

STATE OF FLORIDA

**DEPARTMENT OF LEGAL AFFAIRS
OFFICE OF THE ATTORNEY GENERAL**



INVITATION TO NEGOTIATE

ITN DLA-2019.05

INFORMATION TECHNOLOGY MODERNIZATION PROGRAM SYSTEM INTEGRATOR

ADDENDUM NO. 1

Questions and Answers

February 18, 2019

Below are the responses to the questions submitted to the Department of Legal Affairs, Office of the Attorney General (Department) with regard to ITN DLA-2019-05, Information Technology Modernization Program System Integrator (ITN). This Addendum amends the ITN. In the event of a conflict between previously released ITN and any attachments to it, and the information contained in this Addendum, the information herein will control. The information included in this Addendum is incorporated and made part of the ITN.

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO FILE A BOND OR OTHER SECURITY WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Note: This Addendum No. 1 does not need to be returned with the Reply.

The Department has received the following questions from the vendor community and answers are provided in the following table:

#	QUESTION	OAG'S ANSWER
1.	Section 4.6.2, Item #20: Does the OAG require the selected ITMP SI vendor to propose an Address Validation tool?	Pursuant to Section 4.6.2 of the ITN, the proposal should provide address validation and review with pre-population of fields capabilities.
2.	Section 5.1: Since the price response is to be titled Price/Rate Sheet, ITN DLA-2019.05, should the technical response be titled Technical Reply, ITN DLA-2019.05? It seems like the DLA number was left off the Technical Reply title.	Yes, include the DLA number in the Technical Reply title. See amended Section 5.1 of the ITN in Addendum #2.
3.	Section 5.1.1: This section notates that Attachment F is to be included as part of the Reply. Attachment F is the PUR 1000 and does not require a response. Will the State please confirm that Attachment F does not need to be included in the Reply? If Respondents are to include Attachment F, where in the Reply should this document be included and what response is expected? May the file be included in electronic format only?	Attachment F – PUR 1000 (DMS Form) does not require a response and does not need to be included in the Reply. See amended Section 5.1 of the ITN in Addendum #2.

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4.	Attachment B: The RFP lists the Initial Project term as three years, followed by a Renewal of no more than three years. Are bidders supposed to list “n/a” for Year 4 and 5 of “Maintenance & Support” and for Renewal Years 4 and 5?	See Addendum #2 for the amended Attachment B – Price / Rate Sheet This reflects Maintenance & Support for Year 2 and Year 3 (Year 1 Maintenance & Support is included in the total cost for Year 1) and Renewal Years 1, 2, and 3.
5.	<p>RFP Sec 4.4: States that there are 1400 databases in IBM Notes/Domino with 100 business applications.</p> <ol style="list-style-type: none"> 1. Can you confirm that the 100 Applications have been replicated and that the 1400 databases are actually copies of the base 100 applications? 2. If yes, are the applications themselves and the data models the same for each replica? Or has each been further customized to some extent? 3. Can you provide the rough mapping of the 100 Applications to the 1400 databases (e.g. how many copies of each application)? 	<ol style="list-style-type: none"> 1. Most of the databases were replicated initially but over time many have been customized significantly. See response in item 3 below. 2. In some cases, yes to both questions. See response in item 3 below for detail. 3. Yes. Below are some of the solution groups with an indication of the percentage of design replication across the number of separate databases and applications (instances). <ol style="list-style-type: none"> a) 600 Team Case instances are 100 percent identical in design. b) 32 eServe Mail-In instances are within 95 percent of being identical in design. c) 29 eDoc Library instances are within 95 percent of being identical in design. d) 28 Unit Forum instances are within 98 percent of being identical in design. e) 12 Case Tracking instances are within 80 percent of being identical in design. f) 9 Project Tracking instances are within 99 percent of being identical in design. g) 67 Quarterly Timetracking instances are within 90 percent of being identical in design. h) 9 Price Gouging Complaint instances are within 90 percent of being identical in design. i) 10 Case Calendar instances are within 95 percent of being identical in design. j) 42 Document Analysis instances are within 99 percent of being identical in design.

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		The remaining databases/applications include some with similarities in design due to standards that are followed but not enough to group under a category and apply a percentage of design replication. There are others that do not have any similarities other than following established industry standards for the platform.
6.	Please confirm if a minimum of three (3) references are required per section 4.9.1 of the ITN or 5 as requested in Attachment C- Business Reference Form.	Yes, a minimum of three references are required as indicated in Section 4.9.1 of the ITN. The number of references provided should be sufficient to validate the experience required in Section 4.8 of the ITN.
7.	Please confirm if the response should be printed singled or double-sided. Page 29 states "an Executive Summary no longer than three single-sided pages in length."	Replies must be single sided. The length of the Executive summary should be no more than 3 pages long. See Section 5.5.2 of the ITN.
8.	Is a separate Executive Summary required for the Prime Vendor and the subcontractor?	No, only the Respondent.
9.	Given the amount of supporting documentation that needs to be compiled and printed, can an extension to the date for final submission be granted?	No. There are no extensions granted for the final submission.
10.	The RFP requests we provide copies of all contracts within the last 10 years with a State, federal or govt agency. Please advise if the contracts can be provided in only the electronic submission rather than printed for all 11 print copies required for submission.	The contracts may be submitted in electronic form in Adobe .pdf format on a thumb drive included in the sealed Technical Reply.
11.	Are you looking for System Integrator services that include software purchasing/licenses or simply recommendations for potential software to replace existing solutions?	Yes, the OAG is seeking System Integrator services that include software purchasing/licenses. See Section 4.5.1 (7) of the ITN.
12.	Is the recommendation intended to replace SIRE?	It is the OAG's intent that the proposed solution serve as a replacement of SIRE. See Section 4.6.1 of the ITN.
13.	Is the SI responsible for creating the core solutions within the COTS? For example, there are 100 applications with a broad range of business logic that	Yes.

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	would need to be configured.	
14.	Given that there are approximately 1,400 databases supporting approximately 100 business applications, there appears that there should be a separate dedicated effort addressing the data migration and data integrity. Is this effort being considered as part of the SI proposal? What is the expectation for data migration?	The determination of the data migration for the databases is dependent on the SI's analysis. Data conversion and bridging is addressed in Section 4.6.4 of the ITN.
15.	Will the active Case Management system remain in place for historical data retrieval?	No.
16.	What percentage of the data stored in SIRE is email archival?	The percentage of data stored in SIRE as email archival is 22 percent.
17.	Will all SIRE data to be migrated?	Yes, all SIRE data must be migrated. See Attachment G Data Conversion to the ITN.
18.	Does OAG expect modifications to current business processes to be part of the deployment of COTS solutions?	Yes.
19.	Will the SI have a role or responsibility in the business process change management?	Yes.
20.	What is the percentage of existing solutions that is NOT expected to fit within a COTS framework without additional modifications or development?	To be determined. We are not opposed to reengineering business processes to work within the construct of the approved COTS solution(s). The goal is to utilize ECM, CMS, CRM, and other selected COTS solution(s) with minimal to no customization. The final requirements will be based on the results of the required business analysis to be completed by the SI. See Section 4.5.1(4) of the ITN.
21.	Since there is no integration of data to enforce information consistency or data warehouse to provide a single, seamless view – what is the expectation for the creation of a data dictionary or data warehouse?	It is expected that industry standards and best practices will be followed to create a data dictionary or data warehouse based on the final solution(s) that are recommended and selected.

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22.	Will the vendor that handled the assessment of existing technology capabilities be allowed to submit a response to this ITN? Can you provide the name of that vendor?	No, the vendor that handled the assessment of existing technology capabilities will not be allowed to submit a response to this ITN. The vendor name is North Highland.
23.	Will the vendor who is awarded have access to all the documents obtained from the assessment?	Yes.
24.	<p>In the solicitation it identified the State of Florida's "Division of Election." Is this the Division of Elections that is part of the Florida Secretary of State's office?</p> <p>If so, there are three bureaus underneath the Division of Elections (DoE):</p> <ul style="list-style-type: none"> (1) Bureau of Election Records, (2) Bureau of Voter Registration Services, and (3) Bureau of Voting Systems Certification. <p>Are all three DoE bureaus part of this solicitation? If so, what are the services that are being requested and is it anticipated that the vendor's solution will need to address those needs?</p>	No, it is the Florida Elections Commissions. This is not part of the Secretary of State's Office. See Section 106.22, Florida Statutes. All questions regarding DoE are answered "Not Applicable".
25.	How many DoE databases are involved?	Not Applicable.
26.	How many applications currently make up the DoE system?	Not Applicable.
27.	Will the vendor's solution be expected to support both DoE internal and external customers?	Not Applicable.
28.	What are the security requirements for the DoE system?	Not Applicable.
29.	Will the DoE system need to support different roles, and if so, what would those roles be?	Not Applicable.