

# STATE OF ALASKA REQUEST FOR PROPOSALS



## MSCVC ROADWAY PERMITTING SYSTEM SOFTWARE RFP: 2523H005

ISSUED ON: JULY 7, 2023

A WEB BASED SOFTWARE SYSTEM THAT CAN PROCESS OVERSIZE AND OVERWEIGHT (OS/OW) PERMIT REQUESTS FOR THE DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES ROADWAY PERMITTING PROGRAM. THE SYSTEM MUST ALSO BE ABLE TO INTEGRATE ROUTING AND BRIDGE ANALYSIS DATA.

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DIVISION OF MEASUREMENT STANDARDS AND  
COMMERCIAL VEHICLE COMPLIANCE (MSCVC)

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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 NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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## SECTION 1. INTRODUCTION & INSTRUCTIONS

### SEC. 1.01 PURPOSE OF THE RFP

The Department of Transportation and Public Facilities (DOT&PF), Division of Measurement Standards and Commercial Vehicle Compliance (MSCVC), is soliciting proposals for a web-based software system – to include software as a service (SaaS) solutions – that is capable of processing roadway permits for the Oversize and Overweight (OS/OW) permitting program within the MSCVC Division. In addition, the proposed system must also be able to integrate trip routing and bridge analysis data to ensure the permittee has the appropriate route for the proposed travel.

### SEC. 1.02 BUDGET

Department of Transportation and Public Facilities, MSCVC, estimates a budget of between \$1,000,000.00 and \$1,500,000.00 dollars for the full completion of this project. This is defined as the completion of the Execution Phase and includes one year of maintenance (Warranty Period). Proposals priced at more than \$1,500,000.00 will be considered non-responsive.

While funding for the Execution Phase of this contract as defined in section 4.02 already appropriated and identified, funding for the Operational Phase has not been appropriated as of the date this RFP is issued.

### SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:00PM prevailing Alaska Time on July 28, 2023**. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

### SEC. 1.04 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must meet or exceed the following minimum prior experience requirements:

1. The offering firm must have at least two years of experience implementing and deploying the proposed permitting system for permitting programs managed by other state or local agencies;
2. The offering firm must have successfully implemented the proposed permitting system for at least two other state or local transportation agencies; and
3. The offered project manager must have successfully managed and implemented at least three software related projects of a similar nature since 2011.

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

**OFFERORS RESPONSE:** Offerors must submit detailed written narratives that clearly describe, define and demonstrate how the offeror meets or exceeds each of the above minimum prior experience. **For ease of evaluation, each of the above items should be addressed individually.**

Offerors must provide reference contact information for each of the implementations required for item two and three above. At a minimum, this must include the agency, point of contact, phone number, and email address. The state reserves the right to contact the references to discuss the project completed for the reference client.

Offerors must also provide current resumes of the offered project manager and the Lead Business Analyst.

### SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should 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 proposal and exposure of offeror's proposals upon which award could not be made.

### 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 amendment to the RFP. The procurement officer will make that decision.

**PROCUREMENT OFFICER:** Tom Mayer  
**PHONE:** 907-465-8855  
**FAX:** 907-465-3124  
**EMAIL:** [tom.mayer@alaska.gov](mailto:tom.mayer@alaska.gov)

### SEC. 1.07 RETURN INSTRUCTIONS

**OFFERORS RESPONSE:** *If submitting via U.S. Mail or Courier Delivery Service*, Offerors must submit:

**One original hard copy of the technical proposal** to the procurement officer in a sealed package.

**One original hard copy of Attachment A, Cost Proposal.** Attachment A must be included with the package and must be in a separately sealed envelope from the rest of the technical proposal and must be clearly identified.

**A separate electronic copy** of both the **technical proposal** and **Attachment A, Cost Proposal** must be submitted on a thumb drive with the proposal.

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

Submitting by US Mail:	Submitting by Courier Delivery Service
Department of Transportation and Public Facilities Division of Administrative Services Attn: Tom Mayer RFP 2524H005 MSCVC Permitting Software P.O. Box 112500	Department of Transportation and Public Facilities Division of Administrative Services Tom Mayer RFP 2524H005 MSCVC Permitting Software 3132 Channel Drive, Suite 350

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Juneau, AK 99811-2500	Juneau, AK 99801
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**IMPORTANT NOTE: There are no overnight express mail or courier delivery services to Juneau, Alaska.** All expedited mail or courier services take at least 2 nights. This is true for other courier vendors as well such as Federal Express.

It is the bidder’s responsibility to contact the issuing agency at 907-465-8949 to confirm the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

The State of Alaska provides one Request for Proposal (RFP). Additional RFPs may be purchased for the cost of reproduction, \$.25 per page.

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.

## 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; and
- G. that the offers will remain open and valid for at least 90 days.

If any offeror fails to comply with [a] through [g] 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 procurement officer 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 contract to be performed by the offeror.

#### (E) FEDERAL REQUIREMENTS

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

**OFFERORS RESPONSE:** Offerors must submit with their proposal the information required under Section 1.08 (a-e). Each item should be addressed individually for ease of review and evaluation.

#### SEC. 1.09 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. 1.10 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. 1.11 AMENDMENTS TO THE RFP

If an amendment is issued, it will be provided to all who were notified 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 website.

#### SEC. 1.12 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, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

- |   |                 |
|---|-----------------|
| • Issue RFP   | July 7, 2023    |
| • Pre-Proposal Conference                                     | July 14, 2023   |
| • Deadline for Questions                                      | July 17, 2023   |
| • Deadline for Receipt of Proposals                           | July 28, 2023   |
| • State of Alaska issues Notice of Intent to Award a Contract | August 7, 2023  |
| • State of Alaska issues contract                             | August 18, 2023 |
| • Contract start  | August 18, 2023 |

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 and 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. 1.13 PRE-PROPOSAL CONFERENCE

A pre-proposal teleconference will be held at **9:00am prevailing Alaska Time, on July 14, 2023**. 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.

Participants may dial into the meeting using the following number:

**Teleconference Number:** 1-907-202-7104      **Access Code:** 643 417 729#

### SEC. 1.14 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. 1.15 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

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## SECTION 2. BACKGROUND INFORMATION

### SEC. 2.01 BACKGROUND INFORMATION

The Alaska Department of Transportation and Public Facilities (DOT&PF) is a department within the State of Alaska government. DOT&PF designs, constructs, operates, and maintains the state’s transportation infrastructure systems, buildings, and other facilities used by Alaskans and visitors. These include more than 5,600 miles of paved and gravel highways; more than 300 aviation facilities, including 237 airports; 21 harbors; and a ferry system covering 3,500 nautical miles serving 35 coastal communities.

The Division of Measurement Standards and Commercial Vehicle Compliance (MSCVC) is responsible for issuing oversize/overweight permits, in compliance with 23 Code of Federal Regulations (CFR) 657 and Title 17 Alaska Administrative Code (AAC) Chapter 25.

A “permit” means the authorization issued under 17 AAC 25.320 for movement or operation of oversize and overweight vehicles on a highway. The permit grants the permission and authority for a vehicle and the associated load to operate in excess of Alaska’s general statutes for legal size and weight.

The Commercial Vehicle Customer Service Center is responsible for the issuance of oversize/overweight permits to ensure the protection of the highways and infrastructure to include bridges. The Division works with the Department’s Bridge Design Section towards this effort.

MSCVC currently uses combination of several on premise, in-house developed systems. MSCVC’s current system for issuing and managing OS/OW permits was launched in the 1990s with multiple upgrades and enhancements throughout the years. Limitations of the current system are causing inefficiencies, which impact workload and wait time for both the Department’s staff and customers including the public and industry. The MCVSC produced 13,016 oversize and overweight permits in State Fiscal Year 2021 and processed an additional 10,706 temporary truck/trailer registration permits.

MSCVC is seeking a full replacement of the existing system with a web-based or software as a solution (SaaS) system hosted outside of the State of Alaska IT system. The replacement permitting system will be used to issue OS/OW permits for specific routes to those vehicles and loads that exceed the legal size or weight limits. A single more reliable and efficient permitting system will allow Alaska to maintain its infrastructure by minimizing and monitoring impacts to roads and bridges and will expand Alaska’s ITD Electronic Credentialing.

## SECTION 3. REQUIREMENTS

The business and technical requirements for the proposed solution have been documented in **Attachment E1 - Functional Requirements**. The requirements are broken into 11 categories each representing a different functional or technical set desired within the system as seen below:

### Categories

1. Accounting/Payment
2. Administer Accounts and Security
3. Bridge/Utility Analysis
4. Check for Compliance
5. Configure Rules
6. Customer Dashboard
7. Manage Temporary Truck and Trailer Registration
8. Manage/Issue Permits
9. Permit Workflow
10. Routing
11. Technical Requirements

The requirements are broken into Mandatory, Highly Desired, and Moderately Desired.

### As seen on Attached E-1:

1. Items with a Priority 1 in Column F on Attachment E1 are considered Mandatory.
2. Items with a Priority 2 in Column F on Attachment E1 are considered Highly Desirable
3. Items with a Priority 3 in Column F on Attachment E1 are considered Moderately Desirable.

In addition to the above priority levels seen on Attachment E1, there are also several other items on this attachment that will require a written narrative response be entered by the Offeror on a specific tab on E1.

In addition to the above, the following attachments will also provide insight into the state's needs. Please note this is not the complete list of attachments, please see Section 14 for the full list of attachments associated with this RFP.

Attachment D-1	Context Map-Overview
Attachment D-2	Context Map-Permits with Workflow
Attachment D-3	Context Map-Administration
Attachment D-4	Context Map-Accounting
Attachment D-5	Context Map-Temporary Registration Truck/Trailer (TRT)
Attachment D-6	Context Map-Permitting TO BE

Note: The **As-Is and To-Be Systems Context Mapping Attachments above** are to provide context related to the existing systems and interfaces. These documents shall be reviewed and any proposed changes to existing systems recommend as part of a proposal shall be submitted to DOT&PF with the formal proposal.

Attachment E-1	Functional Requirements
Attachment E-2	Wells Fargo Payment Gateway Integration Methods

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Attachment E-3a	Utility Rules – Anchorage
Attachment E-3b	Utility Rules – Kenai Peninsula
Attachment E-3c	Utility Rules – Southeast Region
Attachment E-4	Active Permit Conditions
Attachment E-5a	Condition Pack Example 1
Attachment E-5b	Condition Pack Example 2
Attachment E-5c	Condition Pack Example 3
Attachment E-5d	Condition Pack Example 4
Attachment E-5e	Condition pack Example 5
Attachment E-5f	Condition Pack Example 6
Attachment E-6a	Predefined Specialty Permit Example-Culvert Pipes and Tanks
Attachment E-6b	Predefined Specialist Permit Example-Health and Safety
Attachment E-7	Permit Xport
Attachment E-8	Network Features Assessment
Attachment F-1	Data Mapping-Local Permits Inventory
Attachment F-2	Data Mapping IP Inventory (LP Utilities)
Attachment F-3	Data Mapping Operating Procedures - Create a Permit Online
Attachment F-4	Data Mapping Operating Procedures
Attachment F-5	Temporary Registration Truck/TrailerRT
Attachment G	Oversize and Overweight Permit Manual
Attachment H	Operations – Wheeled Vehicles
Attachment I	Software Demonstration Script

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements that demonstrate, illustrate, and define the Offerors understanding of the Requirements and how the proposed solution meets or exceeds the requirements of these sections. There must be an individual narrative for each of the 11 categories described above.

**Each category must be addressed individually within the proposal for ease of evaluation.**

## SECTION 4. SCOPE OF WORK

### SEC. 4.01 GENERAL INFORMATION

MSCVC is seeking a full replacement of their current OS/OW permitting system with a vended solution capable of providing at a minimum:

1. A 100% web-based self-service permitting and routing program available via various platforms (e.g. desktop computer, smartphone, tablet) to customers and permitting staff 24 hours a day, 7 days per week, whether during or outside of normal business hours. The system must be available to customers over a variety of platforms such as, but not limited to, phone, tablet, and personal computer.
2. Configurable workflow and work queue approval (business process, case/decision management).
3. A robust performance management system for submitting, reporting, managing, and reviewing permits.
4. Configurable rules engine for issuing permits, identifying vehicle weight, dimension limits, and calculation of permit fees.
5. Over legal restriction management and notifications.
6. Web-based mapping with intelligent routing and analysis supported by a Geographical Information System (GIS) database, address to address or point-to-point-based routing, and bridge load capacity analysis/evaluation.
7. A customer dashboard (Customer dashboard available on-line 24 hours a day 7 days a week.)
8. The capability to self-issue temporary truck/trailer registration.
9. Electronic security management of the SaaS platform.
10. Integration with state and federal databases.
11. Full financial/accounting management including expanding payment capabilities and reporting.
12. User manual.
13. Training.
14. 1 year of administration and maintenance support. Additional years of administration and support are likely needed but will be funded outside of this grant-funded project.

### SEC. 4.02 ANTICIPATED WORK SCHEDULE AND CONTRACT TERM

**WORK SCHEDULE:** The following is the anticipated Work Schedule for this project.

Project Step	Anticipated Range of Completion
Requirements and RFP Development	Project Start to RFP issue date
Procurement	July to August 2023
Coordination	August 2023
Analysis and Architecture	August to September 2023
Installation	September 2023 to April 2024
Implementation	May to July 2024
Support and System Maintenance Planning	September 2023 to September 2024
Project Closure and Warranty	August 2024 to October 2024
Execution Phase	August 2023 to September 2024

Operational Phase	October 2024 and forward
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**CONTRACT TERM:**

This contract is a firm fixed price contract. Please see **Attachment B** - Standard Agreement Form for Goods and Non-Professional Services for additional information on the contract.

The length of the contract will be from date of award through October 31, 2024 (Execution Phase to include 1 year of maintenance and support). Additional years of maintenance and support are likely needed but will be funded outside of this grant-funded project.

**Execution Phase:** Award through September 30, 2024. This phase is defined as from date of award through the date the system is accepted in writing by the State and is in the operational phase and in production mode to include 1 year of maintenance and support. The State requires the implementation of the system to be complete and the system in production mode no later than September 30, 2024.

**Operational Phase:** If funding is available at the end of the execution phase as described above, the state may elect to enter into the Operational Phase for up to a five-year period of maintenance and support.

If the state obtains funding for the Operational Phase as described above, a contract amendment will be issued to formally acknowledge the term of the Operational Phase. The term of the Operational Phase may be from October 1, 2025 through September 30, 2030. Each term of the Operational Phase is one year long.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any extension 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) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

### SEC. 4.03 COMMUNICATION

All meetings will be done virtually. DOT&PF hosted meetings will use MS Teams. The contractor must have the ability to provide attendees with secure virtual meeting access links and phone numbers for the meetings they are responsible for hosting.

### SEC. 4.04 DOCUMENT STANDARDS

The Contractor shall create documents using Microsoft Office Products version 2016 or greater.

### SEC. 4.05 OVER-ARCHING APPROVAL CRITERIA FOR CONTRACTOR DELIVERABLES

The DOT&PF Project Manager will approve all Deliverables delivered by Contractor to DOT&PF, and the System as a whole. When DOT&PF verifies that the Deliverables conform to the specifications, functions and performance standards set forth in the Contract, including the SOW and all attachments.

Project Manager approval will be provided in writing and will signify that DOT&PF has found that all Approval Criteria specified in the Contract, this Scope of Work and the Deliverable description are completed and free from error or defect that materially impairs their use or accuracy.

To obtain Approval of a completed Deliverable, Contractor shall provide a written statement describing the work or product provided. The information required on the written statement will vary by Deliverable and the information provided on statements is subject to DOT&PF Project Manager approval.

For Deliverable work that results in a DOT&PF reviewed document, the document itself will be considered the written statement.

The Contractor shall track all changes to Contractor Deliverables. Changes from a previous version must be clearly identifiable for DOT&PF review of a Deliverable document.

The default days-durations listed below in the default review and approval processes may vary by Deliverable. These variances (if any) will be identified in the Task or Schedule, respectively.

## SEC. 4.06 DEFAULT DELIVERABLE REVIEW AND APPROVAL PROCESS

**Step 1:** Contractor shall submit the deliverable to the Technical Project Manager (TPM) and Business Owner unless otherwise specified in the specific Task for review.

**Step 2:** The TPM will coordinate the review process and return the compiled recommendations and edits to the Contractor within seven business days. If the Deliverable is accepted with no recommended changes, skip to Step 6.

**Step 3:** Contractor shall integrate DOT&PF supplied comments and edits and resubmit the deliverable to the TPM and Business Owner within seven business days.

**Step 4:** The TPM will coordinate the DOT&PF verification that all comments and edits have been integrated or that any discrepancies or issues identified by the Contractor or DOT&PF have been resolved within seven business days.

**Step 5:** Steps One through Four will repeat as necessary until the deliverable meets approval criteria or a Change Request for the deliverable has been submitted by Contractor and approved by DOT&PF or until such time as DOT&PF determines that Contractor cannot meet the requirements.

**Step 6:** The TPM will obtain written approval from the Business Owner prior to notifying the contractor about the deliverable acceptance.

**Step 7:** When a deliverable is accepted, the Business Owner will provide written verification to Contractor that the deliverable has been accepted and approved.

## SEC. 4.07 CONTRACTOR TEAM EXPERIENCE

Please see Section 1.04 for information related to the minimum prior experience requirements.

Proposed teams must be of a size sufficient to have the depth and experience in the delivery of the proposed software and services, within time constraints. It is DOT&PF's experience that a project of this size and complexity will typically require contractor resources that, at a minimum, can support the roles of Project Manager and Lead Business Analyst.

The Project Manager and Lead Business Analyst **are Key Personnel** must be consistent throughout the project to ensure continuity. These two roles may be performed by one individual. Suggested responsibilities of these roles may be seen below:

**Anticipated Project Management** functions:

- Coordination and facilitation of Project Kick-off Meeting
- Preparation and maintenance of Contractor Project Plan
- Preparation and maintenance of bi-weekly Contractor Status Reports
- Attendance at and participation in Project Performance Meetings
- Attendance at and participation in monthly Project Progress Meetings
- Preparation and maintenance of other documents needed by Contractor to provide the Project Management oversight necessary to successfully complete the engagement
- Attendance at and participation in Project Steering Committee Meetings
- Task management within Contractor project team
- Project communication
- Maintenance of scope, issue, and change control
- Contractor sign-off on change requests

**Anticipated Lead Business Analyst** functions:

- Lead project meetings
- Attend key project meetings
- Lead the support team on a daily basis
- Provide quality assurance on all Deliverables
- Provide configuration and design recommendations to support best practices in meeting the requirements
- Contribute to traceability of requirements to solution and testing
- Design and implement test plans for unit and functional testing
- Provide support to DOT&PF staff involved in user acceptance testing
- Facilitate the delivery of training and user documentation
- Answer questions pertaining to application functionality

The Lead Business Analyst must be available for a minimum of 50% of the time for the duration of the project. The Contractor must have staff assigned to this project available for the duration of the project to consult with DOT&PF remotely during AKST business hours, via phone, email, and Teams or comparable applications.

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## SECTION 5. DOT&PF RESPONSIBILITIES

### SEC. 5.01 PROJECT GOVERNANCE

The DOT&PF Project Team will be comprised of the following roles and related responsibilities.

- A. **Project Administrator:** The DOT&PF designee will act as DOT&PF's Project Administrator (PA) for this Project. The PA is responsible for all functions related to the contract between DOT&PF and contractor (other than items that require a contract amendment be issued) from the time the contract is awarded until the work is completed and accepted or the contract is terminated. These functions may include technical oversight, review of work, progress monitoring, invoice processing, change management, performance reviews, and contract closeout.
- B. **Business Owner:** The MSCVC Program Coordinator, or designee, will act as Business Owner for this Project. The Business Owner will confirm project requirements and the organizational feasibility of the project. This role will also plan, organize, and control business activities and resources; and communicate project progress and direction to the System Owner, Steering Committee, DOT&PF PA and business community.
- C. **System Owners:** DOT&PF staff most familiar with the current online permitting system will act as System Owners for this project. The System Owners will provide technical consultation during Preliminary Analysis and System Architecture. The System Owners will support the vendor by coordinating and providing the contractor necessary accounts and access permissions to the environment.
- D. **Technical Project Manager:** DOT&PF's assigned Technical Project Manager (TPM) will be responsible for providing overall Project direction; resolving escalated project issues; ensuring project delivery is within scope and follows the policies of the organization; and communicating Project progress and directions to Project stakeholders. The TPM serves as contractor's primary point of contact with DOT&PF for the Project. The TPM is responsible for all coordination between DOT&PF and Contractor from the time the contract is executed until the work in the statement of work is completed and accepted or the contract is terminated.
- E. **Business Analyst:** DOT&PF's Business Analyst will be responsible for project deliverables outside the contractor's scope of work. The bulk of these are deliverables for which the contractor is responsible for assistance and participation in meetings, but not the deliverable itself (for example Software Requirements Specification). They will participate in contractor deliverable review and approval review and comments of contractor deliverables.
- F. **Contract Administrator:** The Contract Administrator is the Procurement Specialist assigned to the contact. The Contract Administrator is responsible for issuing any and all contract amendments related to the contract.

## SECTION 6. TASKS AND DELIVERABLES

The vendor’s project team shall perform the following tasks and provide the following deliverables to the DOT&PF Project Team.

### SEC. 6.01 COORDINATION AND MANAGEMENT

The following table summarizes the Tasks, Schedule, and Deliverables associated with the Installation Phase. Contractor must complete all work associated with the below tasks and have provided all the associated deliverables to DOT&PF as defined and agreed upon in the Contractor Project Plan.

Task	Task Description	Delivery Schedule	Deliverable
6.01 - One	Kick-off Meeting	Within two weeks after contract start. Meeting notes within 3 business days after meeting	Kick-off meeting with meeting agenda and presentation materials; meeting notes
6.01-Two	Contractor Project Plan	Within 30 business days after contract start	Contractor Project Plan
6.01-Three	Risk Report	Monthly	Risk Report
6.01 - Four	Contractor Project Status Reports	Every other week via email by 5pm Friday Alaska Standard Time	Contractor Status Report
6.01 - Five	Project Performance Status Meetings	Weekly or every other week as scheduled by the DOT&PF Project Team. Meeting notes within 3 business days after meeting	Project Status meeting attendance; meeting notes
6.01 - Six	Steering Committee Meetings	As requested	Steering Committee Meeting attendance

Please see below for a description of the task and deliverable for each of the above items.

#### (A) 6.01 - TASK ONE: CONTRACTOR STATUS REPORT

**Task Description:** The contractor shall conduct a kick-off meeting (the first meeting with the contractor project team, DOT&PF project team, and major stakeholders). The intent of the meeting is to introduce key project participants, discuss roles of each member, review high level project goals, objectives, timeline, and identify any information required by the contractor for completion of the Project Plan.

**Deliverable Description:** The contractor will host the kick-off meeting within two weeks of the contract start date. The contractor shall develop the meeting agenda, high level demonstration of the software and presentation materials such as PowerPoint files, reports, whitepapers, and any other required documents for the meeting. The contractor shall also prepare and distribute meeting notes within three business days of the kick-off meeting.

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**(B) 6.01 - TASK TWO: CONTRACTOR PROJECT PLAN**

**Task Description:** Contractor shall organize and assign work items in accordance with DOT&PF’s RFP and the contractor’s proposal. The contractor shall establish the project schedule baseline and progress tracking items. The contractor shall confirm and communicate with the TPM who is responsible for the identified deliverables. The Project Plan shall be updated quarterly or at an agreed upon interval throughout the contract lifecycle and be shared electronically with the Project Team. The Project Plan will remain a living document throughout the life of the contract, as project details change, the Project Plan shall be updated by the contractor. As deliverables are completed, they will be added as attachments to the Contractor Project Plan

**Deliverable Description:** A draft of the contractor Project Plan must be delivered to the TPM within two weeks of the contract start date. The completed contractor Project Plan must be delivered to the TPM within three weeks of the contract start date. The Project Plan must include the below items as individual sections of the plan for ease of reference.

The following outline represents the minimum information set required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor and will be documented in the final contractor Project Plan:

**Contractor Project Plan**

**Introduction**

**1. Project Description**

- 1.1. Project Overview
- 1.2. Project Scope
- 1.3. Project Goals and Objectives
- 1.4. Project Success Criteria
- 1.5. Project Risks and Mitigations
- 1.6. Project Assumptions

**2. Overall Project Approach**

- 2.1. Project Strategy
- 2.2. Approach
- 2.3. Timeline and Major Milestones
- 2.4. Methodology
- 2.5. Resource Plan
- 2.6. Information Management
- 2.7. Quality Assurance
- 2.8. Project Control Procedures
- 2.9. Project Organization

**3. Project Organizational Chart**

- 3.1. Roles and Responsibilities

**4. Communication Strategy**

**5. Deliverables**

- 5.1. Deliverable 1
- 5.2. Deliverable 2
- 5.3. Deliverable 3
- 5.4. Deliverable 4

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**Appendix A Project Plan**

Appendix A.1	Project Schedule
Appendix A.2	Gantt Chart
Appendix B	Deliverable Outlines

The following represents the content requirements for the subsections required for this deliverable:

**Methodology:** The contractor shall provide a general overview of how their system meets the department’s needs for the required OS/OW Permitting System. This includes addressing the goals, requirements, on premise server environment, times of operation, system, data backup, and how the system will integrate with DOT&PF’s Bridge Data (AKBAS system), PRISM, and other system integration requirements.

**Project Organization Chart:** The contractor shall develop an organizational chart and contact information for staff that will be responsible for responding to DOT&PF needs including, but not limited to, the development, implementation, training, technical support, requests for changes, and invoicing.

**Project Schedule:** The contractor shall develop a project schedule in work breakdown structure format to include preliminary analysis and system architecture, installation, implementation, project closure, and warranty.

**Milestones:** The Project Plan must include the major tasks that must be accomplished throughout the Execution Phase of the project. The plan must also include the estimated level of effort that will be required from DOT&PF personnel.

**(C) 6.01 - TASK THREE: WEEKLY RISK REPORT**

**Task Description:** Contractor shall provide a Weekly Risk Report to the Project Administrator and the Technical Project Manager. The purpose of the Weekly Risk Report to allow the contractor to document and manage all risks that occur throughout the project.

Risk is defined as anything that might impact the project scope, cost, and schedule. This includes risks that are caused by the vendor and risks that are caused by State (scope changes, unforeseen conditions, etc.). The State Project Administrator and the Technical Project Manager may also require the Offeror to document risks that may impact Client satisfaction.

**Deliverable Description:** The Weekly Risk Report must be submitted via email to the Project Administrator and the Technical Project Manager each Monday by 1:00PM prevailing Alaska Time. This report must be completed every other week and submitted by 5:00 pm Friday Alaska-Standard Time of the following week.

The report serves as a tool for the State in analyzing the performance of the Project based on risk.

**(D) 6.01 – TASK FOUR: CONTRACTOR PROJECT STATUS REPORTS**

**Task Description:** Contractor shall provide an overall status report on Project performance based on performance indicators and at the frequency as established in the Contractor’s Project Plan. The purpose of this report is to facilitate the project control and decision-making processes.

**Deliverable Description:** The Project Status Report must be submitted via email to the TPM. This report must be completed every other week and submitted by 5:00 pm Friday Alaska-Standard Time of the following week.

The following outline represents the minimum information set required for this Deliverable. A final Deliverable outline will be mutually agreed upon between DOT&PF and Contractor and will be documented in the final Contractor Project Plan:

Contractor status reports must contain at a minimum:

- Header: project name, vendor name and project manager contact information, reporting period
- Project Summary
- Project Progress
  - Work Completed for Current Reporting Period
  - Work Planned for Next Reporting Period
  - Schedule Control
  - Cost Control
- Change Request Management
- Risk Management
- Issue Management
- Project Gantt Chart (with percent complete for each task monthly)

#### **(E) 6.01 - TASK FIVE: PROJECT PERFORMANCE STATUS MEETINGS**

**Task Description:** Contractor shall attend meetings with the DOT&PF Project Team to review project status and current status report.

**Deliverable Description:** Contractor Project Manager’s attendance at and participation in project performance meetings every week with the DOT&PF Project Team by phone or in person at a mutually agreed upon time. Contractor shall prepare and distribute meeting notes within three business days of project performance status meeting.

#### **(F) 6.01 - TASK SIX: STEERING COMMITTEE MEETINGS**

**Task Description:** At the request of the DOT&PF, the contractor shall present and review project status, issues, and needed decisions with Project Steering Committee. These meetings will be held occasionally, every 3-6 months to inform high level stakeholders of milestone achievements, change requests, and general project performance.

**Deliverable Description:** Contractor Project Manager’s attendance at and participation in Project Steering Committee meetings on a monthly, or as requested, basis. The contractor shall prepare and distribute any presentation materials such as PowerPoint files, reports, whitepapers, or other documents as requested by the TPM. Contractor shall prepare and distribute meeting notes within three business days of project performance status meeting.

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the above tasks that demonstrates, illustrates, and defines their understanding of the Coordination and Management requirements as defined in this section. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. Each section above must be addressed individually within the proposal for ease of evaluation.

**SEC. 6.02 PRELIMINARY ANALYSIS AND SYSTEM ARCHITECTURE**

All deliverables under this section must be completed by the contractor within three months after contract start.

Task	Task Description	Delivery Schedule	Deliverable
6.02 - One	Vendor Demo / COTS Training	Within 3 weeks after contract start	Vendor demo; presentation materials, handouts.
6.02 - Two	System Software Requirements Specification	As defined and agreed upon in the Contractor Project Plan	Attendance at and participation in System Requirements Specification workshops and meetings
6.02 - Three	Detailed Requirements	As defined and agreed upon in the Contractor Project Plan	Detailed Requirements document and Traceability Matrix
6.02 - Four	To-Be Work Processes	As defined and agreed upon in the Contractor Project Plan	Attendance at and participation in To-Be Work Processes meetings
6.02 - Five	Data Dictionary	As defined and agreed upon in the Contractor Project Plan	Data Dictionary document
6.02 - Six	System Design	As defined and agreed upon in the Contractor Project Plan	System Design document
6.02 - Seven	Data Conversion Rules	As defined and agreed upon in the Contractor Project Plan	Conversion Rules document
6.02 - Eight	Change Management	As defined and agreed upon in the Contractor Project Plan	Change Management document
6.02 - Nine	Installation Plan	As defined and agreed upon in the Contractor Project Plan	Draft Installation Plan document
6.02 - Ten	Security Plan	As defined and agreed upon in the Contractor Project Plan	Information Technology Application Security Plan document
6.02 - Eleven	Service Alignment Conference	Within 3 months after contract start	Attendance at and participation in Service Alignment Conference

Please see below for a description of the task and deliverable for each of the above items.

**(A) 6.02 - TASK ONE: VENDOR DEMO / COTS TRAINING**

**Task Description:** The contractor shall provide a demonstration of the commercial-off-the-shelf (COTS) system for the DOT&PF project team and subject matter experts. The demonstration shall communicate which requirements can be met by the approved scope and cost per the contract. The purpose of this demonstration is to introduce DOT&PF to the look and feel, high level functionality, and overall operation of the system.

This will allow DOT&PF to become familiar with the product offerings, terminology, and act to shape expectations for the level of business process changes to be expected by adopting the new system. This meeting and demonstration will allow the DOT&PF Project Team opportunity to address contractor expectations

and concerns related to the transition to a new system and receive confirmation as to how requirements will be met.

**Deliverable Description:** A full day vendor demonstration delivered online via MS Teams within three weeks after the contract start date. The contractor shall provide presentation materials and handouts subject to DOT&PF prior approval in advance of the meeting. This may be delivered in person or online upon mutual agreement.

## **(B) 6.02 - TASK TWO: SYSTEM SOFTWARE REQUIREMENTS SPECIFICATION**

**Task Description:** The contractor shall assist in the description of critical requirements. Significant portions of contractor input must come from the output of the deliverables completed for the Preliminary Analysis and System Architecture phase. Information from this Task will be used by the DOT&PF project team in the development of the system requirements specification.

**Deliverable Description:** Attendance at and participation in the system requirements specification meetings as requested is required for this deliverable. For this deliverable, the contractor shall review the draft system requirements specification document and provide written comments.

The following outline represents the typical information dataset required for the system requirements specifications document:

- 1. System Overview**
  - a. System Purpose
  - b. Objectives of the System
  - c. Key Issues
- 2. System Requirements**
  - a. System Context
  - b. System Security
  - c. System Performance
  - d. Assumptions and Dependencies
- 3. Software Requirements Specifications**
  - a. Software Overview
  - b. Subsystem Overview
  - c. Assumptions and Dependencies
- 4. Detailed Functional Requirements**
  - a. Definition of Unit Processes
- 5. Data Requirements**
  - a. Data Conversion Summary
- 6. Hardware Requirements**
- 7. Services / Interface Requirements**
- 8. List of Incomplete Requirements**
  - a. Appendix A: Detailed Requirements Spreadsheet
  - b. Appendix B: To-Be Work Processes

c. Appendix C: System Design

**(C) 6.02 - TASK THREE: DETAILED REQUIREMENTS**

**Task Description:** The contractor shall complete the necessary analysis (interviews, meetings, systems investigation) to further define, document, and verify requirements. Refinement of requirements based on this analysis shall be documented in the detailed requirements spreadsheet provided by the contractor to the DOT&PF Project Manager. The contractor is unable to meet a requirement, they must propose alternative functionality or define how they intend to meet the requirement and when.

**Deliverable Description:** Updates to DOT&PF provided detailed requirements spreadsheet and management of the traceability matrix. This deliverable will be maintained as an Appendix to the software specification requirements document.

The following outline represents the minimum information dataset required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor, and will be documented in the final contractor project plan:

**Detailed Requirements**

1. System Requirements
2. Software Requirements
3. Detailed Functional Requirements
4. Data Requirements
5. Hardware Requirements
6. Services/Interface Requirements
7. Export and Reporting Requirements

**(D) 6.02 - TASK FOUR: TO-BE WORK PROCESSES**

**Task Description:** The contractor shall assist in the description of the work processes, including manual and automated unit tasks, applied by the user when using the solution to deliver a product or service. The contractor shall provide industry best practices expertise. Information from this task will be used by the DOT&PF project team in the development of Appendix B - To-Be Work Processes documentation of the software requirements specification.

**Deliverable Description:** Attendance at and participation in the To-Be Work Processes meetings as requested is required for this deliverable. For this deliverable, the contractor shall review the To-Be Work Process document and provide written comments.

The following outline represents the typical information dataset required for the To-Be Work Process documentation:

**To-Be Work Processes**

1. **Work Process**
  - a. Purpose
  - b. Description
  - c. Pre-conditions

- d. Post-conditions
- e. Type
- f. Quality Criteria
- g. Model of Work Process
- h. Identification of Participants

### **(E) 6.02 - TASK FIVE: DATA DICTIONARY**

**Task Description:** The contractor shall develop a data dictionary document (a centralized repository of information about data such as meaning, relationships to other data, origin, usage, and format) that catalogs the organization, contents, and conventions of the solution database(s). The data dictionary must include the names and descriptions of the various tables and fields in each database, plus additional details, like the type and length of each data element. The data dictionary document also must include further information describing how data elements are encoded.

**Deliverable Description:** Data Dictionary document

The following outline represents the minimum information set required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and Contractor.

#### **Data Dictionary**

##### **1. Definition (one per table)**

- a. Identification
- b. Purpose
- c. Integrity Rules
- d. Volumes

##### **2. Attribute (one per column)**

- a. Identification
- b. Purpose

##### **3. Integrity Rules**

### **(F) 6.02 - TASK SIX: SYSTEM DESIGN**

**Task Description:** The contractor shall establish the technical foundations of the system, software components, define and describe the components of each interface, and show the associations with the user requirements and technology infrastructure. The contractor shall describe the technology infrastructure needed to support the information system (including production, pre-production, and backup), define the impacts on the existing infrastructure, and define the distribution of software components on the infrastructure.

**Deliverable Description:** System Design Document

The following outline represents the minimum information set required for this deliverable. A final Deliverable outline will be mutually agreed upon between DOT&PF and contractor.

#### **System Design**

##### **1. Software Architecture**

- a. Overview
  - i. Software Architecture Diagram
- b. Source Control
- c. Software Subsystem (One per module)
- d. External Software Subsystem
- e. Developed Software Subsystem
- f. Software Reuse Strategy

**2. Technology Infrastructure**

- a. Production Infrastructure
- b. Development Infrastructure
- c. Test Infrastructure
- d. Backup Infrastructure

**3. Technology Infrastructure Design and Configuration**

- a. Servers
- b. Data Management and Storage
- c. Interfaces
- d. Integrations
- e. Reports

**4. Quality Control**

- a. System Performance
- b. Monitoring
- c. Logs

**5. Security**

**(G) 6.02 - TASK SEVEN: DATA CONVERSION RULES**

**Task Description:** The contractor shall describe the conversion rules to be used to convert existing information for use in the new system. Existing information includes data, picklists, rules, and other system information that must be converted for use in the new system.

**Deliverable Description:** Conversion Rules Document

The following outline represents the minimum information set required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor.

**Conversion Rules**

**1. Mapping of New and Current System Information**

- a. System by system overview
- b. Conversion Priority
- c. Conversion Tool Requirements
- d. Data Transfer Test Strategy
- e. Conversion Analysis (one for each data source)
  - i. Solution Data Requirements
  - ii. Data Available from Data Source

- iii. Other Potential Data Sources
- iv. Characteristics of Available Data
- v. Business Need of Each Field
- vi. Preliminary Mapping
- vii. Transfer Plan

**2. Existing Systems Conversion Rules**

**3. Initial Information Creation Rules**

**(H) 6.02 - TASK EIGHT: CHANGE MANAGEMENT PLAN**

**Task Description:** The contractor shall draft and maintain throughout the duration of the contract, a change management plan that inventories the customizations applied to the out of the box system. This document will help establish and maintain consistency in performance and functionality for future upgrades. This plan will be used to convey to DOT&PF the changes made to the COTS system, with clear record of what has been changed or added, why the change occurred or what was added, and clearly identify what other functionality the change or addition may affect. This also requires close coordination and communication with the MSCVC Team prior to changes or additions being made.

**Deliverable Description:** Configuration management plan document. This plan must be updated quarterly or at an agreed upon interval and must include version control.

The following outlines represent the minimum information dataset required for this deliverable. Final deliverable outlines will be mutually agreed upon between DOT&PF and contractor and will be documented in the final contractor project plan:

**Change Management Plan**

1. Change Description
2. Type of Change
3. Reason for Change
4. Impacts to other system capabilities or functions
5. Considerations for future updates/upgrades/patches

**(I) 6.02 - TASK NINE: INSTALLATION PLAN**

**Task Description:** The contractor shall develop a plan for the installation (the act and the effect of putting the solution in a computer system so that it can be executed) and post-installation activities. The plan must include the access requirements for the contractor to perform installation. The plan must describe and quantify the amount of State of Alaska, DOT&PF ISS, DOT&PF GIS, and MSCVC resources required to install the system.

**Deliverable Description:** Installation plan document.

The following outlines represent the minimum information set required for this Deliverable. Final deliverable outlines will be mutually agreed upon between DOT&PF and contractor and will be documented in the final contractor project plan:

## Installation Plan

### 1. Account and Access Requirements

- a. Active Directory
- b. Servers
- c. Databases
- d. Network

### 2. Resource Requirements

- a. Human Resource Requirements
- b. Material Resource Requirements

### 3. Installation Activities

- a. Appendix A: Release Plan

## (J) 6.02 - TASK TEN: SECURITY PLAN

**Task Description:** The contractor shall complete the SOA State Security Office (SSO) Information Technology Application Security Plan. The security plan shall be delivered to the TPM for submission to the Department of Administration's Office of Information Technology for final approval. Once approved, the contractor shall be responsible for establishing and implementing the security plan.

**Deliverable Description:** Information Technology Application Security Plan document.

The following outline represents the minimum information set required for this deliverable. Final deliverable outlines will be mutually agreed upon between DOT&PF and contractor and will be documented in the final contractor project plan:

### Information Technology Application Security Plan

1. General Information
2. Management Controls
3. Operational Controls
4. Technical Controls

## (K) 6.02 - TASK ELEVEN: SERVICE ALIGNMENT CONFERENCE

**Task Description:** The contractor shall attend a service alignment conference with goal of gaining final approval of all deliverables in the preliminary analysis and system architecture phase. The service alignment conference will act as a check point for analysis and evaluation, to determine whether the project is proceeding as planned, and to take corrective action as needed.

**Deliverable Description:** Attendance at and participation in the service alignment conference meetings as requested is required for this deliverable along with the completion of resolution and mitigation activities assigned to the contractor.

The following outline represents the agenda topics for this deliverable:

### 1. Requirements:

- a. Have all "requirements" tasks been completed?

- b. Are there any open issues?
- c. How will these issues be resolved?
- d. Are the established requirements sufficient to proceed to the next phase?
  - i. If not, requirements related problems must be resolved, mitigated, or waived before progress can be made.

**2. Design:**

- a. Have all "design" tasks been completed?
- b. Does the design meet the established requirements?
- c. Are there any open design issues?
- d. How will these issues be resolved?
- e. Does the design function as expected?
- f. Is the design ready to proceed to the next phase?
  - i. If not, design related problems must be resolved, mitigated, or waived before progress can be made.

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the above tasks that demonstrates, illustrates, and defines their understanding of the Preliminary Analysis and System Architecture requirements as defined in this section. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. Each section task must be addressed individually within the proposal for ease of evaluation.

**SEC. 6.03 INSTALLATION**

The following table summarizes the Tasks, Schedule, and Deliverables associated with the Installation Phase. Contractor must complete all work associated with this Task and have provided all associated deliverables to DOT&PF within five months of completion of preliminary analysis and system architecture.

Task	Tasks Description	Delivery Schedule	Deliverables
6.03-Task One	Physical Database	As defined and agreed upon in the Contractor Project Plan	Physical database installed on the appropriate server(s)
6.03-Task Two	Develop Test Plan	As defined and agreed upon in the Contractor Project Plan	Attendance at and participation in Test Plan meetings; written comments
6.03-Task Three	Develop Test Cases	As defined and agreed upon in the Contractor Project Plan	Unit Test Cases document; Functional Test Cases document
6.03-Task Four	Configure and Install COTS	As defined and agreed upon in the Contractor Project Plan	COTS development, test, training, and production environments and configured software installed on appropriate servers; software component documentation
6.03-Task Five	Develop Services, Interfaces, Reports, and Extracts	As defined and agreed upon in the Contractor Project Plan	Fully developed and functioning services, interfaces, reports, and extract software components. Interface and extract specification documentation.
6.03-Task Six	Develop Conversion	As defined and agreed upon in the Contractor Project Plan	Conversion software component; conversion documentation
6.03-Task Seven	Develop Test System	As defined and agreed upon in the Contractor Project Plan	Unit Test Results document; Functional Test Results document
6.03-Task Eight	Develop training plan and schedule	As defined and agreed upon in the Contractor Project Plan	Education Plan and Schedule document
6.03-Task Nine	Develop Training Materials	As defined and agreed upon in the Contractor Project Plan	One Training Materials document per learning event
6.03-Task Ten	Develop Implementation Plan	As defined and agreed upon in the Contractor Project Plan	Implementation Plan document
6.03-Task Eleven	Develop Decommissioning Plan	As defined and agreed upon in the Contractor Project Plan	Attendance at and participation in Decommissioning meetings; written comments
6.03-Task Twelve	Service Alignment Conference	Within 5 months of completion of Preliminary Analysis and System Architecture.	Attendance at and participation in Service Alignment Conference

**(A) 6.03 - TASK ONE: PHYSICAL DATABASE**

**Task Description:** The contractor shall create the physical model and construct the physical database on the appropriate server(s) for the development, testing, and production environments.

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**Deliverable Description:** Physical database installed on the appropriate server(s) for the development, testing, training, and production environments.

**(B) 6.03 - TASK TWO: TEST PLAN**

**Task Description:** The contractor shall assist with describing the techniques and tools to be used in testing and describing the environment in which the tests are to be conducted. Information from this task will be used by DOT&PF project team in the development of the Test Plan document. The test plan shall describe the activities necessary to allow users to test the full functionality of the system as if using a fully implemented production site. The contractor’s roles and responsibilities for testing and issue resolution will be assigned through mutual agreement with DOT&PF.

**Deliverable Description:** Attendance at and participation in test plan meetings as requested and providing a review of the draft test plan document to include written comments as needed. Adherence to contractor roles and responsibilities during testing.

The following outline represents the minimum information data set required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor and will be documented in the final contractor project plan:

**Test Plan**

1. Testing Strategy
2. Roles and Responsibilities
3. Test Techniques and Tools
4. Test Infrastructure Requirements
5. Test Environment Preparation
6. Test Case Summary
7. Test Data Requirements
8. Issue Identification Tracking and Triage
9. Issue Resolution and Retest Process
10. Issue Resolution Expectations and Timing

**(C) 6.03 – TASK THREE: TEST CASES**

**Task Description:** The contractor shall create detailed test specifications in the form of test cases, test scripts, test criteria, and test data requirements for unit testing (the procedure used to validate that individual units of source code are working properly; a unit is the smallest testable part of an application) and functional testing (end to end testing conducted on a complete, integrated system to evaluate the system's compliance with its specified requirements and meets business processes).

**Deliverable Description:** Development of the unit test case and functional test cases documents.

**Test Cases**

1. **Overview**
  - a. List of Test Case Groups
2. **Test Case Group**

- a. Test Case Group Description
- b. Affected User Components
- c. Dependencies with Other Test Case Groups
- d. Test Data Specification
- e. Prerequisites
- f. Test Cases / Test Scripts

#### **(D) 6.03 – TASK FOUR: CONFIGURE AND INSTALL COTS**

**Task Description:** The contractor shall configure (setup, change settings, modify, or customize) the COTS as needed to meet DOT&PF requirements as stated in this RFP and as developed in the Preliminary Analysis and System Architecture phase of this statement of work.

The contractor shall install the (the act and the effect of putting a program in a computer system so that it can be executed) COTS and database configured for DOT&PF on DOT&PF server(s).

The COTS configuration and installation activities must be repeated for each system environment (production, development, and testing).

**Deliverable Description:** Fully configured COTS software components and database for production, development, and testing environments. Installed COTS software components and database for production, development, and testing environments. All deviations from the System Design, Software Requirements Specification and Attachments, and Installation Plan shall be discussed with the State Project Team and the documents shall be updated upon approval of the deviations by the state.

#### **(E) 6.03 – TASK FIVE: DEVELOP SERVICES, INTERFACES, REPORTS, AND EXTRACTS**

**Task Description:** The contractor shall construct services, interfaces, reports, and extracts to recreate or replace all interfaces and extracts per the detailed requirements spreadsheet and system design document, including extracts to support key business processes.

**Deliverable Description:** Fully developed and functioning services, interfaces, reports, and extract software components to include interface and extract specification documentation. The following outline represents the minimum information set required for these deliverables. A final deliverable will be mutually agreed upon between DOT&PF and contractor.

##### **Interface and Extracts Specification**

###### **1. Interface components (one per interface/Extract)**

- a. Description
- b. Interface services/rules/specifications
- c. Prototype (one per Interface/Extract)
- d. Unit Task Steps/Use Case

###### **2. Software Component**

- a. Design (one for each interface / extract)
  - i. Physical Mapping of data (field-by-field)
  - ii. Format Issues

- iii. Interface Team Walkthrough
- iv. Interface Data Guidance Procedures
- b. Construction (one for each interface / extract)
  - i. Interface Description
  - ii. Interface Program

## **(F) 6.03 – TASK SIX: DEVELOP DATA CONVERSION**

**Task Description:** The contractor shall map data from existing systems to the COTS system providing a design for data extraction and data loading, according to conversion rules and conversion strategy prepared during the Preliminary Analysis and System Architecture Phase. The design must relate old data formats to the COTS system’s formats and requirements. The contractor shall provide a cross-check and data quality review to ensure data elements meet data conversion requirements.

The contractor shall identify where data cleansing (both automated and manual) is required to improve data quality, eliminate redundant or obsolete information, and match the requirements of the COTS system. The contractor shall develop an automated data cleansing routines as appropriate.

The contractor shall programmatically extract (read) data from existing systems, run automated data cleansing routines, perform needed translations, and load (write) data to the COTS system.

The data conversion steps (design, extract, clean, load, verify) may need to be repeated several times before the COTS is activated.

**Deliverable Description:** Fully configured and functioning conversion software components and data conversion documentation.

The following outline represents the minimum information dataset required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor and will be documented in the final contractor project plan:

### **Data Conversion**

1. Design (one for each conversion)
  - a. Physical Mapping of Tables (field-by-field)
  - b. Format Issues
  - c. Data Cleansing
  - d. Conversion Team Walkthrough
2. Conversion Data Guidance Procedures
  - a. Construction (one for each conversion)
  - b. Conversion Description
  - c. Conversion Program

### **(G) 6.03 – TASK SEVEN: TEST SYSTEM**

**Task Description:** The contractor shall perform the unit and functional tests as described in the Unit Test Cases document and Functional Test Cases document. The contractor shall document the results of the unit and functional tests and provide test results to the State Project Manager.

**Deliverable Description:** Unit and Functional Test Results documents.

The following outline represents the minimum information dataset required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor.

#### **Test Results**

- 1. Test Case Group**
- 2. Results**
  - a. Issues tracking
  - b. Resolution
  - c. Recommendations

### **(H) 6.03 – TASK EIGHT: DEVELOP TRAINING PLAN AND SCHEDULE**

**Task Description:** The contractor shall define and structure an overall learning strategy to facilitate the acquisition of the knowledge, skills, and abilities that will enable the successful use and operation of the system.

**Deliverable Description:** Training Plan and Schedule Document

The following outline represents the minimum information set required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor.

#### **Training Plan and Schedule:**

- 1. Introduction**
- 2. Scope of Plan**
- 3. Learning Objectives**
- 4. Training Description**
  - a. Course Outlines
  - b. Proposed Training by Client Group
  - c. Training Duration by Event Type
  - d. Content, Themes, Knowledge Dispersed by Event Type
  - e. Prerequisites
- 5. Instructional Approaches and Educational Aids Description**
- 6. Evaluation Methods**
  - a. Definition of the criteria used to evaluate learners during and after the event, if applicable
  - b. Definition of the criteria used by learners to evaluate the trainers and the learning event
- 7. Required Resources**

8. Schedule

**(I) 6.03 – TASK NINE: TRAINING MATERIALS**

**Task Description:** The contractor shall provide a written description of all the actions that must be performed by the users to operate the system. This includes all capabilities of the system for both customers and MSCVC staff. The information must be to a level of details sufficient to support training and onboarding of new staff.

**Deliverable Description:** Training Manual document, online job aides, computer-based training program, and training videos. The following outline represents the minimum information dataset required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor.

**Training Manual**

**1. Overview**

- a. Course Outline
- b. Learning Objectives
- c. Roles and Responsibilities
- d. Work Processes

**2. Work Process (for each work process)**

- a. Purpose
- b. Overview
- c. Unit Tasks (for each unit Task)
- d. Purpose
- e. Step-by-step Instructions
- f. Screen Shots or Form Printouts
- g. Additional Instructions

**3. Lesson Exercises**

**4. Software Reference**

- a. Overview
- b. Guidelines

**5. User Interface Components (for each user interface component)**

- a. Purpose
- b. Description
- c. Usage

**Online Job Aides:** Access to existing internet-based training and help tools.

**Computer-Based Training:** Access to existing computer-based training materials for the solution.

**Training Videos:** Access to existing training videos.

**(J) 6.03 – TASK TEN: IMPLEMENTATION PLAN**

**Task Description:** The contractor must develop an Implementation Plan acceptable to MSCVC that complies with the requirements of this RFP. The contractor' shall make recommendations for specific implementation

strategies and provide the rationale for the strategy. The objectives of the Implementation Plan are to minimize disruption of services to MSCVC and to provide for an orderly and controlled transition to the new solution.

**Deliverable Description:** Develop and deliver the Implementation Plan document.

The following outline represents the minimum information required for this deliverable. The final deliverable outline will be mutually agreed upon between DOT&PF and contractor.

### **Implementation Plan**

- 1. Implementation Strategy**
  - a. Business Implementation Strategy
  - b. Systems Implementation Strategy
- 2. Risks and Assumptions**
- 3. Roles and Responsibilities**
- 4. Implementation Schedule, Tasks, and Activities**
  - a. Pre-Production System Testing
  - b. Production System Implementation
  - c. Production System Testing
  - d. Data Conversion
  - e. Training
- 5. Go-Live**
  - a. Cutover Strategy
  - b. Communications
    - i. Public Notices
    - ii. User Notices
  - c. Post Go-Live Support Plan

### **(K) 6.03 – TASK ELEVEN: DECOMMISSIONING PLAN**

**Task Description:** The contractor shall track through the life of the project, which databases, applications, services, and other technology shall be replaced by functionality of the fully configured vended solution. They shall additionally track which of the technologies must be kept for historical archive and reference or otherwise entirely removed from service. The contractor shall compile this information using output from previously created project deliverables. Where gaps exist, the contractor shall meet with the DOT&PF ISS staff to complete the required information. The contractor shall coordinate meetings to define areas of responsibility for decommissioning legacy technology.

**Deliverable Description:** Develop and deliver the Decommissioning Plan document.

The following outline represents the minimum information required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor.

### **Decommissioning Plan**

- 1. Overview**

2. **Process**
  - a. Definition of Classification and Criteria for Decommissioning
3. **Inventory & Analysis**
  - a. Applications
  - b. Data Elements - Databases, Tables
  - c. Configuration Items
  - d. Services
  - e. Source Code
  - f. Reports
  - g. APIs/Integrations
4. **Security**
5. **Roles and Responsibilities**
6. **Decommissioning Tasks and Schedule**

**(L) 6.03 – TASK TWELVE: SERVICE ALIGNMENT CONFERENCE**

**Task Description:** The contractor shall attend a Service Alignment Conference with goal of gaining final approval of all deliverables in the Installation phase. The Service Alignment Conference will act as a check point for analysis and evaluation, to determine whether the project is proceeding as planned, and to take corrective action as needed.

**Deliverable Description:** Attendance at and participation in the Service Alignment Conference. Completion of resolution and mitigation activities assigned to the contractor.

The following outline represents the agenda topics for this deliverable:

1. Have all "installation and testing" tasks been completed?
2. Does the system perform as expected?
3. Are there any open development issues?
4. How will these issues be resolved?
5. Is the system ready to proceed to the next phase?
  - a. If not, development related problems must be resolved, mitigated, or waived before progress can be made.
  - b. If not, requirements related problems must be resolved, mitigated, or waived before progress can be made.

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the above tasks that demonstrates, illustrates, and defines their understanding of the Installation requirements as defined in this section. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. Each section task must be addressed individually within the proposal for ease of evaluation.

**SEC. 6.04 IMPLEMENTATION**

The following table summarizes the Tasks, Schedule, and Deliverables associated with the Implementation phase. The contractor must complete all work associated with this Task and have provided the associated Deliverables to DOT&PF before September 30, 2024.

Task	Task Description	Delivery Schedule	Deliverables
6.04 – Task One	Conduct Train the Tester Training	As defined and agreed upon in the Contractor Project Plan	Train the Tester training, presentation materials, handouts, and learner evaluations
6.04 – Task Two	Provide Acceptance Testing Support	As Requested	Attendance at and participation in Acceptance Testing work sessions; Acceptance Testing environment, resolved issues, issues log
6.04 – Task Three	Install configured system into production environment	As defined and agreed upon in the Contractor Project Plan	Rollback plan, working system in production
6.04 – Task Four	Convert Data	As defined and agreed upon in the Contractor Project Plan	Conversion Report document; converted data in DOT&PF system
6.04 – Task Five	Train the Trainer Training for the Business	As defined and agreed upon in the Contractor Project Plan	Train the Trainer Training
6.04 – Task Six	Conduct System Administrator Training	As defined and agreed upon in the Contractor Project Plan	System Administrator Training; presentation materials; handouts; learner evaluations
6.04 – Task Seven	Service Alignment Conference	On or before 9/30/2024	Attendance at and participation on the Service Alignment Conference

**(A) 6.04 – TASK ONE: CONDUCT TRAIN-THE-TESTER TRAINING**

**Task Description:** The contractor shall provide train-the-tester training, in a classroom or virtual setting, to the DOT&PF acceptance testing team (5 – 10 people). The purpose of this training is to provide the team with the system navigation and operation knowledge they will need to successfully complete DOT&PF Acceptance Testing of the system.

**Deliverable Description:** Develop and deliver a Train-the-Tester training program to be delivered at a mutually acceptable time. All documentation, presentation materials, handouts, and learner evaluations must be provided in advance of the training session.

**(B) 6.04 – TASK TWO: PROVIDE ACCEPTANCE TESTING SUPPORT**

**Task Description:** The contractor shall create an Acceptance Testing environment, build, and load the Acceptance Testing database (includes conversion of Acceptance Testing data), and install the configured COTS in the Acceptance Testing environment. The contractor shall provide support (answer questions, solve specific problems, etc.) to the DOT&PF staff performing the acceptance testing. The contractor shall maintain an issues and resolution system to track and monitor system issues identified during testing. The information from this Task will be used by the DOT&PF project team in the development of the Acceptance Test Results document.

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**Deliverable Description:** Attendance at and participation in all Acceptance Testing work sessions as requested. In addition, the contractor shall provide an Acceptance Testing environment, database, and configured COTS to include processing updates to the configured COTS to resolve issues identified and logged in the issues and resolution system.

**(C) 6.04 – TASK THREE: INSTALL CONFIGURED SYSTEM INTO PRODUCTION ENVIRONMENT**

**Task Description:** The contractor shall install the configured COTS and database in the production environment and ensure that it has passed DOT&PF Acceptance Testing in the production environment on DOT&PF server(s). The contractor shall also ensure there is a rollback plan.

**Deliverable Description:** Rollback plan, configured COTS software components and database that has passed DOT&PF Acceptance Testing. Installed COTS software components and database that has passed DOT&PF Acceptance Testing. Software documentation for production environment.

**(D) 6.04 – TASK FOUR: CONVERT DATA**

**Task Description:** The contractor shall perform conversion per the Data Conversion Plan. The contractor shall convert data from existing DOT&PF data sources, load data into the configured database. The contractor shall describe the variances between the initial Conversion Plan, with its requirements, and the actual events. The contractor shall describe the variances observed between the conversion objectives and actual results. The Convert Data Task must be repeated to varying levels of detail for each environment (development, testing, and production).

**Deliverable Description:** Convert all required DOT&PF data, provide a loaded database that has been configured for DOT&PF use, and develop and deliver a written Data Conversion Report.

The following outline represents the minimum information required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor and will be documented in the final Contractor Project Plan:

**Conversion Report**

**1. Summary**

- a. Scope
- b. Conclusions

**2. Results Obtained**

- a. Scope
- b. Results and Variances
- c. Degree of Achievement Evaluation
- d. Plan to Actual Comparison

**3. Findings**

- a. Causes of Variances
- b. Validation of Working Assumptions
- c. Degree of Conformity Evaluation

**4. Corrective Measures**

- a. Variance Analysis
- b. Suggested Improvements
- c. Variance Impact Evaluation

**5. Recommendations**

**(E) 6.04 – TASK FIVE: TRAIN-THE-TRAINER TRAINING FOR BUSINESS**

**Task Description:** The contractor shall provide in depth training, in a classroom setting to DOT&PF business staff (10-15 people). The purpose of this training is to provide first time users, who have little or no previous training background on the new system with the knowledge they will need to both effectively and efficiently operate the system and to train other first-time users to operate the system. This training must cover and familiarize participants with the information contained in the User Guide.

**Deliverable Description:** Develop and deliver a Train-the-Trainer training program for a schedule duration of no less than 7.5 hours, at a mutually agreed upon time after the Installation and Configuration of the System in the Production Phase. All documentation, presentation materials, handouts, and learner evaluations must be provided in advance of the training session.

**(F) 6.04 – TASK SIX: SYSTEM ADMINISTRATOR TRAINING**

**Task Description:** The contractor shall provide system administrator training to DOT&PF business and information systems staff (2-6 people). The purpose of this training is to provide DOT&PF staff with administrative privileges and advanced functions and programs knowledge to ensure they are able to re-set or change various system settings, maintain system security files, etc.

**Deliverable Description:** Develop and deliver a System Administrator training program for a schedule duration of no less than 7.5 hours, at a mutually agreed upon time after the Installation and Configuration of the System in the Production Phase. The training must be live and offered in-person or virtually via webinar. All documentation, presentation materials, handouts, and learner evaluations must be provided in advance of the training session.

**(G) 6.04 – TASK SEVEN: SERVICE ALIGNMENT CONFERENCE**

**Task Description:** The contractor shall attend a Service Alignment Conference with goal of gaining final approval of all deliverables in the Implementation phase. The Service Alignment Conference will act as a check point for analysis and evaluation, to determine whether the project is proceeding as planned, and to take corrective action as needed.

**Deliverable Description:** Attendance at and participation in the Service Alignment Conference. Completion of resolution and mitigation activities assigned to the contractor.

The following outline represents the agenda topics for this deliverable:

1. Have all "implementation" tasks been completed?
2. Are there any open issues?
3. How will these issues be resolved?
4. Is the project ready to proceed to the next phase?

- a. If not, implementation related problems must be resolved, mitigated or waived before progress can be made.

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the above tasks that demonstrates, illustrates, and defines their understanding of the Implementation requirements as defined in this section. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. Each section task must be addressed individually within the proposal for ease of evaluation.

## SEC. 6.05 SYSTEM SUPPORT AND MAINTENANCE PLANNING

The following table summarizes the Tasks, Schedule, and Deliverables associated with the System Support and Maintenance Planning Phase. The contractor must complete all work associated with this Task and have provided all associated deliverables to DOT&PF before September 30, 2024.

Task	Task Description	Delivery Schedule	Deliverables
6.05 – Task One	Service Level Agreement	As negotiated during contract execution	Attendance at and participation in Service Level Agreement meetings and work sessions; and written comments; adherence to terms of SLA
6.05 – Task Two	Support and Maintenance Plan	As defined and agreed upon in the Contractor Project Plan	Attendance at and participation in Support and Maintenance Plan meetings and work sessions; and written comments; adherence to terms of Support and Maintenance Plan
6.05 – Task Three	Systems Operations Guide	As defined and agreed upon in the Contractor Project Plan	Operations Guide document.
6.05 – Task Four	System Administration Training	As defined and agreed upon in the Contractor Project Plan	Operations training; training materials

### (A) 6.05 – TASK ONE: SERVICE LEVEL AGREEMENT

**Task Description:** The contractor and DOT&PF shall negotiate and execute a Service Level Agreement that clearly distinguishes the states and the contractor’s responsibilities for providing system support and maintenance services.

**Deliverable Description:** Attendance at and participation in the Service Level Agreement meetings. Continued adherence to the terms of the Service Level Agreement as executed between both parties for the full duration of the contract. The contractor shall deliver support and maintenance services for which the contractor is responsible as defined by the Service level Agreement.

#### Service Level Agreement

1. General
2. External Agreements

- a. Contractor Support and Licensing Agreements
- b. SOA OIT Partner Services

**3. Description of Services**

- 4. Pricing and Payment Schedule
- 5. DOT&PF Responsibilities

**6. Incident Management**

- a. Authorized DOT&PF and Contractor Personnel
- b. Communication Path for Incident Reporting
- c. Incident Response Times
- d. Incident Escalation
- e. Service Reporting
- f. Incident Resolution
- g. Remedy

**7. Termination**

Appendix A: Support and Maintenance Plan

The Service Level Agreement shall be incorporated into the contract at the time of contract execution.

**(B) 6.05 – TASK TWO: SUPPORT AND MAINTENANCE PLAN**

**Task Description:** The contractor will participate in the assignment of frequency, responsible party, description, and list of IT assets within the Support and Maintenance Plan. This information will be determined based on the Service Level Agreement and any external agreements in place.

**Deliverable Description:** Attendance at and participation in the Support and Maintenance Plan meetings. Continued adherence to the terms of the support and maintenance plan as agreed upon between both parties for the full duration of the contract. The contractor shall deliver support and maintenance services for which the contractor is responsible as defined by the Support and Maintenance Plan.

The following outline represents the typical information required for the Support and Maintenance Plan document:

**Support and Maintenance Plan**

Assignment of frequency, responsible party, description, and list of IT Assets for each of the below subcategories:

**1. Incident Management**

- a. Incident Management

**2. Data Protection**

- a. Archive Restore Testing
- b. Backup Monitoring
- c. Backup Restore Testing
- d. Data Archive

- e. Disaster Recovery Drill
- f. Disaster Recovery Monitoring
- g. Manual Data Backup

**3. Monitoring**

- a. Application Monitoring
- b. Server Monitoring

**4. Maintenance**

- a. Infrastructure Firmware Patching
- b. Manual Application Maintenance
- c. Server Application Patching
- d. Server Operating System Patching

**5. Lifecycle Management**

- a. Documentation
- b. Hardware Lifecycle
- c. Hardware Warranty
- d. Service Agreements
- e. Software Lifecycle

**(C) 6.05 – TASK THREE: OPERATIONS GUIDE**

**Task Description:** The contractor shall provide a description of the actions that must be performed by DOT&PF ISS or contractor support staff to troubleshoot and resolve system issues.

**Deliverable Description:** Develop and deliver a detailed System Operations Guide.

The following outline represents the minimum information required for this deliverable. A final deliverable outline will be mutually agreed upon between DOT&PF and contractor and will be documented in the final Contractor Project Plan:

**Operations Guide**

**1. Overview**

- a. Operations Resources and References
  - i. Training Material, Test Cases, and System Design Documents
- b. Contacts
- c. External Agreements
  - i. SLA

**2. Roles and Responsibility**

- a. Support
- b. Maintenance

**3. System Overview**

- a. System Diagram
- b. File Directory
- c. Configuration Management

**4. System Administration**

- a. Shutdown and Startup
- b. Backup and Recovery
- c. Disaster Recovery
- d. Data Archiving
- e. Performance Tuning
- f. Security

**(D) 6.05 – TASK FOUR: SYSTEM ADMINISTRATION TRAINING**

**Task Description:** The contractor shall provide operations training to DOT&PF information systems staff (2 – 10 people). The purpose of this training is to provide the information systems staff with the knowledge they will need to install, operate, and support the system. This training must cover and familiarize participants with the information contained in the Operations Guide.

**Deliverable Description:** Develop and deliver an Operations Training program at a mutually agreed upon time after the Installation and Configuration of the System in the Production Phase. All documentation, presentation materials, handouts, and learner evaluations must be provided in advance of the training session.

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the above tasks that demonstrates, illustrates, and defines their understanding of the System Support and Maintenance Planning requirements as defined in this section. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. Each section task must be addressed individually within the proposal for ease of evaluation.

**SEC. 6.06 PROJECT CLOSURE / WARRANTY**

The following table summarizes the Tasks, Schedule, and Deliverables associated with the Project Closure / Warranty Phase of the Project. The contractor’ must complete all work associated with this Task and have provided the associated deliverables to DOT&PF no later than September 30, 2024.

Tasks	Task Deliverable	Delivery Schedule	Deliverables
6.06 – Task One	Warranty Period	As defined and agreed upon in the Contractor Project Plan	Resolved or corrected programs; train-the-trainer, operations, and system administrator coaching, updated user guide and operations guide
6.06 – Task Two	Participate in Project Completion Review	As defined and agreed upon in the Contractor Project Plan	Attendance at and participation in Project Completion Report meetings and work sessions; and written comments

**(A) 6.06 – TASK ONE: WARRANTY PERIOD**

**Task Description:** The contractor shall monitor DOT&PF use of system in a live production environment for 90 business days from completion of the Implementation Phase; resolve or correct program errors; provide system train-the-trainer, operations, and system administrator coaching as requested.

The following criteria will be used by DOT&PF to determine final acceptance of the deliverables provided by the contractor:

- a) The Contractor shall provide an Incident/Issue Report indicating all incidents have been resolved or mitigated.
- b) The Contractor shall provide paper and electronic copies of all deliverable documents to DOT&PF. DOT&PF must approve any exceptions to the delivery dates in writing.
- c) The Contractor shall verify, along with DOT&PF, to ensure that all deliverables for the project were completed as outlined in the Scope of Work.
- d) The Contractor shall develop all electronic document deliverables using DOT&PF approved software (i.e., MS Word, MS Excel, MS Visio, MS Project, and Adobe Pro). DOT&PF must approve any exceptions to this list in advance and in writing.
- e) The Contractor shall provide a system that is complete and operating correctly according to the DOT&PF's Requirements as stated in **Attachment E1 – Functional Requirements**.

**Deliverable Description:** Develop and deliver resolved or corrected programs , train-the-trainer, operations, and system administrator coaching, and updated user and operations guides to reflect any changes.

## **(B) 6.06 – TASK TWO: PARTICIPATE IN PROJECT COMPLETION REVIEW**

**Task Description:** The Contractor shall assist with the evaluation of the project with regard to its initial success parameters and to provide feedback to the client, stakeholders, and members of the project team. Information from this task will be used by DOT&PF project team in the development of the M060S Project Completion Report document.

**Deliverable Description:** Attendance at and participation in the Project Completion Report meetings and work sessions as requested. Review of draft Project Completion Report document with written comments.

The following outline represents the typical information required for the M060S document:

### **Project Completion Report**

- 1. Project Completion Summary**
- 2. Project Description**
  - a. Project Type
  - b. Project Profile
  - c. Organizational Structure
  - d. Deliverables
  - e. Project Size
  - f. Key Dates
  - g. Relationships with other Companies or Organizations
- 3. Project Evaluation**
  - a. Evaluation of Scope Management
  - b. Evaluation of Time Management

- c. Evaluation of Cost Management
- d. Evaluation of Quality Management
- e. Evaluation of Human Resources Management
- f. Evaluation of Communication Management
- g. Evaluation of Risk and Issue Management
- h. Evaluation of Procurement Management
- i. Evaluation of Integration Management
- j. Evaluation of Client Satisfaction

**4. Outstanding Items**

- a. Deliverable Approval
- b. Change Requests
- c. Issues

**5. Lessons Learned**

- a. Significant Achievements
- b. Major Problems

**6. Acknowledgements and Opportunities**

- a. Special Acknowledgements to Team Members
- b. Reuse Opportunities

**7. Project Closure Action Plan**

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the above tasks that demonstrates, illustrates, and defines their understanding of the Project Closure and Warranty requirements as defined in this section. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. Each section task must be addressed individually within the proposal for ease of evaluation.

## SECTION 7. OPTIONAL TASKS AND DELIVERABLES

This section contains several Tasks and Deliverables that are considered optional scope items. The hourly rates offered in response to this RFP on Attachment XXX – Cost Proposal shall be used to compensate the contractor if the state elects to have the contractor perform an Optional Task.

Task	Task Description	Delivery Schedule	Deliverables
7 – Task One	As-Needed System Modifications	As Requested	Additional System Modifications as requested
7 – Task Two	As needed Training	As Requested	Additional Training sessions as requested
7 – Task Three	Onsite Technical Support	As Requested	Onsite Technical Support as requested

### (A) 7 – TASK ONE: AS NEEDED SYSTEM MODIFICATIONS

**Task Description:** If requested by the State, the Contractor shall perform additional requirements analysis, design, configuration, and implementation activities for identified gaps in functionality required to meet the minimum requirements for compliance with the Federal Grant. All activities under this task must be documented and formally approved by the Business Owner prior to the Contractor proceeding with requested system modifications. The cost offered on **Attachment A, Cost Proposal** shall not be evaluated.

**Deliverable Description:** If requested by the state, develop a written request that describes and defines the As Needed System Modifications and seek approval of the State Project Manager. Completion and acceptance of the activities is subject to final acceptance by the Business Owner.

### (B) 7 – TASK TWO: AS NEEDED TRAINING

**Task Description:** If requested by the State, the Contractor shall perform additional training as needed. Training may be performed either on-site at a DOT&PF facility, by webinar, or in the form of desktop share. The hourly rates offered in response to Task Eleven shall apply to all onsite technical support. The cost offered on **Attachment A, Cost Proposal** shall not be evaluated.

**Deliverable Description:** If requested by the State, the Contractor shall deliver additional training sessions.

### (C) 7 – TASK THREE: TECHNICAL SUPPORT

**Task Description:** If requested by the State, the Contractor shall provide technical support as needed. The hourly rates offered in response to Task Eleven shall apply to all onsite technical support. The cost offered on **Attachment A, Cost Proposal** shall not be evaluated.

**Deliverable Description:** If requested by the State, the Contractor shall provide technical support.

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements that demonstrate, illustrate, and define the Offerors understanding of the Optional Tasks and Deliverables. There must be an individual narrative for each of the 11 categories described above. The narratives must demonstrate specifically how the Offeror would deliver these optional tasks.

## SECTION 8. PROPOSAL FORMAT AND CONTENT

### SEC. 8.01 PROPOSAL FORMAT AND CONTENT

The State discourages overly lengthy and costly proposals, however, 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. This RFP also provides a tool to assist the offeror and the state in determining that all items required in the RFP are clearly demonstrated in the offeror's proposal.

### SEC. 8.02 INTRODUCTION

**OFFERORS RESPONSE:** 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.

In addition to the introductory narrative, Offerors must also submit the following documents with the proposal:

1-Copy of the Offerors existing PCI Policy

2-Copy of the Offerors standard support model Service Level Agreement (SLA)

### SEC. 8.03 REQUIREMENTS

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements as required in Section Three that demonstrate, illustrate, and define the Offerors understanding of the Functional Requirements and how the proposed solution meets or exceeds the requirements of these sections. In addition, Offerors must also complete and submit **Attachment E1-Functional Requirements**.

**Each section of Section Three must be addressed individually for ease of evaluation.**

### SEC. 8.04 COORDINATION AND MANAGEMENT

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the tasks as required in Section 6.01 that demonstrates, illustrates, and defines their understanding of the Coordination and Management requirements as defined in Section 6.01. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success.

**Each task section must be addressed individually within the proposal for ease of evaluation.**

### SEC. 8.05 PRELIMINARY ANALYSIS AND SYSTEM ARCHITECTURE

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the tasks as required in Section 6.02 that demonstrates, illustrates, and defines their understanding of the Preliminary

Analysis and System Architecture requirements as defined in Section 6.02. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success.

**Each task section must be addressed individually within the proposal for ease of evaluation.**

## SEC. 8.06 INSTALLATION

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the tasks as required in Section 6.03 that demonstrates, illustrates, and defines their understanding of the Installation requirements as defined in Section 6.03. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success.

**Each task section must be addressed individually within the proposal for ease of evaluation.**

## SEC. 8.07 IMPLEMENTATION

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the tasks as required in Section 6.04 that demonstrates, illustrates, and defines their understanding of the Implementation requirements as defined in Section 6.04. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success.

**Each task section must be addressed individually within the proposal for ease of evaluation.**

## SEC. 8.08 SYSTEM SUPPORT AND MAINTENANCE PLANNING

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the tasks as required in Section 6.05 that demonstrates, illustrates, and defines their understanding of the System Support and Maintenance Planning requirements as defined in Section 6.05. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success.

**Each task section must be addressed individually within the proposal for ease of evaluation.**

## SEC. 8.09 PROJECT CLOSURE AND WARRANTY

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the tasks as required in Section 6.06 that demonstrates, illustrates, and defines their understanding of the Project Closure and Warranty requirements as defined in Section 6.06. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success.

**Each task section must be addressed individually within the proposal for ease of evaluation.**

## SEC. 8.10 OPTIONAL REQUIREMENTS

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements for each of the tasks as required in Section 7 that demonstrates, illustrates, and defines their understanding of the Optional Requirements as defined in Section 7. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. **Each task section must be addressed individually within the proposal for ease of evaluation.**

## SEC. 8.11 EXECUTION PLAN

**OFFERORS RESPONSE:** Offerors must provide comprehensive narrative statements that summarizes the Execution Plan to be implemented for the project. The statements should demonstrate, illustrate, and define their understanding of the requirements as seen in **Sections 6.01, 6.02, 6.03, 6.04, 6.05, 6.06, and 7**. The narratives must demonstrate specifically how the Offeror intends to execute each of these critical tasks and ensure project success. **Each task section must be addressed individually within the proposal for ease of evaluation.**

## SEC. 8.12 EXPERIENCE AND QUALIFICATIONS

**OFFERORS RESPONSE:** In addition to the narrative submissions as required in Section 1.04, Offerors must also provide:

1-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.

2-When developing the required organizational chart, the Offerors proposed team must be of a size sufficient to have the depth and experience in the delivery of the proposed software and services, within the time constraints defined within this RFP.

3-Offerors must also 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:

A-title

B-resume

C-location(s) where work will be performed

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

**The above items must be addressed individually in the proposal for ease of evaluation.**

## SEC. 8.13 COST PROPOSAL

**OFFERORS RESPONSE:** Offerors must complete and **submit Attachment A, Cost Proposal**. Failure to submit **Attachment A, Cost Proposal** shall result in the proposal being deemed non-responsive and the proposal will be rejected.

The costs offered on **Attachment A, Cost Proposal**, must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, hourly rates, payroll, supplies, overhead, licensing, profit, taxes, utilities, and insurance.

**Attachment A, Cost Proposal**, is a Microsoft Excel work book with 9 tabs as defined below. Each tab has instructions that are task specific.

1. **Tab 1 is titled Instructions:** This tab provides general instructions regarding what is required to complete the other tabs contained in the workbook.
2. **Tab 2 is titled Offered Cost Summary:** Upon completion of the following 7 tabs, the Offered Cost Summary tab will auto populate to allow Offerors to view their entire cost proposal in one location.
3. **Tab 3 is titled Section 6.01:** On this tab, Offerors must enter a fixed lump sum cost to complete six individual tasks within the Coordination and Management category. In addition to the lump sums for each task, the Offeror must also provide the cost basis for each lump sum in terms of hours' required and hourly rates as well as indicating any assumptions made while developing the lump sums for each task.
4. **Tab 4 is titled Section 6.02:** On this tab, Offerors must enter a fixed lump sum cost to complete eleven individual tasks within the Preliminary Analysis and System Architecture category. In addition to the lump sums for each task, the Offeror must also provide the cost basis for each lump sum in terms of hours' required and hourly rates as well as indicating any assumptions made while developing the lump sums for each task.
5. **Tab 5 is titled Section 6.03:** On this tab, Offerors must enter a fixed lump sum cost to complete twelve individual tasks within the Installation category. In addition to the lump sums for each task, the Offeror must also provide the cost basis for each lump sum in terms of hours' required and hourly rates as well as indicating any assumptions made while developing the lump sums for each task.
6. **Tab 6 is titled Section 6.04:** On this tab, Offerors must enter a fixed lump sum cost to complete seven individual tasks within the Implementation category. In addition to the lump sums for each task, the Offeror must also provide the cost basis for each lump sum in terms of hours' required and hourly rates as well as indicating any assumptions made while developing the lump sums for each task.
7. **Tab 7 is titled Section 6.05:** On this tab, Offerors must enter a fixed lump sum cost to complete seven individual tasks within the System Support and Maintenance Planning. In addition to the lump sums for each task, the Offeror must also provide the cost basis for each lump sum in terms of hours' required and hourly rates as well as indicating any assumptions made while developing the lump sums for each task.
8. **Tab 8 is titled Section 6.06:** On this tab, Offerors must enter a fixed lump sum cost to complete seven individual tasks within the Project Closure and Warranty. In addition to the lump sums for each task, the Offeror must also provide the cost basis for each lump sum in terms of hours' required and hourly rates as well as indicating any assumptions made while developing the lump sums for each task.
9. **Tab 9 is titled Section 7:** On this tab, Offerors must enter a fixed lump sum cost to complete seven individual tasks within the Optional Tasks. In addition to the lump sums for each task, the Offeror must also provide the cost basis for each lump sum in terms of hours' required and hourly rates as well as indicating any assumptions made while developing the lump sums for each task.

## SEC. 8.14 SOFTWARE DEMONSTRATION

A Software Demonstration will be conducted after the PEC has met and initially scored the written technical proposals received from the offerors as described in Section 8.16, Scoring Procedures.

As seen in Section 8.16 below, offerors that have scored above the natural point break after stage one scoring shall advance to the second stage of the evaluation process. The maximum number of evaluation points

available for the Software Demonstration is 50. The state will not be responsible for any expenses related to the Offerors software demonstration.

Offerors that have scored above the natural point break will be contacted by the procurement officer of record at the conclusion of Stage One scoring as defined in Section 8.16. Offerors will be responsible for arranging a “Teams” Meeting (or similar) video conference in coordination with the procurement officer.

The presentation shall be no longer than 60 minutes in length. The state will provide an additional 30 minutes for follow up questions. The presentation and resulting follow up questions and responses will be factored in the evaluation process. The procurement officer of record shall be the timekeeper for the presentations. The goal of the presentation is to allow DOT&PF staff to watch and understand how the proposed system operates.

The presentation shall cover the items included in **Attachment I - Software Demonstration Script**. The software system demonstrated must be the same system offered in response to this RFP.

The Software Demonstration is a required part of the RFP evaluation process. An Offerors failure to respond to the requirements of this section will cause their proposal to be determined non-responsive and rejected.

**OFFERORS RESPONSE:** If an Offeror is determined to have scored above the natural point break after stage one scoring, the offeror shall be invited to demonstrate their proposed software for scoring in stage two.

## SEC. 8.15 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 9, Evaluation Criteria and Contractor Selection**.

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.

## SEC. 8.16 SCORING PROCEDURE

The evaluation process for this RFP shall consist of two stages. The total points available is 1,000.

### STAGE ONE SCORING:

The initial stage of the evaluation will consist of scoring the following evaluation factors:

Section	Scoring Method and Process	Maximum Point Award
System Requirements	Based on the evaluation of written narratives submitted by Offerors	275
Coordination and Management – Section 6.01	Based on the evaluation of written narratives submitted by Offerors	35
Preliminary Analysis and System Architecture – Section 6.02	Based on the evaluation of written narratives submitted by Offerors	35
Installation – Section 6.03	Based on the evaluation of written narratives submitted by Offerors	45
Implementation – Section 6.04	Based on the evaluation of written narratives submitted by Offerors	45
System Support and Maintenance Planning – Section 6.05	Based on the evaluation of written narratives submitted by Offerors	35

Project Closure and Warranty	Based on the evaluation of written narratives submitted by Offerors	35
Experience and Qualifications	Based on the evaluation of written narratives submitted by Offerors	135
Cost Evaluation	Based on the evaluation of Cost Proposal	300
<b>TOTAL POINTS AVAILABLE</b>		<b>940</b>

Upon completion of the Stage One scoring process, scores will be reviewed and offerors with scores higher than the natural point break will advance to the Stage Two scoring phase of the evaluation.

**STAGE TWO SCORING:** The second stage of the evaluation will consist of scoring the following:

Section	Scoring Method and Process	Maximum Points Award
System Demonstration	Based on the evaluation of the demonstration delivered by the Offeror in relation to <b>Attachment I - Demo Script</b> .	30
Optional Requirements	Based on the evaluation of written narratives submitted by the Offeror	30
<b>TOTAL POINTS AVAILABLE</b>		<b>60</b>

The offeror with the highest score after both evaluation stages are complete shall be the apparent awardee.

## SECTION 9. EVALUATION CRITERIA AND CONTRACTOR SELECTION

The evaluation of this RFP is based on two stages as seen below. Stage one is worth 940 points and Stage Two is worth 60 points for a total maximum score of 1000.00

**Stage One Scoring:** For this RFP, Sections 9.01 through 9.09 are considered Stage One evaluation factors. The total number of points in Stage One is: **940**

### SEC. 9.01 REQUIREMENTS (275 POINTS)

Each category of requirements will be scored individually and totaled to determine the total points out of 300. Each category should be scored based on the total points available for the category:

- Customer Dashboard (15 pts)
- Manage and Issue Permits (55 pts)
- Routing (25 pts)
- Bridge and Utility Analysis (15 pts)
- Permit Workflow (25 pts)
- Configure Rules (40 pts)
- Accounting and Payment (30 pts)
- Manage Temporary Truck and Trailer Registrations (15 pts)
- Check for Compliance (15 pts)
- Administer Accounts (15 pts)
- Technical and Database (25 pts)

Each category will be evaluated against the questions set out below:

- 1) How well does the proposed solution meet the desired functionality represented in the requirements set?
- 2) How much customization is being proposed to help the proposed solution to meet the desired functionality?
- 3) How well did offeror demonstrate their understanding of open questions?
- 4) How well does the proposed solution resolve issues represented in open questions?

### SEC. 9.02 COORDINATION AND MANAGEMENT (35 POINTS)

**Proposals will be evaluated against the questions set out below:**

- 1) To what degree does the proposal demonstrated an understanding of the Coordination and Management requirements?
- 2) To what extent does the proposal represent a logical and rational way to coordinate and manage this project?

### SEC. 9.03 PRELIMINARY ANALYSIS AND SYSTEM ARCHITECTURE (35 POINTS)

**Proposals will be evaluated against the questions set out below:**

1. To what degree does the proposal demonstrated an understanding of the Preliminary Analysis and System Architecture requirements?
2. To what extent does the proposal define and describe the Preliminary Analysis and System Architecture process that will be utilized to complete the tasks required?

### SEC. 9.04 INSTALLATION (45 POINTS)

**Proposals will be evaluated against the questions set out below:**

1. To what degree does the proposal demonstrated an understanding of the Installation requirements?
2. To what extent does the proposal define and describe the process and methods that will be utilized to complete installation tasks required?

### SEC. 9.05 IMPLEMENTATION (45 POINTS)

**Proposals will be evaluated against the questions set out below:**

1. To what degree does the proposal demonstrated an understanding of the Implementation requirements?
2. To what extent does the proposal define and describe the process and methods that will be utilized to complete implementation tasks required?

### SEC. 9.06 SYSTEM SUPPORT AND MAINTENANCE PLANNING (35 POINTS)

**Proposals will be evaluated against the questions set out below:**

1. To what degree does the proposal demonstrated an understanding of the System Support and Maintenance Planning requirements?
2. To what extent does the proposal define and describe the process and methods that will be utilized to complete the System Support and Maintenance Planning tasks required?

### SEC. 9.07 PROJECT CLOSURE AND WARRANTY (35 POINTS)

**Proposals will be evaluated against the questions set out below:**

- 1) To what degree does the proposal demonstrated an understanding of the Project Closure and Warranty requirements?
- 2) To what extent does the proposal define and describe the process and methods that will be utilized to complete the Project Closure and Warranty tasks required?

### SEC. 9.08 EXPERIENCE AND QUALIFICATIONS (135 POINTS)

**Proposals will be evaluated against the questions set out below:**

1. To what extent does the offeror meet or exceed the minimum required experience as defined in section 1.04 in relation to deploying the proposed system?
2. To what extent does the offeror meet or exceed the minimum required experience as defined in section 1.04 with implementing the proposed system for state or local transportation entities?
3. To what extent does the offered project manager meet or exceed the minimum requirements as defined in section 1.04 in relation to successfully managing and implementing the proposed system since 2011?

## SEC. 9.09 CONTRACT COST (300 POINTS)

Overall, **30%** 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 11.15.

### End Stage One Scoring

**Stage Two Scoring:** For this RFP, Sections 9.10 and 9.11 are considered Stage Two evaluation factors. The total number of points in Stage Two is: **60**

## SEC. 9.10 SOFTWARE DEMONSTRATION (30 POINTS)

**Per Section 8.14**, offerors that have scored above the natural point break after stage one scoring shall advance to stage two of the evaluation process.

### Demonstrations will be evaluated against the questions set out below:

1. How well, and to what extent did the Offeror demonstrate the proposed systems Technical User Management capabilities to include:
  - a. Demonstrating the permitting process from start to finish;
  - b. Demonstrating the routing and bridge analysis for over legal vehicles; and,
  - c. Demonstrating how a technician will process payments in the proposed system.
2. How well, and to what extent did the Offeror demonstrate the proposed systems Customer Portal capabilities to include:
  - a. Demonstrating the User Interface for a customer ordering a permit from start to finish;
  - b. Demonstrating the online, public user interface for processing a transaction through to payment completion; to include displaying the accounting journaling that occurs; and,
  - c. Demonstrating the dashboard capabilities to allow users to see overview information.
3. How well, and to what extent did the Offeror demonstrate the proposed systems Reporting functionality and capabilities to include:
  - a. Demonstrating the reporting functionality to include daily logs;
  - b. Demonstrating program specific and financial reporting tools and capabilities.
4. How well, and to what extent did the Offeror demonstrate the proposed systems Administrative User Management capabilities to include:

- a. Demonstrating adding/changing various admin functionalities including setting permit fees, setting permit conditions, and change permit vehicle dimension Demonstrating program specific and financial reporting tools and capabilities.
  - b. Demonstrating the process required to add or change various permissions based on roles.
  - c. Demonstrating the differences between and Admin User vs. Non-Admin User.
5. How well, and to what extent did the Offeror demonstrate the proposed systems Notification functionality and capabilities to include:
- a. Demonstrating the various types of emails/alerts that can be auto-generated based on event triggers.

### SEC. 9.11 OPTIONAL REQUIREMENTS (30 POINTS)

Per Section 8.14, offerors that have scored above the natural point break after stage one scoring shall advance to stage two of the evaluation process.

**Proposals will be evaluated against the questions set out below:**

- 1) To what degree does the proposal demonstrated an understanding of the Optional requirements?
- 2) To what extent does the proposal define and describe the process and methods that will be utilized to complete the Optional tasks required?

### SEC. 9.12 ALASKA OFFEROR PREFERENCE

Does not apply, Federally Funded Project

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## SECTION 11. GENERAL PROCESS INFORMATION

### SEC. 11.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the State Project Manager. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### SEC. 11.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. 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.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

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

### SEC. 11.03 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

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access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

#### SEC. 11.04 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) 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. 11.05 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. 11.06 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 9. Evaluation Criteria and Contractor Selection**.

After 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.

#### SEC. 11.07 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. 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

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negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held via electronic methods.

### SEC. 11.08 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. 11.09 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will set out the names of all offerors and identify the offeror selected for award.

### SEC. 11.10 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."

#### SEC. 11.11 APPLICATION OF PREFERENCES

Does not apply, Federally Funded Project.

#### Sec. 11.12 ALASKA BIDDER PREFERENCE

Does not apply, Federally Funded Project.

#### SEC. 11.13 ALASKA VETERAN PREFERENCE

Does not apply, Federally Funded Project.

#### SEC. 11.14 ALASKA OFFEROR PREFERENCE

Does not apply, Federally Funded Project.

#### SEC. 11.15 FORMULA USED TO CONVERT COST TO POINTS

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). 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 using the formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

#### SEC. 11.16 EXAMPLES: CONVERTING COST TO POINTS & APPLYING PREFERENCES

##### (A) 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 lowest cost x 40 maximum points for cost = 1,600,000 ÷ \$42,750 cost of Offeror #2's proposal = 37.4*

**Offeror #3 receives 33.7 points.**

*\$40,000 lowest cost x 40 maximum points for cost = 1,600,000 ÷ \$47,500 cost of Offeror #3's proposal = 33.7*

**(B) ALASKA OFFEROR PREFERENCE**

**STEP 1**

Determine the number of points available to qualifying offerors under this preference.

100 Total Points Available in RFP x 10% Alaska Offeror preference = 10 Points for the preference

**STEP 2**

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	83 points	No Preference	0 points
Offeror #2	74 points	Alaska Offeror Preference	10 points
Offeror #3	80 points	Alaska Offeror Preference	10 points

**STEP 3**

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

Offeror #1	83 points	
Offeror #2	84 points	(74 points + 10 points)
<b>Offeror #3</b>	<b>90 points</b>	<b>(80 points + 10 points)</b>

**STEP 4**

**Offeror #3** is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

## SECTION 12. CONTRACT INFORMATION

### SEC. 12.01 CONTRACT PRICE ADJUSTMENTS

There are no contract price adjustments in this contract.

### SEC. 12.02 PROPOSED PAYMENT PROCEDURES

The State will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. The progress report must include the status of each deliverable to include a narrative summary percentage completion. No payment will be made until the progress report and invoice has been approved by the MSCVC project director.

The State reserves the right to negotiate a per invoice retainage rate prior to contract execution. The negotiated retainage rate shall not exceed 5% of any invoice. The negotiated retainage shall apply to invoices submitted for the Sections and Tasks with a Section:

Section	Description	Does Retainage Apply
6.01	Coordination and Management	No
6.02	Preliminary Analysis and System Architecture	Yes
6.03	Installation	Yes
6.04	Implementation	Yes
6.05	System Support and Maintenance Planning	Yes
6.06	Project Closure and Warranty	Yes
7	Optional Tasks	No

All funds retained during any single contract task shall be paid to the contractor upon successful completion and acceptance of the task.

### SEC. 12.03 PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall 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.

### SEC. 12.04 CONTRACT PAYMENT AND TRAVEL REIMBURSEMENT

**CONTRACT PAYMENT:** No payment will be made until the contract is approved by the Commissioner of the Department of Transportation and Public Facilities or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is

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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.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

**TRAVEL REIMBURSEMENT:** Travel is not allowed under this contract and travel expenses should not be included in the Cost Proposal.

### SEC. 12.05 LOCATION OF WORK

The location(s) the work is to be performed, completed, and managed is at the contractors' location.

The state will not provide workspace for the contractor. The contractor must provide its own workspace.

The contractor should not include in their price proposal any travel costs as this work can be accomplished remotely via a contractor provided VPN.

**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.**

**If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.**

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

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

### SEC. 12.06 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 these reports may be treated as a material breach and may be a basis for a finding of default.

### SEC. 12.07 SUBCONTRACTORS

Subcontractors will not be allowed.

### SEC. 12.08 JOINT VENTURES

Joint ventures will not be allowed.

### SEC. 12.09 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.

### SEC. 12.10 F.O.B. POINT

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

### SEC. 12.11 CONTRACT PERSONNEL

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

### SEC. 12.12 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 project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The MSCVC project director or procurement officer 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.

### SEC. 12.13 LIQUIDATED DAMAGES

The State will not pay any Execution Phase costs incurred by the contractor or charged to the State by the contractor after the date the Implementation must be completed. This date is September 30, 2024.

### SEC. 12.14 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.).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

1. Proprietary vehicle configurations

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.

## **SEC. 12.15 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.

## **SEC. 12.16 INSURANCE REQUIREMENTS**

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 procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, 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. Please see **Attachment C-Insurance Requirements - Appendix B-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.

**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 claim.

**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 claim.

## SEC. 12.17 TERMINATION FOR DEFAULT

If the project director or procurement 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.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 14. ATTACHMENTS**.

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## SECTION 13. GENERAL LEGAL INFORMATION

### SEC. 13.01 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the State's Standard Agreement Form for Goods and Non-Professional Services (form SCF.DOC/Appendix A). This form is provided as **Attachment B, Standard Contract Form** 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.

### SEC. 13.02 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

### SEC. 13.03 PROPOSAL AS PART OF THE CONTRACT

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

### SEC. 13.04 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. 13.05 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: <https://www.state.gov/trafficking-in-persons-report/>

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

### SEC. 13.06 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.

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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. 13.07 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. 13.08 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. 13.09 ASSIGNMENTS

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. Proposals that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

## SEC. 13.10 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. 13.11 SEVERABILITY

If any provision of the contract is found to be invalid or 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.

## SEC. 13.12 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with **SEC. 13.06 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. 13.13 SOLICITATION ADVERTISING

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

## SEC. 13.14 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased Federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
  - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;

- b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment taxes, that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
  - **State's Ability to Make Changes:** The state reserves the right to request verification of Federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
  - **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

## SECTION 14. ATTACHMENTS

### SEC. 14.01 ATTACHMENTS

Attachment A	Cost Proposal
Attachment B	Standard Contract Form with Appendix A
Attachment C	Insurance Requirements - Appendix B1
Attachment D-1	MSCVC Permitting as-is Context Map Overview
Attachment D-2	MSCVC Permitting as-is Context Map-Permits with Workflow
Attachment D-3	MSCVC Permitting as-is Context Map-Admin
Attachment D-4	MSCVC Permitting as-is Context Map-Accounting
Attachment D-5	MSCVC Permitting as-is Context Map-TRT
Attachment D-6	MSCVC Permitting to-be Context Map
Attachment E-1	Functional Requirements by Capability
Attachment E-2	Wells Fargo Payment Gateway Integration Methods
Attachment E-3a	Utility Rules - Anchorage
Attachment E-3b	Utility Rules - Kenai Peninsula
Attachment E-3c	Utility Rules Southeast Region
Attachment E-4	Active Permit Conditions List
Attachment E-5a	Condition Pack Example - IUH Attachment
Attachment E-5b	Condition Pack Example - IUH -C1
Attachment E-5c	Condition Pack Example - IUH-0
Attachment E-5d	Condition Pack Example - IUH-1
Attachment E-5e	Condition Pack Example - Single Unit Oversize
Attachment E-5f	Condition Pack Example - Snow Removal
Attachment E-6a	Predefined Specialty Permit Example - Culvert Pipes & Tanks
Attachment E-6b	Predefined Specialty Permit Example - Health & Safety
Attachment E-7	Permit Xport
Attachment E-8	Network Features Assessment
Attachment F-1	Data Mapping local Permits Inventory
Attachment F-2	Data Mapping IP Inventory (LP Utilities)
Attachment F-3	Data Mapping XOP Create a Permit Online
Attachment F-4	Data Mapping XOP
Attachment F-5	TRT
Attachment G	Oversize and Overweight Permit Manual
Attachment H	Chapter 25 - Operations-Wheeled Vehicles
Attachment I	Software Demonstration Script
Attachment J	SOA OIT third-party-security-2017
Attachment K	RFP Proposal Checklist
Attachment L	Proposal Evaluation Score Sheet