ADDENDUM 1 TO RFP 20-06

This addendum provides answers to questions submitted by prospective bidders. The University’s answers are shown in RED.

Steve Ballew
Director of Procurement and Contract Services

1. For Business Continuity and Availability Requirements, lines 4 and 5, will USM re-word the requirements given the system recovery plan for internal iTech systems or the data centre policies cannot be shared externally as per the embedded comment in Excel? A: The disaster recovery plan should meet a 1 day Recovery Time Objective (RTO) and we will consider what would be a reasonable Recovery Point Objective (RPO) for a system of this nature.

2. Regarding Appendix C Security and Access Control Requirements specifically, “Any hosted solution shall comply with FedRAMP Control Requirements.” Must the vendor’s CMS Solution be FedRAMP approved or certified in order to be considered as a preferred solution for USM? A: Cloud Service Providers do not need to be FedRAMP ready or approved, just that they have implemented the baseline security controls for Moderate info. An MS Excel spreadsheet detailing security controls can be found on the fedramp.gov website.
Supplier Management Questions:

3. How are Suppliers currently managed and what are the associated business challenges with this process? A: We do not currently conduct ‘management’ of our suppliers other than when we initially receive their information into our PeopleSoft ERP system. Supplier management is not a goal of this RFP.

4. Is the agency expected to incorporate supplier performance capability with the new vendor system or is the scope limited to supplier repository only? A: Tracking supplier performance is not a desired function of the contract management system we seek, nor will it be considered our primary supplier repository.

5. Does University of Southern Mississippi leverage any third-party tool for supplier repository and performance? If yes, please state what system is and the number of users utilizing the solution. A: The only tool we use to store our suppliers is PeopleSoft. We have over a 1,000 users, but only two users who input suppliers.

Contracting Users Questions:

6. Can the University clarify the number of users based on the information below? We only charge annual license fees for the number of power users and would like to understand how you would classify the user counts proposed in the RFP A: At this point it is not known for sure, but our best estimate would be 5-8 users who would be power users, and perhaps up to 200 that would need read-only access.

**Power Users:** Users with the ability to
- Create Contracts & Reports
- Edit Contracts & Reports
- Red-line Contracts
- View Contracts & Reports
- Approve Contracts
- Create & Receive Contract Expiry Notifications
- Create Milestones
- Receive Milestone Notifications
- Search Contracts
- Export Reports
- Create Contract Templates
- Create Contract Request
- Approve Contract Request

**Business Users:** Users with the ability to
- Red-line Contracts
- View Contracts & Reports
- Approve Contracts
- Receive Contract Expiry Notifications
- Receive Milestone Notifications
- Search Contracts
Contract Questions:

7. What is the current Contract Lifecycle Management process and associated business challenges with the current process? A: This is addressed in the RFP in Sections 6.1 and 6.2.

8. Are all the contracts in an electronic format? If not, please provide a break-up of electronic vs paper contracts? A: Not all are in electronic format. Our best estimate is 65 percent electronic and 35 percent paper.

9. Does University leverage any third-party tool for hosting and authoring contracts? If yes, please mention the provider’s name. A: No. The purpose of this RFP is to award to a 3rd party tool provider for authoring, reviewing, negotiating, tracking, and storing our business contracts.

10. What is more important and has higher weightage per user - Contract Repository or Authoring or both? A: Both

11. Applicable in-case of paper contracts only - Is University expecting the vendor to extract meta data elements? A: No.