

## ADDENDUM THREE

**DATE:** November 20, 2013

**TO:** All Vendors

**FROM:** Robert Thompson/Kristi Kling, Buyers  
 State Purchasing Bureau

**RE:** Questions and Answers for RFP Number 4539Z1  
 to be opened December 17, 2013 2:00 p.m. Central Time

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
<p><b>1.</b> The subject RFP, for implementation of a WIC system – mentions there will be a QA contractor. Can you tell me when that RFP is expected to be released?</p>	<p>The QA contractor RFP is still under review. A release date is not yet known but is expected in the near future.</p>
<p><b>2.</b> RFP Section I. Scope of the Request for Proposal A. Schedule of Events Page # 1</p> <p>The Schedule of Events indicates the State intends to respond to written questions on November 19th and the Proposal Opening date is December 3rd. Given that the State’s response to questions will most likely influence a vendor’s proposal content and cost proposal would the State consider extending the proposal due date by at least two weeks?</p>	<p>See Addendum Two of the RFP, revising the Schedule of Events. The revised proposal opening date is December 17, 2013, 2:00 PM Central Time.</p>

QUESTIONS	ANSWERS
<p><b>3.</b> RFP Section IV. Project Description and Scope of Work D. New System Environment Page # 32</p> <p>The RFP references the USDA/FNS web site for access to the MPSC technical documentation via:  <a href="http://www.fns.usda.gov/apd/library/MPSC_docs.htm">http://www.fns.usda.gov/apd/library/MPSC_docs.htm</a></p> <p>There is a set of MPSC technical documentation available on this web page:  <a href="http://www.fns.usda.gov/apd/Library/WIC_SAM.htm">http://www.fns.usda.gov/apd/Library/WIC_SAM.htm</a></p> <p>However, there is also a statement on the USDA/FNS web site that reads: “MPSC documentation is no longer available on this website. A site maintained by the MPSC Users Group is being developed and additional information on access will be posted when it is available. In the meantime, please contact:  <a href="mailto:Jerilyn.Malliet@fns.usda.gov">Jerilyn.Malliet@fns.usda.gov</a>”</p> <p>We contacted USDA/FNS as instructed on the website to request the current MPSC technical documentation. FNS indicated they would make the documentation available via a website used by FNS to share information, however as of the submission of these questions we have not heard back from them regarding the status and availability of the documentation.</p> <p>Given that current system documentation for the MPSC is not readily available for bidders to review and there is no firm date as to when it will be available please consider extending the due date for the RFP to give bidders a reasonable amount of time to review the technical documentation prior to submitting their proposal.</p>	<p>See Addendum One for access to MPSC documentation.</p> <p>See Question #2 regarding the revised proposal opening date.</p>

QUESTIONS	ANSWERS
<p><b>4.</b> RFP Section I. Scope of the Request for Proposal Page # 1</p> <p>The RFP states that the contract will “be issued for a period of two (2) years and six (6) months with the option to review for five (5) additional one (1) year periods.”</p> <p>Does the two (2) year six (6) month period include the one (1) year warranty?</p>	<p>Yes, the two (2) year six (6) month period does include the one (1) year warranty.</p>
<p><b>5.</b> RFP Section II. Procurement Procedures H. Proposal Opening Page # 5</p> <p>The RFP states that “Proposals will be available for viewing by those present after the proposal opening. Vendors may also contact the State to schedule an appointment for viewing proposals after the opening date.”</p> <p>Will Cost Proposals and any content marked Confidential be excluded from viewing by those present at the opening and those who schedule an appointment for viewing proposals?</p>	<p>Cost proposals will be available to view by those present at the proposal opening. Content the bidder would like to keep confidential will need to be marked and packaged per Section III. QQ PROPRIETARY INFORMATION. Content not identified and packaged per QQ may be viewed by other bidders and the public. After the opening the State will not schedule viewing appointments until after an Intent to Award is posted.</p>
<p><b>6.</b> RFP Section II. Procurement Procedures O. Secretary of State/Tax Commissioner Registration Requirements Page # 7</p> <p>The RFP states that bidders must be “authorized to transact business in the State of Nebraska. And, all bidders are expected to comply with all Nebraska Secretary of State registration requirements.</p> <p>Is this also a requirement for subcontractors?</p>	<p>The awarded contractor is responsible for the subcontractor. The subcontractor will not have to provide a Certificate of Good Standing or Letter of Good Standing to the State.</p>

QUESTIONS	ANSWERS
<p><b>7.</b> RFP Section II. Procurement Procedures O. Secretary of State/Tax Commissioner Registration Requirements Page # 7</p> <p>The RFP states that bidders should submit the authorization to transact business certificate in the State of Nebraska with their bid.</p> <p>The Proposal Instructions on page 82 does not indicate where his certificate should be placed in the response.</p> <p>Please confirm where the certificate should be placed in the response.</p>	<p>Please include with the Technical Proposal as part of the “Request For Proposal For Contractual Services” section. Please see Section V.A.1.</p>
<p><b>8.</b> RFP Section III. Terms and Conditions Page # 8-27</p> <p>The first paragraph states, “by signing the Request For Proposal For Contractual Services form, the bidder guarantees compliance with the provisions stated in this Request for Proposal, agrees to the terms and conditions and certifies bidder maintains a drug free work place environment.”</p> <p>However, each of the Terms and Conditions on pages 8-27 include a place for the bidder to initial their acceptance of the term/condition.</p> <p>Should we include the full list of Terms and Conditions in our response with each term/condition initialed as Accepted, Rejected, or Rejected with Alternative language? If so, where should this be placed in our response?</p>	<p>Yes, bidders should include the full list of Terms and Conditions in their response to the RFP, with each term/condition initialed. The bidder may include this section with the Technical Proposal as part of the “Request For Proposal For Contractual Services” section. Please see Section V.A.1.</p>

QUESTIONS	ANSWERS
<p><b>9.</b> RFP Section III. Terms and Conditions F. Insurance Requirements 4. Evidence of Coverage Page # 11</p> <p>The RFP states that “the contractor should furnish the State, with their proposal response, a certificate of insurance coverage complying with the above requirements to the attention of the Buyer, Administrative Services, State Purchasing Bureau, 301 Centennial Mall S, 1<sup>st</sup> Floor, Lincoln, NE 68508.”</p> <p>Please clarify, should the evidence of insurance be included with the RFP response but in a separate envelope/package addressed as indicated above. Or, should it be included within the RFP response? If within the RFP response, please specify the response section in which it should be included.</p>	<p>The Certificate of Insurance may be included with the Technical Proposal as part of the “Request For Proposal For Contractual Services” section. Please see Section V.A.1.</p>
<p><b>10.</b> RFP Section III. Terms &amp; Conditions WW. Nebraska Technology Access Standards Page # 24</p> <p>Does the MPSC WIC system currently meet the Nebraska Technology Access Standards? If not, what is the D&amp;IC’s responsibility to ensure the system meets these standards?</p>	<p>Nebraska does not believe that the MPSC WIC system currently meet the Nebraska Technology Access Standards. However the bidder should review the MPSC technical documentation and must provide a response to this requirement, inclusive of a request for exemption under the terms of section B item 5 of the standards, if so needed.</p>

QUESTIONS	ANSWERS
<p><b>11.</b> RFP Section IV. Project Description and Scope of Work Page # 28</p> <p>The Scope of Work indicates DHHS's intent to transfer the MPSC WIC system. It is likely that this relatively new WIC system has a list of outstanding errors, bugs, cosmetic changes, known work-arounds, etc. that will be unresolved in the source code being transferred to Nebraska.</p> <p>Will the source code be transferred with a warranty from the original development contractor, USDA/FNS, and/or the MPSC User Group that states all known errors, bugs, cosmetic changes, known work-arounds, etc. will be resolved/fixed/corrected at no cost to the D&amp;IC contractor?</p> <p>And, what assurance does the D&amp;IC have that it will not be penalized for missing a deliverable deadline if correction of a known error, bug, cosmetic change, known work-around, etc. impacts the project schedule?</p>	<p>There seems to be a continued misunderstanding of the intent of the MP User Group and the needs of any state transferring the MPSC system.</p> <p>Any state wishing to transfer the MPSC system has the option to join, or not join, the MP User Group. If they do not join the user group, they will be provided with the source code, documentation, etc. and will be on their own to compile, install, warranty, convert, test, and train on the system.</p> <p>For states that wish to join the MP User Group, the sole owner of the MPSC source code is the User Group. The User Group contracts, on the behalf of all member states, with a Maintenance and Enhancement (M&amp;E) contractor to make any agreed upon source code changes and to provide warranty/maintenance support.</p> <p>At this point in time, Nebraska tentatively plans to join the user group, so no source code will be provided to their D&amp;IC, only an executable instance of the system, along with all the manuals, training materials, etc. The D&amp;IC will assist Nebraska, to the extent NE wishes, with hardware setup, network setup, database setup, data mapping and conversion, testing, training, and will install the executable instance of the system. They will not touch, nor have available, the source code.</p> <p>The current production system is under warranty by Ciber, through 12/31/2013. The MP User Group is negotiating a M&amp;E contract with Ciber that will start 1/1/2014 for a two year period, with an option for a third. Any current, unresolved defects will be corrected under these contracts with Ciber, and NOT be the responsibility of the D&amp;IC of Nebraska.</p> <p>Nebraska is transferring the system "as-is" at the time of transfer. Once Nebraska is part of the MP User Group they can propose enhancements, and once they are in a production mode (usually a production pilot) they can start recording defects that will be repaired by the M&amp;E contractor.</p> <p>(Continue)</p>

<b>QUESTIONS</b>	<b>ANSWERS</b>
	<p>(Continued response to Question 11.)</p> <p>The key point is that the D&amp;IC, for a MP User Group member state, does not have, and can therefore not modify, the MPSC source code.</p> <p>For MP User Group member states, the MPSC source code, and any system warranty, will be the responsibility of a single M&amp;E contractor - for the near future, Ciber.</p> <p>Delays will be considered as needed. The D&amp;IC will not be penalized for delays not related to modifications made as part of this transfer project.</p>

QUESTIONS	ANSWERS
<p><b>12.</b> RFP Section IV. Project Description and Scope of Work A. Project Overview Page # 28</p> <p>What is the current status of the MPSC UG?</p> <p>If the user group has been established: Who is the contact for the MPSC UG?</p> <p>Have any system enhancements been approved by the MPSC UG?</p> <p>Is it possible for the MPSC UG to provide RFP responders with a list of known defects in the MPSC system?</p> <p>Is it possible for the MPSC UG to provide RFP responders with a list of known upcoming enhancements planned for the MPSC system?</p> <p>If the user group has not been established is NE DHHS WIC able to the information/items listed above?</p>	<p>The MP User Group Charter has been completed and distributed to potential transfer states - those with approved IAPDs to transfer the MPSC system. The MP User Group is negotiating with Ciber on a sole-sourced Maintenance and Enhancement (M&amp;E) contract to support the MPSC system for the User Group for a period of two years, with an option for a third year. The MP User Group is also developing a Request For Proposal for services to support a Product Management Office (PMO). Utah will initially hold both the M&amp;E and PMO services contracts.</p> <p>Steven Sprague, <a href="mailto:Steven.Sprague@state.co.us">Steven.Sprague@state.co.us</a>, <a href="tel:303.692.2336">303.692.2336</a>, is the acting PMO and is the primary contact for the MP User Group.</p> <p>No system enhancements are approved at this time. The MP User Group Executive Steering Committee (ESC) has given assurances to the potential transfer states that if a state requires online EBT functionality, and has funding for the enhancement, that it would be approved for development by the M&amp;E contractor.</p> <p>The MP User Group maintains an Issue List of defects for the current Development contractor, and future M&amp;E contractor to repair. The list is constantly in flux as new issues are noted and others repaired. While it is possible to provide a list, since the D&amp;IC Nebraska selects will not be responsible for repairing defects, the list of current defects seems inappropriate.</p> <p>As stated above, there are no approved, scheduled enhancements. The MP User Group is still in negotiation for M&amp;E services and hopes to have Ciber under contract for maintenance and potential enhancements by 1/1/2014.</p>

QUESTIONS	ANSWERS
<p><b>13.</b> RFP Section IV. Project Description and Scope of Work Page # 28 Form C.5 Page # 94 Attachment A: Requirements</p> <p>It is unclear what modifications to the existing MPSC code are to be included as part of the transfer and implementation project.</p> <p>The Project Overview states that the D&amp;IC will:</p> <ul style="list-style-type: none"> <li>transfer the MPSC system</li> <li>configure the <b>system parameters</b> as needed to meet the NE functional requirements as set forth in Attachment A</li> <li>re-brand the system</li> <li>train users</li> <li>convert the data</li> </ul> <p>The list of functional requirements in Attachment A includes many requirements with a portion of the requirement printed in red, some of which are labeled "NE Specific." Are these the "<b>system parameters</b>" that need to be configured as described in the Project Overview (#2)? If no, is the list of identified system parameters documented? If so, is this list available?</p> <p>The last worksheet in Attachment A is a list of NE Specific Requirements. Are these modifications also considered "<b>system parameters</b>" or are these additional system enhancements that are part of the transfer project?</p> <p>Finally, on page 28 of the RFP it states that the "MPSC UG will control and determine any modifications and enhancements to the system <b>other than modifying existing parameters.</b>"...and that DHHS has "identified a number of DHHS-specific items that may not be approved by the UG" and has asked for bidders "to provide separate, optional quotes for these potential tasks...included on Form C.5." Please confirm that the modifications and enhancements listed on Form C.5 are not considered "system parameters."</p>	<p>No, the NE specific items are not parameters.</p> <p>No, the list is not available. Determining the parameters that need to be configured is part of the JAD process.</p> <p>The NE Specific Requirements are additional system enhancements that would be subject to the approval of and performed under the auspices of the UG. They are not part of the transfer project.</p> <p>The modifications and enhancements listed on Form C.5 are not considered "system parameters."</p>

QUESTIONS	ANSWERS
<p><b>14.</b> RFP Section IV. Project Description and Scope of Work A. Project Overview Page # 28</p> <p>The RFP states that the “MPSC UG will control and determine any modifications and enhancements to the system other than modifying existing parameters.”</p> <p>Is the D&amp;IC expected to update the DFDD and DTSD with potential modifications to the system prior to the modification(s) being approved by the MPSC UG?</p>	<p>No.</p>
<p><b>15.</b> RFP Section IV. Project Description and Scope of Work C.1 Project Environment – Overview Page # 29</p> <p>The creation of CDC datasets is mentioned on page 29 (IV.C.1), but not on page 42 ( IV.D.f) where other dataset extracts are referenced. Is the generation and testing of CDC extracts a system and project requirement?</p>	<p>Yes. The RFP is hereby amended on page 42, IV.D.f. to add: v. CDC Pediatric and Pregnancy Nutrition Surveillance Systems data.</p>
<p><b>16.</b> RFP Section IV. Project Description and Scope of Work C. Project Environment 3. Project Oversight Page # 30</p> <p>The RFP describes multiple committees, staff, and contractors involved with this contract (DHHS WIC staff, D&amp;IC, BCA, QA vendor). Are the roles and responsibilities for each of these groups and how each of these groups communicate and report to each other further defined than what is provided in the RFP?</p>	<p>There is a Project Management Plan in place. The D&amp;IC must review this plan and be responsive to it in developing their Final Work Plan at Project Initiation. The roles and responsibilities of the principal Project participants is described in section IV.C.3 of the RFP.</p>
<p><b>17.</b> RFP Section IV. Project Description and Scope of Work D. New System Environment Page # 32</p> <p>The MPSC source code provided on the WIC Technology Partners website indicates that it is provided for “review purposes only and is not intended for compilation.”</p> <p>How and when will access to the most current compilation of the MPSC system source code be made available to the D&amp;IC?</p>	<p>No source code will be provided to the D&amp;IC (see question #11) an executable instance of the system will be made available once the final contract is signed.</p>

QUESTIONS	ANSWERS
<p><b>18.</b> RFP Section IV. Project Description and Scope of Work D. New System Environment Page # 32</p> <p>The RFP references the USDA/FNS website for access to the MPSC technical documentation.</p> <p>The MPSC documentation available via the USDA/FNS web site is in PDF format. And, as mentioned in Questions #2 above it seems that the MPSC documentation on the USDA/FNS website is not the “official” (or maybe not the most current) MPSC documentation.</p> <p>When the MPSC technical documentation is made available by the MPSC UG will it be an editable version (MS Word)?</p>	<p>See Addendum One.</p> <p>Yes.</p>
<p><b>19.</b> RFP Section IV. Project Description and Scope of Work D. New System Environment 3c. Desktop Management Page # 34</p> <p>The RFP states that “desktops are currently Windows 7 Enterprise with migration to Windows 8 being considered for upgrade in March 2014.”</p> <p>Has the MPSC system been tested and certified to operate in a Windows 8 environment?</p> <p>If not, what is the plan to test the MPSC for capability with Windows 8?</p>	<p>Yes.</p>
<p><b>20.</b> RFP Section IV. Project Description and Scope of Work D.5 Hardware Plan Page # 37</p> <p>The RFP states that Nebraska State is taking full responsibility for the needed telecommunication infrastructure and hardware upgrades. Will the upgrade plan and schedule be made available to the D&amp;IC within three months of the start of the MIS Transfer Project?</p>	<p>Yes.</p>

QUESTIONS	ANSWERS
<p><b>21.</b> RFP Section IV. Project Description and Scope of Work D.5 Hardware Plan Page # 37</p> <p>What is the lead time required for DHHS WIC to procure new PC's?</p>	<p>DHHS estimates two months needed to procure new PC's.</p>
<p><b>22.</b> RFP Section IV. Project Description and Scope of Work D. New System Environment 6.e. Summary of Clinic Hardware Inventory Requirements Page # 39</p> <p>What are the CPS hardware requirements for the MPSC currently being used? Is the list of hardware on page 39 the same or different that what is currently being used in production?</p>	<p>There are several different installations of the MPSC system utilizing various hardware configurations. The hardware listed is for general information and is comparable to the Utah WIC Program installation of the system.</p>

QUESTIONS	ANSWERS
<p><b>23.</b> RFP Section IV. Project Description and Scope of Work D. New System Environment 6.d. Software Plan - Technical Documentation Page # 41</p> <p>This section states that “some changes to system parameters will be necessary to meet the specific functional requirements of DHHS WIC. These changes will be determined in joint application design (JAD) sessions...”</p> <p>How do these “system parameter changes” relate to the NE Specific notations (in red font) listed in Attachment A – Functional Requirements document?</p> <p>This section also states that the “<b>D&amp;IC will produce and submit a Detailed Functional Design Document (DFDD) for the DHHS WIC system.</b> The DFDD will document all of the functional requirements for the system and will include any changes agreed upon during the JAD sessions.”</p> <p>The description of Subtask 2.3. Update DFDD on page 50 states that the “D&amp;IC must deliver an <b>updated MPSC DFDD</b> which comprehensively describes the functional requirements of the system and highlights the new design specifications added to the document to describe the DHHS WIC parameter changes.”</p> <p>Please clarify, is the requirement to write a <b>new DFDD</b> for the MPSC system or to <b>update the MPSC system DFDD</b> with the new Nebraska WIC parameters?</p> <p>Does the MPSC technical documentation include a DFDD that is updated and in sync with the system being transferred to NE WIC? If so, is the DFDD requirement to only update those sections where parameter changes are being made that are specific to the DHHS WIC system?</p>	<p>See response to #13.</p> <p>The requirement is to update the document as needed to reflect any changes made to the system.</p> <p>Yes, the MPSC technical documentation includes a DFDD that is updated and in sync with the system being transferred to NE WIC. The DFDD requirement is to update those sections where parameter changes are being made that are specific to the DHHS WIC system, if needed.</p>

QUESTIONS	ANSWERS
<p><b>24.</b> RFP Section IV. Project Description and Scope of Work C. Project Environment 2. d. Organization, DHHS WIC Page # 30 RFP Section IV. Project Description and Scope of Work C. Project Environment 7. e.i. Telecom Plan, Bandwidth Page # 45</p> <p>Section 2.d. on page 30 states that there are 108 clinic sites across the state.</p> <p>Section 7.e.i on page 45 states that there are 110 clinic sites across the state.</p> <p>Please clarify which is correct.</p>	<p>There are 110 WIC clinic sites in Nebraska.</p>
<p><b>25.</b> RFP Section IV. Project Description and Scope of Work C. Scope of Work Page # 46</p> <p>The last sentence in the first paragraph indicates that a “software development Gantt chart that lays out a preliminary schedule for the tasks and subtasks is shown at the end of this section of the RFP.”</p> <p>There does not seem to be a Gantt chart included in the RFP as indicated on page 46.</p>	<p>The RFP is hereby amended on page 46, Section IV. F. 1. to include the attached Gantt chart with a preliminary schedule for tasks and subtasks. The bidder must respond to this schedule and explain and justify any significant modifications they believe are warranted.</p>
<p><b>26.</b> RFP Section IV. Project Description and Scope of Work A. New System Environment 6.f. Data Sharing with Existing Systems Page # 42</p> <p>It is unclear from the RFP if any of the input and output data sharing currently exists in the MPSC system. Please clarify if the items listed in 6.f on page 42 currently exist.</p>	<p>These functions currently exist in the system. However, they may require modification to interface with NE DHHS systems.</p>

QUESTIONS	ANSWERS
<p><b>27.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 50</p> <p>Subtask 2.3 Updated DFDD states that as “part of the DFDD, the D&amp;IC must prepare a requirements traceability matrix that relates each requirement in the Nebraska FReD to the section(s) in the DFDD where the requirement is addressed.” Does the current MPSC documentation include a requirements traceability matrix? If so, will this document be made available to the D&amp;IC?</p>	<p>See the MPSC documentation site in Addendum One. Nebraska does not have any other documentation available.</p>
<p><b>28.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 52</p> <p>Data Conversion Plan – can you provide a copy of the most current MPSC data model and the most current NE WIC legacy system data model?</p>	<p>See the MPSC documentation site in Addendum One. Nebraska does not have any other documentation available.</p> <p>There is no current NE WIC legacy system data model available.</p>
<p><b>29.</b> IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 58</p> <p>Support UAT and System Revision – the RFP states that “While DHHS intends to subject the entire system to UAT, the intent is for testing to focus on those modules and subsystems that have been affected by system parameter changes, inclusive of functions that receive or pass data to modified functions”</p> <p>Is the D&amp;IC responsible for fixing defects found in UAT that are not associated with modifications made as part of this transfer project?</p> <p>What assurances does the D&amp;IC have that it will not be penalized for missing a deliverable deadline if correcting a defect found in UAT that is not associated with modifications made as part of this transfer project impacts the project schedule?</p>	<p>No.</p> <p>Delays will be considered as needed. The D&amp;IC will not be penalized for delays not related to modifications made as part of this transfer project.</p>

QUESTIONS	ANSWERS
<p><b>30.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 59, 67, 73, 78</p> <p>On-line Help - Does the MPSC system documentation include On-line Help that is updated and in sync with the system being transferred to NE WIC?</p> <p>If so, is the On-line Help requirement to only update those sections where parameter changes are being made that are specific to the DHHS WIC system?</p>	<p>Yes.</p> <p>Yes.</p>
<p><b>31.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 62, 77</p> <p>Training – The RFP states that user training will be conducted over a 10 week period with each agency trained for one (1) week.</p> <p>Page 77 – The RFP states, “trainings will be held in several locations around Nebraska for groups of local agency/clinic staff.</p> <p>Is DHHS responsible for securing the multiple training locations around Nebraska?</p> <p>Is DHHS also responsible for securing, setting up, and transporting all training equipment (computers, printers, tables, chairs, projection equipment, etc.) to the multiple training locations?</p> <p>Would DHHS consider using one centralized training location to ensure the training lab is adequately equipped, comfortable, and the associated risks with moving/setting up equipment multiple times are minimized?</p>	<p>DHHS is responsible for securing training locations and for provision, transport and setup of all training equipment. However, the D&amp;IC will be required to provide technical assistance for equipment set-up as needed.</p> <p>No. Nebraska does not intend to use one centralized rollout training location.</p>

QUESTIONS	ANSWERS
<p><b>32.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 64, 79</p> <p>Warranty – Page 64 - The RFP states that the “D&amp;IC must provide system operation and maintenance support to DHHS and provide for a one-year warranty of the software against errors and defects.”</p> <p>Extended Warranty – Page 79 – The RFP states that the “D&amp;IC must provide for four (4) one (1) year renewals after the initial warranty period, to be exercised each year at DHHS’s option.”</p> <p>What portion, if any, of any warranty (initial and/or extensions) on the software currently exists?</p> <p>How will warranty work be coordinated with the development work on the Nebraska transfer project? In addition to fixing defects, what items must the warranty contractor provide (e.g. system source and executable code, updated documentation, system and training documentation/materials, user and operational manuals, functional and technical documents, on-line help, etc.)</p> <p>If none, what known errors and defects remain unresolved in the source code being transferred to NE WIC?</p>	<p>See responses to question #11 and #41.</p>
<p><b>33.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 71, 89</p> <p>Deliverable 8 – Implementation, Conversion, Training, and Security Plans. This deliverable includes four (4) important planning documents that are related, but each has a unique audience. Can the D&amp;IC price this deliverable as four individual deliverables (e.g. 8a, 8b, 8c, 8d) with distinct review periods and acceptance criteria/dates?</p>	<p>The four planning documents may be shown separately in the bidder’s implementation plan, but must be priced as one deliverable, as described in Deliverable 8.</p>

QUESTIONS	ANSWERS
<p><b>34.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 73</p> <p>Training Materials – The RFP states that Deliverable 11: User Training Materials “may be drawn from the existing MPSC training materials but must be updated and revised to address DHHS WIC-specific functionality and business practices.”</p> <p>Does the MPSC system documentation include training materials that are updated and in sync with the system being transferred to NE WIC? Are these training materials available for review? Are these training materials available in an editable format (i.e. MS Word)?</p>	<p>Scenario-based Training Materials were developed for use in Pilot training and rollout training.</p> <p>In addition, each state developed Change Management materials to assist the state users in understanding the changes that were coming with the new system and to prepare students for the formal training sessions.</p> <p>Many of these materials have already been shared with states as they consider transferring the MPSC system.</p> <p>Bidders interested in these materials should contact the MP Users Group.</p>
<p><b>35.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 62, 78</p> <p>Training Duration – Page 62 of the RFP indicates that DHHS is planning for a 10-week rollout.</p> <p>Page 78 indicates that DHHS anticipates the need for eight (8) week-long regional training events.</p> <p>Please clarify the difference in the number of rollout weeks versus the number of anticipated training weeks.</p>	<p>DHHS anticipates eight training events, each followed the following week by rollout of the system for the clinics trained the previous week. Assuming there are no breaks, that is, the trainings are consecutive without interruption, the final rollout clinics would go live in week nine (9). If a break is needed, the final rollout clinics would go live in week ten (10).</p>

QUESTIONS	ANSWERS
<p><b>36.</b> RFP Section IV. Project Description and Scope of Work F. Scope of Work 3. Project Task Plan Page # 79</p> <p>MPSC UG – the RFP states that “modifications and enhancements will be subject to the approval of MPSC UG.” And that, “any and all DHHS-specific modifications and enhancements receiving MPSC UG approval will be contracted for, funded by, and conducted under the auspices of the MPSC UG, using the prices provided on Form C.5 as a guide.”</p> <p>What legal authority does the MPSC UG have to enter into a contract with the D&amp;IC? What are the terms and conditions of such contract? Please provide available MPSC UG documentation (e.g. Teaming Agreement, Partnership Contract, Bylaws, etc.)</p> <p>How will modification and enhancement work done for DHHS under the “auspices of the MPSC UG” differ than the work described in the Scope of Work for the transfer project?</p>	<p>This statement is not intended to imply that the MP user group will award a contract to the D&amp;IC. Rather, Nebraska intends to comply with the MP User Group Charter which states that any modifications to the MPSC code must be accomplished by the MPSC Enhancement contractor.</p>
<p><b>37.</b> RFP Section V. Proposal Instructions Page # 82</p> <p>V.A.1. Request For Proposal Form – the RFP states that the bidder must sign and include the “Request For Proposal For Contracted Services” form in their response.</p> <p>If the D&amp;IC is using a subcontractor is the subcontractor also required to sign this form?</p>	<p>No. The awarded contractor is responsible for their subcontractors. Subcontractors do not sign and provide a Request For Proposal For Contracted Services form.</p>

QUESTIONS	ANSWERS
<p><b>38.</b> RFP Section V. Proposal Instructions Page # 86</p> <p>Retainage – the RFP states that “Retainage will be paid upon verification and certification of the system by the QA contractor and acceptance of the verification and certification by DHHS.”</p> <p>At what point in the contract is this “verification and certification of the system” conducted? Readiness for pilot? Readiness for statewide rollout? After statewide rollout?</p> <p>What process and criteria will be used to conduct the “verification and certification of the system?”</p> <p>What is the duration of the “verification and certification of the system” process and how does this impact the project schedule?</p> <p>What is the D&amp;IC’s responsibilities during the “verification and certification of the system” process?</p> <p>What provisions are made to ensure the “verification and certification of the system” process does not impact the delivery and/or acceptance of project deliverables and/or impact the overall project schedule for which the D&amp;IC could then be subject to a penalty?</p>	<p>Verification and certification of the system by the Quality Assurance Contractor and acceptance of the verification and certification by the State will occur immediately following submission of Deliverable 33: Post-Implementation Assessment and Problem Resolution by the D&amp;IC.</p> <p>The verification and certification will follow industry standards. The QA contractor will conduct an independent post-implementation assessment of the new system, inclusive of its achievement of Project goals and objectives. To conduct this assessment, the QA contractor will conduct site visits and interviews at two local agencies and the State offices. In addition, the QA Contractor must provide verification and certification documentation that specifies all software, policies, procedures, reporting, and equipment are functioning as planned after the D&amp;IC and EC have corrected all issues determined during the post implementation evaluation.</p> <p>The expected duration of verification and certification is approximately one month. As the verification and certification occurs after completion of the system rollout, it will not impact the Project schedule.</p> <p>The D&amp;IC’s responsibilities related to the verification and certification are met by ensuring the system has met the requirements and by providing Deliverable 33, Post-Implementation Assessment and Problem Resolution</p>
<p><b>39.</b> RFP Section Form C.2 Cost Sheet – Options to Operate and Maintain System Page # 91</p> <p>On the table for both Scenario 1 and 2 the first column heading is “Initial Contract Period.” Please confirm if DHHS WIC is requesting pricing for the listed items in the table from the beginning of the contract or at another time during the initial contract period.</p> <p>If not required at the beginning of the contract, please specify when during the contract period the pricing for the items is being requested.</p>	<p>The original base prices will be effective from the beginning of the contract through the two and one half years of the initial contract period.</p> <p>Prices for years one through five of extended services would be in effect for each respective year, as listed on the cost sheet.</p>

QUESTIONS	ANSWERS
<p><b>40.</b> General Question</p> <p>Will DHHS WIC provide space for vendor personnel when on-site? If so, how much space and will it be dedicated space?</p>	<p>DHHS will make a best effort to provide temporary short term space, but cannot provide assurances that dedicated space will be available for the duration of the project.</p>
<p><b>41.</b> Page 28 indicates that DHHS intends to join the MPSC User Group. At this time, new states joining the user group are expected to join during pilot. As a result, warranty would be provided through the MPSC UG. Please clarify whether bidders are to provide an estimate of support / maintenance in addition to what Nebraska will get from the MP User Group's contractor or will the MPSC UG support be sufficient (i.e., no need for bidders to include warranty and maintenance costs)?</p>	<p>The D&amp;IC contractor that Nebraska selects will not have access to the MPSC system code and therefore will not be providing any support or maintenance to that code. The MPSC code base will only be modified by the MPSC User Group M&amp;E contractor. The D&amp;IC contractor should warranty their other services, such as: Data Conversion coding, system setup, any training materials and services.</p>
<p><b>42.</b> As per Page 28 of the RFP it is understood that the MPSC UG will control and determine any modifications and enhancements to the system (anything that requires the code base to be modified). Form C.5 on page 98 of the RFP requests costs for eight modifications; however, based upon Attachment A, there are more software modifications that need to be made to the MPSC system to meet NE specific requirements. Should these modifications be identified and included as additional line items on Form C.5?</p>	<p>Attachment A is provided for informational purposes only. Form C.5. remains unchanged.</p>
<p><b>43.</b> Not all of DHHS WIC requirements are defined at a level where an accurate estimate can be provided without discussion and clarification. Is it permissible to provide an estimate for system modifications that are clear and gather more information during contract negotiations in order to provide estimates for additional system enhancements that are currently defined at too high a level?</p>	<p>As noted in the RFP, the prices requested for Nebraska Specific functionality are for informational purposes only and will not be exercised as a component of this contract. Should any modifications be approved by the MP Users Group, they will be negotiated and contracted for under the auspices of the Users Group.</p>

<b>QUESTIONS</b>	<b>ANSWERS</b>
<p><b>44.</b> Page 42 of the RFP states that the DHHS WIC System will produce data for dual participation, check with other state WIC Programs and will receive Dual Participation files from external entities. Has DHHS WIC determined that this requirement is met by one of the formats currently supported by the MPSC system? If the MPSC system doesn't support the format(s) required, we will estimate for an additional format.</p>	<p>The MPSC system currently supports data sharing for dual participation. There will not be a need to modify the dual participation file output. However, the files received from neighboring states and tribal organizations vary in format, field length, etc. Therefore, it may be necessary to make some revisions to the input/translation process.</p>