

## ADDENDUM ONE

DATE: November 16, 2012

TO: All Vendors

FROM: Robert Thompson, Buyer  
 State Purchasing Bureau

RE: Questions and Answers for RFP Number 4170Z1  
 to be opened November 30, 2012

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal.

QUESTIONS	ANSWERS
1. Will the system be building around the Strategic Plan as of 2008 (A STRATEGIC PLAN TO STRENGTHEN AND TRANSFORM PUBLIC HEALTH IN NEBRASKA: A REVISION), or will a new Strategic Plan be developed?	No, the system will not be built around the Strategic Plan as of 2008. The Nebraska Department of Health and Human Service Children & Family Services Division is implementing this tool to monitor contract outcomes not related to a specific Strategic Plan.
2. Does the State of Nebraska have a Strategic Plan? If so, please provide.	The State of Nebraska Strategic Plan does not relate to this request.
3. How do other strategic plans in the State impact the DHHS plan?	This request is for services to the Nebraska Department of Health and Human Services Children & Family Services Division only.
4. Are any agencies impacted by the project outside of DHHS?	There are no other State agencies impacted by this project outside of the Nebraska Department of Health and Human Services.
5. Is there a defined budget amount for this project?	Yes, a budget amount has been projected but the amount will not be disclosed.
6. When does the system need to be deployed? When does the system need to go live?	The system should be tested and deployed by January 2013.

QUESTIONS	ANSWERS
7. Will the requirements need to be validated by the vendor? By the users? By the Business Owner?	The requirements will be validated by both the successful bidder and the Nebraska Department of Health and Human Services.
8. Who is the defined business owner? Who is the business sponsor?	The Business Owner and Business Sponsor is the Nebraska Department of Health and Human Services Children & Family Services.
9. Who validates the defined requirements within DHHS? Will there need to be consensus among users to approve the requirements?	The defined requirements are validated by DHHS. A consensus among users is not required for approval.
10. Does the project have staff assigned to work with the vendor? If so, what are the roles and responsibilities?	The Nebraska Department of Health and Human Services, Children & Family Services Division has two staff in the Research, Planning and Evaluation section who are working on this request and contract. Their roles are to facilitate the contract, provide testing and set up information and assist the contractor. They will perform the Administrative role in this contract.
11. Is there a project charter?	No, the information about the project is in the Request For Proposal.
12. What is the recommended work breakdown structure of the project plan?	There is not a recommended work breakdown structure. Proposals will be fully evaluated.
13. Does The State have a change management plan?	Yes, change management plans are in place for all software utilized by DHHS.
14. What are the defined business processes for performance management with DHHS?	Performance management is driven primarily by analysis of data relative to the type of service being provided. Performance measures are established at time of contract award.
15. If business processes are not complete, who will be creating the documented business processes? What is the defined format of documented business processes?	The business processes with service providers are exclusively created and administered by DHHS, Children & Family Services Division. The format used to illustrate business processes is either Visio or Word.
16. What type of training is needed for the system (web-based, on-site)? For business process?	Training for this contract will be provided by both web-based and on-site. At a minimum, one session should be performed on-site.
17. Does the State have a stakeholder management plan? If so, please provide.	No, DHHS does not have a stakeholder management plan.

QUESTIONS	ANSWERS
<p><b>18.</b> How many users will be accessing the system? What are the user types (data entry, approvers, managers, directors)?</p>	<p>Children and Family Services have approximately 346 contracts that will require use of this software. Each contractor will submit data and information to the score card for that contract. Inside the Department there will be viewing by the staff that manages the contracts and other agency personnel to see performance measures.</p>
<p><b>19.</b> Does The State have report and dashboard specifications defined? If so, please provide.</p>	<p>All the specifications are contained in the Request for Proposal. The dashboard measurements will vary by service provider.</p>
<p><b>20.</b> What testing of the system, UAT specifically, is required by the state?</p>	<p>The State's involvement with UAT testing will be limited to entering its data and validating proper charting, etc. of data. The system should be fully functional and not require UAT beyond high level conformance with the State's objective.</p>
<p><b>21.</b> Will the State develop the UAT scripts, or will this be a responsibility of the vendor?</p>	<p>See question 20.</p>
<p><b>22.</b> What is the recommended performance and system testing requirements?</p>	<p>See question 20.</p>
<p><b>23.</b> What is the recommended requirements traceability matrix utilized by the State?</p>	<p>See question 20. A traceability matrix will not be created by The State.</p>
<p><b>24.</b> Is there a defined implementation strategy for the system? Is an implementation strategy required?</p>	<p>The implementation strategy is to begin with a limited number of contracts and add more contracts as staff become familiar with the process and the contracts are started or renewed.</p>
<p><b>25.</b> Is design documentation required as a part of the project?</p>	<p>There is no requirement for the State to have the design documentation.</p>
<p><b>26.</b> Is build documentation required as part of the project?</p>	<p>There is no requirement that the State have the build documentation.</p>
<p><b>27.</b> What is the lead time for deployment? How much notice is needed before deployment?</p>	<p>Deployment is expected in January 2013. Notice of deployment capability is expected in response to this request.</p>
<p><b>28.</b> What is the onsite versus remote requirement of the vendor?</p>	<p>The Department is requesting one onsite training session by the vendor. All other services can be provided remotely.</p>
<p><b>29.</b> Is there critical success factors defined as part of the project? (Progress metrics, reports, status)</p>	<p>Factors are included in the request.</p>

QUESTIONS	ANSWERS
<p><b>30.</b> Requirement 1.b.xii – How are “like contracts” determined?</p> <p>a) Is it expected that the system will automatically determine “like contracts”?</p> <p>b) Are contracts assigned to categories to identify likeness?</p>	<p>The term “like contracts” refers to multiple contractors providing the same service to the Department. The Department will determine and assign like contracts in the system.</p>
<p><b>31.</b> Requirement 1.b.xiv – What is the difference between edit and update?</p>	<p>An edit is correcting an item posted incorrectly. An update is the adding of new information.</p>
<p><b>32.</b> Requirement 2.a.i – Are contract names unique?</p>	<p>Yes, contracts are assigned unique numbers. The names may be repeated.</p>
<p><b>33.</b> Requirement 2.a.vii – How are same services determined?</p> <p>c) Is it expected that the system will automatically identify “same services”?</p>	<p>See question 30.</p>
<p><b>34.</b> Requirement E3 – How will response time be calculated?</p> <p>d) Time page is fully presented on user workstation minus time page request is made by workstation?</p> <p>e) Time page request is sent to workstation from server minus time page request is received by server?</p>	<p>Response time is calculated from the request to the response fully presented on user works station.</p>
<p><b>35.</b> Requirement E4 – What are the firewall policies?</p>	<p>All proposals will be evaluated for security. The successful vendors will host the application. There are many firewall technological solutions available. The bidder should propose hardware and/or software designed to determine network traffic using policy statements (rule set) to block unauthorized access while permitting authorized communications to or from a network or electronic equipment.</p>