

ADDENDUM ONE

Date: October 20, 2015

To: All Bidders

From: Chris Kliment, Buyer
Nebraska Department of Corrections

RE: Addendum for Request For Proposal 82500-O3

Original Opening Date and Time: October 27, 2015

Scope of Addendum

Questions	Answers
1. If the automated system is proprietary and copyrighted by the contractor, is there flexibility regarding the requirement to transfer copyright to the state or allowing the State the rights to the source code of the system?	The contractor shall permit NDCS to use any proprietary and/or copyrighted materials and to publish, reproduce, use, and disclose such materials as needed during the course of normal business. The transfer of ownership of any copyright, proprietary materials, or source code will only be considered at the contractor's request.
2. Is NDCS willing to allow the contractor the right to publish and use the data derived from the automated system under terms agreeable to both parties?	Yes, however NDCS reserves the right of first review for all projects, papers, presentations, and other materials that are produced as a result of the work done under this contract. Additionally, the data collected during the contract period may not be used for any studies that fall beyond the scope of the contract and/or are not included in the mandated NDCS reports without receiving approval through the formal research project review process. Other stipulations may apply.
3. Is there a preference for the system to be installed on NDCS servers or on the cloud?	NDCS is open to either option, pending evaluation of the vendor's proposed system architecture. If the solution must be on State premises, the State could house a virtual or physical server. The vendor would provide all server support, patching, and application support remotely via VPN.

Questions	Answers
4. If the system is to be installed on NDCS servers, is there a preferred operating system?	Windows Server 2012 R2.
5. If housed on NDCS's servers, is the state able to host open source platforms?	Possibly, depending on the proposed system architecture (see #3, above).
6. For the Nebraska Inmate Case Management System, what are the technical specifications? In particular, does an interface for integration (i.e., API) currently exist?	There is currently no standard API built to interface with NICaMS. Any integration would have to be developed by working with the NICaMS development team and the Office of the Chief Information Officer (OCIO).
7. Can the 75% contract bond be waived?	No.
8. For the 75% contract bond, how will the state handle deadlines that are missed due to delays or situations that are not because of any actions of the contractor?	Due to the legislative mandates surrounding the adoption and implementation of a risk/needs assessment instrument, the general opinion is that any missed deadlines will result in a forfeiture of the 75% contract bond. However, these situations will be reviewed on a case-by-case basis to determine the appropriate response to delays and/or missed deadlines.
9. How many juvenile offenders are currently under NDCS supervision?	As of October 19, 2015, there were 65 males housed in the Nebraska Correctional Youth Facility, and 1 female under the age of 19 housed in the Nebraska Correctional Center for Women. During FY2015, the average daily population of NCYF was 71.4 youthful male inmates.
10. Is the electronic database required to be delivered by January 1, 2016 or is the deliverable referring to the pen/paper version of the instruments?	The January 1, 2016 deadline refers to the pen/paper version of the instruments, though an electronic database should be developed and delivered as soon as possible.
<p>11. Two months is not a long enough time period to examine the validity of a risk/needs instrument. Following best practices, we would need at least 24 months to conduct the study with fidelity, as we would need the following components in place before the study could begin:</p> <ul style="list-style-type: none"> • Staff trained on the instrument; • Implementation of those instruments across the state; • Set up of the automated system to collect risk/needs data; • A one-year follow-up period to track offender recidivism. <p>In this sense, is NDCS willing to extend the validation study deadline (rather than the current March 1, 2016 deadline)?</p>	To the degree possible, the selected vendor shall use existing data on historical NDCS populations to score the instrument develop cut-off points for the risk/needs levels of Nebraska inmates. We understand that a full-fledged validity study will require time for the instrument to be full and properly implemented, and this type of evaluation will be expected at the completion of the three-year contract period/the beginning of the renewal contract period. NDCS would be willing to extend the validation study deadline, though likely no further than June 20, 2016.

Questions	Answers
12. Approximately, how many offenders will receive an assessment between the time training begins and the current March 1, 2016 deadline to begin the validation study?	As stated in Question 11, the validation study should use historical NDCS records to develop the Nebraska-specific cut-off points. The initial validation should not be based on the scores of current inmates, as this would not follow best practices.
13. Does the number of sites (11) correspond to the number of trainings that need to be conducted by June 1, 2016?	No. All parole staff must be trained by June 1, 2016 (approximately 65 employees). In addition to the parole staff, as many facility staff as possible should be trained by June 1, 2016, though the deadline for facility staff training is not until December 1, 2016. There will likely need to be multiple trainings at the majority of facilities, due to the number of employees in the facility, the nature of the daily work that must be performed, and other considerations.
14. How many refresher trainings are needed each year?	Refresher training shall be offered annually, though the number of trainings offered will depend on the number of staff members that can be trained at one time.
15. Does NDCS prefer to annual refresher trainings to be in-person, via video-conference, webinar, or self directed/web-based?	Refresher trainings shall be conducted in person.
16. How many hours and how many days should refresher trainings be?	This will depend on the complexity of the instrument and the number of staff who need to undergo the refresher training.
17. How many staff does NDCS want trained as trainers?	NDCS would like to see at least 15-20 staff trained as train-the-trainers. This will allow us to have one trainer in each facility (including Adult Parole Administration, Central Office, and Staff Training Academy), with backup trainers available.
18. We note that approximately 55 software licenses will be needed for parole agents. Will all 150 facility need software licenses to access/conduct assessments and case plans? If not, how many would need full access?	All staff who are responsible for administering the instrument, developing case plans, and/or accessing the results of assessments will need a license. If there are varying levels of access to the software, licenses will be issued to staff accordingly.
19. What is meant by "Is the instrument an overall access"? on Form B	This intends to ask whether a one-time payment covers all licensing, use, or other services related to the viewing and administration of the instrument (separate from routine maintenance fees).

This addendum will become part of the bid and should be acknowledged with the RFP.