



**ADDENDUM #2 to RFP#13-03APR20
E-PROCUREMENT SERVICES**

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Melinda Bobbitt, Director

Phone: (573) 886-4391 – Fax: (573) 886-4390

Email: mbobbitt@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 13-03APR20 – E-Procurement Services

ADDENDUM # 3 - Issued March 27, 2020

**Prospective offerors are hereby notified of the following revisions to
Request for Proposal 13-03APR20:**

1. The **proposal submittal deadline** is extended:

FROM: 2:30 P.M. April 3, 2020

CHANGED TO: 2:00 P.M. Central Time April 16, 2020

Sealed proposals will be accepted until **2:00 P.M. Central Time on Thursday, April 16, 2020** in the Boone County Purchasing Office, 613 E. Ash, Room 109, Columbia, MO 65201.

Note: No walk-in delivery of proposal responses accepted at this time.

2. The County received the following questions and is providing a **response**:

Do you intend to extend the bid due date due to the current COVID-19 outbreak since this is due via mail and would require office access to print? If not, are you open to email responses?

Response: See above for extended opening date. We are not accepting email responses.

Would you be open to pricing for the eProcurement management system to be hosted by vendor (SaaS/cloud) or deployed on your organization's server (on-premise)?

Response: Our Information Technology Department has made it clear to Purchasing that they do not have the resources to support a project for us. We are trying to educate ourselves on subscription type services. Propose accordingly. I do not think one that is deployed on our server will be considered.

Can you please confirm the number of total users will require log-on access to add, edit, delete, approve, search, etc.?

Response: Four (4)

Can you please expand upon the data migration / importing details for the Vendor Records?

- a. Can you please provide details about the columns/fields are currently tracked in the current/legacy system?
- b. How many total electronic Records (rows in excel spreadsheet) and how many total electronic files in current/legacy vendor system?
- c. How many total legacy (historic) electronic vendor documents/files will be imported into the Solution?
- d. Where are the legacy (historic) electronic files currently stored (shared folders, Sharepoint, document management system, paper, etc.)

Response: We are no longer considering migration

Can you please expand upon the data migration / importing details for the Contract Records?

- e. Can you please provide details about the columns/fields are currently tracked in the current/legacy system?
- f. How many total electronic Records (rows in excel spreadsheet) and how many total electronic files in current/legacy contract system?
- g. How many total legacy (historic) electronic contract documents/files will be imported into the Solution?
- h. Where are the legacy (historic) electronic files currently stored (shared folders, Sharepoint, document management system, paper, etc.)

Response: We are no longer considering migration

Can you please expand upon the data migration / importing details for the Bid Records?

- i. Can you please provide details about the columns/fields are currently tracked in the current/legacy system?
- j. How many total electronic Records (rows in excel spreadsheet) and how many total electronic files in current/legacy bid system?
- k. How many total legacy (historic) electronic bid documents/files will be imported into the Solution?
- l. Where are the legacy (historic) electronic files currently stored (shared folders, Sharepoint, document management system, paper, etc.)

Response: We are no longer considering migration

Are there any requirements to integrate with 3rd party systems?

Response: No

How many standard bid templates does the county currently have?

Response: None. We currently create our bids in Word, then convert to PDFs.

How many standard contract templates does the county currently have?

Response: None. We currently create our contracts in Word, then upload in DocuSign for electronic signature.

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

Response: Our bids are issued when a department contacts the Purchasing Department with a request. Our contracts are signed and approved by the vendor and multiple departments at the county. We upload our contracts in DocuSign and they automatically progress as follows for signature: County Legal, Vendor, County Auditor, County Clerk, County Presiding Commissioner.

At this point in time, the County is interested more in electronic bidding services and not a contract platform. The primary things we wish to accomplish immediately are issuance of electronic bids, acceptance of vendor's electronic bids, and automatic electronic bid tabulation.

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

Response: No. GSA contracts are negotiated and not competitive bid.

This addendum is issued in accordance with the RFP and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal response.

By: 
Melinda Bobbitt, Director
Boone County Purchasing

The OFFEROR has examined **Addendum #3** to Request for Proposal #13-03APR20 – E-Procurement Services receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

City & State: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____