

ATTACHMENT A

RFP 5210Z1

IT CONTRACT EMPLOYEE CONTRACTOR SCOPE OF WORK/PROJECT APPROACH REQUIREMENTS

Bidders should respond to the requirements below.

- Bidders should respond using the table format provided here. For each item, the bidder should address the following:
 - Provide a description of the proposed solution’s capabilities. Include unique or innovative features and advantages/benefits for the State.
- Explain each response and describe how the proposed solution meets each requirement. Insert the response directly in the table, using as much space as needed. Bidders are not limited to one (1) line responses. Responses should be more than “understood” or “noted” and the Bidder should take the opportunity to differentiate themselves.

Req #	Project Requirements
PR -1	<p>For each of the Scope of Work points below the Bidder should provide a high level overview on how they propose to address these requirements.</p> <ol style="list-style-type: none">1. Implement and operate an IT Contract Employee Service which meets all the functional and technical requirements identified in this RFP.2. Provide IT Contract Employees, tracking them from candidate submission to conclusion of their assignment with a web application.3. Provide a single point of acquiring IT Contract Employees and manage those staff. The Contractor must use their best effort to retain all current Subcontractors and all current Temporary IT staff at their current rate of pay by whatever sources it deems necessary to meet this requirement. Contractor may acquire IT Contract Employees from whatever sources it deems necessary.4. Provide two separate invoices per agency, per month:<ol style="list-style-type: none">a. one invoice for subcontractors that allow a discountb. one standard invoice for all other subcontractors5. Provide continual operations and support of the web application which meets all the functional and technical requirements identified in this RFP.
Response:	

Req #	Implementation Requirements
PR-2	<p>Identify how the Bidder plans to perform these requirements of the RFP.</p> <p>The primary focus of this task is to ensure that the IT Contract Employee project adheres to the implementation schedule.</p> <p>The Bidder will provide the Implementation strategy and methodology at the time of the proposal.</p> <p>The Bidder will:</p> <ol style="list-style-type: none"> 1. Detail the Bidder's implementation strategy. 2. Describe how they will accomplish the project management of this project and provide a detailed project management plan. 3. Describe the implementation process. 4. Identify any expected requirements Contractor would need from the State to meet Contractor obligations under this contract, if any. 5. Describe the processes, procedures, and software that will be used. 6. Work with the current Subcontractors who are providing Temporary IT staff to the State for inclusion in the new contract per Attachment E. 7. Prepare and submit detailed weekly project status reports through implementation. <p>Sample of Status reports needed:</p> <ol style="list-style-type: none"> a. status of conversion of all subcontractors and their staff b. status of user profile setups c. status of workflow setups by agency d. loading of IT contract Employees into system e. Status of training of System Admins and end users <ol style="list-style-type: none"> 8. Provide Implementation Documents, documenting the business and system requirements. 9. Conduct end user training, and 10. Monitor the web application process and performance to ensure all functions and features are operating correctly, and correct any errors identified during the initial operations period.
Response:	

Req #	Performance and Support Requirements
PR-3	<p>Identify how the Bidder plans to perform these requirements of the RFP.</p> <p>During the Performance Phase, the Contractor is responsible for providing support for the web application.</p> <p>The Contractor Performance and Support Start Date is the effective date that converted IT Contract Employee rates and hours will fall under this contract. This is dependent upon the Contractor successfully completing all requirements of the Implementation on or before the due date. Early completion of the Implementation Phase may allow an earlier conversion to this contract, which will be at the State's discretion.</p> <p>IT Contract Employee Contractor Performance and Support Responsibilities:</p> <ol style="list-style-type: none"> 1. Provide the Performance and Support strategy and methodology at the time of proposal. 2. Provide qualified IT Contract Employees, as per the requirements of this RFP, at the best market rates. 3. Provide performance and support for all components of the web application. 4. Provide help desk services to report and resolve problems and issues regarding the web application. 5. Correct all errors, deficiencies, and discrepancies found in the web application. 6. Provide ongoing end user training for the web application as requested by the State at no additional cost. 7. Performance Phase begins on the first day of the first month following completion of successful implementation. 8. Provide at least two (2) weeks written notice of scheduled implementation changes to the web application.
Response:	

Req #	End of Contract Transition Requirements
PR-4	<p data-bbox="402 170 1333 201">Identify how the Bidder plans to perform these requirements of the RFP.</p> <p data-bbox="402 237 1357 436">The Contractor shall be responsible for end of contract activities at the completion of this contract to ensure that the transition from Contractor operations by the successor Contractor, or the State, occurs smoothly and without disruption to the State. End of Contract Transition activities will include planning, timely transfer of data, and documentation specifically for Nebraska at no additional cost to the State.</p> <p data-bbox="402 472 1357 537">IT Contract Employee Contractor End of Contract Transition Responsibilities</p> <ol data-bbox="500 573 1357 1339" style="list-style-type: none"> <li data-bbox="500 573 1357 804">1. Provide a detailed Transition Plan with RFP response. <ol data-bbox="597 604 1357 804" style="list-style-type: none"> <li data-bbox="597 604 1357 669">a) List of all subcontractors and a contact name, e-mail, and phone number. <li data-bbox="597 674 1357 739">b) List of all current IT Contract Employees with their start and end dates, rates, and their subcontractor <li data-bbox="597 743 1357 774">c) Current workflows <li data-bbox="597 779 1357 804">d) State users and their system security access level. <li data-bbox="500 873 1357 938">2. Modify the Transition Plan based upon the results of State review. <li data-bbox="500 974 1357 1142">3. Download all reports and data in a format prescribed by the State. Any and all data stored in the web application may be requested. Transfer data, documentation, and other applicable materials to the State in accordance with the approved Transition Plan. <li data-bbox="500 1178 1357 1243">4. Provide technical and professional support to the State and/or a successor Contractor in support of the transition. <li data-bbox="500 1278 1357 1339">5. This period will not exceed 180 days from termination or expiration of contract.
Response:	