

REQUEST FOR PROPOSALS
To Provide Kansas Legislature Information Systems and Services
for the Kansas Legislature

Issuance Date: October 11, 2021
Proposal Due Date: November 22, 2021

Prepared by:
Kansas Legislative Office of Information Services

Objective:

The primary objective of this project is to replace the systems and applications used to process the Legislature's information. This information includes bills, amendments, resolutions, statutes, bill histories, chamber calendars, chamber journals, committee agendas, committee minutes and testimony, supplemental notes, legislative appropriations, bill explainers, summaries of legislation, fiscal reports, interim reports, and appointments. The system should provide an integrated solution across the legislative divisions of Legislative Administrative Services, the Kansas Office of the Revisor of Statutes, the Kansas Legislative Research Department, the Kansas House of Representatives, and the Kansas Senate.

Proposals should include details on all project phases, such as duration, resources, and associated costs. Anticipated phases would include requirements gathering, detailed design phase, software construction and testing, system implementation, etc. The proposal should also include system support for at least 3 years after implementation and knowledge transfer to legislative staff on system administration and software programming.

The security of the systems and the legislative data stored within them are of the utmost importance to the Legislature. Systems will be implemented in the Kansas Statehouse secure datacenter and implemented on a virtualized private cloud server environment. In addition to physical security of systems and data, any implemented system will track document changes and any document revision will be recoverable. Documents will be stored in an open format that is easily accessible through user utilities or software code.

General Requirements:

These general requirements apply to all products obtained under this RFP.

At the request of the Kansas Legislative Office of Information Services (KLOIS), the Vendor will demonstrate the proposed system that will provide functions needed by the Kansas Legislature. The Vendor will provide a detailed explanation of how they can implement systems for functions that cannot be demonstrated.

Vendors will provide cost information for each proposed project phase and 3 years of system support.

RFP responses must indicate clearly whether each specification is met or unmet. Explanations that assist in the clarification of responses are desired.

Pricing/costs of the proposal shall be separated from the rest of the response. Please attach the pricing/cost information to the response in a sealed envelope. Electronic responses should include the pricing/cost information in a separate file.

The Kansas Legislature will accept proposals until 2 PM CST, November 22, 2021.

Basic Information for Respondents:

A. Background

This Request for Proposal (RFP) solicits proposals to provide systems to create, edit, and process legislative bills and resolutions, and the many associated documents needed in the legislative process. The systems will also update and publish the statutes of the State of Kansas. The current system was implemented in 2011. Proposals in response to this RFP should detail how the current system will be replaced. Required functionality of the systems are described in the Detailed Specifications listed later in this request.

B. Acronyms and Specialized Terms

LCC. The *Legislative Coordinating Council* has general authority over all legislative services and comprises the President, Vice-President, Majority Leader, and Minority Leader of the Senate; and the Speaker, Speaker Pro Tem, Majority Leader, and Minority Leader of the House of Representatives.

Procurement Negotiating Committee (PNC). The *Procurement Negotiating Committee (PNC)* conducts a review of proposals, makes the award recommendation to the LCC, and negotiates the vendor contract. The PNC consists of:

- The Revisor of Statutes
- The Director of the Research Department
- The Chief Clerk of the House
- The Secretary of the Senate
- The Director of Legislative Administrative Services
- The Legislative Chief Information Technology Officer

The PNC will make the final award recommendation based on the best interests of the State of Kansas.

C. Communications Related to This RFP

From the issuance date of this RFP until a vendor for the requested goods and services is selected and contract negotiations commenced, respondents are not allowed to communicate with any Legislative staff regarding this procurement except for the contact listed below. Violation of this provision may result in the rejection of respondent's proposal.

Questions about this solicitation should be submitted by 5 PM (CST), November 1, 2021, and be addressed in writing to:

Eric Theel, Director of Application Services
300 SW 10th, Room 63-W Statehouse
Topeka KS 66612
Voice: 785-296-5566
E-mail: eric.theel@las.ks.gov

We strongly recommend that written questions be transmitted by e-mail to assist in expedited

responses. All communications prior to a formal declaration of start of negotiation will be documented and given to all members of the PNC.

The LCC reserves the right to amend or cancel this solicitation at any time. The LCC also reserves the right to refuse any and all proposals and portions of proposals submitted in response to this solicitation.

Proposal Requirements:

A. Proposal Acceptance Guidelines

The following conditions are necessary for any proposal to be accepted for consideration:

Eligibility

Proposals submitted in response to this request may be submitted by any individual or entity with the ability to provide the requested goods and services. The person who signs the proposal must be an authorized representative of the entity submitting the proposal.

Content

Proposals must follow the outline described in the “Instructions to Respondents” section later in this solicitation. Adherence to a standard format will allow the PNC to quickly and easily identify elements for evaluation. Failure to follow the required format may result in rejection of the proposal. Proposals that simply restate the RFP's requirements or simply indicate that the specified goods or service will be provided will not be considered responsive and may be rejected. The LCC will reject conditional or incomplete proposals or proposals that contain irregularities in content or procedure. Proposals that, in the opinion of the PNC, are not specifically responsive will be rejected. Oral responses will not be accepted.

Deadline for Submission

In order for proposals to be considered, the signed original proposal, 3 copies of the signed original, and 3 digital copies must be received at the location specified below, on or before 2 PM (CST) November 22, 2021.

Proposals must be delivered to:
Alan Weis, Legislative Chief Information Technology Officer
Legislative Office of Information Services
Kansas Statehouse, Room 63-W
300 SW 10th Avenue
Topeka, Kansas 66612

The Legislature reserves the right to postpone the deadline, in which case notification will be distributed in the same manner as the original RFP.

B. Vendor/Contractor Guarantees Prices

The successful proposal may become part of the purchase or leasing contract. All prices quoted in the proposal must be firm on the basis of services and products offered and must be valid for at least 60 days from the time of submission of the proposal.

Conflict of Interest

All proposals must include certification that any prices presented in the proposal were arrived at without any conflict of interest. For purposes of this certification, a conflict of interest would exist if prices were not arrived at independently and without collusion, consultation, communication or agreement with any other respondent, competitor, or public officer regarding any matter material to those prices. If a conflict of interest is detected at any time during the period of the contract entered into as a result of this RFP, the contract will be declared null and void and the respondent must assume all costs of the project until such time as a new vendor is secured.

Performance

Respondents must guarantee that all goods and services offered in response to this solicitation will perform according to the specifications and provisions of the solicitation. Respondents must identify whether any guarantees are conditional and clearly state such conditions.

Payment tied to performance

Respondent must self-finance respondent's total cost of procurement under any contract entered into as a result of this RFP. Any contract entered into as a result of this RFP will include provisions allowing the State of Kansas to withhold deliverable payments for respondent's failure to provide products or services as required by the contract until such non-performance is rectified.

Failure of Hard Drive Units

The Legislature requests that failed hard drives be retained by the Legislature and destroyed by KLOIS personnel. The respondent is asked to state what methodology or conditions will be necessary to achieve the assurances the Legislature requires that sensitive data is kept secure in the case of a failed hard drive.

C. Legal Requirements

Contractual Provisions Attachment

Any contract entered into for provision of goods or services will include the Contractual Provisions Attachment, DA-146a (Attachment A).

Open Records

All proposals and supporting documentation submitted by respondents become the property of the LCC and pursuant to state law will be open to public review after contract signing or rejection of all proposals. Any documentation accompanying the proposal that the respondent considers proprietary or confidential must be clearly marked as such. Cost data cannot be considered proprietary or trade secret information.

D. Proposal Review and Contract Negotiation

Waiver of Requirements

The LCC may waive a proposal's deviation from the requirements of this RFP, but any such waiver will not constitute a modification of the RFP requirements, nor will such waiver excuse any respondent from full compliance with any contract entered into as a result of this RFP.

Additional Information

The LCC may request additional information as needed from any respondent who submits a proposal. If additional information is requested from a respondent, the LCC is not required to request the same information from all respondents.

Notice

If this RFP is amended or canceled, or if additional information is provided by the LCC (or the PNC on the LCC's behalf) to clarify the RFP, notification of how to obtain the information will be distributed in the same manner as the original notice. Verbal communication regarding the RFP will not override written communication. All respondents must acknowledge in the proposal receipt of any addenda to this RFP or any additional information from the LCC or the PNC. Failure to include such acknowledgment in the proposal may result in rejection of the proposal.

Final decision

The final decision for securing goods and services described in this proposal will be made by the LCC. The LCC reserves the right to negotiate all elements of any proposal submitted in response to this request. Any such negotiations may include, but not be limited to, prices, scope of services, payment schedules, penalties, and means of providing the services. In particular, the LCC reserves the right to change the configuration of the equipment and software required, based on the cost, functionality, capacity, speed, and other factors described in the proposals, with the understanding that such changes may affect the total contract cost. The contract resulting from these negotiations may include this RFP, the respondent's proposal, and all matters agreed to by the LCC and the respondent. Negotiated contract provisions will prevail in the event of conflicting provisions in the other documents.

Withdrawal of Proposals

Any proposal may be withdrawn in its entirety by the respondent. Any such request for withdrawal must be made in writing and signed by the person or persons who signed the proposal. No portion of a withdrawn proposal will be considered for any aspect of the project described in this RFP.

Costs Related to Preparing Proposal

Costs directly or indirectly related to preparation of a response to this request, including any required demonstration, are entirely the responsibility of the respondent and are not chargeable, in any manner, to the State of Kansas.

Instructions to Respondents:

A. Proposal Format and Contents

Cover Sheet

The cover sheet for vendor proposals must be in the following format and contain the following information:

Cover Sheet

Proposal to Provide Kansas Legislature Information Systems and Services

Submitted to:

Kansas Legislative Office of Information Services

300 SW 10th, Rm. 63-W

Topeka, KS 66612

ATTN: Mr. Alan Weis

Date Mailed or Delivered: _____

Submission deadline: 2:00 PM CST, ?????, 2021

Respondent's name (if an individual) or firm's name:

Signature of Respondent's Contact Person with authorization to enter into contract:

Signature: _____

Name (printed/typed) _____

Title _____

Address _____

Phone _____

Fax _____

e-mail _____

Table of Contents

All proposals shall have a table of contents to assist reviewers in their evaluations.

Proposal Introduction

This section must contain an introduction to the proposal and a statement of the project as the vendor understands it. While the section should be brief, vendors should provide sufficient information to demonstrate they have read the RFP and related document and understand the intent, scope, and importance of the project.

Corporate Background and Experience

This section should state the background and experience of the individual or corporation submitting the bid in providing computing and storage systems, support, and maintenance. This section must include a copy of the company or individual's most recent independent financial audit and a list of customers who have obtained substantially similar goods and services from the respondent. The list of customers must include contact information for a person familiar with the goods and services provided by the respondent. The LCC may contact any or all of the customers listed in the proposal or other customers the LCC becomes aware of through its own efforts.

Responses to all Specifications

This section must contain the vendor’s specific response to each, and every item listed in the “Specifications” section. The format for each response should be (1) a restatement of the functions, (2) a definitive statement of whether the vendor's proposed hardware or services meet the functions and specifications, and (3) a narrative description of how the vendor's proposed hardware or services meet the functions and specifications. In any case where the function as written cannot be met, the bidder may propose an alternative, but such responses must state that the response does not meet the function as written. The responses must take the format of the following **example**:

Function	Example 1	Example 2
Bill Drafting	<p>Allows Revisor staff to draft bills by automatically creating the bill from selected source material including statutes or bill sections input by the user. This function imports the bill sections from the source and automatically creates the bill title statute listing and the repealer section. The function allows for bills with amendatory or new law sections and appropriations bill drafting.</p> <p>YES, the solution in this proposal meets this requirement. A software application will be developed to provide these functions.</p>	<p>Allows Revisor staff to draft bills by automatically creating the bill from selected source material input by the user. This function imports the bill sections from the source and automatically creates the bill title statute listing and the repealer section. The function allows for bills with amendatory or new law sections and appropriations bill drafting.</p> <p>NO, the solution in this proposal does not meet this requirement. Our proposed editor will allow the user to input text to create the document, but the system will not be able to automatically create text sections.</p>

Proposed Project Staff and Project Organization

This section should state in detail the qualifications of the persons whom the vendor proposes to assign to work on the Kansas Legislature Information Systems and Services project. It will be important to provide detailed information on the persons with whom the Legislature will have the greatest contact with such as the Project Manager or Contact Person, Contract Negotiator, and development team members, etc.

A large project such as creating the many applications and systems for a legislative branch will require the vendor to work closely with the legislative staff of the Office of the Revisor, the Legislative Research Department, Legislative Administrative Services, and the House and Senate Chambers. Therefore, these divisions will need to identify staff members to be Subject Matter Experts (SMEs). These SMEs will commit time to work on the project to provide specifications, documents, and data samples, review the applications designs, review prototypes, and to test the systems.

To complete the project as quickly as possible the vendor will have to work simultaneously with all the divisions to build their systems. At the same time the vendor will need to determine the integration points that are required for the systems to work properly. The detail should estimate the time commitment of the Legislative staff for each project deliverable.

Proposed Detailed Project Schedule

The vendor will propose detailed project phases, a detailed schedule and project deliverables. All testing and training will be completed before the final implementation date. The PNC will negotiate the final schedule and deliverables with the selected vendor and the schedule and deliverables will be included in the vendor contract.

Proposed Implementation Schedule

- Oct. 1, 2024 – System implementation, System support begins.
- Oct. 1, 2025 – 1st year System support ends.
- Oct. 1, 2026 – 2nd year System support ends.
- Oct. 1, 2027 – 3rd year System support ends.

Vendors must state in their response whether or not this implementation schedule can be met. Deviations from this schedule must be identified and a vendor-proposed schedule submitted.

Proposed Cost for Good and Services

Costs shall be presented in the format below. This cost information shall be placed in a sealed envelope and included with the response.

TOTAL PROPOSAL

Vendor Name: _____

Cost of Phased Deliverables:

Phase 1	\$
Phase 2	\$
Phase 3	\$
Etc.	\$
Other costs (specify)	\$

Total of all costs: \$ _____

Vendors are reminded that the State of Kansas does not pay sales or property taxes and is not required to purchase insurance. Vendors should remember that these expenses will be their responsibility and factor such into their monthly cost calculations. Vendor financing is preferred. Third party financing is discouraged.

Explanatory Notes to Cost Items

Vendors shall provide a copy of the proposed contract and Statement of Work or Task Order with the response. Negotiation of contract terms and costs will begin with the sample contracts. The sample contract shall contain all of the terms and conditions including termination provisions.

Proposal for Additional or Enhanced Functions

Vendors may submit detailed proposals for additional or enhanced products and services. In particular, proposals for additional or enhanced technology solutions or for “value-added” services are encouraged. These submissions should be limited to those functions that relate to the operations and business requirements of the Kansas Legislature. They should relate to the functions requested in this request and should integrate into and enhance the functionality of the solution proposed by the vendor. Vendors may respond with multiple options in their solution. Enhanced functions are those that exceed the minimum functionality stated in this RFP. Proposed additional or enhanced functions must be described in completely separate operational, technical, and cost sections from those required by this RFP.

Respondents may wish to use the checklist in Attachment B to help ensure that their proposals are complete.

B. Evaluation Criteria

Experience

Persons or entities with previous, verifiable experience and acceptable performance records as providers of software systems and maintenance services to state legislatures will be given preference in the selection process.

Required Elements

For purposes of evaluating proposals, each function identified in this RFP is considered mandatory for vendor proposals. Preference will be given to vendor whose systems most closely match the specifications.

Scoring of Proposals

The Technical Evaluation Advisory Team will be selected from members of the KLOIS technical staff. Members of the Technical Evaluation Advisory Team will assess each proposal and assign a "0" (meaning the specification function does not appear to be met) or a "1" (meaning the specification function appears to be met) or a "2" (meaning the function appears to have been exceeded). The reviewer is required to explain the reasons for the score. A composite score will be developed for each proposal by each reviewer. Once all proposals are evaluated individually, the Technical Evaluation Advisory Team will develop a final composite score for each proposal. These evaluations will be considered by the PNC in making a determination of the "best interest of the State". The costs of the proposal in the sealed envelope will not be evaluated until after the scoring of the functions has been completed.

Demonstration

The process of evaluating respondent responses may include a demonstration of software products currently available from the vendor. If requested, the respondent will provide a demonstration of the product's functions that could meet the required functional needs. The demonstration will be provided to the PNC Team and the Technical Evaluation Advisory Team within 14 business days of being notified. The demonstration will be made to Legislative Office of Information Services at 300 SW 10th Street, Room 63-W, State Capitol Building, Topeka, Kansas, 66612. The respondent will bear all the cost of the demonstration setup and delivery and the eventual return of any equipment. A room at the Kansas Capitol Building will be provided for the demonstration. Potential vendors will be provided an opportunity to demonstrate functions of their solution not specifically addressed in the RFP specification section. However, those functions need not be considered by the PNC Team during its evaluations.

An overall evaluation of each proposal will be prepared by the PNC after the demonstration and those evaluations will be submitted to the LCC with recommendation for the "best value" to be derived for the State of Kansas. The LCC is not bound to follow the recommendations of the PNC. Selection of a specific proposal for award of a contract does not mean the other proposals lacked merit. Selection of a specific proposal indicates only that the PNC recommends that proposal as offering the best value to the State of Kansas. The final choice of vendor will be made by the LCC, which will negotiate the goods and services contract.

General Specifications:

A. Network environment

The legislative network is a 10 GB fiber Ethernet switched backbone. Network traffic is managed through intelligent switches and runs at 10 GB, with a 1 GB connection at each data jack.

B. New and first-quality components

Unless otherwise specified all software languages, components, libraries, etc. shall be of the latest version.

C. Identical components

Identical software components used to construct functions shall be of the same version throughout the system.

D. Upgrades

Bidders shall indicate the upgrade price and policy for any software, firmware, or hardware upgrades anticipated for the contract period. If the upgrades are provided without cost, this should be indicated.

Detailed Specifications:

The following table summarizes the major functionality required by the system. The detailed functionality will be discovered during the Requirements Gathering phase of the contract.

Kansas Legislative Information Systems and Services Functions

Below is a list of functions used to create, store, update, process, and publish Kansas Legislative data from initial bill draft to statute update. Services are defined in the major functional areas of the Office of the Revisor of Statutes, House and Senate Chambers, Legislative Research Department, and Global.

The functions below may change, or new functions defined based on the new requirements definition.

Functionality required by the Office of the Revisor of Statutes Staff

Functions	Description
Bill Drafting	Allows Revisor staff to draft bills by automatically creating the bill from source material including statutes or bill sections input by the user. The function imports the bill sections from the source and automatically creates the bill title statute listing and the repealer section. The function allows for bills with amendatory and new law sections and appropriations bill drafting.
Resolution Drafting	Allows Revisor staff to draft resolutions, including, but not limited to, simple, constitutional amendment, rules, and concurrent resolutions.

Amendment Drafting	Allows Revisor staff to draft amendments to bills and automatically update the statute listing in the title and the repealer section. This includes proposed amendments to be distributed to legislators and the legal amendatory report language. This functionality needs to include a method for including adopted amendatory report language into a new version of a bill.
Bill History	Retain previous versions of the bill language in the most recent version by showing different amendment phases with different font styles.
Navigator	Shows metadata of bills, resolutions, amendments, and requests and allows users to find information. Allows files to be moved into a shared area for collaboration work.
Editing	Allows editors to edit and proof and send suggested changes back to the drafter and support staff.
Publication	Allow Editor to prepare new and amendatory law sections for publication in the statute books.
Statute Update	The statute update function updates statute sections from session into the statute base.
KSA Annotations	Creates annotations for statutes.
Appropriations Shredding Tool	Splits the budget bill document into separate documents for review, updating, and proofing.
Appropriations	Contains functions for Reviser staff to create and update appropriations bill sections and allow for collaboration with Decision Support system for KLRD staff.
Suggest Bill Index	Used by drafters to create bill subject index entries.
Chamber Interaction	Allow documents to be sent between Revisor of Statutes office and the House and Senate Chambers.
Reports	Run reports on supp volumes, approved supps, reverse KSA index, supp book table of contents, KSA index, conflicts report, and bill index.
Generate Repealers	This function converts shredded repealers into publishable documents for the statute book.
Update Supp Year	Updates supp year in statute base.
Submit Final Engrossed	Sends the final engrossed bill from the Revisor of statutes to house and senate Chambers for bill enrolling.
Requested by/Requested for	Function used by Revisor staff to add Requested by/Requested for to House bills that is displayed on the Legislative Interface website bill pages and on the bill.

Conference Committee Meeting Notification	Function used by Revisor staff to input Conference Committee Meeting information. The meeting information is then displayed on the Legislative Interface website.
Bill Short Title Updater	Function used by Revisor staff to update bill short titles throughout the KLISS system and display update titles on the Legislative Interface website.

Functionality required by the Kansas Legislative Research Department (KLRD) Staff

Functions	Description
General Business Documents	Allows KLRD to create standard business documents such as letters and memos for legislative requests.
Supplemental Notes	Allows KLRD staff to create the Supplemental Notes (Supp Note) document with bill summary information including a brief description, background information, and potential fiscal impact. This document is made available to legislative members and the public on the Legislative Interface website.
Create Bill Explainer	KLRD staff use the Create Bill Explainer function to generate the bill explainer document to assist legislative members during the appropriations process. This document provides a bill specific point-in-time comparison of the Governor's budgetary recommendation (imported from Budget Analysis files) and the current budgetary recommendations of Legislative budget committees. Recommendations are tracked in a separate database and will need to be imported.
Summary of Legislation	This function allows KLRD staff to generate the bill summary document for both individual bills and a combined version for all bills, produced multiple times during the Session with user selected publication criteria. This document provides an overview of the bill including the title, definition of terms, changes to be made to existing law, and other relevant information about the bill. The bill summary document for each bill and the compiled publications is made available to legislative staff and the public on the Legislative Interface website.
Fiscal Note	A bill's fiscal note is imported into the system by KLRD staff and provides an overview of the impact adoption of the bill will have on state finances. This document is made available to the public on the Legislative Interface website.
Conference Committee Report Brief	A Conference Committee Report brief is created by KLRD staff to summarize the results of a conference committee on bill. This summary information is provided to legislative members and the public on the Legislative Interface website.

Budget Analysis	KLRD staff create the budget analysis report through a series of applications that create the agency write-ups, including state fiscal information, and agency budgetary requests and legislative budget allocations.
Interim Committee Report	The function is used by KLRD staff to generate the Interim Committee Report to document activities of individual committees and combined to represent all committee work.
Appropriations Report	Used by KLRD to create a report of each agency's appropriations for a selected fiscal year with individual reports combined into a single aggregated report.
Bill Summary Topic	Used to create Bill topics for the Summary of Legislation publications.
Create Fiscal Impact Reports	Interface to input and track fiscal impacts of individual bills, that are used to generate the Fiscal Impact Reports.
Subcommittee Reports	Used to generate Subcommittee Reports, and associated documents such as signature pages; incorporates data from Budget Analysis document.
Create Capital Improvement Report	Used to create the Capital Improvement Reports for the various state agencies; incorporates data from Budget Analysis document.
Create Appropriations Request	Used to update budget bill sections as part of the appropriations process, see Revisor of Statutes.
Create Omnibus Memo	Used to generate the Omnibus Memo.
Chamber Interaction	Allow documents to be sent between KLRD and the Chambers.

Functionality required by the House and Senate Chamber Staff

Functions	Description
Chamber Interface	Used by Chamber staff to record chamber session actions, move bills through orders of business during daily chamber sessions. Will include functionality for creating and receiving messages between the chambers, inputting Governor actions, publication of enrolled bills, and reporting tools.
Chamber Calendar	The Calendar function for House and Senate Chambers creates the daily Chamber Calendars. The Calendars are published to the Legislative Interface website and printed.

Journal Application	The Journal function for House and Senate Chambers creates the daily Chamber Journals. The Journals are published to the Legislative Interface website and printed.
Floor Amendment	This function allows the user to combine one or more floor amendments into a bill. The function creates a new updated version of the bill to be used for further processes in all functional areas.
Chamber Events	The chamber events functionality provides chamber staff the ability to review and edit metadata.
Bill History	System functionality to track and display, in real-time, bill/resolution history, including bill versions, amendatory language, and supplemental documents throughout the bill and resolution life cycle.
Introduced Bills	Line numbered bills are produced for introduction in both Chambers. The introduced bills are distributed to the Revisor of Statutes, Legislative Research Department and the Legislative Interface website.
Committee Report	Functionality used to publish committee reports to the Legislative Interface website, after being read into chamber. If the report contains amendments, functionality is provided to generate a new base bill which is then distributed to the Revisor of Statutes and the Legislative Research Department.
Distribute Conference Committee Report	Used to distribute Conference Committee Reports to the Revisor of Statutes and the Legislative Research Department after report passage in the Chambers.
Committee System	Functions to create, edit, and publish Committee Agendas, Minutes, and Testimony. The functionality is used by Committee Assistants, Chamber staff, and KLRD staff.

Global Functionality

Functions	Description
Asset Management	Administration functions to create and update information such as representatives, senators, staff, committees, divisions, roles, agencies, functions of government, sessions, and biennium.
Appointments	Functions for tracking Appointments, Appointment positions, Appointment terms, Entities of Appointments, Appointing Authorities, and Contacts. Users enter information on Appointments and use a transfer function to send appointments to the Senate Chamber system for confirmation. Primary users are Legislative Research staff.
Appropriations	An appropriations system will allow users to create, share, edit, and track sections of the appropriations bills through rounds of revisions.

Search Functionality	The system will provide search functionality for both legislative staff and public users of the system. Search results will be limited by the user's system access permissions. The search functionality will allow both full-text and metadata-based searching.
Proofing	A proofing system is required to allow users to share documents with other users for proofing. An interface is required to track documents during the proofing process.
Document Editing	The system will allow for documents to be shared and updates tracked during the editing process. Documents may be shared within a functional area, between functional areas, or with legislative members.
Reporting Tools	The system will provide report generation tools allowing reports to be created and executed on documents and metadata.
Archive	An archive system will be used to store a legislative biennium's documents and data in a permanent state for historical access.
Revision History	The file storage system will contain a complete revision history of the updates to files and data. Users will be able to locate, view, retrieve, and restore past revisions of any document allowed by their security credentials.
Security	The system will require user credentials for access and will be integrated with the Legislature's Active Directory system to provide role-based access restrictions to documents and data.
Architecture	The system allows documents and data to be accessed across the functional areas when required. A common open document format and metadata structure is required. The system is required to be implemented on a virtual server environment.

Legislative Interface (website)

The Kansas Legislature’s website (www.kslegislature.org) is critical in maintaining the transparency of the Legislative process and provides legislators, legislative staff, and the public with a comprehensive view and near real-time access to the information produced by the Kansas Legislature. Pages are cross linked by bills, committees, legislators, etc. allowing for easy navigation by legislators, staff, and the public. The website automatically creates pages based on the information processed by the House and Senate Chamber functions. Legislative staff can also manually place on or remove items from the website.

Informational areas of the Legislative Interface include:

Area	Provides Access To		Area	Provides Access To
House Chamber	<ul style="list-style-type: none"> • Member Pages • Leadership Pages • Committee Pages • Chamber Rules • Chamber Current Events • Chamber Seating Chart • Chief Clerk and Chamber Staff 		Senate Chamber	<ul style="list-style-type: none"> • Member Pages • Leadership Pages • Committee Pages • Chamber Rules • Chamber Current Events • Chamber Seating Chart • Chief Clerk and Chamber Staff
Legislators	Provides access to: <ul style="list-style-type: none"> • House Leadership Page • House Member Pages • Senate Leadership Page • Senate Member Pages • Committee Pages 		Committees	Provides access to: <ul style="list-style-type: none"> • Standing House and Senate Committee Pages • Joint Committee Pages • Special and Select Committee Pages • Taskforce Committee Pages • Other Committee Pages • Conference Committee Schedules • Conference Committees Page • Committee Bill Hearings Page

Bills and Laws	<ul style="list-style-type: none"> • Senate Bills and Resolutions • House Bills and Resolutions • Kansas Statutes • Bill Reports Page • Actions and Subject Index Report Page 		Journals	<ul style="list-style-type: none"> • House Journals • Senate Journals • What is a Journal Page
Calendars	<ul style="list-style-type: none"> • House Calendars • Senate Calendars • What is a Calendar Page 		Research (KLRD)	<ul style="list-style-type: none"> • Memos, Reports, and Publications • Appropriations • Revenue/Taxation • Redistricting
Historical	Provides access to past Legislative Biennium and Special Session data			

Architecture Description:

The proposal should include a detailed description of the system hardware and software architecture. The description should include, but not be limited to:

- Server platforms
- Workstation platforms
- Mobile platforms
- Contracted and/or licensed services
- Network Requirements
- 3rd party components, modules, applications, etc.
- Programming languages

Attachment A

State of Kansas
Department of Administration DA-146a
(Rev. 07-19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision: The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof. The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the __ day of , 20 __ .

1. Terms Herein Controlling Provisions: It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.

2. Kansas Law and Venue: This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.

3. Termination Due To Lack Of Funding Appropriation: If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year; plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.

4. Disclaimer Of Liability: No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).

5. Anti-Discrimination Clause: The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. Acceptance of Contract: This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.

7. Arbitration, Damages, Warranties: Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

8. Representative's Authority to Contract: By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

9. Responsibility for Taxes: The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

10. Insurance: The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.

11. Information: No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*

12. The Eleventh Amendment: "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

13. Campaign Contributions / Lobbying: Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

ATTACHMENT B

Proposal Checklist

1. Is the response signed by proper authority?
2. Will it be submitted on time?
3. Have any addendums to the RFP been received? Are they acknowledged in the response?
4. Does the response have a Table of Contents?
5. Has the conflict of interest certification been included?
6. Has the performance guarantee been included?
7. Has any proprietary or confidential information been marked?
8. Is the completed cover sheet included?
9. Are you prepared to demonstrate a system?
10. Are you prepared to meet the implementation schedule?
11. Is the response prepared in the prescribed manner?
12. Does the response address each specification in the specification table?
13. Is the cost for goods and services page completed?