

**State of Nebraska – Real Estate Commission  
REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES**

**RETURN TO:**

Nebraska Real Estate Commission  
301 Centennial Mall South  
P.O. Box 94667  
Lincoln, NE 68509-4667  
Phone: (402) 471-2004  
Fax: (402) 471-4492

<b>SOLICITATION NUMBER</b>	<b>RELEASE DATE</b>
RFP 2018-1	May 8, 2018
<b>OPENING DATE AND TIME</b>	<b>PROCUREMENT CONTACT</b>
June 8, 2018, 2:00 p.m. Central Time	Greg Lemon

**PLEASE READ CAREFULLY!  
SCOPE OF SERVICE**

The State of Nebraska (State), Nebraska Real Estate Commission (Commission), is issuing this Request for Proposal (RFP) Number 2018-1 for the purpose of selecting a qualified Bidder to provide a new real estate license management system and the resources related to project planning, detailed design, development, testing, implementation and support of a software product for the Commission's real estate licensing duties and office functions.. A more detailed description can be found in Section IV, Project Description and Scope of Work. The resulting contract may not be an exclusive contract as the State reserves the right to contract for the same or similar services from other sources now or in the future.

The term of the contract will be two (2) years commencing upon execution of the contract by the State and the Bidder (Parties). The Contract includes the option to renew for two (2) additional two (2) year periods upon mutual agreement of the Parties. The State reserves the right to extend the period of this contract beyond the termination date when mutually agreeable to the Parties.

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

**IMPORTANT NOTICE:** Pursuant to Neb. Rev. Stat. § 84-602.04, State contracts in effect as of January 1, 2014, and contracts entered into thereafter, must be posted to a public website. The resulting contract, the RFP, and the successful bidder's proposal or response will be posted to a public website managed by DAS, which can be found at <http://statecontracts.nebraska.gov>.

In addition and in furtherance of the State's public records Statute (Neb. Rev. Stat. § 84-712 et seq.), all proposals or responses received regarding this RFP will be posted to the State Purchasing Bureau public website.

These postings will include the entire proposal or response. Bidders must request that proprietary information be excluded from the posting. The bidder must identify the proprietary information, mark the proprietary information according to state law, and submit the proprietary information in a separate container or envelope marked conspicuously in black ink with the words "PROPRIETARY INFORMATION". The bidder must submit a detailed written document showing that the release of the proprietary information would give a business advantage to named business competitor(s) and explain how the named business competitor(s) will gain an actual business advantage by disclosure of information. The mere assertion that information is proprietary or that a speculative business advantage might be gained is not sufficient. (See Attorney General Opinion No. 92068, April 27, 1992) THE BIDDER MAY NOT ASSERT THAT THE ENTIRE PROPOSAL IS PROPRIETARY. COST PROPOSALS WILL NOT BE CONSIDERED PROPRIETARY AND ARE A PUBLIC RECORD IN THE STATE OF NEBRASKA. The State will then determine, in its discretion, if the interests served by nondisclosure outweighs any public purpose served by disclosure. (See Neb. Rev. Stat. § 84-712.05(3)) The Bidder will be notified of the agency's decision. Absent a State determination that information is proprietary, the State will consider all information a public record subject to release regardless of any assertion that the information is proprietary.

If the agency determines it is required to release proprietary information, the bidder will be informed. It will be the bidder's responsibility to defend the bidder's asserted interest in non-disclosure.

To facilitate such public postings, with the exception of proprietary information, the State of Nebraska reserves a royalty-free, nonexclusive, and irrevocable right to copy, reproduce, publish, post to a website, or otherwise use any contract, proposal, or response to this RFP for any purpose, and to authorize others to use the documents. Any individual or entity awarded a contract, or who submits a proposal or response to this RFP, specifically waives any copyright or other protection the contract, proposal, or response to the RFP may have; and, acknowledges that they have the ability and authority to enter into such waiver. This reservation and waiver is a prerequisite for submitting a proposal or response to this RFP, and award of a contract. Failure to agree to the reservation and waiver will result in the proposal or response to the RFP being found non-responsive and rejected.

Any entity awarded a contract or submitting a proposal or response to the RFP agrees not to sue, file a claim, or make a demand of any kind, and will indemnify and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials from and against any and all claims, liens, demands, damages, liability, actions, causes of action,

losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses, sustained or asserted against the State, arising out of, resulting from, or attributable to the posting of the contract or the proposals and responses to the RFP, awards, and other documents.

# TABLE OF CONTENTS

REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES .....	i
TABLE OF CONTENTS.....	iii
GLOSSARY OF TERMS.....	v
<b>I. PROCUREMENT PROCEDURE .....</b>	<b>1</b>
A. GENERAL INFORMATION.....	1
B. PROCURING OFFICE AND COMMUNICATION WITH STATE STAFF AND EVALUATORS .....	1
C. SCHEDULE OF EVENTS .....	1
D. WRITTEN QUESTIONS AND ANSWERS.....	3
E. PRICES .....	3
F. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS (Statutory) .....	3
G. ETHICS IN PUBLIC CONTRACTING .....	3
H. DEVIATIONS FROM THE REQUEST FOR PROPOSAL .....	3
I. SUBMISSION OF PROPOSALS .....	4
J. BID PREPARATION COSTS .....	4
K. FAILURE TO COMPLY WITH REQUEST FOR PROPOSAL .....	4
L. BID CORRECTIONS .....	4
M. LATE PROPOSALS.....	4
N. PROPOSAL OPENING.....	4
O. REQUEST FOR PROPOSAL/PROPOSAL REQUIREMENTS .....	4
P. EVALUATION COMMITTEE .....	5
Q. EVALUATION OF PROPOSALS .....	5
R. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS .....	6
S. BEST AND FINAL OFFER.....	6
T. REFERENCE AND CREDIT CHECKS .....	6
U. AWARD .....	6
<b>II. TERMS AND CONDITIONS .....</b>	<b>7</b>
A. GENERAL.....	8
B. NOTIFICATION .....	8
C. GOVERNING LAW (Statutory) .....	8
D. BEGINNING OF WORK.....	9
E. CHANGE ORDERS .....	9
F. NOTICE OF POTENTIAL CONTRACTOR BREACH .....	9
G. BREACH.....	10
H. NON-WAIVER OF BREACH.....	10
I. SEVERABILITY .....	10
J. INDEMNIFICATION .....	10
K. ATTORNEY'S FEES.....	11
L. RETAINAGE .....	12
M. ASSIGNMENT, SALE, OR MERGER .....	12
N. CONTRACTING WITH OTHER NEBRASKA POLITICAL SUB-DIVISIONS.....	12
O. FORCE MAJEURE .....	13
P. CONFIDENTIALITY .....	13
Q. EARLY TERMINATION .....	13
R. CONTRACT CLOSEOUT .....	14
<b>III. CONTRACTOR DUTIES .....</b>	<b>15</b>
A. INDEPENDENT CONTRACTOR / OBLIGATIONS.....	15
B. EMPLOYEE WORK ELIGIBILITY STATUS.....	16
C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory) .....	16
D. COOPERATION WITH OTHER CONTRACTORS .....	16
E. PERMITS, REGULATIONS, LAWS .....	17

F.	OWNERSHIP OF INFORMATION AND DATA / DELIVERABLES .....	17
G.	INSURANCE REQUIREMENTS .....	17
H.	ANTITRUST .....	20
I.	CONFLICT OF INTEREST .....	20
J.	STATE PROPERTY .....	21
	SITE RULES AND REGULATIONS .....	21
K.	ADVERTISING .....	21
L.	NEBRASKA TECHNOLOGY ACCESS STANDARDS (Statutory) .....	21
M.	DISASTER RECOVERY/BACK UP PLAN .....	22
N.	DRUG POLICY .....	22
<b>IV.</b>	<b>PAYMENT .....</b>	<b>22</b>
A.	PROHIBITION AGAINST ADVANCE PAYMENT (Statutory) .....	22
B.	TAXES (Statutory) .....	22
C.	INVOICES .....	22
D.	INSPECTION AND APPROVAL .....	23
E.	PAYMENT .....	23
F.	LATE PAYMENT (Statutory) .....	23
G.	SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS .....	23
H.	RIGHT TO AUDIT (First Paragraph is Statutory) .....	24
<b>V.</b>	<b>PROJECT DESCRIPTION AND SCOPE OF WORK .....</b>	<b>24</b>
A.	PROJECT OVERVIEW .....	24
B.	PROJECT ENVIRONMENT .....	25
C.	PROJECT REQUIREMENTS .....	25
D.	DATABASE REQUIREMENTS .....	26
a.	Public Disciplinary and License Status Search .....	33
E.	TECHNICAL REQUIREMENTS .....	34
F.	PROJECT PLANNING AND MANAGEMENT .....	34
G.	POST IMPLEMENTATION SUPPORT AND TRAINING .....	35
H.	SYSTEM AVAILABILITY/FINAL ACCEPTANCE CRITERIA .....	35
I.	DELIVERABLES .....	36
i.	Project Plan .....	36
J.	PROPOSAL SUBMISSION .....	38
<b>VI.</b>	<b>COST SHEET REQUIREMENTS .....</b>	<b>41</b>
	Form A Bidder Contact Sheet .....	42
	REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM .....	43
	COST SHEET .....	45

## GLOSSARY OF TERMS

**Acceptance Test Procedure:** Benchmarks and other performance criteria, developed by the State of Nebraska or other sources of testing standards, for measuring the effectiveness of products or services and the means used for testing such performance.

**Addendum:** Something to be added or deleted to an existing document; a supplement.

**After Receipt of Order (ARO):** After Receipt of Order

**Agency:** Any state agency, board, or commission other than the University of Nebraska, the Nebraska State colleges, the courts, the Legislature, or any other office or agency established by the Constitution of Nebraska.

**Agent/Representative:** A person authorized to act on behalf of another.

**Amend:** To alter or change by adding, subtracting, or substituting.

**Amendment:** A written correction or alteration to a document.

**Appropriation:** Legislative authorization to expend public funds for a specific purpose. Money set apart for a specific use.

**Award:** All purchases, leases, or contracts which are based on competitive proposals will be awarded according to the provisions in the RFP. The State reserves the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part. The State reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the State.

**Best and Final Offer (BAFO):** In a competitive bid, the final offer submitted which contains the bidder's (vendor's) most favorable terms for price.

**Bid/Proposal:** The offer submitted by a vendor in a response to a written solicitation.

**Bid Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the vendor will not withdraw the bid.

**Bidder:** A vendor who submits an offer bid in response to a written solicitation.

**Business:** Any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity.

**Business Day:** Any weekday, except State-recognized holidays.

**Calendar Day:** Every day shown on the calendar including Saturdays, Sundays, and State/Federal holidays.

**Cancellation:** To call off or revoke a purchase order without expectation of conducting or performing it at a later time.

**Central Processing Unit (CPU):** Any computer or computer system that is used by the State to store, process, or retrieve data or perform other functions using Operating Systems and applications software.

**Change Order:** Document that provides amendments to an executed purchase order or contract.

**Collusion:** An agreement or cooperation between two or more persons or entities to accomplish a fraudulent, deceitful, or unlawful purpose.

**Commodities:** Any equipment, material, supply or goods; anything movable or tangible that is provided or sold.

**Commodities Description:** Detailed descriptions of the items to be purchased; may include information necessary to obtain the desired quality, type, color, size, shape, or special characteristics necessary to perform the work intended to produce the desired results.

**Competition:** The effort or action of two or more commercial interests to obtain the same business from third parties.

**Confidential Information:** Unless otherwise defined below, "Confidential Information" shall also mean proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released

would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

**Contract:** An agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law; the writing that sets forth such an agreement.

**Contract Administration:** The management of the contract which includes and is not limited to; contract signing, contract amendments and any necessary legal actions.

**Contract Award:** Occurs upon execution of the State document titled "Service Contract Award" by the proper authority.

**Contract Management:** The management of day to day activities at the agency which includes and is not limited to ensuring deliverables are received, specifications are met, handling meetings and making payments to the Contractor.

**Contract Period:** The duration of the contract.

**Contractor:** Any individual or entity having a contract to furnish commodities or services.

**Cooperative Purchasing:** The combining of requirements of two or more political entities to obtain advantages of volume purchases, reduction in administrative expenses or other public benefits.

**Copyright:** A property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt and distribute the work.

**Critical Program Error:** Any Program Error, whether or not known to the State, which prohibits or significantly impairs use of the Licensed Software as set forth in the documentation and intended in the contract.

**Customer Service:** The process of ensuring customer satisfaction by providing assistance and advice on those products or services provided by the Contractor.

**Default:** The omission or failure to perform a contractual duty.

**Deviation:** Any proposed change(s) or alteration(s) to either the terms and conditions or deliverables within the scope of the written solicitation or contract.

**Evaluation:** The process of examining an offer after opening to determine the vendor's responsibility, responsiveness to requirements, and to ascertain other characteristics of the offer that relate to determination of the successful award.

**Evaluation Committee:** Committee(s) appointed by the requesting agency that advises and assists the procuring office in the evaluation of bids/proposals (offers made in response to written solicitations).

**Extension:** Continuance of a contract for a specified duration upon the agreement of the parties beyond the original Contract Period. Not to be confused with "Renewal Period".

**Free on Board (F.O.B.) Destination:** The delivery charges are included in the quoted price and prepaid by the vendor. Vendor is responsible for all claims associated with damages during delivery of product.

**Free on Board (F.O.B.) Point of Origin:** The delivery charges are not included in the quoted price and are the responsibility of the agency. Agency is responsible for all claims associated with damages during delivery of product.

**Foreign Corporation:** A foreign corporation that was organized and chartered under the laws of another state, government, or country.

**Installation Date:** The date when the procedures described in "Installation by Contractor", and "Installation by State", as found in the RFP, or contract, are completed.

**Interested Party:** A person, acting in their personal capacity, or an entity entering into a contract or other agreement creating a legal interest therein.

**Late Bid/Proposal:** An offer received after the Opening Date and Time.

**Licensed Software Documentation:** The user manuals and any other materials in any form or medium customarily provided by the Contractor to the users of the Licensed Software which will provide the State with sufficient information to

operate, diagnose, and maintain the Licensed Software properly, safely, and efficiently.

**Mandatory/Must:** Required, compulsory, or obligatory.

**May:** Discretionary, permitted; used to express possibility.

**Module (see System):** A collection of routines and data structures that perform a specific function of software.

**Must:** See Mandatory/ Must and Shall/Will/Must.

**National Institute for Governmental Purchasing (NIGP):** National Institute of Governmental Purchasing – Source used for assignment of universal commodity codes to goods and services.

**Open Market Purchase:** Authorization may be given to an agency to purchase items above direct purchase authority due to the unique nature, price, quantity, location of the using agency, or time limitations by the AS Materiel Division, State Purchasing Bureau.

**Opening Date and Time:** Specified date and time for the public opening of received, labeled, and sealed formal proposals.

**Operating System:** The control program in a computer that provides the interface to the computer hardware and peripheral devices, and the usage and allocation of memory resources, processor resources, input/output resources, and security resources.

**Outsourcing:** The contracting out of a business process which an organization may have previously performed internally or has a new need for, to an independent organization from which the process is purchased back.

**Payroll & Financial Center (PFC):** Electronic procurement system of record.

**PCI/DSS Compliance:** The Payment Card Industry Data Security Standard (PCI/DSS) is an information security standard intended to optimize the security of credit, debit and cash card transactions and protect cardholders against misuse of their personal information

**Performance Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the Contractor fulfills any and all obligations under the contract.

**Platform:** A specific hardware and Operating System combination that is different from other hardware and Operating System combinations to the extent that a different version of the Licensed Software product is required to execute properly in the environment established by such hardware and Operating System combination.

**Point of Contact (POC):** The person designated to receive communications and to communicate.

**Pre-Bid/Pre-Proposal Conference:** A meeting scheduled for the purpose of clarifying a written solicitation and related expectations.

**Product:** Something that is distributed commercially for use or consumption and that is usually (1) tangible personal property, (2) the result of fabrication or processing, and (3) an item that has passed through a chain of commercial distribution before ultimate use or consumption.

**Program Error:** Code in Licensed Software which produces unintended results or actions, or which produces results or actions other than those described in the specifications. A program error includes, without limitation, any Critical Program Error.

**Program Set:** The group of programs and products, including the Licensed Software specified in the RFP, plus any additional programs and products licensed by the State under the contract for use by the State.

**Project:** The total scheme, program, or method worked out for the accomplishment of an objective, including all documentation, commodities, and services to be provided under the contract.

**Proposal:** See Bid/Proposal.

**Proprietary Information:** Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serves no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific named competitor(s) advantaged by release of the information and the demonstrated advantage the named competitor(s) would gain by the release of information.

**Protest/Grievance:** A complaint about a governmental action or decision related to a RFP or resultant contract, brought by a vendor who has timely submitted a bid response in connection with the award in question, to AS Materiel Division or another designated agency with the intention of achieving a remedial result.

**Public Proposal Opening:** The process of opening correctly submitted offers at the time and place specified in the written solicitation and in the presence of anyone who wished to attend.

**Recommended Hardware Configuration:** The data processing hardware (including all terminals, auxiliary storage, communication, and other peripheral devices) to the extent utilized by the State as recommended by the Contractor.

**Release Date:** The date of public release of the written solicitation to seek offers.

**Renewal Period:** Optional contract periods subsequent to the original Contract Period for a specified duration with previously agreed to terms and conditions. Not to be confused with Extension.

**Request for Information (RFI):** A general invitation to vendors requesting information for a potential future solicitation. The RFI is typically used as a research and information gathering tool for preparation of a solicitation.

**Request for Proposal (RFP):** A written solicitation utilized for obtaining competitive offers.

**Responsible Bidder:** A bidder who has the capability in all respects to perform fully and lawfully all requirements with integrity and reliability to assure good faith performance.

**Responsive Bidder:** A bidder who has submitted a bid which conforms to all requirements of the solicitation document.

**Shall/Will/Must:** An order/command; mandatory.

**Should:** Expected; suggested, but not necessarily mandatory.

**Software License:** Legal instrument with or without printed material that governs the use or redistribution of licensed software.

**Sole Source – Commodity:** When an item is available from only one source due to the unique nature of the requirement, its supplier, or market conditions.

**Sole Source – Services:** A service of such a unique nature that the vendor selected is clearly and justifiably the only practical source to provide the service. Determination that the vendor selected is justifiably the sole source is based on either the uniqueness of the service or sole availability at the location required.

**Specifications:** The detailed statement, especially of the measurements, quality, materials, and functional characteristics, or other items to be provided under a contract.

**Statutory:** These clauses are controlled by state law and are not subject to negotiation.

**Subcontractor:** Individual or entity with whom the contractor enters a contract to perform a portion of the work awarded to the contractor.

**System (see Module):** Any collection or aggregation of two (2) or more Modules that is designed to function, or is represented by the Contractor as functioning or being capable of functioning, as an entity.

**Termination:** Occurs when either Party, pursuant to a power created by agreement or law, puts an end to the contract prior to the stated expiration date. All obligations which are still executory on both sides are discharged but any right based on prior breach or performance survives.

**Third Party:** Any person or entity, including but not limited to fiduciaries, shareholders, owners, officers, managers, employees, legally disinterested persons, and sub-contractors or agents, and their employees. It shall not include any entity or person who is an interested Party to the contract or agreement.

**Trade Secret:** Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. §87-502(4)).



**Trademark:** A word, phrase, logo, or other graphic symbol used by a manufacturer or vendor to distinguish its product from those of others, registered with the U.S. Patent and Trademark Office.

**Upgrade:** Any change that improves or alters the basic function of a product or service.

**Vendor:** An individual or entity lawfully conducting business in the State of Nebraska, or licensed to do so, who seeks to provide goods or services under the terms of a written solicitation.

**Vendor Performance Report:** A report issued to the Contractor by State Purchasing Bureau when products or services delivered or performed fail to meet the terms of the purchase order, contract, and/or specifications, as reported to State Purchasing Bureau by the agency. The State Purchasing Bureau shall contact the Contractor regarding any such report. The vendor performance report will become a part of the permanent record for the Contractor. The State may require vendor to cure. Two such reports may be cause for immediate termination.

**Will:** See Shall/Will/Must.

**Work Day:** See Business Day.

## **I. PROCUREMENT PROCEDURE**

### **A. GENERAL INFORMATION**

The RFP is designed to solicit proposals from qualified Bidders who will be responsible for providing a new real estate license database and management system and the resources related to project planning, detailed design, development, testing, implementation and support of a software product for the Commission's real estate licensing duties and office functions. The Commission is seeking to further improve customer service and staff productivity by expanding and streamlining business processes by providing a flexible application that will quickly adapt to rule and law changes, automate and integrate record-keeping processes, augment record management through electronic data exchange and web services, capture data in a timely and efficient manner and allow services on a 24x7 schedule via self-service web portal. at a competitive and reasonable cost.

Proposals shall conform to all instructions, conditions, and requirements included in the RFP. Prospective bidders are expected to carefully examine all documents, schedules, and requirements in this RFP, and respond to each requirement in the format prescribed. Proposals may be found non-responsive if they do not conform to the RFP.

### **B. PROCURING OFFICE AND COMMUNICATION WITH STATE STAFF AND EVALUATORS**

Procurement responsibilities related to this RFP reside with the Nebraska Real Estate Commission. The point of contact (POC) for the procurement is as follows:

Name: Greg Lemon  
Agency: Nebraska Real Estate Commission  
Address: 301 Centennial Mall South  
Lincoln, NE, 68509

Telephone: (402) 471-2004

E-Mail: greg.lemon@nebraska.gov

From the date the RFP is issued until the Intent to Award is issued, communication from the Bidder is limited to the POC listed above. After the Intent to Award is issued, the Bidder may communicate with individuals the State has designated as responsible for negotiating the contract on behalf of the State. No member of the State Government, employee of the State, or member of the Evaluation Committee is empowered to make binding statements regarding this RFP. The POC will issue any clarifications or opinions regarding this RFP in writing. Only the buyer can modify the RFP, answer questions, render opinions, and only the SPB or awarding agency can award a contract. Bidders shall not have any communication with, or attempt to communicate or influence any evaluator involved in this RFP.

The following exceptions to these restrictions are permitted:

- A.** Contact made pursuant to pre-existing contracts or obligations;
- B.** Contact required by the schedule of events or an event scheduled later by the RFP POC; and
- C.** Contact required for negotiation and execution of the final contract.

*The State reserves the right to reject a bidder's proposal, withdraw an Intent to Award, or terminate a contract if the State determines there has been a violation of these procurement procedures.*

### **C. SCHEDULE OF EVENTS**

The State expects to adhere to the procurement schedule shown below, but all dates are approximate and subject to change.

ACTIVITY		DATE/TIME
1.	Release RFP	May 8, 2018
2.	Last day to submit written questions	May 21, 2108
3.	State responds to written questions through RFP "Addendum" and/or "Amendment" to be posted to the Internet at: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	May 25, 2018
4.	Proposal opening Location: Nebraska Real Estate Commission 301 Centennial Mall South Lincoln, NE 68509	June 8, 2018 2:00 PM Central Time
5.	Review for conformance to RFP requirements	June 8-9, 2018
6.	Evaluation period	June 10-20, 2018
7.	"Oral Interviews/Presentations and/or Demonstrations" (if required)	June 27-29, 2018
8.	Post "Intent to Award" to Internet at: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	July 13, 2018
9.	Contract finalization period	July 16-30, 2018
10.	Contract award	July 31, 2018
11.	Contractor start date	August 1, 2018

**D. WRITTEN QUESTIONS AND ANSWERS**

Questions regarding the meaning or interpretation of any RFP provision must be submitted in writing to the Nebraska Real Estate Commission and clearly marked "RFP Number 2018-1; Nebraska Real Estate Commission Licensing Database Questions". The POC is not obligated to respond to questions that are received late per the Schedule of Events.

Bidders should present, as questions, any assumptions upon which the Bidder's proposal is or might be developed. Proposals will be evaluated without consideration of any known or unknown assumptions of a bidder. The contract will not incorporate any known or unknown assumptions of a bidder.

It is preferred that questions be sent via e-mail to [greg.lemon@nebraska.gov](mailto:greg.lemon@nebraska.gov), but may be delivered by hand or by U.S. Mail. It is recommended that Bidders submit questions using the following format.

RFP Reference	Section	RFP Number	Page	Question

Written answers will be posted at <http://das.nebraska.gov/materiel/purchasing.html> per the Schedule of Events.

**E. PRICES**

All prices, costs, and terms and conditions submitted in the proposal shall remain fixed and valid commencing on the opening date of the proposal until an award is made or the RFP is cancelled.

The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.

**F. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS (Statutory)**

All bidders must be authorized to transact business in the State of Nebraska and comply with all Nebraska Secretary of State Registration requirements. The bidder who is the recipient of an Intent to Award will be required to certify that it has complied and produce a true and exact copy of its current (within ninety (90) calendar days of the intent to award) Certificate or Letter of Good Standing, or in the case of a sole proprietorship, provide written documentation of sole proprietorship and complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at <http://das.nebraska.gov/materiel/purchasing.html>. This must be accomplished prior to execution of the contract.

**G. ETHICS IN PUBLIC CONTRACTING**

The State reserves the right to reject bids, withdraw an intent to award or award, or terminate a contract if a bidder commits or has committed ethical violations, which include, but are not limited to:

- A. Offering or giving, directly or indirectly, a bribe, fee, commission, compensation, gift, gratuity, or anything of value to any person or entity in an attempt to influence the bidding process;
- B. Utilize the services of lobbyists, attorneys, political activists, or consultants to influence or subvert the bidding process;
- C. Being considered for, presently being, or becoming debarred, suspended, ineligible, or excluded from contracting with any state or federal entity;
- D. Submitting a proposal on behalf of another Party or entity; and
- E. Collude with any person or entity to influence the bidding process, submit sham proposals, preclude bidding, fix pricing or costs, create an unfair advantage, subvert the bid, or prejudice the State.

The Bidder shall include this clause in any subcontract entered into for the exclusive purpose of performing this contract.

Bidder shall have an affirmative duty to report any violations of this clause by the Bidder throughout the bidding process, and throughout the term of this contract for the successful Bidder and their subcontractors.

**H. DEVIATIONS FROM THE REQUEST FOR PROPOSAL**

The requirements contained in the RFP become a part of the terms and conditions of the contract resulting from this RFP. Any deviations from the RFP in Sections II through VI must be clearly defined by the bidder in its proposal and, if accepted by the State, will become part of the contract. Any specifically defined deviations must not be in conflict with the basic nature of the RFP, requirements, or applicable state or federal laws or statutes. "Deviation", for the purposes of this RFP, means any proposed changes or alterations to either the contractual language or deliverables within the scope of this RFP. The State discourages deviations and reserves the right to reject proposed deviations.

**I. SUBMISSION OF PROPOSALS**

Bidders should submit one proposal marked on the first page: "ORIGINAL". If multiple proposals are submitted, the State will retain one copy marked "ORIGINAL" and destroy the other copies. The Bidder is solely responsible for any variance between the copies submitted. Proposal responses should include the completed Form A, "Bidder Contact Sheet". Proposals must reference the RFP number and be sent to the specified address. Please note that the address label should appear as specified in Section I B. on the face of each container or bidder's bid response packet. If a recipient phone number is required for delivery purposes, 402-471-2004 should be used. The RFP number should be included in all correspondence.

Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to requirements, completeness, and clarity of content. If the bidder's proposal is presented in such a fashion that makes evaluation difficult or overly time consuming the State reserves the right to reject the proposal as non-conforming.

By signing the "Request for Proposal for Contractual Services" form, the bidder guarantees compliance with the provisions stated in this RFP.

The State shall not incur any liability for any costs incurred by bidders in replying to this RFP, in the demonstrations and/or oral presentations, or in any other activity related to bidding on this RFP.

The Technical and Cost Proposals Template should be presented in separate sections (loose-leaf binders are preferred) on standard 8 ½" x 11" paper, except that charts, diagrams and the like may be on fold-outs which, when folded, fit into the 8 ½" by 11" format. Pages may be consecutively numbered for the entire proposal, or may be numbered consecutively within sections. Figures and tables should be numbered consecutively within sections. Figures and tables should be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text.

**J. BID PREPARATION COSTS**

The State shall not incur any liability for any costs incurred by Bidders in replying to this RFP, including any activity related to bidding on this RFP.

**K. FAILURE TO COMPLY WITH REQUEST FOR PROPOSAL**

Violation of the terms and conditions contained in this RFP or any resultant contract, at any time before or after the award, shall be grounds for action by the State which may include, but is not limited to, the following:

- A. Rejection of a bidder's proposal;
- B. Withdrawal of the Intent to Award;
- C. Withdrawal of the Award;
- D. Termination of the resulting contract;
- E. Legal action; and
- F. Suspension of the bidder from further bidding with the State for the period of time relative to the seriousness of the violation, such period to be within the sole discretion of the State.

**L. BID CORRECTIONS**

A bidder may correct a mistake in a bid prior to the time of opening by giving written notice to the State of intent to withdraw the bid for modification or to withdraw the bid completely. Changes in a bid after opening are acceptable only if the change is made to correct a minor error that does not affect price, quantity, quality, delivery, or contractual conditions. In case of a mathematical error in extension of price, unit price shall govern.

**M. LATE PROPOSALS**

Proposals received after the time and date of the proposal opening will be considered late proposals. Late proposals will be returned unopened, if requested by the bidder and at bidder's expense. The State is not responsible for proposals that are late or lost regardless of cause or fault.

**N. PROPOSAL OPENING**

The opening of proposals will be public and the bidders will be announced. Proposals **WILL NOT** be available for viewing by those present at the proposal opening. Vendors may contact the State to schedule an appointment for viewing proposals after the Intent to Award has been posted to the website. Once proposals are opened, they become the property of the State of Nebraska and will not be returned.

**O. REQUEST FOR PROPOSAL/PROPOSAL REQUIREMENTS**

The proposals will first be examined to determine if all requirements listed below have been addressed and whether further evaluation is warranted. Proposals not meeting the requirements may be rejected as non-responsive. The requirements are:

- A. Original Request for Proposal for Contractual Services form signed using an indelible method;
- B. Clarity and responsiveness of the proposal;
- C. Completed Corporate Overview;
- D. Completed Sections II through VI;
- E. Completed Technical Approach; and
- F. Completed State Cost Proposal Template.

**P. EVALUATION COMMITTEE**

Proposals are evaluated by members of an Evaluation Committee(s). The Evaluation Committee(s) will consist of individuals selected at the discretion of the State. Names of the members of the Evaluation Committee(s) will not be published prior to the intent to award.

Any contact, attempted contact, or attempt to influence an evaluator that is involved with this RFP may result in the rejection of this proposal and further administrative actions.

**Q. EVALUATION OF PROPOSALS**

All proposals that are responsive to the RFP will be evaluated. Each evaluation category will have a maximum point potential. The State will conduct a fair, impartial, and comprehensive evaluation of all proposals in accordance with the criteria set forth below. Areas that will be addressed and scored during the evaluation include:

- A. Corporate Overview should include but is not limited to:
  - a. the ability, capacity, and skill of the bidder to deliver and implement the system or project that meets the requirements of the RFP;
  - b. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
  - c. whether the bidder can perform the contract within the specified time frame;
  - d. the quality of bidder performance on prior contracts;
  - e. such other information that may be secured and that has a bearing on the decision to award the contract;
  - f. experience of the bidder developing and implementing licensee database services similar in general scope and requirements to the services defined in this RFP for other regulatory agencies
  - g. whether the bidder can perform the contract within the specified time frame;
- B. Technical Approach; and,
- C. Cost Proposal.

All proposals that are responsive to the RFP will be evaluated based on the following:

- A. Cost Proposal

**Neb. Rev. Stat. §73-107 allows for a preference for a resident disabled veteran or business located in a designated enterprise zone.** When a state contract is to be awarded to the lowest responsible bidder, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident bidder, if all other factors are equal.

**Resident disabled veterans means any person (a) who resides in the State of Nebraska, who served in the United States Armed Forces, including any reserve component or the National Guard, who was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions), and who possesses a disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense and (b)(i) who owns and controls a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection and (ii) the management and daily business operations of the business are controlled by one or more persons described in subdivision(a) of this subsection. Any contract entered into without compliance with this section shall be null and void.**

Therefore, if a resident disabled veteran or business located in a designated enterprise zone submits a proposal in accordance with Neb. Rev. Stat. §73-107 and has so indicated on the RFP cover page under "Bidder must

complete the following" requesting priority/preference to be considered in the award of this contract, the following will need to be submitted by the vendor within ten (10) business days of request:

- A. Documentation from the United States Armed Forces confirming service;
- B. Documentation of discharge or otherwise separated characterization of honorable or general (under honorable conditions);
- C. Disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense; and
- D. Documentation which shows ownership and control of a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection; and the management and daily business operations of the business are controlled by one or more persons described in subdivision (a) of this subsection.

Failure to submit the requested documentation within ten (10) business days of notice will disqualify the bidder from consideration of the preference.

Evaluation criteria weighting will be released with the RFP.

#### **R. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS**

The State may determine after the completion of the Technical and Cost Proposal evaluation that oral interviews/presentations and/or demonstrations are required. Every bidder may not be given an opportunity to interview/present and/or give demonstrations; the State reserves the right, in its discretion, to select only the top scoring bidders to present/give oral interviews. The scores from the oral interviews/presentations and/or demonstrations will be added to the scores from the Technical and Cost Proposals. The presentation process will allow the bidders to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant elements related to their proposals. Bidders' key personnel, identified in their proposal, may be requested to participate in a structured interview to determine their understanding of the requirements of this proposal, their authority and reporting relationships within their firm, and their management style and philosophy. Only representatives of the State and the presenting bidder will be permitted to attend the oral interviews/presentations and/or demonstrations. A written copy or summary of the presentation, and demonstrative information (such as briefing charts, et cetera) may be offered by the bidder, but the State reserves the right to refuse or not consider the offered materials. Bidders shall not be allowed to alter or amend their proposals.

Once the oral interviews/presentations and/or demonstrations have been completed, the State reserves the right to make an award without any further discussion with the bidders regarding the proposals received.

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

#### **S. BEST AND FINAL OFFER**

If best and final offers (BAFO) are requested by the State and submitted by the bidder, they will be evaluated (using the stated BAFO criteria), scored, and ranked by the Evaluation Committee. The State reserves the right to conduct more than one Best and Final Offer. The award will then be granted to the highest scoring bidder. However, a bidder should provide its best offer in its original proposal. Bidders should not expect that the State will request a best and final offer.

#### **T. REFERENCE AND CREDIT CHECKS**

The State reserves the right to conduct and consider reference and credit checks. The State reserves the right to use third parties to conduct reference and credit checks. By submitting a proposal in response to this RFP, the bidder grants to the State the right to contact or arrange a visit in person with any or all of the bidder's clients. Reference and credit checks may be grounds to reject a proposal, withdraw an intent to award, or rescind the award of a contract.

#### **U. AWARD**

The State reserves the right to evaluate proposals and award contracts in a manner utilizing criteria selected at the State's discretion and in the State's best interest. After evaluation of the proposals, or at any point in the RFP process, the State of Nebraska may take one or more of the following actions:

- A. Amend the RFP;
- B. Extend the time of or establish a new proposal opening time;
- C. Waive deviations or errors in the State's RFP process and in bidder proposals that are not material, do not compromise the RFP process or a bidder's proposal, and do not improve a bidder's competitive position;
- D. Accept or reject a portion of or all of a proposal;

- E. Accept or reject all proposals;
- F. Withdraw the RFP;
- G. Elect to rebid the RFP;
- H. Award single lines or multiple lines to one or more bidders; or,
- I. Award one or more all-inclusive contracts.

(IF THIS IS NOT COST ONLY DELETE ITEMS 1-7 BELOW)

The State of Nebraska may consider, but is not limited to considering, one or more of the following award criteria:

- A. Price;
- B. Location;
- C. Quality;
- D. Delivery time;
- E. Bidder qualifications and capabilities;
- F. State contract management requirements and/or costs; and,
- G. [Additional criteria may be added] XX.

The RFP does not commit the State to award a contract. Once intent to award decision has been determined, it will be posted to the Internet at:

<http://das.nebraska.gov/materiel/purchasing.html>

For any Grievance or protest contact:

Name: Greg Lemon  
Agency: Nebraska Real Estate Commission  
Address: 301 Centennial Mall South  
Lincoln, NE, 68509

Telephone: (402) 471-2004

E-Mail: greg.lemon@nebraska.gov

Any protests must be filed by a bidder within ten (10) business days after the intent to award decision is posted to the Internet.

## II. TERMS AND CONDITIONS

**Bidders should complete Sections II through VI as part of their proposal.** Bidder is expected to read the Terms and Conditions and should initial either accept, reject, or reject and provide alternative language for each clause. The bidder should also provide an explanation of why the bidder rejected the clause or rejected the clause and provided alternate language. By signing the RFP, bidder is agreeing to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the proposal. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the proposal. The State of Nebraska is soliciting proposals in response to this RFP. The State of Nebraska reserves the right to reject proposals that attempt to substitute the bidder's commercial contracts and/or documents for this RFP.

The bidders should submit with their proposal any license, user agreement, service level agreement, or similar documents that the bidder wants incorporated in the Contract. The State will not consider incorporation of any document not submitted with the bidder's proposal as the document will not have been included in the evaluation process. These documents shall be subject to negotiation and will be incorporated as addendums if agreed to by the Parties.

If a conflict or ambiguity arises after the Addendum to Contract Award have been negotiated and agreed to, the Addendum to Contract Award shall be interpreted as follows:

- A. If only one Party has a particular clause then that clause shall control;
- B. If both Parties have a similar clause, but the clauses do not conflict, the clauses shall be read together;
- C. If both Parties have a similar clause, but the clauses conflict, the State's clause shall control.



**A. GENERAL**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The contract resulting from this RFP shall incorporate the following documents:

- A. Request for Proposal and Addenda;
- B. Amendments to the RFP;
- C. Questions and Answers;
- D. Contractor's proposal (RFP and properly submitted documents);
- E. The executed Contract and Addendum One to Contract, if applicable ; and,
- F. Amendments/Addendums to the Contract.

These documents constitute the entirety of the contract.

Unless otherwise specifically stated in a future contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) Amendment to the executed Contract with the most recent dated amendment having the highest priority, 2) executed Contract and any attached Addenda, 3) Amendments to RFP and any Questions and Answers, 4) the original RFP document and any Addenda, and 5) the Contractor's submitted Proposal.

Any ambiguity or conflict in the contract discovered after its execution, not otherwise addressed herein, shall be resolved in accordance with the rules of contract interpretation as established in the State of Nebraska.

**B. NOTIFICATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Contractor and State shall identify the contract manager who shall serve as the point of contact for the executed contract.

Communications regarding the executed contract shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth below, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or three (3) calendar days following deposit in the mail.

Vendor Contract Manager	Greg Lemon
Vendor	Nebraska Real Estate Commission
Vendor Street Address	301 Centennial Mall South
Vendor City, State, Zip	Lincoln, NE 68509

**C. GOVERNING LAW (Statutory)**

Notwithstanding any other provision of this contract, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that, (1) the State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State's Constitution, statutes,

common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this agreement must be brought in the State of Nebraska per state law; (4) the person signing this contract on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; (5) the indemnity, limitation of liability, remedy, and other similar provisions of the final contract, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and, (6) all terms and conditions of the final contract, including but not limited to the clauses concerning third party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of the final contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

The Parties must comply with all applicable local, state and federal laws, ordinances, rules, orders, and regulations.

**D. BEGINNING OF WORK**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The bidder shall not commence any billable work until a valid contract has been fully executed by the State and the successful Contractor. The Contractor will be notified in writing when work may begin.

**E. CHANGE ORDERS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Commission and the Contractor, upon the written agreement, may make changes to the contract within the general scope of the RFP. Changes may involve specifications, the quantity of work, or such other items as the Commission may find necessary or desirable. Corrections of any deliverable, service, or work required pursuant to the contract shall not be deemed a change. The Contractor may not claim forfeiture of the contract by reasons of such changes.

The Contractor shall prepare a written description of the work required due to the change and an itemized cost sheet for the change. Changes in work and the amount of compensation to be paid to the Contractor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. The Commission shall not incur a price increase for changes that should have been included in the Contractor's proposal, were foreseeable, or result from difficulties with or failure of the Contractor's proposal or performance.

No change shall be implemented by the Contractor until approved by the Commission, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law.

**F. NOTICE OF POTENTIAL CONTRACTOR BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

If Contractor breaches the contract or anticipates breaching the contract, the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, a proposed cure, and may include a request for a waiver of the breach if so desired. The State may, in its discretion, temporarily or permanently waive the breach. By granting a waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

**G. BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party's discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach which may occur at a different time. In case of default of the Contractor, the State may contract the service from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

The State's failure to make payment shall not be a breach, and the Contractor shall retain all available statutory remedies and protections.

**H. NON-WAIVER OF BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

**I. SEVERABILITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the provision held to be invalid or illegal.

**J. INDEMNIFICATION**

Accept	Reject	Reject & Provide	NOTES/COMMENTS:
--------	--------	------------------	-----------------

(Initial)	(Initial)	Alternative within RFP Response (Initial)	

**A. GENERAL**

The Contractor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all third party claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Contractor, its employees, Subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

**B. INTELLECTUAL PROPERTY**

The Contractor agrees it will, at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims, to the extent such claims arise out of, result from, or are attributable to, the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the Contractor or its employees, Subcontractors, consultants, representatives, and agents; provided, however, the State gives the Contractor prompt notice in writing of the claim. The Contractor may not settle any infringement claim that will affect the State's use of the Licensed Software without the State's prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against the State's use of any intellectual property for which the Contractor has indemnified the State, the Contractor shall, at the Contractor's sole cost and expense, promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State's behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same functionality. At the State's election, the actual or anticipated judgment may be treated as a breach of warranty by the Contractor, and the State may receive the remedies provided under this RFP.

**C. PERSONNEL**

The Contractor shall, at its expense, indemnify and hold harmless the indemnified parties from and against any claim with respect to withholding taxes, worker's compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel, including subcontractor's and their employees, provided by the Contractor.

**D. SELF-INSURANCE**

The State of Nebraska is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01 (Reissue 2008). If there is a presumed loss under the provisions of this agreement, Contractor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,829 – 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (Section 81-8,294), Tort (Section 81-8,209), and Contract Claim Acts (Section 81-8,302), as outlined in Neb. Rev. Stat. § 81-8,209 et seq. and under any other provisions of law and accepts liability under this agreement to the extent provided by law.

**E.** The Parties acknowledge that Attorney General for the State of Nebraska is required by statute to represent the legal interests of the State, and that any provision of this indemnity clause is subject to the statutory authority of the Attorney General.

**K. ATTORNEY'S FEES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if order by the court, including attorney's fees and costs, if the other Party prevails.

#### L. RETAINAGE

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The State will withhold 20 percent (20%) of each payment due as retainage. The entire retainage amount will be payable upon successful completion of the project. Upon completion of the project, the Contractor will invoice the State for any outstanding work and for the retainage. The State may reject the final invoice by identifying the specific reasons for such rejection in writing to the Contractor within forty-five (45) calendar days of receipt of the final invoice. Otherwise, the project will be deemed accepted and the State will release the final payment and retainage in accordance with the contract payment terms.

#### M. ASSIGNMENT, SALE, OR MERGER

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Either Party may assign the contract upon mutual written agreement of the other Party. Such agreement shall not be unreasonably withheld.

The Contractor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Contractor's business. Contractor agrees to cooperate with the State in executing amendments to the contract to allow for the transaction. If a third party or entity is involved in the transaction, the Contractor will remain responsible for performance of the contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

#### N. CONTRACTING WITH OTHER NEBRASKA POLITICAL SUB-DIVISIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor may, but shall not be required to, allow agencies, as defined in Neb. Rev. Stat. §81-145, to use this contract. The terms and conditions, including price, of the contract may not be amended. The State shall not be contractually obligated or liable for any contract entered into pursuant to this clause. A listing of Nebraska political subdivisions may be found at the website of the Nebraska Auditor of Public Accounts.

**O. FORCE MAJEURE**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Neither Party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or manmade event outside the control and not the fault of the affected Party ("Force Majeure Event"). The Party so affected shall immediately make a written request for relief to the other Party, and shall have the burden of proof to justify the request. The other Party may grant the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted Party's own employees will not be considered a Force Majeure Event.

**P. CONFIDENTIALITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with federal and state law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1), which is made applicable by 5 U.S.C. 552a (m)(1), provides that any officer or employee, who by virtue of his/her employment or official position has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

**Q. EARLY TERMINATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The contract may be terminated as follows:

- A. The State and the Contractor, by mutual written agreement, may terminate the contract at any time.
- B. The State, in its sole discretion, may terminate the contract for any reason upon thirty (30) calendar day's written notice to the Contractor. Such termination shall not relieve the Contractor of warranty or other service obligations incurred under the terms of the contract. In the event of termination the Contractor

shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.

**C.** The State may terminate the contract immediately for the following reasons:

- a.** if directed to do so by statute;
- b.** Contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
- c.** a trustee or receiver of the Contractor or of any substantial part of the Contractor's assets has been appointed by a court;
- d.** fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its Contractor, its employees, officers, directors, or shareholders;
- e.** an involuntary proceeding has been commenced by any Party against the Contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the Contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Contractor has been decreed or adjudged a debtor;
- f.** a voluntary petition has been filed by the Contractor under any of the chapters of Title 11 of the United States Code;
- g.** Contractor intentionally discloses confidential information;
- h.** Contractor has or announces it will discontinue support of the deliverable; and,
- i.** In the event funding is no longer available.

**R. CONTRACT CLOSEOUT**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Upon contract closeout for any reason the Contractor shall within 30 days, unless stated otherwise herein:

- A.** Transfer all completed or partially completed deliverables to the State;
- B.** Transfer ownership and title to all completed or partially completed deliverables to the State;
- C.** Return to the State all information and data, unless the Contractor is permitted to keep the information or data by contract or rule of law. Contractor may retain one copy of any information or data as required to comply with applicable work product documentation standards or as are automatically retained in the course of Contractor's routine back up procedures;
- D.** Cooperate with any successor Contractor, person or entity in the assumption of any or all of the obligations of this contract;
- E.** Cooperate with any successor Contractor, person or entity with the transfer of information or data related to this contract;
- F.** Return or vacate any state owned real or personal property; and,
- G.** Return all data in a mutually acceptable format and manner.

Nothing in this Section should be construed to require the Contractor to surrender intellectual property, real or personal property, or information or data owned by the Contractor for which the State has no legal claim.

### III. CONTRACTOR DUTIES

#### A. INDEPENDENT CONTRACTOR / OBLIGATIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

It is agreed that the Contractor is an independent contractor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, agency, or a partnership.

The Contractor is solely responsible for fulfilling the contract. The Contractor or the Contractor's representative shall be the sole point of contact regarding all contractual matters.

The Contractor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Contractor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the Contractor's proposal shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

All personnel assigned by the Contractor to the contract shall be employees of the Contractor or a subcontractor, and shall be fully qualified to perform the work required herein. Personnel employed by the Contractor or a subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Contractor or the subcontractor respectively.

With respect to its employees, the Contractor agrees to be solely responsible for the following:

- A. Any and all pay, benefits, and employment taxes and/or other payroll withholding;
- B. Any and all vehicles used by the Contractor's employees, including all insurance required by state law;
- C. Damages incurred by Contractor's employees within the scope of their duties under the contract;
- D. Maintaining Workers' Compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law; and
- E. Determining the hours to be worked and the duties to be performed by the Contractor's employees.
- F. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Contractor, its officers, agents, or subcontractors or subcontractor's employees)

If the Contractor intends to utilize any subcontractor, the subcontractor's level of effort, tasks, and time allocation should be clearly defined in the bidder's proposal. The Contractor shall agree that it will not utilize any subcontractors not specifically included in its proposal in the performance of the contract without the prior written authorization of the State.

The State reserves the right to require the Contractor to reassign or remove from the project any Contractor or subcontractor employee.

Contractor shall insure that the terms and conditions contained in any contract with a subcontractor does not conflict with the terms and conditions of this contract.

The Contractor shall include a similar provision, for the protection of the State, in the contract with any Subcontractor engaged to perform work on this contract.



**B. EMPLOYEE WORK ELIGIBILITY STATUS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of an employee.

If the Contractor is an individual or sole proprietorship, the following applies:

- A. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at <http://das.nebraska.gov/materiel/purchasing.html>

The completed United States Attestation Form should be submitted with the RFP response.

- B. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
- C. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

**C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory)**

The Contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits Contractors of the State of Nebraska, and their Subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §48-1101 to 48-1125). The Contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Contractor shall insert a similar provision in all Subcontracts for services to be covered by any contract resulting from this RFP.

**D. COOPERATION WITH OTHER CONTRACTORS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Contractor may be required to work with or in close proximity to other contractors or individuals that may be working on same or different projects. The Contractor shall agree to cooperate with such other contractors or individuals, and shall not commit or permit any act which may interfere with the performance of work by any other contractor or individual. Contractor is not required to compromise Contractor's intellectual property or proprietary information unless expressly required to do so by this contract.

**E. PERMITS, REGULATIONS, LAWS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Contractor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the execution of the contract. The Contractor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

**F. OWNERSHIP OF INFORMATION AND DATA / DELIVERABLES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The State shall have the unlimited right to, use all information and data developed or obtained by the Contractor on behalf of the State pursuant to this contract.

The State shall own and hold exclusive title to any deliverable developed as a result of this contract. Contractor shall have no ownership interest or title, and shall not patent, license, or copyright, duplicate, transfer, sell, or exchange, the design, specifications, concept, or deliverable.

It shall be the responsibility of the Contractor to pay for all royalties and costs, and the State must be held harmless from any such claims.

**G. INSURANCE REQUIREMENTS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor shall throughout the term of the contract maintain insurance as specified herein and provide the State a current Certificate of Insurance/Acord Form (COI) verifying the coverage. The Contractor shall not commence work on the contract until the insurance is in place. If Contractor subcontracts any portion of the Contract the Contractor must, throughout the term of the contract, either:

- A. Provide equivalent insurance for each subcontractor and provide a COI verifying the coverage for the subcontractor;
- B. Require each subcontractor to have equivalent insurance and provide written notice to the State that the Contractor has verified that each subcontractor has the required coverage; or,
- C. Provide the State with copies of each subcontractor's Certificate of Insurance evidencing the required coverage.

The Contractor shall not allow any Subcontractor to commence work until the Subcontractor has equivalent insurance. The failure of the State to require a COI, or the failure of the Contractor to provide a COI or require subcontractor insurance shall not limit, relieve, or decrease the liability of the Contractor hereunder.

In the event that any policy written on a claims-made basis terminates or is canceled during the term of the contract or within two (2) years of termination or expiration of the contract, the contractor shall obtain an extended discovery or reporting period, or a new insurance policy, providing coverage required by this contract for the term of the contract and two (2) years following termination or expiration of the contract.

If by the terms of any insurance a mandatory deductible is required, or if the Contractor elects to increase the mandatory deductible amount, the Contractor shall be responsible for payment of the amount of the deductible in the event of a paid claim.

Notwithstanding any other clause in this Contract, the State may recover up to the liability limits of the insurance policies required herein.

**A. WORKERS' COMPENSATION INSURANCE**

The Contractor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contractors' employees to be engaged in work on the project under this contract and, in case any such work is sublet, the Contractor shall require the Subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the Subcontractor's employees to be engaged in such work. This policy shall be written to meet the statutory requirements for the state in which the work is to be performed, including Occupational Disease. **The policy shall include a waiver of subrogation in favor of the State. The COI shall contain the mandatory COI subrogation waiver language found hereinafter.** The amounts of such insurance shall not be less than the limits stated hereinafter. For employees working in the State of Nebraska, the policy must be written by an entity authorized by the State of Nebraska Department of Insurance to write Workers' Compensation and Employer's Liability Insurance for Nebraska employees.

**B. COMMERCIAL GENERAL LIABILITY INSURANCE AND COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

The Contractor shall take out and maintain during the life of this contract such Commercial General Liability Insurance and Commercial Automobile Liability Insurance as shall protect Contractor and any Subcontractor performing work covered by this contract from claims for damages for bodily injury, including death, as well as from claims for property damage, which may arise from operations under this contract, whether such operation be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall not be less than limits stated hereinafter.

The Commercial General Liability Insurance shall be written on an **occurrence basis**, and provide Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury, and Contractual Liability coverage. **The policy shall include the State, and others as required by the contract documents, as Additional Insured(s). This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory. The COI shall contain the mandatory COI liability waiver language found hereinafter.** The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned, and Hired vehicles.

REQUIRED INSURANCE COVERAGE		
COMMERCIAL GENERAL LIABILITY		
General Aggregate		\$2,000,000
Products/Completed Operations Aggregate		\$2,000,000
Personal/Advertising Injury		\$1,000,000 per occurrence
Bodily Injury/Property Damage		\$1,000,000 per occurrence
Medical Payments		\$10,000 any one person
Damage to Rented Premises (Fire)		\$100,000 each occurrence
Contractual		Included
XCU Liability (Explosion, Collapse, and Underground Damage)		Included
Independent Contractors		Included
Abuse & Molestation		Included
If higher limits are required, the Umbrella/Excess Liability limits are allowed to satisfy the higher limit.		
WORKER'S COMPENSATION		
Employers Liability Limits		\$500K/\$500K/\$500K
Statutory Limits- All States		Statutory - State of Nebraska
USL&H Endorsement		Statutory
Voluntary Compensation		Statutory
UMBRELLA/EXCESS LIABILITY		
Over Primary Insurance		\$5,000,000 per occurrence
PROFESSIONAL LIABILITY		
Qualification Under Nebraska Excess Fund		
All Other Professional Liability (Errors & Omissions)		\$1,000,000 Per Claim / Aggregate
COMMERCIAL CRIME		
Crime/Employee Dishonesty Including 3rd Party Fidelity		\$1,000,000
CYBER LIABILITY		
Breach of Privacy, Security Breach, Denial of Service, Remediation, Fines and Penalties		\$10,000,000
MANDATORY COI SUBROGATION WAIVER LANGUAGE		Each Occurrence/Aggregate Limit
"Workers' Compensation policy shall include a waiver of subrogation in favor of the State of Nebraska." Includes Non-Owned Disposal Sites		
MANDATORY COI LIABILITY WAIVER LANGUAGE MANDATORY COI SUBROGATION WAIVER LANGUAGE		
"Commercial General Liability & Commercial Automobile Liability policies shall name the State of Nebraska as an Additional Insured and the policies shall be primary and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory as additionally insured." "Workers' Compensation policy shall include a waiver of subrogation in favor of the State of Nebraska."		
MANDATORY COI LIABILITY WAIVER LANGUAGE		
"Commercial General Liability & Commercial Automobile Liability policies shall name the State of Nebraska as an Additional Insured and the policies shall be primary and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory as additionally insured."		

If the mandatory COI subrogation waiver language or mandatory COI liability waiver language on the COI states that the waiver is subject to, condition upon, or otherwise limit by the insurance policy, a copy of the

relevant sections of the policy must be submitted with the COI so the State can review the limitations imposed by the insurance policy.

**C. EVIDENCE OF COVERAGE**

The Contractor shall furnish the Contract Manager, with a certificate of insurance coverage complying with the above requirements prior to beginning work at:

Nebraska Real Estate Commission  
Attn: Greg Lemon  
301 Centennial Mall South  
Lincoln, NE 68509

These certificates or the cover sheet shall reference the RFP number, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration, and amounts and types of coverage afforded. If the State is damaged by the failure of the Contractor to maintain such insurance, then the Contractor shall be responsible for all reasonable costs properly attributable thereto.

Reasonable notice of cancellation of any required insurance policy must be submitted to the contract manager as listed above when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

**D. DEVIATIONS**

The insurance requirements are subject to limited negotiation. Negotiation typically includes, but is not necessarily limited to, the correct type of coverage, necessity for Workers' Compensation, and the type of automobile coverage carried by the Contractor.

**H. ANTITRUST**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under antitrust laws of the United States and the antitrust laws of the State.

**I. CONFLICT OF INTEREST**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

By submitting a proposal, bidder certifies that there does not now exist a relationship between the bidder and any person or entity which is or gives the appearance of a conflict of interest related to this RFP or project.

The bidder certifies that it shall not take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its services hereunder or which creates an actual or an appearance of conflict of interest.

The bidder certifies that it will not knowingly employ any individual known by bidder to have a conflict of interest.

The Parties shall not knowingly, for a period of two years after execution of the contract, recruit or employ any employee or agent of the other Party who has worked on the RFP or project, or who had any influence on decisions affecting the RFP or project.

**J. STATE PROPERTY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor shall be responsible for the proper care and custody of any State-owned property which is furnished for the Contractor's use during the performance of the contract. The Contractor shall reimburse the State for any loss or damage of such property; normal wear and tear is expected.

**SITE RULES AND REGULATIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor shall use its best efforts to ensure that its employees, agents, and Subcontractors comply with site rules and regulations while on State premises. If the Contractor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to in writing between the State and the Contractor.

**K. ADVERTISING**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its services are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

**L. NEBRASKA TECHNOLOGY ACCESS STANDARDS (Statutory)**

Contractor shall review the Nebraska Technology Access Standards, found at <http://nitc.nebraska.gov/standards/2-201.html> and ensure that products and/or services provided under the contract are in compliance or will comply with the applicable standards to the greatest degree possible. In the event such standards change during the Contractor's performance, the State may create an amendment to the contract to request the contract comply with the changed standard at a cost mutually acceptable to the parties.

**M. DISASTER RECOVERY/BACK UP PLAN**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The Contractor shall have a disaster recovery and back-up plan as further defined in the technical specifications section of this RFP, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue services as specified under the specifications in the contract in the event of a disaster.

**N. DRUG POLICY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Contractor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

**IV. PAYMENT**

**A. PROHIBITION AGAINST ADVANCE PAYMENT (Statutory)**

Payments shall not be made until contractual deliverable(s) are received and accepted by the State.

**B. TAXES (Statutory)**

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. Any property tax payable on the Contractor's equipment which may be installed in a state-owned facility is the responsibility of the Contractor.

**C. INVOICES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment at: Nebraska Real Estate Commission, 301 Centennial Mall South, Lincoln, NE 68509. The terms and conditions included in the Contractor's invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

**D. INSPECTION AND APPROVAL**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

Final inspection and approval of all work required under the contract shall be performed by the designated State officials.

The State and/or its authorized representatives shall have the right to enter any premises where the Contractor or Subcontractor duties under the contract are being performed, and to inspect, monitor or otherwise evaluate the work being performed. All inspections and evaluations shall be at reasonable times and in a manner that will not unreasonably delay work.

**E. PAYMENT**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

State will render payment to Contractor when the terms and conditions of the contract and specifications have been satisfactorily completed on the part of the Contractor as solely determined by the State. (Neb. Rev. Stat. Section 73-506(1)) Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2401 through 81-2408). The State may require the Contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any services provided by the Contractor prior to the Effective Date of the contract, and the Contractor hereby waives any claim or cause of action for any such services.

**F. LATE PAYMENT (Statutory)**

The Contractor may charge the responsible agency interest for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2401 through 81-2408).

**G. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The State's obligation to pay amounts due on the Contract for a fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Contractor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the Contractor be paid for a loss of anticipated profit.



#### H. RIGHT TO AUDIT (First Paragraph is Statutory)

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within RFP Response (Initial)	NOTES/COMMENTS:

The State shall have the right to audit the Contractor's performance of this contract upon a 30 days' written notice. Contractor shall utilize generally accepted accounting principles, and shall maintain the accounting records, and other records and information relevant to the contract (Information) to enable the State to audit the contract. The State may audit and the Contractor shall maintain, the Information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation are resolved, whichever is later. The Contractor shall make the Information available to the State at Contractor's place of business or a location acceptable to both Parties during normal business hours. If this is not practical or the Contractor so elects, the Contractor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. Under no circumstance will the Contractor be required to create or maintain documents not kept in the ordinary course of contractor's business operations, nor will contractor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to contractor.

The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously undisclosed overpayment exceeds one percent of the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Contractor, the Contractor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety days of written notice of the claim. The Contractor agrees to correct any material weaknesses or condition found as a result of the audit.

#### V. PROJECT DESCRIPTION AND SCOPE OF WORK

The bidder should provide the following information in response to this RFP.

##### A. PROJECT OVERVIEW

The Nebraska Real Estate Commission is seeking a qualified contractor to develop, implement, and support a license database and management system. The Commission uses the licensee database as the primary software tool to assist in all aspects of the operation of the agency. The Commission is responsible for licensing and regulating real estate agents doing business in the State of Nebraska, as well as registering membership campgrounds, retirement communities, subdivided land developments, and timeshares operating or marketing in the state.

A primary function of the Commission's licensee database is to record data regarding licensees and applicants including typical background and contact information such as name, address, phone number, e-mail address and date of birth, as well as a unique license number, license type and status. The database should also be able to retrieve information regarding real estate licensees and license applicants, including application and license status, compliance with regulatory requirements, such as continuing education and errors and omissions insurance, disciplinary actions, and relationships between designated brokers (who are allowed to run their own companies) and associate brokers and salespersons, who can only maintain and operate under an active license if working under the supervision of a designated broker. For further information regarding the hierarchy see Appendix B.

In addition to the standard database functions of recording information relating to the licensees, the database software must have: 1.) The ability to generate reports and data from the various fields recorded in the database; 2.) The ability to have different levels of users access database information and enter certain information, including different levels of security and access for employees or agents of the Commission, as well as public access by licensees and other parties such as education providers; 3) Web based interfaces for all database functions including but not limited to license application, education, renewal, transfers, trust accounts, complaints, specialized registrations, entities, errors and omissions insurance, and complaints; 4) The ability to generate correspondence, both e-mail and regular mail from database fields; 5) the ability to easily edit the content of such correspondence; 6) The ability to capture, import and associate external documents and files with the database; and 7) Real time display of database information on the Commission website and licensee web interfaces. 8) The ability to enter,

store, and purge records maintained in the database as needed to comply with the Commission's Records Retention Schedule. 9) All other functions as included in General Database Requirements below.

In summary the Commission seeks a state of the art database system with the ability to perform the requirements outlined in this RFP as well as the flexibility to accommodate additional tasks and functions which may arise in the future with a minimal amount of development or programming investment.

## **B. PROJECT ENVIRONMENT**

### **a. Work Environment**

The Nebraska Real Estate Commission is a statutorily created agency of the State of Nebraska which currently has eleven staff members. Eight of the eleven employees work full time in the Nebraska State Office Building, while the three trust account examiners spend the majority of their time examining licensee trust accounts throughout the state. Each of the eight staffers in the office has a Windows based personal computer running either Windows 7 or 10 Enterprise with broadband internet access. It is preferred that the requested database software be accessible within the existing hardware and network framework provided by the State of Nebraska.

Bidder should provide a statement that the proposed database will work on the existing hardware and network provided by the Commission. If there is any aspect of the proposal which requires additional or different resources bidder must clearly note such requirements. Operation within the current environment is strongly preferred but the Commission will consider utilizing other resources if a business case can be made for their use, such as creating direct or indirect cost savings or work processing efficiencies.

Requirements for scanning equipment or procurement of scanning services shall not be considered an exception to the above preference.

### **b. Current Database Environment**

#### **i. Hardware/Technical**

1. Server
  - a. Server 2008
  - b. CPU: 2 X 2.40 GHz Intel Xeon
  - c. RAM: 1 GB
2. Network
  - a. TCP/IP
3. Database
  - a. SQL Anywhere Server -version 11
  - b. Sybase version 9.0
  - c. Powerbuilder Classic – version 12.5 Build 4595
  - d. Infomaker – version 9.0

The database consists of 136 tables, 69 procedures and functions and there are 15 power builder libraries. Further detail on Database Specification and Table structure has been created and will be made available to the contractor for data analysis and conversion.

## **C. PROJECT REQUIREMENTS**

The Commission is seeking a qualified contractor to provide a new real estate licensing system and the resources related to project planning, detailed design, development, testing, implementation and support of a software product for the Commission's real estate licensing duties and office functions. The Commission is seeking to further improve customer service and staff productivity by expanding and streamlining business processes by providing a flexible application that will quickly adapt to rule and law changes, automate and integrate record-keeping processes, augment record management through electronic data exchange and web services, capture data in a timely and efficient manner and allow services on a 24x7 schedule via self-service web portal. The specific requirements for functionality are contained in this section and further detail on current system operations is provided in Appendix A.

The following is a description of current primary database operations to address in vendor's response. The Commission has also identified additional required functionality of the requested database software where applicable. It is required that all functionality contained in this section be provided by the database software product. Please identify which functions your system can offer, and describe how bidder's solution can address the Commission's needs. The Commission will consider proposals with limited exceptions, those exceptions to the required functionality must be clearly noted in the response to the RFP, and will be grounds for scoring deductions.

## **D. DATABASE REQUIREMENTS**

### **1. General Database Requirements**

- a. Vendor must provide a database that meets the Commission's requirements to:
  - i. Develop a customized database that, at a minimum, ensures the capability of the Commission's current system.
  - ii. Customize the database to meet the Commission's requirements
  - iii. Ensure the database is configurable to meet current and future business needs.
  - iv. Ensure the database is customizable by the Commission directly.
  - v. Use proven technology that is no more than one generation behind current versions.
  - vi. Recommended that all required functionality be built in the database without third party components.
  - vii. Be willing to host the application, code, and database or allow for the Commission's OCIO's office to host.
  - viii. Convert current database to the new database.
  - ix. Provide onsite training to the Commission's staff on using the system, as well as training the Commission's IT Staff on code, database, and system maintenance.
  - x. Allow Commission's IT Staff to conduct system administration and basic update functions.
- b. Vendor must design the database to provide secure access in multiple and flexible ways as prescribed by the Commission. This includes but is not limited to:
  - i. Multiple levels of access
  - ii. Secure logins
  - iii. Security access per user type or department
  - iv. Allows information changes by identified user groups
- c. Vendor must provide a database to be searchable keying on various fields. This includes but is not limited to:
  - i. Searchable fields, sortable, and exportable
  - ii. Query options by one or many fields
  - iii. Capability to save search capabilities
  - iv. Capability to search for licensees that are now, or were ever licensed at a company.
  - v. Capability to search for licensee name should include exact search and like search options.
- d. Vendor must provide a database with an interface that is informative, fast, and easy to use. This includes but not limited to:
  - i. Easy to use and clean unified interface as determined by the Commission
  - ii. Easy to navigate and designed according to logical groupings as determined by the Commission.
  - iii. Multiple screens to be displayed simultaneously
  - iv. Graphical interface that expands as needed to perform large complicated license transfers, setups, and new broker or business configurations. This must include drag and drop functionality to move persons/licenses from one broker to another.
  - v. Single data repository and screen display for all information. All relevant information presented in a single interface.
- e. Vendor must provide a database which supports various flags for items. This includes but is not limited to:

- i. A time sensitive flag. Flag of person or record will expire in a given time.
  - ii. A permanent flag. Flag of person or record with no expiration date.
  - iii. Capability of automatically and correctly flagging license records with applicable flags, i.e. License recognition, multiple brokers.
  - iv. Capability to flag licensees that are also Commissioners. Flag should distinguish between current and previous.
  - v. Capability to flag a licensee that identifies if they only want a newsletter by email.
  - vi. Capability to flag a record on preferred method of correspondence, email or mail, and which address, home, work, branch office, etc.
- f. Vendor must provide a database to support various means of data input. This includes but is not limited to:
  - i. Option to upload documents
  - ii. Must provide for a Records Management system with a way to purge records based on the retention schedule as defined by the Commission, including batch purges.
  - iii. Capability to save received emails in the contact history of each license or module component.
  - iv. Ability to upload scanned documents in as a batch.
- g. Vendor must provide a database to support various means of data output. This includes but is not limited to:
  - i. Export capabilities
  - ii. Record sets must be accessible by users for printing or mail merge.
  - iii. Capability of emailing licensees directly, when transactions are completed. (automatically)
  - iv. Forms must be editable by users of the system and available in a format for printing from browser. Must work in latest versions of Internet Explorer, Edge, and Chrome.
  - v. Ability to export various dates from the system such as course date, expiration dates, disciplinary actions due dates, etc and provide a calendar report/function for staff and for export to website for licensees
- h. Vendor must provide a database to support the storing of various history. This includes but is not limited to:
  - i. Track and store every notification, letter, meeting, complaint, license history, etc., to view retrieve, resend or audit information.
  - ii. Record contact history with licensees.
  - iii. Disciplinary action and case management tracking and history
  - iv. Allow licensing department the ability to manage revenue collection while maintaining a detailed history.
  - v. Store actual money history for licensees to include history when funds are used by other licensees.
- i. Vendor must provide a database to perform unique actions that occur to licensees, entities, providers and branch offices. This includes but is not limited to:
  - i. Process to change entity name and broker name in the same transaction.
  - ii. Process that automatically carries the entity name to their branch licenses.
- j. Vendor must provide a database with various automated processes. This includes but is not limited to:
  - i. Updates that occur in real-time for all aspects of the transactions
  - ii. Entered credits that must be verified, confirmed, and made available by accounting, prior to use for any transaction.
  - iii. An internal queue that allows work to be performed and held until the last requirements are met, then the transaction may process.
  - iv. A process to prevent a license from being issued to revoked, suspended, deceased licensee, or certain flagged licensees.
  - v. The capability to identify and notify the investigator when a license changes or is updated.
  - vi. Capability of notifications and alerts to licensees and various staff.
  - vii. Ability to add consumer member to the database.

k. Document Imaging/Scanning/Retrieval

The bidder will use the State's existing image library (Hyland OnBase). The system must associate document id numbers with the filed document handle number stored in OnBase in order to display, retrieve, print, fax, and email selected document images.

The bidder should propose when and how the documents should be scanned, redacted, and tagged for this manual filing/retrieval. Redaction must be applied, in part or whole, to personal protected information (PPI) as defined by policy. The OnBase image library will store images of both the Original document and the redacted version. The SoS internal users will have access to the image of the Original or redacted document.

Criteria for the system include:

- i... viewing or retrieving images through the bidder application or Nebraska.gov without signing into the OnBase image library for an entity, debtor, or document number.
- ii. ability to print, fax, or email all or selected page(s) from a selected image. Must be able to print on appropriate size paper.
- iii. ability to print, fax, or email single or multiple document images for an entity without having to open or view the image(s). Must be able to print on appropriate size paper.

2. Licensee Data

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

a. Current Database Functional Requirements

- i. Insert a new licensee record
- ii. Save Changes
- iii. Delete certain information
- iv. Query criteria listed in the licensee screen
- v. Sort the queries
- vi. License Transfer process
- vii. Track Licensee education, examination and licensure information
- viii. Produce Letters and review a letter history
- ix. Track Trust Account Information
- x. Manually enter and/or import and edit licensee's continuing education courses and tracks if they have met their requirement for the current education period.
- xi. Track the License History for a licensee such as statuses and designated brokers.
- xii. Attach a Branch License record to a designated broker's license record.
- xiii. Mark a receipt or license to print from the licensee screen.
- xiv. Enter and edit a licensee's alias (AKA).
- xv. Enter and edit if a licensee holds licenses in other jurisdictions.
- xvi. View the affiliated licensees from an employing/designated broker's file.
- xvii. View the broker from an affiliated licensee's file
- xviii. Manually enter and/or import and edit a licensee's errors and omissions insurance information.
- xix. Print labels or envelopes for a specific licensee.
- xx. Export a list of queried licensees.
- xxi. Export specified fields to a licensee portal
- xxii. Numerous reports, queries, labels, emails and letters are currently produced by the database.

b. Additional Required Functionality

- i. Track multiple testing options such as state, national or both and ability to choose passed or failed exam for each section. Also generate a letter or email once options have been selected.

- ii. Track an entity registration from a licensee screen.
- iii. Track age of application—the Commission needs to track the date we received the application since it expires after one year, if license not issued
- iv. Ability to associate scanned images or digital files with licensee database records
- v. Ability to track application process, including mailing and receipt of the background reports to applicants, and make application information available online
- vi. Ability to transfer a licensee between brokers using an online process
- vii. Ability to track requirements imposed upon applicant by the Commissioners for criminal actions and notify staff if requirements are not met.
- viii. Ability to conduct end-of-year functions such as switching many licensee statuses at one time based on criteria, change receipt numbers based on year issued.
- ix. Ability to track all license information and allow licensees to update from portal (addresses, name, etc)
- x. Ability to track various education requirements, property management, disciplinary, etc.
- xi. Ability to track informal special appearance requirements as required by the Commission.

### 3. Issue New Licenses

The Issue New Licenses module issues the license and changes the screens in the Licensee Module once the button is pressed. Newly licensed affiliated licensees then appear in their designated broker's record. The system automatically generates a wall license, receipt card, and a letter.

#### a. Additional Required Functionality

- i. Produce and attach or link new licensee information to an email sent to the broker and the licensee
- ii. Ability to print license and receipts from portal
- iii. Ability to change the status of pending licenses as a batch or group process based on criteria.
- iv. Ability to produce numerous reports, queries, labels, emails and letters similar to those produced by our current database.

### 4. Trust Accounts

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

#### a. Current Business Functions

- i. Add Financial Institution information
- ii. Add trust account number, date opened, closed and the last date audited.
- iii. Currently the exams are conducted and tracked on an Excel spreadsheet. The exam date is manually entered into the database screen, and the exam is printed and placed in the licensee's paper file.

#### b. Additional Required Functionality

- i. Mobile Trust Account Examinations which offer the ability to have data entered and imported into the system and attached to the licensee's record (remote access to the database).
- ii. Ability to produce numerous reports, queries, labels, emails and letters.

### 5. License Renewal Entry

The Renewal Entry Module has the ability to read barcodes so renewals can be entered to the appropriate record. The licensee's renewal information is entered in this module and updates their licensee module. This also records the payment made for the renewal and issues a receipt. This process can either be done manually or by using the import method. The barcode reader Identification of renewals documents for entry is an optional requirement, as it is being phased out as the Commission has greater and greater adoption of online renewals. The Commission currently utilizes an online renewal system which allows the records to be flagged when renewal is required, to

change their personal information, submit payment, and tracks their progress with the renewal. This system provides the staff to view their renewal information, accept or reject their renewal (providing them the reason for rejection), send them emails such as reminders, receipt cards, etc. The system also allows for staff to make corrections to a record created if done in error.

a. Additional Required Functionality

- i. Ability to approve renewal before system is updated
- ii. Ability to change statuses as a batch or group based on criteria
- iii. Ability to either incorporate the current renewal system or provide a similar solution within the new database.
- iv. Ability to produce numerous reports, queries, labels, emails and letters similar to those which are currently produced by our systems.

6. Certifications

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

a. Business Functions

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

b. Additional Required Functionality

- i. This module does not pull accurate information, therefore, it is currently not being used.

The Commission would like it to pull correct data and produce the report electronically.

- ii. The Commission would also like a computer generated receipt to be issued by the system for such payment and have the ability to print or send via email.
- iii. Ability to produce numerous reports, queries, labels, emails and letters.

7. Group Transfers

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

a. Additional Required Functionality

- i. The Commission requires a computer generated receipt to be issued by the system for such payment and have the ability to print or send the receipt via email.
- ii. Ability to produce reports, queries, labels, emails and letters.

8. Complaint Information

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

a. Current Business Functions

- i. Enter Complainant(s) information
- ii. Enter Respondent(s) information
- iii. Enter Prehearing Information
- iv. Enter Hearing Information
- v. Enter Settlement Information
- vi. Tracks information sent, due and received.
- vii. Produce a Report/Function that would provide a calendar for staff to track due dates.
- viii. Numerous reports, queries, labels, and letters are currently produced by the database.

b. Additional Required Functionality

- i. Ability to enter fines associated with the complaint and create a receipt when paid. Fines such as hearing costs and civil fines are currently kept track of on an excel spreadsheet.
    - ii. Ability to associate the complaint information to a licensee's record
- 9. NE State Code  
The NE State Code links to current state license law statutes and regulations which can be applied to letters and screens as necessary.
- 10. Institution Information  
The Institution Module tracks information relating to other license jurisdictions, commissioners, libraries and miscellaneous individuals who have requested to receive publications from the Commission's office.
  - a. Ability to include contracted individuals/entities, such as examination and errors and omissions insurance providers, to be entered into this module for use in pulling in their information to letters and reports as necessary.
  - b. Ability to track how individuals receive their correspondences via mail, email etc.
- 11. Educator Information  
The Educator Module tracks education schools, instructors and the courses approved to provide to licensees. The Commission currently utilizes an online system to allow for Education providers to enter course verifications and produces various reports for educators. The Education Portal allows the Commission to import the course verifications and distribute them to licensee's records, produce reports, and update various educator information.
  - a. Ability to track course and provider schedules and provide calendar report/function for online viewing and updating
  - b. Ability to produce and track renewals for courses, schools, and instructors
  - c. Ability to track significant changes
  - d. Ability to produce numerous forms, reports, queries, labels, emails and letters.
- 12. Course Information  
The Course Information Module tracks the approved education courses and those approved to provide the course.
  - a. Current Business Functions
    - i. Enter the approved continuing education course information and assign a course number
  - b. Additional Required Functionality
    - i. Ability to enter Broker-Approved Training information and various other education types
    - ii. Ability to track brokers who have approved training for their affiliated licensees
    - iii. Reporting options
    - iv. Ability to track expiration date for purpose of course/instructor approval renewal
    - v. Ability to create mailing labels/lists and emails
    - vi. Ability to produce numerous forms, reports, queries, labels, emails and letters.
- 13. Import Exams  
The Import Exam Module allows the Commission to import a file of the examination results for licensees from the Commission's contracted real estate license examination provider.
- 14. Deposit Information  
The Deposit Information Module gathers all payments and compiles a report which is used to make deposits to the State Treasurer's office.
  - a. Current Business Functions



- i. The system returns all payments made under each module to a “deposit document” which is used to compare against funds received.
    - b. Additional Required Functionality
      - i. All modules have a longer field length to accommodate credit card approval numbers.
      - ii. Currently all fund types are lumped into one category. The Commission requires the ability to separate the different payment types by day and account code.
      - iii. Ability to approve the payments prior to updating the system in a delayed capture style.
15. Misc. Income
- The Misc. Income Module allows payments to be entered for funds which were not received by licensees.
- a. Current Business Functions
    - i. Enter any payments received that are not directly associated with a licensee.
    - ii. Manually write a paper receipt and mail it to the payee.
  - b. Additional Required Functionality
    - i. Produce a computer generated receipt with the ability to print or email receipt.
    - ii. End-of-Year automated change to new receipt sequence.
16. Specialized Registration
- The Specialized Registration Module keeps track of professional corporations, limited liability companies, retirement subdivisions & communities, sub-divided lands, time-shares, exchange programs, and membership campground registrations. In addition, the Commission is also using this module to track the receipt of criminal background checks.
- a. Current Business Functions
    - i. Enter Registration
    - ii. Delete Registration
    - iii. Track Dates for Renewal and Expiration Purposes
    - iv. Enter payments received
    - v. Manually write a paper receipt
  - b. Additional Required Functionality
    - i. Ability to produce computer generated receipts.
    - ii. Ability to produce computer generated letters.
    - iii. Ability to produce a certificate of registration.
    - iv. Ability to associate business entities to licensees’ records
    - v. Ability to produce list of all entities to be verified with the Secretary of State’s Office.
17. Utilities
- The Utilities Module allows us the ability to change drop down menus throughout the system, add user access, do certain dba functions, and also contains the functions for exporting and importing website data.
- a. Current Business Functions
    - i. Manually select the criteria to produce a data file used to support our online database. The file contains all of the records not just the updated records.
    - ii. Import data that was entered on our website.
  - b. Additional Required Functionality
    - i. Pull only new information to a data file or have an automated update process for website updating.
    - ii. Forms and fields available to the licensees for self-updating and reporting.
    - iii. Ability to change various requirements in the system such as education hours required, type of education required, fees associated to different processes, staff names, positions and signatures; accounting codes, license and complaint statuses,

checklist items, or provide a similar solution so that changes can be easily made by IT Staff.

18. Reports

The Reports Module is where all of the reports and letters available from the system are located. The Commission currently have the ability to sort and export most reports and letters.

a. Current Business Functions

- i. Renewal Reports/Letters
- ii. Initial License Reports/Letters
- iii. Complaint Reports/Letters
- iv. Education Reports/Letters
- v. Deposit Reports/Letters
- vi. Receipts for printing and reports for audit purposes
- vii. Transfer Reports/Letters
- viii. Trust Account Reports/Letters
- ix. Examinations Reports/Letters
- x. Errors & Omissions Insurance Reports/Letters
- xi. Licensee Mailing Labels
- xii. Monthly Statistical Reports
- xiii. Specialized Registration Reports

b. Additional Required Functionality

- i. The Commission would like to be able to customize the letters and reports, as well as database queries, such as be able to enter, delete, sort or drill down on the fields located in the reports.
- ii. Ability to email reports, lists, letters, licenses, and receipts.

18. Logins and Clearances

a. Additional Required Functionality

- i. Ability to restrict functions (view, add, change, delete) by user ID or group profile security.
- ii. Ability to restrict access to individual screens and modules by user ID or group profile security.
- iii. Procedures and controls to validate input, process and outputs.
- iv. Procedures to ensure subsequent correction and editing of erroneous data.
- v. System controls to prevent loss of data during a system crash or power outage.
- vi. Versioning and change control process for application version integrity and integrity between each of bundled vendor products.

3. Online Functions, Licensee and Public Interfaces

The Commission currently utilizes Nebraska.gov, the state's online information portal, to provide online access to information by the public and licensees, as well as online filing of certain applications. The proposal must provide a means to continue these services, either through continued interface with Nebraska.gov, or directly through the vendor software. Specific current and desired services are outlined below:

a. Public Disciplinary and License Status Search

Allows the public or anyone to search for licensees by name or a group of licensees (such as all active licensees in a certain county) and get information on current license status, broker affiliation, and disciplinary action with an associated disciplinary action summary. New vendor software to additionally provide the public or other external partners with the ability to export group lists for a fee.

b. Licensee Portal

Allows licensees and other business partners to login with a password and userid to access specific applicant and licensee database information including continuing education, broker affiliation, errors and omissions insurance, and license status (i.e. Active/inactive, Renewed/non-renewed). New vendor software to additionally provide information, as determined by the Commission, to be updated by the license, applicants or other business partners. It is desired that only one userid is provided to each user to

access multiple portals, such as licensee and education provider if they are both.

c. Online Renewals

Allows licenses to renew their license online, the online provider creates a file of entered information for import into the Commission's database. Additionally, the Commission staff is able to produce reports, change or delete licensees renewal, produce reports and send mass emails with and without attachments. The new vendor software must be able to provide equivalent functionality whether online or within the software providing real time changes to website.

d. Education Portal

Allows continuing education providers to enter continuing education and broker approved training activities. Activity records are entered by the provider, a file is created and imported into the Commission's database and into a licensee's education history record. The Commission staff is able to update the information entered by the providers prior to importing data, produce reports, and update provider, course and instructor information as needed. The new vendor software must be able to provide equivalent functionality whether online or within the software providing real time changes to website

e. Fillable Forms

The Commission's forms are online as printable PDF's <http://www.nrec.ne.gov/licensing-forms/formlist.html> The new vendor software must be able to create webpages for submittal and allow Commission's IT staff ability to update forms as necessary for all forms listed.

f. Online Payment functions

Online payments via credit card or ACH are currently processed by the State of Nebraska's online provider. All payments are taken via delayed capture so that the Commission can review the data before taking the money. It is anticipated that this payment process will be transferred to the Commission new vendor software provider to provide credit card processing. The provider must be PCI/DSS Compliant and approved by the Nebraska Treasurer's Office and the OCIO's Office before the payment process transfer can be completed. Online functions must interface with the credit card functions.

g. Additional Desired Online Functions

The Commission is seeking a system that will integrate and accommodate online license application, online license transfer between broker, online license generation/printing, self-service licensee updates of email addresses and other personal information where a distinct filing or fee is not required, and online license history certification in addition to the above functions. All forms to be submittable using online web pages. All information, as determined by the Commission, should be allowed updateable when logged into a Portal as provided online by the Commission, i.e., educator portal, licensee portal, etc. Please see Database Requirements in this section above as well as Appendix A for additional information relating these functions.

## **E. TECHNICAL REQUIREMENTS**

The Requested Software and Database Storage, backup and retrieval systems must meet or exceed Nebraska Information Technology Commission Standard regarding security, backup, and system continuity, backup plan must provide for a maximum 24 hour period to full recovery for all system data and functionality.

All Applicable NITC Technology Standards must be met: <http://www.nitc.nebraska.gov/standards/index.html>

System average response time should be an average time of no greater than 500 ms and under 2 seconds under any circumstances for routine data entry and database functions. Batch import and report queries may exceed the two second maximum response time requirement.

Must interface with Microsoft Office suite of products and Windows based office automation products.

All data hosted pursuant to this contract must be hosted and backed up in United States.

## **F. PROJECT PLANNING AND MANAGEMENT**

Bidder will submit a plan or project planning and management, including timelines for implementation with total contract start to go live date not to exceed one year, identification of project personnel and their roles and responsibilities, review of project requirements and development of software documentation, as well as expectations/requirements regarding Commission participation in the development and implementation of the database, database conversion, and staff training as required.

#### **G. POST IMPLEMENTATION SUPPORT AND TRAINING**

Bidder will provide a proposal for post implementation support of the database software provided pursuant to this RFP. The proposal will include method of contact and times of availability of support personnel, as well as items included in the cost of the core support plan, and items which should be priced or provided outside the core support plan.

Failure of the database software to function within the specification of this RFP shall not be considered a support issue, but will be considered a warranty issue for the term of the contract and any renewals entered into pursuant to this RFP shall not be considered a support item, and shall be considered a warranty issue, with such failures to be corrected at no additional cost to the Commission in a timely and expedient manner.

Bidder must provide training to the Commission's IT Staff on code, database, system maintenance and administration and other basic update functions.

#### **H. SYSTEM AVAILABILITY/FINAL ACCEPTANCE CRITERIA**

The performance period shall begin no later than the Go Live date and shall end when the vendor-supplied software services have met the standard of performance within production for a period not to exceed sixty (60) consecutive days by operating in conformance with the vendor's technical specifications or as quoted in the vendor's response to the RFP. Maintenance and subscription charges shall apply beginning on the day of acceptance and shall be prorated (if necessary).

- a. The availability level for a system is computed by dividing the operational use time by the sum of that time and system failure downtime.
- b. Operational use time for performance testing is defined as the accumulated time during which the application is in actual operation including any interval of time between the start and stop of the application.
- c. System failure downtime is that period of time when any application associated with the system is inoperative due to vendor-supplied software failure or incompatibility with a vendor approved hardware configuration.
- d. Downtime for each incident shall start from the time the Commission makes a bona fide attempt to contact the contractor's designated representative at the prearranged contact point until the system becomes available for use in proper operating condition, exclusive of such travel time required by vendor's maintenance personnel but not in excess of two (2) hours.
- e. During the performance period for a system, a minimum of eighty (80) hours of operational use time, with productive or simulated work, will be required as a basis for completion of the effectiveness level.
- f. NREC shall maintain appropriate records and shall notify the vendor in writing of the date of the first day of the successful performance period.
- g. Application shall not be accepted and no payments or maintenance charges paid until the system acceptance criteria are met. Commission will confirm by letter when system is accepted.
- h. Operational use time and downtime shall be measured in hours and whole minutes. Downtime for routine maintenance or updates may be scheduled for a time not to exceed four (4) hours per week, outside of normal business hours for the agency (8am - 5pm Central time, Monday through Friday).

- i. The system software vendor shall not be penalized for lack of performance of any hardware not furnished by them.
- j. In the event that the vendor's furnished software does not perform as specified, the acceptance test shall continue until the software has performed according to its respective requirements, but in no event will this time exceed one year.
- k. Software listed on the purchase order not performing to specifications shall not be accepted and no charges will be paid for vendor's representatives' time, travel, or material to bring the specific software up to the acceptable performance level.
- l. The vendor shall be liable for all inbound and outbound preparation and shipping costs for software replaced or returned as a result of failure to meet the performance standard.

## I. DELIVERABLES

Contractor will provide the following deliverables pursuant to and according to the terms of this RFP and shall provide a detailed explanation of how they will meet the requirements of each deliverable in their response to the RFP:

### a. DELIVERABLES

- i. Project Plan  
A detailed plan including timelines for implementation and identification of personnel and resources needed from completion of the project services as defined in this RFP, included anticipated level of participation by Nebraska Real Estate Commission Staff and Nebraska Real Estate Commission resources needed for project development.
- ii. Licensing Software Documentation  
Details documentation of developed licensing software package, including source code and specification on programming language and functionality of the created software. Contractor will explain in their response in detail what will be included in this documentation. Contractor will also maintain a current version of software documentation as described in the previous sentence with a mutually agreed upon escrow agent or service, at the expiration of the development of the database software and any system support agreements as described in this RFP, such escrowed documentation shall be provided to the Commission, along with a perpetual right to use the described software system. State may request a copy of this documentation for review purposes with procedures mutually agreeable to the parties at any time during the contract or maintenance period.
- iii. Legacy Database Conversion  
Conversion and import of existing Legacy dataset into the new database software package, including testing a verification of accuracy of all data imports.  
Bidder to describe the strategy to be used to ensure data quality before and after all data conversions, including testing and final conversions. Also describe the approach to data scrubbing and quality assessment of data before moved to the new system. Describe the manual and/or automated controls and methods to be used to validate the conversion and to ensure that all data intended for conversion has been converted. Describe the process for data error detection and correction, and the process for resolving anomalies.
- iv. Backup/Disaster Recovery Plan  
Documentation on how software vendor intends to comply with NITC backup and disaster recovery requirements, back up plan must provide for a maximum 24 hour period to full recovery for all system data and functionality.
- v. Database Software Hosting  
Hosting of the database either within the state informational technology structure, or with an external host according to the technical requirements of this RFP
- vi. Database Software Development  
Development of database software as required by the terms of this RFP  
Upon payment by the Commission to the contractor for software development and all deliverables defined herein (excluding support payments), Commission shall be entitled to ownership and use of such software as further provided in subsection III, F of this RFP. .
- vii. Commission Staff Training  
Training of Commission staff up to twenty (20) hours or the point of proficiency on the functionality and use of the delivered software package, whichever comes first.

Additional training may be required for key personnel for tasks related to configuration and modification of the software and functions such as the creation of templates and other “superuser” functions. Additional training may also be supplied as agreed to under the software support service.

- viii. Database Software Testing  
Comprehensive testing of the database software to ensure proper performance and compliance with specifications.
- ix. Database Software Implementation  
Successful implantation and delivery of the database software product developed pursuant to the specifications contained in this RFP. There shall be no additional charge for any vendor implemented software version upgrades or changes during the term of the agreement or any extensions thereto entered into pursuant to this RFP.
- x. System Support  
Software support for the implemented database software package as further defined in this RFP

**b. PAYMENT**

Commission may be billed for the database software upon final delivery of all items i-ix, above, and all requirements of this RFP relating to these items being met, other than ongoing support, and escrowed software documentation as described in ii. Commission may billed and provide payment or support services up to a year in advance of such services being provided. Payment shall be made according to state law and the terms and conditions as stated in Section HH of this RFP.

## **J. PROPOSAL SUBMISSION**

### **A. REQUEST FOR PROPOSAL FORM**

By signing the "RFP for Contractual Services" form, the bidder guarantees compliance with the provisions stated in this RFP, agrees to the Terms and Conditions stated in this RFP unless otherwise agreed to, and certifies bidder maintains a drug free work place environment.

The RFP for Contractual Services form must be signed using an indelible method (not electronically) and returned per the schedule of events in order to be considered for an award.

Sealed proposals must be received in the Nebraska Real Estate Commission by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted. No electronic, e-mail, fax, voice, or telephone proposals will be accepted.

It is the responsibility of the bidder to check the website for all information relevant to this solicitation to include addenda and/or amendments issued prior to the opening date. Website address is as follows: <http://das.nebraska.gov/materiel/purchasing.html>

Further, Sections II through VII must be completed and returned with the proposal response.

### **B. CORPORATE OVERVIEW**

The Corporate Overview section of the Technical Proposal should consist of the following subdivisions:

#### **a. BIDDER IDENTIFICATION AND INFORMATION**

The bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business and whether the name and form of organization has changed since first organized.

#### **b. FINANCIAL STATEMENTS**

The bidder should provide financial statements applicable to the firm. If publicly held, the bidder should provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the bidder's financial or banking organization.

If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, should be submitted in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm should provide a banking reference.

The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.

The State may elect to use a third party to conduct credit checks as part of the corporate overview evaluation.

#### **c. CHANGE OF OWNERSHIP**

If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the bidder should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded vendor(s) will require notification to the State.

#### **d. OFFICE LOCATION**

The bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.

#### **e. RELATIONSHIPS WITH THE STATE**

The bidder should describe any dealings with the State over the previous three (3) years. If the organization, its predecessor, or any Party named in the bidder's proposal response has contracted with the State, the bidder should identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.

**f. BIDDER'S EMPLOYEE RELATIONS TO STATE**

If any Party named in the bidder's proposal response is or was an employee of the State within the past eighteen (18) months, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.

If any employee of any agency of the State of Nebraska is employed by the bidder or is a Subcontractor to the bidder, as of the due date for proposal submission, identify all such persons by name, position held with the bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the bidder may be disqualified from further consideration in this proposal. If no such relationship exists, so declare.

**g. CONTRACT PERFORMANCE**

If the bidder or any proposed Subcontractor has had a contract terminated for default during the past three (3) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the bidder's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the bidder or litigated and such litigation determined the bidder to be in default.

It is mandatory that the bidder submit full details of all termination for default experienced during the past three (3) years, including the other Party's name, address, and telephone number. The response to this section must present the bidder's position on the matter. The State will evaluate the facts and will score the bidder's proposal accordingly. If no such termination for default has been experienced by the bidder in the past three (3) years, so declare.

If at any time during the past three (3) years, the bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting Party.

**h. SUMMARY OF BIDDER'S CORPORATE EXPERIENCE**

The bidder should provide a summary matrix listing the bidder's previous projects similar to this RFP in size, scope, and complexity. The State will use no more than three (3) narrative project descriptions submitted by the bidder during its evaluation of the proposal.

The bidder should address the following:

- i. Provide narrative descriptions to highlight the similarities between the bidder's experience and this RFP. These descriptions should include:
  - a) The time period of the project;
  - b) The scheduled and actual completion dates;
  - c) The Contractor's responsibilities;
  - d) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address); and
  - e) Each project description should identify whether the work was performed as the prime Contractor or as a Subcontractor. If a bidder performed as the prime Contractor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.
- ii. Contractor and Subcontractor(s) experience should be listed separately. Narrative descriptions submitted for Subcontractors should be specifically identified as Subcontractor projects.



- iii. If the work was performed as a Subcontractor, the narrative description should identify the same information as requested for the Contractors above. In addition, Subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a Subcontractor.

i. **SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH**

The bidder should present a detailed description of its proposed approach to the management of the project.

The bidder should identify the specific professionals who will work on the State's project if their company is awarded the contract resulting from this RFP. The names and titles of the team proposed for assignment to the State project should be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified.

The bidder should provide resumes for all personnel proposed by the bidder to work on the project. The State will consider the resumes as a key indicator of the bidder's understanding of the skill mixes required to carry out the requirements of the RFP in addition to assessing the experience of specific individuals.

Resumes should not be longer than three (3) pages. Resumes should include, at a minimum, academic background and degrees, professional certifications, understanding of the process, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from the State.

j. **SUBCONTRACTORS**

If the bidder intends to Subcontract any part of its performance hereunder, the bidder should provide:

- i. name, address, and telephone number of the Subcontractor(s);
- ii. specific tasks for each Subcontractor(s);
- iii. percentage of performance hours intended for each Subcontract; and
- iv. total percentage of Subcontractor(s) performance hours.

**C. TECHNICAL APPROACH**

The technical approach section of the Technical Proposal should consist of the following subsections:

- a. Understanding of the project requirements;
- b. Proposed development approach;
- c. Technical considerations;
- d. Backup/Disaster Recovery Plan
- e. Detailed project work plan; and
- f. Deliverables and due dates.

## **VI. COST SHEET REQUIREMENTS**

**THE COST DOCUMENT SUBMITTED WITH THE PROPOSAL SHALL NOT BE CONSIDERED CONFIDENTIAL OR PROPRIETARY AND IS CONSIDERED A PUBLIC RECORD IN THE STATE OF NEBRASKA AND WILL BE POSTED TO A PUBLIC WEBSITE.**

### **A. PRICING SUMMARY FOR DATABASE SOFTWARE DEVELOPMENT AND SUPPORT**

This section describes the requirements to be addressed by bidders in preparing the Cost Sheet. The bidder must submit the Cost Sheet in a section of the proposal that is a separate section or is packaged separately as specified in the RFP from the Technical Proposal section.

The component costs of the fixed price proposal for providing the services set forth in the Request for Proposal must be provided by submitting forms substantially equivalent to those described below.

#### **1)PRICING SUMMARY FOR DATABASE SOFTWARE DEVELOPMENT AND SUPPORT**

This summary shall present the total fixed price to perform all of the requirements of the Request for Proposal for database software development (see Payment/Deliverables section above for more details), and a separate, annual price for support services for the developed database. The bidder must include details in the Cost Proposal supporting any and all costs. These details must include, at a minimum, detailed descriptions and/or specifications of the goods and/or services to be provided, quantities, and timing and unit costs, if applicable.

The State reserves the right to review all aspects of the Cost Proposal for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

### **B. PRICES**

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the bidder, F.O.B. destination named in the RFP. No additional charges will be allowed for packing, packages, or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.

**Form A**  
**Bidder Contact Sheet**  
**Request for Proposal Number 2018-1**

Form A should be completed and submitted with each response to this RFP. This is intended to provide the State with information on the bidder's name and address, and the specific person(s) who are responsible for preparation of the bidder's response.

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

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

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

**REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM**

**BIDDER MUST COMPLETE THE FOLLOWING**

By signing this Request for Proposal for Contractual Services form, the bidder guarantees compliance with the procedures stated in this Request for Proposal, and agrees to the terms and conditions unless otherwise indicated in writing and certifies that bidder maintains a drug free work place.

Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat § 73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

\_\_\_\_\_ NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this RFP.

\_\_\_\_\_ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

\_\_\_\_\_ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. §71-8611 and wish to have preference considered in the award of this contract.

**FORM MUST BE SIGNED USING AN INDELIBLE METHOD (NOT ELECTRONICALLY)**

FIRM:	
COMPLETE ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
DATE:	
SIGNATURE:	
TYPED NAME & TITLE OF SIGNER:	

**COST SHEET**  
**RFP 2018-1**  
**Nebraska Real Estate Commission Licensee Database**

The component costs of the fixed price proposal for providing the services set forth in the Request for Proposal must be provided by submitting forms substantially equivalent to those described below.

**PRICING SUMMARY FOR DATABASE SOFTWARE DEVELOPMENT AND SUPPORT**

This summary shall present the total fixed price to perform all of the requirements of the Request for Proposal for database software development (see Payment/Deliverables section above for more details), and a separate, annual price for support services for the developed database. The bidder must include details in the Cost Proposal supporting any and all costs. These details must include, at a minimum, detailed descriptions and/or specifications of the goods and/or services to be provided, quantities, and timing and unit costs, if applicable.

The State reserves the right to review all aspects of the Cost Proposal for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

Total Cost of Database Development, Training and Implementation	First Year Annual Maintenance and Support
\$	\$