Request for Quotes: 2017-007
Contract Management Systems

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified vendors of Contract Management Systems.

Background

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the workforce development board for Marion County, guided by 21 business, civic, education and non-profit community leaders, EmployIndy invests $17 million in public, private and philanthropic funds for both youth and adults annually.

Contract Management System: Project Scope and Specifications

EmployIndy is looking for a fully functional system to manage the flow of contracts within the organization and across multiple vendors to streamline and add efficiencies to the existing contracting processes. EmployIndy currently holds over 100 grants and contracts with over 80 different entities and 37 funding sources.

EmployIndy is seeking quotes from qualified vendors of contract management systems with the following functionalities:

- Electronic signature capability
- Web-based platform
- Ability to create, edit, track changes, and modify contracts
- Issuance and management of solicitations for procurement, including collection of responses.
- Program management against performance outcomes and deliverables
- Fiscal management and reporting functions
- Integration of project management reminders, deadlines, and alerts
- Reporting abilities of contract lists, funds usage, etc.
- System and document security controls
- Application security and management
- Alerts and notifications of contract process
- Management and initiation of automated contract approval workflow
- Auto extraction of text, clauses, dates, vendor & customer data and auto map to fields
- Ability to track outcomes and milestones
- Centralized storage of approved legal language
- Integration with external services (ex. Salesforce, Fundware)
- Additional functionality that has not been requested
- Timeline and project plan for conversion from current system

Vendors should identify whether or not they can meet each of the above functionality

and if so, how.

Project & Proposal Requirements

1. EmployIndy is seeking proposals from applicants who are capable of addressing the above stated required functionalities. Proposals must include contract management functionality and synopsis of overall system process.
2. Proposals must include a clear description of the applicant's plan to complete all the components (i.e. in what order will the projects be completed, how long each component will take to complete, etc.).
3. Bidding agencies may be asked to provide a demonstration of their system.
4. It is expected that the point of contact of the selected vendor will provide the agency with ongoing guidance and technical support.

Application Process & Procedures

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 15 single-sided pages.

The following information should be included in the quote:

1. Company Overview:
   a. Provide a brief organizational history, including year organized.
   b. Experience working with federal/state funded nonprofit entities.
   c. Examples of other projects and organizations for which you have provided these services.
   d. Additional on-going services provided after execution of contract.
   e. Any other unique qualifications.
2. Personnel:
   a. Describe the organization's top executive and management structure.
   b. Describe how your projects are prioritized to meet deadlines and deliverables. Do you have dedicated staff? Are there representatives located in Indiana?
   c. Provide an organizational chart and resumes describing the experience of key staff.
3. Fee Schedule:
   a. Demonstrate fees based on providing these services.
   b. Include a timeline and any additional fees for transitioning to your services.

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All quotes should be submitted no later than 12:00 p.m. (Noon), EST, Wednesday, November 8, 2017 to Sara Phillips at sphillips@employindy.org.

Any questions should be submitted via email Sara Phillips at sphillips@employindy.org no

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later than by Thursday, November 2, 2017. Answers to submitted questions will be made available on the EmployIndy website by close of business November 3, 2017.