

April 12, 2017

Rhode Island Commerce Corporation

ADDENDUM NO. 001  
Questions & Answers

REQUEST FOR PROPOSALS  
GASB 77 Compliance & Software/Database Solution

The RI Commerce Corporation (Corporation) in collaboration with the RI Office of Accounts and Controls is soliciting a Request for Proposal (RFP) from a qualified firm(s) to develop a plan to comply with and produce required disclosures of GASB 77 for the fiscal year ending June 30, 2017, and develop a Software/Database Solution for incentive tracking and reporting that incorporates all future reporting compliance including required disclosures for GASB 77.

The following questions were conveyed:

	Question	Answer
1	What is the delivery date for the GASB 77 disclosure footnote information?	Must be provided in draft form by August 30, 2017 to allow time for the external auditor to review and include in the draft financial statements (draft financial statements sent to the State Controller and Auditor General by September 15, 2017 and go to full board for approval on or before September 30, 2017 ).
2	Is there a predetermined budget or budget range for each of the 2 independent projects?	No predetermined budget. For the software solution budget will ultimately determine the essentials versus the “nice to have” components of the system.
3	Is the list of incentives under the Software/Database Solution the full universe of programs administered by the Corporation, or are there additional incentives that we should also take into account for the GASB 77 Compliance scope?	The list of incentives under the Software/Database Solution was not all inclusive. There are new programs in development, programs that require tracking and reporting that were not listed, and programs that will sunset.
4	What is the expected go-live date for the software / database solution?	Early 2018 – the database is to be used for next year’s reporting as of FYE June 30, 2018
5	Please explain who the expected external user groups are that will interact with the software/database solution.	There will be no direct access by the public. The Corporation’s Board of Directors may need access. Businesses with incentives agreements may need access to report their data depending on solution proposed (such as jobs created per the agreement, etc.)

<b>6</b>	On the requirement of “fillable forms with ability to customize,” which user group are you expecting to customize, IT or an end user with appropriate permissions?	Fillable forms may be used to allow external businesses to report data to the Corporation. Fillable forms will be managed internally by the Corporation.
<b>7</b>	What are the standard databases available within the Corporation?	Excel, Access, SQL server, Salesforce, Great Plains. The Corporation does not have a preference on leveraging an existing database vs. developing something new.
<b>8</b>	Is payment tracking expected to interact with another subsystem, if so, please explain?	Great Plains is the Corporation’s accounting system, which is maintained in-house. Depending on budget, it is preferable that the software solution interact with Great Plains.
<b>9</b>	Does the Corporation have any preferred technologies that are already deployed and should be considered for the solution?	No preferred technologies.
<b>10</b>	Does the Corporation have a process and network setup for external user access? If so, please explain.	The website is the only network setup for external user access.
<b>11</b>	What is the archiving requirement? How many years of data will be archived in current system vs offline? Is there an established records management system?	Each incentive or grant agreement is unique. Data needs to remain active while an incentive or grant is on-going (some are 30 years in length). The Corporation needs like to keep all historical data, but can archive or use alternative storage solution when an incentive or grant agreement has been completed. There is currently no established records management system.
<b>12</b>	What are the storage and data size requirements? What will be projected data size in next 5 years?	Unknown. Will depend on the data set and “robustness” of the solution to a large extent.
<b>13</b>	Will Corporation’s IT provide initial infrastructure for solution or is this also responsibility of vendor?	The responsibility of the vendor.
<b>14</b>	Is there a development environment within the Corporation?	No
<b>15</b>	Will vendors have remote access to dev/qa/prod environments?	Depends on the solution proposed. If the solution is on the cloud, then yes. If the solution is on hardware, maybe.
<b>16</b>	Does the Corporation have Microsoft Office 365 (including SharePoint) or SharePoint Server licenses? If you have SharePoint Server licenses, what version is currently installed?	Corporation has Office 365, including SharePoint as part of the Corporation’s licensing agreement. We are currently not using it and would require an explanation of how it would be used in this application and any additional costs that may be born to implement it.
<b>17</b>	Is the intent for businesses to submit the program applications within the software application?	The expectation in RFP is post award only. If additional features are proposed please ensure breakdown in budget section, consistent with RFP Cost Proposal Elements #8.

18	Is Commerce RI seeking to own the database upon completion of work?	Yes																																
19	Do you anticipate that additional incentive programs beyond those listed in the RFP may be added to the scope of work?	See #3																																
20	The RFP references that the database should have “higher function calculation capabilities.” Can you define higher function calculation capabilities?	Ability to export data to excel or another application. Calculate ROI, remaining balance, compliance with performance measures, etc.																																
21	How many companies are currently participating in each of the state level incentive programs listed in the RFP?	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="691 663 1438 695">Transaction Type (All)</th> </tr> <tr> <th data-bbox="691 737 1179 768">Row Labels</th> <th data-bbox="1179 737 1438 768">Count of Recipient</th> </tr> </thead> <tbody> <tr> <td data-bbox="691 779 1179 810">First Wave Closing Fund</td> <td data-bbox="1179 779 1438 810">3</td> </tr> <tr> <td data-bbox="691 821 1179 852">Industry Cluster Grant Program</td> <td data-bbox="1179 821 1438 852">23</td> </tr> <tr> <td data-bbox="691 863 1179 894">Innovative Network Matching Grant</td> <td data-bbox="1179 863 1438 894">15</td> </tr> <tr> <td data-bbox="691 905 1179 936">Innovative Voucher Initiative</td> <td data-bbox="1179 905 1438 936">26</td> </tr> <tr> <td data-bbox="691 947 1179 978">Main Street</td> <td data-bbox="1179 947 1438 978">9</td> </tr> <tr> <td data-bbox="691 989 1179 1020">PTEC</td> <td data-bbox="1179 989 1438 1020">6</td> </tr> <tr> <td data-bbox="691 1031 1179 1062">Qualified Jobs Tax Credit</td> <td data-bbox="1179 1031 1438 1062">12</td> </tr> <tr> <td data-bbox="691 1073 1179 1104">Rebuild Tax Credit</td> <td data-bbox="1179 1073 1438 1104">20</td> </tr> <tr> <td data-bbox="691 1115 1179 1146">Sales &amp; Use Exemption</td> <td data-bbox="1179 1115 1438 1146">7</td> </tr> <tr> <td data-bbox="691 1157 1179 1188">Small Business Lending</td> <td data-bbox="1179 1157 1438 1188">14</td> </tr> <tr> <td data-bbox="691 1199 1179 1230">Tax Increment Financing</td> <td data-bbox="1179 1199 1438 1230">2</td> </tr> <tr> <td data-bbox="691 1241 1179 1272">Tax Stabalization Incentive Act</td> <td data-bbox="1179 1241 1438 1272">1</td> </tr> <tr> <td data-bbox="691 1283 1179 1314">Wavemaker</td> <td data-bbox="1179 1283 1438 1314">208</td> </tr> <tr> <td data-bbox="691 1325 1179 1356"><b>Grand Total</b></td> <td data-bbox="1179 1325 1438 1356"><b>346</b></td> </tr> </tbody> </table>	Transaction Type (All)		Row Labels	Count of Recipient	First Wave Closing Fund	3	Industry Cluster Grant Program	23	Innovative Network Matching Grant	15	Innovative Voucher Initiative	26	Main Street	9	PTEC	6	Qualified Jobs Tax Credit	12	Rebuild Tax Credit	20	Sales & Use Exemption	7	Small Business Lending	14	Tax Increment Financing	2	Tax Stabalization Incentive Act	1	Wavemaker	208	<b>Grand Total</b>	<b>346</b>
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22	How are the data / records for all existing incentives maintained? Is it kept electronically (i.e., excel or in the cloud) or do you keep paper copies?	Excel spreadsheets, scanned agreements, paper copies of client applications																																
23	Has Rhode Island already established/selected a quantitative threshold to determine individual reporting for those that meet or surpass the said quantitative threshold? If not, will the selected proposer be part of the discussion in determining the quantitative threshold?	No threshold has been determined. Proposer should make recommendations based on discovery process.																																

24	When do you anticipate this project beginning and ending?	Both GASB 77 and Software/database solution will start after selection of vendor(s), board approval and execution of agreement.
25	What date will your auditors need the information contained within this GASB disclosure?	See #1
26	How many tax Voluntary Disclosure Agreements (VDA) has the State of Rhode Island entered into since December 16, 2016?	Will be determined through discovery process.
27	Does the state anticipate offering another VDA program prior to June 30, 2017?	Unknown
28	Please identify other types of taxpayer agreements (other than VDA) entered into by the state of Rhode Island that may impact the reporting as required under GASB 77.	Unknown
29	Please provide a list of all non-state taxing jurisdictions that have participated or will participate in tax abatements as defined within GASB, for which the information should be captured.	Rhode Island Commerce Corporation as it is reported in the State of Rhode Island Comprehensive Annual Financial Report (CAFR). Not all information is available directly through the Corporation and there will be a need to cooperate with other State entities to gather necessary data.
30	<p>Does the state of Rhode Island currently collect any data from the taxing jurisdictions listed above, as it relates to tax abatements?</p> <ul style="list-style-type: none"> <li>• If so, what methodology is currently used to obtain this data from these governments as it relates to tax revenues related to incentive programs?</li> <li>• How often are data received from these taxing jurisdictions?</li> <li>• Is the data a summary of incentive agreements entered into by the government OR is the data a complete document set which includes all source data, including incentive amounts and company</li> </ul>	<p>There are reporting requirements as established in statute per program.</p> <ul style="list-style-type: none"> <li>• Rhode Island Commerce collects data related to tax revenues on new incentive programs</li> <li>• Coordination with the Department of Revenue will be required in order to gather required data for certain legacy programs</li> <li>• The data is in detail format however unsure if all necessary information as relates to the GASB 77 reporting has been included in detail</li> </ul>

	<p>commitments, clawbacks, etc.?</p> <ul style="list-style-type: none"> <li>• Is the source data for non-state taxing jurisdictions available for further review to determine if the project may be required to disclose the state of Rhode Island as it may relate to this disclosure? These government agencies have entered agreements in FYE through June 30, 2017.</li> <li>• If not, have protocols been established to collect this data?</li> <li>• For non-state taxing jurisdictions reporting to the state of Rhode Island, how many tax VDAs were entered into by those jurisdictions since December 16, 2016?</li> <li>• Please identify other types of taxpayer agreements (other than VDAs) entered into by the non-state taxing jurisdictions reporting to the state of Rhode Island that may pertain to possible reporting as required under GASB 77.</li> </ul>	<ul style="list-style-type: none"> <li>• Detail information is available for review on new incentive agreements. The older agreements will require coordination with the Department of Revenue.</li> <li>• No protocols have been established to coordinate with the Department of Revenue</li> <li>• Unknown</li> <li>• Job rent credits, Sales tax credits, Qualified Jobs tax credit, Wavemaker tax credit, TIF, TSA, Historic tax, Rebuild Tax credit, Film tax credit</li> </ul>
<p><b>31</b></p>	<p>RFP expressly states that travel to and from Corporation offices and the associated costs will be the responsibility of the proposer. What is Commerce general expectation regarding the proposer being on-site in the Commerce offices?</p>	<p>We have no set expectations however, we do not expect this effort to be exclusively done remotely. The proposer should detail the level of interaction it expects during the term of the engagement.</p>
<p><b>32</b></p>	<p>At what point in time will proposer be required to produce a Certificate of Authority from the Rhode Island Secretary of State?</p>	<p>The successful respondent will be required to deliver the certificate prior to commencement of work.</p>

<b>33</b>	Direct access to files usually leads to many issues. Would you consider accessing files through the to-be-developed Solution (Web) only?	If included in proposal, we would expect the proposer to explain how their proposed solution addresses concerns regarding direct access to files
<b>34</b>	Are there any hosting restrictions? Do you have your own server/infrastructure – hosting, or are you open/looking for cloud?	No preference however a detail of the cost implications must be provided in the proposal
<b>35</b>	What is the desired user authorization method (E.g. login/password, social networks, or some special single sign on similar to NYC.ID – from DoITT)?	No preference however security implications are of utmost importance and should be considered a critical component to the proposed solution
<b>36</b>	What roles will the Solution need to support in its processes? (E.g. Managers, Admins, etc.)	All levels of authorization and access. Administrative, Management, data entry, read only, etc.
<b>37</b>	Does Commerce RI want to host database on its own server or can it be hosted on a 3 <sup>rd</sup> party server?	No preference
<b>38</b>	Approximately how many unique user IDs do you anticipate needing for database access?	Undetermined
<b>39</b>	Whether companies from outside USA can apply for this?	Yes
<b>40</b>	Whether we need to come over there for meetings?	See #31
<b>41</b>	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Dependent on task, See #31
<b>42</b>	Can we submit the proposals via e-mail?	Please refer to RFP

\*\*\*End of Addendum \*\*\*