

February 19, 2019

ADDENDUM #1
Request for Proposals (RFP) 18-06

WORKFLOW SOFTWARE SOLUTION

IMPORTANT NOTICE

Please note the following responses to questions asked by prospective Proposers:

1. Question: How many end user do you anticipate needing access to the Workflow Solution?

Answer: See RFP page 3 – Option 1 (unlimited) Option 2 (1,500).

2. Question: Of those end users, how many end users do you anticipate will need the ability to approve items/forms through the workflow?

Answer: See RFP page 3 – Option 1 and 2 for user licensing requirements.

3. Question: Is there a need for end users to have the ability to approve items/forms through mobile devices?

Answer: See RFP page 1, Item H. Must provide users mobile access with native applications for both the iOS and Android platforms.

4. Question: In lieu of the proposal to be completed by writing in ink or by typewriter, is it acceptable for bidders to enter their responses electronically and then print the RFP response? All attachments and forms would be left in their current state.

Answer: Yes.

5. Question: Will the selected vendor be replacing WebiPLEX or DocuPeak or will the new vendor have to integrate to these solutions?

Answer: Replacing WebiPLEX workflow module.

6. Question: Is it mandatory to run on Microsoft WQL Server? Our solution KiSSFlow is cloud based and runs on Google Server/Google Cloud database.

Answer: Microsoft SQL Server is a requirement.

7. Question: Should provide database lookup capability to assist with completing related fields within the form? Are you referring to a third party database? If yes, what is the database software?

Answer: Yes, third party Microsoft SQL Server databases such as Financials, Payroll, Human Resources, Time Attendance, are a few of our third party databases.

8. Question: The proposed Workflow Software must reside on DISTRICT's data center servers and/or on authorized workstations. Is this mandatory, or are you willing to consider a workflow solution that is hosted on the Google cloud?

Answer: It is a requirement for the Workflow Software including database and application to reside on DISTRICT servers in the District data center. Hosted solutions such as Google cloud are not an option.

9. Question: What is the overall scope of implementation? Is it only the forms mentioned in Section F (Converting nine DISTRICT/Districts existing PAN forms) are to be converted or are there more forms?

Answer: Yes, implementation is for the existing 9 districts and their PAN forms.

10. Question: Just for sizing the hardware purpose, how many users (Approvers, Administrators, Users) overall will login into the system across all 9 districts?

Answer: See the sizing requirements on Page 3 of the RFP for Options 1 and 2 as the sizing options provides for future growth beyond the 9 districts.

11. Question: Are you expecting the vendor to do the end to end implementation or is it OK if we can train a batch of administrators across the districts for the implementation?

Answer: The awarded Proposer is to provide implementation for the existing 9 districts and their PAN forms with the requirement that DISTRICT staff is trained so that they can be self-sufficient in supporting the 9 districts while also being capable in implementing additional workflow forms and additional districts.

12. Question: When you say "must not be AD Integrated" is there another LDAP source available to import users/map group membership?

Answer: Security must be standalone module not tied to AD integration or LDAP. Districts will use DISTRICT workflow software in an ASP model.

13. Question: Do you prefer eSign functions be directly included in the product or would you like an integration into DocuSign or other digital signature processes?

Answer: Approval or eSign function must be included with software.

14. Question: Do you require "Not" operators for search functions?

Answer: Yes.

15. Question: Does the data export to CSV need to include parent/child relations? For example, all the rows in a dependent table per record on the export?

Answer: Not a requirement.

16. Question: Do you need to be able to update the PDF generated in question AA with additional information gathered during the workflow?

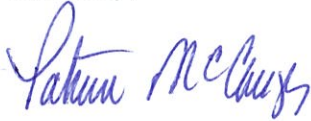
Answer: Yes.

All specifications remain unchanged except sections or parts of sections added to, revised, deleted or clarified by this Addendum.

This Addendum shall be considered part of the Project documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original Project Documents, this Addendum shall govern and take precedence.

Proposers are hereby notified that they shall make any necessary adjustments in their proposals on account of this Addendum. It will be construed that each Proposer's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,



Patricia McCaughey
Administrator, Business Operations