

**Attachment B**  
**Question and Answer Document Template**  
**RFS 19-081**

Question No.	DOC NAME (RFS or Attachment)	PAGE # OR SECTION #	RESPONDENTS QUESTION	STATE'S RESPONSE
1	Attachment D - Cost Proposal Template.xlsx	Milestones tab	Given that this project will be executed using an agile methodology, the deliverables and milestone order, scope, and dates may change after the project has started. Therefore, can the State confirm that there will be flexibility in the actual delivery dates based on collaboration between the DDI team and State staff?	Yes, there will be collaboration. Additionally, per Requirement 6.5-4, "The DDI vendor's Project Schedule must be rebaselined after the completion of each iteration. The rebaselined Project Schedule is subject to State approval."
2	RFS 19-081	1.21	Will the State consider offshore development.	No.
3	RFS 19-081		Can the MBE and WBE goals be met by one subcontractor. If one subcontractor is a MBE and WBE what is the % requirement 8% or 16%.	A subcontractor in a proposal can be used to meet either the MBE or WBE goal but not both.
4	RFS 19-081 - Attachment M		How much time is will be permitted to re-locate key staff permanently to Indiana after contract start?	Key DDI vendor staff will need to be co-located and on-site full time, at the CSB-provided location. <b>There is no requirement for permanent re-location.</b> Please see Attachment F, Section 5 for further information.
5	RFS 19-081 - Attachment M		Will remote travel to on-site be permitted for key staff, until permanent relocation is accomplished? If so what would be the allowable time for this transition?	See Question 4. Remote travel is permitted, but shall be at no cost to the State. CSB feels its reasonable to provide a 60 day grace period for those choosing relocation once contract is executed.
6	Exhibit 3, Software-as-a-Service	8. Background Checks: Upon the request of the Purchasing Entity, the Contractor shall conduct criminal background checks and not utilize any staff, including subcontractors, to fulfill the obligations of the Master Agreement who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The Contractor shall promote and maintain an awareness of the importance of securing the Purchasing Entity's information among the Contractor's employees and agents. If any of the stated personnel providing services under a Participating Addendum is not acceptable to the Purchasing Entity in its sole opinion as a result of the background or criminal history investigation, the Purchasing Entity, in its' sole option shall have the right to either (1) request immediate replacement of the person, or (2) immediately terminate the Participating Addendum and related service agreement.	We assume this only applies to contractor personnel that are performing the solution implementation services and not the Cloud Service Provider (CSP) personnel that are hosting the solution. For example, CSP engages the services of a background screening vendor to conduct background checks on employees at the time of hire. CSP also performs background investigations in certain foreign countries. The scope of these checks is subject to local laws in the jurisdictions in which the employee is hired. Can the State please modify this requirement accordingly?	CSB will not modify the requirement at this time. The DDI vendor should indicate this desired change in Attachment E, Business Proposal Section 2.3.5 within the Additional Contract Considerations.
7	Attachment I - County and CSB Unit Information Sheets		Attachment I has a date of 07/27/2016 and the detailed County and CSB Information Sheets under 1.2 are identified as being "As of 2015". Attachment F Sections 2.3.1 and 2.3.2 indicate these numbers are still close to the same as of the beginning of 2018 and that is also supported by the numbers provided in Attachments AA and BB. Is this still accurate and are the counts provided in Attachment I for CSB 238 still accurate?	CSB agrees that the numbers are still close to accurate.
8	Attachment L Invest Governance Manual	Section 1.4, 1.4.1	Att L INvest Governance Manual section 1.4 references two project phases with planned completion within five years. 1.4.1 provides DCS/CSB's vision for these phases with Figure 4 including a possible example of the two project phases.  Does DCS/CSB expect two project phases as described in Section 1.4 or is the vendor to define the phases?	Please refer to Attachment F, Section 6.2 for the updated view of the project timeline. Also, as stated in Attachment F Section 6.5, the INvest Governance Manual will need to be updated. This is necessary as the Manual was based on the previous RFS.
9	Attachment L - Invest Governance Manual	Pg. 28, Section 1.5	Figure 5 - Does DCS/CSB define a module as a mini-project?	A module has been defined in Attachment W, INvest Proposal Glossary. As stated in Attachment F Section 6.5, the INvest Governance Manual will need to be updated. This is necessary as the Manual was based on the previous RFS. However, the DDI vendor can choose to look at each module as a mini-project if that best suits your project management and agile approach.
10	081_RFS 19-081 -DDI - AM1	Section 1.8, page 9	To provide our firm with enough time to develop a responsive proposal that outlines our approach to meeting the requirements and objectives outlined in the RFS, will the agency extend the due date by one month?	The State will not extend the due date by one month. The State aims to stick with the RFS time lines to the extent possible.