

**STATE OF ALASKA ITB NUMBER 2521H008
AMENDMENT NUMBER THREE**

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, Room 350)
Juneau, Alaska 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: July 8, 2020

ITB TITLE:

Vehicle Crash Form Data Entry Services

REVISED ITB OPENING DATE AND TIME: July 22, 2020 at 2:00 PM prevailing Alaska Time

This is a mandatory return Amendment. *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

Signature: Tom Mayer

Date: 7/8/2020

Name: Tom Mayer

Title: Procurement Specialist IV

Vendor Signature

Business Name: _____

Date: _____

Printed Name: _____

Signature: _____

Title: _____

Change1: The ITB Opening date has been revised to July 22, 2020 at 2:00PM prevailing Alaska Time as seen above.

In addition to the above change, the following questions have been submitted by the vendor community in response to this ITB.

Question 1: What is the % accuracy requirement?

Answer 1: While the required accuracy rate is 100%, the state recognizes that it is impossible to check all records input by the contractor, any mistakes found will be returned to contractor for correction.

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Question 2: Will you be able to provide access to a test environment where we could possibly simulate this process and confirm effort estimates?

Answer 2: *No, access to the test environment is behind the firewall and requires an approved VPN for access. The state will not be providing this access until a contractor is selected and a contract is awarded.*

Question 3: Does the following statement mean that items 2 and 3 can sometimes be paired forms in the system that pertains to only 1 crash report? However, there can be cases too where only one exists?

"Key in specific fields from Item 2, Manual Crash Form, Law Enforcement Form 12-200 and Item 3, Manual Crash Form, Driver Form 12-209 into the DOT&PF's CDES. These two forms shall be processed concurrently, not sequentially. This requires manual data entry and geo-locating the crash on a map within the CDES. Items 2 and 3 shall be processed in the order defined above."

Answer 3: *It would be unusual but not unprecedented for there to be a 12-200 crash form completed by a responding law enforcement officer and a 12-209 crash form completed by the driver of an involved motor vehicle related to the same crash. It is unlikely that these two forms would be linked and duplicate crash records are identified in the database when we complete clean up at the end of a calendar year. The crash forms should be processed according to the order shown in a-c identified under Lot One and Lot Two.*

Question 4: The following was mentioned in page 12 of the ITB document. Are the fields highlighted below considered critical fields?

"Incomplete Data Entry or Missing forms: DOT&PF will conduct frequent spot checks to determine if crash location, severity, number of vehicles, number of occupants match crash reports."

Answer 4: *These fields are critical data elements and easily cross checked for accuracy by DOT&PF staff.*

Question 5: Amendment 1 has the following response to Question 12. Please confirm if the highlighted is indeed 50 minutes or 5 minutes?

"Manual Entry Crash Form 12-209: A 1-2 vehicle crash may initially take 15-20 minutes to complete the entry correctly. Once an individual becomes familiar with the DOT&PF Crash Data Entry System and crash variables, entry can usually be completed in 50 minutes. A crash with 3 or more vehicles may initially take 20-25 minutes but, once familiar with the System, a record can be completed in approximately 5-10 minutes. Being a driver completed form, it is not unusual to have various pieces of information missing and the processor will enter "unknown" in the data field."

Answer 5: *This should be 5 minutes.*

Question 6: If a partially completed record is returned back to DOT&PF Manager due to legibility issues. Will these records be counted still as part of completed records by the Contractor?

"Item 3: Manual Crash Data Entry – Driver Form 12-209: DOT&PF will provide the manual entry 12-209 forms to the contractor by uploading pdf crash reports provided to DOT&PF by the State of Alaska, Department of Administration, Division of Motor Vehicles into the CDES crash report list. These forms are generally handwritten. If the Contractor encounters difficulty in reading the form, the Contractor will

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identify the Crash Number or the SR Number and shall notify the DOT&PF Project Manager by email regarding the issue. DOT&PF will complete the entry.”

Answer 6: *Legibility will almost exclusively be an issue with the manually filled out driver reports, 12-209 forms. These are simple 2 page forms that are currently hand written by the driver involved in a crash. Contractor staff should be able to give a 12-209 form a quick look to see if the handwriting is legible and can be reasonably input. If not, the Crash number or SR Number should be noted and Alaska DOT&PF notified that the crash report will not be input by the contractor. Payment will not be provided for this record.*

Question 7: How many users can be logged in to your system simultaneously?

Answer 7: *DOT&PF is unaware of any upper limit for simultaneous users as the system has never been tested to see if 100 people could use it at the same time. DOT&PF has determined that 10-15 concurrent users is not an issue and it may be significantly higher than that. Generally, DOT&PF will have not more than 1-2 employees in the system at the same time as very limited access to CDES has been provided.*

Question 8: Does the system have the capability to track a users' quantity of work based on their credentials (log in ID)?

Answer 8: *Yes, the CDES has the ability to track who added records during a specific time period.*