



ADDENDUM NO. II

DATE: December 23, 2021
TO: All Potential Proposers
FROM: James McKeehan, Assistant Purchasing Agent, City of Knoxville
SUBJECT: Addendum No. II to RFP-Contract Management System
PROPOSALS TO BE OPENED: **January 14, 2022**

This addendum is being published to provide clarification regarding the above referenced ITB. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

The deadline for submissions has been extended to January 14, 2022 at 11:00 am Eastern Time.

Item 1: Do you have templates? If so, can you share them with us?

Response: The City does not maintain a standard set of templates. Each Law Clerk maintains their own at this time. Examples of the most common contract/agreements are included as attachments with this addendum.

Item 2: Do some of your contracts use variable clauses based on changing business conditions?

Response: Yes, we use different insurance language, liquidated damages, and may need to include federal clauses.

Item 3: What is the number of contracts that you manage on your paper versus third party paper?

Response: Approximately 90%-95% are generated by the City, and the other 5%-10% are third party agreements

Item 4: Do you need department based partitioning (in regards to the workflow needed for the routing of documents based on the department)?

Response: Yes, based on the type of document (i.e. KPD MOUs, Easements, etc.)

Item 5: "Notice to Proceed Execution: Automatically notify the Department Contact and Contract Manager upon upload of the executed Notice to Proceed by the Contract Manager. Allow for additional emails to be notified." Do you need notifications to be based off of the event (like a document upload), or do you require this be incorporated into the workflow?

Response: Yes, based on the event.



Item 6: How many users require full read/write capability?

Response: The City estimates between 20 to 25 full use licenses that allows uploading and updating of records) plus unlimited view only licenses (to include the ability to download documents).

Item 7: Could we ask for an extension of 3 weeks?

Response: The City has extended the deadline by one week to January 14, 2022

END OF ADDENDUM NO. II