

Pete Ricketts, Governor

ADDENDUM FOUR

Date: December 23, 2015

To: All Bidders

From: Teresa Fleming/Nancy Storant, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 5161Z1
to be opened ~~December 29, 2015~~ **January 7, 2016** at 2:00 p.m. Central Time

Section IV. Project Description and Scope of Work, C. Project Requirements is being replaced and superseded in its entirety by the following:

C. PROJECT REQUIREMENTS Background

The State of Nebraska intends to create a plan for the implementation of an eProcurement solution to replace and/or enhance the existing JD Edwards Payroll and Financial System. eProcurement is defined as a complete procurement-to-pay cycle which includes ability to receive requisitions electronically, electronic sealed bidding, storage of all documentation including, but not limited to, bid responses, e-mails, etc. contract/purchase order issuance, receiving, and payment to the vendor(s). Bidders will propose an eProcurement assessment methodology which addresses the following specific issues:

1. **SERVICE DELIVERY STRATEGY** - Contractor is responsible for providing a service delivery strategy based on assessment of business processes, readiness assessment, and review of legacy systems.
2. **REVIEW OF LEGACY SYSTEMS** - Contractor is responsible for reviewing and understanding the current JDEdwards ERP system. Refer to Section IV-Project Description and Scope of Work, Subsection E – Current Environment. Contractor will provide recommendations to the State on how to proceed with an eProcurement Solution to either replace and/or enhance the existing JD Edwards Payroll and Financial System. Contractor will be required to offer various solutions after evaluating the existing platform and processes.
3. **ASSESSMENT OF BUSINESS PROCESSES** - Contractor will be responsible for reviewing and understanding current procurement business practices and provide an assessment of their findings, including, but not limited to, any recommendations for changes in organizational structure, statutes, processes, policies and procedures.

4. **BUSINESS PROCESS REDESIGN APPROACH** – The State of Nebraska government is implementing Lean methodologies. Therefore, it is important that the replacement effort produce recommendations for how to best integrate business process redesign activities and schedules with the effort to confirm system requirements, procure, and implement an eProcurement solution. The bidder should propose expected measures of success and project outcomes, and provide guidance on how baseline measurement should be collected and how to capture post-project measures to demonstrate actual results.
5. **CONDUCT A READINESS ASSESSMENT** – Interact with Office of Chief Information Officer (OCIO), DAS, and identified state agencies to carry out a “readiness assessment” that gathers information and evaluates each participant group’s degree of preparedness for an eProcurement solution. Identify preparedness gaps and recommend risk mitigation strategies to address them. Outline the methodology that will be used to conduct this assessment and also provide a description of the readiness factors that will be used.
6. **CHANGE MANAGEMENT APPROACH** – Recommend the critical components of a change management program to successfully implement an eProcurement solution across a state government (or in a similarly complex public sector environment). Propose actions that can occur prior to and during the procurement effort to set the state up for success.
7. **PHASING AND TIMELINES** – Recommend a project release strategy, the functionality delivered in each phase, timelines, and identify dependencies and approach to integrate system and data from state agency systems dependence on the state’s core financial systems.
8. **STAFFING STRATEGY** – Recommend project staffing strategies, including recommended options to staff project management, organizational change management, system implementation, integration and maintenance. Detail the required competencies, level of experience, training, and knowledge transfer activities. Make recommendations on the complement of contracted and staff resources, as well as options to backfill key state positions during implementation, related cost, tradeoffs and alternatives.
9. **BUDGET ESTIMATES AND FINANCING STRATEGY** - Prepare project budget estimates from “what it will take to close readiness gaps through project completion.” Include estimated costs to backfill agency subject matter experts loaned to the project, and estimated costs for integrating state agency systems which may currently integrate with the current core financial systems. Include assumptions and contingency factors. Provide research and advice on finance strategies, and their relative strengths and weaknesses, for the project and implementation of the eProcurement solution.

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- 10. DEVELOP BUSINESS CASE COMPONENTS AND MATERIALS** – Design, construct, and refine presentation materials to be used when briefing policy makers on the options, risks, level of effort, costs and benefits related to procuring and installing a modern eProcurement solution that could replace or enhance the existing legacy Payroll and Financial System.

CLARIFYING QUESTION: The scoring methodology refers to the Technical Approach/Methodology being 75% of our score [making the format and level of detail extremely important to our response], whereas the RFP page 47 also refers to this as a section for the proposal response; however, there is a requirement for Attachment A to be completed as well (page 44-F) and there is no mention of Attachment A in section G (Proposal Response); therefore, is Attachment A part of the Technical Approach/Methodology and/or #1 of Section G? Or is Attachment A in addition to the Technical Approach/Methodology and is meant to be a more high-level document and not to go into the details of the Technical Approach/Methodology? If the latter is true, is there a form or format for the Technical Approach/Methodology outside of what is described on page 47, section 3, A thru E?

ANSWER: Attachment A must be returned as part of the Technical response. Attachment A requires Bidder's responses to subject outlined in Section IV. Project Description and Scope of Work.

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

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