

ADDENDUM ONE

DATE: July 25, 2014

TO: All Vendors

FROM: Kristi Kling/Michelle Thompson, Buyers
State Purchasing Bureau

RE: Questions and Answers for RFP Number 4748Z1
to be opened 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>1. Question Number: 1</p> <p>RFP Section Reference: I. Scope of the Request for Proposal - P. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS</p> <p>RFP Page Number: 7</p> <p>Question: The language in the sections states, "The bidder who is the recipient of an Intent to Award will be required to certify that it has so complied and produce a true and exact copy of its current (within ninety (90) calendar days), valid Certificate of Good Standing or Letter of Good Standing.....". How does the state want the recipient to certify that it has complied?</p>	<p>During the contract finalization period, the awarded bidder must provide a current (within ninety (90) calendar days) Certificate of Good Standing or Letter of Good Standing. These may be ordered from the Nebraska Secretary of State's website. If registration with the Nebraska Secretary of State is not required, the awarded bidder must provide a written explanation of the reason it is not required to register.</p>

QUESTIONS	ANSWERS
<p>2. Question Number: 2</p> <p>RFP Section Reference: III. Terms and Conditions - P. ASSIGNMENT BY THE STATE</p> <p>RFP Page Number: 16</p> <p>Question: Is the intent of this section to permit the State to transfer resources or services provided under this contract to virtually any other operating unit of the State government?</p>	<p>This section gives the State the option to assign the resources and/or services provided under this contract to another agency, board, commission, or political subdivision of the State of Nebraska. If the contract is assigned, it does not change the terms and conditions of the contract.</p>
<p>3. Question Number: 3</p> <p>RFP Section Reference: III. Terms and Conditions - P. ASSIGNMENT BY THE STATE</p> <p>RFP Page Number: 16</p> <p>Question: Is the intent to permit transfer or assignment of the CONTRACT to another agency for ongoing administration and management or to transfer the services and resources provided under this contract to another agency?</p>	<p>Please see answer to Question 2.</p>

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<p>4. Question Number: 4</p> <p>RFP Section Reference: III. Terms and Conditions - P. ASSIGNMENT BY THE STATE</p> <p>RFP Page Number: 16</p> <p>Question: For the intent of such transfer or assignment, is it the State’s intent to be able to <u>share</u> services provided under this contract with one or more additional agencies (effectively requiring respondents to be providing a multi-agency use license or an “enterprise” service scope) [also, Section IV, § E – Deliverables seems to indicate that multiple agencies may or will use the provided services under one contract].</p> <p>a. If this section is intended to permit unrestricted sharing of services, the resultant expanded use could dramatically increase service and resource demand beyond what a respondent proposes or quotes. Under what circumstances, pursuant to this section, would the State consider amending this section to either include mutual agreement with the contractor, or to include language permitting cost amendments in the event of assignment or transfer which changes the scope of use or demand for services provided under this contract?</p>	<p>Any other agency and/or political subdivision wishing to utilize this contract will set up an agreement directly with the awarded contractor with the same pricing and terms and conditions of the contract resulting from this RFP. Therefore, the State will not consider amending this section.</p> <p>Any exceptions a bidder wishes to take to the terms and conditions of this RFP must be noted in a bidder’s response pursuant to Section III.R.</p>
<p>5. Question Number: 5</p> <p>RFP Section Reference: III. Terms and Conditions - FF. PROHIBITION AGAINST ADVANCE PAYMENT</p> <p>RFP Page Number: 22</p> <p>Question: This section notes that deliverables must be “accepted by the State”. What is the standard acceptance window by which the State must accept or reject deliverables, and in what format does the State confirm acceptance?</p>	<p>Under this RFP, the deliverables are the reports. Once the report is delivered to the State and has been reviewed (within a reasonable amount of time) for completeness, it is considered accepted. Invoices may be submitted on a monthly or quarterly basis at the discretion of the contractor.</p>

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<p>6. Question Number: 6</p> <p>RFP Section Reference: III. Terms and Conditions - GG. PAYMENT</p> <p>RFP Page Number: 22</p> <p>Question: This section notes “have been satisfactorily completed . . . as solely determined by the State”. Can you provide detail or clarification on the State’s acceptance policy or process in this RFP?</p>	<p>Please see answer to Question 5.</p>
<p>7. Question Number: 7</p> <p>RFP Section Reference: III. Terms and Conditions - HH. INVOICES</p> <p>RFP Page Number: 23</p> <p>Question: RE: Payment Terms. The RFP seems to offer confusing or conflicting guidance on payment terms requested or required by the state, referencing monthly and quarterly terms, as well as fixed cost pricing and per-transaction pricing. Can the state clarify:</p> <ol style="list-style-type: none"> 1. What payment terms are REQUIRED by the State? 2. What payment terms are REQUESTED or preferred by the State? 3. Is the State seeking a fixed cost proposal, transactional cost proposal, or options for both? 	<ol style="list-style-type: none"> 1. Under the Nebraska Prompt Payment Act (Neb. Rev. Stat. §81-2401 – §81-2408), the State has 45 days to pay invoices before interest begins accruing. 2. The State may require that the contractor accept electronic payment. The contractor may propose either monthly or quarterly invoicing. 3. The State is seeking a fixed price per report. Actual volume will vary.
<p>8. Question Number: 8</p> <p>RFP Section Reference: IV. Project Description and Scope of Work - C. SCOPE OF WORK</p> <p>RFP Page Number: 34</p> <p>Question: Is the state interested in refreshing the reports during the course of the year?</p>	<p>No, the State is not interested in refreshing the reports during the course of the year.</p>

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<p>9. Question Number: 9</p> <p>RFP Section Reference: IV. Project Description and Scope of Work - C. SCOPE OF WORK</p> <p>RFP Page Number: 34</p> <p>Question: Is the state interested in an alert functionality whereby positive or negative events can be pushed to email accounts?</p>	<p>No, the State is not interested in the alert functionality.</p>
<p>10. Question Number: 10</p> <p>RFP Section Reference: IV. Project Description and Scope of Work - C. SCOPE OF WORK</p> <p>RFP Page Number: 34</p> <p>Question: Is the state interested in managing vendors who currently have contracts or is this only for new vendors?</p>	<p>The State anticipates utilizing this service in the establishment of new contracts.</p>
<p>11. Question Number: 11</p> <p>RFP Section Reference: IV. Project Description and Scope of Work - D. TECHNICAL REQUIREMENTS</p> <p>RFP Page Number: 34</p> <p>Question: Please define examples of customizations that the state is anticipating?</p>	<p>For the sake of example, the State may wish to specify a specific time limit on a one-time basis.</p> <p>Bidders should submit a sample of the reporting format proposed in their solution.</p>
<p>12. Question Number: 12</p> <p>RFP Section Reference: IV. Project Description and Scope of Work - E. DELIVERABLES</p> <p>RFP Page Number: 34</p> <p>Question: Understanding that this section presumes the possibility of assignment or transfer, the language seems to indicate the possibility or intent for multiple agencies to utilize the services provided under this contract. Can the State clarify or confirm its intent for a shared services or multi-agency scope of use?</p>	<p>Section IV.B. states: "While the potential exists for multiple State agencies to utilize the services requested by this RFP, DAS will be the point of contact for implementation and contract performance. Any agency or political subdivision utilizing this contract will be billed directly by the contractor and will be responsible for its own costs."</p> <p>Please also see answer to Question 4.</p>

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<p>13. Question Number: 13</p> <p>RFP Section Reference: IV. Project Description and Scope of Work - E. DELIVERABLES</p> <p>RFP Page Number: 34</p> <p>Question: If a respondent wishes to propose <u>two</u> distinctly separate solution options, would the State require two separate response packets be submitted, or can two distinct service/solution options and associated cost proposals be submitted in one response?</p>	<p>A bidder may propose as many solution options as it desires; each option should be presented in a separate, distinct response packet.</p>
<p>14. Question Number: 14</p> <p>RFP Section Reference: IV. Project Description and Scope of Work - E. DELIVERABLES</p> <p>RFP Page Number: 34</p> <p>Question: Has the state considered a subscription based model where costs would be fixed for the year as opposed to per report pricing?</p>	<p>The State is not interested in a subscription-based model at this time.</p>
<p>15. Question Number: 15</p> <p>RFP Section Reference: V. Proposal Instructions - 2b. FINANCIAL STATEMENTS</p> <p>RFP Page Number: 35</p> <p>Question: Can this be emailed separately. Our Financial Statement/Annual Report is 236 pages.</p>	<p>Current State Purchasing policy is that a hard copy of the financial statements be submitted with the proposal.</p>
<p>16. Question Number: 16</p> <p>RFP Section Reference: V. Proposal Instructions - B. COST PROPOSAL REQUIREMENTS 1. PRICING SUMMARY – Attachment A</p> <p>RFP Page Number: 38</p> <p>Question: How many reports will be used during the course of the year?</p>	<p>The State does not have any historical data as this is a service that has not been frequently utilized.</p>