

## **Response to Enterprise Architect Services RFP Questions**

On August 3, 2018, the Western Climate Initiative, Inc. (WCI, Inc.) released a request for proposals (RFP) for Enterprise Architect Services. As stated in the RFP, questions provided to WCI, Inc. in writing by 5:00 pm Pacific Time on Friday, August 10 will receive written responses from WCI, Inc. by August 20<sup>th</sup>.

WCI, Inc. received forty-seven (47) questions from seven organizations. Some of these questions were identical or substantially similar across organizations and have been consolidated to eliminate redundant questions.

The responses below do not constitute changes to the RFP and should not be interpreted as affecting any of its requirements.

Q1. We would like to know the location (address) of this contract please.

A1. WCI, Inc.'s head office is located in Sacramento, California (United States). WCI, Inc. maintains a regional office located in Quebec City, Quebec (Canada). WCI, Inc.'s Participating Jurisdictions have staff in Sacramento, CA, Quebec City, Quebec, Toronto, ON and Halifax, NS. WCI, Inc.'s contractors have offices New York, Pennsylvania and Virginia.

Q2. Should the technical response include a section covering corporate experience?

A2. Offeror's may include a section on corporate experience in the technical response.

Q3. Is there an incumbent for this assessment?

A3. No.

Q4. What is the budget for this project?

A4. WCI, Inc. is interested in receiving proposals from offerors based on each offeror's approach and estimated costs. WCI, Inc. will select the offeror that provides the best value for the services being offered.

Q5. What is the page limit for the technical proposal?

A5. There is no page limit to the technical proposal, but we ask that offerors keep their responses succinct. To that end, page limits apply to the following sections:

- Executive Summary (max 1 page)
- Cover Letter (max 2 pages)
- Summary of Technical Approach (max 5 pages)

Q6. Will interviews with WCI, Inc., jurisdiction and contractor staff occur in person or virtually?

A6. Offerors are invited to propose meetings in person or virtually based on their experience completing similar projects.

Q7. Is WCI, Inc. open to having confidential discussions and/or interviews with vendors before vendor proposal submissions?

A7. To ensure that the information we provide does not unfairly advantage one prospective offeror over another, WCI, Inc. will not hold one-on-one meetings with potential offerors.

Q8. Could WCI, Inc. define and/or provide an example of the degree of granularity for what constitutes “micro level”?

A8. The roadmap should include a detailed description of each of the milestones to be completed to take WCI, Inc. processes and applications from the current state to the future state. The detailed description of each milestone should include, but not be limited to: scope, timeline, budget, resources, deliverables, risk, etc.

Q9. Creating the work plan requires a commitment from the stakeholders and timely turnaround of requested information. How many stakeholders would be involved and would they be available for meetings?

A9. The successful offeror will have access to technical staff from WCI, Inc., California, Quebec, Nova Scotia, and third party service providers as well as senior management stakeholders from WCI, Inc. and the Participating Jurisdictions.

Q10. What types of information would be made available to our analysts and architect?

A10. WCI, Inc. will provide access to technical, process and program information to ensure that the successful offeror is able to complete the tasks outlined in the Statement of Work. The successful offeror will have access to use cases, business requirements, design documents, release plans, and other information as requested. This information will be provided after contracting is complete and under the confidentiality terms of the agreement.

Q11. Are your processes, policies and information systems well documented?

A11. Yes.

Q12. What standards need to be followed?

A12. Upon completion of the initial review and in coordination with WCI, Inc., and its Participating Jurisdictions, the successful offeror should propose the appropriate standards to be implemented.

Q13. What is your capital and operational expense policy?

A13. WCI, Inc.'s Procurement Policy can be found here: [http://wci-inc.org/docs/WCI%20Inc%20Procurement%20Policy\\_Final.pdf](http://wci-inc.org/docs/WCI%20Inc%20Procurement%20Policy_Final.pdf)

Q14. Clarify the key differences between Task 2 and Task 3.

A14. Under Task 2, the successful offeror will define and propose a governance program. Under Task 3, the successful offeror will support the implementation of the approved governance program.

Q15. Do you have a business strategy document or charter in place?

A15. WCI, Inc. is currently completing its first strategic plan.

Q16. What technologies are currently in use?

A16. The IT systems in place include the Compliance Information Tracking System Service (CITSS) and the Markit Auction Platform (MAP). The IT applications developed to date are custom applications. CITSS has been developed on the Grails platform and MAP is a proprietary system. Each of these systems have been developed to the specification of the Participating Jurisdictions.

Q17. Where does the auction data reside?

A17. Data is maintained in the United States.

Q18. What Service Level Agreements do you have with the third party SAAS and hosting providers?

A18. All contracts between WCI, Inc. and third-party contractors are available at: <http://wci-inc.org/documents.php>

Q19. What are the Disaster recovery, Security and Data Privacy policies?

A19. Upon completion of contracting and under the confidentiality requirements of the agreement, the successful offeror will be provided with the information necessary to complete the tasks outlined in the Statement of Work.

Q20. Would feedback and approval be provided in a timely basis on important milestones?

A20. Yes.

Q21. Can a vendor propose to perform tasks in a different order or deviate from the approach than outlined in Section 3. Statement of Work Summary?

A21. Yes. Offerors should propose how they would complete the work, including if necessary the order and specific tasks needed to be performed in accordance with how the offeror proposes to complete the task. Proposals will be evaluated based on how well WCI, Inc. believes the technical approach matches the needs of the organization.

Q22. Is there an expectation to recommend changes to the current staffing model, or point out skills gaps in the current set up?

A22. If the successful offeror identifies opportunities for improvement, WCI, Inc. will welcome the opportunity to discuss these improvements with the successful offeror.

Q23. How many interviews/working sessions should be estimated given the scope of the work?

A23. The successful offeror should be prepared to work with WCI, Inc., the Participating Jurisdictions and the third-party technology providers. The number of interviews or working sessions should be determined by the offeror based on their understanding of the work to be completed and the manner in which they have completed similar projects in the past.

Q24. The RFP references a current and future state of IT infrastructure and systems in Task 4, is there an estimate on the scope or number of applications to be reviewed?

A24. The successful offeror will be asked to review two IT applications: Compliance Information Tracking System Service (CITSS) and the Markit Auction Platform (MAP).

Q25. The RFP mentions a technical assessment completed on one of the systems currently utilized in the cap-and-trade program. Who performed the initial assessment? Will the assessment be made available?

A25. The assessment was performed by Gelder, Gingras and Associates. The findings of the assessment will be made available to the successful offeror after the agreement has been signed and within the constraints of confidentiality.

Q26. What are the other portfolios, functions and services to be included in the assessment?

A26. Other services that may be included in the assessment include financial services and market monitoring.

Q27. The RFP states that "a Project Management Governance structure is in the process of being established to support and manage the projects that impact the cap-and-trade systems"...will the governance structure, processes and policies be in place at project onset?

A27. WCI, Inc. will continue to refine its project management governance structure through the end of the year and will welcome opportunities to discuss enhancements to the structure with the successful offeror.

Q28. Is WCI, Inc. open to adopting a combination of custom and commodity/best-of-breed solutions and infrastructure?

A28. WCI, Inc. is interested in deploying solutions and infrastructure that best meet the needs of its Participating Jurisdictions in support of the implementation of their cap-and-trade programs.

Q29. Are business process a part of the scope for this project?

A29. Offerors should be prepared to evaluate business processes as they relate to IT delivery.

Q30. Is there single instance for each IT applications handling all applicable Participating Jurisdictions or are there multiple instances implemented at each Jurisdiction?

A30. There is a single instance for each IT application to support the cap-and-trade programs of each Participating Jurisdiction.

Q31. Who will provide technical and functional understanding of the IT applications to be evaluated.

A31. Primary support will be provided by WCI, Inc. and jurisdiction staff. If necessary, third party service providers can be available to provide technical support.

Q32. What have been some of top challenges faced in each of these platform or applications/services. For e.g. In terms of usage, availability, modifications & enhancements?

A32. WCI, Inc. will share challenges faced with the successful offeror upon completion of contracting and under the confidentiality terms of the agreement.

Q33. Is this a time and materials or fixed price agreement?

A33. The agreement will have a maximum amount payable to the successful offeror. This cost will be based on the offerors cost proposal included in the response to the RFP. The successful offeror will be required to invoice monthly and detail costs incurred during that month, including but not limited to: hours worked, hourly rate, travel and other expenses.

Q34. Do you have a total labor hour estimate in mind for tasks 1 through 5?

A34. Offerors are encouraged to make their best estimate for the total labor hours they anticipate it will take to complete each task based on previous experience in providing similar services.

Q35. Can we plan combined calls on common topics and focus areas amongst the stakeholder group to optimize in some cases?

A35. Offerors may propose to combine calls on common topics amongst the stakeholders.

Q36. Assuming none of these current system designs (functional, integration, information security views) exists, are there any architecture modeling tools available at WCI for use or should the offeror include the license/usage costs for such a tool?

A36. WCI does not have an architecture modeling tool currently. Offeror's should consider including in their proposal the tools necessary to complete the work outlined in the Statement of Work.