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THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

RFP # 18-502-23 – Addendum Three

To:	RFP # 18-502-23 Interested Parties	**Date:**	Tuesday, November 29, 2022
From:	Bryant Trujillo – Procurement Specialist 3 Department of Administration Office of Procurement and Property Management	**Subject:**	RFP # 18-502-23 Addendum Three

The solicitation package for **Request for Proposal (RFP) 18-502-23 – Comprehensive Data Management System** for the State of Alaska, Department of Environmental Conservation (DEC), Division of Spill Prevention and Response (SPAR) is hereby clarified or changed as follows:

1. The submittal deadline has been changed from Monday, December 5, 2022, to Monday, December 12, 2022, at no later than 1:00 PM Alaska Standard Time (AKST).

2. Questions submitted by interested parties and answers provided by the Division of Spill Prevention and Response (SPAR) representatives.

The questions and answers begin on page two. Addendum Three is hereby made part of the Request for Proposal (RFP) and comprises 12 pages.

All other terms and conditions for this Request for Proposal (RFP) remain unchanged.

Issued by: Bryant Trujillo
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Questions and Answers

❖ **Question 1 –**
  ➤ The System Security Plan (Attachment 4) is stated as required but is not included on the list of required proposal content in section 4.02. Is the System Security Plan a project deliverable (to be completed after a thorough analysis of the systems), or should it be completed and included in the proposal?
    ▪ **Answer 1 –**
      • As noted in the request for proposal (RFP) in **Sec. 3.03 – Deliverables** at the bottom of page 10:
        ♦ *NOTE: Attachment 4 – System Security Plan template has been provided and must be completed.*
      • The System Security Plan has been provided for reference. It is a deliverable provided by the vendor upon contract award and is not a required element of the proposal itself.

❖ **Question 2 –**
  ➤ There are 14 tasks in the proposal, but only four task spaces in Submittal Form G - Cost Proposal. Please provide instructions on how to submit cost estimates for additional tasks if they are required.
    ▪ **Answer 2 –**
      • Tasks are grouped in aggregate for convenience, cohesion, and readability.

❖ **Question 3 –**
  ➤ Are you targeting a specific technology for the system's front end?
    ▪ **Answer 3 –**
      • No specific framework or technology has been determined at this time.

❖ **Question 4 –**
  ➤ [The] RFP states that the Application should be developed in .NET 6 framework - can other frameworks be used for the front end?
    ▪ **Answer 4 –**
      • No specific framework or technology has been determined at this time.

❖ **Question 5 –**
  ➤ Does the client have existing Enterprise GIS (ESRI or another open source)?
    ▪ **Answer 5 –**
      • Spill Prevention and Response (SPAR) employs ArcGIS.

❖ **Question 6 –**
  ➤ Is there a requirement to host the Comprehensive Data Management System in Azure?
    ▪ **Answer 6 –**
      • Yes, it is required that the application be hosted in Microsoft Azure.

❖ **Question 7 –**
  ➤ Does the State of Alaska/DEC have an existing Azure Account and/or Azure environment where the Comprehensive Data Management System is expected to be hosted?
    ▪ **Answer 7 –**
      • Yes, Spill Prevention and Response (SPAR) has an existing Microsoft Azure account.

❖ **Question 8 –**
  ➤ Does the State of Alaska/DEC expect the application to be hosted in a vendor-managed Azure Account and environment? If so, is the expectation a complete managed cloud services model – managing not

only the application, but all underlying cloud resources, including infrastructure as a service (IaaS), security, and OS? Note: This is relevant to Task 14, 5 years of ongoing system maintenance.

- **Answer 8 –**
  - The application will be hosted in a State-managed Microsoft Azure account and environment.

❖ **Question 9 –**
- ➢ If the State of Alaska/DEC requests managed cloud services, should Azure hosting costs and software licensing costs to be included in the cost proposal? Note: This is relevant to Task 14, 5 years of ongoing maintenance of the System, and the cost proposal.
  - **Answer 9 –**
    - The State of Alaska will manage cloud services.

❖ **Question 10 –**
- ➢ Can DEC/State of Alaska provide the State of Alaska ISP-196 cloud-first policy? (We could not find this document.)
  - **Answer 10 –**
    - Submitted alongside this addendum is the State of Alaska ISP-196 cloud-first policy documentation.

❖ **Question 11 –**
- ➢ Due to the Thanksgiving Holidays and the due date on the following Monday, would the State of Alaska/DEC consider a due date extension?
  - **Answer 11 –**
    - A determination on the solicitation timeline will be made following the pre-proposal conference held Tuesday, November 15, 2022.

❖ **Question 12 –**
- ➢ Can you provide the functional and technical requirements for SPILLS, CRS, and CSP?
  - **Answer 12 –**
    - Development of functional and technical requirements is part of the scope of work.

❖ **Question 13 –**
- ➢ Can you provide the current user guides for these systems?
  - **Answer 13 –**
    - A Spills system user manual has been submitted alongside this addendum. Please note that the document is out-of-date.

❖ **Question 14 –**
- ➢ What data is transferred manually today to/from these systems?
  - **Answer 14 –**
    - This is not an all-inclusive list:
      - ◆ Data includes location data, spill dates, response dates, responder information, potentially responsible parties, landowners, etc.

❖ **Question 15 –**
- ➢ What data is transferred to/from CRITTS?
  - **Answer 15 –**
    - Data being transferred to/from CRITTS includes:
      - ◆ Employee hours,

- Billing rates,
- All billing operations are done through CRITTS, and
- We import non-personal services into CRITTS for billing purposes.

❖ **Question 16 –**
➢ Please consider grouping the cost estimates as Tasks 1-6 (Workplan + CSP), 7-9 (SPILLS), 10-13 (CRS), and 14 (maintenance).
  ▪ **Answer 16 –**
    • At this time, the Department is retaining the current distribution.

❖ **Question 17 –**
➢ Is IPP (Industry Preparedness Program) in scope for this project? If so, what is the scope of replacing, upgrading, or integrating with it?
  ▪ **Answer 17 –**
    • IPP is in scope for this project. Existing solutions in the scope of this project are:
      ♦ CSP Solutions
        ➢ Contaminated Sites Program
        ➢ ETM
        ➢ TaskTracker
        ➢ Underground Storage Tanks
        ➢ Public CSP Search
        ➢ Public UST Data
      ♦ Preparedness Prevention and Response Solutions
        ➢ Spills
        ➢ Financial Responsibility
        ➢ Nontank Vessels
        ➢ Contingency Plans (IPP)
        ➢ Noncrude Facilities
        ➢ Spill Reporter
        ➢ Public Spills Search
        ➢ Public Plans Data
    • In addition, the vendor will be expected to develop new tools to assist Cost Recovery with interfacing with CRITTS.
    • Issues to be addressed include:
      ♦ Modernization
      ♦ Data Redundancy
      ♦ Public Access
        ➢ We seek a "universal" approach to data in which a search for a given Site, Landowner, or Spill (and possibly other datasets) can return comprehensive data across multiple datasets.
      ♦ Additionally, this comprehensive system needs to be able to integrate with ArcGIS and have reporting capabilities.
      ♦ This system needs to be able to integrate with other department systems.

❖ **Question 18 –**
➢ Is integration with myAlaska required?
  ▪ **Answer 18 –**
    • No, integration with myAlaska is not required.

❖ **Question 19 –**

- ➢ Section 3.03 Deliverables lists several requirements under item 2, Security and Privacy. For example, are sub-items 6c, d, and e part of security and privacy control? Item 6f ends with a colon. Does that refer to item 6g?
  - ▪ **Answer 19 –**
    - • This statement does refer to item 6g.
- ❖ **Question 20 –**
  - ➢ Should Task 14 (Maintenance) start immediately after Task 6 (when CSP is deployed)? If so, should Task 14 be 6.5 years (18 months until CRS is deployed, plus five years)?
    - ▪ **Answer 20 –**
      - • The entire contract, including Task 14, is a 5-year plan.
- ❖ **Question 21 –**
  - ➢ What is expected to be completed in the Security Plan with the proposal? The Security Plan reads like it was designed to be created and reviewed during development.
    - ▪ **Answer 21 –**
      - • The System Security Plan has been provided for reference. It is a deliverable provided by the vendor upon contract award and is not a required element of the proposal itself.
- ❖ **Question 22 –**
  - ➢ FIPS 140-2 compliance: What level is required? What are the specific requirements in that level that the state requires or are optional (e.g., is encryption of data at rest required)?
    - ▪ **Answer 22 –**
      - • The security plan will determine the level of FIPS 140-2 compliance required.
- ❖ **Question 23 –**
  - ➢ How many internal users use the applications? How many concurrent users?
    - ▪ **Answer 23 –**
      - • Approximately one hundred users interface with these applications.
- ❖ **Question 24 –**
  - ➢ How many internal and external visitors/page views/unique sessions per day/hour?
    - ▪ **Answer 24 –**
      - • The Department does not have figures related to application page views.
- ❖ **Question 25 –**
  - ➢ What authentication mechanism is used for logging into the applications?
    - ▪ **Answer 25 –**
      - • The Department uses an Active Directory for authentication.
- ❖ **Question 26 –**
  - ➢ Where is the solution hosted right now?
    - ▪ **Answer 26 –**
      - • The solutions are currently hosted on-premises.
- ❖ **Question 27 –**
  - ➢ Are you able to provide a high-level infrastructure diagram?
    - ▪ **Answer 27 –**
      - • Database schema diagrams have been submitted alongside this addendum.

- ❖ **Question 28 –**
  - ➢ Based on the SOA ISP-196 policy, Platform Certification is required for a new hosting platform - do you already have an approved list of certified hosting platforms?
    - ▪ **Answer 28 –**
      - • Applications are expected to be hosted on a State Azure tenant. If this arrangement is not feasible for the completion of the project, on the Department's existing on-premises application services.
- ❖ **Question 29 –**
  - ➢ Is the new application planned to be hosted in the same environment/tenant as the existing application, or are we expected to propose and acquire new cloud infrastructure resources (new Azure tenant, etc.) to host the new application?
    - ○ If we can use an existing Azure tenant (if it exists), what is the process to get access and use that tenant?
    - ○ If we need to acquire a tenant, what is the process around that?
    - ▪ **Answer 29 –**
      - • The state has a Microsoft Azure tenant, and the offeror will be provided access. Access will be secured with the Office of Information Technology's (OIT) assistance.
- ❖ **Question 30 –**
  - ➢ Do you currently have an M365 tenant?
    - ▪ **Answer 30 –**
      - • Yes.
- ❖ **Question 31 –**
  - ➢ The scope of work states that there are "numerous applications with identified weaknesses" - are the applications listed in the first bullet [a) Contaminated Sites, b) Spills, c) Cost Recovery] - are these three applications all of it, and if there are others, how many others are there?
    - ▪ **Answer 31 –**
      - • Existing systems to be addressed and replaced by the contract:
        - ♦ CSP Solutions
          - ➢ Contaminated Sites Program
          - ➢ ETM
          - ➢ TaskTracker
          - ➢ Underground Storage Tanks
          - ➢ Public CSP Search
          - ➢ Public UST Data
        - ♦ Preparedness, Prevention, and Response (Spills) Solutions
          - ➢ Spills
          - ➢ Financial Responsibility
          - ➢ Nontank Vessels
          - ➢ Contingency Plans (IPP)
          - ➢ Noncrude Facilities
          - ➢ Spill Reporter
          - ➢ Public Spills Search

> ➤ Public Plans Data
- ♦ In addition, the vendor will be expected to develop new tools to assist Cost Recovery by interfacing with CRITTS.

❖ **Question 32 –**
  - ➤ Are they all web applications?
    - ▪ **Answer 32 –**
      - • Yes, these are all web-based applications.

❖ **Question 33 –**
  - ➤ Can you list the URLs of all the current applications?
    - ▪ **Answer 33 –**
      - • Department representatives can only provide the URL for the current public-facing applications: https://dec.alaska.gov/Applications/SPAR/PublicMVC/

❖ **Question 34 –**
  - ➤ Can you detail the current process to get data into the applications and how the public views/uses it?
    - ▪ **Answer 34 –**
      - • Data is entered by way of internal applications. Data is retrieved via form queries submitted in public applications. The public can see information regarding spills, contaminated sites, underground storage tanks, contractors, and contingency plans.

❖ **Question 35 –**
  - ➤ Will the UI/Interface of the applications need a graphic redesign, or will it need to adhere to a specific brand/style guide?
    - ▪ **Answer 35 –**
      - • The Department expects graphics redesign as part of the usability and modernization effort of this project, but there is no specific branding or styling guideline that must be adhered to.

❖ **Question 36 –**
  - ➤ How many pages/screens do the current applications have?
    - ▪ **Answer 36 –**
      - • A high-level estimation is approximately sixty screens.

❖ **Question 37 –**
  - ➤ Can you clarify some of the weaknesses listed in the RFP:
    - o "Loss of data between systems due to manual (person-to-person) transfer" – What manual transfers result in data loss?
    - o "Waste of user time because of manual (person-to-person) transfer" – What manual transfers result in time loss?
    - o "Absence of engagement with the Cost Recovery, Invoicing, and Time Tracking System (CRITTS)" – Can you elaborate on what process is currently used to exchange data, the frequency/scale, and how it is cumbersome and error-prone?
    - ▪ **Answer 37 –**
      - • Transfer is done by manual submission from spill responders to contaminated sites project managers, and from both groups to cost recovery staff.

- There is currently no dedicated Cost Recovery application, so all engagement with CRITTS is manual. On any given day, there can be one or more projects that require coding and integration with CRITTS.

❖ **Question 38 –**
  ➢ Are the current applications completely separate? Are they separate applications? Do they have separate databases? If so, do the applications share data between them, and how?
    ▪ **Answer 38 –**
      - There are numerous applications encompassed by this project. The applications do not all share data between them, despite featuring overlapping domains of data. Those that do share data do so by way of WCF service.

❖ **Question 39 –**
  ➢ What kinds of permissions/security hierarchy do the applications have, and how is it implemented?
    ▪ **Answer 39 –**
      - Most of the Department's applications feature an Admin/Editor/Reader hierarchy defined by user-entered roles and user permissions.

❖ **Question 40 –**
  ➢ What kind of integrations are currently in the applications, and what is the nature of the integrations?
    ▪ **Answer 40 –**
      - Aside from limited integrations with each other, these systems also integrate with ArcGIS and feature SSRS reports.

❖ **Question 40 –**
  ➢ Do you have documentation (FRD, requirements documents) for the current applications, features, and functionality? Would you be able to have a high-level list of the functionality required in the new application(s)?
    ▪ **Answer 40 –**
      - Current application manuals have been submitted alongside this addendum. Please note that the Spills and Plans documentation is out-of-date.
      - A very high-level list:
        ♦ System needs to allow data entry for Contaminated Sites on par with the current systems, including but not limited to location data, contaminant data, exposure tracking data, and action data, with further additions to be determined by users during requirements gathering.
        ♦ System needs to allow data entry for Spills and Contingency Plans on par with current systems, including but not limited to location data, substance data, responsible party data, data regarding mediums, inspection data, and action data, with further additions to be determined by users during requirements gathering.
        ♦ System needs to allow data entry for UST on par with current systems, including but not limited to location data, tank structure data, inspection data, and EPA reporting data, with further additions to be determined by users during requirements gathering.
        ♦ System needs to allow data entry for Financial Responsibility on par with current systems, including but not limited to facility data, storage data, diagrams, responsible parties, proofs,

and contractors, with further additions to be determined by users during requirements gathering.

❖ **Question 41 –**
  ➢ Can you provide an ER diagram or any schema diagram?
    ▪ **Answer 41 –**
      • Database schema diagrams have been submitted alongside this addendum.

❖ **Question 42 –**
  ➢ How much data is there in the database?
    ▪ **Answer 42 –**
      • There are currently over 7295966 rows of data across the databases, with more being added regularly.

❖ **Question 43 –**
  ➢ How much data gets added on a regular cadence?
    ▪ **Answer 43 –**
      • Data is entered frequently throughout the business day. Cadence is dictated by the frequency of spill responses, plans processed, and what contaminated site actions are taken.

❖ **Question 44 –**
  ➢ How much data needs to be migrated? Are there any regulatory/compliance restrictions around the data?
    ▪ **Answer 44 –**
      • Regulations require the data to be retrievable for up to five years but is often stored for longer for the sake of completeness and history.

❖ **Question 45 –**
  ➢ What kind of sensitive/PII data is currently stored/encrypted (and will need to be encrypted in the new data storage)? Can you provide more details about the "Federal Information Processing Standards (FIPS) 140-2" encryption requirements?
    ▪ **Answer 45 –**
      • The security plan will determine the level of FIPS 140-2 compliance required.

❖ **Question 46 –**
  ➢ Is there any data collection that is happening on the public site?
    ▪ **Answer 46 –**
      • There is no data collection occurring on the public-facing site.

❖ **Question 47 –**
  ➢ What is your current DevOps/SDLC process? How do you manage the development/rollout of the existing applications?
    ▪ **Answer 47 –**
      • Builds to development environments are published through Visual Studio.
      • Check-ins to the trunk in SVN trigger a Jenkins build to the test environment.
      • After work is verified by developers and users in the test environment, a build is triggered in Jenkins to take the solution in the trunk and deploy it to production.

❖ **Question 48 –**

- How many .NET/C# developers do you have on staff?
    - **Answer 48 –**
        - The Department has four .NET/C# developers on staff.
- **Question 49 –**
    - How many environments do you have (DEV, UAT, QA, PROD, etc.)?
        - **Answer 49 –**
            - There are two DEV environments, two UAT environments, and two PROD environments currently.
- **Question 50 –**
    - Is there a list of other frameworks or technologies we must use?
        - **Answer 50 –**
            - All required frameworks and technologies are identified in the RFP.
- **Question 51 –**
    - Is there a list of any other frameworks or technologies we are required NOT to use?
        - **Answer 51 –**
            - No.
- **Question 52 –**
    - What kind of version/source control do you use?
        - **Answer 52 –**
            - We use SVN for source control.
- **Question 53 –**
    - Is there a DR and/or redundant sites?
        - **Answer 53 –**
            - All of the Department's on-premises servers are contained in the Office of Information Technology's (OIT) server farm. Both SQL and operating system-level backups are performed consistently. Snapshots of the application servers are taken regularly. Backups and snapshots are highly available.
- **Question 54 –**
    - The RFP states that we would need a waiver to request resources outside of the US. Is the waiver something that is usually granted, or is this something we should plan for (i.e., plan to have all the work done in the US)?
        - **Answer 54 –**
            - The Department can neither guarantee a waiver will be granted, nor pre-suppose that it will be denied. It must be managed on a case-by-case basis.
- **Question 55 –**
    - What will be the engagement model? Will we work in a hybrid model with the SPAR IT team or as a separate project team?
        - **Answer 55 –**
            - Individuals working on this project will be expected to participate in daily check-ins with the Department's team. They will have the opportunity to seek assistance with issues at that time. There will be regular demonstrations with Department team members and users. However,

requirements gathering, documentation, and development will mostly be the responsibility of the hired team.

❖ **Question 56 –**
➢ What does your post-deployment support model look like? Do you have a ticketing system where users add bugs/support items?
▪ **Answer 56 –**
• Users e-mail bugs and support items to the Department's team. The Department's team enters work-to-be-done into a JIRA project.

❖ **Question 57 –**
➢ Do you have a governance committee that authorizes and approves new functionality and/or enhancements?
▪ **Answer 57 –**
• There is no formal committee. New functionality and enhancements are approved ad hoc with cooperation between SPAR-IT and the users of the systems.

❖ **Question 58 –**
➢ Which project development methodology do you prefer? Do you prefer a more waterfall approach or an agile approach?
▪ **Answer 58 –**
• The Department's team implements an Agile approach.

❖ **Question 59 –**
➢ Is DEC open to considering a Time & Material Not-To-Exceed contract versus a Fixed Fee contract?
▪ **Answer 59 –**
• The Department of Environmental Conservation (DEC) is **NOT** open to considering a Time & Material Not-To-Exceed contract versus a Fixed Fee contract.

❖ **Question 60 –**
➢ Can you provide an idea of the budget DEC hopes to stay within?
▪ **Answer 60 –**
• The contract will be at most 1.3 million dollars.

❖ **Question 61 –**
➢ Who are the personas/users of each of the systems? Are there different roles/access for internal users?
▪ **Answer 61 –**
• CSP:
♦ Administrative
♦ Project Manager
♦ Viewer
♦ LC Staff
• Spills:
♦ Spill Responder
♦ Manager
♦ Viewer
• Plans:
♦ Manager

- ♦ Viewer
- ♦ Editor
- UST:
  - ♦ Viewer
  - ♦ Editor

❖ **Question 62 –**
  - ➢ For the data migrations, are additional details (size, format, etc.) available? For each system, are the data sources from a single location?
    - ▪ **Answer 62 –**
      - Data is currently stored in numerous SQL Server databases.

❖ **Question 63 –**
  - ➢ Is there a need to track equipment that is independent of spills? For example, is there a need to track storage tanks?
    - ▪ **Answer 63 –**
      - Yes, there is a need to track facilities and storage tanks.

The proposal documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a **mandatory requirement**, and any proposal received without acknowledgment of receipt of addenda may be classified as being a non-responsive proposal.

End of Addendum