

## ADDENDUM TWO QUESTIONS and ANSWERS

Date: March 27, 2020

To: All Bidders

From: Connie Heinrichs/Nancy Storant, Buyers  
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 6249 Z1 to be opened April 9, 2020 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.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	D. TECHNICAL REQUIREMENTS  2. The system must allow for a minimum of 1,000 users, including DHHS, IS&T, and financial services staff across the State, to access the system. Currently there are approximately 300 DHHS staff users and 260 Board Members, and the system will also need to accommodate additional	NE Licensure RFP_030420.docx  Page 37	Can the state please verify user counts? The state specifies that a minimum of 1000 users are needed, but then lists 560 staff between DHHS and Board Members. How many internal staff users are required and how many external users (individuals and establishments) are required?	DHHS has calculated approximately 560 staff and Board Member users. Approximately 300 staff may be using the system all day, 5 days a week. DHHS anticipates approximately 15 of those staff users to have administrator roles. Our 260 Board Members may use it for a couple of days per month. DHHS anticipates usage by applicants, licensees, and other entities, such as schools and compacts, via an online system where each user has their own account. Those users would access the system briefly to check status, renew, or upload/ exchange data. DHHS is unsure of the potential usage by applicants,

	online users. An approximate minimum of one-third of the total number of concurrent users should be able to be in the system at any given time, without negatively impacting performance.			licensees, and external entities, because DHHS hasn't had that capability in the past. Usage would tend to be heavier at the end of renewal periods.
2.	DAC-1	20	<p>This requirement states: "There are approximately 94 microfilm rolls with up to 1500 pages of records on each roll, for up to 141,000 microfilm records that must be digitally converted. Additionally, approximately 25,000 pages of Board meeting minutes and associated files that should be digitized"</p> <p>(a) Is the expectation that the microfilm rolls will be converted to digital files, such as PDF, to be stored within the solution? Or is the expectation that the microfilm rolls will have data converted into records which contain the data found within the film rolls?</p> <p>(b) If the expectation is that the microfilm rolls will be converted into records which contain the data found within the film rolls, are there</p>	<p>(a) Converting the microfilm rolls is an optional service of this RFP. See Cost Proposal.</p> <p>Yes, DHHS requires the capability to store historical records in the system, to make them available online, and to be able to search them by keyword. Any digitization proposal would need to include those capabilities.</p> <p>All proposals should address the storage and search capability of digitized records, such as PDFs.</p> <p>(b) The film rolls are all labeled with their contents, and there are identifiers/ indexes within the records.</p>

			common identifiers found within the film rolls that would assist with the identification of the entity with whom the data would be associated with?	
3.	Interfaces/Imports/Exports Requirements	20	Your RFP mentions a need for certain third-party data-exchange interfaces. Please provide an inventory of these required system interfaces and the purpose of each. Also, please note if each interface will be one-way or two-way.	DHHS does not currently have this capability, so we do not have an inventory of users to provide. See INT-1 in the Business Requirements Matrix. Some data exchanges will be two-way, such as with compacts, and some will be one-way, such as schools uploading transcripts, or testing entities uploading exam scores.
4.	Inspections and Mobile Functionality Requirements	20	<p>Can you elaborate on the need for mobile inspection/field investigation capabilities? Please respond to the following:</p> <p>(a) How many mobile devices would the agency need set up to use on the new system?</p> <p>(b) Would the agency need to use its own devices and mobile service, or could it pursue an all-inclusive solution integrated with its back-office system?</p> <p>(c) In order that we may determine the number of forms that would be integrated into the new mobile system, how many different forms are currently in use in the field?</p>	<p>(a) DHHS anticipates approximately 120 mobile devices.</p> <p>(b) DHHS anticipates to purchase its own mobile devices, to comply with OCIO security and support requirements. DHHS requires full functionality with the system whether using desktops in the office or mobile devices in the field.</p> <p>(c) DHHS does not know the exact number of forms, but Attachment 7 includes examples of forms that are currently used. The number of forms in Attachment 7 is the minimum number of total forms in use. Most of the forms used in the field are similar by function, but have specific variations by license type. For instance, a cosmetology establishment and a pharmacy would both need inspection forms, but the forms would vary by license</p>

				<p>type. Child care inspection forms will be similar, but will vary by specific child care license types and regulatory requirements.</p> <p>All establishments, including child care, pharmacies, cosmetology, and health care facilities, in addition to investigation forms for establishments and individuals, would have specific forms for various license types.</p>
5.	N/A	N/A	<p>What is the budget for this project? If all cost proposals come in above a certain amount, would this RFP be cancelled? What is that amount? Did the legislature allocate any funds specifically for this project? If so, what is the amount allocated, and when does it need to be used?</p>	<p>Bidders should propose a solution that meets all the requirements of the RFP.</p>
6.	N/A	N/A	<p>We have a Named User licensing structure. We define Named Users as "staff with access to the back-office Software regardless of whether such access is concurrent or consecutive." Back-office access is defined b by access to the [REDACTED] software system by State staff, which does not include access to public-facing online web functionality. Based on this definition, how many Named Users does the agency anticipate having on its new system?</p>	<p>See response to question #1.</p> <p>Bidders should propose a solution that meets all the requirements of the RFP.</p>

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