



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

August 28, 2013

TO: ALL OFFERORS

FROM: PETER KOROLYK
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS13692-EPROCUREMENT
ePROCUREMENT SERVICES**

ADDENDUM #10

This addendum is provided in response to the second round of vendor questions allowed and received for the solicitation to Contract No. GSS13692-EPROCUREMENT.

Q1. Although Purchasing users is discussed, In reference to the Invoice Automation, can you please clarify an exact number of AP users, as well as an exact number of Invoices processed either annually or monthly?

Answer (A). This will be a mandatory use contract for executive agencies. All political subdivisions and other authorized users with the right to procure off state contracts are expected to have access to this solution. Since other 'outside' agencies will have access to the system, the exact number of AP users cannot be stated.

Next, as stated in the prior Question and Answer Addendum volumes vary month to month and providing an exact number is not possible. The State currently pays approximately 30,000 unique vendors annually for both goods and services and prospective solicitation responders are encouraged to review available resources at <http://mymarketplace.delaware.gov/> .

Q2. All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Appendix A itself seems to be just a series of statements. What is your expectation for this Appendix? Do we just need to acknowledge that we have completed each of these requirements? If more detail is required, please advise.

- A. Appendix A is a stated expectation of ability to complete the project and have the necessary resources. Vendors shall provide as much detail as appropriate to confirm that each condition is met.

Q3. What is the monthly or Annual Incoming Invoice volume?

- A. As stated in the prior Question and Answer Addendum, and above, volumes vary month to month and providing an exact number is not possible. The State currently pays approximately 30,000 unique vendors on an annual for both goods and services and prospective solicitation responders are encouraged to review available resources at <http://mymarketplace.delaware.gov/> .

Q4. # of Catalogs?

- A. Vendors are expected to provide a solution to allow the generation of catalogs, but not storage of data. At a minimum, each commodity vendor is to provide/develop a catalog.

Vendors preparing for a response to the eProcurement Services RFP should refer to the Contracts tab of <http://mymarketplace.delaware.gov/> to see the number of vendors currently associated with state contracts. As a reminder, and previously answered in the last Question and Answer Addendum, awarded contract vendors are not expected to maintain catalogs within the new system, but to supply a catalog record that can be formatted into the required framework supplied by the eProcurement contract vendor.

Q5. # of Professional Users, confirming that the number of “Personal Users” would be 24,000?

- A. Professional Users is estimated to be approximately 24,000. Since the eProcurement system is intended to be a functional system that also provides transparency into government activities, contracts and awarded catalogs; Personal Users, accessible through a ‘view only’ or ‘general’ login could be unlimited.

All other terms and conditions remain the same.

