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**Attachment A – RFP 324-133-6-27**
**Company and System Requirements**

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**A "No" response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid. Mark YES or NO for each of the following Requirements.**

| Company Requirements | | |
|---|---|---|
| | **YES** | **NO** |
| Offeror must be U.S.-based and have at least one-thousand (1,000) current government customers. | | |
| Offeror must provide three (3) references of current government customers also using the proposed solution. | | |
| Offeror must offer the full suite of products without the need for additional technology partners. | | |
| Offeror must employ individuals with former government experience to provide support for the solution. | | |
| Offeror must provide solutions that are built for government, not repurposed or customized to fit government needs. | | |
| Offeror must provide ongoing software updates, enhancements, and releases at no additional charge. | | |
| **Technical Requirements** | | |
| | **YES** | **NO** |
| The system must be entirely cloud-based. | | |
| Vendor must provide regular enhancements and updates without additional costs or interruptions. | | |
| The system must not be restricted to the number of end users (can add new users at no additional cost). | | |
| The system must allow users to sign into applications from anywhere with an internet connection. | | |
| Data must be hosted in the United States | | |
| **General eProcurement Requirements** | | |
| | **YES** | **NO** |
| All solicitations should be searchable by name, solicitation number, and/or commodity. | | |
| Solution should allow for all solicitation documents to be available for viewing for a minimum period of 1 year after the solicitation is closed. Staff should have access to all documents pertaining to the solicitation which should be downloadable in an easily accessible/readable format for staff to store on county equipment for the duration of the required retention period. | | |
| Solution provides all parties with status of the bid (open, closed, under evaluation, awarded etc.) as status is updated by staff. | | |
| Solution provides all parties with status of the bid (open, closed, under evaluation, awarded etc.) as status is updated by staff. | | |
| Solution should allow vendors to obtain status of their submissions online, view their vendor profile, and search for available solicitations. | | |
| Solution should be able to handle Best and Final Offer scenarios based on specific criteria that can be configured for each solicitation issued. | | |
| Solution should be able to handle multiple step bidding processes when applicable. | | |
| Solution should have the capability to keep the pricing component of vendor responses sealed separately from other details (such as in RFPs). Appropriate Staff should be able to | | |

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| view vendor pricing per vendor individually based on selection of vendor. | | |
| Solution locks the solicitation and is no longer editable after posting except by issued Addenda. | | |
| Provide easy and free self-registration and self-administration for bidders. | | |
| Allow multiple contacts per bidder. | | |
| Maintain a large and searchable database of bidders. Users must be able to search by, but not limited to, the following: service/commodity type, bidder name, commodity/classification code, etc. | | |
| Solution should be able to post solicitations to external locations automatically when a new solicitation has been entered (e.g., agency website). | | |
| Automated, electronic notification of the release of a competitive solicitation for all Vendors in designated commodity codes. Additionally, provide automated electronic notification for any corresponding notifications, including but not limited to: addendum/changes, questions and answers, and notices of award. | | |
| Track all notifications and the date and time provided to bidders. | | |
| Track bid activity for each Vendor (including filters for DVBE designated vendors, SBE vendors, by commodity/classification code, etc.) | | |
| Ability to manually add Vendors to the solicitation notifications that are not currently identified in the Vendor database pool. | | |
| Ability to add Vendors to the solicitation notifications via import of excel spreadsheet that are not currently identified in the Vendor database pool. | | |

| **Workflow Requirements** | | |
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| | **YES** | **NO** |
| Allow users to view changes to items throughout workflow. | | |
| Provides automated workflow processes with document approvals, which are customizable by solicitation type. | | |
| Provides sequential and concurrent workflow tasks. | | |
| Provides forward and backward workflow to facilitate approvals, rejections, and requests for clarifications and revisions | | |
| Allows web-based and client-based work flow to be completed from tablet, mobile device, Laptop or desktop client. | | |
| Email notifications of items pending action or review | | |
| Provides ability to change documents during workflow process with email notifications to previous approvers or creators about changes | | |
| Provides audit trails for logging and tracking content changes and workflow history | | |
| Solution should have the ability to delegate workload from one staff to another with proper notification messages routed to the staff. | | |
| Approval/Rejections of supervisor should be captured in the Solution with comments, date/time stamp, and automatically reroute it back to the appropriate staff. | | |
| Advertisement of a solicitation should only be allowed, if required approvals were granted. | | |
| Solution should have override capability based on security profile of users for workflow | | |

| | YES | NO |
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| changes. | | |
| Solution is fully configurable based on user role based permissions and has the capability to define workflow approval paths based on various criteria. | | |

| **Solicitation Creation Requirements** | | |
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| | **YES** | **NO** |
| Create, publish, manage and award all solicitations types, including but not limited to: Request for Proposals (with configurable scoring criteria, Request for Quote (Services, Goods, Annual agreement), Invitation to Bid (Services, Goods, Annual Agreement), Request for Information, Request for Qualifications, Special Conditions (Roads/Construction, Bid Bonds, Meet or Exceed Specifications checklist, etc.) | | |
| Ability to Upload and store multiple boilerplate/standard documents, clauses, contract terms and conditions as standard templates (as minimum documents for solicitations), which users can choose to include or exclude in a solicitation. The proposed system must support a variety of document/file types including but not limited to: .docx, .doc, .xls, .xlsx, .pdf, .jpg, .tif, .rtf, csv. Solution should generate the final version of the bid document according to the format mandated by the County for each specific solicitation type; such as, but not limited to, Request for Proposals, Invitation to Bid, Request for Quote, Request for Qualifications, and Request for Information. | | |
| Based on predefined user roles and permissions solution can provide staff the ability to update, delete, modify and change the contents of repository as needed without solution modification or support from the vendor. | | |
| Solution should allow advertisement of solicitations by sending predefined emails to vendors who are registered and/or enrolled within the identified commodities (NIGP codes) within a solicitation. | | |
| Support multiple commodity codes used to identify solicited goods and services. Minimally, the system must support; NIGP, UNSPSC, NAICS, and SIC. | | |
| Solution should provide the ability to manually add more vendor email addresses at the time of advertisement in addition to those vendors under the selected commodity codes. | | |
| Solution should allow uploading and merging of drawings, pictures, maps etc. into the final bid document and allow for additional documents to be attached and stored with a specific solicitation. | | |
| Solution should allow printing of final solicitation document and allow for export by staff (i.e. Microsoft Word or .PDF). | | |
| Solution should contain a searchable library of solicitation templates and scopes of work to easily pull from in new solicitations. | | |
| Solution should provide ability to assign sections of the solicitation to internal users for collaboration, review, and approval. | | |
| Solution should provide the ability to highlight/comment on the solicitation draft prior to publication. | | |

| **Vendor Engagement / Vendor Portal Requirements** | | |
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| | **YES** | **NO** |
| Provide a portal for vendors to access and respond to all issued solicitations, bids, etc. | | |

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| Ability for vendors to create a company profile to enter in all applicable contact information, certifications, designations, and documentation (W-9, insurance, etc.). | | |
| Ability to track vendor profile information across the entire solution to eliminate need for re-entry. | | |
| Provide electronic tracking of all solicitation activity such as number of views, all vendors that have obtained a copy of the solicitation, all questions received and addendums posted, tabulation, and award posting. | | |
| Provide online question and response management tool that provides vendors the ability to submit questions pertaining to each solicitation issued during the defined question period of the solicitation. Bidders must be able to be notified and view responses. | | |
| a.Questions and responses must have a time and date stamp | | |
| b. Solution maintains a log, per solicitation, of all questions submitted and who they were submitted by. | | |
| c. Solution should provide notification of incoming questions to buyer assigned to the solicitation. | | |
| d. Solution must have the ability to respond to questions as they are received | | |
| e. Solution must allow the user to set a deadline for Questions separately from the solicitation response deadline. | | |
| Ability to amend and create addenda for each solicitation | | |
| Distinguish between mandatory and optional bid requirements. | | |
| Track and display Vendor qualifications, including but not limited to local businesses, minority owned business, and Disabled Veterans. | | |
| Allow bidders to revise their responses to a solicitation up until the solicitation closure date and time. | | |
| Allow a currently posted solicitation to be retracted. | | |
| Allow a closed solicitation to be rejected. | | |
| Addendum notifications should be sent to all vendors who downloaded the original solicitation automatically by the Solution | | |
| Solution should keep track of all vendors who have downloaded a solicitation and make the list available for viewing per solicitation by all parties. | | |
| Solution notifies the appropriate staff when questions are posted by vendors in response to the solicitation issued. | | |
| Solution provides staff the ability to directly respond to questions posted by vendors in response to the solicitation in the form of an addendum that is visible to all prospective Bidders without disclosing the name of the vendor that initiated the question. | | |
| Solution allows for multiple questions from different suppliers to be combined into one addendum. Staff can select which questions will be added to an addendum before it is issued. | | |
| Provide electronic proposal submission of sealed solicitation responses via a secure connection. . | | |
| Bidders must have the ability to take exception to forms and list exceptions. The preference | | |

| | YES | NO |
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| would be for the exceptions to be listed in summary form per submittal. | | |
| Solution requires vendors to read and acknowledge all addendums issued for a solicitation before submitting a response. | | |
| Solution allows vendors the ability to attach additional documents in addition to the required solicitation documents. | | |
| Solution has the ability to track the time, date, and vendor name for all offers received in response to a solicitation creating a log that is visible to all staff at any time. | | |
| Solution sends out an automated email for the solicitation on the due date and time to the appropriate staff, advising of the number of offers received including the vendor names. . | | |
| Solution has the capability of automatically generating a report of received responses at the due date to include the details of each received offer including at a minimum, the Solicitation Number, Vendor Name, Offer submission Date, Pricing, and all other relevant information pertaining to the solicitation. . | | |
| Based on specific user permissions, appropriate staff should be allowed to access and analyze solicitations in detail (only after the Due Date and Time) | | |
| Solution should not allow vendor offers to be submitted after the due date and time. | | |
| Solution should allow the vendor to withdraw, revise and resubmit its bid up until the due date and time. | | |
| Solution does not allow a vendor to see other vendor's offer or pricing information unless conducting a reverse auction. | | |
| Solution should display, per solicitation, the bidders list of all offers received. | | |
| Solution should automatically tabulate, calculate, and sequentially put in order the vendor offers received in response to a solicitation and be exportable to Microsoft Excel. | | |

### Evaluations & Awards Requirements

| | YES | NO |
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| Solution can analyze complex price/cost and grouping criteria. | | |
| Solution can rank bidders based on proposed prices using published price criteria of the solicitation. | | |
| Upon completion of evaluation, the Solution should be able to make awarded contracts and associated bid documents available to all. | | |
| Bidders must have the ability to electronically submit notes, comments, and explanations. | | |
| Allow bidders to indicate "no bid" response. | | |
| Provide an electronic receipt showing date and time of bid submission to the submitter. | | |
| Users can post Notice of Award and any post-submission activity | | |
| Customizable reports that can be directly accessed. Reports include but are not limited to, tabulation reports, bid packet, bid list and questions. | | |
| Support awarding contracts to multiple Vendors, split an award, or award to a primary and secondary Vendor. | | |
| Ability to evaluation submissions such as multi-stage evaluations, scoring by multiple evaluators, and producing scoring summaries. | | |

| If a bid is awarded to multiple vendors system should have the ability to create individual contracts to the vendors | | |
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| **Contract Management Requirements** | | |
| | **YES** | **NO** |
| Ability to create / develop the contract via an easy to use workflow system in order to pull appropriate contract terms and conditions into a document. | | |
| Provide searchable repository capabilities for contracts and all associated contract documents to view existing and past contract history. Repository will include bid documents, addenda, contracts, change orders, renewal notices, etc. | | |
| Milestone and event tracking such as contract renewals | | |
| Automated notification such as licensing, certificate of insurance sent to buyer, PM and vendor. Notifications can be set up based on date requirements. | | |
| Ability to notify buyer and PM of contract renewal/expiration | | |
| Ability to notify vendor of contract renewal | | |
| Ability for form letters to be sent to vendors | | |
| Ability to add/edit and upload documents by staff | | |
| Ability for vendors to submit certificate of insurance or business license renewals | | |
| Generate standard and Ad-Hoc Reports (Provide what detail of reports). | | |
| Ability to run reports (e.g. vendor name, insurance type, status, certificate dates, notes, contract title, contract administrator, project names) | | |
| Ability to provide executive-level dashboard reporting, include iOS native or Android type dashboard reporting | | |
| Ability to track vendor performance by sending evaluation to PM for completion | | |
| Ability for digital signatures | | |
| Contract modifications tracking (change order, amendments, etc. | | |
| Identifies emergency suppliers | | |
| Ability to schedule automatic vendor notification emails to maintain up-to date emergency records | | |
| Provides built-in calendar notifications with the option to integrate with Outlook calendars | | |