



Answers to Questions asked by prospective bidders on the CM RFP #07-22

Question #1: What is the total number of users?

Answer:	Number of Users:	
a.	Policies and Procedures	
	i. Ready Only Access	550
	All Workforce	
	ii. Edit Access	25
	Executive Team and Compliance Committees	
b.	Incident Management	
	i. Report Access	550
	All Workforce	
	ii. Follow-up Access	75
	Supervisory Staff	
	iii. View All + Investigation Access	7
	CEO, COO, CAO, Director of HR, Director of MIS	
	Compliance Investigators	
c.	Forms Management	
	i. Ready Only Access	550
	All Workforce	
	ii. Edit Access	25
	Executive Team and Compliance Committee	
d.	Audit Management	
	i. Read Only Access	25
	Executive Team and Compliance Committee	
	ii. Edit Access	6
	Compliance & Quality Assurance Department	
e.	Risk/Safety Management	
	i. Read Only Access	25
	Executive Team and Compliance Committee	
	ii. Edit Access	6

Question #2: Does the center have any preference on specific software licenses?

Answer: There is no specific preference.

Question #3: Does the vendor need to include the hardware cost in their proposal?

Answer: Yes. The vendor needs to include ALL costs associated with the published RFP.



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Question #4: Is the vendor allowed to know the budget for this project?

Answer: The Center is not disclosing that information during the RFP process.

Question #5: Is the Center willing to extend the deadline to submit a proposal to July 22, 2022?

Answer: The Center will not be changing the deadline to July 22, 2022.

Question #6: The proposal states the Center would like to start implementation on August 12, 2022 and want to go live September 5, 2022. That is only three weeks, which is not enough time for implementation and will need longer. Will there be more allocated for implementation.

Answer: The dates listed for various milestones within the RFP are "proposed" and can be changed as needed.

Question #7: Can you clarify Electronic or wet signatures under section 2. d. of the RFP. What is the Center's current process and how do you see this ideally working? Is the Center requiring in solution e-signatures, or the ability to wet sign and upload?

Answer: The Center's process involves the CEO signing all procedures into effect, via Adobe Signature, and the Board of Trustees Chairperson signs all procedures via wet signature. The Center would like to accommodate both. The Center will need a new system to integrate into our current Adobe (digital) signature as well as the ability to sign and upload all policies and procedures.