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STATE OF OREGON



END-TO-END ePROCUREMENT SOLUTION

Request for Information (RFI)

#165-1084-15

Date of Issue: June 1, 2015

Closing Date: June 29, 2015; 5:00 PM PT

Single Point of Contact (SPC):
Sarah Roth, Chief Procurement Officer

Oregon Secretary of State

255 Capitol St. NE Ste. 180

Salem, OR 97310

503-986-2357

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Address:
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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The Secretary of State, Department of Forestry, Department of Education, and several other agencies (State) are assessing the use of an end-to-end eProcurement solution. The purpose of this Request for Information (RFI) is to identify and assess the various solutions available. We are using this RFI to gather additional information to assist us in understanding the capabilities of end-to-end eProcurement systems that are available in the marketplace. This RFI will identify vendors who might be able to meet our future requirements.

We expect the information collected from this RFI will assist us in the creation of a future solicitation. Based on this we encourage the vending community to include helpful elements for a future solicitation.

This RFI is issued solely for information and planning purposes and shall not constitute a solicitation. Submissions to this notice shall not constitute offers and shall not be accepted by the State to form a binding contract. Vendors are solely responsible for all expenses associated with their response and associated travel or other presentation expenses, as applicable, to this RFI.

1.2 BACKGROUND and PROJECT OVERVIEW

From start to end, the procurement process for the State of Oregon includes many steps. The state doesn't currently have an electronic system that automates the entire process.

On an enterprise level, the Department of Administrative Services has a system, Oregon Procurement Information Network (ORPIN), which connects potential bidders with government agencies soliciting business, but it doesn't include all of the features available in modern end-to-end e-Procurement solutions.

The state does not have a single, standard approach for the rest of the process after sourcing. Agencies must develop their own systems, practices, and ad hoc work-arounds. For the most part, they rely on manual, paper processes that are time consuming, error prone, difficult to track and measure, confusing and inconsistent for vendors, and not easy to integrate with other systems.

These separate solutions also don't encourage cross-agency collaboration. They make it difficult for agencies to work together, and they cause agencies to focus on their own needs and not the needs of the enterprise as a whole.

The inconsistency and fragmentation of approaches also makes it difficult for the state to analyze and compare purchasing data, either by agency or for the state as a whole, such as amounts being spent and processing times. Right now, reports must be cobbled together manually from many different systems and sources, and the data is often inconsistent in level of detail and format.

Without the ability to analyze statewide data quickly and effectively, the state can't make informed decisions about purchasing. Forecasting, performance measurement, business process reengineering, and other methods to improve the purchasing process require much work to perform data analysis to develop meaningful metrics.

In 2012, the State launched a project to replace Oregon's current sourcing system ORPIN. Unfortunately, this project did not result in implementation of a solution.

Currently, the Department of Forestry has submitted a budget package to fund acquisition of an end-to-end eProcurement solution. This budget package is progressing through the 2015 Legislative process.

In the 2017-2019 biennium, the Secretary of State and Department of Education intend to submit budget packages. We envision that other agencies will submit budget packages and have a phased adoption of the resulting end-to-end eProcurement solution with the potential for eventual Enterprise-wide adoption.

SECTION 2: PARTICIPATION IN THIS RFI

2.1 VENDOR PARTICIPATION

In order to assess current solutions on the market, through this RFI process the State is seeking responses from any and all vendors who offer an end-to-end eProcurement solution. It is not our intention at this stage to define a solution that meets our business needs. Rather, responses to this section will assist us in identifying all available vendor solutions and system features/components that we may want to include in future procurement documents.

eProcurement solutions that are submitted by the closing date of this RFI as stated in Section 1.3 and that appear to address the State's desire for an end-to-end eProcurement solution may be invited to meet with the State so we can learn more. This meeting would be intended to allow the free flow of information regarding this project and offer the opportunity to vendors to demonstrate their solution.

It is very important that the State support its local businesses and various socioeconomic programs, including but not limited to, the Office of Minority, Women and Emerging Small Business (OMWESB) registered and disabled veteran-owned businesses. A listing of OMWESB certified firms is available at <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>. Vendors fulfilling the requirement of an end-to-end eProcurement solution are encouraged to invite any potential subcontractors they may have a business relationship with and who would be reasonably expected to partner in response to a formal solicitation process.

Vendors fulfilling the requirement of an end-to-end eProcurement solution may be contacted for a meeting.

SECTION 3: SOLUTION SUBMISSIONS

3.1 SCHEDULE

RFI key dates are as following:

RFI Issued date	June 1, 2015
Submission due date	June 29, 2015; 5:00 PM PT
Team sends invitations to schedule meetings	July 2015

3.2 RFI QUESTIONS/CLARIFICATIONS/SUBMISSIONS

Please submit all questions/and clarifications by June 15, 2015. All questions/clarifications/submissions related to this RFI should be directed to:

Sarah Roth, Chief Procurement Officer
Secretary of State
255 Capitol St. NE Ste. 180
Salem, OR 97310
503-986-2357
Sarah.roth@state.or.us

3.3 SUBMISSION INFORMATION

Please submit 3 copies describing the following:

- A brief explanation of the features of the submission;
- Description of the solution; including marketing brochures and other product documentation;
- Current list of public sector clients;
- An explanation of how the solution incorporates best practices in procurement;
- How the solution made is available to the customer, e.g. customer-hosted, vendor-hosted, other;
- Data conversion assistance (tools, on-site assistance, etc.);
- Plans to enhance the solution in the future (what and when); and
- A brief explanation of the high level technical requirements (browsers, operating systems, etc.).

PRICING and ACQUISITION OPTIONS

We are interested in obtaining information regarding the acquisition costs of an end-to-end eProcurement solution as identified within this RFI for project planning purposes only. When providing pricing, keep in mind that we expect to start with the Department of Forestry with

other participating agencies joining later. The long-term vision is to use the selected end-to-end eProcurement solution Enterprise-wide. Please include pricing that takes into account the phased rollout vision for the project (i.e. seat licenses, enterprise license, state-hosted or vendor hosted, etc.).

DEPLOYMENT MODEL

Vendors are encouraged to provide samples of project plans and information about methods of deployment.

SECTION 4: HIGH LEVEL BUSINESS REQUIREMENTS

The State of Oregon has a large number of agencies with different business processes. While the goal of this project is to use a standardize solution with a standard business process, each agency may have unique needs. Please describe how the solution is able to address these high level requirements:

- Ability of the solution to be configured to meet agency needs;
- Ability to integrate/interface with legacy systems (push and pull);
- Ability to track/report data (pre-defined and custom-built reports);
- Ability to export data into a standard format; and
- Security of procurement data is very important to the state. Each agency needs to be able to manage the security of their own agency's data. How can the integrity of agencies data be preserved while allowing data to be shared and complied across the Enterprise?

SECTION 5: Public Record/Confidential or Proprietary Information

All submissions are public record and are subject to public inspection. If a vendor believes that any portion of its submission contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.410 through 192.505), vendor shall complete and submit the Affidavit of Trade Secret (Attachment A) and a fully redacted version of its submission.

Vendors are cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.410 through 192.505) and identifying the submission, in whole, as exempt from disclosure is not acceptable. Agency advises each vendor to consult with its own legal counsel regarding disclosure issues.

If vendor fails to identify the portions of the submission that vendor claims are exempt from disclosure, vendor has waived any future claim of non-disclosure of that information.

Attachment A – AFFIDAVIT OF TRADE SECRET

_____ (Affiant), being first duly sworn under oath, and representing [insert Vendor Name] (hereafter “Vendor”), hereby deposes and swears or affirms under penalty of perjury that:

- 1.** I am an employee of the Vendor, I have knowledge of the Request for Information referenced herein, and I have full authority from the Vendor to submit this affidavit and accept the responsibilities stated herein.
- 2.** I am aware that the Vendor has submitted a submission, dated on or about [insert date] (the “Submission”), to the State of Oregon (State) in response to Request for Information (RFI)#165-1084-15, for End-to-End eProcurement Solution and I am familiar with the contents of the RFI and Submission.
- 3.** I have read and am familiar with the provisions of Oregon’s Public Records Law, Oregon Revised Statutes (“ORS”) 192.410 through 192.505, and the Uniform Trade Secrets Act as adopted by the State of Oregon, which is set forth in ORS 646.461 through ORS 646.475. I understand that the Submission is a public record held by a public body and is subject to disclosure under the Oregon Public Records Law unless specifically exempt from disclosure under that law.
- 4.** I have reviewed the information contained in the Submission. The Vendor believes the information listed in Exhibit A is exempt from public disclosure (collectively, the “Exempt Information”), which is incorporated herein by this reference. It is my opinion that the Exempt Information constitutes “Trade Secrets” under either the Oregon Public Records Law or the Uniform Trade Secrets Act as adopted in Oregon because that information is either:
 - A.** A formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information that:
 - i.** is not patented,
 - ii.** is known only to certain individuals within the Vendor’s organization and that is used in a business the Vendor conducts,
 - iii.** has actual or potential commercial value, and
 - iv.** gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

or

- B.** Information, including a drawing, cost data, customer list, formula, pattern, compilation, program, device, method, technique or process that:
 - i.** Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and

- ii. Is the subject of efforts by the Vendor that are reasonable under the circumstances to maintain its secrecy.

- 5. I understand that disclosure of the information referenced in Exhibit A may depend on official or judicial determinations made in accordance with the Public Records Law.

Affiant's Signature

State of _____)

) ss:

County of _____)

Signed and sworn to before me on _____ (date) by _____ (Affiant's name).

Notary Public for the State of _____

My Commission Expires: _____

EXHIBIT A

Vendor identifies the following information as exempt from public disclosure: