STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

State of Delaware

ELECTRONIC PROCUREMENT SOLUTION

Request for Information

RFI No. GSS16772- ePROCUREMENT

April 8, 2016

- Deadline to Respond -
May 5, 2016
1:00 PM (Local Time)

RFI NO. GSS16772-ePROCUREMENT

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR INFORMATION (RFI)" for and Electronic Procurement Solution for the State of Delaware. The RFI consists of the following documents:

REQUEST FOR INFORMATION – RFI NO. GSS16772-ePROCUREMENT

I. Introduction
II. Request for Information Specifications
III. Vendor Information Package Requirements

In order for your response to be considered, the Request for Information response shall be executed completely and returned in a sealed envelope **clearly displaying the contract number and vendor name** by no later than 1:00pm (Local Time) Thursday, May 5, 2016.

Responses must be mailed to:

State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202

Should you need additional information, please contact Peter Korolyk by email at: peter.korolyk@state.de.us.

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I. INTRODUCTION

A. Overview

Government Support Services (GSS) has previously awarded and partially implemented a full end-to-end Software as a Service (SaaS) solution to fulfill the needs of the State of Delaware. This includes, but is not limited to, an on-line marketplace, end-to-end sourcing, contract repository, and vendor registration / notification and reporting functionalities. The State's legacy view-only portal can be seen at www.mymarketplace.delaware.gov. The current central contract addressing these requirements can be seen at the following site: http://contracts.delaware.gov/contracts_detail.asp?i=1842.

The State of Delaware is seeking information regarding capabilities and qualifications of Vendor(s) in the marketplace to provide a centrally coordinated cooperative sourcing and contracting model; an eProcurement Solution. Specifications are provided in section II.

B. RFI Designated Contact

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

Peter Korolyk
State of Delaware
Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904-8202

or

peter.korolyk@state.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

C. Contact with State Employee

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

D. RFI Obligation

The RFI is a request for information only. **There will be no contract awarded as a result of this RFI.** Nothing in the materials vendors provide, further referred to as vendor information packages as a response to this RFI or the State's remarks or

responses to the vendor information packages of any individual vendor, will be considered binding for a future contract.

II. SPECIFICATIONS

A. Purpose

The purpose of this RFI is to provide the State of Delaware with information regarding vendor interest and capabilities for a central electronic procurement solution. The State of Delaware invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Delaware may reference this material as indicative of industry capabilities and in the event the State of Delaware issues a Request for Proposal (RFP), the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

The State is seeking information and capabilities of a single provider for the broadest possible scope of the goods and services as identified. Vendors are assumed to have sub-contractor relationships with all companies and individuals whom are external to the Vendor and are involved in providing or delivering the goods and services being proposed. The vendor would assume all responsibility for the products/services and actions of any such sub-contractor.

Any security features of the supplied program(s) must not be compromised by the vendor in any way.

B. Statement of Needs

The State of Delaware, Office of Management and Budget, Government Support Services (GSS) is seeking information from Vendors with the capabilities and qualification in achieving the following business objectives.

Centrally Managed Solution. This Request for Information calls for a centrally managed Software-as-a-Service (SaaS) solution that recognizes the unique environment of the State from a procurement execution perspective but allows the state to fully enjoy the benefits of a centrally coordinated cooperative sourcing and contracting model. As part of this Request for Information, the Vendor is requested to provide the following.

- Capabilities to develop and refine a detailed and time-bound project plan that is consistent with the State of Delaware project methodology and consistent with industry best practices for project management, as set forth by Project Management Institute (PMI). The Vendor should use the following project phase names in the vendor information package to maintain consistency with the State of Delaware phase names: Planning & Design, Execution & Build, Implementation, and Closeout.

- Qualifications to work with the State of Delaware, OMB team and extended stakeholders to refine the business processes and requirements, and document these processes and requirements in updated documentation. The Vendor may choose to use their staff or a third party partner to deliver these services. It is anticipated that the refining of the processes will continue beyond the installation of the tool, if this will leverage the inherent capabilities of the tool to form the final business processes and requirements.

Pricing Model. This Request for Information also calls for a pricing and funding model that provides flexibility to utilize and pay for the solution's centralized services as needed but that avoids the modular revenue-maximizing approach taken by some providers to the pricing of multi-entity solutions. Related to this and as a direct consequence of the decision to select a SaaS solution, the State is not interested in a traditional on premise per-seat pricing or a model that is cost prohibitive for a state contract vendor, including diversity and small business participation. The vendor information package should not include fees for use by Agencies as this is statutorily prohibited of GSS (29 Del. C., §6908(b)). Additionally, the State is not interested in a model that funds the central solution through fees for use by awarded vendors as distribution of any fees or rebates attributable to spend through the final solution is an undesirable burden for GSS and it is recognized that these fees are passed on through higher contract pricing for those goods and services. The state intends to centrally budget for any solution awarded and make this available as a service to all users of central contracts.

This Request for Information assumes the implementation of a solution that will support a predominantly core managed strategy for procurement in which the benefits of leveraging are balanced with the needs of the State and individual agencies to maintain control of local contracting activities, when appropriate.

This Request for Information solicitation assumes that the selected offeror's implementation strategy will address issues such as the need to adopt a phased approach that validates the proposed solution model and that also generates earlier completion.

- Improve the procurement costs of state government programs and services by achieving improved consolidation and leverage of spend for common purchases across state agencies, school districts, higher education institutions, political subdivisions and other authorized entities.
- Increase the efficiency and service levels of procurement services delivered to state government agencies by streamlining, automating and standardizing existing purchasing processes.
- Improve planning, decision making, reporting and general data transparency by centralizing, standardizing and improving the accuracy and quality of procurement information across disparate state agencies and other institutions.
- Achieve high quality relationships with suppliers of goods and services to the state by developing a reputation for enhancing business opportunities and by supporting the development needs of small, diversity, veteran and disadvantaged businesses.

Inclusion of Partially Completed Work Products. In addition to seeking vendor capabilities and pricing, this Request for Information seeks to consider incorporation of partially completed work products into the project. Vendors are invited to provide experience statements relative to abilities, past successes, and known challenges in assuming partially completed work products into a project of equal scope. Reference to the aforementioned project is available at the following link: http://contracts.delaware.gov/contracts_detail.asp?i=1842.

C. Standard Practices

With respect to work provided to or conducted for the state by a Vendor or contractor, the Vendor(s) would be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished to the state. The Vendor(s) would follow practices consistent with generally accepted professional and technical policies and standards.

D. Functional Requirements

The functional solution requirements are delineated as mandatory or Required Functions, and Desirable Functions. With details provided for each specification below. For the vendor information package, please identify in detail your capability and qualifications, and the customization effort as applicable according to the table below.

Response	Code	Description
Out of the Box	OOB	The proposed solution completely meets the requirement without customization or configuration.
Configuration	CFG	The proposed solution must be configured to meet the requirement but changes to software code are not required.
Small Customization	CSM	The proposed solution must be modified to meet the requirement. A small customization is defined as a work effort of less than 40 hours for design, development and testing. **Please provide a detailed explanation.**
Large Customization	CLG	The proposed solution must be modified to meet the requirement. A large customization is defined as a work effort greater than 40 hours for design, development and testing. **Please provide a detailed explanation.**
Third Party Product	TPP	The requirement can be met by implementing a third party product. **Please identify the 3rd party product and describe the relationship with the third party provider.**
Custom Solution	CSL	The requirement can be met by implementing a custom solution. **Please provide a detailed explanation.**
Not Needed	FNN	The requirement is not needed if implementing the proposed solution. **Please provide a detailed explanation.**
Not Possible	FNP	The requirement cannot be implemented using the proposed solution. **Please provide a detailed explanation.**
Other	OTH	If the offerors approach for meeting the requirement is not addressed by one of the previous options, please select this category. **Please provide a detailed explanation.**

Required Functions

- Requisition Management
- Purchase Order Management
- Workflow Management
- Catalog Management
- Vendor Registration and Communication
- Tactical Sourcing
- Solicitation Management
- Analysis and Reporting

	Required Functions
	Requisition Management
1	Requisition format can be customized by authorized users without programming knowledge
2	Users can create a new requisition by copying from a previous requisition
3	Users can create a new requisition for a commonly ordered group or "kit" of items, e.g. new employee
4	User can check the status of a requisition at any point in its lifecycle
5	Certain requisition fields can be automatically pre-populated based on other field inputs, e.g. cost center (user name), commodity code (item description), accounting code (item description)
6	Each requisition line can be optionally distributed to multiple account/expense codes by % or $
7	User is alerted when field entries are outside of pre-set min/max values for the field
8	User is alerted when mandatorily required field entries are missing
9	Users can order services (including internal) or non-catalog products using "freeform" requisitions
10	Requisitions can be automatically sequentially numbered by the system to prevent duplicates
11	Electronic documents (e.g. Word, Excel, PowerPoint, PDF) can be attached to requisitions
12	Users can provide different "ship to" addresses for each requisition line if desired
13	Users should not be limited in the number of lines they can include on a requisition
14	Users can assign commodity codes at the requisition line level or at the requisition level
15	Online help is available during requisition creation, and this help is customizable by state
16	Multiple users can review/approve requisitions concurrently, i.e. not limited to sequential process
17	User spending limits per transaction or time period can be configured by multiple parameters, e.g. user, cost center, budget code, etc.
18	User is alerted when a budget limit is reached (depending on budget encumbrance policy)
19	Users can make any changes to requisitions or even cancel/withdraw requisitions prior to approval
20	Users can optionally use a "wizard" functionality to create requisitions
21	Users can include multiple suppliers on a single requisition
22	Comments can be inserted in any requisition field (similar to MS Word comments in review mode)
	Purchase Order Management
23	System supports different Purchase Order send methods (EDI, XML, electronic fax, hardcopy print, e-mail)
24	PO automatically submitted (after final approval) to a vendor for order placement.
25	Supports attachment of electronic documents to orders sent to suppliers (i.e. Word, Excel, PowerPoint, PDF, etc)
26	Automatically calculates PO totals, extended price, trade discounts, multi-level tax, freight and any miscellaneous charges.
27	Purchasing employees can inquire into approved requisitions online that are awaiting creation of purchase orders
28	Distribute a requisition's line items quantity among multiple Purchase Orders with multiple suppliers.
29	Remarks/notes attached to Purchase Orders that can be free form and on the line level.
30	Multiple accounting distributions per Purchase Order line
31	Pre-population of accounting fields (e.g. GL and cost center) based on user profile and items to be purchased
32	User defined templates for Purchase Order printing
33	Prevents duplicate Purchase Order numbers and assigns Purchase Order numbers automatically
34	Altering an outstanding Purchase Order with appropriate audit trail and authority
35	Tax tables in the purchasing system auto-populated based on the Accounting System Tax Tables.
	A Purchase Order can be created by:
36	Copying from a requisition ("auto creation")
37	Pulling item(s) together from multiple requisitions
38	From a supplier catalog
39	Cloning a previous Purchase Order
40	Keying it online (no requisition but with proper controls)

	Blanket orders can be established using the following parameters:
41	Expiration date
42	Maximum blanket order amount
43	Maximum quantity per line
44	Maximum amount per release
	The system provides the ability to inquire on a Purchase Order by:
45	Supplier
46	Buyer
47	Purchase Order number and blanket order number
48	Purchase Orders on hold by buyer
	Workflow Management
49	Ability for the approver to easily and quickly route unapproved transactions back to the originator for correction/adjustment
50	Ability to prevent unauthorized deletion of a workflow activity, e.g. deletion of an approver from an approval flow.
51	Approval routing can be performed in parallel, not just sequentially
52	Approver can add a comment, for approval or rejection
53	Requisitions and purchase orders are routed automatically via email to approvers based on the pre-defined business rules, e.g. user profile, dollar amount
54	Supports audit trail of all electronic approvals.
55	Supports escalation-based routing
56	Supports exception management workflow for invoice reconciliation
57	Supports group-based routing
58	Supports PDA-based approval on Blackberry, iPhone and other smart phone devices
59	System supports “delegation of authority” to another user (requires its own approval routing to implement), including start and end date for delegation
60	User administration function supports addition of new roles and users to the workflow. User interface provides user with a graphical display of approval flow and approval status for open orders
61	User interface provides user with a graphical display of approval flow and approval status for open orders
62	Workflow supports rules-based approval routing for any purchased item or service
63	Ability for approvers to approve/reject requisitions via their email.
64	Ability to add post-route approvers for a purchase request
65	An unlimited number of approval levels.
66	Approvers can be assigned specific dollar approval amounts based on their approval level
67	Assignment of “back-up” approvers to accommodate absences (travel, vacation, etc).
68	Automatic approvals based on category, person and/or cost of the item.
69	Different approval paths (i.e. groups of approvers) tied to various transaction attributes (for example, commodity type, dollar value, G/L category, etc)
70	Email notification to the requisitioner if a purchase requisition or items on a requisition are not approved.
71	Integrate with a HR system (or other system) for approval hierarchies.
72	Line item vetoes (ability to approve/reject individual line items of a requisition).
73	On-line checking of available funds is performed for budgetary control purposes during the approval process.
74	Require approval routing for purchase requests that exceed an established dollar limit
75	Security to make sure the requisitioner and approver cannot be the same individual.
76	Via email, approvers will be notified of requisitions awaiting their review.
77	Workflow to be commodity specific, managerial hierarchy specific, cost center/department/division specific, dollar threshold specific.
	Catalog Management
78	Catalog types supported include hosted, punch-out, and internal (e.g. storeroom)

79	User can conduct parametric searches of catalog using partial or full keywords, product names, item numbers, commodity codes, document type, or other attributes
80	Hosted catalogs can include links to supplier websites to access supplier-managed rich content (e.g. images, data sheets) or configuration tools as necessary
81	User organization's business rules (e.g. approvals, spending limits, etc.) are maintained when buying from hosted or punch-out catalogs
82	Users in different buying entities accessing the same catalog see their entity-specific content and pricing
83	Catalog items can be grouped and organized by commodity, NIGP/UNSPSC code or other desired classification
84	Suppliers have access to easy-to-use automated tools to maintain their catalog content (pending buying entity approval)
85	Full or partial access to specific catalogs can be personalized and/or restricted based on user profile
86	Users can be alerted when a supplier initiates an action to update user-specific catalog content, e.g. items, pricing, etc.
87	Users have ability to validate accuracy of supplier content updates prior to approval, e.g. checking that price changes are in accordance with contract
88	Supplier content updates can only be implemented after supplier receives electronic approvals from assigned authorized customer representative
89	The catalog management process can support master contracts with manufacturers selling their products through networks of resellers and distributors, e.g. the WSCA Computer and Tire contracts
90	The catalog management process can be executed across multiple organizations and systems
91	The capability exists to rapidly establish an electronic catalog of items from any of the customer's current active suppliers, including small and local suppliers who are not tech savvy or web enabled
92	Support for all typical catalog data fields, including the attachment and display of digital artwork (for example, JPEG)
93	Users can "punch in" to the catalog from the buying entity's existing legacy or ERP system (i.e. manage requisitions, purchase orders and payment in the legacy/ERP system) with or without any data integration or interface between systems
94	System supports multi-award contracts where same item may be provided by multiple suppliers
95	User can search and compare prices for the same item across multiple supplier catalogs
	Vendor Registration and Communication
96	Provides a web-based, intuitive and user-friendly vendor self-registration process that supports the public sector environment
97	Allows vendors to easily register according to State-established commodity classifications
98	Supports the capture of all vendor information needed to classify vendors into appropriate diversity categories
99	Supports the approval or rejection of individual vendor registrations by states
100	Communications regarding upcoming bid opportunities can be targeted towards certain vendor groups based on certain criteria, e.g. commodity group, SWMDBE status, etc.
101	Ability to automatically invite potential bidders using a designated bidders list and/or by commodity.
102	All major Windows and Mac email clients and webmail applications are supported, e.g. MS Outlook, Apple Mail, Gmail, etc.
103	Ability to suspend or de-activate vendor participation without losing historical vendor activity
104	Supports processing of vendor registration payments (first-time and renewals) using credit card, PayPal, etc.
105	Leverages latest communication and social network tools as appropriate, e.g. Twitter for upcoming bids

106	Provides registered vendors with easily accessible information about open, closed and awarded solicitations
107	Provides vendors with a dashboard-type view of their current profile, status of current solicitations, past solicitation history, and other information specific to them
108	Allows vendors to electronically agree to the established terms and conditions for doing business with the State via the on-line vendor registration process.
109	Supports revisions and additions to terms and conditions for doing business with the State
110	Allows the State to conduct certain vendor registration-related activities on behalf of a vendor unable to access the system for any reason (with vendor's permission).
111	Ability to store W9, Certificates of Insurance and I-312 forms from vendors.
112	Ability to easily differentiate government employees/users from vendors
	Tactical Sourcing
113	Function supporting a rapid "3 bid and buy" event
114	Ability to limit the event to pre-qualified vendors
115	Ability to limit the event to purchases below a specified dollar threshold
116	Ability to compare and select from one screen, the lowest cost option
	Solicitation Management
117	All types of complex and simple sourcing event are supported, e.g. IFB, RFQ, RFP, auction (reverse and other types)
118	Solicitations can be executed collaboratively with agencies and suppliers across the complete sourcing process, e.g. requirements & sourcing strategy development, RFP preparation, evaluation & award, contract negotiations, etc.
119	Solicitation documents can be created online by consolidating information from disparate sources, e.g. requisitions, usage and specifications, other backup documents from agencies, etc.
120	Ability to establish an SLA via e-mail with department indicating committee members, meeting dates, etc.
121	Supports storage and usage of appropriate sourcing and contract templates, standard terms and conditions, etc. for specific categories and procurement processes
122	Ability to allow bidders to add themselves to the bidders list with automatic notification to the designated buyer.
123	Ability to submit Amendments to solicitation with automatic notification to all potential bidders on original bidders list and any self-added vendors
124	Ability to ensure that all vendors are notified of amendments
125	Ability to track vendors who have completed the amendment process.
126	Ability to provide a complete audit trail of all modifications and activities of solicitation.
127	Ability to secure vendor bids until bid opens.
128	Wizard-type RFI, RFQ and RFP creation tools that support collaborative work processes
129	Sourcing project roles to maximize project collaboration and share knowledge
130	Multiple RFX negotiation types and pricing formats for sourcing events
131	Hierarchical line item structure, sealed bid capability, time-based pricing, and multi-round negotiations
132	Intuitive event creation and bid interfaces, real-time analytics, and supplier messaging
133	RFX Event set up, review, and scoring roles for structured collaboration
134	Multi-parameter, multi-format, multi-line, and non-price factor negotiations
135	Side-by-side, line-by-line comparisons and multi-parameter scoring for bid analysis
136	Team-based, collaborative scoring and judging or automated scoring
137	Advanced, constraint-based analysis, scenario builder, and award proposal
138	Award by line item, award by response / bid, or automatic awarding
139	Clear audit trails, archiving, and search tools for completed sourcing events

140	Graphical event summaries and breakouts for ongoing evaluation and improvement
141	Information collection and feedback tools to collect supplier performance data
142	Supplier scorecard and searchable KPI (Key Performance Indicator) library
143	Comprehensive reporting and analysis on sourcing events, trends, and suppliers
144	Intuitive solicitation workflow with reusable templates and defined, repeatable processes
145	Event dashboards with configurable views, alerts, and real-time notifications
	Analysis and Reporting
146	Includes basic set of pre-packaged spend analysis reports, e.g. spend by category, vendor, contract, time period, etc.
147	Includes basic set of pre-packaged purchasing management reports, e.g. open purchase order report, purchase order volume reports, etc.
148	Ability to configure custom reports and graphics from any captured data item
149	User-friendly dashboard for viewing reports and graphics, and for creating and viewing custom reports and analyses
150	Ability to export data to Excel, Access, CSV and other formats
151	Ability to incorporate filters into reporting
152	Ability to save custom report parameters for future use
153	User can print reports and graphics directly from the application
154	User can save report output to a file that can be saved to computer hard drive
155	Reports can be run automatically at defined intervals
156	Solution is capable of providing detailed reports of electronic contract catalog usage by state and local agencies
157	Supports advanced spend analysis and reporting, e.g. ability to cleanse and classify spend data, create a "spend cube", filter simultaneously on multiple criteria, etc.
158	Ability to create reports to support accounting processes, e.g. budget tracking, end of month close, etc.
159	Users can easily customize their own dashboards
160	Enables time-series analysis, organization contract comparison, trending, etc.
161	Ability to report spend with SWMDBE vendors to satisfy reporting requirements to legislature
162	Ability to report spend with non-resident vendors to satisfy reporting requirements to legislature

Desired Functions

- Contract Management
- Document Markup and Annotation
- Accept or Reject Contract Revisions
- Microsoft Word Integration
- Stores and Inventory Management
- Vendor Management
- Invoice Management and Reconciliation
- Travel and Expense Management
- Grants Management
- Architecture Review Board

	Desired Functions
	Contract Management
	Contract Management - Maintain Contract Repository
1	Store contracts in a central repository
2	Store and classify contracts by type
3	Allow contracts and supporting documents to be imported into the system
4	Integrate repository with reporting tools
5	Provide visual indication when a contract is locked by a user
6	Provide the ability to create customized reporting on the status of contracts in the repository
7	Provide bar coding capabilities that tie a hard copy contract file to the electronic file (bar code printed in header or footer)
8	Final PDF versions of the executed contract should be viewable
9	T's & C's contained in contract documents should be mapped to fields in the contract record to allow for reporting and tracking of contract data
10	The repository shall store any type of file – Word, PDF, Excel, E-mail, E-Fax, graphs, etc.
11	The system should support conversion of existing contracts and supporting documents into the contract repository
12	The system should be able to extract defined metadata from legacy contracts loaded into the repository
13	The system should support OCR conversion of existing documents
	Contract Management - Search Contract Repository
14	Search the contract repository by business terms
15	Search the contract repository by business term range
16	Search for contracts that were authored offline
17	Search contracts by key dates
18	Search contracts by any line item attribute (e.g., discounts and SKUs)
19	Search contracts by keywords
20	Final PDF versions of the executed contract should be searchable
21	The repository shall be able to search any type of file – Word, PDF, Excel, E-mail, E-Fax, graphs, etc.
	Contract Management - Establish Contract Repository Security
22	Control access to the contract repository
23	Provide a number of different user level rights and capabilities depending on a user's profile
24	Provide secure access to contracts with audit logs
	Contract Management - Maintain Organizational Hierarchy
25	Provide organizational hierarchical management of contractual documents
26	File and group contracts according to a hierarchy
27	Support multiple organizations in the hierarchy
28	Specify access permissions to file folders
29	Modify the hierarchy "on the fly"
30	Modify security permissions "on the fly"
31	Repository/document management should merge or link contract records in the event of a supplier merger or acquisition
32	Ability to differentiate between an addendum, amendment, SOW, order form or any other document linked to an overlaying Master Agreement
33	File contracts in multiple folders without replication
	Contract Management - Create and Manage Contract Templates
34	Create a contract template from an existing contract

35	Build a contract template by selecting items from a clause library
36	Template and clause/term libraries must allow for unlimited numbers of templates an clauses/terms
37	Clause/term libraries should be structured with preferred clauses and sequential fallback clauses
38	Identify data fields in a contract template and establish business rules for the fields
39	Define an alternate contract clause library
40	Capture and establish a library of standard contract templates
41	Define usage guidelines for contract clauses and templates
42	Mark contract templates as obsolete and prevent their usage or revision
43	Mark specific clauses or sections in templates and establish events and workflows for the clauses
44	Provide a Contract Wizard that guides users in selecting/creating a template
45	Allow each type of template to have several alternative versions
46	Contract Wizard should determine which clauses are most appropriate based on questions answered by users
47	Contract Wizard will provide a consistent process for contract negotiation and tracking
48	Flexible to handle any type of contract including NDA's, consulting, meeting & events, employment, merger & acquisition, software licensing, etc.
49	Ability to manage non-financial aspects of contracts as well as financial aspects (Legal Terms and Conditions, amendments to change non-financial information)
	Contract Management - Create and Manage Contract Types
50	Define contract categories and types
51	Create a hierarchy of contract templates by category and type
52	Modify contract categories and types
	Contract Management - Create a Contract
53	Request and auto-generate a contract based upon questions answered in a Contract Wizard
54	Select a template to create a contract
55	Guide users in selecting contract templates with customizable dialog boxes
56	Auto-populate contracts with details from multiple sources
57	Auto-populate sections of contracts using resident, user-provided data
58	Enable authorized users to edit business term values
59	Copy terms from a contract to a draft contract during contract creation
60	Enable a single view of a contract when reviewing revisions or approving a contract
61	Specify free form value, pre-defined list, or both for any contract field
62	Modify data fields after contracts are executed
63	Manage contracts authored on "Third Party Paper"
	Contract Management - Provide a "Check-Out" Process for Drafting Documents for Revisions
64	Document check in should ask user if the document should be checked in as a new version
65	Previous draft should be archived and an audit trail created for the negotiation history of the document
66	Provide the choice of working on-line or checking the document out of the system to work off-line
67	The application should track any change made to a contract record including who made the change and when
	Contract Management - Edit a Contract Online
68	Create tables without requiring HTML data entry
69	Notify users when alternate clauses are available for a clause that is being negotiated

70	Apply formatting created with the online editor to printed contracts
71	Application should allow for online collaboration with third parties
	Contract Management - Required Approvals
72	Assign an approval workflow or distribution list to a contract template
73	Assign an approval workflow or distribution list to a clause template
74	Allow workflows that incorporate customized approval structures for changes to clauses
75	Determine who must approve the contract or pieces of a contract by template type and business unit based on corporate policy
76	The contract workflow should track the progress of negotiations and be able to report on the progress
77	Allow for workflow for a template to be specific to a business unit
78	Assign an approval workflow or distribution list to imported documents
79	View an approval workflow structure down to the document level
80	Assign approval rules to specified individuals or groups
81	Trigger contract- and clause- level approvals only when the relevant contract or clause has been modified
82	Adjust workflow approvals at any time
83	Automatically alert users who are affected by approval workflow changes
84	Create and maintain distribution lists as accelerated workflow
85	Establish default security settings and rules for each approval workflow
86	Track all approval workflow events including reviews and negotiations
87	Provide for electronic signature for the execution of the final negotiated document
88	Ability for a final electronic approval from Legal before contract is released for execution
89	Final contract approval and execution based on Delegation of Authority
90	Allow for multiple levels of approvals based on Legal and brand/function
91	Define business rules that assign review tasks to users based on contract terms and company policy
	Contract Management - Dynamic Workflow Tasks
92	Assign an ad hoc task to another user without creating or modifying a standard workflow rule
93	Enable multiple users to work concurrently on different clauses within the same contract
	Contract Management - Conditional Approvals
94	Define business rules that assign review tasks to users based on terms
	Contract Management - Email Notifications
95	Email notifications regarding approval workflow tasks
96	Email notifications of upcoming, current, and past contract events and milestones (e.g., an upcoming contract expiration date)
97	Manage different email templates for different types of tasks and events
98	Embed URLs into the email message to allow users to access the task in the system
	Contract Management - Set Up and Administer Alerts and Events
99	Establish a master list of alerts
100	Assign events to specific documents or document types
101	Assign events to workflow
102	Select alert notification delivery methods (e.g., email, pager, and pop-up in application)
103	Assign alert recipients by individual, group, or role
104	Define status codes and link them to specific events
105	Define and assign multiple alerts and events for a document or workflow
106	Support notification via Microsoft Exchange/Outlook and Lotus Notes
107	Email capability from the contract/company level, using contact information stored in the tool
108	Assign internal and external contacts to specific contracts and contract terms

	Contract Management - Contract Negotiations
109	Able to track all changes made to a document whether or not Track Changes is turned on
110	Able to provide a report on all changes to a document
111	Allow for the uploading of third party paper (in Microsoft Word or PDF) for negotiations
112	Allow for multiple documents under the same contract record to be in the process of authoring and negotiation at the same time (i.e. multiple SOW's, mix of SOW and amendment, etc.)
113	Allow all internal and external parties to a negotiation access to the most current version for the purpose of negotiation
114	Allow for the ability to revert back to an earlier version of the contract during negotiations
115	Enable internal users to recall contracts that have been presented to external parties
116	Provide visual indication to internal users when contracts have been presented offline to external parties
117	Track offline contract negotiation, including all versions
118	Compare contract language between multiple presented contracts
119	Export the results of the contract language comparison to .pdf format for printing and reviewing
120	Manage contracts authored on "Other-People's-Paper"
121	Inbound and Outbound Fax support including auto ID of inbound fax to contract record with status update
	Contract Management - Redline and Track Document Changes
122	Track revisions to document content
123	Display proposed revisions to document content
124	Mark every revision with a username, date, and time stamp
125	Enable user selection of the font, size, and color of revision text
126	Accept or reject revisions in an edited document individually or collectively
127	Search revisions by username of editor, date, and time
128	Print document with or without revisions
129	View a summary of all revisions
	Contract Management - Document Versions
130	Set document version
131	Provide option to delete specified versions of a revised document
132	View document version control log
133	Assign version numbers sequentially
	Document Markup and Annotation
134	Annotate documents of any file type with text and/or graphics (e.g., arrows, ovals, and free-form drawings)
135	Retain annotations for the life of the document
136	Enable user selection of colors, line weights, and size of annotations
137	Annotate documents displayed in a browser window
138	Print documents with or without markup
	Contract Management - Document Comments
139	Insert comments in a document without modifying document content
140	Mark all comments with username, date, and time stamp
141	Review comments in a document
142	Delete a comment
143	Highlight text associated with a comment
144	View all comments associated with a document
	Accept or Reject Contract Revisions
145	Display a list of contract revisions
146	Enable users to display and accept or reject specific revisions

147	Display prior revisions
148	Display original contract, including initial dollar amount
	Microsoft Word Integration
149	Full Microsoft Word integration/text editor when working in the application, it should appear as if the user is working in Microsoft Word
150	Enable complete contract editing in Microsoft Word
151	Automatically reconcile revisions made using Microsoft Word
152	Track redlines, term changes, and comments entered using Microsoft Word
153	Support usage by both internal and external users
154	Accept or reject clauses modified by internal and external users
155	Manage and separately track multiple negotiations with the same business partner
156	Notify internal users of any contract edit made by an external user
157	Enforce a defined range of values for business terms
158	Enable users to create, retrieve, update, delete customer/supplier master data
	Contract Management - Obligation and Renewal Management
159	Establish rules-driven notification of critical contract dates
160	Create multiple, customizable obligation notification templates (e.g., templates for procurement and intellectual property)
161	Reference multiple notification types in contracts (e.g., payment schedules, vendor audits, and project deliverables)
162	Define contract events based on terms, contract line items, and user-specified dates
163	Notify specific individuals or groups
164	Customize lead time based on notification type
165	Send notifications via email to a designated group of users or employees with a specified role
166	Automatically generate renewal quotes a specified number of days before a product term expiration
167	Establish dynamic renewal workflow rules based on customer type, class, company, region, and value range
168	Enable co-termination at the line and company level
169	Support and manage perpetual contracts
170	Support and manage renewable contracts
171	Support contract renewal alerts to the appropriate personnel in advance of the contract end date
172	Initiate the process to determine whether to renew, renegotiate or cancel a contract
173	Support contract renewal before its expiration
174	Monitor renewal dates
175	Support contract terminations
176	Provide canned regulatory reporting
177	Support management of the contract post execution during the life of the contract
178	Ensure the organization and supplier adheres to contractual terms and conditions
179	Support long-term management of updates to relevant supplier data due to mergers, address changes, etc.
180	Support vendor Service Level Agreement management
181	Include metric reporting to ensure vendors are meeting their Service Level Agreements
182	Monitor software licenses for compliance with negotiated terms
183	Monitor organization's compliance of its contractual obligations
184	Tie SLA compliance back to the terms and conditions of the contract
185	Support a defined problem resolution process between the organization and supplier
	Contract Management - Security

186	Establish security at the data field level
187	Assign multiple security permissions to an individual (tiered security)
188	Establish security for a document
189	Establish security for sections of a document template (e.g., lock specific clauses to prevent changes)
190	Establish security for executed, or final, versions of documents (Contracts)
191	Establish security for documents based on status (e.g., draft, executed, completed)
192	Provide standard security reports
193	Tag contracts with specified categories and designate which users can access those categories
	Stores and Inventory Management
194	Functionality to support inventory planning and control activities for inventoried items in internal stores and other holding locations
	Vendor Management
195	Supports the tracking of qualitative and quantitative supplier performance
196	Provides customizable supplier scorecard templates addressing cost, quality, service, lead time, value-add, and other customer-defined areas
197	Allows the capture of performance feedback from agency employees interacting with suppliers via customizable online questionnaires and surveys, e.g. ease of working with, value added, etc.
198	Supports the automated capture from systems, where possible, of supplier performance in areas of on-time delivery, order accuracy, invoice accuracy, and contract price compliance, catalog update accuracy and compliance, etc.
199	Provides a set of standard supplier performance reports as well as ability to create customized reports
200	Supplier performance reports can be distributed via email either manually or in automated fashion to pre-selected distribution list
201	Supplier performance reports and/or "dashboards" can be accessed by authorized users directly from the system as desired
202	Supports the supplier development process by providing templates that selectively utilize a supplier's captured performance data to provide targeted feedback and performance improvement strategies
203	Allows users to selectively review and benchmark the performance of suppliers against other incumbents and, where data is available, against other non-incumbents in the marketplace
204	Supplier performance data and reports can be integrated into the e-sourcing process, e.g. to support supply base analysis, sourcing strategy, evaluation & award, etc.
205	Supports the import of supplier data such as financial health & risk information from external third party sources
206	Supports the discipline of supply risk management covering operational and financial risk factors
207	Supports the development and use of customized weighting and scoring systems by the client, with variations by spend categories as desired
208	Allows integration of supplier performance data with other system-captured data for reporting purposes, e.g. spend volumes, bidding history, SWMDBE status, etc.
	Invoice Management and Reconciliation
209	Ability to maximize number of invoices processed and paid automatically, with focus on identifying and managing invoice exceptions, e.g. match problems
210	Ability to support auto-reconciliation based on configurable criteria, e.g. expense type, charge amount, tolerance, etc.

211	Able to integrate/interface with any third party AP system whether ERP, legacy, etc.
212	Able to pay multiple invoices with single check to vendor
213	Able to process debit memos, credit memos and invoices
214	Account number assignment can be over-ridden by system administrator or other designated individuals, without recreating PO or requisition
215	Automated flagging of invoice problems including actions required from specific parties
216	Automated online tool for reconciliation and authorization to pay that consolidates information from requisition, PO, invoice and receiving
217	Automated payment execution based on payment authorization, vendor payment terms and other configurable criteria
218	Charge exceptions or requests for clarification of charges can be auto-created and auto-routed to the user or other designated individual
219	Configurable reconciliation process to support 2,3 or 4-way match with customizable match criteria
220	Enables transactions to be easily designated for payment through one of the following disbursement mechanisms; EDI, wire transfers, check, or letter of credit
221	Supports manual invoice data entry as required
222	Flexible receiving options for goods and services (point of use, central receiving, email, manual, bar code, etc.)
223	Identifies potential vendor record duplicates
224	Imaged documents can be attached to transactions
225	Lines within invoice of P.O. can be charged to multiple acct #'s and/or cost centers
226	Process identifies potential duplicate payments
227	Queue management capability to facilitate invoice prioritization in high volume scenarios
228	Supports ability for suppliers to easily create invoices from the system-created purchase order ("flipping" the PO)
229	Supports all invoice transmission methods, i.e. electronic, paper, fax, scan
230	Supports automated authorization, validation and entry of new vendors into system through access to relevant online data, e.g. D&B
231	Supports configuration of automated issue resolution and tracking processes for different invoice exception types
232	Supports formal issue resolution & tracking process for invoice problems (e.g. pricing errors, incorrect order) including required actions and status notifications
233	Supports integration with P-card issuing bank for electronic transmission of statement files
234	Supports invoices against contract for non-PO spend, e.g. blanket releases
235	Supports multiple currencies including ability to update exchange rates on pre-defined frequency
236	Supports multi-tier GL and cost center structures including ability to maintain separate charts of accounts and cost center hierarchies for different organizational entities
237	Supports optional roll-up of different charts of accounts and cost center structures into a single structure for the purpose of reporting and analytics
238	Supports reconciliation of p-card statements
239	System allows establishment of price and quantity "processing tolerances" associated with 3-way match expectations and can track exceptions by vendor and commodity
240	System identifies payments prior to distribution that exceed predetermined thresholds or statistically determined thresholds based on payment history
241	Vendor files can have multiple "Ship to" and "Remit to" locations
242	For non-PO spend, the solution supports direct invoice reconciliation and receiving against contracts

243	Ability to cross reference a single invoice to multiple purchase orders, and vice versa.
244	Integration with scanning or document imaging systems to attach an image of an invoice for approval routing.
245	Notification of match failure automatically sent via email to the requestor so that corrective action can be taken.
246	Suppliers can alter invoices already put into the system that have not yet been processed
247	Support for EDI/XML Invoicing.
248	Supports invoice processing for partial receipts
249	System will notify suppliers via email of invoicing errors
250	Allows suppliers to create & submit invoices with negative values (i.e. "credits")
	Travel and Expense Management
251	Ability for end user view expense document in inbox and check status in workflow process
252	Ability to bill back expenses to clients, customers, conference organizers, etc.
253	Ability to configure each expense type to be defaulted to a specific accounting code
254	Ability to import foreign exchange rates at frequencies desired
255	Ability to receive feed from credit card companies and pre-populate appropriate fields
256	Ability to record and track cash advances
257	Ability to record and track that all expense receipts have been sent to and received by Expense Department
258	Allows a split for a single line item to multiple cost centers and/or accounts
259	Approver can access “exceptions” quickly without having to review all expense items
260	Automatic assignment of (multiple) G/L information based on expense type
261	Automatic deduction of cash advances from reimbursement total
262	Automatic flagging of expense type and currencies that qualify for VAT reclamation (for overseas travel)
263	Auto-populated expense types for charges including ability for user to mark as “personal” (non-reimbursable)
264	Can compare estimated expenses to actual expenses
265	Can configure rules regarding maximum expense amount without receipt
266	Can configure which expense types require a receipt
267	Can enter expense item description and comments at report and line levels
268	Conversion of foreign currency to user's base currency at line item level
269	Credit-Card interface distributes charges to individual users automatically
270	Drill down capability to credit card line item details including charge date, merchant, industry code
271	Field for attendee name, title, and business connection associated with a transaction
272	Includes integrated Travel Authorization form
273	Provides configurable expense report templates
274	Supports compliance through configurability to support legal requirements for expense capture including tax liability, VAT and multiple mileage rates
275	Supports comprehensive T&E reporting including ability to integrate with reporting & analytics for strategic sourcing and accounting requirements
276	Supports configurable per-diems by organization, job grade, city/location, and other parameters
277	Supports configuration of T&E business rules (approvals, expense limits, violation criteria, etc.) by authorized user without need for programming knowledge
278	Supports different expense limits by expense type, job grade, city/location, and other parameters
279	Supports identification of expense reports for audit based on configurable criteria

280	Supports integration of organization-specific travel policies and related business rules for approvals, allowable expenses and spending limits, etc.
281	Supports pre-population of credit card information based on user profile
282	Wizards provided for T&E entry (i.e. Hotel Bill Wizard)
283	Ability for approvers or AP personnel to override GL codes.
284	Ability for approvers to be able to approve/decline line items while away from the office with PDA devices.
285	Ability for employees to breakdown their meal charges to show food, tip, alcohol, etc.
286	Ability to assign delegate approvers to cover for vacations and other "out-of-the-office" situations.
287	Ability to attach documents to an expense report.
288	Ability to be split line items of an expense report amongst multiple cost centers, departments or budgets.
289	Ability to breakdown their hotel charges to show room, tax, movies, telephone, dry cleaning, mini bar, etc.
290	Ability to have corporate credit card data from multiple sources (i.e. procurement card and travel card) downloaded and pre-populate an online expense report.
291	Ability to route individual line items of an expense report to different approvers.
292	Ability to track where a report is in the workflow process.
293	An offline application so travelers and start their expense reports while disconnected from the internet.
294	Approvers have "line-item" veto ability to approve/decline individual line items of an expense report without holding up the entire expense report.
295	Built-in reporting module.
296	Email alerts to remind users that reports are still outstanding.
297	Enforce expense policies at the time the item is entered into the system.
298	Flag expense items that are out of policy.
299	Integration with email system for approval routing
300	Receipt imaging or receipt faxing solution to eliminate the paper flow of receipts.
301	Support pre-approved cash advances prior to employees taking trips.
302	Track actual spend vs. budgeted spend for expense items.
303	Track expense items by project or location.
	Grants Management
304	An enterprise portal for advertisement and electronic submission of applications for grant and loan opportunities;
305	An enterprise self-service vendor/contractor registration process including collection of minority, woman, and veteran status data and diversity organization interface.
306	On-line evaluation of applications and proposals for grant and loan opportunities;
307	On-line assembly of electronic forms from a library of application, evaluation, payment request (invoice), and progress report form templates;
308	On-line assembly of draft agreements from a library of agreement templates, terms and conditions;
309	Electronic submission, processing, and approval of progress reports and requests for payment on grant, loan, and service contract agreements;
310	Electronic calendar/alerts for agreement events;
311	Tracking of payable agreement balances by phase, task, deliverable, and account coding;
312	Document management and workflow;
313	Electronic approval of agreements initiated by state agencies;
314	Performance measure tracking for grant, contract, and loan agreements;

315	Account code validations and batching of payment transactions for financial systems, and
316	Comprehensive search capabilities; ad hoc and formatted reporting for information about the state's grants, contracts, and loans
	Architectural Review Board
317	Data must be stored/retained on a secure server environment that uses firewall and other advanced technology to prevent interference or access from non-authorized users; requires unique login ids; and meets at a minimal a level 7 data center rating as outlined in the Delaware Data Center Policy: http://dti.delaware.gov/pdfs/pp/DataCenterPolicy.pdf
318	Provide for a robust business and continuity/disaster recovery plan that accounts for a rating of Moderate Risk and the ability to execute the plan to ensure that Delaware data can be recovered quickly and completely in the event of a business interruption
319	Provide audit reports (SOC 2, etc.) that capture user level interaction such as login/logoff with the system
320	Provide dedicated server resources for the solution that are not shared with other customers (i.e. dedicated web hosting, dedicated databases).
321	Encrypt State data at rest using industry standard key management
322	Ability to run on mobile devices using the State's Mobile Device encryption protocols
323	Encrypt all State non-public data on all vendor devices including mobile
324	Notify the State if the solution is unavailable
325	Restrict direct user access to the database layer of the solution
326	Does the vendor provide end-user access logs to the solution? For example, John Doe logged in at 4:55pm on Saturday and accessed these specific records.
327	Solution must use State's approved credit card processing vendors (currently Govolution or EPX)

E. Process Specifications

The public facing representation and results of these processes are visible at www.bids.delaware.gov and www.mymarketplace.delaware.gov . The desired solution will feed this site or duplicate the results in a system environment.

The Process Specifications are provided in 4 categories as detailed below.

- Bids
- Contracts
- Reports
- Data Fields

	Bids Back End	User	Admin	System
1	Bid Input		x	
2	Bid Edit		x	
3	Show Bid		x	
4	Agency Level Bid Security			x
5	Bid Auto Notification/Blackboard			x
6	Bid Auto Post/Hide		x	x
7	RSS Feed			x
8	Encrypted Secure Login (with DTI password standards)			x
9	Add Bid	x		
10	Edit Bid	x		
11	User Level Security			x
12	Auto Create email on Bid Entry			x
13	Auto Create email on Bid Update			x
14	Auto Post via Date Specification			x
15	Edit Closed Bid	x	x	
16	Auto Closed Bid via Date Specification	x	x	x
17	Manual Bid Close	x	x	
18	View Post	x	x	
19	Award or Non Award Bid	x	x	
20	Add Non Award Reason (current)		x	
21	Add Non Award Reason (upgrade)	x		
22	Upload Supporting Docs to Web Server (no document overwrite) (current)		x	
23	Upload Supporting Docs to Web Server (no document overwrite) (upgrade)	x		
24	Document Replacement Locked Out	x		
25	If bid is Awarded (Button - Yes) Create Contract			x
26	Create Contract - Auto Fill Information			x
27	Create Contract - Initial Data Input	x		
28	Create Contract - Input Initial Vendor Info	x		
29	Create Contract - Add Awarded Info (docs, spend/usage, etc.)	x		
30	Record Listing Posted by Date		x	
31	Pre Bid Posting Information		x	
32	Process Management (Green/Yellow/Red Flags)		x	x
33	Bid Posting Date - Allow World View		x	x
34	Agency Name converts to FSF Acronym			x
35	User Tracking			x
36	Public Works/Non Public Works Security Level	x		
37	Allow for Multiple UNSPSC's for one bid entry	x	x	

	Contracts Back End	User	Admin	System
1	User Level Security			x
2	Edit Contract	x	x	
3	Add New Vendor	x		
4	Choose/Select Vendor	x		
5	Remove Vendor	x		
6	Auto Post/Hide		x	x
7	Upload Supporting Docs to Web Server (no document overwrite) (current)		x	
8	Upload Supporting Docs to Web Server (no document overwrite) (upgrade)	x		
9	View Contract	x	x	
10	Bid Info Locked at Contract Input			x
11	System wide Message Add New		x	
12	System wide Message Edit		x	
13	Auto Create Email - Update			x
14	Encrypted Secure Login (with DTI password standards)			x
15	User Tracking			x

	Reports
1	Weekly Bid List
2	Monthly Vendor List
3	Integrate Server Application Scheduled Tasks to run system generated reports

	Data Fields	Application	User	Admin	System
1	Record ID	Bids			x
2	User ID (based on User Security)	Bids			x
3	Contract Title	Bids	x	x	
4	Contract Number	Bids	x	x	
5	Bid Open Date	Bids	x	x	
6	Agency Name	Bids	x	x	x
7	UNSPSC	Bids	x	x	
8	Deadline Date	Bids	x	x	
9	Deadline Info	Bids	x	x	
10	Contact Info (email address)	Bids	x	x	
11	Display Web	Bids		x	x
12	Contract Message	Bids	x	x	
13	Advertisement Text	Bids	x	x	
14	Advertisement File	Bids	x	x	
15	Document Text	Bids	x	x	
16	Document File	Bids	x	x	

17	Entry Date	Bids			x
18	DelDOT Entry	Bids			x
19	Awarded	Bids	x	x	
20	Awarded Date	Bids		x	x
21	Non Award Reason	Bids	x	x	
22	Blackboard Email	Bids			x
23	Record ID	Contracts			x
24	Contract ID	Contracts			x
25	User ID	Contracts			x
26	Contract Title	Contracts			x
27	Contract Number	Contracts			x
28	Bid Open Date	Contracts			x
29	Agency Name	Contracts			x
30	UNSPSC	Contracts			x
31	Deadline Date	Contracts			x
32	Deadline Info	Contracts			x
33	Contact Info (email address)	Contracts			x
34	Display Web	Contracts			x
35	Bid Message	Contracts			x
36	Advertisement Text	Contracts			x
37	Advertisement File	Contracts			x
38	Document Text	Contracts			x
39	Document File	Contracts			x
40	Bid Entry Date	Contracts			x
41	DelDOT Entry	Contracts			x
42	Awarded Date	Contracts		x	x
43	Effective Date	Contracts	x	x	
44	Expiration Date	Contracts	x	x	
45	Extension Available	Contracts	x	x	
46	OSD Certified	Contracts	x	x	
47	Set Aside Contract	Contracts	x	x	
48	Cooperation Contract	Contracts	x	x	
49	DE Vendor	Contracts	x	x	
50	VetSerDisabled	Contracts	x	x	
51	Awarded Contract Message	Contracts	x	x	
52	Spend Available	Contracts	x	x	
53	Award Doc Text	Contracts	x	x	
54	Award Doc File	Contracts	x	x	
55	Award Effective Date	Contracts	x	x	
56	Award Doc Verbiage	Contracts	x	x	
57	Price Doc Text	Contracts	x	x	

58	Price Doc File	Contracts	x	x	
59	Price Effective Date	Contracts	x	x	
60	Spend Year	Contracts	x	x	
61	Spend File	Contracts	x	x	
62	Usage Report	Contracts	x	x	
63	Usage File	Contracts	x	x	
64	Vendor Name	Contracts	x	x	
65	Vendor ID	Contracts			x
66	User ID	Security			x
67	First Name	Security		x	
68	Last Name	Security		x	
69	Agency	Security		x	
70	User Name	Security		x	
71	Password	Security		x	
72	System Admin	Security		x	
73	User Admin	Security		x	
74	Agency Group	Security		x	
75	Agency Admin	Security		x	
76	Agency User	Security		x	
77	Bid Entry	Security		x	
78	Transaction ID	User Tracking			x
79	User ID	User Tracking			x
80	Bid ID	User Tracking			x
81	Contract ID	User Tracking			x
82	Description	User Tracking			x
83	Date	User Tracking			x
84	Time	User Tracking			x
85	System	User Tracking			x
86	Vendor ID	Vendor			x
87	User ID	Vendor			x
88	Contract ID	Vendor			x
89	FSF Number	Vendor	x		
90	Vendor Contract Number	Vendor	x		
91	DE Vendor	Vendor	x		
92	OSD Certified	Vendor	x		
93	VetServDisabled	Vendor	x		
94	Company Name	Vendor	x		
95	DBA	Vendor	x		

96	Address 1	Vendor	x		
97	Address 2	Vendor	x		
98	City	Vendor	x		
99	State	Vendor	x		
100	Zip Code	Vendor	x		
101	Website	Vendor	x		
102	Comments	Vendor	x		
103	Contact 1	Vendor	x		
104	Phone 1	Vendor	x		
105	Additional Phone 1	Vendor	x		
106	Fax 1	Vendor	x		
107	Cell 1	Vendor	x		
108	Email 1	Vendor	x		
109	Contact 2	Vendor	x		
110	Phone 2	Vendor	x		
111	Additional Phone 2	Vendor	x		
112	Fax 2	Vendor	x		
113	Cell 2	Vendor	x		
114	Email 2	Vendor	x		
115	UNSPSC Code	UNSPSC		x	
116	UNSPSC Description	UNSPSC		x	
117	UNSPSC Blackboard	UNSPSC			x
118	Agency Code	Agency List		x	
119	Agency Name	Agency List		x	

III. VENDOR INFORMATION PACKAGE REQUIREMENTS

A. COVER LETTER

Each vendor information package will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number an email address.

B. DESCRIPTION OF SERVICES AND QUALIFICATIONS

Each response should contain a detailed description of how the Vendor could provide the services outlined in this RFI, responding to the functional requirements listed. This part of the response may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

C. RFI QUESTION AND ANSWER PROCESS

The State of Delaware will allow written requests for clarification of the RFI. All questions shall be received no later than **April 15, 2016**. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by the date of **April 22, 2016.** Vendor names will be removed from questions in the responses released. Questions should be submitted by email to Peter Korolyk at Peter.Korolyk@state.de.us.

Questions not submitted electronically shall be accompanied by a CD and questions shall be formatted in Microsoft Word.

D. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each vendor information package must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. Vendor information responses are to be sent to the State of Delaware and received **no later than 1:00 PM (Local Time) on Thursday, May 5, 2016.** The vendor information package may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
Attn: GSS16772-ePROCUREMENT

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.