



March 4, 2025

Questions and Answers and Addendum 1

RFP OPD-2024-29

Acumatica Asset Tracker

	QUESTION	RESPONSE
1	<p>Hello, we are working on the referenced RFP, and have questions about the instructions on page 32, specifically the line that reads:</p> <p>“AdminSecurity_BidderName_OPD202429”: this PDF file must include all documentation required as proof of compliance with security and privacy requirements (see RFP Section 2.7 and 4.17). Looking at the RFP, section 2.7 refers to Staffing, which does not seem applicable, and there is no section 4.17. It seems like section 2.13 (“Security and Privacy Requirements”) is what was intended, but looking in that section it is very vague on what is required. For example, section 2.13.1 states “Bidders are required to verify compliance with security and privacy requirements by providing OPWDD with documentation and artifacts that validate applicable standards and controls are in place.” This section refers to New York state and Federal policies (e.g. HIPAA), standards, and requirements which is an extremely large and broad set of guidelines. Can you provide more specifics on the documents required? We are not concerned that we will meet these standards, but don’t know what you are specifically requesting here.</p>	<p>See Revision listed in Addendum 1.</p>
2	<p>Section 2.13.2 refers to a “Consensus Assessment Initiative Questionnaire” (CAIQ) that it says is required, but there is no link or explanation as to how to obtain or fill out this form. Again, your guidance would be greatly appreciated.</p>	<p>The guidance and questionnaire may be found at the following site: https://cloudsecurityalliance.org/blog/2021/09/01/what-is-caiq</p>



<p>3</p>	<p>Section 2.13.4 states that we must provide “evidence of compliance” with a development life cycle plan written by the state, to a specific set of standards. It is not clear how we can do that, or what evidence would be needed. Please provide guidance on how we could reasonably accomplish this, which seems to imply a rigorous and time-consuming compliance assessment which is not possible within the timeframe of submitting this RFP. Again, I have no doubt we could pass the tests, but it is not clear how this could be accomplished within the timeframe of the RFP submission. And, given that we are only talking about ongoing support and maintenance on a software system that is already built and in service, this requirement seems onerous, unnecessary, and excessive. Please clarify this requirement.</p>	<p>The referenced Section, 2.13.4 Specific Security Requirements for Custom Developed Solutions, is not applicable for this RFP. The items in this section do not need to be completed.</p>
<p>4</p>	<p>Is OPD aware that, as a current Acumatica customer, you must involve the publisher (Acumatica, via their Customer Success Team) in any Partner of Record change process?</p> <ul style="list-style-type: none">• In other words: OPD’s current/former Acumatica partner (aka reseller) is PC Bennett Solutions. For another reseller to take over the Acumatica license, and more importantly, provide the requested services to OPD, the publisher themselves needs to be involved in the process.• Is Acumatica aware of OPD’s efforts, under this RFP/RFQ, to find another reseller/partner?	<p>Acumatica is aware of OPWDD's efforts. Any Acumatica VAR, interested in bidding on this solicitation, may contact Carolyn Clark, Carolyn.Clark@acumatica.com.</p>



Date: March 4, 2025

PLEASE ADDRESS INQUIRIES TO:
Marianne Donohue, Contract Management Specialist 1
Email: procurement@opwdd.ny.gov

Request for Proposal (RFP) #: OPD-2024-29

Title: Acumatica Asset Tracker

Subject: Revisions to Posted Request for Proposals

OPWDD made revisions to the RFP that was published on February 10, 2025.

1. Due Date on Cover Page:

March 18, 2024

is now replaced with:

March 18, 2025

2. Packaging of Proposal

8.5.2 Electronic Submission:

The Bidder must submit their proposal by sending **only one** email to procurement@opwdd.ny.gov. The Bidder must write as email subject: *"Proposal by BidderName" _Acumatica Asset Tracker_OPD202429"*.

In the e-mail, the Bidder will include the following:

1. four separate **PDFs files** (more as needed) containing the following elements and labeled as follows:
 - **"Admin_BidderName_OPD202429"**: this PDF file must contain combined Attachments 1, 2, 3, 4, 4A, 5, 7, 8, 9, 10, 11, 14, 15 and 16, ST-220-TD and ST-220-CA contractor certifications, and NYS Substitute Form W9 (if applicable)
 - **"AdminSecurity_BidderName_OPD202429"**: this PDF file must include all documentation required as proof of compliance with security and privacy requirements (see RFP Section 2.7 and 4.17).
 - **"Tech_BidderName_OPD202429"**: this PDF file must include Attachments 18 and 19, combined.
 - **"Redacted Proposal_BidderName_OPD202429"**: any proposal redactions, as described in Section 8.4 of this RFP should be a separate file, clearly named as such.

Is being replaced with:

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The Bidder must submit their proposal by sending **only one** email to procurement@opwdd.ny.gov. The Bidder must write as email subject: *“Proposal by BidderName”_Acumatica Asset Tracker_OPD202429*”.

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 - **“Tech_BidderName_OPD202429”**: this PDF file must include Attachments 18 and 19, combined.
 - **“Redacted Proposal_BidderName_OPD202429”**: any proposal redactions, as described in Section 8.4 of this RFP should be a separate file, clearly named as such.

By signing below, the Bidder attests to receiving and responding to the amendment number indicated above.

BIDDER: _____

REPRESENTATIVE SIGNATURE: _____

NAME: _____ **TITLE:** _____