



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Environmental Conservation

Division of Administrative Services

555 Cordova Street
Anchorage, Alaska 99501

DECDAProcurement@alaska.gov

RFP # 18-600-24 – Addendum One

To: RFP # 18-600-24
Interested Parties

Date: Wednesday, March 27, 2024

From: Bryant Trujillo – Procurement Specialist 3
Department of Environmental Conservation
Division of Administrative Services

Subject: RFP # 18-600-24
Addendum One

The solicitation package for **Request for Proposals (RFP) 18-600-24 – OpCert Database Application** for the State of Alaska, Department of Environmental Conservation (DEC), Division of Water is hereby clarified or changed as follows:

1. **SEC. 7.01 ATTACHMENTS** adds the following documents to the solicitation: 4. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower-tier Covered Transactions Form; 5. Certification Regarding Lobbying Form; 6. System for Award Management (SAM) Helpful Information; and 7. Certification Regarding Drug-free Workplace Requirements Form.
2. Questions submitted by an interested party and answers provided by the Division of Water representatives.

Addendum One is hereby made part of the RFP and comprises four (4) pages.

All other terms and conditions for this RFP remain unchanged.

Issued by: Bryant Trujillo
Title: Procurement Specialist 3
Email: decdasprocurement@alaska.gov

Questions & Answers

1. Minimum Requirement Flexibility:

- a. 5 Years - Jira Software Applications. Could there be flexibility towards this requirement? I'm under the impression that Jira can be picked up quickly by those having utilized similar tools and/or have extensive technical experience in agile methodologies, which appears more pertinent to the success of the project. Please advise if an amendment to the RFP is possible in order to dismiss the Jira requirement or to broaden it to allow for experience with similar tools.
 - Tracking project progress is done using Jira, which is the State's preferred platform. There is no flexibility to this requirement.
- b. Current System Documentation and Functionality:
 - The Division does not have current system documentation available.
- c. Can you provide detailed documentation of the current OpCert DB desktop user interface, including workflow diagrams, a comprehensive list of functionalities, and the total number of screens/forms? Access to screenshots or demos would also be appreciated for a better understanding of the existing system.
 - There are approximately 70 windows, forms, and dialog panels. We do not have documentation, workflow diagrams, or a comprehensive list of functionalities.
- d. Will access to this existing OpCert DB desktop app's codebase be available?
 - Once the contract is awarded, the contractor will have access to the code.
- e. If so, what programming languages and frameworks are used for that?
 - C#, .net 4.8, ADO.Net for database connection, Microsoft ReportViewer referenced for embedded SSRS reports, log4net for logging, and EPPplus for Excel document viewing.

2. Integration and Online Applications:

- a. How many internal and external interfaces does the new web application require?
 - One internal interface is required.
- b. Can you provide documentation to assess integration requirements more accurately?
 - The Division does not have current documentation available.
- c. Is an API expected to be developed in order to serve necessary data to existing interfaces requesting data?
 - No, this is not an expectation.
- d. Does the current public/private online interface for the OpCert DB directly pull information from the same databases as the desktop application?
 - Yes.

3. Database and Cloud Infrastructure:

- a. Could you provide the SQL database schema? This would greatly assist in analyzing the existing workflows to better evaluate the work required for functionality migration.
 - Please see the attachment to this addenda for more information.

- b. How many operational databases are in use?
 - One, currently.
- c. Is this a SQL Server database?
 - Yes, it is.
- d. What cloud platform is currently hosting the OpCert DB? Are there specific configurations, limitations, or compliance requirements we should be aware of?
 - Microsoft Azure. Currently, we have virtual servers with IIS and SQL Server installed, making it so we don't have to configure our apps for the cloud. The goal in the future is to migrate the apps into an Azure server-less environment. The app should be designed with this eventual goal in mind avoiding design choices that make this transition difficult.

4. Additional Functionality and System Improvements:

- a. Are there examples of additional functionalities identified as necessary in the past but not yet implemented? Understanding these can help us estimate the scope of work more accurately.
 - Not at this time.
- b. Does the contract allow for database schema modifications to implement new functionalities or improve existing workflows?
 - Yes, in consultation with program staff, the Office of Information Technology (OIT), and the database maintenance contractor.

5. Transition and Collaboration:

- a. What are the expectations for the handover process from the current contractor to ensure a seamless transition?
 - The current contractor will still have a database maintenance contract until the end of the State fiscal year 2026 – from July 1, 2025, to June 30, 2026 – and will be available to consult on an as-needed basis.
- b. How many OpCert staff currently rely on the desktop application for their daily tasks?
 - Six, currently.

6. Development Operations and Code Management:

- a. Will we be solely responsible for setting up/managing code pipelines and deployment processes for the new web application, or can we expect collaboration with DEC OIT?
 - The Department of Environmental Conservation (DEC) OIT will be deploying.
- b. Is there a pre-existing source code repository platform (e.g., GitHub, GitLab, Bitbucket) that the state prefers to use for this project?
 - We currently use SVN.
- c. Who will be responsible for setting up the repository and managing access permissions?
 - OIT staff will be responsible for this task.
- d. Is there a predefined/existing testing environment, including test databases and deployment servers?
 - Yes.
- e. If not, who will be responsible for setting up these environments?
 - There are existing testing environments.

7. Performance Requirements:

- a. Are there specific performance benchmarks the new web application must meet (e.g., response times, concurrent user handling, data processing speeds)?
 - The new application must be able to accommodate five to eight concurrent users without any performance issues. Current response times for the desktop application are unacceptably long, up to a minute or more when attempting to pull certain person records. The Division is looking for a response time of, at most, a few seconds.

8. User Training and Documentation:

- a. Are there requirements for training OpCert staff on the new application?
 - There are no formal requirements, but the contractor must contact OpCert staff throughout project development, and OpCert staff must be able to test and provide feedback on all elements of the application prior to finalization.
- b. If so, who will be responsible for creating training materials and conducting training sessions?
 - No formal training materials or sessions will be required of the winning offeror.
- c. Is comprehensive documentation of the system architecture, codebase, and user guides a requirement of the project deliverables? Knowing the extent of the document expected will allow me to allocate appropriate resources.
 - No, this is not a requirement.

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

End of Addendum