ADDENDUM NO. IV

DATE: January 18, 2022

TO: All Potential Proposers

FROM: James McKeehan, Assistant Purchasing Agent, City of Knoxville

SUBJECT: Addendum No. IV to RFP-Contract Management System

PROPOSALS TO BE OPENED: January 21, 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:

Item 1: Would you be open to pricing for the Contract Management and eProcurement System to be hosted by vendor (SaaS/cloud) or deployed on your organization's server (on premise)?

Response: Cloud hosting is preferred.

Item 2: How many total users?
          a. How many internal users will require administrative level access?
          Response: Two to three

          b. How many internal users will require the ability to add, edit and delete?
          Response: twenty to thirty

          c. How many internal users will require request only access?
          Response: If this means to initiate an action, 50+

          d. How many internal users will require read-only access?
          Response: Unlimited. The City desires for all departmental users to be able to view and download their contracts.

Item 3: How many internal users do you project will require access to the system at any given time?

Response: Preference is for no limitations on simultaneous users

Item 4: Please expand upon the data migration / importing requirements for the Contract Management Software and 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 Contract Management Software and 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: The City currently uses an Access Database for Purchasing's Contract Tracking System, and the Law Department utilizes SQL Database for their contract and litigation tracking. Contract Documents are currently stored as pdfs on One Hub. There are approximately 6300 pdfs. Litigation files are currently a mixture of paper and pdf files. There are approximately 10,000 files associated with litigation.

Item 5: Can you please expand upon your preferences to integrate with Oracle?

Response: Preferences are at minimum connect purchase order with contract and the ability to import from vendor database to iSupplier

Item 6: Are there any additional systems that may require a one-time data import such as a legacy Contract Management/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, Access database, and SQL database

Item 7: What objects, fields, and tables will your organization be passing in the data integration between the Contract Management Solution and/or eProcurement System and [specified third-party system(s)?

Response: All vendor database fields

Item 8: Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)?

Response: Vendor Registry and One Hub both cloud based

Item 9: Does MinuteTraq have one of the following available for integration and your organization has licensed access: SOAP API, REST API?

Response: No

Item 10: Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements?

Response: See flow charts that are attached to Addendum 1.

Item 11: What documents/contract types would you like to author within the system?

Response: Solicitation documents and contracts

Item 12: Do you require professional services to configure templates?
      a. If so, how many would be required for the awarded vendor to configure?

Response: No, preference is that we have the ability to do so in house.

Item 13: Do you require professional services to configure workflow processes?
      a. If so, how many would be required for the awarded vendor to configure

Response: Preference is to configure workflow processes in house.

Item 14: Can you please provide additional details about your organization's workflow/approval processes?
      a. Can you please provide number of steps and examples?

Response: See the addendum one and Exhibits A and B

Item 15: Do you have an established time frame for the implementation of the awarded solution?
      a. If so, what are the anticipated kick-off and go-live dates?
      b. If no specific dates have been established, how many weeks do you plan to dedicate to the implementation process?

Response: There are no established implementation deadlines or schedules

Item 16: 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: Preference is that we do not need a full-time onsite Project Manager.

Item 17: 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: The City's preference is for proposers to submit their best possible pricing

Item 18: 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: Per the Tennessee Open Records Act any proposal submitted becomes public record.

Item19: Does the awarded vendor's staff have to be e-verified, run through OFAC sanction lists, and meet US working regulations?

Response: No.

Item 20: Does your organization require digital signature option vs an electronic signature option? Digital signature solutions leverage certificate-based digital identification for validation of document integrity as opposed to the more common electronic signatures. Digital signature requires additional validation services and are priced higher.

Response: Electronic signature are acceptable

Item 21: 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: The City is not currently using an electronic signature tool. Proposers may include an optional electronic signature tool in their proposal. If offering, note the integration cost as well as any usage fees.

Item 22: Do you have a preference to replace Vendor Registry, or just have the ability to post bid opportunities on the website through the proposed system?

Response: The City is open to considering other options other than Vendor Registry

Item 23: The City has provided an estimate of annual contracts, but how many users, between purchasing, legal, finance and administration are anticipated to be active within the CMS?

Response: See answers to Items 2 and 3 above.

Item 24: Can you estimate how many users will require digital signature capabilities?

Response: If for those that will sign digitally, unlimited external users and 6-10 internal users.

Item 25: Should there be a decision to migrate existing contractor information from Vendor Registry, would there be documents to migrate or just data?

Response: There would be data and W-9 documents to migrate.

Item 26: As the Agenda Management solution is listed as optional, should pricing for that functionality be listed separately?

Response: Yes, pricing for all options should be listed separately.

END OF ADDENDUM NO. IV