

Pete Ricketts, Governor

ADDENDUM ONE QUESTIONS and ANSWERS

Date: August 23, 2016

To: All Bidders

From: Nancy Storant, Buyer
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Information Number OCIO08048016
to be opened August 31, 2016 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Information (RFI). The questions and answers are to be considered as part of the Request for Information. It is the vendor's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFI Section Reference</u>	<u>RFI Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	NO Section	NO Page Number	Does the State Purchasing Bureau have any estimated budget allocated for this project for each of the 4 boards listed in the RFI	Actual state budgets will be dealt with in the upcoming Legislative session starting in January 2017 and ending in early June 2017. Part of the reason for the RFI was to get some sense of cost so the boards could have more information when requesting funding for Licensing software.
2.	NO Section	NO Page Number	Has the State Purchasing Bureau or any of the participating boards listed in the RFI seen or participated in either an online or in person demonstration of any potential COT vendor who may be	That is entirely possible but the State does not know who will be responding.

			responding to this RFP over the past 2 years?	
3.	NO Section	NO Page Number	Does the State Purchasing Bureau have an estimated budget in mind for this COTS solution for the 3-4 participating boards mentioned in this RFI?	See answer to Question #1
4.	NO Section	NO Page Number	What boards/agencies does the Bureau envision as potentially utilizing the new COTS system in the future besides the boards listed in the RFI.	This is unknown at this time.
5.	NO Section	NO Page Number	What is the estimated length of the contract desired by the Bureau for this project!	The length of the contract would be decided when the RFP is released.
6.	NO Section	NO Page Number	What is the estimated timeframe could be anticipated for a release of an RFP as a follow-up to the RFI?	At this time the State is looking at the first half of 2017.
7.	NO Section	NO Page Number	Can the RFI be submitted electronically?	The State does not accept electronic submittals.
8.	NO Section	NO Page Number	Does the Bureau anticipate that each board will have its own database/table or is one centralized database for all the boards desired?	Bidders should present their view on this given their ability to handle secure information that cannot be shared between boards and given that each board will have varying requirements for processes and data fields.
9.	NO Section	NO Page Number	Does the Bureau desire a vendor self-hosted solution or does the Bureau insist on having the solution hosted on stateside servers?	The State is looking for a cost effective solution. The State would consider either solution.

10.	NO Section	NO Page Number	Does the Bureau know of any of the other state boards not mentioned in this RFI utilizing a COTS solution provided by a 3 rd party vendor? If so who is the vendor(s)?	The Real Estate Commission has a contract with GL Solutions at this time.
11.	NO Section	NO Page Number	How many additional boards outside of the ones mentioned in the RFI does the Bureau anticipate utilizing the COTS solution once the Bureau has chosen a vendor?	See answer to #4
12.	NO Section	NO Page Number		No question was received
13.	9 Insurance Tracking	7	Can the Bureau provide additional detail regarding the requirements of the individual boards for Insurance Tracking?	<p>Board of Public Accountancy NBPA does not track insurance.</p> <p>Board of Engineers and Architects Does not track insurance</p> <p>Motor Vehicle Industry Licensing Board Current Certificate of Insurance document plus a yes/no field indicating provided.</p>
14	14 Print-based Workflow	7	Can the Bureau provide additional detail regarding the requirements of the individual boards for Print-based Workflow?	<p>Board of Public Accountancy NBPA, as provided within the current RFI, has various workflow documents that can be provided. The Board needs the ability to continue to update and create as necessary.</p> <p>Board of Engineers and Architects The Board has many workflows based on different processes. .</p> <p>Motor Vehicle Industry Licensing Board None</p>
15.	23 Trust Accounts	9	Can the Bureau provide additional detail regarding the requirements of the individual boards for Trust Accounts?	The Boards do not track Trust Accounts.
16.	C Pricing	11	Will pricing	All responses for this RFI are considered public information unless

			proposed in the RFI be made available to the public before the issuance of an actual RFP? Or will the pricing remain confidential until after an RFP has been awarded?	marked proprietary per Section II.G of the RFI. Cost information is never considered proprietary information.
17.	I. PROJECT DESCRIPTION AND SCOPE OF WORK B. CURRENT BUSINESS NEEDS	Pgs. 4-10 and Attachments A, B, C, D and E	The RFI includes lists of current system capabilities and new system requirements for the three Boards, as well as existing system screenshots and workflows for each Board. It does not appear the State is looking for respondents to reply to these detailed capabilities and requirements individually in order to replicate current systems. Please confirm this assumption.	Yes, this assumption is correct. The screenshots were provided to help the bidders understand data needs and relationships of the data as well and process and functionality. Do not respond specifically to the screenshots.
18.	II. PROJECT DESCRIPTION AND SCOPE OF WORK A. CURRENT BUSINESS NEEDS	Pgs. 4-10	Please confirm the State is looking for respondents to provide a description of their system capabilities to meet the needs of the various requirements of the three Boards, along with the vendor's price model and hardware/software requirements.	Yes.
19	III. PROJECT DESCRIPTION AND SCOPE OF WORK	P. 4	After the following note "The bidder should provide the following information in response to this Request for Information" there is section A. Purpose and background. Is it intended as a	This is background information. No direct response is necessary.

			question to respond or is it only there to provide vendors with background information?	
20.			Would the state consider accepting an electronic only response or the requirement is for the vendor community to ship one hard copy?	Please see answer to #7.
21.			On the top of page 4 – Section III – PROJECT DESCRIPTION AND SCOPE OF WORK – “The bidder should provide the following information in response to this Request for Information”. Can the state please provide some additional detail/guidance related to the response format? There does not seem to be a response format outlined in the RFI.	We would ask that you address how your software can support the item number 1-31 in the Current Business Needs section plus price, but no specific format requirement in regards to the bidder’s response.
22.			Do the Agencies have a technology preference for the software solution?	At this point in the discussions we want to see what is available. The State is looking for a response that meets the requirements of the RFI, but the State leans toward Java or .Net with MS SQL Server database.
23.			Do the Agencies have a preference for reporting technology for creating reports?	No.
24.			Is the requirement only to store the scanned imaged documents that are uploaded by the user or is the requirement also to be able to interface with the scanner for	Documents could be uploaded or scanned in. The State has an Enterprise Document management system that would be used for storing the documents.

			capturing the scanned image and storage of the same?	
25.			How many documents on an average are captured for every transaction? Also what is the typical size of these documents?	Board of Public Accountancy It depends on the process and varies from a few documents to several. Motor Vehicle Industry Licensing Board Around twelve (12) depending on the number of sales staff.
26.			How many interfaces currently exist? Are any of interfaces manual?	Board of Public Accountancy Current database interfaces with one (1) database for online renewals along with manual interface for national reporting. Motor Vehicle Industry Licensing Board None at this time.
27.			Do the Agencies own any existing licenses for software that we may be able to use?	Board of Public Accountancy Unknown Board of Engineers and Architects These agencies own licenses for Filemaker, unsure if these could be make available to other bidders Motor Vehicle Industry Licensing Board None
28.			Will any existing servers be made available to this project?	Bidders should propose a solution, whether it is hosted locally or cloud hosted.
29.			What versions of existing browsers must be supported?	Board of Public Accountancy Internet explorer; FireFox; Google Chrome. Board of Engineers and Architects Internet explorer; FireFox; Google Chrome. Motor Vehicle Industry Licensing Board Internet explorer; FireFox; Google Chrome.
30.			Please can you provide name of the commercial fund accounting software if any that is currently used.	The current Boards do not use commercial fund accounting systems.
31.			Please can you provide name and	Board of Public Accountancy Foxpro 9 (supported by OCIO)

			version information of the database(s) currently used for storing data.	<p>JOKEL System (supported by Neb.interactive) Complaint Database/ Microsoft access 2010</p> <p>Board of Engineers and Architects These agencies use Filemaker 12 Pro Advanced</p> <p>Motor Vehicle Industry Licensing Board These agencies use Foxpro 9 and MS Access 2010.</p>
32.			What are the current sizes of the database(s)?	<p>Board of Public Accountancy Unknown</p> <p>Board of Engineers and Architects 2.63 GB</p> <p>Motor Vehicle Industry Licensing Board Unknown</p>
33.			How long should data be retained in the database?	<p>Board of Public Accountancy Per each agency's retention schedule requirements; all should be available online at www.sos.ne.gov/records-management/retention_schedules.html</p> <p>Board of Engineers and Architects Per each agency's retention schedule requirements; all should be available online at www.sos.ne.gov/records-management/retention_schedules.html</p> <p>Motor Vehicle Industry Licensing Board Per each agency's retention schedule requirements; all should be available online at www.sos.ne.gov/records-management/retention_schedules.html</p>
34.			In regard to the reports, are the current reports adhoc or scheduled or combination of both? If it is combination of both, can you provide an approximate number of scheduled reports that exist in the current system?	<p>Board of Public Accountancy Most printed on demand, initiated by the user. The approximate number of reports for NBPA fifty (50).</p> <p>Board of Engineers and Architects Most are printed on demand, initiated by the user. The approximate number of reports for NBEA/NSBLA/NEBOG is fifty (50).</p> <p>Motor Vehicle Industry Licensing Board 15 total</p>
35.			Is there a requirement to allow anonymous access to any part of the application	<p>Board of Public Accountancy No anonymous access, per state security protocols.</p>

			for each environment?	<p>Board of Engineers and Architects No anonymous access, per state security protocols.</p> <p>Motor Vehicle Industry Licensing Board No anonymous access, per state security protocols.</p>
36.			How many concurrent connections are expected in each environment?	<p>Board of Public Accountancy NBPA/ Currently up to five users.</p> <p>Board of Engineers and Architects Up to 8 users, based on current allowed employees (seven full-time, one part time)</p> <p>Motor Vehicle Industry Licensing Board 5 staff currently, up to 9 staff in the future.</p>
37.			What are the required level and/or timeframe of system disaster recovery? What are the performance requirements?	This has not been determined at this time.
38.			Do the Agencies have a learning management system that they want us to use for storage and distribution of electronic training materials?	Not at this time
39.			Can the cost of Hosted and Non-hosted solutions be included in the same response or do you want two different responses one for Hosted Solution and other for Non-hosted solution?	It can be included in one response, just note what the cost for each solution would be.
40.			For the Non-hosted solution are you looking for Vendor Managed Hosting?	Present us with the options. At this point we have not ruled out any of the hosting models. Please provide your best response to the meet the requirements of the RFI.
41.			For the Hosted solution are you looking for both Vendor Hosted Infrastructure and Vendor Managed Hosting?	Present us with the options. At this point we have not ruled out any of the hosting models. Please provide your best response that meets the requirements of this RFI. If you offer both solution please respond accordingly.

42.			<p>In regards to the response format, are you looking for us to respond to each of the requirements listed in the core RFI as well as Attachment C? I read through it but wasn't clear on which set of questions we need to respond to beyond the licensing costs, and if you desire them in a specified format or if you are leaving that up to us. Any direction you can provide would be helpful.</p>	<p>The State would like a response to each of the items in the RFI. It is not necessary to respond to each item in Attachment C. Attachment C is there to provide insight into the Board's business. The State could use any information that bidders are willing to provide.</p> <p>The State is flexible on format.</p>
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This addendum will become part of the RFI and should be acknowledged with the Request for Information.