1. Re: the current systems and their development/maintenance contracts: are any of the current systems expected to be redeveloped/redesigned in the near future? If so, how will this impact the work proposed in this RFI?

We are in the planning stages for a new enterprise resource planning system, which will provide a new unified system and portal for all purchasing. That system will not be rolled out city-wide for at least 2-4 years. We are looking for a solution that will operate by June 2020 until that new unified portal is fully operational. Additionally, when an ERP system is selected this contract may be amended to include both legacy opportunities and opportunities from the new ERP system until everything exists on one system.

2. Is the City primarily interested in existing commercial off-the-shelf solutions?

Not necessarily, we are open to learning about potential custom solutions as long as there would be a way for our staff to maintain them.

3. As part of this RFI, is the City considering new or expanded e-procurement punchout capabilities? If yes, what platforms have already been considered? Would the City be using this for PO/Invoice?

No, we are not considering that at this time.

4. Does the City have a company under contract for set-up and project management?

No, this project will be managed by City employees.

5. Does Periscope have any Project Management responsibilities?

Yes.

Does Periscope have any oversight into the City’s user buying experience or catalog hosting?

No.

6. Does the City have any known requirements around how their current Periscope environment has to be managed in the future?

Not at this time, it is SaaS.
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| 7.              |                               | Will the City extend the Q&A period?  
                 |                  | No additional questions will be answered. |
| 8.              |                               | Is there any reason why a current vendor would not be considered to provide a solution for this request (any conflict of interest concerns or limitations)?  
                 |                  | This request is simply a request for information (RFI), so there are no conflict of interest concerns in providing information.  
| 9.              |                               | There appears to be some overlap between the current (4) sites, and certain opportunities. For example, this opportunity was found in the list of RFPs and received from Big Ideas PHL. Is that common?  
                 |                  | Big Ideas PHL is a site that City employees can post on to expand the reach of their opportunities, so opportunities there may overlap with other sites. Other than that, overlap is not common. |
| 10.             |                               | If the new opportunities are pulled from the (4) sites and there’s overlap, then the results could show duplicate opportunities; which could cause confusion for the vendor(s). What would be a reason for an opportunity to be listed in more than one location?  
                 |                  | See above. |
| 11.             |                               | In reference to the following statement, “Though we want to help vendors find opportunities, we also need to maintain our current websites as the place where vendors apply for open contract opportunities.”; please clarify/confirm that the new site would provide a central location for the opportunities to be listed, but that vendors would then go to the appropriate site to apply as usual.  
<pre><code>             |                  | We confirm that the current site would be a central location for opportunities to be listed, but vendors would then go to the appropriate site to apply as usual. The opportunity listing on our four current websites will still exist. |
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| 12.             |                                | What are the technology profiles for each of the (4) current sites? i.e. languages, platforms, databases, etc.  
**BigIdeasPHL** is a Wordpress website. **PHL Contracts** has an API. We cannot provide more information about these platforms at this time. |
| 13.             |                                | Are there any login requirements that will need to continue for vendors to see certain opportunities?  
**Generally, all opportunities should be open to the public to view. Exceptions could include sole source contracts.** |
| 14.             |                                | You mentioned that transparency is a concern and that you’d like to encourage the departments to publicly post small opportunities more often. How does the posting process differ between the (4) sites, for the managers who are listing the opportunity? We’d like to understand the difference in the processes, to see if highlighting the smaller opportunities will be enough to encourage the managers to change their current thinking, or if additional suggestions would be more helpful to you.  
**The posting processes for the four sites are run by different City employees, so departments communicate with the appropriate employee to post on the appropriate site. We do not believe that the contracts hub website alone will be enough to change manager’s behavior who have not been posting small opportunities, and plan to take other actions outside of this RFI scope to support that change. While we are open to other suggestions, they are not part of the scope of this RFI.** |
| 15.             |                                | Some cooperation, information and support will likely be needed by the vendors maintaining the eContract Philly and BuySpeed sites. Do you anticipate any challenges with these vendors, in reference to this effort?  
**We work with these vendors regularly and do not anticipate major challenges in communication. We would plan in appropriate time for communication with vendors in our project timeline.** |
| 16.             |                                | Is there a specific deadline for having this site up, tested and running?  
**June 2020.** |
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| 17.             |                               | Will a liaison from the CAO team be provided to coordinate with the necessary City departments and vendors, and to conduct and certify the user acceptance testing?  
Yes, a primary liaison will be assigned and other City technical staff would be available as needed. |
| 18.             |                               | In the last paragraph in the “Use of Responses” section of the opportunity listing, it states: “No contract will be awarded pursuant to this RFI”; does that mean that the solutions provided cannot result in an engagement being awarded and that this is for informational purposes only?  
This Request for Information is for informational purposes only. If the City decides to proceed with buying a solution to the problem described in this RFI, we will post another Request for Proposals (RFP) that can lead to a contract. All respondents to this RFI will be notified of any RFP for this solution. Any respondent could then also propose their solution for the RFP. The City reserves the right to decide not to continue with an RFP. |