



Office of the Vice President  
and Chief Financial Officer

Procurement Services

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December 23, 2019

**ADDENDUM #1** to the University of Florida ITN20LD-133 Campus-wide SaaS eSignature Solution scheduled to be opened on January 9, 2020 at 2:30 pm at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN20LD-133** as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

**This addendum consists of:**

- Responses to questions received by the deadline of 12/18/19, 5pm

Sincerely,

Lisa Deal  
Asst. Vice President & Chief Procurement Officer

**Please acknowledge receipt of Addendum #1 by signing below and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Company Name

\_\_\_\_\_

Company Address

\_\_\_\_\_

City/State/Zip

Responses to questions submitted for ITN20LD-133 Campus-wide SaaS eSignature Solution

Category Area	Question	Comment/Inquiry Area	Response
General Questions and submission	Does the University of Florida require purchasing through a channel partner?		No, UF does not require purchasing thru' a channel partner.
General Questions and submission	If so, do you prefer or require that it be Dell?		since a channel partner purchase isn't required, this question doesn't require a response.
General Questions and submission	If you require to purchase through a channel partner, but Dell is not required, what other partners are you able to use?		See Response above
General Questions and submission	If you are able to purchase directly through HelloSign and not through a channel partner, what are the requirements in order to purchase direct? (i.e. being on state contracts, etc.)		The requirements are that HelloSign respond to this ITN/public solicitation – that will create a contracting vehicle/mechanism that UF can use.
General Questions and submission	Does the University of Florida have the resources to work with the HelloSign API?		Yes, UF has worked with many supplier's API's.
General Questions and submission	Would UF like to understand the scope of partnerships with vendors such as Microsoft and how easily the product integrates with common applications within the UF user community? Please describe how the vendor works with Microsoft in partnering to make the application integrate seamlessly		We primarily want to understand the ease with which your solution can natively integrate Microsoft business applications and how seamless and up to date those integrations will be as Microsoft releases new versions of their software.

Responses to questions submitted for ITN20LD-133 Campus-wide SaaS eSignature Solution

Category Area	Question	Comment/Inquiry Area	Response
General Questions and submission	Would UF like the capability of downloading documents immediately from the cloud environment upon completion?		Yes
General Questions and submission	Would UF like the capability of mass transmission of a single document to a user community? i.e.: waivers for an event		Yes
Attachment A	Can you please share the use case for this requirement?	<b>Multiple Email Addresses/Signatures</b> <i>The system should permit users to use multiple email addresses, and to choose from among multiple signatures when signing a document, without regard to the address that was used to send the document to them</i>	Some UF staff and faculty have dual roles. For example, a professor at the UF College of Medicine might also be a practicing physician at UF's affiliated hospital. That professor could have 2 or more official titles and email addresses (and possibly e-signatures). He/she would need the ability to choose which one to use.
Attachment A	Please clarify – does this mean University wants an option to allow html input to then be collected into the eSignature document?	<b>Web Forms</b> <i>The system should be able to allow the University to establish web forms for data collection that can be subsequently imported into an eSignature document.</i>	Yes, we want to build (or use existing) web forms to collect data that can then be imported into an eSignature document within your solution.

Responses to questions submitted for ITN20LD-133 Campus-wide SaaS eSignature Solution

Category	Question	Comment/Inquiry Area	Response
Attachment B	Please scope out the user community or the number of transactions currently used		There are currently 2066 people with a DocuSign sender or author role. As an institution, UF currently averages 6,256 envelopes sent/month, 5,482 envelopes completed/month. Volume will likely increase once UF implements the solution selected during the ITN process
Attachment B	<p>Please define this area in more detail. Is there something that UF may be looking at more as an additional service</p> <ul style="list-style-type: none"> <li>• i.e.: UF would like the proposal / Vendor to describe your capability to integrate into Office 365? Is there an additional cost? Implementation Cost (time)</li> </ul> <p>I.e.: UF would like to know if it should expect to pay extra during the term of the agreement for any product enhancements to the application as they become available</p>	Options	We want to understand the ease with which your solution natively integrates with other common business applications, such as Office 365. By natively, we mean without developing custom code. Additionally, should UF purchase your solution, and new integrations and enhancements become available during the contract period, will there be an additional cost for UF to use those new features?