MOSERS
Responses to inquiries of the Pension Administration Solution RFP
Creation and Procurement Consultant

1. List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

2. Soft Copy of the Tender Document through email.

3. Names of countries that will be eligible to participate in this tender.
   a. There are no countries excluded by policy.

4. Information about the Tendering Procedure and Guidelines

5. Estimated Budget for this Purchase
   a. Unavailable.

6. Any Extension of Bidding Deadline?
   a. Not applicable.

7. Any Addendum or Pre Bid meeting Minutes?

8. How will the System fund the Legacy Software Solution Modernization as a whole (budget, grants, etc.)?
   a. Budget

9. Has the System determined an estimated cost for this effort as a whole? If so, are you able to indicate what the cost may be?
   a. Yes. However, I’m unable to provide specific information at this time.

10. Has the System determined an estimated cost for the individual projects (Project Management, RFP Creation and Procurement Consultant, Data Profiling and the actual system replacement)? If so, are you able to provide the individual cost amounts?
    a. Yes. However, I’m unable to provide specific information at this time.
11. Will vendors who provide one of the services be allowed to provide services for any of the other anticipated projects?
   a. Yes.

12. Which if any, systems will have to interface/integrate with the new pension administration solution; and can you provide the incumbents of each?
   a. There are some number of internal systems (CoT's or built in-house) that will have to integrate/interface with the new PAS. The exact number and details are unavailable at this time.
   b. There are some number of external entities that we partner with and exchange data with that will need to be accounted for. However, this should be considered very limited.

13. Which vendor provides the current PAS and approximately how long have they been the incumbent?
   a. The current PAS was developed in-house with some production code dating back to the mid-1980s.
   b. The core is written in RPG with some added functionality being written in VB6, VB.NET, etc… The core DB is DB2.

14. Are you able to provide the names and proposal amounts for the Data Profiling, Analysis and Technical Services RFP?
   a. No. The bids/responses are closed records until a contract has been awarded.

15. Estimated time frame in which a contract may be awarded?
   a. The plans are to award a contract for the “data” RFP in January.
   b. The plans are to award a contract for the ”procurement” RFP in February.
   c. Both of those award dates are subject to change.

16. When are you expecting to award this (PAS RFP Creation & Procurement Consultant) contact?
   a. We expect to award the Pension Administration Solution RFP Creation and Procurement Consultant contract in February/March 2017.

17. What is a realistic start date / kick-off date for this effort?
   a. March 2017
   b. However, requirements gathering/documentation has already begun with internal staff.

18. When are you expecting to issue the LOB RFP?
   a. We expect to issue the RFP for Pension Administration Software Solution Replacement in May/June 2017.
      i. This was originally stated in the in Section I - A Nature of Request, but was amended and addressed in the amendment document.

19. Section II, A – Objective 1 states that MOSERS has cataloged the as-is state. In order to properly scope the effort, can we be provided with:
   a. A list of the entries in the catalog
      i. New Member Eligibility
      ii. Local Payroll
      iii. Conservatorship, POA, etc…
      iv. SAM II Payroll
      v. Transfers

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vi. Purchase of Service
vii. Long Term Disability (LTD)
viii. Life Insurance
ix. Death
x. Retirement Process
xi. Payroll Adjustment (OA, Local Payroll)
xii. Life Insurance Refund
xiii. Refund Service Purchase
xiv. Supplemental Checks
xv. Monies Received
xvi. Direct Bill
xvii. Custodial (Taxes, 1099Rs)
xviii. ACPRs (Rehires)
ix. Survivor
xx. Pop Up/Pop Down
xxi. Waiver of Benefits (COLA or Pension)
xxii. Final Payment
xxiii. Reinstatements
xxiv. Cash Out Present Value Benefit Payment
xxv. Pay Benefits
xxvi. Levies & Garnishments
xxvii. Standard Invoice

b. Two or three samples of the products (typical or average in size and complexity)
i. New Member Eligibility - https://www.mosers.org/assets/pdfs/2016/mosers-eligibility-final-20160302.pdf

20. Current System
   a. Hardware – iSeries
   b. Language – RPG
   c. Database – DB2 (V7R2); not normalized

21. Communications hardware/software
   a. Accessible from MOSERS network utilizing either “green screen” or web interface
   b. Emulator is PC5250
   c. Web Interface Language is RPGLE, HTML/CSS
   d. Web Server hosting the interface is Apache

22. What software is currently utilized for Pension Administration Solution?
   a. The current system was/has been built in house. It first went into production in 1986.

23. When was the last time MOSERS changed the Pension Administration software?
   a. 1986.

24. How many work units does MOSERS have? Please identify each unit.
   a. MOSERS’ Staff and Organization Chart(s)- https://www.mosers.org/About-MOSERS/Staff.aspx

25. Does the Pension Administration Solution cover both defined benefit and defined contribution plans?
26. How many MOSERS staff do you expect to be involved in the draft RFP review process?
   a. +10
      i. 6 full time team members
      ii. 2 to 3 executives
      iii. 1 to 2 finance personnel
      iv. Some number of subject matter experts from each department

27. Will data profiling and analysis be a part of the RFP process?
   a. No. Data profiling and analysis is/was addressed in a previous RFP.

28. Can a vendor who conducts this project also bid for the project management work?
   a. Yes. The RFP Creation and Procurement Consult contract winner will also be able to bid (and potentially be awarded) the Project Oversight Management contract.

29. May we provide our proposal in PDF?
   a. Yes. You may provide a PDF via email (assuming attachment size limitations).

30. On page 5, Objective 1 – Comprehensiveness it states, “MOSERS staff have diligently catalogued the as-is state of our pension administration processes and procedures through process mapping and documentation. It is expected that the vast majority of the new system functional requirements will be derived from these documents in order to mitigate loss of functionality and efficiency with existing service levels and work flow. Additionally, we desire to increase process efficiency and overall service levels through reduction of cost and increased time savings.” How many processes and procedures have been catalogued in the as-is state?
   a. +25 – See question #19.

31. Has MOSERS implemented any process improvements since the As Is mapping effort? If so, did you collect any data on the results?
   a. Yes. However, we regard these documents to be “living documents” and technically out of date by the time they’re printed. Specific examples of improvements are not available at this time. Technical “enhancements” to the existing system will be frozen as of 12/2016. From 12/2016 moving forward, only “bug fixes” and legislative updates will be applied to the existing system.

32. What is your expected start date for the RFP effort?
   a. Formal requirements gathering/aggregation will commence in 01/2017, with internal staff. Our planned start date for this vendor will be 02/2017.

33. What is role of Oversight and does it start immediately after the RFP and vendor selection.
   a. Conversationally, the role of the Oversight Manager/entity will be to ensure that MOSERS does not “over-ask” of the PAS vendor and that the PAS vendor does not “under-promise” while aiding with conflict resolution. Additionally, the Oversight Manager/entity will aid MOSERS project leadership with executive level document creation and presentations to the MOSERS Board of Trustees. Obviously, that’s a very high level description. Requirements will be identified in the forthcoming Project Management Oversight RFP.
34. Could you provide an example of one of the As-Is deliverables that were previously created, so we can understand the level of effort (i.e., level of detail that can be leveraged) during requirements? This will assist greatly in the estimation of effort and cost.

35. Could you provide a summary listing of all the As-Is processes that were previously documented?
   a. See questions #19.

36. Is the request to provide out-of-pocket expenses and a listing of anticipated direct expenses (Section III – E. Fee Schedule) assuming that the fixed fee price quote being requested will include only consulting fees, whereas travel/lodging/other expenses will be directly reimbursed (and therefore estimated and listed separately in the RFP response)?
   a. [Answer pending – This is currently under executive review.]

37. What is your estimate of the number of reviewers and review cycles that are anticipated? Does MOSERS assume that most of the reviewers will be involved with the RFP creation or just in draft review(s)?
   a. You may assume ~6 Project Team members to be included in the creation process, with that number expanding to +10 for the review process.

38. What is the current expected start date of the Project Management Oversight contract?
   a. May/June 2017

39. Page 3 of the RFP indicates that a pension administration software solution replacement RFP will be issued March 2017. Page 8 indicates as one of the goals that a fully realized RFP for a PAS software solution is to be issued early July 2017. Are these meant to be the same RFPs, and is one a mistype?
   a. One was a mistype. Per the amendment document… “Original: “Pension Administration Software Solution Replacement – Planned to be issued March 2017” Amended: “Pension Administration Software Solution Replacement – Planned to be issued May 2017”

40. On page 10, Section III.C.4 and III.C.5 mention data profiling and analysis projects. Was the intent to indicate “pension administration solution RFP creation and procurement” projects?
   a. Yes. An amendment for that has yet to be formally published, but was identified/questioned late last week.

41. Do you have a start date for this project?
   a. Our desire is to award a contract for RFP Creation and Procurement Consultation in February 2017.