

Request for Proposal
Legislative Bill Tracking Services for Kansas Legislature

Questions and Answers

(Answers in Red)

October 4, 2024

- Q. Approximately how many users do you expect to use the service?
- A. In total, the Kansas Legislature, including non-partisan agencies and temporary session staff, would have potentially 400 users, with differing levels of technology skills.
- Q. Will you require regulatory tracking?
- A. Regulatory tracking was not included in the Request for Proposal, however, if companies offer regulatory tracking it could be included as an optional feature.

October 7, 2024

- Q. Nowhere in the RFP states how many years the contract will run for. Does this mean that there is no set end date? If so, how should we calculate the total cost for the cost sheet? Annually?
- A. As far as how many years the subscription/contract will run for will be annually. However, if vendors would like to show an annual cost and a two-year cost (if there is a price break from an annual rate), that would be at the vendor's discretion.

October 15, 2024

Bill and Data Questions:

- Q. Currently, we have access to the Kansas Legislature API, but we have noticed that server requests are limited to 10 requests per hour. Is it possible to access this API without encountering such limitations, or is there a way to increase the request rate? (Requirement #5)
- A. The only rate-limiting settings we have configured are to log only. There is nothing in the configuration that is blocking or limiting traffic for the external website. We need to know if you are getting a 429-response code, and what your user agent string.
- Q. Will all of the floor event sessions and committee hearings for the 2025 legislative session be accessible through the Legislature's YouTube channel? (Requirements #6 and #7)
- A. Yes, all chamber sessions and committee hearings for the 2025 legislative session are accessible through the Legislature's YouTube channel.
- Q. Could you please elaborate on your expectations for conference committee reports? Are you seeking to view these as independent events, or should they be attached to the bills as supporting documents? (Requirements #2 and #11)
- A. Conference committee reports should be attached to the bills, and bill history, as supporting documents.
- Q. How is the identification of proponents and opponents on a piece of legislation currently being defined, and from what source are the names of these individuals collected? (Requirement #16)
- A. Committee assistants input the conferee's names, whether they are proponents, opponents, or neutrals on a piece of legislation.
- Q. Where can the "names of the requestor" for bills be found on the state site, and are they categorized as proponents or opponents? (Requirement #16)

- A. When searching for a specific bill, the bill shows up on the webpage. On the individual bill page, the information of “current sponsor”, “original sponsor”, and “requested for introduction by” appear on the page in drop-down format.
- Q. Where are supplemental notes located on the Kansas Legislature’s website, and how do they differ from other bill supporting documents? (Requirement #16)
- A. As with the previous question, supplemental notes are located on each specific bill page. Supplemental notes are summaries of the bill, including actions by each committee, chamber, and conference actions. Other supporting documents do not give a concise summary of actions taken by committees or chambers as the supplemental notes describe.
- Q. Should the bill description be updated with every new supplemental note, considering that some bills receive multiple notes, often leading to changes in the first paragraph? (Requirement #16)
- A. Legislative staff update bill descriptions/titles, if warranted, but do not necessarily change with every new supplemental note.
- Q. Where can we find information about the "next steps" for a bill? (Requirement #16)
- A. “Next steps” for a bill would describe the next committee, chamber, or conference the bill would logically move to, (i.e., House chamber passes bill, next step would be move to Senate chamber for introduction and referral to committee)

Permissions and Training Questions:

- Q. Could you clarify the permissioning levels you envision for users of the Legislative Bill Tracking Service? Are you looking for teams to collaborate and share data (e.g., by party, chamber, or committee), with full-time administrative staff configuring access levels, or do you prefer individual, siloed data instances for distinct teams?
- A. Individual siloed data is preferred, however, configuration of specific access levels may be requested by each chamber or specific caucus members.
- Q. Regarding training, do you prefer group trainings at the start of each legislative session, a one-time training at contract execution, or a "train-the-trainer" approach where we train key administrators who then lead internal sessions? Alternatively, would a combination of these options be preferable to meet the needs of different user groups?
- A. Group training would be the preferred approach, with potential individual training available. Training sessions would be at the start of each session with options for training throughout the first month of each session. Training materials should be made available for every user, whether incorporated with the bill tracking software or separately available.
- Q. Are there specific reports or dashboards you have in mind, or will these be developed during onboarding? Would you like us to manage report creation and adjustments, or should we empower your team to handle these functions after the initial setup? Additionally, would you prefer uniform reports across all users or variations based on committee, team, or individual preferences?
- A. Specific reports or dashboards will be developed during onboarding, with approval of the Legislative Coordinating Council and dependent on additional cost to develop. Specific reports required are outlined in the Requirement section of the Request for Proposal. One specific report, Requirement #16, would be a specific report that displays all bills on General Orders in calendar order with specific fields as outlined in the RFP. The Leadership dashboard

(Requirement #11) would be another development to assist leadership with all bills in committee, conference, or ready for chamber action.

- Q. Given that you currently use a bill tracking tool, do you have any existing keywords or search strings that you would like us to import, or would you prefer to develop new ones from scratch?
- A. Availability of keywords or search strings may not be available to the Legislature for use with another system. Individual legislators may have their own preferences, and this may be option for development during onboarding.