



**City of Edinburg
Finance Department
Request for Information (RFI)**

E-PROCUREMENT SOFTWARE

RFI# 2022-01

RFI DUE DATE & TIME: JANUARY 24, 2022

AT

5:00 P.M. CENTRAL STANDARD TIME

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1.0 PURPOSE

The City of Edinburg, Department of Finance, is issuing an RFI to gather information from organizations that would be interested in providing a web based strategic sourcing software product to improve processes in the creation, editing, executing, and storing of procurement activities.

The Department of Finance seeks to gather information for a Procurement web based software with capabilities including:

- Administrator usability
- Web-based capabilities
- Levels of training offered (end user, train the trainer, administrator)
- Data Security
- Software (version release schedules)
- Demonstration(s)
- Implementation strategies and timeline

2.0 BACKGROUND

The Finance Department is currently managing all of the bids through the city's website in terms of advertising. It is estimated that about One hundred (100) bids are advertised in a fiscal year (October- September).

3.0 REQUIREMENTS

The Department has identified some requirements:

- The ability to export documents into excel, pdf, etc.
- The ability to send out bid invitations, addendums, and new vendor registration invitations
- Must be able to maintain a vendor database with current certificates of insurance, tax id numbers, addresses, emails, and telephone numbers
- The software must have the ability to allow vendors to ask questions through the portal
- The software must have secure bidding site with the ability to electronically open all submitted bids at the time of the bid opening
- Audit trail of all transactions

4.0 RFI PROCESS AND RESPONSE FORMAT

This RFI is being used by the Department of Finance to seek initial vendor input through a written response. The information provided in the above sections are to provide context and guidance for responses, however they are not intended to be constructed as requirements or specifications.

4.1 Vendor Response Format

The following response format is suggested to minimize the respondent effort, provide a response structure, and provide the Department of Finance with a consistent format for reviewing the responses. Please create and submit a single PDF file with the following sections:

- A. Cover letter – in the form of a standard business letter and should be signed by a vendor authorized individual.
- B. RFI Cover letter signature page (Page 5 of this RFI) – completed and signed
- C. Table of Contents including a clear identification of the written material by section and by page number

- D. Response
 - General Vendor Information – Company name, contact person, address, phone number, and email address
 - Brief History of the company
 - Please provide written responses to the topics and questions in section 4.2 Response Content, Section 1.0 and 3.0
- E. Descriptive Literature – Product Brochures

4.2 Response Content

- A. Describe your agency's history, mission, and vision.
- B. Describe in detail how the system meets the capabilities out lined in Section 1.0 of this document.
- C. Describe the out of the box reports produced by your software
- D. Describe your approach to enhancements, release updates, and maintenance
- E. Do you offer training and describe how that is conducted (end user, admin, online, etc.)
- F. Describe the timeline for the configuration and training.

4.3 RFI Response and Questions

All inquiries and comments concerning this RFI should be provided in writing via email address to the primary contact: Criselda Lozano, Purchasing Manager at clozano@cityofedinburg.com with the subject line “ Clarification RFI – E-Procurement Software”

Submittal of inquiries to this RFI are requested to be received prior to January 19, 2022, 5:00 p.m., CDT,

Submittal of responses to the RFI are requested to be received prior to January 24, 2022, 5:00 p.m., CDT,

Submissions shall **only** be received electronically via email to clozano@cityofedinburg.com with the subject line to read as follows: RFI# 2022-01 E-Procurement Software

5.0 General Terms and Conditions

This is **ONLY A REQUEST FOR INFORMATION (RFI)** and should not be constructed as intent, commitment or promise to acquire or lease hardware, software, serviced or solutions presented by Respondents.

This RFI is being issued for the purpose of gaining knowledge of the E-Procurement Software's available. The City will review the information received and assess to our needs and define out requirements.

The City of Edinburg will not be obligated to any Respondent as a result of this RFI. The City is not obligated for any cost incurred by Respondents in the preparation of a response to this Request for Information. The City will not pay for any information herein requested, nor is liable to any costs incurred by the Respondent.

All information obtained shall become the property of the City upon receipt.

Respondents to this RFI may be asked for a live demonstration to City staff in order to gain better understanding of the product.

Additional information including topics that the City did not include in this RFI are to be labeled as Supporting Documentation.

All inquiries and comments concerning the RFI should be provided in writing and submitted electronically via email to Criselda Lozano at clozano@cityofedinburg.com with the subject line Clarification RFI# 2022-01: E-Procurement Software.

The undersigned, by his/her signature, acknowledges that he/she is authorized to represent the organization below. The Respondent, by submitting and signing below, acknowledges that this request is not a solicitation, will not result in a contract award, and the information provided may be utilized in possible future solicitations. Furthermore, the Respondent acknowledges and agrees to a presentation which will be scheduled at the sole discretion of the Department of Finance.

Signature of Authorized to Sign

Signor's Name and Title: (Please Print)

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone No. (_____) _____

Email Address: _____