

**State of Nebraska (State Purchasing Bureau)
REQUEST FOR INFORMATION**

RETURN TO:
State Purchasing Bureau
1526 K Street, Suite 130
Lincoln, Nebraska 68508
Phone: 402-471-6500
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFI # OCIO08042016	August 8, 2016
OPENING DATE AND TIME	PROCUREMENT CONTACT
August 31, 2016 2:00 p.m. Central Time	Nancy Storant

This form is part of the specification package and must be signed in ink and returned, along with information documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services, Materiel Division, State Purchasing Bureau, is issuing this Request for Information RFI - OCIO08042016 for the purpose of gathering information to Review Current Market Trends and Available COTS Software to meet the needs of Various Small State Agencies Licensing.

Written questions are due no later than August 17, 2016, and should be submitted via e-mail to as.materielpurchasing@nebraska.gov
Written questions may also be sent by facsimile to (402) 471-2089.

Bidder should submit one (1) original of the entire RFI response. RFI responses should be submitted by the RFI due date and time.

Sealed RFI responses should be received in State Purchasing Bureau by the date and time of RFI opening indicated above. No late information will be accepted.

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request For Information form, the bidder guarantees compliance with the provisions stated in this Request for Information.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Administrative Services (AS), Materiel Division, State Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Information, RFI - OCIO08042016 for the purpose of gathering information to Review Current Market Trends and Available COTS Software to meet the needs of Various Small State Agencies Licensing.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT:
<http://das.nebraska.gov/materiel/purchasing.html>

A. SCHEDULE OF EVENTS

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

	ACTIVITY	DATE/TIME
1	Release Request for Information	August 8, 2016
2	Last day to submit written questions	August 17, 2016
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://das.nebraska.gov/materiel/purchasing.html	August 23, 2016
4	RFI opening Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508	August 31, 2016 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	TBD

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for the RFI is as follows:

Name: Nancy Storant
Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508
Telephone: 402-471-6500
Facsimile: 402-471-2089
E-Mail: as.materielpurchasing@nebraska.gov

B. GENERAL INFORMATION

A subsequent Request for Proposal (RFP) may not be issued as a result of this RFI. There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal. This RFI does not obligate the State to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

C. COMMUNICATION WITH STATE STAFF

From the date the Request for Information is issued and until RFI opening (as shown in the Schedule of Events), contact regarding this RFI between potential vendors and individuals employed by the State is restricted to written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions, or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a vendor regarding the meaning or interpretation of any Request for Information provision should be submitted in writing to the State Purchasing Bureau and clearly marked "RFI Number OCIO08042016; Review Current Market Trends and Available COTS Software to meet the needs of Various Small State Agencies Licensing Questions". It is preferred that questions be sent via e-mail to as.materielpurchasing@nebraska.gov. Questions may also be sent by facsimile to 402-471-2089, but should include a cover sheet clearly indicating that the transmission is to the attention of Nancy Storant, showing the total number of pages transmitted, and clearly marked "RFI Number - OCIO08042016; Review Current Market Trends and Available COTS Software to meet the needs of Various Small State Agencies Licensing Questions".

It is recommended that Bidders submit questions sequentially numbered, include the RFI reference and page number using the following format.

<u>Question Number</u>	<u>RFI Section Reference</u>	<u>RFI Page Number</u>	<u>Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <http://das.nebraska.gov/materiel/purchasing.html> on or before the date shown in the Schedule of Events.

E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The State reserves the right to conduct oral interviews/presentations and/or demonstrations if required at the sole invitation of the State.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the vendor and will not be compensated by the State

F. SUBMISSION OF RESPONSE

The following describes the requirements related to the RFI submission, handling and review by the State.

To facilitate the response review process, one (1) original of the entire RFI response should be submitted. RFI responses should be submitted by the RFI due date and time.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses should reference the request for information number and be sent to the specified address. Please note that the address label should appear as specified on the face of each container. If a recipient phone number is required for delivery purposes, 402-471-6500 should be used. The Request for Information number must be included in all correspondence.

G. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the vendor wishes the state to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Vendor may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

H. REQUEST FOR INFORMATION OPENING

The sealed responses will be publicly opened and the responding entities announced on the date, time, and location shown in the Schedule of Events. Responses will be available for viewing by those present after the opening. Vendors may also contact the state to schedule an appointment for viewing RFI responses.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The bidder should provide the following information in response to this Request for Information.

A. PURPOSE AND BACKGROUND

The State of Nebraska is investigating the possibilities of acquiring a single COTS solution that could provide a number of smaller State Boards with state of the art Licensing software that is easily configurable to meet the widely varying needs of those Boards. At this time there are 3-4 small Boards participating in this RFI. The current license count for all of them combined is around 50,000 new or renewed licenses annually. History of past licenses that needs to be preserved could increase that number.

B. CURRENT BUSINESS NEEDS

Boards that have talked to the Office of the CIO in the recent past and expressed an interest in understanding the concept of a shared COTS software are Motor Vehicle Industry Licensing Board, Board of Engineers and Architects, and the Board of Public Accountancy. The Board of Geologists is supported by the staff at Engineers and Architects.

The high level functions needed by these Boards are listed below. Some additional details are provided under each functional area where a Board has provided further insight into their needs.

1. Core Demographic

Board of Engineers and Architects -- For Board information, the State provides monthly reports on a variety of data, including but not limited to, number of licensees, number of authorized organizations, and examinees.

Board of Public Accountancy -- For Board information, the State provides monthly reports on a variety of data, including but not limited to, number of licensees, number of authorized firms, and examinees, etc.

Motor Vehicle Industry Licensing Board -- 9 types of Company licenses:

- a. Motor Vehicle Dealer,
- b. Trailer Dealer,
- c. Motorcycle Dealer,
- d. Motor Vehicle Auction,
- e. Motor Vehicle Wrecker/Salvage,
- f. Motor Vehicle/Trailer Manufacturer,
- g. Motor Vehicle/Trailer Distributor, and
- h. Manufacturer Branch,

Finance Company. These are assigned a license ID number according to the type of license and may have a Supplemental License which runs under their license ID number:

- a. Motor Vehicle Dealer,
- b. Trailer Dealer,
- c. Motorcycle Dealer

Manufacturers may have Representatives associated with them by the license ID number:

- a. Distributors, and
- b. Manufacturer Branch

Approximately 11,000+ licenses are issued annually.

2. Background Checks

Board of Engineers and Architects -- Applicants must answer background questions related to disciplinary action or criminal history when applying for a license or examination, and during the license renewal process. Responses are recorded in the database.

Board of Public Accountancy -- Applicants must answer background questions related to disciplinary action or criminal history when applying for a license or examination, and during the license renewal process. At this time, for these responses, paper applications are required and going forward would like the capability to record within a database.

Motor Vehicle Industry Licensing Board -- Applicants must answer questions about criminal history and those with a criminal history will provide background information for review.

3. Supporting Documents – Document imaging

Board of Engineers and Architects -- The State would like to implement linking external files such as PDFs and emails to database entities.

Board of Public Accountancy – The State would like to implement linking external files such as PDFs and emails to database entities.

4. Company information

Board of Engineers and Architects -- the Board issues Certificates of Authorization for organizations practicing architecture or engineering. Certificates are issued for a two-year period. Renewal notices are sent monthly to organizations whose certificates are about to expire.

The Board of Geologists also has Certificates of Authorization.

Board of Public Accountancy -- The Board issues initial and renewal CPA firm permits to practice for display at CPA offices. The firm permits and renewal notices are issued on an annual basis.

The Board additionally issues a Certificate of Registration to CPA firms after approval from the Secretary of State Office. Renewal notices are sent based on date of incorporation.

The Board requires a National Peer Review Program and would like the system to track the new requirements of the program.

Motor Vehicle Industry Licensing Board:

- a. Name of the company,
- b. physical address,
- c. PO Box (if applicable),
- d. city, state, zip code; and
- e. Business telephone number.

For dealers:

- a. Nebraska county in which they are located
- b. bond number
- c. name of bonding company
- d. names of owners (individual owner, partners, principal corporate officers or LLC members).
- e. if the dealer sells new vehicles or trailers: and
- f. a list of the linemakes that they are enfranchised to sell.

Manufacturers:

Distributors, and Manufacturer Branch will have a list of linemakes that they manufacturer or distribute.

On the renewal application, dealers & Nebraska manufacturers report the number of motor vehicles/motorcycles/trailers that they sold the previous year; then dealer plates are calculated accordingly and a Treasurer's Certificate is printed.

5. Grouping of License types

Board of Public Accountancy -- The Board issues permits based on Individual vs Firm:

Individual –
can have a status of Active or Inactive

Firm -
classified by the type of entity, such as Sole Proprietorship, Professional Corporation, etc.

The system should be able to note the difference between each. The State would like the system to have the ability to automatically flag an account if the permit has expired.

Motor Vehicle Industry Licensing Board -- Motor Vehicle Dealers, Trailer Dealers, and Motorcycle Dealers have a list of who is currently licensed as salespersons or agents with the dealership (must have at least one licensed salesperson).

Salespersons info:

- a. name,
- b. home address,
- c. date of birth,
- d. social security number.
- e. Does salesperson have criminal background?

A few dealerships will have an Agent. Same info as for a salesperson.

Manufacturers, Distributors, and Manufacturer Branch may have one or more Representatives licensed, but it is not required.

Salespersons, Representatives, and Agents:

- a. name and license number of the dealership or business that they are currently licensed with.
- b. History record of previous licenses issued, cancelled or expired.

6. Pocket Card Certificates

Board of Engineers and Architects - Pocket cards are issued to licensees, noting they are authorized to practice a profession, and printed through the database.

Board of Public Accountancy -The Board does not issue Pocket cards. Could consider this in the future.

Motor Vehicle Industry Licensing Board - All companies are issued a license, and licenses and pocket cards are issued for each Salesperson, Representative, and Agent.

7. Processing fees

Board of Engineers and Architects - Payments are entered and stored in the database by payment purpose, date received, method of payment, and amount received. A receipt number is automatically generated when the payment is entered. Fees for late payment of a license renewal are subtracted from the renewal fee for payment purposes. Payment reports can be created by a type or combination of payment types (online, check, ACH, IBT) and date. A summary report for reconciliation purposes can be created by entering a beginning and ending date. If a payment needs to be deleted after a receipt number is created, the database tracks the entry and the reason entered for deleting the transaction. A monthly report of deleted transactions is printed for review by the Auditor of Public Accounts.

Board of Public Accountancy - The Board utilizes a third party online payment system separate from the current database. Payments made by check are manually entered into the current system. Payments are entered and stored in the database by payment purpose, date received, method of payment, and amount received. A receipt number is automatically generated when the payment is entered. Payment reports can be created by a combination of payment types (online, check, ACH, IBT) and date. A summary report for reconciliation purposes can be created by entering a beginning and ending date. If a payment needs to be deleted after a receipt number is created, the database tracks the entry and the reason entered for deleting the transaction. A monthly report of deleted transactions is printed for review by the Auditor of Public Accounts.

Motor Vehicle Industry Licensing Board - Fees are based upon the type of license. Also, a fee is charged for a change of location or a change of name for Motor Vehicle Dealers, Trailer Dealers, and Motorcycle Dealers. Fees are submitted as a check, money order, or cash.

8. Labels for letters (Mail Merge type function)

Board of Engineers and Architects - Custom selection of records and fields for exporting into mailing lists and mail merges are desired. A special file is exported every week and sent to NIC for use in the "Licensee Lookup" feature located on the Board's website, through which someone may search for Nebraska-licensed architects, P.E.s, and organizations.

Board of Public Accountancy - Custom selection of records and fields for exporting into mailing lists and mail merges are desired.

9. Insurance tracking

10. Certificate printing

Board of Engineers and Architects - Wall certificates for licensees and engineer interns are printed through our database and signed by Board members at their monthly meetings.

Board of Public Accountancy - Would like the ability for the system to automatically print newly issued Certificates. The Board currently manually issues Certificate letters to those who passed the CPA examination. Also, the State needs the ability to distinguish between exam and reciprocity candidates.

Motor Vehicle Industry Licensing Board - When a company or a salesperson is ADDED, a license will want to print – goes to the Print Queue. At renewal, those marked for renewal will go to the Print Queue waiting to print. Motor Vehicle/Trailer/ Motorcycle Dealers, and Nebraska Manufacturers will have a Treasurer's Certificate for dealer plates. Finance Company will have a certificate allowing them to purchase Repossession Plates. There are separate reports for the printing of company license, salesperson or representative license, and the Treasurer's Certificate or Finance Company certificate.

11. Renewals

Board of Engineers and Architects - E&A Board-issued licenses for individuals expire at the end of the calendar year (odd-numbered years for licensees whose last names begin with the letters A-K, even-numbered for L-Z last names). Geologists and landscape architects are on a yearly renewal cycle. Licensees can either renew by paper form and pay by check, or an online process and pay by credit card or e-check. The online system calculates late fees (currently \$8 per month up to a maximum \$80 late fee in addition to the regular renewal fee). All payments and late fees are tracked through the database.

Board of Public Accountancy - Currently, the Board issues permits for individuals every two years for renewal after submission to an online system. Board also accepts paper applications. Renewals are based on birth year. Even birth years are renewed every odd year while odd birth years are renewed every even year. Would like the system to print the renewals automatically.

Motor Vehicle Industry Licensing Board - All licenses expire December 31st of the year they are issued and must be renewed annually. Renewal applications are printed and mailed around the middle of October to all licensed companies. Currently, the renewals consist of five reports: company name & address, list of corporate officers or LLC members, franchise list, list of salespersons or representatives, and Agents. The Renewals are printed by report on various colored paper, collated by staff, and mailed to the companies. They will be marked as printed, we have the ability to reprint a single renewal if needed.

12. Workflow

Board of Engineers and Architects - Problems or enhancements to the database are submitted and tracked through an "IT Task List" database contained in the main database. The system will notify IT staff via email if a task is submitted or updated. Then, in turn, once a task is completed by IT staff, the system will send an email to the task originator for his or her confirmation that the change(s) have been made.

Board of Public Accountancy - The Board has documented several workflows and processes. Would like the system to track and assist with workflows and processes.

13. Photos – Document Imaging

14. Print-based Workflow

15. Fingerprint cards – document imaging

16. Complaint Tracking

Board of Engineers and Architects - Complaints are filed with the Board for violations of the E&A Act; these are wholly tracked in the database, including investigation progress, name of the Complainant and Respondent, and Board disposition.

Board of Public Accountancy - Complaints are filed with the Board for violations of the Public Accountancy Act and Board regulations under NAC Title 288. These are tracked within a separate database including case number, investigation progress, name of the Complainant and Respondent, and Board disposition. Would like to have tracked within the new database.

Motor Vehicle Industry Licensing Board - Complaints are currently logged into and tracked on a spreadsheet. The State must receive the complaint in written form; which may be received by mail, fax, email to the agency, or hand-delivered.

17. Revocations

Board of Engineers and Architects - Licenses can be revoked, suspended, or placed on probation via Board action. This usually happens for violations of the E&A Act or disciplinary action taken by other states in which the individual is licensed.

Board of Public Accountancy - Licenses can be revoked, suspended, or placed on probation or other sanctions via Board action. This usually happens for violations of the Public Accountancy Act or disciplinary action taken by other states in which the individual is licensed. The Accountancy Licensing Database (ALD) tracks national CPA information and will require the database to transfer Board information to it on a regular basis.

Motor Vehicle Industry Licensing Board - Revocations are a database action: the dealer is inactivated, all currently licensed salespersons with the dealership are inactivated, and an entry is recorded in the dealer History and salesperson history, and on the monthly Supplemental Report.

18. Reports

Board of Engineers and Architects - Reports to the Board are covered in the "Core Demographics" section of this document. We also report verifications to other jurisdictions (states) confirming that an individual is licensed here in Nebraska, has passed certain examinations, and whether or not the Board has taken disciplinary action against an individual or organization.

Board of Public Accountancy - The Board requires multiple reports for use by staff, the Board, and others for review. Reports to the Board are covered in the "Core Demographics" section of this document. We also report verifications to other jurisdictions (states) confirming that an individual is licensed here in Nebraska, has passed certain examinations, and whether or not the Board has taken disciplinary action against an individual or firm.

Motor Vehicle Industry Licensing Board - Reconciliation report for deposit shows and counts the licenses issued by type and the account number, the associated fee, the name of the licensee, and the control number for the license. Information from this report is used to process the deposit and Treasurer Report. By entering a beginning and ending date, the State can produce a report for auditing or information purposes.

A list of active Motor Vehicle Dealers and Wrecker Salvage Dealers can be saved as pdf or excel format. Monthly Supplemental report showing the activity for the month for the dealers: surrendered dealer licenses, revoked dealers, new dealer licenses issued, change of location, change of name, reactivated dealers. List of control numbers; each license issued has a unique "control number" preprinted on it, which is verified when the license is printed.

19. Bonds

Motor Vehicle Industry Licensing Board - Motor Vehicle/ Trailer/ Motorcycle dealers are required, with each new dealer license application and at renewal, to provide a bond and certificate of insurance. The bond is recorded; the insurance is not recorded.

20. Continuing Education

Board of Engineers and Architects - A certain percentage of licensees are selected for audit of their continuing education (CE) and notified at the end of the renewal process, then the CE audits & associated paperwork are processed through the database.

Board of Public Accountancy - Currently, the Board allows for online submission of continuing education using a third party provider. A certain percentage of licensees are selected for audit of their continuing education (CE) and notified at the end of the renewal process, then the CE audits & associated paperwork are processed through the database.

21. Exams (by third parties)

Board of Engineers and Architects - Architect and professional engineer applicants must take and pass some exams prior to licensure if they are not requesting licensure via comity (already licensed in another state or U.S. jurisdiction). These exam requests, Board approvals, retake requests, and results (pass/fail, # of attempts, etc.) are tracked in the database, with associated Board reports and form letters.

Board of Public Accountancy - Current applicants who sit for the US CPA Examination must take and pass four sections of the examination within a 18 month window. prior to certification. If they are requesting licensure via reciprocity (already licensed in another state or U.S. jurisdiction) they need to provide information from the state they passed the examination. These exam requests, Board approvals, retake requests, and results (pass/fail, # of attempts, etc.) are tracked in the database, with associated Board reports and form letters.

22. Education

Board of Engineers and Architects - Architect and professional engineer applicants must attain certain educational standards to take the exams noted above and to become licensed if they are not requesting licensure via comity. An applicant's education is noted in the database, with associated Board reports and form letters.

Board of Public Accountancy - CPA applicants must attain certain educational standards, including 150 hours of education, to take the exams noted above and to become licensed. An applicant's education is noted in the database, with associated Board reports and form letters.

23. Trust Accounts

24. Form Letters

Board of Engineers and Architects - The State has standard form letters that are used for communicating with customers on topics such as licensing, examinations, emeritus licensing, organizations, and compliance.

Board of Public Accountancy - The State has standard form letters that are used for communicating with permit holders and registrants on topics such as licensing, examinations, organizations, and compliance. It is desired that staff have the ability to modify these documents.

Motor Vehicle Industry Licensing Board - Request for surrender of salesperson's current year license and pocket card when a salesperson leaves a dealership. When the license and pocket card are received it is recorded; our agency must receive both before the salesperson will be issued a license with another dealership.

25. Board Reports

Board of Public Accountancy - Several reports are utilized and it is desired to have the system provide these reports automatically. Staff generated reports would be desired when requested; including demographics, permit status, and many others.

26. Compliance Officers Audit spot checks

Board of Engineers and Architects – The State Compliance Officer manages the investigation of E&A Act violations and is explained in the “Complaint Tracking” section. The CO also manages the CE audit process through the database.

Board of Public Accountancy -- Board staff manages the investigation of violations and is maintained within a separate database at this time.

27. Temporary Permits

Board of Engineers and Architects - Temporary permits are a special category of “license” issued to architects, professional engineers, and geologists not licensed in Nebraska but licensed in another jurisdiction, allowing them to provide professional services on one project for a definite period of time.

28. Staff time tracking

Board of Engineers and Architects - A separate area in the database is used by staff to complete their biweekly timesheets. This is not done in the State’s accounting system because staff tracks time spent in the period with each of the 3 boards administered (E&A, Geology, Landscape Architects).

Also, time that the Compliance Officer spends on investigations is tracked in the Complaints section of the database. This information is potentially used for recouping costs of investigations, authorized by N.R.S. §81-3444(h).

Board of Public Accountancy – The State would like this capability within the new system

29. Public queries

Board of Engineers and Architects - The public can request lists of licensees, as well as those who have applied for licensure. These are issued upon written request and in accordance with Nebraska law regarding the production of public records. This usually involves custom selection of records and fields for exporting into mailing lists and mail merges as desired.

Board of Public Accountancy - The public can request lists of licensees, as well as those who have applied for licensure provided within an online format. These are issued upon written request and in accordance with Nebraska law regarding the production of public records.

Motor Vehicle Industry Licensing Board - Nebraska.gov maintains and updates the State’s website. The consumer complaint form and license application forms are available on the website. A list of licensed motor vehicle dealers and wrecker salvage dealers is updated monthly, along with a Supplemental Report each month.

30. Paper centric

Board of Public Accountancy - The Board is very interested in utilizing paperless processes and would like the new system to facilitate these processes, where available.

Motor Vehicle Industry Licensing Board - All applications are submitted on paper, a paper license or certificate is printed. Renewals are paper forms that must be returned with the fee. Fees are submitted as a check, money order, or cash. Fees received are noted on the application forms.

31. Special Permits

Motor Vehicle Industry Licensing Board - Dealers are required to obtain a Special Permit from the agency to display at events such as county fairs, Husker Harvest Days, sports & travel shows, etc. The State would like to be able to enter and print Special Permits from the database.

The State currently maintain a separate Access database for the dealers who have franchises to sell new vehicles, motorcycles, or trailers so that the State can search and query this information. The State includes the Manufacturer and Distributor information so that it can be searched.

The State would ask that vendors provide a short response on how your software would support each of these 30 functions. If your software has other features not identified here please expand on those as well.

C. Pricing

The State would like a description of your licensing model. Please keep in mind that in this situation the State would like the flexibility to add Boards as funding becomes available.

The State is requesting pricing in increments of 10 users, 20 users, or up to 50 users if possible. If the pricing is based on active licenses provide pricing on quantities of 10,000, 20,000, and 25,000. If you use a different model then the ones mentioned above, please provide the criteria and pricing. The State is requesting this information in regards to funding for the upcoming biennial budget.

D. Hardware/Hosting Model

Please provide a description of hardware/software requirements.

Attachment A. Board of Engineers and Architects Screen Samples.

Attachment B. Board of Public Accountancy Certificate Flowchart

Attachment C. Board of Public Accountancy Licensing Consolidated Requirements

Attachment D. Board of Public Accountancy Individual Maintenance Screens

Attachment E. Motor Vehicle Industry Licensing Board Screen Shots.

Form A

Vendor Contact Sheet

Request for Information Number OCIO08042016

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the vendor's name and address, and the specific persons who are responsible for preparation of the vendor's response.

Preparation of Response Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Each vendor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the vendor's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Communication with the State Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	