QUESTIONS AND ANSWERS

Contract Management Software and Support Services

Project No. 10-20

April 20, 2010

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter #1 – The following questions were received in Procurement Operations within the time period specified in the solicitation document Request for Proposals (RFP) for Contract Management Software and Support Services (#10-20).

Question #1:

I was wondering if local presence in Houston is mandatory.

HCC Answer:

No.

Question #2:

Will HCC consider proposal from a company that wants to design a new, custom system that will fulfill the requirements of the bid?

HCC Answer:

HCC will consider all proposals that meets the requirements of the RFP.

Question #3:

We are a small business ourselves and are interested in submitting a proposal. How do we fill out the small business unavailability certificate or the small business development or subcontractor questionnaire?

HCC Answer:

If you do not intend to use any small business subcontractors, if awarded the contract, then leave Attachment No. 6 blank. The Small Business Development Questionnaire (Attachment No. 7) is to be completed by all respondents. If you are referring to the "Contractor and Subcontractor Participation Form" (Attachment No. 8), this is to be completed if you will be using small business subcontractor(s) for this project, if selected for Contract award.

Question #4:

Is the budget allocation for this project publicly disclosed.

HCC Answer:

No.

Question #5:

Is there a deadline for submitting questions by vendors, and are all answers provided to vendor questions going to be publicly available?

HCC Answer:

(a) The deadline is seven (7) calendar days before the proposal submission date. The due date is April 22, 2010 @ 3:00 p.m. local time. (b) We intend to publish vendor's written questions and HCC's answers thereto on our website.

Question #6:

Would you send me a link for an authoritative website that would explain the difference between "good faith effort" vs. "best efforts" vs. other efforts for finding small businesses to serve as subcontractors?

HCC Answer:

HCC is not aware of such link. Generally speaking, the words "best effort " and "good faith effort" are interchangeably and have the same meaning.

Question #7:

Can you please post a pdf of the sign in sheet from the pre-bid conference?

HCC Answer:

Yes, the sign-in sheet from the "Pre-Proposal" meeting will be posted on the HCC website.

Question #8:

What are the exact systems that the Contract Management Software will need to interface with?

HCC Answer:

As of now, PeopleSoft Finance.

Question #9:

What hardware is currently in place to host the contract management software? What are the types of servers, operating system and size?

HCC Answer:

In order to accommodate new hardware requirements associated with the selected software, no hardware will be designated until a software system has been selected. HCC utilizes Oracle 10g and/or SQL Server 2007 & 2009l; Windows VMware or UNIX Sun Solaris 10x – depending upon system size requirements.

Question #10:

 Is Sharepoint required to be part of the solution for contractor and sub-contractor proposals and contracts?

HCC Answer:

 No.

Question #11:

Please define the words "unlimited technical support"? Does it apply to the software only? Is it 24x7, 365 days per year support? Are there pre-existing service level agreements that must be met in terms of technical support?

HCC Answer:

Unlimited technical support, 24-7. Don't know any other way to define technical support. Technical support will apply to the products and/or services being offered in your proposal to HCC.

Question #12:

If the hardware is supplied by HCC for this implementation, will my firm need to support the HCC hardware also after implementation? If hardware is procured for this project as part of this proposal, will I need to support it?

HCC Answer:

No. HCC staff supports all hardware that is housed at HCC.

Question #13:

What will be the role of HCC's current IT department for this project?

HCC Answer:

HCC's IT Department role will be that of providing hardware support; database support, if needed; and internal IT project management for the system implementation.

Question #14:

How many concurrent users will be using the system?

HCC Answer:

Anticipating usage by: Compliance, Procurement and possibly Risk Management (for insurance tracking).

Question #15:

Will you consider remote hosting or do they want to host the application locally?

HCC Answer:

HCC will consider both, remote and locally hosted systems. There are no noted pros and/or cons as designated by HCC at this time for either solution. However, 24/7 application support agreements may be deemed necessary for remote hosting solution options.

Question #16:

Is remote training acceptable I.E. Webinar?

HCC Answer:

Remote training is possible, but will depend on the complexity or user-friendliness of the software.

Question #17:

Are you predisposed to a certain software for this application?

HCC Answer:

No.

Question #18:

Do you have people on your staff who have direct experience using a particular Contract Management software platform ,if so which one?

HCC Answer:

No.

Question #19:

The bid calls for project management of the project. Is it reasonable to assume that it may be necessary to evaluate the current business process and suggest modifications as required by the new application?

HCC Answer:

No. (Please note that this is not a "bidding" process).

Question #20:

Will this application manage contracts for the entire Houston Community College system or for a single department?

HCC Answer:

The Application will manage contracts for the entire Houston Community College System.

Question #21:

The bid calls for tracking about 250 current vendor contracts. How are these currently being managed?

HCC Answer:

Manual, paper management, Excel.

Question #22:

How many staff members will be available to assist in the translating of current contracts into the new application?

HCC Answer:

Two (2)

Question #23:

The bids calls for using students to help in this effort. Will they be provided by the college?

HCC Answer:

Yes.

Question #24:

Will there be a single point of contact (project sponsor) for this project?

HCC Answer:

Yes.

Question #25:

Will he/she have the authority to made decisions on behalf of the college as it relates to this project?

HCC Answer:

Yes, in consultation with other HCC staff.

Question #26:

Will this application tie into your accounting system in any way? If so,how?

HCC Answer:

The proposed software should interface with PeopleSoft Finance, because PeopleSoft is how we track payments to prime contractors**.**

Question #27:

Does the college provide video conferencing for training?

HCC Answer:

Not for this project.

Question #28:

How many total contracts will need to be inputted into the new system?

HCC Answer:

Immediate input would be, approximately 50-60. Also, the modules should be able to support contracts that have one or more subcontractors assigned to the contract. A single contract may have multiple subcontractors.

Question #29:

What type of certification program would you like implemented?

HCC Answer:

None at this time.

Question #30:

As part of this RFP, will bid submissions take place online or offline.

HCC Answer:

Offline.

Question #31:

Do you intend to purchase all items 001-006 from the same supplier?

HCC Answer:

Yes.

Question #32:

Host & Backup HCC activate (active)? Contracts, up to 250 contracts. Is this requirement just for storage of the 250 contracts? Do you need alerts to key contract dates?

HCC Answer:

Yes, alerts to key contract dates, alerts for when primes are required to update their payment information (what they paid their subs), alerts for subs to update their information (that primes have in fact paid them), contract expiration date, renewal dates, etc. The 250 contracts is for the system to have the ability to store **information** for up to 250 active contracts over $100,000. (information such as: contract amount, date/expiration, type, department that requested the service, buyer, contract duration, prime info, delinquencies, subcontractor information, percentage goals, etc.; ALL information specific to the contract, the vendor, and the subcontractor(s).

Question #33:

Do you just need to manage contract bid solicitations (over $50,000) that need public posting?

HCC Answer:

Yes. Manage all information specific to bids.

Question #34:

Do you need sub-contractor plan utilization management during pre-bid award and post award? (IE acceptance of plans, validation and approval of subs ongoing during contract life)

HCC Answer:

Yes.

Question #35:

Can you please expand and clarify contract award management requirements (i.e. online collaboration, redlining, negotiations with supplier and upper management)?

HCC Answer:

The requirement is for contract management **after** the contract has been awarded. Contract compliance, not negotiations.

Question #36:

Under section 5 evaluation criteria, is this your final consideration evaluation matrix or your initial evaluation?

HCC Answer:

Yes, unless oral presentations are held.

Question #37:

Do we need to submit an internship plan to Dr. Freddie Wade? Are there sample HCC internship plans available?

HCC Answer:

No. If your company is awarded the contract, an Internship Plan may be required.