State of Nebraska

REQUEST FOR INFORMATION FORM

RETURN TO:
Nebraska Real Estate Commission
1200 N St, Suite 402
Lincoln, Nebraska 68508
OR
P.O. Box 94667
Lincoln, Nebraska 68509-4667
Phone: (402) 471-2004
Fax: (402) 471-4492

SOLICITATION NUMBER	RELEASE DATE
RFI 2013-01	**August 1, 2013**
OPENING DATE AND TIME	PROCUREMENT CONTACT
September 6, 2013 2:00 p.m. Central Time	**Greg Lemon**

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

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Real Estate Commission, is issuing this Request for Information, RFI 2013-01 for the purpose of gathering information to replace the existing database and software application system.

Written questions are due no later than August 15, 2013, and should be submitted via e-mail to realestate.commission@nebraska.gov.

Sealed information must be received in the Real Estate Commission on or before September 6, 2013, 2:00 p.m. Central Time, at which time information will be publicly opened.

Bidder should submit one (1) original and two (2) copies of the entire RFI response. RFI responses must be submitted by the information due date and time.

RFI RESPONSE MUST MEET THE FOLLOWING REQUIREMENTS TO BE CONSIDERED VALID.
RFI RESPONSE WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

1). Sealed RFI response must be received by the date and time of RFI opening indicated above. No late information will be accepted. No electronic, e-mail, fax, voice, or telephone information will be accepted.

2). RFI response must meet all specifications of the RFI

3). This form “REQUEST FOR INFORMATION” MUST be manually signed, in ink, and returned by the information opening date and time along with your information and any other requirements as specified in the RFI.

4). It is understood by the parties that in the State of Nebraska’s opinion, any limitation on the contractor’s liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the contractor’s bid or in the final contract.

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: ______________________________

TABLE OF CONTENTS

I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Real Estate Commission (hereafter known as NREC), is issuing this Request for Information, RFI 2013-01 for the purpose of gathering information to replace the existing license database and software application system.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT: http://www.das.state.ne.us/materiel/purchasing/rfp.htm

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 1
2	Last day to submit written questions	August 15 2:00 PM Central Time
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	August 23 2:00 PM Central Time
4	RFI Opening Location: Nebraska Real Estate Commission 1200 N Street, Suite 402 Lincoln, Nebraska 68508	September 6 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	To Be Determined

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the NREC. The point of contact for the procurement is as follows:

Name: Greg Lemon
Agency: Nebraska Real Estate Commission
Address: 1200 N St, Suite 402
Lincoln, NE 68508

OR

Address: P.O. Box 94667
Lincoln, NE 68509
Telephone: 402-471-2004
Facsimile: 402-471-4492
E-Mail: realestate.commission@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:

2. written communication with the person(s) designated as the point(s) of contact for this Request for Information;
3. contacts made pursuant to any pre-existing contracts or obligations; and
4. 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 bidder regarding the meaning or interpretation of any Request for Information provision must be submitted in writing to the Nebraska Real Estate Commission and clearly marked "RFI Number 2013-01; Real Estate Commission license database and software application system". It is preferred that questions be sent via e-mail to realestate.commission@nebraska.gov.

Written answers will be provided through an addendum to be posted on the Internet at http://www.das.state.ne.us/materiel/purchasing/rfp.htm 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, clearly identified as such, and two (2) copies of the entire RFI response should be submitted. The copy marked "original" shall take precedence over any other copies, should there be a discrepancy. RFI responses must 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 must reference the request for information number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked "ORIGINAL DOCUMENTS". Please note that the address label should appear as specified on the face of each container. Rejected late responses will be returned to the bidder unopened, if requested, at bidder's expense. If a recipient phone number is required for delivery purposes, 402-471-2004 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 becomes 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.

I. LATE REQUEST FOR INFORMATION RESPONSES

RFI responses received after the time and date of the RFI opening will be considered late responses. Rejected late responses will be returned to the bidder unopened, if requested, at bidder's expense. The State is not responsible for responses that are late or lost due to mail service inadequacies, traffic or any other reason(s).

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The Nebraska Real Estate Commission's ("NREC") licensee database maintains current and archival records of all Nebraska real estate licensees. Licensee information includes typical background and contact information such as name, multiple addresses, multiple phone numbers, e-mail address and date of birth, as well as a unique license number, license type and status. The database is also used to track information related to ongoing requirements for active licensees such as continuing education, disciplinary actions and insurance.

Additional aspects of the database include recording and tracking information on license applicants, and recording and tracking payments related to various licensing actions. A unique feature of the real estate license database is the relationship of designated broker and affiliated licensees. Only designated brokers may hold an independent active real estate license, all other active licensees, salespersons and associated brokers, must work under a designated broker, and a record of that relationship must, of course, be maintained in the database. This is not a consideration for licenses held on inactive status.

Designated broker records also include trust account information and DBAs.

Key processes include:

License Applications: NREC currently has two license types, broker or salesperson. All applicants must provide an application to the office which, upon review, would either allow them to sit for the examination or receive a license based on license recognition. The documentation requested to be submitted is logged into the database and also tracked. Once all items have been received in our office, the license will be issued. Once the original database record is established, all other license related information is entered through this module.

Renewals: All new licensees are required to renew their license at the end of the first calendar year of licensure after that, licensees are required to renew their license every two years, this creates a renewal cycle at the end of each year for roughly half of the licensees. The license renewal process includes the deposit of the renewal payment, verification and update of licensee information, and verification and updating of license requirements including continuing education and E & O insurance, and importing the updated information and status into the database.

License Transfers: Licensees can transfer from one designated broker to another. All active salespersons must have a designated broker as described earlier. They may also transfer to inactive. Brokers can transfer to inactive, active, to designated broker or to another broker.

Continuing Education Entry: Inactive licenses may be renewed, waiving the continuing education requirements. However, all active licensees must fully meet continuing education requirements in order to renew their licenses every two years. There are different categories of continuing education with minimums and maximums required of each. Providers of education submit rosters of licensees for automatic upload which register their attendance and credit in their data files. Various reports on education compliance are requested.

Complaint tracking: When a complaint is received, it is assigned a unique number and identified in the system as a complaint. The system will also track cease and desist orders, as well as show-cause information. The complaint is tracked from date received to date closed. Staff is able to enter complainant and respondent information; attorney information; investigative information; laws associated with the complaint; hearing information; witness information; disciplinary actions assessed; companion complaint information; and also generate reports.

The database is also used to generate letters and reports described in more detail below.

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

B. PURPOSE

The Nebraska Real Estate Commission is gathering information to compare with the existing licensee database. Responses to this Request for Information (RFI) will be utilized to identify budget requirements for replacement of current database. The process provides the vendors an opportunity to inform the agency of new and existing products offering solutions for best business practices that may be of benefit to NREC. Responses will be reviewed for technical, functional, and procedural innovations and cost estimates. NREC may use knowledge gained from the RFI responses to assist in development of a future RFP. Responses to this RFI will not be scored or evaluated. This is solely for an informational gathering process and a contract will not be awarded as a result of this RFI.

As part of this RFI, NREC is requesting respondents identify an estimated range of all costs associated with a replacement project, including but not limited to software licensing, software maintenance, third party software, third party software maintenance, implementation, conversion, and training. NREC is open to the consideration of alternative software and maintenance purchase or lease programs that spread costs over the life of the software use or a term of years. The NREC is requesting that the respondent identify the type(s) of software solution(s) being proposed such as State Owned, Vendor Hosted, On Demand Services, or Software as a Service.

C. BACKGROUND

Budgetary control of Commission's expenditures is maintained chiefly by three processes. First a Budget is required to be adopted through passage of appropriation bills by the Legislature. Second, the appropriated funds are allocated by program and fund type and are controlled by the executive branch through an allotment process. The Legislature may also enact a supplemental appropriation bill and other appropriation bills as it deems necessary. Finally, the State's accounting system checks each expenditure to ensure the appropriation is not exceeded.

D. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY

The following is a description of current primary database modules to address in vendor's information response. For each respective module, NREC has identified current business practices to consider for best practices solutions. NREC has also identified additional desired functionality where applicable. It is understood that no one system may be able to provide all functionality desired by NREC. Please identify which functions your system can offer, and describe how your solution can address NREC's needs.

1. Licensees

   The Licensee Module processes and tracks all licensee information. It allows a user to add and update information on a specified licensee.

   a. Current Business Functions

      1. Insert a new licensee record
      2. Save Changes

3. Delete certain information
4. Query criteria listed in the licensee screen
5. Sort the queries
6. License Transfer process
7. Track Licensee pre-license education, examination and licensure information
8. Produce Letters and review a letter history
9. Track Trust Account Information
10. Manually enter and/or import and edit licensee's continuing education courses and tracks if they have met their requirement for the current education period.
11. Track the License History for a licensee such as statuses and designated brokers.
12. Attach a Branch License record to a designated broker's license record.
13. Mark a receipt or license to print from the licensee screen.
14. Enter and edit a licensee's alias (AKA).
15. Enter and edit if a licensee holds licenses in other jurisdictions.
16. View the affiliated licensees from an employing/designated broker's file.
17. View the broker from an affiliated licensee's file
18. Manually enter and/or import and edit a licensee's errors and omissions insurance information.
19. Print labels or envelopes for a specific licensee.
20. Export a list of queried licensees.

b. Additional Desired Functionality
   i. Track multiple testing options such as state, national or both and ability to choose passed or failed for each section. Also generate a letter once options have been selected.
   ii. Track an entity registration from a licensee screen.
   iii. Track age of application—we need to track the date we received the application since it expires after one year, if license not issued

2. Issue New Licenses

   The Issue New Licenses module actually issues the license and changes the screens in the Licensee Module once the button is pressed. Newly licensed affiliated licensees then appear in their designated broker's record.

3. Trust Accounts

   The Trust Account Module is a quick way to enter data into the Licensee's Screen regarding their trust account. It also shows when the account was opened and last audited.

   a. Current Business Functions
      i. Add Financial Institution information

ii. Add trust account number, date opened, closed and the last date audited.
iii. Exams are conducted and tracked on an excel spreadsheet. The exam date is manually entered into the database screen, and the exam is printed and placed in the licensee's paper file.

b. Additional Desired Functionality

Mobile Examinations which offer the ability to have data entered and imported into the system and attached to the licensee's record.

4. Renewal Entry

The Renewal Entry Module has the ability to read barcodes so renewals can be scanned in. The licensee's renewal information is entered in this module and updates their licensee module. This also records the payment made for the renewal and issues a receipt. This process can either be done manually or by using the import method.

5. Certifications

The Certification Module allows the entry of a licensee to produce a Certification of License History form. This module also records the payment made for the certification.

a. Business Functions
   i. Produces a license history form
   ii. Records a payment associated with the certification

b. Additional Desired Functionality
   i. This module does not pull accurate information, therefore, it is currently not being used.
   ii. We would like it to pull correct data and produce the report electronically.
   iii. We would also like a computer generated receipt to be issued by the system for such payment.

6. Group Transfers

The Group Transfer Module allows for many licensees to transfer from one designated/employing broker to another. The change in the designated/employing broker information and payment is entered once and then distributed to each of the selected affiliated licensees and designated broker's data file.

7. Complaint Information

The Complaint Module allows a user to enter and track a complaint, cease and desist orders, and show cause issues. It also has an affiliation to companion complaints.

a. Current Business Functions
   i. Enter Complainant(s) information
   ii. Enter Respondent(s) information
   iii. Enter Prehearing Information
   iv. Enter Hearing Information
   v. Enter Settlement Information

vi. Tracks information sent and received.

b. Additional Desired Functionality
    i. Ability to enter fines associated with the complaint and produce a receipt when paid. Fines such as hearing costs and civil fines are currently kept track of on an excel spreadsheet.

8. NE State Code
The NE State Code keeps track of the different laws which can be applied to letters and screens as necessary.

9. Institution Information
The Institution Module tracks information relating to other license jurisdictions, commissioners, libraries and miscellaneous individuals who have requested to receive publications from our office.

10. Educator Information
The Educator Module tracks education schools, instructors and the courses approved to provide to licensees.

11. Course Information
The Course Information Module tracks the approved education courses and those approved to provide the course.
    a. Current Business Functions
        i. Enter the approved continuing education course information

    b. Additional Desired Functionality
        i. Ability to enter Broker-Approved Training information
        ii. Ability to track brokers who have approved training for their affiliated licensees
        iii. Reporting options
        iv. Ability to track expiration date for purpose of course/instructor approval renewal
        v. Ability to create mailing labels/lists

12. Import Exams
The Import Exam Module allows NREC to import a file of the examination results for licensees from our contracted examination provider.

13. Deposit Information
The Deposit Information Module gathers all payments and compiles a report which is used to make deposits to the State Treasurers office.

    a. Current Business Functions

        i. The system returns all payments made under each module to a “deposit document” which is used to compare against funds received.

    b. Additional Desired Functionality
        i. All modules have a longer field length to accommodate credit card approval numbers.
        ii. Currently all fund types are lumped into one category. We would like the ability to separate the different payment types by day and account code.

14. Misc. Income
    The Misc. Income Module allows payments to be entered for funds which were not received by licensees.
    a. Current Business Functions
        i. Enter any payments received that are not directly associated with a licensee.
        ii. Manually write a paper receipt and mail it to the payee.

    b. Additional Desired Functionality
        i. Produce a computer generated receipt.

15. Specialized Registration
    The Specialized Registration Module keeps track of retirement subdivisions & communities, sub-divided land, time-share, exchange programs, and membership campground registrations. In addition, we are also using this module to track the receipt of criminal background checks.
    a. Current Business Functions
        i. Enter Registration
        ii. Delete Registration
        iii. Track Dates for Renewal and Expiration Purposes
        iv. Enter payments received
        v. Manually write a paper receipt

    b. Additional Desired Functionality
        i. Ability to produce computer generated receipts.
        ii. Ability to produce computer generated letters.
        iii. Ability to produce a certificate of registration.

16. Utilities
    The Utilities Module allows us the ability to change drop down menus throughout the system, add user access, do certain dba functions, and also contains the functions for exporting and importing website data.
    a. Current Business Functions
        i. Manually select the criteria to produce a data file used to support our online database. The file contains all of the records not just the updated records.
        ii. Import data that was entered on our website.

b. Additional Desired Functionality
    i. Pull just new information to a data file or have an automated update process for website updating.
    ii. Forms and fields available to the licensees for self-updating and reporting.

17. Reports
The Reports Module is where all of the reports and letters available from the system are located. We currently have the ability to sort and export most reports and letters.
    a. Current Business Functions
        i. Renewal Reports/Letters
        ii. Initial License Reports/Letters
        iii. Complaint Reports/Letters
        iv. Education Reports/Letters
        v. Deposit Reports/Letters
        vi. Receipts for printing and reports for audit purposes
        vii. Transfer Reports/Letters
        viii. Trust Account Reports/Letters
        ix. Examinations Reports/Letters
        x. Errors & Omissions Insurance Reports/Letters
        xi. Licensee Mailing Labels
        xii. Monthly Statistical Reports
        xiii. Specialized Registration Reports

    b. Additional Desired Functionality
        i. We would like to be able to customize the letters and reports, as well as database queries. Such as be able to enter, delete or drill down on the fields located in the reports.
        ii. Ability to email reports, lists, letters and receipts.

E. CURRENT ADDITIONAL FUNCTIONALITIES

The following functions are either provided by the current system software or third-party software. Please indicate which functionality you may or may not be able to provide as part of your solution.

1. The reporting feature in the current system is very limited. We currently use the query function and export the data into an excel spreadsheet to add and remove columns.
2. The letters produced from the system are very limited and the letters which are not produced by the system are then produced in Microsoft Word.
3. We currently use an access database to track education details which is not integrated with the current licensee database.

F. DESIRED CAPABILITIES IN THE PROPOSED SYSTEM

NREC is considering the development of the following functionality. Please indicate any capabilities to assist NREC in identifying a solution to meet the needs of NREC in these areas.

1. Online Solutions – Licensee self-service options including changing data on file, and submitting online forms, as well as options for public and consumer information such as filing a complaint.

2. Records Management – We would like the ability to attach documents and/or images to specific records.

3. Mobile Examinations – We currently use Microsoft Excel to enter and report the trust account examinations. An examination completion date is manually entered in the database and the rest of the examination details are printed and placed in the licensee's paper file.

G. SYSTEM OVERVIEW

1. HARDWARE/TECHNICAL
   - i. Server
     1. Server 2003 SP2
     2. CPU: 2 X 2.40 GHz Intel Xeon
     3. RAM: 1 GB
   - ii. Network
     1. TCP/IP
   - iii. Database
     1. SQL Anywhere Server -version 11
     2. Sybase version 9.0
     3. Powerbuilder – version 9.0
     4. Infomaker – version 9.0

H. DESCRIPTION OF PROPOSED SOLUTION

Describe your solution, and clearly identify the application software modules, add-ons, e.g. utilities/tools/report generators, underlying technology, and third-party applications that you would recommend to meet NREC's requirements.

Based upon your analysis of NREC's business structure, identify any system solutions or add-ons that you feel would help NREC optimize its investment.

I. DELIVERABLE/VENDOR CAPABILITES

Provide a detailed description of your proposed solution.

1. RESPONSE COMPONENTS

Include in Packet:

a. A company profile including partners and subcontractors.

b. Brochures and functional specifications.

c. A narrative describing how the product meets NREC's functional needs.

d. Design and technical requirements

e. A sample implementation plan including; a schedule of key dates, a recommended training plan, conversion, testing, and installation support.

f. A list of three current customer references that are using your software.

g. Complete list of other Real Estate Regulatory entities currently using the software.

    i. Define if State, Federal, County, City or other
    ii. What modules
    iii. How long
  h. A description of support services.
  i. An estimated cost for all required and optional components of your software.
  j. A description of how often the software is updated and how updates are distributed to clients.
  k. Identify all additional estimated expenses required to complete implementation that are not shown in the estimated cost.
  l. Final estimated range of cost.

2. SYSTEM OPERATIONS

  a. Describe how your system:
    i. Provides user level security to process function level.
    ii. Provides individual security settings to view, add, revise, approve, delete for all modules.
    iii. Logs all transactions to a history log that can be used to determine exactly what has occurred on the system.
    iv. Has a consistent and logical look throughout the system.
    v. Search and/or look-up options, i.e. license number versus description.
    vi. Uses a test and/or development environment.
    vii. Integrations to other systems and productions, including historical data from current database, a document imaging system.
    viii. Sorts and filters inquiries and reports on all data fields for screens and modules.
    ix. Navigates from module to module.
    x. Allows for configuration of screens and tool bars.
    xi. Configures workflow.
    xii. Implements enhancements and upgrades and how often.
    xiii. Meets the Nebraska Technology Access Standards.
    xiv. Performs system backups.
    xv. Handles the process to resolve a system failure.

  b. Describe technical requirements:
    i. Equipment required
    ii. Software required
    iii. Licenses required
    iv. Implementation requirements
    v. On-going requirements
      a) Staff
      b) Equipment
      c) Upgrades

3. VENDOR PRESENTATION

At the discretion of NREC, vendors may be asked to present their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response. The presentation may either be onsite at NREC in Lincoln, Nebraska or via a webinar/video conference. NREC may request an on-site, hands-on presentation of the recommended functionality/solutions. Any cost incidental to the presentations shall be borne entirely by the vendor and will not be compensated by NREC.

  a. Vendor to present these modules:
    i. New Licensee Setup

ii. License Issuance
iii. Trust Account Examination process
iv. License Certifications
v. Individual Transfer
vi. Group Transfer
vii. Complaint Entry and Tracking
viii. Educator and Course Entry
ix. Import Processes for Errors & Omissions Insurance, Exams, Renewals etc.
x. Deposit Information.
xi. Specialized Registration Entry and Tracking
xii. Attachments
xiii. Reports & Searches
xiv. Printing
xv. Website Updating/Capabilities

b. Vendor to present how to:
i. Configure your software
ii. Backup and recover your software and related files
iii. Create/alter letters
iv. Adhoc reports
v. Setup Security
vi. The software meets the Nebraska Technology Access Standards
vii. Workflow
viii. Show your online documentation and help process

Form A

Vendor Contact Sheet

Request for Information Number 2013-01

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:	