

## Request for Information (RFI) #3150001957

<b>Solicitation:</b>	Request for Information (RFI) #3150001957 Electronic Payment and Invoicing Solution
<b>Description &amp; Objectives:</b>	<p>The Mississippi Department of Finance and Administration (DFA) is interested in receiving informational responses from Vendors who can deliver, implement, and provide on-going support of an electronic payment and invoicing solution to for all State agencies.</p> <p>The main objectives of this RFI are:</p> <ol style="list-style-type: none"> <li>1. Solicit information regarding products and services that would be suitable for DFA's use.</li> <li>2. Determine vendors who can meet the electronic payment and invoicing requirements of DFA.</li> <li>3. Provide information that DFA will use to determine next steps for procuring these products and services.</li> <li>4. Receive an estimate of costs related to implementation and on-going production support for an electronic payment and invoicing solution.</li> </ol> <p>It is important that potential Vendors understand that DFA is seeking information for entities that have direct experience implementing and providing on-going support of electronic payment and invoicing solutions that will interface with the State's SAP software solution.</p> <p>120+ State agencies use the current electronic payment and invoice solution. In calendar year 2018, there were ~255,000 vendor payments processed for a total of ~\$8.7 billion. There are ~120,000 registered vendors in the States accounting system than can potentially use the electronic payment and invoicing solution offered.</p>
<b>RFI Issue Date:</b>	Tuesday, February 5, 2019
<b>RFI Closing Date and Time:</b>	Friday, February 22, 2019 2:00 PM CST
<b>RFI Coordinator:</b>	<p>David Pitcock            Phone: 601-359-4060            Fax: 601-359-6551            Email: <a href="mailto:david.pitcock@dfa.ms.gov">david.pitcock@dfa.ms.gov</a>.</p> <p>From the issue date of the RFI until the close date, responding Vendors, or their representatives, may not communicate either orally or in writing, regarding this request with any statewide elected official, state officer or employee, member of the legislature or legislative employee except as noted herein.</p>

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<b>RFI Questions and Answers</b>	<p>Vendors may submit questions, in writing, to the RFI Coordinator by 5:00 PM on Thursday, February 14, 2019. DFA will publish answers to the questions by close of business on Tuesday, February 19, 2019. It is the vendor's responsibility to review the posted answers. DFA will not directly communicate the answers to any vendor.</p> <p>Questions not received in writing and/or after the deadline will remain unanswered.</p>
<b>Response Preparation Cost:</b>	<p>The vendor is responsible for all cost (including postage and handling) in preparing and delivering their RFI response. DFA will return, at the vendor's expense, all "Postage Due" responses un-opened.</p>
<b>RFI Sections:</b>	<p>Vendors must respond to all sections of the RFI including an individual response to each sub-section item.</p>
<b>Disclaimer:</b>	<p><b>An RFI is for information gathering purposes only and cannot be used as a procurement award for the purchase of IT hardware, software, or services.</b></p>
<b>Submission Instructions:</b>	<p>Vendors must print in ink or type all information. No erasures permitted. Errors shall be crossed out and corrections printed in ink or typewritten adjacent and must be initiated, in ink, by the person signing the response. The completed RFI Submission Cover Sheet (Attachment A) must be included in the response.</p> <p><b>It is the vendor's responsibility to ensure their response is received by the deadline. Late responses are not acceptable.</b></p> <p>Responses may be submitted:</p> <ol style="list-style-type: none"> <li>1. Through the State of Mississippi's e-procurement system (MAGIC);</li> <li>2. Delivered via hand-delivery or mailed to the DFA offices as outlined on the RFI Submission Cover Sheet (Attachment A).</li> </ol> <p>Responses hand-delivered or mailed must include four (4) hard copies and a minimum of one (1) copy of all materials on a CD/DVD or USB flash drive.</p>

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Responses to this RFI should address the following sections:

## 1. **Company Background**

Vendors must provide a brief description of their company. The description must include the following:

- 1.1. Organizational history;
- 1.2. Products and services offered;
- 1.3. Names of governmental entities for which the vendor has implemented (including date of implementation) or is implementing (including anticipated date of implementation) an electronic payment and invoicing solution.

## 2. **Executive Summary**

Vendors must provide a brief executive summary that highlights the contents of the technical approach in such a way as to provide a broad understanding of their solution. The summary must include the following:

- 2.1. Technical approach;
- 2.2. Implementation methodology (including State staffing needs); and
- 2.3. Production support model (including State staffing needs).

## 3. **Electronic Payments**

Vendors must provide information of how they can deliver a comprehensive electronic payment solution to DFA. Vendors must individually address each item.

- 3.1. Sending Automated Clearing House (ACH) payments to vendors;
- 3.2. Holding, maintaining, and verifying detailed vendor bank information within their system;
- 3.3. Returning Electronic Fund Transfers (EFTs) to the State;
- 3.4. Providing remittance information and attachment details, along with payments, to vendors;
- 3.5. Allowing vendors the ability to have multiple bank accounts with a single tax id;
- 3.6. Providing enrollment details, for registered vendors, to the State to be loaded in the State's accounting system;
- 3.7. Ability to reconcile information for vendors that have registered in the State's accounting system against registered vendors in your system;
- 3.8. Allowing vendors the ability to view and report against payments received;
- 3.9. Compliance with all applicable Health Insurance Portability and Accountability Act (HIPAA) requirements;
- 3.10. Ability to provide services at no cost to vendors ;
- 3.11. Storing vendor contact information for communication and issue resolution;

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- 3.12. Ability to prevent duplicate vendors from being registered;
- 3.13. Ability to pull back transactions that have been processed and outline any associated fees, if applicable, for said pull back;
- 3.14. Ability to provide statistical information (e.g. number of payments processed, number of registered vendors, etc.) to the State on a weekly, monthly, and/or annual basis.

### **4. Electronic Invoicing**

Vendors must provide information of how they can deliver a comprehensive electronic invoicing solution to DFA. Vendors must individually address each item.

- 4.1. Allowing vendors to submit electronic invoices that are segregated into multiple files by State agency;
- 4.2. Storing the State's outstanding purchase orders that reflect potential daily adjustments received from the State
- 4.3. Allowing vendors to submit supporting documentation with their invoice;
- 4.4. Allowing vendors the ability to view and report against submitted invoices;
- 4.5. Providing the ability for vendors to use purchase order information to create invoices;
- 4.6. Ability to provide services a no cost to vendors ;
- 4.7. Enrolling vendors in the invoice process and send the enrollment information to the State to be loaded in the accounting system;
- 4.8. Ability to provide statistical information (e.g. number of invoices created, etc.) to the State on a weekly, monthly, and/or annual basis.

### **5. Technical Infrastructure**

Vendors must provide information regarding the technical infrastructure of their solution. Vendors must individually address each item.

- 5.1. Ability to adhere to the State's standard inbound and outbound file layouts for payments and invoices;
- 5.2. Interfacing into SAP;
- 5.3. Receiving daily files, from the State, with transactions to be processed;
- 5.4. Processing vendor payments received without direct access to the State's accounting system;
- 5.5. Ensuring that all information is secure and confidential;
- 5.6. System availability for vendors and State staff;
- 5.7. Ensuring the system has a disaster recovery plan;
- 5.8. Ability to access the system via all internet browsers without users needing additional software.

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## 6. Implementation

Vendors must provide information regarding their implementation methodology. Vendors must individually address each item.

- 6.1. Typical implementation approach including timeline;
- 6.2. State staff needs for implementation;
- 6.3. Process of converting a ~120,000 existing vendors into vendor's proposed solution;
- 6.4. Providing State (implementation team) staff training;
- 6.5. Providing State agency (users of the system) staff training;
- 6.6. Providing vendor outreach and training;
- 6.7. Estimated costs of implementation.

## 7. Production Operations

Vendors must provide information regarding their production operations. Vendors must individually address each item.

- 7.1. New vendor enrollment process including timeline of getting vendor enrolled;
- 7.2. Ongoing State and vendor training;
- 7.3. State and vendor support module;
- 7.4. Estimated annual cost information.

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## RFI Submission Cover Sheet Attachment A

DFA is seeking to receive response to RFI #3150001957, for information from Vendors who can deliver, implement, and provide on-going support of an electronic payment and invoicing solution to for all State agencies. Submit responses online in MAGIC or by paper submission, on or before Friday, February 22, 2019 at 2:00 PM CST.

Mail or hand-deliver your sealed package to the address below:

Mississippi Department of Finance and Administration (DFA)  
 Mississippi Management and Reporting System (MMRS)  
 Attn: David Pitcock  
 301 North Lamar Street; Suite 400  
 Jackson, Mississippi 39201

Also, please note on your sealed package:

RFI #3150001957  
 Opening Date: Friday, February 22, 2019 at 2:00 PM CST  
 Sealed Response – Do Not Open Until Opening Date

Please complete the information below and include in your sealed response package.

Company Information:	Name:			
	Street Address:			
	City:			
	State:		Zip:	
Company Representative:	Name:			
	Phone Number:			
	Email Address:			
Company Representative Signature:				