

# CITY COLLEGES<sup>®</sup>

## OF CHICAGO

February 28, 2023  
ADDENDUM NO. 1  
RFP #NC2303 – PROCUREMENT MANAGEMENT  
SYSTEM FOR THE OFFICE OF PROCUREMENT

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES  
OF THE RESPONSE TO BE SUBMITTED**

All responses shall be addressed and returned to:

City Colleges of Chicago  
Dawson Technical Institute - Procurement Services  
3901 S. State Street, Room 102  
Chicago, IL 60609

Attn: Nanzi Cantero, Senior Contract Administrator

***Proposals must be received no later than 12:00 p.m. CDT, Monday, March 13, 2023***

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### **Part I – Questions and Answers**

1. Could you expand on what information you would like us to provide in Appendices A, B and C in the Excel document?

A:

(A) Please provide the tier/category (database, operating system, etc..) and the frequency of how often backups are performed (daily, weekly, monthly, quarterly, etc...). We want to understand from a system/data perspective, what are you backing up, and how frequently. You can use the categories listed, or update with your own.

(B) For the same categories listed, how often do you retain the back-up for (month, year, indefinitely, etc...)

(C) For issues encountered in either the test environment(s) or production, what is your response time (how quickly do you notify CCC or answer an issue inquiry), and resolution time (what is your commitment to resolving the issue based on whether it is in production or non-production – Development/Test environment -- based on priority? 15 minutes, 2 hours? Etc...)

2. Page 3 of the RFP mentions vendor authentication. Please provide more information on how CCC desires vendors to be authenticated during the registration process.

A: Registration w/captcha or similar to prevent web crawlers from picking up the solicitations.

3. Section 8 on page 8 requests financial statements to be included in the proposal. As a private company, we are unable to disclose this confidential information in a public RFP response. In lieu of providing this information, will CCC accept a letter written by a third party Auditor that attests to the financial health and stability of our company?

A: No. In order to be deemed responsive you will need to provide the financial information as requested in the solicitation.

4. Has a score percentage been assigned to each of the Evaluation Criteria categories listed in Section VI on page 18? If so, what are the percentages for each category?

A: CCC does not disclose this information.

5. Will CCC accept proposals containing electronic signatures (e.g., DocuSign)

A: Currently wet signatures are required. Acceptable wet signatures include documents that are printed out,

wet signed, scanned and included as part of the submission package.

6. What contract analysis capabilities are in use today by CCC. (i.e., clause comparisons, visibility to payment terms, auto-renewed contracts, etc.)  
**A: There are no contract analysis capabilities required. Contracts are reviewed and coordinated by CCC Legal. We will not use any contract language functionality.**
7. When an awarded sourcing event needs to create a contract, often there are multiple types of contract involved (NDA, MSA, SOW, etc.) what all are the types that CCC will expect to create from an awarded Sourcing event?  
**A: This is not a functionality that will be required from the awarded system.**
8. The described needs of CCC fit neatly into the "Source to Contract" capability we offer and include Supplier Management. CCC's use of the term procurement for this need is understandable, however will this solution also be expected to follow those processes and procure items and services through generation of a requisition, PO and then facilitate handling of invoices?  
**A: No, CCC will use its current Peoplesoft Financial system for these functions.**
9. With the mention that Currently CCC's RFP, vendor management and contract management processes are mostly manual and paper-based, what is the capability of the Agiloft solution to make contract management today electronic such as with a repository, due date reminders and awareness to contract obligations? Do contracts today go through electronic approval workflow.  
**A: The initial entry into Agiloft is manual. However, those entries go through a workflow process. There is also a functionality that provides notice of contract expiration.**
10. What is the intent of having an integration to Agiloft to a second contract management solution? Is it the intent that Legal uses Agiloft and the second solution gets used by everyone else? Concerning the needed integration, would the Agiloft solution just need to accept incoming documents from the second contract management solution or is there more to the integration needed?  
**A: As a reminder Integration with the Agiloft system is not a requirement that will disqualify potential vendors. Potential integration will be discussed in more detail with the shortlisted vendors during Oral presentations.**
11. What diversity status verification services does CCC use today, or does CCC rely on the declarations made by suppliers to assure the diversity status declared is accurate?  
**A: Vendors are required to provide certification letters as confirmation of diversity status.**
12. What is the solution, LegalPages, used for?  
**A: LegalPages will not be integrated with the chosen system. Please disregard any references to LegalPages.**
13. Can CCC push out the response due date by 14 working days?  
**A: No. Due to time constraints we are unable to extend the due date.**
14. Our organization's Legal department (which handles the task of notarizing and signature upon bid responses) operates out of or global headquarters which is located in a different state than the local account representative who will be working with CCC. Would the organization be amendable to receiving hard copy responses with signatures obtained digitally?  
**A: Please see response to question #5 above.**
15. What is your annual spend? Also, annual spend projection for next 3 years?  
**A: This is a new project; the annual spend will come in conjunction with the completion of the RFP process.**

**END OF ANNOUNCEMENT**

**Please acknowledge receipt of all Addenda in the Executive Summary Introduction letter of your RFP responses.**