

June 22, 2023

TO: All Bidders under **RFQ No. 23-3003807, Cloud Based Software – Form Builder**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 1

Request for Quote (RFQ) No.: 23-3003807, Cloud Based Software – Form Builder is hereby amended as follows:

1. Questions received have been compiled and their resulting answers are below:
 - a. **Question:** What would you estimate the average data storage requirement per year would be?
Answer: We anticipate 12,500 submissions in a year.
 - b. **Question:** Will you need to authenticate the users? If so, how? Do you use any specific Single Sign-On platform?
Answer: This would be based on County employees on County network only with access in the department of Fire Rescue. The product should be capable of supporting Single Sign-on using/connecting to Azure AD.
 - c. **Question:** How many people would be using the application to build forms?
Answer: Seven (7) departmental employees on the creation/maintenance of forms.
 - d. **Question:** How many people would need access to the data through reporting? By a report, I mean a view of all form instances and where they are within a workflow.
Answer: Ten (10) departmental employees.
 - e. **Question:** E-signatures: Do you use any specific 3rd party for e-signatures? Does the signature need to authenticate the users? or just show a physical signature within the form?
Answer: The product should support connections to signature software, to be used for Forms if required. It should also provide the ability to have generic user signatures.
 - f. **Question:** “Meet County IT requirements for software on Network” – What are the county’s requirements?
Answer: SaaS software externally hosted and managed by vendor. It should be accessible over the internet.

2. It is the responsibility of each respondent to ensure that he/she is aware of all addenda issued under this RFQ. Please sign and return this addendum with your response.
You may contact Monique McCrear, Procurement Technician,
mcmccrear@dekalbcountyga.gov; before the Bids are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.

Monique McCrear

Monique McCrear

Procurement Technician

Department of Purchasing and Contracting

ACKNOWLEDGMENT

RFQ No. 22-3003807, Cloud Based Software – Form Builder

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF FIRM)

(Name and Signature)

(Title)

mcm/DR
B R