



Request for Information

RFI Item #25-214

E-Procurement System

for

Augusta, Georgia – Information Technology Department

RFI Due: Friday, July 25, 2025 @ 11:00 a.m.

Until further notice

**All bid openings, conferences and evaluation meetings
will be conducted by electronic teleconferencing via ZOOM.
Instructions are enclosed.**

Sec. 1-10-50. Sealed bids selection method:

Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.

***It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal
Is Received By The Time Specified Above***

***To Ensure Timely Deliveries; It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal
Is Received By The Time Specified Above. All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To
5:00 P.M., Monday Through Friday. No Deliveries Will Be Accepted Prior To 8:30 A.M. Or After 5:00 P.M., As The Building Is
Closed To The Public And Delivery Services Outside Of These Hours.***

One Original and Two (2) Copies of RFI shall be submitted

Thanks for doing business with us. . .

*Darrell White, Interim Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901*



**Request for Information (RFI) 25-214
E-Procurement System**

RFI INFORMATION AT A GLANCE:

CONTACT PERSON

DARRELL WHITE, INTERIM PROCUREMENT DIRECTOR
PHONE: 706-821-2422
procbidandcontract@augustaga.gov

**HOW TO OBTAIN THE RFI
DOCUMENTS**

TYWANNA SCOTT, PROCUREMENT
PHONE: 706-821-2422
procbidandcontract@augustaga.gov

PRE-SUBMITTAL CONFERENCE

NONE

**HOW TO FULLY RESPOND TO THIS
RFI BY SUBMITTING A PROPOSAL**

AS INSTRUCTED WITHIN THE RFI, SUBMIT
1 ORIGINAL AND 2 COPIES OF YOUR
PROPOSAL TO:
Darrell White, Interim Procurement Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

**PROPOSAL SUBMITTAL &
DEADLINE**

July 25, 2025 AT 11:00 A.M.
Darrell White, Interim Procurement Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

QUESTIONS

IN WRITING ONLY:
By fax to 706 821-2811 or by email to
procbidandcontract@augustaga.gov to the office of the
Procurement Department no later than
Friday, July 11, 2025 @ 5:00 P.M.

Request for Information

Request for Information will be received at this office until **Friday, July 25, 2025 @ 11:00 a.m. via ZOOM Meeting ID: 826 0659 0437; Passcode: 25214 for furnishing:**

RFI Item #25-214 E-Procurement System for the Augusta, GA – Information Technology Department

RFIs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Darrell White, Interim Procurement Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFI documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFI documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, July 11, 2025 @ 5:00 P.M. No RFI will be accepted by fax or email, all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.

No RFI may be withdrawn for a period of 90 days after RFIs have been opened, pending the execution of contract with the successful bidder(s).

Request for information (RFI) and specifications. An RFI shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for information including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the RFI which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFI number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for qualification issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFI documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFI documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Darrell White, Interim Procurement Director
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle June 20, 26, 2025 and July 3, 10, 2025
Metro Courier June 20, 2025

Attn: Tameka Allen Administrator
Reggie Horne Information Technology Department

PROCUREMENT DEPARTMENT BIDS AND CONTRACTS ELECTRONIC RFI OPENING INFORMATION

The Augusta, Georgia Procurement Department conducts Public RFI Openings to obtain information from quality vendors for Augusta. Bidders may participate in our Public RFI Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC RFI INSTRUCTIONS

Join from a PC, Mac, iPad, iPhone or Android device

Friday, July 25, 2025 @ 11:00 a.m.

***RFI Item #25-214 E-Procurement System
for the Augusta, GA – Information Technology Department***

ZOOM RFI Opening:

1. Click this URL to start or join Zoom:
2. Or, go to <https://zoom.us/join> and enter **meeting ID: 826 0659 0437**
3. **Passcode: 25214**
4. The audio portion of the electronic RFI opening; (maximum 100 lines)

Teleconference: Telephone number: 646 876 9923

1. When prompted enter the **Passcode: 25214**
2. Caltrans will mute the teleconference line to prevent disruptions and distractions.
3. To exit the teleconference, simply hang up your phone.

OFFICIAL RFI RESULTS will Post within 5 Days

For Assistance: Please Contact the Bid and Contract Team at (706) 821-2888



Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and

2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Date



TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia

All documents, data, letters and generated information received by Augusta, Georgia constitutes a “public record” and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*].

O.C.G.A. § 10-1-761(4) defines “Trade secret” as “...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Bid, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print] [Signatory’s Title] [Company Name]

[Signatory’s Title] Date: _____

SUBSCRIBED AND SWORN BEFORE
ME ON THIS _____ DAY OF
_____, 202_.

NOTARY PUBLIC My Commission Expires: _____

Return form only if applicable. If form is not returned with your submittal, it will be deemed there are no trade secrets in your package submittal.



INSTRUCTIONS TO SUBMIT:

Augusta, GA, is issuing this Request for Information (RFI) from vendors on E-Procurement System. Your submittal should respond to, and be based on, the information included in this RFI. Should, Augusta issue a Request for Proposal (RFP) after receiving and evaluating vendor responses, your company will be allowed to participate in the RFP. Responses to this RFI will assist Augusta in drawing up the scope of work for an RFP to be issued. Responses to this RFI will ensure that your products and services are not excluded from consideration. **No award will be made from the RFI, the request is to gain information about E-Procurement Systems only.**

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Room 605, Augusta, GA until **Friday, July 25, 2025 @ 11:00 a.m.**, and then, at said office, publicly opened and read aloud. The RFI must be submitted in a sealed package and labeled with firm's name and the name of the project – **"RFI 25-214 E-Procurement System"**. No RFI will be accepted by fax or email, all must be received by mail or hand delivered. **Vendors are required to submit one (1) marked unbound original and two (2) copies of the RFI.**

Opening will be held via ZOOM: Meeting ID: 826 0659 0437; Passcode: 25214

All firms responding are cautioned to read this RFI carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFI. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFIs have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

All questions must be submitted to the Procurement Department in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov by Friday, July 11, 2025 @ 5:00 P.M. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations.

Darrell White, Interim Procurement Director
Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFI Packages may be obtained at the Augusta, Georgia Procurement Department, at the address listed above.

Failure to provide all of the requested information may cause the RFI to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the RFI must sign.

The proposal shall be no more than sixty (60) pages in length, excluding cover letter, required forms, tabs and appendices. All documents will be typewritten on standard 8 x 11 white paper. Exceptions would be schematics, exhibits, photographs or other information necessary to facilitate Augusta's ability to accurately evaluate the proposal.

The Proposer must package and seal its proposals so that they will not be damaged in mailing. Proposers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the Instructions to Proposers Section.

SCOPE OF INFORMATION REQUEST

The Augusta Information Technology Department is seeking information from vendors on E-Procurement Systems. Information derived from this Request for Information (RFI) will guide Augusta in the preparation of a future Request for Proposals (RFP) for an E-Procurement System. Augusta seeks to gain a more thorough understanding of the current and near future state of E-Procurement Systems available in order to position Augusta as we seek to transition into an E-Procurement System. **No award will be made from the RFI, the request is to gain information about E-Procurement Systems only.**

Summary of Operations:

The Department of Procurement (DOP) operates as a vital entity within the organization, overseeing and facilitating the acquisition of all goods and services in strict accordance with the City Code of Ordinances. With a clear mandate, the DOP assumes direct responsibility for procuring commodities, services, and construction projects on behalf of all departments and agencies, particularly for transactions exceeding the Petty Cash limit

SOFTWARE AND SYSTEM REQUIREMENTS

Introduction

Please include the following Statement of Scope review in your response. The table include preferred functionality and preferred features that we are seeking in an E-Procurement Systems.

For all of the requirements listed on the following pages, the vendor is expected to respond in the column on the right according to the following parameters:

Y	Vendor is fully compliant with the requirement. If the vendor is partially compliant, they should indicate "N" rather than "Y", and include an explanation.
N	Vendor is not currently compliant with the requirement and does not plan to be compliant for the foreseeable future. Please note that a response of "N" will generally not disqualify a vendor from this competitive process.
M	Software currently does not meet the requirement but this can be done as a modification at no cost.
xxx	Software currently does not meet the requirement but this can be done as a modification for an additional cost. The vendor should indicate in the "xxx" what the estimated cost will be.
F	The software does not meet the requirement but the feature is under development and will be provided at a future date at no additional cost. If this code is used, a date should be supplied as well (e.g. F 8/6/2015).
N/A	Does Not Apply (stated another way: This requirement is not applicable due to the nature of the vendor's specific solution). For example, questions referring to data being hosted offsite would not apply to vendors offering a solution to be served from the Augusta IT computer room.

Please note: Augusta request that you not answer the questions falsely with the intent to deceive in order to artificially enhance their chances of becoming the vendor of choice for this project. Augusta is seeking to gain a more thorough understanding of the current and near future state of E-Procurement Systems available in order to position Augusta as we seek to transition into an E-Procurement System. **No award will be made from the RFI, the request is to gain information about E-Procurement Systems only.**

Additionally, some information is supplied in these requirements simply as information to make the vendor aware that there may be further discussion required in later phases of the selection process.

A. Statement of Scope

1. Comprehensive E-Procurement System

B. Vendor Response to Augusta Software Technology Contract Requirements

ID	Requirements	Response
IT-1 Database Type and Schema		
IT-1-1	The proposed solution is: <ol style="list-style-type: none"> 1) An Intranet Browser-Based solution that utilizes a MS SQL Server database. 2) A SAAS solution hosted by the Vendor. 3) Other – Please elaborate. 	
IT-1-2	The vendor must provide an updated copy of the production database schemas for the purpose of understanding the system and generating reports. The vendor must provide current updates if/when the schemas change. This includes a data dictionary that explains table and field names, as well as identification of primary and foreign keys.	
IT-1-3	The vendor must provide an API that allows Augusta to query and retrieve data as necessary. If there is any data that cannot be queried or retrieved, please indicate that in your response.	
IT-2 Database features for Archiving, Testing, Restore, and Data Integrity		
IT-2-1	It must be possible to restore a historical backup of the database and do a forward recovery.	
IT-2-2	Editing controls should be in place to protect data integrity by ensuring that incomplete or incorrect data cannot be entered or processed and that entries cannot be processed in the wrong sequence.	
IT-2-3	Software should be able to archive and purge selected information in order to remove historical records that are not required to be retained permanently. Provides the ability to archive/purge based on date range.	
IT-2-4	Vendor should provide for a solution that permits a production environment and a test environment to reside on the same server so that upgrades and service packs can be tested prior to being implemented in production. There shall be no additional license or maintenance fees for the test system as it will be used solely for testing purposes. Augusta certifies that no production work shall take place on this server unless it is through mutual consent with the vendor and recorded in writing.	
IT-3 System Security		
IT-3-1	The system must include security that logs all database transactions, recording user, date and time.	
IT-3-2	Access to the system must be protected by unique user identification codes and passwords.	
IT-3-3	Software must allow assignment of access privileges by user for each system module.	

ID	Requirements	Response
IT-3-4	The proposed software allows the System Administrator to create user “profiles” that allow granting security rights to various functions of the system. Each user can also be given read/write or read-only access to the function, where applicable. Each user can be attached to a specific profile, which gives them all of the rights of the particular group. They can also change the specific rights for any individual user.	
IT-3-5	Software offers security feature to grant/deny access to software functions for each user. Security should be configurable down to the level of each individual module, menu choice, table, or column, depending on vendor’s system architecture.	
IT-3-6	The software provides the ability to set up a user with inquiry-only access.	
IT-3-7	Software should not require users to have administrative rights to their PC in order to run the program or execute most functions.	
IT-4 Software Architecture and System Integration		
IT-4-1	Software will provide an audit trail of user/date/time when records are added/modified/deleted.	
IT-4-2	More than one user may update the database at the same time, in the same program. A record locking feature must prevent the loss of data when two or more users are updating the same record.	
IT-4-3	The system should use administrative tables so that common information can be stored in one place and accessed from multiple modules.	
IT-4-4	The system should maintain the ability to export certain data as needed.	
IT-4-5	Any menus, toolbar items, and buttons that are unavailable are grayed out rather than designated by “button/function not available” or other error messages that impede workflow.	
IT-4-6	The system allows data to be shared among the different modules.	
IT-4-7	Software offers the ability to attach scanned or imported documents (in their native format) to records stored in the database. Example: scanned birth certificates, driver’s license, pictures and layouts (in PDF, TIF, JPG, other formats), MS Office documents, etc.	
IT-5 Interfaces		
IT-5-1	The software must have a GUI interface that provides a flexible, menu-driven environment from which the user invokes system functions.	
IT-5-2	Menus in the GUI should have a consistent “look and feel,” meaning a common arrangement of menus, buttons, boxes, etc. that are the same from one menu to another.	
IT-5-3	The proposed software will operate on the latest Windows environment if it is not browser based. If it is browser based, the software should operate within any current browser.	

ID	Requirements	Response
IT-5-4	Vendor intends to maintain compatibility with future updates / modifications to MS operating systems such that the software will be compatible with updates and service packs within six months after their public release.	
IT-5-5	It is preferred that the software operate from a standard Internet browser (preferably Google Chrome, Mozilla Firefox, or Windows Edge) such that, in most cases, no software is required on the users' desktop. If a pure browser-based solution is not available, then please describe the solution that your company provides.	
IT-6 Vendor Presentation		
IT-6-1	If selected to present their product to the selection committee, the vendor should be prepared to have all software modules ready for presentation. A vendor may be disqualified if modules / products that are "in development" or otherwise not ready to present or implement are represented as being complete in this RFP.	
IT-6-2	Vendor should make every effort to demonstrate features LIVE in the presentation to effectively illustrate their product. Examples include being prepared to scan and/or print a document if that is an integral part of a business process.	
IT-7 Maintenance and Support		
IT-7-1	Augusta does not expect to pay maintenance on any product in the first year. Billable maintenance will begin on the anniversary of the "go live date." A response to this question indicating that the vendor will not honor Augusta's expectation here may result in immediate disqualification.	
IT-7-2	The Vendor provides a toll-free telephone number for technical support. Hours: _____ AM ET to _____ PM ET	
IT-7-3	Please describe levels of technical support and the turnaround time for help desk calls expected at each level. Attach additional sheet(s) as necessary to explain your Service Level Agreement (SLA).	
IT-7-4	Vendor has a semi/bi/annual user group meeting or conference for customers.	
IT-7-5	Upgrades of software are covered under annual maintenance (stated another way: We will not have to re-buy the next version of the software).	
IT-7-6	Vendor shall be on-site during the official "Go-Live" of the software unless Augusta specifically agrees that they need not be present.	
IT-7-7	When vendor personnel are on-site working with Augusta personnel, they shall not send, check, or read email, text-messages, voicemail, phone calls (via cell phones or land lines), pagers, etc. related to other customers or business except in cases of emergency, except during lunch or breaks. If Augusta has paid for vendor personnel to be on-site working with our personnel on our project(s), vendor is expected to be focused on our work.	

ID	Requirements	Response
IT-8 Vendor Connectivity		
IT-8-1	Vendor must agree to remotely support this technology using Augusta's chosen platform for VPN access. Augusta's current vendor access platform is SecureLink. Vendor will agree to register through and use the designated platform for any connection to the Augusta network. Vendor understands that any connection will be recorded and logged by Augusta.	
IT-9 Entirety of Agreement		
IT-9-1	All documents, scopes of work, costs, and activities related to the project are expected to be included as part of the contract signed between Augusta and the chosen vendor. Change Order Management will be explicitly covered under the contract provisions in order to protect Augusta from unexpected costs and to protect the vendor from post-contract additions/requests from Augusta, but as a general rule it is expected that Augusta will have no additional expenses other than what is spelled out in the final contract.	
IT-9-2	All support will be provided entirely by the vendor making this proposal. Augusta desires one point of contact for support for the proposed application(s) rather than dealing with multiple third-party vendors.	
IT-9-3	All training will be provided by the chosen vendor. Please describe how that training will occur and the related costs.	
IT-10 General Technical Requirements		
IT-10-1	The proposed solution is compatible with operating across a wide area network. Please indicate minimum required level of connectivity (DSL, LAN, etc.).	
IT-10-2	Vendor should indicate recommended client workstation requirements.	
IT-10-3	Vendor should indicate the recommended server requirements for various components as necessary (application, database, web, and storage/SAN, etc.)	
IT-10-4	Vendor should include list of specialized equipment required for their solution, to include cards and/or peripherals such as touch screens, cash drawers, receipt printers, microphones, speakers, camera, etc., bar code readers and/or magnetic stripe readers, etc. (as needed / if applicable).	
IT-10-5	Vendor should indicate any third-party software that is required to work with their solution, including plug-ins, DirectX, Java, Adobe software, media players, etc. The version number of each software should be included as well.	
IT-10-6	If Augusta is to host the application, server should operate on a Microsoft Windows-based server.	
IT-10-7	If Augusta is to host the application, server should be capable of operating in a virtual environment. The current Augusta standard is VMWare.	
IT-10-8	If there are mobile features / modules, vendor should provide customer references that are using the modules and be prepared to demonstrate them.	

ID	Requirements	Response
IT-11 General Report Characteristics		
IT-11-1	All reports within the software have the ability to be viewed on screen, printed, or output as RTF, Excel Spreadsheet, HTML, Text or PDF files. In addition, all reports can be emailed as an RTF, Excel Spreadsheet, HTML, Text or PDF attachment.	
IT-11-2	In addition to the standard reports, a report writer must be available to produce ad-hoc and customized reports. Further, the system must also permit reporting via a third party report writer, such as Crystal Reports, or SQL Report.	
IT-11-3	The Solution should provide both internal and external (public-facing) dashboards and other types of visual data representation. If the system does not provide this capability natively, please respond as to how this requirement would be met.	

Specific Solution Software Requirements

ID	Requirements	Response
PR-1 E-Procurement		
PR-1-1	The Solution must provide a unified set of processes for all procurement types.	
PR-1-2	The solution must possess a configurable workflow engine to both guide users to the appropriate procurement processes and to route the submitted bids through the necessary internal processes.	
PR-1-3	The solution should possess the ability to integrate with the City's financial system (Central Square) for a variety of reasons. Examples of potential integration needs are as follows: approvals, funds availability checking, encumbrance transactions, payment requests, automated billing collection, updates to vendor master records, and other entity transactions.	
PR-1-4	The solution must allow for online solicitation posting (RFI, RFC, RFQ, RFP, ITB, etc.) with the ability to provide bid notifications to potential vendors.	
PR-1-5	The solution must provide an online bid forum to include Q & A, competitive automated bidding, online bid submittal, bid-opening, online bid evaluation, and electronic award notification.	
PR-1-6	The solution must possess configurable workflow management tools that allow for both the customization and configuration of workflows based on business rules or procurement processes.	
PR-1-7	The solution should possess a centralized repository of any and all procurement, contracting, and purchasing related documents.	
PR-1-8	The solution should allow for public search capabilities regarding bids, solicitations, and contracts.	

ID	Requirements	Response
PR-1-9	The solution should allow for vendor on-boarding and compliance, vendor registration, vendor self-service, vendor certification processes, and vendor catalog management. Regarding vendor certification and registration, vendors should have the ability to provide information such as business license info, e-verify numbers, certificates of insurance, tax id numbers, addresses, emails, telephone numbers, etc.	
PR-1-10	The solution should possess security and redaction capabilities related to private and proprietary information.	
PR-1-11	The solution should allow for a broad range of data analytics and reporting tools to include both public and private dashboards.	
PR-1-12	The solution should possess an API that allows for the exchange of data with other systems.	
PR-1-13	The solution must provide contract generation/management.	
PR-1-14	The solution must natively possess or have the potential to interface with AI tools that can be used throughout the BID life cycle. Please identify exactly what AI-related capabilities are in place (ex. Bid/RFP creation, Response analysis, Contract creation, Contract analysis, etc.).	

RESPONSES

Vendors are required to submit one (1) marked unbound original and two (2) copies of the RFI. The proposal shall be no more than sixty (60) pages in length, excluding cover letter, required forms, tabs and appendices. All documents will be typewritten on standard 8 x 11 white paper. Exceptions would be schematics, exhibits, photographs or other information necessary to facilitate Augusta’s ability to accurately evaluate the RFI AND MAY be submitted as appendices.

Responses to this RFI should follow the general structure and address the points below:

1. **Cover letter**
 - a. Executive summary of company
 - b. Mission statement and business philosophy

2. **Experience**
 - a. How many years has your company been in the E-Procurement industry?
 - b. Experience of senior leadership team
 - c. How many agencies do you currently service in the E-Procurement industry?

3. **Product features and information**
 - a. Software and System Requirements Chart
 - b. Number of years your current E-Procurement system has been in use.
 - c. Added features that make your system unique.

4. **References:**

Please include references for three (3) customers who have implemented your company’s system. Please include current contact information.

Augusta, GA, is issuing this Request for Information (RFI) to identify E-Procurement Systems. Your submittal should respond to, and be based on, the information included in this RFI. **Should Augusta issue a Request for Proposal (RFP) after receiving and evaluating vendor responses, your company will be allowed to participate in the RFP.** Responses to this RFI will assist Augusta in drawing up the scope of work for an RFP to be issued. Responses to this RFI will ensure that your products and services are not excluded from consideration. **NO AWARD will be made from the RFI, the request is to gain information about the E-Procurement systems only.**