



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI
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March 29th, 2022

Addendum 1 to RFP 22-34 Enterprise eSignature Solution. This addendum provides answers to questions submitted by prospective bidders. The answers to the questions

below are in red.

John Leggett

Buyer, Procurement and Contract Services

- 1) Can you elaborate on what you mean by workflows in the RFP questionnaire? Question 1 for example? That could mean so many different things.
 - 2.1.a – The solution must offer workflows as a standard feature. **Is the cost for workflows built into the cost of the solution as quoted?**
 - 2.1.b – The solution must offer personalized workflows. **Do users have the ability to personalize as they see fit. For example, requestor > admin > signer 1 > signer 2 > admin > request etc.**
 - 2.1.c – The solution must have no limits on # of signers per document. If not, please explain. **There must be no limits on the number of signers per document/packet. If not, specify the limitations.**
 - 2.1.d – The solution must have no limits on # of signers/contacts per workflow. If not, please explain. **There must be no limits on the number of admin/signer that the user can add a workflow.**
 - 2.1.e - The solution must offer unique URL allowing users ability to request/collect signatures from a multitude of parties. **The solution must provide user the ability to generate a URL that can be shared with signers or other parties as needed.**
 - 2.1.f - The solution shall offers workflows that allow multiple signers to sign simultaneously. **Within a workflow, if 5 signatures are requested, are all signers able to sign simultaneously without wait for the singer before them?**
 - 2.1.g - The solution must offers workflows that allow multiple signers to sign in user specified order. **Within a workflow, if 5 signatures are requested, can the workflow be designed that sign 1 is collected first prior to signer 2 is able to execute?**

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2.1.h - The solution shall offers workflows allowing for signature reminder requests sent to signees. Please elaborate. **Can signature reminders be sent if the signee doesn't respond to a request?**

2.1.i - The solution must offers workflows that allow signers to be replaced, removed, or reminded to accommodate varying circumstances. **Can signees be removed from a workflow after it has been initiated?**

2.1.j - The solution shall offers teams or groups, allowing for interception or workflow takeover. **If the original requestor leaves the university, can they make other users the point of contact for the workflow?**

- 2) You mention price as 38 points in the deciding factor, but I could not see what you are asking to be priced out. Are you asking for a license count, an amount of signature requests?

Current Environment

- **Number of departments/teams needing eSignature solution – 42**
- **Number of departments feel the need is urgent – 13**
- **Anticipated Usage:**
 - **Users: Approximately 1600 users**
 - **Annual Documents Processed: Approximately 55,000**

The RFP response needs to include all costing options to meet our current requirements.

The 38 points is the percent of the total response score.

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