NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS
FOR
Board Governance Software Provider
(Reference 2023-RFP-171)

ADDENDUM #1

The following constitutes an Addendum, which can be a Clarification and/or Modification to the above-referenced solicitation. This Addendum is divided as follows:

- Part 1: Answers to Questions Submitted
- Part 2: Additions, Deletions, Clarifications and Modifications to the RFP

Part 1: Answers to Questions Submitted		
No.	Question	Answer
1.	Is this a new requirement?	This is a new procurement 2023-RFP-171 for Board Governance Software Provider. Proposers should be cautioned that although there was a prior procurement 2021-RFP-128 for Board Governance Software, this procurement addresses the Authority's current requirements and its scope of work are distinct from same.
2.	What is the budget for this project?	The budget for this project is not disclosed. Please be guided by the terms and requirements of the RFP. Proposers are to provide their best and reasonable efforts in regards to preparing their proposal and cost submission pursuant to the terms of the RFP, including but not limited to Section 4.2.2. and 6.7.1. Moreover, proposals will be received and evaluated pursuant to the terms of the RFP, including ranking and weighting according to the preestablished evaluation criteria.
3.	Is this a recompete of the 2021-RFP-128 Board Governance Software award to Convene, Inc.?	Please be aware that although the 2023-RFP-171 Board Governance Software Provider solicitation is similar to the prior procurement 2021-RFP-128 for Board Governance Software, proposers should be cautioned that this Solicitation addresses the Authority's current requirements which are distinct from same.

4.	Can you identify improvements NJEDA would like to see implemented?	Enhanced customer service and support is key. Access to high-quality, responsive customer service is of high importance. Robust Customer service support and troubleshooting, to include at minimum, access to customer support troubleshooting and personal training during normal business hours Monday to Friday 8:00 AM. to 5:00 PM EST.
5.	Does NJEDA have any IT staffing available to support the implementation, migration, project management, etc.?	Although NJEDA has IT staff, it is expected that the successful vendor will be responsible to support the implementation, migration and project management and other related tasks pertaining to this procurement.
6.	Can you identify specific regulations the board/subcommittees are required to comply with? i.e., any contract management components needed now or in the future?	The Board and subcommittees are required to follow applicable statutes including but not limited to N.J.S.A. 34:1B-1 et seq., regulations including N.J.A.C. 19:30 and 19:31and the Authority's bylaws. The aforementioned are available at: https://www.njeda.gov/public_information/#rules
7.	Does NJEDA have existing SaaS contracts? If so, please identify the software and current vendor?	NJEDA does not publish this information.
8.	After reviewing your RFP site, I want to confirm that the following are the only tasks that need to be uploaded into the Shared drive by May 8th, 2023. - Signatory Page - Fee Schedule - Ownership Disclosure Form Is this correct?	Please review RFP, Section 4.2: "Submit a Proposal in three (3) volumes. One (1) volume must contain the mandatory compliance documentation. One volume must contain only the mandatory Fee Schedule. The additional volume must contain, at a minimum, the mandatory portions of the Technical Proposal" by June 6, 2023 at 2 PM ET. As set forth therein, mandatory items with the bid are a proposal, fee schedule, ownership disclosure form and signed signatory page. Failure to provide these mandatory compliance documents shall result in rejection of the bid submission. Furthermore, although not mandated at time of bid, it is highly encouraged that the other compliance documents are provided with the bid submission rather than at time of award.

9.	Is NJEDA looking for one software vendor to provide a single solution for the entire repository system or is NJEDA open to sourcing vendors who can support a subset of the project requirements.	NJEDA is seeking one (1) responsive vendor for board governance software system.
10.	Does NJEDA want the product to be only web-based or are they open to an application as well?	The product must be web-based and can also be an application.
11.	Is NJEDA open to an entirely MS Teams based product which integrates everything including SharePoint, Exchange, AD; while still operating as a full board portal?	Yes.
12.	**Page #17 Section 3.1.1 G** We need to understand the collaborate word more. • Is collaborate means simultaneous edit? Is this required for administrators or public user? Basically we want to understand the elaborated scope of collaborate.	Administrators are to have full edit rights. A public user can read only and take notes. Collaborate means a group of individuals can review and share materials at the same time.
13.	**Page #17 Section 3.1.1 K & L** Item K & L given as option, can we choose any one of them or they are completely optional?	Optional.
14.	**Page #17 Section 3.1.2 D** Is this means one users notes dynamically visible to other users/users? Any changes reflect immediately to other users who view/edit the same document?	To clarify and update, Section 3.1.2 D may be optional. "D. Ability for users to navigate books and make notes in the board and committee materials to allow the use of the software to be a real-time dynamic experience." As reflected currently in Section 3.1.1.L "Option: Ability for board members and staff to make notes in the board and committee materials to allow the use of the software to be a real-time dynamic experience."
15.	**Page #18 Section 3.1.3 D** Do we need to integrate corporate employee directory for admin users? So that the current NJEDA login details for NJEDA can be used for single sign	No. A vendor does not need to integrate corporate employee directory. Same user should be able to log-in to multiple devices simultaneously – eg from app and web portal at same time.

	on(SSO) to cloud based Document Management Solution. Do we have user data stored now for the public users in NJEDA directory today? Do we need to integrate public users existing directory if exists? So that existing public users can use their current login. Can we assume that one user will be able to login from one device/browser at a time? For security purpose, do we need to expire the user session after a certain idle time and ask for re-login?	In addition, the expiration time is not relevant and can be determined at a later time.

16.	**Page #18 Section 3.1.4 A**
	    a. Do we need onsite training?
	    b. If required, would the travel and accommodation expense will be compensated?
		a. No. Training can be virtual.
		
		b. No. The price submitted is to be all inclusive of direct costs and indirect costs including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, <u>travel</u>, reproduction and any other costs. No additional fees or costs shall be paid by the Authority unless there is a change in the Scope of Work.
		
		Please review the requirements of the RFP including but not limited to Section 4.2.2 and 6.7.1 and the Fee Schedule itself.

17.	**Page #24 Section 4.2.2** Can we add our cost to the subscription cost? Like, initial development cost, infrastructure cost, training cost and support cost for 3 years? For support cost, can we add 3 year cost or 5 year cost?	The price submitted is to be all inclusive of direct costs and indirect costs including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by the Authority unless there is a change in the Scope of Work. Please review the requirements of the RFP including but not limited to Section 4.2.2 and 6.7.1 and the Fee Schedule itself.
18.	**RFP PAGE 5 SECTION 1.1 (PURPOSE AND INTENT):** I only see one section	See answer above.

	"Remote Access" related to Remote Access which we address.
	      a. Is NJEDA looking for one software vendor to provide a single solution for the entire repository system or is NJEDA open to sourcing vendors who can support a subset of the project requirements.
	      b. Can you please confirm if the 2023-RFP-171 Board Governance Software Provider is related to a renewal of NJEDA's Splashtop licenses which is coming up for renewal on 6/8/2023 - Splashtop Enterprise Concurrent Technician licenses – Qty 3 – for $2,137.50?
	      c. Or is the 2023-RFP-171 Board Governance Software Provider related to a new project within NJEDA for remote access or Remote Support software?	

19.	**RFP PAGE 52 SECTION 7.0 (CONTRACT AWARD):** This section states "Contract award(s) shall be made in whole or in part,…" 1. Will NJEDA consider a vendor as a subset solution to the larger platform/portal solution to enable secure remote access for whichever vendor is finally selected?	No.
20.	**RFP PAGE 39 SECTION 5.9.3 SECURITY PLAN – SECTION K (REMOTE ACCESS):** A vendor's remote access software can support and meet the remote access requirements listed here for whichever vendor is finally selected. 1. Will this NJEDA consider a vendor as a subset solution to the larger platform/portal solution to enable secure remote access for whichever vendor is finally selected?	No. The NJEDA is seeking a board governance software vendor.

21.	**RFP PAGE 40 SECTION 5.9.3 SECURITY PLAN – SECTION N (ENDPOINT SECURITY):** A vendor's Antivirus powered by Bitdefender can support most of the endpoint security requirements for whichever vendor is finally selected. 1. Will NJEDA consider a vendor as a subset solution to the larger platform/portal solution to enable endpoint security for whichever vendor is finally selected?	See answer above.
22.	**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY RFP PROPOSER CHECKLIST:** Given that a vendor is already fully vetted by and on the New Jersey State Contract T3121 and possesses a **New Jersey Custom Agreement**, we have already provided most if not all of the requested documents to the State of New Jersey in 2022 to obtain this Custom Agreement. Does NJEDA still require a vendor to resubmit the documents requested?	Yes. Vendors are to provide the required compliance as set forth in the RFP. Please review the requirements of the RFP and specifically Sections 4.2 and 4.2.4 pertaining to compliance requirements. If a Proposer's Proposal does not conform to the requirements and fails to provide all mandatory submissions by the date and time of bid opening, the Proposer's Proposal will be rejected as being non-responsive for non-compliance of mandatory requirements.

Part 2: Additions, Deletions, Clarifications & Modifications to the RFP

No.	Description	Clarification/Modification
1.	Section 3.1.2 Document Management provides and required: "D. Ability for users to navigate books and make notes in the board and committee materials to allow the use of the software to be a real-time dynamic experience."	To clarify and update, RFP Section 3.1.2 D is optional. "D. Ability for users to navigate books and make notes in the board and committee materials to allow the use of the software to be a real-time dynamic experience." This component is now optional.