ADDITIONAL ONE
QUESTIONS and ANSWERS

Date: November 25, 2015
To: All Bidders
From: Teresa Fleming/Nancy Storant, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 5161Z1
to be opened December 29, 2015 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder’s responsibility to check the State Purchasing Bureau website for all addenda or amendments.

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<td>1.</td>
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<td>I was curious if the assessment proves that the State needs to replace the existing system, will the State release an RFP for the financial system? Or is the selected contractor expected to provide the new financial system? Any clarification would be greatly appreciated.</td>
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<td></td>
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<td>The State will determine how best to proceed upon recommendations from the eProcurement consultant. This RFP is not for a new financial system. It is only for consulting services for developing a readiness assessment, business case, and plan for the implementation of an eProcurement Solution to replace and/or enhance the existing JD Edwards Payroll and Financial System.</td>
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<td>2.</td>
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<td>I would like to know when the Department would like to acquire the eProcurement System?</td>
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<td>This is unknown at this time. A determination will be made based upon the recommendations from the eProcurement consultant.</td>
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<td>3.</td>
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<td>Has funding for the system been secured and if so, through what source?</td>
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<td>The State will determine how to proceed with obtaining funding after reviewing the recommendations provided by the eProcurement consultant.</td>
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<td>4.</td>
<td>Is there any sort of estimated project cost for the system?</td>
<td>There is not an estimated cost for the system. This RFP isn’t for the eProcurement solution, but is for consulting services only. As part of the Contractor’s methodology, the Contractor will be responsible for providing an estimated cost for an eProcurement solution being proposed for budgeting purposes.</td>
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<td>5.</td>
<td>In order to for us to submit a proposal, please verify that bidder company (us) does not have to be a 'Nebraska Contractor' or 'Disabled Veteran business' in order to be considered for award.</td>
<td>The bidder does not have to be a Nebraska Contractor or a Disabled Veteran business. 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. However, the awarded contractor must be registered with the Secretary of State. Neb. Rev. Stat §73-107 provides for a preference for Resident disabled veterans or businesses located in a designated enterprise zone. Any bidder wishing to have a preference, if applicable, must mark the box in order to be considered for a preference in the award of the contract.</td>
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<td>6.</td>
<td>The work described in Phase I (item d) of the Scope of Work is stated as, “review and update”. This same work is described in the Scope of Work in Phase III (items b-e). Is it the expectation of the State that the work in Phase I (d) will be evaluation and development of specific recommendations for what work will be performed as part of Phase III (b-e)? Please note this also impacts the Cost Proposal as the same language is utilized there in description of deliverables.</td>
<td>Phase I requirement(s) is to review the existing processes, manuals, boilerplates, etc. and provide recommendations for improvements to existing processes, manuals, etc. Phase III requirement(s) is based on implementation of an eProcurement Solution and updating of the existing processes, manuals, boilerplates, etc. to coincide with the eProcurement solution.</td>
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<td>Section IV, D Cost Proposal</td>
<td>43</td>
<td>Phase I requirement(s) is to review the existing processes, manuals, boilerplates, etc. and provide recommendations for improvements to existing processes, manuals, etc.</td>
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<td>7.</td>
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<td>Section IV, H</td>
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<td>9.</td>
<td>Section IV, G</td>
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<tr>
<td>10.</td>
<td>Attachment A</td>
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<td>11.</td>
<td>Attachment A</td>
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| **12.** | **Section IV, A**  
**Project Overview** | Regarding the desired eProcurement Solution, are SaaS solutions an option for the State or does the system have to be an on-premise solution within the State’s data center?  
The eProcurement consultant is to provide their recommendation as to the best solution(s). Per Section IV – Project Description and Scope of Work, D. Scope of Work, Phase I. a. Develop comprehensive and understandable business case and methodology that allows state policy makers to properly evaluate the options, risks, level of effort, cost, and value expected in replacement and/or enhancement of its current procurement system, policies and procedures. This RFP is for an eProcurement consultant, not for an eProcurement solution. |
| **13.** | **Section IV, B**  
**Project Environment** | Regarding Agencies conducting their own procurement activities, what procurement systems, if any, are in use at the Agencies? Do Agencies have their own system for processing payments or do they use the JD Edwards system?  
No. All agencies utilize the JD Edwards System for processing payments. Department of Roads has their own hybrid system that is currently interfaced into the existing JD Edwards ERP system for processing payments. The State is unaware of any other systems currently being used by other state agencies. |
| **14.** | **Section II C**  
12 | Per the statement about independence, are vendors eligible to bid on independent roles for this project such as IV&V, Quality Assurance, or Project Management of the system implementation in the future?  
The State intends to award this RFP to one Contractor to provide the services described in the RFP. |
| **15.** | **Section II I**  
15 | Should the cost proposal be separately sealed?  
No. Technical and Cost Proposals 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” x 11” format. Pages may be consecutively numbered for the entire proposal, or may be numbered consecutively within sections. Figures and tables must be numbered consecutively within sections. Figures and tables must be numbered and referenced in the |
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<td>16.</td>
<td>Section IV A</td>
<td>41</td>
<td>Reference is made to &quot;a shared services module.&quot; Please clarify what you mean by the quoted term. Are you simply referring to the ability of both DAS and DHHS using the same vendor-provided solution or are you referring to something else?</td>
<td>Shared Services, in this instance, means the Contractor must provide an assessment and recommendation as to whether or not centralization of procurement processes within Administrative Services is feasible to create greater alignment between processes and technology or whether DHHS should centralize procurement processes, which fall under DHHS’s procurement authority.</td>
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<td>17.</td>
<td>Section IV A</td>
<td>41</td>
<td>Are solutions vendors eligible to propose on this planning work for the eProcurement system?</td>
<td>The State will evaluate any and all proposals received that meet the mandatory requirements. Please also note Section II. C. DISQUALIFICATION (INDEPENDENCE) of the RFP.</td>
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<td>18.</td>
<td>Section IV C, Item 1 and 2</td>
<td>42</td>
<td>Is your expectation that the proposal submitted by the bidder describe how baseline measures be collected? Or, are you describing activities that the selected bidder will conduct as part of the project? Understanding that with regard to the former, these will likely be high-level and generic.</td>
<td>The State is describing requirements the Contractor must complete as part of the project.</td>
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<td>19.</td>
<td>Section IV C, Item 3</td>
<td>42</td>
<td>Conducting the readiness assessment may require extensive interviews. Is your expectation that these be conducted face-to-face or could they be conducted through a videoconference facility? In addition, do you have an estimate of the number of state agencies to which this applies amount? Are those state agencies aware of this procurement?</td>
<td>The State does not have a preference as to how the Contractor conducts interviews in order to complete the readiness assessment. The bidder must include, in their response, the number of readiness assessments that are needed to provide comprehensive recommendations.</td>
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<td>20.</td>
<td>Section IV D, Phase 1, Item B</td>
<td>43</td>
<td>Please confirm that you are asking the selected bidder to review and update a range of documents that may in fact be impacted by the selected solution or by modifications to</td>
<td>See response to Question 6.</td>
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the JD Edwards environment. It would seem to us that some or all of these documents could be impacted by the solution ultimately chosen. Please provide more details.

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<td>25.</td>
<td>Section IV G Item 2</td>
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<td><strong>26.</strong></td>
<td>Section V A Item h</td>
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<td><strong>27.</strong></td>
<td>Section V A Item i</td>
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<td><strong>28.</strong></td>
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<td><strong>29.</strong></td>
<td>Due Date Cover</td>
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<td><strong>30.</strong></td>
<td>IV - D 43</td>
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<td><strong>31.</strong></td>
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<td><strong>32.</strong></td>
<td>V - B 48</td>
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<td><strong>33.</strong></td>
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<td>35.</td>
<td>IV - D</td>
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<td>36.</td>
<td>IV - D</td>
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<td>II-C</td>
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and vendor(s) used for this contract will be precluded from submitting a proposal, assisting another company in making a proposal, or otherwise materially participating in any subsequent contract in relation to the final eProcurement solution. The Contractor awarded this RFP cannot bid or participate on the future eProcurement system.

| 39. | II-I | 14 | What is the effect of denoting copyrighted and or proprietary information? Will it be given special confidentiality? How will non-proprietary materials be handled? | Refer to Section III – Terms and Conditions, Item OO – Proprietary Information provides the information for submitting proprietary information and what is considered proprietary information as provided for within Nebraska’s public records statutes. |
| 40. | N/A | N/A | Are there any prerequisites required to participate in this bid process (documents, forms, etc)? | There are no prerequisites required to respond to this RFP. |

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.