentication technology, compliant with National Institute of Standards and Technology (NIST) 800-63 Authenticator Assurance Level 3, prior to accessing data and using the solution. Certification of compliance must be provided to the Department.”
22.	5.5 Minority and Women-Owned Business Enterprise Requirements	Can a vendor bid on the RFP while undergoing the NY MWBE process, with the understanding that they will become MWBE certified or contract with a MWBE vendor prior to the bid award?	Yes, a vendor may bid on the RFP while undergoing the NY MWBE certification process. The MWBE application may be expedited for current bidders and vendors that that have previously worked with the Department.
23.	5.5 Minority and Women-Owned Business Enterprise Requirements	Can the NY DOH please confirm if utilization of a MWBE is a mandatory requirement?	Per Article 15A the Department is required to make every effort to utilize M/WBE’s. There are times however, that no M/WBE’s exist due to location of work, type of work, product or price. If this is the case, please contact us and we will provide the necessary guidance.

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		Additionally, can the State confirm if there is a percentage attributed to the total evaluation score for MWBE participation? If so, what is the total available percentage?	Per Section 8.1, in the event of a tie, the determining factors for award, in descending order, will be: (1) lowest cost and (2) proposed percentage of MWBE participation.
24.	RFP Attachment 15- Functional and Nonfunctional Solution Requirements	Do you expect approval and/or review letters to be electronically delivered to sponsoring organizations?	No.
25.	RFP Attachment 15- Functional and Nonfunctional Solution	In Attachment 15, EXHIBIT A- EXAMPLE OF WORKFLOW includes references to DocSTAR, as well as exporting files to the X:\ drive. Can you clarify if these two interfaces are required in the solution?	The Department is not seeking an interface with DocSTAR (electronic file management system) or the X:\drive in this RFP. The Example of Workflow diagram references manual efforts with DocSTAR and exporting files to the X:\drive.
26.	RFP Attachment 15- Functional and Nonfunctional Solution	How many internal / external users are using this new system?	Approximately 3,000 external users and 65 internal users are expected to use the new system.
27.	RFP Attachment 15- Functional and Nonfunctional Solution Requirements	Please identify the mobile devices you anticipate field staff utilizing for the new system.	The Department cannot anticipate this information. As stated in RFP Attachment 15 (Functional and Nonfunctional Solution Requirements)- ID 715 "The solution shall be device independent so that users are able to access and easily navigate the systems with desktops, laptops, tablets, and mobile smart phones."
28.	RFP Attachment 18- Initial Staffing Plan	Can the NY DOH confirm if the Department would be open to virtual meetings if on-site meetings are not an available option for both the contractor and the State should we find ourselves in a continued pandemic state?	Yes. The Department anticipates all in-person meetings and trainings will be held remotely in accordance with current travel restrictions.
29.	RFP Attachment B- Required Reports	How many different types of Administrative review correspondence letters do you anticipate the new system to generate?	As outlined in RFP Attachment B (Required Reports), there are six (6) pre-defined review correspondence reports required in this RFP.

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30.	RFP Attachment D- CIPS Current State	Who is currently performing this system?	As stated in Attachment D (CIPS Current State), in March 2013, NYS ITS assumed maintenance of the CIPS.
31.	RFP Attachment D- CIPS Current State	Who is managing the current system?	As stated in Attachment D (CIPS Current State), in March 2013, NYS ITS assumed maintenance of the CIPS.
32.	RFP Attachment D- CIPS Current State	One of the threats identified is that the current system relies on data sent daily from outside sources. How do you envision the new system minimize this threat?	The Department will continue to rely on data from outside sources. The Department currently runs an automated validation on each incoming data set, and as referenced in Section 4.1.2.2.14 (Data Integrations) Table 1 (Date Integration Descriptions) this validation is included in this RFP.
33.	RFP Attachment D- CIPS Current State	How extensive is the current CIPS on-line budget module? It was mentioned that the sponsors upload their budget using Excel. Is this data then entered by agency staff into the CIPS system? Do the sponsors create their own line item detail descriptions or do they select from a provided list?	The current CIPS budget module is high level and does not include drill down or subset line items. The sponsors attach an Excel file to their applications. This Excel file includes drill down and subset items, but it does not update the web pages. The sponsors do not create their own line item detail descriptions. The sponsors complete fill-in budget fields in CIPS.
34.	RFP Attachment D- CIPS Current State	It was mentioned in Attachment D that the data exchange to the SFS is currently a very manual process. Is automation of that data exchange expected as part of the deliverables? If so, will the successful vendor be given access to SFS product owners or support staff to help facilitate this automation?	No. The Department does not require automation of the SFS file process in this RFP. As stated in Attachment B (Required Reports), the solution is required to include an SFS report. The vendor will have access to SFS product owners and support staff knowledgeable of the current process to successfully validate a manual text file upload into the SFS system.
35.	RFP Attachment D- CIPS Current State	What type of Enterprise Service Bus (ESB) does the agency have currently?	The Department utilizes an Enterprise Service Bus called "TheBus".
36.	RFP Attachment E- CIPS Systems and Data	How many data warehouse/mart are currently running?	As depicted in RFP Attachment D (CIPS Current State), Figure 1 (Current CIPS Environments), the Department utilizes seven (7) databases to support the current CIPS application.

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Exhibit A- Summary of Changes to CIPS Modernization Requirements

Section	Update(s)
General	Incorporated responses from the Question & Answer Document
General	Incorporated changes from all 3 Amendments
3.1 Minimum Qualifications	Added a minimum qualification that the bidder must have a CACFP-specific commercial off-the-shelf (COTS) solution in production for 1 year.
3.2 Preferred Qualifications	Removed preferred qualification
4.1.2.1 Goals and Objectives	Removed the statement “operate in a system with no workarounds”. Removed the requirement to integrate State Education data into the solution. Removed the requirement to integrate with USDA’s National Disqualification List.
4.1.2.2 Envisioned Solution	Increased the specificity of the desired solution to a COTS solution with customizations. Removed the option for a fully customized solution. Updated the following sections: <ul style="list-style-type: none"> • Workflow • Maintenance and Configuration • Account Management and Access Control • Obesity Prevention • Reporting • Audit • Data Integration
4.1.2.2 Envisioned Solution- Attachment 15	Removed solution requirements that were not critical for business process: <ul style="list-style-type: none"> • Eat Well Play Hard Day Care Homes • Sending Data to OCFS • Address Validation • Electronic Signatures • Integration with DocStar • National Disqualification List (NDL) integration • Incorporating use of APIs
4.1.2.2 Envisioned Solution- Attachment 15	Reduced the scope of these solution requirements: <ul style="list-style-type: none"> • Workflow • Configurations • Potential New Sponsor • Reporting
4.2.1 Project Planning and Management	Updated requirements to the following management plans: <ul style="list-style-type: none"> • Business Continuity Plan • Information Security Plan • POAM
4.2.2 Analysis and Design	Updated requirements in the following sections: <ul style="list-style-type: none"> • Gap Analysis • Technical Specifications and Solution Design • Requirements Traceability
4.2.3 Implementation	Updated requirements in the build and test section.
4.2.4 Training	Updated requirements in the training section.
4.2.5 Hosting and Security	Consolidated requirements to enhance clarity.