



## Questions for University of Central Arkansas RFP for Contract Management Solution

### User Licensing

1. How many total users? **Approximately 15**
  - a. How many internal users will require administrative level access? **Approximately 5**
    - b. How many internal users will require the ability to add, edit and delete? **Estimated 10.**
  - c. How many internal users will require request only access? **Estimated 2 (internal & external auditors).**
  - d. How many internal users will require read-only access? **Estimated 20**
2. How many internal users do you project will require access to the system at any given time? **Estimated 20**

### Data Import

3. Does your organization require data import services? **Not required but preferred.** If so, please expand upon the data migration / importing requirements for the Contract Management Software? **Banner System purchase orders, contract numbers, vendor information, vendor payment information, etc.** (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 **Contract Management Software**? **Approximately, 1000.**
  - b. How many total electronic files in current/legacy system? (rows in the exported spreadsheet) **1000**
  - c. Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc) **Shared folders and hard copies.**

### Data Integration

4. Can you please expand upon your preferences to integrate with Banner? We would like for the contract management system to work cohesively with Banner by having the ability to electronically record payments against contracts and track current purchase order/contract balances. Specific tables for integration would be FTMVEND, FGBTRNH and FGBTRND tables. Since the PIDM for the vendor records are stored in SPRIDEN, it would also need to be integrated.
5. Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable. Ellucian Banner 9, Oracle 19c, full campus ERP, commercial
6. Are there any additional systems that may require a one-time data import such as a legacy Contract Management system? No
  - 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.
7. What objects, fields, and tables will your organization be passing in the data integration between the Contract Management Solution System and Banner? Unknown at this point
8. Are the other systems installed/deployed on your organization's server(s) or is the vendor hosting the software (cloud/SaaS)? Banner is on-prem
9. Does Banner have one of the following available for integration and your organization has licensed access: SOAP API, REST API? Yes, to some extent (REST) Ellucian does offer limited API but UCA doesn't have any experience with that. If our staff will be tasked with creating the integration, it will take some time. If the vendor will be required to code the integration, we probably won't be able to provide much technical help.
10. Can you please provide additional details about your organization's process flows or diagrams as it relates to the integration requirements? Unknown at this point

## Document Templates

11. What documents/contract types would you like to author within the system (number of templates)? Please refer to section 2.3 e of the RFP.
12. Do you require professional services to configure templates? Not required, but preferred.
  - a. If so, how many would be required for the awarded vendor to configure? Unknown

## Workflow

13. Do you require professional services to configure workflow processes? **Not required, but preferred.**

a. If so, how many would be required for the awarded vendor to configure?  
**Unknown**

14. Can you please provide additional details about your organization's workflow/approval processes? **Departmental submittal, Chair/Dean review, Procurement review, General Counsel review, VP/Provost/President approval, Board and or Legislative Council approval**

a. Can you please provide number of steps and examples? **6-7 Steps depending on the contract dollar amount.**

**Contract Approval Process: the following approvals must be secured prior to the execution of the contract by any official of the university:**

a. **The Board of Trustees must approve any contract that will require the university to expend funds in excess of \$500,000.**

b. **The chair of the board and the university president must approve any contract that will require the university to expend funds in the amount of \$250,000 to \$499,999.**

c. **The president of the university must approve any contract that will require the university to expend funds of an amount up to \$249,999.**

d. **The president of the university may delegate to the provost or any vice president the authority to sign contracts up to \$100,000.**

## Implementation

15. Do you have an established time frame for the implementation of the awarded solution? **No.**

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? **Whatever time the vendor proposes it will take.**

## Public Sector Bids

16. Is your organization eligible to purchase off the GSA Schedule 70? **No.**
- a. If yes, would you like GSA pricing in the bid response or retail pricing?
17. If in the event our response is subject to an Open Records Request, will we be notified and given the opportunity to provide a redacted response in accordance with applicable Freedom of Information laws? **See section 1.5 Submission of Proposals.**

## Additional Questions

1. Does the awarded vendors staff have to be e-verified, run through OFAC sanction lists, and meet US working regulations? **The awarded vendor must abide by all rules and regulations set forth to conduct business with the university and State of Arkansas.**
2. Does your organization require an electronic signature tool? **Yes.**
  - a. If so, are you currently utilizing a specific product and which tool are you using? **DocuSign**
3. For section 2.1.5 question c. Can you please define what kind of custom reports you would be looking to save? **To include but not limited to, total number of contracts, total number of contracts per department, contract spend, contract periods, start and expiration dates, (software, professional services, technical services, etc.)**

## Ironclad Clarifying Questions

Hello University of Central Arkansas team! Below is a listing of questions we wanted to ask based on our review of the RFP. Thank you for the help!

- User Licenses: How many users, respectively by type, are you anticipating will use the CLM platform?
  - How many users would just need the ability to request contracts and access the repository? **Estimated 20**
  - How many users would need to negotiate and approve contracts? **General Counsel, 2**
  - How many users would need the ability to administer the solution, including managing permissions and contract workflows? **5**

- What systems is the UCA team hoping to integrate with the chosen CLM platform? Systems to consider: eSignature provider, CRM, cloud storage, procurement platforms, etc. [DocuSign and Ellucian Banner](#)
- Which departments are involved in the contract process today? [Any department on campus can initiate a contract, but the main parties involved are Procurement, General Counsel, VP of Finance, Provost, and President's Office.](#)
- What contract types does UCA process and interact with? [Please refer to section 2.3 e of the RFP.](#)
- Does UCA want contract analytic dashboarding capabilities built into the platform? [Yes](#)
- How many legacy contracts is UCA wanting to import into the chosen CLM tool? Is there associated metadata with these legacy contracts? Where are these legacy contracts currently stored? [Approximately 1,000. Contracts are currently held in hard copy form in file folders and electronically \(PDF format\) on a shared drive within the department.](#)
- Would UCA like access to a Sandbox environment to test out the platform during the evaluation process? [Yes](#)
- Have you considered any current or future opportunities for online, publicly-facing contracts to streamline the counterparty experience? [No](#)
- Do you set a negotiation threshold for certain contracts? [No](#)
- Are there any contracts that don't require negotiation? Could these be accepted with a single click? [No. Any contract that has terms and conditions has to be reviewed by UCA General Counsel.](#)
- Do you have adoption rate goals that your team is trying to achieve on your new CLM solution? [No](#)
- How important is the user experience (walk-up usability/modern UI) of the solution when evaluating CLM platforms? [A user-friendly experience is very important.](#)
- Is it important to your team to have the ability to build, edit, and maintain your own workflows? [Yes](#)
- Have you determined success metrics on what you are trying to achieve from a CLM solution? (adoption, contract turnaround time) [No](#)
- What resources (people/time) does your team have to help with implementation? [UCA IT Dept.](#)
- How well structured are your current contracts? Do you have templates, defined metadata, approval, and signature matrices? [We utilize 3rd party contracts and State of AR contract forms. Rarely use internal contract templates.](#)
- Are there deadlines or compelling events for implementation that need to be considered? [No](#)

## RLDatix

- How many active contracts are in total for UCA? **Approximately 1,000**
- How many contracts are executed in a year in total? **Varies. 2021-2022 roughly 275; 2023-2024 YTD roughly 365**
- Are there any departments or units not included in the RFP? **No**
- RLDatix has a Master Agreement and order form as part of the contracting process. It is our preference to use this as the basis of the agreement and negotiate additional terms and conditions as required. Will this be a problem? **No**
- A typical RLDatix contract management contract has a 3-year duration. This allows us to not charge for the implementation.
  - Can UCA accept a 3-year term? If not, can UCA accept a 3-year agreement with a negotiated early termination fee or would UCA prefer to have a 1-year term with an upfront implementation charge? **Please go ahead and present these options as a part of your cost proposal.**
- What system are you currently using to manage your contracts? Manual, software system, and/or a combination? **Manual**
- What are 3 things that you do not like about your process? **1. Manual, hard copy process. 2. Can be time intensive in turn around time. 3. Contracts can get "lost".**
- What are 3 things that you do like about your process? **Nothing**