

RFP Reference	Question	Answer
Section 1 Overview, Paragraph Scope of Services, Page 2	Have you seen any demonstrations of solutions or software prior to the issuance of the RFP? If so, would you share the demonstrations or presentations that you have seen?	We have viewed demonstrations of software at various conferences but do not have the source to share.
Section 1 Overview, Paragraph Mandatory Pre-Bid Meeting, Page 2	Are you going to publish the attendees of the mandatory bidder's conference?	Yes that list will be published
Section Appendix B, "Project Objective" Paragraph 4, page 4	It appears that the state prefers an on-premise solution. Does the state desire a fully customized solution developed a tool set such as .NET or will the state consider a customized solution built on a publishing platform – more of a COTS (commercial off the shelf) solution customized for the Division of Research?	The State will look at all solutions presented, however does prefer on prem.
Section Appendix B, "Project Objective" Paragraph 4, page 5 Section Appendix B, "Project Objective" Paragraph 4, page 6	Would the state be amenable to a Microsoft Office 365 SharePoint solution? In terms of desired outcomes, how would the state weigh/prioritize the following items:1. The efficiency of workflow (less steps, better information, more structured review) 2. The ease of publishing (layout to -PDF) 3. The ease of publishing (layout-web) 4. Version control of proposed changes to legislation 5. Approval of final versions of legislation	Please see above answer Version control of changes to regulations Approval of final versions of regulations Ease of publishing Efficiency of workflow
Section Appendix B, "Project Objective" Paragraph 4, page 7	What is the State's chosen Content Management Platform (if they have one) and would they like to use this?	I am going to check to see if there is a preferred Content Management Platform. Leg Hall uses SiteFinity and our staff is able to support this option, this should be the one we recommend using. I am still waiting to hear back from DTI on any others they recommend.
Section Appendix B, "Project Objective" Paragraph 4, page 8	Is there a preference for a single piece of software to handle both workflow and publishing or would a combination of best of breed workflow and Desktop Publishing tools be entertained?	DTI DBA will need to be added to this project to ensure that the DB are recreated in the Standards the DTI
Section Appendix B, Item L – Data Conversion, Page 7	Who is responsible for data conversion? The vendor? The Division of Research or DTI?	This depends on the contract. Typically the vendor is responsible with help from Div. or Research to ensure the data will be mapped correctly.
Section Appendix B, Item #4 Database, Page	Who is responsible for building and maintaining the database for the new system -the vendor, DTI, or Division of Research. From reading this item, it appears that the vendor will need to provide the database and the resources needed to build and maintain.	DTI DBA will need to be added to this project to ensure that the DB are recreated in the Standards the DTI
Section – Statement of Work, Paragraph 5 – Reports and Queries, Page 8	How many reports are in use today? Are these the same reports to be utilized in the new system? Or, will there be additional reports to be designed and developed? If so, how many (estimate)?	There are currently approximately 5 specific reports in use today. Under the new system, the same reports as well as additional reports would be necessary. Any research request for information on regulations that have been previously published in the <i>Register</i> or Administrative Code or are pending would need to be accommodated. We cannot estimate how many this would be because it would vary depending on research requests.
Section – Statement of Work, Paragraph 12 – Organization and Staffing, Item #B, page 1	"Vendor will be responsible for all updating of State data production systems." What data production systems is this statement referring to? Are these external systems/interfaces to applications outside of the Division of Research? Please provide additional detail on this item. How many systems? How is this done today?	This would be the case if the solution were SAAS only. Referring to the updating necessary for data environments.
Section – Requirements – Paragraph "Benefits" under Goals/Objectives under Project Overview, Page 5:	"In addition, the solution will reduce the number of software that is required to complete the process. The following applications will be eliminated from the process: FrameMaker, WebWorks Designer, WebWorks Stationery, WebWorks Express, Adobe Acrobat Pro, Adobe Dreamweaver, PaintShopPro, and Lotus Notes." Will the vendor be responsible for the sunseting of these applications? Is that part of the scope of the project?	No, this is the responsibility of the reseach and the direction the agency or division would like to go into. This will need input from Janet & Yvette to understand what direction will be the best fit.

<p>Section – Requirements – Paragraph “Critical Success Factors” under Goals/Objectives under Project Overview, Page 5: Requirement AI 01.35 states the following: Modifications to the official Administrative Code version of the regulation must be tracked with identifying markers. The Markers are as follows: New additions to the text should be underlined. Deleted text should be identified with a strike through</p>	<p>Is Lotus Notes the only archive used for the current application? Are there any other databases used in the current application? Is the expectation that the agency submitting a new regulation will make these markers/mark-ups manually (say, in Microsoft Word) and submit that manually marked-up document? Or is the expectation that the new system will create these markers/mark ups?</p>	<p>The cumulative table information is stored in Lotus Notes. Publications are stored on the Regulations File share. The expectation is that the markers will be created within the new system.</p>
<p>Section Number: I Paragraph Number: 5 Page Number: 2: Text of passage being questioned: “A mandatory pre-bid meeting has been scheduled for February 25, 2020 at 9:00AM (EST). This is a mandatory meeting. If a Vendor does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation.”</p>	<p>If we discovered the RFP opportunity after the mandatory pre-bid meeting, is there a way for us to watch a recording of the meeting, or do anything to satisfy this requirement, and be able to bid on the RFP?</p>	<p>There is no opportunity after the mandatory pre-bid meeting.</p>
<p>I attended the mandatory Pre-Bid meeting for the above RFP.</p>	<p>I just wanted to verify that was still the case, or if there was a way to still be able to bid on the project? We had just come across the RFP after the mandatory pre bid meeting and was wondering if there was still any way we could still submit a valid bid? Is there a recording of the meeting we could watch to satisfy that requirement if not?</p>	<p>There is no opportunity after the mandatory pre-bid meeting. There is no opportunity after the mandatory pre-bid meeting. The pre-bid meetings are not recorded.</p>
<p>I attended the mandatory Pre-Bid meeting for the above RFP.</p>	<p>Can you please tell me if there will be a re-cap of the pre-bid meeting provided to the 4 vendors that were in attendance Can you also tell me if there is a maximum budget that you have established for this project</p>	<p>There is no re-cap of the pre-bid meeting provided.</p>
<p>RFP Section II Scope of Services Paragraph Number – unnumbered – the only paragraph Page Number 2 The Division of Research seeks a vendor to develop a browser based tool that would update the Registrar of Regulations website to allow for two interfaces with log-in capabilities, one for agencies for submission of regulation documents for publication and one for the Registrar of Regulations staff, for proofing and administrative purposes</p>	<p>Does the State have a preference as to whether the solution is a SaaS or COTs product?</p>	<p>No, this is the responsibility of the reseach and the direction the agency or division would like to go into. This will need input from Janet & Yvette to understand what direction will be the best fit.</p>
<p>RFP Section II Scope of Services Paragraph Number – unnumbered – the only paragraph Page Number 2 The Division of Research seeks a vendor to develop a browser based tool that would update the Registrar of Regulations website to allow for two interfaces with log-in capabilities, one for agencies for submission of regulation documents for publication and one for the Registrar of Regulations staff, for proofing and administrative purposes</p>	<p>Has funding been allocated for this project?</p>	<p>Funding has been allocated for this project</p>
<p>RFP Section II Scope of Services Paragraph Number – unnumbered – the only paragraph Page Number 2 The Division of Research seeks a vendor to develop a browser based tool that would update the Registrar of Regulations website to allow for two interfaces with log-in capabilities, one for agencies for submission of regulation documents for publication and one for the Registrar of Regulations staff, for proofing and administrative purposes</p>	<p>Will the State please share any budget requirements or expectations?</p>	<p>The state will not be sharing budget requirments or expectations at this time.</p>
<p>RFP Section II Scope of Services Paragraph Number – unnumbered – the only paragraph Page Number 2 The Division of Research seeks a vendor to develop a browser based tool that would update the Registrar of Regulations website to allow for two interfaces with log-in capabilities, one for agencies for submission of regulation documents for publication and one for the Registrar of Regulations staff, for proofing and administrative purposes</p>	<p>Are there any requirements for any engineering, configuration, or maintenance?</p>	<p>Question is too vague, please clarify what engineering, configuration and maintenance you are looking to get more information on.</p>

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<p>RFP Section II Scope of Services Paragraph Number – unnumbered – the only paragraph Page Number 2 The Division of Research seeks a vendor to develop a browser-based tool that would update the Registrar of Regulations website to allow for two interfaces with log-in capabilities, one for agencies for submission of regulation documents for publication and one for the Registrar of Regulations staff, for proofing and administrative purposes</p>	<p>Approximately how many State employees are expected to use the system?</p>	<p>Approximately 80 State employees would need to use the system.</p>
<p>RFP Section II Scope of Services Paragraph Number – unnumbered – the only paragraph Page Number 2 The Division of Research seeks a vendor to develop a browser-based tool that would update the Registrar of Regulations website to allow for two interfaces with log-in capabilities, one for agencies for submission of regulation documents for publication and one for the Registrar of Regulations staff, for proofing and administrative purposes</p>	<p>Approximately what percent of the workday of State employees presently involved with publishing regulations is spent using your current system?</p>	<p>We cannot approximate the time of State employees that are not within our Division. Of the 3 State employees within our Division, approximately 80 percent of the workday is spent using the current system.</p>
<p>Appendix B – Statement of Work Paragraph Number – 10 – Hosting and Managed Services Page Number 10</p>	<p>Does the State have a preference between vendor-hosted and self-hosted solutions?</p>	<p>We prefer DTI (Department of Technology and Information) hosted solution. This is an on prem solution, correct.</p>
<p>If Vendor hosted, ... If State hosted ... Appendix B – Statement of Work Section B – Scope of Project Paragraph number 2 Page Number 5 Included in the solution will be the refactoring/migration or design of the public facing website that is currently managed by the Registrar of Regulations.</p>	<p>Approximately how many visitors does the site receive a year?</p>	<p>On average the website receives 11K hits per month</p>
<p>Appendix B – Statement of Work Section B – Scope of Project Paragraph number 2 Page Number 5 Included in the solution will be the refactoring/migration or design of the public facing website that is currently managed by the Registrar of Regulations.</p>	<p>Will the State please confirm that assumption that the new site will be mobile-friendly?</p>	<p>This is not a requirement. It would be considered a nice to have.</p>
<p>Section – Attachment 6 Paragraph Number – 4d through 4h Page Number 39 4d. Women Business Enterprise Yes No 4e. Minority Business Enterprise Yes No 4f. Disadvantaged Business Enterprise Yes No 4g. Veteran Owned Business Enterprise Yes No 4h. Service Disabled Veteran Owned Business Enterprise Yes No</p>	<p>Is there a participation goal in this project for any of the specified classes?</p>	<p>Delaware does not have any preferences or participation goals for Diversity businesses with the exception of procurements that are Federally funded under programs requiring DBE participation goals. Such Federal funding is not a component of this procurement. All proposals will be evaluated and scored on proposal content thereby promoting an equal and open playing field with award of a contract going to the offeror whose proposal best meets the needs of the State.</p>

Section – Attachment 6

Paragraph Number – 4d through 4h

Page Number 39

4d. Women Business Enterprise Yes No

4e. Minority Business Enterprise Yes No

4f. Disadvantaged Business Enterprise Yes No

4g. Veteran Owned Business Enterprise Yes No

4h. Service Disabled Veteran Owned

Business Enterprise Yes No

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4f. Disadvantaged Business Enterprise Yes No

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4h. Service Disabled Veteran Owned

Business Enterprise Yes No

If yes, would the State please specify the participation goal(s)

Not applicable

Is there any preference in the evaluation process for any of the specified classes?

Delaware does not have any preferences or participation goals for Diversity businesses with the exception of procurements that are Federally funded under programs requiring DBE participation goals. Such Federal funding is not a component of this procurement. All proposals will be evaluated and scored on proposal content thereby promoting an equal and open playing field with award of a contract going to the offeror whose proposal best meets the needs of the State.

If yes, would the State please specify these preferences?

Not applicable