

**ADDENDUM NO. 2**  
Issued June 1, 2018

FROM: Seattle Housing Authority  
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TO: Consultants/Vendors

This Addendum No. 2, containing the following proposal updates, revisions, additions, deletions and/or clarifications, is hereby made a part of the Contract Documents for the above-named project.

Bidders shall take this Addendum into consideration when preparing their demonstration of their Contract Management System.

**QUESTIONS AND RESPONSES**

1. Is SHA willing to move forward with an on premise solution if it best fits their needs?  
Response: Yes.

2. Please provide more information on the (1.C) Vendor Evaluation Scores (How are they generated? What format are they in?) Could a sample form be provided, if applicable?

Response: *Evaluators will attend the demonstrations and score the products on how well the product meets the System Requirements (Attachment A) and based on points for the first 4 criteria outlined with points in the RFP Item B Demonstration)*

3. Section 1. D. ii. States "the system should update the contract budget information with the new amount", is this referring to the contract budget information stored in JDE?

Response: *Yes, this is referring to the amount in JDE.*

4. Do work orders and change requests follow the same approval workflow or do they differ?

Response: *The basic approval workflow is the same.*

5. Section 2 and 3B. – Please clarify whether the contract management system or the ERP is the primary data source for vendor information and contract information (i.e. budget info, history of change requests/work orders, etc.)? Additionally, is SHA envisioning the ability to track vendor information associated to each contract or having a separate vendor database table to track all vendor information?

Response: *The ERP is considered the source of truth for vendor information and contract dollars. However, we would like that information to be displayed in the Contract Management System.*

6. In 1.A.x – do these stages reflect the creation of the solicitation (e.g. RFP) and then the award of the contract?

Response: Yes

7. Section 3.A – Does SHA envision that this information is stored as metadata on the Contract stored in the Contract Management system?

Response: *As long as the information can be searched for and reported on in the Contract Management System, it does not matter if it is file metadata or in the database itself.*

8. Can you please define what a contract project is? Do you view each contract as a individual project, or will have you multiple contracts per project?

Response: *The answer is, it depends. We would like to have the ability for the contracts to have a parent child relationship. This means a master contract with other contracts that could roll under the master agreement.*

9. Do you want the system to actually “create a hard copy of the contract to be executed” or will the contract be created in another system like Word or something?

Response: *It is not required that the system generate the contract documents.*

10. How does SHA evaluate the vendors they contract with?

Response: *Evaluations vary depending on the type of solicitation. It could be as simple as based upon cost responsiveness and responsibility or there could be other factors such as experience and ability to perform the scope of work.*

- a. Can you provide a sample form?

Response: *This RFP is typical of this type of solicitation. So, for this RFP, see item H.2. Basic Eligibility section in the RFP and review the forms attached to the RFP. Evaluation for this RFP will be scored in categories listed in Section B Phase 1 Demonstration and based on Attachment A.*

11. Does the Contract and Change Request have a specific work flow?

- a. Can you provide a sample workflow diagram for a Contract or Change Order?  
b. Please also provide Work Order workflow diagram is possible

Response: See attached

12. What's the current system(s) you're using to create, track and manage contracts?

Response: *The workflow is manual processing on paper. The storage of the contracts are paper documents and electronic copies in network folders.*

13. Templates are you referring to data entry form templates, or templates to be printed out in hard copy and used.

Response: *Intent is to have the templates in the system for use in effort to eliminate the manual processing.*

14. Whether companies from Outside USA can apply for this? (from India or Canada )

Response: *SHA has no restriction on where companies are located. The selected vendor must comply with all applicable state and federal regulations.*

15. Whether we need to come over there for meetings?

Response: *If required for implementation or operational issues*

16. Can we perform the tasks (related to RFP) outside USA? (from India or Canada)

Response: *Yes*

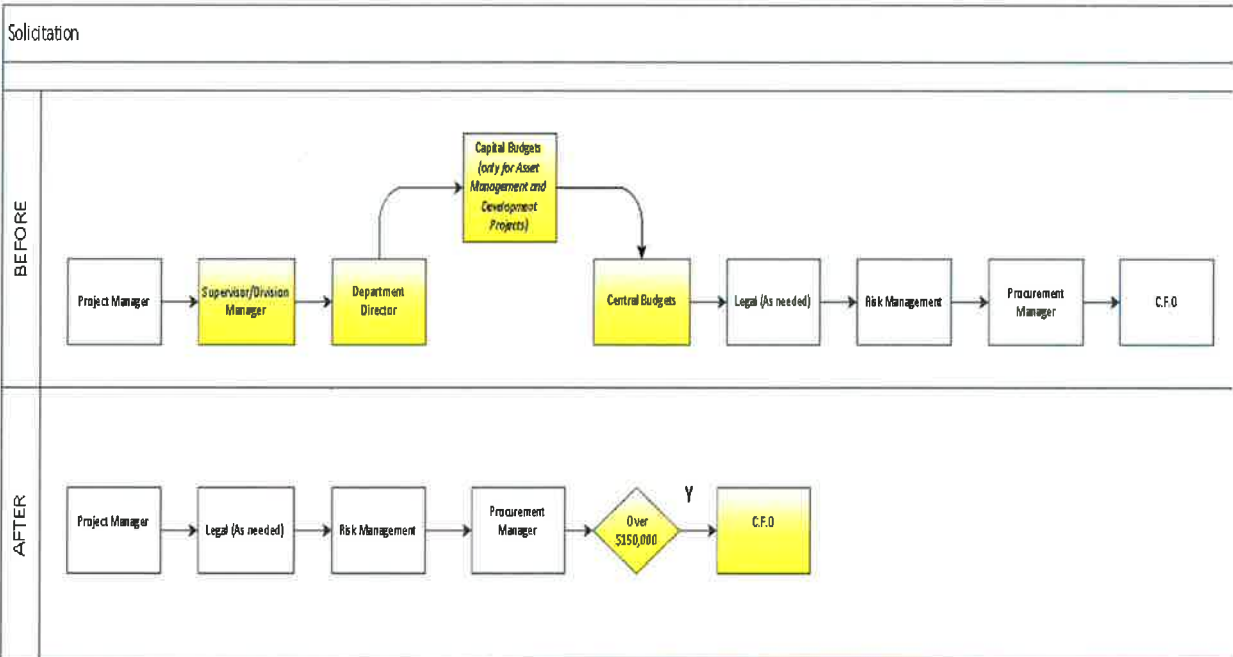
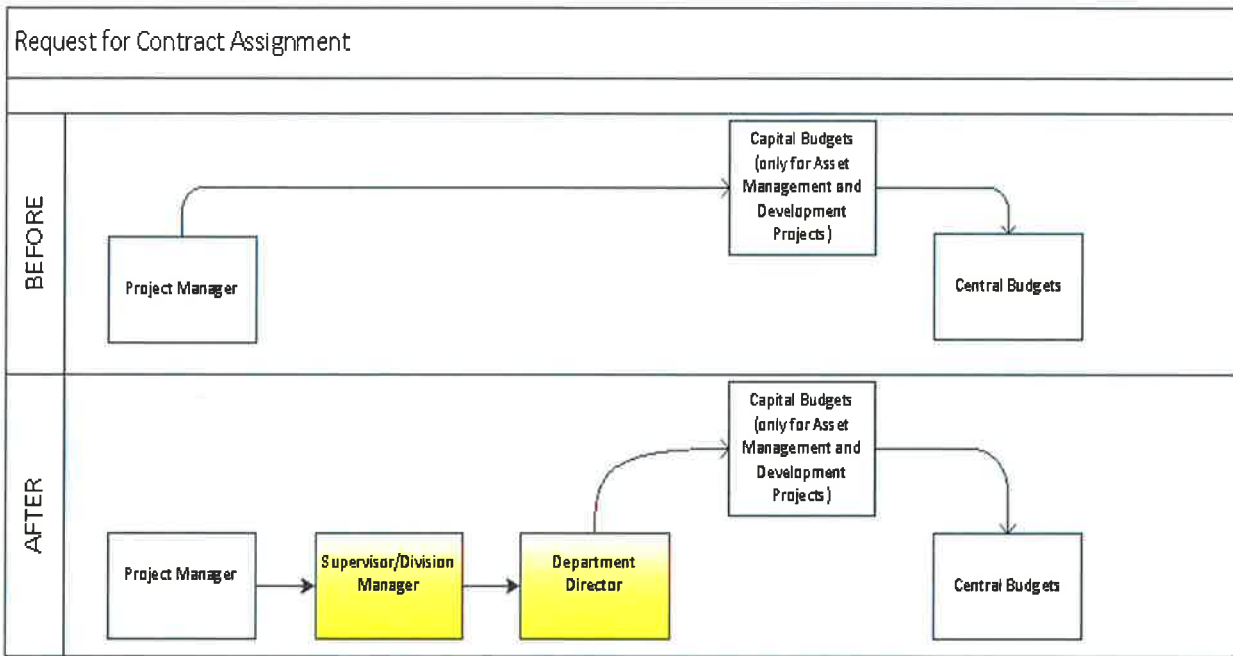
17. Can we submit the proposals via email?

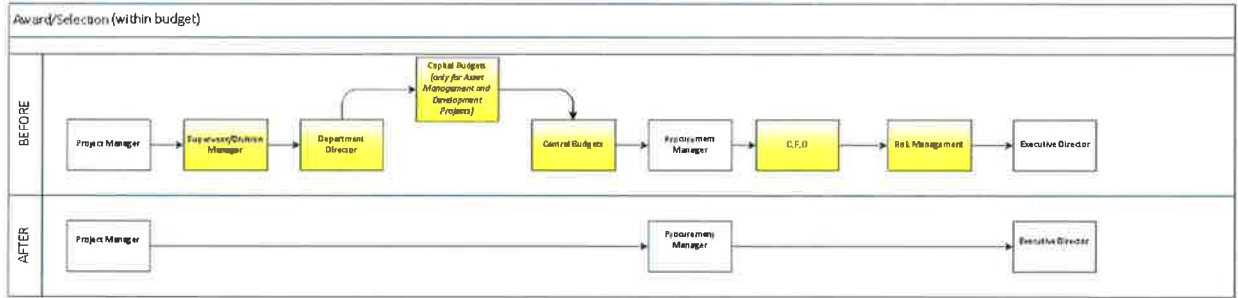
Response: *Phase I of this solicitation is demonstration of the product. Following evaluation, SHA will select 3-4 vendors to submit additional materials and documents. Instructions will be given to the selected vendors.*

ALL ADDENDA MUST BE ACKNOWLEDGED ON BID FORM

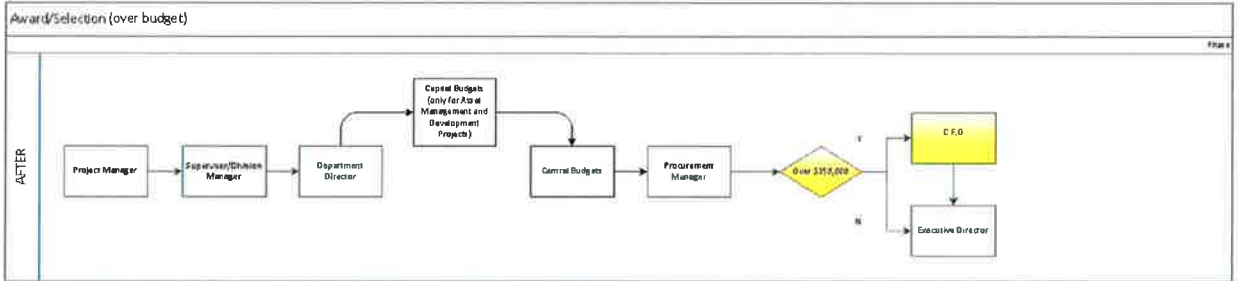
END OF ADDENDUM NO. 2

Solicitation/Contract Workflow:

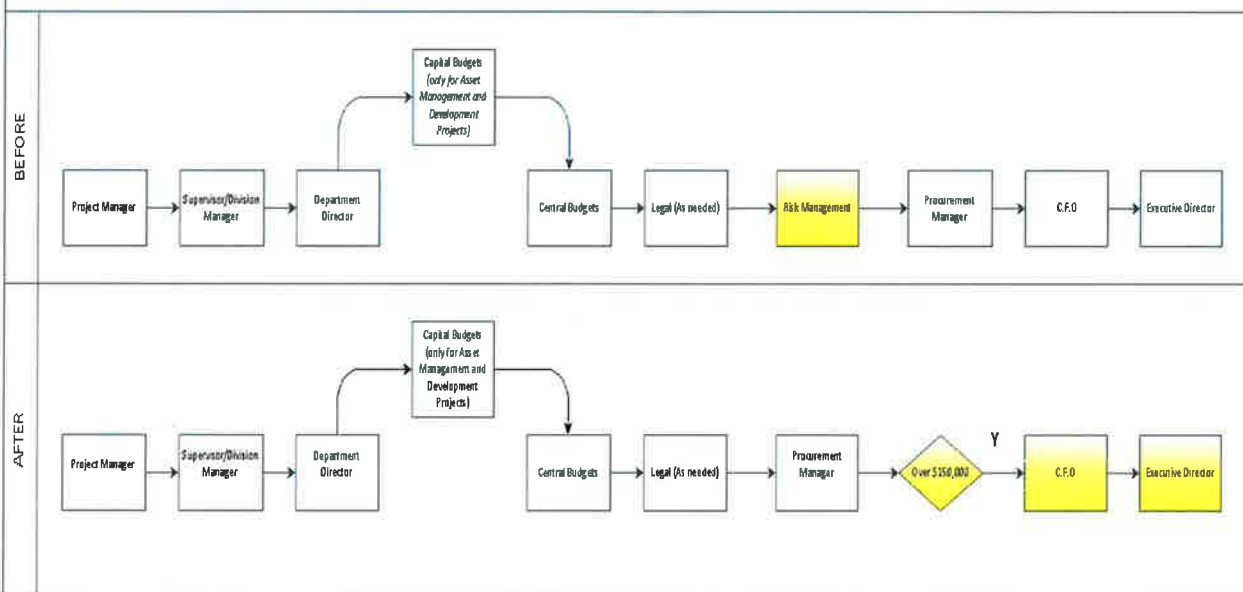




\*\* Supervisor/Division Manager and Department Director will be notified via email (no signature required)



**Contract Execution**



# Work Order

