

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

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

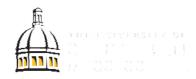
below are in red.

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 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 singers 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 singers 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?

PROCUREMENT SERVICES



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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:
 - o Users: Approximately 1600 users
 - o 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.