**Appendices**

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# **Appendix A: Purpose of the RFP**

This Request for Proposal (RFP) provides vendors with the information necessary to respond with a proposal and bid for a new Bill Production System that will fulfill stated requirements at the Maine State Legislature.

This RFP is intended to allow vendors to respond with accurate proposals and bids which address both software and related service alternatives with estimated time lines and price ranges, to deliver the Bill Production System consistent with the requirements described in this RFP.

If a vendor bids on this RFP, the proposal should include a detailed description of software offerings and related service alternatives, with pricing to deliver the identified components of the Bill Production System consistent with the requirements described in this RFP.

**All responses to the RFP must include all sections below completed. Word version available upon request.**

#

# Appendix B: Functional Requirements Questionnaire

 **Response Column Definitions:**

**Yes** The vendor solution fully supports this requirement

**Partially** The vendor solution partially supports this requirement. Provide comments to clarify what is supported (see Comments).

**Future** The functionality is planned as a future enhancement. Provide the scheduled date for availability in the comments column.

**No**  The vendor solution does not support this requirement

**Comments** The vendor may provide clarification using this column.

**In the Yes, Partially, Future columns the vendor must respond with one of the following codes:**

**‘O’**  Indicates that the function is currently available “out of the box”

**‘C’** Indicates that some configuration is necessary

**‘P’** Indicates that the function is available through a partnership with another vendor. Provide partner name and details in comments.

**Areas of Work : A=General, B=Workflow**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Area** |  **Application Functionality ‘Must Haves’** | **Yes** | **Partially** | **Future** | **No** | **Comments** |
| 1 | A |  Application will be extensible |  |  |  |  |  |
| 2 | A | Application will consume necessary metadata from LEAP |  |  |  |  |  |
| 3 | A | Application will update necessary metadata in LEAP |  |  |  |  |  |
| 4 | A | Application will allow the user to easily view necessary metadata without exiting |  |  |  |  |  |
| 5 | A | The type of bill draft will dictate what kind of instrument the Tech can create (Act, Resolve, etc…) but it should not limit it should that type need to be changed (e.g. Act 🡪 Resolve) |  |  |  |  |  |
| 6 | A | Markup (e.g. strike, underline, etc…) will be readily assignable and identifiable. |  |  |  |  |  |
| 7 | A | Documents will accommodate tables, lists and forms. |  |  |  |  |  |
| 8 | A | WYSIWYG input required with any tagging optionally obfuscated from user.  |  |  |  |  |  |
| 9 | A | Bill document output will include line numbering.  |  |  |  |  |  |
| 10 | A | Documents including Maine Revised Statutes will initiate proper history tracking. |  |  |  |  |  |
| 11 | A | Editing and output environments will NOT restrict size of documents. |  |  |  |  |  |
| 12 | A | Application will facilitate the production of the Laws of Maine publication. |  |  |  |  |  |
| 13 | A | Application will facilitate the codification and electronic publication of the Maine Revised Statutes. |  |  |  |  |  |
| 14 | A | Application will expose data necessary for reporting and other publication requirements. |  |  |  |  |  |
| 15 | A | Document will automatically include boilerplate language if metadata indicates (e.g. emergency preamble).  |  |  |  |  |  |
| 16 | A | Application will allow the user to view, track and process line-item vetoes. |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Area** |  **Application Functionality ‘Must Haves’** | **Yes** | **Partially** | **Future** | **No** | **Comments** |
| 1 | B | Various actions within bill drafting and bill production will initiate workflow milestone updates to LEAP where and when appropriate. |  |  |  |  |  |
| 2 | B | Application will present current milestone status. |  |  |  |  |  |
| 3 | B | System will capture “tracking” information automatically whenever possible, e.g. custody, revision history, work history, etc… |  |  |  |  |  |
| 4 | B | Security, for a document, utilizes check out (one write / many reads)  |  |  |  |  |  |
| 5 | B | Application will create information about each milestone, each transition event when a task or document moves from one definable step of the process to the next definable step of the process. |  |  |  |  |  |

# **Appendix C: Technical Requirements Questionnaire**

**Target Architecture**

1. Please list all hardware, operating system and other required and supported by your product.
2. Describe the overall architecture of the proposed system and on what tier the major processing functions occur. Please include diagrams or charts to depict the architecture and processing functions as well as a list of all modules that the product requires in order to operate the various components of your system.
3. Are any other third party products required to run the proposed software? If so, please indicate which products are required and describe the requirements associated with these products including version numbers.
4. Describe how proposed system handles ‘Role Based Security’ requirement for handling displaying of certain fields (or not) or not on screens, how system will allow access to documents (or not) from inception through to publication, how system will allow either modification or view-only access to documents that are in process and/or being worked on by those up or downstream of user.

##### Data Conversion : Describe plan to convert existing statute documents from current drafting/bill production system to new system file format based.

# **Appendix D: Data Requirements Questionnaire**

**Instructions for Response Columns:**

**Response Column Definitions:**

**Yes** The vendor solution fully supports this requirement

**Partially** The vendor solution partially supports this requirement. Provide comments to clarify what is supported (see Comments).

**Future** The functionality is planned as a future enhancement. Provide the scheduled date for availability in the comments column.

**No**  The vendor solution does not support this requirement

**Comments** The vendor may provide clarification using this column.

**In the Yes, Partially, Future columns the vendor must respond with one of the following codes:**

**‘O’**  Indicates that the function is currently available “out of the box”

**‘C’** Indicates that some configuration is necessary

**‘P’** Indicates that the function is available through a partnership with another vendor. Provide partner name and details in comments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID #** | **The application must . . .**  | **Yes** | **Partially** | **Future** | **No** | **Comments** |
| D.1.1 | Support international names with special characters. |  |  |  |  |  |
| D.1.2 | Support the identification of required data elements. |  |  |  |  |  |
| D.1.3 | Support case sensitivity. |  |  |  |  |  |
| D.1.4 | Support definition of valid values for data elements. |  |  |  |  |  |

#

# **Appendix E: Confidentiality Statement**

As an authorized representative or corporate officer of the company named below, I warrant my company and its successors, assigns, trustees, directors, officers, employees and agents will not disclose any documents, diagrams, information, and information storage media made available to us by the Maine State Legislature for the purposes of responding to this RFP or in conjunction with any contract arising therefrom. I warrant that only those successors, assigns, trustees, directors, officers, employees and agents who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided to us by the Maine State Legislature will be returned promptly after use, and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials a letter attesting to the complete return of the materials, and document the destruction of any copies of derivations. Failure to comply will subject this company to liability, both criminal and civil, including all damages to the Legislature and third parties. I authorize the Maine State Legislature to inspect and verify the above.

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(Signature of Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Typed name of Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Typed name of Company)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)­­­­­­­­­­­­­­

# **Appendix F: Vendor Questionnaire**

|  |
| --- |
| Corporate Profile Response |
| 1. What is the full legal name of your company?
 |  |
| 1. If you are a subsidiary, what is the full legal name of your parent company?
 |  |
| 1. What is the ownership structure of your company?
 |  |
| 1. Who are any major investors and stakeholders in your company?
 |  |
| 1. What is the location of your corporate headquarters?
 |  |
| 1. What are your major locations in the U.S.? Internationally?
 |  |
| 1. How many full-time employees do you have currently?
 |  |
| 1. In what year was your company founded in its current form?
 |  |
| 1. If your company has history pre-dating its current form, please describe that history along with relevant dates.
 |  |
| 1. What were your company’s annual revenues in 2014, 2015 and 2016?
 |  |
| 1. What was your company’s net profit (loss) in 2014, 2015 and 20161?
 |  |
| Company Management Team |
| 1. What are the names of your company’s major officers?
 |  |
| 1. If there are any special biographical details you would like to provide on officers and management team members (industry accomplishments, relationships, etc.), please do so.
 |  |
| Clients |
| 1. Please identify your top 2-3 U.S. clients or legislatures who use your bill production or drafting system software. Please identify the clients directly by name or indirectly through description.
 |  |
| Partnerships |
| 1. Do you have any partnerships with other technology companies that you believe might be of particular interest to the Legislature ?
 |  |
| 1. If so, please identify and explain these technology partnerships.
 |  |
| 1. Do you have any partnerships with non-technology companies (service providers, content providers, BPO services firms, etc.) that you believe might be of interest to the Legislature ?
 |  |
| 1. If so, please identify and explain these non-technology partnerships.
 |  |
| Competitors |  |
| 1. Please identify who you would consider to be your main competitor(s) in this product area.
 |  |
| Products |
| 1. Please identify and describe your company’s major components within its Bill Production system.
 |  |
| 1. Please identify and describe the institutions (customer councils, user groups, etc.) and processes (customer suggestions, feature evaluation) you have for evaluating and incorporating user feedback into the development of your products.
 |  |
| References |  |
| 1. Please provide the names, phone numbers, e-mail addresses and street addresses of three (2) references who can speak to their experience with your company’s drafting or bill production product(s).
 |  |