SI No	Query	Answer
	RFP - Project and Portfolio Management Solution Pre-Bid Meeting (PBM) Queries and Answers **Date and Time: 03 May 2018 , 4.15 PM - 5.45 PM**	
1	the RFP says license required for 50 users. How many of these users will be full function users (approver/manager access) and how many would be restricted users- for timesheets etc. Different users have different privileges and licensing metrics also. How many users will be required for Agile module. Typically 20:80 is the norm	This Application requires 20 to 50 users of Approver/Manager access and should be scalable up to at least 500 restricted users. However, the timesheet entry users may increase, if the management decides to open up for Vendor resources. For Agile module, please follow the same as above.
2	Training will be required for how many users? How many would be technical user s and how many will be functional users?	Training is required for 50 functional users and 4-5 technical users to start with. ReBIT expects the bidders to approach it as "**Train the Trainer" program** for technical and function training.
3	Is there any Minimum qualification criteria for the OEM/Product like *Leaders in respective Gartner's Magic Quadrant* for PPM and Agile. This will help keep the solution/product set to best of breed	There is no minimum eligibility criteria like Gartner's Magic quadrant and ReBIT also wants to take up Open source COTS solution for implementation as well.
4	Is the EMD amount 30Lakh or 3Lakh?	It is 3 Lakhs only. Submission mode of EMD will be DD only. A corrigendum will be issued for this clarification.
5	Is onsite support mandatory? OEM support will be only remote. Onsite support can be provided by bidder	Yes. OEM Support can be done remotely. However, ReBIT prefers onsite support for managing application support activities.
6	Kindly share details of existing BI tools being used in ReBIT	There is no existing BI Tools used at ReBIT. However, the solution should be capable of integrating with BI tools for futuristic needs.

7	How many years of historical data needs to be maintained in the system?	There is no Historical Data Available. However, few projects may be considered for Migration for testing the application capability.
8	1. Request to share the details of ReBIT's existing applications which needs to be integrated/interfaced with the PPM Application 2. Request to share the details of existing historical data which needs to be populated in the PPM Application as part of go-live	1. This application needs to integrate with Active Directory and MS Project as of now. 2. Refer to point 7.
9	1. Is single sign-on required? 2. Which active directory is currently in use or required to be used in future?	1. Single Sign on is a required feature. 2. It is Microsoft Active Directory 2016.
10	1.Kindly tell us the current workflow that this there for requisition, review and approval. Which products/systems are involved in the same? 2. How many stages of workflow are there?Will there be a sub workflow within a department for budget approv 3.Will the forecasting & budgeting be done only for IT department? Kindly adviseal/sanction request?	It is a green field implementation. The workflows and approval hierarchy will be defined later.
11	What type of notifications are required? Is it related to workflow or something else? What type of alerts are required	Email Alerts are preferred for notification. The alerts are required for Risks, Issues, Timesheet and any deviations from the goals. Subscription based notification is a good to have feature.
12	Security Requirements- Two factor authentication feature to login into application. Is this feature mandatory ?	It is a nice to have feature. It is desirable for the solution to either provide 2FA or ability to integrate with a third party solution for 2FA.
13	AMC payouts are typically annual and atstart of the period. Request for change accordingly	AMC will be paid on quarterly basis only. There will not be any change in this.

14	Software costs should be paid 100% upfront in advance as per OEM's payment terms. Services costs should be milestone based. Request for change	The License cost will be paid as per the RFP milestone given in the document.
15	EMD value mentioned in RFP is INR 30 lacs, this will be corrected by Rebit as discussed a. However I would like to check that Diametriks is registered under MSME wherein we are waived off from submitting the EMD value for government projects, I hope it will be applicable with this RFP as well, please confirm.	It is 3 Lakhs only. A corrigendum will be issued for this clarification and there will not be any waiver for EMD. However, the EMD will be returned to the non-selected Bidder.
16	RFP mentions - No advance payment for software licenses, actually as software licenses are the assets and are delivered immediately to the company (client), hence we have to pay the 100% advance payment to the Distributor. So request you to amend this payment clause to 100% upfront payment to vendor along with PO.	The License cost will be paid as per the RFP milestone given in the document.
17	The PPM implementation scope also involves: a. Rolling out the PPM application in 35 other offices of ReBIT b. and providing Onsite maintenance services for 3 years of warranty and maintenance support post go-live. Query – Single resource will be provided for maintenance, will there be any transit between different office locations? If yes, who will bear the logistics cost?	1. Please note that, ReBIT has only one office and there is no mention of 35 Offices in the RFP . 2. ReBIT expects one Resident Engineer who is capable of managing support from Navi Mumbai location.

18	Services Payment terms that we follow and are acceptable to all our clients are: a. 20% advance payment along with PO b. 20% on Completion of Requirements & Design Phase c. 30% on customization/ development of solution and implementation d. 20% on Completion of UAT e. 10% on completion of Training and Ready to Go live Query – I would request you to accommodate these payment terms under this RFP.	It will not be changed and milestone will be paid as per the RFP commitments.
19	Would request to remove EMD amount for the kind and nature of this project please	EMD is required as per ReBIT's Procurement Policy. However, this will be returned to the non-selected bidder.
20	Would request you to amend the payment terms to ensure at least 80% payments by the end of UAT with a 10% upfront payment for the services portion and 100% upfront license payment	It will not be changed and milestone and licence cost will be paid as per the RFP commitments.
21	Penalty mentioned is ambiguous and defined in 2 different ways in section 6.6 and 7.1. Please clarify.	Point 5 on Page 21 in RFP stands cancelled. Refer section 7.10 for Penalty clause. Section 7.10 If the bidder fails to deliver, install and implement the requisite solution within timeline of the confirmed purchase order, then a sum equivalent to one percent (1%) of the total order value shall be deducted from the payment per calendar week of delay (with an overall cap of ten percent (10%)).
22	Extend the timeline for proposal submission by 2 weeks please as there has been interim long weekend. This will enable us to submit a quality proposal with all internal appropriate approvals in place.	RFP timelines has been changed. There will be a corrigendum issued on this subject.

23	What are the RBI's existing over all project specific roles, expected user role security matrix which will be driven by product OOB security model.	This will be detailed out in the Requirement elicitation process.
24	How many and what type of third party integrations / interfaces are supposed to be developed / to be taken in consideration?	This application needs to integrate with Active Directory and MS Project as of now. However, the application needs to have connectors for any 3rd Party tools for futuristic needs.
25	From 'Business Intelligence & Reporting' perspective - what specific BI tool other than the inbuilt PPM tool offerings ? How many custom reports we are expected to be considered?	There is no existing BI Tool used at ReBIT as of today. However, the solution should be capable of integrating with any 3rd Party BI tools for futuristic needs.
26	Is there an Enterprise PMO in place for governance of standardization of processes?	There is minimal PMO governance and it is a greenfield implementation. Governance and Process will need to be defined as part of the implementation.
27	Is the proposed implementation of PPM for a specific line of business or is it envisioned to be enterprise wide. We assume its enterprise wide.	ReBIT wants to implement the PPM tool for Enterprise wide.
28	Any Project Management tools / systems being used to handle the Project & Resource Management and governance part, currently?	No tools used as of now. It is a green field implementation.
29	1. Does ReBIT have templates for Issues, Risks, Milestones, Change Request and Status Reports. Is the Vendor expected to setup templates as per ReBIT format or Is the Vendor expected to discuss and design these templates	ReBIT have templates for Risks, Issues and Status reports. The Vendor is expected to setup templates as per ReBIT format. However, ReBIT is open for any improvement and suggestions.

30	Can you specify the Integrations that are required for Waterfall Methodology	The application should integrate with MS Project and Active Directory now. However, the solution should be capable of integrating with any 3rd Party tools for futuristic needs.
31	Quantitative Risk Management - Can you elaborate the requirements of this feature	Risk Management module should have the ability to capture "RPN - Risk Priority Number" for quantification.
32	Does ReBIT have a specific budgeting (at project / program) and forecasting templates. Is the Vendor expected to discuss, finalize and design the templates	The Vendor is expected to discuss and finalize templates as per ReBIT format. However, ReBIT is open for any improvement and suggestions.
33	Are payments to vendors going to be logged and tracked through the Project Management System	Yes, It is nice to have feature.
34	Automate Business Process - Are these Business Process specific to Support Projects or is the requirement to have an ability to configure any type of Project / Non Project business process	The requirement is to have the ability to configure project and non-project specific processes.
35	Are the Third Party BI tools hosted within ReBIT networks. Should the vendor develop integrations to integrate with the BI tools. Can you specify the details of these BI tools,	No BI Tools are used as of now. However, the application needs to have connectors for any 3rd Party tools for futuristic needs.
36	Can you provide a list of ReBIT tools for which Integration is required. Can we assume that all such tool (integration required) will have Web Services	The application needs to have connectors for any 3rd Party tools for futuristic needs. Yes it is good to have Web services based integration.

37	We are assuming that ReBIT will adhere the the UI/UX of the product. Is there an expectation to develop a UI/UX as per ReBIT's needs. What is ReBIT expectation from Customer Journey maps	ReBIT will adhere to the UI/UX of the product. However, ReBIT expects to incorporate company specific branding guidelines in the product like Logo and colour themes. The Customer Journey maps is required for Project Managers, Functional Users and Top Management Leaders.
38	1.IIs the vendor responsible for procuring the required Servers, Software and DR infrastructure to set up the Production environment. Is the Vendor responsible for deploying and maintaining these servers. 2. Is the Vendor responsible for DR 3. Is vendor responsible for on going monitoring and maintenance of the production and test environments 4. Can the Vendor deploy the solution in a Private Cloud that is approved by ReBIT.	The vendor may/may not be responsible for procuring the hardware. The Vendor needs to submit the Hardware Needs & Configurations and Cost Details as well. The Vendor needs to manage the PPM System in Production & DR environment. The implementation should be an on premise solution. However, the Solution should be cloud ready.
39	Is the Vendor responsible for procurement of Production Hardware and Operating System. Is the Vendor responsible for on going maintenance and monitoring of the production environment	The vendor may/may not be responsible for procuring the hardware. The Vendor needs to submit the Hardware Needs & Configurations and Cost Details as well. The Vendor needs to manage the PPM System in Production & DR environment.
40	Is the EMD value INR Thirty Lakhs	It is 3 Lakhs only. A corrigendum will be issued for this clarification and there will not be any waiver for EMD. However, the EMD will be returned to the non-selected Bidder.
41	1. Most of the Items listed as Technical Evaluation Checklist is covered as Functional requirements mentioned in section 5.1. Need clarity on if these are Technical or Functional Requirements	Yes. These are all Functional Requirements. Scoring will be based on RFP guidelines.
42	Request you to please consider giving extension of 3 weeks please.	Please refer the revised dates as per the corrigendum.

43	In case the Rollout is delayed by the Bidder, the financial Penalty as per ReBIT's discretion will be imposed on the Bidder at 0.1% of the total contract value per month of delay, to the maximum of 5% of the total contract value as per the agreement between ReBIT and the successful Bidder.	Point 5 on Page 21 in RFP stands cancelled. Refer section 7.10 for Penalty clause. Section 7.10 If the bidder fails to deliver, install and implement the requisite solution within timeline of the confirmed purchase order, then a sum equivalent to one percent (1%) of the total order value shall be deducted from the payment per calendar week of delay (with an overall cap of ten percent (10%)).
44	If the bidder fails to deliver, install and implement the requisite solution within timeline of the confirmed purchase order, then a sum equivalent to point one percent (0.1 %) of the total order value shall be deducted from the payment for each calendar month of delay or part thereof.	Point 5 on Page 21 in RFP stands cancelled. Refer section 7.10 for Penalty clause. Section 7.10 If the bidder fails to deliver, install and implement the requisite solution within timeline of the confirmed purchase order, then a sum equivalent to one percent (1%) of the total order value shall be deducted from the payment per calendar week of delay (with an overall cap of ten percent (10%)).
45	As most of the OEM ask for upfront payment, Request you to kindly consider paying 100% software payment upfront	Refer the point number 14.
46	Request you to please clarify if Hardware is to be procured by Bidder If yes, Kindly help us with payment term	Refer the point number 38.
47	Are we looking at some RAG dashboard which categorizes events by Frequency and Impact and then grades them into RAG ?	The Proposed application should able to provide RAG dashboard based on project health.
48	What kind of peak users of departments are estimated for this application ?	The expected peak users would be around ~150 People only and concurrent users would be around 50. The demand will be more on Friday and Monday for entering the timesheets.

49	Is there is a specific preference for Open source components for the application and overall solution ? Is YES , is there a way this could be factored into the Technical grading ?	ReBIT prefers COTS tools for this application and it could be open source (or) Licenced Version as well. The scoring mechanism is detailed out in the RFP.
50	Could this be relaxed to 3 industry verticals ?	The bidder must have at least 5 successful implementations across different industry verticals.
51	Could this be relaxed to INR 10 lakhs from INR 30 lakhs please ?	It is 3 Lakhs only. A corrigendum will be issued for this clarification and there will not be any waiver for EMD. However, the EMD will be returned to the non-selected Bidder.
52	What is the potential user base for PPM adoption ?	Initial base is of 100 users which can be further increased by ReBIT as and when required up to 500.
53	Approximately, what percentage of projects would be managed in Agile as compared to waterfall model ?	It depends on project nature and cannot be fielded now.
54	How are the projects , resources being managed currently – any specific third party tools or in house customizations in place ? If so , please provide a brief insight into the tools in use.	It is managed manually. It is a green field implementation.
55	How often is the budget planning done -Annually/Quarterly /Monthly ?	Currently the Budget tracking is done on Quarterly basis. Budget is annual
56	Is there any Time reporting tool that is currently under use?	No tool is used as of now, the tool should be capable of integrating with 3rd party time reporting tool if required. It is a green field implementation.
57	Are there any third party BI tools currently in place ? If so , please provide a brief insight on the tools in use.	There are no existing BI Tools used in ReBIT. However, the solution should be capable of integrating with BI tools for futuristic needs.
58	Are there any custom KPI's that REBiT uses to measure project performances (Quality management) and is there any system which handles the Project's Metrics	As of now, ReBIT Tracks few key metrics like SPI, CPI and want to track Quality, Schedule, and Cost Metrics related to projects. Also, the system should be capable enough to define custom metrics for measuring project health.

59	Is there a data warehousing platform / middle layer that controls the transfer of data between systems in REBiT as part of data security measures ?	No such system exists as of today at ReBIT. It is a green field implementation.
60	Will the training include any classroom sessions at physical location ?	It is good to have class room training for "Train the Trainer Program" for Technical and Functional and it should happen in ReBIT premises at Navi Mumbai.
61	What are the expected support hours on a day to to day basis during the 3 year support period	It is 9 Hours per day/work week including Lunch Hours for 3 Years support activity.
62	Will REBiT be open to a phase wise approach to roll out the key PPM modules . If so, then what is the order of preference of the functionalities.	This will be decided with selected bidder.
63	Will there be any Data Migration from existing applications involved. If so what is the volume of data.	There is no Historical Data Available. However, few projects may be considered for Migration for testing the application capability.
64	Which existing applications are expected to be interfaced with PPM tool?	It should integrate with MS Project and Active Directory. However, the application needs to have connectors for any 3rd Party tools for futuristic needs.
65	Does PPM system needs LDAP integration	Yes, It should integrate with MS Active Directory 2016.
66	Is there any preference file format of the deliverables of the RFP or we can we submit in a format that we feel would fit?	The bidders needs to submit as per the RFP guidelines and needs to ensure the submission checklist given in section 9.7 is met. Since all deliverables in the checklist are paper based there is no preferred file format.
67	For Magaging Agile projects we will have to integrate the PPM solution with Agile tools like JIRA or CA Agile Central. Is there any Agile tool preference or Can Infosys Suggest.	The Bidders can suggest the tools (open source/Licensed ones) required for this implementation.
68	Does the solution require the timesheet management of vendor resources?	The solution should have facility to enter Vendor resource Timesheet.

69	The vendor master sheet will be outside the system, where the PPM solution will only leverage this master. Pls confirm	Every project will be executed by different vendors. Hence, the solution should be flexible to add Vendors in Vendor Master list and track their performance.
70	Please elaborate functional specification for external user login access through mobile, ipad	The External users (RBI Users) & ReBIT Top leadership should be able to access project dashboard at any given point of time through the mobile app/iPad.
71	No requirement for extending the functionality to a mobile device for internal users for performing part or complete functionality of the application. Please confirm	It is a nice to have functionality.
72	Since scope does not include supply of hardware , request that "replacement of failed hardware" be removed from the scope of work	The Hardware needs & configurations will be provided by selected bidder. The management of Hardware is not part of scope for this RFP.
73	does REBIT expect "enterprisewide unlimited" licensing	It is a nice to have feature.
74	We request the penalty to be capped to 10% as per industry standards. Also we reqiest that it should not be discretionary, as per natural law we request that penalty be levied for fault of the implementer.	Point 5 on Page 21 in RFP stands cancelled. Refer section 7.10 for Penalty clause. Section 7.10 If the bidder fails to deliver, install and implement the requisite solution within timeline of the confirmed purchase order, then a sum equivalent to one percent (1%) of the total order value shall be deducted from the payment per calendar week of delay (with an overall cap of ten percent (10%)).
75	Kindly clarify what is the nature of support expected during the "hypercare" period of 3 months	During the hyper care, ReBIT expects the selected bidder to fix any changes required in the Application and also fix any warranty defects without any additional cost.
76	regarding experience of successful delivery across 5 different industry verticals we request you to change it to one implementation as not many organisations of the stature of RBI have implemented a PPM solution.	The bidder must have at least 5 successful implementations across different industry verticals.

77	There is no hardware to be supplied here we request this requirement be changed to getting a "authorisation letter" from the OEM of the proposed software	Getting an authorisation letter from OEM of the proposed software solution is sufficient.
78	We are not a IT software reseller but have experience in implementing PPM solutions in large organisations. Will you allow a prime bidder (SI) to team up with another experienced consulting firm like us to execute the project. The legal relationship would be of subcontracting nature and prime bidder would be solely responsible for the RFP deliverables.	In this case the selected SI partner should write consent to ReBIT and ReBIT decides on the final call.
79	We request that software license be procured directly from the product OEM or payment be done upfront as per OEM payment terms. As a implementer the OEM takes full payments from us upfront and hence it means negative cash flows for us if REBIT does not make the payment back to back.	Refer point number 14.
80	Can OEM bid with mutiple SI partners	One OEM can bid with one SI Partner only. If there are multiple submissions by different SIs for the same OEM product resulting in duplicate proposed solutions, then the first proposal obtained based on time stamp may only qualify. ReBIT reserves the right to reject duplicate solutions. The OEM authorisation letter is a must and bids without required authorisation will be disqualified. If the proposed solution by the bidder (SI partner) has multiple OEM partnership (for ex: multiple products from different OEMs are combined and proposed as a solution), then the basket of multiple OEMs will be treated as one unique OEM, and thereby, an unique solution for this RFP. Needless to say, all authorisation letters from all appropriate OEMs (as relevant) need to be submitted. It is tenable that there may not be authorisation letter(s) in case of Open Source Products.

81	Should Hardware cost be provided by the Bidder	Yes, hardware cost should be provided by the vendor. Cost of Hardware will be considered while evaluating the final cost of implementation of project. Vendor is expected to share the hardware configuration required for PPM solution. ReBIT might decide to include the hardware cost provided for the final evaluation of commercial bid.
82	Will be technical and functional evaluation checklist be shared with Bidders	Evaluation checklist has been uploaded to the website.
83	Will there be an extension to the bid submission deadline?	Revised timeline is published and there will be no further extensions