

Pete Ricketts, Governor

ADDENDUM TWO QUESTIONS and ANSWERS

Date: December 15, 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 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.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	General	N/A	If we intend to subcontract, does the State require identification of specific personnel from the subcontractor, along with references and resumes for each?	Yes.
2.	IV.D. SCOPE OF WORK, Phase I, e & f	43	Can the State provide any further details of the procurement organization at the six (6) DHHS divisions? Do they procurement sections/groups? Do they have identified procurement staff or buyers? Any additional detail regarding	Refer to Attachment G – Department of Health and Human Service Support Services and Attachment H – List of Organizational Components (DHHS).

			procurement structures in each division, including any organizational charts would be extremely helpful as guidance toward framing this project.	
3.	V. C. Payment Schedule	48	Will the State consider submission of proposals that incorporate smaller sub-deliverables that represent work products toward larger final deliverables that can be paid against upon acceptance?	The State may consider smaller sub-deliverables however the State will use the total cost for evaluation. The sub-deliverable has to be a complete, usable product and not a partial delivery. The State and the bidder may negotiate the final payment schedule.
4.	V. A. 2e, RELATIONSHIPS WITH THE STATE	46	This section states that, "The bidder shall describe any dealings with the State over the previous five (5) years". Can the State define what it means by a "dealing".	Any Contracts, Purchase Orders and sub-contracts awarded to the bidder(s) or bidder's sub-contractor(s).
5.	IV. C. PROJECT REQUIREMENTS & COST PROPOSAL	42	In the RFP, the Project Requirements are described as components of a larger eProcurement Assessment. The State has asked the vendor to propose an assessment methodology that incorporates these components to be performed as part of Phase I work and a Phase I deliverable. However, they are also asking to have these component pieces priced on the Cost Proposal. Based on this, may we recommend that the Project Requirements pricing be removed from the Cost Proposal and instead incorporated into one or more discreet deliverables identified as	Refer to Revised Cost Proposal.

			part of Phase I?	
6.	IV. D. SCOPE OF WORK & COST PROPOSAL	43	The components of the phases described on page 43 of the RFP do not directly reconcile to the phase deliverables provided on the Cost Proposal. In order to reduce interpretation, would the state consider reconciling the phase deliverables with the description and the price sheet."	<p>Refer to Revised Cost Proposal.</p> <p>Section IV. Project Description and Scope of Work, D. Scope of Work, Phase 1 is hereby adding: g. Final Report which includes recommendation on which option(s) would be in the best interest of the State.</p> <p>Section IV. Project Description and Scope of Work, D. Scope of Work, Phase II a. is being replaced and superseded in its entirety by the following: a. Assist with the development of Request for Proposal specifications and requirements for eProcurement System and b. Provide consultation during the evaluation of Proposal Responses and during oral presentations and assist in the selection of an eProcurement solution.</p>
7.	COST PROPOSAL	N/A	Regarding Phase 1, #1, and Phase 3, # 5 - development and administration of system specific training is typically a requirement of an eProcurement solutions vendor as part of a larger eProcurement solutions RFP. In light of this, can the State please clarify the expected role and tasks of the vendor contracted under this RFP as relates to the development of	<p>Refer to Revised Cost Proposal.</p> <p>Section IV. D. Scope of Work Phase I d. is being replaced and superseded in its entirety by the following: "Review and update current processes on all commodity and service boilerplates, standard operating procedures, procurement manuals for agencies and vendors, and create a training program to assist</p>

			recommendations for training (Phase 1) and development of training (Phase 3), if any?	with training agencies on new processes.” Section IV. D. Scope of Work Phase III e. is being replaced and superseded in its entirety by the following: Review, verify and validate the procurement training program from the eProcurement Contractor which includes but is not limited to, processing requirements in the eProcurement System, reporting capabilities, approval routes set up and maintenance, ordering, etc.
8.			Can KPMG utilize offshore resources in the delivery of our services?	Due to security and privacy issues, the State will not allow offshore resources.
9.			In the State of Nebraska’s opinion, is any limitation on the contractor’s liability unconstitutional under the Nebraska State Constitution, Article XIII, Section 3?	Department of Administrative Services cannot provide a legal opinion on behalf of the State of Nebraska.
10.			Is any limitation of liability binding on the State of Nebraska if included in a final contract?	Department of Administrative Services cannot provide a legal opinion on behalf of the State of Nebraska.
11.			The description for Phase 1.d states (page 43) “Review and update all commodity and service boilerplates, standard operating procedures, procurement manuals for agencies and vendors, and create a training program to assist with training agencies on new processes”. Are the terms “update” and “create” correct? I’m	Phase 1 is to review and update processes within the current system. Phase 2 is the development of the RFP and evaluation of proposals for the eProcurement solution. Phase 3 is review, update and/or create new processes on the eProcurement solution. Refer to Question #7.

			assuming you simply want us to review and determine what it would take to update and create as part of phase 3. In Phase 2 we would only assess, not create and update. Correct?	
12.			Would you consider altering your cost proposal sheet and only ask for pricing by phase (i.e. Phase 1 <u>total cost</u> , Phase 2 <u>total cost</u> , and Phase 3 <u>total cost</u>)? We understand that you need some granularity. We will be providing hours and rates by resource for each phase. Our concern is that many of the breakdowns, especially the “project requirements”, are extremely difficult to dissect. Most activities are done in conjunction with each other to ensure efficiencies.	Refer to the Revised Cost Proposal.
13.			Does the State have an expectation that all contractor staff will be located at the Lincoln, NE location during the project or will the State entertain a mixed “onsite/offsite” model whereby contractor staff travel to Lincoln for all project activities requiring in-person interaction but work from the contractor’s location for activities where in-person interaction is less critical (e.g. data analysis, interviews or meetings where use of telephone or conference calls are adequate, preparation of work products and	Bidder should provide a methodology of the proposed staffing in order to meet the requirements of the RFP in the technical response however the State does not have a minimum requirement for Contractor presence.

			deliverables, etc.). If the State is open to a mixed onsite/offsite model, does the State have any specific guidelines for minimum amounts of contractor onsite presence expected?	
14.			Has a budget been secured for the contractor services required to perform the scope of work described in this RFP? (note: this question does not refer to a budget for the eProcurement system, only the budget for this project). If a budget has been secured, would the State be prepared to share this budget with the bidders?	Yes, however the State will not disclose the budget for this project.
15.			In readiness assessments and procurement reviews we have conducted for other State governments we have made extensive use of web-based online surveys for the collection of data and other information from procurement, agency and other stakeholders (even vendors where appropriate). Is the State open to such an approach as a means to maximize the information gathering potential of the readiness assessment (in addition obviously to the use of traditional in-person interviews for an identified subset of agency and other stakeholders)?	Bidder should provide a methodology in order to meet the requirements of the RFP in the technical response.
16.			Has any vendor provided consulting or advisory services to the State in the area of procurement or eProcurement within	The State has conducted market research prior to developing this RFP. This included meeting with a couple of vendors

			the last 12 months and, if yes, is this vendor permitted to submit a response to this RFP?	and having informal discussions, and meeting with other States' who have developed similar RFP's. This does not preclude these vendors from submitting a response to this RFP.
17.			In the State of Nebraska's opinion, is any limitation on the contractor's liability unconstitutional under the Nebraska State Constitution, Article XIII, Section 3?	Refer to Question #9.
18.			Is any limitation of liability binding on the State of Nebraska if included in a final contract?	Refer to Question #10.
19.			Are contractors permitted to use offshore resources in performance of the services in RFP 5161Z1?	Refer to Question #8.

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