

**STATE OF ALASKA RFP NUMBER 2524H005
AMENDMENT NUMBER TWO**

AMENDMENT ISSUING OFFICE:



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

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: July 24, 2023

RFP TITLE:

MSCVC Roadway Permitting System Software

REVISED RFP PROPOSAL DUE DATE AND TIME: August 9, 2023 at 2:00PM Prevailing Alaska Time

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

Signature: Tom Mayer

Date: 7/24/2023

Name: Tom Mayer

Title: Procurement Specialist V

Vendor Signature

Business Name: _____

Date: _____

Printed Name: _____

Signature: _____

Title: _____

Please be advised the proposal due date has been changed as seen above and in Question 1 and Change 1 below.

The vendor community has submitted the following questions:

Question 1:

We request a 3-week extension in which to respond to the proposal from the July 28 submission deadline in order to formulate a responsive proposal that is approved by internal stakeholders.

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Answer 1: Please see above and **Change 1** below:

Question 2: In regard to Attachment E-1, Priority 3 tab, item B4.15, what is the current workflow to populate the AKBAS database, and how are results returned from AKBAS?

Answer 2: A permit tech manually runs a route in AKBAS and when results are generated the tech will manually type bridge crossing instructions into the existing permit program LPermit. If a bridge crossing is denied by the system, the permit tech will reach out to bridge design section for a direct recommendation.

Question 3: In regard to Attachment E-1, Priority 3 tab, item B4.16, what is this database?

Answer 3: It is the bridge inventory database. This database is owned and maintained by the bridge design section.

Question 4: In regard to Attachment E-1, Priority Tabs 1 and 2, Items R3.08, R3.04, and BA4.09, the requirements list ESRI Roads and Highways data available from the DOT. May the vendor utilize the DOT data through an ETL process to build a custom data format in order to support the web-based mapping and routing?

Answer 4: Pending review and approval by SOA IT, extracting Alaska DOT&PF Roadway Data, transforming into a custom data format, and then loading into the web-based mapping and routing solution would be acceptable.

Question 5: In regard to Attachment E-1, Priority Tab 1, Item TR11.04, can you please clarify the question, as written it is unclear how to answer?

Answer 5: Please see **Change 11** below. The question has been reworded for clarity and is now seen in red font.

Question 6: In regard to Attachment E-1, Priority Tab 1, Item R3.01, is it possible to provide complete data related to Route Network that Alaska want to use for routing?

Answer 6: Alaska DOT & PF maintains a public platform for exploring and downloading open data, all of which would be available to the vendor. Alaska DOT&PF open data includes: Assets & Roads, Boundaries, Facilities, Projects, Route Characteristics, Route Designations, and more. The open data portal can be accessed at:

<https://data-soa-akdot.opendata.arcgis.com>

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Question 7: In regard to Attachment E-1, Priority Tab 2, Item BA4.14, how are Utilities located for routing? Does Alaska have GIS data for the location of utilities?

Answer 7: Utilities are cleared by calling utility companies annually and keep data on word documents. Please see attachments E-3a, E-3b, E-3c. No GIS data for utilities. Utility checks are required by carrier when a load exceeds 17' in height.

Question 8: In regard to Attachment E-1, Priority Tab 1, Item R3.04, can Alaska elaborate what data Alaska expects the system to leverage and for what purpose?

Answer 8: Vendors are expected to leverage Alaska DOT&PF open data sources in their software solution. The open data portal includes access to: Assets & Roads, Boundaries, Facilities, Projects, Route Characteristics, Route Designations, and more. The open data portal can be accessed at:

<https://data-soa-akdot.opendata.arcgis.com>

Question 9: In regard to Attachment E-1, Priority Tab 1, items R3.08 and R3.09, is the solution expected to support permitting on all public roads (local, county, state, federal) or only on State DOT maintenance routes?

Answer 9: Yes, all public roads.

Question 10: In regard to Attachment E-1, Priority Tab 2, Item BA4.05, how many Bridges does Alaska have in their network?

Answer 10: Please see for following link for information regarding the volume of bridges:

[2019bridgeinventory.pdf \(alaska.gov\)](#)

Question 11: In regard to Attachment E-1, Priority Tab 2, Item BA4.05, can each bridge be identified individually in the network especially around interchanges?

Answer 11: Please see Question 10 above as this link identifies every bridge.

Question 12: In regard to Attachment E-1, Priority Tab 2, Item BA4.05, are records included for underpasses at interchanges?

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Answer 12: Please see Question 10 above as this link identifies underpasses.

Question 13: In regard to Attachment E-1, Priority Tab 3, Item TR11.29, can you please clarify the question, as written it is unclear how to answer?

Answer 13: Please see **Change 11** below. The question has been reworded for clarity and is now seen in red font.

Question 14: In regard to Attachment E-1, Priority Tab 3, Item R3.15, what effect would applying the "most restrictive weight restriction" to the entire route have?

Answer 14: During seasonal weight restrictions if a load needs to travel on weight restricted roads i.e. 75% restricted and 100% restricted the load would be subject to the most restrictive which is 75%.

Question 15: Can you elaborate on the expected support between the GIS data and the web-based mapping solution as seen in RFP Section 4.01 General Information, Item 6?

Answer 15: The State needs the permit to use the Data from existing GIS to route the load from origin to destination.

Question 16: How many types of permits are required in Alaska? The Attachment G document mentions three distinct permit types and further discusses three permits each with varying durations. Does this imply a total of nine permits, with each permit having three different durations? Alternatively, does it mean there are three single trip permits, one extended permit, and one multiple move permit?

Answer 16: There are oversize, overweight and oversize and overweight. In addition, there are durations such as 3 days (single trip), 1 month, 3 month, 6 month, 9 month and 12 month. There are also a variety of specialty permits with pre-set conditions.

Please see the list of permit types issued from the Local Permit (LP) In-House System below:

Single Trip Permits:

- Single Trip Oversize
- Single Trip Oversize/Overweight
- Single Trip Overweight

Extended period permits have weight and dimension restrictions, see 17 AAC 25.320

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- Extended Period Oversize
- Extended Period Oversize/Overweight
- Extended Period Overweight

“Condition Pack” permits in LP with pre-selected dimensions/conditions

- Single Unit Extended Period Oversize
- Industrial Use Highway (Annual permits issued once for the following year)
- Snow Removal Oversize

Please see the list of permit types issued as Word Documents below:

- CC – Car Carrier
- CP – Culvert Pipe & Tanks
- DSB – DOT Snow Blower Blade
- DSS – DOT Summer Seasonal
- DWS – DOT Winter Seasonal
- GSS – Government Summer Seasonal (for cities/boroughs/municipalities – not contractors)
- GSD – Government Snow Dump (for cities/boroughs/municipalities – not contractors)
- GWS – Government Winter Seasonal (for cities/boroughs/municipalities – not contractors)
- H – Hay
- HPS – Highway Paint Striper (Government owned or leased)
- HS – Health & Safety (To operate at 100% during weight restrictions)
- OSR – Overweight Snow Removal
- UP – Utility Pole
- XP – Extended Period for Truck/Trailer Combinations, NOT for single units. (Some XP permit templates are for 85’ in length or 16’ in height. These require approval to issue.)

Please see the list of permit types issued Online through MyAlaska below: These are available for limited dimensions and weight. They are issued/purchased by the carrier without Permit Office assistance. (Combination units only – NOT for single units.)

- **Single Trip Oversize**
 - Up to 10’6” wide
 - Up to 16’ high
 - Up to 85’ long
 - Up to 10’ rear overhang
 - Weight & front overhang must be legal
- **Single Trip Oversize/Overweight**
 - Up to 10’6” wide
 - Up to 16’ high
 - Up to 85’ long

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- Up to 10' rear overhang
 - Up to 125% overweight
 - Front overhang must be legal
 - **Extended Period Oversize**
 - Up to 10'6" wide
 - Up to 85' long
 - Up to 10' rear overhang
 - Weight, height, and front overhang must be legal
 - **Extended Period Oversize/Overweight**
 - Up to 10'6" wide
 - Up to 85' long
 - Up to 10' rear overhang
 - Up to 125% overweight
 - Height and front overhang must be legal
 - **Self-Issue Permits – (Limited Use - must be approved)**
 - P – Self Issue Pipe Permits
 - SP/TS – Self Issue Oversize Permit
 - TW – Self Issue Oversize & Overweight Permit
 - W – Self Issue Overweight only Permit (Currently discontinued)

Question 17:

As seen in RFP Section 11.03, please explain the Site Inspection, would a site visit be to the vendor's offices and/or other client site where we perform work?

Answer 17: If a site visit under Section 11.03 were to occur, it would be to the Vendors office and not to other client sites.

Question 18:

Does the solution need to access SAGE directly? If so what type of API does SAGE provide?

Answer 18: The new permit system needs to automatically create a CSV file each day, just as the current system does. State staff will then manually import the CSV file to Sage. But the permit system does not directly interact with Sage.

Below is a link to the documentation of the API for Sage Business Cloud Accounting:

<https://developer.sage.com/accounting/>

Question 19:

Where can we include pricing for the actual solution we are recommending for this solicitation? The tables provided in the "Cost Summary" tab do not align with how we currently price the

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solution as per our commercial model. Can we instead convey this pricing in a separate tab of the spreadsheet? Or in the ad-hoc text field at the bottom of the cost summary worksheet.

Answer 19: Please see **Change 10** below.

Question 20: Please confirm proposal timeframe regarding Stage 1 and Stage 2 specifically for notification of demonstration.

Answer 20: Please see **Change 3** below.

Question 21: Per Section 8.11 – Execution Plan, the "OFFERORS RESPONSE states the following:
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.

"Please explain what AK is looking for in response to 8.11. How is this question different than the detailed narratives to sections 6.01-6.06 and 7 above?"

Answer 21: Delete RFP Section 8.11 in its entirety. This section is not being replaced.

Question 22: Please further explain the warranty and maintenance periods as referenced 3 months and 1 year.

Answer 22: Please see **Change 5** below.

Question 23: Per Section 6.01, Task 2, Methodology, is the system to be hosted on premise?

Answer 23: No. Please see **Change 6** below.

Question 24: We are experiencing issues with cells on Attachment E-1 and specifically the Special Narratives tab. When exceeding the cell size we have experienced the ability to type in a considerable amount of text. When we have clicked out of the cell we are no longer able to see what we have typed which exceeds the cell space until we click back on the cell. We have not had consistent results with this though. We have also experienced, when clicking back on the cell to which our typed content exceeded the cell space we were unable to bring back up for viewing the amount of text which exceed the cell space. We are concerned that this could potentially

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occur with our submitted proposal. Could we utilize a self-created appendix, with references to clarify which row and cell the additional language refers or could you provide another option with greater reliability for the proposer?

Answer 24: Please see **Change 12** below.

Question 25:

Related to question #1 above, we have also experienced, when pasting text into a specific cell on the Attachment E-1 document Special Narrative tab, that when the text exceeds the cell size the additional text is pasted into the cell on the row directly below the cell we are attempting to paste into. This prevents us from responding to the appropriate requirement in the next row. Could a different solution for this purpose be provided?

Answer 25: Please see **Change 12** below.

Question 26:

Again referencing question #1 above, should a proposer wish to include images and diagrams in this narration to further, and possibly more fully, explain their proposal, we are unable to do so. Could a different solution for this purpose be provided or may proposers utilize a self-created appendix, as referenced in Q1 above?

Answer 26: Please see **Change 12** below.

Question 27:

In the text box at the end of Section 7, Optional Tasks and Deliverables, where OFFERORS RESPONSE instructions are provided, it is stated, "There must be an individual narrative for each of the 11 categories described above," yet Section 7 only includes three tasks. Should the statement refer to three categories or does each task in section 7 need to address the 11 categories listed on page 12 of the response (or some other list of categories)?

Answer 27: Please see **Change 7** below.

Question 28:

In attachment F-2, the following is found. Is the area in red font an oversight or could you provide further clarification please.

Answer 28: Please see **Change 13** below.

Question 29:

Will the state consider accepting proposals electronically via email?

Answer 29: Please see **Change 2** below.

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In addition to the above questions, the following changes are hereby incorporated:

Change 1: Delete Section 1.03 – Deadline for Receipt of Proposals in its entirety and replace with the following:

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:00PM prevailing Alaska Time on August 9, 2023**. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

Change 2: Delete Section 1.07 – Return Instructions in its entirety and replace with the following:

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, 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:

<p>Submitting by US Mail: Department of Transportation and Public Facilities Division of Administrative Services Attn: Tom Mayer RFP 2524H005 MSCVC Permitting Software P.O. Box 112500 Juneau, AK 99811-2500</p>	<p>Submitting by Courier Delivery Service Department of Transportation and Public Facilities Division of Administrative Services Tom Mayer RFP 2524H005 MSCVC Permitting Software 3132 Channel Drive, Suite 350 Juneau, AK 99801</p>
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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.

ELECTRONIC SUBMISSION:

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to:

dotstatewideprocurement@alaska.gov

as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

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The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

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.

Change 3: Delete *Section 1.12 – RFP Schedule* in its entirety and replace with the following:

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 | August 9, 2023 |
| • Stage One Evaluation Complete | August 16, 2023 |
| • Demo Scheduling | August 18, 2023 |
| • Demo | August 28, 2023 |
| • State Two Evaluation Complete | August 28, 2023 |
| • State of Alaska issues Notice of Intent to Award a Contract | August 29, 2023 |
| • State of Alaska issues contract | September 11, 2023 |
| • Contract start | September 11, 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.

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Change 4: Delete Section 4.02 – Anticipated Work Schedule and Contract Term in its entirety and replace with the following:

SEC. 4.02 ANTICIPATED WORK SCHEDULE AND CONTRACT TERM

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 (Warranty 10/1/2024 to 9/30/2025)	August 2024 to September 30, 2025
Execution Phase	August 2023 to September 2024
Operational Phase	October 2024 and forward

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 **September 30, 2025** (Execution Phase to include 1 year of maintenance and support starting on October 1, 2024). 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: At the end of the Execution Phase on September 30, 2024, the project must move to the Operational Phase for a one-year warranty period ending on September 30, 2025. If funding is available at the end of the one -year operational phase, the state may elect to extend the Operational Phase for up to a five-year period of maintenance and support.

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

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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.

Change 5: Delete **Section 6.06 – Task One: Warranty Period** in its entirety and replace with the following:

(A) 6.06 – TASK ONE: WARRANTY PERIOD

Task Description: The contractor shall monitor DOT&PF use of system in a live production environment for one year 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.

Change 6: Delete **Section 6.01 – Task Two – Contractor Project Plan** in its entirety and replace with the following:

(B) SEC.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

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, **web-based or software as a solution (SaaS) system hosted outside of the State of Alaska IT**

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system, 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 a 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.

Change 7: Delete Section 7 – Optional Tasks and Deliverables in its entirety and replace with the following:

SEC. 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 A – Cost Proposal - V2 – 7 24 2023** 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

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 – V2 – 7 24 2023** 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.

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.

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 three categories described above. The narratives must demonstrate specifically how the Offeror would deliver these optional tasks.

Change 8: Delete **Section 8.13 – Cost Proposal** in its entirety and replace with the following:

SEC. 8.13 COST PROPOSAL

OFFERORS RESPONSE: Offerors must complete and **submit Attachment A, Cost Proposal – V2 – 7 24 2023**. Failure to submit **Attachment A, Cost Proposal – V2 – 7 24 2023** shall result in the proposal being deemed non-responsive and the proposal will be rejected.

The costs offered on **Attachment A, Cost Proposal – V2 – 7 24 2023**, 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 - V2 – 7 24 2023, is a Microsoft Excel workbook with **10 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 eight 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 Software:** On this tab, Offerors must enter the one-time cost to purchase the software and the annual licensing fee.
4. **Tab 4 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.
5. **Tab 5 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.

6. **Tab 6 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.
7. **Tab 7 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.
8. **Tab 8 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.
9. **Tab 9 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.
10. **Tab 10 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.

Change 9: Delete **Section 8.14 – Software Demonstration** in its entirety and replace with the following:

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 30**. 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.

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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.

Change 10: Delete **RFP Attachment A – Cost Proposal** in its entirety and replace with the following file:

RFP 2524H005 – Attachment A – Cost Proposal – V2 – 7 24 2023

Change 11: Delete **RFP 2524H005 - Attachment E-1 – Functional Requirements** and replace with the following file. In addition to clarifying several requirements as seen in red font in the Attachment, the Specific Narratives tab has been deleted from this attachment. Please see **Change 12** for additional information.

RFP 2524H005 – Attachment E-1 – Functional Requirements - V2 – 7 24 2023

Change 12: With the issuance of Amendment 2 for RFP 2524H005, a new attachment titled “RFP 2524H005 – Attachment E-1-A - Functional Requirements – Narrative Responses” is hereby incorporated into this RFP. This new attachment replaces the Specific Narrative tab deleted under **Change 11** above.

RFP 2524H005 – Attachment E-1-A – Functional Requirements – Narrative Responses

Change 13: Delete **RFP 2524H005 – Attachment F1 to F5** in its entirety and replace with the following file:

RFP 2524H005 – Attachment F1 to F5 – V2 – 7 24 2023