

ITN – Integrated Risk Management Solution Responses to Requests for Clarification

1.	Q: Do you allow for electronic submission via secure file transfer?
	A: Not at this time. Please submit ten (10) bound copies of your response, an unbound original document and two electronic copies of your entire response in PDF format on a USB flash drive.
2.	Q: What is the total employee count at the State Board of Administration of Florida?
	A: There are 211 employees as of November 20, 2018.
3.	Q: How many total unique users are planned to use the solution?
	A: We estimate that each user will have a unique login and no logins will be shared. We estimate approximately 7 OIA staff, 3 ERM staff, 6 Vendor Management staff (includes Business Continuity), 20 executive staff, 20 backup staff, and the Information Security Manager will use the system. However, we also estimate that of the 40 executive and backup staff, some of those will only use the solution in response to task assignments and will not log in to explore or update. Full users will be the OIA, ERM, and Vendor Management staff.
4.	Q: How many total concurrent users are planned to use the solution?
	A: We cannot estimate the total number of users that may use the solution concurrently at any given time. However, with the limited number of users, we would expect the solution to handle the number of users concurrently. If there is a limitation to concurrent users, please state the number in your ITN response.
5.	Q: What is the estimated number of vendors that will be managed by the solution?
	A: As with all businesses, this number changes from year to year. An approximate high-end estimate would be 1,500. If there are limitations on the number of vendors that can be managed in your proposed solution, please state the number in your ITN response.
6.	Q: Do the respondents need to simply respond to Appendix I: Services Questionnaire or is the SBA also expecting the respondents to address each requirement stated in Section II: Scope of Services?
	<p>A: All Respondents are required to provide a written response to all items/questions in Appendix I: Services Questionnaire of the ITN.</p> <p>All respondents should be prepared to address and demonstrate the functional requirements in Section II: Scope of Services during oral interviews/presentations.</p> <p>Please indicate if there are limitations that prevent the respondents from providing any specific items in the Services Questionnaire or Scope of Services.</p>
7.	Q: Where does the ERM data reside today? Ex. Spreadsheets, another system, etc.
	A: Primarily in Access with certain data in Excel and Eagle PACE data warehouse.

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8.	Q: How many risk owners will need access to the ERM solution and data?
	A: Senior leaders are considered risk owners. There are approximately 20 senior leaders. However, we expect that any user will have access to view the ERM data in conjunction with data in other modules. In addition to the risk owners, there are three ERM staff that will be heavy users of the ERM module, responsible for data import, setup, and maintenance.
9.	Q: How many auditors do you have in your audit team and what are their roles within the team?
	A: Six auditors (1 Chief Audit Executive, 3 Managers of Internal Audit, 2 Senior Analysts) plus one Administrative Assistant.
10.	Q: How many audits are typically completed in an annual cycle?
	A: 10-12 Audit and Advisory projects are completed annually.
11.	Q: Are there any internal audit reports that go to management or oversight groups? If so, is it possible to provide an example?
	A: Reports vary widely depending on the intended audience. We are interested in seeing examples of reports generated by the respondent's solution.
12.	Q: Where do the BCM plans and data reside today? Ex. Shared drives, spreadsheets, another system, etc.
	A: All BCM data resides on shared drives or the SBA's SharePoint Portal. The file format for all BCM data is Word, Excel, InDesign and Photoshop.
13.	Q: How many users would need to contribute to business continuity plans, risks, business impact analysis?
	<p>A: Departmental Business Continuity Plans are reviewed and edited by SBA's departmental Team Leaders and their alternates. Currently the SBA has 20 Departmental Business Continuity Plans.</p> <p>The SBA's business impact analysis for each business process has a more extensive assessment audience. The review and edit process for each business impact analysis includes business process experts and departmental Team Leaders.</p> <p>Business impact analysis risk rankings are reviewed and edited by the SBA's departmental Team Leaders and reviewed by the Business Continuity Planning Team.</p>
14.	Q: Approximately how many vendors will be managed within the VRM process?
	A: See answer #5.
15.	Q: How many SBA users will need access to the VRM data and what are their roles within the process?
	A: See answer #3. Additionally, for the specific 6 Vendor Management staff, there is one Director over the department, one Manager responsible for overseeing business continuity, one Procurement and Contracts Manager, one Procurement Analyst, and two Contracts Analysts.