



County of El Paso Purchasing Department
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ADDENDUM 4

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. Notice to Interested Parties cover page of the RFP – paragraph 4 (next to last paragraph)

If the proposal totals more than \$100,000.00, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The certified cashiers check must be included with the proposal at the time of the opening.

Will the County consider amending this requirement to: "must be provided at the time of award"?

Answer: No, the County will not consider amending the requirement as the bid bond must accompany the proposal.

2. RFP Section 2.3 "Proposed System Minimum Qualifications" – Paragraph C "Functional" – Item 1i

Please define the term "Project" and its association/relation to the following:

- a) Pre-Solicitation
- b) Solicitation
- c) Bid
- d) Award
- e) Contract
- f) Contract Compliance Checklist
- g) Change Order

Answer: Please disregard any mention of "Project" or "Project #" - it is an identifier that will not be needed.

3. RFP Section 2.3 “Proposed System Minimum Qualifications” – Paragraph C “Functional” – Item 1v

Please define the term “Performance Milestones” and its association/relation to the following:

- a) Pre-Solicitation
- b) Solicitation
- c) Bid
- d) Award
- e) Contract
- f) Contract Compliance Checklist
- g) Change Order

Answer: “Performance milestones” could be more accurately referenced as “milestones”. They are any important date as related to the established contract, such as expiration date. It could also reference an instance such as a reporting deadline to a third party as required by the grant. In both cases it is important that reminders and alerts are sent prior to the actual deadline so that appropriate action can be taken in time.

4. RFP Section 2.3 “Proposed System Minimum Qualifications” – Paragraph C “Functional” – Item 1vi

Please provide a current example of a “Contract Compliance Checklist”.

Answer: There is no current example of a contract compliance checklist. Please disregard any mention of “Contract Compliance Checklist”.

5. RFP Section 2.3 “Proposed System Minimum Qualifications” – Paragraph C “Functional” – Item 2iii

Please provide a definition and current examples (value list) for “level of participation”.

Answer: Please disregard any mention of “level of participation”.

6. RFP Section 2.3 “Proposed System Minimum Qualifications” – Paragraph C “Functional” – Item 2iiv

Please provide a list and definitions and current examples for “Non-construction quarterly audit reports”.

Answer: A report needs to be generated every quarter that will tie contracts to Purchase Orders and invoices and compare the then-current level of expenditures and remaining amount to be expended (based on open POs) against budgets.

7. RFP Section 2.3 “Proposed System Minimum Qualifications” – Paragraph C “Functional” – Item 2iiv

Please provide a list and definitions for “potential contract compliance issues”.

Answer: A report needs to be generated every quarter that will highlight which contracts were in default in regards to milestones. For example, if a department needed to collect from a vendor a letter acknowledging agreement to an extension 60 days before expiration, and it was not done until 25 days before expiration, this is a compliance issue on the department’s part. Alternatively, if a vendor is supposed to provide a monthly report detailing the progress of at-

risk teens in a program, and that report is received two weeks late for one month, then that would be a contract compliance issue on the vendor's part.

8. RFP Section 2.3 "Proposed System Minimum Qualifications" – Paragraph C "Functional" – Item 2ii

Please provide a list and definitions and current examples for "Reports for contract management compliance".

Answer: See #7 above. Ideally reports should be customizable so that the County can easily identify contract compliance issues by department, vendor, etc.

9. RFP Section 2.3 "Proposed System Minimum Qualifications" – Paragraph C "Functional" – Item 4i

Please provide a list and definitions and current examples for "Custom reports".

Answer: See #6, #7, and #8 above.

10. RFP Section 2.3 "Proposed System Minimum Qualifications" – Paragraph C "Functional" – Item 4ii

Please provide a list and definitions and current examples for "Bids received report".

Answer: Please disregard any mention of "Bids received report".

11. RFP Section 2.3 "Proposed System Minimum Qualifications" – Paragraph C "Functional" – Item 4iii

Does "industry code" mean NAICS codes?

Answer: Please disregard any mention of "NAICS" codes.

12. RFP Section 2.3 "Proposed System Minimum Qualifications" – Paragraph C "Functional" – Item 4iii

Please provide a list and definitions and current examples for "dollar threshold".

Answer: "Dollar thresholds" refers to the payment information that will need to be pushed from the County's financial system, Financial Accounting Management Information System (FAMIS), to allow for creating reports. This includes the Total Amount, Amount Spent, and Amount Remaining on open Purchase Orders.

13. RFP Section 2.3 "Proposed System Minimum Qualifications" – Paragraph C "Functional" – Item 4viii

Please elaborate on the meaning of "capable of accepting and tracking electronic documents by Countywide users".

Answer: This refers to the need to attach back-up documentation to each contract record by multiple County users so that a complete history, including pertinent documents, can be viewed by other County users in a single location. Examples of documents would be the original RFP, the

awarded RFP response, the ensuing contract, any required reports related to the contract terms, etc.

Does “Countywide users” mean Contract Management Software system users?

Answer: Yes. Some will have administrative rights to manage the entire system, others should have the ability to create records and assign tasks, others should be able to take action on the record such as respond to tasks and upload documents, and others should be read-only.

Are the “electronic documents” related to and/or associated with and/or in support of the following:

- a) Pre-Solicitations
- b) Solicitations
- c) Bid
- d) Award
- e) Contract
- f) Change Order

Answer: Documents could be related to any of the above, except “pre-solicitations” which should be disregarded entirely.

14. RFP Section 5.1 “Proposed System” – Paragraph B “Provide for the onsite conversion and loading of the County’s initial contract data”

Please provide the total number/quantity of County’s initial contract data rows/records.

Answer: There are roughly 1,500 current (live) contracts and 2,500 legacy (expired) contracts.

Please provide the total number/quantity of columns/fields per contract data row/record.

Answer: There are roughly 70 possible fields of information related to each contract, although some of these would not be applicable for all types of contracts. For example, ‘contract name’ should be associated with every contract, but ‘payment discount’ would be limited to expenditure-type contracts whereby the County will be paying a vendor for services; it would not be logically applicable to revenue contracts where the County will be receiving money from a partner agency. There are at least 20 rows of information associated with every single contract. See Section 3.4 Current Form of Data for more information.

15. RFP Section 6.0 “Proposed System Cost” – Paragraph B “Provide technical assistance to the Proposer in developing interfaces to other platforms with which the system may interact”

Please provide a list and definitions for each anticipated/expected “interface to other platforms with which the system may interact”.

Answer: 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.

Please provide a list and definitions for each data field associated with each anticipated/expected “interface” for this requirement.

Answer: At a minimum, the fields that will need to be “interfaced” include PO #, Vendor #, Sub-Object # (the account code number), Commodity Code #, Invoice #, Total Amount (of each PO), Amount Spent (of each PO), Amount Remaining (of each PO). Details will need to be worked out but the most logical point of reference in both systems will be the contract #, automatically assigned by the contract administration software system and later hand entered by staff into FAMIS on an ongoing basis for each Purchase Order.

16. RFP Section 7.1 “Responsibility of County” – “The cost of the proposed system shall be a fixed fee that includes concurrent software licenses”

Please provide the total number/quantity of concurrent software user licenses the County wishes to be priced and procured.

Answer: Roughly 5 “admin level”, 100 “mid-level”, and 500 “read-only”, as defined by the relative capabilities of the user to create/modify records.

17. RFP Section TAB 6 “Maintenance and Support” – Item 1 - “The cost for revision upgrades are included in the proposed maintenance costs”

Please provide a definition for “revision upgrades”.

Answer: Any “revisions upgrades” refers to any changes to the contract management software system, i.e., updates, hot fixes, service packs.

18. RFP Section Attachment 1 “System Functionality Evaluation” – Reference Number: T 20 - “The system provides pre-configured generic business process components”

Please provide a list and definitions for each anticipated/expected “pre-configured generic business process component”.

Answer: The ability for the workflows within the contract management software system.

19. RFP Section Attachment 1 “System Functionality Evaluation” – Reference Number: T 21 - “Objects are configurable to match business process designs without programming”

Please provide a list and definitions for each anticipated/expected “business process”.

Answer: The business process method of managing contracts.

Please provide anticipated/expected “Business Process Design” document associated with this requirement.

Answer: The contract management software system will provide workflow capabilities for the business process to flow within the system.

20. RFP Section Attachment 2 “System Functionality Evaluation” – Reference Number: S 18 - “The system allows for control to be given to individual sites”

Please provide a list and definitions for each anticipated/expected “control”.

Answer: The contract management software system should control the level of access by users.

Please provide a list and definitions for each anticipated/expected “individual sites”.

Answer: The contract management software system should control the level of access by County respective departments (i.e., individual sites)

21. RFP Section Attachment 2 “System Functionality Evaluation” – Reference Number: S 23 - “The system allows the user to specify what types of activity requires supervisory control and override”

Please provide a list and definitions for each anticipated/expected “type of activity requires supervisory control and override”.

Answer: The system will allow the contract administration manager and associated administrators to specify role-based access to the contract administration software system. This will ensure the contract administration manager and associated administrators have the capability to control the input to the contract administration software system and make appropriate updates as necessary.

22. RFP Section Attachment 2 “System Functionality Evaluation” – Reference Number: S 26 - “The proposed system provides and supports baseline security configurations for the applications”

Please provide a definition for “applications”.

Answer: Applications refers to the contract management software system.

23. RFP Section Attachment 2 “System Functionality Evaluation” – Reference Number: S 27 - “The default accounts, default passwords, community strings or other default access control mechanisms, if allowed, can they be changed”

Please explain the meaning of this requirement.

Answer: The contract management software system should have built in security; therefore, the security needs to be controlled by the contract administration manager.

24. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 2 - “Email notification to company of application receipt”

Please explain the meaning of “application”.

Answer: The contract management software system should have the capability to email individuals of contracts, changes to contracts, etc.

How does “application” relate to the following?:

- a) Pre-Solicitation
- b) Solicitation
- c) Award
- d) Project
- e) Contract
- f) Change Order

Answer: Please disregard the term “application” in this section. This item is referencing the need to notify individuals via email or workflow of any changes regarding the above.

25. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 21 (Pre-Solicitation Attendance Information) - “Type of Work Performed”

The past tense of the word “Performed” suggests that something has already been completed. Please explain the meaning of “Type of Work Performed” as it relates to “Pre-Solicitation Attendance Information”.

Answer: Please disregard any mention of “Pre-Solicitation” or “Type of Work Performed”. Reports that can tie vendor IDs to commodity codes will need to be run on a regular basis, as detailed in earlier questions.

26. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 31 (Solicitation Information – Prime Contractor) - “Type of Work Performed”

The past tense of the word “Performed” suggests that something has already been completed. Please explain the meaning of “Type of Work Performed” as it relates to “Solicitation Information Prime Contractor”.

Answer: Please disregard any mention of “Type of Work Performed”. See #25 above.

27. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 33 (Solicitation Information – Prime Contractor) - “Certification Status”

Please provide a list and definitions for each anticipated/expected “Certification Status”.

Answer: Certification status refers to whether a business is in good standing with its franchise tax reports and payments. This should be a milestone field that will require action to be taken once a year to verify if a vendor is still in good standing. It will not need to be linked to any other system.

How does "Certification Status relate to the following?:

- a) Pre-Solicitation
- b) Solicitation
- c) Award
- d) Project
- e) Contract
- f) Change Order

Answer: See above- it relates only to a vendor assigned to a contract.

28. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 40 (Solicitation Information – Sub-Contractor) - "Type of Work Performed"

The past tense of the word "Performed" suggests that something has already been completed. Please explain the meaning of "Type of Work Performed" as it relates to "Solicitation Information Sub-Contractor".

Answer: Please disregard any mention of "Type of Work Performed". See #25 above.

29. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 41 (Solicitation Information – Sub-Contractor) - "Certification Status"

Please provide a list and definitions for each anticipated/expected "Certification Status".

Answer: See #27 above.

How does "Certification Status relate to the following?:

- a) Pre-Solicitation
- b) Solicitation
- c) Award
- d) Project
- e) Contract
- f) Change Order

Answer: See #27 above.

30. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 51 (Awarded Contract Information) - "Monthly payment by Sub-Contractor"

Are these payments made by the County to the Sub-Contractor?

Answer: Please disregard any mention of "monthly payment by sub-contractor". Information on payments to/from the primary contractor (contract holder) as conducted through the FAMIS system are the only concern.

Will capture of these payments be associated with an interface/integration to an existing County software/system platform?

Answer: The contract management software system should capture the payments through an integration with the County's financial system (FAMIS).

31. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 53 (Awarded Contract Information) - "Calculates participation-to-date on contracts"

Please provide a definition for "participation-to-date".

Answer: Please disregard any mention of "participation-to-date".

32. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 55 (Awarded Contract Information) - "Tracking for up to 3 tiers of subcontractors"

Please provide a definition for "tiers".

Answer: You have the prime contractor, then a subcontractor (1st tier), then another subcontractor (2nd tier), etc.

Does this mean a subcontractor of a subcontractor of a subcontractor?

Answer: Yes

Does this mean a maximum of 3 subcontractors per Prime Contractor?

Answer: Yes

33. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 77 "Quarterly Participation Reports for total Authority-wide expenditures"

Please provide a list and definitions and current examples for each anticipated/expected "Quarterly Participation Report".

Answer: Please disregard any mention of "quarterly participation reports".

34. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 78 "Contract Activity for Vendor Reporting"

Please provide a list and definitions and current examples for each anticipated/expected "Contract Activity for Vendor Report".

Answer: See #25 above.

35. RFP Section Attachment 3 "System Functionality Evaluation" – Reference Number: F 79 "Non-construction Quarterly Audit Reporting"

Please provide a list and definitions and current examples for each anticipated/expected "Non-construction Quarterly Audit Report".

Answer: See #6 above.

36. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 80 “Custom Reports”

Please provide a list and definitions and current examples, if available, for each anticipated/expected “Custom Report”.

Answer: The contract management software system will provide the County with the ability to create custom reports that deviate only slightly from the ones mentioned above. For example, instead of running a fully comprehensive report detailing PO #s, commodity code #s, etc. having the ability to run a report that shows only departments, contract numbers, and payments and budgets related to one account (distinguished by the Sub-Object #).

37. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 81 “Bids Received Report”

Please provide current examples, if available, for each anticipated/expected “Bids Received Report”.

Answer: Please disregard any mention of “Bids received report”.

38. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 83 “Comprehensive search engine with customizable search templates”

Please provide a list and definitions and current examples, if available, for each anticipated/expected “search template”.

Answer: The contract management software system should have the capability to search by certain search structures, i.e., “contracts” and “department”

39. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 192 “Ability to track permits”

Are these Vendor/Supplier/Provider permits?

Answer: Please disregard any mention of “track permits”.

Please provide a list of example “Permit Types”.

Answer: Please disregard any mention of “track permits”.

40. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 196 “Ability to track tracts of land”

Are these tracts of land associated with Land Use Grants, Land Use Contracts, or some other type of obligation, committal or agreement?

Answer: Please disregard any mention of “tracts of land”.

41. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 201 “Ability to track Texas Department of Transportation regulatory and statutory requirements”

Please provide a list and definitions for each data field associated with this requirement.

Answer: Please disregard any mention of “tracts of land”.

42. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 202 “Ability to track relocation notices and procedures to individuals, farmers, business owners, etc.”

Please provide more detailed information, including current examples, for this requirement.

Answer: Please disregard any mention of “track relocation notices”.

How does this relate to the following?:

- a) Pre-Solicitation
- b) Solicitation
- c) Award
- d) Project
- e) Contract
- f) Change Order

Answer: Please disregard any mention of “track relocation notices”.

43. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 204 “Ability to track certificates of deposit”

Please provide more detailed information, including current examples, for this requirement.

Answer: Please disregard any mention of “track certificates of deposit”.

How does this relate to the following?:

- a) Pre-Solicitation
- b) Solicitation
- c) Award
- d) Project
- e) Contract
- f) Change Order

Answer: Please disregard any mention of “track certificates of deposit”.

44. RFP Section Attachment 3 “System Functionality Evaluation” – Reference Number: F 206 “Ability to track self-insurance provisions of the contract”

Please provide a list and definitions for each data field associated with this requirement.

Answer: Please disregard any mention of “track self-insurance provisions”.