

Pete Ricketts, Governor

ADDENDUM TWO QUESTIONS and ANSWERS

Date: September 3, 2015

To: All Bidders

From: Nancy Storant/Connie Heinrichs, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 5093 Z1
to be opened September 14, 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 I, p. 1</p> <p>This section indicates that "Any resulting contract is not an exclusive contract to furnish the services provided.... does not preclude the purchase of similar services from other sources". Please clarify the circumstances under which the State would procure similar services from an alternative vendor and the potential impact to transaction volumes defined in the RFP.</p>	<p>Please see Section IV.A. "...NGPC intends to award to a single contractor to provide, operate, and support such a customized website and State Park Reservation System."</p>
<p>2. Section K, p. 5</p> <p>Please clarify the specific weighting or maximum points associated with each of the specific evaluation criteria.</p>	<p>The Evaluation Criteria will be posted on the State Purchasing Bureau website following the RFP opening.</p>

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<p>3. Section DD, p. 24</p> <p>Please clarify the criteria to be used by the State in determining the loss of functionality.</p>	<p>Section DD page 24; Loss of functionality is 'the interruption of the State Park Reservation System attributable to a defect due to the acts of omission or negligence of Contractor.'</p>
<p>4. Section XX, p. 34</p> <p>Please clarify whether the Disaster Recovery/Backup Plan is to be submitted with the proposal or if this requirement will be met post contract award.</p>	<p>Please see Section III.XX "The Contractor shall have a disaster recovery and back-up plan, of which a copy should be provided to the State, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue services as specified under the specifications in the contract in the event of a disaster."</p> <p>Bidder should respond to Attachment A, RTM-13.</p>
<p>5. Section IV D., p. 40</p> <p>Please confirm whether the state is requiring an output file that will be uploaded into the State's financial system. If so please provide the specific data fields required in that file.</p>	<p>Yes, files will be created to be sent to the State's accounting system but no other State Systems will be directly or indirectly affected. The file will contain the following data fields::</p> <p>G/L Account Number (Alias ANI): 29 bytes left justified – alphanumeric</p> <p>Payment Amount (Alias PAAP): 15 bytes with two decimal places – numeric</p> <p>Remark (Alias RMK): 30 bytes string - alphanumeric left justified</p> <p>SBL Type (Alias SBLT): 1 byte - alphanumeric</p> <p>Sub Leger (Alias SBL): 8 bytes string - alphanumeric</p>
<p>6. Section IV H., p. 47</p> <p>"Within ten (10) business days after the contract is awarded the contractor shall provide a full Project Management Plan." Please clarify whether the vendor is required to include a project management plan in their response to the RFP in order for NGPC to determine the vendor's understanding of the tasks involved in this project.</p>	<p>Section IV. H. Project Planning and Management states "Within ten (10) business days after the contract is awarded, the contractor shall provide a full Project Management Plan."</p> <p>Please also see Attachment A, RTM-21 through RTM-27 indicating the "Bidder should"</p>

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<p>7. Section IV L. p. 51</p> <p>Please clarify whether the Transition Plan is to be submitted with the proposal or if this requirement will be met post contract award.</p>	<p>The requirement relating to Section IV, L. is in relation to contractor, as referenced. However, please see Attachment A, RTM-28, an initial plan should be provided with the RFP response. The contractor will have 90 days, from date of award, to provide the Transition Plan.</p>
<p>8. Section V h., p. 56</p> <p>Please clarify whether the vendor is to provide a summary list of all projects and a narrative for three that will be used in evaluating the vendor's response or is the vendor required to provide a narrative for all projects and NGPC will determine which three projects will be used in the evaluation?</p>	<p>Please see Section V.A.2.h 'The bidder shall provide a summary matrix listing the bidder's previous projects similar to this Request for Proposal in size, scope, and complexity. The State will use no more than three (3) narrative project descriptions submitted by the bidder during its evaluation of the proposal.'</p>
<p>9. Section IV – E5 – Payment and Credit Card Processing, p. 43</p> <p>Identify the Payment Processor and/or interface for the State of Nebraska's Merchant Credit Card Processing Service.</p>	<p>The State uses US Bancorp Merchant Processor Elavon Inc. as their Merchant Credit Card Processing Service. Please click the following link to view State contract #66533 O4 http://das.nebraska.gov/materiel/purchasing/contracts/pdfs/66533(o4)awd.pdf</p>
<p>10. Section IV – F3 – Internet Connectivity, p. 45</p> <p>Provide the types of internet connectivity at the park offices and the NGPC's administrative offices.</p>	<p>Internet types include DSL, Cable, Satellite and Fiber hardwired connectivity. Internet speed ranges from a minimum speed of 1.5/256k at some smaller park locations to a high speed of 100MB Ethernet Service at the NGPC administrative office.</p>
<p>11. Section IV – Project Description and Scope of Work, p. 38</p> <p>Does Section IV require its own response in addition to Section V which includes Attachment A. Many subsections of Section IV are included in Attachment A. If so where does it fit into the Proposal layout described in Section V.</p>	<p>No additional responses are required in Section IV; however, the bidder should provide their best solution to the requirements relating to this RFP, inclusive of all Sections.</p> <p>Please see revision to Section V.A.3.a as noted below.</p>

Section V.A.3.a is hereby replaced and superseded in its entirety with:

3. **TECHNICAL APPROACH**

The technical approach section of the Technical Proposal should consist of the following:

- a. Bidder should respond to each item in Attachment A, Requirements Traceability Matrix, using Attachment A for the responses.
- b. Bidder may include in their technical approach response any additional information relating to deliverables and requirements of the RFP.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.