



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

March 26, 2021

RFP 20-21 Grants Management Software

The following is a compilation of questions received from potential offerors and RCUOG's responses.

**1. Is there a pre-set date for going live?**

Answer: We would like to go live by November 2021

**2. Can the project (implementation) be done through phases or only one phase?**

Answer: Phases

**3. How many users will use the system? How many internal users, low usage (less than 40 hours a month), and how many internal users, high usage (more than 40 hours a month), will use the system? Also, how many external users will use the system as well?**

Answer: Internal users = 40+ hours/month; external users = less than 40 hours/month; internal users = ~5; external users = ~50

**4. My company is located in the United States in the Eastern Standard Time zone. What time zone will your organization operate out of during this contractual engagement? (i.e., GMT, EDT, etc.)**

Answer: GMT +10

**5. Will your organization also accept electronic email submissions of the offeror response? For an example, technical proposal and cost proposal will be two separate electronic attachments.**

Answer: Yes, all technical proposal and price proposal submissions can be emailed to Ms. Cathleen Moore-Linn at [cmoore@triton.uog.edu](mailto:cmoore@triton.uog.edu). Proposals shall have a sealed price proposal included in a separately sealed envelope or in a password protected digital file with the password included as part of the proposal.

The price proposal will not be opened until after the proposals are reviewed and ranked. The submission deadline has been extended to April 9, 2021 at 4:00 p.m. Chamorro Standard Time.

**6. What (if any) Grants Management system are you currently using? If you are not using a grants management system to process your grants, what process are you using (i.e., Excel Spreadsheet, a CRM, etc.)**



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Answer: We are currently not using any Grants Management system. We have been tracking through Excel spreadsheets.

**7. How many Grant programs do you have (or are planning to) administer?**

Answer: On average, 91 grant programs

**8. What is the total value of all the grants administered in a typical year overall/ per program?**

Answer: The total value is between \$20M and \$31M per year. Individual program totals range from \$100K to \$7M per year.

**9. How many applicants do you typically manage in your current grant programs per year? How many are recurring/annual applicants?**

Answer: Not tracking at this time; hence, the need for grant software

**10. How many grant staff do you currently utilize to manage your grants (including external and internal reviewers)?**

Answer: Four

**11. What is your total grants funding over a given year and percentage of your Grants Funding is designated for grants Administration?**

Answer: Average annual grant is \$21M; all grants funding is designated for grants administration

**12. Is all necessary data currently collected (in all your grants) that are required for the reports you wish to create or does some come from external systems?**

Answer: All data for reports are currently collected manually. However, the accounting system we use (Datatel/Colleague) helps gather data on budgets and expenditures.

**13. Do you currently have one or more reporting specialists in-house?**

Answer: One

**14. Do you require professional services work to create reports that your staff is able to run?**

Answer: Yes

**15. Overall, how many staff would require access to reports (including either writing them or running them)?**

Answer: Five

**16. Do you require the insertion or legacy data (previous years grant data) migrated into your new grants system?**



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Answer: Yes

- 17. On page 15 of the RFP, you state “Budget. The offeror must submit an annual budget for five (5) years broken down by software subscriptions and services not to exceed \$401,000.00.” Is the value of \$401,000.00 per year, or over the full 5 years of the contract?**

Answer: Not to exceed \$401K for full five years

- 18. Will there be an opportunity to demonstrate our product?**

Answer: Yes

- 19. What are the total numbers of currently active IRB and IACUC protocols at the University?**

Answer: We have an average of 200 IRB applications per year. We do not have any IACUC protocols as we currently do not research, teach, or test animals.

- 20. What are the University's expectations for live support availability?**

Answer: We expect support 24/7

- 21. RFP Text: b. Budget. The offeror must submit an annual budget for five (5) years broken down by software subscriptions and services not to exceed \$401,000.00. Is this the budgeted amount for each year of the 5-year contract?**

Answer: An annual budget should be provided not to exceed \$401,000 total for 5-year contract

- 22. To provide an apples-to-apples comparison of vendor pricing, would RCUOG provide a common cost volume template denoting how vendors should present required for licenses, implementation, training, etc.?**

Answer: Licenses, implementation, training, etc. should be inclusive in the pricing not to exceed \$401,000

- 23. How does RCUOG plan to fund this project? Is it part of the operating budget or capital budget?**

Answer: Budget is both from operating and capital budget

- 24. Has RCUOG previously entertained any system demonstrations and/or presentations from vendors? If so, which systems were seen and when?**

Answer: Kualii (Nov 2020), Cayuse (Dec 2020), and Streamlyne (Dec 2020)

- 25. Did RCUOG utilize any vendor / SME consultants in defining the sought-after functionality and/or scope of work enumerated in the RFP? If yes, please provide the name of the vendor/consultant.**

Answer: No



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**26. Please provide the annual dollar amount of grant funding you receive for the current fiscal year.**

Answer: Approximately \$30M

**27. What dollar volume of these grants are pass-through grants to sub-grantees?**

Answer: Not currently tracking this information.

**28. Does RCUOG have a timeline / anticipated go-live date for the new system?**

Answer: The expectation is to go live by November 2021

**29. How many separate grant programs does RCUOG manage? Please provide a list if possible.**

Answer: RCUOG manages post-awards. All grants must be vetted through the Office of Research and Sponsored Programs. The grant programs can be found in the Annual Grant Report at [https://www.uog.edu/\\_resources/files/research/orspfile/ORSP-Annual\\_Report-2020-FINAL\\_18Feb2021\\_revised.pdf](https://www.uog.edu/_resources/files/research/orspfile/ORSP-Annual_Report-2020-FINAL_18Feb2021_revised.pdf)

**30. Do the business processes (application, pre-award, award, etc.) and associated forms vary with each type of program or are all processes and forms standardized?**

Answer: Forms vary according to the grantor or funder grant application requirements

**31. When do each of the programs' application periods begin in a given fiscal year?**

Answer: Application periods vary depending on grant cycles, but it is typically based on fiscal or calendar year. UOG's fiscal year begins on October 1 and ends on September 30.

**32. How does RCUOG manage its grants today? If a vendor-provided solution is deployed, which vendor provided it to RCUOG?**

Answer: Each PI is responsible for managing his/her grant. Datatel/colleague for accounting, Excel spreadsheets, MS Word document, and Adobe Sign are currently being used.

**33. What is the current accounting system is currently being used? Please provide the current modules that are implemented within the financial management system. Also, can you provide the expectation for the type of integration required, e.g., web services, file-based, one-way or bi-directional data flow?**

Answer: Datatel/Colleague for accounting. Integration should be completed by November 2021.

**34. Please clarify integration required with Ellucian/Colleague.**



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Answer: The grants system should pull account information from Colleague to make it more comprehensive to PIs. Recorded expenditures should match against the actual approved proposal budget.

- 35. Please provide an estimate of the volume of data, if any, to be converted and migrated into the new Grants Management System? If migration is required, what is the current format of this grant data? Please provide an example row of data and/or database schema.**

Answer: Unable to provide volume of data. The selected software program should provide the SOP for the migration.

- 36. Please provide the following; How many RCUOG staff will access/log into the grants management system? How many Grantee/Recipient users will need access to the grants management system?**

Answer: Five staff will access/log into the grants management system. 50 grantee/recipient users will need access.