Request for Proposals for
SAP Consulting Services
RFP # 0123-2
Questions and Answers

January 25, 2023

Q1. Do NYC/NYS certified MWBE companies get any advantage in the decision-making process? Do you have any MWBE goals or small business goals?

A1. Firms that are able to provide the scope of services and meet the Threshold Criteria under RFP section VI. Should submit a proposal. See also RFP section VIII. EVALUATION AND SELECTION.

Q2. Would you encourage small businesses to team w/ bigger companies to bring in trust and confidence?

A2. See A1.

Q3. If yes, can 2 companies bid together as a team instead of one being Prime and the other Sub? Is there any disadvantage in teaming?

A3. Proposer is a firm and a proposer is to identify any of its sub-contractors. Proposer to meet the Threshold Criteria under RFP section VI.

Q4. What is your decision-making matrix and weightage to each item?

A4. See RFP section VIII. EVALUATION AND SELECTION.

Q5. While have been successful in staffing projects, it is usually not practical to hold specific consultants presented along w/ the proposal for a long time to be available at the time of award. Given this, what's the purpose of providing resumes at the time of bid?

A5. As per RFP section VII. PROPOSAL REQUIREMENTS, A. General Information, 6 states:

Describe how you would staff the engagement. To the maximum extent possible identify all of the individuals who will be involved in fulfilling the obligations and satisfying the Scope of Services under this RFP. When identifying those individuals, include the primary role and responsibilities of each. Please provide resumes for these individuals including years of employment in your organization and total years of experience. Also, include the physical location at which each team member will work on tasks related to this RFP. Detail the assignments that these individuals performed work for your firm.

Proposers to provide this information to the maximum extent possible.

Q6. When you say "Remote", can the consultant be located anywhere in the world working in EST zone or should the consultants be located in the US only or in NYC metro area only?

A6. The RFP does not restrict remote work.

Q7.   On-site part is clear, but do you foresee remote consultants traveling to your site?

A7.   The Library will establish its requirements on a project by project basis.

Q8.   Are on-site resources required to be at your location 5 days a week or do they have flexibility to choose hybrid option?

A8.   The Library will establish its requirements on a project by project basis.

Q9.   Rates to all consultants are mandatory or partial bid OK as well?

A9.   Proposer to provide all hourly rates requested in the RFP. Failure to provide cost proposal as requested will be grounds for determining a proposal to be non-responsive.

Q10.   Do you envision/foresee onsite support/travel during any phase of this project?

A10.   See answers to questions 7 and 8.

Q11.   Is there a roadblock for an offshore services model?

A11.   See answer to question 6.

Q12   Would you please share the estimated budget range for this project? (For example $150k to $200k, $200k to $250k, etc.) This would help us propose the appropriate resource(s).

A12.   The Library has not established a budget for these services. This RFP if for SAP consulting services that are to be determined by the Library during the term of the contract.

Q13.   The budget will be 'per' year? Or, for the tenure of 3 years?

A13.   See the answer to question 12.

Q14.   I would like to confirm, based on your "Request for Proposals ("RFP") for SAP Consulting Services Issuance Date - January 17, 2023", are requesting 19 consultants to meet your SAP needs."

A14.   No. This is for as required SAP services that may be needed by the Library. Proposers to provide all requested information including cost information under RFP section VII. PROPOSAL REQUIREMENTS.

Q15.   Is there any SDVOSB "set-aside" for this project?

A15.   No.

Q16.   We have not done business with SAP in the last five years but have a past performance that coincides with the open requirements. Is it worth the time to submit a proposal?

A16. Firms that are able to provide the scope of services and meet the Threshold Criteria under RFP section VI. Should submit a proposal.

Q17. How many awards are you going to present?

A17. As stated in the RFP, the Library intends to award multiple contracts for this engagement. The number of wards are to be determined by the Library at the conclusion of the RFP.

Q18. Is this an open market RFP? Was it sent to a specific group?

A18. This RFP has been advertised and posted on the Library's webpage. Firms that are able to provide the scope of services and meet the Threshold Criteria under RFP section VI. Should submit a proposal.

Q19. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

A19. This question seeks information that is not required to submit a responsive proposal, however the Library has retained these services previously.

Q20. Can you please let us know the previous spending of this contract?

A20. This question seeks information that is not required to submit a responsive proposal.

Q21. Please confirm if we can get the proposals or pricing of the incumbent(s).

A21. This question seeks information that is not required to submit a responsive proposal.

Q22. Are there any pain points or issues with the current vendor(s)?

A22. This question seeks information that is not required to submit a responsive proposal.

Q23. Please confirm the anticipated number of awards.

A23. See answer to question 18.

Q24. Will you accept Federal, DoD as well as state and local government as "non-profit" experience?

A24. The RFP includes public sector experience and or not-for-profit experience. The question above includes examples of the public sector. RFP Section, VI. THRESHHOLD CRITERIA in part states:

Only Proposals submitted from Proposers who meet the following minimum threshold requirements, will be considered by the Library:

1. The firm has worked with public sector and or not-for-profit entities within the last three (3) years.

Q25.   What other software are you looking at besides SAP and Open Text?

A25.   RFP section V. SCOPE OF WORK, includes that, "The Library may require firms to provide SAP software, software maintenance and third party software and software maintenance that can interface with SAP, and also provide related consulting services."

The Library shall determine its SAP software requirements and third party software and software maintenance that can interface with SAP during the term of the contract.