

## Contract Lifecycle Management System

23-0901001-022

### Questions & Answers

May 26, 2023

1. Please provide a user count on how many users you will need to engage in the Contract Lifecycle Management process. You can provide either a total count of users or an idea as to how many people need access at any given time - Concurrent Users. **Approximately 100 users.**
2. Do you have an existing Digital Signature Platform of choice that you are using? **DOH currently uses DocuSign.** Is your intent to have the Contracts Lifecycle Management system provide signature capabilities? **Yes.**
3. We responded to your earlier RFI and would like to understand if you had vendors demonstrate their solution for you? **No.** If so, can you please provide a list?
4. Would you be open to pricing for the Contract Management System to be hosted by vendor (SaaS/cloud) or deployed on your organization's server (on-premise)? **Yes**
5. How many total users? **User roles will be determined once DOH selects a vendor.**
  - 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?
6. How many internal users do you project will require access to the system at any given time? **Approximately 100.**
7. Does your organization require data import services? If so, please expand upon the data migration / importing requirements for the Contract Management System? (Such as record info, employee lists, vendor lists, etc.) **No.**
  - a. How many total electronic files (PDF, MS Word, etc) in current/legacy system into the Contract Management System?
  - 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)
8. How many documents/files does your organization expect to store within the Contract Management System annually? **Approximately 1,000 documents.**

9. How many new contract documents/files do you expect to add each year to the Contract Management System? **Approximately 1,000 documents.**
10. Can you please expand upon your preferences to integrate with third-party system(s)? Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable. **DOH does not currently need integration with a third-party system, unless a digital signature platform is not built within the system.**
11. Are there any additional systems that may require a one-time data import such as a legacy Contract Management system? **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.
12. What objects, fields, and tables will your organization be passing in the data integration between the Contract Management System and with third-party system(s)? **None.**
13. Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)? **N/A**
14. Does the third-party system(s) have one of the following available for integration and your organization has licensed access: SOAP API, REST API? **N/A**
15. Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements? **N/A**
16. What documents/contract types would you like to author within the system (number of templates)? **DOH will discuss once the project is awarded, we currently have approximately 12 templates.**
17. Do you require professional services to configure templates? **No**
- a. If so, how many would be required for the awarded vendor to configure?
18. Do you require professional services to configure workflow processes? **No**
- a. If so, how many would be required for the awarded vendor to configure?
19. Can you please provide additional details about your organization's workflow/approval processes? **DOH will discuss with vendors who move to the demonstration round.**
- a. Can you please provide number of steps and examples?
20. Do you have an established time frame for the implementation of the awarded solution?
- a. If so, what are the anticipated kick-off and go-live dates? **Early Spring 2024.**
- b. If no specific dates have been established, how many weeks do you plan to dedicate to the implementation process?
21. Does your organization require a full-time dedicated Project Manager for this implementation? **No.** Typically, implementations do not require a full-time dedicated project management resource for the project duration, but rather project management/coordination services hours (remote) can be

included with the proposal to support the implementation project management. If a full-time dedicated project management resources is a requirement for this project, are these services expected to be provided online/remote or onsite?

22. Is your organization eligible to purchase off the GSA Schedule 70? **Yes**
  - a. If yes, would you like GSA pricing in the bid response or retail pricing? - **Both**
23. 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? **Section 1.12 of the RFP provides that specific portions of the response that the vendor requests be protected be outlined in the response and in the executive summary. The State generally follow the requests of proposers but reserves the right to review each proposal. In the case there is unclarity about whether to protect a particular provision the state may contact the vendor. The state does work within the timelines for open records.**
24. Does the awarded vendors staff have to be e-verified, run through OFAC sanction lists, and meet US working regulations? **There is no requirement for e-verification in the RFP. We are unclear what you mean by OFAC sanction list and "US working regulations".**
25. Does your organization require a 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. **Digital signature.**
26. Does your organization require an electronic signature tool? - **Yes**
  - a. If so, are you currently utilizing a specific product and which tool are you using? - **DocuSign**
27. How many vendors/clients is your organization currently managing? **Approximately 1,000**
28. Do you require a testing/staging/DEV environment in addition to production? - **Yes**
29. If so, how many internal users would need access? **Approximately 15**
30. Please specify the duration in which the testing/staging/DEV environment would need to run for (i.e. ongoing, Year 1 Only, etc.) **On-going.**
31. Does the stated DOH budget for this RFP include the cost of software and licensing? Or is the stated budget just for implementation and maintenance? **All inclusive.**
32. In 1.13 the start date of the contract is 10/01/2023 and the end date is 5/31/2024. Is it your intention to have a 7-month contract with no auto-renew? **Optional renewal for 4 additional years.**
33. RLDatix is a cloud-hosted (SaaS) contract management solution. Will SDDOH be open to a vendor-hosted solution? Is there a preference? **DOH is open to the application being hosted by the State of South Dakota or the vendor.**
34. For pricing purposes, I will need the following information.

- a. The RFP mentioned a rate of 1,000 new contracts per year. Do you have a total number of Active contracts that need to be migrated? **Zero.**
- b. How many SDDOH staff members need access to the system? **Approximately 100.**
35. We understand that the State prefers that the CLM be hosted in the State's Azure tenant. Our hosted solution runs on AWS. Is this a disqualifier? - **No**
36. What does your current process look like? **DOH will discuss with vendors who move to the demonstration round.**
37. If applicable, what is your current contract management system being used? **N/A**
38. What teams will be using this CLM? (Legal/Procurement, etc) **All.**
39. How many existing contracts will you want imported into the CLM system to manage? **Zero.**
40. What types of contracts will you be managing? **DOH will discuss once the project is awarded, we currently have approximately 12 agreement types.**
41. How many total users will you have currently using it? **Approximately 100.**
- a. How many light users (read/review only) will you have using it? **User roles will be determined once DOH selects a vendor.**
42. What eSignature tool do you use? **DocuSign.**
43. Can you provide example of the types of modules your interested in ("add additional modules" under Section 3 -Scope, question #10)? **DOH will discuss to awarded vendor.**
44. Beyond English, do you have contracts in any other language? - **No**
45. Can you provide a list of the systems that you want to integrate/connect through open API? **DOH does not currently need integration with a third-party system, unless a digital signature platform is not built within the system.**
- a. If you can't provide the names of the systems, can you provide the number of systems you'll want to integrate with to start (including your eSignature system)?
46. Section 5.2 Corporate Qualification – (A-E) asks about the parent company. If there is no parent company, what is the preferred response? **Not Applicable**