



## WSIPC RFP 23-01 Contract Lifecycle Management Solutions

### RFP Addendum I

July 18, 2023

The following corrections, questions, and clarifications are provided concerning WSIPC RFP 23-01 Contract Lifecycle Management Solutions. Paraphrasing of the relevant questions posed to the WSIPC RFP Contract Administrator have been included as appropriate.

#### **QUESTIONS AND CLARIFICATIONS:**

**Q1** – Requirements/Specifications, Appendix D: Detailed and executive-level customizable reporting for contract expiration, contract value, and contract type:

What goals are to be supported by reporting?

**A1** – Goals are determined by the customer. Proposer should specify what reporting is available in the solution.

**Q2** – Requirements/Specifications, Appendix D: Detailed and executive-level customizable reporting for contract expiration, contract value, and contract type:

Are there expectations on sourcing and location for storing data in the solution, or external, i.e., an Excel workbook?

**A2** – All expectations would be determined by the customer.

**Q3** – Requirements/Specifications, Appendix D: Ability to group and filter search results as well as save search for future use:

By the term "search" does mean lookup by "Filename", or by "Content, full-text search", or both?

**A3 –** Proposer can specify in comments how the search results are displayed.

**Q4 –** Requirements/Specifications, Appendix D: Ability to route a contract outside of the District/School/Enterprise/Agency for the purpose of review, editing, negotiation, and finalizing the document:

Assuming other aspects are automated as much as possible, does this allow sending editable (MS Word) documents via email and reuploading the returned documents as part of the process?

**A4 –** Proposer should specify in comments how their solution meets this requirement.

**Q5 –** Requirements/Specifications, Appendix D: Ability to route a contract outside of the District/School/Enterprise/Agency for the purpose of review, editing, negotiation, and finalizing the document:

Is there interest in robust routing to include ad-hoc routing outbound, with custom portal upload for routing inbound?

**A5 –** The Proposer should specify any limitations in the reporting solution.

**Q6 –** Requirements/Specifications, Appendix D: Robust reporting capability including ability to create and save custom reports, in various formats and allow for ad-hoc reporting:

Is the information to be reported on to be limited to characteristics of the contracts, such as term, type, date, and file name metadata?

**A6 –** The Proposer should specify any limitations in the reporting solution.

**Q7 –** General/Licensing Requirements

1. Can the solution extend to codified processes, or must it licensed as all-encompassing product? For example, can the solution extend to leverage common software applications for more extensive reporting, such as Microsoft Excel?
2. What is the range of active new/reoccurring contracts to be managed: up to 100, up to 500, up to 1,000, or up to 10,000?
3. What is the quantity range for internal users licenses: up to A) 5, B) 10, C) 15, D) 20, E) 50?
4. What is the quantity range for external users: A) up to 100, B) up to 500, C) up to 1,000, D) 10,000?
5. Would all users require full access to create and edit contract documents?
  - a. If not, how many?
6. Is there interest for internal, or external uses to access only for approvals?
  - a. If so, how many?

**A7 –** The answer to Q7, 1-6 is: The Customer will determine specifications on their needs. The Proposer should specify in their answer what is available for customer with their solution.