

November 9, 2022

Addendum 1

To: Interested Parties

Re: Questions and Answers, Solicitation #020.23.B5, Contract Management System

From: Howard County Public School System

Question 1: Can you please elaborate on the makeup of the 50 users? For example, do all users have the ability to read and manage contracts? How many users will be administrators? How many users will perform contract compliance audits? How many users will be read-only? Are the read-only users' part of the minimum 50 you stated, or is this a separate amount?

Answer 1: Users will include the HCPSS purchasing staff, contract managers, budget staff, and information technology staff. Read-only access will be given to HCPSS employees who purchase goods and services, but do not have rights to manage or change data.

Question 2: Can you elaborate on the documents you would like uploaded to your other network locations? What does linking to the HCPSS website entail?

Answer 2: Documents include all documents relevant to purchasing (solicitations, contracts, Board documents, invoices, etc.). HCPSS is required to post all contracts to our website and would like the contract management system to link to the HCPSS website.

Question 3: Can you elaborate on what you mean by streamlining risk management by assessing risks for HIPPA?

Answer 3: HCPSS follows all required HIPPA and data privacy laws. Appendix B includes the Student Data Sharing Agreement, which outlines all applicable laws and regulations pertaining to data privacy and security.

Question 4: Please confirm that out-of-state bids are acceptable with good standing in the firm's home state by its respective authority.

Answer 4: Section 1.21 Business Registration, describes the requirements for out-of-state vendors. In addition, Section 1.27 eMaryland Marketplace Advantage Registration, describes requirements for registration through the eMMA system.

Question 5: Per Section 1.19, it appears that the resultant contract will be a cooperative or piggy-back contract. Is that correct?

Answer 5: Per Section 1.19 Cooperative Purchasing Clause, "HCPSS reserves the right to extend the terms of any contract resulting from this proposal to public bodies, subdivisions, school districts, community colleges, colleges, and universities, including nonpublic schools." The awarded contract will be between the awarded vendor and HCPSS, however the Maryland law referenced in this section allows HCPSS to extend these terms and conditions through a cooperative contract.

Question 6: Please confirm the Letter of Transmittal is not a form and is to be submitted on the Offeror's letterhead.

Answer 6: The Letter of Transmittal should be submitted by the Offeror, on the Offeror's letterhead.

Question 7: Section 3.3 D, states that "Contractors shall submit a fee structure utilizing the Cost Proposal – Section VII," however Section VII appears to be an evaluation form. Please clarify what fee structure HCPSS requires.

Answer 7: Section 3.3 D references the price proposal listed in Section VII. The price proposal shall be submitted by the vendor, separately from the Technical Proposal.

Question 8: Section 3.4 states, "Every Offeror may be required to submit a financial statement upon request, and other financial data requested or required within 24 hours after request." Please clarify what we should submit in our offer and whether this can be labeled as "Confidential" for open records.

Answer 8: Section 1.12 Required Documents, lists the acceptable financial documents.

Question 9: Section 3.9 states, "However the successful Offeror is responsible for all costs for acquiring other data or processing, analyzing or evaluating county data." Should this be HCPSS data instead of county data? Please provide samples of data that would be required under the contract that would not be provided by HCPSS.

Answer 9: The data referenced in that section refers to the Howard County Public Schools data. All data would be provided by HCPSS.

Question 10: Please clarify Section 5.3, Waiver of Right to Bid on Other Contracts. Does this mean other contract management services contracts or any and all future contracts issued by HCPSS.

Answer 10: This section refers to "services to be provided under this agreement."

Question 11: Section 5.8, Subcontracting or Assignment, states, "Subcontractors will not be allowed for this solicitation." However Section 6.7 states, "Offerors are expected to make every effort to meet or exceed the goal of 25 percent participation by organizations majority owned by Native American/Alaskans, Asian/Pacific Islanders, Blacks, Hispanics, persons with disabilities, and/or women as certified by the Maryland

Department of Transportation, the certifying agency in Maryland.” Without subcontracting, how are Offerors to meet this requirement?

Answer 11: Subcontractors are not allowed for this solicitation, however Offerors who meet or exceed the goals referenced in Section 6.7 are encouraged to apply.

Question 12: Regarding Section 6.7, if we are certified within one of the classifications as an out-of-state Offeror in our home state, does this satisfy the Section 6.7 requirement as 100%?

Answer 12: Per Section 6.7, “...as certified by the Maryland Department of Transportation, the certifying agency in Maryland.”

Question 13: Excluding training documents, does Section 5.21 apply since this is a cloud-based system?

Answer 13: Yes, Section 5.21 applies and references all materials.

Question 14: Please expand upon the data migration/importing requirements for the Contract Management system with the current vendor. (i.e., record information, employee lists, vendor lists, etc.) How many total electronic files (PDF, MS Word, etc.) in the current system into the Contract Management System. How many total electronic files in the current system (how many rows in the exported spreadsheet)? Where are the historic electronic contract files currently stored (shared folders, Sharepoint, document management system, paper, etc.)?

Answer 14: Included in the data migration and importing, will be all previous and current HCPSS contracts. We cannot provide an exact number of documents. Current and historic files are currently stored in our current Contract Management System and HCPSS files.

Question 15: Please expand upon your preferences to integrate with Workday and Microsoft 365. Please provide system details (system name and version, database used, scope of use, home-grown or commercial), if applicable.

Answer 15: As described in Section 3.5 Functional Requirements, (Scope of Work), the Contract Management System must have the capability to pull purchase order, invoice, and payment information from Workday and incorporate into the Contract Management System to ensure spending is within budget and deliverables have been met. Currently, HCPSS uses the most updated versions of all systems.

Question 16: Are there any additional systems that may require a one-time data import such as the current Contract Management System? 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.

Answer 16: Additional systems may also include Sharepoint and any other systems that HCPSS may use in the future to store data.

Question 17: What objects, fields, and tables will your organization be passing in the data integration between the Contract Management System and Workday and Microsoft 365?

Answer 17: HCPSS will use a large variety of objects, fields, and tables including all contract documents, purchase orders, invoices, etc.

Question 18: Are the other systems installed/deployed on your organization's server(s), or is the vendor hosting the software (cloud/SaaS)?

Answer 18: Most of our systems are in the cloud, but we also utilize SaaS.

Question 19: Please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements.

Answer 19: Integration process details will be shared with the awarded vendor after the contract is awarded.

Question 20: What documents/contract templates would you like to author within the system (number of templates)?

Answer 20: We do not have a number at this time. All documents and templates are subject to change at any time.

Question 21: Do you require professional services to configure templates? If so, how many would be required for the awarded vendor to configure?

Answer 21: The Contract Management System will be required to configure new templates as needed.

Question 22: Do you require professional services to configure workflow processes?

Answer 22: Yes.

Question 23: Please provide additional details about your organization's workflow/approval processes. Please provide number of steps and examples.

Answer 23: Our workflow and approval process is dependent upon the type of document/contract/order, etc. Steps and examples will be provided to the awarded vendor.

Question 24: Does your organization require a full-time, dedicated Project Manager for this implementation?

Answer 24: This solicitation does not require a full-time, dedicated Project Manager, however all specifications of the contract must be met.

Question 25: Do the awarded vendors have to be e-verified, run through OFAC sanction lists, and meet US working regulations?

Answer 25: Awarded vendors must meet all requirements set forth in this RFP.

Question 26: How many vendors/clients is your organization currently managing?

Answer 26: We cannot provide a number of current vendors/clients. The number of vendors/clients is always changing.

Question 27: The proposal states, "Ability to provide a minimum of 50 user licenses." How many of these users would fall under Admin, Super/Power, and Standard Licenses?

Answer 27: A minimum of 50 user licenses will be required and will have the full access to the Contract Management System. The other users will be all HCPSS employees and will include read-only access.

Question 28: Regarding Section 3.5.9, b. please clarify if the intent is to upload documents to another third-party system, or upload documents within the core system?

Answer 28: The intent is for documents to be uploaded to both the Contract Management System and any third-party systems that HCPSS currently uses or may use in the future.

Question 29: Is there a preference for system deployment?

Answer 29: We are looking for a comprehensive cloud-based contract management system.

Question 30: Can you provide an estimate for the number of concurrent users on the system?

Answer 30: We are asking for a minimum of 50 user licenses and "read only" access for all HCPSS staff.

Question 31: Is there an existing system in place and do you currently use any type of electronic forms?

Answer 31: Yes, there is a current system and we use electronic forms across multiple platforms.

Question 32: Are you able to provide any sample forms or processes?

Answer 32: All forms and processes will be provided to the awarded vendor.

Question 33: Is the migration of data included in this Scope of Work?

Answer 32: Migration data will be provided to the awarded vendor.

Question 34: Do you have any estimates for the amount of content that will be converted or migrated, specifically, number of documents, pages, and disk space estimation?

Answer 34: Section 3.5.1 discusses the migration of data into the new system. All data will be provided to the awarded vendor.

Question 35: Can you provide the current make, model, and version of the current system?

Answer 35: This information will be provided to the awarded vendor.

Question 36: For the desired Workday integration, please provide the details on the version of Workday as well as its desired functionality.

Answer 36: We use the most current version of Workday and are looking for a system that can integrate with this version.

Question 37: For forms and workflow development, will the selected vendor be responsible for building the required forms and workflows, or will the proposer's staff be performing development after proper training?

Answer 37: The awarded vendor will work with the HCPSS purchasing department to build the required forms and workflows.

Question 38: After award, will there be opportunity for debrief or feedback?

Answer 38: Yes, after award there will be opportunity for debrief.

Question 39: If you plan on using existing scanners with this solution, are they ISIS or TWAIN compatible?

Answer 39: We use a variety of scanners that are compatible with many systems.

Question 40: Can conference calls and web meetings be used for this project, or is on-site attendance required.

Answer 40: Conference calls and web meetings can be used for this project. If in-person meetings are necessary, HCPSS will notify the awarded vendor.

Question 41: Is on-site or remote training required?

Answer 41: HCPSS can request both on-sit and/or remote training.

Question 42: Do you plan on using a single sign-on service?

Answer 43: Yes



Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6723, fax (410) 313-6789

Question 43: Do you have an Active Directory (AD) containing the users for the new solution?

Answer 43: The directory of users will provided to the awarded vendor.