The following is additional information regarding Request for Proposal (**RFP) No CTY-4802 – Citywide Contract Management System** released on 5/3/2019. **The due date and time for responses has been updated to June 20, 2019 at 3:00 PM (Pacific)**. This addendum includes both questions from prospective proposers and the City’s answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a proposal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | Date Received | Date Answered | Vendor’s Question | City’s Answer | RFP Revisions |
| 1 | 5/6/2019 | 5/8/19 | A user is defined as anyone who will need a login to access the portal. This can be anyone who views, reviews, creates, amends, or approves a contract. With that being said, could you provide a user count for your organization prior to our response decision? | These details are provided in the following section: “Exhibit I - Pricing Response”, Instructions Tab. |  |
| 2 | 5/10/19 | 5/16/19 | Are you looking for a 100% Cloud vendor? | No – the solution can be cloud, on-prem, or hybrid. See RFP section 2.2.6. |  |
| 3 | 5/10/19 | 5/16/19 | Are you looking for a vendor that has a fully configurable document workflow? | The City is seeking innovative solutions that meet the requirements. Although a fully configurable document workflow is not a requirement, our expectation is that vendors in include in its proposal either as a scored item or optional (non-scored) item, functions that would benefit and support the objectives listed in the RFP. |  |
| 4 | 5/10/19 | 5/16/19 | Are you looking for a vendor that has a CLM application on top of a platform that includes fully integrated electronic signature, analytics, etc.? | The City is seeking innovative solutions that meet the requirements. Although having a CLM application on top of a platform is not a requirement, our expectation is that vendors in include in its proposal either as a scored item or optional (non-scored) item, functions that would benefit and support the objectives listed in the RFP |  |
| 5 | 5/10/19 | 5/16/19 | Is FedRamp security authorization a requirement? | FedRamp security authorization is not required for this project. |  |
| 6 | 5/14/19 | 5/16/19 | I am concerned that we may not have received all of the necessary documents to complete the RFP. While we do have the primary CCMS-RFP-CTY-4802 document, the one you ran through with us today, we do not have any of the subsidiary documents referenced and logoed throughout it, such as those on Pages 7, 8, and 18-20. Is it possible for us to receive those documents as soon as possible, so that our team can properly complete the RFP? | All of the necessary documents are embedded in the RFP document. If you are having issues opening the documents, please try opening from a different computer and or browser. Please contact the RFP Coordinator if problems continue. |  |
| 7 | 5/14/19 | 5/16/19 | Do you have an idea of the total number of users anticipated for this citywide Contract Lifecycle Management system? | See answer #1. |  |
| 8 | 5/14/19 | 5/16/19 | What are the WMBE goals for this contract? | The Inclusion plan is worth 10% of evaluation score – see Exhibit B Inclusion Plan |  |
| 9 | 5/14/19 | 5/16/19 | Can we have a list of WMBE and local vendors in the Seattle area that we could partner with? | We have an online business directory where firms can sign up indicating interest in doing business with the City at [www.seattle.gov/obd](http://www.seattle.gov/obd). You can search the directory for firms and filter by WMBE status. |  |
| 10 | 5/14/19 | 5/16/19 | How do I get a list of prime contractors that are interested in this project, so that I can be subcontracted to this project? | Embedded is the Pre-Proposal Conference attendance list. |  |
| 11 | 5/14/19 | 5/20/19 | Can you define “government agency” as it’s written in the minimum qualification #4? Would you consider any non-profit that works heavily with government agencies? | Yes – for Exhibit C, Minimum Qualifications item #4, the City will consider previous experience performing an implementation using the proposed solution with a government agency or non-profit with a reporting relationship to a government agency. |  |
| 12 | 5/14/19 | 5/16/19 | Do you have a preference on Cloud, On-Prem, or Hybrid? | See answer #2. |  |
| 13 | 5/14/19 | 5/16/19 | You are trying to implement by 2020 – do you plan on ramping or do you have a Go Live date? | The City is considering an incremental roll-out but is interested in proposer’s recommended approach. |  |
| 14 | 5/14/19 | 5/16/19 | Do you have a professional services partner for implementation services? | No. |  |
| 15 | 5/14/19 | 5/16/19 | One of the requirements is migrating active contracts into the new system – what is the volume of contracts that will need to be migrated? | See RFP Table 2 Informational Attachments item #2 for information on contract counts. |  |
| 16 | 5/14/19 | 5/16/19 | What is the estimated number of users? | See answer #1. |  |
| 17 | 5/14/19 | 5/16/19 | Did the City have prior demonstrations that might fit the needs of the requirement prior to the release of this RFP? | No. |  |
| 18 | 5/14/19 | 5/16/19 | There are qualification criteria that you’re looking for as a part of the RFP – do you have a standard suite of qualifications for this type of RFP? | This question is not understood well enough to answer. |  |
| 19 | 5/14/19 | 5/16/19 | Can you provide a holistic view of other digital transformation efforts currently ongoing at the City? | Recent PeopleSoft 9.2 implementation |  |
| 20 | 5/14/19 | 5/16/19 | Is a digital signature platform included in the scope? | Yes, that’s included in the scope. |  |
| 21 | 5/14/19 | 5/16/19 | Can we get a list of everyone that’s in the room of the Pre-Proposal Conference? | Yes, See question #10. |  |
| 22 | 5/14/19 | 5/16/19 | Is there any effort to collaborate with King County on this project? | No. |  |
| 23 | 5/16/19 | 5/16/19 | We have received the RFP package but were not able to participate in this week’s vendor Q& A session. By chance, did you record event? Perhaps a transcript? | We did record the pre-proposal for internal use, I am not able to edit the file and it may be too big to share. All the questions asked at the pre-proposal are posted in the addendum. |  |
| 24 | 5/16/19 | 5/20/19 | Is the 100 super users / admins part of the 650 unique users or not? | Yes, the 100 super users are part of the 650 unique users. |  |
| 25 | 5/16/19 | 5/20/19 | Is there an estimate for the count of the number of unique workflows to be configured? | We expect each City department will need unique workflows for each contract type. Not all City departments have all types of contracts. We estimate 225 unique workflows will need to be configured. |  |
| 26 | 5/16/19 | 5/20/19 | “The Project PMO will conduct a daily 15 minute Stand Up meeting for the duration of the project and the vendor PM will be expected to attend these meetings.”  Does the city expect ON Site attendance for all daily (or weekly) meetings described within? If this is not required, will the city work with the vendor’s Implementation best practices to schedule onsite versus conference calling for the specific meeting times? | We do not expect on-site attendance for all daily (or weekly) meetings. The City will work with the vendor to schedule on-site versus conference calling for specific meetings. |  |
| 27 | 5/20/19 | 5/23/19 | *1.INTRODUCTION, PG 2, REDLINE DOCUMENTS.*    As per our understanding, redline will be managed by MS word as built in feature managed in "Track Changes". If not then what is expected by Contract management Tool in this regards (redline document)? Assuming MS word should be pre-installed in concerned user's machine. | Our intent is that the redline will be managed by your proposed solution and not necessarily MS Word. The City requires redlining functionality per Exhibit F - Functional and Technical Requirements - 9.3.  If the proposed solution does not meet this requirement, you must respond “No – not available” for that requirement. |  |
| 28 | 5/20/19 | 5/29/19 | *2.2 OBJECTIVES, POINT NO. 3, PG 4, Migration of all active City contracts and agreements into the system during implementation.*  As all city have difference active contracts, in which form/format data will be provided for migration? Is there any specific format available? | Data is currently in various formats, including Excel and Access databases. The City envisions providing contract-related data in Excel/CSV format.  Final signed contracts are maintained by the originating department as paper files and sometimes digital files (word, pdf, scanned documents). |  |
| 29 | 5/20/19 | 5/29/19 | *2.2 Objectives, Point No. 4, page 4, The Citywide Contract Management system shall provide the tools necessary to meet industry best practices in contract management and development. This includes efficient access to contract information across departments and direct integration with PeopleSoft financial information.*  Which data to be float in PeopleSoft financial information from Contract management tool? Is there predefined methodology\integration pattern for integration is available with this software? | Other than the fact that it’s financial data, the City has not yet determined which data will flow from PeopleSoft into the Citywide Contract Management System and we do not have a pre-defined integration methodology. |  |
| 30 | 5/20/19 | 5/23/19 | *3. Minimum Qualifications, pg 4*  *1. Vendor must have a minimum of 3 years continuous experience providing Contract Management System software solutions.*  *2. Vendor must have successfully performed at least three implementations using the proposed solution and supported those implementations for at least one year.*  *3. Vendor must have successfully performed an implementation with an organization of similar size or complexity to the City of Seattle with volumes and services that are similar to those expected by the City for this contract.*  *4. Vendor must have successfully performed an implementation using the proposed solution with a Government agency.*   |  | | --- | | Please note that we have provided Contract Management System to an entire Country and 45+ Gov. Organizations from that Country are successfully utilizing this Solution from past 5+ years. Hope this would suffice all the requirements mentioned.  Also we are currently Implementing Contract Management Solution for a world renowned Company. | | Please provide this information and describe how you meet each minimum qualification in your response to Exhibit C - Minimum Qualifications. |  |
| 31 | 5/20/19 | 5/23/19 | *5. Minimum Licensing and Business Tax Requirements, pg 5.*  *1. If you have a “physical nexus” in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.*  *2. A “physical nexus” means that you have physical presence, such as: a building/facility located in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).*  *3. We provide a Vendor Questionnaire Form in our submittal package items later in this RFP, and it will ask you to specify if you have “physical nexus”.*  Kindly note that we are based out of India and have a registered office on Delaware, US.  We do not have any licenses for the City of Seattle. If we are successful in getting the contract we will ensure to obtain all the necessary business licenses. Hope it would be fine. | Yes. |  |
| 32 | 5/20/19 | 5/23/19 | *6. Statement of Work and Specifications – Change Management Support, pg 6, Vendor will work with the business to provide the tools necessary to meet industry best practices in contract management and development.*   |  | | --- | | Is there any pre-defined functionality expected by city or this will get clear during requirement gathering? | | As stated in the Introduction: The Citywide contract management system (CCMS) would incorporate comprehensive contract lifecycle management including contract development and negotiations, approval workflows, contract management, work order management, contract change order management, contract administration, and contract close-out.  Specific functionality requirements are listed in Exhibit F - Functional and Technical Requirements Response.  Additional details regarding statement of work will be negotiated with the vendor during contract negotiation. |  |
| 33 | 5/20/19 | 5/23/19 | |  | | --- | | *6. STATEMENT OF WORK AND SPECIFICATIONS - 4. Active contracts are migrated into the system, and integrations are established with key systems, pg 7* |   *Digital signature platform is successfully integrated with the system, enabling digital signature of documentation*.   |  | | --- | | Do contract management system need to have digital signature? Or need to integrate with existing digital signature platform? If yes, then which is the existing system with which need is there to be integrated. | | The City requires digital signature functionality per Exhibit F - Functional and Technical Requirements – 14.1.  The City currently uses Adobe Sign and Docusign. |  |
| 34 | 5/20/19 | 5/23/19 | |  | | --- | | *Functional Requirements Document, Row 10 Ability to track vendor performance scores/metrics.*  On which criteria performance scores/metrics should be generated? | | The City requires the ability for users to track key vendor performance scores/metrics. The user would manually enter this data into the system. |  |
| 35 | 5/20/19 | 5/23/19 | |  | | --- | | *Functional Requirements Document, Row 15, Ability to support waiver process of various City contract requirements and forms, as well as a waiver tracking function (number and type of waivers)*  Is there specific process format for each city which is pre-defined? | | There are City policies that govern the waiver process, and these processes are pre-defined by the City. For example, emergency contracts may not need to be competed. The City needs to be able to identify, support, and track contracts that use the waiver process. |  |
| 36 | 5/20/19 | 5/23/19 | |  | | --- | | *Functional Requirements Document, Row 17, Ability to upload and attach final executed contract within the system*  In which format final executed contract will be? | | Currently the final executed contract are in PDF and MS Word. |  |
| 37 | 5/20/19 | 5/23/19 | |  | | --- | | *Functional Requirements Document, Row 22, Ability to link parent contracts (blankets, master agreement, etc.) to child contracts (work orders, task orders, etc.)*  Which other parent and child contracts are there? Can we have some details for all those? | | The purpose of this question is to confirm that the proposed solution has the ability to link contracts as parent/child. During discovery/onboarding, the City and Vendor will document those contract processes in detail. |  |
| 38 | 5/20/19 | 5/23/19 | |  | | --- | | *Functional Requirements Document, Row 111, Ability to interface with office productivity tools including Microsoft Office Products (e.g. Word, Excel, etc.), Adobe PDF, etc.*  what do you mean by interface? Is this kind of document viewer to be open in the tool\contract management Tool itself? | | The City uses Microsoft Office 365 as its standard productivity software. The solution must support Microsoft Office file types and Adobe PDF and import/export from these productivity tools. |  |
| 39 | 5/20/19 | 5/23/19 | |  | | --- | | *Functional Requirements Document, Row 113, Ability to import vendor details from City's Online Business Directory (OBD)*  With which system this vendors data to be imported? Any integration to take place? | | The solution must be able to integrate and receive information from other City databases including the Online Business Directory. See the Data/Context Diagram attached in Table 2 Informational Attachments for more information. |  |
| 40 | 5/20/19 | 5/23/19 | |  | | --- | | *Functional Requirements Document, Row 128, Ability to conform to ISO 40500 standards (Web Content Accessibility Guidelines - WCAG 2.0).*  From the statement we understand that just ability is required to conform to the ISO 40500 requirements, no certification is to be presented. Please clarify otherwise. | | The Proposer needs to describe how their solution conforms to ISO 40500 standards. Certification is not required. |  |
| 41 | 5/20/19 | 5/23/19 | *6. STATEMENT OF WORK AND SPECIFICATIONS – 1. Project management, pg 6, Vendor will provide regular progress reports on project status, budget tracking, provide issue escalation as necessary, identify and track issues/risks, and track status of bugs.*  Ref. to this point, Pl. confirm whether said activities will be provided online through portal itself OR vendor need to provide in offline manner as manually. | The City needs regular progress reports from you during the implementation of the proposed solution. These updates shall be provided directly to the City’s project management team via mutually agreed upon method (e.g., email).  This is related to the implementation and does not describe system functionality. |  |
| 42 | 5/20/19 | 5/29/19 | *6. STATEMENT OF WORK AND SPECIFICATIONS - 1. Project management, pg 6, Vendor will prepare any change orders as necessary.*  Pl, elaborate in detailed. | If there are any changes to any statement of work under this contract, such as additional or unplanned work, the Vendor will prepare the associated documents (Quotes) to be accepted by the City. This process will be clarified during negotiations. |  |
| 43 | 5/20/19 | 5/23/19 | |  | | --- | | *6. STATEMENT OF WORK AND SPECIFICATIONS - 1. Project management, pg 6. Vendor will be responsible for providing implementation services. The City will provide a project team with business analysis resources to assist with design and configuration for initial implementation. While the City’s contract management process is mostly standardized because there are City policies for Purchasing, Public Works, Consulting and Agency Service Provider Agreements contract types, approval workflows vary and are unique to every City department. Some City departments have dedicated contract specialists while others do not. There will be limited resources in each City department to support the implementation effort. Because of these constraints, the City is planning for a phased implementation by contract type and City department; however, the City is open to Vendor feedback related to this approach.*  Ref. to the point, Please give us the clarity for Support Service post implementation, will it be Online/remote support from INDIA or Onsite Support Resources/Manpower required in multiple business locations? Please also confirm us about count of manpower of support center if required? | | Please see Attachment #3 in the RFP, page 24: City Standard for Maintenance and Support. This document provides additional details related to your question. |  |
| 44 | 5/20/19 | 5/29/19 | |  | | --- | | 6*. STATEMENT OF WORK AND SPECIFICATIONS - 8. Troubleshooting and technical support, pg 7. Vendor will provide customer service and technical support throughout the lifecycle of the project.*  Ref. to this point, please confirm whether support services will be provided to the suppliers also OR the users of the City of Seattle only OR to both. | | Support services will be provided to City users. |  |
| 45 | 5/20/19 | 5/29/19 | *6. STATEMENT OF WORK AND SPECIFICATIONS - 2. Change management support, pg 6. Vendor will assist the City with change management efforts, providing software training for staff.*   |  | | --- | | Kindly confirm training will be provided Online or Offline.   Do we (Service provider) need to arrange Pre and Post go-live training for end users, administrators & supplier ??, If yes then kindly confirm training will be Online (remote access) OR Offline.  If training will be conducted offline then kindly confirm the number of days for training (Pre and Post go-live), location, etc... for end users, administrators & supplier.  Further, whether all cost of accommodation & others (tickets, visiting, etc.. ) for training will be provided or not by the client (The City) in case of offline training scheduled.   Do we (Service provider) need to keep a support resources at client's (The City) premises??, If yes then kindly confirm the number of manpower for support with location and their software and hardware peripherals for doing daily routine activity at premises of the client. e.g. phone, internet, computer system, etc.  User Registration, Contract creation and all related activities will be done by Department Users or is expected to be carried out by the Vendor who would be facilitating Contract Management Services. Kindly clarify. | | The City anticipates that training will be both online and offline. The number of days of training will depend on how easy it is to use the system, etc.  The City anticipates that the Vendor will need to arrange pre- and post- Go-Live training for end users and administrators. The City does not require training for suppliers.  Additional details regarding statement of work (including specific on-site training dates) will be negotiated with the vendor during contract negotiation.  Please see attachment #2 Contract & Terms and Conditions for information regarding reimbursement of travel expenses.  There will be key meetings and training that vendor staff will need to be onsite. The City will also support remote meetings as appropriate.  We do not expect on-site attendance for all daily (or weekly) meetings. The City will work with the vendor to schedule on-site versus conference calling for specific meetings.  Please see Attachment #3 for City Standard for Maintenance and Support for more information regarding support resources.  The City anticipates that User Registration, Contract creation, and all related activities would be done by department users. |  |
| 46 | 5/20/19 | 5/29/19 | *10. INSTRUCTIONS TO PROPOSERS - 10.20 Women and Minority Opportunities & Exhibit B - Inclusion Plan.*  *The City requires all Proposers agree to SMC Chapter 20.42 and will require proposals with meaningful subcontracting opportunities to also supply a plan for including minority and women owned firms.*  *A Woman and Minority Inclusion Plan is a mandatory submittal with your RFP response, and is provided for you in the Submittal Instruction section of this RFP document. The City requires all vendors to submit an Inclusion Plan. Failure to submit a plan will result in rejection of your RFP response. The inclusion plan will be scored as part of the evaluation. The Inclusion Plan is a material part of the contract. Read the Inclusion Plan carefully; it is incorporated into the contract. At City request, vendors must furnish evidence of compliance, such as copies of agreements with WMBE subcontractors. The plan seeks WMBE business utilization as well as recognizes those companies or respondents that have a unique business purpose for hiring of workers with barriers.*  Please let us know how these requirements could be met. Since we are a IT Company and Solution would be provided by us, how can we sub-contract any opportunity or utilize any third-party for the same.  This clause might be applicable for other Products or Services but not IT Services. So request you to please clarify. | The Inclusion Plan located in section 11 of the RFP and must be completed per the instructions contained in the document. This document is a required submittal. |  |
| 47 | 5/20/19 | 5/29/19 | *10. INSTRUCTIONS TO PROPOSERS - 10.22 Insurance Requirements, pg 14.*  *BUSINESS AUTOMOBILE LIABILITY INSURANCE FOR OWNED, NON-OWNED, LEASED AND HIRED VEHICLES AS APPROPRIATE written on a form CA 00 01 or equivalent WITH MINIMUM LIMITS OF LIABILITY OF $1,000,000 CSL.*  BUSINESS AUTOMOBILE LIABILITY INSURANCE does not seem relevant to this RFP. So please clarify. | The relevance of this insurance requirement is that the City is at risk of being sued if the vendor is involved in an automobile accident while conducting City business. |  |
| 48 | 5/20/19 | 5/23/2019 | *11. PROPOSAL FORMAT AND ORGANIZATION - Preferred Paper and Binding, pg 18, The City requests a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment and seeks a package format to support the green expectations and initiatives of the City.*  *a) City seeks and prefers submittals on 100% post-consumer-recycled-content, consistent with City policy and City environmental practices.*  *b) Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, they are to be fully 100% recycled stock.*  We appreciate this initiative and would request to allow online submission via E-Mail which will be more environment friendly as no pages, binders or plastic would be utilized. Many organizations have facility to receive bids online, so we expect that you also please add in the same.  Also note that since we are based out of India, it will take 3-4 days for a courier to reach you and hence we need to prepare response earlier then actually required. If submission through e-mail is facilitated, \it would be helpful to companies like us who would not be time bound due to physical couriering.  So request you to either relax this clause and allow Physical Submission in any form or allow online submission. Hope for a positive revert in this regards. | Electronic submission only is not an option for this RFP. |  |
| 49 | 5/20/19 | 5/29/19 | *Table 2 – Informational Attachments, pg 7, All Attachments in Table 2.*  All the PDF files are non-downloadable in the RFP document. Please share the same so that we can refer it. | All of the necessary documents are embedded in the RFP document. If you are having issues opening the documents, please try opening from a different computer and or browser. Please contact the RFP Coordinator if problems continue. |  |
| 50 | 5/20/19 | 5/29/19 | *Exhibit A - Vendor Questionnaire, pg 5. Social Equity compliance.*  We have all compliance pertaining to Indian laws. Also many questions in Exhibit A are pertaining to local laws and compliance. We will ensure that we meet all the same once we get the contract but till then request for relaxation if we are non- compliant to certain points. Thanks. | Social Equity Compliance is on pg 2 of the Vendor Questionnaire and must be completed without waiver. The section instructs that in answering “If “No” please provide an explanation of the circumstances.”. The City will review and make a decision based on vendor’s explanation. |  |
| 51 | 5/20/19 | 5/23/19 | *1. Prompt Payment Discount: \_\_\_\_\_\_\_\_\_%\_\_\_\_ days. Note: Prompt payment discount periods equal to or greater than 10 calendar days will receive consideration and bid pricing will be reduced for evaluation by the amount of that discount.*  Request you to please elaborate on it as we are not completely clear on it. | A prompt payment discount means you will give the City a discount of a certain percentage if we pay promptly upon receipt of an invoice. A common one is 10 days at 2% meaning we would take a 2% discount on the invoice if we paid within 10 days after receipt. |  |
| 52 | 5/20/19 | 5/29/19 | What is the estimated budget for this RFP? | There is not an established budget for this project. We are looking for the best product at the best value. |  |
| 53 | 5/22/19 | 5/29/19 | Approximately how many high volume and low volume users will be accessing the system? High volume users are those that will log into the system 40+ hours/month. Low volume users will log into the system less than 40 hours/month. | These details are provided in the following section: “Exhibit I - Pricing Response”, Instructions Tab.  The City will refine the user counts during contract negotiation (once the City has a better understanding of how users would use your solution). |  |
| 54 | 5/22/19 | 5/23/19 | For the one (1) copy of the pricing proposal, do you want it electronically or printed? Or both? | Both |  |
| 55 | 5/22/19 | 5/23/19 | Did the City contracted out a consultant to assist with developing this bid | No |  |
| 57 | 5/22/19 | 5/23/19 | Does Vendors who already have contract with the City for similar solutions need to respond to the RFP? | Yes, please respond to the RFP if you wish to provide the software and services listed in the RFP. This RFP is separate from any other contract or solution existing with the City. |  |
| 58 | 5/22/19 | 5/23/19 | Do you have an estimated user count (internal/external)? Full use? Portal (data entry)? | See answer to question #1. |  |
| 59 | 5/22/19 | 5/23/19 | Would you be willing to grant an extension? | We will not be extending the deadline for submitting proposals at this time (proposal due date = June 6, 2019). |  |
| 60 | 5/22/19 | 5/29/19 | Being that the City of Seattle currently owns an instance of Hyland OnBase, has the City considered, or would the City consider leveraging the current or a new instance of OnBase Case Manager to address the requirements for Contract Management? | The City does not anticipate but reserves the right to leverage current or a new instance of OnBase Case Manager to address the requirements for Contract Management. Regardless vendors are encouraged to submit to this RFP for Contract Management consideration. |  |
| 61 | 5/22/19 | 5/23/19 | How many different contract types do you have? | See RFP Table 2 Informational Attachments item #2 for information on contract types. |  |
| 62 | 5/22/19 | 5/23/19 | **RFP Section 2.2 point no. 3 and Table 2, point no. 2**  In which formats (word, pdf, pictures, hard copies) and where (SharePoint, laptops, filing cabinets, other storage) are your current contracts stored? | The City’s current contracts are stored in a variety of places.  Each originating department maintains paper files and sometimes digital files (word, pdf, scanned documents) for their contracts. There are many storage sites, sharepoint sites, network drives, etc. |  |
| 63 | 5/22/19 | 5/29/19 | **RFP Section 2.2 point no. 8**  Do you have a list of features and functions of your current system that you wish to continue using till a later date post implementation of new CCMS? | The City does not currently have a centralized Contract Management System.  Some departments may choose to continue using their existing document repository.  There is not a list of features and functions of a current system that we will use. |  |
| 64 | 5/22/19 | 5/23/19 | **RFP Section 4**  Do you have multiple instances of PeopleSoft 9.2 across departments? If yes, how many? | All City departments are using the same instance of PeopleSoft 9.2. |  |
| 65 | 5/22/19 | 5/23/19 | **Functional & Technical Requirements**  **Sub-Req no. 2.3**  Can you provide a sample waiver process or any additional details on a typical waiver process? | There are some circumstances where the City can waive competition requirements for contracts. For example, emergency contracts may not need to be competed. |  |
| 66 | 5/22/19 | 5/23/19 | **Functional & Technical Requirements**  **Sub-Req no. 8.6**  What are some examples of body text email customizations that you are looking for? Are these for internal and/or external users? | Use cases include: customizing the body text of emails for internal approval workflow notifications; customizing the body text of emails for final contracts that are being exported and sent to internal or external stakeholders |  |
| 67 | 5/22/19 | 5/23/19 | **Functional & Technical Requirements**  **Sub-Req no. 9.2**  Provide some examples of online vendor interactions that you are looking for, in the current scope of the RFP? | The City is looking to interact online with Vendors for contract negotiations and redlining. The City is also looking for both parties to digitally sign the contract online. |  |
| 68 | 5/22/19 | 5/29/19 | **Functional & Technical Requirements**  **Sub-Req no. 13.4**  Provide some examples of information being planned to be shared as part of sharing dashboards with other users. | The City envisions users needing to share dashboard information including contract volume, upcoming milestone dates… |  |
| 69 | 5/22/19 | 5/23/19 | **RFP Section 2.1 point no. 11**  Are you looking at the CMS vendor to provide a portal for general public to view contract information or the ask is to integrate CMS database with an existing govt. portal? | The City is looking for the CMS vendor to provide a portal for general public to view contract information. |  |
| 70 | 5/22/19 | 5/23/19 | **CCMS Data fields pdf**  Other than PeopleSoft, do you have any other systems as sources of some of these data fields? | The City needs to migrate data from excel/access databases into the new system during implementation. The City will receive ongoing data from PeopleSoft and the City’s Online Business Directory. |  |
| 71 | 5/22/19 | 5/23/19 | **CCMS Data Diagram pdf**  Can you confirm if the following are all the integration points expected –  1. Data.Seattle.Gov,  2. PeopleSoft,  3. City Clerk and  4. Grants Management System?  If no, what are the other integration points envisioned? | Yes, and the City’s Online Business Directory is expected to have an integration point. |  |
| 72 | 5/22/19 | 5/23/19 | Is the City looking for an eSignature solution as part of the Contract Management System? | Yes – additional details are available in the following areas:  RFP Section 2.1 Project/Services Goals #10; RFP Section 6. Statement of work and specifications #4, and RFP Exhibit F – Functional and Technical Requirements Response – Requirement 14, sub-requirement 14.1 |  |
| 73 | 5/22/19 | 5/23/19 | The Inclusion Plan is listed as 100 points in the Round 2 Scoring table. Can the City provide insight into how to earn all of these points? Does the City have a specific goal, or do you earn all of the points by providing evidence of good faith intentions? | The Inclusion Plan is divided into five sections:   * Aspirational WMBE Goals - 20pts * Strategies – 20pts * Past Performance – 20pts * WMBE Guarantees – 30pts * Diverse Employment - 10pts |  |
| 74 | 5/22/19 | 5/29/19 | Exhibit F – Requirement 6.8 – “Ability to customize workflow steps to track compliance according to City-defined business rules/requirements”   * + Could the City provide additional detail on the requirement? Are you looking to be able to route for approvals that are stored in the audit trail? | Each City department has different policies governing who can sign a contract depending on dollar amount. The City requires a solution that can be customized to accommodate workflows for different dollar thresholds. |  |
| 75 | 5/22/19 | 5/29/19 | Exhibit F – Requirement 7.2 – “Ability to assign tasks to multiple users at each step in the workflow process”   * + Could the City provide additional detail on the requirement? | City departments may need to include several reviewers during a step in the workflow approval/review process – these reviews would happen “in parallel” before moving to the next step in the workflow process. The solution shall be able to expand the approval process to address these needs. |  |
| 76 | 5/22/19 | 5/29/19 | Exhibit F – Requirement 2.14 – “Ability to create calculated display values”   * + What calculated values is the City looking to display? Is the City looking for a formula field, or is the City looking to pull information from another source to display? | The City anticipates needing to display calculated values including total contract value (the sum of the original contract and amendments), tax amounts, retainage, etc. This may include calculations using data in the solution or data in PeopleSoft. |  |
| 77 | 5/22/19 | 5/29/19 | Exhibit F – Requirement 9.2 – “Ability to interact with Vendors online”   * + In what way is the City looking to interact online with Vendors? | See answer to question 67. |  |
| 78 | 5/28/19 | 5/29/19 | Request for due date extension, e-mail submission and response to all pending clarifications at the earliest. | Due to multiple request to extend, the City has decided to extend the due date for proposal for 2 weeks.  Proposals must be submitted as stated in section 11, Proposal Format and Organization; no exceptions | **New due date for proposal submittal is June 20, 2019, 3:00 PM PST** |
| 79 | 6/6/19 | 6/10/19 | the **Security and Architecture Attachment (.xls)** provided in **Exhibit G - System Architecture and Other Technical Information** is a bad file. Please see enclosed screenshot for the error, which is observed on the Security Tab of the spreadsheet.  Request you to please share a better file or an alternative to help us provide the required responses. |  | **We have corrected the file. It is attached here. Strike the file in Question 3 of Exhibit G – Systems Architecture, Security & Technical Information Response and insert this file:** |