

ADDENDUM ONE, QUESTIONS and ANSWERS

Date: October 18, 2019

To: All Bidders

From: Holly Glasgow, Buyer
Department of Health and Human Services

RE: Addendum for Request for Information CAMPS
to be opened October 28, 2019 at 2:00 p.m. Central Time

Questions and Answers

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

Question Number	RFI Section Reference	Question	State Response
1		Could you give an indication of the volume of contracts and counterparties that the State of Nebraska wish to create and store within a contract management solution? Additionally, how many additional contracts would be created and executed per month?	Approximately 2500 total agreements are active at any given time. Approximately half are contracts for services and half are grant agreements (subawards with federal funds or state grant agreements of state funds). Less than a hundred are interlocal and interagency agreements; volume is approximately 150-300 per month.
2		Is it the expectation of the State that RFI responses be mailed or submitted via email?	We will accept responses either by mail or email. Hand delivered responses or responses delivered by FedEx or UPS should be delivered to DHHS - 3rd Floor Reception Desk - 301 Centennial Mall South, Lincoln, NE 68509. Email is preferred.
3	1.1	What are the estimated timelines for vendor selection, implementation start and go live for this project?	See Section 2.2 in RFI.
4	3.1	It is acknowledged that DHHS is not looking for an electronic bidding, requisitioning, or purchase order system. Please can you inform us what other systems (if any) you have in place for these areas, in addition to JDE & Periscope?	DHHS uses SharePoint as a requisitioning system.

5	3	How many people are in the procurement organization?	DHHS Central Procurement Services consists of 23 current full-time employees.
6	3	How many users / stakeholders do you envisage using the Contract solution?	Approximately 250.
7	3	What is the annual addressable spend for DHHS?	Due to system limitations, this information is not easily assessable to DHHS. The DHHS budget is approximately 3.6 billion with a large amount being contractual services.
8	3	How many contracts are created / awarded per year?	2500
9	3	How many procurements are run per year?	If a "procurement" is defined as a service contract, we engage in approximately 1200 procurements per year. If it is defined as a formal competitive solicitation, we plan to engage in approximately 50-60 procurements per year.
10	3	If the Procurement Planning solution proposed by the vendor is deemed as not a good fit for DHHS, would the Procurement Services organization be open to continuing using MS Project for this component?	DHHS is open to reviewing any solution.
11	3.2	How many contract templates does DHHS have currently?	See Question 36.
12	3.2	How many workflow processes does DHHS currently have? On average, how many review steps are included in each workflow process?	DHHS has the following workflow processes: agreement drafting and review; agreement loading (into JD Edwards System); agreement payment. On average, there are four review steps for each process.
13	3.3	Is integrate with JD Edwards Required? If so, where is JD Edwards hosted? Are APIs available to DHHS?	No, integration with JD Edwards is not required.
14	3.3	Is integrate with Hyland OnBase Required? If so, where is Hyland OnBase hosted? Are APIs available to DHHS?	No, integration with Hyland OnBase is not required.
15	3.4	Is integrate with Periscope Required? If so, where is Periscope hosted? Are APIs available to DHHS?	No, integration with Periscope is not required.
16	3.1	Will all 5,000 employees require access? How many total users will need access?	See Question 6.
17	N/A	Is DHHS able to purchase off of GSA Schedule 70?	DHHS can purchase off of contracts that meet the criteria of Neb. Rev. Stat. 73-507(1)(a)
18	N/A	Is DHHS considering a SaaS/Cloud or On-Premise Solution?	DHHS is open to reviewing any solution.
19	3.4.2	Please provide list of custom fields.	This is unknown as the list of custom fields will not be able to be determined until DHHS is able to review existing fields in a proposed solution.
20	3.4.2	Can you please elaborate on this requirement how are these projects currently handle and what are your exceptions from the new vendors software?	Currently agreement drafting is a manual process done in SharePoint. Contract management is not done through any formal system or solution, but varies by contract manager. DHHS is open to looking at any vendor solution.
21	3.4.2	Apart from JD Edwards are there any the systems that will be interfacing with the vendors software.	Currently, there is no other system that would potentially be interfacing with the vendor's software.
22	3.4.3	From the RFP we see there are questions around Project Management, is Project Management also the scope of this RFP or is it only Contract Management?	DHHS is open to reviewing any solution. For Project Management, DHHS is open to a solution that is integrated with a contract management solution or independent of a contract management solution.

23		What is the current Contract Lifecycle Management process and associated business challenges with the current process?	DHHS does not have official agency standards for contract management. DHHS has recently created a Contracts Administrator position, hired for it, and is developing a central contract administration team, to promulgate policies for agency-wide contract management.
24		Does DHHS leverage any third-party tool for hosting and authoring contracts? If yes, please mention the providers name	DHHS uses DocuSign.
25		What are the number of current contracts (ballpark)	Approximately 2000.
26		Are all the contracts in an electronic format? If not, please provide a break-up of electronic vs paper contracts	All are electronic.
27		How many users will be using the Contract Management solution for authoring contracts?	Please see Question 34.
28		How many users will be read-only (with no authoring rights but can view, redline, approve contracts etc.)?	Please see Question 34.
29	3.1	Can NE DHHS provide information on the budget allocated for this project?	No.
30	3.4	Can NE DHHS provide details around your planned timeline to procure and implement the system? Sample dates include: <ul style="list-style-type: none"> • Award contract • Complete contract • Begin implementation • Go-Live 	See Section 2.2 in RFI.
31	3.4	Does NE DHHS have any requirements for a FedRAMP compliant solution? If so, what level of FedRAMP compliance is required? If not, does NE DHHS require a solution with a GovCloud?	No
32	3.4	Does NE DHHS have a preference for an on-premise solution versus a cloud solution?	DHHS is open to reviewing any solution.
33	2.2	Does NE DHHS anticipate releasing an RFP after the RFI process? Or is the intent to make an award after the RFI and demo rounds are completed?	See Section 2.2 in RFI.
34	3.4	Can you please provide the user counts in each area that would using the solution (Sales, Sales Operations, Management, Legal, Procurement, etc) and what functions would they be performing: <ul style="list-style-type: none"> • Creating/Initiating Contract Requests • Editing/Redlining • Approving • Viewing/Searching 	Approximately 15 individuals in Procurement should have the ability to do all functions below. Approximately 200 individuals in DHHS should have the ability to create/initiate contract requests, edit or redline, approve, <u>and</u> view/search. Approximately 50 individuals should have the ability to approve and view/search only. Approximately 10 individuals should have the ability to view/search only.
35	3.4	What volume of contracts do you anticipate processing in Year 1?	See question 8
36	3.4	How many contract templates do you currently use today? How many would you want to build into your new solution?	Approximately 15, DHHS would want to have all the current templates and the ability to create more templates or delete templates, as necessary.

37	3.4	Does NE DHHS anticipate migrating legacy contracts from an existing system? If so, what system and how many contracts?	DHHS may migrate contracts from SharePoint.
38	2.6	Confirming – 1 hard copy mailed to the address listed under section 2.1. Soft copy (email) is not required	Yes. Emailed responses are not required.
39		What format do you want the response? Is there an excel workbook for us to fill out?	DHHS does not require any particular format for a response.
40		How many users? What is the breakdown?	See question 34.
41		What types of contracts? How many contracts do you do a year?	See question 1.
42		Can you share your current process? How a contract is initiated, created, negotiated, executed and administered post-execution. Who does what in this lifecycle?	See question 12 and 23.
43		What key performance metrics are most relevant to dhhs? Cycle times, deviated contracts, contract risk, contract leakage etc	At this time, all metrics identified in this question are relevant to DHHS.
44		What is the driving force behind this initiative? What happened?	DHHS wants to continuously improve and standardize its contracting authoring and management practices.
45		Can you provide contract process maps or samples?	See question 20.
46		Are there any government/regulatory/compliance regulations you are concerned about and need to track?	DHHS is state agency administering a wide variety of complicated state and federal health and human service programs. In addition to the myriad specific legal requirements for particular programs and services, DHHS must follow such generally applicable regulations and statutes such as the Uniform Grant Guidance / Health and Human Services Grant Guidance and the Health Insurance Portability and Protection Act.
47	3.3	Are payment requests created directly in Hyland OnBase by DHHS employees?	Yes.
48	3.3	Do vendors have access to Hyland OnBase?	No, this is an internal system.
49	3.3	Is DHHS interested in options to allow vendors to directly invoice off of the contract within the contract management solution and integrate to Hyland Onbase?	DHHS is open to reviewing any solution.
50	3.3	Is the process of entering a payment request (invoice) from Hyland OnBase to E1 a manual process?	Yes.
51	3.3	What percentage of total invoices are invoiced directly off of DHHS contracts?	Due to current system limitations and processes, DHHS cannot distinguish between all invoices that are payments for commodities, contracts, grants, direct benefits to individuals, provider agreements, or reimbursements for volunteers or state employees.
52	3.4	This section references that, "this list is not an all inclusive list of requirements, but a list of capabilities we would want a solution to have." If a vendor is invited to oral interviews/presentation and/ or demonstrations will additional requirements or specific demo use cases be provided?	DHHS reserves the right to require specific demo use cases.

53	3.4.1	This section references, the ability to handle grant agreements. Is the requirement to only manage and monitor grant funded procurement or to also manage the creation of a funding program, grant funds distribution, grant applications and the grant award?	DHHS is open to reviewing any solution.
54	3.4.1	This section references, training modules, how-to guides and resources. Is the requirement that the proposed vendor has embedded training modules, how-to guides and resources into the solution or that they are provided as part of the implementation services?	DHHS is open to reviewing any solution.
55	3.4.2	This section references, the ability to integrate with multiple projects? Can DHHS define projects? Are these projects intended to be the ones created and managed in the procurement planning process (section 3.4.3)?	"Projects" in this sense may mean either specific procurements or procurements connected through common elements, such as information technology procurements with common features.
56	3.4.2	This section references, Vendor Management including the ability to request price increases or changes? How are vendors managed today? Do they have access to a vendor portal?	DHHS is open to reviewing any solution. See question 23.
57	3.4.3	Can you elaborate on the comprehensive procurement planning review? Is this simply business rules and workflow driven review in application for edits, approval or rejection?	This review should allow the agency to map out and plan for future procurements over a multi-year period, to determine the allocation of resources and timelines, and track data on the cycle times, cost avoidance or savings, and other related features.
58	3.4.3	Does DHHS have the requirement to publish any aspects of the procurement planning, e.g. planned procurements, procurement opportunities roadmap for public access?	No

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