

VENDOR PORTAL REFERENCE NUMBER 22030412 - ADDENDUM 1

Questions and Answers

- 1) "A.5 – REQUIRED MEETINGS" – Question: Will a dial in number be provided?

No. All information from the meeting as well as questions and answers will be published on the Bulletins as an addendum.

- 2) "A.7 – ORGANIZATION REQUIRED – PACKET 1: 7.1 Offeror's Proposed Solution to Meet the State's Requirements" – Question: Please confirm this would be our written proposal?

Yes, that is correct.

- 3) "M.3. Source Code" – Questions:

- a) Can the State please elaborate more on this requirement?
- b) Where is the "Lockbox" located? What is the definition of "Lockbox"?
- c) Would Source Code Escrow satisfy this requirement?

"Lockbox" is the same as a Source Code Escrow. Please provide the name of your escrow vendor and confirm that this cost is included in your price proposal.

- 4) "M.7.Training" – Question: How many unique training sessions does the State anticipate?

The number of potential State personnel requiring training was provided in M.7. Vendors should provide their plan for training this number of personnel.

- 5) "M.19. Backups" – Question: What format and method does the Agency expect to receive these reports? Would online notification and/or email be sufficient?

Email reports are acceptable. Vendor should provide detail regarding what format(s) the solution is capable of providing.

- 6) "M.26. VP Feature" – Question: Does the State require email notifications to be sent from State's email servers? If yes – please provide vendor and version.

The State's standard is Microsoft Exchange Server; however, we are not requiring email notifications to be sent from the State's email servers. Email notifications should contain information identifying them as being sent from the State's Vendor Portal.

- 7) “S.8. VP Feature – data Import and Export Tool” – Question: Can the State please expand on some of the possible Import data and the desired formats of the Export data?

Vendor’s response to this requirement should provide information on what types of formats the solution can support.

- 8) “S.11. VP Feature –VP should automatically notify defined parties of any changes to vendor data” – Question: Can the State please expand on how it sees a party being defined?

Parties will be defined based on different levels of user access and roles.

- 9) “1.4 MILESTONES AND DELIVERABLES” – Question: How many “in-person” meetings does the State anticipate?

This section does not specify “in-person” meetings. Vendors should provide detail in the proposal regarding how they will meet the milestones and deliverables.

- 10) 1.3-1.8 – Question: Would the State like a narrative response within the proposal to these sections?

Yes, vendors should provide detail within their proposal.

- 11) “2.1.3. Please provide pricing for each item” – Question: Given the State is seeking a SaaS based solution some items may not apply. Is \$0 an acceptable response?

A response of \$0 or N/A is acceptable if appropriate.

- 12) ATTACHMENT EE – SUPPLEMENTAL PROVISIONS –Question: No items are checked? Can the State please provide guidance on this form?

The State does not have any supplemental provisions for this solicitation. If Vendors have any supplemental provisions to include in their proposal, they should state these on Attachment EE, 2.

- 13) BEP – Question: Can the State share how it arrived at its 21% goal given the SaaS based delivery and remote training requirements?

The State uses a standard formula to calculate the % of BEP goal. The formula is based on a ratio between the number of certified BEP vendors in a particular classification and the total number of Illinois-based businesses in that classification.

14. Page 15 references Wisdom Tech Consulting's Vendor Portal Study conclusions stating "there are several commercially available web-based hosted solutions meeting the State of Illinois' current and future vendor portal needs." Is the state looking for an off-the-shelf solution, or is the state leaning towards a custom built solution?

Vendors should propose the solution they feel best meets the State's requirements.