



Forsyth County Procurement Department

August 4, 2020

ADDENDUM #2 RFP NO. 20-67-1517

For: ***ONLINE BIDDING SYSTEM SOLUTION***

This addendum supersedes and supplements all portions of the bidding documents and becomes part of the contract documents for the above-referenced project.

Where any item called for in the specifications or indicated on the drawings is supplemented hereby, the original requirements shall remain in effect.

Where any original item is amended, voided or superseded hereby, the provision of such item not so specifically amended, voided or superseded shall remain in effect.

Questions received and responses (*in italics*) thereto:

1. Are there specific forms in Appendix B that are required upon submittal? The documents provided in the download are listed as "Example Forms". If so, please specify which forms require submission.

Answer: The documents provided under Appendix B are only sample template forms to show what the Procurement Department currently uses and are being provided for informational purposes only. No forms will be required upon submittal.

2. On Pg. 24, Section 2 references a Requirements Scorecard (which I assume is Appendix A) as well as Solution Architecture. Is Solution Architecture comprised of tabs Technical Requirements and Security Requirements in Appendix A or is this a separate document?

Answer: On page 24 Section 2, Requirements Scorecard and Solution Architecture are both comprised of Appendix A and not a separate document.



Forsyth County Procurement Department

3. On Pg. 24, it is requested to provide two copies of all standard vendor contracts for Software Licenses, Implementation Services, and Annual Software Maintenance. Are we to provide only two copies or two copies in each of the full proposals 1 unbound original, 7 digital copies and 6 bound copies?

Answer: Two copies are to be included with each full proposal. No pricing should be included as the pricing will need to be included with the separately sealed pricing documents.

4. Will Forsyth be accepting bids digitally? Given the current state of the COVID crisis our company aims to minimize any and all potential exposure as we work from home. Because of this, is the Board of Commissioners able to accept offers digitally via a portal or email? Further, if the Board does accept digital offers please outline how to submit sealed pricing.

Answer: Forsyth County will not be accepting Proposals digitally. Absolutely no proposals will be accepted by a Portal, Fax or E-Mail. Proposals MUST be submitted in a sealed envelope per the RFP documents. Cost proposals are to be submitted in a separately sealed envelope and are to be included with the proposal.

5. Please outline what you mean by 7 copies in a digital format. If we are required to submit hard copies, this aspect is not clear. Does Forsyth mean a thumb drive?

Answer: One (1) unbound original, seven (7) digital format and six (6) bound copies of the proposal will be required to be submitted. Digital format copies will need to be on a thumb drive/ flash drive and be included with your sealed proposal submitted.

6. Please outline your manual procurement process. Does this include word docs, pdfs, excels, etc. We want to have a better understanding of your current workflow so all detail about structure and processes would be greatly appreciated.

Answer: The current Manual process may include, but is not limited to, word documents, .pdf documents, excel documents, .jpeg documents, etc.

7. Has this project been budgeted? If so, what is the budgeted amount?

Answer: There is not a budgeted amount available.



Forsyth County Procurement Department

8. Has the agency received any demonstrations from vendors regarding the project's scope?

Answer: No

9. In the County standards, the Board states that there are currently 10 people involved directly in the solicitation process- do you anticipate all 10 of these users needing a license? Are there any other users that will need to access licensed rights?

Answer: As stated on pg. 10, section 3, the department is comprised of eleven (11) users which is the anticipated number of users. The actual number of users and user types may vary depending on the type of solution provided and will be determined at the time of negotiations.

10. How many active contracts does the agency have?

Answer: At this time the County has approximately 521 active contracts.

11. Does the agency have interest in a Contract Management Solution as well as online bidding?

Answer: The solution being considered as part of this RFP is an Online Bidding System Solution.

12. How does the Board currently handle department requests for purchase? Is there a Requisition software in place? And If not, would the Board be interested in a requisition module?

Answer: The County currently utilizes Tyler MUNIS for requisitions and purchase orders.

13. Will the agency shortlist vendors for a demonstration round? If so, how many?

Answer: Yes. The number of vendors shortlisted will be determined after submittals are received and will be based on how many submittals are received and the differences in scoring.



Forsyth County Procurement Department

14. There are no specifically listed API's. Does the Board anticipate a desired integration or API? If yes, please specify here. (Microsoft 365 and Office suite are both mentioned-please outline what information you wish to push or pull from these platforms).

Answer: No Interfaces have been identified for this solution at this time.

15. Pg. 13, Item# 17 under Professional services for implementing the solution: The Solution Provider will be asked to provide a Post-Implementation Process Flow as fulfillment of the project implementation (Deliverable). This deliverable should be scheduled as early in the implementation process as possible so that the County can address any pending changes in staff or unit roles and responsibilities in as timely a manner as possible. What does the County means by "Post-Implementation Process Flow", it is stated it should be scheduled as early as possible in the implementation process, yet it is a "post" process? What is the goal of this task?

Answer: The vendor is to provide a document detailing what the process flow of solution will be as it exists post implementation in its fully configured state thereby letting the county prepare for the anticipated workflow. For example, creating a solicitation, posting a solicitation, handling of an addendum, etc. The entire process flow of the solution.

16. Are Reverse Auctions a mandatory requirement. I only see a reference in SR12 under Solicitation Response.

Answer: Per the Functional Requirement listed in SR12 under Solicitation Response, the solution should not allow a vendor to see another vendor's offer or pricing information unless conducting a reverse auction. To clarify this, a reverse auction is not a mandatory requirement, but it is a mandatory requirement that the solution should not allow a vendor to see another vendor's offer or pricing unless conducting a reverse auction if that function is available.

17. Pg. 13, Item# 13 requires on-site training – to COVID, our company has banned corporate travel for meetings/training, etc. We only currently offer on demand video training or WebEx training.

Answer: Based on the current circumstances of the pandemic the County will consider virtual training in lieu of on-site training.



Forsyth County Procurement Department

18. We have a question regarding the Appendix A, GR-13 Requirement: “Solution should be able to post solicitations to external locations automatically when a new solicitation has been entered. External locations should include but not limited to the following: Forsyth County Website (Procurement Page), Forsyth TV (Comcast Channel), GA Procurement Registry, Georgia Local Government Access”. We need to know the scope of which websites the County needs to integrate with to push or pull data into the system. Also, are there APIs for each website? Are there published APIs for required websites? What are the website URLs? What are the data points the County will likely share between the system and those sites? Will files be push or pulled to or from the sites? How often should the integration run?

Answer: The purpose of this requirement is to ascertain which, if any, external locations a new solicitation can be posted to by the proposed solution and the requirements to do so if applicable.

No further Questions will be accepted.

Melissa Hogan
Procurement Agent II