



**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**

ADDENDUM NO. 3
ISSUED JANUARY 6, 2023

to

RFI NO. 19-2022
CONTRACT MANAGEMENT SYSTEM

PROPOSAL DUE DATE: 5:00 P.M. (EASTERN TIME), JANUARY 20, 2023

ATTENTION OF RESPONDENTS IS DIRECTED TO:

ANSWERS TO QUESTIONS RECEIVED THROUGH 8:00 AM ON DECEMBER 19, 2022

Issued by the Ohio Turnpike and Infrastructure Commission through Aimee W. Lane, Esq, Director of Contracts Administration.

Aimee W. Lane

Aimee W. Lane, Esq.,
Director of Contracts Administration

January 6, 2023
Date

ANSWERS TO QUESTIONS RECEIVED THROUGH 8:00 A.M. ON DECEMBER 19, 2022:

Q#2 Before scheduling a time to speak with a product specialist about your RFP, let's schedule a quick 15-minute call to ensure our [eQMS & EHSQ no code-compliant platform](#) is in line with your needs.

A#2 The Ohio Turnpike and Infrastructure Commission ("OTIC") answered this question in Addendum No. 1, which is attached.

Q#3 Are you using software to manage your contracts today? If so, what are you currently using?

A#3 OTIC is not currently using any CMS.

Q#4 What challenges is your team looking to solve with a Contract Management solution? Any scenarios that you can provide would be greatly appreciated. Do you have a documented list of requirements?

A#4 See RFI, Section VI.

Q#5 How many contracts and what types of contracts do you anticipate flowing through the system annually?

A#5 As stated in the RFI, OTIC estimated 150 contracts annually.

Q#6 Is this an active project and will other departments (such as Procurement, IT, etc.) be involved in the evaluation process?

A#6 It is an active project, and other departments will be involved in the evaluation process.

Q#7 Do you use Microsoft Office suite for your workplace applications?

A#7 Yes, OTIC uses Microsoft Office 365 for our workplace applications.

Q#8 As we have a deep set of AI solutions (ex: first-pass redlining), would you like to discuss that further?

A#8 OTIC answered this question in Addendum No. 1, which is attached.

Q#9 Do you have any availability Monday or Tuesday for a 30 minute conversation?

A#9 OTIC answered this question in Addendum No. 1, which is attached.

Q#10 We usually like to set aside 30 minutes to review, and as you said make sure we are a potential fit. What does your availability look like after 1:30pm EST on Tuesday 12/06 or Wednesday 12/07?

A#10 OTIC answered this question in Addendum No. 1, which is attached.

Q#11 Just to confirm, is your interest directly tied to the Contract Management RFP we received or something different?

A#11 Yes, OTIC's interest is directly tied to the Contract Management Request for Information. A Request for Proposals may follow, after the RFI is complete.

Q#12 I've reviewed your RFI, and I believe it's best first to assess our proposal and the supporting PDFs attached.

A#12 Please respond to the RFI.

Q#13 I see that you are interested in seeing a demo and fee structure of our management solution, so wanted to check if you would be open to a call to discuss with my team?

A#13 OTIC answered this question in Addendum No. 1, which is attached.

Q#14 Any current solution you have in place to carry out your business?

A#14 No, OTIC does not have a complete solution, we use various methods such as Excel, Word, B2Gnow, and Aptean.

Q#15 Exactly which module are you looking for?

A#15 OTIC is looking for a Contract Management System.

Q#16 What are the challenges you and your company is facing due to which you are opting for solution?

A#16 See RFI, Section VI.

Q#17 Your expectations towards this meeting?

A#17 OTIC answered this question in Addendum No. 1, which is attached.

Q#18 Is this project for Oti?

A#18 This project is for OTIC.

Q#19 Your company will be the Buyer?

A#19 Yes, OTIC will be the buyer.

Q#20 May I know if the project kicks off then where the purchasing is going to happen I mean the funding will be raised from US/Canada?

A#20 The project is anticipated to be awarded in early Summer 2023 with implementation beginning in mid-Summer 2023 and will be funded by Ohio Turnpike operations. OTIC is a body corporate and politic constituting an instrumentality of the State of Ohio.

Q#21 May I know your job title?

A#21 This project is a Request for Information for a Contract Management System.

Q#22 Two time slots for the week of 12th of December?

A#22 OTIC answered this question in Addendum No. 1, which is attached.

Q#23 I don't want to do you a disservice by filling it out only for us to realize we're not a fit. Before we progress, can we set up a 30 min call to understand more about the challenges you're facing?

A#23 OTIC answered this question in Addendum No. 1, which is attached.

Q#24 Please let me know when is the best time and day to have a 15 min introductory chat and also share the questions you mentioned you had on the phone so we can go over them in the meeting.

A#24 OTIC answered this question in Addendum No. 1, which is attached.

Q#25 Is your team looking for pricing information in the RFI?

A#25 Per Part VI.(9) of the RFI, we are looking for pricing structure information (user based, contract based, etc.), not for specific pricing proposals for the CMS.

Q#26 And will you be scheduling demos after the Jan 6th deadline?

A#26 At this time, OTIC will review responses to the RFI and then decide as to how/when to proceed with a Request for Proposals.

Q#27 Can you please clarify if solicitation RFP NO. 19-2022 Contract Management System is an RFI or an RFP? The description/initial document on GovWin refers to the solicitation as an RFI, however the addendum refers to it as an RFP.

A#27 This solicitation is a Request for Information, or RFI. The description on Addendum No. 1 was incorrect.

Q#28 Does OTIC currently use any vendor contracted CMS that would be replaced in the event of a future RFP or is this a new requirement being explored?

A#28 OTIC does not currently use a vendor contracted CMS.

Q#29 If there is a current vendor contract, can we get vendor name, contract number, and expiration date?

A#29 OTIC does not currently use a vendor contracted CMS.

Q#30 Would you be open to pricing for the Contract Management System to be hosted by vendor (SaaS/cloud) or deployed on your organization's server (on-premise)?

A#30 OTIC is not looking for pricing information in the RFI.

Q#31 How many total users?

A#31 OTIC anticipates approximately twenty-five (25) users.

Q#32 How many internal users will require administrative level access?

A#32 OTIC anticipates that approximately five (5) users will require administrative level access.

Q#33 How many internal users will require the ability to add, edit and delete?

A#33 OTIC anticipates approximately twenty-five (25) users.

Q#34 How many internal users will require request only access?

A#34 OTIC anticipates approximately twenty-five (25) users.

Q#35 How many internal users will require read-only access?

A#35 OTIC anticipates approximately twenty-five (25) users.

Q#36 How many internal users do you project will require access to the system at any given time?

A#36 OTIC does not anticipate more than ten (10) internal users in the system at any given time.

Q#37 Does your organization require data import services?

A#37 Yes, OTIC will require data import services.

Q#38 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#38 As per the RFI, OTIC is anticipating integration with an ERP, construction management system, DocuSign, and/or Office 365.

Q#39 How many total electronic files (PDF, MS Word, etc) in current/legacy system into the Contract Management System?

A#39 OTIC has approximately 2500 unstructured files on our network drive associated with our current contracts.

Q#40 How many total electronic files in current/legacy system? (rows in the exported spreadsheet)

A#40 See A#39.

Q#41 Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc)

A#41 Most of the current electronic contract files are stored on shared folders on the Commission's network drive.

Q#42 Can you please expand upon your preferences to integrate with said ERP and Construction Management systems? Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable.

A#42 OTIC will need to integrate with Aptean, B2Gnow, DocuSign and/or Microsoft Office. In the future, OTIC is looking to integrate with a construction management software system.

Q#43 Are there any additional systems that may require a one-time data import such as a legacy Contract Management system? If so, please provide the system name, version, scope of use, the total number of contract records and files being imported into the system and SOAP/REST API, if available.

A#43 OTIC does not currently use a legacy CMS.

Q#44 What objects, fields, and tables will your organization be passing in the data integration between the Contract Management System and ERP and Construction Management systems?

A#44 OTIC does not know how many objects, fields and tables will be needed at this time.

Q#45 Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)?

A#45 Yes, OTIC has other systems installed/deployed on our servers. OTIC will entertain a cloud/SaaS system.

Q#46 Does ERP and Construction Management systems have one of the following available for integration and your organization has licensed access: SOAP API, REST API?

A#46 The ERP System has the ability for SOAP API and REST API integration, but it would need to be made from inside of the Turnpike Network. It is currently not used. We do not currently have or utilize a Construction Management System.

Q#47 Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements?

A#47 The process flows and/or diagrams for the Commission's Contract Management will be vetted out upon selection of a vendor for providing a Contract Management solution.

Q#48 What documents/contract types would you like to author within the system?

A#48 See Part VI(3) of the RFI for portions of the requirements of the CMS.

Q#49 Do you require professional services to configure templates?

A#49 OTIC does not know if, or how many templates will be required at this time. Respondents to this RFI are encouraged to provide information with their submittal on the application of templates within the CMS.

Q#50 If so, how many would be required for the awarded vendor to configure?

A#50 See A#49.

Q#51 Do you require professional services to configure workflow processes?

A#51 Respondents to this RFI are encouraged to provide information with their submittal on the configuration of workflow processes within the CMS.

Q#52 If so, how many would be required for the awarded vendor to configure?

A#52 See A#51

Q#53 Can you please provide additional details about your organization's workflow/approval processes?

A#53 The process flows and/or diagrams for the Commission's Contract Management will be vetted out upon selection of a vendor for providing a Contract Management solution.

Q#54 Can you please provide number of steps and examples?

A#54 The process flows and/or diagrams for the Commission's Contract Management will be vetted out upon selection of a vendor for providing a Contract Management solution.

Q#55 Do you have an established time frame for the implementation of the awarded solution?

A#55 OTIC is anticipating a mid-Summer 2023 implementation.

Q#56 If so, what are the anticipated kick-off and go-live dates?

A#56 See response to A#55

Q#57 If no specific dates have been established, how many weeks do you plan to dedicate to the implementation process?

A#57 OTIC is anticipating 6 weeks for the implementation process unless otherwise suggested by the chosen vendor.

Q#58 Does your organization require a full-time dedicated Project Manager for this implementation?

A#58 Yes, OTIC will require the selected Vendor to provide a Project Manager for the implementation. The amount of time necessary, and whether the Project Manager will be required onsite or remote, for the selected Vendor will be determined at that time.

Q#59 If a full-time dedicated project management resources is a requirement for this project, are these services expected to be provided online/remote or onsite?

A#59 See A#58.

Q#60 Is your organization eligible to purchase off the GSA Schedule 70?

A#60 OTIC does not currently purchase off GSA Schedule 70.

Q#61 If yes, would you like GSA pricing in the bid response or retail pricing?

A#61 Per Part VI(9) of the RFI, we are looking for pricing structure information (user based, contract based, etc.), not for specific pricing proposals for the CMS.

Q#62 If in the event our response is subject to an Open Records Request, will we be notified and given the opportunity to provide a redacted response in accordance with applicable Freedom of Information laws?

A#62 The Commission is not seeking confidential, proprietary, or trade secret information in response to this RFI. However, any materials provided in response to this RFI will be subject to Ohio's Public Records law. If the Commission receives a request for a record that contains a trade secret or confidential proprietary information, the Commission will notify the Respondent of such request using the contact information provided in the Respondent's RFI Response. The Respondent shall be given an opportunity to provide input on the release of the record in accordance with the open record laws in that jurisdiction. If the Respondent claims the information or any part thereof is exempt from disclosure, the Respondent shall intervene or otherwise defend the Commission, and pay all costs and expenses related to litigation or other legal actions associated with the release of the requested records.

Q#63 Does the awarded vendors staff have to be e-verified, run through OFAC sanction lists, and meet US working regulations?

A#63 Yes, the awarded vendor must be verified.

Q#64 Does your organization require digital signature option vs an electronic signature option?

A#64 No. "Electronic Signature" is defined on page 3 of the Contracts Policy (a copy of which is included with the RFI) as "an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record." Under this definition, a "digital signature" is included in the definition of "electronic signature." See also, Part IV, Section C, "Electronic Signature" of the Contracts Policy, a copy of which is attached to the RFI.

Q#65 Does your organization require an electronic signature tool other than DocuSign?

A#65 No. The Commission currently uses DocuSign for contract execution. However, while rare, sometimes contracts will be signed using Adobe digital signature or other electronic signature tools used by a vendor or contractor. Additionally, certain contracts are wet-ink signed.

Q#66 Do you require a testing/staging/DEV environment in addition to production?

A#66 Yes, prior to production, a testing/staging/DEV environment will be required.

Q#67 If so, how many internal users would need access? Please specify the duration in which the testing/staging/DEV environment would need to run for (i.e. ongoing, Year 1 Only, etc.)

A#67 OTIC anticipates approximately twenty-five (25) users.

Q#68 Will you require the vendor of choice to be FEDRAMP compliant or are there any other compliance requirements?

A#68 All cloud services holding federal data must be FedRAMP compliant. At this time, OTIC does not store federal data, but if in the future, this changes, the vendor must be FedRAMP compliant. Additionally, any chosen vendor must meet all state cyber security and privacy requirements.

Q#69 What are some of the Commission's key business requirements for the Contract Management System?

A#69 See RFI Part VI RFI Content.

Q#70 To confirm, we only need to add our inputs to section VI. RFI Content" which contains 14 questions?

A#70 Responses to the RFI should address each of the items listed in Part VI, RFI Content.

Q#71 Can we add supporting files as hyperlinks within our responses or attach documents?

A#71 Yes, you can add supporting files as hyperlinks with your responses or attach documents.

Q#72 Are you expecting to see a full pricing proposal, or just information about our offering?

A#72 Per Part VI.(9) of the RFI, we are looking for pricing structure information (user based, contract based, etc.), not for specific pricing proposals for the CMS.

Q#73 Are there any security requirements that are not listed in this RFI? Example- FedRAMP

A#73 Please see answer to Question #68.

Q#74 What are all the unspoken regulatory requirements they're going to mandate we abide by in the contract?

A#74 The Commission has not prepared a form contract for this system, but any resulting contract may include a provision similar to the following:

“Contractor shall render the Services in material compliance with all applicable federal, state (including those set forth in Chapter 4765.01, et. Seq. of the Ohio Revised Code) and local laws, ordinances, codes, rules and regulations, including without limitation, the laws relating to the payment of wages, equal employment opportunity, campaign contributions, drug-free workplace, nondiscrimination in employment, unemployment compensation, insurance premiums, workers' compensation premiums, income tax deductions, social security deductions, and any and all tax and payroll deductions required for its employees and it, its employees, and its subcontractors shall meet all federal, state and local license, certification and authorization requirements for the Services. Failure by Contractor to obtain and/or maintain any required license and authorization shall result in the immediate and automatic termination of this Agreement. The failure of any of Contractor personnel to obtain and/or maintain any required license and authorization for the Services which they are responsible for providing shall bar such person from providing the Services under this Agreement until the license or authorization has been obtained. In the event that any provision of this Agreement is in conflict with any law or regulation, then such law or regulation shall prevail.”

Additionally, Commission procurements are subject to the following Ohio Governor Executive Orders. Respondents will be required to complete and sign affirmation forms for each order stating the location where services will be performed, and data will be stored if a contract is awarded. If services will be performed or data stored outside of the United States, the Commission must obtain a waiver from the State of Ohio, Department of Administrative Services before awarding a contract.

<https://governor.ohio.gov/media/executive-orders/2019-12d>

<https://governor.ohio.gov/media/executive-orders/Executive-Order-2022-02D>

Finally, contracts will be required to complete a Non-Collusion Affidavit, an example of which is attached to this addendum for reference only.

Q#75 Page 25 - We would need to ask for an exception or waiver to Executive Order 2022-02D "The Commission will not enter into any contract to purchase services provided outside of the United States or that allows Commission data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States, unless a duly signed waiver from the State has been attained." We request that waiver on something called a Contractor/Subcontractor Affirmation and Disclosure Form described in subsection C.

A#75 If the Commission's top ranked respondent under a separate Request for Proposals process necessitates a waiver under Executive Order 2019-12D or Executive Order 2022-02D, the Commission will work with that respondent to prepare a waiver form and submit it to the State of Ohio, Department of Administrative Services for review and approval. The Commission cannot guarantee that a requested waiver will be approved.

Q#76 Does your organization have Office 365 with SharePoint Online?

A#76 Yes, OTIC does have Office 365 with SharePoint online.

Q#77 How many active contracts do you have today that you would migrate into the new software? (On average how many active agreements are you storing/managing at any given time?)

A#77 OTIC has approximately 150/year active contracts, moving forward as per our retention policy we will store/manage approximately 900 contracts in the contract management system.

Q#78 You mentioned anticipating 25 users of the system. Would that number encompass all of the Users who would need to request contracts and play roles in the workflow like a contract specialist, contract administrator, contract review or approver? If not, please specify how many users you would need for the above roles and if you would need any Viewer licenses.

A#78 The anticipated 25 users of the system would encompass all the types of roles. The types of roles for specific personal, and number of, will be developed upon selection of a vendor for providing a Contract Management solution.

Q#79 Do you have a need for submitter licenses? This is a role that can submit a contract request and view specific active contracts only. They can not see any other detail regarding the contract history during a workflow.

A#79 The types of roles for specific personal, and number of, will be developed upon selection of a vendor for providing a Contract Management solution.

Q#80 Are you looking for OCR functionality?

A#80 It is not a requirement, but we will consider it.

Q#81 Are you looking for AI functionality?

A#81 It is not a requirement, but we will consider it.

Q#82 When are you looking to select and purchase a solution?

A#82 OTIC is anticipating to select, negotiate, and enter into Agreement in early -Summer 2023.

Q#83 When do you want to begin implementation?

A#83 OTIC is anticipating to begin implementation in mid-Summer 2023.

Q#84 Besides reviewing RFI responses and proposals, what other steps will you take in your evaluation and selection process?

A#84 See A#11.

Q#85 Does this project belong to specific initiatives? If so, which ones?

A#85 See RFI Part VI for scope.

Q#86 Based on which evaluation criteria does OTIC plan to select a solution/provider?

A#86 See Part VI of the RFI.

Q#87 What are the success criteria for the project which needs to be achieved?

A#87 See Part VI of the RFI.

Q#88 What is the expected & internal communicated outcome which led to setup the project?

A#88 See Introduction Part I of the RFI.

**Q#89 How many business units will use the system and/or be included in the selection process?
What are those business units?**

*A#89 This is a RFI and there is no selection process.
Approximately twelve (12) departments will use the system.*

The Departments include:

*Accounting/Payroll/Customer Service
Contracts Administration/Procurement/OEI
Engineering/Maintenance
Executive
Human Resources/Office Services
Internal Audit/Toll Audit
Legal
Marketing & Communications
Safety Services
Service Plaza Operations
Technology
Toll Operations*

Q#90 Is the new solution intended only for supplier contracts or also for customer contracts?

A#90 The new solution is intended for supplier contracts.

Q#91 What are the other languages, apart from English that the system UI will be required to support?

A#91 OTIC only requires English.

Q#92 How many contract templates does OTIC have?

A#92 OTIC does not know if, or how many templates will be required at this time. Respondents to this RFI are encouraged to provide information with their submittal on the application of templates within the CMS.

Q#93 What is the categorization of contracts that OTIC have (Contract types)?

A#93 OTIC's categories of contracts can generally be described as follows:

- *Construction/Public Improvement Contracts*
- *Contracts for Service Plaza Operations/Service Station Operations*
- *Professional Design Professional (Engineering) Consulting Contracts*
- *Other Professional or Personal Services Contracts (i.e. Disabled Vehicle Services, Financial Advisor Services, etc.)*
- *E-ZPass Retail Sales Agreements*
- *Contract Modifications*
- *Contract Renewals or Extensions*
- *Other Miscellaneous Agreements*
- *Right of Use or License Agreements and Permits*

Separate from the foregoing list of common types of written contracts, OTIC also purchases goods and services using Purchase Orders which are processed and saved in OTIC's ERP system (Aptean).

Q#94 Are you considering rolling out/implementing the new system by business units or by region?

A#94 OTIC is not considering rolling out/implementing the new system by business units or by region.

Q#95 Does OTIC have a targeted timeline for implementation?

A#95 OTIC is anticipating to begin implementation in mid-Summer 2023.

Q#96 Does OTIC have preferred consulting or system implementation partners?

A#96 No, OTIC does not have preferred consulting or system implementation partners.

Q#97 Will OTIC be migrating legacy contracts into the system following implementation? If YES, what is the expected volume of legacy contracts which will be migrated into the system?

A#97 See the answer to Q#77.

Q#98 Do legacy contracts and associated document currently reside in a single repository or are they spread over disparate file systems? Please provide names.

A#98 OTIC currently does not have a CMS. Electronic copies of contracts are saved on our network storage system.

Q#99 Does OTIC have structured metadata for all contracts (active, legacy)?

A#99 No, OTIC does not have a structured metadata for all contracts.

Q#100 Is it expected to capture additional metadata fields or attributes from the legacy/active contracts?

A#100 OTIC does not expect to capture additional metadata fields or attributes from legacy/active contracts.

Q#101 What is the complexity of your metadata (20 fields → 100 fields)?

A#101 There is no metadata available currently.

Q#102 Does OTIC have inhouse resources to ingest and QA/QC the in-scope contracts post migration into the system?

A#102 The awarded vendor, if any, will provide support services following implementation of the CMS. The terms of the support services will be determined upon selection of a vendor for providing the CMS.

Q#103 How does OTIC currently monitor and manage contractual obligations?

A#103 OTIC's Legal Department and Contracts Administration Department manage the contractual obligations.

Q#104 Does OTIC currently manage contractual SLAs against actual supplier performance in an automated fashion? If yes, which tool is being used for this?

A#104 No, OTIC does not currently manage contractual SLAs against actual supplier performance in an automated fashion.

Q#105 What is the total number of contracts for which OTIC wants to manage:

- **Obligations (Number of contracts)**
- **SLA/KPI (Number of contracts)**
- **Invoice validation (Number of contracts and number of invoices)**

A#105 As per our retention policy, OTIC expects to manage approximately 750 Contracts.

Q#106 What is the total number of in-scope suppliers that OTIC is intending to manage?

A#106 OTIC manages by individual contracts, we do not manage suppliers/Contractors.

Q#107 We understand that OTIC needs the new system to integrate with ERP system, Construction Management system, Office 365, DocuSign. Please confirm the above tools and/or mention the other tools that OTIC wants the new CMS system to integrate with?

A#107 These are the primary systems which we hope to integrate.

Q#108 What is OTIC's expectations around 'Prime Self perform requirements'?

A#108 Commission construction contracts include a Prime Self perform percentage requirement and compliance is determined by tracking the value of the work performed by the Prime contractor versus the total contract value. The Commission would be looking for a way to track compliance with this contract requirement utilizing the selected CMS.

Q#109 Can you please provide more details to better understand the use cases that OTIC is looking for?

A#109 See Part VI of the RFI.

Q#110 Can you please elaborate the expectation from the requirement "Requests for Contracted Services"

A#110 The Requests for Contracted Services is the component wherein a Commission employee completes the document(s) necessary to gain approval for the Contracts Administration Department to begin Procurement activities.

Q#111 Is it expected to fetch contract utilization (PO/Invoice spend) from external system?

A#111 OTIC uses the Aptean ERP System (Version 8.0). The CMS system will need to be integrated with this system.

Q#112 How are the invoices added in the Contract Management?

A#112 OTIC uses the Aptean ERP System (Version 8.0). The CMS system will need to be integrated with this system.

Q#113 Is there any integration required with ERP system. Please share the expectation in detail for better solutioning.

A#113 Yes, OTIC uses the Aptean ERP System (Version 8.0). The CMS system will need to be integrated with this system.

Q#114 How do you currently track the compliance/obligations mentioned under this section?

A#114 OTIC currently tracks compliance through Excel, B2Gnow and shared files.

Q#115 Can you please elaborate on the “Completion requirements of Contracts”

A#115 Every contract is different in terms of what is required to complete a project or scope of work. For example, for public improvement projects, OTIC generally requires: (1) Submittal of final payment estimate by Contractor to Engineering; (2) Contractor is required to complete a set of contract closeout documents, including Contractor’s Affidavit of Payment of Debts and Claims, Subcontractor’s Affidavit of Compliance with Prevailing Wage Requirements, Consent of Surety to Final Payment, and Contractor’s Final Waiver of Liens and Claims; (3) Review of compliance with small business enterprise (SBE) goal (if any) and prevailing wage requirements (if applicable); and (4) Review/resolution of any damage claims or attested account claims.

Q#116 How is the data related to invoices added into CLM application. Is it integrated with existing P2P application. If yes, please elaborate on the required scope and details of the system to be integrated.

A#116 OTIC currently does not have a CLM application. OTIC uses the Aptean ERP System (Version 8.0). The CMS system will need to be integrated with this system.

Q#117 What current Construction Management System / Procurement Technologies is being used at OTIC?

A#117 OTIC does not currently have a Construction Management System.

Q#118 Does procurement team / business user utilize MS Teams application for internal and external collaboration?

A#118 Yes, all OTIC personnel utilize MS Teams applications for internal and external collaboration.

Q#119 Does your current APIA (invoicing) system store Contract references? If yes, will it be made available to CMS for reporting purposes?

A#119 The current system does not store Contract references.

Q#120 Do you have contract templates in use today?

A#120 Yes, OTIC does have some contract templates in use today in Microsoft Word format. OTIC does not know how many templates will be required at this time as part of the CMS.

Q#121 Would you anticipate managing contract templates through CMS in future?

A#121 See A#49

Q#122 Information required to help scope the project:

Authoring included?

Number of contract templates?

Number of clauses?

Approval workflows?

A#122 Authoring included? Yes.

Number of contract templates: OTIC does not know how many templates will be required at this time.

Number of clauses? OTIC is not clear what this is asking. Our contracts vary in type and size from a few pages to over 1000 pages depending on the project.

Approval workflows? Yes

Q#123 How many new contracts do you intend the tool to use?

A#123 Approximately 150 contracts per year.

Q#124 What is the volume of new contracts you expect on the tool per year?

A#124 Approximately 150 contracts per year.

Q#125 Based on the users mentioned in the RFP, 25 users are supposed to manage approximate 150 Contracts per year. Please specify the role based requirements: a) How many users will Create Contracts, Templates, Invite stake holders, negotiations, set up alerts and reminders? b) How many users will process only contract reviews and approval/rejection

A#125 The types of roles for specific personal, and number of, will be developed upon selection of a vendor for providing a Contract Management solution.

Q#126 How many historical contracts you intend to migrate on the tool? Are all of these digital contracts? Count if yes.

A#126 OTIC does not intend to migrate historical contracts on the tool.

Q#127 Do you need software vendor to migrate paper/physical contracts in the Contract Management Module? If yes, what is the expected count and average number of pages per contract?

A#127 OTIC does not intend to migrate historical contracts on the tool.

Q#128 Based on the points mentioned in the RFI, If procurement team is present at a central location, then our assumption is that a single project go-live covering all categories/units/departments is needed (big bang). Kindly confirm?

A#128 OTIC is open to all deployment strategies that would ensure a successful go-live.

Q#129 Are approximate implementation timelines and target already decided at project level? If yes, kindly share for us to align our approach.

A#129 OTIC is anticipating to select, negotiate, and enter into Agreement in mid-Summer 2023 and follow with implementation.

Q#130 Company shall retain ownership of Software, updates, improvements, IP, associated works to another party or whereby the agreement may be construed that Contract insight and its updates are works for hire. Company understands and agrees that proposal will not be returned.

A#130 The current process is a Request for Information (RFI) to inform the Commission on the contract management systems available in the market. The RFI will NOT result in a contract and, therefore, the Commission is not negotiating contract terms at this time for this system.

Q#131 Please be advised that respondent will not export data outside of the US however, the licensed software does not prevent authorized users from processing data outside of the US if, for example, a user is working while on vacation outside of the US.

A#131 The current process is a Request for Information (RFI) to inform the Commission on the contract management systems available in the market. After the completion of the RFI process, if the Commission decides to issue a Request for Proposals (RFP) to select a contractor for a Contract Management System, respondents will be required to complete affirmation forms regarding the Executive Orders cited in A#74 (see links provided to orders) pertaining to services and data storage outside the United States. If the selected contractor under the separate RFP process requires a waiver under either or both Executive Orders, the Commission will work with the selected contractor to submit a request for such waiver but cannot guarantee that the Ohio Department of Administrative Services will grant a waiver.

Q#132 In general to ensure that the Licensee will not experience interruption or loss of services, Agreement is automatically renewed at the end of the current term, unless it is terminated with ninety (90) days prior to the expiration of the then current.

A#132 The current process is a Request for Information (RFI) to inform the Commission on the contract management systems available in the market. The RFI will NOT result in a contract and, therefore, the Commission is not negotiating contract terms at this time.

Q#133 What is the file size of a typical contract?

A#133 Our contracts vary in type and size from a few pages to over 1000 pages depending on the project.

Q#134 What roles will be using the system? What are their typical duties?

*A#134 The types of roles for specific personal, and number of, will be developed upon selection of a vendor for providing a Contract Management solution.
However, this is currently a synopsis of the duties of various levels of OTIC personnel:
Directors – internal approvals per policy; prepare and/or review and revise draft solicitation documents, addendum, contracts and related documents; access documents
Managers – internal approvals per policy; prepare and/or review and revise draft solicitation documents, addendum, contracts and related documents; access documents
Administrative/Clerical – prepare solicitation documents; tabulate bids/proposals; prepare draft addendums; general correspondence; prepare draft contracts and related documents; finalize and secure signed copies and save documents; access documents.*

Q#135 What file type are the contracts/docs typically?

A#135 The documents associated with OTIC's contracts are typically in Word, JPEG, Pdf, PowerPoint, or Excel.

Q#136 With only 25 users, will Vendors not be granted access as users?

A#136 It is not anticipated that Vendors will be granted access as users in the CMS.

Q#137 Do you have any documentation regarding your existing workflow processes?

A#137 The process flows and/or diagrams for the Commission's Contract Management will be vetted out upon selection of a vendor for providing a Contract Management solution.

Q#138 How are invoices submitted to OTIC today?

A#138 OTIC receives Invoices digitally via email and paper.

Q#139 What does OTIC use today to manage contracts?

A#139 OTIC utilizes network file shares to manage contracts. Additionally, the B2GNow system and Aptean (ERP).

Q#140 Can you provide more detail regarding the “Prime Self perform requirements” item under page 7, section 3.C.ix?

A#140 See A#108.

Q#141 Do you need redline capabilities for contracts?

A#141 Yes, OTIC does need redline capabilities for contracts.

Q#142 Do you plan to negotiate contract language within the system or simply upload the final contract and manage them and the requirements?

A#142 See RFI Part VI RFI Content.

Q#143 Can you provide more detail regarding “Document Editing History and Restoration”? Do you want to see edits made within the documents or simply the accessing and downloading of the documents? Can you provide further clarity on “Restoration”?

A# 143 Respondents to this RFI are to provide information with their submittal on their CMS’ document editing history and timeline of changes capabilities.

Q#144 Do you expect to manage contract reviews and approvals within the CMS?

A# 144 Yes, OTIC expects to manage contract reviews and approvals within the CMS.

Q#145 Will you require that the CMS have electronic signature capabilities? Would you be open to using DocuSign?

A# 145 Yes, OTIC will require that CMS have electronic signature capabilities. Yes, OTIC will be open to using DocuSign.

Q#146 Do you have a need for the CMS to function on a mobile device?

A# 146 Respondents to this RFI are to provide information with their submittal on their CMS' ability to be used on mobile devices.

Q#147 Would this Contract Management System replace an existing Software application used for Contract Management? If Yes, what is the name of the system being replaced?

A#147 No, OTIC does not have an existing software application for Contract Management.

Q#148 Are the workflows listed in Section 3. B. written down in detail and stored somewhere within the organization?

A#148 See A#137.

Q#149 Is there any information that needs to be migrated into the new software application for Contract Management?

A#149 See RFI Section VI (4.)

Q#150 In your RFI, you mention that there are 25 users. Can you provide more details as to the roles of these users. Can you provide the number of those who need full rights to begin the contract/document creation process, versus those who will simply approve, versus those who need only read only access to the documents/contracts and reporting capabilities?

A#150 See A#135.

Q#151 What is your target go live date?

A#151 The target date for OTIC to go live is mid- summer 2023.

Q#152 What are the next anticipated steps after receiving responses to the RFI?

A#152 OTIC will review the information obtained through this RFI and determine whether to issue a Request for Proposals.

Q#153 Under Section 3, Requirements for the CMS, Section C, ix - you list “Prime Self Perform requirements” can you elaborate on this requirement? Are you looking for a way to evaluate your Vendor’s Performance or something else?

A#153 See A#108.

END OF ADDENDUM NO. 3



**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**

ADDENDUM NO. 1
ISSUED DECEMBER 2, 2022

to

RFP NO. 19-2022
CONTRACTS MANAGEMENT SYSTEM

PROPOSAL DUE DATE: 5:00 P.M. (EASTERN TIME), JANUARY 6, 2023

ATTENTION OF RESPONDENTS IS DIRECTED TO:

ANSWERS TO QUESTIONS RECEIVED THROUGH 2:00 PM ON DECEMBER 2, 2022

Issued by the Ohio Turnpike and Infrastructure Commission through Aimee W. Lane, Esq, Director of Contracts Administration.

Aimee W. Lane

Aimee W. Lane, Esq.,
Director of Contracts Administration

December 2, 2022
Date

ANSWERS TO QUESTIONS RECEIVED THROUGH 2:00 P.M. ON DECEMBER 2, 2022:

Q#1 We received your RFI as submitted by Lisa Drozdowski and would love to set up 15-minutes for sometime next week just to have a brief conversation. This is our standard process just to prevent wasting any of your time incase there is no fit here. Please find some times on my end that are available and bookable by clicking the time. Happy to find another time if none of these work on your end.

A#1 The Commission will not accept meeting requests from interested respondents. Any questions or requests for clarification must be submitted in writing and submitted by email to purchasing@ohioturnpike.org. See Part IV of the RFI for additional information about the inquiry process.

END OF ADDENDUM NO. 1

NON-COLLUSION AFFIDAVIT

**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**

State of _____ }
 } **SS:**
County of _____ }

The undersigned, being first duly sworn as provided by law, deposes and says:

1. Their name is _____,
and their office is located at _____.

2. They make this Affidavit with the knowledge and intent that it is to be filed with the Ohio Turnpike and Infrastructure Commission and with the expectation that it will be relied upon by said Commission as consideration and any action which it may take with respect to the bid or proposal accompanying this Affidavit.

3. The undersigned serves in the capacity of _____.
(Sole Owner, Partner, President, etc.)

and in that capacity makes and authorized to make representations and this Affidavit on behalf of:

Name of Corporation, Partnership, Limited Liability Company, etc...)

a _____
(Sole Proprietorship, Partnership, Corporation, Limited Liability Company, etc...)

organized under the laws of _____, and registered to do business in Ohio.
(Name of State)

4a. **Sole Proprietorship Only:** The undersigned states that the following is a complete and accurate list of the names and addresses of all individuals having an interest in the contract contemplated under the bid or proposal accompanying this Affidavit: _____

4b. **Partnership Only:** The undersigned states that the following is a complete and accurate list of the names of the general partners of the partnership and all other individuals having an interest in the contract contemplated under the bid or proposal accompanying this Affidavit, including any partners with a five percent (5%) or more equity interest in the partnership (attach additional pages if necessary): _____

AFFIDAVIT

4c. **Corporation or Limited Liability Company Only:** The undersigned states that the following is a complete and accurate list of the chief executive officer and all individuals that are expected to have an interest in the contract contemplated under the bid or proposal accompanying this Affidavit, including anyone owning five percent (5%) or more equity interests in the entity submitting the bid or proposal (attach additional pages as necessary):

President (or similar chief executive): _____

Owners with 5% or more equity interest: _____

Additional individuals with an expected interest in the contemplated contract: _____

5. The undersigned represents that no person, firm, agent or employee of the entity identified in paragraph 3, nor anyone else to the knowledge of the undersigned, has retained anyone to solicit or secure affirmative or favorable action by the Commission with respect to the bid or proposal accompanying this Affidavit (except a regularly employed salesman paid for services on a regular schedule of commissions and serving in the usual course of business in soliciting such consideration or action by the Commission without promise or expectation of receiving consideration other than the standard and normal fee, commission, or percentage) under any agreement providing for a bonus, fee, commission, percentage, or other form of payment whatsoever which is in any way contingent upon the action to be taken by the Commission with respect to the bid or proposal.

6. The undersigned represents that no person or firm associated with the entity identified in paragraph 3 has any interest, direct or indirect, in any other proposal or bid submitted with respect to the contract contemplated in the bid or proposal accompanying this Affidavit, except the subcontractors, material suppliers, truckers/haulers disclosed in the SBE Utilization Plan.

7. The undersigned states that the bid or proposal accompanying this Affidavit is a genuine and earnest attempt to contract with the Commission, and is not made in the interest or on behalf of any undisclosed individual, person, partnership, company, association, organization or corporation; that the bid or proposal is not collusive or a sham; that the entity identified in paragraph 3 has not, directly or indirectly, induced or solicited any other entity to submit a false or sham bid or proposal, and has not directly or indirectly, colluded, conspired, connived or agreed with any other respondent to submit a collusive or sham bid or proposal, or to refrain from submitting a bid or proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of any other responding entity, or to secure any advantage against the Commission or any person, firm or corporation interested in the proposed contract;

AFFIDAVIT

8. The undersigned states that the entity identified in paragraph 3 has received the Commission's Ethics Policy; the Ethics Policy has been reviewed by its managerial staff; the terms and conditions of the Policy are understood; and the entity agrees to comply and assist the Commission in complying with the Policy. Insofar as undersigned knows, no member of the Commission and no employee or agent of the Commission has or will have any interest, either direct or indirect, in the prospective contract contemplated under the bid or proposal accompanying this Affidavit.

(Affiant)

(Printed)

Sworn to before me and subscribed in my presence this ____ day of _____, 20____.

(Notary Public)