



CITY OF PROVIDENCE, RHODE ISLAND

Department: Purchasing

RFP Title: eProcurement Software

Opening Date: 10/24/2022

Addendum #: 4

Issue Date: 10/19/2022

The purpose of this addendum is To answer questions previously submitted by vendors

e-Procurement Software – City of Providence

Q&As

Addendum 4

1. Please let us know the annual spend volume in \$\$ that is expected to be processed through the new solution.

Answer: In Fiscal Year 2022, it was \$500M – BOCS items

2. Could you please provide us with the below information to understand the scale of procurement operation:

- a. # of Suppliers:

Answer: 13,346

- b. # of Contracts created per annum:

Answer: The average number of contracts per year, since 2019, is 754.

- c. # of RFX's per annum:

Answer: About 200

- d. # of Purchase Orders per annum:

Answer: About 6,000

- e. # of Invoices per annum:

Answer: Approximately 50,000 invoices processed per year including Providence Water Supply Board, Providence Public School District, and side funds.

3. Could you please let us know the count of active contracts expected to be migrated to the new solution?

Answer: The plan is not to migrate old contracts, but to use the software on a go-forward basis.

4. Is Organizational Change Management service required (in addition to training) as part of this proposal? If yes, can you please specify the expected scope for Change Management?

Answer: We do not anticipate a change of Management

5. Is there any particular security requirement for resources staffed on the project, such as must be a U.S. Citizen or permanent resident? If yes, can you please specify?

Answer: This is to be determined (TBD)

6. Could you please confirm if we can use Global Delivery Model where part of project implementation & support will be carried out outside of United States, such as from India?

Answer: TBD

7. Do you have any expected duration of the project or target go-live date for the eProcurement solution?

Answer: The project will be implemented in stages within the next three years.

8. Are there any concurring projects the participating vendors should be aware about?

Answer: No, there are no concurrent projects

9. Does the City have any budget allocated for the eProcurement solution? If yes, can you please share as appropriate.

Answer: The project is fully funded

10. For end user training, can you please confirm the number of staff that require training?

Answer: About 80 people

11. Is there a middleware platform that the City prefers us to use?

Answer: Vendors may recommend preferred middleware for integrations.

12. What is the integration requirement between the new eProcurement system and the ERP for Contracts management solution?

Answer: The contract management features are new to the City. No documents will be integrated with the ERP system. Vendor data will need to be synced between the ERP system and eProcurement solution.

13. We understand that "The City's preference is for all-in-one software solutions and a System solution that interfaces nicely with the City's current website."

Could you please elaborate on this requirement and let us know what the business requirements are to interface the SaaS software with the website?

Answer: The City is seeking proposals from a vendor with a single platform that can meet all the requirements of the RFP, rather than partner with several vendors to combine their offerings.

14. How many total users?

- a. How many internal users will require administrative level access?

Answer: See answer to question 10

- b. How many internal users will require the ability to add, edit and delete?

Answer: This is TBD, it will vary by department. We would like to have a system that allows for collaboration when it comes to putting together an RFX.

- c. How many internal users will require request only access?

Answer: TBD

- d. How many internal users will require read-only access?

Answer: TBD

15. How many internal users do you project will require access to the system at any given time?

Answer: Each department has a minimum of two people working on bids and POs

16. Does your organization require data import services? If so, please expand upon the data migration / importing requirements for the Contract Management Software and eProcurement System? (Such as record info, employee lists, vendor lists, etc.)

Answer: Currently we post our solicitations in BidNet Direct for free. There are 485 solicitations posted there. We may need to import them depending on the outcome of this solicitation.

- a. How many total electronic files (PDF, MS Word, etc) in current/legacy system into the Contract Management Software and eProcurement System?

Answer: All of our solicitations are pdf files.

- b. How many total electronic files in current/legacy system? (rows in the exported spreadsheet).

Answer: There are 485 solicitations posted in BidNet Direct. There may be additional addenda accompanying these solicitations.

- c. Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc).

Answer: All of our bid documents are stored in our servers.

17. Can you please expand upon your preferences to integrate with Infor Lawson?

Answer: Lawson data may be exported to the proposed solution via SQL scheduled jobs.

18. Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable.

Answer: Infor Lawson S3 v10.1.0.x and Microsoft SQL Server 2014

19. Are there any additional systems that may require a one-time data import such as a legacy Contract Management/e-Procurement system?

Answer: None

20. What objects, fields, and tables will your organization be passing in the data integration between the Contract Management Solution and/or eProcurement System and Infor Lawson?

Award: These will be provided with the application award.

21. Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)?

Answer: Existing systems are hosted on-prem.

22. Does Infor Lawson have one of the following available for integration and your organization has licensed access: SOAP API, REST API?

Answer: TBD

23. Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements?

Answer: TBD

24. What documents/contract types would you like to author within the system (number of templates)?

Answer: If there is a need for it, it would be documents internally used by departments to communicate different procurement needs to the Board of Contract and Supply (e.g. Advertisements, RFx, Awards, Contract Extensions, Addenda, Sole Source, Emergency Purchase, Change Orders, Piggybacks, etc.).

25. Do you require professional services to configure templates?

Answer: We do not anticipate the need for professional services to configure templates at this time. It will be determined.

- a. If so, how many would be required for the awarded vendor to configure?

Answer: In addition to the ones mentioned above, there may be a few more. But, at this moment we do not have a concrete number.

26. Do you require professional services to configure workflow processes?

Answer: Not at this moment, but you can include it as a bid alternate.

- a. If so, how many would be required for the awarded vendor to configure?

Answer: In Purchasing, there are four (4) processes:

1. Advertisement or Communications – Pre-board – Board of Contract and Supply (BOCS)
2. BOCS to Purchase Order (PO) for Board Approved Purchase
3. BOCS to Bidding to Award
4. Purchasing – PO

27. Can you please provide additional details about your organization's workflow/approval processes?

- a. Can you please provide number of steps and examples?

Answer: The procurement process can be divided into two sub-processes:

- A. If less than \$5,000, departments are expected to do a requisition in Lawson and submit back-up (e.g. quotes, invoices, etc.).
1. Purchasing reviews the requisition and recommends the lowest responsible vendor.

2. Purchasing drafts a PO and sends it to Finance for clearance.
3. If Finance approves, Purchasing releases a final PO and sends it back to the department.

B. If \$5,000 +

1. Departments prepare
 - a) Solicitation (RFx) and send it to Purchasing for review. If Purchasing approves, the solicitation is discussed and approved by the Board of Contract and Supply (BOCS) during a public meeting.
 - b) A communication to the BOCS (Piggyback, Change Order, Approval to Pay, etc.)
 - c) If approved by BOCS, departments do a requisition in Lawson, referencing the procurement number (AKA as MinuteTraq number or ID#) and the BOCS meeting date when item was approved.
 - d) Purchasing sends a draft of the PO to Finance for clearance
 - e) If approved by Finance, Purchasing releases a final PO and sends it back to the department.

28. Do you have an established time frame for the implementation of the awarded solution?

Answer: We are expecting to have a fully implemented system within the next three years

- a. If so, what are the anticipated kick-off and go-live dates?

Answer: Potentially end of this year or earlier next year.

- b. If no specific dates have been established, how many weeks do you plan to dedicate to the implementation process?

Answer: The vendor should propose an implementation schedule, and the City will assign resources to meet those goals.

29. Is your organization eligible to purchase off the GSA Schedule 70?

Answer: Yes, we can utilize a GSA contract

- a. If yes, would you like GSA pricing in the bid response or retail pricing?

Answer: Yes, it would be nice for comparison. We just need to make sure that the GSA contract includes all the preferred requirements of this solicitation.

30. If in the event our response is subject to an Open Records Request, will we be notified and given the opportunity to provide a redacted response in accordance with applicable Freedom of Information laws?

Answer: The City has an Access to Public Records Act (APRA) process in place.

31. Does the awarded vendors staff have to be e-verified, run through OFAC sanction lists, and meet US working regulations?

Answer: Currently, the City does not require this. But with the new system, this may be a possibility.

32. Does your organization require an electronic signature tool?

- a. If so, are you currently utilizing a specific product and which tool are you using?

Answer: Currently, the City does not require electronic signatures. This may be an option with the new system and potentially we will use Adobe Sign.

33. How many vendors/clients is your organization currently managing?

Answer: 13,346

34. Can you provide the number of users by roll? Full access, read/approve, requestor?

Answer: It would be about 80 people initially. Their roles is TBD

35. Is there a budget for this project and if so, what is it?

Answer: The project is fully funded

36. Will any legacy data import be required?

Answer: Maybe. We may need to import data from MinuteTraq

37. Can you reveal those providers that responded to the RFI previously issued?

Answer: This RFI was opened on August 2, 2021, during the Board of Contract and Supply public meeting:
https://providenceri.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=12814&MediaPosition=&ID=32130&CssClass=

We received responses from:

- Cobblestone Software
- Payment Works
- Proactis
- Jaggaer

38. Please confirm if the City of Providence is requesting two or three copies of responses?

Answer: Two copies is required

39. Is the Cover Sheet the same as Bid Form 1?

Answer: Yes, Bid Form 1 serves as the Cover Sheet

40. Is there a Signature Form?

Answer: No, however, most if not all of the forms in the solicitation may require signature.