

"Get to Know You" Bidders Conference

[Link to WebEx Recording](#)

Employer Reporting Application Project

Request for Proposals

RFP 13-002-103



Agenda

- Introductions
- Purpose of Conference
- Ground Rules
- About DRS
- Project Scope
- Highlights from the RFP
- RFP Package
- Procurement Timeline
- Mandatory Bidders Conference
- Procurement Process
- Questions

Purpose of Conference

- Provide information about DRS
- Provide information about the procurement process
 - Multiple staged process
- Important Note:
 - Nothing said or discussed during this conference will modify, add to, alter or in any other way qualify or amend what is currently contained in the procurement documents.
 - If, as a result of this conference, DRS recognizes a need to add to or amend the procurement documents, such addendum or amendment will be posted in writing on WEBS and the DRS website.

Ground Rules

- Presentation will be followed by Q&A
- Please hold questions until the end, WebEx will be muted until Q&A
- Ask questions about DRS or the procurement process
 - *Questions related to other topics will be addressed at the Mandatory Bidders Conference, Sept. 20, 2013*
- Verbal responses to questions are unofficial
- Reminder, mute your phones unless asking a question
- Attendance today does not provide any advantage to Bidders
- This session is being recorded

About DRS

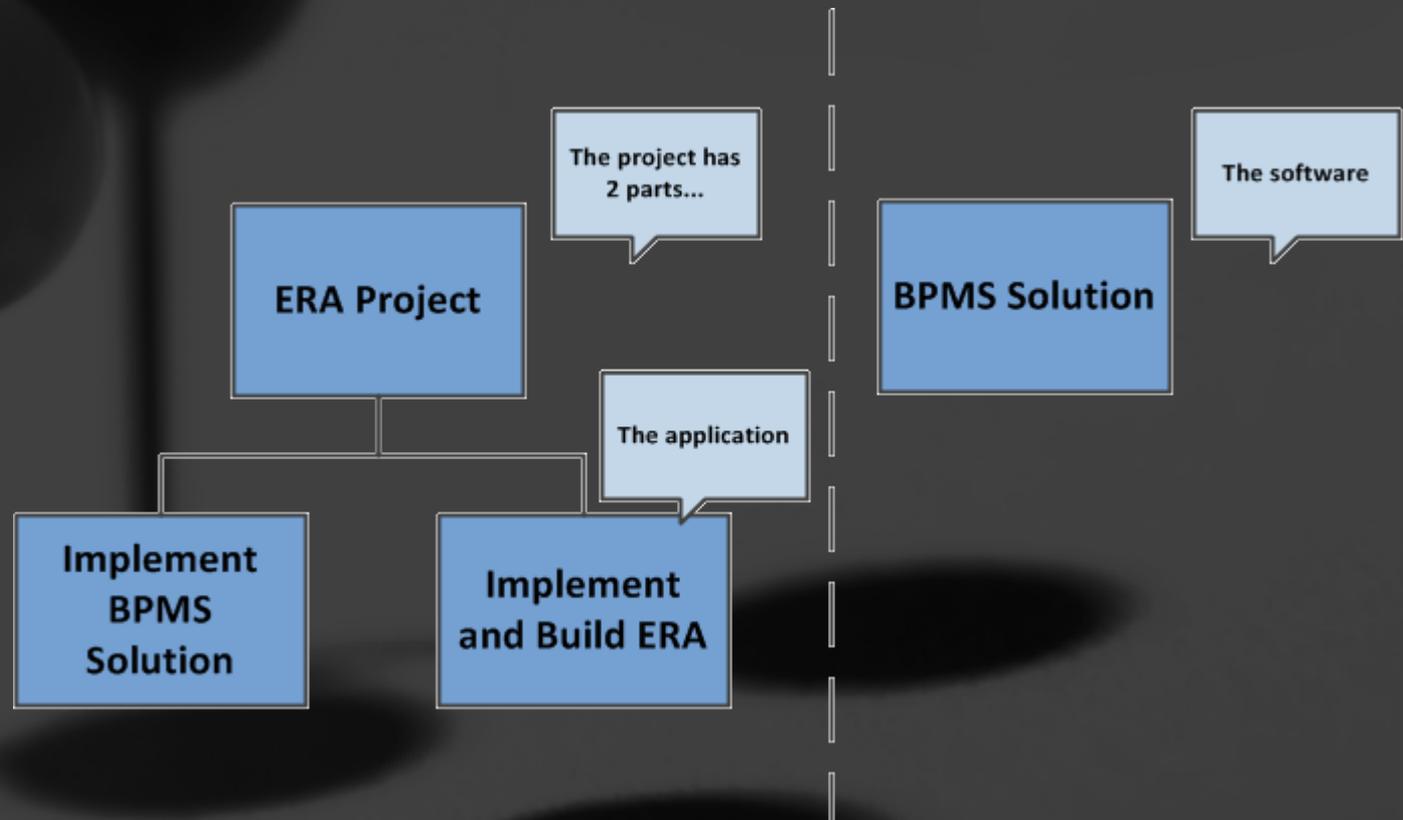
- Administers 8 Pension Systems that include 15 Pension Plans
- Administers Deferred Compensation Plan
- Administers Old Age Survivor's Insurance Program (OASI)
- 1,300+ Employers report service credit and compensation
- Employers report each pay period by various means
 - Secure file transfer, automated dataset upload, web application, manually entered from a paper report
 - Employers may make corrections several times each month

About DRS

- Agency size, approximately 226 employees
- Located in one building
- Mainframe system technologies include Natural, Cobol, Adabas
- Web technologies include C#.Net, MS SQL
- Middleware technologies include IBM Websphere MQ, SAG EntireX
- Lease services from Consolidated Technology Services (CTS)

Project Scope

- BPMS Solution – the software
- ERA Project – installation, training, build



Highlights from the RFP

- A BPMS Solution that meets DRS' requirements
- Installation of the BPMS Solution
- Training of Project Team on BPMS Solution
- An Experienced Vendor to guide us through development of ERA using the BPMS solution
- Guidance on Organizational Change Management
- DRS becomes self-sufficient and builds future processes without Vendor help
- A BPMS Solution that supports other critical processes
- A Long-Term Partnership

RFP Package

Request for
Proposal
(RFP)



Technology
Agreement
(TA)

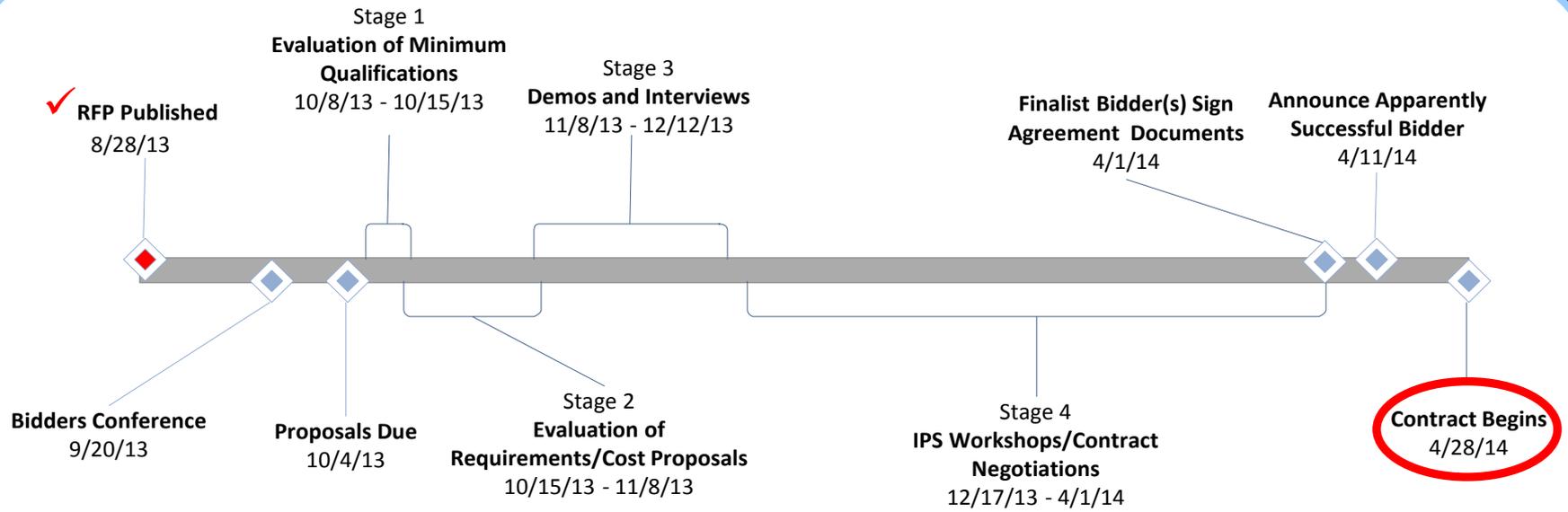


ERA Project
Agreement
and Exhibits

Includes, but not limited to:

- Statement of Work
- Joint Resource Plan
- Project Schedule

Procurement Timeline



Mandatory Bidders Conference

- Sept. 20, 2013, 1:30 p.m. Pacific Time
- At least one representative must attend in-person, maximum 3 in-person
- Bidders must register in advance
- Onsite at DRS facility
- Preparer of Cost Proposal must attend
- May have remote attendees in addition to onsite attendee(s)
- List of Companies attending will be published
- Verbal Responses to questions are unofficial
- Official responses will be posted as RFP addenda

Procurement Process

- Submit Proposal – Oct. 4, 2013 3:00 p.m. Pacific Time
 - 4 printed copies, one with original signatures
 - 4 electronic copies (CD or USB memory sticks)
 - Delivered together to DRS office

Procurement Process - Stage 1

- Evaluation Stage 1: Minimum Qualifications and Bidder Requirements
 - Complete proposal : Attachment A, Proposal Checklist
 - Attachment C, Section C.2, Minimum Qualifications (Mandatory)
 - Partial list of Minimum Qualifications:
 - Bidder is owner of the software
 - BPMS Solution as defined in the RFP
 - Solution runs in Windows Environment
 - Evaluation begins Oct. 8, 2013
 - Notification to Bidders Oct. 15, 2013

Procurement Process – Stage 2

- Stage 2: Business and Technical Requirements, Issues List, Price Proposal
 - Anticipate between 2 - 4 Bidders advance to Stage 3
 - Evaluation begins Oct. 15, 2013
 - Notification to Bidders Nov. 8, 2013

Procurement Process – Stage 3

- Stage 3: Demonstration, Oral Interview, and Reference Checks
 - Demonstration Materials will be provided
 - Onsite at DRS facility
 - Preparer of Cost Proposal must attend
 - Maximum 3 attendees in person
 - May have remote attendees in addition to onsite attendee(s)
 - Anticipate 1 or 2 Bidders advance to Stage 4
 - Demo / Interviews week of Dec. 2, 2013
 - Notification to Bidders Dec. 12, 2013

Procurement Process – Stage 4

- Stage 4: Implementation Planning Study Workshop (IPS) / Contract Negotiations
 - IPS / Contract Negotiations begin Dec. 17, 2013
 - IPS will include finalization of project documents, such as:
 - Statement of Work
 - Resource Plan
 - Project Schedule

Procurement Process

- Announce Apparent Successful Bidder April 11, 2013
- Award Contract

Questions?

- Limit questions to DRS or the procurement process
- Verbal responses to questions are unofficial
 - When asking a question please state your name and the company you represent.
- RFP Coordinator – Jilene Siegel
 - Telephone: (360) 664-7291
 - Email: jilenes@drs.wa.gov
- For Notifications:
 - Contact RFP coordinator to be added to distribution list or;
 - Register in WEBS for commodity codes 209-46 or 920-39 and availability to work in Thurston County.