

REQUEST FOR INFORMATION

Business Services System Replacement Project

New Hampshire Department of State

April 4, 2014

1.0 Description

1.1 The New Hampshire Department of State (NHSOS), in support of a Business Services System Replacement Project, is seeking information on how an interested contractor could implement software that would automate New Hampshire's Business Services, Trademarks, Uniform Commercial Code, Service of Process (Writs), Apostilles, and Notaries & Justices of the Peace, including financial processing to reflect credit card and ach debit transactions, up-to-date reporting requirements, and automating current interfaces with agencies and stakeholders requesting/requiring information from the database(s). The NHSOS is also seeking an explanation of "business one-stop" type services such as business entity searches, UCC searches, notary searches, financing your business, employer resources, general information about taxes, starting or registering a new business, changing your current business type, etc.

1.2 THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI does not commit the State of New Hampshire to contract for any supply or service whatsoever. Further, the NHSOS is not, at this time, seeking proposals and will not accept unsolicited proposals. Respondees are advised that the NHSOS will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be borne solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued.

2.0 Background

	Existing Data Platform	Software
Business Entities	MS SQL 2000	SOSKB
Uniform Commercial Code	MS SQL 2005	SystemWORKs
Trademarks	MS SQL 2000	SOSKB Add-on
Service of Process (Writs)	MS Access	MS Access
Notaries, Justices of the Peace	MS SQL 2005	MS Access
Apostilles	No software	No software

2.1 Potential Contract Period: June 2014 through December 31, 2015.

2.2 Potential Production Delivery Period: August 1, 2014 through December 31, 2015.

2.3 Potential Deployment: May be delivered in phases.

3.0 Requested Information

3.1 Range of Services offered.

3.2 Potential range of cost for initial implementation.

3.3 Potential range of cost for support and maintenance.

4.0 Responses

4.1 Responses to this RFI should not exceed 150 pages and may be delivered in an email attachment that does not exceed 5 megabytes. Attachments may be zipped to meet this limitation.

4.2 Responses to this RFI are encouraged to be in Portable Document Format (PDF) or Microsoft Office Word 2007 compatible format no later than April 16, 2014.

4.3. Responses to this RFI shall provide administrative information and shall include the following minimum information:

4.3.1. Interested party's name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, e-mail of their designated point of contact, and business type. (All types of businesses are encouraged to respond to this RFI)

4.3.2 Recommended hardware platform architecture. (Must be compatible with MS Windows.)

4.3.3. Recommended software platform architecture (Must be compatible with MS SQL.)

4.3.4. Recommended contracting strategy (phased releases, etc.)

The not-to-exceed 150-page or 5 MB limitation applies to the totality of the response. If the attached file is larger than 5 MB, the NHSOS may be unable to receive the file. All attachments larger than 1 MB are encouraged to be zipped prior to responding to this RFI.

5.0 Industry Discussions

NHSOS representatives may or may not choose to meet with potential offerors in advance of issuing an RFP if one should be issued. Such discussions would only be intended to get further clarification of requirements, including any development and certification risks.

6.0 Questions

Questions expecting responses regarding this RFI announcement must be submitted in writing by e-mail to the Contracting Officer, Daniel J. Cloutier at Daniel.Cloutier@sos.nh.gov. Verbal questions and telephone calls will NOT be accepted. Questions may be answered by NHSOS posting both the questions and answers, if appropriate, to the NHSOS website at <http://sos.nh.gov/CorpRFIqa.aspx> accordingly, questions should NOT contain proprietary or classified information as the NHSOS website is public. NHSOS does not guarantee that questions will be answered.

7.0 Summary

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify possible sources that can provide a solution for a Business Services Replacement Project. The information provided in the RFI is subject to change and is not binding on the NHSOS. The NHSOS has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become NHSOS property and will not be returned.