

RFP-2015-132
Department of Revenue Administration
Revenue Information Management System
Business Requirements Development

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
109 PLEASANT STREET
CONCORD, NEW HAMPSHIRE 03301-6398

ADDENDUM # 2 TO RFP INVITATION # 2015-132

PROPOSALS DUE: **JULY 17, 2015 4:30 pm**

FOR: **REVENUE INFORMATION SYSTEM (RIMS) BUSINESS REQUIREMENTS DEVELOPMENT**

CONTACT: **Roger Marchand**
TEL. NO.: **(603) 230-5074**

BIDDER _____ ADDRESS _____

BY _____
(this document must be signed)

(please type or print name) TEL. NO. _____

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In Section 6. GENERAL CONTRACT REQUIREMENTS, add Section 6.10 Deliverables in to the RFP 2015-132. The section will read as follows:

6.10 Deliverables

The Vendor shall provide the State with the Deliverables and Services in accordance with the time frames in the Work Plan. All Deliverables shall be subject to the State's Acceptance as set forth below. Upon its submission of a Deliverable, the Vendor represents that it has performed its obligations under the Contract associated with the Deliverable.

For each denial of Acceptance, the Acceptance Period may be extended, at the option of the State, by the corresponding time required to correct the Deficiency, retest or Review.

6.10.1 Written Deliverables Review

The State will Review the Written Deliverables for an Acceptance Period of five (5) business days after receiving written Certification from the Vendor that the Written Deliverable is final, complete, and ready for Review. The State will notify the Vendor in writing of its Acceptance or Non-Acceptance of a Deliverable by the end of the five (5) day Review Period. If any Deficiencies exist, the State will notify the Vendor in writing of the Deficiency and the Vendor must correct the Deficiency within five (5) business days of receiving notice from the State at no charge to the State. Upon receipt of the corrected Deliverable, the State will have five (5) business days to Review the corrected Written Deliverable and notify the Vendor in writing of its Acceptance or rejection thereof.

6.10.2 Non-Software Deliverables Review

The State will Review Non-Software Deliverables to determine whether any Deficiency exists and notify the Vendor in writing of its Acceptance or non-acceptance of the Non-Software Deliverable. The Vendor must correct the Deficiencies within five (5) business days, or within the period identified in the Work Plan, as applicable. Following correction of the Deficiency, the State will notify the Vendor in writing of its Acceptance or rejection of the Deliverable.

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2. In Appendix C: SCOPE, REQUIREMENTS AND DELIVERABLES, remove Table C-3 Deliverables Vendor Response Checklist in RFP 2015-132 and replace with this version:

Table C-3 Deliverables Vendor Response Checklist

Ref. #	Activity, Deliverable, or Milestone	Deliverable Type	Explain How your Solution Meets the Requirement	Comments
	Project Management			
1.	Conduct project kick-off meeting	Non-Software		
2.	Finalized work plan	Written		
3.	Daily stakeholder outreach/ interview progress report	Written		
4.	Weekly project status reports	Written		
5.	In person stakeholder meeting	Non-Software		
	Research			
6.	Interview key stakeholders to assess current and future business needs	Non-Software		
7.	Conduct detailed market analysis, including research of industry standards, and compare to current system	Non-Software		
8.	Interview key stakeholders to assess State IT requirements	Non-Software		
9.	Interview key stakeholders to assess State security requirements	Non-Software		
10.	Using the research conducted, provide analysis on an upgrade vs. replacement of current system	Non-Software		
11.	Conduct research to determine budget			

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Ref. #	Activity, Deliverable, or Milestone	Deliverable Type	Explain How your Solution Meets the Requirement	Comments
	estimates for the implementation of the Revenue Information Management System including cost analysis	Non- Software		
12.	Completion of All Research	Non- Software		
	Final Report			
13.	Document of program business requirements in the States format	Written		
14.	Document findings of current and future business needs	Written		
15.	Provide business and technical stakeholders with proposed findings for validation prior to preliminary findings presentation	Written		
16.	Presentation of preliminary findings	Non-Software		
17.	State acceptance of preliminary findings	Non-Software		
18.	Write the RFP for the Revenue Information Management System application selection in the State's format	Written		
19.	Develop budget estimates for the implementation of the Revenue Information Management System	Written		
20.	Delivery of Final report and Acceptance by State	Written		

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3. In Appendix F-1 PRICING WORKSHEETS, remove Table F-1 Deliverables Payment Schedule in RFP 2015-132 and replace with this version:

Table F-1: Deliverable Payment Schedule

Ref. #	Activity, Deliverable, or Milestone	Deliverable Type	Projected Delivery Date (Not listed in chronological order)	Payment Amount
	Project Management			
1.	Conduct project kick-off meeting	Non-Software		
2.	Finalized Work Plan	Written		20%
3.	Daily stakeholder outreach/interview progress report	Written		
4.	Weekly project status reports	Written		
5.	In person stakeholder meeting	Non-Software		
	Research			
6.	Interview key stakeholders to assess current and future business needs	Non-Software		
7.	Conduct detailed market analysis, including research of industry standards, and compare to current system	Non-Software		
8.	Interview key stakeholders to assess State IT requirements	Non-Software		
9.	Interview key stakeholders to assess State security requirements	Non-Software		
10.	Using the research conducted, provide analysis on an upgrade vs. replacement of current system	Non-Software		
11.	Conduct research to determine budget estimates for the implementation of the Revenue Information Management System including cost analysis	Non-Software		

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Ref. #	Activity, Deliverable, or Milestone	Deliverable Type	Projected Delivery Date (Not listed in chronological order)	Payment Amount
12.	Completion of All Research	Non-Software		20%
	Final Report			
13.	Documentation of program business requirements in the State's format	Written		
14.	Document findings of current and future business needs	Written		
15.	Provide business and technical stakeholders with proposed findings for validation prior to preliminary findings presentation	Written		
16.	Presentation of preliminary findings	Non-Software		
17.	State acceptance of preliminary findings	Non-Software		15%
18.	Write the RFP for the Revenue Information Management System application selection in the State's format	Written		20%
19.	Develop budget estimates for the implementation of the Revenue Information Management System	Written		10%
20.	Delivery of Final report and Acceptance by State	Written		10%
			TOTAL	