NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

Request For Information Addendum

RFI Number:	30-2024-049-DHB
RFI Description:	Contract Lifecycle Management Solution
Addendum Number:	1
Addendum Date:	1/30/2025
Addendum Description/Purpose:	Department's Response to Written Questions
Contract Specialist:	Michael Brown at michael.c.brown@dhhs.nc.gov

NOTIFICATIONS AND INSTRUCTIONS:

1. Return one properly executed copy of this Addendum #1 with Response.

2. Acknowledgment of Addendum #1 is required and may be made via email directly to michael.c.brown@dhhs.nc.gov or submitted via the Ariba Sourcing Tool.

3. The following are the questions received for the RFI and the Department's responses to the questions. The RFI sections, page numbers and questions are presented in the table as provided by the vendors with no edits.

Question Number	RFI Section	RFI Page Number	Vendor Question	Answer
1	Section III / A	6	The RFI mentions that the Contracts Unit within DHB manages over 250 contracts of varying complexities: Is this the number of contract templates? If not can you provide the number of contract templates DHB has? Can you provide the total number of contracts managed by DHB today?	No, this is the number of contracts managed by DHB. Current templates include: Request for Proposals, Invitation for Bids, Request for Qualifications, Request for Quote, Memorandum of Agreement, Memorandum of Understanding, Contract Amendments, Notice of Extension Letters, Sole Source Contracts, Personal Services Contracts, Request for Applications, Data Use/Sharing Agreements, and Master Service Agreements to include variations from Non-IT and IT type contracts. Over 250 contracts are managed by DHB today.
2	Section III / A	6	The RFI mentions that The Department requires a Contract Lifecycle Management System (CLMS) that provides contract management and oversight, vendor management, and monitoring and oversight capabilities in one consolidated system. Specifically for vendor management, can you provide additional insight into DHB'current vendor onboarding and offboarding processes? Can you elaborate on DHB's Vendor management requirements?	Refer to RFI Section IV, C, 2. Detailed information will be provided in a future Request for Proposal, if any.
3	Section IV / C / 1/ A (Outcome 5)	10	What percentage of your contracts are on your paper versus the other party's paper?	NC paper governs the acquisition process.
4	Section IV / C / 1/ B (Outcome 1)	10	Where are DHB contracts currently stored?	DHB contracts are currently stored in a repository managed by SAP Ariba, a Shared drive, and an internal SharePoint site.
5	General Question	NA	Does DHB have a timeframe in which they would like to have a CLM system in place?	The Department is currently in the Market Research/Analysis phase. Detailed timelines will be provided in a future Request for Proposal, if any.
6	General Question	NA	Is this a 2025 funded requirement?	To be determined.

Question Number	RFI Section	RFI Page Number	Vendor Question	Answer
7	Section IV / D	12	How many legacy contracts are stored that would have to be migrated to the new CLM?	Refer to the response to Question 1.
8	N/A	N/A	1.Does your organization require data import services? If so, please expand upon the data migration/importing requirements for the Contract Lifecycle Management System? (Such as record info, employee lists, vendor lists, etc.) a. How many total electronic files (PDF, MS Word, etc.) in current/legacy system into the system that needs to be imported into the system? b. How much metadata (rows in the exported spreadsheet) is in the current/legacy system? c. Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc.)	1. Yes, data import services are required for the Contract Repository. a. Estimated ~2,500 documents. b. There is not a legacy system in place for this type of data. c. Refer to the response to Question 4.
9	Section III	8	1.Can you please expand upon your preferences to integrate with SAP Ariba, Electronic Vendor Portal (eVP), North Carolina Financial System (NCFS), ServiceNow, and PHP Contract Data Utility (PCDU)? Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable. a. If so, please provide the system name, version, scope of use, the total number of contract records and files being imported into the system and SOAP/REST API, if available. 2.What objects, fields, and tables will your organization be passing in the data integration between the CLM and the third-party systems noted above? 3.Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)? 4.Do the third-party systems have one of the following available for integration and your organization has licensed access: SOAP API, REST API? 5.Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements?	1. and 1a. Detailed information will be provided in a future Request for Proposal, if any. 2. Detailed information will be provided in a future Request for Proposal, if any. 3. Systems are primarily cloud based solutions. 4. Detailed information will be provided in a future Request for Proposal, if any. 5. Detailed information will be provided in a future Request for Proposal, if any.
10	Section IV.	10	1.What documents/contract types would you like to author within the system (i.e., number of templates)? 2.Do you require professional services to configure templates? a.If so, how many would be required for the awarded vendor to configure?	1. Refer to the response to Question 1. 2. Yes. a. At a minimum, all templates referenced in the response to Question 1 will need to be configured.
11	Section IV.	10	1.Do you require professional services to configure workflow processes? a. If so, how many would be required for the awarded vendor to configure? 2.Can you please provide additional details about your organization's workflow/approval processes? a.Can you please provide number of steps and examples?	1. Yes. a. Detailed information will be provided in a future Request for Proposal, if any. 2. Detailed information will be provided in a future Request for Proposal, if any. a. Detailed information will be provided in a future Request for Proposal, if any.
12	Section IV.	12	1.Do you have an established time frame for the implementation of the awarded solution? a.If so, what are the anticipated kick-off and go-live dates? b.If no specific dates have been established, how many weeks do you plan to dedicate to the implementation process?	1. No. a. Anticipated kick-off and go-live dates will be provided in a future Request for Proposal, if any. b. Detailed timelines will be provided in a future Request for Proposal, if any.
13	Section IV.	12	1.Is your organization eligible to purchase off the GSA Schedule 70? a.If yes, would you like GSA pricing in the bid response or retail pricing?	1. Yes, NCDHHS is able to purchase though GSA. a. Detailed information will be provided in a future Request for Proposal, if any. Also, refer to RFI Section IV, D.
14	Section IV.	N/A	1.Does your organization require a test environment/sandbox? If so, how many users will need access to this environment?	Detailed information will be provided in a future Request for Proposal, if any.
15	N/A	N/A	If available, please provide a list of required integrations with third-party systems such as Adobe Sign, DocuSign, Box, Google Drive, OneDrive, SharePoint, Microsoft Dynamics, Teams and Slack.	Refer to RFI Section III, D, b, i.
16	N/A	N/A	User Roles: Do Administrtors also perform the functions of Content Editor/ Approver, or are they dedicated solely to platform configuration and administration?	Administrators would perform platform configuration and administration.
17	N/A	N/A	Processes - If available, please provide a high-level CLM process flow diagram.	Detailed information will be provided in a future Request for Proposal, if any.
18	N/A	N/A	Timeline - Does the State have an estimated period or approximate date you would like the system to be delivered by? Estimated timeline for an RFP?	See the response to Question 5.
19	N/A	N/A	Existing Solution - Is this new CLMS replacing an existing solution that would need to be sunset? Are there data migration requriements you would need to consider?	No.
20	N/A	N/A	What is the budget for this requirement?	Unknown at this time.
21	N/A	N/A	If this RFI greenlights a solicitation, what would the anticipated procurement timeline look like?	See the response to Question 5.

End of Department's Response to Vendor Questions

Addendum Execution on Next Page

Execute Addendum #1:

Offeror: _____

Authorized Signature: _____

Name and Title (Typed): _____

Date: _____