



## Addendum No. 1

### E-Procurement Software Solution and Support Request for Proposals (RFP) No. P210720PS

#### Amendments

##### **1. Extension to Submission Deadline**

Proponents should note the following change to the Timetable noted in Section 2.1.1 of the RFP document:

Was:

Submission Deadline:	November 30, 2021 at 14:00:00 hrs local time
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Is Now:

Submission Deadline:	December 7, 2021 at 14:00:00 hrs local time
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##### **2. Amendment to Project Schedule**

Proponents should note the following change to the Project Schedule noted in Section 4.2.3 of the RFP document:

Was:

Parkland County anticipates project start up to be on or around October 18, 2021 following award and contract execution, with implementation of the proposed solution by or before January 1, 2022. Proponents are to provide a project schedule based on this timeframe.

Is Now:

Parkland County anticipates project start up to begin immediately following contract execution, with implementation of the proposed solution in the first quarter of 2022. Proponents are to provide a project schedule based on this timeframe.

#### Proponent Questions and Answers

##### **3. Section 1 General Functionality Item d. Please clarify your requirement on this item and provide examples**

Parkland County is seeking an E-Procurement solution that facilitates the evaluation of vendor responses to competitive bidding documents. Within each competitive bidding document is rated evaluation criteria specific to the goods or services being sourced. The proposed E-Procurement solution should allow the County's Procurement Services department to customize the evaluation criteria for each competitive bidding document.

**4. Can weblinks be provided in response to some questions?**

For security purposes, Proponents should not use weblinks in their submission.

**5. Confirmation of the terms and conditions outlined in Appendix A Form of Agreement. Is the expectation that the proponent include any exceptions with our proposal or hold until negotiations**

Proponents should confirm that they have reviewed the terms and conditions within Appendix A – Form of Agreement within their submission. Should a Proponent take exception to any items, these should be noted in their submission also.

**6. Can we add pricing lines or optional pricing table for additional services / optional modules?**

Proponents must complete Appendix C – Rate Bid Form as outlined in the RFP. Pricing for additional services / optional modules can be included separately.

**7. Further to Appendix E, Section 2 a), is there an expectation that users will have the ability to edit procurement documents, track changes, approve changes within the proposed solution?**

The expectation is that the proposed solution will be capable of hosting all file types, but not necessarily for editing purposes. Should the proposed solution offer this functionality, proponents may identify this in their submission.

**8. Appendix E, Section 4.3.1 of the RFP states “Confirmation of the terms and conditions outlined in Appendix A Form of Agreement.” Should this read “Provide confirmation of acceptance to the terms and conditions outlined in Appendix A Form of Agreement”?**

Yes.

**9. With regard to user licensing for the e-Procurement solution:**

- a. How many internal users will require administrative level access?
- b. How many internal users will require the ability to add, edit and delete?
- c. How many internal users will require request only access?
- d. How many internal users will require read-only access?
- e. How many internal users do you project will require access to the system at any given time?

The proposed E-Procurement solution should allow for 5 or more administrative level users, capable of editing, adding and deleting files at minimum. As the solution will be used by all County departments for posting competitive bid documents, the solution could be accessed

by up to 200 users, as assigned by the administrative level users. These users should have the ability to record their evaluation information for the respective competitive bid document. At any time, there could be a minimum of 30 users accessing the system at one time, but the County is looking to proponents to identify unique or specific functionality and access information based on their proposed solution.

- 10. Does the County require data import services? If so, please expand upon the data migration / importing requirements for the E-Procurement System (such as record information, employee lists, vendor lists, etc.).**
- a. How many total electronic files (PDF, MS Word, etc.) in current / legacy system into the E-Procurement system?
  - b. How many total electronic files in current t/ legacy system (rows in the exported spreadsheet)?
  - c. Where are the legacy (historical electronic contract files currently stored (i.e., shared folders, Sharepoint, document management system, paper, etc.)?

The County does not require data import services as described.

- 11. With respect to Data Integration, is the County looking to integrate E-Procurement solution with Alberta Purchasing Connection?**

The County currently posts competitive bidding documents and notices to the Alberta Purchasing Connection website. Proponents are to identify how their solution may integrate with this website specifically, or identify their proposed alternative for posting public competitive bidding documents accessible to all vendors.

- 12. Are there any additional systems that may require a one-time data import such as a legacy e-Procurement system, and if so, please provide the system name and details.**

No.

- 13. What objects, fields and tables will your organization be passing in the data integration between the E-Procurement System and Alberta Purchasing Connection?**

At minimum, the proposed solution should have the ability to identify:

- A unique competitive bidding document title and number;
- A description of the goods or services (or construction) being sourced;
- County contact (Procurement Team member) name and contact details for fielding vendor inquiries;
- Instructions for vendor submission / responses;
- Mandatory requirements for vendor submission;
- Timelines for the competitive bidding document for managing vendor inquiries, issuing Addendum, and the Submission Deadline;
- Commodity / type of goods or services (or construction) being sourced; and
- The date and location for potential site visits.

**14. Are the other systems installed / deployed on your organizations server, or is the vendor hosting the software (cloud/SaaS)?**

The solution should be cloud / SaaS based.

**15. Does Alberta Purchasing Connection have one of the following available for integration and your organization has licensed access: SOAP, API, REST API?**

If required, this can be discussed with the successful proponent.

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

If required, this can be discussed with the successful proponent.

**17. What documents / contract types would you like to author within the system?**

At minimum, the proposed solution will be required to host formal competitive bidding documents and subsequent Addenda, vendor inquiries, vendor submissions, evaluation ratings and notifications to vendors with award information. Proponents are welcome to identify any additional functionality within their proposed solution.

**18. Do you require professional services to configure templates? IF so, how many would be required for the awarded vendor to configure?**

No.

**19. Do you require professional services to configure workflow processes? If so, how many would be required for the awarded vendor to configure?**

No.

**20. Can you please provide additional details about your organization's workflow/approval processes? Can you please provide the number of steps and examples?**

This information will be shared with the successful proponent.

**21. Does your organization require digital signature option vs. an electronic signature option? Digital signature solutions leverage certificate based digital identification for validation of document integrity as opposed to the more common electronic signatures. Digital signature requires additional validation services and are priced higher. Does your organization require an electronic signature tool? If so, are you currently utilizing a specific product and which tools are you using?**

Not at this time, but proponents are welcome to identify available tools in their submission.

**\*\*\*\*Acknowledgement of this Addendum is required in the submission\*\*\*\***