

QUESTIONS & ANSWERS

(Re-advertised)

Date: April 19, 2022

Reference Request for Proposal Number: RFP-CATALYZE-217772-CORE-2022-0266/MEL MIS Development and Deployment

Dear Offerors,

Please see below answers to the questions submitted catalyze.procurements@thepalladiumgroup.com.

1. **Question:** If the assumption is that Smartsheet has been selected as the software vendor for this RFP?

Answer: *As implied in the background (section 1) and explicitly noted in the objective (section 2) of the SOW, this procurement intends “to select a qualified vendor to develop and deploy an integrated management information system (MIS) using Smartsheet to support monitoring, evaluation, and learning (MEL) functions for CATALYZE and its Activities.”*

2. **Question:** If Smartsheet has not yet been determined to be the vendor software for application to this RFP, we will bid on vendor selection process for this RFP, with future implementation phase of this project.

Answer: *Under this RFP, we’ll only consider bids that propose Smartsheet platform to build-out MEL-MIS.*

3. **Question:** If the assumption is that Smartsheet is the definitive solution as software vendor for this RFP please clarify the following questions:

Annex 1 MEL MIS Req Spec Section		Comments/Question
FRG-003	Ability to include details tabular sections in a form	Smartsheet has ability for sections, but does not have tabular section capability
FRG-004	Offline capability for all forms	Smartsheet has no offline access. This requirement could be facilitated by utilization of an add-in outside of the Smartsheet application. There would be additional cost associated with add-on.
FRG-005	Ability to sync with the system once internet access is available	Smartsheet does not have offline capability. This requirement cannot be met.
FRG-007	Batch processes for functions such as bulk upload and notify	Smartsheet does not have offline capability. This requirement cannot be met.
FRG-008	Batch processing must log errors and output to log files and emailed to specific group users.	Smartsheet does not have offline capability, nor to log files. This requirement cannot be met.
FRG-009	System messages must be informative and user friendly.	Cannot update system messages in Smartsheet for editing. This requirement cannot be met.
FRA-003	Ability to flag files as privileged within an activity.	This capability requires an add-on in Smartsheet called Dynamic View- additional costs incurred with add-on.

Annex 1 MEL MIS Req Spec Section		Comments/Question
FRS-002	Specify access permissions to functions and features in the system based on the defined roles	Smartsheet has four available stock permission levels: Admin, Editor, Viewer. Smartsheet has assumption groups available.
FRS-003	Ability to specify access limit at field level and record type	This capability requires an add-on in Smartsheet called Dynamic View- additional costs incurred with add-on.
FRS-004	Limit access to data based on value of a field in a record	This capability requires an add-on in Smartsheet called Dynamic View- additional costs incurred with add-on.
FRS-005	Multi-factor authentication for system users.	Single User sign on in Smartsheet can accommodate MFA, but multi-user does not have MFA functionality.
FRS-006	Ability to permanently purge fields/records/personal identifiers linked to specific individuals who request deletion	Is not including this in bid- this functionality falls to Smartsheet.
FRS-007	Encrypted identification fields for individual records	Is not including this in bid- this functionality falls to Smartsheet.
FRR-003	Dashboard –ability to drill down on summary / aggregate data in a dashboard	Smartsheet does not have this functionality- to accomplish this would require another licensed system web application for example: Trello, Microsoft BI for data visualization. Additional cost would incur.
FRR-004	Report –system should have a set of pre-defined reports	Smartsheet does not have this functionality- to accomplish this would require another licensed system web application for example: Trello, Microsoft BI for data visualization. Additional cost would incur.
Section 7.2 NFR-001 to NFR-128	Non-Functional technical requirements	Is not including this in bid- this functionality falls to Smartsheet.

Answer: [The following answer applies to all questions listed out in the table above:](#)

[“The requirement assessment predates the selection of Smartsheet as the preferred platform. To the extent possible, we expect vendors to propose possible workarounds such as use of third-party add-ons or applications to meet requirements. Alternatively, we are prepared to reassess and update requirement assessment within the capabilities of Smartsheet in collaboration with the selected vendor\(s\) before commencing system development. The cost proposal must account for a quick revision of the requirement assessment, use of the add-ons, and integration of third-party applications.”](#)