

Report to the Kansas Legislative Coordinating Council
KLISS Update Report
by Alan Weis, Legislative Chief Information Technology Officer
December 28, 2020

During the July 9th, 2020 Legislative Coordinating Council meeting, a motion was adopted to direct staff to work on needed updates to the KLISS system and to direct staff to prepare a RFP by the end of the calendar year 2020. Attached are six documents to provide the information to the LCC. Below is a summary index of the documents.

KLISS 2020 Updates Completed (2 pages):

The report on KLISS Application updates completed in the calendar year 2020. These updates were completed by KLOIS Application Services staff.

KLISS Roadmap – a Plan for the Future (2 pages):

Meetings were held with the Legislative Division leaders in November and December 2020 to discuss the potential future needs of the KLISS system. This document summarizes the list of needs from the meetings.

KLISS Applications (8 pages):

This document is informational for the LCC. KLISS consists of a suite of integrated applications used across the Legislative branch to process the data of the Legislature. This document contains the full listing of all Applications contained in the KLISS system.

KLISS Transparency Implementations 2016 -2020 (2 pages):

This document is informational for the LCC. This document contains the list of implementations in KLISS from 2016 through 2020 to enhance transparency in the Kansas Legislature.

KLISS System Upgrades and Enhancements (5 pages):

This document is informational for the LCC. This document contains the list of major Applications and System updates implemented from 2012 through 2020. The document demonstrates that KLISS has been updated every year since its implementation to be an up-to-date, secure, and easily enhanced system.

RFP to replace KLISS (22 pages):

Per the 7/9/2020 LCC directive, attached is the RFP to replace KLISS.

Kansas Legislative Office of Information Services
Application Services 2020 Projects
Prepared by Eric Theel, Director of Application Services
December 14, 2020

While 2020 was a challenging year, the Application Services department has continued to provide support, updates, and requested system enhancements to the Kansas Legislative Information Services System (KLISS). The following is a summary of the department’s accomplishments during 2020.

2020 Session:

The KLISS system performed well during the 2020 Legislative Session, with no major issues encountered. Bills, Resolutions, Committee Reports, Amendments, and Conference Committee Reports were drafted, processed, and published as required within the system by Legislative staff. Chamber Calendar, Journals, Committee Agendas, and Minutes with Testimony were created and published in KLISS with no major issues.

During the 2020 Legislative Session, Legislative staff utilized KLISS to process:

Total bills introduced	589
Total bills that became law	14
Total resolutions introduced	47

2020 Mid-Session Updates:

In January, the Application Services department deployed a browser-based bill short title update application. This application allows staff from the Revisor of Statutes office to update the short title of a bill in one location and have that change propagate throughout KLISS.

During the 2020 Legislative session, the KLISS Committee System was updated with functionality to allow committee staff to upload and release committee testimony to Committee’s page on the Legislative website. Prior to the release of this functionality, Committee testimony documents were not available on the Legislative website until the meeting’s minutes were published. This functionality was used extensively to provide the public access to committee testimony documents during the mid-session break.

2020 Special Legislative Session:

The KLOIS team was able to deploy the KLISS 2020 Special Session environment, a process that normally takes three weeks, with only seven days advanced notice. This short turnaround time was only possible by repurposing the system intended for use during the 2021_22 Legislative biennium, which was already in testing. This environment performed well during the Legislative Special Session with minimal issues reported, all of which were quickly resolved.

2021-22 Biennium System Implementation

During the 2020 Interim, the Application Services department has completed the setup, installation, and deployment of the KLISS system for the 2021-22 biennium. Included during this process was the upgrade of the KLISS core server systems to Propylon’s LRMS Core 6.3 system. This new Core system offers enhanced performance, security, and access to Propylon’s Core Search system.

Support Systems Upgrades and Migrations:

This interim Application Services has completed upgrades to our Jira issue tracking software, Confluence team collaboration software, and migrated our software version control system to GitLab.

KLISS Law Making System (Office of the Revisor of Statutes)

During the 2020 interim the Application Services department completed updates to the KLISS Bill and Amendment Drafting systems. Updates to the system included improved functionality for drafting and amending resolutions, updated statute import functionality, and formatting updates for amendatory reports. All updates have been tested and deployed into production for the 2021 Legislative session.

KLISS Chamber Automation System (House and Senate)

Over the interim, Application Services staff have completed a number updates to Chamber applications including updates for enrolled bills, resolutions, calendars, and journals. These updates have been tested, implemented, and are ready for use during the 2021 Legislative session.

In addition, Application Services staff worked with Susan Kannarr and Corey Carnahan to design and implement a new House and an update to the Senate General Orders ordering interface. This interface will allow House and Senate leadership to set the General Orders for a legislative day, assign a carrier to a bill or resolution, generate a report for the general orders, and release the general orders for inclusion in the House or Senate's daily calendar. This functionality will be available for the start of the 2021 Legislative session.

Decision Support System (KLRD):

Over the interim, Application Services and KLRD staff have worked together to resolve miscellaneous system issues reported during session and to complete several enhancements to the KLISS Decision Support System. Enhancements included improved functionality of the proofing console, budget analysis report generation, creation of the omnibus memo, bill explainer, and the capital improvement report. These updates have been tested, implemented, and are ready for use during the 2021 Legislative session.

OpenOffice Upgrade:

The KLISS desktop clients, commonly referred to as the Barnum client, used by the Chamber (House and Senate), Law Making (Revisor of Statutes Office), and Decision Support (KLRD) all utilize OpenOffice for text entry and document processing. During the fall of 2019 Propylon and Application Services staff began a multiple phase project to upgrade the KLISS desktop client and its custom OpenOffice macros and Java applications, to interface with a standalone version OpenOffice 4.1.6.

The first phase of the project is to upgrade existing KLISS desktop clients to OpenOffice 4.1.6, followed by extensive testing and issue resolution of the OpenOffice macros and Java applications. The second phase of the project will be to separate OpenOffice from the KLISS desktop client, followed by extensive testing by Application Services staff and, more importantly, provide adequate time for testing by staff from the Chamber (House and Senate), Law Making (Revisor of Statutes Office), and Decision Support (KLRD). We are anticipating having both phases of this project completed before the start of the 2022 Legislative Session.

Completion of both phases will allow Application Services staff to begin upgrading KLISS' user interfaces to more modern browser-based applications.

Report to the Kansas Legislative Coordinating Council
KLISS Roadmap – Planning for the Future
by Alan Weis, Legislative Chief Information Technology Officer
December 28, 2020

In November and December 2020, meetings were held with the Legislative division leaders to discuss potential enhancements to the KLISS system to ensure the system continues to meet the needs of the divisions into the future. Below are the dates of those meetings and the meeting participants.

Kansas Legislative Research Department

November 23, 2020

Present: JG Scott, Amy Deckard, Melissa Renick, James Fisher, Tom Day, Alan Weis, and Eric Theel.

Kansas Office of the Revisor of Statutes

November 24, 2020

Present: Gordon Self, Natalie Scott, Tom Day, Alan Weis, and Eric Theel.

Kansas House and Senate Chambers

December 1, 2020

Present: Corey Carnahan, Susan Kannarr, Alan Weis, and Eric Theel.

Below is a list of potential system updates from the discussions during these meetings. Most of these updates can be completed by the staff of the Kansas Legislative Office of Information Services:

- General System:
 - Implement integration of KLISS with Active Directory to allow for improved system security and easier staff account maintenance.
 - Update the system to allow more web publishing and print on demand as a replacement for printed publishing. Web publishing should allow formatting for mobile devices such as laptops, tablets, and smart phones.
 - Implement a data reporting system that would be flexible to create reports on items such as members, committees, bills, etc.
- Universal Asset Manager:
 - Update the Universal Asset Manager to resolve minor issues. Future meetings with staff will be conducted to document the issues.
 - Review the member data currently being recorded in the system to eliminate unneeded information.
- Appointments System:
 - Enhance the Appointments system to track non-confirmation appointments.
 - Update the system to generate sortable reports such as spreadsheets or sortable web page tables.
 - New reporting needs may be requested by Leadership.
- Committee System:

- Enhance the KLISS Committee System to include improved integration of video and audio links into the agenda and minutes publication processes.
- Currently testimony and miscellaneous committee documents can be available on the Legislative Interface (website). There may be enhancements needed to allow committee documents for meetings to be available through the Legislative Interface for remote committee work. Release of the documents prior to the committee meeting might be needed. Rules and/or committee procedures may need to be modified.
- Amendment Drafting:
 - Office of the Revisor staff would like the creation of balloon documents implemented in the amendment drafting system.
- Appropriations Application:
 - Implementation of a KLISS Appropriations Review system to facilitate the appropriation and budgeting review process between the Office of the Revisor of Statutes and the Legislative Research Department.
- Statutes Publications:
 - The Revisor of Statutes Office would like to review the statute update and publications process and determine possible enhancements within KLISS to make the process more efficient.
- Proofing:
 - Implement functions to assign documents for review and approval within the KLISS Law Making system.
- Chamber Vote Systems:
 - Implement displays on the Senate Chamber desks to allow members to view votes during daily sessions.
- Legislative Interface (website):
 - Enhance the KLISS Legislative Interface website to include staff information such as phone numbers and email links. This may include full staff pages with photos, contact info, subject areas, etc.
 - Redistricting – the system should be enhanced to allow publishing of large map files on the Legislative Interface.
 - Review the website and discuss possible updates to the layout. Usability should be reviewed. Formatting for mobile devices is needed and a review of the notification system should be conducted. A staff summit was suggested to discuss the future of the website.
 - Implement more help pages to assist in finding Legislative information.
 - Improve the Audio / Video links on the home page.
- Document Editor:
 - Currently KLOIS is testing an updated KLISS desktop client with an updated version of OpenOffice. The legislative division staff will test the client during the 2021 interim for potential implementation and use during the 2022 Legislative Session.

KLISS Applications

KLISS is an enterprise wide information system for the Legislative branch of the Kansas state government. It is an integrated suite of applications used to create, store, update, process, and publish Kansas Legislative data from initial bill draft to statute update. KLISS integrates the core legislative services of Law Making, Chamber Automation, and Decision Support. KLISS does this by using open standards, low cost systems, easy to maintain applications and infrastructure to implement a fully integrated easy and intuitive design.

Law Making System

Primary Users: Office of the Revisor Staff

Application	Description
Bill Drafting	Allows Revisor staff to draft bills by automatically creating the bill from selected statute list input by the user. The application imports the bill sections from the statute base and automatically creates the bill title statute listing and the repealer section. The application allows for both statute bills and appropriations bill drafting.
Resolution Drafting	Allows Revisor staff to draft resolutions.
Amendment Drafting	Allows Revisor staff to draft in-context amendments in bills by using blue and red highlight colors to indicate new and deleted text respectively.
Amendatory Report	Automatically converts in-context amendment drafts into committee reports or floor amendment documents.
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.
Drafters Publication Workbench.	Allows drafters to edit and proof, but not approve statute sections.
Publishers Workbench	Allows the Editor to proof bill sections for statute publication. Allows the approval of suggested bill indexes.
Bill Shredder	Separates bills that became law into individual sections to be used in the Drafting application and Publishers Workbench.
Hoisting	Hoisting is the statute update application that moves updated statute sections from session into the statute base.
KSA 8 point	Creates annotations for statutes.

Appropriations Shredding Tool	Splits the budget bill document into separate documents for review, updating, and proofing.
Supporting Appropriations Applications	Application containing functions for Reviser staff to create and update appropriations bill sections and transfer the sections to the Decision Support system for KLRD staff to update. This can be done in multiple rounds of updates.
Suggest Bill Index	Used by drafters to create bill subject index entries.
Create Chamber Packet	Combines bill, resolution, or amendment file with associated files into a single file packet and transfers the file to the chamber datastore for introduction and processing.
Generate LM Report	Run reports on supp volumes, approved supps, reverse KSA index, supp book table of contents, KSA index, conflicts report, and bill index.
Receive from Chamber	Receives bill, resolution, or amendment packet of files from the chamber datastore and places the files in the Law Making datastore for further drafting.
Generate Repealers	This application 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 to chambers for bill enrolling.
Requested by/Requested for application	Browser based application used by Revisor staff to add Requested by/Requested for to House bills that is displayed on the Legislative Interface (website) bill pages.
Conference Committee Meeting Notification	Browser based application 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	Browser based application used by Revisor staff to update bill short titles throughout the KLISS system and display update titles on the Legislative Interface (website) on the Conference Committee Schedules page under Committees tab.

Decision Support System

Primary Users: Kansas Legislative Research Department (KLRD) Staff

Application	Description
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 Legislature's website.
Create Bill Explainer	KLRD staff use the Create Bill Explainer application 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 and the current budgetary recommendations of Legislative budget committees.
Bill Summary	This application allows KLRD staff to generate the bill summary document. 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 is made available to legislative staff and the general public on the Legislature's 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 Legislature's 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 Legislature's 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 Workbench	Used to generate the Interim Committee Report.
Summary of Legislation	Used to generate a summary of a bill that is provided to the appropriate Chamber and made available to legislative members and the public on the Legislature's website.
Appropriations Report	Used by KLRD to create a report of agency appropriations for a selected fiscal year.

Bill Summary Topic	Used to create Bill topics for the Summary of Legislation.
Create Fiscal Impact (Reports)	Used to generate the Fiscal Impact Reports.
Subcommittee Reports	Used to generate Subcommittee Reports.
Create Capital Improvement Report	Used to create the Capital Improvement Reports for the various state agencies.
Create Appropriations Request	Used to update budget bill sections as part of the appropriations process.
Create Omnibus Memo	Used to generate the Omnibus Memo.

Chamber Automation System

Primary Users: House and Senate Chamber Staff

Application	Description
Chamber Interface	Browser based application used by chamber staff to record chamber session actions and move bills through orders of business during daily chamber sessions. The application moves bill, resolution, and amendment files through workflow folders in the chamber datastore based on actions selected by the users. The application also automatically creates chamber event files that contain text and metadata on the actions taken. These event files are used by the Legislative Interface to display bill history and by the Journal application to create the daily journals.
Calendar Application	The Calendar System for House and Senate Chambers compiles the chamber calendars from bill and resolution documents located in the chamber workflow folders in the chamber datastore into the daily Chamber Calendar. The Calendar is an editable word-processing document that can be further edit by staff if required. The Calendar can then be published by converting the document to PDF and sending to the Printing Plant for overnight printing. Chamber staff will also move the published PDF to the publication folder in the chamber datastore which automatically publishes the Calendar to the Legislative Interface (website).

Journal Application	The Journal System for House and Senate Chambers compiles the chamber events created by the chamber Interface actions into the daily Chamber Journal. The Journal is an editable word-processing document that can be further edit by staff if required. The Journal can then be published by converting the document to PDF and sending to the Printing Plant for overnight printing. Chamber staff will also move the published PDF to the publication folder in the chamber datastore which automatically publishes the Journal to the Legislative Interface (website).
Floor Amendment Workbench	This application is a desktop client application that allows the user to combine one or more floor amendments into a bill. The application creates a new updated version of the bill to be used for further processes through the KLISS system in all functional areas. The application automatically updates the text of the bill if the amendments are not conflicting. When there are conflicting amendments, the system alerts the user and allows the user to edit the bill manually.
Chamber Events	The Chamber Events application displays a filtered list of the chamber events metadata. The application allows the users to edit the events metadata as needed.
Distribute Introduced Bills	Used to distribute the line numbered Bills to the Law Making and Decision Support zones after bill introduction in the Chambers.
Committee Report Workbench	Used to distribute Committee Reports to the Law Making and Decision Support zones after committee report adoption in the Chambers.
Distribute Conference Committee Report	Used to distribute Conference Committee Reports to the Law Making and Decision Support zones after report passage in the Chambers.
Senate Vote System	Browser based application used by chamber staff to record votes during the daily Senate sessions. Votes are printed for reading and filing. The vote information is automatically transferred into the chamber datastore and displayed on the Legislative Interface (website). Member vote reports are generated and published on member pages.
Committee System	Browser based application to create, edit, and publish Committee Agendas, Minutes, and Testimony. The application is used by Committee Assistants and KLRD staff. Primary Users: Committee Assistants, KLRD Staff, and Chamber staff.

Global System

Primary Users: System Administrators

Application	Description
Universal Asset Manager	An administration application to create and update asset information throughout the KLISS system such as representatives, senators, staff, committees, divisions, roles, agencies, functions of government, sessions, and bienniums. System access security credentials are maintained in this application. Users of the application are system administrators.
Appointments Interface	Browser based application 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 KLRD staff.

Legislative Interface (website)

The Kansas Legislature website (www.kslegislature.org) is a large application within the KLISS system. The website application is commonly referred to as the Legislative Interface or simply the LI. The LI 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 LI is primarily a dynamic application that automatically creates pages from data residing in the Chamber Automation datastore. Very few pages of the interface are static pages. The interface code queries the datastore metadata structure or file names to populate the web pages with content. The programming code of other applications, such as the Chamber Interface and the Committee System place files with metadata in folders in the Chamber datastore where the LI is programmed to find files and data. Legislative staff can also manually place or remove items from the website by placing or removing files in the Chamber datastore.

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			

Kansas Legislature Office of Information Services
KLISS Transparency Implementations
2016 through 2020

Item	Description	Implemented
Committee Documents	Functionality was added to the KLISS Committee System to upload and publish general committee documents on the Legislative Interface (website). The new functionality utilizes existing Committee System forms, security, and access restrictions to provide committee staff a secure method for publishing committee documents.	04/16/2020
Committee Testimony	Functionality was added to the KLISS Committee System to allow testimony to be published to the Legislative Interface (website) after committee introduction rather than waiting for minutes to be completed and approved. The new functionality utilizes existing Committee System forms, security, and access restrictions to provide committee staff a secure method for publishing committee testimony documents.	04/16/2020
Short Title update application	A new browser based application was created to update bill short titles throughout KLISS. The updates are displayed on the Legislative interface. The application is used by Revisor staff. The application is simple and easy to use. Authentication credentials with the proper role are required to access the application.	01/31/2020
Conference Committee meeting schedule application	A new browser based application was created to input Conference Committee meetings. The application is used by Revisor staff. The application is simple and easy to use. Authentication credentials with the proper role are required to access the application. Legislative business processes of committee chairs and staff were adjusted to allow the recording of the information.	03/27/2019
Conference Committee schedule page on LI	A new page was created on the Legislative Interface (website) to display the Conference Committee meeting schedule. The page is automatically updated as staff input the information.	03/27/2019
Conference Committee notifications on meetings – RSS feed	A new RSS feed was created to send out notifications to subscribers on Conference Committee meetings.	03/27/2019
Conference Committee report version table	A Conference Committee report version table was added to bill pages on the Legislative Interface (website).	01/10/2019
Requested by/Requested	A new browser based application was created to add Requested by/Requested for metadata to bills. The data is then displayed on the	01/26/2018

for application	Legislative Interface (web site). The application is used by Revisor staff. The application is simple and easy to use. Authentication credentials with the proper role are required to access the application.	
Minutes and Testimony links on LI bill pages	Committee Minutes and Testimony links were added to bill pages on the Legislative Interface (website). As Minutes and Testimony are input and published with the Committee System by staff, links are automatically created on the bill pages.	01/03/2017
Committee hearings on LI	A new page was created to list committee hearings on bills on the Legislative Interface (website). Also committee hearings were added to bill pages in bill history. As staff create and update agendas in the KLISS Committee System, bill hearings events are automatically created in bill history. This includes added, rescheduled, and canceled hearings.	04/01/2016

Note:

LI = Legislative Interface which is the Legislature's website. The website is an integrated application in KLISS that dynamically and automatically updates as Legislative staff process documents and record events in the system.

KLISS System Upgrades and Enhancements

Kansas Legislative Information Services and Systems - KLISS

The KLISS acronym is used to reference all Information Systems used by the Legislature to create, update, and process legislative data. The acronym is not a reference to any single application or vendor product.

KLISS Base System Applications

The KLISS Base System Applications are the Applications used by legislative staff and members to create, update, view, and process the legislative documents and data of the Kansas Legislature. The Applications also allow publishing of the legislative documents and data to the Legislative Interface (website, also a KLISS Application) for public access. KLISS is comprised of a suite of many Applications used across all legislative divisions. It is the responsibility of the Kansas Legislative Office of Information Services (KLOIS) staff for maintaining and enhancing the KLISS Base Application. KLOIS software developers, system testers, business analysts, system administrators, and managers work with Legislative staff and members to determine what functions of the applications need enhancements or issues resolved. If required, KLOIS management will engage with the vendor, Propylon, Inc., through projects defined in a strict contractual structure to assist with updates. The Kansas Legislature retains ownership of the KLISS Base System code.

KLISS Thin Client Browser Based Applications

Legislative Interface (Kansas Legislature website)

2015 - 2016 Implemented enhancements:

- Detailed vote information on bills, amendments, and resolutions.
- Committee bill hearings page to list scheduled hearings per day.

2017 - 2018 Implemented enhancements:

- Requested by/Requested data displayed on the bill pages.
- Committee Minutes and Testimony links on bill pages.

2019 - 2020 Implemented enhancements:

- Conference Committee report version table was added to bill pages.
- Conference Committee meeting schedule page.
- Notifications of Conference Committee meeting by RSS feed.
- Short Title updates displayed on website when updated by staff in a new application.
- Early publishing of Committee Testimony to the website before minutes are published.
- Publishing of general Committee documents to the website.

Chamber Calendar System

2015-2016 Updated the calendar system to be more accurate and efficient in producing the daily Chamber Calendars.

Chamber Journal System

2015-2016 Updated the calendar system to be more accurate and efficient in producing the daily Chamber Calendars.

Chamber Interface

2012-2020 Miscellaneous updates and enhancements have been made to the Chamber Interface as required by the Chief Clerk of the House and the Secretary of the Senate.

Committee System

Implementation: 2013 Session

- Committee Agendas and Minutes - Standing Committees
- Integration with Chamber Automation System
- Committee Agendas, Minutes and Testimony publication to Legislative Interface

Implementation: 2014 Session

- Committee Agendas and Minutes - Interim Committees
- Integration with Chamber Automation System
- Committee Agendas, Minutes, and Testimony Publication to Legislative Interface

Implementation: 2015 through 2020 Sessions

- Staff Requested Updates to Committee Agendas and Minutes - Standing and Interim Committees

Implementation: 2020 Session

- Functionality Added for Publication of Miscellaneous Committee Documents and Early Release Testimony

Universal Asset Manager

Implementation: 2012 Session

- Global datastore containing system asset information such as members, committees, staff, sessions, users, user roles, divisions, agencies, appointments, etc.
- Administrator User interface to create, update, delete, and set status on assets.

Appointments System

Implementation: 2012 Session

- Datastore metadata structure to store entities, authorities, contacts, positions, and appointees.
- User interface to create, update, and delete appointments information and send the appointments to the Chamber Automation system for confirmation.

Senate Vote System

Implementation: 2018 Session

- Database structure to store vote information.
- User interface enter and update Roll Call, Single Votes, Group Votes, and Vote Administration.
- Allows Vote Displays.
- Integrated to the Chamber Automation system.

Search Systems

2019 - Search System for the Decision Support system was implemented. The search system uses a browser-based application to allow the user to input search criteria and search results are displayed in the browser.

KLISS Desktop Client Applications

Law Making System

- Law Making update progression across interims.
- 2014 Interim - Rewrote Amendatory Report (committee reports & floor amendments) system. This made the system more accurate, easier to maintain and easier to enhance.
- 2015 Interim - Implemented drafting tools in the Amendatory Report system
- 2016 Interim - Rewrote in-context Amendment Drafting (delta) system to fix and enhance bill titles, repealers, title transitions, subsection renumbering, and page/line number references (2016).
- 2017 Interim - Implementation of additional Amendment Drafting enhancements, Bill Drafting enhancements, Amendatory Report fixes, and Appropriations Drafting and Amendments
- 2018 Interim - Miscellaneous formatting updates in bill drafts and amendments. Removal of test metadata field references in code for the LRMS Core 6 update.
- 2019 Interim – Implementation of updates to the Bill Drafting and Amendment Drafting Systems including appropriations bills, statute reviving clauses, carry over years, section imports and several other miscellaneous updates.
- 2020 Interim – Implementation of miscellaneous updates to the KLISS Bill and Amendment Drafting systems which include improved functionality for drafting and amending resolutions, updated statute import functionality, and formatting updates for amendatory reports.

Chamber Automation System

Miscellaneous updates and enhancements have been made to the Chamber desktop client to support the updates completed in the Law Makings and Legislative Interface system.

Decision Support System

- Budget Analysis System - 2015 - Created a new application to compile the individual agency budget analysis documents into the full report for all state agencies. Functionality includes such as inserting functions of government sections, paginating the full report, and exporting to PDF for publishing.
- Interim Committee Report - 2016-2017 - Enhancements were completed.
- Summary of Legislation system - 2016-2017 - Enhancements were completed..

Legislative Biennium and Special Session Systems

- Full biennium systems have been implemented for the 2011-12, 2013-14, 2015-16, 2017-18, 2019-2020, and 2021-22 bienniums.
- Special Session System were implemented for the 2013, 2016, and 2020 special sessions.

KLISS Core System

The KLISS Core is server and client software that allow storage and processing of legislative data. This includes:

- Datastore servers that store and allow secure access to legislative data. The datastores provide the following functions:
 - Storage, retrieval, and updating of data and document files.
 - Authentication system to allow secure access to the datastore.
 - Full history of all revisions made to documents and data files.
 - Access to any revision of a document or data file.
 - A complete historical view of the datastore contents at any point in the past.
 - A messaging system to provide commit notifications.
 - A post commit system that allows software services that allow further processing to occur.
 - Server side software APIs to allow access to data.
 - Utilities to allow datastore revisions to be extracted into files that can be replayed into datastores.
 - There are 4 main production datastores - Law Making, Decision Support, Chamber Automation, and Global.
- Desktop client system that includes datastore views, a document word-processing editor, and APIs for application development.
- The KLISS core system is maintained and enhanced by the vendor Propylon, Inc. Updates to the core are provided as part of the vendor service contract.

LWB

Implementation: 2011 Session

- Initial KLISS Implementation
- Datastores that allow document storage with metadata, full document versioning (time machine), messaging system for post commit services.
- Application systems using Django, python, and LWB application interfaces.
- Inter-zone communication system between Law Making, Decision Support, and Chamber Automation.

LRMS 2

Implementation: 2013 Session

- Dynamically add metadata fields to existing datastores.
- Complex queries

LRMS 3

Implementation: 2015 Session

- Joplin application programming interface (API) update
- Django web development framework upgrade to version 1.4
- Python programming language system upgrade 2.6 to 2.7

LRMS 5

Implementation: 2017 Session

- Datastore update – New datastore version and enhanced security
- Dependency updates that included enhanced security updates
- Joplin and Gopher application programming interface (API) updates
- Document compilation system update
- Django web development framework upgrade to version 1.8
- Upgrade to RedHat Enterprise Linux 7
 - Upgraded software to enhance security and performance

LRMS 6

Implementation: 2019 Session

- Major Datastore update – new datastore architecture
- Content addressable document storage
- Relational data fields
- TimeDrive – datastore accessible as network drive
- Database journal
- Numbering Service
- Native PDF document storage with metadata
- Support for storing Microsoft Office Word and Excel documents
- Enhance security
- Increased performance
- LRMS Core 5 compatibility
- Django web development framework upgrade to version 1.11 (ongoing)

LRMS 6.3

Implementation: 2020 Session

- Minor datastore update - bug fixes and patches
- Includes core search APIs

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

Issuance Date: ???, 2020

Proposal Due Date: ???, 2020

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 should provide cost information for requirements gathering process, a detailed design, software construction and testing, system implementation, and 1 year of system support.

RFP responses must indicate clearly whether each and every 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 CDST, ??? ???, 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, 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)* consists of the Director of Legislative Administrative Services, the Legislative Chief Information Technology Officer, the Director of Application Services, and an attorney from the Revisor's Office. The PNC conducts negotiations and makes the final award based on the best interests of the State.

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 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 ??? p.m. (CDST) ???, 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 performance 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 CDST, July 12, 2019

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 statute list input by the user. These functions import the bill sections from the statute base and automatically creates the bill title statute listing and the repealer section. The function allows for both statute bills 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 statute list input by the user. These functions import the bill sections from the statute base and automatically creates the bill title statute listing and the repealer section. The function allows for both statute bills 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 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. In particular, it will be important to provide detailed information on the persons with whom we anticipate having the greatest contact during the implementation project:

- The Project Manager or Contact Person
- The Contract Negotiator
- The Technical Support team, etc.

Proposed Detailed Implementation Schedule

The proposed project schedule for the acquisition, negotiation and implementation of systems is:

- ?? ??, 2021 - Legislature issues RFP.
- ?? ??, 2021- Vendor responses due.
- ?? ??, 2021 - Preliminary vendor identified, system demonstration requested.
- ?? ??, 2021 - Negotiations complete, contract signed.
- ?? ??, 20?? - Requirements Gathering phase begins (12 months)
- ?? ??, 20?? - Requirements Gathering phase ends
- ?? ??, 20?? – Detailed Design phase begins (18 months)
- ?? ??, 20?? – Detailed Design phase ends
- ?? ??, 20?? – Software Construction and Testing phase begins (34 months)
- ?? ??, 20?? – Software Construction and Testing phase ends
- ?? ??, 20?? – System implementation, System support begins (start of a biennium? = Jan. odd year)
- ?? ??, 20?? – 1st year System support ends

?? ??, 20?? – Contract closeout

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 Deliverables:

Requirements Gathering	\$ _____
Detailed Design	\$ _____
Software Construction	\$ _____
Implementation and 1-year support	\$ _____
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 systems??? that most closely match the specification.

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 Law Making, Chamber Automation, Decision Support, and Global.

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

Law Making System

Primary Users: Office of the Revisor Staff

Functions	Description
Bill Drafting	Allows Revisor staff to draft bills by automatically creating the bill from selected statute list input by the user. The function imports the bill sections from the statute base and automatically creates the bill title statute listing and the repealer section. The function allows for both statute bills and appropriations bill drafting.
Resolution Drafting	Allows Revisor staff to draft resolutions with the same functionality as drafting bills.
Amendment Drafting	Allows Revisor staff to draft in-context amendments in bills. Bill title statute listing and the repealer section are automatically updated.
Amendatory Report	Automatically converts in-context amendment drafts into committee reports or floor amendment documents.
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.
Drafters Publication Workbench.	Allows drafters to edit and proof, but not approve statute sections prior to publication.
Publishers Workbench	Allows the Editor to proof bill sections for statute publication. Allows the approval of suggested bill indexes.
Bill Shredder	Separates bills that became law into individual sections to be used in the Drafting function and Publishers Workbench.
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 transfer the sections to the Decision Support system for KLRD staff to update. This can be done in multiple rounds of updates.
Suggest Bill Index	Used by drafters to create bill subject index entries.
Send to Chamber	Combines bill, resolution, or amendment file with associated files into a single file packet and transfers the file to the chamber datastore for introduction and processing.
Reports	Run reports on supp volumes, approved supps, reverse KSA index, supp book table of contents, KSA index, conflicts report, and bill index.
Receive from Chamber	Receives bill, resolution, or amendment packet of files from the chamber datastore and places the files in the Law Making datastore for further drafting.
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 to 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.
Conference Committee Meeting Notification	Function used by Revisor staff to input Conference Committee Meeting information. The meeting information is then displayed on the Legislative 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 website.

Decision Support System

Primary Users: Kansas Legislative Research Department (KLRD) Staff

Functions	Description
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 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 and the current budgetary recommendations of Legislative budget committees.
Bill Summary	This function allows KLRD staff to generate the bill summary document. 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 is made available to legislative staff and the general public on the Legislature's 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 Legislature's 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 Legislature's 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.
Summary of Legislation	Used to generate a summary of a bill that is provided to the appropriate Chamber and made available to legislative members and the public on the Legislative website.
Appropriations Report	Used by KLRD to create a report of agency appropriations for a selected fiscal year.
Bill Summary Topic	Used to create Bill topics for the Summary of Legislation.
Create Fiscal Impact Reports	Used to generate the Fiscal Impact Reports.

Subcommittee Reports	Used to generate Subcommittee Reports.
Create Capital Improvement Report	Used to create the Capital Improvement Reports for the various state agencies.
Create Appropriations Request	Used to update budget bill sections as part of the appropriations process.
Create Omnibus Memo	Used to generate the Omnibus Memo.

Chamber Automation System

Primary Users: House and Senate Chamber Staff

Functions	Description
Chamber Interface	Functions used by chamber staff to record chamber session actions and move bills through orders of business during daily chamber sessions.
Chamber Calendar	The Calendar function for House and Senate Chambers creates the the daily Chamber Calendars. The Calendars are published to the Legislative 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 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/ Bill History	The Chamber Events function displays a filtered list of the chamber events metadata. The application allows the users to edit the events metadata as needed.
Distribute Introduced Bills	Used to distribute the line numbered Bills to the Law Making and Decision Support zones after bill introduction in the Chambers.
Committee Report	Used to distribute Committee Reports to the Law Making and Decision Support zones after committee report adoption in the Chambers.
Distribute Conference Committee Report	Used to distribute Conference Committee Reports to the Law Making and Decision Support zones after report passage in the Chambers.

Committee System	<p>Functions to create, edit, and publish Committee Agendas, Minutes, and Testimony. The function is used by Committee Assistants and KLRD staff.</p> <p>Primary Users: Committee Assistants, KLRD Staff, and Chamber staff.</p>
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Global System

Primary Users: System Administrators

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 KLRD staff.

Legislative Interface (website)

The Kansas Legislature website (www.kslegislature.org) 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 Chamber functions. Legislative staff can also manually place 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			

ATTACHMENT A

State of Kansas
Department of Administration
DA-146a (Rev. 06-12)

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. 06-12), 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 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 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 to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (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) if it is determined that the contractor has violated applicable provisions of ADA, 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.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

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 any 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?