

**State of Nebraska (State Purchasing Bureau)**  
**REQUEST FOR INFORMATION**

RETURN TO:  
State Purchasing Bureau  
1526 K Street, Suite 130  
Lincoln, Nebraska 68508  
Phone: 402-471-6500  
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
<b>RFI SBD11142016</b>	<b>November 14, 2016</b>
OPENING DATE AND TIME	PROCUREMENT CONTACT
<b>December 19, 2016 2:00 p.m. Central Time</b>	<b>Nancy Storant</b>

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, Administrative Services, Materiel Division, State Purchasing Bureau, is issuing this Request for Information RFI SBD11142016 for the purpose of gathering information for an Integrated Solution for the Construction, Planning and Administration of State-Owned Facilities.

Written questions are due no later than November 29, 2016, and should be submitted via e-mail to [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov) Written questions may also be sent by facsimile to (402) 471-2089.

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 in State Purchasing Bureau by the date and time of RFI opening indicated above. No late information will be accepted.

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

The State of Nebraska, Administrative Services (AS), Materiel Division, State Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Information, RFI SBD11142016 for the purpose of gathering information for an Integrated Solution for the Construction, Planning and Administration of State-Owned Facilities.

**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 expects 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	November 14, 2016
2	Last day to submit written questions	November 29, 2016
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>	December 8, 2016
4	RFI opening Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508	December 19, 2016 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	To Be Determined

## 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: Nancy Storant  
Agency: State Purchasing Bureau  
Address: 1526 K Street, Suite 130  
Lincoln, NE 68508  
Telephone: 402-471-6500  
Facsimile: 402-471-2089  
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 is 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 in writing to the State Purchasing Bureau and clearly marked "RFI Number SBD11142016; Integrated Solution for the Construction, Planning and Administration of State-Owned Facilities Questions". It is preferred that questions be sent via e-mail to [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov). Questions may also be sent by facsimile to 402-471-2089, but should include a cover sheet clearly indicating that the transmission is to the attention of Nancy Storant, showing the total number of pages transmitted, and clearly marked "RFI Number SBD11142016; Integrated Solution for the Construction, Planning and Administration of State-Owned Facilities Questions".

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

Question Number	RFI Section Reference	RFI Page Number	Question

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 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

**F. 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, 402-471-6500 should be used. The Request for Information number must be included in all correspondence.

**G. 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.

**H. 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.

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

#### **A. BACKGROUND: DEPARTMENT OF ADMINISTRATIVE SERVICES – STATE BUILDING DIVISION**

The State Building Division (SBD) is a branch of the Department of Administrative Services established by Neb. Rev. Stat. §81-1108.11 to centralize authority and expertise in the allocation, maintenance, and renovation of state buildings – and in so doing, ensure the appropriate facilities are provisioned for the efficient and effective functioning of Nebraska State Government.

Definition of Parties: The Department of Administrative Services – State Building Division will hereinafter be referred to as “SBD”. Respondents to the RFI will be referred to as “vendors”.

The primary functions of the SBD are: facilities planning, facilities construction, and facilities administration. Neb. Rev. Stat. §81-1108.15 further delineates SBD’s responsibilities as outlined below.

##### Facilities planning:

1. to maintain utilization records of all state-owned, state-occupied, and vacant facilities;
2. to coordinate comprehensive capital facilities planning;
3. to define and review program statements based on space utilization standards;
4. to prepare or review planning and construction documents;
5. to develop and maintain time-cost schedules for capital construction projects;
6. to assist the Governor and the Legislative Fiscal Analyst in the preparation of the capital construction budget recommendations;
7. to maintain a complete inventory of all state-owned, state-occupied, and vacant sites and structures and to review the proposals for naming such sites and structures; and
8. to determine space needs of all state agencies and establish space-allocation standards; and to cause a state comprehensive capital facilities plan to be developed.

##### Facilities construction:

1. to maintain close contact with and conduct inspections of each project so as to assure execution of time-cost schedules and efficient contract performance if such project’s total design and construction cost is equal to or greater than the project cost set by subdivision (1)(a) of section Neb. Rev. Stat. §81-1108.43 (\$640,000);
2. to perform final acceptance inspections and evaluations; and
3. to coordinate all change or modification orders and progress payment orders.

##### Facilities administration:

1. to serve as state leasing administrator or agent for all facilities to be leased for use by the state and for all state-owned facilities to be rented to state or other parties;
2. to provide all maintenance, repairs, custodial duties, security, and administration for all buildings, and grounds owned or leased by the state of Nebraska;
3. to be responsible for adequate parking and designation of parking stalls or spaces, including handicapped spaces;
4. to ensure that all state-owned, state-occupied, and vacant facilities are maintained or utilized to their maximum capacity or to dispose of such facilities through lease, sale, or demolition;
5. to submit an annual report to the Appropriations Committee of the Legislature and the Committee on Building Maintenance regarding the amount of property leased by the state and the availability of state-owned property for the needs of state agencies;
6. to report monthly time-cost data on projects to the Governor and the Clerk of the Legislature;

7. to administer the State Emergency Capital Construction Contingency Fund;
8. to submit status reports to the Governor and the Legislative Fiscal Analyst after each quarter of a construction project is completed detailing change orders and expenditures to date;
9. to submit a final report to the Governor and the Legislative Fiscal Analyst which shall include, but not be limited to, comparison of final costs and appropriations made for the project, change orders, and modifications and whether the construction complied with the related approved program statement.

The statute mandated functions and responsibilities of the SBD are extensive and the complexity further augmented by the number of state-owned facilities, the amount of square feet they comprise and their dispersion across the state. Currently, SBD manages 273 of Nebraska's 3,200 state-owned buildings, including 29 campuses and spanning the breadth of the state. Over 4.6 million square feet of space are within SBD's purview.

The Property Management Group (PMG) within the SBD serves as the leasing agent for state agencies and other parties subject to Neb. Rev. Stat. §81-1108.22. Currently, there are approximately 340 active commercial leases and 100 State-owned facility leases, encompassing every region of the state, comprised of over 1.5 million square feet.<sup>1</sup>

Parking Services also falls within the domain of the SBD. Parking consists of 14 parking garages and lots, and over 3,000 parking stalls. Parking is rented to employees, agencies, and the public. Due to the high demand, a three year waiting list exists – requiring diligent management.

## **B. OVERVIEW OF OBJECTIVES**

This request for information is to identify software which provides an integrated solution for the construction, planning and administration of state-owned facilities that improves operating efficiency and cost effectiveness; and improves SBD's ability to make data-based decisions at the individual project, facility, campus and state-wide levels. The integrated system is intended to bring greater consistency to business practices and support the long term planning of the SBD.

## **C. CURRENT BUSINESS PRACTICES**

Lease Administration: includes managing leases for state-owned and commercial property, locating available state and commercial space, lease billing, data inquiries and reports, and deficiency tracking for commercial properties.

Asset Management: includes identifying and tracking asset additions, disposals, insurance, and surplus.

Building Maintenance: includes preventative and reactive maintenance, work order generation, parts and inventory management, janitorial services, identifying available funds and submitting requests for deferred maintenance repairs, tenant comfort control, billing, detailed identification and history of all state-owned buildings - including construction history and building usage, vendor and contract management.

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<sup>1</sup> While this RFI is specifically for the Building Division, there are other property-owning State agencies interested in the response generated.



Parking Management: includes issuing and tracking reserved parking places, issuing and tracking Prox (Proximity) cards and AVI (Automatic Vehicle Identification) stickers, maintaining and managing parking wait and preference list, maintenance of parking facilities, maintenance of parking systems and equipment, initiating payments through JD Edwards accounting system, and cost forecasting.

Facilities Management: includes long term planning; capital construction including: budgeting, program statement creation, inspections, allocation requests and changes, invoicing, and warranty management; utility tracking at the facility and equipment level; retention of detailed information on all projects.

Space Planning and Management: involves the development, administration and maintenance of the state's space inventory. It includes space allocation, space utilization, move management, tenant improvements, wayfinding, ergonomic referencing, Fire Life Safety, and initiating payments through JD Edwards accounting system

#### **D. CURRENT ENVIRONMENT**

SBD currently uses the following stand-alone software solutions:

Space Planning – AutoCAD  
Accounts Payable/Receivable – JD Edwards Oracle  
Building Inventory – JD Edwards Oracle  
Work Order System – Corrigo  
Lease Management – ProLease  
Parking Management – iPark  
Electronic Content Management/Process approval – OnBase  
Various – numerous Excel Spreadsheets and Access Databases  
Employee Information/Location – Work Day  
Procurement – JD Edwards Oracle

These systems are not integrated which has resulted in gaps in data and processes, issues with data integrity, as well as lack of confidence in reporting.

#### **E. SCOPE OF WORK**

The goals of this project are:

1. Improved resource utilization, including better work control and work order management;
2. Increased productivity and efficiency;
3. Improved information for decision-makers, including consistent data that can be queried across the system and which in the long-term can both help improve prioritization of investments and document the need for future investments;
4. Enhanced internal and external communication;
5. Integration with JD Edwards Accounting System, OnBase Electronic Management System and Work Day; and
6. Improved accountability and visibility for facilities, including simple and user-friendly software interface for staff and agency clients.

The software should include all components of the functional categories listed in Current Business Practices and is required to integrate with the State of Nebraska's ERP system, presently JD Edwards EnterpriseOne. In addition, the solution should provide the following:

1. Report capabilities including canned reports and the ability to create ad-hoc queries on any system value;
2. Integration with OnBase, AutoCAD, Work Day, and Outlook;
3. Customer facing interface for lease management and work order requests; and
4. Project Management including: Integration with Financial Management, Space Planning, Building Maintenance and Lease Administration, Scheduling through workflow, Integration with CAD and BIM, Critical Path Analysis.

## F. **VENDOR RESPONSE**

Vendors are asked to describe how their software solution addresses the needs of the SBD. In describing your solution, please refer to information in both *Current Business Practices* and *Scope of Work*. In addition, please provide/describe the following:

### General Information

1. Name and description of the solution  
 Delivery Method – is software on-premises or SaaS?  
 If SaaS or PaaS:
  - a. What SLAs are available – reliability, availability, performance, others?
  - b. Who has access to our data?
  - c. Who owns the data?
  - d. Who hosts the data? Where? (Country, State)
2. Prerequisites to the implementation of the solution.
3. Product literature, White Papers.
4. Describe the system's security model.
5. Compliance with NITC 2-101: Accessibility Policy.
6. If SaaS, provide bandwidth requirements.

### Cost Estimate

1. Vendors should provide estimated costs to help us understand both acquisition and on-going costs. Any cost estimates provided are for informational purposes only – vendors will not be held to cost estimates they provide as part of this RFI should the state later decide to issue a competitive solicitation.

Describe how your solution meets or otherwise addresses each of these items:

1. Role based access/User account management
  - a. Access to add, remove and move users to different user classes
  - b. Customizable dashboard based on user preference which may include: user calendar, cases, to-do-list, contacts and reports

### Web User Interface

1. Customizable homepage for internal and external users with varying levels of access to data
2. Access and modify data from a variety of devices and browsers

### Collaboration

1. Texting or emailing both internally and externally;
2. Web chat/web conferencing/white-boarding;
3. Message board feature for internal users to search, view and share questions and ideas;
4. Wikis;
5. Document distribution and sharing; and
6. Management of AutoCAD drawings.

#### Capital Construction Project Management

1. All current and past documents related to project (artifacts, supplier information, etc) are attached to that project and easily accessible;
2. View and monitor progress of each project;
3. All contacts for each project are in one place for efficient communication;
4. Single view of all contractor information (all projects, contractor profile, contact information, interactions, scheduled tasks for each project they are associated with); and
5. Time tracking, issue tracking, invoicing, budgeting and email integration.

#### Space Planning

1. Ability to track changes and retain history of moves to see growth and expansion;
2. Customizable workflow with notifications;
3. Creation of time lines for move management to efficiently use moving staff and reduce employee downtime;
4. Creation of work orders and allocation of manpower for moves/adds/changes;
5. Reporting capabilities, including vacant space and space utilization; and
6. Compliance with Americans with Disabilities Act (ADA).

#### Automated Work Order Processing

1. Web-based customer portal for placing, tracking and verifying requests;
2. Processing of monthly billable work orders;
3. Worker scheduling;
4. Mobile suite/app for worker interface to program;
5. Tracking ability based on GPS location;
6. Preventative maintenance generator and tracker;
7. Ability to export data from program into Microsoft Excel, Microsoft Access, etc;
8. Gantt Charts;
9. Email Integration; and
10. Budgeting and Invoicing.

#### Project Management

1. Time and Issue Tracking;
2. Gantt Charts;
3. Email Integration; and
4. Budgeting and Invoicing.

#### Records Management including Archival Data

1. AutoCAD drawing management;
2. Describe storage and access of current projects;
3. Describe storage and access of past/completed projects; and
4. Describe ability to search through project documents.

#### Implementation/Training/Support

1. Who handles the implementation and how long does the implementation take?
2. Training resources and documentation; and
3. Describe ongoing support for software.

#### Additional Information

1. Is your platform expandable? What are the additional costs of expansion?
2. From your past experience, has the SBD identified all the major components necessary to complete this project? If not, please provide information on lacking components.
3. Provide a list of potential problems/risks that we may encounter during this project.

4. Provide ideas or suggestions regarding how the problems/risks you identified above should be addressed in an RFP solicitation.

# Form A

## Vendor Contact Sheet

### Request for Information Number SDB11142016

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:	