

**State of Nebraska**  
**REQUEST FOR INFORMATION**

SOLICITATION NUMBER	RELEASE DATE
<b>RFI BR03</b>	<b>3/24/21</b>
OPENING DATE AND TIME	PROCUREMENT CONTACT
<b>5/5/21 2:00 p.m. Central Time</b>	<b>Erica McClinton</b>

This form is part of the specification package and must be signed in ink or DocuSign and submitted via ShareFile, along with information documents, by the opening date and time specified.

**PLEASE READ CAREFULLY!**

**SCOPE OF SERVICE**

The State of Nebraska (State), Administrative Services (AS), State Budget Division (hereafter known as Budget Division), is issuing this Request for Information RFI BR03 for the purpose of gathering information for a new budget request system.

Written questions are due no later than April 7, 2021, and should be submitted via ShareFile via (insert link)

Vendor should submit one (1) original of the entire RFI response. RFI responses must be submitted via ShareFile and received by the State Purchasing Bureau by the RFI due date and time.

**VENDOR MUST COMPLETE THE FOLLOWING**

By signing this Request For Information form, the vendor guarantees compliance with the provisions stated in this Request for Information.

FIRM: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED NAME & TITLE OF SIGNER: \_\_\_\_\_

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**I. SCOPE OF THE REQUEST FOR INFORMATION**

The State of Nebraska, Administrative Services (AS), State Budget Division (hereafter known as Budget Division), is issuing this Request for Information, RFI BR03 for the purpose of gathering information for a new budget request system.

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

**A. SCHEDULE OF EVENTS**

The State intends to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

	<b>ACTIVITY</b>	<b>DATE/TIME</b>
1	Release Request for Information	March 24, 2021
2	Last day to submit written questions <a href="https://nebraska.sharefile.com/r-ra710571f1d864451a0807a990c6d5535">https://nebraska.sharefile.com/r-ra710571f1d864451a0807a990c6d5535</a>	April 07, 2021
3	State responds to written questions through Request for Information “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>	April 14, 2021
4	RFI opening Submission: <a href="https://nebraska.sharefile.com/r-r96de8cda21b949828e20c9c4b97d68d5">https://nebraska.sharefile.com/r-r96de8cda21b949828e20c9c4b97d68d5</a>  Virtual opening via Zoom: Join Zoom Meeting <a href="https://us02web.zoom.us/j/84069198053?pwd=TzFrK2NEcFZXengrZE5nSEliU2ljUT09">https://us02web.zoom.us/j/84069198053?pwd=TzFrK2NEcFZXengrZE5nSEliU2ljUT09</a>  Meeting ID: 840 6919 8053 Passcode: 320791 One tap mobile +13462487799,,84069198053#,,,,*320791# US (Houston) +16699006833,,84069198053#,,,,*320791# US (San Jose)  Dial by your location +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) Meeting ID: 840 6919 8053 Passcode: 320791 Find your local number: <a href="https://us02web.zoom.us/u/kdJLVutMBN">https://us02web.zoom.us/u/kdJLVutMBN</a>	May 05, 2021 2:00 PM Central Time
5	Oral interviews/presentations and/or demonstrations	TBD

## **II. RFI RESPONSE PROCEDURES**

### **A. OFFICE AND CONTACT PERSON**

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for the RFI is as follows:

Name: Erica McClinton  
Agency: State Purchasing Bureau  
Address: 1526 K Street, Suite 130  
Lincoln, NE 68508  
Telephone: 402-471-6500  
E-Mail: [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov)

### **B. GENERAL INFORMATION**

A subsequent Request for Proposal (RFP) may not be issued as a result of this RFI. There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal. This RFI does not obligate the State to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

### **C. COMMUNICATION WITH STATE STAFF**

From the date the Request for Information is issued and until RFI opening (as shown in the Schedule of Events), contact regarding this RFI between potential vendors and individuals employed by the State should be restricted to written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions, or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

### **D. WRITTEN QUESTIONS AND ANSWERS**

Any explanation desired by a vendor regarding the meaning or interpretation of any Request for Information provision should be submitted to the State Purchasing Bureau and clearly marked "RFI Number BR03; New Budget Request System Questions". It is preferred that questions be submitted via ShareFile at

<https://nebraska.sharefile.com/r-ra710571f1d864451a0807a990c6d5535>.

It is recommended that Bidders submit questions sequentially numbered, include the RFI reference and page number using the following format.

<u>Question Number</u>	<u>RFI Section Reference</u>	<u>RFI Page Number</u>	<u>Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <http://das.nebraska.gov/materiel/purchasing.html> on or before the date shown in the Schedule of Events.

**E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS**

The State reserves the right to conduct oral interviews/presentations and/or demonstrations if required at the sole invitation of the State.

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

**F. SUBMISSION OF RESPONSE**

Vendors submitting electronic responses must submit responses via ShareFile using the submission link below.

Note to vendors: Not all browsers are compatible with ShareFile. Currently Chrome, Internet Explorer and Firefox are compatible. After the vendor clicks the proposal submission link, the vendor will be prompted to enter contact information including an e-mail address. By entering an e-mail address, the vendor should receive a confirmation email confirming the successful upload directly from ShareFile.

**Proposal submission link:**

<https://nebraska.sharefile.com/r-r96de8cda21b949828e20c9c4b97d68d5>

Technical and Proprietary information should be uploaded as separate and distinct files.

- i. If multiple duplicated responses are submitted, the State will retain only the most recently submitted response.
- ii. If it is the vendors intent to submit multiple proposals, the vendor must clearly identify the separate submissions.
- iii. It is the vendor’s responsibility to electronically submit the response by the date and time indicated in the Schedule of Events. It is the vendor’s responsibility to allow time for electronic uploading. All file uploads should be completed by the Opening date and time per the Schedule of Events. No late responses will be accepted.

**ELECTRONIC PROPOSAL FILE NAMES**

The vendor should clearly identify the uploaded response files. To assist in identification the vendor should use the following naming convention:

- i. RFI BR03, ABC Company Name, Description of Service
- ii. If multiple files are submitted, add the number of files to file names: RFI BR03 ABC Company Name, File 1 of 2.

**G. PROPRIETARY INFORMATION**

**A separate file must be submitted and clearly indicated the file contains proprietary or copyrighted materials.**

If the Vendor wishes to withhold proprietary or other commercial information from disclosure, the Vendor must identify the proprietary information, mark the proprietary information according to state law, and submit only the proprietary information as a separate electronic file that is named “PROPRIETARY INFORMATION”.

The vendor should include 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 VENDOR MAY NOT ASSERT THAT THE ENTIRE RESPONSE IS PROPRIETARY.** Cost will not be considered proprietary and are a public record in the state of Nebraska.

The State will then determine, in its sole discretion, if the disclosure of the information designated by the Vendor as proprietary would 1) give advantage to business competitors and 2) serve no public purpose. Absent a determination by the State that the information may be withheld pursuant to Neb. Rev. Stat. § 84-712.05, the State will consider all information a public record subject to disclosure. It will be the Vendor's responsibility to defend the Vendor's asserted interest in non-disclosure.

#### H. **REQUEST FOR INFORMATION OPENING**

The responses will be publicly opened, and the responding entities announced on the date, time, and location shown in the Schedule of Events. Responses will be available for viewing by those present after the opening via online.

Virtual opening via Zoom:

<https://us02web.zoom.us/j/84069198053?pwd=TzFrK2NEcFZXengrZE5nSEliU2liUT09>

Meeting ID: 840 6919 8053

Passcode: 320791

One tap mobile

+13462487799,,84069198053#,,,,\*320791# US (Houston)

+16699006833,,84069198053#,,,,\*320791# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC) Meeting ID: 840 6919 8053

Passcode: 320791

Find your local number: <https://us02web.zoom.us/j/84069198053?pwd=TzFrK2NEcFZXengrZE5nSEliU2liUT09>

### **III. PROJECT DESCRIPTION AND SCOPE OF WORK**

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

#### **A. PURPOSE AND BACKGROUND**

The budget for the State of Nebraska is comprised of over 80 state agencies, boards, commissions, and constitutional entities. All of these entities will be referred to as “agency” or “agencies” in this document. There are six basic fund types with each fund type having one or more funds under them. The State’s budget has two distinct types of budgets, one for agency operations and another for capital construction projects. The requirements for these two types of budgets are different. For their operational budget request, the agency may include a breakdown of appropriation as agency operations and state aid.

The State currently has a system, known as the Nebraska Budget Request and Reporting System, or NBRRS, that is used to capture the operations and capital construction budget requests from agencies. This system was developed in 2007 and began use in 2008. NBRRS uses a browser-based application with the backend database hosted on internal state servers. Information contained in these budget requests are the basis for Governor recommendations and for legislative action.

The budget request process is used by the State of Nebraska to assist in the development of the most significant State public policy statement and plan for the use of public resources, human and financial, is its budget. The State budget embodies the policy and financial priorities for State government. Consequently, it is imperative that the budget system software utilized for the development of agency budget requests providing decision-makers with information allowing for informed and insightful decisions to be made in regard to the allocation of public resources. Such a system must increase and improve access to, use, and presentation of budget request information by elected and appointed leaders to facilitate the best possible decision-making. The system must also make budget request information readily accessible to citizens when and where they want it. The system should create opportunity for greater participation by the public budget process and understanding about State government by all persons.

The budget request system should also be easy to use with improved work productivity for persons carrying out State budget responsibilities. It should utilize generally accepted technologies that are easily obtained and that do not require additional expense for agencies. The system should provide a tracking of changes made to the submission after it has been submitted and is being reviewed.

The budget request system will need to interface with existing state systems to aggregate financial data and personnel data. This data would become the basis of the budget request. The budget system should have a dynamic reporting capability and the ability to “export” data back out existing state system.

The budget request system must present the operational and capital construction budgets as separate documents. The budget request system should be able to produce a report that includes the original request, the recommendation, and the differences on a year-over-year and biennial basis.

**B. SCOPE OF WORK**

Desired features of a new budget request system

**1. “Issue” Preparation –**

- a.** Ability for the agency to define a “decision point” for consideration of change the level of resources provided to the agency.
- b.** Issues can contain multiple budgetary program for the agency and may include positions and operational accounting codes to articulate a detailed request.
- c.** The new budget request system should put an emphasis on explanation and justification, not accounting codes or job codes. Using the “Issues” functionality, an agency can identify the specific agency goals, objectives, outcomes, cost-drivers, activities or initiatives for which the agency is requesting a change in appropriated resources.
- d.** The issue is self-defined by the agency on one screen with all of the justification necessary to support its request encapsulated within the identified issue rather than buried within three different screens as has been the case with the previous system. This information becomes a “decision point” for the Governor and Legislature. The Issues submitted for consideration can also be much more easily understood by the public than has historically been the case with information presented in the previous budget request system.
- e.** Detail of the request should include position requirements, object code, fund type, and the amount of agency operations and state aid.

1.1	Provide a detailed narrative describing methodologies can meet the “issue preparation” need.
Vendor Response:	

**2. Productivity enhancements**

The new budget request system should include a number of features designed to improve the information presented to decision-makers and the public by allowing agency end-users to focus more of their time and energy on enhancing their explanation and justification of requested changes in appropriated resources rather than on data entry, including:

- a.** Automatic pre-loading of historical expenditures and personnel services data from existing State sources.
- b.** The exiting State resources in includes the Oracle JD Edwards accounting system currently used by the state for historical and payroll information and Workday for personnel information.
- c.** Allows automatic pre-loading of base year budget amounts as previously entered by the agency in the State’s accounting system and State’s human resources system. The base year budget amounts establish the “starting point” to which all requested changes in appropriated resources are compared.

2.1	Provide a detailed narrative describing methodologies can meet the “productivity enhancements” need.
Vendor Response:	

**3. Transparency**

Agency budget requests, including the Issues for which an agency is requesting a change in appropriated level of resources, will be readily accessible to citizens when and where they want it from the web.

3.1	Provide a detailed narrative describing methodologies can meet the “transparency” need.
Vendor Response:	

**4. Web-based application**

The application must be available 24/7 online and require a secure log-in.

Citizens and other interested persons will be able to view submitted budget requests or print a copy of requests online.

4.1	Provide a detailed narrative describing methodologies can meet the “web-based application” need.
Vendor Response:	

**5. Enterprise and Multi-Agency Issues**

Special system functionality must allow for easy aggregation of costs associated with enterprise issues that affect all agencies of State government. It must also support more limited aggregation of costs for multiple agencies where two or more of them share responsibility for accomplishment of specific goals, objectives, or outcomes as defined the Budget Division.

5.1	Provide a detailed narrative describing methodologies can meet the “enterprise and multi-agency issues” need.
Vendor Response:	

**6. Indirect Costs Identification**

Special system functionality must allow for easy identification of indirect of costs associated with an issue that may affect another agency in State government.

6.1	Provide a detailed narrative describing methodologies can meet the “indirect costs identification” need.
Vendor Response:	

**7. Online Help**

Agency end-users will have several different online help resources to assist while they are preparing their budget request, such as step-by-step instructions, “mouseover” tool tips, a FAQ, and a direct link to the official biennial budget instructions.

7.1	Provide a detailed narrative describing methodologies can meet the “online help” need.
Vendor Response:	

**8. Support interfacing with existing state systems.**

The new budget system must utilize NIS accounting object coding to the greatest extent possible to enhance consistency between systems and ease of use by agency end-users. The system should also interface with the state's personnel system, Workday.

8.1	Provide a detailed narrative describing methodologies can meet the "support of interfacing with existing state systems" need.
Vendor Response:	

- 9. Narrative text editor**  
The new budget request system must include a robust text editor allowing significantly improved narrative capabilities. Ideally this would include seamless integration with Microsoft Office.

9.1	Provide a detailed narrative describing methodologies can meet the "narrative text editor" need.
Vendor Response:	

- 10. Division Narrative**  
The new budget request system must allow for preparation of a separate narrative for explanation of activities, priorities, etc. of programs within which exist shared strategic and/or programmatic objectives as defined by the Budget Division.

10.1	Provide a detailed narrative describing methodologies can meet the "support of interfacing with existing state systems" need.
Vendor Response:	

- 11. Narrative elements**  
The new budget request system must facilitate a dynamic narrative element where distinct information would be entered. This must include all narrative elements.

11.1	Provide a detailed narrative describing methodologies can meet the "narrative elements" need.
Vendor Response:	

- 12. Narrative attachments**  
The technology must allow for the attachment of documents.

12.1	Provide a detailed narrative describing methodologies can meet the "narrative attachments" need.
Vendor Response:	

- 13. Default Selections**  
The new budget request system must include functionality that would allow a user to setup a default selection customized for that user's needs.

13.1	Provide a detailed narrative describing methodologies can meet the "default selections" need.
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Vendor Response:

**14. Fund Analysis**

The new budget request system should allow for the creation of cash flow information for various state funds. The funds that would require cash flow information would include cash funds, federal funds, and revolving funds. The fund analysis should provide for the beginning balance and then calculate the year-end fund balance. Functionality should include adding revenue and expenditure amounts at a detailed level.

14.1	Provide a detailed narrative describing methodologies can meet the “fund analysis” need.
Vendor Response:	

**15. Versioning**

The new budget request system should allow for versioning capabilities to support “what if” budget iterations as well as version copying and version merging. This should include the ability to track changes to the requested budget. At a minimum this tracking should include the user, the date, and the amount of the change.

15.1	Provide a detailed narrative describing methodologies can meet the “versioning” need.
Vendor Response:	

**16. Balance Checking and Edits**

The new budget request system must include a utility to assist the agency end-user to locate and fix areas of their budget request that are “out-of-balance”, are not completed, or does not meet the criteria set by the Budget Division.

16.1	Provide a detailed narrative describing methodologies can meet the “balance checking and edits” need.
Vendor Response:	

**17. 508 compliant - The new budget request system must be accessible by persons with disabilities. The state standard set by the NITC are found at <https://nitc.nebraska.gov/standards/8-Chapter.pdf>.**

17.1	Provide a detailed narrative describing methodologies can meet the “508 compliant” need.
Vendor Response:	

- 18. Flexible Budget Cycle support**  
 Provides a mechanism for the system to be configured for a biennial, two-year, or one-year, annual, budget request.

18.1	Provide a detailed narrative describing methodologies can meet the “Flexible Budget Cycle support” need
Vendor Response:	

- 19. Capital Construction**  
 Provides a mechanism for agencies to enter requests for capital construction projects. There are three type of projects, new projects and reaffirmation of ongoing projects, and projects related to building renewal, known as 309 projects.

19.1	Provide a detailed narrative describing methodologies can meet the “Capital Construction” need.
Vendor Response:	

# Form A

## Vendor Contact Sheet

### Request for Information Number BR03

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the vendor's name and address, and the specific persons who are responsible for preparation of the vendor's response.

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

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

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