



DATE: August 8, 2022
SUBJECT: LETTER OF CLARIFICATION NUMBER 1
RE: RFP NO. 2022-004 E-PROCUREMENT SOFTWARE
OWNER: CITY OF EDINBURG
TO: ALL PROSPECTIVE PROPOSERS

THIS LETTER OF CLARIFICATION IS TO ADDRESS ALL THE QUESTIONS THAT WERE RECEIVED REGARDING RFP 2022-004. (Please see the responses below indicated in red)

Data Import

1. 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.)

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

Answer: Currently the city does not have an e-procurement and CM software system. For contracts will be uploading an estimated of 50-80 files.

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

Answer: N/A.

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

Data Integration

2. Can you please expand upon your preferences to integrate with Tyler Technologies Incode? Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable.

Answer: The City currently uses Tyler Technologies Incode X on prem. The system is a SQL platform. OPTIONAL: integrate with the purchasing module. Ex: tie the contract and rfp/rfb to the entry in Incode. Not required.

a. Are there any other systems the City may need to integrate with? **Answer: No**

If so please provide system name and version, database used, scope of use, home-grown or commercial.

3. Are there any additional systems that may require a one-time data import such as a legacy Contract Management/e-Procurement system? **Answer: No**

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.

4. What objects, fields, and tables will your organization be passing in the data integration between the eProcurement System and Tyler Technologies Incode (and any other third party systems listed above)?)?

Answer: If possible and if the City decides to go with this option, Contract number, RFP/RFB title and number, vender(s) name, budget/price.

5. Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)? **Answer: On prem**

6. Does Tyler Technologies (and any other third party systems listed above) have one of the following available for integration and your organization has licensed access: SOAP API, REST API?

Answer: For on prem there is no API or SOAP. The way the City has brought information from other software is by importing a excel sheet.

7. Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements? **Answer: N/A**

Document Templates

8. What documents/contract types would you like to author within the system? **Answer: N/A**

9. Do you require professional services to configure templates? **Answer: Yes**

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

Answer: An estimated six templates will be needed to configure

Workflow

10. Do you require professional services to configure workflow processes? **Answer: Yes**

a. If so, how many would be required for the awarded vendor to configure? **Answer Workflow process will be based on vendor and recommendations to simply and automate the process**

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

a. Can you please provide number of steps and examples? **Answer: Not available**

Implementation

12. Do you have an established time frame for the implementation of the awarded solution? **Answer: No**

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

b. If no specific dates have been established, how many weeks do you plan to dedicate to the implementation process? **8-12 weeks at the minimum**

Additional Questions

13. Is your organization eligible to purchase off the GSA Schedule 70? **Answer: No**

a. If yes, would you like GSA pricing in the bid response in addition to cooperative contract pricing?

Answer: Only cooperative contract pricing

14. Are you currently utilizing an eSignature tool?

Answer: No, we currently utilize Adobe Pro to e-sign documents via certified signatures.

a. If so which tool do you use? **Answer: Adobe DC Pro**

15. 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 of Edinburg will be responding to the Open Record request.**

16. How many vendors/clients is your organization currently managing? **Answer: 3,583 active vendor records**

17. How many test environments does the City require? **Answer: One test environment**
a. Will the Test environment also require integration with Tyler Technologies Incode?
Answer: If possible, yes
b. Will the same number of users accessing the production environment need to access the Test environment? **Answer: More than likely**
i. If no, how many users would need access to the test environment?
18. Section d) Support Capabilities question i. states Web-page interface with the City's website. Does the software need to interface with the city website, or will a link on the city's website directing vendors to the Vendor portal/e-Bidding site acceptable? **Answer: A link will be good or embedding within. However, if we link users out to a different page, can the page have the same feel and look as the city's web.**
19. Could you provide the required coverage for "City's Protective Liability"? This pertains to the present RFP opportunity: City of Edinburg, TX [RFP #2022-004 E-Procurement Software](#), as found on page 9 within the section entitled Standard Insurance Requirements.
**Answer: The city requires having the following coverages:
City's Protective Liability Bodily Injury \$250,000 each person/\$500,000 each occurrence Property Damage \$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits**
20. Does the City have solicitation/contract templates (with boilerplate language), or samples, or none? **Answer: Yes, we have some but we will need to create more.**
21. What type of solicitation documents does the City use? (e.g. RFP, RFI, RFQ, ITB, etc.)?
Answer: RFP, RFI, RFQ and ITB.
22. Regarding the financial information requested in the Cover Letter of the RFP response, as a privately held company, we are unable to disclose sensitive financial information in a public RFP response. As such, would the City accept the inclusion of a letter from a third party auditor attesting to the financial health and stability of our company as acceptable to meet this requirement? **Answer: Yes**

WHEN ISSUED, LETTER(S) OF CLARIFICATIONS SHALL AUTOMATICALLY BECOME A PART OF THE RFP DOCUMENTS AND SHALL SUPERSEDE ANY PREVIOUS SPECIFICATIONS AND/OR PROVISIONS MADE. IT IS THE RESPONSIBILITY OF THE PROPOSERS TO ENSURE THAT THEY HAVE OBTAINED ANY SUCH PREVIOUS LETTERS ASSOCIATED WITH THIS SOLICITATION. IF YOU HAVE ANY QUESTIONS REGARDING FURTHER CLARIFICATIONS FOR THIS SOLICITATION, PLEASE CONTACT ME AT clozano@cityofedinburg.com OR (956) 388-8964.

SINCERELY,

Criselda Lozano

**Criselda Lozano
Purchasing Manager
Finance Department**