CITY OF VANCOUVER

## REQUEST FOR PROPOSALS NO. PS20190647

## PROVISION OF AN E-SOURCING SOLUTION

## <u>QUESTIONS AND ANSWERS NO. 3</u>

### ISSUED ON JULY 18, 2019

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| Q1 | Part C – Appendix 3A – Requirements, tab 2. Minimum Requirements, No. 1 states: "The Proponent's proposal should fully meet the City's requirements as outlined in Part C – Appendix 3A – Requirements – Tab 4 Functional Requirements". However, in tab 4. Functional Requirements, proponents have the option to select 'Fully Meets', 'Does not Meet', or 'Partially Meets'.<br><br>If a proponent does not Fully Meet one of the tab 4. Functional Requirements, does that mean they do not meet the tab 2. Minimum Requirements, and would therefore be non-compliant? |
| A1 | **A proponent does not need to "Fully Meet" all the items in Tab 4 of** Part C – Appendix 3A – Requirements **in order for their proposal to be deemed compliant.** |
| Q2 | What data (contracts, POs, invoices, sourcing events, other) is required to be converted from Legacy systems to the new platform? Where is the existing data (contracts, POs, invoices, sourcing events, etc.) located? |
| A2 | **All historical and current financial data are in SAP ECC, MDM, and SRM. PDF versions of contracts and procurement documents are in HP Trim. Proponents are to recommend a data migration strategy as part of their proposed project implementation plan, based on past successful experiences and lessons learned from prior implementations similar in scope to this RFP and with clients similar to the City.** |
| Q3 | a.   Is the proponent required to help the City develop any of the City's processes, as part of building the Solution?<br><br>b.   Are the City's processes mature, and ready to be enabled by technology? |
| A3 | **a.   No: process reviews are out-of-scope for this RFP.**<br>**b.   The City's processes are ready to be enabled by technology. The proposed Solution is expected to augment current processes, automate data collection, improve information flows, and eliminate manual tasks where applicable. Process reviews are out-of-scope for this RFP.** |
| Q4 | How does the City segment the City's Supplier base, and what factors are used to segment? |
| A4 | **Currently, the City does not segment the City's Supplier base: however, Supplier segmentation would be by product/service categories, and by individuals or business entities.** |
| Q5 | Please list the City's most critical Supplier due diligence processes (e.g. information security assessment, business continuity assessment, etc.). |

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| A5 | Currently, the City does not conduct in-depth Supplier due diligence; however, Supplier reference checks, employee criminal record checks, credit ratings, or other fit-for-purpose checks may be appropriate. |
| Q6 | Do the proponent **and** the proponent's subcontractor (if applicable) need to submit:<br>    a.  Certificate of Insurance<br>    b.  Code of Conduct Compliance<br>    c.  Proof of WorkSafeBC registration<br>    d.  Financial Statements |
| A6 | Only the proponent (or prime contractor) is required to submit these documents for the RFP. The City may request these documents from the proponent's sub-contractors (e.g. during the evaluation process, or prior to contract execution).<br><br>note: the proponent and/or subcontractor is responsible for determining if WorkSafeBC Registration is required: https://www.worksafebc.com/en/insurance/need-coverage/who-needs-coverage/owners-incorporated-companies. |
| Q7 | The RFP states that Contract Management functionality is planned for a future phase.<br><br>For most clients, Catalog implementation is tied to Contract Management Implementation.<br><br>Does the City intend for the Product and Service Catalogs to be implemented with Contract Management, or does the City prefer to make Catalog functionality available upon initial implementation (of the Sourcing Functionality)? |
| A7 | The City is open to a proponent's recommendation on optimum configuration of the Solution and associated implementation plan as deemed to meet best industry practices, and to be effective, cost-efficient, and appropriate for the City. |
| Q8 | a.  Will all spend be run through the selected Solution?<br><br>b.  Will spend be loaded from a single source of spend data?<br><br>c.  If spend is going to be loaded from many sources of spend data, how many sources of spend data would the proponent need to load from? |
| A8 | a. No<br><br>b. Spend will be loaded from multiple sources of spend data.<br><br>c. Approximately 3 or 4 |
| Q9 | If a Solution Provider partners with an Implementer, does the City have a preference for which entity is the Prime Contractor under an Agreement with the City (if there is no contract price difference whether the Solution Provider or the Implementer is the Prime Contractor)? |
| A9 | The City prefers the Solution Provider to be the Prime Contractor in the Agreement. |