



ADDENDUM NO. I

DATE: December 21, 2021
TO: All Potential Proposers
FROM: James McKeehan, Assistant Purchasing Agent, City of Knoxville
SUBJECT: Addendum No. I to RFP-Contract Management System
PROPOSALS TO BE OPENED: January 7, 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:

Please see Exhibit A: Current document workflow and requirements for routing contracts, included with this Addendum.

Item 1: How many users are using/will be using this system?, How many users does the City of Knoxville anticipate having?

Response: The City estimates between 20 to 25 full use licenses (i.e. us, Law, Risk, Recorder's office – license that allows uploading and updating of records) plus unlimited view only licenses (to include the ability to download a document).

Item 2: Submission forms - Does this need to be filled in the [1221 RFP-Contract Management System] document? Do we have separate documents available for download?

Response: All of the required submission forms are included in the RFP.

Item 3: Are you looking to have an invoicing system as well?

Response: No

Item 4: Does electronic proposal submission need signature other than Submission forms?

Response: Only the submission forms require signatures.

Item 5: Will there be a possible extension to the deadline for the RFP Submission?

Response: The City prefers not to extend the deadline at this time.

Item 6: Several of the documents to be submitted ask for a Notary - would an eSignature be acceptable?

Response: Electronic signatures are acceptable

Exhibit A

Contract Routes:

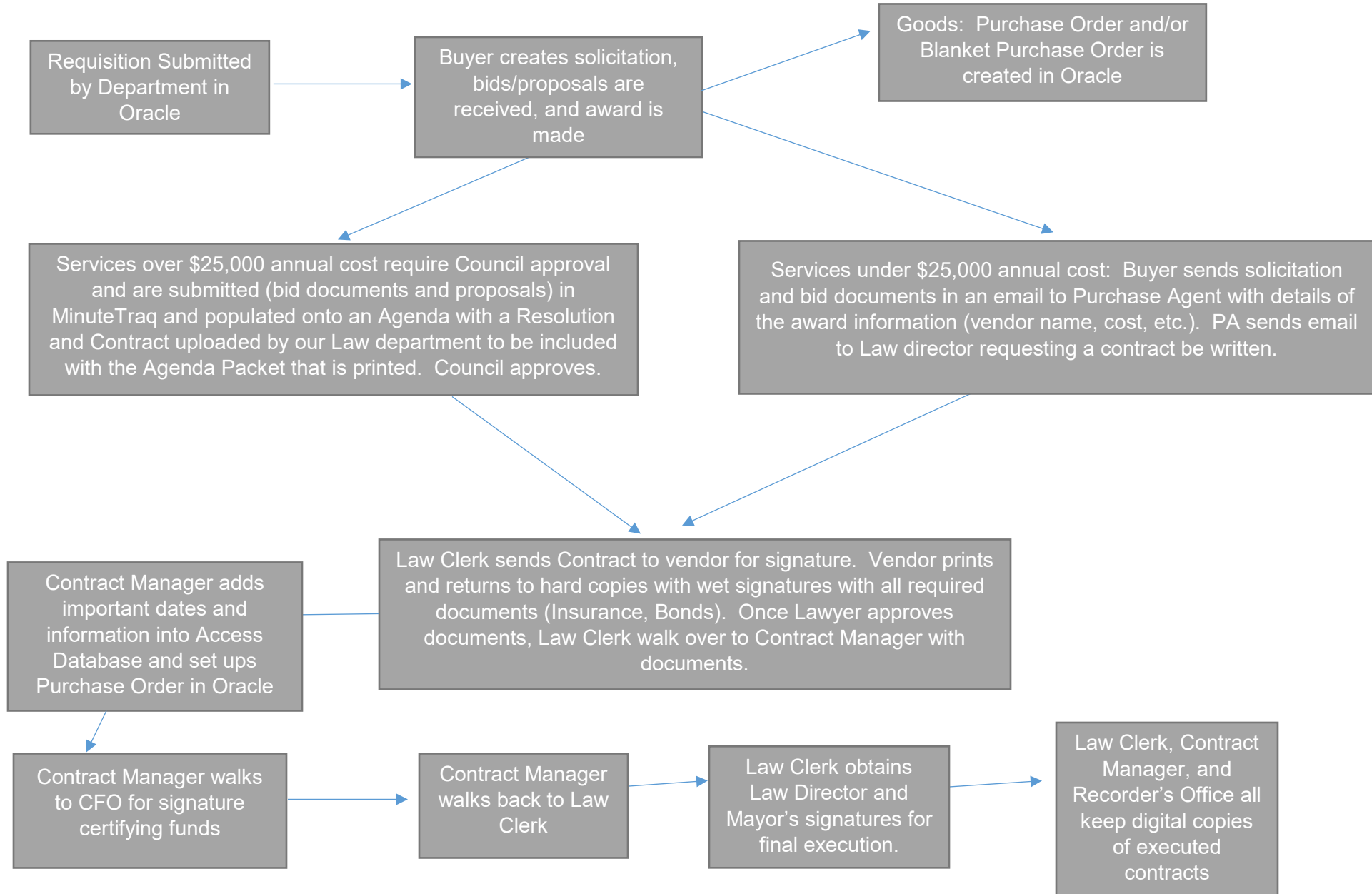
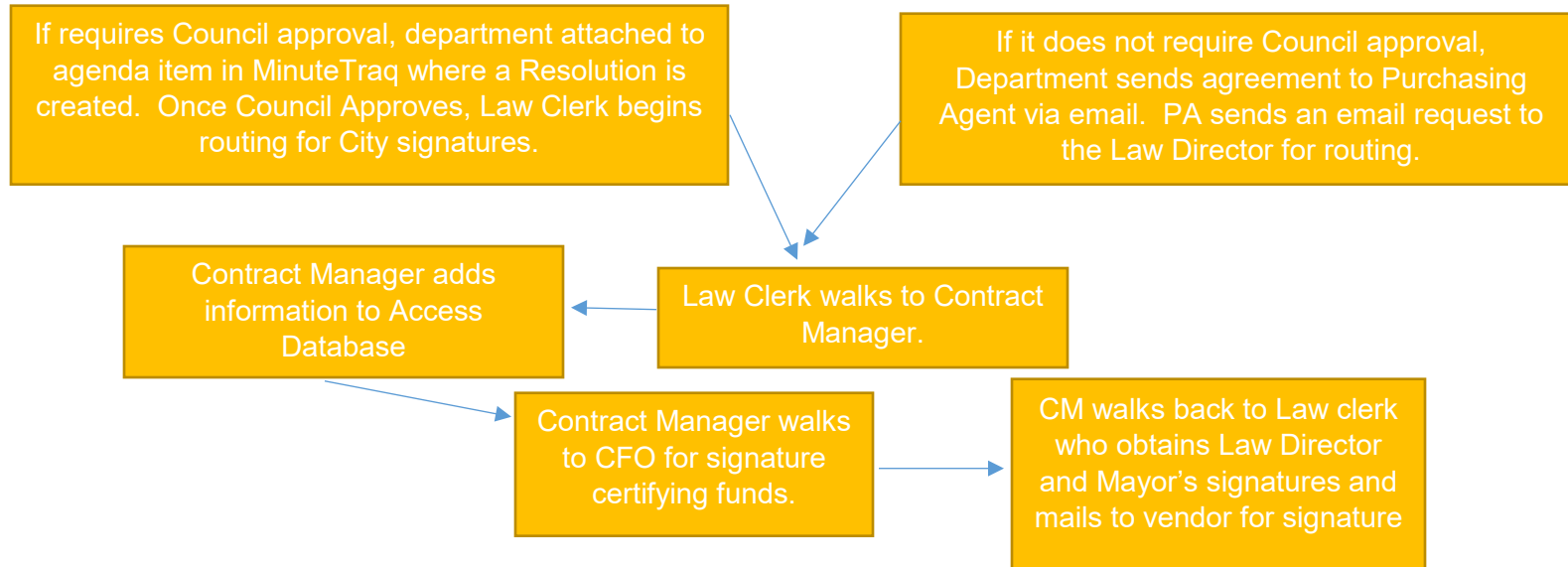
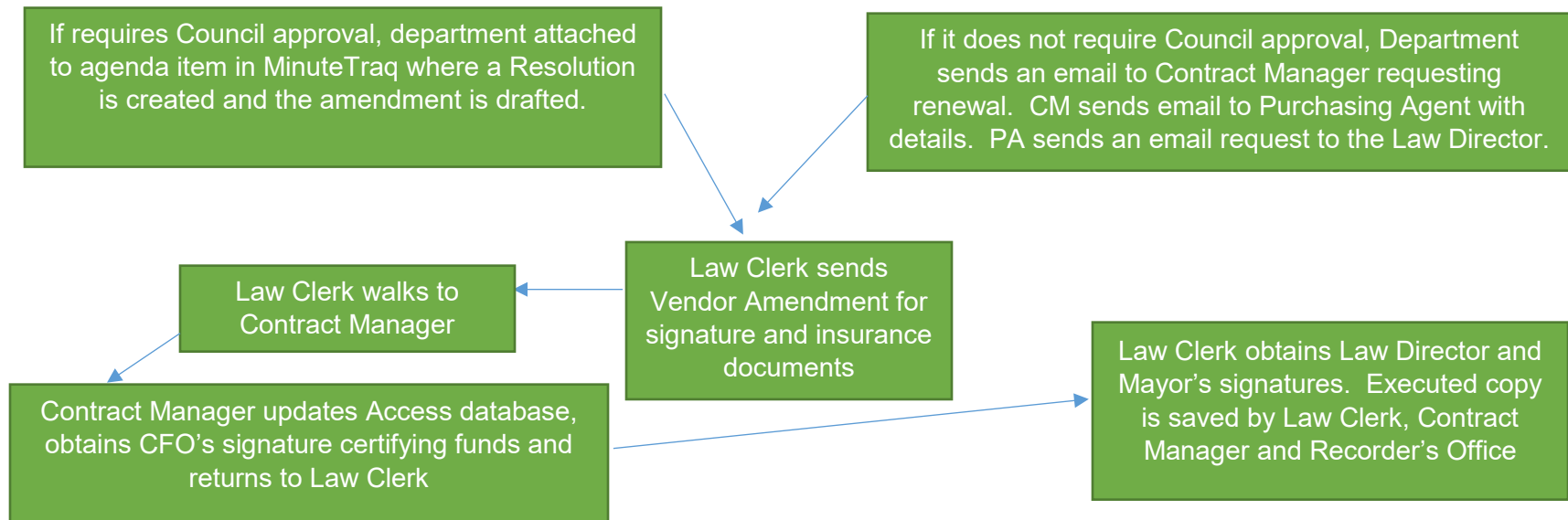


Exhibit A

Grants/Documents Received by Vendors for Signatures:



Change Orders/Renewal Amendments





END OF ADDENDUM NO. I