



**RESPONSES TO QUESTIONS RELATING TO THE
REQUEST FOR PROPOSALS FOR AN E-PROCUREMENT SOFTWARE SYSTEM**

Updated as of July 26, 2018

<http://www.wrd.org/business/water-replenishment-business.php>

Below are responses to questions that have been asked during this procurement process. Proposals are due on Friday, August 3, 2018 at 5:00PM PST.

	QUESTION	RESPONSE
1.	Can companies that are located outside of the USA (like India or Canada) apply for this RFP?	All businesses are invited to submit a proposal to this RFP.
2.	If our company is located outside of the USA, will we need come over there for meetings?	It is anticipated that in-person meetings and/or trainings may or may not be needed, but this will depend on how easily the end user(s) can be brought up to speed on the EProcurement software system.
3.	Can we submit the proposals via email?	No electronic submittals of proposals will be accepted.
4.	Is there a rough estimate of the anticipated spend for this project?	The budget cannot be released during this active procurement.
5.	What system are you currently using for accounting?	Abila MIP Fund Accounting
6.	What is the approximate PO volume on a monthly basis?	As of current, WRD averages about 8 POs a month. This number could potentially increase in the future.
7.	Section 5.12 of the RFP – States “no exceptions can be made to WRD’s standard Professional Services Agreement”. Will the District be willing (or able) to modify the above “no exceptions” requirement and negotiate in good faith with the successful bidder to arrive at a mutually agreeable governing agreement document?	No
8.	My firm’s software does not meet all the qualifications as stated in the scope of services, can we still submit a proposal?	All businesses are encouraged to submit a proposal to this RFP even if your firm does not meet all the minimum qualifications required in the scope of services.



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9. Can you kindly let me know if this includes Reverse Auctions?	If reverse auctions isn't listed, please include that module as an optional feature/module.
10. Are you interested in a custom software solution/software development or is your preference in 'off-the-shelf' platforms?	The District is seeking a software solution that has the ability to provide the capabilities that are listed within the RFP.
11. If you are seeking development of this project, do you accept offshore development services?	Only if offshore development services is absolutely necessary.
12. Will onsite visits be required during development?	Services sought by the RFP may potentially require onsite work or meetings.
13. Is there an approved budget? If so, what is the designated budget for this project?	See response to question #4.
14. Is there an incumbent? If so, is it with internal teams or are you outsourcing current development?	No
15. How long after the submission due date will you issue an award?	Estimated two to three months.
16. When are you expecting to engage with the vendor after the award has been given?	When all required contract documents have been received by the District.



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17. What is the expected/needed "go-live" date of the project?	It is estimated that the "go-live" date will be in January-February 2019.
18. Is a bid bond required with the proposal? If so, what is the amount of the bid bond?	No
19. Under the Proposal Submission Requirements Section, it says that the proposal has to be bound. Does this mean you want the proposal in binders or binder clips, or other means of binding?	Binder or Spiral Bound
20. The RFP mentions that the electronic copy must be a searchable text format in PDF. Do you want the PDF file with electronic signatures or no signatures? We cannot put wet signatures on an electronic file.	A copy of the signature to be included in the electronic copy is acceptable.



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21. To the best of your knowledge, are there any circumstances that will cause you to: a) Cancel the RFP? b) Not move forward with the winning bidder? c) Lower the budget for the project? d) Prolong the evaluation process or reissue the RFP?	a) No b) Please refer to section 8 and 10 of the RFP c) No d) Please refer to section 8 and 10 of the RFP
22. Question about the license model. How many employees will actually be managing projects in the platform?	Currently there are 40 employees at the District, and it is anticipated that all will need view only access to the software platform. A minimum of three content managers/administrators will need full user access to manage projects within the software platform.



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<p>23. Page 6, 5.12 WRD Standard Contract</p> <p>The selected Consultant shall be expected to execute a Contract using the District's standard Professional Services Agreement, which is provided as Exhibit D. Proposers shall provide a statement in their proposals clearly stating acceptance of all the terms and conditions specified in the standard Professional Services Agreement (i.e. no exceptions can be made to WRD's standard Professional Services Agreement).</p> <p>Q: Will WRD consider exceptions to any part of the standard Professional Services Agreement?</p>	<p>No</p>



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<p>24. 2. Page 7, 5.14 Monthly Billing</p> <p>The monthly invoice shall be in a similar format shown in Exhibit E. At a minimum, each invoice shall contain the purchase order or contract number and shall be itemized by task. A subtotal cost for each task shall be included. Names of persons, their job titles, hourly billing rates, actual hours worked during the billing period, and subtotal labor costs must be summarized in a table. Attach to each invoice all documentation for other direct costs in the form of receipts or vendor invoices, with the applicable costs identified for items such as equipment costs. WRD will provide reporting requirements to Consultant, and Consultant shall prepare invoices that comply with the requirements. Failure to satisfy the reporting requirements may result in rejection or short pay of the invoices submitted to WRD for payment.</p> <p>Q1: Will WRD consider accepting annual rather than monthly billing?</p> <p>Q2: If No, will WRD agree to monthly Credit Card payments on a reoccurring basis?</p>	<p>Q1) Annual billing is acceptable for annum costs, such as software maintenance or user licensing and subscriptions. All other costs such as time and materials must be submitted on a monthly basis.</p> <p>Q2) No</p>



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<p>25. Page 8, 6.1 Proposal Format</p> <p>The proposal shall be limited to no more than 25 single-pages in length. This does not include the title page, table of contents, cover letter, appendices, dividers, or résumés. All sections of the proposal shall be printed on 8.5" x 11" size recycled paper or recyclable white bond paper, paginated, and bound. Any oversized documents, such as charts or tables, must be folded to size and secured in the envelope.</p> <p>Q1: Will WRD consider extending the limitation from 25 pages to 50 pages? Q2: Is Exhibit A – Scope of Services considered one of our appendices or is it included within the 25 page limitation?</p>	<p>Q1) No. Proposals are limited to no more than 25 pages in length. Q2) Scope of services is a component of the proposal and is governed by the page limitation.</p>
<p>26. How many users need access to the system?</p>	<p>See response to question #22.</p>
<p>27. Would you consider a much easier, more efficient and more effective full-service solution?</p>	<p>We will consider all proposals that meet the requirements as defined in the RFP.</p>



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<p>28. There are three areas in the RFP that refer respectively to an “established schedule” (Project Team and Qualifications), the “District’s required timeframe” (Project Overview and Approach) and the “demonstrated ability to meet proposed project schedule” (Organizational and Support Resources); but no desired schedule or timeframes are stated anywhere in the RFP. Does the District have a particular schedule/timeframe that vendors are required to follow or is the schedule/timeframe to be proposed by the vendor based on their realistic estimate of the schedule/timeframe based on the stated requirements?</p>	<p>The schedule/timeframe shall be proposed by the vendor based on their estimate of the time required to complete the project as stated in the requirements of this RFP, with an estimated “go-live” date to be no later than January-February 2019.</p>
<p>29. In Exhibit A – Scope of Services, A-1., the requirement for the automation of “emergency services” is indicated. Can you please clarify what emergency services entails?</p>	<p>Emergency services includes access to emergency categorizations and identification of emergency suppliers/vendors that provide goods and services in the event of an emergency.</p>
<p>30. In Exhibit A – Scope of Services, A-2. A. 1. a) 4) it states the requirement for “Commodity/Service category codes (NAICS, NIGP, etc.)”. Is the requirement for multiple category code types or just one or the other?</p>	<p>Please provide the type of commodity/service category codes the software system can support.</p>



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<p>31. In Exhibit A – Scope of Services, A-2. A. 1. b) 6) it states the requirement for the system to “Accept and verify bid bonds, verify receipt of addenda;”.</p> <p>Q1: What level of verification is required (e.g., automated check that the document was attached, verification of the document contents, etc.)?</p> <p>Q2: Can verification be done by an integrated third-party software/parties?</p>	<p>Q1) Verification of receipt of all supportive materials and posted addendums.</p> <p>Q2) We will consider solutions which will satisfy the requirements as defined in the RFP.</p>
<p>32. In Exhibit A – Scope of Services, A-2. A. 1. e) 5) it states the requirement for the system to be “Integrated with AM Best”. Please describe the type of integration required (real-time or scheduled, uni-directional or bi-directional, etc.)?</p>	<p>Real-time information from AM Best.</p>
<p>33. Please clarify the type/complexity of workflow processes required (e.g., simple/complex, parallel or sequential, number of reviewers/approvers, etc., including an example if possible.</p>	<p>Such information is not being sought. Proposals should respond to the requirements as defined in the RFP.</p>
<p>34. In 4.0 the requirement for “No costs to the business community to participate in WRD’s solicitation/contracting process ...” is stated. Does business community simply mean vendors in this case or are other user types included under this label?</p>	<p>There should be no cost to parties who want to register to use the system.</p>



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35.	Q1: How many solicitations are managed by the District annually? Q2: How many contracts are managed/awarded by the District annually?	Q1) Estimated 20 or more solicitation are managed on an annual basis Q2) Estimated about 40 or more contracts are awarded on an annual basis
36.	How many users and types of users (e.g., read only, approver, full access, admin) are required for each module?	Please see response to question #22