Questions & Answers for RFP# SCL-24364 ENTERPRISE DOCUMENT MANAGEMET SYSTEM

CONSULTANT QUESTION	SEATTLE CITY LIGHT ANSWER TO QUESTION
Is a good way to think about the work volume (needed for project team scheduling purposes) $700,000 over 23 months - 2/1/20-12/31/21?	The 700K is an overall budget that may be used across several projects and most likely more than one vendor. This would be an on-call contract that would allow for the City to use qualified vendors depending on project requirements.
How was the budget of ~$700,000 determined?	This budget is set aside for engaging vendors over the course of the next couple of years based on our roadmap.
What, if anything, might prevent $700,000 from not being spent by SCL over the above period of time (23 months)?	Changes to roadmap and dependencies on projects outside of the ECM Program that may impact the timing and execution of ECM projects. This on-call contract does not guarantee work.
Is it SCL's intent to award this contract to one capable supplier, assuming the one vendor can meets this contract's stated needs/requirements?	The intent is to award the contract to multiple qualifying vendors. There are a few ECM projects that require vendor support. The vendors will be again asked to provide specific quotes and other information for each specific project. The projects will not start all at once.
With preference be given to vendor's that possess PMP and Scrum Master-certified Project Managers w/ WCC 12c experience?	This would be assessed per individual project. From a project perspective, we're focused on the end result as well as the means and method of design/implementation.
Does SCL have a technology tool standard for planning / tracking / collaboration software - i.e. Atlassian software (Jira, Confluence, etc.)?	Various products are used across different departments within SCL (LiquidPlanner, Smartsheet); however, Azure Dev Ops is the main tool used for technical projects.
Please describe the current WCC 12c security model? For example, have Roles and/or Accounts and/or ACL's been implemented? Is WCC 12c integrated with Active Directory or Oracle Access Management, for example?	There are application roles that are defined across current and past ECM projects which define the level of access to content, we'd like to maintain that consistency. WCC 12c is integrated with Active Directory.
Please define CC&B, ADMS, Asset Suite and WAMS, what each of those core systems does at SCL and what programming language they were written in?	Customer Care & Billing System (Oracle) - transactional system that provides details about customers and their interaction with the Utility. Advanced Distribution Management System (Oracle), Asset Suite (IBM), WAMS (Work Assets Management System - Oracle) all pertain to Asset management/inventory/tracking/costs and Outage management.
To date, have any current operation procedures that support ECM been documented?	The WCC applications already in Production are being supported by internal teams who maintain ongoing support procedures, methodologies and documentation.
Does SCL own WCC 12c Inbound Refinery (IBR)? Is/will SCL already using IBR?	Yes
What Oracle reporting tools does the City already own? Are/will these tools already integrated with WCC 12c?	Oracle Business Intelligence Enterprise Edition (OBIEE) and Cognos is what is most widely used. We are migrating away from OBIEE. These tools are not currently integrated with WCC.

Does SCL use WCC 12c workflow today, and if so, which Oracle workflow tool is currently in use: out-of the-box WebCenter Content workflow, Oracle BPM or Oracle BPEL?	Combination of WCC workflow and Oracle BPM
Is a single sign-on solution currently in use by SCL? What is the SSO solution in use? Is/will it already integrated with WCC 12c?	There is a planned effort to incorporate SSO capabilities based on F5 platform for Internal facing applications. Oracle IDCS is being incorporated for External facing applications.
Whether companies from Outside USA can apply for this? (like from India or Canada)	Yes
Whether we need to come over there for meetings?	Most work may be done remotely; however, in specific cases it's more beneficial to have vendor team members come into the Seattle office.
Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Yes
Can we submit the proposals via email?	The City will accept electronic submittals only for this RFP# SCL-24364 Submit electronically to Laurie.Russ@seattle.gov
Would the city endeavor to work with someone on a more strategic level for orchestrating the work on the Oracle platform?	The City will accept electronic submittals only for this RFP# SCL-24364
Would the city endeavor to work with someone on a more strategic level for orchestrating the work on the Oracle platform?	This is specifically for on-call work; this could be strategic work or, most likely, project specific construction/implementation, based on SCL's needs at the time.
Are you looking for more of a staff augmentation response to this RFP?	Rather than staff augmentation, we would be outsourcing project scope to the vendor to implement.
The RFP does not call out "Design" or "UX/UI" level skills/roles. Would the city staff be performing those roles/functions?	Though UI design is important, the main focus is to create a foundation first through functionality. If vendors have this experience in UI/UX then this is an added bonus. Technical Design and Solution Architecture are expected.
If this is a staff augmentation model to solving the work authorizations as they are approved, how would the city be coordinating projects where multiple vendors could be assigned on single project?	We could have various vendors across multiple ECM projects; however, multiple vendors would not be assigned on a single project.
What is the process for new work authorizations to be started and then resourced from the "On-Call Expert Pool"?	There are a number of projects in the roadmap based on this Oracle WCC platform. For each project that we would like to outsource part or all the functionality to a vendor, we would reach out to one or more of the On Call vendors to ask for a quote and additional information such as proposed solution. We would then select a vendor to carry out the project work.
What project methodology would be used for project execution in this "On Call Expert Pool" approach?	Hybrid of waterfall and Agile; however, would be open to other methodologies, but ultimately it is what is appropriate for the project. An iterative approach is preferred.

Contract Modifications: Could you please provide the City's Contract terms and conditions? We could not locate it.	Provided as an attachment see: 2019 SCL Boilerplate Standard roster consultant agreement.
Consultant Questionnaire: Could you please confirm which document is the Consultant Questionnaire? We could not locate it.	Added – please see attachment - 3. Consultant Questionnaire
Budget: Has the City determined the percentage allocation of the budget per Section 5 Scope of Work list item?	The allocation will be based on project and specific requirements, the allocation is not based on each area of Section 5.
Is the City focusing on moving forward with Oracle WebCenter Content (OWC)? Or is the City open to utilizing other EDMS/ECM applications following/during consultation?	As we have implemented WCC on the past few projects, we'd like to maintain consistency going forward with this platform. The City is currently not open to evaluating other ECM platforms; however, complimentary components to the WCC platform may be considered.
Can a vendor with expertise in specific Minimum Qualifications bid on just related Scope of Work items?	Yes
If we answer the RFP as a firm and the City accepts AST as a vendor, later on when a specific workorder comes out several months after the RFP was accepted, can we propose a consultant on the workorder whose resume was not submitted along with the original RFP?	This would be fine; however, a resume review would be done by the City project team prior to onboarding new consultants for given projects. The purpose of the submission of resumes is to ensure that the project(s) is equipped with qualified individuals.
Does Seattle allow off-shore consultants to work with on-shore team members on a project?	Yes, as long as there is strong communication between the parties, and it does not negatively impact the project.
Does the City have a minimum expectation for WMBE participation for each project?	The City does not require a minimum participation for WMBE on any contract; however, the City has aspirational goals and the expectation of a good-faith effort on all qualifying contracts.
Does the City maintain a list of approved WMBE firms that it works with?	A list of approved vendors including WMBE's can be located in the Online Business Directory or the States website; however, any WMBE firm not registered with the City must register after the award if chosen. Here are the websites for reference: State of Washington https://omwbe.wa.gov/directory-certified-firms City of Seattle http://web6.seattle.gov/fas/registration/