PROCUREMENT SOFTWARE

ADDENDUM #1

Modifications to Requirements in the RFP

The below changes have been made within the RFP itself and have been highlighted within the document for clarity. This revised RFP, from this Addendum forward, contains the most current requirements for the software and for submission of all proposals:

1. Attachment C has been renamed and redesigned to be in the same order as the items in the overview, and to reflect the levels of importance of the functions.
2. Section 2: Scope of Work has been revised to modify the instructions on completing Attachment C and the various importance of the functions in the overview.
3. Section 4: Evaluation scoring criteria has been adjusted to reflect the various levels of importance of certain software functions and changed the percentage weights of some criteria. Additional explanation was also added to the criteria instructions.

Responses to Questions

These questions were submitted and asked during the Bidder's Conference held on June 27th, 2022. These written clarifications serve as the formalized replies to all questions, and should there be a discrepancy, these written clarifications will take precedent over any verbal answers provided at the conference.

1. Should the procurement software include a section for storing vendor agreements and other vendor-related documents?
   a. Yes. Ideally we would prefer a system that allows for all information and agreements to be stored within it so that it is easily accessible. We would also like a system that allows us to email notifications and questions to a vendor (or groups of vendors) from the system itself.
2. Just confirming: You all are looking for a system to do both inventory management, requisitions, and PO's, in addition to the creation, evaluation and receiving of public bids and contracts management?
   a. The main use for this software will be to allow me [Meagan Varney, Procurement Specialist] to track the solicitation process for Procurements from beginning to end. This would be the internal process that includes the following steps:
      i. Internal Approvals (Cost Estimate, etc.)
      ii. Solicitation Drafting and Posting
      iii. Vendor List creation and storage (and notification)
      iv. Receipt of Proposals
      v. Proposal Evaluation and Vendor Selection
      vi. Contract Negotiation and Storage

      Requisitions (in our case, requests to purchase an item that becomes a solicitation or other micro purchase file) will come from Project Managers to me as Procurement Specialist and will be one step at the beginning. PO functions are not required, but are included in the checklist if the software has those functions.

      Inventory Management will be handled by our maintenance software and is NOT required. Note that ideally this software will integrate with as many of our systems as possible, including accounting and maintenance, but does not have to have the functions reserved for those systems itself.

3. Ideal go live date?
    a. We would like to go live as soon as we possibly can, but most likely October-December of 2022.