CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. __1__ TO __RFP 21-0018-7__

FOR: E-Procurement Solution Software System

PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1. **Question:** How many total users?
    a. How many internal users will require administrative level access?
    b. How many internal users will require the ability to add, edit and delete?
    c. How many internal users will require request only access?
    d. How many internal users will require read-only access?
    Response: Admin. Level – 3, Internal user w/ability to add, edit and delete - 7, internal read only users - 100.

2. **Question:** How many internal users do you project will require access to the system at any given time?
    Response: Apx. 100 at any given time.

3. **Question:** Does your organization require data import services? If so, please expand upon the data migration / importing requirements for the eProcurement System? (Such as record info, employee lists, vendor lists, etc.)
    a. How many total electronic files (PDF, MS Word, etc) in current/legacy system into the eProcurement System?
    b. How many total electronic files in current/legacy system? (rows in the exported spreadsheet)
    c. Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc)
    Response: We do not anticipate either County's homegrown systems that we are currently using to require import services.

4. **Question:** Can you please expand upon your preferences to integrate with third-party system(s)? Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable.
    Response: Our vendor information management system (VIMS) is a homegrown system and our bid history database is a homegrown system maintained on SharePoint. Those are the two systems that the new system will replace and require no integration. It would be nice if the proposing software had the capability to post the data onto the Georgia Procurement Registry (https://doas.ga.gov/state-purchasing/georgia-procurement-registry-for-local-governments) once it is posted to our website.

5. **Question:** Are there any additional systems that may require a one-time data import such as a legacy e-Procurement system?
    a. If so, please provide the system name, version, scope of use, the total number of contract records and files being imported into the system and SOAP/REST API, if available.
    Response: No

6. **Question:** What objects, fields, and tables will your organization be passing in the data integration between the eProcurement System and third-party system(s)?
   Response: The only third-party system is the one that is used by the Georgia Procurement Registry (https://doas.ga.gov/state-purchasing/georgia-procurement-registry-for-local-governments). There are apx. 15-20 fields.

7. **Question:** Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)?
   Response: It is not hosted on our server. It is a SaaS solution.

8. **Question:** Does the third-party system(s) have one of the following available for integration and your organization has licensed access: SOAP API, REST API?
   Response: No

9. **Question:** Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements?
   Response: Currently the County posts a link on the Georgia Procurement Registry after we post a solicitation on the County's purchasing website.

10. **Question:** What documents/contract types would you like to author within the system? Do you require professional services to configure templates?
    a. If so, how many would be required for the awarded vendor to configure?
    Response: Construction contract template, professional services template, service contract, commodities contract, bid, template, RFP template, RFQ form.

11. **Question:** Do you require professional services to configure workflow processes?
    a. If so, how many would be required for the awarded vendor to configure?
    Response: We have setup our software workflows in the past, but it would depend on the degree of difficulty of the software's workflow.

12. **Question:** Can you please provide additional details about your organization's workflow/approval processes?
    a. Can you please provide number of steps and examples?
    Response: Our current software does not have the ability to utilize workflows. It is anticipated that there might be up to five steps in the workflow approvals. (end user or PM, Director, Buyer, Purch. Dir.)

13. **Question:** Is your organization eligible to purchase off the GSA Schedule 70?
    a. If yes, would you like GSA pricing in the bid response or retail pricing?
    Response: Pricing should be in accordance with the cost proposal form

14. **Question:** Does the awarded vendor's staff have to be e-verified, run through OFAC sanction lists, and meet US working regulations?
    Response: Yes

15. **Question:** Does your organization require a full-time dedicated Project Manager for this implementation? Typically, implementations to not require a full-time dedicated project management resource for the project duration, but rather project management/coordination services hours (remote) can be included with the proposal to support the implementation project management. If a full-time dedicated project management resources is a requirement for this project, are these services expected to be provided online/remote or onsite?
    Response: No

16. **Question:** Does your organization require an electronic signature tool?

         a. If so, are you currently utilizing a specific product and which tool are you using?

Response: We currently use DocuSign for documents within the County..

17.   **Question:** If in the event our response is subject to an Open Records Request, will we be notified and given the opportunity to provide a redacted response in accordance with applicable Freedom of Information laws?

Response: For information that is marked confidential, effort is made to contact the proposer prior to release of information, but there are no guarantees this will happen in every case.

18.   **Question:** How many vendors/clients is your organization currently managing? Does the County require support services for its vendor/clients?

Response: No, unless a vendor has an issue with your software.

19.   **Question:** Ref. Section 4.6 - Is the Proposal Form mentioned in this section same as the Cost Proposal Form found on page 26?

Response: Yes

20.   **Question:** Ref. Section 4.6 - Is there any Evidence - Payment and Performance bond document that is shared as a part of this RFP? If YES, can you please provide us the section where this exists. Is this for reference or the expectation is that we should redline the document?

If NOT, is the vendor expected to produce this document? In that case can you share the contents of this document?

Response: The proposer should provide a letter from their surety company showing proof the company will be able to provide Payment and Performance bonds if required.

21.   **Question:** Ref. Section 5.5.8 F - We believe that the Information Technology Agreement and SaaS Agreement requested as a part of this requirement is same as ICS: VENDOR POLICY FOR SOFTWARE SYSTEMS. Please confirm if our understanding is correct? We would also like to know if this document is for our review and reference or any action/redlining is expected on this document?

Response: The Information Technology Agreement and SaaS Agreement is replaced by the ICS Vendor Policy for Software Systems. The document should be read and understood by each proposer. The successful proponent will be required to follow this document.

22.   **Question:** Ref. Section 3.1 - As per our understanding of the RFP scope, Chatham County is looking for a solution with Sourcing, Contract, Vendor Management and Purchasing (P2P capabilities. Is that understanding correct?

Response: Chatham County has outlined requirements in the Scope of Work and the Functional & Technical Requirements Excel Workbook.

23.   **Question:** As per our understanding, the vendor is expected to respond to requirements in section 4.4.3 and share these as a part of the Response Package. Is it correct?

Response: Sections 4.4.1 – 4.4.6 as well as the Excel Workbook should be part of your proposal.

24.   **Question:** We have observed that there are a certain functional questions in section 5.5(5.5.1 to 5.5.11) which are covered in the Requirements Workbook. In that case, is the vendor expected to respond to both - Section 5.5 and the Requirement Workbook?
OR responses are expected to questions in Requirements Workbook only?

Response: Sections 5.5.1 – 5.5.11 are requirements. The workbook is the only document to be filled out along with your responses to Sections 4.4.1 – 4.4.6.

25. **Question:** Ref. Workbook GR-12 - 1. Based on our understanding, Chatham County wants the vendor to automatically broadcast the new solicitation on they Chatham County Channel TV?
2. Also we believe that Chatham County Website and GA Procurement Registry are the 2 portals on which the solicitations are to be posted? Is the understanding accurate?
3. What are the parameters basis which a particular RFP will be published on the Chatham County Website(Procurement Page) or the GA Procurement Registry?
4. How is this process currently being handled at Chatham County?
Response: 1. No longer required. 2. Yes. 3 & 4. We post solicitations on the County's website, and we complete a template on the Gerogia Procurement Registry with a link to our website.

26. **Question:** Ref. Workbook GR-17 - Ability to add Vendors to the solicitation notifications via import of excel spreadsheet that are not currently identified in the Vendor database pool. For more clarity, please elaborate on this requirement with a suitable example.
Response: There may be an instance where a vendor(s) that are not in the database need to be included in the notification process. This list may be an Excel document.

27. **Question:** Ref. Workbook VR-3 – System to hard-stop registration requirements. How is this process currently handled at Chatham County?
Response: Currently there are no hard-stops and we are looking for that in a new system.

28. **Question:** Ref. Workbook SP-6 - Maintain planholders list by project and have list accessible to the public. Please elaborate on this requirement with a detailed example.
Response: Currently, the County utilizes Clayton Digital Reprographics for this process. Their website is https://www.cdrplanroom.com/jobs/public

29. **Question:** Ref. Workbook SP-11 – Excel Workbook – As per our understanding, "time of advertisement" mentioned in this requirement is when an RFP is published to suppliers using Public website leveraged by Chatham County. Is our understanding correct?
Response: Yes, that is correct.

30. **Question:** Ref. Workbook SP-23 - Ability for using department to submit a quote up to an estimated dollar threshold with proper scrutiny. Please provide more context around this requirement.
Response: Chatham using departments can obtain their quotes up to $25,000. We would consider a feature that would allow them to submit those quote via the software and workflow for review and posting to the website.

31. **Question:** Ref. Workbook SM-12 - Solution allows for multiple questions from different suppliers to be combined into one addendum. Can you provide more details on this requirement with an example/use case?
Response: Chatham County would like a software that vendors may submit questions in reference to a solicitation and then track those questions and put them into an addendum format that can be released. This addendum is an example of questions from multiple vendors.

32. **Question:** Ref. Workbook - SM-15 – Excel Workbook – Kindly explain the process in which the word processing capabilities are utilized at Chatham County as a part of this requirement.
    Response: The County would like the software to be able pull in bid specifications that are in Word or Excel format.

33. **Question:** Ref. Workbook – SR-4 - Do you currently use any external 3rd party tool such as DocuSign for digital signatures? What is the approach general followed at Chatham County for this requirement?
    Response: Our current purchasing website does not have this feature, but the County does utilize DocuSign for other applications.

34. **Question:** Ref. Workbook CM-16 – What is the factor/process basis which a supplier is flagged as emergency supplier?
    Response: We currently do not have this feature. We would like this to be a feature in the new software. Emergency suppliers could be flagged or their recorded updated by staff. Staff can then send communications to those vendors if the need arises.

35. **Question:** Is the scope restricted to indirect only? Or is direct procurement also involved?
    Response: Yes, indirect only

36. **Question:** What are the timelines for vendor selection, implementation start and go live for this project?
    Response: Written proposals will be evaluated in October. Demonstrations will be early November and award of contract mid to late November. It is anticipated a contract will be awarded early December. Implementation and go live will depend upon each proposer's timeline.

37. **Question:** Which is the primary system (ERP) which we will need to integrate with? Is there 1 instance of ERP requiring integration or multiple instances? If multiple instances, are these across regions, other parameters, etc.
    Response: The software will not be integrating with the County's ERP system.

38. **Question:** How may systems (apart from Primary ERP) are we required to integrate with and what is the scope of integration?
    Response: As stated in the RFP document, this software will be replacing two homegrown systems (vendor information management system and our bid database on our Sharepoint site.

39. **Question:** Do you have a middleware available for systems to integrate (established API)?
    Response: This would not apply to this project.

40. **Question:** How many suppliers do you have? How many suppliers will be in scope of this project?
    Response: We have apx. 10,000 registered vendors. We will be requiring all registered vendors to reregister in the new system.

41. **Question:** How many power users will be using the supplier management solution?
    User Definitions -
    Power Users: Users with the ability to
    • Add New Suppliers
    • Create Forms, Scorecards and Action Plans
    • Edit Supplier Profile

- View Suppliers, Forms, Scorecards & Reports
- Approve Suppliers
- Score Supplier Scorecards
- Evaluate Supplier Information
- Create Reports
- Search Suppliers
- Export Reports
- Create Form & Scorecard Templates

Business Users: Users with the ability to
- View Suppliers, Forms, Scorecards & Reports
- Approve Suppliers
- Score Supplier Scorecards
- Search Suppliers
- Export Reports

Response: See response to Question 1

42. **Question:** How many power users will be using the sourcing solution?
User Definitions -
Power Users: Users with the ability to
- Create Sourcing Events & Reports
- Create Sourcing Request
- Approve Sourcing Request
- Edit Sourcing Events & Reports
- View Sourcing Events & Reports
- Approve Sourcing Events
- Score Sourcing Events
- Search Sourcing Events
- Export Reports
- Create Sourcing Templates

Business Users: Users with the ability to
- Submit Sourcing Request
- Approve Sourcing Request
- View Sourcing Events & Reports
- Approve Sourcing Events
- Score Sourcing Events
- Search Sourcing Events
- Export Reports

Response: See response to Question 1.

43. **Question:** Is Chatham County looking to have only RFX events to be processed in the new vendor solution or they would also like to see the auction capability that the vendor solution would offer?
Response: Only RFX events

44. **Question:** Do you have paper contracts that need meta-data extraction for initial data migration? How many?
Response: No

45. **Question:** Do you need integration with DocuSign/EchoSign for esignature? (Note: We

have inbuilt esignature capabilities out-of-box included as a standard functionality)
Do you have any existing relationship with DocuSign/Echosign

Response: Our current software does not have esignature capability. We use DocuSign for other applications in the County. Esignature capabilities should be addressed in the Workbook.

46. **Question:** How many power users will be using the contract management solution?
User Definitions
Power Users: Users with the ability to
- Create Contracts & Reports
- Edit Contracts & Reports
- Red-line Contracts
- View Contracts & Reports
- Approve Contracts
- Create & Receive Contract Expiry Notifications
- Create Milestones
- Receive Milestone Notifications
- Search Contracts
- Export Reports
- Create Contract Templates
- Create Contract Request
- Approve Contract Request
Business Users: Users with the ability to
- Red-line Contracts
- View Contracts & Reports
- Approve Contracts
- Receive Contract Expiry Notifications
- Receive Milestone Notifications
- Search Contracts
- Export Reports
- Submit Contract Request
- Approve Contract Request

Response: See response to Question 1

47. **Question:** Could you please confirm if electronic signatures on all the given forms will work or there is a mandatory requirement for wet signatures.
Response: Electronic signatures for the forms will be accepted. However, wet signatures will be required on contract documents.

48. **Question:** For the forms provided in attachments A, C, D, G and H, there is a requirement for Notary - Is it feasible if we notarized these forms during contracting phase when identified as the lead proponent? At this stage, we can get all the forms signed by authorized representative.
Response: The Notary requirement can be handled during the contracting phase.

49. **Question:** Does the "Proposal Form" refer to Cost Proposal Form? Please confirm.
Response: See response to Question 18.

50. **Question:** In Required documentation, it is mentioned to submit "Chatham County SaaS Agreement" with RFP response. Could you please provide this document or if you are looking for vendor's SaaS agreement? Please confirm and clarify the requirement.

Response: See response to Question 20.

51. **Question:** Ref. Section 4.4.3 M – Can you please clarify what you are referring to be a "site license"?

    Response: Chatham County is interested in a license that would be all inclusive and not pay per individual users.

52. **CHANGE:** Section 4.4.3 – Functionality/Technical Approach total possible points shall now be scored at 35 total possible points and Section 4.4.4 - MWBE Participation shall now be scored at 10 total possible points.

53. **CHANGE:** Due to the influx of questions and time required to provide responses, the proposal due date has been extended to October 14, 2021.

54. **CHANGE:** The Excel Workbook posted with the Request for Proposal on our website has been updated due to a several fields (VR-3,VR-4) of the Vendor Registration tab were not allowing proposers to provide a response. Information included in the Workbook has not changed.

THE PROPOSAL DUE DATE <u>HAS BEEN EXTENDED</u> TO 5:00 PM, OCTOBER 14, 2021.

<u>PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.</u>

September 23, 2021
DATE

MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY