



County of El Paso Purchasing Department
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ADDENDUM 3

To: All Interested Proposers

From: Linda Mena, Inventory Bid Technician

Date: May 19, 2011

Subject: RFP # 11-018, Contract Management Software System for the County of El Paso

The Purchasing Department received questions relating to the above referenced proposal; the following is the response to the questions:

1. Section 2.1 states that the proposer must have been in continuous business since January 2005 providing similar products and services as described in this RFP. In our case, as an implementation partner and reseller of the software product that we are proposing we have only been in business since 2007. The principals in our organization were previous employees of the software company, who themselves have been operating since 2001. Our organization has participated in numerous projects (10+) both as an implementation partner and as a reseller of the product. Would this be acceptable to meet the requirements of section 2.1 or does the software company themselves have to be put forth as the lead proposer?

Answer: Yes, this is acceptable as long as you clarify those principles in the organization who have been operating since 2001.

2. Can you describe the County's needs in regards to pre-solicitation functionality?

Answer: Many of the records will move through three phases: Solicitation (including prep work to craft the bid, evaluation, and award of the bid), Contract Development (including work to craft the contract and award it), and Contract Administration (the life of the executed contract). The Solicitation functionality will need to include the ability to track bid-related dates (e.g. advertising date), Department point of contact (in order to assign tasks and send emails to), names of bidders, uploaded evaluation documents completed by both Purchasing and different Departments, etc. Please see Exhibit 2- Proposed Bid-Contact Process for more detail.

3. Are you looking for the system to manage the pre-contract (RFP) phase in its entirety including data and processes (approvals, reviews, etc) or are you just looking for the system to have the ability to store data related to the pre-solicitation as information during the contracting process?

Answer: Ideally the County is looking for a system that will replace the current MS Access system used to manage the pre-contract (RFP) phase. Currently this includes assigning bid numbers, capturing milestone dates such as advertising date, bid opening date, etc. and linking to various standardized documents that are automatically customized with the basic bid information (title, number, etc.). Current functionality also includes a series of vendor contacts associated with particular commodities; these lists of vendors by commodity become the bidders list for new solicitations of the same commodity type. Current functionality also includes capturing basic information provided by the vendors as it relates to the bid (e.g. was a bid bond submitted, yes or no?). Current functionality also includes the ability to generate reports based on all of the above information.

There is not much more in terms of automated functionality in the pre-contract phase at this point. The vendors listed by commodity code is the only piece of information that does not necessarily need to be covered by any new functionality as the County is moving towards having the public enter that information via the website instead (the new information is being captured elsewhere other than the above MS Access system).

4. Do you have a budget for this project that you are willing to share or is accessible to the public?

Answer: The budget for the project is not accessible to the public.

5. Can you provide the number of users who would be accessing the system? Please break them down by the following types of users if known:

- a. Power – Full functionality including the possibility of administrative functions. Can create / manage templates and contracts. Can participate in the approval process of templates and contracts.

Answer: Estimated 5 “admin level” permissions type.

- b. Limited – Can participate in the approval process of templates and contracts but cannot modify the documents themselves. Can initiate a “request” for a contract.

Answer: Estimated 100 “mid-level” permissions type.

- c. Read-Only – Can view data / reports in the system but cannot create anything.

Answer: Estimated 500 “read-only” permissions type.

6. Is there an anticipated go-live date that your organization is aiming for?

Answer: No, but ideally all current and heritage contracts, all workflow fields (drop-down menus, etc.), and department points of contacts will be loaded into the system within eight weeks of

the final contract being signed. Pilot-testing should ideally be completed no more than eight weeks after data is loaded so as to be able to launch enterprise-wide within three months after contract is signed. Ongoing training of all County personnel could at that point be handled by County administrators of the system so involvement from the awarded vendor would probably be devoted to assistance with customizing reports/fields and troubleshooting. The official go-live date, however, will be ultimately determined between the County and the vendor.

7. To give us a better understanding of your typical contracting process can you provide a narrative and /or diagram that outlines your contracting processes if available? We are interested in determining the complexity of your process so that we can accurately scope our response.

Answer: There are currently several different ways that contracts are drawn up at the County. Exhibit 1- Current Bid-Contract Process details the process for a bid if it is later used as the basis of a contract. Details vary for other types of contracts (e.g. interlocal agreements originate in the Attorney's Office and do not proceed through Purchasing first), but most of the elements of the general process are captured in the Exhibit.

8. How many contract templates does your organization currently utilize?

Answer: Currently, there are 25 broad groups of contract templates.

9. What are the estimated total page count for those templates? Do you see performing a template consolidation exercise as part of the project?

Answer: The estimated total page count templates ranges from 1 to 60 and the County would consider performing a consolidation of our contract form bank.

10. How many legacy and current contracts need to be converted into the new system?

Answer: There are an estimated 2,500 legacy contracts and an estimated 1,500 current contracts. See Section 3.4 Current Form of Data for more details.

11. Is there a requirement to interface the new Contract Management System with any existing systems in your organization? (other than Active Directory)

Answer: Not strictly speaking. Information related to budgets and Purchase Orders will be pushed from the current financial system of the County Financial Accounting Management Information System (FAMIS) version 4.2 and a subset of that system called Advances Purchasing and Inventory Control System (ADPICS) to be made into a file that will need to be imported by the contract management system. There is no need for a direct link between the two systems, but the contract software must be able to import that financial data, associate it with the appropriate record (i.e. contract), and be able to produce reports based on it. Ultimately the goal is to be able to tie specific contracts to their POs and their accounts to verify how much has been spent and how much of the currently budgeted amount is remaining.

12. If so please provide the list of systems to be integrated with as well as the direction of the flow of data (To / From the Contract system or Both ways) and the type of data that will be flowing between the systems.

Answer:

See above. The data would only need to be imported into the contract management system for reporting-sake. No data would have to flow back to FAMIS.

13. Since legal files contract management software is a COTS product, priced and licensed on a per-named active user basis, how many user licenses would the County use?

Answer: The County desires the following estimated number of licenses.

5 “admin level” permissions type
100 “mid-level” permissions type
500 “read-only” permissions type

The vendor should note in their response the per-named active user (“unit”) price as well as the total cost if that is how the vendor’s normal pricing structure is calculated.

14. Would providing remote (as opposed to onsite) installation support to the County’s IT team be acceptable?

Answer: Yes, providing remote installation support is acceptable.

15. Does the County have a legacy database form which to convert data?

Answer: Most of the contracts have data contained in a MS Access database. Most of those records also have Word, Excel, and PDF files associated with them but that are not contained in the database itself. Finally, some of the contracts only exist in original Word format and scanned PDF versions of the signed copy and do not have any information contained in the MS Access database. See Section 3.4 Current Form of Data for more information.

16. If so, can a list of data elements be provided?

Answer: Some of the common data elements include Matter Number (i.e. Contract Number), Date Opened, Client, Subject of Contract, Contract Type, Start Date, End Date, Department,

Department Contact, Attorney Assigned, Contract Events (listing critical emails, date of Commissioner's Court approval, etc.).

17. Does the database consist of electronic documents/files?

Answer: The database itself does not contain electronic documents/files, but as noted above there are a number of files that exist outside of the database, some of which would need to be linked to their respective records in the database.

18. What database does it utilize?

Answer: As stated in the answer to question 3 above, the database is stored in a myriad of applications to include: Microsoft Access, Microsoft Word, and Adobe Acrobat Reader.

19. Can exceptions be taken to general terms and conditions?

Answer: No exceptions to Section 8, General Terms and Conditions.

20. Does the County expect the vendor to supply hardware and supporting software, such as operation systems and dataset licensing?

Answer: Yes, include the hardware and supporting software, such as operating system and dataset licensing in the proposal.

21. Tab 8 seems to state that the vendor should supply hardware, yet Section 2.3 A states that the County will be responsible for supporting software. Would the county please Clarify?

Answer: Section 2.3A doesn't specify the county will be responsible for support software, it states:

A. Technical

- (1) The system is a web browser based application.
- (2) The system supports either SQL 2005 or SQL 2008 databases.
- (3) The system supports Microsoft Windows Server 2008.
- (4) The web server is separate from the database server, physically or logically.
- (5) The system supports Microsoft Windows XP Operating System or higher.
- (6) The system supports Microsoft Internet Explorer 6 or higher.
- (7) The system conforms to the following standards – MAPI or SMTP.
- (8) The system provides user defined, event triggered workflow.
- (9) The system provides the ability to import and export data into excel, comma delimited, or Adobe Acrobat reader formats.
- (10) The system support is provided by the software development company.

Therefore, it specifically states the “system” will be responsible, not the “County.”