

Pete Ricketts, Governor

ADDENDUM ONE QUESTIONS and ANSWERS

Date: November 25, 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.			I was curious if the assessment proves that the State needs to replace the existing system, will the State release an RFP for the financial system? Or is the selected contractor expected to provide the new financial system? Any clarification would be greatly appreciated.	The State will determine how best to proceed upon recommendations from the eProcurement consultant. This RFP is not for a new financial system. It is only for consulting services for developing a readiness assessment, business case, and plan for the implementation of an eProcurement Solution to replace and/or enhance the existing JD Edwards Payroll and Financial System.
2.			I would like to know when the Department would like to acquire the eProcurement System?	This is unknown at this time. A determination will be made based upon the recommendations from the eProcurement consultant.
3.			Has funding for the system been secured and if so, through what source?	The State will determine how to proceed with obtaining funding after reviewing the recommendations provided by the eProcurement consultant.

Materiel Division • Marilyn Bottrell, Administrator

4.			Is there any sort of estimated project cost for the system?	There is not an estimated cost for the system. This RFP isn't for the eProcurement solution, but is for consulting services only. As part of the Contractor's methodology, the Contractor will be responsible for providing an estimated cost for an eProcurement solution being proposed for budgeting purposes.
5.		2	In order to for us to submit a proposal, please verify that bidder company (us) does not have to be a 'Nebraska Contractor' or 'Disabled Veteran business' in order to be considered for award.	<p>The bidder does not have to be a Nebraska Contractor or a Disabled Veteran business. 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. However, the awarded contractor must be registered with the Secretary of State.</p> <p>Neb. Rev. Stat §73-107 provides for a preference for Resident disabled veterans or businesses located in a designated enterprise zone. Any bidder wishing to have a preference, if applicable, must mark the box in order to be considered for a preference in the award of the contract.</p>
6.	Section IV, D Cost Proposal	43	<p>The work described in Phase I (item d) of the Scope of Work is stated as, "review and update". This same work is described in the Scope of Work in Phase III (items b-e). Is it the expectation of the State that the work in Phase I (d) will be evaluation and development of specific recommendations for what work will be performed as part of Phase III (b-e)?</p> <p>Please note this also impacts the Cost Proposal as the same language is utilized there in description of deliverables.</p>	<p>Phase I requirement(s) is to review the existing processes, manuals, boilerplates, etc. and provide recommendations for improvements to existing processes, manuals, etc.</p> <p>Phase III requirement(s) is based on implementation of an eProcurement Solution and updating of the existing processes, manuals, boilerplates, etc. to coincide with the eProcurement solution.</p>

7.	Section IV, G, #2	44	In Section G, Proposal Response, you note the need for the submission of a work plan and schedule, "that ensures deliverables are completed in time to support submission by June 1, 2016, of a budget proposal for the next phases of the eProcurement solution." What deliverable is the State anticipating is necessary to be completed by the June 1, 2016 deadline? Which phase(s) of the Statement of Work is/are the State expecting to be completed by this date?	Section IV. G. 2 is being replaced and superseded in its entirety by the following: "Bidder is to provide a High-Level Work Plan and schedule for the effort that ensures deliverables are completed, including the number of hours and expected completion date,"
8.	Section IV, H	44	In Section H, Deliverable and Costs, the State notes that the bidder must provide a fixed cost. Can the bidder assume that the fixed cost bid here will be for the work detailed in their work plan in response to the Scope of Work ONLY and will not be for any additional work that may be recommended in Phase I that has not been specifically identified as a deliverable within this Request for Proposal?	The State requires the bidder to provide firm fixed costs for all deliverables identified in the Scope of Work and specific items provided for in each Phase of the project. The bidder should note any and all critical assumptions. Further bidders must provide a firm fixed cost(s) for optional services. Bidder must provide the pricing for additional services based on role/job title. For items not specifically identified in the Scope of Work, but are recommended by the bidder, the bidder should provide optional costs on the Cost Proposal attachment.
9.	Section IV, G	44	How does the State anticipate initiating additional work that may be needed as described in Section G, number 7?	See response to Question 8.
10.	Attachment A		It is not clear how the bidder is supposed to utilize Attachment A and where it is to be include in the required response elements as the Attachment A incorporates multiple response elements. Please advise.	Bidders are to include completed Attachment A as part of their technical response.
11.	Attachment A		Does the State require the submission of 3 independent references for each individual team member in addition to references for the company? Many of our work references will be overlapping. Are the	Yes, the State requires three independent references for each individual team member in addition to references for the company. The references may overlap between the individual and the company.

			references allowed to overlap with company references?	
12.	Section IV, A Project Overview		Regarding the desired eProcurement Solution, are SaaS solutions an option for the State or does the system have to be an on-premise solution within the State' data center?	The eProcurement consultant is to provide their recommendation as to the best solution(s). Per Section IV – Projection Description and Scope of Work, D. Scope of Work, Phase I. a. Develop comprehensive and understandable business case and methodology that allows state policy makers to properly evaluate the options, risks, level of effort, cost, and value expected in replacement and/or enhancement of its current procurement system, policies and procedures. This RFP is for an eProcurement consultant, not for an eProcurement solution.
13.	Section IV, B Project Environment		Regarding Agencies conducting their own procurement activities, what procurement systems, if any, are in use at the Agencies? Do Agencies have their own system for processing payments or do they use the JD Edwards system?	No. All agencies utilize the JD Edwards System for processing payments. Department of Roads has their own hybrid system that is currently interfaced into the existing JD Edwards ERP system for processing payments. The State is unaware of any other systems currently being used by other state agencies.
14.	Section II C	12	Per the statement about independence, are vendors eligible to bid on independent roles for this project such as IV&V, Quality Assurance, or Project Management of the system implementation in the future?	The State intends to award this RFP to one Contractor to provide the services described in the RFP.
15.	Section II I	15	Should the cost proposal be separately sealed?	No, Technical and Cost Proposals should be presented in separate sections (loose-leaf binders are preferred) on standard 8 ½" x 11" paper, except that charts, diagrams and the like may be on fold-outs which, when folded, fit into the 8 ½" x 11" format. Pages may be consecutively numbered for the entire proposal, or may be numbered consecutively within sections. Figures and tables must be numbered consecutively within sections. Figures and tables must be numbered and referenced in the

				text by that number. They should be placed as close as possible to the referencing text.
16.	Section IV A	41	Reference is made to "a shared services module." Please clarify what you mean by the quoted term. Are you simply referring to the ability of both DAS and DHHS using the same vendor-provided solution or are you referring to something else?	Shared Services, in this instance, means the Contractor must provide an assessment and recommendation as to whether or not centralization of procurement processes within Administrative Services is feasible to create greater alignment between processes and technology or whether DHHS should centralize procurement processes, which fall under DHHS's procurement authority.
17.	Section IV A	41	Are solutions vendors eligible to propose on this planning work for the eProcurement system?	The State will evaluate any and all proposals received that meet the mandatory requirements. Please also note Section II. C. DISQUALIFICATION (INDEPENDENCE) of the RFP.
18.	Section IV C, Item 1 and 2	42	Is your expectation that the proposal submitted by the bidder describe how baseline measures be collected? Or, are you describing activities that the selected bidder will conduct as part of the project? Understanding that with regard to the former, these will likely be high-level and generic.	The State is describing requirements the Contractor must complete as part of the project.
19.	Section IV C, Item 3	42	Conducting the readiness assessment may require extensive interviews. Is your expectation that these be conducted face-to-face or could they be conducted through a videoconference facility? In addition, do you have an estimate of the number of state agencies to which this applies amount? Are those state agencies aware of this procurement?	The State does not have a preference as to how the Contractor conducts interviews in order to complete the readiness assessment. The bidder must include, in their response, the number of readiness assessments that are needed to provide comprehensive recommendations.
20.	Section IV D, Phase 1, Item B	43	Please confirm that you are asking the selected bidder to review and update a range of documents that may in fact be impacted by the selected solution or by modifications to	See response to Question 6.

			the JD Edwards environment. It would seem to us that some or all of these documents could be impacted by the solution ultimately chosen. Please provide more details.	
21.	Section IV D, Phase 1, Item C	43	Please clarify. Are you requesting that we evaluate your Lean methodologies?	No. The State is requesting the Contractor to incorporate Lean methodologies in their recommendations.
22.	Section IV D, Phase 1, Item E	43	Please elaborate on the number of divisions and the anticipated number of staff and management that will be interviewed at DHHS as part of this effort?	Per Section IV D – Scope of Work - Phase 1, Item E, the Contractor must include in their proposal best business practices in determining the number of staff to be interviewed at DHHS. Refer to Section IV. Projection Description and Scope of Work Item D. Project Environment.
23.	Section IV D	43	You mention there will be minimal Stat staff available to assist with gathering information? What State staff will be available to assist with this project and how much time are they able to give?	Per Section IV D – Scope of Work – The Contractor is required to provide enough staff that will produce the results required in the RFP. This includes providing staff to conduct staff interviews, interviewing staff in agencies, reviewing current procurement processes, as well as statutes. In the bidder's proposal response, the bidder should identify the number of hours of support that will be needed by SPB staff.
24.	Section IV G Item 2	44	Do you require a Gantt chart in MS Project for this section of the response?	Bidders may use any software and format to provide the information required in the RFP.
25.	Section IV G Item 2	44	You indicate the deliverables need to be completed in time to submit a budget proposal on June 1, 2016 for the next phased of the eProcurement solution. Is your expectation that all of the scope of work identified on page 43 Section B be completed by June 1? In addition, please clarify "next phases" as used there. Are you referring to one or more of the three phases identified on page 43, or are you referring to other phases of that you procurement solution not identified herein?	See response to Question 7.

26.	Section V A Item h	46	Are the references here the same as the references to be included in Attachment B?	Refer to Attachment A – Team Members assigned to the project. Yes, refer to Attachment B – Corporate (Company) references is the same as in Section V. A. Item h.
27.	Section V A Item i	47	Should we include resumes for only key personnel?	The bidder should include resumes for all personnel working on this project.
28.	Travel		Is travel expected to the 93 counties? If not, how many counties would the successful vendor expect to travel to?	No, travel is not required to 93 counties. It is anticipated travel required will be to Lancaster County (Lincoln, NE).
29.	Due Date	Cover	In order to allow sufficient time for shipping, would you consider extending the due date by 2 or 3 days due to the holiday?	At this time, the State is not extending the proposal opening date.
30.	IV - D	43	Is it expected that bidder will submit a complete single proposal that encompasses all three phases of the scope?	Yes, the bidder is to provide firm fixed pricing for each deliverable in each phase of the project as well as Optional Services Costs.
31.	V - 3	47	What is meant by 'Technical Considerations?' Please provide example (context).	Section V. 3 TECHNICAL APPROACH c. Technical considerations is being replaced and superseded in its entirety by the following: Section V. 3 TECHNICAL APPROACH c. Methodology considerations.
32.	V - B	48	Is it assumed that all travel expenses will be included in the fixed fee proposal? Please verify that the State does not want travel expenses invoiced outside of the project fixed-fee.	Per Section IV – Project Description and Scope of Work, Item H – Deliverables and Costs - All travel expenses must be included in the fixed fee proposal. No additional charges will be allowed for travel or other expenses.
33.	N/A	N/A	What is the total annual spend, number of annual unique supplier records and purchase order count for the last 3 years that will be transacted in the future eProcurement solution? Is there a expected change to these average volumes in the future?	Total annual spend for 2012 was \$5,189,473,547.19, 2013 was \$5,355,131,908.07 and 2014 was \$5,708,693,340.09. Supplier records for 2012, was 36,089, 2013 was 36,365 and 2014 was 35,276. Purchase order count for 2012 was 65,327, 2013 was 67,908 and 2014 was 69,400. The State anticipates an increase in purchase order volumes.
34.	N/A	N/A	Has a formal detailed spend	No. It is unclear of what

			analysis been conducted within the last 18-24 months? If yes, will this data be provided to the award consulting firm for use in the project? If no, is a formal spend analysis considered part of the scope?	definition you are using for "spend analysis." Please clarify and submit with Round 2 Questions due December 9, 2015.
35.	IV - D	43	Please define "minimal staff." What number of FTE/week will be available and in what capacity (role)?	See response to Question 23.
36.	IV - D	43	Per the RFP: Assistance with the implementation of the eProcurement solution, provide recommendations throughout implementation on system set up with best business practices and maximum efficiency use of eProcurement solution. Are we to assume that awarded consulting company will be psole firm roviding the dedciated sources to lead, manage and supprt the implementation of the selected eProcurement system?	The State requires the Contractor to be the liaison during implementation of an eProcurement system.
37.	N/A	N/A	Has the State developed a roadmap for eProcurement lifecycle? Moreovew, does the state have an estimated timeline for when they expect the new/improved eProcurement system to go-live?	No. This is to be part of the recommendations provided by the Contractor for an eProcurement solution. It is estimated this will be 2-5 years after completion of Phase I.
38.	II-C	12	What is meant by "final eProcurement solution"? Does this mean that the awarded vendor will create the project plan, but will not be permitted to execute the plan?	Refer to Section II – Procurement Procedures, Item C – Disqualification (Independence). The Contractor awarded the eProcurement consulting services for developing a readiness assessment, business case, and plan for the implementation of an eProcurement to replace and/or enhance the existing JD Edwards Payroll and Financial System, their subcontractor(s)

				and vendor(s) used for this contract will be precluded from submitting a proposal, assisting another company in making a proposal, or otherwise materially participating in any subsequent contract in relation to the final eProcurement solution. The Contractor awarded this RFP cannot bid or participate on the future eProcurement system.
39.	II-I	14	What is the effect of denoting copyrighted and or proprietary information? Will it be given special confidentiality? How will non-proprietary materials be handled?	Refer to Section III – Terms and Conditions, Item OO – Proprietary Information provides the information for submitting proprietary information and what is considered proprietary information as provided for within Nebraska’s public records statutes.
40.	N/A	N/A	Are there any prerequisites required to participate in this bid process (documents, forms, etc)?	There are no prerequisites required to respond to this RFP.

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