



**Request for Information
RFI-5697-25-KN**

E-Procurement Software

RESPONSES DUE:
July 9, 2025, Prior to 2:00 PM

Accepting Electronic Responses Only
Responses Only Submitted Through the Rocky Mountain E-Purchasing
System (RMEPS)
www.bidnetdirect.com/colorado

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

Purchasing Representative:

Kassy Nelson, Buyer
Phone: (970) 244-1546
kassyh@gjcity.org

Overview and Information Introduction

The City of Grand Junction, Colorado, (Owner) is soliciting information regarding a full suite e-procurement solution. The Owner will evaluate responses to this RFI to establish budgetary and functional requirements for an anticipated future procurement.

NOTE: This is not an Invitation for Bid or a Request for Proposal

The purpose of this Request for Information (RFI) is to gather information only to include in a possible future Request for Proposal (RFP). Do not include pricing, company background, experience, references, strategy and/or implementation plans, as these will be a part of a future RFP. **No contract or award will be made based on the results of this process.**

The Tentative Calendar of Events will be:

RFI Available	June 17, 2025
Questions Due	July 1, 2025, Prior to 5:00 PM
Addendum Posted (If Required)	July 2, 2025
Responses Due	July 9, 2025, Prior to 2:00 PM

Project Goals

The City of Grand Junction is soliciting information regarding the capabilities, features, implementation approaches, and support services associated with a full suite e-procurement software solution. The goal of this initiative is to identify a solution that can streamline and modernize the organization's procurement operations, improve transparency and efficiency, and ensure compliance with relevant policies and regulations.

Through this RFI, the organization seeks to understand the current capabilities of e-Procurement platforms, including but not limited to:

- Electronic bid solicitation and submission
- Solicitation development and posting
- Vendor engagement
- Post amendments
- Proposal/Bid Evaluation
- Award
- Contract creation and lifecycle administration/management
- Electronic signature integration
- Automated notifications to internal and external users
- Integration with existing financial or ERP systems
- Reporting and analytics tools
- User access and role-based permissions
- Cloud hosting, data security, and compliance support

Vendors are requested to provide detailed information about their software architecture, deployment models, integration options, scalability, customization capabilities, user training and support offerings, and typical implementation timelines.

Respondents are also encouraged to highlight best practices and to include any questions or key considerations the organization should address in a future Request for Proposal (RFP) to ensure a successful procurement and deployment of a new e-Procurement solution.

Administrative Requirements and Instructions

1. **A.D.A Document Compliance Requirements:** All work documents, and/or bid/proposal documents submitted, as a result of this solicitation must comply with all applicable provisions of §§24-85-101, C.R.S., et seq., and the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology according to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level A.A. of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.
2. **Submission:** *Each response shall be submitted in electronic format only through the Rocky Mountain E-Purchasing website (www.bidnetdirect.com/colorado). This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.)* Please view our “**Electronic Vendor Registration Guide**” at <http://www.gjcity.org/501/Purchasing-Bids> for details. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).
3. **Public Opening:** Responses shall be opened **virtually via GO-TO Meeting** immediately following the solicitation deadline. Offerors, and their representatives and interested persons may be present. Only the names and locations on the proposing Firms will be disclosed.

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/403375653>

You can also dial in using your phone.
Access Code: 403-375-653
United States: +1 (571) 317-3122
- One-touch: tel:+15713173122,,403375653#

Join from a video-conferencing room or system.
Meeting ID: 403-375-653
Dial in or type: 67.217.95.2 or inroomlink.goto.com

Or dial directly: 403375653@67.217.95.2 or 67.217.95.2##403375653

Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

4. **Questions Concerning RFI:** Any questions concerning this project shall be directed to:
Kassy Nelson, Buyer
kassyh@gjcity.org
5. **Confidential Material:** All materials submitted in response to this Solicitation shall ultimately become public record and shall be subject to inspection after Contract award. **“Proprietary or Confidential Information”** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words **“Confidential Disclosure”** and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Owner. If denied, the proposer shall have the opportunity to withdraw its entire bid, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total response shall be considered confidential or proprietary.

RESPONSE FORM

RFI-5697-25-KN "E-Procurement Software"

The Owner reserves the right to accept and portion of the work to be performed at its discretion.

The undersigned has thoroughly examined the entire Request for Information and therefore submits the Information attached hereto.

RECIEPT OF ADDENDA: The undersigned Firm acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____

Company Name – (Typed or Printed)

Authorized Agent – (Typed or Printed)

Authorized Signature

Phone Number

Address of Firm

E-mail of Agent

City, State, and Zip Code

Date