



**REQUEST FOR INFORMATION (RFI)
PROCUREMENT SOFTWARE**

ISSUE DATE: Monday, November 28, 2022

RFI NO.: 100161-FY23-35

QUESTION DUE DATE: Wednesday, December 14, 2022 at 3:00 PM

INFORMATION DUE DATE: Friday, January 13, 2023 at 3:00 PM

DELIVERY ADDRESS: BidQuestions@leesburgva.gov

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NOTICE OF ADDENDA: Any addenda to this RFI will be posted on the Town's Bid Board (<http://www.leesburgva.gov/bidboard>) and will only be emailed to those firms who have REGISTERED on this site. It is the firm's responsibility to provide a correct email address and to be aware of any addenda.

I. PURPOSE

The Town of Leesburg (“Town”) is issuing this Request for Information (“RFI”) to obtain information and industry feedback for the Town to procure and implement a procurement software solution. This RFI is to determine the solutions that are available.

This RFI shall in no way be interpreted as an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) and any information obtained as a result of this RFI may or may not be used by the Town to develop a future IFB or RFP.

In compliance with the Town’s Procurement Policies, all submissions will be available for public inspection. Trade secrets and proprietary information submitted in connection with this RFI shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, firms submitting a response to this RFI must invoke the protection of this section before or upon submission of the data or other materials and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire response is proprietary is unacceptable.

II. BACKGROUND

The Town is located 35 miles west of Washington, D.C., in the Commonwealth of Virginia. It is 12 square miles with an estimated population of 54,215. The Town is a full-service municipal corporation that provides the following services to Town residents and businesses: police, refuse collection and disposal, water and sewer utilities, storm water management, airport, parks and recreation, and maintenance of streets and roadways.

The Town’s Procurement department conducts procurements and awards contracts for a wide variety of goods and services needed by the Town. The Town’s Procurement department is interested in a procurement software solution that has various functionalities as delineated below. Please note, the Town’s procurement department is looking to automate internal procurement related processes, not an “end-to-end” purchasing solution (IFB/RFP production, Purchase Order generation, vendor management, contract management, etc.).

III. SOFTWARE SOLUTION

The Town’s Procurement department is interested in a software solution that meets the following needs and can perform the following functionalities. Vendors may include additional functionalities.

- A cloud hosted web-based software solution.
- Single sign-on capability with Azure AD.
- Acquisition Planning
 - Ability for Town Departments to data-enter forecasted/upcoming solicitations for new requirements, annual renewals of existing Contracts/Purchase Orders, re-procurements of expired Contracts/Purchase Orders, etc. including the anticipated type of solicitation (RFP, IFB, etc.),

title/description of project, goods or services, estimated Contract/Purchase Order amount, need by dates, etc.

- Ability to run reports of such data including requesting Town Department, type of solicitation, title/description, amount, need by date, etc.
- Electronic “intake” process for procurement/solicitation requests submitted by Town departments to the Procurement department, such as Requests for Information (RFI), Requests for Proposals (RFP), Invitations for Bid (IFB), etc.
- Electronic assignment of Procurement staff to requests from Town departments.
- Electronic tracking and reporting of procurement actions/workflow with a customer (Town departments) facing reporting tool including:
 - date of request
 - Procurement staff member assigned and date
 - status, such as:
 - in development
 - advertised
 - pre-bid / pre-proposal meeting date
 - proposal / bid / quote due date
 - notice of intent to award date
 - notice of award date
 - contract execution date
- Tracking and reporting of requests processing time.
- Internal (and potentially external) routing of contract documents (such as amendments, change orders, task orders, etc.) to various Town departments for review, approval, and execution with the ability to provide comments for collaboration.
- Electronic contract document execution (electronic signatures) and automated filing/storing of executed contract documents within existing system/software (integration with Laserfiche).
 - Ability to identify electronic contract documents for removal (destruction) based upon record retention date requirements.
- Cloud hosted repository and usage of Procurement department boilerplate documents and provisions including: RFIs, RFPs, IFBs, Amendments, Change Orders, etc.
 - Control and security of such boilerplate documents by the Procurement department.
 - Ability to select different types of procurement documents and/or provisions from within the repository for use when developing a new procurement document and/or provision. The ability to modify one repository procurement department boilerplate document and/or provision which will in turn modify all relative procurement department boilerplate documents and/or provisions within the repository.
- Capability within the software solution for the Procurement department to create/generate and use additional unique/specific electronic forms with attachments for internal routing and approval.
- Application Programming Interface (API) integration with Laserfiche (the Town’s current repository of official documents).

- Support for all custom programs developed and perform software maintenance.
- Provide the ability for multiple users to access the information concurrently without issue.
- Ability for system privileges and security to be assigned by designated users(s)/administrator(s).
- Ability for different types of devices (such as smartphones, desk-top computers, tablets, laptops, etc.) to access the software.

In addition to the above, the Town envisions that the software solution should have the additional capability at some future date to track and report the following information requiring an API integration with Munis (Tyler Technology):

- Contract numbers
- Purchase Order (PO) numbers
- Contract and PO expiration and renewal dates
- Contract and PO amounts
- Contract administration information including:
 - Insurance certificates
 - W9s
 - etc.
- Amendments, Change Orders, Task Orders and amounts
- etc.

IV. SUBMITTAL INFORMATION

In response to this RFI, please provide the following information:

A. Product Name and Description

Provide the product name and description, including:

1. application development tool
2. cloud hosting environment requirements
3. any other infrastructure requirements, such as a web application server
4. client workstation requirements, such as hardware, operating system and browser requirement (including mobile)

B. Software Functionality

Briefly describe how the proposed procurement software operates and performs the desired functionalities.

C. Implementation, Training and Maintenance

Briefly describe the following:

1. Implementation process and schedule. Provide information on the time and resources that the Town would need to provide during implementation.
2. Initial and on-going support and maintenance services available.

3. Recommendations for training. Describe available training programs and methods for training department personnel.

D. Estimated Cost

Provide the following:

1. Describe licensing models (purchase and/or subscription) and associated costs.
2. Describe any support that is included within license costs.
3. Provide an estimate of the cost to host the application in the cloud.
4. Provide an estimate of implementation and integration, training, support and maintenance costs.
5. Any other associated costs that the Town should consider.

The intent of providing such cost information is to facilitate the Town's internal budgeting/funding process.

E. Additional Information

Provide any additional information that your firm believes would help the Town in developing a future solicitation for such software.

V. RESPONSES

Please submit responses to this RFI via email to: BidQuestions@leesburgva.gov

All responses to this RFI must be submitted as one (1) pdf attachment. Firms submitting any trade secret, confidential, and/or proprietary information, must also submit a marked copy of your attachment with any trade secret, confidential, and/or proprietary information redacted.

VI. QUESTIONS

Any Questions regarding this RFI are to be submitted in writing to:
BidQuestions@leesburgva.gov.