



ADDENDUM #1

November 18, 2022

RFP Title: Electronic Bidding System

Owner: County of Wake – Ty Stephens, Procurement

RFP Bid No.: #22-087

The following items provide answers to questions that were submitted for RFP #22-087. Wake County answers are in blue.

1. Can Wake County extend the bid submission date from 11/30/22 to 12/14/22?
Taking the holiday weekend and that following week into consideration, we can extend submission to 12/14/22 by 2:00 pm.
2. Does Wake County intend to roll-out this electronic bidding system to users in any or all of these 23 departments? If yes, would the inclusion of the other departments be for requisitions which create new solicitations? Requisitions for purchases on existing contracts?
No, the system will be used and controlled by Procurement Services only.
3. Do these other County departments (Not procurement or finance) own and manage their own procurements (formal/informal) or contracts?
Yes, a few departments manage some aspects of their own procurement processes, but all bids and solicitations come through the Procurement Services Dept to be approved, identified and scheduled.
4. Does the County require this electronic bidding system to collaborate on solicitation documents and other contracts/templates between departments?
Possibly, a business process has not been determined at this time.
5. For migrating existing vendor data to the system - Is this a need for pushing awarded supplier detail to the County's ERP? Or uploading/migrating the supplier detail already on-hand into the new electronic bidding system?
The County is open to either option for vendor data, please provide details for both processes in your response.
6. If existing vendor data – How is that currently stored and formatted?
Vendor database is currently stored in our financial system. It can be downloaded to different file formats if needed.

7. Does the County see the benefit, or require this new electronic bidding system to integrate with its' ERP? What fields or detail would be needed?

Although not required, the County does see the benefit of integrating the bidding system to our current ERP. The Proposer should outline a recommended approach to the fields and details that would be needed if the County decided to integrate.

8. Ability to incorporate DocuSign for digital signatures. Can the County outline at what stage a document would require the eSignature step? Would this be inclusive of negotiating and executing contract(s) with suppliers?

The signature stage would be before submittal when the vendor would execute the bid response.

9. Does the County have a budget and approval for this project?

Yes, but this information will not be shared at this time.

All other information remains as issued

End of addendum