



## Addendum II

**SUBJECT:** Request For Competitive Sealed Proposals – Risk Management Information System (RFCSP 23-071, RFX # 6100016672) Scheduled to Close: July 21, 2023; Date of Issue: May 31, 2023

**FROM:** Denise Gómez-Esquivel, C.P.M., CPPB, Procurement Administrator

**DATE:** July 20, 2023

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

1. The RFCSP submission deadline has been extended to **July 26, 2023; 2:00 PM Central Time.**

2. **REPLACE:** RFCSP Section 013 –SUPPLEMENTAL TERMS & CONDITIONS (first two sections):

“Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract and continue in full force and effect for a one-year period.

Renewals.

At City’s option, this Contract may be renewed under the same terms and conditions for four (4) additional one (1)-year period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefore.”

**has been deleted in its entirety and replaced with the following:**

“Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract and continue in full force and effect for a **three-year period.**

Renewals.

At City’s option, this Contract may be renewed under the same terms and conditions for **two (2) additional one (1)-year** period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefore.”

3. **REPLACE:** RFCSP Section 008 – SUBMISSION OF PROPOSALS, Proposal Opening (WebEx instructions):

“Join by phone: 1-415-655-0001  
Meeting number (access code): 177 587 8554  
Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m41d5119704e3481396f56b1b579ca38f>”

**Finance Department, Procurement Division**  
PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

**has been deleted in its entirety and replaced with the following:**

“Join by phone: 1-415-655-0001  
Meeting number (access code): 2630 003 5297  
Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma673c6c7d0d45e4f617220d952b17be0>”

4. **REMOVE:** 23-071 Attachment B - Price Schedule and replace with 23-071 Attachment B – REVISED Price Schedule. Posted as a separate document. All respondents must submit 23-071 Attachment B – REVISED Price Schedule.
5. **ADD:** RFCSP Attachment A, Part Three, Proposed Plan, Item A, Executive Summary, 2<sup>nd</sup> paragraph to read:

“The City has implemented Ready to Work which is an education and job placement program. Respondents can learn more about this initiative at Ready to Work ([sanantonio.gov](http://sanantonio.gov)) whose goal is to connect residents to career opportunities. Describe how Respondent can leverage this initiative in their training and hiring practices.”

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 008, SUBMISSION OF PROPOSALS,  
RESTRICTIONS ON COMMUNICATIONS**

**Question 1:** The solicitation mentions many attachments that aren’t posted on the vendor portal. Where can these attachments be obtained?

**Response:** All attachments are either contained as part of the RFCSP solicitation document or as a separate attachment document posted on the vendor portal. If further assistance is needed, please contact Peter Farley at [peter.farley@sanantonio.gov](mailto:peter.farley@sanantonio.gov).

**Question 2:** Is the City open to good faith negotiations regarding the terms and conditions of the final agreement governing the contract--and in particular, good faith negotiations of the Mandatory Requirements included in the RFCSP?

**Response:** The City seeks to contract with a Respondent under the terms and conditions stated in the RFCSP. Respondents should price their proposal accordingly. As stated in Section 008 - SUBMISSION OF PROPOSALS, Mandatory Requirements: *Exceptions to the following provisions and exhibits by Respondent and/or their agent will lead to automatic disqualification of Respondent’s proposal from consideration. Sections: Venue, Jurisdiction and Arbitration; Indemnification and Insurance Requirements.*

**Question 3:** Regarding Exhibits 1-9: As a SaaS provider with hundreds of clients, our firm has a common manner of delivering the software and cannot modify to any one customers’ security / delivery requirements, as our firm (and other SaaS) provides a uniform delivery model to hundreds of organizations. Our security controls and practices adhere to NIST 800-53 standards, and our firm has many federal, state, and local government entities as clients. Are these standards acceptable to the City to allow for a security review of a firm’s practices since adjustments to any client’s own specific requirements that deviate from the manner of a SaaS solution delivery model wouldn’t be feasible?

**Response:** Yes, NIST 800-53 is acceptable.

**Question 4:** On page 10 of the RFCSP, it is stated that "The [executive] summary shall include a statement of the work to be accomplished." Please confirm the statement of work mentioned means a comprehensive overview of what the vendors are offering and not a contractual SOW.

**Response:** Please see RFCSP ATTACHMENT A, PART THREE, PROPOSED PLAN, A. Executive Summary. The Respondent shall outline in narrative form its understanding and ability to provide the solution and perform the services as outlined in Section 004, Scope of Work, including summarizing the proposed solution and approach and highlighting relevant experience and staff qualifications.

**Question 5:** How is the City managing their SDS library and inventories today? Paper binder? Electronically?

**Response:** The City has an on-line subscription service (BLR Safety) that provides the needed SDS documentation when not provided by the vendors. Our departments keep binders with SDS hard-copies (80%) and electronic folders (20%) with that information and this is reviewed annually.

**Question 6:** How is the City keeping up to date on local regulatory and legislative requirements? Does the City use a content service or handle internally?

**Response:** The City utilizes an on-line subscription service (BLR Safety) for this purpose. The Office of Risk Management also searches for regulatory updates monthly on the National and State levels. For municipal/local requirements, the City has access to the MuniCode website and intranet resources.

- Question 7:** Does the City have a formal approval process and desired workflow for MOC?  
**Response:** Yes. The City has a formal approval process involving the change generator, a project manager if needed, the Safety Coordinator or similar Subject Matter Expert, and their operations leadership.
- Question 8:** Is the City using an LMS for their training needs?  
**Response:** The City does not utilize a formal LMS (Learning Management System). Instead, the City keeps track of the training records utilizing SAP (manually updated by the Safety Coordinators), the Moodle system (for on-line courses already published), and manually for other types of training, with hard copies of training sheets and related documentation.
- Question 9:** Does the City have a specific risk assessment format in use today?  
**Response:** Yes. The City developed a custom-made risk assessment form as an Excel workbook that allows users to enter a job hazard analysis for each functional area, assign likelihood and severity values based on standardized criteria, and define current controls and types and any necessary actions to improve the resulting calculated risk levels. These go from 0 to 1,000 based on the established values, and are then divided into four categories: low, moderate, high, and very high risk.
- Question 10:** If a firm's standard is a 3-year minimum base term for initial contract, would the City consider an initial 3-year base term with option for 2 more renewal terms of 12 months each?  
**Response:** Please refer to Amendments 2 and 4 on this addendum.
- Question 11:** Can the City please confirm the use of SBEDA/Sub contractors/disadvantaged businesses is a preference, but there is no requirement to do so?  
**Response:** This is correct, the specific SBEDA tools that have been applied to this solicitation include the Prime Contract Program. Also known as "prime points", these preference points may be awarded during the evaluation phase to a prime contractor that is SBEDA-eligible. SBE Prime Points (10) will be awarded to SBEDA-eligible SBEs that retain at least 51% of the project scope for either themselves or other SBEDA-eligible SBEs. MWBE Prime Points (10) will be awarded to SBEDA-eligible Minority and/or Woman-owned Business Enterprises (M/WBEs) that retain at least 51% of the project scope for either themselves or other SBEDA-eligible M/WBEs. All SBEDA-eligible M/WBEs are SBEDA-eligible SBEs, but not necessarily vice versa. These points are not required. They are simply awarded to SBEDA-eligible prime contractors during the evaluation phase of this project. Not meeting the requirements for these points will not deem a bidder non-responsive.
- Question 12:** To allow each participating vendor to understand the historical data needed to be loaded to the selected system, can the City please provide additional insights into what data will need to be imported by the selected vendor? Is there a conversion from SharePoint anticipated? What will it consist of? Will any existing MS Office 365 spreadsheets need imported? How many spreadsheets and what data will be contained on them?  
**Response:** The City does not anticipate any conversion from SharePoint to be needed. There will be a need to import MS Office 365 spreadsheets to include any reports created as tables with injury KPI data, accident KPI data, cost KPI data, training KPI data, and inspections KPI data. Please see the Requirements Traceability Matrix (RTM) for details.
- Question 13:** Roughly, how many new incidents are reported in a given year?  
**Response:** A total of 1,100 injury claims that potentially need to be tracked plus some 150 vehicle collisions.
- Question 14:** Roughly, how many already reported/historical incidents will be needed to be hosted by the solution?  
**Response:** About 6,500 case entries corresponding to the last 5 years of injury and collision data, plus associated attachments corresponding to investigation records for the majority of entries.
- Question 15:** Approximately, how many chemicals are managed? Where does The City manage these chemicals/SDSs today?  
**Response:** The estimated total is 2,000 chemicals managed. Each department keeps track of their materials' SDS documentation and performs annual reviews to ensure these are up to date. Departments have access to the MSDS-Online database through BLR and they also keep binders with hard-copies at selected locations. Please refer to the Table under Answer 16 to see that the City expects 6 different departmental SDS inventory lists.
- Question 16:** How many different inspections / audits / checklists will the City require the selected vendor to create in their system?  
**Response:** Please provide examples/templates of these or otherwise identify complexity or number of questions/items in each. Please see table below:

<b>Record</b>	<b>Related process</b>	<b>Description of data within record</b>	<b>Associated data records:</b>	<b>Expected typical/average data volume, per fiscal year:</b>
Supervisor Report of Injury and Illness (SRII)	Incident management	Form: First record entered by a supervisor to document an incident (injury, property damage).	Scanned written statements. Picture files. Video files. Voice recording files. Scanned letters/memos regarding the incident.	1500
Near-Miss Report (NMR)	Incident management	Form: First record entered by a supervisor to document a Near-Miss case (unsafe act, unsafe condition).	Picture files. Video files.	1500
Vehicle Accident Report (VAR)	Incident management	Form: First record entered by a supervisor to document an incident (injury, property damage).	Scanned written statements and vehicle inspection records. Picture files. Video files. Voice recording files. Scanned letters/memos regarding the incident.	1500
Accident Review Board green sheet	Incident management	Form: Record generated after an ARB meeting takes place, showing preventability for each injury or accident case presented.	For each ARB case: SRII and/or VAR plus associated evidence supporting files.	160
Facility Inspection Findings Report and memo	Auditors and inspection management	1. Form: Facility Safety Inspection Checklist. 2. Form: Facility safety inspection memo.	Scanned written statements. Picture files. Video files. Voice recording files. Scanned letters/memos regarding the incident.	600
SMS Internal Audit Report	Auditors and inspection management	Form: SMS internal audit report.	Scanned written statements, other evidence. Picture files. Video files. Voice recording files. Scanned letters/memos regarding the incident.	40
Compliance Evaluation Audit Report	Auditors and inspection management	Form: SMS compliance evaluation audit report.	Scanned written statements, other evidence. Picture files. Video files. Voice recording files. Scanned letters/memos regarding the incident.	40
SMS compliance calendar	Activity management / compliance calendars	Form: SMS compliance calendar	N/A.	7 (1 per SMS department, plus 1 City-wide)
Risk Assessment and Controls Form	Risk assessment / Job Hazard Analysis	Form: Risk assessment and controls	Hyperlinks to: Picture files. Video files. Standard Operating Procedures or equivalent documents. Job descriptions.	180

SMS Objective and action plan form	Risk assessment / Job Hazard Analysis	Form: SMS objective and action plan	N/A.	35 (estimated up to 5 SMS objectives per SMS department plus City-wide)
SMS document (SMS Manual, Procedure, Calendar, Form, List).	Document management	All documents and records.	Designated document approvers per department. Designated document reviewers per department.	360 (about 60 documents per SMS department plus City-wide)
SMS documented information list	Document management	List: All SMS and related documents for tracking status.	Links to previous document versions if available.	7 (1 document list per department plus City-wide).
Management of Change - First report of change	Management of Change (MOC)	Form: Documentation of the change or project.	Project documentation: Scanned images or original electronic files of project timelines, cost allocation, work plans, blueprints, SDS, and related pieces of evidence.	70 (10 MOC cases per department)
Management of change - Determination checklist	Management of Change (MOC)	Form: Checklist to determine needs for addressing newly identified or reported risks due to project or change.	Project documentation: Scanned images or original electronic files of project timelines, cost allocation, work plans, blueprints, SDS, and related pieces of evidence.	50 (MOC cases in all departments)
Management of change - Organizational change	Management of Change (MOC)	Form: Checklist to determine needs for addressing newly identified or reported risks due to changes in organizational structure, number or nature of job functions.	Project documentation: Scanned images or original electronic files of project timelines, cost allocation, work plans, blueprints, SDS, and related pieces of evidence.	30 (MOC cases in all departments)
Management of change - Action plan	Management of Change (MOC)	Form: Actions to address identified or reported risks.	Project documentation: Scanned images or original electronic files of project timelines, cost allocation, work plans, blueprints, SDS, and related pieces of evidence.	50 (MOC cases in all departments)
Management of change - material change form	Management of Change (MOC)	Form: Identification of risks associated to the incorporation or modification of a material.	Project documentation: Scanned images or original electronic files of project timelines, cost allocation, work plans, blueprints, SDS, and related pieces of evidence.	30 (MOC cases in all departments)
Management of change - layout change form	Management of Change (MOC)	Form: Identification of risks associated to the incorporation or modification of a workplace layout.	Project documentation: Scanned images or original electronic files of project timelines, cost allocation, work plans, blueprints, SDS, and related pieces of evidence.	30 (MOC cases in all departments)
Training schedule	Training management	Form: Annual safety training calendar	N/A.	7

Training progress per employee/department	Training management	Report/dashboard: % of training received vs. scheduled.	N/A.	7
Training progress per topic	Training management	Report/dashboard: % of training delivered vs. scheduled.	N/A.	7
Safety training matrix	Training management	Report: For each employee, licenses and certificates obtained/expired/pending renewal.	Scanned image or electronic format of license, certificate, and quiz associated when applicable.	3000 (for all licenses/certificates, external or internal, in all departments)
Balance Score Card (BSC)	Performance management	Report: Compilation of monthly/quarterly/annual safety indicators and scoring information for each department.	Pre-entered information including: ARB green sheet. Workers Compensation costs per case found preventable. Training progress per department. Safety inspections and corrected findings per dept.	18 (monthly, quarterly, annual)
Safety KPI dashboard	Performance management	Dashboard: Compilation of monthly/quarterly/annual safety indicators and scoring information (other than BSC) for each department.	Pre-entered information including: ARB green sheet. Workers Compensation and GL costs. Incident rates, Lost work time rates. Benchmarking data	18 (monthly, quarterly, annual)
Safety training dashboard	Performance management	Dashboard: Compilation of monthly/quarterly/annual safety training progress based on number of employees by department.	Pre-entered information including: SAP training progress reports per employee.	18 (monthly, quarterly, annual)
Safety audits dashboard	Performance management	Dashboard: Compilation of audits performed in pre-selected period, including scoring and comparison between departments, divisions, functional areas.	Evidence attachments.	1 (dashboard self-updates in real time)
SMS performance dashboard	Performance management	Dashboard: Compilation of monthly/quarterly/annual safety indicators and scoring information relevant to SMS requirements for each department.	N/A.	1 (dashboard self-updates in real time)
Non-Conformance and Corrective Action Report (NCCAR) - Cover sheet	Root cause and corrective actions management	Form: Non-Conformance and Corrective Action Report - Cover Sheet	Cover Sheet of NCCAR form. E-mails or other communication demonstrating notification to involved parties.	140 (20 per department plus City-wide)
Non-Conformance and Corrective Action Report (NCCAR) - Root Cause Analysis	Root cause and corrective actions management	Form: Non-Conformance and Corrective Action Report - Root Cause Analysis	Root Cause Analysis diagram (scanned image or electronic format)	200

Worker Observation Report	Behavior Based Safety	Form: Worker observation report	N/A.	50
Inventory of Legal and Other Requirements	Inventory of legal and other requirements	List: Inventory of Legal and Other Requirements per department	N/A.	1
SDS inventory	Chemicals and SDS management	List: SDS inventory per location	SDS documents in pdf format.	6
Emergency situation and drill report	Emergency preparedness and response management	Form: Emergency evaluation report	Video recording of drill events.	60

**Question 17:** For the desired single point of entry solution, does the City envision a solution which allows for field-based entry where all employees and/or citizens can report new hazards & incidents via a portal or mobile application? Or does the City prefer a more centralized user base able to report new incidents?

**Response:** Yes, the City envisions that capability but only for employees. There is no provision made in the requirements matrix to address citizens at this time. The RMIS workflow for those reported incidents will consist of automatically forwarding the records internally in the department upon review, then to an HR specialist, then to our Office of Risk Management.

**Question 18:** Can the City please list out the desired types of incidents they plan to use the system for (employee injury, illness, near miss, etc. ...)

**Response:** Please see below (taken from table in response to Question 16):

Record	Related process	Description of data within record	Associated data records:	Expected typical/average data volume, per fiscal year:
Supervisor Report of Injury and Illness (SRII)	Incident management	Form: First record entered by a supervisor to document an incident (injury, property damage).	Scanned written statements. Picture files. Video files. Voice recording files. Scanned letters/memos regarding the incident.	1500
Near-Miss Report (NMR)	Incident management	Form: First record entered by a supervisor to document a Near-Miss case (unsafe act, unsafe condition).	Picture files. Video files.	1500
Vehicle Accident Report (VAR)	Incident management	Form: First record entered by a supervisor to document an incident (injury, property damage).	Scanned written statements and vehicle inspection records. Picture files. Video files. Voice recording files. Scanned letters/memos regarding the incident.	1500
Non-Conformance and Corrective Action Report (NCCAR) - Cover sheet	Root cause and corrective actions management	Form: Non-Conformance and Corrective Action Report - Cover Sheet	Cover Sheet of NCCAR form. E-mails or other communication demonstrating notification to involved parties.	140 (20 per department plus City-wide)
Worker Observation Report	Behavior Based Safety	Form: Worker observation report	N/A.	50

Emergency situation and drill report	Emergency preparedness and response management	Form: Emergency evaluation report	Videorecording of drill events.	60
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The first three items correspond to regular safety incidents that need to be processed in the field. The latter are findings (non-conformances) that result from the SMS process application. They are also treated as incidents.

**Question 19:** Does the City have a preferred root-cause analysis in use today (5 Whys, Fishbone, etc.) that they would like deployed in the selected system?

**Response:** Yes. The City already has 5-Why and Fishbone diagram as the preferred Root Cause Analysis techniques. However, the RMIS is expected to accommodate following a formal 8-Disciplines process or similar for addressing the problem-solving or investigation process when required.

**Question 20:** Does the City currently have their Job Hazard Analysis (JHAs) completed for each of their City roles? Where do these reside today? Approximately how many JHAs would be converted to the selected solution?

**Response:** Yes. They reside in Excel workbooks comprised of a worksheet per selected operation, plus worksheets that support the information related to hazards, controls, and evaluation criteria for risk assessment purposes. The expected total of records for each JHA or Risk Assessment is roughly 300 (so far 180 is a reasonable quantity, but more may be added).

**Question 21:** In regard to document management, are there files or documents that the City envisions being imported by the selected vendor? Please provide details on approximate volume of documents and storage amount in gigabytes (GB) if known.

**Response:** Yes. Based on the records the city used to handle the first year the SMS operated using a SaaS solution, and the current identified needs, data volume for documents and records can be estimated at 150 GB per year.

**Question 22:** In regard to training management, is the City looking for the selected vendor to provide training content or are they looking to bring current COSA training materials/content to the selected solution? It is stated in Section 4.2 - Required integrations that the safety training will come from the City's systems, but can it be confirmed that the City has current training materials to be utilized?

**Response:** The City has already developed or acquired its required training content.

**Question 23:** In regard to Section 4.2, can the City please specifically list out the desired interfaces, data to be exchanged and frequency of refresh of data (import daily, weekly, etc.)? It appears that (1) an employee import from ERP, (2) an import of safety training info from ERP (3) an import of claims details/financials from the Third-Party Admin -TPA – (who is designated as CCMSI in the RFCSP). Are any others needed?

**Response:** Note: It is being assumed that ERP refers to SAP. The only addition to that list would be importing from BLR.com any updates on legal requirements applicable to safety operations on a monthly basis, and the SDS documents that may be requested as needed. There is no certainty at the moment about any additional interfaces being needed (such as for capturing pictures, videos, etc.).

**Question 24:** Do new incidents need to be reported to CCMSI? Will an interface sending new incidents perceived to be claims they should handle be necessary? In other words, once the City intakes incidents in the selected system, do they also need to be fed to CCMSI or will the City send those to CCMSI outside the solution?

**Response:** The City will send those to CCMSI outside the solution.

**Question 25:** Can the City confirm whether any claims management / claims oversight functionality will be needed? (Claims handling, claims communications, tasks/diaries, notes, collaboration with the TPA, claims audits, claims reviews, etc.) Or does the City envision this is purely safety/incident management as described in the RFCSP?

**Response:** The RMIS is not intended to process claims. Only EHS data will be managed.

**Question 26:** Please provide greater insights into the number of users needed for the system and a high-level breakdown of what those users need to do in the system (example - 10 users need access to everything; 30 need ability to just do inspections, etc.).

**Response:** 130 users, divided as follows:

2 System Administrators – capable of making configuration changes on reports, dashboards, workflows, and access privileges for all other users.

5 Full access users (one per SMS department) – able to utilize all resources available in the software except the ones described for the Administrators.

123 Limited access users (SMS Core team members, plus Safety Liaisons appointed to cover all SMS departments' locations) – able to utilize all applications as designated by the administrators.

**Question 27:** In regard to Section 011- Software Escrow, this section is blank. Can it be inferred that Software Escrow is not a required element of this proposal?

**Response:** The RFCSP does not include software escrow requirements.

**Question 28:** Does the City have a preferred project management methodology for the implementation process or is each vendor free to propose their preferred project management methodology (Agile, Waterfall, etc.)?

**Response:** The City does not have a preferred project management methodology but utilizes a variety (i.e., Agile, Waterfall) of project management methodologies for Project Implementation. It is recommended that each respective vendor address the implementation methodology as instructed in the RFSCP.

**Question 29:** Does the City require Single Sign On (SSO) or 2 Factor Authorization?

**Response:** The City’s preferred method of authentication is Single Sign-On via Azure AD.

**Question 30:** Does the City have any form letters/documents that would need to be loaded to the selected solution as mail-merge templates?

**Response:** Yes.

**Question 31:** After reviewing “Exhibits 1-12,” there does not appear to be actionable information for all documents. Are these documents included for review/examples or is there something respondents need to act on or sign?

**Response:** Exhibits are provided only for informational purposes and do not need to be included in your firm’s response. They should all be reviewed by require no action by your firm. The checklist at the end of the attachments is the best guide as to what is expected to be included in your firm’s response.

**Question 32:** Regarding “Attachment E SBEDA & Attachment F VOSBPP,” if we are not eligible for either of those, do we need to fill out these attachments/forms?

**Response:** The City asks that all vendors fill out these forms for tracking and demographic purposes. So please complete and submit them as part of your firm’s response as per the checklist.

**Question 33:** In reference to the scope of work for the project, what are the highest priority capabilities?

**Response:** These would include real-time data capture, automated workflow activation / escalation, automated deadline notifications (with connectivity to e-mail application in use by the city), access rights to approved documentation only, storage of attachments in diverse formats.

**Question 34:** Will most employees have access to a smart phone/tablet?

**Response:** No. Only the designated system users.

**Question 35:** How vital is the Document Management piece? Is the city looking for a full document management software?

**Response:** The capabilities described in the requirements Traceability Matrix are the minimum required.

**Question 36:** In reference to the Required Integrations, can more insight be provided as to what these integrations might look like/entail? Our firm typically recommends additional conversation surrounding integrations to ensure desired goals/capabilities/outcomes on both ends, so any additional information/insight provided here would be very helpful.

**Response:** Please refer to table below:

<b>Integrations</b>	<b>Mandatory?</b>
Solution should be able to retrieve data such as employee identification and safety training information from the <b>City's Systems, Applications, and Products in data processing (SAP) Enterprise Resource Planning (ERP) System</b> to include but not limited to the following:	M
Employee name	M
Employee SAP	M
Department	M
Division	M
Job position	M
Date of hire (initial for CoSA)	M
Date of hire (current position)	M
Date of birth	M
Workplace address (designated)	M

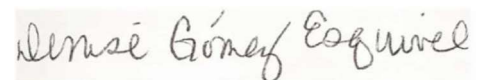
Courses taken	M
Courses passed	M
Certifications and licenses with dates to renew	M

The solution should know and keep an inventory of all the Compliance Regulation Changes which need to be legally complied by integrating to the but not limited to the following Safety Compliance Systems:	M
Safety Business and Legal Reports ( <a href="https://Safety.blr.com">https://Safety.blr.com</a> )	M

The solution should be able to receive information from <b>CCMSI (Cannon Cochran Management Services, Inc.) iCE Risk Management Information System</b> relating but not limited to the following workmen's compensation claims information:	M
Claim Count (how many claims per department)	M
Claim Number	M
Claim Description	M
Incident Date	M
For each claim report contains workers compensation cost	M
Contributing factors (equipment Malfunction, environment conditions, failure to follow procedures)	M
Injury Type	M
Number of days away from work or restricted work or transfer work	M
Property damage cost if applicable	M
Department claim belongs to/generating department	M
Job Position of involved parties	M
Employee ID	M
OSHA - Case Classification	M
OSHA Recordable (incident rate which rated other cities; medical treatment/stiches, work away from home 2+, disability status)	M

**Question 37:** Is data hosting on Azure GovCloud required?

**Response:** For HIPAA data processing and storage, we require FedRAMP Moderate controls. For evidence, we require SOC-2 Type 2, FedRAMP Report, or TX-RAMP Report from an authorized assessor.



Denise Gómez Esquivel, C.P.M., CPPB  
 Procurement Administrator  
 Finance Department – Purchasing Division

**\*\*\*\*\*THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE PROPOSAL\*\*\*\*\***

**Vendor Acknowledgement**

**Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Name & Business Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_