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1. **SCOPE:** This specification is a Request for Offer (RFO) to provide development, integration, implementation and maintenance services to support compatible, uniform, and interoperable Intelligent Transportation Systems (ITS) for the Statewide Development and Integration (SDI) program administered by TxDOT’s Traffic Operations Division (TRF). Task Orders (TOs) will be issued for, but not limited to the following types of projects to support SDI:

1.1. System development and integration services.

1.2. Software subsystem and application development, integration, implementation and maintenance to include but not be limited to:

1.2.1. User Interface

1.2.2. Backup System Configuration

1.2.3. Maintenance

1.2.4. Notification

1.2.5. Dynamic Message Sign

1.2.6. Message Queuing

1.2.7. Message Scheduling

1.2.8. Highway Advisory Radio

1.2.9. Lane Control Signals

1.2.10. Flow Management

1.2.11. Closed Circuit Television
1.2.12. Environmental Sensors
1.2.13. Transportation Sensors
1.2.14. Railroad Detection
1.2.15. Commercial Vehicle Management
1.2.16. Border Safety Inspection Facility
1.2.17. Event Management
1.2.18. Courtesy Patrol
1.2.19. Travel Time
1.2.20. Traveler Information
1.2.21. Command and Status Distribution
1.2.22. Software Administration
1.2.23. Data Archiving
1.2.24. Center-to-Center Infrastructure
1.2.25. Center-to-Center Plug-in
1.2.26. Integrated Database

1.3. Database design and development
1.4. Maintenance of Intelligent Transportation Systems (ITS)
1.5. Implementation of ITS Standards
1.6. Plan, evaluate and recommend changes or additions to improve ITS and Advanced Traffic Management System (ATMS) operations

2. DEFINITIONS OF TERMS AND ACRONYMS

2.1. ATMS – Advanced Traffic Management System
2.2. BSIF – Border Safety Inspection Facility
2.3. DBMS – Database Management Systems
2.4. CM – TxDOT Configuration Manager
2.5. COTS – Commercial Off-The-Shelf Software
2.6. Configuration Management Strategy – TxDOT process used on the software applications it controls and manages.
2.7. CVISN – Commercial Vehicle Information Systems and Networks

2.8. FileNet – Software used by TxDOT for managing content and business processes.

2.9. HUB – Historically Underutilized Business

2.10. HSP – HUB Subcontracting Plan

2.11. ITS – Intelligent Transportation Systems

2.12. JAD – Joint Application Design

2.13. PM – Vendor Project Manager

2.14. POCN – Purchase Order Change Notice

2.15. Project Team – Vendor’s personnel directly assigned to work on a task order (does not include key personnel).

2.16. RFO – Request for Offer

2.17. SDI Program – TxDOT’s Statewide Development and Integration program of ITS projects for statewide development and integration of ITS on the state transportation system.

2.18. SDI PM – SDI Program Manager

2.19. SDIWG – SDI Working Group

2.20. TAC – Texas Administrative Code

2.21. TO – Task Order: Formal description, pricing and authorization of specified work activity.

2.22. TMC – Traffic Management Center

2.23. TRF – Traffic Operations Division of TxDOT

2.24. TSD – Technology Services Division of TxDOT

2.25. TxDOT District Office – TxDOT’s 25 regional offices.

3. APPLICABLE LAWS AND STANDARDS: The vendor shall provide the specified service requirements in accordance with all federal, state and local applicable laws, standards and regulations necessary to perform the services, including, but not limited to:


3.2. Code of Federal Regulations Title 23, Part 940

3.3. Safe, Accountable, Flexible and Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

3.4. TxDOT Core Technology Architecture: Version 5.3.2, December 2006

3.5. TxDOT Data Architecture: Version 3.0, February 2006
3.6. TxDOT (GIS) Technical Architecture: Version 1, August 2004 – TSD of TxDOT

3.7. TxDOT Graphic Data Standard: Version 1, August 2004

3.8. TxDOT TRF Configuration Management Strategy June 2002

4. BACKGROUND: TxDOT has TMCs located throughout the department’s 25 districts. TMCs with SDI program applications exist in the following districts: Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Laredo, San Antonio, Waco and Wichita Falls. Throughout the term of the purchase order existing centers will require upgrade and maintenance support at various levels. Future TMCs with SDI Program applications are planned for the following districts: Atlanta, Beaumont, Brownwood, Bryan, Childress, Lubbock, Lufkin, Odessa, Paris, Pharr, San Angelo, Tyler, and Yoakum. Eight BSIFs, using SDI Program applications, are planned for the following locations: El Paso (2), Eagle Pass (1), Laredo (2) and Pharr (3). These BSIF locations will provide commercial vehicle safety information to the State of Texas CVISN applications. CVISN applications require development and maintenance for the term of the purchase order. Since 1996, TxDOT has provided program funding to support over 100 task order directed ITS related activities for the districts. These activities have been performed through multiple contracts and multiple contractors.

5. RESPONDENT QUALIFICATIONS: The respondent shall:

5.1. Be a company engaged in the business of providing system and software development, integration and maintenance for advanced ITS, networks, and communications for a minimum of three years within the last five years. Recent start-up businesses do not meet the requirements of this solicitation. A start-up business is defined as a new company that has no previous operational history or expertise in the relevant business and is not affiliated with a company that has that history or expertise.

5.2. Have a minimum of three years within the last five years experience performing system integration.

5.3. Have a minimum of two years within the last five years experience performing jobs that are similar in size and complexity.

5.4. Have experience working with local, state, or federal entities in the planning, development and implementation of ITS.

5.5. Be in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees such as state franchise fees. TxDOT reserves the right to request a copy of the respondent’s audited or un-audited financial statement.

When financial statements are requested, TxDOT will review the respondent's audited or un-audited financial statement to this solicitation in accordance with Texas Government Code, Title 10, Subtitle D, Section 2156.007 to evaluate the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service required in the solicitation. TxDOT will be the sole judge in determining the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service. Factors to be reviewed include:

5.5.1. Balance sheets.

5.5.2. Net working capital.
5.5.3. Current asset ratio.

5.5.4. Liquidity ratio.

5.5.5. Auditor(s) notes.

5.5.6. Any notes to the financial statements.

6. **KEY PERSONNEL QUALIFICATIONS:** The respondent shall provide the following key personnel:

6.1. **PM:** Have a minimum of five years within the last seven years work experience in all of the following:

   6.1.1. Managing large software integration projects.
   
   6.1.2. Providing project management services.
   
   6.1.3. Implementing enterprise level IT solutions.
   
   6.1.4. Using structured software development methodologies and standards.
   
   6.1.5. Analyzing ITS requirements and developing configuration and enhancement specification documents.

6.2. **Systems Leader and Software Leader:** Shall each have a minimum of five years of experience within the last seven years in ITS system software development and integration in each of the following functional areas:

   6.2.1. Control, monitoring and communications with traffic control devices in the field, including, but not limited to:

      6.2.1.1. Dynamic message signs.
      
      6.2.1.2. Closed circuit television.
      
      6.2.1.3. Lane control signals.
      
      6.2.1.4. Vehicle detection systems.
      
      6.2.1.5. Environmental sensor systems.
      
      6.2.1.6. Commercial vehicle systems (weigh-in – motion, static scales, etc.).
      
      6.2.1.7. Vehicle identification systems (transponders).
      
      6.2.1.8. Highway advisory radio systems.

   6.2.2. Traffic conditions displays, geographic information systems and database, and interface with application programs.

   6.2.3. Integrated graphic user interface for operator workstations.

   6.2.4. Incident management and automation of traffic operations.
6.2.5. Relational database management and database interfaces with application programs.

6.2.6. Dynamic message sign integration.

6.2.7. Video integration and distribution.

6.2.8. Client server architecture design and network integration Local Area Network (LAN) and Wide Area Network (WAN).

6.2.9. Communications of incident data, video, and display of traffic conditions on the Internet.

6.3. **PROJECT TEAM**: Project team members shall:

6.3.1. Have a minimum of two years of experience within the last five years in system software development and integration.

6.3.2. Possess the skills and knowledge required to complete the requirements of the TO including but not limited to:

- 6.3.2.1. Software development concepts and standards
- 6.3.2.2. Software design tools
- 6.3.2.3. Software development
- 6.3.2.4. Internet and Web design
- 6.3.2.5. Office productivity tools
- 6.3.2.6. Communications software and protocols
- 6.3.2.7. ITS
- 6.3.2.8. Operating Systems
- 6.3.2.9. ATMS
- 6.3.2.10. Configuration management tools
- 6.3.2.11. Geographic Information Systems
- 6.3.2.12. DBMS
- 6.3.2.13. DBMS Tools
- 6.3.2.14. Computer Hardware
- 6.3.2.15. Microprocessors and firmware
- 6.3.2.16. Networks
- 6.3.2.17. Video
7. **VENDOR REQUIREMENTS:** The vendor shall:

7.1. Adhere to the TxDOT Terms and Conditions identified on the solicitation.

7.2. Provide all labor, materials and equipment to support the software, meeting the requirements of the specified services throughout the term of the purchase order.

7.3. Provide remote communication devices such as cellular telephones or other appropriate technology for key personnel and the project team.

8. **KEY PERSONNEL REQUIREMENTS**

8.1. The PM, Systems Leader or Software Leader shall have the primary responsibility for the day-to-day operation of the service in accordance with the requirements of the purchase order.

8.2. The PM shall serve as a constant primary point of contact for TxDOT.

8.3. The PM, Systems Leader and Software Leader shall be permanent staff employees of the vendor’s firm.

8.4. The PM, Systems Leader and Software Leader shall oversee all of the work performed under TOs.

8.5. The PM, Systems Leader and Software Leader shall possess written and oral communication skills with the ability to communicate with people of all technical levels.

9. **PROJECT MANAGEMENT APPROACH:** The vendor shall provide a project management methodology and management approach that ensures completion of all TOs to specified quality standards.

9.1. **PROJECT METHODOLOGY:** The vendor shall establish a plan including written project controls, standards and procedures for all TOs for which the vendor will be responsible. These documents will be reviewed and approved by TxDOT. This requirement includes, but is not limited to:

9.1.1. Maintaining a master schedule of all TO timelines, milestones and deliverables

9.1.2. Meeting attendance and participation, which shall include but is not limited to:

9.1.2.1. ITS Technical Committee meetings

9.1.2.2. SDIWG meetings

9.1.2.3. General project status meetings

9.1.2.4. TO specific status meetings

9.1.2.5. District meetings as authorized by TxDOT

9.1.2.6. Other meetings as required by TxDOT
9.1.3. Configuration management
9.1.4. Business process reviews
9.1.5. Timekeeping procedures
9.1.6. Submission of deliverables
9.1.7. Submission of proposed TOs
9.1.8. Meeting procedures

9.2. COMMUNICATION PLANNING: The vendor shall have a communication plan that facilitates organizational communication and identifies strategies for effective communication throughout the life of the purchase order.

9.2.1. The vendor shall administer the work by establishing and maintaining communication with all groups related to the project. The activities of the vendor project team shall be directed, coordinated and communicated to ensure that the project progresses as outlined in the approved project work plan and is completed on schedule.

9.2.2. Meetings shall be scheduled as required by the TxDOT project management team or the vendor. The vendor's Project Manager and personnel shall be available to provide information reports, audits or other special reports as required by TxDOT.

9.3. RISK MANAGEMENT: The vendor shall identify and assess potential risks to each TO project and identify and manage actions to avoid, mitigate, or manage those risks. This shall include, but not be limited to, the following:

9.3.1. Provision of the appropriate methods, tools, and techniques for active identification and assessment of project risks.

9.3.2. Development of risk mitigation actions.

9.3.3. Risk response planning and management strategies.

9.3.4. Monitoring and reporting of risk status throughout the life of the project.

9.4. ISSUE MANAGEMENT: The vendor shall have an Issue Management process that includes:

9.4.1. Issue identification and tracking.

9.4.2. Time frames for resolution.

9.4.3. Responsible parties.

9.4.4. Specific steps to be taken on issues or disputes arising during the implementation process, including approval and escalation procedures.

9.4.5. Issue Resolution Plan addressing each issue identified.
9.5. CHANGE MANAGEMENT: TxDOT must approve any changes to TOs. The vendor shall have a change management process that includes:

9.5.1. Change identification and tracking.

9.5.2. Timeframes for resolution, responsible parties, and specific steps to be taken on issues or disputes arising during the implementation process, including approval and escalation procedures.

9.6. ACCEPTANCE MANAGEMENT: The vendor’s proposed acceptance management process for each TO shall include, but is not limited to:


9.6.2. Timeframes for proposed acceptance based on the work plan.

9.6.3. Responsible parties.

9.6.4. Specific steps to be taken on issues or disputes arising with the deliverables, including approval and escalation procedures.

9.6.5. Criteria for acceptance or rejection that is approved by both the vendor and TxDOT within the early phase of the project.

10. SYSTEM AND SOFTWARE DEVELOPMENT, INTEGRATION, AND IMPLEMENTATION SERVICES: The vendor shall provide system development and integration services in conjunction with TRF and the TxDOT districts involved in ITS. The system functionality and business requirements will be specified in each TO and may include but are not limited to:

10.1. Use of a formal software development process that is consistent with the Capability Maturity Model Integration (CMMI), Version 1.2.

10.2. DETAIL DESIGN CUSTOMIZATION: Vendor-facilitated JAD sessions shall be included in any proposed approach to develop a detailed design document that will require approval by TxDOT prior to proceeding with development or customization for a TO. It is anticipated that JAD sessions, at various times would, in addition to the vendor, include project team personnel as well as representatives from the user community. The vendor shall provide a JAD Schedule with personnel assignments after the Project Kickoff Meeting and prior to the first JAD Session. The vendor shall begin JAD sessions on a mutually agreed upon start date. The vendor shall provide JAD summaries to TxDOT within three working days of each JAD session.

10.3. DATABASE DESIGN AND IMPLEMENTATION: When a TO requires modification or creation of a database, the vendor shall develop and present a technical database design (logical and physical data models), for TxDOT written approval prior to implementing, using a methodology that:

10.3.1. Identifies entities (roles, events, locations, and end user data).

10.3.2. Identifies relationships (associations between entities using a relationship matrix).

10.3.3. Identifies cardinality (number of occurrences of one entity for a single occurrence of the related entity).
10.3.4. Defines primary keys (data attributes that uniquely identify one and only one occurrence of each entity).

10.3.5. Identifies and maps attributes (fields essential to the system development).

10.3.6. Includes a comprehensive data dictionary.

10.3.7. Maps data from old data in the current system to new data in the new database, including data source field, file and table names.

10.3.8. Uses TxDOT’s data modeling tool, currently ERWIN® 4.1.4.4033, to develop and documents the database design for each component.

10.3.9. Includes database integration and verification support.

10.3.10. Includes life-cycle maintenance support of database(s).

10.4. CUSTOMIZATION APPROACH: The vendor shall manage each TO to ensure quality, project success, long-term viability and optimal cost of ownership. The proposed approach shall result in detailed design documents that will require approval by TxDOT prior to proceeding with customization.

10.5. INTERFACE DEVELOPMENT: When stated in a TO, the vendor shall be responsible for creating a Systems Interface or Protocol Design document which will describe the design, development, testing, and deployment of automated interfaces and file transmissions.

10.6. IMPLEMENTATION APPROACH: Based on the requirements of the TO, the vendor’s solution for implementation shall include, but is not limited to the following:

10.6.1. Infrastructure Set-up: When awarded a TO, the vendor shall assess the additional requirements for the system environment and provide the documented specifications for any changes to infrastructure, if needed. The specification document must be approved by TxDOT and shall include requirements to host the development, testing, training, and production environments. This requirement shall include all hardware and software modules necessary to address the functional and technical requirements of the project.

10.6.2. Data Conversion: The vendor shall be responsible for performing any and all required data conversion activities associated with a TO, including the confirmation of data conversion requirements, providing an automated data conversion document if required for the project and development of a comprehensive data conversion plan which will include a data conversion and integration prototype. The vendor shall lead the data conversion and loading effort. TxDOT, in conjunction with the vendor, will be responsible for verifying the accuracy of the converted and loaded data.

10.6.3. Data Conversion Plan: If data conversion is required to complete a TO, the vendor’s data conversion plan shall include the following:

10.6.3.1. Acquisition of data if required.

10.6.3.2. All files and tables to be built in the new system.
10.6.3.3. Data mapping from old data in the current system to new data in the new database, including data source field, file and table names.

10.6.3.4. Expected data volumes.

10.6.3.5. Identification of those conversions where automated conversion tools or programming can be used to significantly reduce data conversion labor.

10.6.3.6. Roles, responsibilities, and a schedule for the conversion effort.

10.6.3.7. Integration of converted data.

10.6.4. **Execution of Data Conversion:** In the execution of the conversion plan outlined in Para. 10.6.3., the vendor shall be responsible for developing and testing automated conversion programs to support the commencement of live operations. This effort shall include, but is not limited to:

10.6.4.1. Development of programming specifications.

10.6.4.2. Coding of conversion programs in accordance with program specifications.

10.6.4.3. Performance of unit and integration testing of the conversion programs.

10.6.4.4. Performance of data integrity testing, which includes correcting problems associated with past code changes.

10.6.4.5. Building any crosswalk file structures required to assist TxDOT in developing test scenarios and conducting acceptance testing.

10.6.4.6. Running the conversion programs and assisting TxDOT with the verification of the converted data in the production environment.

10.6.5. **Documentation and Training:** The vendor shall provide documentation, training and training materials in a mutually agreed upon timeframe to ensure that all TxDOT end users have the knowledge and capabilities necessary to independently use the system.

10.6.5.1. Training shall be conducted at TxDOT facilities or at mutually agreed upon locations.

10.6.5.2. If specified in the TO, the vendor shall develop and provide web based user documentation including manuals, quick reference guides, tutorials, help, and other techniques.

10.6.5.3. Documentation and training plans shall be developed by the vendor during the early phase of the project and approved by TxDOT.

10.6.5.4. Vendor shall provide instructor-led training sessions and training materials when specified in a TO. The TO will specify the number of classes, the number attending each class and the audience.
10.6.5.5. If specified in a TO, the vendor shall create a web based tutorial which will be described in the authorization.

10.7. TESTING AND ACCEPTANCE CRITERIA: TxDOT will, in its sole discretion, determine whether the system meets the acceptance criteria. To meet the acceptance criteria, the system shall pass all stages of testing described below. The system will be accepted when the following conditions are met:

10.7.1. All deliverables required by the purchase order are provided to TxDOT.

10.7.2. The system is installed, fully operational and all integrated subsystems are functioning as designed.

10.7.3. An Acceptance Test Plan is approved.

10.7.4. All new application system interfaces with external systems are functioning as designed and without system conflicts.

10.7.5. All system data conforms to expected output, and data integrity is verified.

10.7.6. All user acceptance testing of the system features and functionality is successfully completed.

10.7.7. Completion of training for TxDOT personnel to the satisfaction of TxDOT.

10.7.8. The system has been in production ("live") without malfunction and free of defects for a period of 30 calendar days following successful user acceptance testing.

10.8. TESTING AND ACCEPTANCE TEST PLAN: The vendor shall have a Testing and Acceptance Test Plan that includes, but is not limited to:

10.8.1. Functional Testing

10.8.1.1. Unit testing (functionality) on all individual modules or modules prior to integration into a system or subsystem.

10.8.1.2. Component integration testing (subsystem and system) to ensure that appropriate communications, links and data sharing occur properly.

10.8.2. Business logic testing against all documented business rules to include validation of appropriate system response for invalid or unexpected input conditions as well as valid conditions.

10.8.3. Performance testing to ensure integrated system satisfies service level targets under normal workloads.

10.8.4. Stress testing of the application to determine failure point of the system under extreme levels of usage.

10.8.5. Preliminary (beta) testing by TxDOT field personnel and selected end users.
10.8.6. Design of testing scenarios (with documented expected results) that address all of the above.

10.8.7. Processes and methodologies for correcting problems based on test results using regression testing techniques to ensure changes made for subsequent tests do not adversely affect those already tested.

10.8.8. Final user acceptance and integration testing as required in Acceptance Test Plan.

10.8.9. Documentation methods defined and acceptance milestones identified.


10.9. TRANSITION PLAN: The vendor shall provide a fully functioning system including transfer of knowledge and technical training concerning software, hardware, data and processes. TxDOT will approve in writing the Implementation and Transition Plan, which shall include processes and responsibilities for implementing and transferring the system to TxDOT. The transition period shall not exceed 90 days or a time mutually agreed upon between TxDOT and the vendor.

10.10. ITS STANDARDS DEVELOPMENT AND IMPLEMENTATION

10.10.1. Identification, development, and maintenance of statewide ITS standards consistent with TxDOT and national standards initiatives, including but not limited to the following:

10.10.1.1. Traffic control, traveler information, other ITS devices, interfaces, object definitions, and communication protocols.

10.10.1.2. ITS software components, subsystems, integration and architecture.

10.10.1.3. TMC system components, integration and system architecture.

10.10.1.4. Telecommunications and computer networks, TMC to TMC communications.

10.10.1.5. Internet, video and traffic data communications, and traffic condition displays.

10.10.1.6. Traffic management operations and procedures.

10.10.1.7. Strategic planning.

10.10.2. Development, integration and deployment of compatible, uniform, and interoperable TMC ITS including, but not limited to:

10.10.2.1. Knowledge acquisition and operations concept development.

10.10.2.2. Requirement analysis and modeling.

10.10.2.3. System and software requirements definition.

10.10.2.4. System architecture and network design.
10.10.2.5. System and software design.
10.10.2.6. Software code and unit test.
10.10.2.7. System integration and test.
10.10.2.8. System installation and checkout.
10.10.2.9. System software documentation.

10.10.3. Support upgrading of existing TMC ITS to ITS standards, including, but not limited to:
10.10.3.1. Acquisition of system knowledge.
10.10.3.2. Analysis of operations and requirements.
10.10.3.3. Evaluation of system enhancements and extensions.
10.10.3.4. Identification, evaluation, selection, and development of software components for reuse.
10.10.3.5. Implementation of ITS standards.

10.10.4. Evaluate the work described above and recommend changes or additions that would improve the development, integration, deployment, maintenance, and improvement of compatible, uniform, and interoperable ITS for TMCs in Texas to include:
10.10.4.1. Analysis of new operations and requirements.
10.10.4.2. Evaluation of new and existing technologies.
10.10.4.3. Identification, evaluation, selection, and development of software components for reuse.
10.10.4.4. Implementation and deployment of system improvements and changes.

11. HARDWARE AND SOFTWARE REQUIREMENTS: The proposed solution shall comply with the following TxDOT hardware and software requirements:

11.2. DATABASE: MS SQL®, Oracle®.
11.3. DEVELOPMENT ENVIRONMENT: Visual Studio.NET®.
11.4. MISCELLANEOUS DEVELOPMENT TOOLS: ERwin®, Microsoft Project®, Rational Suite Enterprise®, Rational XDE®.
11.5. HARDWARE: Workstation with Windows XP Professional® – Specifications Described In the TxDOT Core Technology Architecture Document V5.3.2.
11.6. CONFIGURATION MANAGEMENT: Visual SourceSafe® or ClearCase®.

11.7. Microsoft Word® for project documentation.

11.8. TxDOT supported Intranet and Internet browsers.

12. VENDOR DELIVERABLES: Deliverables for each TO include but are not limited to:

12.1. PROJECT ORGANIZATION: The vendor shall identify the roles and responsibilities of all key personnel for each TO issued.

12.2. SCHEDULE AND WORK PLAN: Vendor shall provide a detailed schedule and work plan for each TO. The PM shall monitor and update the TO schedule and work plan, revising as appropriate, with approval from TxDOT. The TO schedule and work plan shall include, but not be limited to:

- An Implementation Schedule.
- A logical sequence of tasks and deliverables included in each TO period.
- A clear definition of each task and deliverable.
- Staff requirements for each task and deliverable.
- A specific target completion date for each task and deliverable.
- Task and deliverable relationships and dependencies.

12.3. DELIVERABLES: Deliverables shall be completed within the time frame agreed upon in the project schedule and work plan. Required Deliverables will be identified in the TO and may include but are not limited to the following:

- Operations concepts, system hardware and software requirements, system hardware and software design, interface design, and test procedure documents.
- Software source code.
- Technical product studies.
- ITS development and integration standards.
- Strategies for avoiding obsolescence as standards and technologies change, as well as change in a TO, plans, schedules, and status reports.

12.4. REPORTS: Vendor shall submit reports as requested by TxDOT. Reports and format standards will be approved by TxDOT and shall be delivered to TxDOT.

- The vendor shall submit a monthly report for the TO. This report shall include, but is not limited to:

  12.4.1.1. A list of TO activities and deliverables completed during service period.
12.4.1.2. Status report of measured progress for TO according to approved project schedules and work plans.

12.4.1.3. Deliverables received and accepted for each TO.

12.4.1.4. Identified problems, actions taken, and recommended future actions.

12.4.1.5. Schedules of major tasks for the following month.

12.4.2. Invoices will not be processed until each deliverable and report is received, reviewed, and accepted in writing by TxDOT.

13. WORK FLOW SEQUENCE

13.1. TxDOT will generate and distribute the TOs to all the awarded Vendor(s) detailing, but not limited to the following:

13.1.1. Description of the services to be performed.

13.1.2. Expected duration of services.

13.1.3. Business requirements.

13.1.4. Vendor response requirements.

13.2. Vendor(s) submits a TO response.

13.3. TxDOT will follow evaluation and selection procedures for TO.

13.4. After the vendor has been selected, TxDOT will issue a blanket purchase order release detailing the deliverable and payment schedules, total dollar amount, contract duration and other relevant information.

13.5. Vendor provides project plan.

13.6. Vendor performs work.

13.7. TxDOT accepts and closes the project.

14. MAINTENANCE SERVICE REQUIREMENTS: Vendor shall support life-cycle maintenance of TMC systems and provide maintenance services for the term of the purchase order, including but not limited to:

14.1. Problem identification and resolution.

14.2. Upgrade and data management strategy.

14.3. Planned software and data upgrades and maintenance schedules. All maintenance and upgrades shall be scheduled with TxDOT prior to commencement. Software upgrades shall be coordinated with TxDOT to ensure that version incompatibilities are not created.

14.4. Procedures that ensure all potentially affected users are notified if at any point a system must be halted to provide maintenance.
15. **PERSONNEL CONTINUITY AND REPLACEMENT**

15.1. TxDOT recognizes that events beyond the control of the vendor such as the death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of any key personnel or project team members will require the vendor propose a replacement. In the event such a replacement is necessary, vendor agrees that personnel shall not begin work on the project without prior written approval from TxDOT.

15.2. The vendor agrees that the key personnel assigned to the project shall remain available for the entirety of the project throughout the term of the purchase order as long as that individual is employed by the vendor.

15.3. If TxDOT determines that key personnel or a project team member is unable to perform in accordance with the service requirements or to communicate effectively, the vendor shall immediately remove that person.

15.4. Proposed replacement personnel shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to TxDOT. Resume(s) and reference(s) will be requested for the proposed replacement(s). TxDOT may reject any replacement if references or past working performance is questionable or unfavorable. TxDOT will be the sole judge of the qualifications of the proposed replacement personnel.

16. **QUALITY ASSURANCE PLAN:** The vendor shall provide a comprehensive, continuous, and measurable quality assurance plan. The plan shall include:


16.2. Procedures to periodically measure and report quality performance to TxDOT throughout the contract period.

16.3. Documentation of how often the vendor conducts internal audits and engages external audit firms to conduct audits of its operations.

16.4. Controls to be used within the project to assure quality and consistency throughout the life of the project.

17. **VENDOR PERSONNEL SAFETY:** The vendor shall provide all required safety equipment and instruct personnel to observe all safety policies, rules and requirements at all times including, but not limited to, wearing hard hats, safety shoes, goggles, etc.

18. **SUBCONTRACTING**

18.1. Subcontractors providing service under the purchase order shall meet the same service requirements and provide the same quality of service required of the vendor.

18.2. No subcontract under the purchase order shall relieve the primary vendor of responsibility for the services.

18.3. The vendor shall be the primary contact for TxDOT and subcontractor(s).

18.4. The vendor shall manage all, quality and performance, project management, and schedules for subcontractors. The vendor shall be held solely responsible and accountable for the completion of all work for which the vendor has subcontracted.
18.5. TxDOT retains the right to check subcontractor's background and make a determination to approve or reject the use of submitted subcontractor(s). Any negative responses may result in disqualification of the subcontractor.

18.6. TxDOT reserves the right to request the removal of vendor's subcontractor staff deemed unsatisfactory by TxDOT.

18.7. Subcontracting shall be at the vendor's expense.

18.8. During the term of the purchase order, if the vendor determines a need for a subcontractor change, TxDOT shall be notified in writing by the vendor within 10 working days of any proposed change. The vendor shall be required to provide references and work history for any proposed subcontractor to TxDOT. No change will be allowed without written authorization by TxDOT.

18.9. SOLICITATIONS OVER $100,000: TxDOT will make an initial determination of whether subcontracting is probable. It is the respondent's determination if they choose to subcontract any of the work under this purchase order with a Texas Certified Historically Underutilized Business (HUB) or other businesses.

18.9.1. If TxDOT has determined that subcontracting opportunities are probable, the class and items in which HUBs may be registered will be noted in the solicitation.

18.9.2. The respondent shall identify all proposed HUB and other subcontractors at the time of response submittal. The required forms with video instructions can be found at the following website:

http://cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

18.10. HSP PRIME CONTRACTOR PROGRESS ASSESSMENT REPORT: After award of the purchase order, the vendor shall report all HUB and non-HUB subcontractor information using the HSP Prime Contractor Progress Assessment Report form. The report shall be submitted to the TxDOT contract manager monthly. The report shall be submitted monthly even during the months the vendor is not invoicing TxDOT. All payments made to subcontractors shall be reported. TxDOT may verify the amounts being reported as paid by requesting copies of cancelled checks paid to subcontractors.

19. BUSINESS CONTINUITY PROCEDURES AND DISASTER RECOVERY PLAN: The respondent shall submit business continuity procedures and a disaster recovery plan (limit one page) which shall include the following:

19.1. Business continuity procedures shall be implemented to fulfill all requirements of the purchase order including, but not limited to fire, theft, natural disaster, technical difficulty, workforce problems, equipment failure or other disruption of business.

19.2. A disaster recovery plan for this service shall be maintained. The vendor shall be responsible for all cost of disaster recovery.

20. SOFTWARE DELIVERY AND INTELLECTUAL PROPERTY RIGHTS

20.1. DELIVERY: The vendor shall:
20.1.1. Deliver all custom and reuse software, if used, as machine readable source files, linkable or executable modules, and printed source listings, in addition to installed and operating copies of the programs (baseline software or hardware configuration shall not be created such that only vendor could change).

20.1.2. Identify the tools required for the modification and compilation of the custom and reuse software programs.

20.1.3. Deliver source codes for all custom and reuse software programs developed under the purchase order with all support resources needed to edit, compile and link these programs on the central processors, including, but not limited to CASE tools, compilers, editors, and function libraries used in the development of the programs.

20.1.4. Deliver all documentation concerning protocol for reuse and custom software, source code, commented listings, descriptions of software structure, database utilization, and instructions necessary to convert the source code into an operational system.

20.2. SOFTWARE: The vendor shall not:

20.2.1. Create software that only the vendor could modify.

20.2.2. Create or use reuse software that is not in the public domain.

20.3. CUSTOMIZED SOFTWARE LICENSE: The vendor shall not place any legend on the custom or reuse software which restricts TxDOT's rights in such software unless the restrictions are set forth in a license agreement approved and executed by TxDOT.

20.4. OWNERSHIP

20.4.1. The vendor shall transfer to, or purchase for TxDOT all licenses to software acquired in conjunction with this project, including all original media, documentation, warranties, licenses, applications software, and developmental software used in developing custom applications.

20.4.2. In the event that custom software development is required, TxDOT will own the entire rights (including copyrights, copyright applications, copyright renewals, and copyright extensions), title and interests in and to the custom software development documentation, software, and any other intellectual properties created for custom software and versions thereof, and all works based upon, derived from, or incorporating works thereof, and in and to all income, royalties, damages, claims, and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the custom software and copyrights arising there from, and in and to all rights corresponding to the custom software and versions thereof throughout the world. TxDOT shall retain ownership of all production and historical data produced by the proposed system.

20.5. SOFTWARE LICENSING: The vendor shall provide for TxDOT to have escrow account access to, and receive the source codes and data for any licensed products upon the failure or demise of the vendor's company.
21. TRAVEL: All travel and per diem shall be pre-approved in writing by TxDOT and will be reimbursed at current Texas legislated rates and rules. These expenses shall be clearly detailed and receipts attached to a copy of the invoice.

21.1. Reimbursable travel expenses include: personal vehicle mileage, commercial transportation, hotel accommodations, parking and meals.

21.2. Reimbursement will be at current legislated rates and comply with the current Texas Mileage Guide and Texas State Travel Guide. These guides are located through the Window on State Government located at:

www.window.state.tx.us/comptrol/texastra.html

https://fmx.cpa.state.tx.us/fm/pubs/travallow/

22. CONFLICT OF INTEREST: The vendor, vendor’s personnel, and vendor’s subcontractor(s) shall affirm not to have, nor acquire any interest during the term of the purchase order that would conflict in any manner with the performance of the vendor’s obligations in regards to services authorized.

23. LIQUIDATED DAMAGES: Liquidated damages of $1,000 per calendar day, at a minimum, will be assessed if the vendor neglects, fails, or refuses to complete the work within the time specified in the TO. Each calendar day deliverable is delayed will be considered as a breach of contract unless the vendor has been granted an extension in writing by TxDOT.

23.1. Failure to perform in accordance with the specification and terms and conditions of the purchase order, after having been notified in writing by TxDOT of the specific deficiency, may result in TxDOT requiring the vendor to pay liquidated damages, at a minimum of $2,000 per calendar day until the deficiency is corrected. If the deficiency is not corrected within 30 days, the vendor will be considered in default.

23.2. This provision is not intended as a penalty, but as liquidated damages.

24. FEDERAL FUNDING: The purchase order will be supported in part with federal funds, therefore, the following federal laws and standards apply:


24.2. Title 49 C.F.R. Subtitle A – Office of the Secretary of Transportation.

24.3. OMB Circular A-87 – Office of Management and Budget Circular relating to Cost Principles for State, Local and Indian Tribal governments.


25. AMENDMENTS: TxDOT and the vendor reserve the right to amend the purchase order by mutual written agreement at any time during the term of service, as may be necessary to achieve the highest quality of production by the most efficient and cost-effective means or to include a different element or special feature that was not contemplated or fully developed at the time of solicitation. The amendment process will be accomplished through a Purchase Order Change Notice (POCN).
26. **INVOICING INSTRUCTIONS:** The vendor shall provide a comprehensive and detailed invoice with reference to the basis for each item charged. Original documentation that validates the charges shall be attached. The original invoice shall be sent to the address shown on the purchase order or emailed to FIN_Invoices@dot.state.tx.us to ensure timely payment and shall include the following:

26.1. Complete 16 digit purchase order number.

26.2. Vendor Employer Identification Number (EIN).

26.3. Task Order for services rendered.

26.4. Invoices that require correction(s) shall be re-submitted with a new invoice date.

27. **TxDOT RESPONSIBILITIES:** TxDOT will:

27.1. Provide a top-level overview of the present SDI project including:

   27.1.1. System architecture, major components, and integration.

   27.1.2. Operations concept and system requirements.

   27.1.3. System functions and allocation to subsystem.

   27.1.4. Software development environment and tools.

   27.1.5. Computer program configuration items.

   27.1.6. Commercial Off-The-Shelf (COTS) computer programs.

27.2. Coordinate access and schedules with the vendor to complete the tasks described in Para. 10., System and Software Development, Integration and Implementation Services.

27.3. Provide a TxDOT SDI Program Manager.

27.4. Provide access to required data systems and information.

27.5. Provide contract administration, perform periodic audits or field reviews as needed to ensure that the vendor is operating the program under the requirements of the State of Texas.

28. **RESPONSE SUBMISSION:** Failure by the respondent to submit the documentation listed below will disqualify the respondent from further consideration. The response submission shall be submitted in the following format:

28.1. **GENERAL FORMAT:** The respondent shall submit one signed and dated original (marked Original) and ten copies (marked Copy). The submission shall be in separate loose leaf binders on one sided 8-1/2 X 11-inch paper and shall be tab-indexed corresponding to the sections listed below. Plastic spine-bound or wire-bound submittals are highly discouraged. Include only the information specified for each section.

28.2. **ORIGINAL RESPONSE:** The original response shall include the following:

   28.2.1. Section 1 – Schedule 1 – Pricing
28.2.2. Section 2 – Schedule 2 – Original, signed and dated Execution of Offer

28.2.3. Section 3 – Financial Standing: The respondent shall submit the most recent three years audited financial statements, or if audited financial statements are unavailable, un-audited financial statements shall be submitted and certified as true, correct and accurate by the chief financial officer or treasurer of the respondent’s company (Ref. Para. 5.5).

28.2.4. Section 4 – Company Qualifications and Experience: The respondent shall demonstrate successful past performance through submission of documentation of relevant qualifications and experience: (Ref. Schedule 3 – Company Qualifications and Experience).

28.2.4.1. Name, address, phone number, and email address of the person TxDOT should contact with any questions regarding the response submission.

28.2.4.2. Provide a brief description of related or similar services performed within the last three out of five years.

28.2.4.3. Managing related or similar services of the same size and scope.

28.2.4.4. Organizational Structure and Staffing Plan – Submit proposed organizational structure showing responsibilities and lines of authority including any subcontractors. Include a staffing plan demonstrating staff qualification and experience, including subcontractors. This plan should describe the number of staff proposed, the functions they will perform, and the percentage of time they will be assigned to this project during the contract term.

28.2.5. Section 5 – Key Personnel Qualifications and References: The respondent shall complete a schedule for each key personnel. References shall substantiate the number of years of required experience of the individuals serving in key personnel positions, including any subcontractors, who will be part of the respondent’s personnel providing the service. The respondent shall complete and return for each key personnel position the following:

28.2.5.1. Schedule 4 – Project Manager Qualifications and References

28.2.5.2. Schedule 5 – Systems Lead Qualifications and References

28.2.5.3. Schedule 6 – Software Lead Qualifications and References

28.2.5.4. Project team: The respondent shall submit brief profiles of the project team members proposed (Ref. Para. 6.3.) including any subcontractors, who will be part of the respondent’s personnel providing the service. The profiles shall include:

28.2.5.4.1. Each individual’s name and title.

28.2.5.4.2. Education.
28.2.5.4.3. Specific work to be performed and services to be provided.

28.2.5.4.4. Qualifications and relevant experience that makes the proposed individual suitable for their designated role on this project.

28.2.5.4.5. Each individual’s percentage of time to be dedicated to this project if the respondent is selected and the number of other projects the individual is currently assigned to.

28.2.5.4.6. Any additional information that indicates the individual’s ability to successfully perform the services required in this RFO.

28.2.6. Section 6 – Project Management Approach: The respondent shall describe their approach and ability to meet the project management requirements as specified in the solicitation. The response should be specific and address all requirements in the order presented in Para. 9.

28.2.7. Section 7 – System And Software Development, Integration, And Implementation Services Service Requirements: The respondent shall describe their approach and ability to meet the system and software development, integration, and implementation services and service requirements as specified in the solicitation. The response should be specific and address all requirements in the order presented in Para. 10.

28.2.8. Section 8 – Hardware And Software Requirements: The respondent shall describe their approach and ability to meet the hardware and software requirements as specified in the solicitation. The response should be specific and address all requirements in the order presented in Para 11.

28.2.9. Section 9 – Vendor Deliverables: Respondent shall provide a detailed response describing their approach to meeting the requirements specified in Para. 12. of the solicitation.

28.2.10. Section 10 – Maintenance Service Requirements: Respondent shall provide a detailed response describing their approach to meeting the requirements specified in Para. 14. of the solicitation.

28.2.11. Section 11 – Sample Task Order: Using the sample Task Order provided in Schedule 7, Statewide Intelligent Transportation Systems Development and Integration Sample Task Order Environmental Sensor Subsystem, respondent shall describe in detail their approach to meeting the project management, system and software development, integration, and implementation, hardware and software, and deliverable requirements. The response shall also include:

28.2.11.1. Schedule and Work Plan including activities, milestones and deliverables.

28.2.11.2. TO Staffing Plan - Submit a proposed staffing plan to demonstrate staff qualification and experience, including subcontractors. This plan should describe the number of staff proposed for this sample TO, the functions they will perform, and the percentage of time they would be assigned to the TO.
28.2.12. **Section 12 – Quality Assurance Plan**: Respondent shall describe in detail the quality control methods, tools, and processes used to ensure a successful completion of this project (Ref. Para. 16.).

28.2.13. **Section 13 – Business Continuity and Disaster Recovery Plan**: Respondent shall submit a business contingency and recovery plan detailing how they propose to meet the specifications in the event vendor service is interrupted. The plan shall detail the vendor’s backup and recovery process (Ref. Para. 19.).

28.2.14. **Section 14 – References**: Respondent shall submit a minimum of three references to substantiate the qualifications and experience requirements for services completed within the past five years. References shall illustrate respondent’s ability to provide the services outlined in the specification. References shall include name, point of contact, telephone number, and dates services were performed. The response may be disqualified if TxDOT is unable to verify qualification and experience requirements from the respondent’s references. The response may be disqualified if TxDOT receives negative responses. TxDOT will be the sole judge of references (Ref. Schedule 8 – Respondent References).

28.2.15. **Section 15 – HUB Subcontracting Plan**: (if applicable).

28.3. **COPIES**: The ten reproduced copies (marked Copy) shall include only the following tab-indexed sections:

28.3.1. Section 4 – Company Qualifications and Experience
28.3.2. Section 5 – Key Personnel Qualifications and References
28.3.3. Section 6 – Project Management Approach
28.3.4. Section 7 – System And Software Development, Integration, and Implementation Services Service Requirements
28.3.5. Section 8 – Hardware and Software Requirements
28.3.6. Section 9 – Deliverables
28.3.7. Section 10 – Maintenance Service Requirements
28.3.8. Section 11 – Sample Task Order
28.3.9. Section 12 – Quality Assurance Plan
28.3.10. Section 13 – Business Continuity and Disaster Recovery Plan

29. **RESPONSE EVALUATION**: Only complete responses with the listed required submittal documents and meeting minimum qualifications will be considered. Failure to meet the minimum qualifications and submit the required documents will result in a response being declared non-responsive. (Ref. Attachment C – Minimum Response Submission Requirements)
29.1. STEP 1 – INITIAL EVALUATION: A TxDOT evaluation committee will evaluate and score each response based on established criteria. Respondents shall not contact members of the evaluation team. Responses will be evaluated according to the respondent’s ability to best satisfy TxDOT requirements.

29.1.1. Respondent qualifications and response submission information will comprise 70 percent of the evaluation total.

29.1.2. Pricing submitted for the solicitation requirements will be 30 percent of the evaluation total.

29.2. STEP 2 – ORAL PRESENTATION: TxDOT may request that selected respondents, including key personnel participate in a discussion or oral presentation meeting.

29.2.1. Oral Presentation: TxDOT may request that the respondent give an oral presentation to TxDOT. The TxDOT evaluation committee will evaluate and score each oral presentation. All responses will be evaluated according to the respondent’s ability to best satisfy TxDOT requirements.

29.2.1.1. The initial selection of respondents qualifying to proceed to this step will maintain the pricing weight at 30 percent. The initial evaluation score of the qualifications and submission information will be replaced with the oral presentation score at 70 percent.

29.2.1.2. TxDOT will advise each respondent in writing of the location, date and time of their scheduled oral presentation. A minimum of two weeks notice will be given to the respondent(s) selected for the oral presentation phase.

29.2.1.3. TxDOT may provide the respondent with a list of proposed key personnel required to attend and participate in the meeting.

29.2.1.4. Respondent and proposed key personnel should be prepared to address any questions that may be asked by TxDOT evaluators.

29.2.2. TxDOT reserves the right to continue discussions or negotiations with selected respondent(s).

29.3. NEGOTIATIONS: Upon completion of oral presentation evaluation scoring. TxDOT reserves the right to enter into negotiations with one or more selected respondents.

29.4. STEP 3 – BEST AND FINAL OFFER (BAFO): TxDOT reserves the right to request a BAFO from selected respondent(s).

29.4.1. The respondent(s) shall submit a final price and any added value. If more than one respondent reaches this level, the negotiated terms, references, BAFO and added values will be the considered in the award. TxDOT will make the final determination on the best value.

29.4.2. TxDOT may award the purchase order for the service without requesting a BAFO.
30. **AWARD**: TxDOT reserves the right to award a purchase order(s) to the company that provides the best value to TxDOT in performance of this service. TxDOT may award to a single vendor, multiple vendors, or use any combination that best serves the interest of TxDOT.

30.1.1. **Best Value**: TxDOT will be the sole judge of best value. Best value criteria for this solicitation include, but are not limited to solutions that:

- 30.1.1.1. Best contributes to TxDOT’s goals for meeting the safety and mobility needs of the traveling public.
- 30.1.1.2. Meet the goals and objectives of the solicitation.
- 30.1.1.3. Best meets the quality and reliability of the proposed goods and services.
- 30.1.1.4. Experience in successfully providing the services specified.

30.1.2. **Types of Awards**

- 30.1.2.1. Single Award: One purchase order awarded to a single vendor.
- 30.1.2.2. Multiple Awards: A multiple award is the award of multiple purchase orders for the same line item(s) from a single solicitation to two or more vendors to provide the same or similar goods or services.

31. **POST AWARD MEETING**: Vendor(s) shall be required to attend a post award meeting in the city identified on the solicitation with the TxDOT division or district responsible for the solicitation within ten calendar days after the award of the purchase order. The purpose of the meeting is to discuss the terms and conditions of the purchase order and to provide additional information regarding the purchase order. Vendor(s) and TxDOT shall identify specific goals, strategies and activities planned for meeting particular program area objectives.

32. **TRANSITION OF TXDOT PROPERTY**: TxDOT will provide assistance as needed for the efficient and smooth transfer of all TxDOT property, including but not limited to publications, documents, property, equipment, and other material which TxDOT retains ownership rights related to work provided under a previous or current purchase order.

32.1. **BEGINNING PHASE**: The vendor awarded a purchase order as a result of this solicitation, shall, at the request of TxDOT, be responsible for contacting the previous vendor to request the transfer of all TxDOT property. The transition of TxDOT’s property shall occur within an agreed upon time frame to assure the new vendor can begin providing services as required by TxDOT.

32.2. **CANCELLATION OR TERMINATION OF THE PURCHASE ORDER**: At the end of the contract term or if the purchase order is cancelled by either party, the vendor(s) shall return all TxDOT property to TxDOT or transfer all TxDOT property to the TxDOT designated vendor(s) immediately upon TxDOT’s request.

33. **CONTRACT ADMINISTRATION**: Administration of the purchase order is a joint responsibility of the TxDOT Contract Administrator and TxDOT Purchasing. TxDOT Purchasing staff will be responsible for administering the contractual business relationship with the vendor.
33.1. Any proposed changes to work to be performed, whether initiated by TxDOT or the vendor, must receive final written approval in the form of a Purchase Order Change Notice signed by the authorized TxDOT purchasing agent.

33.2. Upon issuance of purchase order, TxDOT will designate an individual who will serve as the Contract Manager and point-of-contact between the agency and the vendor. The Contract Manager does not have any express or implied authority to vary the terms of the purchase order, amend the purchase order in any way or waive strict performance of the terms or conditions of the purchase order. This individual’s contract management and contract administration responsibilities include, but are not limited to:

33.2.1. Monitoring the vendor’s progress and performance and ensuring services conform to established specification requirements.

33.2.2. Managing the financial aspects of the contract including approval of payments.

33.2.3. Meeting with the vendor as needed to review progress, discuss problems, and consider necessary action.

33.2.4. Identifying a breach of contract by assessing the difference between contract performance and non-performance.

33.2.5. Other areas as identified by the Comptroller of Public Accounts Contract Management Guide, latest edition.
ATTACHMENT C
MINIMUM RESPONSE SUBMISSION REQUIREMENTS
(PROVIDED FOR INFORMATION ONLY)
SOLICITATION NO. B 44 2008 041194000

Respondent: ________________________________________________________________________

Reviewed Minimum Response Submission Requirements: ____________________________________

<p>| RESPONSE SUBMISSION REQUIREMENTS |! |! |! |! |
|----------------------------------|! |! |! |! |
| 1. <strong>SECTION 1 – SCHEDULE 1 – PRICING</strong> (Ref. Para. 28.2.1.) |! |! |! |! |
| 2. <strong>SECTION 2 – SCHEDULE 2 – ORIGINAL, SIGNED AND DATED EXECUTION OF OFFER</strong> (Ref. Para. 28.2.2.) |! |! |! |! |
| 3. <strong>SECTION 3 – FINANCIAL STANDING:</strong> Submit the most recent three years audited financial statements, or if audited financial statements are unavailable, un-audited financial statements shall be submitted and certified as true, correct and accurate by the chief financial officer or treasurer of the respondent’s company. (Ref. Para. 28.2.3.) |! |! |! |! |
| 4. <strong>SECTION 4 – COMPANY QUALIFICATIONS AND EXPERIENCE</strong> (Ref. Para. 28.2.4.) |! |! |! |! |
| 5. <strong>SECTION 5 – KEY PERSONNEL QUALIFICATIONS AND REFERENCES:</strong> (Ref. Para. 28.2.5. and the following)  28.2.5.1. Schedule 4 – Project Manager Qualifications and References  28.2.5.2. Schedule 5 – Systems Lead Qualifications and References  28.2.5.3. Schedule 6 – Software Lead Qualifications and References  28.2.5.4. Project Team: The respondent shall submit brief profiles of the project team members proposed (Ref. Para. 6.3.) including any subcontractors who will be part of the respondent’s personnel providing the service. The profiles shall include: |! |! |! |! |
| 6. <strong>SECTION 6 – PROJECT MANAGEMENT APPROACH:</strong> The respondent shall describe their approach and ability to meet the project management requirements as specified in the solicitation. The response should be specific and address all requirements in the order presented in Para. 9. (Ref. Para. 28.2.6.) |! |! |! |! |
| 7. <strong>SECTION 7 – SYSTEM AND SOFTWARE DEVELOPMENT, INTEGRATION, AND IMPLEMENTATION SERVICES SERVICE REQUIREMENTS:</strong> The respondent shall describe their approach and ability to meet the system and software development, integration, and implementation service requirements as specified in the solicitation. The response should be specific and address all requirements in the order presented in Para. 10. (Ref. Para. 28.2.7.) |! |! |! |! |</p>
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<thead>
<tr>
<th>RESPONSE SUBMISSION REQUIREMENTS</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
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<td>9. SECTION 9 – VENDOR DELIVERABLES: Respondent shall provide a detailed response describing their approach to meeting the requirements specified in Para. 12. (Ref. Para. 28.2.9.)</td>
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<td>10. SECTION 10 – MAINTENANCE SERVICE REQUIREMENTS: Respondent shall provide a detailed response describing their approach to meeting the requirements specified in Para. 14. (Ref. Para. 28.2.10.)</td>
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<td>11. SECTION 11 – SAMPLE TASK ORDER: Using the sample Task Order provided in Schedule 7, Statewide Intelligent Transportation Systems Development and Integration Sample Task Order Environmental Sensor Subsystem, respondent shall describe in detail their approach to meeting the project management, system and software development, integration, and implementation, hardware and software, and deliverable requirements (Ref. Para. 28.2.11.).</td>
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<td>12. SECTION 12 – QUALITY ASSURANCE PLAN: (Ref. Para. 16.) Respondent shall describe in detail the quality control methods, tools, and processes used to ensure a successful completion of this project. (Ref. Para. 28.2.12.)</td>
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<td>14. SECTION 14 – REFERENCES: (Ref. Schedule 8 – Respondent References, Para. 28.2.14.)</td>
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<td>15. SECTION 15 – HUB SUBCONTRACTING PLAN: (Ref. Paras. 18.9.-18.10. and 28.2.15.)</td>
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