



**THE CITY OF COLORADO SPRINGS**

**REQUEST FOR INFORMATION**

**Services**

**R23-077MZ**

Date Issued: June 16, 2023

**CONTRACT MANAGEMENT SERVICES (CMS) SOFTWARE**

**THE CITY OF COLORADO SPRINGS**

**REQUEST FOR INFORMATION (RFI) – CONTRACT MANGEMENT SERVICES (CMS)  
SOFTWARE RFI**

Date Issued: June 16, 2023  
Project #: R23-077MZ

**RFI MEETING: NONE SCHEDULED**

**RESPONSES DUE:**

Responses must be posted to Bidnet ([www.bidnetdirect.com](http://www.bidnetdirect.com)) by 2:00PM May 30, 2023. Respondents must provide a response in accordance with the Statement of Work. The Statement of Work lists all information requested. Respondents may submit responses in their own format with no page or format limitations.

**CONTACT:**

MICHAEL ZELLER

SENIOR CONTRACTS SPECIALIST

PHONE #: (719) 385-5264

EMAIL ADDRESS: [michael.zeller@coloradosprings.gov](mailto:michael.zeller@coloradosprings.gov)

RFI SUBMISSION DUE: July 14, 2023 2:00PM

QUESTIONS DUE: June 30, 2023 1:00PM emailed to [michael.zeller@coloradosprings.gov](mailto:michael.zeller@coloradosprings.gov)

## **1. OBJECTIVE**

The City of Colorado Springs is soliciting information from potential sources interested in, and capable of providing a contract management solution. The City currently does not utilize such a system. The Colorado Springs Procurement Department has an objective to potentially centralize contract management and create a repository for applicable contracts and agreements in keeping with the Mayor of Colorado Springs vision to create a culture of transparency, accessibility, and proactivity. This Request for Information (RFI) will accomplish the following:

- A. Describe the technical requirements that are desired to meet the City's needs.
- B. Describe Request for Information submission requirements.

It is the City's intent in issuing this Request for Information (RFI) to determine whether or not there are a sufficient number of interested and qualified sources that provide these services, and to obtain rough cost estimates for budgetary purposes.

## **2. REQUEST FOR INFORMATION DEFINITION**

Responses to this RFI are considered non-binding and are only used to gather information to be used for budgetary and specification preparation purposes. It will also be used to determine the number of companies that exist in the industry for a possible future competitive procurement.

It is not the intent of the City to award a contract as a result of this RFI. However, in the event that the responses indicate little or no interest, the City reserves the right to pursue a competitive negotiation process or to consider an unsolicited proposal without issuing a formal RFP if it is in the best interest of the City. However, if this RFI determines that there are sufficient interested and qualified vendors/contractors and favorable cost estimates, the City may issue a formal RFP (Request for Proposal) for these services. If an RFP is issued, then all firms that responded to this RFI will be added to our source list and will be formally invited to propose.

## **3. EXISTING SYSTEMS**

The City currently uses PeopleSoft Financials for their ERP supporting the Finance and Procurement Departments and is not utilizing the contracts module. Solicitations are advertised on [www.bidnetdirect.com](http://www.bidnetdirect.com) and the City's external-facing website.

The procurement services division is made up of 10 staff and supports all divisions across the City for their procurement needs.

In 2022, the City processed an estimated 700 active contracts and issued an estimated 6,500 purchase orders. Contracts are utilized for goods and services, including construction, professional services, and consultant agreements, intergovernmental agreements, and grants, subrecipient agreements, and memoranda of understanding.

Additionally, the Procurement Services Division issues task orders against existing contracts, and may issue contract modifications or change orders.

#### **4. HIGH LEVEL REQUIREMENTS**

A Contract Management Service will need to have these features:

1. Cradle to grave software for Contract Management
2. Ability to work with Oracle PeopleSoft and Bidnet
3. Custom and ad hoc reports to provide detailed reporting and analytics
4. Workflow automation
5. Dashboards and calendars for visibility with reminders and tasks
6. Track contract spend and manage contract budget
7. Searchable fields
8. Editable contract templates to ease contract drafting
9. Ability to generate and edit contract letters, such as notice of award, letters of concern, etc.
10. Document version control
10. Integration with Microsoft Office Suite and Adobe PDF
11. Document and clause import capability
12. Enhance contract collaboration and red lining
13. Supplier performance monitoring and reporting tools

#### **5. RESPONSE SUBMISSION**

Vendors are encouraged to consider carefully if their products and services are consistent with what is being sought in this process. Responses should be prepared simply and economically while still providing pertinent details of the vendor's ability to meet the requirements specified in the requirements document attached as Exhibit 2. Responses should include the following basic information:

1. Company name, address, phone number and e-mail address of the contact person.
2. Short biography of company, its history, key staff, and business characteristics.
3. High-level description of the products and services offered by the vendor and why they are a good fit for the City's requirements
4. Technical understanding of the scope of work, approach, and innovativeness in providing services.
5. Annual budgetary cost estimate for each of the services respondent can provide (use Exhibit 1, additional information may also be submitted).
6. Potential cost savings ideas. Considering the extensive and varied scope, are there some ideas the City should consider in our analysis of this requirement which may reduce the annual cost of these services?
7. References from at least three clients. Indicate if the company has been awarded other contracts from a federal, state, or local government entity, and describe any associated cooperative (i.e., piggyback language).

## **6. COST OF RESPONSES**

The City of Colorado Springs is not liable for any cost incurred by vendors in preparing their response. Respondents may be asked to clarify or expand upon information provided.

## **7. PROPRIETARY INFORMATION**

If a response contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this response, all such information must be indicated with the following or similar statement:

“The information contained on pages \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall not be duplicated or used in whole or in part for any purpose other than to evaluate the response provided. If a contract is awarded to this firm as a result of the submission of such information, the City of Colorado Springs shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the City of Colorado Springs’ right to use the information herein if obtained from another source.”

All such nondisclosure items specified in the response shall be subject to disclosure as provided in the Colorado Open Records Act (CORA) or as otherwise provided by law.

## **8. RESPONSE MATERIAL OWNERSHIP**

All material submitted in response to this RFI becomes the property of the City of Colorado Springs except for software products that are made available for demonstration purposes and proprietary material.

## EXHIBIT 1 – BUDGETARY DATA

### CONTRACTS MANAGEMENT SOFTWARE (PLEASE INDICATE BUDGETARY PRICING ONLY IF APPLICABLE TO YOUR SOLUTION)

<b>Project Areas</b>	<b>Cost</b>
Contracts Management Software	\$
Software Licensing (Cost Breakdown)	\$
Hardware - application/web servers (if applicable)	\$
Data Conversion	\$
Annual Hosting Services (if applicable)	\$
Data Interface Cost	\$
Annual Software Maintenance/Support	\$
Project Management	\$
Professional Services	\$
Estimated Travel Expenses	\$
Go Live Assistance	\$
Training Costs (Breakout Costs related to Deployment & Configuration, Train the Trainer, On-site, Manuals, Courses, etc.)	\$
Implementation Costs	\$
Custom/Additional System Functionality	\$
Any other cost not specifically addressed	\$
Data Storage Costs annually	\$

## Business Requirements

ID	Meeting Date	User Story			Additional Information/Justification (to include Notes, Assumptions, and Documents)	Priority	Relationships
		As a _____ (role)	I want _____ (capability/functionality)	so that _____ (business value)			
1	6/1/2023	Contracting Specialist	a central repository for City contract information	contract data can be managed in a single location and manual steps can be minimized	Currently, contracts are stored and tracked in a shared drive/folder; Mike is the administrator of the file and puts in a ticket to grant access	Must Have	
2	6/1/2023	Contracting Specialist	integration with BidNet Direct	RFP information can be extracted and populated in the new contract management software		Must Have	
3	6/1/2023	Contracting Specialist	integration with PeopleSoft	contract data can be populated in the new contract management software	Procure-to-Pay (P2P); purchase orders, contract expiration date, etc.	Must Have	
4	6/1/2023	Contracting Specialist	customizable reporting	reports can be generated based on department needs; departments can be kept up-to-date on contractual details	Department spends can be tracked; i.e. report for small business contracts created in a year	Must Have	
5	6/1/2023	Contracting Specialist	the software to provide automatic notifications	notifications can be received based on certain criteria (i.e. when an contract is about the expire)		Must Have	
6	6/1/2023	Contracting Specialist	search capabilities	text searches can be done for contract-related information; words or phrases can be entered to quickly retrieve contracts or agreements		Must Have	
7	6/1/2023	Contracting Specialist	the software to automatically create a contract	contracts are automatically created based on data pulled from PeopleSoft and Bidnet, reducing the need for manual entry		Must Have	
8	6/1/2023	Contracting Specialist	automated workflow and approval processes	emails are no longer required to obtain needed approvals; automated contract approvals through the vendors, Procurement, Mayor's office etc.	Currently done via email; created in WORD and sent to vendor for signature	Must Have	
9	6/1/2023	Contracting Specialist	integration with DocuSign	electronic signatures can be obtained	Some contract software already has electronic signature capabilities	Should Have	
10	6/1/2023	Contracting Specialist	the software to track meta-data related to contracts	information such as contract expiration date/renewal date, type of contract, value of contract can be tracked		Must Have	
11	6/1/2023	Contracting Specialist	document collaboration and sharing	people can review and amend contracts, when necessary		Must Have	
12	6/1/2023	Contracting Specialist	versioning of documents	historical/previous versions of documents or contracts are stored		Must Have	

13	6/1/2023	Contracting Specialist	role-based access controls	the appropriate personnel can be granted permission to read and/or update documents		Must Have	
14	6/1/2023	Contracting Specialist	the ability to produce metrics and analytics	contract data can be viewed and analyzed in real-time (i.e. all contracts that are written in a year)	Metrics would have to be created manually on EXCEL; reports are manually run out of PeopleSoft (like to find contracts that are expiring in 90 days)	Must Have	
15	6/1/2023	Contracting Specialist	contract data displayed in easy-to-understand dashboards	contract information can be easily viewed in various formats (charts, graphs, etc.)		Must Have	
16	6/1/2023	Contracting Specialist	contract compliance management	monitoring can be done regarding the norms and procedures outlined in a contract; compliance mandates and contract deviations can be checked	Currently, Procurement has no contract compliance; The City's Auditors office recommends contract compliance; within rules of City Charter and regulations	Must Have	
17	6/1/2023	Contracting Specialist	data migration from Bidnet and PeopleSoft	the contract management software contains all historical data according to the City's data retention guidelines		Must Have	
18	6/1/2023	Contracting Specialist	the software to meet ADA accessibility standards	those with disabilities can access data		Must Have	
19	6/2/2023	Contracting Specialist	a system that is scalable	the system can be leveraged with other City Departments	Could be leveraged with IT and other Departments like Transit; Transit has their own Procurement	Must Have	

<b>Legend:</b>	<b>Must Have</b>	<b>Should Have</b>	<b>Could Have</b>	
	Describes a requirement that must be satisfied in the final solution for the solution to be considered a success.	Represents a high-priority item that should be included in the solution if it is possible. This is often a critical requirement but one which can be satisfied in other ways if strictly necessary.	Describes a requirement which is considered desirable but not necessary. This will be included if time and resources permit.	