Appendix B

Technical Application Requirements

Request for Proposal Number 4953Z1

Registrations and Dissolutions

1) The Application must allow NADC authorized users the ability to enter, on the NADC intranet, the Statement of Organization of a Political Committee (Form A-1).
2) The Application must allow NADC authorized users the ability to enter, on the NADC intranet, the Statement of Dissolution of a Political Committee (Form A-2).
3) The Application must automatically generate Candidate ID, Committee ID, or Financial ID as specified by NADC.
4) The Application must automatically generate a username and temporary password for the user, by a NADC authorized user, upon submission of the Electronic Filing Program Application (this form will be received via mail). The username and password will be automatically sent via the user's registered email.

Correspondence and Notifications

1) The Application must automatically notify candidates and committees, by email, the last day of a reporting period as well as the day before a disclosure report is due. This email is to remind them of the due date, if their report has not already been received.
2) The Application must automatically notify candidates and committees, by email, when their disclosure report has been received and processed.
3) The Application must provide the capability to notify candidates and committees, by email, when disclosure filing report is late.
4) The Application must alert a specified user when a system defined event occurs.
5) The Application must provide the capability to schedule a daily batch production of correspondences and notifications to candidates and committees for mail and/or email delivery.
6) Proper wording of the correspondences and notifications will be provided by the NADC.

Penalties

1) The Application must have the capability to calculate, record, track, and display penalties.
2) The Application must have the capability to automatically notify candidates and committees when penalties begin accumulating.
3) The Application must have the capability to record payments of penalties.
4) The Application must have the capability to adjust penalties and record and display any adjustments.

Archive

1) The Application must provide a mechanism to archive data records that have reached a specified point in time. This specified time is configurable by authorized NADC users.
2) The Application must provide a mechanism to retrieve archived data records for internal NADC research purposes.

Application Auditing

1) The Application must provide an event logging feature to record activities by authenticated users. The logging should include the user's ID and, at a minimum, the date and time a user starts and ends a session, adds or modifies a database record, or generates a report or notification.
2) The Application must provide a means to search by audit event and/or user against the event logging records, report date, time, and action.

Data Access

1) The Application must allow public access to information in the following categories:
    a. Candidates
    b. Committees
    c. Elections
    d. Jurisdictions
    e. Offices
    f. Positions
    g. Cities
    h. Counties
    i. Districts
    j. State offices
    k. Contributions
    l. Expenditures
    m. Loans
    n. Penalties
    o. Documents and manual filings
2) Once a specific Candidate is displayed, the Application must provide a link to the following:
    a. Candidate detail
    b. Committee detail (if candidate has a committee)
    c. Campaign statements and reports, including amendments that have been filed
    d. Documents and manual filings
    e. Report of Earmarked Contribution (Form B-3)
    f. Report of Late Contribution (Form B-5)
    g. Report of Independent Expenditure (Form B-6)
    h. Statement of Financial Interests (Form C-1)
    i. Candidate history
3) Once a specific Committee is displayed, the Application must provide a link to the following:
    a. Candidate detail (if candidate committee)
    b. Committee detail
    c. Campaign statements and reports, including amendments that have been filed by the committee
    d. Documents and manual filings
    e. Committee history
4) Once a specific Committee Detail is selected, the Statement of Organization (Form A-1) is displayed, a summary of the statement shall be displayed with the following details:
    a. Committee name, address, and telephone number
    b. Nature of committee (candidate, ballot question, independent committee, political party)
    c. Committee email (optional)
    d. Candidate name, address, and telephone number (when applicable)
    e. Office sought (when applicable)
    f. Ballot question supported or opposed (when applicable)
    g. Treasurer's name, address, business address, and telephone number
    h. Name of sponsoring organization (when applicable)
    i. Name and address of the financial institution in Nebraska where the committee's official account is maintained
    j. Acronym (when applicable)
5) If the Committee has been dissolved, the Statement of Dissolution (Form A-2) is displayed, and a summary of the statement shall be displayed with the following details:
    a. Committee name, address, and telephone number
    b. Nature of committee (candidate, ballot question, independent committee, political party)
    c. Check box that:
        i. A final campaign statement is on file
        ii. There has been no activity since the last campaign statement
6) Once a specific Campaign Statement – Candidate and Ballot Question Committees (Form B-1) is displayed, a summary of the report shall be displayed with links to the following details:

a. Committee name, address, and telephone number
b. Treasurer's name, address, business address, and telephone number
c. Office sought (when applicable)
d. Ballot question supported or opposed (when applicable)
e. Date of election
f. Nature of filing (annual, 1st primary, etc.)
g. Reporting period (specified date to specified date)
h. Financial summary including beginning balance, contributions received (by category), expenditures made, loans, pledges made, pledges paid, in-kind contributions and expenditures, adjustments to cash, and ending balance
i. Schedule A – names and addresses of individuals contributing, in the aggregate, more than $250 including date and amount of contribution(s)
j. Schedule B – names and addresses of entities other than individuals contributing, in the aggregate, more than $250 including date and amount of contribution(s)
k. Schedule C, Section 1 – names and addresses of lenders, co-signers, guarantors, amount of loan, date of loan, amount and date of repayments, and balance
l. Schedule C, Section 2 – space to provide an explanation for miscellaneous transactions, including adjustments to cash on financial summary
m. Schedule D, Section 1 – names, addresses of recipients of expenditures of more than $250, date of the expenditure, purpose of the expenditure, and any third party payees;
n. Schedule D, Section 2 – names and addresses of those to whom unpaid expenses of more than $250 are owed including the purpose of the expenditure and the amount unpaid. Total dollar amount of unpaid expenses of those each owed $250 or less.

7) Once a specific Political Party Committee Campaign Statement (Form B-2) is displayed, a summary of the report shall be displayed with links to the following details:
   a. Committee name, address, and telephone number
   b. Treasurer's name, address, business address, and telephone number
   c. Nature of filing (annual, 1st primary, etc.)
   d. Reporting period (specified date to specified date)
   e. Names and addresses of those contributing, in the aggregate, more than $250 including date and amount of contribution(s)
   f. Name of candidates supported or opposed, amount of contribution or expenditure, and date
   g. Ballot question supported or opposed, amount of the contribution or expenditure, and date
8) Once a specific Report of Earmarked Contribution (Form B-3) is displayed, a summary of the report shall be displayed with links to the following details:
   a. Name, address, and telephone number of the agent/intermediary
   b. Name, address, and telephone number of the actual source of the contribution
   c. Name of the recipient
   d. Amount and date of receipt by the agent/intermediary
   e. Date of transfer to the recipient
   f. Nature of the contribution (cash, in-kind, loan, pledge)
9) Once a specific Campaign Statement – Independent Committee or Separate Segregated Political Fund (Form B-4) is displayed, a summary of the report shall be displayed with links to the following details:
   a. Committee name, address, and telephone number
   b. Treasurer's name, address, business address, and telephone number
   c. Nature of filing (annual, 1st primary, etc.)
   d. Reporting period (specified date to specified date)
   e. Financial summary including beginning balance, contributions received (by category), expenditures made, loans, pledges made, pledges paid, in-kind contributions and expenditures, adjustments to cash, and ending balance
   f. Schedule A – names and addresses of individuals or entities contributing, in the aggregate, more than $250 including date and amount of contribution(s)

    g. Schedule B, Section 1 – expenditures for state and local candidates and ballot questions including the names and addresses of payees of more than $250 including date and amount of expenditure(s)
    h. Schedule B, Section 1 – total expenditures to Nebraska state and local candidates and ballot questions
    i. Schedule B, Section 1 – ability to show expenditures as being direct, in-kind, independent, or a loan
    j. Schedule B, Section 2 – total disbursements to out of state and federal candidates
    k. Schedule B, Section 3 – names and addresses of payees of disbursements of administrative expenses of more than $250 including amount, date, and purpose of disbursement
    l. Schedule C – miscellaneous transactions

10) Once a specific <u>Report of Late Contribution (Form B-5)</u> is displayed, a summary of the report shall be displayed with links to the following details:
    a. Committee name, address, and telephone number
    b. Nature of committee
    c. Name, address, and telephone number of contributor of $1,000 or more after the closing date of the last campaign statement before the election
    d. Occupation, employer, and principal place of business of the contributor
    e. Amount and date of receipt of contribution
    f. Nature of contribution (money, loan, pledge, in-kind)
11) Once a specific <u>Report of Independent Expenditure (Form B-6)</u> is displayed, a summary of the report shall be displayed with links to the following details:
    a. Name, address, and telephone number of person making the expenditure
    b. Name of candidate or ballot question for which the expenditure was made
    c. Date of election
    d. Amount and date of independent expenditure of more than $250
    e. Name and address of person to whom the independent expenditure was made
    f. Nature of expenditure and description
    g. Name, address, occupation, and principal place of business of all who contributed more than $250 to the expenditure
12) Once a specific <u>Report of Contribution of Corporation, Union or Other Entity (Form B-7)</u> is displayed, a summary of the report shall be displayed with links to the following details:
    a. Name, address, telephone number of the corporation, union, limited liability company, limited partnership, industry association, trade association, or professional association making a contribution or expenditure
    b. Direct contributions to candidates and committees:
        i. Name of the candidate or committee, amount of the contribution, and date of the contribution (includes cash, pledges, and loans)
    c. Indirect contributions to candidates and committees
        i. Name of the candidate or committee supported or opposed, value of the contribution or expenditure, and nature and description of the contribution or expenditure
    d. Expenditures for the establishment or administration of a separate segregated political fund
13) Once a specific <u>Major Out of State Contributor Report (Form B-9)</u> is displayed, a summary of the report shall be displayed with links to the following details:
    a. Name, address, and telephone number of the corporation, union, industry association, trade association, or professional association which makes contributions or expenditures in Nebraska elections of more than $10,000 in a calendar year
    b. Name, address, occupation, and employer of any person contributing more than $200 in the calendar year to the out of state contributor
    c. Name of each candidate or committee which is the subject of the contribution or expenditure
    d. Statement as to whether the candidate or committee was supported or opposed
    e. Amount and date of the contribution or expenditure

    f. Nature of the contribution or expenditure (direct, in-kind, pledge, loan, independent)
    g. If in-kind or independent, a description of the contribution or expenditure
14) Once a specific <u>Agents Expenditure Report (Form B-10)</u> is displayed, a summary of the report shall be displayed with links to the following details:
    a. Name, permanent address, temporary address, permanent telephone number, and temporary telephone number of the agent
    b. Name of person or committee on whose behalf the expenditure(s) were made
    c. Name and address of the recipient of the expenditure
    d. Amount and date of each expenditure
    e. Description of goods or services purchased with each expenditure
    f. Total amount expended for petition circulators
15) Once a specific <u>Report of Late Independent Expenditure (Form B-11)</u> is displayed, a summary of the report shall be displayed with links to the following details:
    a. Name, address, and telephone number of the committee filing report
    b. Name, address, and telephone number of the provider of the goods or services purchased
    c. Amount and date of the independent expenditure
    d. Name of candidate or ballot question supported or opposed and a statement as to whether the expenditure is in support of or opposition to the candidate or ballot question
16) Once a specific <u>Statement of Financial Interests (Form C-1)</u> is displayed, a summary of the report shall be displayed with links to the following details:
    a. Name, address, and telephone number of filer (candidate or office holder).
    b. Occasion for filing (candidate for elective office, annual officeholder or state employee's report, left office or position, or newly appointed to office or position)
    c. Office held and term of office (incumbent elected/appointed officials and state employees)
    d. Office sought including city, county, district, or state office
    e. Period covered
    f. Sources of income of more than $1,000 including nature of business or services provided
    g. Business associations and nature of association
    h. Real property of the filer in Nebraska
    i. Section A – names and addresses of financial institutions in which filer held checking or savings account of $1,000 or more
    j. Section B – names of issuers of stocks, bonds, and government securities with a value of $1,000 or more not listed in 16(f) and 16(g)
    k. Section C – other property held for the production of income not disclosed in 16(f), 16(g), 16(h), 16(i), or 16(j), cash value of life insurance, IRA's, deferred income, retirement plans, leaseholds, and other interests in real estate, promissory notes, other obligations owed to filer, and beneficial interests in trusts and estates
    l. Creditors to whom $1,000 or more was owed by filer or guaranteed by filer (excluding accounts payable, debts arising out of a retail installment transaction, or loans by a financial institution made in the ordinary course of business)
    m. Gifts with a value of more than $100 except from relatives, name and address of donor, occupation or nature of business of donor, description of gift, circumstances or occasion for gift, and value range of gift
17) The Application must allow users, including public users, the ability to extract and download non-restricted campaign statements, reports, and financial interest data for offline processing by the user. The downloadable file format shall be a user choice of statement/report formatted PDF, Comma Separated Values (CSV) file, or Excel spreadsheet. Data that can be downloaded shall include, but not be limited to:
    a. Full campaign statement, report, or financial statement (PDF only)
    b. Candidate data
    c. Committee data
    d. Election(s)
    e. Jurisdiction(s)
    f. Office(s)

g. District(s)
h. Contribution(s)
i. Expenditure(s)
j. Loan(s)

Disclosure Reporting

1) The Application must allow candidates and committees, and other filers to enter, on the NADC e-filing internet server, the following campaign statements and reports: Campaign Statement – Candidate and Ballot Question Committees (Form B-1), Political Party Committee Campaign Statement (Form B-2), Report of Earmarked Contribution (Form B-3), Campaign Statement – Independent Committee or Separate Segregated Political Fund (Form B-4), Report of Late Contribution (Form B-5), Report of Independent Expenditures (Form B-6), Report of Contribution of Corporation, Union or Other Entity (Form B-7), Major Out of State Contributor Report (Form B-9), Agents Expenditure Report (Form B-10), Report of Late Independent Expenditure (Form B-11), and Statement of Financial Interests (Form C-1).
2) The Application must allow candidates and committees to enter, on the NADC e-filing internet server, amendments to their previously entered reports. The Application must be able to track such amendments (ie if a transaction was added, updated and deleted). No transaction will be deleted from the database once a report has been submitted.
3) The Application must allow NADC authorized users to enter data, on the NADC intranet server, from paper-filed candidate and committee campaign statements, reports, and financial statements.
4) The Application must allow NADC authorized users the ability to key data enter, on the NADC intranet server, paper-filed candidate and committee amendments to previously entered campaign statements, reports, and financial statements. The Application must be able to track such amendments (ie if a transaction was added, updated and deleted). No transaction will be deleted from the database once a report has been submitted.
5) The Application must allow the online entry of campaign statements, reports, and financial statements to be "paused" and the entered data to be saved in the Application in a status (for example, Working Report) that allows the data to be retrieved at a later time and entry of data resumed. This data is not available for public viewing until the report has been submitted.
6) The Application must allow an authorized user, who has entered a campaign statement or report online, to run a preliminary edit check process against the entered data in order to identify and correct certain edit errors prior to submitting the data for posting to the public.
7) The Application must have a means to identify candidates and committees that are not required to file a campaign statement report for a particular reporting period in order to avoid sending a delinquency notification and starting the penalty assessment process.
8) The Application must validate all data entries before being inserted into the database.
9) All report fields outlined in item 1 must be accounted for in the Application. See Exhibit 1 for a copy of all NADC statements and reports applicable for e-filing.
10) NADC will inform the Contractor which fields will be required for each type of report.

Enforcement

1) The Application must handle the disclosure requirements embedded in the Nebraska Political Accountability and Disclosure Act and NADC Rules and Regulations.
   Note: It shall be the bidder's responsibility to read these documents located on the NADC website.

Event Triggers

1) The Application must have an event trigger feature that occurs on an event based item (for example, report due, past due report, certain number of days passing without a required action occurring, a report entry, report submission, or assigned task). NADC will be responsible for identifying these events.

Rules-Based Engine

1) The Application must include a rules-based engine that NADC authorized users can use to build rules that, when executed, can return a pass or fail indicator, reason code, and/or a computed value.
   Note: The rules-based engine will allow authorized users with the ability to provide the Application with a majority of the statute requirements around enforcement.
2) The rules-based engine must be capable of using all database elements needed by a rule to determine if Nebraska Political Accountability and Disclosure Act or NADC Rules and Regulations have been violated. NADC will be responsible for identifying these events.

Reference Tables

1) NADC authorized users must be able to maintain a Candidate Status table containing, at a minimum:
   a. Active
   b. Inactive
   c. Pending
   d. Dissolved
2) NADC authorized users must be able to maintain a Committee Status table containing, at a minimum:
   a. Active
   b. Inactive
   c. Pending
   d. Dissolved
3) NADC authorized users must be able to maintain a Ballot Question table containing, at a minimum:
   a. Initiative
   b. Recall
   c. Referendum
   d. Constitutional amendment
   e. Other
4) NADC authorized users must be able to maintain a Candidate and Ballot Question Committees Miscellaneous Transactions Nature table containing, at a minimum:
   a. Adjustments to cash balance
   b. Anonymous contributions
   c. Other
5) NADC authorized users must be able to maintain a Political Party Committee Expenditures Made in Support or Opposition to Candidates or Ballot Question Committees Nature table containing, at a minimum:
   a. Direct contribution to candidate or ballot question
   b. In-kind
   c. Independent expenditure
6) NADC authorized users must be able to maintain an Independent Committees Allocated Cumulative Expenditures for Nebraska State and Local Candidates Ballot Question Nature table containing, at a minimum:
   a. Direct contribution to candidate or ballot question
   b. In-kind contributions
   c. Loans
   d. Independent expenditure
7) NADC authorized users must be able to maintain a Miscellaneous Transactions Nature table containing, at a minimum:
   a. Adjustments to cash balance
   b. Funds borrowed or repaid
   c. Refunds of contributions previously received
   d. Contributions to candidates or ballot questions which were returned
   e. Unpaid pledges made this period

f. In-kind expenditures (non-cash)
g. Independent expenditures (non-cash)
h. Accounts payable and unpaid bills
i. Anonymous contributions

8) NADC authorized users must be able to maintain a Report of Political Contributions of a Corporation, Union or Other Entity Indirect Contributions Nature table containing, at a minimum:
   a. In-kind
   b. Personal services
   c. Independent expenditures
9) NADC authorized users must be able to maintain an Out of State Contribution Report Allocated Cumulative Expenditures for Nebraska State and Local Candidates and Ballot Question Nature table containing, at a minimum:
   a. Direct contribution to candidate or ballot question
   b. In-kind contributions
   c. Loans
   d. Independent expenditure
   e. Pledge
10) NADC authorized users must be able to maintain a Committee table containing, at a minimum, the following committee types:
   a. Candidate committee
   b. Political party committee
   c. Ballot question committee
   d. Independent committee
   e. Separate segregated political committee
11) NADC authorized users must be able to maintain a Jurisdiction table containing, at a minimum, the following jurisdictions:
   a. State
   b. District
   c. County
   d. Municipal
   e. Council
   f. Commission
   g. Board
   h. Authority
   i. Agency
12) NADC authorized users must be able to maintain an Office table. There shall be multiple office records for each office type. Each entry in the table must include, at a minimum:
   a. Jurisdiction ID
   b. Office name

   Note: For example, within Jurisdiction State, there are offices for Governor, SOS, Legislature. For Jurisdiction District, there are offices for Public Power Districts, Natural Resources. For a County Jurisdiction, there are offices such as County Commissioner, County Clerk, Treasurer. NADC will be responsible for identifying these offices.
13) The Application drop down boxes for offices and districts will be limited to the values associated with the next higher level. For example, once a jurisdiction is chosen, the office drop down will only show offices associated with the chosen jurisdiction. Likewise, once an office is chosen, the district drop down will only show districts associated with the previously chosen jurisdiction and office. This will be applicable throughout the Application, not just searching
14) NADC authorized users must be able to maintain a Reporting Calendar table that contains all of the reporting calendars, including reporting periods and due dates. The table must include, at a minimum:
   a. Reporting calendar title
   b. Year
   c. Election type
   d. Multiple reporting periods
   e. Report due date for each reporting period

    f. Reporting period start and end dates

Note: An Application requirement exists elsewhere in this table that requires the Application to assign the proper reporting calendar to each committee based upon jurisdiction, previous year reporting schedule of the committee, and whether or not the committee is for a special district.

15) NADC authorized users must be able to maintain a Penalty Rate table.
16) NADC authorized users must be able to maintain a District/Circuit table that contains all the districts and/or circuits associated with each applicable office.
17) NADC authorized users must be able to maintain an indicator for a candidate to show that the candidate is not running for office in the current election cycle, but the candidate's committee is still active to collect contributions to pay off debts in order to terminate once the debts are paid off.
18) The Application must provide the ability for a NADC authorized user to associate an election cycle with each office type (when applicable)/office/district or circuit combination active for that election cycle.
19) NADC authorized users must be able to maintain a table of multiple election cycles for offices, with title, election date, type of election, report name, report due date, and reporting period start and end dates for each election cycle record. For example Statewide Primary and General, Lincoln Primary and General, Omaha Primary and General, Local Primary and General, and Special Elections
20) The Application must allow a NADC authorized user the ability to add a new election cycle for a particular jurisdiction/office/district combination that is an exception. For example, a recall election or some other special election.
21) The Application must allow a NADC authorized user the ability to add and/or modify correspondence and notification text in a Notification table.
22) The Application must allow a NADC authorized user the ability to identify fields within a notification that are to be filled in by the Application during notification generation. For example, the notification might have fields to be completed by the Application for name, address, or an action due date.
23) The Application must provide the e-filing user a look up of contributors' and expenditure recipients' information to be used in filing statements and reports.
24) NADC authorized users must be able to maintain a Third Party filers Status table containing, at a minimum:
    a. Third Party Identification id
    b. Status (Active / Inactive)
    c. Date of approval
    d. Date Third Party became Inactive

NADC Reports

1) The Application must allow reports to be generated after certain criteria are specified including, but not limited to:
    a. Candidate
    b. Committee
    c. Jurisdiction
    d. Office
    e. District
    f. Election cycle
    g. Reporting cycle
    h. Reporting period
    i. Contribution type
    j. Contributor's name
    k. Contributor's location – zip code(s)
    l. Expenditure type
    m. Expenditure recipient name
    n. Expenditure recipient location – zip code(s)
2) The Application must allow the report selection criteria to be printed on a report cover page along with the user name (when applicable) of requestor and date and time generated.

3) The Application must allow NADC authorized users the ability to run the following Committee reports with an option to direct output to PDF or Spreadsheet:
    a. Committee listing
    b. Committee delinquencies
    c. Committee financial summary
    d. Pending committee listing
    e. Committee registered agent listing
    f. Committees without a reporting calendar assignment listing
    g. Committees with delinquencies closed (daily batch job of that day's closures)
    h. Committee registration changes (daily batch job of that day's changes)
4) The Application must allow NADC authorized users the ability to run the following Candidate reports with an option to direct output to PDF or spreadsheet:
    a. Candidate listing
    b. Candidate delinquencies
    c. Candidate financial summary
    d. Candidates without a committee assigned
5) The Application must allow NADC authorized users to run the following Contribution reports with an option to direct output to PDF or spreadsheet:
    a. Contributions received by a committee – detail
    b. Contributions received by committees – summary
    c. Contributions received by contributor's employer – summary
    d. Contributions received by contributor's occupation – summary
    e. Contributions received by contributor's zip code – summary
    f. Contributions received by contributor's type – summary
    g. Contributions received as monetary and in-kind – summary
    h. Contributions received from major contributors – detail
    i. Contributions received from major contributors – summary
6) The Application must allow NADC authorized users to run the following Expenditure reports with an option to direct output to PDF or spreadsheet:
    a. Expenditures made by a committee – detail
    b. Expenditures made by committees – summary
    c. Expenditures made by payee – summary
    d. Expenditures made by zip code – summary
    e. Expenditures made as monetary and in-kind – summary
    f. Independent expenditures – detail
    g. Electioneering expenditures – detail
7) The Application must allow NADC authorized users the ability to run the following Loan reports with an option to direct output to PDF or spreadsheet:
    a. Loans by committee – detail
    b. Loans by committees – summary
    c. Loans by mortgagee – summary
    d. Loans by mortgagee zip code – summary
8) The Application must allow NADC authorized users the ability to run the following Disclosure Management reports with an option to direct output to PDF or Spreadsheet:
    a. Labels for mailing lists based on customizable criteria
    b. Campaign statements and reports overdue by due date
    c. Campaign statements and reports filed late
    d. Candidate disclosure reporting history
    e. Committee disclosure reporting history
    f. A list of all contributions made by an entity or individual during a specified time period including the name of the recipient, amount of the contribution, and date
    g. A list of independent expenditures made by any person or entity including the date, amount, recipient, and the identification of the candidate or ballot question supported or opposed
    h. A list of independent expenditures made for or against a specific candidate or ballot question

    i. A list of all late contributions made (by contributor) and received (by committee)
    j. Candidate/ballot question reconciliation function query to cross check all reported candidate/ballot question contributions as reported by contributors to contributions received as reported by candidates and ballot question committees
    k. Political party committee reconciliation function query to cross check all reported political party contributions as reported by contributors to contributions received as reported by political party committees
    l. PAC reconciliation function query to cross check all reported PAC contributions as reported by contributors to contributions received as reported by PAC's
9) The Application must provide a means to analyze contribution and expenditure data to identify any violations of the Nebraska Political Accountability and Disclosure Act. For example is it a late contribution appearing on Form B-1 which was not reported on Form B-5, is it a late independent expenditure appearing on Form B-4 which was not reported on Form B-11.
10) The Contractor shall provide up to ten (10) additional reports to be created prior to project completion, per NADC.

Public and NADC Searching

1) The Application must allow basic searches using commonly used criteria categories and allow the user to perform an advanced search which expands the criteria categories.
2) The Application must allow columnar search results to be sorted in ascending or descending order by the user clicking the column header of the column to be used for sorting.
3) The Application must allow a search for candidates based upon one or more of the following data items as search criteria:
    a. Candidate ID (exact match)
    b. Last name (begins with or contains wildcard capability)
    c. First name (begins with or contains wildcard capability)
    d. Candidate committee name (contains wildcard capability)
    e. Jurisdiction (drop down selection)
    f. Office (drop down selection)
    g. District (drop down selection)
4) The Application must allow a search for committees based upon one or more of the following data items as search criteria:
    a. Committee ID (exact match)
    b. Committee name (contains wildcard capability)
    c. Type (drop down selection)
    d. Treasurer's last name (begins with or contains wildcard capability)
    e. Jurisdiction (drop down selection)
    f. Office (drop down selection)
    g. District (drop down selection)
    h. Ballot question (contains wildcard capability)
    i. Acronym (begins with or contains wildcard capability)
5) The Application must allow a search for contributions based upon one or more of the following data items as search criteria:
    a. Contributor name (contains wildcard capability)
    b. City (begins with wildcard capability)
    c. Zip code (begins with wildcard capability)
    d. Received date from
    e. Received date to
    f. Cash amount (greater than)
    g. In-kind amount (greater than)
    h. Unpaid pledges (greater than)
    i. Committee ID
    j. Candidate name (contains wildcard capability)
    k. Committee name (contains wildcard capability)
6) The Application must allow a search for expenditures based upon one or more of the following data items as search criteria:

    a. Payee name (contains wildcard capability)
    b. Purpose (begins with or contains wildcard capability)
    c. Received date from
    d. Received date to
    e. Expenditure amount (greater than)
    f. In-kind expenditure amount (greater than)
    g. Status of expenses (paid or unpaid)
    h. Committee ID
    i. Candidate name (contains wildcard capability)
    j. Committee name (contains wildcard capability)

7) The Application must allow a search for earmarked contributions based upon one or more of the following data items as search criteria:
    a. Name of agent/intermediary (contains wildcard capability)
    b. Source of contribution (contains wildcard capability)
    c. Name of recipient (contains wildcard capability)
    d. Amount (greater than)
    e. Nature of contribution (contains wildcard capability)
8) The Application must allow a search for late contributions based upon one or more of the following data items as search criteria:
    a. Committee name (contains wildcard capability)
    b. Contributor name (contains wildcard capability)
    c. Received date from
    d. Received date to
    e. Amount (greater than)
    f. Nature of contribution (drop down selection)
9) The Application must allow a search for independent expenditures based upon one or more of the following data items as search criteria:
    a. Name of person making expenditure (contains wildcard capability)
    b. Candidate name or ballot question (contains wildcard capability)
    c. Ballot question (contains wildcard capability)
    d. Election date (drop down selection)
    e. Received date from
    f. Received date to
    g. Expenditure amount (greater than)
    h. Nature of expenditure (contains wildcard capability)
    i. Name of contributor (contains wildcard capability)
    j. Contribution amount (greater than)
10) The Application must allow a search for agents expenditures based upon one or more of the following data items as search criteria:
    a. Name of agent (contains wildcard capability)
    b. Name of person/committee on whose behalf expenditure was made (contains wildcard capability)
    c. Name of recipient (contains wildcard capability)
    d. Amount (greater than)
    e. Description of contribution (contains wildcard capability)
11) The Application must allow a search for late independent expenditures based upon one or more of the following data items as search criteria:
    a. Committee name (contains wildcard capability)
    b. Payee name (contains wildcard capability)
    c. Ballot question (contains wildcard capability)
    d. Received date from
    e. Received date to
    f. Amount (greater than)
    g. Candidate name (contains wildcard capability)
    h. Ballot question (contains wildcard capability)

12) The Application must allow a search for statement of financial interests based upon one or more of the following data items as search criteria:
    a. Name (contains wildcard capability)
    b. Occasion for filing (drop down selection)
    c. Jurisdiction (drop down selection)
    d. Office (drop down selection)
    e. District (drop down selection)
13) The Application must allow a search for political race history based upon all the following data items as search criteria:
    a. Election cycle (drop down selection)
    b. Jurisdiction (drop down selection)
    c. Office (drop down selection)
    d. District (drop down selection, if needed)
    e. The search results for political race history must contain:
        i. Search criteria
        ii. Name of each candidate in the race
        iii. Contribution total for each candidate
        iv. Expenditure total for each candidate
        v. Loan original amount total for each candidate
        vi. Loan balance amount for each candidate
14) The Application drop down boxes for offices and districts will be limited to the values associated with the next higher level. For example, once a jurisdiction is chosen, the office drop down will only show offices associated with the chosen jurisdiction. Likewise, once an office is chosen, the district drop down will only show districts associated with the previously chosen jurisdiction and office. This will be applicable throughout the Application, not just searching.
15) The Application must display a report log for campaign statements, reports, and statement of financial interest. This log only contains the last fifty (50) e-filed campaign statements and reports, or the last fifty (50) e-filed statements of financial interest.
    a. The campaign statement and reports report log will contain:
        i. Year
        ii. Type of report (original or amended)
        iii. Candidate or committee name
        iv. Report name
        v. Office
        vi. Date and time filed
        vii. A link back to the candidate's or committee's registration information
    b. The financial interest report log will contain:
        i. Year
        ii. Type of report (original or amended)
        iii. Name of filer
        iv. Date and time filed
        v. A link back to the filer's registration information

Security

1) The Application must provide individual user level authentication for access to the Application.
2) The Application must allow a NADC authorized user to initiate a process to assign a username and temporary password to a candidate committee, political committee, and financial interest user.
3) The Application must have a mechanism to limit the time that a temporary password is valid.
4) The Application must allow an authorized user to change their password and to then notify that user by email that their password was changed.
5) The Application must have the ability to associate an email address with each unique username. **Note:** The user's email address will be used for communicating temporary passwords, correspondence, and notifications.
6) The Application must allow a NADC authorized user to terminate a username.

7) The Application must have the ability to inactivate a user's password if the user has not logged into the Application in a specified number of days since the current password was assigned.
8) NADC authorized user access to the NADC servers should be managed via Active Directory.
9) The Application must provide NADC group level authentication to restrict NADC user access to specific functionality.
10) The Application must provide NADC authorized users the ability to reset a password and notify the affected user of the change.
11) The Application must provide access security to enable and disable inquire, add, modify, and delete capability for specific users.
12) Websites will have a SSL certificate and disallow all non-SSL based traffic.

Third Party Filings

1) The Application must allow Electronic Data Interchange (EDI) filing of campaign statements. E-filings must be accepted by:
    a. Data being submitted in XML formatted files
    b. Contractor shall be responsible for creation of .XSD Schema definition files that describe the allowed format of the XML files. These files (XML) must be submitted via a Contractor created web service that uses the same user credentials as the web site. The web service must only accept data over SSL. SOAP protocol will be used to allow as many 3rd party filers as possible.
    c. The contractor shall be responsible for the creation of a method for validating the contents of the XML file, either by an executable program or via a web page that can be used by the Third Party filer or NADC staff. This method will also display to the user the results of the validation.
    d. Upon receipt of a file from a valid e-filing user, the system must validate the contents of the file and email the results to the user who submitted the file and, optionally to NADC staff. If the file is rejected, the information will not be submitted to the database.
    e. The system must include a mechanism to validate that the Third Party software is authorized by NADC to perform submissions. NADC must have the ability to add new 3rd party filers as they are approved as well as the ability to stop a 3rd party from filing.
    f. The following forms are the only forms that are permissible to be filed electronically via third party filing:
        I. Campaign Statement – Candidate and Ballot Question Committees (Form B-1)
        II. Political Party Committee Campaign Statement (Form B-2),
        III. Campaign Statement – Independent Committee or Separate Segregated Political Fund (Form B-4)
    g. The contents of the form must be entered into the system in the same tables as web based reports but should be noted that they were submitted electronically by Third Party software.

Documentation

1) Application documentation must be provided that addresses the usage of system-level features, screen-level features, and field-level features.
2) System documentation must be provided that shows how module functionality is integrated, shows database design, describes backup and recovery procedures, and provides examples of how to write custom queries.
3) Application documentation must be provided that specifically addresses the functionality used by candidates, committees, and financial interest users.
4) Application documentation must explain the purpose of all administrative functions and how to use them, including the rules-based engine.
5) A complete data dictionary in both electronic and print format must be supplied upon system acceptance.

Training

1) The Contractor must provide Application classroom training to accommodate up to ten (10) NADC personnel. This training will be conducted at NADC. This training shall be conducted within a 60-day period prior to implementation rollout.
2) The Contractor must provide training, in the system's database structure, for up to two (2) NADC database administrators in order to convey the knowledge needed to generate custom database queries. This training will be conducted as part of the onsite warranty period support.
3) The Contractor must provide training materials to training participants and the training materials will be kept by the training participants. The contractor will also provide NADC the training material in electronic form.

Usability

1) The Application must be web enabled for all users, including NADC authorized users, candidates, committees, and the public.
2) The Application must comply with the accessibility standards for Electronic and Information Technology covered by Section 508 of the Rehabilitation Act Amendments of 1998 (http://www.section508.gov/Section-508-Of-The-Rehabilitation-Act)
3) The Application must include a help feature that allows access to topics by table of contents, index, or search keyword.
4) The Application must include access to screen level user help (popup or second browser instance) from each screen (webpage).
5) The e-filing website must contain access to frequently asked questions, user documentation, search help guides, and canned (pre-written, often used) reports.
6) The Application must allow a mechanism to specify mandatory data entry fields.
7) The Application must allow the user to define default values for certain screen fields. NADC will be responsible for identifying these fields.
8) The Application must automatically insert delimiting characters for fields that have a mask (for example, slashes and hyphens).
9) The Application must provide a confirm feature when performing deletes. The capability to disable the feature for specific delete functions shall be available.

Support

1) The Contractor must provide warranty period support from implementation rollout through December 2017. During the first 2-year period, the Contractor will provide all maintenance, modifications, and corrections necessary.
2) The State may ask Contractor to provide annual Application support with staff availability between 8am and 5pm, Central Time, Monday through Friday, excluding holidays, including a toll-free number for reaching Application support staff.
3) The State may ask Contractor to provide annual maintenance support after two years.
4) The State may ask Contractor to provide annual application development support on an as needed basis, billable on an hourly basis.