

Pete Ricketts, Governor

ADDENDUM ONE QUESTIONS and ANSWERS

Date: September 2, 2015

To: All Bidders

From: Teresa Fleming/Robert Thompson, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 5089 Z1
to be opened September 17, 2015 at 2:00 p.m. Central Time

Questions and Answers

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. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

QUESTIONS	ANSWERS
<p>1. Section II.K.1.c, p. 6</p> <p>This section refers to whether the bidder can perform the contract within the specified time frame. Does the DMV have a specified timeframe for completion of any deliverables or completion of the entire project?</p>	<p>Section I, fourth paragraph, A contract resulting from this Request for Proposal will be issued approximately for a period of two (2) years effective the date of award. The contract has the option to be renewed for three (3) additional one (1) year periods as mutually agreed upon by all parties. It is the intent of the State to have the project completed within the initial Two (2) year term.</p>
<p>2. II.EE, p. 24</p> <p>Given the RFP is for consulting services rather than design, development and implementation, would the DMV consider removal of the requirement for a performance bond?</p>	<p>No, the bond requirement will remain as provided in Section III. EE.</p>

<p>3. V.B. and Cost Proposal Instructions, Request for Proposal Number 5089 Z1, p. 48</p> <p>Please confirm that DMV is asking for bidders to insert multiple lines in the cost table showing hours and hourly rate, travel, materials, etc. for <i>each</i> staff member for <i>each</i> of the 16 deliverables rather than a single composite hourly rate, number of hours, travel costs, etc. for each deliverable.</p>	<p>For clarification purposes, the Department will accept an average hourly employee cost for the staff members included in each deliverable.</p> <p>For items where cost per hour is not applicable a total cost is acceptable; for example travel, materials, etc...</p> <p>The TOTAL COST provided is fixed. No additional costs will be allowed.</p>
<p>4. Request for Proposal for Contractual Services Form, p. i, ii</p> <p>It appears that the Request for Proposal for Contractual Services Form, found on RFP Page Numbers i and ii, is missing a signature block. What format and content is required to complete this form?</p>	<p>The Request for Proposal for Contractual Services Page Page ii of the RFP has been updated on the website and is also attached below.</p> <p>http://das.nebraska.gov/materiel/purchasing/5089/5089.html</p>
<p>5. IV.B.6. Deliverables, p. 41</p> <p>Cost Proposal Form, line items 12 thru 22</p> <p>Would you please confirm that deliverable c listed in Section IV.B.6 is one deliverable composed of several components (i thru xi) as opposed to each component being its own deliverable?</p> <p>If so, should we reflect c as the deliverable on the Cost Proposal Form and provide associated costs at that level?</p>	<p>Yes, deliverable (c) includes (i thru xi) and is one deliverable made up of several components.</p> <p>The itemized cost for each component should be included as per the cost sheet instructions.</p>
<p>6. RFP Form, p. 1</p> <p>Is it correct that Nebraska DMV only requires one original of the entire proposal (Technical and Cost separated)? Do you require any copies or electronic versions? If so, how many of each? May we submit any electronic versions in PDF? Do you require the excel spreadsheet in electronic form?</p>	<p>Refer to Section II. Procurement Procedures, G. Submission of Proposals.</p> <p>“one (1) original of the entire proposal should be submitted.”, “The Technical and Cost Proposals should be packaged separately.”</p> <p>Also refer to the Request for Contractual Services Form, Item 1. “No electronic, e-mail, fax, voice, or telephone proposals will be accepted.”</p>

<p>7. II.B General Information, p. 3</p> <p>Can the Nebraska DMV share its maximum budget for this project?</p>	<p>Adequate funds have been allocated but the amount will not be disclosed.</p>
<p>8. II.O Secretary of State/Tax Comm requirements, p. 8</p> <p>Should we provide our certificate to do business in Nebraska with our proposal or upon receipt of the Intent to Award?</p>	<p>The bidders may submit either the Letter of Good Standing or Certificate of Good Standing with the proposal response. The Letter or Certificate is not a requirement of the proposal response.</p> <p>The contractor must submit either the Letter of Good Standing or Certificate of Good Standing before entering into a contract with the State.</p>
<p>9. IV. Introduction, p. 38</p> <p>Is the consultant who developed the business case study for this project eligible to bid for this project work?</p>	<p>Yes.</p>
<p>10. IV. Introduction, p. 38</p> <p>Can you provide the amount of the Vehicle Title and Registration System Replacement and Maintenance Cash Fund? Are planning tasks included in this planned funding?</p>	<p>Adequate funds have been allocated, which includes funding for planning tasks, but the amount will not be disclosed.</p>
<p>11. IV.B.1a, p. 38</p> <p>Can you provide the estimated number of business processes related to this project? Please identify the business areas that should be the focus of the report.</p>	<p>Business processes have not been documented therefore an estimate is not available.</p> <p>The business areas would include, but not limited to:</p> <p>Title; Registration; Lien notation and ELT; Tax Calculation, Collection and Distribution; Plate Management; Insurance Verification; NMVTIS; and, Internal/External System Interfaces.</p>
<p>12. IV.B.1b, p. 38</p> <p>How many different locations are outside of the Lincoln area?</p>	<p>Per Section IV.B.1b, "Conduct six (6) to ten (10) meetings with stakeholders as identified by the Department. All meetings to be held in Nebraska with up to half of the meetings conducted outside of the Lincoln area."</p> <p>Half (3-5) meetings will be required outside of the Lincoln area. Each meeting could be at a different location.</p>

<p>13. IV.B.1c, p. 38</p> <p>As part of the RFI, does the Nebraska DMV expect the selected consultant to assist with facilitating vendor demonstrations? Does the State desire that the selected consultant assist with facilitating reference calls or site visits to other organizations?</p>	<p>Yes.</p> <p>Yes.</p>
<p>14. IV.B.1d and e, p. 39</p> <p>Does the Nebraska DMV have a preference for COTS or in-house development for this solution?</p>	<p>No.</p>
<p>15. IV.B.5bp. 40</p> <p>What is the on-site expectation for this project?</p>	<p>The Department's intention is to utilize technology when practical, but for significant meetings or meetings with external stakeholders in person attendance is required.</p>
<p>16. IV, p. 38</p> <p>Is the Nebraska DMV willing to accept a proposal that offers an optional alternative approach? Specifically, may we offer a separate, secondary approach that uses more or fewer deliverables with associated cost increases or reductions than is outlined in the RFP? We will still reply to the RFP as written.</p>	<p>See Section III.R. Deviations From The Request For Proposal.</p> <p>An alternative approach would need to be submitted separately from the reply to the RFP as written. Per Section III.R "The State discourages deviations and reserves the right to reject proposed deviations."</p>
<p>17. IV.B.4, p. 39</p> <p>Is it a fair assumption that if the Nebraska DMV opts for a build solution to the vehicle registration system that it COTS software may still be acquired, but that its configuration or customization will be handled by state employees or their designees, rather than by a re-seller of software or software integrator?</p>	<p>No assumptions are made at this time by the Department.</p>
<p>18. IV.B.6.f. p. 41</p> <p>Please clarify the statement, "and the administration of the proposal through the receipt of the proposal"?</p>	<p>The Department requires the consultant to assist with the Modernization RFP up to but, not including, the evaluation of responses to the Modernization RFP.</p>

<p>19. IV.B.6.c.iii, p. 41</p> <p>What is the minimum number of jurisdictions that Nebraska DMV as-is registration processes must be compared to?</p>	<p>The Department does not have a minimum number of jurisdictions. The Department requires this comparison to be made with other states that have undergone a system modernization project within the last 5 years.</p>
<p>20. IV.B.6, p. 41</p> <p>We note that there is no specific mention of a production of set of functional or technical requirements as a deliverable of this contract. Can the Nebraska DMV confirm that this is correct?</p>	<p>No, these items would be a component of IV (B) 6 (f) on pg. 41 of the RFP, that will assist in the development of the Modernization RFP.</p>
<p>21. V.A.i, p. 46</p> <p>May we provide three personal references for key staff only?</p>	<p>Yes.</p>
<p>22. General</p> <p>Does the Nebraska DMV anticipate any external stakeholder groups being involved in workshops or presentations? If so, can you please list them?</p>	<p>Not at this time.</p>
<p>23. Cost Proposal Template</p> <p>Cost Proposal Instructions tab</p> <p>Regarding the labor cost per hour column in the cost proposal template, is it the State's intention that vendors provide a cost per hour by role for each deliverable, or should vendors provide a blended cost per hour for all resources performing work for each deliverable? Please provide an example of a completed spreadsheet for one deliverable.</p>	<p>For clarification purposes, the Department will accept an average hourly employee cost for the staff members included in each deliverable.</p> <p>For items where cost per hour is not applicable a total cost is acceptable; for example travel, materials, etc...</p> <p>The TOTAL COST provided is fixed. No additional costs will be allowed.</p>

<p>24. Cover page, p. i</p> <p>Item # 4 indicates that the state of Nebraska does not recognize any limitations on liability per Article XIII-3 of the NE Constitution.</p> <ol style="list-style-type: none"> a. Does the liability referenced refer to direct damages or does it include indirect (i.e., consequential) damages as well? b. Does this liability extend to costs beyond the contract amount? c. Please confirm that the reference to the XIII-3 of the constitution is correct: <p style="padding-left: 40px;">“XIII-3. Credit of state; exception.</p> <p>The credit of the state shall never be given or loaned in aid of any individual, association, or corporation, except that the state may guarantee or make long-term, low-interest loans to Nebraska residents seeking adult or post high school education at any public or private institution in this state. Qualifications for and the repayment of such loans shall be as prescribed by the Legislature.”</p>	<p>It refers to any type of damages that might be incurred by the State or awarded as a result of the contractor’s acts or omissions related to the contract.</p> <p>Liability may exceed the amount of the contract.</p> <p>That is the correct article of the Constitution.</p>
<p>25. IV.B.6.c.iii., p. 41 and 47</p> <p>The deliverables require a “record of business processes with similarities to other jurisdictions.” Similarly, on page 47 the state solicits a description of the bidder’s proposed approach “..to be used to determine similar business processes with other motor vehicle jurisdictions.”</p> <ol style="list-style-type: none"> a. What is the state’s intent with regard to noting business processes with similarities to other jurisdictions? b. How many jurisdictions is NE wanting to note similarities to? 	<p>The Department’s intent is to leverage the experience gained by other jurisdictions.</p> <p>The Department does not have a minimum number of jurisdictions. The Department requires this comparison to be made with other states that have undergone a system modernization project within the last 5 years.</p>

<p>26. V.A.i., p. 43</p> <p>The RFP indicates that “State of Nebraska Request for Proposal for Contractual Services” form must be included.</p> <p>a. Is the referenced form the same as what is presented as “Form A” on page 49?</p> <p>b. If not, will the state provide direction for the proper form to use (Form A does not have a signature line and page 43 indicates this form must be signed)?</p>	<p>No.</p> <p>Yes, See response to Question 4.</p>
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This addendum will become part of the ITB/proposal and should be acknowledged with the Request for Proposal.

**State of Nebraska (State Purchasing Bureau)
REQUEST FOR PROPOSAL FOR
CONTRACTUAL SERVICES FORM**

RETURN TO:
State Purchasing Bureau
1526 K Street, Suite 130
Lincoln, Nebraska 68508
Phone: 402-471-6500
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFP 5089Z1	August 11, 2015
OPENING DATE AND TIME	PROCUREMENT CONTACT
September 17, 2015 2:00 p.m. Central Time	Teresa Fleming/ Robert Thompson

This form is part of the specification package and must be signed in ink and returned, along with proposal documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services (AS), Materiel Division, State Purchasing Bureau, is issuing this Request for Proposal, RFP Number 5089Z1 for the purpose of selecting a qualified contractor to provide consulting services to assist the Department of Motor Vehicles (DMV) in identifying the best solution to modernize the Vehicle Title Registration (VTR) System and business processes.

The contractor awarded the consulting contract for the modernization of the Vehicle Title Registration, their subcontractor(s) and vendor(s) used for this contract are precluded from submitting a proposal, assisting another company in making a proposal, or otherwise materially participating in any subsequent contract related to the modernization of the Nebraska Department of Motor Vehicles Title and Registration System.

Written questions are due no later than August 28, 2015, and should be submitted via e-mail to as.materielpurchasing@nebraska.gov Written questions may also be sent by facsimile to (402) 471-2089.

Bidder should submit one (1) original of the entire proposal. Proposals must be submitted by the proposal due date and time.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

1. Sealed proposals must be received in State Purchasing Bureau by the date and time of proposal opening per the schedule of events. No late proposals will be accepted. No electronic, e-mail, fax, voice, or telephone proposals will be accepted.
2. This form "REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES" MUST be manually signed, in ink, and returned by the proposal opening date and time along with bidder's proposal and any other requirements as specified in the Request for Proposal in order for a bidder's proposal to be evaluated.
3. It is the responsibility of the bidder to check the website for all information relevant to this solicitation to include addenda and/or amendments issued prior to the opening date. Website address is as follows: <http://das.nebraska.gov/materiel/purchasing.html>
4. It is understood by the parties that in the State of Nebraska's opinion, any limitation on the Contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the Contractor's bid or in the final contract.

IMPORTANT NOTICE: Pursuant to Neb. Rev. Stat. §84-602.02, all State contracts in effect as of January 1, 2014 will be posted to a public website beginning July 1, 2014. All non-proprietary or confidential information as defined by State Law **WILL BE POSTED FOR PUBLIC VIEWING.**

Contractor hereby grants permission to the State of Nebraska and/or its agencies to reprint or republish any and all copyrighted documents related to Contractor's response to this Request for Proposal, and any and all figures, illustrations, photographs, charts, and other supplementary material on a website accessible by the public pursuant to Neb. Rev. Stat. §84-602.02. This waiver does not apply to proprietary information properly submitted in a separate sealed, package clearly marked "Proprietary."

Contractor represents and warrants that the contents of this response to Request for Proposal and all figures, illustrations, photographs, charts, and other supplementary material herein are original and do not libel anyone or infringe upon any patent, copyright, proprietary right, or any other right whatsoever of any other party. Contractor represents and warrants that Contractor has full power and authority to execute this Copyright Release and to grant the State of Nebraska and/or its agencies the right granted herein.

Contractor agrees to indemnify, defend, and hold harmless the State of Nebraska and/or its agencies against any and all claims, suits, and/or judgments, including costs, expenses, damages, and reasonable legal fees based upon and arising from Contractor's violation of the rights of others and/or by reason of a breach of any of the foregoing warranties

BIDDER MUST COMPLETE THE FOLLOWING

By signing this 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 unless otherwise agreed to (see Section III) and certifies that bidder maintains a drug free work place environment.

Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat §73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

____ **NEBRASKA CONTRACTOR AFFIDAVIT:** Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this RFP.

____ I hereby certify that I am a **Resident disabled veteran or business located in a designated enterprise zone** in accordance with Neb. Rev. Stat. §73-107 and wish to have preference, if applicable, considered in the award of this contract.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____