



STATE OF NEBRASKA
SECRETARY OF STATE

BUSINESS SERVICES FILING SYSTEM (BSFS)
COST PROPOSAL

RESPONSE to RFP NO. 5301 Z1

July 21, 2016

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Executive Summary

Tecuity appreciates the opportunity to present this not-to-exceed and fixed-bid cost estimate for the implementation of the SOS Enterprise Solution for the Nebraska Secretary of State's Office. Tecuity has identified costs for license fees, professional services consisting of software development, implementation and configuration, and support options available. These costs are based on our in-depth experience in implementing similar solutions to other Secretary of State Offices.

The cost for the perpetual license fee is \$695,000 for the functionality desired in this project effort. Furthermore, professional implementation services will be provided at a cost of \$2,160,000. These two combined figures constitute the total cost for implementation of the SOS Enterprise Solution. This work effort will be completed over an 18-month time period. Tecuity will work with the Nebraska SOS to determine the specific implementation schedule. Tecuity has also included a 90-warranty at no additional cost to Nebraska SOS. The warranty period will begin on the go-live date of the proposed solution. The support and maintenance period will start upon the successful completion of the warranty phase.

Any changes to the fixed-bid proposed costs are governed by a change control process that shall be mutually monitored by both Nebraska SOS and Tecuity.

At Tecuity we stand behind our professional staff, products, and services. We are a full-service information technology company with invaluable experience implementing software solutions for Secretary of State Offices and similar jurisdictions. It is because of this experience and expertise that we are confident we can deliver this solution on time and on budget.

Cost Assumptions

The following items have been identified as cost assumptions.

- Costs included are firm and fixed.
- All pricing information presented as part of this proposal is in US dollars and all required cost information is enclosed.
- All deliverables requiring sign-off will be completed in a timely manner.
- Release of payment will be completed within 30 days of invoices.
- In order to achieve the lowest price possible, Tecuity resources will work from the Tecuity Development Center when not required to be on-site.
- License fees will be up front at contract signing.
- Payment points will be identified and agreed to as part of contract signing and approval.
- The USPS Address Matching Solution can be integrated at an annual cost of \$4,000-\$5,000 annually directly with the Postal Service. Tecuity does not charge additionally for our developed interface. Tecuity will assist Nebraska SOS in setting up this account if they choose to validate addresses in this manner.
- Specific hosting pricing has not been included. However, should the Nebraska SOS be interested in external hosting options, Tecuity will provide pricing in contract negotiations.

ATTACHMENT B

Cost Proposal Sheet - RFP Number 5301Z1

Bidders shall provide their proposed costs below. The costs must be guaranteed for the initial five (5) year contract period. The contract has the option to be renewed for five (5) additional three (3) year periods, as mutually agreed upon by the State and the contractor. Please indicate pricing for all renewal periods for support and maintenance. At renewal time rates may increase no more than 5% upon mutual written agreement by Contractor and SOS, and be accompanied by documentation justifying the price increase. All increases shall be calculated against the previous period's price and agreed upon in writing between the State and the Contractor upon renewal.

BUSINESS SERVICES FILING SYSTEM PRICING SPREADSHEET

Pricing Spreadsheet	Initial Period (Contract Award to June 30, 2021)	Optional First Renewal Period	Optional Second Renewal Period	Optional Third Renewal Period	Optional Fourth Renewal Period	Optional Fifth Renewal Period
Software, conversion, installation, configuration, testing, and deployment	\$2,855,000.00					
Support and maintenance per year, encompassing all installed software to begin after post Go-Live sign off as defined in the RFP. Once maintenance begins after Go-Live sign off, it will be prorated to coincide with the end of the fiscal year which is June 30 th .		\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00

Optional Hardware and Services

Peripheral Hardware Pricing Spreadsheet

Please provide a list of the peripheral hardware (scanners, barcode readers, and barcode label printers) needed for the full and efficient functioning of the proposed system. State will determine whether to acquire peripheral hardware from the contractor or via existing State hardware contracts.

Peripheral Hardware Item Description	Make	Model Number	Cost per unit
Image scanner	Canon	DR-G1100	\$5,500.00
Barcode label printer	Dymo	LabelWriter 450 Turbo	\$150.00
Barcode label printer	Dymo	LabelWriter 450 Twin Turbo	\$225.00

The Canon scanners are high-volume, high-processing scanners. It is proposed the state will utilize 2-3 of the scanners with use of the proposed solution. Scanning stations have been setup in prior installations. Tecuity will work with the Nebraska SOS Office to determine how many scanners may be needed. In some installations we have used existing hardware in the deployment of the new solution.

Additionally, with prior state installations, users have opted to have a barcode label printer at each workstation.

Pricing Spreadsheet for Consulting Services for New Time and Materials Projects

Provide the hourly rate for additional consulting services for new time and materials projects to the Secretary of State. There is no guarantee regarding the number of hours that will be used.

The bidder must list each role/title and provide an hourly rate. These rates are fixed for the initial term of the contract. At renewal time, rates may increase by no more than 5% with supporting justification for any increase.

Role/title	Hourly rate
Project Executive	\$180.00
Project Manager	\$150.00
Senior Developer	\$140.00
Senior Architect/Business Analyst	\$130.00
Junior Architect/Junior Business Analyst	\$92.00
Database Administrator (DBA)	\$120.00
Junior Developer	\$92.00
QA Tester	\$75.00

Actual travel expenses will be billed separately so the quoted rates must not include those expenses. Generally, travel must be authorized before it happens. Travel expense may include mileage, car rental, meals, parking, fuel, hotel, airfare, taxi. Receipts are required for all items. A Google (or like software) map of the shortest route between two points is required for all mileage. Mileage rate is based on Federal defined rates. Expense may not include durable goods or commodities. Excessive tipping is not allowed. Alcohol is not reimbursable. Actual travel expenses will not exceed the limits as defined by the State’s travel reimbursement policies. It is the contractor and subcontractor’s responsibility to understand the State’s polices regarding travel reimbursement.

Optional Processes

For all following optional processes below it is unknown when and/or if we would exercise the option to purchase. Support and maintenance for each of these processes will be included in the support and maintenance included in the pricing for the Business Services Filing System, except for Notary/eNotary which may be included or may not be but all maintenance and support shall be billed on one itemized invoice after Go-Live sign off, and it will be prorated to coincide with the end of the fiscal year which is June 30th.

Pricing Spreadsheet for Optional Notary/eNotary Public Component Process

Bidder should provide a cost proposal to integrate, configure, and convert data to include your Notary/eNotary module for proposed system, depending on which period this option is exercised.

Notary/eNotary Module	Initial Contract Period	Optional First Renewal Period	Optional Second Renewal Period	Optional Third Renewal Period	Optional Fourth Renewal Period	Optional Fifth Renewal Period
Software, conversion, installation, configuration, testing, and deployment	\$349,000.00	\$449,000.00	\$449,000.00	\$449,000.00	\$449,000.00	\$449,000.00
Support and maintenance per year, encompassing all installed software to begin after post Go-Live sign off as defined in the RFP. Once maintenance begins after Go-Live sign off, it will be prorated to coincide with the end of the fiscal year which is June 30 th .	No additional support & maintenance costs incurred to integrate this module.	No additional support & maintenance costs incurred to integrate this module.	No additional support & maintenance costs incurred to integrate this module.	No additional support & maintenance costs incurred to integrate this module.	No additional support & maintenance costs incurred to integrate this module.	No additional support & maintenance costs incurred to integrate this module.

If the state determines to integrate the Notary/eNotary Module as part of the integration during the initial contract period, the state can save over 20% of the costs. Costs identified in subsequent years are if the state decides to integrate this module in one of the later years as outlined above. The integration will be a single cost in the year chosen.

Tecuity will provide support and maintenance for the Notary/eNotary Module as part of the solution. No additional support and maintenance costs will be incurred by the state if the state opts to integrate this module.

Pricing Spreadsheet for Optional Full Name Availability Screening Process

Bidder should provide a cost proposal for the full Name Availability Screening Process (above the minimum requirements) in the proposed system, depending on which period this option is exercised. Maintenance for this will be included in the maintenance quoted for the Initial Contract.

Full Name Availability Screening	Initial Contract Period	Optional First Renewal Period	Optional Second Renewal Period	Optional Third Renewal Period	Optional Fourth Renewal Period	Optional Fifth Renewal Period
Software, any conversion if needed, installation, configuration, testing, and deployment	\$ 68,500.00	NA	NA	NA	NA	NA

Pricing Spreadsheet for Optional Registered Agent Self-Service Process

Bidder should provide a cost proposal for the Registered Agent Self-Service Process in the proposed system, depending on which period this option is exercised. Maintenance for this will be included in the maintenance quoted for the Initial Contract.

Registered Agent Self-Service	Initial Contract Period	Optional First Renewal Period	Optional Second Renewal Period	Optional Third Renewal Period	Optional Fourth Renewal Period	Optional Fifth Renewal Period
Software, any conversion if needed, installation, configuration, testing, and deployment	\$76,000.00	NA	NA	NA	NA	NA

Pricing Spreadsheet for Optional Filings and Images not in Existing System Process

Bidder should provide a cost proposal for the Filings and Images not in Existing System in the proposed system, depending on which period this option is exercised. Maintenance for this will be included in the maintenance quoted for the Initial Contract.

Filings and Images not in Existing System	Initial Contract Period	Optional First Renewal Period	Optional Second Renewal Period	Optional Third Renewal Period	Optional Fourth Renewal Period	Optional Fifth Renewal Period
Software, any conversion if needed, installation, configuration, testing, and deployment	\$125,000.00 +\$0.02 per page image converted	NA	NA	NA	NA	NA

The identified costs assume all images to be consumed into the solution are digital, meaning there is an electronic flat-file containing the page images. These flat-files can be of PDF or TIF format for conversion/integration. Pricing does not include the scanning of paper documents nor the conversion of images from microfilm. It is unknown as to the number of images to convert into the proposed solution therefore a per page price has been provided in this cost proposal.