



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: August 6, 2021

Subject: Request for Proposal RFP #21-004 “Contract Management Software”
Addendum I

This addendum includes:
Responses to all questions submitted as of July 30, 2021

Reminder: RFP due August 13, 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 . 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 July 30, 2021

RFP 21-004 Contract Management Software Q and A.

1. Q. How many users will need access to the contract management platform? (who will be generating, reviewing, and collaborating on contracts internally)
A. 30 Generating, reviewing, and collaborating users.

2. Q. What contract types are you generally working with? NDA, DPA, Vendor Contracts, etc.? Please list all types that you will leverage your contract solution to complete & store.
 - Interlocal Agreements
 - Memoranda of Understanding
 - Provider Contracts
 - Real Estate Agreements
 - Performance Contracts
 - Grants
 - Vendor Contracts
 - Affiliation Agreements
 - BAA's
 - DUA's
 - Employee Health Plan
 - Insurance

3. Q. Will you require on premise for hosting contract data?
A. No, a cloud system would work.

4. Q. Do you use any CRM (i.2. Salesforce) and does this need to be connected?
A. No other system needs to be connected at this time.

5. Q. How many contract templates do you have?
A. Approximately 20