#1, received 01/30/2017:

Is it mandatory to have a DVBE subcontractor participate in our bid? Or, are we required to complete the certification forms as a mandatory requirement for our participation in the proposal process?

**Answer:** No, it is not mandatory. The DVBE is an incentive that works as follows:

The bid incentives levels are as follows:

<table>
<thead>
<tr>
<th>DVBE Participation on this contract</th>
<th>Incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>4%</td>
<td>1%</td>
</tr>
<tr>
<td>6%</td>
<td>2%</td>
</tr>
<tr>
<td>8%</td>
<td>3%</td>
</tr>
<tr>
<td>10%</td>
<td>4%</td>
</tr>
</tbody>
</table>

#2, Received 01/30/2017

3.4.1 states “If you provide a hosted solution...” We offer hosted and installed. Does the University have a hosting preference?

**Answer:** We prefer a hosted (cloud) solution.

#3, Received 01/30/2017

4.3 A.1 lists other systems with which to integrate. Does the existing system contain pertinent data the University wishes to migrate to the new system? If so, what is the existing system?

**Answer:** The current system is FAMIS

#4, Received 01/30/2017

4.3 B.5 describes finance requires. Does the University desire a system which handles GL transactions typically completed in PeopleSoft?

**Answer:** Yes, the system needs to be able to process GL transactions.

#5, Received 01/30/2017

What is the last date to submit questions or ask for clarification? The RFP states on page #3 (Feb. 3rd) but on page #13 the schedule shows Feb. 17th.

**Answer:** The last day to submit questions is February 17th, 2017
What is the last date to submit proposals? On the RFP announcement page “Event End Date 03/02/2017, but within the RFP on page #13 schedule it shows March 3rd by 3:00pm.

Answer: The event end date on FI$CAL is 03/02/2017. Proposals are required to be received no later than 3:00 pm on March 3rd, 2017;

- Provide six (6) copies of the Proposal (submittal) in HARD COPY FORMAT, PLUS (IN ADDITION TO THE SIX HARD COPIES):

  (A) One (1) copy in electronic format on a CD (non-password protected Adobe Acrobat PDF file is preferred, but any generally utilized non-password electronic format (e.g. Word, Excel) is acceptable) or sent electronically to purchasing@calpoly.edu.

- Proposals must be received in Strategic Business Services (SBS), in a sealed container, by mail, recognized carrier, or hand delivery before 3:00 p.m. on March 3, 2017 PDT.

- Clearly identify the outside of the delivery package with the RFP number, due date, and time.

- NOTE: All U.S. Mail and express carriers deliver to a central receiving location on the Cal Poly campus, and not directly to Strategic Business Services. This results in U.S. Mail and express courier packages taking an extra day (after receipt by the central Cal Poly receiving location) to be delivered to (and deemed received by) Strategic Business Services. For packages delivered via U.S. Mail or express carriers, you must allow one extra day from the date of delivery to the central receiving location on the Cal Poly campus for your package to be received by Strategic Business Services.

- Courier delays, whether within or beyond human control, could cause your Proposal to be received after the deadline. Regardless of the cause of such delay, late submittals will be rejected and will not be considered.

LATE SUBMITTALS WILL NOT BE CONSIDERED.
#7, Received 01/30/2017    Request background on what are the current system(s) used for Facilities Management and Real Estate? Also any central systems used for capital project management?

**Answer:** We use FAMIS for Facilities Management and Minor Cap projects and Prolog for Major Cap.

#8, Received 01/30/2017    How many named users are envisioned to use the Integrated Facilities Management Software solution? Also separately the number of users to have full access in the area of Capital Project Management?

**Answer:** Theoretically, everyone in Facilities may need to use as least a portion of the facilities management system, which means somewhere in the neighborhood of 200 people. Full access for Capital Projects could be as many as 25 or 30 users, if the Major Cap folks are going to use it. If not, it would be closer to 20.

#9, Received 01/30/2017    The system requirements are noted heavily as Integrated Facilities Management. Under the system capabilities summary there is also interest in Capital Planning/Project Management (item #12). I assume this relates to construction management and the requirements for project controls and document management capabilities?

**Answer:** Yes

#10, Received 01/30/2017    On the business side, is there a DVBE “requirement” or just “incentive” to hold this level of vendor participation? Also, does a certified Minority Business Enterprise company gain any value as part of the selection process?

**Answer:** Not required, but an incentive for DVBE participation is available as outline above.

#11, Received 01/30/2017    There is reference to “Estimating” on page #19. Do you envision to use an estimating system similar to the level of a general contractor? In that self-perform work tasks and materials calculations are to be detailed for the staff at Cal Poly? If so, how many staff members would use the estimating module?

**Answer:** I don’t think we meant to indicate the system itself would be an estimating tool, but there should be a mechanism for entering, updating, and tracking estimates for service requests, PM templates, work orders, and projects.

#12, Received 01/30/2017    Service Request / Work Orders Management (Page #19) : Request further explanation of the requirements associated with item “e”- Illustrate in your proposal how associations can be made between work orders and information duplication/transfer between them?

**Answer:** Is it possible for links, such as parent/child and project associations, to be created between work orders? Does this association allow information to be copied or transferred from one to the other?