

**State of Nebraska, Department of Health and Human Services
REQUEST FOR INFORMATION**

RETURN TO:
Department of Health and Human
Services
ATTN: Holly Glasgow
PO Box 94926
Lincoln, NE 68509
402-471-6082

SOLICITATION NUMBER	RELEASE DATE
RFI CAMPS	October 2, 2019
OPENING DATE AND TIME	PROCUREMENT CONTACT
October 28, 2019 2:00 p.m. Central Time	Holly Glasgow

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

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska (State), Department of Health and Human Services (DHHS), is issuing this Request for Information RFI CAMPS for the purpose of gathering information for contract authoring, contract management or procurement planning software.

Written questions are due no later than October 15, 2019, and should be submitted via e-mail to dhhs.rfpquestions@nebraska.gov.

Bidder should submit one (1) original of the entire RFI response. RFI responses should be submitted by the RFI due date and time.

Sealed RFI responses should be received to the Department of Health and Human Services by the date and time of RFI opening indicated above.

BIDDER MUST COMPLETE THE FOLLOWING

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

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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1. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Department of Health and Human Services (hereafter known as DHHS), is issuing this Request for Information, RFI CAMPS for the purpose of gathering information for contract management and procurement planning software.

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

1.1. SCHEDULE OF EVENTS

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

	ACTIVITY	DATE/TIME
1	Release Request for Information	October 2, 2019
2	Last day to submit written questions	October 15, 2019
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://das.nebraska.gov/materiel/purchasing.html	October 18, 2019
4	RFI opening Location: Department of Health and Human Services 301 Centennial Mall South Lincoln, NE 68509	October 28, 2019 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	To Be Determined

2. RFI RESPONSE PROCEDURES

2.1. 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: Holly Glasgow
Agency: Department of Health and Human Services
Address: PO Box 94926
Lincoln, NE 68509
Telephone: 402-471-6082
E-Mail: dhhs.rfpquestions@nebraska.gov

2.2. 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.

2.3. 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:

Written communication with the person(s) designated as the point(s) of contact for this Request for Information; contacts made pursuant to any pre-existing contracts or obligations; and 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.

2.4. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a vendor regarding the meaning or interpretation of any Request for Information provision should be submitted in writing to the Department of Health and Human Services and clearly marked "RFI Number CAMPS; Software for Contract Management and Procurement Planning Questions". It is preferred that questions be sent via e-mail to dhhs.rfpquestions@nebraska.gov

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.

2.5. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The Review Committee(s) may conclude that oral interviews/presentations and/or demonstrations are required. All vendors may not have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the vendors to demonstrate their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response.

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

2.6. SUBMISSION OF RESPONSE

The following describes the requirements related to the RFI submission, handling and review by the State.

To facilitate the response review process, one (1) original of the entire RFI response should be submitted. RFI responses should be submitted by the RFI due date and time.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses should reference the request for information number and be sent to the specified address. Please note that the address label should appear as specified on the face of each container. If a recipient phone number is required for delivery purposes, 402-471-6082 should be used. The Request for Information number must be included in all correspondence.

2.7. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the vendor wishes the state to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Vendor may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. 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 serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

2.8. REQUEST FOR INFORMATION OPENING

The sealed 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. Vendors may also contact the state to schedule an appointment for viewing RFI responses.

3. PROJECT DESCRIPTION AND SCOPE OF WORK

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

3.1. PURPOSE AND BACKGROUND

The State of Nebraska, DHHS, is the State's largest agency with six (6) divisions and over five thousand employees. The five divisions are: Behavioral Health, Developmental Disabilities, Public Health, Children and Family Services, Medicaid and Long-Term Care, and Operations.

In 2018, DHHS, created a centralized procurement organization, Central Procurement Services ("Procurement Services"), under the division of Operations to better track and expand on contract authoring, management and procurement planning. DHHS is looking to better centralize the contact authoring, management and procurement planning process. **DHHS is not looking for an electronic bidding, requisitioning, or purchase order system**, we are looking to better draft and develop contracts, track deliverables and contract requirements, and plan for future procurements.

3.2. CURRENT BUSINESS PRACTICES

Contract Authoring:

Contract authoring is currently completed through a DHHS-developed SharePoint authoring process, using Microsoft Word Templates, developed by division staff in the divisions and reviewed and approved by Procurement Services and agency legal counsel. DHHS seeks a system that will provide a single method of authoring, drafting, reviewing and approving contracts through all six divisions.

Contract Monitoring:

Currently, each division of DHHS has its own internal contract management processes, using its own forms and methods of tracking. DHHS desires to have a consistent, agency-wide system for contract management.

Procurement Planning:

DHHS currently plans procurements through Procurement Services using Microsoft Project templates and plans for each procurement and division procurements. DHHS desires to have a single system for planning procurements that can be accessed and utilized by Procurement Services.

3.3. CURRENT ENVIRONMENT

DHHS currently utilizes SharePoint for the requisitioning and approval process which then flows in to DocuSign for signature. After signatures have been obtained, the contract will be loaded into the State system of record, JD Edwards Enterprise One Ver. 9.2 (E1). Payment and other contract deliverable documentation is kept by contract manager (non-Procurement Services DHHS staff). Payment requests off of a contract are submitted into a Hyland OnBase solution and then entered into E1 for purchase order and payment. DHHS has to go through multiple solutions to find the history of a contract as each system serves a specific function and there is not one clear solution for contract management and procurement planning.

3.4. INFORMATION REQUESTED

DHHS is seeking a system that may work in conjunction with an eProcurement system, specifically Periscope, and a financial system, specifically JD Edwards Enterprise One Ver. 9.2. The solution should manage the contracting and procurement planning process. The following requirements are requested by DHHS in the solution. This list is not an all-inclusive list of requirements, but a list of capabilities we would want a solution to have.

3.4.1. Contract Authoring

- Create smart templates based on choices (i.e., ability to select contracts for services, subaward or grant agreements, or amendments)

- Clause library (i.e., ability for contract drafters to select standard terms based on questions or selections)
- Ability to handle grant agreements, not just contracts
- Internal and external contract authoring (allowing vendors to redline in system)
- Ability to flow into a contract management solution for contract lifecycle management
- Training modules, how-to guides and resources
- DocuSign integration
- Automatic Notifications (i.e., notifying for each level of approval)

3.4.2. Contract Management

- Interface and compatibility with an eProcurement and financial solution
- Manage procurement contracts
- Automate the contract lifecycle
- Workflows
- Automatic Notifications
- Standardize and control contract development
- Strengthen operational, contractual, and regulatory compliance
- Contract Repository
- Terms and Conditions library
- Track expiration dates
- Track insurance certificates
- Ability to add custom fields and reports
- Ability to integrate with multiple projects
- Dashboard for quick review of all contracts
- Dashboard for each contract
- Data Analysis including cycle time, amount by type of contract, amount by personnel, cost savings, cost avoidance, contract expiring by month, etc. to easily capture Key Performance Indicator Metrics (KPI)
- Vendor management, including ability to request price increases or changes
- Features specific for federal award grant management
- Reporting and query capabilities

3.4.3. Procurement Planning

- Project management features, including timeline tracking and reminders
- Comprehensive procurement planning review

Form A

Vendor Contact Sheet

Request for Information Number CAMPS

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:	