



HBSComply

Proposal for The State of Nebraska Department of Health and Human Services Records Management System

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HBSComply is pleased to submit this proposal in response to the State of Nebraska Department of Health and Human Services The State of Nebraska Department of Health and Human Services Records Management System RFP. As a proven provider of incident management, compliance management, training, paperless forms, and certification tracking solutions for government agencies including police departments, sheriff's counties, correctional facilities, campus safety, and corporations, we offer a comprehensive, cloud-based Software-as-a-Service (SaaS) platform tailored to meet the complex needs of the State of Nebraska Department of Health and Human Services professionals.

With a deep understanding of case management, incident management, paperless forms, regulatory compliance, officer training, certification tracking, and data security, HBSComply has successfully implemented solutions for government agencies, corporations, police & public safety organizations nationwide. Our solution is designed to be fully CJIS-compliant, highly customizable, and user-friendly, ensuring smooth data tracking, reporting, and real-time monitoring of officer certification and training compliance.

Our proposal outlines how our system meets or exceeds all technical and functional requirements outlined in the RFP, including cloud-based deployment, case management, customizable workflows, real-time reporting, learning management, and officer certification tracking. We are committed to delivering a scalable, secure, and accessible system that enhances operational efficiency and data accountability for The State of Nebraska Department of Health and Human Services .

We appreciate the opportunity to partner with The State of Nebraska Department of Health and Human Services to modernize and streamline case management, incident management, paperless forms, training and more.

Executive Summary

HBSComply is pleased to submit this proposal in response to the State of Nebraska Department of Health and Human Services The State of Nebraska Department of Health and Human Services’s Request for Proposal for a Records Management System with Case Management and Incident Reporting Software. HBSComply offers a robust, secure, and cloud-native solution tailored to the incident management needs of public-sector organizations, with a proven track record in government, corrections, and a myriad of records management and paperless environments.

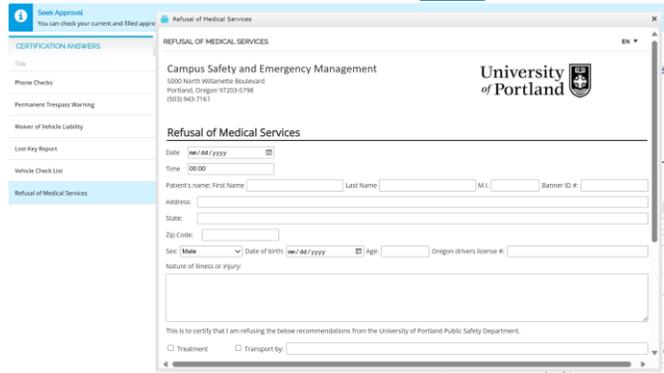
Scope of Proposed Solution

The HBSComply platform includes secure intake forms, configurable workflows, automated notifications, and reporting dashboards to manage and analyze incidents from intake to resolution. Key functionality includes:

- Customizable incident categories and severity levels

Response to Resistance 1.1

<p>Employee Injury:</p> <p><input type="checkbox"/> No Injury</p> <p><input type="checkbox"/> Minor Injury <input type="text"/></p> <p><input type="checkbox"/> Serious Injury <input type="text"/></p> <p><input type="checkbox"/> Treated and Released:</p> <p><input type="checkbox"/> At Scene <input type="checkbox"/> Clinic <input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Retained at Hospital</p> <p><input type="checkbox"/> Died</p> <p><input type="checkbox"/> Photographs Taken</p>	<p>Subject Injury: (as a result of the use of force)</p> <p><input type="checkbox"/> No Complaint of Injury/Pain at the Time of the Event</p> <p><input type="checkbox"/> Complaint of Injury/Pain but None Observed</p> <p><input type="checkbox"/> Minor Injury <input type="text"/></p> <p><input type="checkbox"/> Serious Injury <input type="text"/></p> <p><input type="checkbox"/> Treated and Released:</p> <p><input type="checkbox"/> At Scene <input type="checkbox"/> Clinic <input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Retained at Hospital</p> <p><input type="checkbox"/> Died</p> <p><input type="checkbox"/> Photographs Taken</p>
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- Role-based access controls and confidential routing

HBSComply has the ability for an administrator to assign user access rights to reports and functionality as designed by The State of Nebraska Department of Health and Human Services .

NAME: Roberto DiGrigoli

EMAIL: digrigol@up.edu

RIGHTS	PROFILE
RIGHTS	
<input type="checkbox"/> Users Management	<input type="checkbox"/> Policies Management
<input type="checkbox"/> Hero Score	<input type="checkbox"/> Forms Management
Certifications	
<input type="checkbox"/> Certification Management	<input type="checkbox"/> Search
<input type="checkbox"/> Users Certifications	<input type="checkbox"/> Pending Approvals
<input type="checkbox"/> Reports Management	<input type="checkbox"/> Firmwide Approvals
Standard Reports	
<input type="checkbox"/> Users in site export	<input type="checkbox"/> Seek Approvals export
Training Sessions	
<input type="checkbox"/> Sessions Management	<input type="checkbox"/> Sessions Reports
E-Learning	
<input type="checkbox"/> E-Learning Management	<input type="checkbox"/> Users E-Learning

- Secure cloud hosting in multiple U.S. regions with full encryption

Tech FAQ's

- Virtual Dedicated Server
- MS dot Net programming
- IBM Partnered Development Team

Security

- Each Virtual Dedicated (or Semi-Dedicated) Server is dedicated to 1 customer only.
- Each server has its own Administrator account.
- Each server contains its own dedicated NTFS file system.
- Each server contains its own Windows firewall rule set.
- Remote Desktop and DotNetPanel control panel are safe and secure ways to manage your Virtual Dedicated Server and Semi-Dedicated Server.

Performance:

Other solutions work in a shared environment where resources are common, and a big site can drain all resources and leave yours running slowly. In our VDS environment you are guaranteed a set of dedicated CPU and RAM resources to ensure your sites always perform at full speed.

- Our Virtual Servers are hosted on Multi-Core Multi-Processor servers (the most powerful on the today's market). We work with a highly qualified team of server administrators. So your accounts would always be safe and fast. We are backed up in multiple regions in the United States.

Due Diligence & Security

ISO : International Organization for Standardization

Ensure annual independent certification that ensures the organization operates an information Security Management System that conforms to the requirements of ISO/IEC 21001:2013 and is in compliance with requirements of ISO/IEC 27018:2014 an international cloud security standard for privacy and data protection

SOC 2/3 (Service Organization Control)

Annual SOC Reports for services relevant to security and availability. Independent auditor examines the organization to ensure we maintain effective controls over the platform services and provide reasonable assurance that the system as defined was protected against unauthorized access and the was available for operation and use as agreed.

- Full audit logs and version tracking of entries and edits

LOG

	James Goodson The answer was added. Note:	09/07/2021
	Chance Davis Info Requested: Need Ms. Charlotte's full name	09/23/2021
	James Goodson Info Provided: Charlotte Jones	09/28/2021

- Integration with HRIS, LMS, and external systems via REST APIs

- Mobile-friendly data entry and acknowledgment forms

The screenshot displays a web application interface. On the left, a sidebar lists various forms, including 'Refusal of Medical Services', which is highlighted in blue and has a green checkmark. The main area shows a detailed view of the 'Refusal of Medical Services' form. The form includes a header for 'Campus Safety and Emergency Management' with contact information for the University of Portland. Below the header, there are fields for 'Date', 'Time', and 'Patient's name' (First Name, Last Name, M.I.). An 'Address' field is also present. The form is displayed in a design view, showing a toolbar with various editing tools and a status bar indicating 'Words: 120 Characters: 830'. Navigation buttons for 'Previous' and 'Next' are visible at the bottom right.

DESCRIPTION OF SERVICES (“Services”):

The State of Nebraska Department of Health and Human Services is seeking incident reporting software that can provide the following parameters and capabilities:

Setup to gather information for a variety of incident types, including but not limited to:

- Client behaviors, client safety, client complaints

COMPLAINT FORM

Date Reported: Time Reported:

How Reported: Written Unwritten Telephone In Person

Citizen's Name: Social:

Address: City: State:

Age: Sex: Race: EMPLOYER:

Home Phone: Work Phone: Hours Worked:

WITNESSES:

Name:	Address:	Phone:
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

EMPLOYEE(S) NAMED IN COMPLAINT (IF KNOWN):

Name:	Badge Number:	Shift Hours:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Division: <input type="text"/>	Team Assignment: <input type="text"/>	Supervisor: <input type="text"/>

OCCURRENCE:

Date: Time: Location:

NATURE OF COMPLAINT:

Supervisor Completing Complaint Form: (Signature)

Citizen was given and advised to prepare Citizen Complaint Statement Report.

Citizen was advised to pick up Citizen Complaint Statement Report or Download from Website.

Citizen acknowledge ability to download from Lawton Police Department Website.

Citizen was advised a Citizen Complaint Statement Report would be mailed.

- Client appeals (re: refusal of prescription of controlled substances; appeal of service ineligibility)

Campus Safety and Emergency Management
5000 North Willamette Boulevard
Portland, Oregon 97203-5798
(503) 943-7161

**Univer
of Portl.**

Refusal of Medical Services

Date:

Time:

Patient's name: First Name Last Name M.I.

- Facility/environment of care issues; agency vehicle damage

VEHICLE CHECK LIST EN ▼

VEHICLE CHECK LIST

Name: Vehicle:

Date: Shift:

Starting Mileage: Ending Mileage:

EXTERIOR LIGHTS

Headlights Yes No

Brakelights Yes No

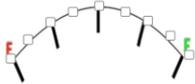
Tail Lights Yes No

Turn Signals Yes No

Hazard Yes No

Code Lights Yes No

Tires properly Inflated Yes No

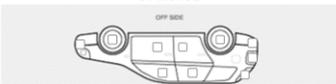


INTERIOR

Dash Lights/Gauges Yes No

Siren Yes No

Air horn Yes No



DAMAGE

- Allegations of staff misconduct (procedural or more serious abuse/neglect allegations)
- When staff make a report to state-level agencies (i.e. Adult Protective Services (APS) or Child Protective Services (CPS) about cases of suspected or alleged abuse, neglect, and/or exploitation of a client
- Any time police or emergency medical services are called to respond to a situation with a client
- Cybersecurity issues
- Staff injury
- Infection control issues
- Medication issues/errors

Types of data that would need to be collected and stored include:

Our unique paperless platform for reporting allows us to create all manner of data including

date fields Date:

Time fields

Categorization of fields

RIGHTS	PROFILE
SUPERVISOR:	<input type="text" value="Deseree.Pesina@cn1.hctx.net"/>
COMMANDER:	<input type="text" value="Carlos.McClerkin@cn1.hctx.net"/>
TCOLE PID#:	<input type="text" value="381295"/>
RTR SUPERVISOR 1:	<input type="text" value="Deseree.Pesina@cn1.hctx.net"/>
RTR SUPERVISOR 2:	<input type="text" value="Carlos.McClerkin@cn1.hctx.net"/>
RTR SUPERVISOR 3:	<input type="text" value="Lori.Bender@cn1.hctx.net"/>
BRANCH:	<input type="text"/>
YEARS OF SERVICE:	<input type="text"/>
RANK:	<input type="text" value="deputy"/>
PAY GRADE:	<input type="text"/>
NATIONAL DEFENSE RIBBON:	<input type="text"/>
CELL PHONE NUMBER:	<input type="text" value="8324690065"/>
SPECIAL RESPONSE GROUP (SRG):	<input type="text"/>
DIVISION:	<input type="text" value="Patrol"/>

Date: <input type="text" value="mm/dd/yyyy"/>	Day: <input type="text" value="Please select..."/>	Time: <input type="text" value="00:00"/>	Division: <input type="text" value="Please select..."/>
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With dropdowns that allow for:

- Reporter information, identification of staff and others involved, reporter's supervisor
- Client contact information
- Time/date of incident
- Time/date of report; date of resolution or # of days to resolution
- Categories (list above) and subcategories of incident types
- Division and program where incident took place
- Large narrative space
- Resolution categories

Ability to Allow Access granted to staff, supervisors, and providers, with full customization :

Question Type	Approvers	Data	User Group
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Manager Approval Required
 No approvers needed
 Visible to all
 Allow Post Approval Changes

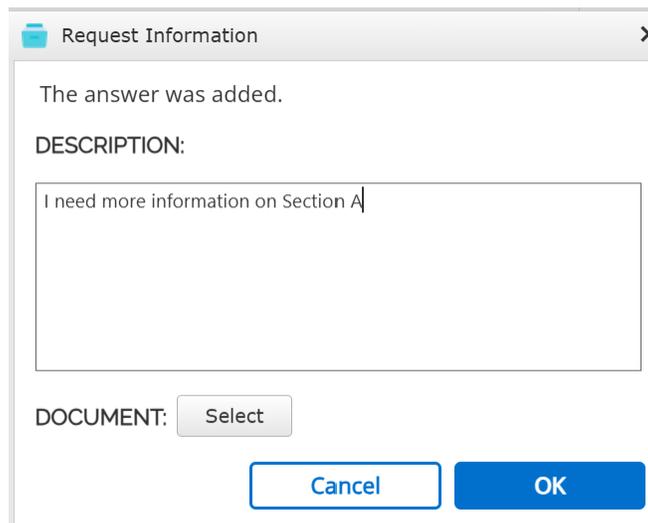
Approvers	
User Name	Email
<input type="checkbox"/> Rtr SUPERVISOR 3	user's rtr supervisor 3
<input type="checkbox"/> Supervisor	user's supervisor
<input type="checkbox"/> Lillian Perry-Polak	Lillian.Perry-Polak@cn1.hctx.net
<input type="checkbox"/> Gerald Cates	Gerald.Cates@cn1.hctx.net
<input type="checkbox"/> Sue Oneal	Sue.Connevey@cn1.hctx.net
<input type="checkbox"/> Mina Thompson	minajade.thompson@cn1.hctx.net
<input type="checkbox"/> Tonva Brooks	tonva.brooks@cn1.hctx.net
Secondary Approvers	
Third-order Approvers	
Fourth-order Approvers	

- All organization employees (clinical and non-clinical)

- External providers with whom the organization contracts to provide services or client care

Other functionality:

- We customize different paperless templates and questions based on incident type or reporter as dictated by the State of Nebraska Department of Health and Human Services
- Our paperless incident forms include the ability to save and final-approve report and subsequent follow-up by various parties assigned to do follow-up
- Our supervisory review and incident review processes include automatic routing to supervisor
- The ability exists for admins to do manual routing to others
- If questions are raised during a review, reader can direct questions/report to others for them to address



- Ability to automate notifications of assignments, questions posed, and needed follow-up

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My Outstanding Tasks

You have one certification to complete. Please click on "My Certs" to complete.

You have 3 Seek Approval pending review.

You have 1 Seek Approval requiring additional info.

- Ability to print reports in Excel or PDF of report with narrative that can be downloaded and shared with others (ad hoc investigation needs and monthly committee review of select reports) . Ability to Search on any data within a report

The screenshot shows a web application interface with the following sections:

- SEARCH BY USERS:** Includes a text input for 'USER NAME' and buttons for 'SHOW SUMMARY', 'SHOW FORMS', and 'SHOW PROFILE'.
- SEARCH BY FORMS:** Includes a dropdown for 'FORM' (set to 'Application for Extra Employee') and four 'CHECKPOINT' filters (A, B, C, D) with dropdown menus.
- SEARCH BY TIME PERIOD:** Includes 'PERIOD START' and 'PERIOD END' date pickers, and 'RESET' and 'RUN REPORT' buttons.
- RESULT:** A table with columns: Name, Email, Date, Status.

Name	Email	Date	Status
Application for Extra Employment		Sep 01, 2020	Waiting for Approval
James Goodson	James.Goodson@hhs.net	Sep 01, 2020	Info Requested
Stephen Prosen	Stephen.Proosen@hhs.net	Sep 01, 2020	Waiting for Approval
Stephen Prosen	Stephen.Proosen@hhs.net	Sep 01, 2020	Waiting for Approval
Glen Hagan	Glen.Hagan@hhs.net	Jan 21, 2022	Waiting Summary Approval
Betsy Lisma	Betsy.Lisma@hhs.net	Oct 10, 2024	Approved
Christian Perez	christian.perez@hhs.net		Info Requested

- Our reporting allows for Data reports (csv) of detail of reports including how many filed per site and being able to filter out specific categories, along with any narrative comments.
- Our data reports allow searching on staff with outstanding incident reports requiring follow-up
- We have the ability to have organization between open incidents and closed incidents

RFP Requirements:

The RFP contains many features requirement that are native to HBSComply. Case Management is core to the HBSComply platform. And feature requirements such as ability to populate reports, redact information, customized approval processes, are the fundamental software that has separated HBSComply from other competitors in the government and public safety landscape.

Assistance will be provided during initial setup, to include training of key staff. Ongoing ad hoc support will be provided to address any software performance issues and/or requests for new or modified setup and functionality.

Implementation and Deployment Plan

We follow a structured, phased implementation approach to ensure a smooth transition to the new system without disrupting the State of Nebraska Department of Health and Human Services ongoing operations. The deployment process is designed to minimize downtime, maximize user adoption, and ensure seamless integration with existing workflows.

The implementation plan consists of four key phases:

- **Phase 1: System Configuration and Customization:** the State of Nebraska Department of Health and Human Services specific requirements are integrated into the platform, including user role configurations, data fields, and compliance workflows.
-To begin immediately upon award.
- **Phase 2: Data Migration and System Integration:** Historical records are securely transferred, and connections to existing databases are established.

- **Phase 3: Pilot Testing and User Training:** Selected testers participate in a controlled rollout to validate system performance and provide early user feedback.
- **Phase 4: Full Deployment and Ongoing Optimization:** The platform is launched, with continuous monitoring and refinements based on user input.

We will plan to ensure Phase 4 is completed by January 1, 2026

Data Residency and Compliance Adherence

U.S.-Only Data Residency

HBSComply fully adheres to U.S.-only data residency requirements. All data—whether related to Protected Health Information (PHI), Personally Identifiable Information (PII), or other sensitive data—is stored, processed, and transmitted exclusively within the United States. Our infrastructure is designed to ensure that no data is routed through or stored in systems located outside the U.S. We do not utilize offshore data centers, and our cloud environments are strictly limited to U.S. jurisdictions.

Infrastructure and Hosting

HBSComply's SaaS platform is hosted on secure, U.S.-based cloud infrastructure with data centers located in geographically diverse regions for redundancy and disaster recovery. Our hosting partners are compliant with FedRAMP, SOC 2 Type II, and HIPAA standards, and all servers and environments are physically located within the United States. We contractually ensure that no subcontractor or third-party service provider stores, transmits, or processes data outside U.S. borders, and we are prepared to provide written documentation verifying this requirement upon request.

HIPAA and HITECH Compliance

HBSComply is fully compliant with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH). We have implemented the necessary administrative, technical, and physical safeguards to ensure the confidentiality, integrity, and availability of PHI. We are prepared to enter into a Business Associate Agreement (BAA) with the State of Nebraska Department of Health and Human Services, using their preferred format, to formally affirm our responsibilities in handling PHI securely and lawfully.

Data Security and Protection

Our platform enforces strong encryption protocols using NIST-compliant standards for all data both at rest and in transit. Administrative access to data is protected via role-based controls, multi-factor authentication, audit trails, and automated session management. We regularly perform vulnerability scans, penetration testing, and risk assessments. In the event of any actual or suspected data breach, HBSComply will notify the State of Nebraska Department of Health and Human Services immediately and comply fully with HIPAA breach notification requirements and internal incident response protocols.

Audit and Oversight

We recognize the State of Nebraska Department of Health and Human Services right to audit our compliance with data residency and HIPAA obligations. HBSComply maintains up-to-date documentation of our data storage locations, access controls, encryption standards, and compliance certifications. Upon request, we can provide evidence such as SOC 2 Type II reports, HIPAA compliance attestations, and supporting technical architecture documentation. Our platform is designed to support transparency, compliance oversight, and regulatory reporting.

Implementation & Support

HBSComply's implementation includes requirements gathering, configuration workshops, data migration, training, and ongoing support. Our team works hand-in-hand with client stakeholders to ensure a successful rollout within 60–90 days. We provide dedicated account management, 24/7 support ticketing, and a built-in helpdesk.

EXPERIENCE AND REFERENCES

HBSComply has developed and implemented customized policy management, training and compliance solutions for various corporations, government agencies, police departments, and public safety organizations across the United States. These projects have involved complex data management, high-security compliance, and multi-agency coordination, making us well-equipped to handle the requirements of the State of Nebraska Department of Health and Human Services .

Cushman & Wakefield

- We implemented a policy management and policy attestation tracking tool across over 40,000 employees in over 50 countries in hundreds of affiliates organizations of the global commercial real estate firm Cushman & Wakefield. The entire platform catered to multiple languages including Chinese, Spanish, German, French, and more.
- Replaced paper-based tracking systems with automated digital workflows, enabling **code of ethics monitoring, outside business activity tracing, and whistleblower reporting.**

Leander Independent School District

- We implemented policy management and attestation tracking including a customized digital workflow system for **managing the Field Training Manual**, a crucial component in law enforcement officer **onboarding and development.**
- Replaced paper-based tracking systems with automated digital workflows, enabling **real-time training progress monitoring, approval tracking, and historical record retention.**
- Integrated **role-based access control** to ensure officers, training supervisors, and administrators could securely manage training records.
- Overall, we increased efficiency in officer training, reduced administrative overhead, and improved compliance tracking for new recruits.

Harris County Constable Precinct 1,2, 6, and 7 Texas

- We deployed HBSComply's paperless **reporting and policy management** platform, allowing the agency to **digitize officer training, certification tracking, and compliance reporting.**

- Developed a **centralized compliance tracking system**, providing real-time dashboards for training progress, audit readiness, and automated reporting.
- Ensured **compliance with state-mandated training requirements** by implementing automated **alerts for certification expiration** and outstanding training.
- Overall, our work enhanced oversight of officer training compliance, improved workflow efficiency, and reduced risk of non-compliance issues.

Central Virginia Community College & University of Portland

- Our team implemented a cloud-based policy management and **incident tracking and compliance monitoring** system, allowing the department to transition from paper-based processes to digital case and training record management.
- Designed customized compliance reporting tools that enabled officers, supervisors, and department heads to **analyze training gaps and ensure certification** requirements were met.
- Provided a **mobile-friendly interface**, ensuring **officers in the field could update their training progress**, submit **certification requests**, and **review policy changes** in real time.
- Overall, we helped improve employee training visibility, streamlined compliance tracking, and enabled more effective training oversight.

Through these projects, our team has demonstrated the ability to successfully develop, implement, and support scalable compliance and training solutions tailored to the needs of government agencies of all sizes. Our expertise in multi-agency data management, workflow automation, and regulatory compliance makes us the ideal partner to implement the records management system.

References and contact details are available upon request and include organizations across the US.

Helmut Boisch



The project will be led by Helmut Boisch, founder and CEO of HBSComply. He has an extensive background in both the civilian and government sectors, having held executive leadership positions at financial institutions, technology firms, and global enterprises as COO and other C-Suite roles. Helmut holds an MBA in Organizational Management, is a certified Project Management Professional (PMP), and has extensive experience managing complex, compliance-driven projects. Additionally, Helmut is a veteran of the US Army having served in Operation Iraqi Freedom.

Elena Volosuk

The technical development of the system will be overseen by Elena Volosuk, who has more than 20 years of experience in software development, systems integration, and modernization projects. She has worked extensively with .NET frameworks, C++, and business information systems and has successfully delivered cloud-based solutions for complex, large-scale data management platforms. Under her leadership, the development team will ensure that the system is secure and -compliant, secure, scalable, and optimized for government workflows.

Mabel Valencerina

HBSComply's client support and onboarding functions will be led by Mabel Valencerina, who has over a decade of experience in customer support, data analysis, and client engagement. Her background includes work with Bloomberg LP, where she specialized in data-driven client support solutions. She manages a dedicated team responsible for responding to helpdesk inquiries, ensuring smooth system onboarding, and providing ongoing user training.

The team also includes professionals with direct experience in government technology adoption.

Security and Compliance

The platform adheres to industry best practices including encryption at rest and in transit, role-based access controls, and multi-factor authentication. Hosting occurs on encrypted, redundant infrastructure via DotNetPark, with disaster recovery in three U.S. regions. The solution complies with HIPAA and CJIS requirements where applicable.

Data Residency and Compliance Requirements

1. U.S.-Only Data Residency
 - All data related to the Contract including, without limitation, Protected Health Information ("PHI"), personally identifiable information ("PII"), or any other sensitive information, must be stored, processed, and transmitted exclusively within the United States.
 - Successful Bidder shall not allow any data, in whole or in part, to be transmitted to, stored in, or accessed from servers or systems located outside the United States.
2. Infrastructure and Hosting
 - All servers, data centers, cloud environments, and other computing infrastructure used in connection with the Services provided under this IFB must be physically located in the United States.
 - Successful Bidder must provide documentation confirming that no subcontractor or third-party service provider stores, processes, or transmits data outside of the United States.
3. Compliance with HIPAA

- Successful Bidder must ensure full compliance with the Health Insurance Portability and Accountability Act (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act (“HITECH”), and all applicable federal and state regulations governing data privacy and security.
 - Successful Bidder must sign and maintain a Business Associate Agreement (BAA) with the State of Nebraska Department of Health and Human Services in a format as determined solely by the State of Nebraska Department of Health and Human Services, affirming responsibilities for safeguarding PHI.
4. Data Security and Protection
- Successful Bidder must implement administrative, physical, and technical safeguards that meet or exceed HIPAA Security Rule requirements.
 - Successful Bidder must ensure that encryption is used for all Services-related data at rest and in transit, using NIST-compliant standards.
 - Successful Bidder must notify the State of Nebraska Department of Health and Human Services immediately upon becoming aware of any actual or suspected data breach in accordance with HIPAA breach notification requirements.
5. Audit and Oversight
- The State of Nebraska Department of Health and Human Services reserves the right to audit and verify the Successful Bidder’s compliance with U.S.-only data residency and HIPAA obligations at any time.
 - Successful Bidder must provide, upon request, evidence of data storage locations, security controls, and compliance certifications (such as SOC 2, HITRUST, or equivalent).

Cost Proposal

We propose a fixed price cost including training, setup, and onboarding of no more than \$285,000 a year which can be fixed as an annual cost throughout a 5 year contract.

Conclusion

We look forward to the opportunity to serve the State of Nebraska Department of Health and Human Services and deliver a solution that enhances the transparency, accountability, and safety of your incident reporting operations. We are confident our platform will exceed expectations and support your organizational goals.

Sincerely,

Helmut Boisch
CEO, HBSComply
helmut.boisch@hboischsolutions.com
(732) 770-5110

APPENDIX

Reporting and Analytics Capabilities

HBSComply's system is equipped with an advanced reporting and analytics engine, providing the State of Nebraska Department of Health and Human Services with real-time insights into training progress, certification compliance, and law enforcement readiness. The platform includes pre-configured reports tailored to the State of Nebraska Department of Health and Human Services specific needs while offering the flexibility to generate custom ad hoc reports based on user-defined parameters.

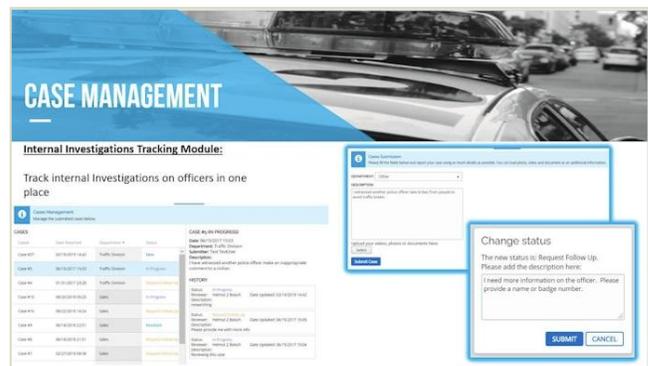
Agencies can track individual officer progress, regional compliance trends, and training completion rates through dynamic dashboards. The reporting tools allow users to filter data by officer, agency, region, certification type, or timeframe, ensuring quick access to critical information. Reports can be exported in multiple formats, including Excel, PDF, CSV, and HTML, allowing seamless integration with external compliance reporting requirements.

Additionally, the platform features predictive analytics, helping the State of Nebraska Department of Health and Human Services administrators identify compliance risks before they occur. By analyzing officer training records and certification timelines, the system generates automated alerts for upcoming expirations, enabling proactive intervention. These insights empower the State of Nebraska Department of Health and Human Services to make data-driven decisions, improve statewide training strategies, and ensure that all law enforcement personnel meet certification standards.

***Example:** Suppose a region of the State of Nebraska Department of Health and Human Services has a significant number of employees with upcoming certification expirations in mandatory firearm training. The dashboard highlights which employees are due for training and provides immediate access to scheduling options. By acting on these insights, agencies can ensure timely training completion, preventing potential lapses in employee certification and readiness.*

Case Management and Compliance Tracking

Our system includes a dedicated case management and compliance tracking module, allowing the State of Nebraska Department of Health and Human Services to efficiently oversee officer certifications, disciplinary actions, and regulatory compliance. The platform provides comprehensive tracking for officer certification cases, including application status, approval workflows, and renewal. The State of Nebraska Department of Health and Human Services declines. If an officer falls out of compliance, the system generates automated alerts and initiates predefined workflows to ensure swift resolution.



For investigative and disciplinary cases, the State of Nebraska Department of Health and Human Services administrators can log, monitor, and manage records related to officer conduct, including decertifications, suspensions, and appeals. All case actions and updates are automatically recorded in a secure audit log, providing a transparent and verifiable history of compliance measures. The system also offers document management capabilities, allowing agencies and the State of Nebraska Department of Health and Human Services

officials to securely store and retrieve legal records, investigative findings, and other regulatory documentation.

Through its case management and compliance tracking features, we are aiming to provide a structured and automated approach to certification enforcement, regulatory compliance, and law enforcement accountability. The system ensures the State of Nebraska Department of Health and Human Services maintains a centralized, real-time overview of officer qualifications while reducing administrative overhead and strengthening procedural consistency across all agencies.

System Functionality and User Interfaces

HBSComply's system is designed for **intuitive navigation, real-time data access, and streamlined workflows** for government agencies, officers, and administrators. Each user role has a customized dashboard displaying relevant training, certification statuses, compliance tasks, and alerts. Our system's modular architecture ensures that agencies can easily manage officer records, track progress, and generate reports without complexity.

Certification Question	Certification Name	Date	%	Status	User Name	Email	Answer	Date Answered
500 - Vehicle Park Reporting & Enforcement	Certification #1847	04/01/2019	77.0%	Open	Debra Bergquist	Debra.Bergquist@nebraska.gov	I acknowledge the attached update of this policy.	05/17/2019
501 - Street Curb (12-2023)	Certification #1847	12/19/2023	50%	Open	Donald McCullough	Donald.McCullough@nebraska.gov	I acknowledge the attached update of this policy.	08/17/2024
500 - Response to Intimidation	Certification #1847	04/01/2019	76.0%	Open	Marissa Sanchez	Marissa.Sanchez@nebraska.gov	I acknowledge the attached update of this policy.	08/17/2020
500 - Response to Resistance (12-2023)	Certification #1811	12/13/2023	37.0%	Open	Donald Cook	Donald.Cook@nebraska.gov	I acknowledge the attached update of this policy.	04/03/2019
504 - Body Worn Camera (08-2023)	Certification #429	04/01/2019	71.0%	Open	David Tellez	David.Tellez@nebraska.gov	I acknowledge the attached update of this policy.	06/17/2019
495 - Public Release of Crash & Offense Reports	Certification #1879	11/06/2021	66.0%	Open	Erinquet Cavities	Erinquet.Cavities@nebraska.gov	I acknowledge the attached update of this policy.	09/05/2019
500 - Planning and Management (08-2023)	Certification #1877	11/06/2021	66.0%	Open	Lauren Kays	Lauren.Kays@nebraska.gov	I acknowledge the attached update of this policy.	06/17/2022
500 - Civil Management (06-2023)	Certification #1872	11/06/2021	66.0%	Open	Ben Kite	Ben.Kite@nebraska.gov	I acknowledge the attached update of this policy.	05/17/2021
510 - Death Care Investigation	Certification #440	04/01/2019	71.0%	Open	William Oliver	William.Oliver@nebraska.gov	I acknowledge the attached update of this policy.	04/03/2019
124 - Bicycle Patrol (01-2022)	Certification #493	04/01/2019	61.0%	Open	ARTURAS PIED	Arturas.Pied@nebraska.gov	I acknowledge the attached update of this policy.	04/03/2019
510 - Death Care Investigation	Certification #1848	11/06/2021	66.0%	Open	Richard Trumbull	Richard.Trumbull@nebraska.gov	I acknowledge the attached update of this policy.	04/17/2019

Certification Question	Date	Date Answered	Answer	Status
500 - Use of Force (12-2021)	01/14/2022 13:00	01/19/2022 14:24	I acknowledge the attached update of this policy.	Completed
500 - Response to Resistance (12-2023)	12/13/2023 14:20	01/29/2024 06:28	I acknowledge the attached update of this policy.	Completed
501 - Less Lethal Force Option & Restraints (12-2023)	12/13/2023 14:21	01/29/2024 06:34	I acknowledge the attached update of this policy.	Completed
Directive - Extra Employment for Places of Worship (02/21/2024)	02/24/2024 16:12	02/26/2024 06:32	I acknowledge the attached update of this policy.	Completed
602 - Firearms Qualifications (01-2022)	02/28/2022 08:33	02/28/2022 10:10	I acknowledge the attached update of this policy.	Completed
510 - Transporting Prisoners (02-2022)	02/28/2022 08:33	02/28/2022 10:13	I acknowledge the attached update of this policy.	Completed
208 - Application Process (01-2022)	02/28/2022 08:33	02/28/2022 10:17	I acknowledge the attached update of this policy.	Completed
124 - Bicycle Patrol (01-2022)	02/28/2022 08:33	02/28/2022 10:20	I acknowledge the attached update of this policy.	Completed

Key system functionalities include:

- **Employee Portal:** Officers can log in to track training progress, view upcoming courses, receive automated certification reminders, and submit required documentation.
- **Agency Dashboard:** Law enforcement agencies can oversee officer training records, assign courses, and ensure compliance with the State of Nebraska Department of Health and Human Services requirements.
- **Administration Panel:** the State of Nebraska Department of Health and Human Services officials have a high-level view of statewide training compliance, with tools for certification approvals, data audits, and agency performance monitoring.
- **Automated Alerts and Notifications:** The system ensures that officers and administrators receive timely reminders for expiring certifications, overdue training, and compliance with the State of Nebraska Department of Health and Human Services deadlines.
- **Customizable Reporting Tools:** Agencies can generate real-time reports filtered by officer, agency, region, or training category, exporting data in multiple formats such as Excel and PDF.
- **Role-Based Access and Permissions:** Ensures secure and structured access, allowing only authorized personnel to modify or view sensitive records.

NAME: Aaron Kindred
 EMAIL: aaron.kindred@cn1.hctx.net

RIGHTS PROFILE

RIGHTS

Users Management Policies Management Cases Management

Hero Score

Certifications

Certification Management Search External Forms

Users Certifications Pending Approvals Users Approvals

Reports Management Firmwide Approvals Reporting Overhaul

Standard Reports

Users in site export Seek Approvals export Certification Report export

Training Sessions

Sessions Management Sessions Reports Sessions Teacher

E-Learning

E-Learning Management Users E-Learning

Pending Approvals
 You can check your company's pending approvals below.

Employee	Seek Approval	Email	Date	Status
Derrick Riley	Response to Resistance 1.1	Derrick.Riley@cn1.hctx.net	Nov 22, 2024	Waiting for Approval
David Calhoun	Take Home Vehicle Parking	david.calhoun@cn1.hctx.net	Jul 01, 2024	Waiting for Approval
Joseph Hernandez	Application for Extra Employment	JF.Hernandez@cn1.hctx.net	Jan 09, 2025	Waiting for Approval
Monique Kirven	Application for Extra Employment	Monique.Kirven@cn1.hctx.net	Jul 02, 2024	Waiting for Approval
Ungilt Sanders	Application for Extra Employment	Ungilt.Sanders@cn1.hctx.net	Oct 21, 2024	Waiting for Approval
Robert Duplechin	Application for Extra Employment	Robert.Duplechin@cn1.hctx.net	Oct 17, 2024	Waiting for Approval
Elbert Logan	Application for Extra Employment	Elbert.Logan@cn1.hctx.net	Dec 05, 2024	Waiting for Approval
Robert Duplechin	Application for Extra Employment	Robert.Duplechin@cn1.hctx.net	Oct 17, 2024	Waiting for Approval
Mariano Escobedo	Firearms Qualification Record	Mariano.Escobedo@cn1.hctx.net	Nov 09, 2022	Waiting for Approval
David Calhoun	Application for Extra Employment	david.calhoun@cn1.hctx.net	Jan 26, 2025	Waiting for Approval
Mike Pribble	Firearms Qualification Record	Michael.Pribble@cn1.hctx.net	Apr 10, 2023	Waiting for Approval
Glen Williams	Take Home Vehicle Parking	Glen.Williams@cn1.hctx.net	Oct 10, 2018	Waiting for Approval
Christian Perez	Application for Extra Employment	christian.perez@cn1.hctx.net	Feb 14, 2025	Waiting for Approval
Doyke Johnson	Application for Extra Employment	Doyke.Johnson@cn1.hctx.net	Sep 17, 2024	Waiting for Approval
Ricky Espinosa	Application for Extra Employment	ricky.espinosa@cn1.hctx.net	Sep 10, 2024	Waiting for Approval
Alanis, Lauren	Response to Resistance 1.1	Laureen.Alanis@cn1.hctx.net	May 28, 2023	Waiting for Approval

Joseph Hernandez
 jf.hernandez@cn1.hctx.net

APPLICATION FOR EXTRA EMPLOYMENT

[ANSWER](#) [LOG](#)

ALAN ROSEN CONSTABLE HARRIS COUNTY PCT.1 -

APPLICATION MUST BE SUBMITTED TO THE EMPLOYEE'S IMMEDIATE SUPERVISOR WITHIN THREE WORKING DAYS OF START DATE.

NOTICE: INCOMPLETE AND/OR INACCURATE INFORMATION WILL BE DISAPPROVED AND RETURN TO SUPERVISOR.

EMPLOYEE NAME (Last, First): Hernandez, Joseph		BADGE #: 373	NAME OF BUSINESS: Houston Methodist Hospital
PID #: 80921	CELL #: 713-292-7800	DATE OF BIRTH: 11/08/1965	ADDRESS OF BUSINESS: 6565 Fawnin St, Houston TX
REGULAR DUTY HOURS AND DAYS OFF: 7:00 am to 3:00 pm - Thur / Fri		WORK PHONE: 713-755-7618	TYPE OF BUSINESS: Hospital
DIVISION/SECTION: PATROL		BUSINESS PHONE: 713-441-6911 ext 1-9911	KEY MAP OF WORK: 9241

WORK SCHEDULE AND HOURS FOR THIS PERMIT

TOTAL HOURS REQUESTED ON THIS JOB PER WEEK: 16 hrs	DAY: F
TOTAL DAYS REQUESTED ON THIS JOB PER WEEK: 1	SUNDAY: 0

SEARCH BY USERS
 USER NAME: [dropdown]
 SHOW SUMMARY SHOW FORMS SHOW PROFILE

SEARCH BY FORMS
 FORM: Application for Extra Employm...
 CHECK POINT A: NAME OF BUSINESS = [dropdown] [dropdown]
 CHECK POINT B: [dropdown] = [dropdown]
 CHECK POINT C: [dropdown] = [dropdown]
 CHECK POINT D: [dropdown] = [dropdown]

SEARCH BY TIME PERIOD
 PERIOD START: [input] PERIOD END: [input]
 RESET RUN REPORT

Employee	Seek Approval	Email	Date	Status
	Application for Extra Employment		Sep 01, 2023	Waiting for Approval
James Goodson	Application for Extra Employment	James.Goodson@cn1.hctx.net	Sep 07, 2021	Info Specified
Christian Perez	Application for Extra Employment	christian.perez@cn1.hctx.net	Feb 14, 2025	Waiting for Approval
Stephen Pinson	Application for Extra Employment	Stephen.Pinson@cn1.hctx.net	Sep 05, 2021	Waiting for Approval
	Application for Extra Employment	Stephen.Pinson@cn1.hctx.net	Sep 05, 2021	Waiting for Approval
Glen Hogan	Application for Extra Employment	Glen.Hogan@cn1.hctx.net	Jan 22, 2022	Pending Secondary Approval
Betty Lioua	Application for Extra Employment	Betty.Lioua@cn1.hctx.net	Oct 16, 2024	Pending Secondary Approval

Page size: 20

Learning Management System (LMS) Integration

Our platform incorporates a full-featured LMS that allows the State of Nebraska Department of Health and Human Services to offer, track, and manage both online and in-person training courses. The LMS enables officers to register for training sessions within the system while allowing agencies to assign courses in bulk. The platform supports SCORM-compliant e-learning materials, ensuring compatibility with widely used digital training formats and interactive learning modules.

Progress tracking is automated, with course completions, test scores, and training hours updated in real time within an officer's certification profile. The State of Nebraska Department of Health and Human Services administrators can assign mandatory training modules across agencies or specific regions, ensuring officers remain in compliance with evolving state and federal regulations.

The LMS is fully accessible on desktop and mobile devices, enabling officers to complete required training remotely. Officers can access learning modules at their convenience, reducing scheduling conflicts while increasing training completion rates.

A critical aspect of our system is its **scalability**. Our architecture is designed to support hundreds of thousands of personnel records, ensuring the State of Nebraska Department of Health and Human Services can accommodate future growth without system performance degradation. The platform allows for expansion of data fields, additional reporting capabilities, and integration with third-party systems, ensuring long-term flexibility. Having successfully supported a **55,000-employee organization operating across 45 countries**, our system is built to handle large-scale deployments, making it well-prepared for the State of Nebraska Department of Health and Human Services future expansion needs.

Our ability to handle all manner of human resources information such as performance reviews, disciplinary procedures, and training make us a leader in personnel management and paperless reporting.



PERFORMANCE EVALUATION REPORT

RANK/NAME: STATUS: Permanent Probationary
 Rating Period: 01/01/ To 06/30/
 FROM: mm/ dd/ yyyy TO: mm/ dd/ yyyy DATE OF EVENT: mm/ dd/ yyyy

Instructions
 1. Evaluate performance observed only during the period designated above, check one box which represents your best objective evaluation for a major category of job-related factors. Do not rate a sub-category unless it deviates substantially from the general rating. If there is a substantial deviation, place the letter in the rating box which the sub-category merits and explain the deviation in a comment.
 2. Rating Standards
 Superior: Performance for the factor is excellent. Consistently exceeding expectations. Always follows through and does what he or she is tasked to do.
 Very Good: Meets all expectations. Strives for excellence. Sometimes exceeds requirements.
 Satisfactory: Consistently competent performance for the factor and sometimes exceeds requirements.
 Needs Improvement: Total performance occasionally or periodically falls short of normal standards; the rater believes the employee can and will make required improvements. May have slipped in performance or is new to the job or current rank.
 Unsatisfactory: Performance for the factor is clearly inadequate. The employee has demonstrated inability or unwillingness to improve.

JOB RELATED FACTORS

	Superior*	Very Good	Satisfactory	Needs Improvement	Unsatisfactory*	Not Observed
1. JOB KNOWLEDGE						
a. Uses knowledge base effectively	<input type="checkbox"/>					
b. Advice and counsel highly valued	<input type="checkbox"/>					
c. Applies new information quickly	<input type="checkbox"/>					
2. APPEARANCE						
a. Personal appearance	<input type="checkbox"/>					
b. Uniforms and equipment	<input type="checkbox"/>					
c. Assigned vehicle is kept in order	<input type="checkbox"/>					
3. COMMUNICATION SKILLS WITH CO-WORKERS						
a. Attends and responds in a professional, courteous manner	<input type="checkbox"/>					

FIELD TRAINING PROGRAM COMPLETION RECORD

EN *

Field Training Program Completion Record/Competency Attestation

REPORT DATE: mm/ dd/ yyyy

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART A. PROGRAM COMPLETION

Phase	Field Training Officer	Badge / ID	Shift/Watch	Training Dates (Inclusive)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/> To: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/> To: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/> To: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/> To: <input type="checkbox"/> mm/ dd/ yyyy <input type="checkbox"/>

PART B. TRAINING ATTESTATION

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required.

Trainee Signature: Date: mm/ dd/ yyyy

PART C. TRAINING CERTIFICATION - REQUIRED SIGNATURES

I certify that Officer/Deputy has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo patrol officer.

Primary FTO Signature: Date: mm/ dd/ yyyy

Print FTO Name: Badge / ID:

Date: mm/ dd/ yyyy

PART D. AGENCY HEAD ATTESTATION - REQUIRED SIGNATURES

DHHS Vital Records Department
Modernization Requirements

Attachment 1 - Functional Specifications

RFP#: 120277 O3

Vital Records Management System

State of Nebraska, Department of Health and Human Services

Important Scoring Dynamic

Attachment 1 - Functional Specifications shall be subject to a "Pass" or "Fail" assessment. Bidder to review Section (I)(P)(2) of the Request for Proposal (RFP) document for understanding the methodology that will be applied. The Items highlighted in with an asterisk **GOLD*** document represent the capability and/or requirement that will be subject to the "Pass" or "Fail" assessment, as these are "must" requirements.

No Additional Costs - All related Costs are to be captured in the Cost Sheet (In the prescribed format)

Please note: All associated costs must be captured in the Cost Sheet in the prescribed format and NOT within Attachment 2. Failure to adhere to these instructions shall result in the bidder's proposal as being deemed a "Non-Responsive Solicitation Response".

General Instructions

To accurately complete this document, the bidder is to respond to each functional specification listed on the "Functional Specifications" tab. All functional specifications are listed within the "Functional Specifications" tab; each functional specification has a corresponding business set in Section (VI)(A)(3) of the RFP document.

The bidder must complete this document, "Attachment 2 - Functional Specifications," and submit as a part of the bidder's Solicitation Response in an Excel format only - See Section (VII)(A)(2) of the RFP for submittal instructions.

DO NOT ALTER THE FORMAT OF THIS DOCUMENT OR ANY OF THE EXISTING CONTENT WITHIN THE TABS (ROWS, COLUMNS, SPECIFICATIONS, ETC.). Bidder may expand the row heights within the "Functional Specifications" tab to enter entire Vendor Response. The only content that the bidder may enter in this Excel spreadsheet is within the "Functional Specifications" tab. Do not add information to the "Instructions" tab or add any additional tabs.

Specific instructions to complete Functional Specifications tab:

Bidders must complete both Column D and Column E for every item listed under System Modules and Functional Specifications using the instructions below.

Column D - Vendor Selection. The bidder to use the dropdown box in "Vendor Selection" to confirm how their solution proposes to meet each specification.

Drop-down options:

- YES = Met and supported
- CONFIG = Met with configuration (activate, arrange, or adjust functionality without changing the system's core code in order to meet the Specifications)
- US = Met with customization (change the system's core code in order to meet the Specifications)
- TPS = Met via third-party software
- NA = Not available

Column E - Vendor Response. For each respective System Module and Functional Specification and depending on which dropdown option is chosen from Column D - Vendor Selection, the bidder will provide the corresponding response to include the information listed as shown below.

If YES is selected, the bidder should describe how their system will address the specification.

If CONFIG is selected, the bidder should describe how they will address the specification, the level of effort, the target time frame of delivery, and how much input from the Unit will be needed in order to satisfy the specification prior to go-live.

If US is selected, the bidder should describe how they will address the specification, the level of effort, the target time frame of delivery, and how much input from the Unit will be needed in order to satisfy the specification prior to go-live.

If TPS is selected, the bidder should:

- Provide the vendor's name and name of the third-party software;
- Describe how they will address the specification;
- Describe how the third-party would handle licensing, maintenance, and first-time installation;
- Describe how the third-party software would get stored (e.g.: At the state level or would individual users need to download?).

DHHS Vital Records Department
Modernization Requirements

Attachment 1 - Functional Specifications

RFP: 120277 O3 REBID

Vital Records Management System

State of Nebraska, Department of Health and Human Services

Bidders are to follow instructions given on the first tab, "Instructions" for directions regarding how to respond.

Items highlighted in gold and notated with an asterisk () within this document represent the capability and/or requirement that will be subject to the "Pass" or "Fail" assessment, as these are "must" requirements.*

Bidder Name: *(Enter Bidder Name here)*

Ref	System Modules and Specifications	Vendor Selection	Vendor Response
1	GENERAL		
1.1	COMPONENT		
1.1.1	The system must include the following modules:		
1.1.1.1*	Birth;	YES	
1.1.1.2*	Death;	YES	
1.1.1.3*	Marriage;	YES	
1.1.1.4*	Dissolution of Marriage;	YES	
1.1.1.5*	Fetal Death;	YES	
1.1.1.6*	Induced Termination of Pregnancy (ITOP);	YES	
1.1.1.7*	Order Management.	YES	
1.1.2*	The system must contain a report builder tool or associated utility.	YES	
1.2	SYSTEM		
1.2.1*	The system must not require the purchase of any additional proprietary applications.	YES	
1.2.2*	The system must support multiple environments, specifically, System Integration Testing (SIT), User Acceptance Testing (UAT), Training, Development, and Production.	YES	
1.2.3	The system should be configurable to present module fields in the order listed on its corresponding form.	YES	
1.2.4*	The system must have images be seamlessly accessible within the application.	YES	
1.2.5	The system should provide functionality to disallow any other screen shot tool, such as the "Snipping Tool" or the like.	YES	
1.2.6	The system should provide a managed print function.	YES	
1.2.7	The system should capture an audit log when the print function is used.	YES	
1.2.8*	The system's implementation and functionality must adhere to the technical specifications outlined in the accompanying Technical Specifications-Attachment 3.	YES	
1.2.9*	The system must support a minimum of 5,000 internal and external users.	YES	
1.2.10*	The system must support a minimum of 1,000 concurrent users regardless of user role and/or location.	YES	
1.2.11	The system should provide online help connected to the relevant routine, field, or report being used.	YES	
1.2.12*	The system must have the ability to connect to local or network printers.	YES	
1.2.13*	The system must have the ability to connect to local or network scanners.	YES	
1.3	DATA		
1.3.1*	The system must have the ability to complete a data conversion of all existing data, including images and files.	YES	
1.3.2*	The system must have configurable data retention rules.	YES	
1.3.3*	The system must provide immediate validation and error messaging needed for data interfaces.	YES	
1.3.4*	The system must have the ability to use field-level data integrity checks and data validation (e.g., numeric fields, verify a number is entered, date fields, verify a date is entered, etc.).	YES	
1.3.5*	The system must provide an integrated full-featured word processing function (including superscript, subscript, and scientific notations, cut and paste, and word wrap) to allow a user to enter data into large text fields.	YES	
1.3.6*	The system must validate against an integrated medical dictionary for medical related fields.	CUS	
1.3.7*	The system must have real-time processing of data.	YES	
1.3.8*	The system must align with State of Nebraska and Federal guidelines to collect vital statistic data and other data points needed for federal reporting and evaluation purposes.	CUS	
1.3.9*	The system must have graphical control elements to assist with data entry (e.g., checkbox, drop-down box, etc.).	YES	
1.4	FUNCTIONALITY		

**DHHS Vital Records Department
Modernization Requirements**

1.4.1*	The system must have the ability to scan directly into the system.	YES	
1.4.2*	The system must have the ability to attach a file with a minimum of the following file types (.pdf, .doc, .jpeg, .png, .tiff).	YES	
1.5	CONFIGURATION		
1.5.1*	The system must have configurable field level warning notifications.	YES	
1.5.2	The system should auto advance a user from process start through process completion.	YES	
1.5.3	The system should have task list or work queue functionality.	YES	
1.5.4*	The system must have the ability to configure workflows.	YES	
2	USERS		
2.1	GENERAL		
2.1.1*	The system must allow a user with necessary access to create a record, image, or attachment.	YES	
2.1.2*	The system must allow a user with necessary access to view a record, image, or attachment.	YES	
2.1.3*	The system must allow a user with necessary access to search a record, image, or attachment.	YES	
2.1.4*	The system must allow a user with necessary access to update a record, image, or attachment.	YES	
2.1.5*	The system must allow a user with necessary access to save a record, image, or attachment.	YES	
2.1.6*	The system must allow a user with necessary access to delete or purge a record, image, or attachment.	YES	
2.1.7*	The system must allow a user with necessary access to deactivate a record, image, or attachment.	YES	
2.1.8*	The system must have the ability to register a user for system access based on role and location.	YES	
2.2	ACCESS		
2.2.1*	The system must allow access to both internal (State of Nebraska employees) and external users (e.g., funeral directors, hospital staff, and county clerks).	YES	
2.2.2*	The system must have role-based security for application and administrative functions including views for all user roles across all modules.	YES	
2.2.3*	The system must provide a location selection prompt for users who have access to multiple locations.	YES	
2.2.5	The system should have the ability for a new user to complete a registration form.	YES	
2.2.6*	The system must have the ability for a user to complete self-service password changes and/or resets.	YES	
2.2.7*	The system must have the ability for a user to update their own user profile demographics once logged in (non-system security).	YES	
2.2.8*	The system must provide a warning message after user login based on a configurable time period when a password is expiring.	YES	
2.2.9*	The system must perform an automatic logoff for session inactivity based on a configurable length of time.	YES	
2.2.10*	The system must provide a warning message prior to automatic logoff for session inactivity based on a configurable length of time.	YES	
2.3	SEARCH		
2.3.1*	The system must allow a user with necessary access the ability to use a real-time search and filter function whereas all vital event records, requests, orders, payments, and invoices can be viewed, searched, and filtered by one or more data fields or variables in each record, and wildcards or partial entry of a field can be used.	YES	
2.3.2*	The system must allow a user with necessary access to export search results.	YES	
2.3.3*	The system must allow a user with necessary access to print search results.	YES	
2.3.4*	The system must have the ability to limit the number search result count by user.	YES	
2.4	FUNCTIONALITY		
2.4.1*	The system must have the ability for a user with the necessary access to create a new user and associate that user to specific user role(s).	YES	
2.4.2*	The system must have the ability for a user with the necessary access to delete a user.	YES	
2.4.3*	The system must have the ability to search the system for a user, including a filter to search for an expired user.	YES	
2.4.4*	The system must have the ability for a user with the necessary access to deactivate a user.	YES	
2.4.5*	The system must allow a user with necessary access to bypass security and update any entry when needed.	YES	
2.4.6	The system should allow a user with necessary access the ability to view more detailed information on any field when appropriate.	YES	
2.4.7*	The system must allow a user with necessary access to attach, link, and view any supporting document of any file format to a record or order.	YES	
2.5	CONFIGURATION		
2.5.1*	The system must have the ability to edit validation data through a front-end utility.	YES	
3	SYSTEM ADMIN		
3.1	ACCESS		
3.1.1*	The system must have a user role with elevated security access to the system (e.g., System Administrator).	YES	
3.1.2	The system should have system-level access to exports (create, configure).	YES	
3.1.3	The system should have system-level access to imports (create, configure).	YES	

**DHHS Vital Records Department
Modernization Requirements**

3.1.4	The system should have system-level access to reports (create, configure).	YES	
3.1.5	The system should have system-level access to documents (create, configure).	YES	
3.2	DATA		
3.2.1*	The system must use a centralized data dictionary that fully describes table structure and appropriate levels of metadata.	YES	
3.2.2*	The system must allow a user with necessary access to have read-only access to the system's database(s).	YES	
3.2.3	The system should allow a user with necessary access to have full access to the system's database(s).	YES	
3.3	FUNCTIONALITY		
3.3.1	The system should have the ability to edit (e.g., checkbox, drop-down box, etc.).	YES	
3.3.2	The system should have the ability for the system administrators to create user roles.	YES	
3.3.3	The system should have the ability for the system administrators to modify user roles.	YES	
3.3.4	The system should have the ability for the system administrators to delete user roles.	YES	
3.3.5	The system should have the ability for system administrators to terminate a user connection and/or session remotely.	YES	
3.3.6	The system should have the ability to maintain a directory of all personnel currently active in the system.	YES	
3.3.7*	The system must have the ability to produce a system access log (in/out history) by user with time stamp in seconds.	CONFIG	
3.3.8	The system should allow the system administrator to make batch updates to data on admin-specified criteria (i.e., system-wide find/change functionality).	CONFIG	
3.3.9	The system should allow the system administrator to schedule batch updates to data on admin-specified criteria (i.e., system-wide find/change functionality).	CONFIG	
4	AUDIT LOGS		
4.1	GENERAL		
4.1.1	<i>The system must have action history logs to view modifications, deletions, data loading actions, reports, printing, and user log-ins/outs. At a minimum the log must contain the following:</i>	YES	
4.1.1.1*	User;	YES	
4.1.1.2*	Date;	YES	
4.1.1.3*	Time;	YES	
4.1.1.4*	Data Prior to Edit;	YES	
4.1.1.5*	Data After Edit.	YES	
4.1.2	<i>The system must have audit history logs to view user activities, such as logging in and out of the system. At a minimum the log must contain the following:</i>	YES	
4.1.2.1*	User;	YES	
4.1.2.2*	Date;	YES	
4.1.2.3*	Time.	YES	
4.1.3*	The system must track changes made to all data, keeping the integrity of the original document, data, and image with associated changes.	YES	
4.1.4*	The system must provide the ability to create, save, and export an audit log of the tracked changes made throughout the system.	YES	
4.1.5*	The system must maintain a history of all data.	YES	
4.2	ORDER MANAGEMENT		
4.2.1*	The system must track the data associated with serialized forms used within each order.	YES	
4.2.2*	The system must be able to store a user-defined, customizable volume of sales transactions, categorized by transaction date, for a minimum of five years.	YES	
4.2.3*	The system must contain reporting capabilities to assist with audit of document control number/certificate paper to the associated receipt and order, including by registrar and date.	YES	
4.3	CERTIFIED PAPER		
4.3.1*	The system must track the number of certificates printed by vital event record and certificate type.	YES	
4.3.2*	The system must track the serial number of issuance in chronological order within a print log.	CONFIG	
4.4	FUNCTIONALITY		
4.4.1*	The system must capture an audit of all imports.	YES	
4.4.2*	The system must capture an audit of all exports.	YES	
4.4.3*	The system must allow a user with necessary access to search the audit log.	YES	
4.4.4*	The system must track the creating, viewing, printing, and deleting of attachments.	YES	
4.5	CONFIGURATION		
4.5.1*	The system must track and maintain an audit log of when configuration changes are made (e.g., changes to fees for certification types).	YES	
5	ALL MODULES		

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5.1	GENERAL		
5.1.1*	The system must contain all existing and future records or orders with any associated images and/or attachments synchronously.	YES	
5.1.2*	The system must incorporate all previously available records or orders with any associated data or attachments from the current system.	YES	
5.1.3*	The system must allow a user with necessary access the ability to print an attachment.	YES	
5.1.4*	The system must allow input of a partial record or order without forcing a user to complete a process.	YES	
5.1.5*	The system must validate and issue vital event records.	YES	
5.1.6*	The system must allow a user with necessary access to view, change, and submit a record or order.	YES	
5.1.7*	The system must allow a user with necessary access to view, print, store, attach and scan documents or images into a record or order.	YES	
5.1.8*	The system must allow a user to save a record or order regardless of completed data except for fields that are flagged as required by the State of Nebraska.	YES	
5.1.9*	The system must have administrative tools to be customizable to meet specific user needs.	YES	
5.1.10	The system should save user data entry progress automatically upon moving to the next field on the form.	YES	
5.1.11	The system should allow the saving and pausing activity on one record or order and moving to a different record or order for processing.	YES	
5.2	SEARCH		
5.2.1*	The system must allow a user the ability to group, sort and count search result data.	YES	
5.2.2*	The system must allow a user with necessary access to search for a record or order using various metadata fields.	YES	
5.2.3*	The system must provide a real-time search and filter function whereas all vital event records, requests, orders, payments, and invoices can be electronically viewed, searched, and filtered by one or more data fields or variables in each record, and wildcards or partial entry of a field can be used.	YES	
5.2.4*	The system must allow a user with necessary access to manipulate search parameters.	YES	
5.2.5*	The system must allow a user with necessary access to save search parameters individually or to a group.	YES	
5.2.6*	The system must allow a user with necessary access to export (to Excel) search results.	YES	
5.2.7*	The system must allow a user with necessary access to print search results.	YES	
5.2.8*	The search feature must have the ability to manipulate the number of records captured in a search by the user.	YES	
5.2.9*	The system must allow a user to render searches of over 1,000 vital events at a time.	YES	
5.3	CORRESPONDENCE		
5.3.1*	The system must have the ability to generate letters for customer correspondence.	YES	
5.3.2*	The system must have the ability to view previously generated and/or sent customer correspondence.	YES	
5.3.3*	The system must have the ability to edit and send customer correspondence.	YES	
5.3.4*	The system must have the ability to resend previously sent customer correspondence.	YES	
5.4	DOCUMENTATION		
5.4.1*	The system must have standard forms, permits, and worksheets that are accessible for a user with necessary access.	YES	
5.4.2*	The system must have the ability to propagate data onto documents, forms, permits, and worksheets.	YES	
5.4.3*	The system must have document management storage to house all certificates and associated supporting documents to be tied to the original records (e.g., adoptions).	YES	
5.5	FIELDS		
5.5.1	The system should provide real-time validation for an entered address and prompt if not valid.	YES	
5.5.2	The system should be able to populate validated country, state, county, city, and zip code based on selected address.	YES	
5.5.3	The system should prompt if a suite number is appropriate.	YES	
5.5.4	The system should prompt with any suggested address alternative.	YES	
5.5.5*	The system must have a consistent data input and display format for time across all modules.	YES	
5.5.6*	The system must have a consistent data input and display format for phone numbers across all modules.	YES	
5.5.7*	The system must have a consistent data input and display format for zip codes across all modules.	YES	
5.5.8*	The system must have a consistent data input and display format for dates across all modules.	YES	
5.5.9*	The system must have a consistent data input and display format for whole numbers, decimals, and amounts across all modules.	YES	
5.5.10*	The system must have the proper data input and display format for social security numbers "000-00-0000" across all modules.	YES	
5.5.11*	The system must provide spell check functionality for freeform text entry fields as designated by the State of Nebraska.	YES	
5.5.12*	The system must have the ability for a user to accept or ignore spell check suggestions.	YES	
5.5.13*	The system must have the ability to customize (e.g., add to dictionary) the spell check functionality by user with necessary access.	YES	
5.5.14*	The system must have the ability to configure any data field (user-defined and standard) to be "required" during data entry.	YES	
5.5.15*	The system must populate data entered into a field throughout the record or order if data is associated.	YES	
5.5.16*	The system must ensure that a record is not complete until all required fields pass validity checks.	YES	

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5.6	ALERTS		
5.6.1*	The system must have prompts tied to various data fields to alert the user of questionable or incorrect data.	YES	
5.6.2*	The system must, at a minimum, follow the requirements for collecting and editing data as specified by National Vital Statistics System (NVSS), provided here: https://www.cdc.gov/nchs/nvss/revisions-of-the-us-standard-certificates-and-reports.htm	YES	
5.6.3*	The system must have configurable alerts which notifies the user of the status of the record they are accessing (e.g., OVS return status, child is deceased).	YES	
5.7	QUEUE		
5.7.1*	The system must provide a user with a view that highlights important information, notifications, and warnings (e.g., incomplete vital event records sorted by queue).	YES	
5.7.2*	The system must queue an incomplete record or order.	YES	
5.8	WORKFLOW		
5.8.1*	The system must have configurable workflows.	YES	
5.8.2*	The system must have automated workflow process for the electronic signature or completion of a record or order.	YES	
5.8.3*	The system must have the ability to automatically route a record or order to different users involved in the completion, registration and certification process of the record or order.	YES	
5.8.4*	The system must have the ability to automatically transfer a record or order to different users involved in the completion, registration and certification process of the record or order.	YES	
5.9	FUNCTIONALITY		
5.9.1*	The system must allow a user with necessary access the ability to query, override, or bypass defined fields.	YES	
5.9.2	The system should have the ability to send secure messages to any user within the respective module.	YES	
5.9.3	The system should have the ability to create and track timelines based on actual calendar or business days.	YES	
5.9.4*	The system must ensure that when a record or order is completed by an end user the record or order can no longer be manipulated by end user.	YES	
5.9.5*	The system must have the ability to place or remove a record from an administrative hold or alert, which is only put in place by a user with necessary access. This hold would disallow the printing of legal certified copies of a certificate.	YES	
5.9.6*	The system must allow a user with necessary access to view, print, crop, rotate and resize a vital event certificate image.	YES	
5.9.7*	The system must allow a user with the necessary access the ability to print attachments.	YES	
5.9.8*	The system must provide the ability to print a blank form.	YES	
6	ALL VITAL EVENT REGISTRATION MODULES		
6.1	GENERAL		
6.1.1*	The system must be able to accommodate rejected vital event records, including queues for viewing the rejected records.	YES	
6.1.2*	The system must have the ability to manipulate and retain the original vital event record in the case of processing an amendment.	YES	
6.2	REGISTER		
6.2.1	<i>The system must encompass the end-to-end process of registering the following vital events:</i>		
6.2.1.1*	Birth;	YES	
6.2.1.2*	Death;	YES	
6.2.1.3*	Marriage;	YES	
6.2.1.4*	Dissolution of Marriage;	YES	
6.2.1.5*	Fetal Death;	YES	
6.2.1.6*	Induced Termination of Pregnancy (ITOP).	YES	
6.3	FUNCTIONALITY		
6.3.1*	The system must allow the collection of all vital record data with both data rules and field validations, based on the NCHS (National Center for Health Statistics) Standard Record layout or the Inter-Jurisdictional Exchange (IJE) file layout.	YES	
6.3.2*	The system must have a process to void a vital event record.	YES	
6.3.3*	The system must automatically route a vital event record through the predefined workflow, advancing it from one user to the next in the appropriate sequence until the record is completed and finalized.	YES	
6.3.4*	The system must generate and assign a unique and sequential State File Number for each vital event record.	YES	
6.3.5*	The system must allow a user with necessary access the ability to change a State File Number.	YES	
6.3.6*	The system must automatically search for duplicate vital event records and, if found, alert user.	YES	
6.3.7*	The system must be designed so that no duplicate vital event record can be entered. The system must use fields designated by the State of Nebraska for duplicate checks.	YES	

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6.3.8*	The system must allow a vital event record to be corrected with the assignment of correction indicators (e.g., affidavit/correction number, "amendment" notation, and amended date).	YES	
7	COMBINED MODULES		
7.1	BIRTH & DEATH		
7.1.1*	The system must have the ability to identify records where birth and death record data does not match (e.g., when a death record does not have a corresponding birth record).	YES	
7.1.2*	The system must have the ability to match and link birth and death records together.	YES	
7.2	DEATH & FETAL DEATH		
7.2.1*	The system must provide spell check functionality for the cause of death or medically related fields.	YES	
7.2.2*	The system must allow for querying a medical certifier after a vital event record has been filed with a State File Number.	YES	
7.3	BIRTH, DEATH, & FETAL DEATH		
7.3.1*	The system must validate based on the Inter-Jurisdictional Exchange (IJE) standard.	YES	
7.3.2*	The system must allow for local registration by counties as specified by the State of Nebraska before registration at the state-level.	YES	
7.4	BIRTH, DEATH, FETAL DEATH, MARRIAGE, & DISSOLUTION OF MARRIAGE		
7.4.1*	The system must have the ability to print non-certified copies of certificates from the Birth, Death, Fetal Death, Marriage, and Dissolution of Marriage Modules.	YES	
7.4.2*	The system must store the State and Local Registrar's information that is to be added based on the file date on validated state vital event records.	YES	
7.5	MARRIAGE & DISSOLUTION OF MARRIAGE		
7.5.1*	The system must have document forms, licenses, and worksheets that are accessible to a user with necessary access.	YES	
8	BIRTH MODULE		
8.1	BIRTH MODULE		
8.1.1*	The system must have the ability to enter a delayed birth record, new adoption record, and a foreign-born birth record.	YES	
8.1.2*	The system must have the ability to flag and unflag a birth record as deceased.	YES	
8.1.3*	The system must pre-load data flagged by the State of Nebraska for multiples birth records (e.g., twins, triplets).	YES	
8.1.4	The system should auto-fill stored birth attendant information maintained by the facility.	YES	
9	DEATH MODULE		
9.1	DEATH MODULE		
9.1.1*	The system must allow a user with necessary access the ability to save a death record without the cause of death indicated, as a pending investigation record.	YES	
9.1.2*	The system must provide a connection to Validations and Interactive Edits Web Service (VIEWS) to review medically related fields.	YES	
9.1.3*	The system must allow a user with necessary access to sign permits.	YES	
10	MARRIAGE MODULE		
10.1	MARRIAGE MODULE		
10.1.1*	The system must automatically file a marriage record that has fulfilled State of Nebraska specific criteria.	CONFIG	
10.1.2*	The system must auto-fill county clerk and fee information.	YES	
11	DISSOLUTION OF MARRIAGE MODULE		
11.1	DISSOLUTION OF MARRIAGE MODULE		
11.1.1*	The system must automatically file a dissolution of marriage record that has fulfilled State of Nebraska specific criteria.	CONFIG	
12	FETAL DEATH MODULE		
12.1	FETAL DEATH MODULE		
12.1.1*	The system must automatically search for associated birth events upon record entry, in the event a fetal death occurs, an error message must display for the	CONFIG	
13	ORDER MANAGEMENT MODULE		
13.1	GENERAL		
13.1.1*	The system must allow a user with necessary access to issue certified copies of an individual certificate.	YES	
13.1.2*	The system must support the ordering and purchase of a commemorative certificate for a nonviable birth event.	YES	
13.1.3*	The system must provide a user with necessary access the ability to manage all transactions.	YES	
13.1.4*	The system must link the order to vital event record.	YES	
13.1.5*	The system must link the order to an invoice and payment.	YES	
13.1.6	The system should connect all issued controlled documents (serialized certificate paper) to a receipt and to an order.	YES	
13.1.7	<i>The system must support the ordering, purchase, and printing of legal certified copies of certificates on security paper for the following vital events:</i>	YES	

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13.1.7.1*	Birth;	YES	
13.1.7.2*	Death;	YES	
13.1.7.3*	Marriage;	YES	
13.1.7.4*	Dissolution of Marriage;	YES	
13.1.7.5*	Fetal Death;	YES	
13.1.7.6*	Birth Resulting in Stillbirth.	YES	
13.2	SYSTEM		
13.2.1*	The system must generate and assign a unique and sequential transaction number for each sales transaction.	YES	
13.2.2*	The system must generate and assign a unique and sequential invoice number for each invoice.	YES	
13.2.3*	The system must allow a user with necessary access to flag returned certificates on the order.	YES	
13.2.4*	The system must generate and assign a unique and sequential number for each print transaction of a legal certified copy a of certificate.	YES	
13.2.5*	The system must allow a user with necessary access to print a legal certified copy of a certificate from an altered (cropped, rotated, resized) vital event	YES	
13.2.6*	The system must have a process to link, safeguard, and store serialized security paper identifiers.	YES	
13.3	ORDERS		
13.3.1*	The system must have the ability to process regular mail orders.	YES	
13.3.2*	The system must have the ability to add internal notes to an order without restricting the length.	YES	
13.3.3*	The system must enter and save shipping information, including shipping method and address.	YES	
13.3.4*	The system must have the ability to post by line item and fee.	YES	
13.3.5*	The system must have the ability to calculate accurate charges based on quantity of documents requested.	YES	
13.3.6*	The system must have the ability to set up a fee schedule by vital record document type, including effective and termination dates to the fees.	YES	
13.3.7*	The system must have the ability to set multiple fees for each vital record document type.	YES	
13.4	DATA		
13.4.1*	The system must be able to track the certificate type.	YES	
13.4.2*	The system must be able to track the method of certificate delivery.	YES	
13.5	DOCUMENTS		
13.5.1*	The system must maintain a record of all printed certificates that are destroyed, including method and reason for destruction.	YES	
13.5.2*	The system must have the ability to attach files with a minimum of the following file types (PDF, .doc, .jpeg, .png, .tiff) to an order.	YES	
13.5.3*	The system must have the ability to mark a document control number as "destroyed" with a reason for discarding (e.g., poor print quality, printing error, etc.).	YES	
13.6	QUEUE		
13.6.1*	The system must have the ability to queue orders based on status.	YES	
13.7	PAYMENTS		
13.7.1	<i>The system must have the ability to support the following payment types:</i>		
13.7.1.1*	Debit Card;	CUS	
13.7.1.2*	Credit Card;	CUS	
13.7.1.3*	Money order;	CUS	
13.7.1.4*	Check;	CUS	
13.7.1.5*	Cash.	CUS	
13.7.2*	The system must enforce mandatory field validation to prevent payment processing before all required fields are populated, as mandated by the State of Nebraska.	CUS	
13.7.3*	The system must have the ability to track payment status (i.e., refund, payment, discounted/free, or no payment).	CUS	
13.7.4*	The system must have cash handling capabilities for each cashier station.	CUS	
13.8	PRINT		
13.8.1*	The print queue must list pending document print jobs, including approval status. Document Control Numbers must be assigned at print time and recorded in the database.	YES	
13.8.2*	The system must allow a user with necessary access the ability to print a replacement of a legal certified copy of a certificate.	YES	
13.8.3*	The system must provide the ability to print a certificate with amendments.	YES	
13.8.4	The system should print labels of various sizes, as needed for mailings, etc.	YES	
13.8.5*	The system must have the ability to print a batch of documents.	YES	
13.8.6*	The system must have the ability to reprint a batch of documents.	YES	
13.8.7	The system should have the ability to print common correspondence letters.	YES	

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13.8.8*	The system must not allow a record with a specific status to be printed.	YES	
13.8.9*	The system must have the ability to print and reprint an invoice.	YES	
13.8.10*	The system must have the ability to print and reprint a receipt.	YES	
13.9	SHIP		
13.9.1	The system should have the ability to ship orders via UPS or USPS.	CUS	
13.9.2	The system should have the ability to generate shipping labels to be printed, or blank labels that need to be handwritten.	CUS	
13.9.3	The system should have the ability to void a shipping label.	CUS	
13.9.4	The system should have the ability to view and access shipping functions.	CUS	
13.9.5	The system should have the ability to generate a detailed report with an existing or previous shipping vendor manifest (e.g., when a manifest is created, an email is sent, notifying the customer their order has been shipped).	CUS	
13.10	FUNCTIONALITY		
13.10.1	The system should provide a kiosk provided and maintained by the Vendor for the processing of vital record order requests and process payments for customers.	CUS	
13.10.2	The system should provide credit card machines provided and maintained by the Vendor for the processing of payments for customers.	CUS	
13.10.3*	The system must track requests and accept payment for all transactions.	CUS	
13.10.4*	The system must have the ability to calculate order fees automatically.	CUS	
13.10.5*	The system must allow manual processing of checks, money orders, or cash payments for orders including the requestor, request reason, amount, and request type.	CUS	
13.10.6*	The system must have the ability to close orders.	CUS	
13.10.7*	The system must allow a user with necessary access to void an order that has been paid in full.	CUS	
13.10.8*	The system must allow a user with necessary access to void an order before it is closed.	CUS	
13.10.9*	The system must allow a user with necessary access to make updates to a completed order.	CUS	
13.10.10*	The system must allow a user with necessary access to cancel an unpaid order.	CUS	
13.10.11*	The system must allow a user with necessary access to process individual orders.	CUS	
13.10.12*	The system must have a specific status for certificates that are waiting on verification.	CUS	
13.10.13*	The system must have an automated workflow to assign a specific status to certificates waiting on verification, this status would disallow the issuance of the	CUS	
13.10.14*	The system must have the ability to process refunds.	CUS	
13.10.15*	The system must have the ability to generate order slips.	CUS	
13.10.16*	The system must be able to track how staff validated identity and eligibility of the person requesting the certificate.	CUS	
13.10.17*	The system must produce a receipt for each order transaction based on fields that are stipulated by the State of Nebraska.	CUS	
13.10.18*	The State maintains its own credit card processor. The vendor must ensure compatibility with this system. The vendor is not responsible for payment	CUS	
13.11	CONFIGURATION		
13.11.1*	The system must have the ability to add, update, or configure custom fees with a date parameter.	YES	
13.11.2*	The system must allow a user with necessary access to configure the invoice template.	YES	
13.11.3*	The system must allow a user with necessary access to configure the order slip template.	YES	
14	REPORTS		
14.1	GENERAL		
14.1.1*	The system must have the ability to create or modify reports.	YES	
14.2	FUNCTIONALITY		
14.2.1*	The system must allow a user with necessary access to generate a report of detailed and/or summary financial reports by user, terminal, or submission source and current status.	YES	
14.2.2*	The system must allow a user with necessary access to view custom, on-demand, or ad-hoc reports of any data, orders, payments, or records in the system.	YES	
14.2.3*	The system must allow a user with necessary access to create custom, on-demand, or ad-hoc reports of any data, orders, payments, or records in the system.	YES	
14.2.4*	The system must allow a user with necessary access to copy custom, on-demand, or ad-hoc reports of any data, orders, payments, or records in the system.	YES	
14.2.5*	The system must allow a user with necessary access to update custom, on-demand, or ad-hoc reports of any data, orders, payments, or records in the system.	YES	
14.2.6*	The system must allow a user with necessary access to delete custom, on-demand, or ad-hoc reports of any data, orders, payments, or records in the system.	YES	
14.2.7*	The system must allow a user with necessary access to schedule and deliver custom, on-demand, or ad-hoc reports of any data, orders, payments, or records	YES	

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14.2.8	The system should allow a user with necessary access to export or download custom, on-demand, or ad-hoc reports of any data, orders, payments, or records	YES	
14.2.9*	The system must allow a user with necessary access to print or reprint custom, on-demand, or ad-hoc reports of any data, orders, payments, or records in the system.	YES	
14.3	CONFIGURATION		
14.3.1	The system should allow a user with necessary access to configure letter templates.	YES	
14.3.2	The system should have the ability to customize template letterhead.	YES	
15	INTEGRATION		
15.1	INTERFACE		
15.1.1*	The system must integrate with the State and Territorial Electronic Vital Event (STEVE), Social Security Administration (SSA), Electronic Verification of Vital Events (EVVE), and internal state agencies for data collection and reporting purposes.	YES	
15.1.2*	The system must securely integrate with various state agency systems for sharing HIPAA related data.	YES	
15.1.3*	The system must integrate with the State of Nebraska's Vital Records unit's online order management application.	YES	
15.1.4	The system should integrate with the State of Nebraska's financial system for all collected revenue.	YES	
15.2	IMPORT		
15.2.1*	The system must provide the ability to import files including but not limited to the Inter-Jurisdictional Exchange (IJE) standard.	YES	
15.2.2*	The system must generate error files identifying import failures.	YES	
15.2.3*	The system must generate error prompt boxes identifying any manual import failures.	YES	
15.2.4*	The system must have the ability to electronically schedule imports.	YES	
15.2.5*	The system must have the ability to cancel or reverse a data import which would automatically remove the imported record and/or associated data.	YES	
15.2.6*	The system must have an import process; as the data file is imported, values on the file should be able to be validated or decoded.	YES	
15.2.7*	The system must have the ability to decode or populate import data based on missing or incomplete values (e.g., table validation, stored procedure, or default values).	YES	
15.2.8*	The system must import dissolution of marriage events from the State of Nebraska's Justice System data daily (format fixed width).	YES	
15.2.9*	The system must provide the ability to import or lookup coded files from the National Center for Health Statistics (NCHS) in accordance with their reporting requirements, and once uploaded have the ability to insert these imported files (codes) and place them in to the appropriate fields attached to the applicable records. This includes International Classification of Diseases (ICD)-10 codes and bridge-race codes. See www.cdc.gov/nchs/nvss/revisions-of-the-us-standard-certificates-and-reports.htm	YES	
15.3	EXPORT		
15.3.1*	The system must provide the functionality to transmit from all death records the decedent's data to the Social Security Administration (SSA). This functionality meets the terms and conditions under which SSA will verify SSN's (social security numbers) for the State of Nebraska.	YES	
15.3.2*	The system must generate error files identifying export failures.	YES	
15.3.3*	The system must generate error prompt boxes identifying any manual export failures.	YES	
15.3.4*	The system must have the ability to electronically schedule exports.	YES	
15.3.5*	The system must have an export process; as the data file is produced, values on the file should be able to be validated or decoded.	YES	
15.3.6*	The system must have the ability to produce standard or ad hoc data exports with a file type (.xlsx, .csv, .txt, .pdf) of complete or partial information and/or records.	YES	
15.3.7*	The system must have a way for the State of Nebraska to automate control of when a record needs to be sent or resent.	YES	
16	ANALYTICS TOOL		
16.1	ANALYTICS TOOL		
16.1.1	The system should have an analytics tool within the system to identify data duplication, discrepancies, and outliers.	YES	
16.1.2	The system should have the ability to apply data visualizations such as charts, graphs, and dashboards, which can be drilled into for more granular information.	YES	
17	HELP		
17.1	HELP		
17.1.1*	The system must provide online help connected to the relevant workflow, field, or report being used.	YES	
17.1.2	The system should provide an overall up-to-date online tutorial to assist users learning the software as well as online help tool with glossary, index, and search capabilities.	YES	
17.1.3	The system should provide online documentation for all modules.	YES	

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Vital Records Management System

Bidder Name: **H. Boisch Solutions LLC (HBSComply)**

Important Instructions: Bidders are to complete all fields highlighted in yellow.

Do not alter existing format or content within the Cost Sheet. However, if Bidder identifies that other items are essential in **Part I** and/or **Part II** to create full functionality, and meet the requirements as outlined in the RFP document and any related attachments, then additional lines may be inserted as needed. Such additional lines must be included in **Part I and Part II** pricing and be reflected in the Total Overall Cost. Any inclusion of additional lines must still conform within the stated percentages as outlined in **Part I** and follow the prescribed format as shown. **Important:** In case of a mathematical error in extension of price, unit price shall govern.

Please indicate the "Total Overall Cost" for the Vital Records Management System \$ **285,000 a year**
This amount shall equal the sum of the Total for both **Part I** and **Part II**. Do not include any costs for **Part III** and **Part IV** in the "Total Overall Cost", as these sections are not included in the cost evaluation.

Part I: Project section requirements as outlined in Section (VI)(A) of the Request for Proposal (RFP) document and any related attachments. Bidder to provide pricing for each of the project deliverable categories listed. The sum of all projects deliverable categories listed directly below constitutes the **Part I – Total**. Important: Bidders are to ensure that allocation of their percentages are based on the % provided for each category and that the total of all categories within **Part I** does not exceed 100%.

Description	% Breakdown by Category for Part I	Number of Units	Unit of Measure (UOM)	Cost (Unit Price)
Project Initiation: Includes creation, review, and acceptance of each of the following items. The total cost for this category shall be 5% of the total for Part I. Reference section VI.A.4.c	Project Initiation: Items i. through vii. shall equal 5% of the total cost for Part I	1	Each	\$0
i. Kick-off Event, Documentation, Review and Approval				
ii. Develop a Detailed Project Plan				
iii. Develop a Risk Management Plan				
iv. Develop a Communication Plan				
v. Develop a Staffing Management Plan				
vi. Develop a Change Management Plan				
vii. Develop an Issue Management Plan				
Design and Configuration: The total cost for this category shall be 10% of the total for Part I. Reference section VI.A.4.d.	Design and Configuration: Items i. through x. shall equal 10% of the total cost for Part I	1	Each	\$0
i. Establish Review and Acceptance Process				
ii. Develop a Requirements Traceability Matrix (RTM)				
iii. Coordinate and Facilitate On-Site Requirements Gathering Session(s)				
iv. Develop and Submit an Application for Configuration and Maintenance Plan				
v. Establish and Utilize a Deliverable Review and Acceptance Process				
vi. Configure Environments for Development, Testing, Training and Production				
vii. Complete Standard System Configuration				
viii. Assist the Unit with Configuration of System				
ix. Assist the Unit with User Role Determination				
x. Obtain Acceptance from Unit on Design and System Configuration				
Development and Testing: The total cost for this category shall be 20% of the total for Part I. Reference section VI.A.4.f.	Development and Testing: Items i. through viii. shall equal 20% of the total cost for Part I	1	Each	\$0
i. Complete all Necessary Custom Development				
ii. Complete all Necessary Reports				
iii. Complete all Necessary Integrations (Interfaces, Imports, and Exports)				
iv. Develop a Testing Plan				
v. Execute and Evaluate Testing				
vi. Document Testing Results				
vii. Assist the Unit with User Acceptance Testing (UAT)				
viii. Obtain Acceptance from the Unit on Testing Results				
Part I – Categories are continued on the next page				
Data/File Migration: The total cost for this category shall be 10% of the total for Part I. Reference section VI.A.4.f.	Data/File Migration:	1	Each	\$0
i. Develop a Data/File Conversion and Migration Plan				

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Vital Records Management System

ii. Develop a Conversion Mapping Guide	Items i. through v. shall equal 10% of the total cost for Part I			
iii. Perform the Data/File Conversion and Migration				
iv. Provide a Data/File Conversion and Migration Results Report				
v. Obtain Acceptance from the Unit on Data/File Conversion and Migration Results				
Training: The total cost for this category shall be 5% of the total for Part I. Reference section VI.A.4.g.				
i. Coordinate and facilitate On-site Training Instruction	Training: Items i. through iii. shall equal 5% of the total cost for Part I	1	Each	\$0
ii. Provide Online Reference Training Materials for Administrator and User Manuals				
iii. Obtain Acceptance from the Unit on Training Results				
Implementation: The total cost for this category shall be 40% of the total for Part I. Reference section VI.A.4.h.	Implementation: Items i. through iv. shall equal 40% of the total cost for Part I	1	Each	\$0
i. Perform and Complete all Aspects of the Implementation				
ii. Go-live				
iii. Assist the Unit with On-site Implementation Assistance for Go-Live Week				
iv. Obtain Acceptance from the Unit on Implementation Results				
Post-Implementation: The total cost for this category shall be 10% of the total for Part I. Reference section VI.A.4.i.	Post-Implementation: Items i. through v. shall equal 10% of the total cost for Part I	1	Each	\$0
i. Burn-in Period (90 calendar days)				
ii. Coordinate and Facilitate Post-Implementation Review Teleconference Meeting				
iii. Provide a Plan for Enhancement Requests				
iv. Provide a Transition Plan from Implementation to Support, Maintenance, and Operations				
v. Obtain Final Sign-off				
Part I – Total				\$0

Part II – Support, Maintenance, and Operations -reference Section VI.A.4.j.
 (Note: These items would be paid on a quarterly basis)

Bidder's price for Support, Maintenance, and Operations shall include all associated costs or fees (including but not limited to subscriptions costs). **Important:** Do not include statements in the RFP proposal submittals, attachments, etc. indicating that there will be additional fees which are not included in the table below. The sum of the extended cost (Number of Units x Unit Price) constitutes the **Part II – Total**.

Description	Contract Term	Unit of Measure (UOM)	Number of Units	Cost (Unit Price)	Extended Cost
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions) - Post Burn-in period (90 calendar days)	Year Two of the Initial Term*	Monthly	12	\$23,750	\$
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions)	Year Three of the Initial Term	Monthly	12	\$23,750	\$
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions)	Year Four of the Initial Term	Monthly	12	\$23,750	\$
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions)	Year Five of the Initial Term	Monthly	12	\$	\$
Part II - Total					\$285,000 a year

***No Support, Maintenance, and Operations compensation shall be paid until all requirements of the Burn-In Period have been satisfied.**

Optional Services

Part III – Optional Renewal for Support, Maintenance, and Operations **Reference section VI.A.4.k**

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(Note: These items would be paid on an annual basis)

(Do **not** include these amounts in the Total Overall Cost associated with Part I and Part II)

Optional Five (5) Year Renewal Period					
Description	Contract Term	Unit of Measure (UOM)	Number of Units	Cost (Unit Price)	Extended Cost
Support, Maintenance, Operations and any additional costs or fees (including but not limited to subscriptions)	Renewal Year One (1)	Monthly	12	\$23,750	\$
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions)	Renewal Year Two (2)	Monthly	12	\$23,750	\$
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions)	Renewal Year Three (3)	Monthly	12	\$23,750	\$
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions)	Renewal Year Four (4)	Monthly	12	\$23,750	\$
Support, Maintenance, Operations, and any additional costs or fees (including but not limited to subscriptions)	Renewal Year Five (5)	Monthly	12	\$23,750	\$
Part III - Total Cost for Optional Five (5) Year Renewal Period					\$285,000 a year (\$1,425,000 over 5 years)

Part IV -

Optional Services Miscellaneous Enhancements

(Do **not** include these amounts in the Total Overall Cost associated with Part I and Part II)

Custom Programming and Additional Features

Work may be needed that was not originally delineated in this RFP but considered within the scope of work (i.e., Custom Programming). This additional work may stem from legislative mandates, emerging technologies, secondary research and/or data integration solutions not otherwise addressed in this RFP or known at the time this RFP was issued. If additional work is needed, the Contractor must submit a detailed Scope of Work and detailed pricing to include items such as, but not limited to, Title/Role(s), number of hours, unit of measure, and due dates/deliverables for DHHS review and approval. The bidder shall provide hourly pricing for any current and future custom programming needs to meet specific requirements for the Vital Records Management System as requested and mutually agreed upon by the bidder and DHHS.

Hourly Rates for Miscellaneous Support/Maintenance (beyond RFP/Contract requirements)

The Bidder should provide the Title/Role with each respective hourly rate to perform additional services*.

Title / Role such as, but not limited to:	Hourly Rate
Software Engineer	\$ 0
IT Business Analyst	\$ 0
Project Manager	\$ 0
	\$
	\$
	\$

*Bidder may add additional lines as needed.