ADDENDUM I
DATE: SEPTEMBER 12, 2022
FOR
REQUEST OF INFORMATION
CONTRACT MANAGEMENT SYSTEM
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
UNIVERSITY OF MISSOURI
RFI # 23022
DATED: AUGUST 26, 2022

The above-entitled specifications are modified as follows and except as set forth herein remain unchanged and in full force and effect:

1. **Question**: Please expand on "Describe and provide an example of your solutions usage reporting and licensing structure."
   Answer: Are you billing based on volume of reports run, users, or actual users who access the software? Is there a requirement for each user to have a license for the software? Can we pull a report by user and last login date?

2. **Question:** What prompted the MU School of Medicine to pursue this initiative? Why is current-state no longer acceptable?
   Answer: MU School of Medicine needs a centralized repository and to manage agreements from a compliance perspective. Currently, agreements are stored in various locations and with staff transitions status and tracking are difficult. Current state has resulted in missed billing opportunities and loss of tracking departmental responsibilities to internal and external organizations for Memorandum of Understandings (MOUs) and Service Agreements.

3. **Question:** What kind of contracts would be in scope for this solution? (e.g., buy-side agreements only, Payor contracts etc.). Is one contracting use case viewed as a higher priority than the others?
   Answer: The kind of contracts are as follows; Provider Service Agreements, Internal Service Agreements, MOUs, Provider Incentive Plans, Start-Up Agreements, Provider Contracts, External Medical Directors, Internal Medical Directors, Lease agreements, and the potential for Payer Contracts.

4. **Question:** Which functional groups within the School of Medicine are involved in the initiative? (e.g., Procurement, Legal, IT, Finance etc.). Is there a primary sponsor?
   Answer: The following groups are involved; Compliance, IT, Finance, University Physicians Contracting & Finance, Hospital Finance, and Department Administrators.

5. **Question:** What metrics will be used to evaluate the success of this initiative?
   Answer: The following metrics will be used to evaluate; ability to identify current contracts, central storage, ability to report on FMV date & expiration dates, layered Security managed by

organization, ability to communicate within the contracting system, electronic signature workflow that can be easily updated, and ability to download and share contracts.

6. **Question:** Do you have any documentation you can share describing your current state contracting process?
   Answer: If the contract is a Provider Service Agreement or External Medical Directorship, then this contract starts with the department and the Strategic Planning team. Once a contract is written and ready for execution, it is then sent to the Dean's Business Office for review and approval by Finance and the Dean. Then it is routed back to the Department and over to the Strategic Planning team, University Physicians Contracting Office, and the Managed Care Team. The Executive Director, Payer Strategy & Health System Contracting Officer will sign on behalf of the University. This contract will then be routed for external signatures. All parties are provided a copy of the fully executed agreement.

7. **Question:** Is a contract management system being leveraged today? If so, can you please describe the technologies in place and the functions they are serving.
   Answer: No.

8. **Question:** Is an electronic signature solution leveraged by MU School of Medicine today? If so, which one?
   Answer: DocuSign.

9. **Question**: The RFI "estimates the contract volume to between eight thousand and twelve thousand contracts" is this the total number of executed agreements the School of Medicine has today? Or an annual number of new contracts created?
   Answer: Total number of executed agreements today.

10. **Question**: Of the 12,000 contracts noted above, what are the most common types of agreements represented?
    Answer: Provider Contracts is the most common type.

11. **Question**: Are all executed agreements stored in the same location? If so, where?
    a.   Is any metadata maintained related to those agreements (e.g., tracking of end dates, event dates etc.)?
    b.   If so, approx.. how many fields per contract?
    c.   Is it expected that additional metadata extraction from contracts will be needed as part of the migration process? (i.e., capturing additional data from contracts that isn't currently stored as structured data)
    Answer:
    a. Some are in an Access database where there is tracking of review and end dates.
    b. Contract Type, Contracting Party, Dept, Value, Start Date, End Date, FMV date, Review Date, Individual Provider, Responsible party.
    c. Yes.

12. **Question**: Does MU School of Medicine have standard contract templates that it uses today? If so, how many? Can you provide a list?
    Answer: Yes, MU School of Medicine has some standard contract templates for External Medical Director, Internal Medical Director, PSA, Annual Provider Contracts, and MOUs.

13. **Question**: What applications will the future-state integrate with? (e.g., DocuSign, HR System, Procurement System, CRM, ERP etc.)
    Answer: DocuSign currently.

14. **Question**: Can you describe which functional team that will be responsible for managing the solution post go-live (i.e., contract management team, procurement etc.).
    Answer: The Contract Management & Finance Teams will be responsible for managing the solution.

15. **Question**: How many users do you believe will require access the future state solution (the RFI implies 50-150 and we were curious if you had a specific number in mind)? Of those users, how many do you believe will:
    a. Be actively involved in negotiating/redlining contract documents?
        i. 30
    b. Access the system largely to comment/collaborate/approve contracts?
        i. 50
    c. Largely only require the ability to request contracts to be actioned?
        i. 50
    d. Only require the ability to view "read only" contracts/data?
        i. 100
    Answer:

16. **Question**: Can you share details on the expected evaluation process?
    Answer: We will review the RFI submissions to gather information. If we decide to pursue purchase a Request For Proposal (RFP) will be posted.

17. **Question**: Will MU School of Medicine be observing demos before completing down selection?
    Answer: We will review the RFI submissions to gather information. If we decide to pursue purchase a RFP will be posted which may include a request for presentations.

18. **Question**: Is there at timeline for when you hope to have the system up and running?
    Answer: Ideal timeframe would be three to six months after a contract is fully executed.

19. **Question**: We will need to know an approximate number of payer contracts and average monthly or annual claims volume.
    Answer: Payor contracts are included in the 8-12K already shared. We are not providing claim volume at this time.