



DOT&PF CMMS RFP

RFP# 2518-F-001

Issued January 11, 2018

The State of Alaska (SOA) is working on an initiative to consolidate facilities maintenance and management functions of SOA owned or leased facilities under the DOT&PF Division of Facilities Services (DOT&PF). Currently executive branch agencies utilize a variety of Computerized Maintenance Management System (CMMS) software or use none at all. The goal is to select a single enterprise-wide, comprehensive, platform which meets the needs of all agencies.

ISSUED BY:

DEPARTMENT OF TRANSPORTATION & PUBLIC
FACILITIES, DIVISION OF FACILITIES SERVICES

PRIMARY CONTACT:

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PROCUREMENT OFFICER
JOHN.WHITE@ALASKA.GOV
(907)465-8223

OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

Important Notice: If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

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SECTION ONE

INTRODUCTION AND INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Transportation & Public Facilities, Division of Facilities Services, is soliciting proposals for a single enterprise-wide comprehensive computerized maintenance management system (CMMS) to support the consolidation of State agencies facilities under the Department of Transportation & Public Facilities (DOT&PF) Division of Facilities Services.

SEC. 1.02 BUDGET

Department of Transportation and Public Facilities (DOT&PF), Division of Facility Shared Services, estimates a budget of between \$400,000 - \$450,000 dollars for implementation of Phase 1 (NTP 1) of this project. Proposals priced at more than \$450,000 for the first phase of this project will be considered non-responsive.

Approval or continuation of a contract beyond Phase 1 (NTP 1) resulting from this solicitation is contingent upon legislative appropriation.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:00 PM prevailing Alaska Time on February, 6, 2018**. Faxed or emailed proposals are not acceptable. Oral proposals are not acceptable.

SEC. 1.04 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements:

- Experience successfully implementing a CMMS solution for a minimum of two (2) government / state organizations similar in size and scope to the State of Alaska (in the previous five years).
- Experience successfully converting multiple data platforms and/or existing CMMS applications into a single system (in the previous five years).
- Experience successfully integrating in to Enterprise Resource Platform (ERP) applications in a government / state organization with similar configuration to the State of Alaska (in the previous five years).

Offeror's will be required to provide references to validate the satisfaction of the minimum prior experience requirements listed.

An offeror's failure to meet and portray these minimum prior experience requirements may cause their proposal to be considered non-responsive and their proposal may be rejected.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written response or amendment to the RFP. The procurement officer will make that decision.

PROCUREMENT OFFICER: John White – PHONE 907-465-8223 - FAX 907- 465-3124

SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit nine (9) original proposals in writing. One original proposal with a sealed price schedule, and eight (8) copies less pricing, plus one complete electronic proposal device (CD-ROM or Flash Drive) to the procurement officer. The electronic device is to contain a complete proposal with the price proposal as a separate clearly marked document in PDF or Word/Excel format. The single written pricing schedule included with the proposal must be clearly marked and sealed separately from the rest of the proposal. No portion of the cost proposal shall be included within the body of the proposal. Submissions must be addressed as follows.

Emailed, faxed, or oral proposals **will not be accepted**.

The sealed proposal package(s) must be addressed and mailed as follows:

Department of Transportation & Public Facilities
Division of Facilities Services
Attention: John White
Request for Proposal (RFP) Number: 2518-F-001
RFP Title: DOT&PF Facilities CMMS

PO Box 112500
3132 Channel Drive, Room 350
Juneau, Alaska 99811-2500

If using a delivery service, please use the following address:

Department of Transportation & Public Facilities
Attention: John White
3132 Channel Drive, Room 350
Juneau, Alaska 99811-2500

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

PLEASE NOTE: It is the offeror's responsibility to contact the issuing agency at (907) 465-8223 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

Please take into consideration that due to weather, scheduling, and location there is no overnight delivery service to Juneau, Alaska.

SEC. 1.08 PROPOSAL CONTENTS

The following information must be included in all proposals.

(a) AUTHORIZED SIGNATURE

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

(b) OFFEROR'S CERTIFICATION

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- G. that the offers will remain open and valid for at least 90 days; and
- H. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

(c) VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

(d) CONFLICT OF INTEREST

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Transportation & Public Facilities reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

(e) FEDERAL REQUIREMENTS

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.09 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice web site.

SEC. 1.11 RFP SCHEDULE

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule may be shifted accordingly.

- Issue date, January 12, 2018.
- Pre-proposal conference on January 22, 2018.
- Deadline for Receipt of Proposals; 2:00 PM February 6, 2018.
- Proposal Evaluation Committee complete evaluation by February 22, 2018.
- State of Alaska issues Notice of Intent to Award a Contract as soon as practical thereafter.
- State of Alaska issues contract as soon as possible thereafter, but no sooner than ten (10) days after issuance of the Notice of Intent to Award.
- Contract start; To be determined.

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Transportation & Public Facilities, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.12 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 1:00 PM, Alaska Time, on January 22, 2018 in the DOTPF Annex conference room #004, at 2200 East 42nd Ave, Anchorage, Alaska. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

CONFERENCE NUMBER: 1-800-315-6338

PASSCODE: 74841

WEBEX: <https://stateofalaska.webex.com/stateofalaska/j.php?MTID=m486b561509aafcb2f49c0413966e4875>

Meeting number: 807 770 042

SEC. 1.13 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.14 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the DOT&PF Project Manager.

SECTION TWO

BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND

The State of Alaska (SOA) is working on an initiative to consolidate facilities maintenance and management functions of SOA owned or leased facilities under the Department of Transportation & Public Facilities (DOT&PF), Division of Facilities Services. Currently executive branch agencies utilize a variety of Computerized Maintenance Management Systems (CMMS) software or use none at all. The goal is to select a single enterprise-wide, comprehensive, platform which meets the needs of all agencies.

SECTION THREE

SCOPE OF WORK

SEC. 3.01 SCOPE OF WORK

The purpose of the CMMS software solution is to provide long-term management, tracking, and reporting capabilities for all state-owned and leased real estate through an on, or off-premise hosted solution.

DOT&PF is interested in a scalable platform that can implement and interface additional modules based on the specific needs of the facility or agency utilizing the software.

Minimum required modules include, but are not limited to:

- Facilities Inventory Tracking
- Facilities Maintenance Management
- Facilities Budget Management and Tracking
- Leases and Lease Administration
- Capital Asset Management
- Energy Management

Additional Potential Desired Modules include, but are not limited to:

Offerors should clearly identify which additional modules are included in the basic package proposed. If not included in the standard system offered, these modules should be clearly identified with any additional costs (if any) noted that may be required. These additional modules may be added to the scope of work at a later date, however the State is under no obligation to do so.

- Resourcing/ Staff Management
- Event Management
- Fleet Management
- Facilities Construction Management
- Environmental and Safety Management

The CMMS software solution will help automate work flow and track facilities management and maintenance work requests. These requests, or “work orders,” may be created for any facilities-related problem or task request, building or equipment maintenance request, and routine or preventative maintenance task. Before the new system goes “live”, personnel will need training on usage of the new system.

The following sections categorize and detail each feature and function of the desired software solution, including; installation and training services, software warranty, and software maintenance and support. Please see **Attachment #7 Exhibit “B” System Features and Functions**, for mandatory requirements and required responses for each requirement. In addition to meeting the mandatory requirements, the software solution offered must contain at least 80% of the mandatory system features and functions “out of the box” (i.e. these features and functions do not require modification or customization during implementation).

SEC. 3.02 PHASING

Initially DOT&PF anticipates approximately 50 users and 30 facilities. However once all of the facilities are included DOT&PF anticipates approximately 500 - 800 users in various roles. The system must be able to accommodate these users without affecting system functionality, speed, and overall performance. Once this initiative is fully implemented, it's anticipated that this system will be used to manage work orders for up to approximately 1,500 buildings in various locations of Alaska.

Anticipated Phasing (*subject to change*):

- **Phase 1 [Initial NTP]:** Southcoast Region Facilities – Approximately 50-100 users & 30 - 50 Facilities (Anticipated March 2018 – June 2019)
- **Phase 2 [Future NTP]:** Central Region Facilities – Between 100-300 users cumulative (Anticipated July 2019 – June 2020)
- **Phase 3 [Future NTP]:** Northern Region Facilities – Approximately 300-800 users cumulative. (Anticipated July 2020 – June 2021)

(Facility and Geographic Information for each phase is identified in **Attachment #6** – Subject to Change).

SEC. 3.03 FACILITIES INVENTORY TRACKING

The system will have the ability to identify, manage and track all state-owned and leased facilities, including but not limited to:

Building and Property Information:

- Building address
- Building size
- Condition of building (text description and facility condition index number)
- Usable square footage based on type of space
- Gross square footage
- Common space
- Land acreage
- Floor plans
- Parking
- Age
- Value
- Building and Property Space Type Categorization (e.g.: Office, Warehouse, Laboratory, etc.)

Space Management & Analysis:

- Current Occupied and Unoccupied Space
- By Location, Department and Usage type

Number of Building Occupants per Location:

- By Department
- By Division
- By Department square footage occupied
- By Division square footage occupied
- Shared space

Point(s) of Contact Information:

- Maintenance and Operations
- Capital Improvement Program
- Occupants
- On-site Facility Management

General:

- Document Management System:
 - Ability to store documentation including but not limited to: AutoCAD drawings, O&M Manuals, As Built, Warranties, etc.
 - Include Searching and Indexing
 - Categorization
 - By Facility, by major equipment or system, by location
 - Storage requirements: Minimum 10 TB with option to purchase additional storage.
- Operation levels
- Comment fields

SEC. 3.04 FACILITIES MAINTENANCE MANAGEMENT

The system will have the ability to identify, manage and track all state equipment assets and maintenance of leased and state-owned facilities, including but not limited to:

Equipment & Tools Asset Management

- Type of equipment or tool
- Location
- Make, model, and serial number
- Warranty information and expiration
- Vehicle and equipment reactive and preventative maintenance

Facilities Maintenance

- Building location
- Building assessments
- Parts inventory management

- Equipment maintenance scheduling
- Equipment maintenance frequency
- Maintenance procedure document creation
- Maintenance procedure document storage
- Inventory parts, materials, filters, accessories, etc. for routine maintenance
- Barcoding system to pull information on building systems and equipment from mobile device

Facilities Work Orders

- Work Order generation for preventative and reactive maintenance projects
- Preventative maintenance scheduling
- Ability to track staff schedule availability and location of state maintenance workers
- Manual Work Order generation
- Automatic Work Order generation
- Building location, address, and contact information for each Work Order
- Request type (electrical, plumbing, etc.)
- Work Order approval with work flow and approval path(s)
- Assignment of Work Orders to state maintenance personnel
- Other departments can track status of Work Orders
- Date and time requested, assigned, and completed/closed
- Staff assigned
- Labor hours (regular and overtime), Labor Costs
- Parts used, Parts and Materials Costs
- Other costs
- Billing and payment management
- Comment fields
- A mobile technology solution for staff to view and update Work Orders in “real time”
- The ability to organize, maintain and link information to see the history of work performed on specific assets
- After hours/emergency callout
- Ability to automatically send a customer satisfaction survey to the customer after a work order is completed.

SEC. 3.05 FACILITIES BUDGET MANAGEMENT AND TRACKING

The system will perform the following functions, including but not limited to:

Real-Time Management and Tracking of Actual and Projected Expenditures and Revenues for:

- Capital and construction projects
- Maintenance and operations projects
- Fuel and utility costs
- Annual maintenance and operating expenses

- Annual and monthly facilities administration

General:

- Rates development
- Square foot tracking for all leased and owned state facilities
- Square foot tracking by Department, Division, and private tenants
- Work plan development
- Cost allocation through complex, monthly
- Specialized cost allocations plan development
- Core services
- Vacant space and associated cost tracking
- Risk management replacement value tracking with annual updates
- Facility depreciation and cost allocation tracking
- Interactive deferred maintenance list (provided in the format as required by the Office of Management and Budgeting.
- Project financial tracking by fund type, agency, percent billed, change orders, etc.
- Project warranty tracking
- Project hold and completion tracking
- Comment fields

SEC. 3.06 LEASES AND LEASE ADMINISTRATION

The system will facilitate lease management, strategic planning, space management, financial management and forecasting, lease analysis, transaction management, document management and workflow, and lease billing and invoicing, for state leased facilities, including but not limited to:

Building and Property Information:

- Building address
- Building size
- Condition of building
- Usable square footage based on type of space
- Gross square footage
- Common space
- Land acreage
- Floor plans
- Building AutoCAD drawings/AutoCAD floor plan versioning
- Define different of units of measure

Multiple Lease Exceptions:

- A lease with two or more lessors/payees
- Blended occupant rates based on start and end dates

- Pro-rated lease terms
- Leases with multiple periodic rates (annual/monthly)
- Lease abatements
- Multiple CPI/base rates and indexes for specific terms within one lease
- Negotiated lease amounts applied to a specific tenant in a lease

Lease Categorization by Space Type:

- Building and Property Space Type Categorization (e.g.: Office, Warehouse, Laboratory, Vacant land etc.)

Lessor Point(s) of Contact Information:

- Name
- Address
- Email
- Phone number
- Emergency phone number

State On-Site Point(s) of Contact:

- Name
- Address
- Email
- Phone
- Emergency phone
- Occupancy count

Other Point(s) of Contact:

- Maintenance and Operations
- Capital Improvement Program
- Occupants
- On-site Facility Management

Lease Location Occupants and Tracking:

- By Department
- By Division
- By Department square footage occupied
- By Division square footage occupied
- Shared space

Lease Terms and Conditions Identification and Tracking by Lease:

- Individual sets of terms and conditions within a lease contract
- Lease start and end date
- Per square foot rental rate
- Monthly rental rate
- Yearly rental rate
- Service type
- Escalation costs
- Original agreement / modifications

Lessor Certificate of Insurance Tracking and Notification System based on Lease Terms:

- Internal notifications for Certificate of Insurance expirations
- External notifications of Certificate of Insurance expirations via form letter or email

Lease Expiration Notification System based on Lease Terms:

- Internal notifications for lease renewals and expirations
- External notification for lease renewals and expirations via form letter or email

Lease Projections:

- Calculate projected rent cost by occupant agency and by fiscal year for at least two fiscal years
- Projected rent cost for current fiscal year includes actual costs to date and a projection for the remainder of the fiscal year
- Projected future costs can include various rent adjustments (including CPI) and effective dates
- Projected replacement cost for expiring leases
- Detailed system troubleshooting guide for lease cost projection errors
- Ability to document reasons why an agency's total lease costs increased or decreased between fiscal years (for the purpose of federal auditors of the Statewide Cost Allocation Plan)
- What-if scenarios for accounting personnel

Lease Projection Audits:

- Identify lease costs that don't match the total cost of the lease per agency terms/conditions and lease amendment(s)
- Lease costs totaled by lease and per tenant liability per lease amendment(s)

Lease Renovation Tracking:

- Multiple renovation types (new floor finishes, paint, etc.)
- Last date(s) which renovation(s) were completed
- Date(s) the next renovation(s) are required

Lease Accounting of Capital and Operating Expenses:

- In accordance with current Financial Accounting Standards Board (FASB) standards
- As required by the State of Alaska, Division of Finance for Comprehensive Annual Financial Reporting (CAFR)
- Conversion of existing CAFR data will require working with Software Solutions to develop Lease CAFR parameters

General:

- Ability to incorporate lease administration RSA cost allocation methodology
- Use cost allocation methodology to count number of lease terms and total lease costs by Department
- Use cost allocation methodology to count number of lease terms and total lease costs by Division
- Track expenditures and revenues billed and received along with projected lease administration costs
- Track additional expenditures such as alternate procurement (i.e. procurement outside of normal procurement statute, regulation and policy e.g. single source or limited competition procurement) and small expenditures related to a lease such as addition of new space, parking, addition of data drops, and construction
- Comparison of cost of leased space vs cost of available state-owned space
- Ability to forecast costs based on building occupancy/ utilization.

**Facility Occupancy Agreements (FacOA) applies when the SOA acts as the lessor contrasted with private leases where the SOA is the lessee.

SEC. 3.07 CAPITAL ASSET MANAGEMENT

The system will have the ability to assess and track the conditions of facilities and major equipment to analyze capital construction needs, including but not limited to:

Facilities

- Facilities Conditions Assessments
- Value
- Facility Condition Index (FCI)
- Age
- Depreciation
- Functional deficiencies
- Deferred Maintenance needs and prioritization
- Useful Life
- Life Cycle Costs for all major facilities components
- Forecast future facility renewal costs with the ability to adjust for inflation and complexity.
- Building Replacement Cost

Major Systems and Equipment

- Value
- Age
- Depreciation
- Function Deficiencies
- Deferred Maintenance needs and prioritization
- Useful Life
- Manufacturer Information
- Systems Replacement Cost

Capital Planning

- Strategic planning of capital outlay
- Prioritization of deferred maintenance needs in order to maximize limited resources
- Track, report, and analyze assets to create holistic view of capital needs
- Ability to build component capitalization and depreciation scenarios
- Capital Budget request
- Construction Cost Estimating

Condition Assessment & Modeling

- Create multi-tiered parent-child relationships between buildings, systems, subsystems, and components.
- Track expected lifecycle data at a system, subsystem and component level.
- Identify, quantify, and prioritize all deficient conditions
- Maintain a Current Replacement Value for every asset as well as be able to calculate Facilities Condition Needs Index, Facilities Condition Index, and Net Asset Value.
- Leverage lifecycle cost-model templates for renewal costs and physical life lookup.
- Adjust lifecycle cost estimates based upon the physical location of the asset.
- Automate annual updating of correction costs based on published inflation rate indices.
- Calculate the Renewal Cost for each asset based upon provided renewal costs, unit of measure, and quantity.
- Analyze and model the standard life cycle deterioration of each facility and report on the annual reinvestment rate to replace components as they become unusable.
- Analyze multiple year outlooks and various combinations of building type reinvestment rates.
- Analyze and projecting funding requirements for time periods up to 25 years.
- Track a history of adjustments made to the assets physical life.

SEC. 3.08 ENERGY MANAGEMENT

The system will have the ability to manage energy usage for facilities, including but not limited to:

Utility Management

- Utility Bills
- Meter Management
- Invoices and Rates

Energy Usage

- Energy spend by utility type
- Energy Usage Index (EUI) by Facility
- Detailed energy usage analysis by facility, location, type
- Prioritization of energy efficiency projects
- Historical Energy Escalation Factor Calculation

SEC. 3.09 REPORTING

The system will have the ability to perform reporting functions related to all leased and state-owned facilities, including but not limited to:

Key Performance Indicator (KPI) tracking and reporting:

- Maintenance Work Order Reports – Response Time, Time to complete work orders, total completed and outstanding work orders
- Cost trend analysis
- Facilities Conditions Index Reports
- Customer Satisfaction Reports
- Costs per Square Foot
- Ad Hoc or scheduled reports by location and by facility
- Have the ability to export the KPI's in a scheduled and automated fashion.

General Reporting:

- Robust reporting and management oversight capabilities, including but not limited to: Dashboards, notification alerts, canned reports and ad-hoc reporting features
- Provide reports/assessments on deferred maintenance funding, major system replacements, major maintenance, and routine maintenance
- Exportable to Microsoft Excel
- Lease expiration (with and without options) report with action plan
- Capital and operating expense report
- Financial project management report
- User defined statements through menu selection
- Support for stored procedures for frequently used statement formats

- Ad-hoc report generator
- All data fields searchable, sortable and reportable
- Account look-up by an account field, description, and date range
- Ad Hoc Lease Projection Reporting
- Reporting for “Suspense” and Scheduled Lease Payments
- “Push” reporting to schedule canned reports.

SEC. 3.10 GENERAL SOFTWARE FEATURES

The system will have the following general features, including but not limited to:

- A scalable platform that can implement and interface a variety of modules
- Visually well-designed, intuitive and easy to use user interfaces
- Interactive training in varying formats and customer technical support
- Mouse-over field definitions and screen level user guide.
- Ability to access and perform functions from mobile devices (i-phone/i-pad, android, etc.)
- Data import/export capabilities with Microsoft Office applications (including Office365)
- Ability to import and store Microsoft Office (including Office365) and PDF forms
- Ability to export to PDF or Excel
- Pop up calendars for date selection
- Ability to flag upcoming critical dates or required actions (both user and pre-defined)
- Ability to email upcoming critical dates or required actions (both user and pre-defined)
- Ability to email notifications of trigger events
- Ability for state personnel to have “administrator” or “super-user” authority
- Ability for administrators or super-users to add and configure new users
- Ability for administrators or super-users to update configurations and permissions of existing users
- System is customizable by contactor (i.e. adding new features and data fields as required)
- Multiple types of electronic documents can be associated with a lease
- Data fields can be bookmarked/indexed to specific sections in an actual lease document
- User can create and manage parent/child relationships between master leases and subleases
- Ability to email statements from the State of Alaska Email System (Microsoft Exchange)
- Group email capability by location, type of business or other user defined field
- Online or internal “help” feature
- Ability to perform batch updates to work orders and preventative maintenance for status, labor, parts changes

SEC 3.11 HOSTING ENVIRONMENT REQUIREMENTS

General guidance on system, hosting, and data capabilities to include in your proposal can be found in **Attachment #8 Exhibit C**. Section 3.11 includes the requirements that are included within the evaluation criteria and must be answered within the proposal.

Security Plan:

The State of Alaska requires that enterprise IT systems have a current Security Plan on file with the State Security Office. The security plan shall be completed by the contractor prior to the Phase I 'go-live' NTP being approved. The security plan is included in this RFP as **Attachment #9 Exhibit D.**

Proposed Implementation Strategy:

The contractor shall propose a single implementation model, choosing between On-Premise or Off-Premise options.

General:

- The system and all data shall be hosted in North American facilities
- The hosting facility network shall be available 99.999% of the time.
- The hosting facility power shall be available 99.999% of the time.
- The hosting facility HVAC shall be operational 99.999% of the time.
- The hosting facility shall have Operations staff available for hosting related technical support issues 24 x 7 x 365.

Encryption:

- Data in transit shall be secured with current industry standard encryption protocols.
- The contractor shall support encryption at rest at customer request.
- The system shall not use insecure encryption protocols such as SSL v3, TLS 1.0, etc...
- SSL shall deliver 256-bit encryption based on a 2048-bit global root.
- The system shall use SSL from a well-established, reliable and secure independent Certificate Authority.
- The SSL Certificate Authority shall be audited annually by a trusted third party auditor.

Access Privileges and Controls:

- The hosting facility shall have physical security in place.
- The hosting facility shall have logical security in place.
- The system shall support customer Oracle LDAP and Microsoft Active Directory authentication sources.
- The system shall support role based access control.
- The system shall provide comprehensive protection against unauthorized addition, deletion, or alteration of system data.

Data Provenance:

- The contractor shall document all hardware specification, including manufacturers, for all product offerings.
- The contractor shall document how often infrastructure hardware and/or software is upgraded, hardened and patched.
- The contractor shall document how customer data is handled including destruction.

Data Segregation:

- The contractor shall provide physical and logical separation of data from other customer implementations.

Monitoring and Reporting:

- The contractor shall monitor and report unauthorized intrusion and release of information.
- The contractor shall provide tools to monitor current system performance.
- The contractor shall provide tools to report on historical system performance.

Data Recovery:

- Full backups will be completed daily on all systems and their supporting data.
- Backups will be replicated or stored off-site to ensure that no more than 24 hours of data will be lost due to a severe loss within the facility.
- Backups will be retained for sixty days.
- Backups will be scheduled to minimize the impact on customer usability.

Business Continuity:

- The contractor shall provide formal risk analysis plans and review schedules.
- The contractor shall provide detailed disaster recovery plans including scheduled testing.

Compliance:

- The system shall be hosted in facilities that obtain and maintain the following certifications:
 - PCI DSS Compliance
 - SSAE 16 Type II SOC 2
 - ISO/IEC 27001
- The contractor shall provide compliance or audit reports at customer request.

SEC 3.12 SYSTEM INTERFACES

This section describes the roles and responsibilities of both the vendor and DOT&PF as it relates to the design and development of software system interfaces. **Attachment #10 Exhibit "E"** contains a diagram that shows the CMMS and all the software systems it is expected to interface with. Also included is a complete listing of the expected interfaces with a general description for each one. Offerors should document their experience interfacing with the specific software systems listed and include that documentation as part of their proposal.

The vendor shall be responsible for analyzing DOT&PF business needs, producing detailed interface requirements documents, producing interface design descriptions documents and incorporating feedback from DOT&PF into these documents. DOT&PF shall be responsible for reviewing interface-related documents, submitting feedback, and providing final approval. Estimate up to 30 days for DOT review process and approval.

Inbound and outbound interfaces are from the perspective of the CMMS.

Inbound Interfaces:

- DOT&PF shall be responsible for the work required to produce data from software systems that are external to the CMMS
- The vendor shall be responsible for the work required to consume data from software systems that are external to the CMMS

Outbound:

- DOT&PF shall be responsible for the work required to produce data from software systems that are external to the CMMS
- The vendor shall be responsible for the work required to consume data from software systems that are external to the CMMS

SEC 3.13 SOURCE CODE ESCROW AGREEMENT

The State of Alaska requires a source code escrow agreement with the contractor for business continuity. The specific terms of the escrow agreement will be negotiated prior to award of the contract.

Definition. "Source Code Escrow Package" means:

- A complete copy in machine-readable form of the source code and executable code of the software, including any updates or new releases of the product; and
- A complete copy of any existing design documentation and user documentation, including any updates or revisions; and
- Complete instructions for converting every part of the source code into executable code for purposes of enabling verification of the completeness of the source code as provided below. Such instructions shall include precise identification of all compilers, library packages, and linkers used to generate executable code.

Escrow Fees. Escrow agent fees and expenses will be the responsibility of the contractor throughout the term of the contract.

License. Upon release from the Escrow Agent pursuant to an agreed upon release event, the contractor automatically grants the State a nonexclusive, irrevocable license to use, reproduce, modify, maintain, support, update, have made, and create Derivative Works. Further, the State shall have the right to use the Source Code Escrow Package in order to maintain and support the licensed software so that it can be used by the State as set forth in this contract.

Derivative Works. Any Derivative Works to the source code released from escrow, which are made by or on behalf of the State, shall be the sole property of the State. The State acknowledges that its ownership rights are limited solely to the Derivative Works and do not include any ownership rights in the underlying source code.

SEC 3.14 IMPLEMENTATION AND TRAINING

The contractor will provide full implementation and configuration of the software solution as specified. The existing systems include, but are not limited to: Yardi, EcoDomus BIM, School Dude, Maximo, Bigfoot, AssetWorks AIM, LMS/LPS, and VFA. The contractor must ensure sufficient testing of the system and verify no functional problems occur prior to the new system going live, and must coordinate all activities as necessary with the DOT&PF Project Manager and any personnel designated by the Project Manager. The Project Manager must provide authorization for the new system to go live before the implementation is considered complete.

Due to limited state resources, the Contractor may be required to migrate data from the existing State of Alaska CMMS software(s) into the new system prior to the new system going "live". Any costs for these additional services, if needed, will be negotiated after contract award using the discipline rates provided in the cost proposal.

The contractor must ensure sufficient technical support is provided during installation, configuration, testing, deployment, and implementation of the system, including on-site technical support as required by the DOT&PF Project Manager.

Prior to the new system going live, the contractor must also provide user training. The training must be comprehensive enough to ensure these personnel can independently navigate and use the system, before going live, without outside assistance from the contractor as determined by the DOT&PF Project Manager. The contractor must provide all training materials necessary to complete the required training along with an electronic user manual for personnel to reference after training is complete. During the life of the contract, if any software upgrade or change to the software system making any portion of the user manual incorrect or obsolete, the contractor must provide an updated electronic user manual.

Initial Training The Contractor will provide training to DOT&PF staff (to be identified later) in the use of each CMMS module. Each training session will be held over a minimum of two (2) days at DOT&PF facilities located in each Alaska community of: 1) Anchorage, 2) Fairbanks, and 3) Juneau. Each module will include three instructor led sessions and provide electronic training manuals and user manuals. Each session will include up to 10 DOT&PF staff.

Post Launch Follow-up Training The Contractor will provide post launch follow-up training to DOT&PF staff in their use of each CMMS module. Each session will be held over a minimum of two (2) days at DOT&PF facilities located in either Anchorage or Juneau. Each module will include three instructor led sessions and provide electronic training manuals and user manuals. Each session will include up to 10 DOT&PF staff.

A classroom and audio/visual equipment will be provided for each training session. The offeror must provide all other training materials and supplies

If required by the DOT&PF Project Manager, additional training will be provided to ensure DOT&PF staff are fully operational in the CMMS application. Pricing for the additional optional training sessions (if any) must be included with the proposal.

Training and user manuals must be provided by the Contractor and may be reproduced by DOT&PF, as needed, via an electronic version from the Contractor. Training manuals will allow DOT&PF to train additional operators as needed. User manuals will describe core functionality and how to use the system.

Web-based and/or computer-based training is also required for go-live of NTP 1, NTP 2, and NTP 3 to provide refresher training and/or new staff training as required.

Additional refresher and currency training may be required for the life of the contract plus any options exercised, as determined by the DOT&PF Project Manager.

SEC. 3.15 SOFTWARE WARRANTY

The software solution installed by the contractor must be warrantied, at no additional cost to the state, for the initial term of the contract and any options or extensions thereof. This warranty must include full implementation and support (technical and otherwise) for all software upgrades, malfunctions, bug fixes, repairs, and other required code changes. A “live administrator” technical support help desk is required on Monday through Friday, 0800 – 1630 AST.

SEC 3.16 SOFTWARE MAINTENANCE AND SUPPORT

All software maintenance (i.e. updates), including bug fixes and security patches, and technical support shall be included in the proposal and any costs related to these items should begin once the system has been implemented (i.e. at “Go Live”). Technical support shall be available Monday through Friday, 0800 to 1630 Alaska time via phone or email.

For proposals that include hosting, maintenance of development, testing, training and production environments (e.g. operating system updates, certificate management and other 3rd party software) shall be included as part of the hosting costs.

A service level agreement for resolution of technical software issues (including issue severity and resolution times) should be submitted as part of the proposal and may be modified as part of contract negotiation.

SEC 3.17 SOFTWARE UPGRADES

All software upgrade (i.e. implementation of major product releases) costs should be included as part of the software maintenance and support agreement. Any work required to deploy the upgrade (updates to existing software system interfaces, data migrations/updates, configuration changes, testing of changes, etc.) should be included in the cost proposal. For updates to interfaces, it is expected that the roles and responsibilities shall remain the same as detailed in Section 3.14.

It is not expected that any additional feature enhancements be included in the cost proposal unless already included in software upgrades.

SECTION FOUR

STANDARD CONTRACT INFORMATION

SEC 4.01 CONTRACT TERM AND WORK SCHEDULE

The initial term of the contract will be two (2) years from original contract date, with five (5) additional one year renewal options. Options will be exercised solely at the discretion of the State of Alaska.

Anticipated Phasing of 1st Contract Term (*subject to change*):

- Phase 1 Southcoast Region Facilities – Approximately 50-100 users & 30 – 50 Facilities
(Anticipated March 2018 – June 2019)
- Phase 2 [Future NTP]: Central Region Facilities – Between 100-300 users cumulative
(Anticipated July 2019 – June 2020)
- Phase 3 [Future NTP]: Northern Region Facilities – Approximately 300-800 users cumulative.
(Anticipated July 2020 – June 2021)

Deliverables

The contractor will be required to provide the following deliverables with a proposed schedule for each:

- a. Complete implementation, configuration, testing, and the successful/operational deployment of the offered software solution as outlined in this RFP.
- b. Comprehensive training of personnel on use of the new system and training materials and user manuals as outlined in this RFP.
- c. Software maintenance and support in accordance as outlined in this RFP.

SEC. 4.02 CONTRACT TYPE

This is a firm fixed price contract.

DOT&PF will make payments based on a negotiated implementation schedule/ calculation of the priced deliverables contained in the bid schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the DOT&PF Project Manager.

SEC. 4.03 PROMPT PAYMENT FOR STATE PURCHASES

Contractor shall identify any prompt payment discounts afforded the State in the cost proposal. The discount will be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

SEC. 4.04 LOCATION OF WORK

The location(s) the work is to be performed, completed and managed is the Contractor's facilities. The Contractor must provide its own workspace. The Contractor may request on-site State space if needed to facilitate the project implementation. DOT/PF will attempt to provide such space if available.

The Contractor will also provide support (e.g. any training and/or technical support) to users in each of the three DOT&PF regions:

- Northern Region – Fairbanks, Alaska;
- Central Region – Anchorage, Alaska;
- Southeast Region – Juneau, Alaska.

The state will provide workspace for training, if necessary, to the contractor at these locations if available.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

SEC. 4.05 THIRD-PARTY SERVICE PROVIDERS

The contractor must provide, on an annual basis, a Type 2 Statement on Standards for Attestation Engagements (SSAE) SOC 1, SOC 2, or SOC 3 report(s). Failure to provide this report may be treated as a material breach and may be a basis for a finding of default.

SEC. 4.06 SUBCONTRACTORS

Domestic subcontractors only may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements outlined in this RFP.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and
- a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the DOT&PF Project Manager.

SEC. 4.07 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 4.08 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance. A pre-award inspection may be required at the discretion of the State.

SEC. 4.09 F.O.B. POINT

All deliverables are to be FOB Destination.

SEC. 4.10 MISC GENERAL PROVISIONS

Contract Personnel

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the DOT&PF Project Manager. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

Inspection & Modification - Reimbursement for Unacceptable Deliverables

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the DOT&PF Project Manager. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The DOT&PF Project Manager may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

Contract Changes - Amendments

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the DOT&PF Project Manager will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the DOT&PF Project Manager has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Transportation and Public Facilities or the Commissioner's designee.

Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division

of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

Termination for Default

If the DOT&PF Project Manager determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

Submittal reviews

If needed, allow up to thirty (30) days for DOT/PF review and approval of submittals. Every effort will be made to complete and respond to submittals as quickly as possible, but the State reserves the right to take up to 30 days if necessary.

SEC 4.11 PROPOSAL FORMAT AND CONTENT

The state discourages overly lengthy and costly proposals. In order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested. Proposals exceeding 100 pages may be deemed non-responsive.

Nine (9) complete written proposals, and one electronic version (CD or flash drive) must be submitted to the Procurement Officer prior to the solicitation closing date and time listed. Cost proposals must be in a separate and clearly marked sealed packet.

Introduction

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

Understanding of the Project

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

Methodology Used for the Project

Offerors must fully complete Attachment #7 and provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

Management Plan for the Project

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule.

Experience and Qualifications

Additional Prior Minimum Experience Required: Proposals must clearly demonstrate that each state government / state organization:

- have been utilizing the CMMS system for a minimum of 24 consecutive months; and
- are utilizing the CMMS system as their primary system of record.

Proposals must clearly identify when the system was deployed and how each agency is using the system(s).

Offerors must submit examples of work demonstrating clear evidence of their experience in completing two (2) similar work projects. Samples of work must provide the project name and a contact person with their contact information; phone or email. Proposals may also provide a website associated with each state system, if available.

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed,
- itemize the total cost and the number of estimated hours for each individual named above.

Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed.

Evidence of similar work submitted with proposals to support prior experience will be forwarded to the Procurement Evaluation Committee for evaluation. Offerors will be evaluated on their level of involvement and experience with; CMMS integration, software, hosting and operating software systems related to CMMS for a public entity, database, mobile application, and web application integration.

Cost Proposal

The State of Alaska is implementing the CMMS solution in a phased approach by geographic region. As each phase (or region) is implemented, additional users will be added and additional systems will convert to the new CMMS application. Contractor will be required to provide balanced pricing options to align with this approach and ensure investment by the State does not out pace implementation.

Cost proposals must include all direct and indirect costs associated with the performance of the contract necessary for the Contractor to deliver a fully functional and finished product to the State of Alaska.

Evaluation Criteria

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in Section 5.

SECTION FIVE

EVALUATION CRITERIA AND CONTRACTOR SELECTION

SEC. 5.01. Scoring and Points

Proposals will be evaluated and scored by an evaluation committee. After initial evaluation and scoring, the top three proposers with the highest combined Technical scores will be invited for a scripted interview and product demonstration. A score will be assigned to the interview and product demonstration, then combined for the summary score and ranking to determine the highest ranked proposer. Cost calculations will then be applied to determine the final proposal ranking. At that point the Procurement Officer may initiate discussions/negotiations with the winning proposer if necessary.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

A) - UNDERSTANDING OF THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

1. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
2. How well has the offeror identified pertinent issues and potential problems related to the project?
3. To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
4. Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

B) - METHODOLOGY USED FOR THE PROJECT (25%)

Proposals will be evaluated against the questions set out below:

1. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
2. How well does the methodology match and achieve the objectives set out in the RFP?
3. Does the methodology interface with the time schedule in the RFP?
4. Are the requirements completely addressed in Attachment #7, Requirements spreadsheet?

C) - MANAGEMENT PLAN FOR THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?

- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

D) - EXPERIENCE AND QUALIFICATIONS (20%)

Proposals will be evaluated against the questions set out below:

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

2) Questions regarding the firm and subcontractor (if used):

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

E) - SYSTEM DEMONSTRATION AND INTERVIEW (10%)

Ten percent (10%) of the total evaluation points will be assigned to the system demonstration and interview. System functionality, ease of use, comprehensiveness, and ability to meet or exceed the descriptors in the proposal for the required modules are examples of some of the factors that will be used by the evaluation panel to award points for this category.

The demonstrations and interviews for selected Vendors will occur on a schedule as yet to be determined, but as soon as practical after initial technical evaluations are completed. Each Vendor will have up to 2 hours at a DOT/PF facility in Anchorage Alaska for set-up, presentation, demonstrations, questions and answers, and summation, to interact with the Evaluation Committee. Vendors are responsible for all of their respective costs related to such presentations.

Demonstration will be evaluated based on the following criteria:

- a. Does the demonstration fully portray the system as described in the proposal.
- b. Is the system user friendly and does the demonstration support such rationale.
- c. Does the demonstration show the comprehensiveness of the proposed system and the ability to add or expand additional modules.
- d. Does the demonstration portray the ability of the proposer to explain their system and train users.

F) - CONTRACT COST (25%)

Overall, a minimum of 25% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 6.

SECTION SIX

PROCESS INFORMATION

SEC. 6.01 GENERAL

Informal Debriefing

When the contract is completed, an informal debriefing may be performed at the discretion of the DOT&PF Project Manager. If performed, the scope of the debriefing will be limited to the work performed by the contractor. Any report generated from such a debriefing will be added to the contract closeout file as a permanent record.

Business License

Prior to the award of a contract, an offeror must hold a valid Alaska business license. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.02 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.03 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.04 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in SECTION 5.

Prior to receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

Contract Negotiation

After final evaluation and scoring, the procurement officer may make award based upon the winning proposal as submitted, or choose to negotiate with the offeror of the highest-ranked proposal if needed. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held at DOT/PF offices in Juneau or Anchorage to be identified later.

All parties are responsible for their own travel and per diem expenses.

SEC. 6.05 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or

- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.06 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

SEC. 6.07 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

Application of Preferences – N/A, federal funding

SEC. 6.08 EXAMPLES: CONVERTING COST TO POINTS

(f) FORMULA USED TO CONVERT COST TO POINTS

Step 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

Step 2

In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 40 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

Offeror #2 receives 37.4 points.

$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 37.4$

Offeror #3 receives 33.7 points.

$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 33.7$

SECTION SEVEN

GENERAL LEGAL INFORMATION

Standard Contract Provisions

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). This form (Attachment #4) is attached in **SECTION 8. EXHIBITS** for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

Additional Terms and Conditions

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 7.01 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: **[HTTP://WWW.STATE.GOV/J/TIP/](http://www.state.gov/j/tip/)**

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

SEC. 7.02 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;

- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

SEC. 7.03 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 7.04 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 7.05 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

SEC. 7.06 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 7.07 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

Supplemental Terms and Conditions; Proposals must comply with SEC. 1.12 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 7.08 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

SEC. 7.09 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SECTION EIGHT ATTACHMENTS

SEC. 8.01 ATTACHMENT LISTING

- 1) Proposal Evaluation Form
- 2) Bid Schedule
- 3) Appendix B1
- 4) Standard Agreement Form
- 5) RFP Standard Terms and conditions
- 6) Exhibit "A" Anticipated Facility Listing for Phase I
- 7) Exhibit "B" Requirements Spreadsheet
- 8) Exhibit "C" Hosting Requirements
- 9) Exhibit "D" Security Plan
- 10) Exhibit "E" Interface List and Topography
- 11) Exhibit "F" Sample Timesheet

Attachment #1
PROPOSAL EVALUATION SHEET
DOTPF RFP #2518-F-001

EVALUATION CRITERIA AND SCORING SHEET

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1,000

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name _____

Name of Proposal Evaluation (PEC) Member _____

Date of Review _____

RFP Number _____

A) - UNDERSTANDING OF THE PROJECT - (10%)

Maximum Point Value for this Section - 100 Points

Proposals will be evaluated against the questions set out below:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL- section A _____

B) - METHODOLOGY USED FOR THE PROJECT – (25%)

Maximum Point Value for this Section - 250 Points

Proposals will be evaluated against the questions set out below.

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?
- 4) Are the requirements addressed completely in Attachment #7, Requirements spreadsheet?

EVALUATOR'S NOTES

EVALUATOR'S POINT TOTAL- section B

C) - MANAGEMENT PLAN FOR THE PROJECT (10%)

Maximum Point Value for this Section - 100 Points

Proposals will be evaluated against the questions set out below:

1. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
2. How well is accountability completely and clearly defined?
3. Is the organization of the project team clear?
4. How well does the management plan illustrate the lines of authority and communication?
5. To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
6. Does it appear that the offeror can meet the schedule set out in the RFP?
7. Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
8. To what degree is the proposal practical and feasible?
9. To what extent has the offeror identified potential problems?

EVALUATOR'S NOTES

EVALUATOR'S POINT TOTAL - section C

D) - EXPERIENCE AND QUALIFICATIONS (20%)

Maximum Point Value for this Section - 200 Points

Proposals will be evaluated against the questions set out below:

5) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

6) Questions regarding the firm and subcontractor (if used):

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL- section D _____

E) - System Demonstration and interview (10%)

Maximum Point Value for this Section - 100 Points

Demonstration will be evaluated based on the following criteria:

1. Does the demonstration fully portray the system as described in the proposal?
2. Is the system user friendly and does the demonstration support such rationale.
3. Does the demonstration show the comprehensiveness of the proposed system and the ability to add or expand additional modules?
4. Does the demonstration portray the ability of the proposer to explain their system and train users?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL- section E _____

EVALUATOR'S COMBINED POINT TOTAL FOR SECTIONS "A - E" _____**F) – CONTRACT COST (25%)**

Maximum Point Value for this Section - 250 Points

Overall, a minimum of 25% of the total evaluation points will be assigned to cost

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 6.

COST POINTS TOTAL - _____**TOTAL COMBINED POINTS, INCLUDING COST** _____

Attachment 2 – Bid Schedule

RFP # 2518-F-001 - CMMS RFP

Instructions:

Complete the cost proposal by identifying the costs for each component listed below. Do not add fields or otherwise modify the format of this form; doing so may cause your proposal to be considered non-responsive and rejected.

Note: For items 1-3, only choose one option in Table 1.

1. **Tiered Licensing Cost:** Choose this option if offering a yearly lump-sum tiered licensing cost for the estimated users per phase. If offering a contractor hosted solution, costs must include all hosting related fees.
2. **Per-seat Licensing Cost:** Choose this option if offering a per-seat (user) licensing cost for the estimated users per phase, and identify the yearly per-seat cost. If offering a contractor hosted solution, costs must include all hosting related fees. If this option is selected, the state reserves the right to determine the exact number of user licenses that will be purchased upon contract award. The state also reserves the right to add or subtract user licenses on an as-needed basis. No minimum or maximum purchase is guaranteed.
3. **Enterprise Software Licenses:** Choose this option if offering Enterprise Software Licensing for an unlimited number of users. If offering a contractor hosted solution, costs must include all hosting related fees.

Note: The following costs are to be itemized in Table 2.

Implementation and Training: Identify the total cost for full implementation of the software solution, migration of all data from existing State of Alaska systems, system testing and functionality verification, on-site technical support, and training services, training materials and the user manual. All costs for these services, including all travel, lodging, and per diem expenses, must be included.

Software Maintenance and Support: Identify the total yearly cost of these services for the Original Contract Term and all Optional Renewal periods. All costs for services required under the agreement must be included.

Costs for each component must include all direct and indirect costs associated with the performance of the contract, including but not limited to contractor employee costs, supplies, overhead, applicable taxes and fees, and profit. The costs identified below are the total amount of costs to be paid by the state. No additional charges shall be allowed.

Note: The following costs are to be itemized in Table 3.

Interfaces:

Please break out the costs for implementing each of the interfaces separately. **Not all of the interfaces may be authorized in the initial contract term.** Reference Attachment 10: Exhibit "E" Interface List and Topography for a description of each interface.

For the purpose of evaluating proposals, costs will be evaluated based on the total of Phase 1 plus all options & interface costs identified.

Attachment 2 – Bid Schedule RFP # 2518-F-001 - CMMS RFP

Anticipated Phasing (*subject to change*):

Phase 1 [Initial NTP]: Southcoast Region Facilities – Approximately 50-100 users & 30-50 Facilities

Phase 2 [Future NTP]: Central Region Facilities – Approximately 100-300 users cumulative

Phase 3 [Future NTP]: Northern Region Facilities – Approximately 300-800 users cumulative

Table 1:

Annual Licensing Costs	Phase 1 (Complete 1 from below)	Phase 2 (Complete 1 from below)	Phase 3 (Complete 1 from below)
1. Tiered lump-sum Licensing Cost			
2. Per-seat Licensing Cost			
3. Enterprise Software Licensing			

Table 2:

	Original Contract Term	Optional 1-Year Renewals					
	Phase 1 Contract Start – June 2019	Option 1 July 2019 – June 2020	Option 2 July 2020 – July 2021	Option 3 July 2021 – July 2022	Option 4 July 2022 – July 2023	Option 5 Phase 3 July 2023 – July 2024	Total
1. Software Licensing*							
2. Software Maintenance and Support*							
3. Software Upgrades*							
4. Implementation							
5. Training							
6. Hosting							
Total							

* Phase 1 must not exceed \$450,000. *Software Licensing, maintenance, support and upgrades will not be paid until after Go-Live.

Attachment 2 – Bid Schedule
RFP # 2518-F-001 - CMMS RFP

Table 3:

Interfaces		Cost
1.	Time & Equipment (T&E)	
2.	Chart of Accounts	
3.	Employee List	
4.	Payroll	
5.	Facilities Payments	
6.	Lease Payments	
7.	Materials purchase	
8.	Materials use	
9.	Results Based Alignment (RBA Cognos)	
10.	Esri ArcGIS	
11.	Oracle Universal Content Management (eDocs)	
12.	SAP BusinessObjects BI (ALDER)	
13.	RSMeans	
14.	Employee Directory	
15.	Supervisory Control and Data Acquisition (SCADA) Systems	
Total		

Grand Total (Sum of Table 2 and Table 3):	\$
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Attachment 2 – Bid Schedule

RFP # 2518-F-001 - CMMS RFP

Hourly Rates for As-Needed Tasks:

The hourly rates identified will establish billing rates for tasks outside of the original scope of work. Hourly rates are subject to adjustment per the following conditions:

- The Contractor may request a price adjustment, in writing to the Procurement Officer, 30 days prior to the contract renewal date.
- No retroactive contract price adjustments will be allowed.

Offerors must identify the employee and the fully loaded hourly rate for each applicable job class. If the offeror's job classifications differ from those provided, the offeror must furnish a job description, the title and hourly billing rate for like position classifications.

If the offeror has multiple levels of the job classes provided, the offeror must submit each job class proposed with a job description; identify the employee, their title and the hourly rate. If applicable, offerors must identify any additional job classes and personnel with their fully loaded hourly rate.

In order to be included into the resultant contract, these billable rates must be identified below:

Table 4:

Job Class	Employee Name	Fully Loaded Hourly Rate
Project Manager or Principal in Charge		\$
Senior Programmer		\$
Junior Programmer		\$
Training Associate		\$
Technical Support		\$
Administrative Support/ Clerical		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

APPENDIX B¹
INDEMNITY AND INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per occurrence.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per occurrence.

STANDARD CONTRACT FORM

Goods and Non-Professional Services

The parties' contract comprises this Standard Contract Form, as well as its referenced Articles and their associated Appendices

1. Agency Contract Number	2. Contract Title	3. Agency Fund Code	4. Agency Appropriation Code
5. Vendor Number	6. IRIS GAE Number (if used)	7. Alaska Business License Number	
This contract is between the State of Alaska,			
8. Department of	Division	hereafter the State, and	
9. Contractor		hereafter the Contractor	
Mailing Address	Street or P.O. Box	City	State ZIP+4

<p>10.</p> <p>ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.</p> <p>ARTICLE 2. Performance of Contract:</p> <p>2.1 Appendix A (General Conditions), Items 1 through 18, govern contract performance.</p> <p>2.2 Appendix B sets forth the liability and insurance provisions of this contract.</p> <p>2.3 Appendix C sets forth the scope of work/services to be performed by the contractor.</p> <p>ARTICLE 3. Period of Performance: The period of performance for this contract begins _____, and ends _____.</p> <p>ARTICLE 4. Considerations:</p> <p>4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$_____ in accordance with the provisions of Appendix D.</p> <p>4.2 When billing the State, the contractor shall refer to the Agency Contract Number and send the billing to:</p>	
11. Department of	Attention: Division of
Mailing Address	Attention:

12. CONTRACTOR	13. CONTRACTING AGENCY
Name of Firm	Department/Division DOT/PF – Division of Facilities Service
Signature of Authorized Representative	Signature of Procurement Specialist
Typed or Printed Name of Authorized Representative	Typed or Printed Name of Procurement Specialist John White
Date	Date

**APPENDIX A
GENERAL CONDITIONS**

1. Inspections and Reports:

The department may inspect, in the manner and at reasonable times it considers appropriate, all of the contractor's facilities and activities under this contract. The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

2. Suitable Materials, Etc.:

Unless otherwise specified, all materials, supplies or equipment offered by the contractor shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

3. Disputes:

If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620-AS 36.30.632

4. Default:

In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

5. No Assignment or Delegation:

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Procurement Officer.

6. No Additional Work or Material:

No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Procurement Officer.

7. Independent Contractor:

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

8. Payment of Taxes:

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

9. Compliance:

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

10. Conflicting Provisions:

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) seek to limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

11. Officials Not to Benefit:

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

12. Contract Prices:

Contract prices for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices for services must be in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost.

13. Contract Funding:

Contractors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

14. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

15. Contract Extension:

Unless otherwise provided, the State and the contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect, and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

16. Severability:

If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

17. Continuing Obligation of Contractor:

Notwithstanding the expiration date of this contract, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

18. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

APPENDIX A

GENERAL PROVISIONS

Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

Article 2. Inspections and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes.

- 3.1 If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

Article 5. Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10. Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

Article 11. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

Article 12. Conflicting Provisions.

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

Article 15. Compliance.

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

Article 16. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

Attachment 6: Exhibit "A" Anticipated Facilities for Phase 1
Preliminary List of Phase 1 Facilities (Subject to Change)

Department	Division	Facility Name	Address		Sq Footage
DOT&PF	Southcoast	Airport Maintenance Shop	GUST Maint. Station	GUSTAVUS	4,200
DOT&PF	Southcoast	Utility Building	0788RM31	GUSTAVUS	760
DOT&PF	Southcoast	Garage/Storage	140302E	HAINES	10,200
DOT&PF	Southcoast	Main Garage	140301G	HAINES	6,400
DOT&PF	Southcoast	Cold Storage Bldg	250515	HAINES	4,000
DOT&PF	Southcoast	Airport Utility	250605	HOONAH	4,500
DOT&PF	Southcoast	Shop/Warehouse	140303	HYDER	1,900
DOA	General Services	Governors House	716 Calhoun St.	Juneau	14,400
DOA	General Services	Facilities Center	141 Willoughby Avenue	Juneau	10,850
DOA	General Services	Alaska Office Building	350 Main St	Juneau	57,660
DOA	General Services	Court Plaza and Parking	240 Main Street	Juneau	40,128
DOA	General Services	Community Building	150 Third St	Juneau	22,400
DOA	General Services	State Office Building/Garage	333 Willoughby Ave	Juneau	287,850
DOA	General Services	Capitol - 3rd floor only	120 4th Street, State Capitol	Juneau	22,720
DOA	General Services	Dimond Courthouse Building	123 4th St	Juneau	77,000
DOA	General Services	Douglas Island Building	802 3rd St	Juneau	41,980
DOT&PF	Southcoast	7 Mile Complex: -Main Highways Complex Bldg -AMHS Maintenance Bldg -Unheated Salt Storage Bldg -Unheated Storage -Brine Shed -Utility Bldg	6860 Glacier Hwy Juneau, AK 99801	Juneau	66,297
DOT&PF	Southcoast	AMHS Reservation Building	6858 Glacier Hwy	Juneau	8,464
DHS&S	Public Health	Juneau Health Center OFFICE & CLINIC	3412 Glacier Highway	Juneau	9,246
DEED	Libraries/Archives/ Museum	SLAM Building	395 Whittier St.	Juneau	158,000
DF&G	Wildlife Conservation	Hunter Ed/Indoor Range	5670 Montana Creek Rd	Juneau	11,078
DF&G	Commercial Fisheries	ComFish SE Reg Vess Shop	250 Egan Dr.	Juneau	5,000
DF&G	Commercial Fisheries	Pathology Laboratory	3333 Glacier Hwy	Juneau	2,000
DNR	Parks Mgmt & Access	Office/Residence	Eagle Beach State Rec Area	Juneau	1,100
DNR	Parks Mgmt & Access	Wickersham Museum	SOA-25	Juneau	3,610
DNR	Parks Mgmt & Access	Gruening House-2 Story		Juneau	1,800
DNR	Parks Mgmt & Access	Eagle Beach Pole Barn	Eagle Beach State Rec Area	Juneau	960
DNR	Parks Mgmt & Access	Eagle Beach Shop	Eagle Beach State Rec Area	Juneau	1,000
DMVA	Military & Veterans Affairs	Juneau Readiness Center	UAS Campus	Juneau	55,414
DMVA	Military & Veterans Affairs	Juneau FMS	UAS Campus	Juneau	7,704
DOT&PF	Southcoast	Ketchikan Maintenance Shop	5148 N Tongass Hwy, Ketchikan, AK 99901	Ketchikan	5,300
DOT&PF	Southcoast	Ketchikan Court/ State Office Building	415 Main St,	Ketchikan	36,218
DOT&PF	Southcoast	SREB Ketchikan Airport		KETCHIKAN	16,560
DOT&PF	Southcoast	Cold Storage	250413	KETCHIKAN	5,000
DOT&PF	Southcoast	Klawock Maintenance Station	.25 Mile Airport Rd. Klawock, AK 99925	Klawock	5,000
DOT&PF	Southcoast	Sand & Chemical Storage	Klawock	KLAWOCK	3,000
DOT&PF	Southcoast	Storage	140401	KLAWOCK	2,000
DOT&PF	Southcoast	Storage	250403	KLAWOCK	572
DOT&PF	Southcoast	Maintenance Shop	ASH609	PETERSBURG	4,500
DOT&PF	Southcoast	AARF Building	Petersburg Airport	PETERSBURG	3,500
DOT&PF	Southcoast	Storage	135501	PETERSBURG	480
DOT&PF	Southcoast	Airport Maintenance Shop	Sitka Airport	SITKA	8,000
DOT&PF	Southcoast	Airport Maint Shop Add.	Sitka Airport	SITKA	8,000
DOT&PF	Southcoast	Office/Warehouse/Garage	140701B	SITKA	3,100
DOT&PF	Southcoast	Hanger	Sitka Airport	SITKA	2,000
DOT&PF	Southcoast	Airport Electric Vault	Sitka Airport	SITKA	400
DEED	Libraries & Museums	Sheldon Jackson - Museum	831 Lincoln St.	Sitka	6,500

Department	Division	Facility Name	Address		Sq Footage
DEED	Education & Early Development	Sheldon Jackson - Museum Addition	831 Lincoln St.	Sitka	5,518
DEED	Libraries & Museums	Sheldon Jackson - Stratton Library	831 Lincoln St.	Sitka	11,408
DEED	Education & Early Development	Mt. Edgecumbe - Warehouse	1330 Mount Edgecumbe	Sitka	12,191
DEED	Education & Early Development	Mt. Edgecumbe - Single Quarters	1330 Mount Edgecumbe	Sitka	4,515
DEED	Education & Early Development	Mt. Edgecumbe - Boiler Room	1330 Mount Edgecumbe	Sitka	3,711
DEED	Education & Early Development	Mt. Edgecumbe - Kitchen / Dining / Classroom	1330 Mount Edgecumbe	Sitka	16,790
DEED	Education & Early Development	Mt. Edgecumbe - Laundry	1330 Mount Edgecumbe	Sitka	384
DEED	Education & Early Development	Mt. Edgecumbe - Boys Dormitory	1330 Mount Edgecumbe	Sitka	19,830
DEED	Education & Early Development	Mt. Edgecumbe - Girls Dormitory	1330 Mount Edgecumbe	Sitka	19,585
DEED	Education & Early Development	Mt. Edgecumbe - Heritage Hall	1330 Mount Edgecumbe	Sitka	15,538
DEED	Education & Early Development	Mt. Edgecumbe - Warehouse / Office	1330 Mount Edgecumbe	Sitka	21,500
DEED	Education & Early Development	Mt. Edgecumbe - Vehicle Shop	1330 Mount Edgecumbe	Sitka	10,254
DEED	Education & Early Development	Mt. Edgecumbe - Gymnasium	1330 Mount Edgecumbe	Sitka	54,976
DEED	Education & Early Development	Mt. Edgecumbe - Administration and Classrooms	1330 Mount Edgecumbe	Sitka	21,310
DEED	Education & Early Development	Mt. Edgecumbe - Student Dormitory	1330 Mount Edgecumbe	Sitka	21,366
DOT&PF	Southcoast	Skagway Maintenance Station	2.5 Mile Klondike Hwy. Skagway, AK 99840	Skagway	4,800
DOT&PF	Southcoast	Skagway Airport Terminal	Skagway Airport, Skagway, AK 99840	Skagway	3,420
DOT&PF	Southcoast	Skagway Highway Station	12 Mile Klondike Hwy. Skagway, AK 99840	Skagway	5,000
DOT&PF	Southcoast	Cold Storage	T08041	SKAGWAY	2,200
DOT&PF	Southcoast	Wrangell Maintenance Shop	Tract II, Wrangell Airport, Wrangell, AK 99929	Wrangell	9,600
DOT&PF	Southcoast	Wrangell ARFF	Lot 7A, Block 100, Wrangell Airport, Wrangell, AK 99929	Wrangell	4,180
DOT&PF	Southcoast	Maintenance Shop	250301	YAKUTAT	14,960
DOT&PF	Southcoast	AARF Building	Yakutat Airport	YAKUTAT	3,500
DOT&PF	Southcoast	Snow Removal Equipment Bldg	Yakutat Airport	YAKUTAT	22,400
Total Square Footage					1,291,390

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Attachment 8 – Exhibit “C”

Hosting Requirements

Background and Purpose

The hosting requirements attachment is intended to provide guidance to proposal writers in communicating deployment platform, hosting and security capabilities for the proposed solution. The State of Alaska (SOA), Department of Transportation and Public Facilities (DOT&PF) may require submission of on-premise or off-premise solution implementation details as part of your proposal. SOA DOT&PF may also allow you to propose implementation of the product on the platform of your choosing, provided it meets the requirements listed in the RFP, including the hosting requirements addendum.

On-Premise Implementation

For the purpose of this RFP, an on-premise implementation is defined by leveraging existing infrastructure owned or leased by the SOA and/or DOT&PF to host the proposed product. Currently, this may include virtual guests within a managed hypervisor environment (option 1) or physical collocated rack space(option 2), owned or leased by SOA and/or DOT&PF, to accommodate products which require dedicated and/or specialized hardware.

On-Premise - Option 1

For products that may be implemented within the DOT&PF managed hypervisor environment, hosting costs or hosting security details may not need to be itemized within your proposal. Resources, such as number of servers, CPU, RAM, and storage should be clearly identified. In certain cases, such as high volume storage requirements, SOA DOT&PF may request the costs of acquiring additional resources be included in your proposal to accommodate the proposed product. Proposals targeting an on-premise virtualized hosting implementation should articulate resource requirements in a format similar to Table 1, below.

Operating System	Role	Environment	CPU Cores (Count)	Memory (MB)	Storage (GB)
Windows Server 2016	IIS Web Server	Development	4	4096	80
Windows Server 2016	IIS Web Server	Testing	4	8192	80
Windows Server 2016	IIS Web Server	Production	4	8192	80
Windows Server 2016	IIS Web Server	Training	4	8192	80
CentOS 7	PostgreSQL Database	Development	4	4096	80
CentOS 7	PostgreSQL Database	Testing	4	8192	80
CentOS 7	PostgreSQL Database	Production	4	8192	80
CentOS 7	PostgreSQL Database	Training	4	8192	80
Totals			32	57344	640

Table 1 - Example Virtual Guest Resources

On-Premise - Option 2

On-Premise implementations that include dedicated and/or specialized hardware will be required to provide collocation costs within the proposal. The SOA has two data centers with customer areas for leasing physical rack space. The RFP may include language that mandates on-premise solutions be geographically placed in Anchorage or Juneau.

On-premise solutions that include on-site installation, configuration and support must include provisions for facility access. All personnel, contractor or SOA, that require unescorted access to the data center facilities will be required to complete a mandatory FBI fingerprint criminal background check.

Table 2 outlines the Anchorage data center costs per cabinet. The base cost is \$1,200 per month and includes 4,000 Volt Amps average utilization. If equipment within the rack exceeds 4,000 Volt Amps, a fee of \$125 per additional 1,000 Volt Amps will be assessed.

Anchorage Data Center		
Rack Size	Monthly Recurring Cost (includes 4kVA avg)	Monthly Recurring Cost (additional 1kVA avg increments)
44 RU	\$1,200	\$125

Table 2 - Anchorage Data Center Rack Costs

Table 3 outlines the Juneau data center costs per cabinet. **Juneau costs still have not been reported by OIT. Awaiting response from Eric Essary, OIT.**

Juneau Data Center		
Rack Size	Monthly Recurring Cost (includes 4kVA avg)	Monthly Recurring Cost (additional 1kVA avg increments)
44 RU		

Table 3 - Juneau Data Center Rack Costs

The SOA has a purchasing agreement with Dell Computers. Any dedicated server hardware should be priced through the SOA/Dell master agreement and included in the cost proposal. Contact the Procurement Specialist for assistance in obtaining pricing. Hardware shall be under warranty for the duration of the contract. Hardware replacement and upgrade plan shall be included in the cost proposal when the contract exceeds five (5) years, including optional amendments.

Off-Premise Implementation

For the purpose of this RFP, an off-premise implementation is defined by leveraging infrastructure or services outside of existing SOA owned or leased assets. These implementations include Software as a Service (SaaS), Platform as a Service (PaaS), Infrastructure as a Service (IaaS), Backend as a Service (BaaS), or Desktop as a Service (DaaS). The following items shall be clearly addressed in your proposal.

General

- Off-premise implementations, including backup provisioning, may only reside in North American facilities.
- Allowance to audit the application or network infrastructure.
- Allowance to access or request any security related configuration files, developed application code, quality assurance and testing documents.
- Detail customization or customer specific changes allowed for your services and any costs associated with these customizations.
- Detail internal software, hardware, and infrastructure audits you perform and describe what action you take upon locating a security issue.
- Detail your incident response plan and provide examples of historical responses, if applicable.
- Explain how you designate a customer contact in the event of a breach or security issue.
- Detail your policy on customer data use, whether metadata or whole, for other services.
- Describe your scheduled maintenance times and customer notification processes.
- Explain your levels of customer support for you cloud offering beyond self-help, knowledge based, or message boards.
- Define your trouble ticket severity levels, how they are assigned and how they are escalated.
- Define your Service Level Agreements for uptime.
- Describe your mobile device access capabilities and any security controls for protecting lost or stolen customer mobile devices containing data.
- Describe your employee hire, orientation and security training process and any data/customer confidentiality agreements they are required to sign.

Encryption Requirements

- Data in transit must be secured with encryption protocols. Explain protocols utilized.
- Providers shall use SSL from a well-established, reliable and secure independent Certificate Authority.
- The Provider's SSL Certificate Authority shall be audited annually by a trusted third-party auditor.
- For data in-transit, SSL should deliver 256-bit encryption based on 2048-bit global root.
- Describe what encryption technology is utilized for data in storage.

- Describe how encryption keys are managed for data in storage.
- Describe what technology is used to encrypt data backups and how those keys are managed.
- If databases are utilized, describe what level of encryption is applied.

Access Privileges and Controls

- Describe physical security measures in place within your data centers. This shall include facility access as well as server room and host access.
- Describe how logical and physical data center services are secured from other users and from external threats.
- Describe your level of support for connecting to customer authentication sources.
- Describe your level of support for two-factor authentication
- Describe what level of administrative privileges and controls customers have over the system or software and users purchased.

Data Provenance

- Detail inventory of hardware specification, including manufacturers, for all product offerings. Include manufacturer, model numbers, processors, disk drives, database hardware, data center networking components, security devices, load balancers, and any other hardware relevant to the delivery of the service.
- Describe how often infrastructure hardware and/or software is upgraded, hardened and patched and what communication procedures are in place with customers within this context.
- If applicable, describe options for dedicated storage, hardware firewalls and load balancers to connect to your cloud services within your facilities.
- Explain your data and sensitive documents handling and destruction practices for customer data.

Data Segregation

- Provide an overview of the dedicated single-tenant and multi-tenant services provided by your company.
- Detail if data center components are provided by your or by another third party and a description of maintenance or transfer of those services.
- Detail customer responsibilities for entering or transferring data.
- Describe how data is either physically or logically separated such that one account cannot see data from any other account.

Monitoring and Reporting

- Explain how you monitor and report upon notification of abuse or investigation. This might include regulatory violations, criminal or civil investigations.
- Explain the dashboards and analytics that are in place for customer use.
- Explain any real-time monitoring that the customer might deploy or that you have developed.
- Describe any additional monitoring or reporting data that is available for customers.

Data Recovery

- Describe the backup and archival process and RPO / RTO options for customers
- Describe your process for testing backup recoverability
- If applicable, describe any file or directory versioning capabilities short of restoring from backup.
- Detail your methodology for backup replicas
- If backup and recovery options have multiple cost tiers, detail these tiers and their costs.
- Detail the granularity of recovery available through your backup and recovery solutions.

Business Continuity

- Detail your formal risk analysis plan and review schedule.
- Detail your disaster recovery plan.
- Describe your testing procedures for your disaster recovery plan.

SOC 2 Type II Audit Report

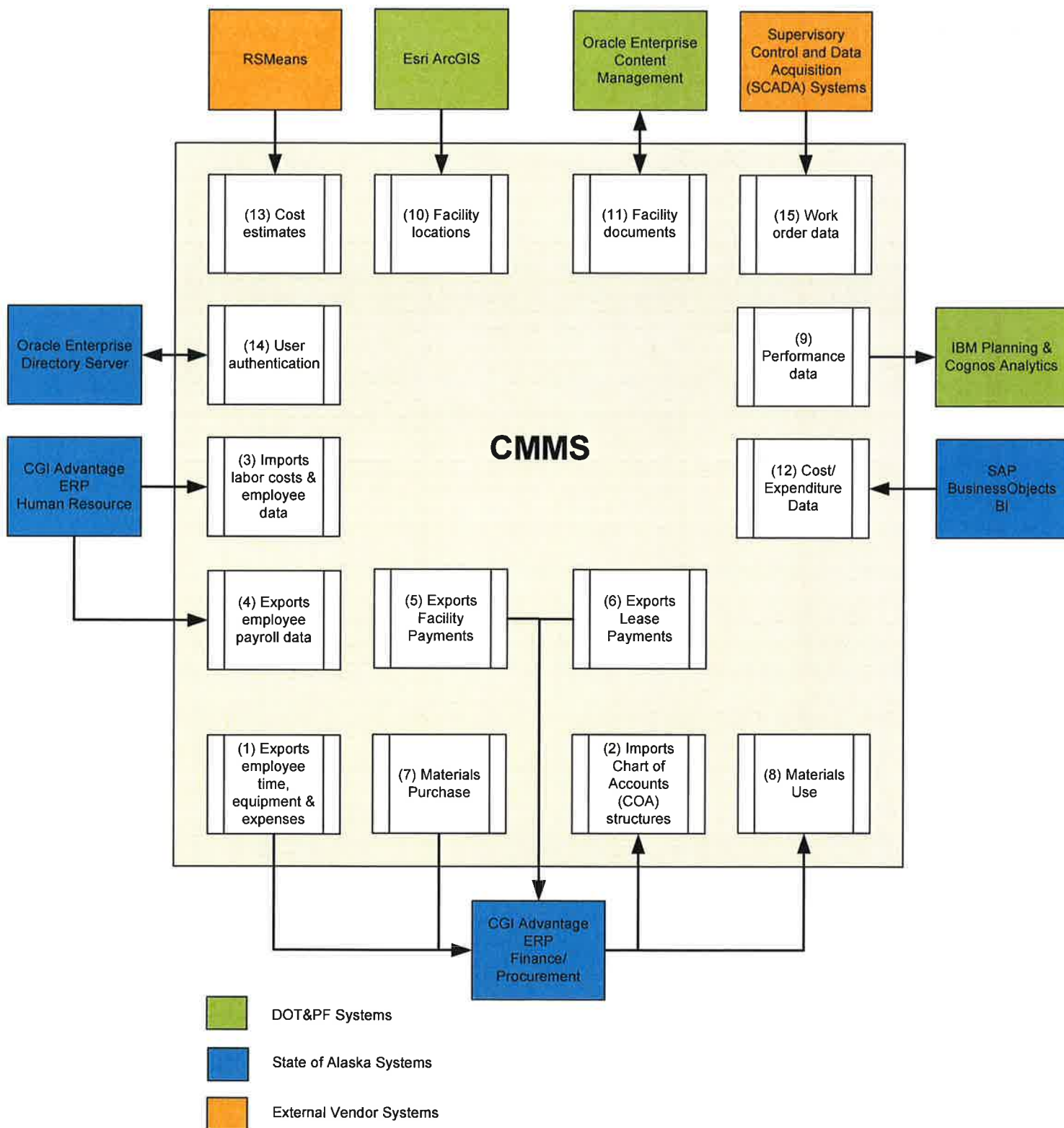
The Service Provider shall have an annual audit performed by an independent audit firm of its handling of the Department's critical functions and/or sensitive information, which is identified as storing and communicating critical and sensitive information related to the network and computing infrastructure in the State of Alaska, Department of Transportation and Public Facilities supported by the Information Systems and Services Division (collectively referred to as the "Information Functions and/or Processes"). Such audits shall be performed in accordance with audit guidance: Reporting on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality, or Privacy (SOC 2) as published by the American Institute of Certified Public Accountants (AICPA) and as updated from time to time, or according to the most current audit guidance promulgated by the AICPA or similarly-recognized professional organization, as agreed to by the Department, to assess the security of outsourced client functions or data (collectively, the "Guidance") as follows:

- The type of audit to be performed in accordance with the Guidance is a SOC 2 Type II Report. The SOC 2 Report shall be completed annually at the following intervals: Report to be submitted three months following the end of the Contract Year for the prior Contract Year.
- The SOC 2 Report shall report on a description of the Service Provider's System and the suitability of the design and operating effectiveness of controls of the Information Functions and/or Processes relevant to the following trust principles: Security, Availability, and Confidentiality, as defined in the Guidance.
- The SOC 2 Report shall include work performed by subcontractors that provide essential support to the Service Provider for the Information Functions and/or Processes for the services provided to the Department under the Contract. The Cloud Service shall ensure the performance of the SOC 2 Audits includes its subcontractor(s).
- All SOC 2 Audits, including the SOC 2 Audits of Service Provider's subcontractors, shall be performed at the Service Provider's expense.

- The Service Provider shall promptly provide a complete copy of the final SOC 2 Report to the Department's Procurement Specialist upon completion of each SOC 2 Audit engagement.
- The Service Provider shall provide to the Department's Procurement Specialist, within 30 calendar days of the issuance of the final SOC 2 Report, a documented corrective action plan which addresses each audit finding or exception contained in the SOC 2 Report. The corrective action plan shall identify in detail the remedial action to be taken by the Service Provider along with the date(s) when each remedial action is to be implemented.
- If the Service Provider currently has an annual information security assessment performed that includes the operations, systems, and repositories of the Information Functions and/or Processes services being provided by the Service Provider to the Department under the Contract, and if that assessment generally conforms to the content and objective of the Guidance, the Department will determine in consultation with appropriate State government technology and audit authorities whether the Service Provider's current audits are acceptable in lieu of the SOC 2 Report(s).
- If the Service Provider fails at any time to obtain an annual SOC 2 Audit during the term of this contract, the Department shall have the right to retain an independent audit firm to perform a SOC 2 Audit of the Department's Information Functions and/or Processes being hosted by the Service Provider. The Service Provider agrees to allow the independent audit firm to access its facility for purposes of conducting the SOC 2 Audit. The Service Provider shall cooperate with the Department or the Department's designated auditor and shall provide the necessary assistance for the Department or the Department's designated auditor to conduct a SOC 2 Type II audit according to the Guidance. The Department will invoice the Service Provider for the expense of the SOC 2 Audit.

Attachment 10: Exhibit "E" Interface List and Topography

Interface ID	Interface Name	Interface Description	From	To	Protocol	Format
1	Time and Equipment (T&E)	This interface will send time, equipment and expenses data from CMMS to CGI Advantage ERP	CMMS	CGI Advantage ERP	SFTP	XML
2	Chart of Accounts	This interface will update Chart of Accounts (COA) data in CMMS for the T&E interface	CGI Advantage ERP	CMMS	SFTP	XML
3	Employee List	This interface will synchronize the list of employees for CMMS work management	CGI Advantage ERP	CMMS	SFTP	CSV
4	Payroll	This interface will send payroll data from CMMS to CGI Advantage ERP	CMMS	CGI Advantage ERP	SFTP	XML
5	Facilities Payments	This interface will send facility payment data from CMMS to CGI Advantage ERP	CMMS	CGI Advantage ERP	SFTP	XML
6	Lease Payments	This interface will send lease payments data to from CMMS to CGI Advantage ERP	CMMS	CGI Advantage ERP	SFTP	XML
7	Materials purchase	This interface will send unit/total purchase cost data from RIS FIN to to be consumed by CMMS material inventory tables	RIS FIN	CMMS	SFTP	XML
8	Materials use	This interface will send material usage information from CMMS to CGI Advantage ERP	CMMS	CGI Advantage ERP	SFTP	XML
9	Results Based Alignment (RBA Cognos)	This interface will send performance data from CMMS to IBM Cognos and Planning Analytics (see required measures)	CMMS	IBM Cognos and Planning Analytics	REST/HTTPS	XML/JSON
10	Est ArcGIS	This interface will send geolocation data for facilities based on location parameter	Est ArcGIS	CMMS	REST/HTTPS	XML/JSON
11	Oracle Universal Content Management (eDocs)	This interface will allow storage and retrieval of documentation (e.g. AutoCAD drawings, O&M manuals, as-builts, etc.) including associated metadata	Oracle UCM/CMMS	Oracle UCM/CMMS	SOAP/HTTPS	XML
12	SAP BusinessObjects BI (ALDER)	This interface will send cost/expenditure data (including cost per square foot by expense type) from SAP Business Objects BI (ALDER) to CMMS	SAP BusinessObjects BI	CMMS	SFTP	CSV
13	RSMears	This interface will send itemized breakdown of construction project estimates in order to compare estimates versus actuals	RSMears	CMMS	REST/HTTPS	XML/JSON
14	Employee Directory	This interface will authenticate users using the State of Alaska's employee directory (i.e. Oracle Directory Server)	CMMS/Oracle Directory Server	CMMS/Oracle Directory Server	LDAP	LDIF
15	Supervisory Control and Data Acquisition (SCADA) Systems	This interface will send work order creation data to CMMS when issues or problems are detected by the SCADA systems	SCADA	CMMS	REST/HTTPS	XML/JSON



Time and Equipment Report with DOP Standard Timesheet Elements

Document ID	
Certified By	
Certified Date	

NAME:		PAY PERIOD ENDING DATE:	12/31/2017	Employment Status:	FR	DIVISION:	M&O Buildings
EMPLOYEE NO:		OT Eligible:	Yes	BARGAINING UNIT:	GP	SECTION:	Facilities
Partial Week Hours Forward:	37:30 hrs	All Work Week:	No	HOME UNIT:	Z242	DUTY STATION:	Fairbanks

Time Summary																
Time Types	Sat 16th	Sun 17th	Mon 18th	Tue 19th	Wed 20th	Thu 21st	Fri 22nd	Sat 23rd	Sun 24th	Mon 25th	Tue 26th	Wed 27th	Thu 28th	Fri 29th	Sat 30th	Sun 31st
	Distribution for HRM Data Entry															
Reg/OH			7:30	7:30	7:30	7:30	7:30			7:30	7:30					
Reg Adv Wk										7:30						
Holiday Leave																
Ann/Pers/WC Leave																
Sick Leave																
Other Leave																
Pet Deem. SHORT																
Pet Deem. LONG																
Day Check Totals			7:30	7:30	7:30	7:30	7:30			7:30	7:30	7:30	7:30	7:30		
Regular Hours in Pay Period 75:00																
1.0 S Overtime																
1.5 Overtime																
2.0 Double Time																
1.0 St OT Adv Wk																
1.5 OT Adv Wk																
2.0 DT Adv Wk																
1.5 Callout																
1.5 Callout Prem																
Overtime NOT PAID																
ST/OT/DT Labor Hours																
Total T & E Labor Hours 75:00																
Lead Hours																
On Call																
Swing Hours																
Grave Hours																
Hazard Duty Hours																
Worked Floater																
HRM Grand Total Pay Period Hours 75:00																

Equipment Summary			
Number	Equipment Description	Hours	Miles

STATE OF ALASKA
DOT&PF

Time and Equipment Report
with DOP Standard Timesheet Elements

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NAME		PAY PERIOD ENDING DATE	12/31/2017	Employment Status	FR	DIVISION	M&O Buildings
AKPAY EMPLOYEE NO.		OT Eligible	Yes	BARGAINING UNIT	GP	SECTION	Facilities
Partial Week Hours Forward	37.5 hrs	Alt Work Week	No	PAYROLL RD CODE	Z242	DUTY STATION	Fairbanks

Project Distribution for AKSAS Data Entry																			
Work Description	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Labor Hours	Time Type	Ledger Code
180630-NRINT-Budget Management	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	52.50	REG	38045034
180631-AnnulPer/VWC Leave			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5					7.50	LT	38045034
																	15.00	LT	38045034

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Leave Request/Report

Fac. Maint. Sys. v1.5



Department of Transportation and Public Facilities

DOT&PF

Time and Equipment Report

NAME: Last		First		M.I.	EMPLOYEE NO.	BU	Home Unit	SOCIAL SECURITY NO.
						GP	Z242	
Date	Leave	Begins	Month	Day	Hour AM/PM	Total Hrs.		
12	28		12	29		15:00		
Date			Leave	Ends	Month	Day	Hour AM/PM	Supervisor Approval
					12	29		

This form must be submitted within 24 hours after return to duty.

Leave Days Taken in Pay Period
Pay Period End Date: 12/31/2017

Day	Date	Begin Time	End Time	Hours	Leave Type
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Thursday 12/28/2017 7:30 LA

Friday 12/29/2017 7:30 LA

Additional Explanation

Leave Donated to:

Note: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.

Approving Officer/Date

Employee Signature/Date

12/28/2017 1:33:06 PM

bmlanberg

DOTJNUFMS (10.4.79.98)