



# Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

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## ADDENDUM

To: All Interested Proposers

From: Suki Dekeyzer, Purchasing Manager

Date: October 1, 2021

Subject: Request for Proposal RFP #21-004 "Contract Management Software"  
**Addendum II**

This addendum includes:  
Responses to all questions submitted as of September 24, 2021

Reminder: RFP due October 8, 2021

Except as otherwise stated above and by any previous and subsequent Addenda, the above referenced Request for Proposal (RFP), remains unchanged. Furthermore, this Addendum is hereby made part of the contract documents.

Any questions or additional information required by interested vendors must be emailed to [bidquestions@ehnel Paso.org](mailto:bidquestions@ehnel Paso.org) . RFP number and title must be on the "Subject Line" of the email. Attempts to circumvent these requirements may result in rejection of the proposal.

Contract Management Software  
RFP No. 21-004  
Response to questions raised by potential proposers

**Responses to all questions submitted as of September 24, 2021**

**RFP 21-004 Contract Management Software Q and A.**

1. Q. Concerning this addendum, is any action required on our part?
  - A. EHN has extended the time for presentation of bids to seek additional input. Vendors who have already submitted a bid need not submit any additional material but may, if they choose to do so. No decision has been made yet in favor or against any vendor.
  
2. Q. How many total users?
  - a. How many internal users will require administrative level access?
  - b. How many internal users will require the ability to add, edit and delete?
  - c. How many internal users will require request only access?
  - d. How many internal users will require read-only access?
  - A. a) 2
  - b) 30
  - c) 0
  - d) 100
  
3. Q. How many internal users do you project will require access to the system at any given time?
  - A. 15-20
  
4. Q. Does your organization require data import services? If so, please expand upon the data migration / importing requirements for the Contract Management Software? (Such as record info, employee lists, vendor lists, etc.)
  - a. How many total electronic files (PDF, MS Word, etc) in current/legacy system into the Contract Management Software?
  - b. How many total electronic files in current/legacy system? (rows in the exported spreadsheet)
  - c. Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc) Document Management system
  - A. a) 500
  - b) 500
  - c) Document Management System
  
5. Q. Can you please expand upon your preferences to integrate with an ERP system? Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable.
  - A. Policy Tech

6. Q. Are there any additional systems that may require a one-time data import such as a legacy Contract Management system?

A. No

7. Q. What objects, fields, and tables will your organization be passing in the data integration between the Contract Management Solution and the ERP system?

A. No

8. Q. Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)?

A. Hosted

9. Q. Does the ERP system have one of the following available for integration and your organization has licensed access: SOAP API, REST API?

A. n/a

10. Q. Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements?

A. n/a

11. Q. What documents/contract types would you like to author within the system (number of templates.

A. 20

12. Q. Do you require professional services to configure templates?

A. No

Q. a) If so, how many would be required for the awarded vendor to configure?

A. n/a

13. Q. Do you require professional services to configure workflow processes?

A. No

a) Q. If so, how many would be required for the awarded vendor to configure?

A. n/a

14. Q. Can you please provide additional details about your organization's workflow/approval processes?

a) Q. Can you please provide number of steps and examples?

A. Template routing form

15. Q. Is your organization eligible to purchase off the GSA Schedule 70?

A. As a local governmental entity under Tex. Health & Safety Code section 534.001, EHN is eligible for GPO purchasing, including GSA Schedule 70. EHN expects the bid response to provide your best available pricing, whether that be GSA or otherwise.

a) Q. If yes, would you like GSA pricing in the bid response or retail pricing?

A. Please refer to response above.