

## VENDOR PORTAL REFERENCE NUMBER 22030412 – ADDENDUM 3

This Addendum #3 contains vendor questions received regarding the Vendor Portal RFP along with responses to each.

This Vendor Portal RFP issued by the Chief Procurement Office should not be confused with the vendor portal RFI issued by the University of Illinois at Urbana-Champaign that was published on the Illinois Public Higher Education Procurement Bulletin as reference #1KSP1344.

**These are two separate solicitations and vendors are reminded to submit responses to the correct address.**

### Vendor Portal **RFP**

Reference #22030412

Due Date & Time: April 11, 2013 @ 2:00 pm

Solicitation Contact: Tricia Leezer

Address for submission of responses:

Chief Procurement Office

Attn: Shirley Webb

401 S. Spring St., Ste. 522

Springfield, IL 62706

### Vendor Portal **RFI**

Reference #1KSP1344

Due Date & Time: April 11, 2013 @ 2:00 pm

Solicitation Contact: Kim Porter

Address for submission of responses:

University of Illinois Purchasing Division

Attn: Bid Desk

212 Illini Plaza, 1817 S. Neil St.

Champaign, IL 61820

## QUESTIONS AND ANSWERS

1. How many invoices are you processing a month?  
What is your accounting system?  
What is the annual spend in AP?  
How many AP Staff members?

The initial Vendor Portal is not being interfaced with any accounting system so the number of invoices, current accounting system, annual spend and number of AP staff members is not important to the requirements of the VP RFP.

2. How many suppliers will you want transacting through the portal?

One of the features required is for the VP to support one million or more individual users. Approximately, please provide an estimate of the number of users that will be State personnel?

Along the same lines, the State cannot forecast number of vendors utilizing the VP nor their number of users. Is it the State's requirement that as many vendor users can have access to the VP to make changes on their company?

What is the estimated number of internal (State of Illinois) users who will need to access the vendor portal system?

What is the estimated total number of vendors who will need to be tracked in the vendor portal system?

What is the estimated total number of vendor registrations are anticipated per year?

In the solicitation (see S.1) we mention that there will be one million or more individual users. This number is an estimate. Vendors and State Personnel are included in this number.

3. Will vendor portal be open to all State personnel with differing levels of use (i.e. view only versus admin)?

No, State personnel access will be limited to those who have a need related to job responsibility.

4. What is the goal of the Vendor Portal?  
The goal of the VP is to provide a primary location for potential vendors to provide documents required to do business with the State in advance of a particular procurement.
5. What is Attachment OO used for?  
Attachment OO – Vendor Portal Data Elements includes information to be entered or documents to be uploaded on some of the attachments (AA – NN), but not on all of them. Is there a reason why some of the documents/forms listed in the attachments were not included on Attachment OO?  
This Attachment is a sampling of some of the individual data elements that should be included in the Vendor Portal. See Section 1.2.5 of the RFP for additional information.
6. As a follow-up to question above, can the State provide a comprehensive list of all data forms and fields that the new vendor portal is required to collect?  
Please refer to Section 1.2.5 of the solicitation regarding information on the forms that need to be included. This is not an all-inclusive list of forms. The State will work with the selected vendor to develop a comprehensive list of data forms and fields.
7. Will the new proposed Vendor Portal replace the current functions of the IL Procurement Bulletin (IPB) website, including the posting of new solicitations, amendments, notices, etc...?  
No, it is not anticipated that the initial Vendor Portal will replace any current volume of the Illinois Procurement Bulletin.
8. Section 1.2.7 – M.29 - Please clarify what you mean by different commodity tables. Is it like NAICS, NIGP codes, etc.?  
The State currently uses several commodity code systems. There is no standard. The BP will need to allow entry of several different commodity codes for the same vendor if that vendor has previously used different codes to identify the goods or services they sell.
9. Mandatory 29, page 21. Is the requested search function for State of IL users to search for vendors based on certain commodity codes or for vendors to have the ability to search for other businesses by commodity? Or both?  
Both
10. How does the State intend to avoid duplicate vendor entries? Should there be a requirement to utilize a unique ID?  
In the solicitation, S.5 states the requirement for creating unique identifications and passwords. Vendors should respond with the solution they feel best meets the State's requirement.
11. S11, page 23. Please explain who the defined parties are? In other words, is State requesting, for example, that certain state personnel will notified when Vendor X makes changes to their profile or status?  
In the solicitation, S.10 provides examples of the internal user types and access. Parties will be defined based on different levels of access and roles.
12. In order to provide pricing and some other information you are requesting, I would need to have a conversation with your team. We do not have standard book pricing. Our technology is configured to your needs.  
Specifications are stated in the solicitation. The team will not hold conversations with individual offerors regarding the State's requirements.
13. Section A.5 – We were unable to attend the meeting. Can the State publish the list of attendees and questions asked/answered?  
Vendor conference questions and the list of attendees were published as part of Addendum #2.

14. Section 1.2.2 – Is the Wisdom Tech’s portal study report available to the bidders for review?  
The executive summary of the study was published with Addendum #2.
15. Section 1.2.9 – S.13 - Please clarify what you mean by electronic signatures.  
After completion of information, vendors will be required to approve and validate submission by electronic signature within the VP. For example, electronic signature may be accomplished by Public Key Infrastructure (PKI) solution or other digital signature solution.
16. How many system interfaces (import & export) will be required between the new vendor portal system and existing State of Illinois systems?  
There is not an initial requirement for system interfaces with existing State systems, but S.3 references the expandability of the solution to potentially include such integration.
17. How much existing vendor data will need to be migrated into the new vendor portal system (# of records)?  
No data will need to be migrated into the system to start; we want vendors/users to enter all of their own data. However, as M.5 states, there is a requirement regarding the ability to convert/migrate data in the future after the VP is in production and contains vendor/user data.
18. The submission details in section A-8 on page 6 (of the PDF) are not clear. Should all the CD's be included in packet 3 or with each specific packet?  
Refer to addendum #2, solicitation modifications. There should be five separate packages. Each CD needs to be with each separate packet as shown in Chart under A8 of the solicitation.  
  
The text references three separately sealed packets, but the chart references five packets. Do the same instructions for packets 1-3 apply to packets 4 & 5?  
Refer to addendum #2, solicitation modifications. There should be five separate packages.
19. Is the list of attachments (AA through NN) a comprehensive list of all documents and data that the new vendor portal system will need to manage?  
In the solicitation, Section 1.2.5 states that these forms are representative of the documents and information that will need to be captured in the Vendor Portal.
20. Is the State interested in having functionality for accepting online BEP certification applications and managing the certification process included in our response to this RFP?  
BEP certification is not under the jurisdiction of the Chief Procurement Office.
21. Is the State looking for the same type of portal they already have in place?  
The State does not currently have a vendor portal.
22. Is the state looking for a more robust solution to enable firms to submit candidates online, etc?  
The State will consider all options. We are looking for the solution that best meets the requirements at a fair and reasonable price.
23. Does the State have an issue if the proposing vendor offer a Microsoft solution?  
The State will consider all options. We are looking for the solution that best meets the requirements at a fair and reasonable price.