



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

10/22/2014

TO: ALL OFFERORS  
FROM: JANET ROBERSON  
DIRECTOR, LEGISLATIVE INFORMATION SYSTEMS  
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: **LEG13-001DELIS**

**ADDENDUM #1 Questions & Answers**

	<b>Question</b>	<b>Answer</b>
1.	<b>Section I, Paragraph 3, Page 1</b> <b>“Mandatory Prebid Meeting”</b>  What is the agenda for the pre-bid meeting? Are the vendors expected to prepare and bring any materials to this meeting?	There is no requirement for materials or presentations at this point. We will review of the key points in the RFP, scope, etc....Written questions may possibly be addressed during this meeting, and time will be given for questions.
2.	<b>Section III, C, 2 - Criteria Weight, Line 5 of the table, Page 22</b> <b>“Example documentation from prior successful Legislative Workflow projects. The portfolio must include but not be limited to a Technical Design Document”</b>  In the case where a state may not want to share the entire technical design document because of security concerns, would you be willing to accept a redacted document?	We certainly understand the need to redact a Technical Design Document and would accept a redacted document as part of the bid response.
3.	<b>Activities Common to both Chambers: Legislation Number 10, Page 8</b> <b>“The Print Shop prints the designated number of copies”</b>  Does the print shop use composition tools/DTP tools in composing and producing its paper/electronic outputs, or are prints made directly from information/views in the Lotus Notes databases? E.g. Calendars, Committee Reports, Notices, Minutes, Agendas, Ready Lists.	The quotation above refers to Legislation only. The Print Shop is requested to print a designated number of copies for each chamber. The outputs mentioned above, with the exception of the daily Legislative calendar, can be printed from the LIS by end users. The daily Legislative Calendar is formatted and populated by code, which produces a Word document and is saved on the network. The Print Shop then prints a designated number of copies from that document.
4.	<b>Section II, Data Migration, Number 1, Page 3</b> <b>“All data from prior General Assemblies, maintained in the current Lotus Notes-based workflow system, must be migrated over to the new system.”</b>	The Lotus Notes databases are housed in the same infrastructure; however the Lotus Notes code differs in some cases or calls different versions of Microsoft Word templates.

	Are all the Lotus Notes databases hosted on the same infrastructure?	
5.	<p><b>Section II, Activities Common to both Chambers: Legislation, Number 44, sub point a, Page 12</b></p> <p><b>“At this point the Engrossed version is published to the State of Delaware’s Legislative Website.”</b></p> <p>Is Lotus Notes replication in use to create replicas for use on public facing websites?</p>	Yes, the database replicates public data to a Domino web server currently hosted at the state’s Department of Technology and Information.
6.	<p><b>Section II, Activities Common to both Chambers: Legislation 44 a, Page 12</b></p> <p><b>“At this point the Engrossed version is published to the State of Delaware’s Legislative Website.”</b></p> <p>Is all of <a href="http://legis.delaware.gov/">http://legis.delaware.gov/</a> to be replaced by the new system?</p>	Please clarify the question. There is static and graphic content that we will provide to the successful vendor. There is also database driven content which will need to be available on the website.
7.	<p><b>Section II, Public-Facing Website, Second paragraph, Page 2</b></p> <p><b>“The State of Delaware Legislature also offers a subscription service via RSS feeds and email notifications. The system must be able to accommodate this.”</b></p> <p>Is there an existing service we have to be a data provider to, or is the new system expected to provide the RSS and email subscription service?</p>	There is an existing system supported by the state’s Department of Technology and Information that provides a subscription service. XML data is sent by Category (Title or Legislation Status) to the subscription service on a nightly basis. RSS feeds are updated real-time and available from our website <a href="http://legis.delaware.gov/legislature.nsf/lookup/RSSFeeds">http://legis.delaware.gov/legislature.nsf/lookup/RSSFeeds</a>
8.	<p><b>Section II, Activities Common to both Chambers: Legislation 48, Page 12</b></p> <p><b>"The system must provide the ability to transmit the final Legislation via SFTP to Lexis-Nexis so that the Delaware Code can be updated."</b></p> <p>What format and structure is the data currently supplied in and what format is envisaged for the new system?</p>	We currently provide Word documents to Lexis Nexis, which they process. Our understanding is that Lexis Nexis is not able to use PDF documents. Other document formats, such as Word and XML are acceptable.
9.	<p><b>Section II, System Access and Security, 1 a, Page 4</b></p> <p><b>“The State is implementing a single-sign on policy. The system must be compatible with this.”</b></p> <p>Is more information about this requirement available?</p>	The State’s Department of Technology and Information has implemented a statewide policy regarding the use of Identity Access Management (IAM) Service. The policy can be found at <a href="http://dti.delaware.gov/pdfs/pp/DelawareInformationSecurityPolicy.pdf">http://dti.delaware.gov/pdfs/pp/DelawareInformationSecurityPolicy.pdf</a> ; it includes a section titled “Authentication and Authorization” beginning on page 17.
10.	<p><b>Section II, Activities Common to both Chambers: Legislation 50 b, Page 12</b></p> <p><b>“Session Laws are consolidated, proofed and transmitted periodically throughout each GA”</b></p>	The Session Laws are assembled into a single Word document; formatting changes are made and converted to PDF format. The PDF file is sent to a professional printing company for the creation of hard bound volumes.

	Does this refer to transmittal to the Print Shop? Is the transmittal of individual Session Laws in the form of Word? PDF, Lotus Notes View?	
11.	<p><b>UC BPI: Pre-File, Number 2, Attachment 12, Page 12 (High Level Functional Specification Document)</b></p> <p><b>“A folded copy of each backer, with at least the main sponsor’s signature, is placed with one bond copy of the printed legislation.”</b></p> <p>What is a bond copy? Should it be “bound copy”?</p>	Bond copy refers to the quality of paper on which the legislation is printed. The Print Shop provides a number of copies of the bill printed on bond quality paper which accompany the Original and Duplicate Backers and what is sent to the Governor for signature.
12.	<b>(Please advise) - If there are any other logistics that we need to take care of prior to submitting the response – such as registering ourselves.</b>	If, by “registering ourselves” you mean registering to respond to the RFP, there is no requirement. Simply submit your response by the deadline.
13.	<b>(Please advise) -the timing by which we need to submit the questions related to the RFP tomorrow (10/11/13).</b>	Please submit questions by close of business tomorrow. (10/11/13)
14.	<p><b>General, Scope</b></p> <p>On the <a href="http://www.bids.delaware.gov">www.bids.delaware.gov</a> website there are two UNSPSC numbers for this RFP – 4323 and 8116. Please advise</p> <p>(a) If there is any difference in the two and</p> <p>(b) If there numbers have any significance.</p>	Yes, the significance is found in facilitating commerce between entities and prospective vendors.
15.	<p><b>General, Scope</b></p> <p>Is there a Go-Live date by which the new DELIS system is expected to be in place?</p>	Parallel implementation date is November 2, 2015. The actual Go-Live date is November 2, 2016.
16.	<p><b>General, Scope</b></p> <p>Please advise if the scope of this RFP includes procurement of Hardware by the Vendor.</p>	The scope includes recommendation of hardware by the vendor, the purchase will be made by the State.
17.	<p><b>General, Scope</b></p> <p>Please advise if the scope of this RFP includes Installation, Deployment and Configuration of the Hardware by the Vendor.</p>	The RFP scope includes collaboration and instruction for hardware configuration only.
18.	<p><b>General, Scope</b></p> <p>Please advise if the scope of this RFP includes procurement of the System and or 3<sup>rd</sup> Party Software (such as Windows, SQL Server, etc.) by the Vendor.</p>	The RFP scope includes collaboration and instruction for software installation and configuration. The software purchase will be made by the State.
19.	<p><b>General, Scope</b></p> <p>Please advise if the scope of this RFP includes Installation, Deployment and Configuration of the System and / or 3<sup>rd</sup> Party Software (such as Windows, SQL Server, etc.) by the Vendor.</p>	State will do database server/workstation configs using our images and standards. Also will do basic install of additional SW such as RDBMS etc. If specialized drivers, applets or other SW is needed, installation will be done in collaboration with the Vendor.
20.	<p><b>General, Scope</b></p> <p>Will the State of Delaware be responsible for deploying the software solution delivered by the Vendor in the State’s IT Hosting environment?</p>	The vendor is expected to work with Legislative IT Staff to do a production install in the PROD environment; furthermore we are expecting the vendor to handle Change Management functions (i.e., migrating code from DEV to TEST and from TEST to PROD as it is developed and bug fixes are implemented).

21.	<b>General, Scope</b> Will the State be appointing a Project Manager as a single point of contact for the Vendor for coordination and facilitation of Requirements gathering and System Acceptance?	Yes
22.	<b>General, Scope</b> Will the State provide access to the Subject Matter Experts (SMEs) as and when required by the Vendor?	The state will make the SME available to the vendor through the Project Manager, and according to the SME's schedule.
23.	<b>Data Migrations, Page 3</b> All data from prior General Assemblies, maintained in the current Lotus Notes-based workflow system, must be migrated over to the new system.  Please clarify that metadata is available, for each of the documents, in the legacy system that can be converted to the new system.	Needs clarification - Structural metadata or descriptive metadata?
24.	<b>Data Migrations, Page 3</b> All data from prior General Assemblies, maintained in the current Lotus Notes-based workflow system, must be migrated over to the new system.  Please confirm that the documents, from the legacy Lotus Notes-based system, are expected to be searchable only on the metadata available in the legacy system.	For GA 132 – GA 140, descriptive meta data search is acceptable, for GA 141 – the current GA, the documents should be full text searchable.
25.	<b>Data Migration, Page 3</b> All data from prior General Assemblies, maintained in the current Lotus Notes-based workflow system, must be migrated over to the new system.  What is the format for storing the metadata for the documents in the legacy system?	Notes is a flat file system, as such there is no format as you would expect to find in a relational database system
26.	<b>Sizing, Scalability, and Volumes, Page 3</b> Please provide the sizing information (database size) for the GA 146 documents that exist in the current system.	Please refer to the RFP, page 3
27.	<b>Sizing, Scalability, and Volumes, Page 3</b> Please provide the sizing information (database size) of all the documents that exist in the current system.	Complete production environment (including archived GA information) is 5 GB of Legislative Information and attached Word documents, and 1.5 GB Legislative Information only as of 2013.
28.	<b>Sizing, Scalability, and Volumes, Page 3, Sizing, Scalability, and Volumes</b> On an average, how many total active (not concurrent) users are expected to be in the system at any given time?	Local system - 500 or less.
29.	<b>Security, Page 5</b> Which internet browsers must be supported at minimum by DELIS application?  Does the State have any defined standard for internet browsers?	IE, Chrome, Firefox, Safari  State standards are established by the State's Department of Technology and Information, please refer to them at this link: <a href="http://dti.delaware.gov/information/standards-policies.shtml">http://dti.delaware.gov/information/standards-policies.shtml</a>
30.	<b>Standard Practices, Page 6</b> Is the vendor expected to follow any project	This can be discussed. We are sympathetic to iterative approaches, as this enables end users to participate in testing efforts throughout the dev

	management standard or development methodology?	process and gain valuable system experience. However, this is a negotiable item.
31.	<b>Standard Practices, Page 6</b> Will the State provide and host the testing environment for user acceptance testing?	Yes
32.	<b>Standard Practices, Page 6</b> Can the development work be done at vendor's location?	Initially, coding can be done at the Vendor's location, but installation into the State environment must be done onsite. This item will be discussed in further detail throughout the RFP process.
33.	<b>Remote Access Security, Page 7, Rigorous Penetration Testing</b> If the Application is hosted in the State of Delaware's IT Hosting Environment – Is the Penetration Testing still required to be performed.	Yes
34.	<b>Remote Access Security, Page 7, Rigorous Penetration Testing</b> If Penetration Testing is required – please advise at what project stage it is expected to be performed and reported upon.	Once the application is successfully UAT tested
35.	<b>Employing Delawareans Report, Page 43</b> Is there any minimum number or percentage of Delaware residents needed to be employed on the project?  Does it have any weightage on the selection of vendors?	No No
36.	<b>III. Required Information Page 13, Insurance including Professional Liability Insurance</b> Is it acceptable to only include the statement agreeing to the Insurance Requirement as well as a statement that a COI will be provided as a Condition of award?	Proof of professional liability insurance must be included in the proposal. Proof of additional insurance identified in the RFP may be submitted prior to beginning any work under the contract.
37.	<b>Costs and Payment Schedules, Page 29</b> Are vendors allowed to submit their pricing based on time & material, or should it be only fixed price?	1) Please provide a fixed price for the core solution a. As the evaluation criteria includes having done this for another state the bidder should be able to provide a cost for the core program development. 2) Based upon the requirements identified in the RFP and any addenda, provide anticipated cost (T&M) for customization of the core solution. a. Again past experience should allow a vendor to provide a reasonably accurate price. b. The customization price can be fine tuned during negotiations with the selected vendor
38.	<b>Section II, General System Requirements, page 2</b> Questions: Does the State have a standard or preferred technology stack (hardware, operating system, database, programming language, scripting language, web server)?	The acceptable range of solutions is broad, for authoritative and detailed information, go to <a href="http://dti.delaware.gov/information/standards-policies.shtml">http://dti.delaware.gov/information/standards-policies.shtml</a> .
39.	<b>Section II, page 3, paragraph 1 states:</b>	The text of legislation is contained in Word documents which are attached to a database

	<p><b>"All data from prior general assemblies, maintained in the current Lotus Notes-based workflow system must be migrated over to the new system."</b></p> <p>Does this Lotus Notes-based data include the text of the bill drafts, bills, resolutions, statutes, and the Delaware code?</p> <p>Does the State intend to move to an XML-based system for the legislative documents?</p> <p>Can you quantify the amount of data to be converted?</p>	<p>form. The Delaware Code is available on our website in various formats at <a href="http://delcode.delaware.gov">http://delcode.delaware.gov</a></p> <p>The State is willing to consider any technological solution as defined in <a href="http://dti.delaware.gov/information/standards-policies.shtml">http://dti.delaware.gov/information/standards-policies.shtml</a> as long as it serves our desired scope and functionality.</p> <p>Section II, Page 3, Sizing, Scalability, and Volumes, #3 provides an estimation of the number of documents needing to be converted. Our current production environment is approximately 5 GB of Microsoft Word document and Legislative Information conversion, approximately 1.5 GB of Legislative Information from General Assemblies where bill text is not available.</p>
40.	<p><b>Section II, page 7, paragraph 1 states:</b></p> <p><b>"The system must facilitate the creation of a Bill, Substitute Bill, Resolution or an Amendment".</b> Later in the DLIS High Level Functional Specification Document, section 5.1.1, paragraph 4 states: <b>"The typist clicks on "Create Word document" within the system and the system copies information from the original source document into a Word template created by the LIS system".</b> In the next section 5.1.2, paragraph 3 states: <b>"The Typist incorporates the feedback into the draft..."</b>.</p> <p>Does the State envision that the Microsoft Word tool that the Typist uses to edit the draft will change in the new system?</p> <p>Is a new or improved editing tool within the scope of this RFP?</p> <p>If so, what are the requirements of this tool?</p> <p>What access to existing documents (e.g. laws, bills or other requests) must the typist have in order to draft the document?</p>	<p>The State is willing to consider any document editing platform as long as it serves our desired scope and functionality.</p> <p>Yes</p> <p>If a new editing tool supports the scope and functionality, we would consider it.</p> <p>Full access within their role.</p>
41.	<p><b>Section II, page 11, paragraph 41 states:</b></p> <p><b>"When a Bill, Substitute Bill, or Resolution is amended, the original language of the Bill, Substitute Bill, or Resolution must be changed in order to accommodate the Amendments."</b></p> <p>How is this amended version created today?</p> <p>Does a typist use Microsoft Word to manually edit the document?</p> <p>Does the State envision that this engrossing technique or tool will change in the new system?</p>	<p>A new document is created, either a line of the bill is referenced or the statute and, using strikethrough and underline, the amendment is created.</p> <p>Yes, (see) answer above</p> <p>Yes, we anticipate changes to the future workflow</p> <p>See above</p> <p>See above</p>

	<p>Is a new or improved engrossing tool within the scope of this RFP?</p> <p>If so, what are the requirements of this tool?</p>	
42.	<p><b>Section II, page 1 Scope of Services.</b></p> <p>This section does not specifically state including a new bill drafting, bill publishing system.</p> <p>Are you looking to replace or update the current system?</p>	<p>We consider the Legislative workflow system to include all processes from the creation of a draft to the recording of the Governor's signature.</p>
43.	<p><b>Section II, page 12, paragraph 48(a) states:</b></p> <p><b>"In the future, the system must support the DE code update process."</b></p> <p>Is this new code update process out-of-scope for this RFP?</p> <p>Until the DE code is updated by the state, How does the State get access to the DE code?</p>	<p>It's not out of scope. It must support the current DE Code update process.</p> <p>The state is contracted with Lexis-Nexis for the online publishing of the DE Code. The DE Code is available at <a href="http://delcode.delaware.gov/">http://delcode.delaware.gov/</a>.</p>
44.	<p><b>Section Number: II. Scope of Services - General System Requirements, Paragraph Number: Data Migration, Page Number: 3</b></p> <p>What meta data would need to be brought over from Lotus Notes?</p> <p>Can we get a list of the Lotus Notes forms including screen shots and a list of the data fields for each form?</p>	<p>We expect the vendor to be responsible for the extraction of data from current Lotus Notes implementation. Some forms and screen shots be provided to the successful vendor.</p>
45.	<p><b>Section Number: II. Scope of Services - General System Requirements, Paragraph Number: Data Migration, Page Number: 3</b></p> <p>In the RFP, the volumes for 6 years of General Assembly documents are listed, questions:</p> <p>How many years' worth of GA documents will need to be brought into the new system?</p> <p>Should we assume the average number of documents for each of those years?</p> <p>What are the file formats of the documents (Word, PDF, Image, etc.)?</p> <p>Do you have information on file sizes and/or total storage being used for the documents and Lotus Notes content presently?</p> <p>Will there be any paper documents that will need to be imaged into the new system?</p>	<p>30 years (spanning 15 GA's) as of 2013</p> <p>Yes</p> <p>Word, in various versions, and PDF.</p> <p>Complete production environment (including archived GA information) is 5 GB of Legislative Information and attached Word documents, and 1.5 GB Legislative Information only</p> <p>No</p>
46.	<p><b>Section Number: II. Scope of Services - General System Requirements, Paragraph Number: Data Migration, Page Number: 3</b></p> <p>Can we get a diagram of the current workflow process?</p>	<p>The Functional Specification Document housed within the RFP should serve as a diagram for the current workflow process.</p>

47.	<p><b>Section Number: II. Scope of Services - General System Requirements, Paragraph Number: Data Migration, Page Number: 3</b></p> <p>Can we get samples of the data that needs to be brought over? (Forms, files, sample database etc.)</p>	Yes, some sample data can be provided.
48.	<p><b>Section Number: II. Scope of Services - General System Requirements, Paragraph Number: All content listed in this section, Page Number: 1-12</b></p> <p>Are you looking for us to respond to each section outlined in II. Scope of Services – General System Requirements?</p>	The Scope of Services is informational to prospective vendors. We are looking for a vendor to demonstrate in their response that scope can be met.
49.	<p><b>Section Number: IMPORTANT - PLEASE NOTE: - Required Reporting, Paragraph Number: Paragraphs 3 and 4 (Supplier Diversity), Page Number: 34</b></p> <p>Regarding the section on Increasing Supplier Diversity Initiatives within State Government, is it a requirement that the chosen vendor utilize minority suppliers for this contract?</p> <p>If so, what amount or percentage of the final contract will require minority supplier contribution?</p> <p>If so, will the State of Delaware accept a good faith effort, as the particular nature of this contract does not typically allow for the use of outside vendors due to the training and certifications required by any suppliers utilized by the vendor?</p>	<p>While the State of Delaware encourages diversity suppliers to participate in the procurement process, the State does not establish any preferences in the contracting process for those procurements that do not include Federal Transportation funds. As this procurement does not include Federal Transportation funds there are no preferences applicable to the procurement.</p> <p>The State's Office of Supplier Diversity provides an avenue for minority, women, veteran, and service disabled veteran owned suppliers to apply for certification as a diversity supplier and the State requires vendors awarded a contract to report 2<sup>nd</sup> tier (subcontracting) activity on the contract. While certification and reporting increases the visibility of a diversity supplier and assists the State in tracking how it spends with the community, it does not have an impact on the evaluation and scoring of proposals.</p>
50.	<p><b>Section Number: IV Professional Services RFP Administrative Information – B. RFP Submissions Paragraph Number: 2, Page Number: 15</b></p> <p>In this section, you list that you would like (1) paper copy and (1) electronic copy but in Appendix A, you say to provide (2) paper copies and (1) electronic. Can you please clarify how many hard copies and electronic copies you would like us to submit?</p> <p>Do you want the pricing separately sealed in an envelope from the hard copies or included within the hard copies?</p>	<p>(1) paper copy and (1) electronic copy</p> <p>Pricing should be placed as the last page in the hard copy</p>
51.	<p><b>Section Number: IV Professional Services RFP Administrative Information – F. Attachments, Paragraph Number: Attachments 3, 4, 5. Page Number: 37, 38, 39</b></p> <p>For these 3 attachments, can we put the content into our own template or do we need to leave it in the format provided by the State of Delaware?</p>	The information requested in Attachments 3 and 4 must be provided in a format similar to that provided in the RFP. The submitted document MUST include all of the information found in the header of the actual attachments. The information required in Attachment 5 may be provided in a different format so long as the submitted information clearly identifies it as relating to Attachment 5.
52.	<p><b>Scope of Services</b></p> <p>The State has committed to move off of Lotus Notes, does the State have preferred software products / licenses already in place that can be leveraged with this solution?</p>	No

53.	<p><b>Scope of Services</b></p> <p>If the system is not hosted offsite, do you foresee the system running within the State's internal network or the State's DMZ?</p>	This largely depends upon the application design. We'll need further details, likely to be provided in your proposal, in order to answer this question.
54.	<p><b>Scope of Services</b></p> <p>If the system is implemented to run within the State of De's data center, will the State or vendor be responsible for providing on-going application support? Infrastructure support?</p>	We are interested in seeing any application support options in the proposal you supply, regardless of the final hosting location. It is unlikely that we will contract with the vendor to provide hardware support.
55.	<p><b>Scope of Services</b></p> <p>If the internal side of the system is browser-based, does the internal side have to support the State's web application and CLF guidelines?</p>	The web application, yes; the CLF will be decided at a later date.
56.	Will the State or vendor be responsible for any third-party tools required (if needed) for the Lotus Notes data migration?	The vendor will be responsible to identify the tools; the State will procure them.
57.	<p><b>Scope of Services</b></p> <p>Are there any mobile requirements?</p>	It would be a "nice to have" if the app can support mobile device access but is not a current requirement. The State definitely sees value in mobile application support.
58.	<p><b>Scope of Services</b></p> <p>What version of Microsoft Office does the system have to support (i.e. version of Word, Outlook, etc.)?</p>	The State currently supports Office 2010 and some Office 2007. The system should be able to accommodate future versions of Office as they become available.
59.	<p><b>Scope of Services</b></p> <p>Does the State have a deadline and/or preference for when the solution needs to be in production?</p>	The parallel implementation date is November 2, 2015 and final go live date is November 2, 2016.
60.	<p><b>Section IV – Professional Services, B. RFP Submissions, Item 2. Proposals, Page 15</b></p> <p>On page 15 of the RFP, it states that the minimum requirement is 1 paper copy and 1 electronic copy. However, on page 46 it states two paper copies of the vendor proposal paperwork. How many paper copies are required?</p>	1 paper copy and 1 electronic copy is acceptable.
61.	<p><b>Section II - Scope of Services, Data Migration, Item 1, Page 3</b></p> <p><b>“All data from prior General Assemblies, maintained in the current Lotus Notes-based workflow system, must be migrated over to the new system.”</b></p> <p>Other than Lotus Notes, are there any other systems from which data will need to be extracted/migrated for the project?</p>	No, the system is completely written in Lotus Notes.
62.	<p>What technologies is the Delaware Legislature currently using in its infrastructure that could impact the new legislative information system?</p> <p>For example, is Active Directory use for user access?</p> <p>Is SQL Server currently in use as a database platform and is it the preferred database for future projects?</p>	<p>The Legislature is, for the most part considered a Windows environment.</p> <p>Network access is provided by Active Directory, and Lotus Notes has a separate access requirement.</p> <p>Lotus Notes is currently the database platform.</p>

	Is there a legislative attendance or roll call system currently in use?	Legislative attendance and roll calls are done manually. There is no change initiative in sight.
63.	<p><b>Section II - Scope of Services, Data Migration, Item 1, Page 3</b></p> <p><b>“All data from prior General Assemblies, maintained in the current Lotus Notes-based workflow system, must be migrated over to the new system.”</b></p> <p>Is there any metadata that is embedded within or accompanying the Lotus Notes documents that needs to be extracted?</p>	Notes is a flat file system, as such there is no format as you would expect to find in a relational database system.
64.	<p><b>Section II - Scope of Services, Activities Common to both Chambers - Legislation, Item 35c, Page 10</b></p> <p><b>“Ideally, the system will create an editable version of the Journal Index...”</b></p> <p>What actions would need to be recorded to facilitate the creation of the Journal Index?</p>	Further details will be offered to the successful vendor.
65.	<p><b>Section II - Scope of Services, Activities Common to both Chambers - Legislation, Item 35c, Page 10</b></p> <p><b>“Ideally, the system will create an editable version of the Journal Index. It will also provide suggestions for the Bill/Resolution Index...”</b></p> <p>Is it a requirement that the new system will have to automatically create the Journal Index and Bill/Resolution Index?</p>	We give preference to a vendor who's overall solution automates this process.
66.	<p><b>Section II - Scope of Services, Data Migration, Item 1 &amp; 2, Page 3</b></p> <p><b>“All data from prior General Assemblies, maintained in the current Lotus Notes-based workflow system, must be migrated over to the new system.”</b></p> <p><b>“All documents created from prior General Assemblies must be searchable in the new system.”</b></p> <p>Is there a requirement to update/edit bills and documents from previous legislative sessions?</p>	No
67.	<p><b>Section II - Scope of Services, Activities Common to both Chambers - Legislation, Item 1d, Page 7</b></p> <p><b>“The system must provide a means of Version Control - either in the background with a single, definable live version, or versioning viewable to all”</b></p> <p>Can you provide more details on the requirements for “Version Control”? For example, is visual mark-up required? Are snapshots of a bill required, which will show what the bill would look like at a specific point in the legislative process?</p>	We want collaborate with the successful vendor to determine the best solution.
68.	Are there any specific data auditing requirements that we will need to support, either through the application, or directly in the underlying database platform?	Yes, there are auditing requirements, but this question needs further clarification.
69.	<b>Section II - Scope of Services, Activities Common to both Chambers - Legislation, Item 43 &amp; 44a, Page 11</b>	Yes

	<p><b>“In future, the system must capture and print out the Governor's signature information on demand.”</b></p> <p><b>“The system must provide the Engrosser with the ability to create an Engrossed version of the Bill, Substitute Bill or Resolution and associate it with the original version.”</b></p> <p><b>“At this point the Engrossed version is published and viewable within the system and published to the State of Delaware's Legislative Website.”</b></p> <p>Does the Public Site need to present both the original and engrossed versions of a given bill?</p> <p>How are the line numbers on the printed bill shown when amendments are incorporated?</p>	<p>Currently, the engrossed document does not contain line numbers, however this may depend on the vendor solution.</p>
70.	<p><b>Section II - Scope of Services, Activities Common to both Chambers - Legislation, Item 46a, Page 12</b></p> <p><b>“In future, the system must capture and print out the Governor's signature information on demand.”</b></p> <p>The RFP states “In future, the system must capture and print out the Governor's signature information on demand.” What specific information needs to be captured?</p> <p>Does this future state also require that the Governor or their staff enter this information into the system directly?</p>	<p>Date of signature and the DE Laws Volume and Chapter.</p> <p>Does this future state also require that the Governor or their staff enter this information into the system directly? No</p>
71.	<p><b>Section II - Scope of Services, Public-Facing Web Site, Page 2</b></p> <p><b>“From the point of introduction on, all documents pertaining to Legislation are public. This includes...”</b></p> <p>From reading the RFP, we're assuming that the only changes to the Public Site that will be required will be those needed to support the new legislative information backend system. Can you confirm that assumption?</p>	<p>The current Legislative website is housed within Lotus Notes and will therefore need to be re-built based on the new LIS technology platform. We expect the current look and feel, functionality and organization to remain largely the same.</p>
72.	<p>What is this policy related to single-sign on?</p>	<p><a href="http://dti.delaware.gov/pdfs/pp/DelawareInformationSecurityPolicy.pdf">http://dti.delaware.gov/pdfs/pp/DelawareInformationSecurityPolicy.pdf</a></p>
73.	<p><b>Section II - Scope of Services, System Access and Security, Item 1a, Page 4</b></p> <p><b>“The State is implementing a single-sign on policy. The system must be compatible with this.”</b></p> <p>If the new system uses Active Directory for managing user sign-on, would that be compatible with the policy?</p>	<p>Yes</p>
74.	<p>Does the Delaware Legislature have any software accessibility requirements for the internal legislative information system?</p>	<p>Please clarify. Do you mean ADA, security or something else?</p>
75.	<p>Does the Delaware Legislature have the ability to perform Quality Assurance testing for the new system?</p> <p>Or does the Legislature expect the vendor to provide Quality Assurance resources?</p>	<p>In the first analysis we expect clean, functional, efficient code from the successful vendor. User quality testing will be conducted by staff at the Delaware State Legislature.</p>
76.	<p><b>Section II - Scope of Services, Section General</b></p>	<p>Recommended specifications.</p>

**System Requirements,  
Hardware, Page 2**

**“The selected vendor must provide a recommended hardware specification for the new system.”**

Does our response require estimates for hardware and software licensing or only the recommended specifications?

<p>77.</p>	<p><b>Attachment 5, Business References, Page 39</b></p> <p><b>“Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.”</b></p> <p>The RFP states to not list any State Employee as a business reference. Does this apply to only the State of Delaware employees or across all states?</p>	<p>This applies to only State of Delaware employees.</p>
<p>78.</p>	<p><b>Section 7 – Project Documentation Requirements, Page 80</b></p> <p>Does our RFP response have to address this project documentation in anyway (other than pricing)?</p>	<p>This table is to indicate documentation that we will require of the successful vendor at the noted phases of the project. If you have samples of such documentation from prior projects, please feel free to include them in your response. Please clarify if you have other questions.</p>

All other terms and conditions remain the same.

S:\ LEG13-001DELIS Addendum 1 to Proposal



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
 100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
 PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV