Office of the Illinois State Treasurer
Michael W. Frerichs

Request for Proposals
Contract Management Software
370-700-21-005

Addendum 1
April 30, 2021

Below are the questions received by the Office of the Illinois State Treasurer ("Treasurer") and the Treasurer's responses. The questions listed herein are intended to be accurate representations of the questions received; as such, any errors in usage or spelling have not been corrected. Any capitalized terms that are not defined herein have the meaning set forth in the Request for Proposals Contract Management Software 370-700-21-005 ("RFP") published by the Treasurer on April 6, 2021.

1. Scope Statement 3 – do you have existing submission portals already being used, and would the expectation be to create a new portal or link to an existing portal?

    The Treasurer does not have an existing submission portal; however, proposals that allow for linking to a portal such as Bonfire would be preferred .

2. Scope Statement 4 – do you have any samples of analytics or reports you are using today and/or would like to see automated?

    Samples will not be provided by the Treasurer; however, Respondents are encouraged to provide any available samples of analytics or reports. The Treasurer would like to be able to easily compile a report of all current contracts, as well as those, with summarized values, with certain vendor certifications such as vendors that are owned by women, minorities, persons with disabilities or veterans.

3. Can you provide a use case or two for Scope Statement 7 – what kind of templates would you like to see used and created?

    The following are a few examples of templates the Treasurer would like to see: financial institution contracts; small purchases (under $100,00); and software/IT contracts.

4. For Scope Statements 7, 14, 15, 16, and 17 – do you have an existing document management solution in place that we would be using alongside of the contract management piece?

    No.

5. Scope Statement 17 – can you provide a few use cases for how the integration with Office 365 would be expected to operate?

> For example, the solution should allow the Treasurer to recognize and search text in scanned documents and provide reports, such as a listing of contracts detailed in the response to Question #2, in Word and Excel.

6. For Scope Statement 18 – do you have any kind of knowledge management system being used or in place today where this information is presently stored?

> Treasurer staff currently store and access contract templates on a shared network.

7. Section V. Proposal, Section A Proposal Format, number 9 Proposal, it is stated that proposals must be submitted in a sealed envelope, but in a prior section it is stated that proposals can either be submitted as hard copy or electronic submission. Can you confirm that you will accept either submission?

> The Treasurer will accept Proposals that meet the requirements for either hard copy or electronic submission, and will issue another addendum, concurrently with this Addendum, confirming that clarification.

8. Section V. Proposal, Section B Questions to be Addressed, Background and Experience, number 9, what type of comment is the state looking for regarding a company's financial solvency. Will a statement about a company's financials be enough, or are financial records required?

> A Respondent should provide responsive information or data to allow the Treasurer to confirm sufficient Respondent solvency necessary to contract with the Treasurer. The Treasurer may request further information, if deemed necessary.

9. Section V. Proposal, Section B Questions to be Addressed, Equity, Diversity & Inclusion, it is stated that it is a goal of the State Treasurer to used MWVD businesses. Is this simply a goal or is it a set-aside requirement?

> Section 30 of the State Treasurer Act, 15 ILCS 505/30, sets forth an aspirational goal to use businesses owned by or under the control of qualified MWVD persons for not less than 25% of the total dollar amount of funds under management, purchases of investment, and other contracts. In an effort to meet this goal, the

Treasurer has added preferences to the RFP like those included in Sections V.B.16 through V.B.21, with those preferences evaluated as laid out in Section IV.B.

10. Can you provide the capture requirements, and output format for ST-2-X?

This document is a State of Illinois Tax Form. Output would be a PDF.

11. What is your current contracting solution?

The Treasurer is primarily using Excel for tracking and Word or PDF and a shared network for accessing drafts and final contracts.

12. How many users do you anticipate accessing the platform?

Approximately 120.

13. Out of these users, how many will be active/editing users vs. read/approve only users?

Approximately 20 would generally be editing contracts, with remaining staff largely for approval.

14. How many unique contract types or agreement types do you have (ex. NDA, MSA, SOW, etc.)?

The Treasurer could have several and may need separate terms for many types of Agreements, but estimates an approximate range of six to twelve unique contract types.

15. Estimated number of templates associated with the above contract types

Generally, one or two templates per contract type.

16. Estimated number of clauses

The Treasurer's agreements typically contain approximately 30 sections, with an additional 38 certifications.

17. How many legacy contracts need to be migrated to the new platform?

Approximately 150.

18. Do these legacy contracts have structured metadata available?

   No, that data will need to be entered.

19. Where are these contracts stored today?

   In shared network folders.

20. Is there a need for additional metadata extraction from contract documents before migrating the legacy data?

   That would be very helpful.

21. Please provide the number of each user types:
   a.   Project Managers
   b.   Resource Managers
   c.   Contract Managers
   d.   Other Managers
   e.   Vendors
   f.   Subcontractors
   g.   Application Administrators

   The Treasurer does not currently use all of these user types, but please refer to the responses to Questions #12 and #13 of this Addendum. The Treasurer currently has approximately 250 active vendors with more than 1000 legacy vendors. The Treasurer does not currently track all subcontractors, but would like to do so through this software.

22. Please elaborate on the expected integration with Office365: "Provide seamless integration with Office 365 and complete content digitization where every version of a document is saved and searchable."

   Please see the response to Question #5.

23. Roughly, how many contracts are currently managed annually? What is the expected storage allocation on the server? What is the annual volume of Contract Documents?

   Please see the response to Question #17, and note that when new contracts are combined with actions like amendments or extensions, the annual volume

approximates 200 – 300 total contract documents. The desired storage allocation might approximate 2 TB.

24. If you have any project forms that are desired to be automated within this tool, please provide a rough number of forms.

   Please see the responses to Questions #14 – #16.

25. Please share your procurement budget for this RFP

   The Treasurer has not allocated a budget for this RFP.

26. Regarding E-Signature's set of capabilities, does the State have a preference between DocuSign, Adobe E-Sign, or any other 3rd party solution ?

   The Treasurer's preference is Adobe E-Sign.

27. How many total users?
   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?

   Please see the responses to Questions #12 and 13. The Treasurer anticipates at least six to twelve people will be accessing the system at any given time.

28. Does your organization require data import services? If so, please expand upon the data migration / importing requirements for the Contract Management Software (Such as record info, employee lists, vendor lists, etc.)
   a. How many total electronic files (PDF, MS Word, etc) in current/legacy system into the Contract Management Software?
   b. How many total electronic files in current/legacy system? (rows in the exported spreadsheet)
   c. Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc)

   There will likely be several hundred existing contracts, with related amendments or extensions, currently shared as Office files in shared network folders.

29. Is there a requirement to integrate to any third-party system (other than Microsoft 365)? If so, please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable.

> A future integration of enterprise resource planning ("ERP") and systems applications and products ("SAP") may be required. Respondents should indicate in their proposals whether such an integration will be possible.

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

> Please see the response to Question #28.

31. What data will your organization be passing in the data integration between the Contract Management Solution and required third-party platform?

> Please see the response to Question #29, but note that any such data would be for purposes of tracking, which would likely include amount, term, and vendor certifications such as vendors that are owned by women, minorities, persons with disabilities or veterans.

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

> The Treasurer hosts a mix of on-premises and SaaS.

33. Does the third-party platform have one of the following available for integration and your organization has licensed access: SOAP API, REST API?

> Yes.

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

> Please see the responses to Question #3 and #14 – #16.

35. Do you require professional services to configure templates?
    a. If so, how many would be required for the awarded vendor to configure?

    Please see the responses to Question #3 and #14 – #16.

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

    The Treasurer may require some professional services depending on the default setup of the software provided by the Contractor. However, the priority in this software is a solution that will provide tracking of data regarding existing or new contracts.

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

    Currently, the approval process includes both a purchase approval system as well as email communication, with an internal user requesting a contract, an attorney drafting relevant documents with approvals of a few internal staff including the user that made the request.

38. Is your organization eligible to purchase off the GSA Schedule 70?
    a. If yes, would you like GSA pricing in the bid response or retail pricing?

    Respondents may include GSA pricing, as the Treasurer is authorized to use GSA pricing. However, Respondents must submit a cost proposal that meets the requirements of Section V.C of the RFP.

39. Does your organization require an electronic signature tool?
    a. Within the scope of work section of the RFP (page 4), you state that you would like to use electronic signatures tools "such as DocuSign or Adobe E-sign." Do you require the Contract Management Software to link to DocuSign, Adobe Sign, or both?

    Please see the response to Question #26, though the Treasurer may consider Proposals that cannot meet this item.

40. 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?

> The Treasurer does not intend to provide this opportunity. If Respondent requests confidential treatment of any information included in its Proposal, Respondent must submit a Redacted Copy with its Proposal.

> Please recall Section IV.E.10 of the RFP provides the following:
>> In responding to a request made under FOIA, the Treasurer reserves the right to rely on Respondent's decision whether to submit a Redacted Copy with its Proposal, and the Treasurer is under no obligation to notify the vendor prior to providing a complete and unredacted proposal, with any attachments, if Respondent does not elect to provide a Redacted Copy with its Proposal as described in this Section.

41. Can you elaborate on your preferences regarding electronic submissions?
    a. Is there any formatting or naming conventions that you prefer files to be in?
    b. Should the cost proposal be a separate file than the proposal?
    c. Should the proposal and cost proposal be sent simultaneously?

> Please feel free to use any naming conventions that clearly identify a Cost Proposal and differentiate it from the Technical Proposal, or a Redacted Copy. The files may be sent simultaneously, but must be separate files clearly identified.