

**STATE OF ALASKA RFP 2015-0800-2843
AMENDMENT NUMBER 5**

RETURN THIS AMENDMENT IN YOUR PROPOSAL TO:



**Department of Commerce,
Community and Economic Development
Attention: Gina Chalcroft
State Office Building - Ninth Floor
333 Willoughby Avenue
P.O. Box 110803
Juneau, AK 99811-0803**

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: November 18, 2014

RFP TITLE:	Banking and Securities Licensing and Regulatory Management System/ Software as a Service (SaaS)
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THERE IS NO CHANGE TO THE RFP PROPOSAL RECEIPT DEADLINE: Proposals must be time and date stamped by the issuing office no later than 2:00 PM., Alaska Standard Time on Wednesday, November 26, 2014. An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

IMPORTANT NOTE TO BIDDERS: In order for your proposal to be considered responsive, this amendment, in addition to your proposal and all other required documents, must be signed, dated, and included in your proposal. All other sections of the RFP remain the same.

A handwritten signature in blue ink, appearing to be "Gina Chalcroft", written over a horizontal line.

Gina Chalcroft
Procurement Specialist
PHONE: (907) 465-2519
FAX: (907) 465-5441

NAME OF COMPANY

SIGNATURE

DATE

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The following questions have been asked and answered

Q1. Is there any preference for hosting the solution in-house vs. an offeror hosting it for you (SaaS)?

A1. DCCED prefers a SaaS hosting situation.

Q2. Would you please share the user details for your Banking and Securities Licensing and Regulatory Management System requirement and who would be using this solution based on our user definitions below:

Heavy
Medium
Light

A2. Of our current 22 positions, all but three are likely to use the system at least weekly, and most would use the system nearly daily. The remaining three would use the system sporadically when either inputting or retrieving data needed for public responses or periodic reports.

Heavy = 19
Medium = 3
Light = 0

Q3. Please confirm our understanding that the information found in Attachment 12 is for informational purposes only and does not encompass the required scope or functionality of the project? As instructed in the RFP we are responding to the functionality and requirements in Section 5.0 and 6.05. Are vendors expected to respond to the functionality described in Attachment 12?

A3. Attachment 12 is for informational purposes only.

Q4. Will the functionality in the Scope of Work, section 5.0 and 6.05 be the sole basis of evaluation for the proposal?

A4. The Evaluation Criteria is contained Section Seven (7), pages 36 & 37 of the RFP.

Q5. It is not clear from the RFP which paper documents if any from the table on page 22 and 23 can be converted programmatically, which will be scanned and attached manually and by whom. Please provide answers to the following:

- a) Are the existing electronic documents also indexed electronically so that they can be programmatically converted into the system?
- b) If not, will DBS staff attach the documents and index them to the appropriate records?
- c) Which existing paper documents in this table does DBS expect to scan into the system?

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- d) Since this is a major driver of cost, we assumed that DBS expects the vendor to provide the facility to scan and attach these documents to allow DBS staff to perform this document conversion over time or outsource it to a 3rd party. Is this correct?
- A5.** Please see the Conversion of Records section at page 22, 5.01 Scope of Work (including the Record Management and Data Capture and Conversion and 5.02 Deliverables sections). These records are expected to be converted into the new system (existing registrations, examination records, etc.) and paper documents will need to be scanned into and properly placed in the system. The types of records are noted. The records are indexed (named) in current document libraries. The RFP does not contemplate DBS staff scanning or attaching the documents, except as going forward once the system is operational.
- Q6.** In order for vendors to ensure compliance with DBS proposal requirements, is there a discreet listing of the 'Minimum Requirements' described in section 6.01 (i) of the RFP document?
- A6.** Section 6.01 (i) of the RFP document is referring to the Prior Experience Requirements listed in Section 2.08.
- Q7.** Please clarify if the \$500,000 to \$1.2 million budget range represents DBS' budget for the initial implementation of the software or does it represent the 5 year total cost of the system?
- A7.** The budget referenced in Section 1.04 represents the 5 year total cost of the system.