

**SEALED BID
REQUEST FOR PROPOSAL (RFP)
For**

Completion and Maintenance of the VTrans Crash Reporting System

Expected RFP Schedule Summary:

Date Posted	May 28, 2009
Questions Due	June 12, 2009
Proposals Due	July 8, 2009
Selection Notification	August 27, 2009
Project Starts	Contract Execution through 15 months

Location of Bid Opening: 10 Baldwin Street Montpelier, VT 05633-7501

Please be advised that all notifications, releases and amendments will be posted at WWW.BGS.VERMONT.GOV/PURCHASING/BIDS. The Vermont Department of Building and General Services will make NO attempt to contact vendors with updated information. It will be the responsibility of each vendor to periodically check this site for the latest details.

**Purchasing Agent: John McIntyre
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Attachments:

Attachment A: Standard State Provisions for Contracts and Grants

Attachment B: Offshore Outsourcing Questionnaire

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Attachment D: Vermont Agency of Transportation, Procedures for Selecting Contractors and Specifications for Contractor Services Including Customary State Contract Provisions

Attachment E: Form AF38

Appendices:

[Appendix 1: Crash XLM Definitions and Data Exchange Standards](#)

[Appendix 2: Documentation Example](#)

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Chapter 1: Overview and General Information

1.1 Overview

This is a Request for Competitive Sealed Proposals (RFP). The Vermont Agency of Transportation (VTrans) is soliciting competitive, sealed, fixed price proposals (Proposals) for completion and maintenance of a Crash Reporting System (the Work) from qualified vendors. The web based Crash system (Web Crash) is in production with over fifty (50) law enforcement agencies statewide using the application. Web Crash is approximately 90% complete. An in-house set of programs called VCSG (Vermont Crash System Group) will also be supported, updated and maintained. Chapter 2 of this document (page 10) provides details of the operating environments for the Web Crash and VCSG programs. These two programs reflect nearly nine (9) years of effort and contain almost 500,000 lines of code. If a suitable offer is made in response to this RFP, VTrans may enter into a contract (the Contract) to have the selected vendor (the Vendor) perform all or part of the Work. This RFP provides details on what is required to submit a Proposal in response to this RFP, how VTrans will evaluate the Proposals, and what will be required of the Vendor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective vendors must be prepared to meet them as they currently stand.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in VTrans refusing to consider the Proposal of the vendor.

1.2 Single Point of Contact

All communications concerning this Request For Proposal (RFP) are to be addressed in writing to the attention of the Purchasing Agent listed below. The Purchasing Agent is the sole contact for this proposal.

Purchasing Agent:

John McIntyre

Address:

State of Vermont
BGS Financial Operations Division
Office of Purchasing and Contracting
10 Baldwin Street
Montpelier, VT 05633-7501

Telephone Number:

(802) 828-2210

Fax Number:

(802) 828-2222

E-mail Address:

John.McIntyre@state.vt.us

1.3 Questions and Answers

Any vendor requiring clarification of any section of this RFP or wishing to comment or take exception to any requirements or other portion of the RFP must submit specific questions in writing no later than the date listed in Section 1.4 "Schedule of Events". Questions may be e-mailed to John.McIntyre@state.vt.us. Any objection to the RFP or to any provision of the RFP, that is not raised in writing on or before the last day of the question period is waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site www.bgs.vermont.gov/purchasing/bids. Every effort will be made to have these available soon after the question period ends, contingent on the number and complexity of the questions.

1.4 Schedule of Events

The expected timetable, including the Proposal Due Date and other important dates, are set forth below. The name of any vendor submitting a proposal shall be a matter of public record on the Proposal Due Date.

RFP Published	May 28, 2009
Questions Due	June 12, 2009 3:00 p.m. ET
Answers to Questions Posted	June 22, 2009
Proposal Due (see section below for detailed instructions on Proposal Format and submission instructions)	July 8, 2009 3:00 p.m. ET
Notification of Award	August 27, 2009
Contract Dates	Contract Execution through 15 months

1.5 Proposal Acceptance

The State of Vermont reserves the right to accept or reject any or all proposals, in whole or in part, as deemed to be in the best interest of the VTrans.

1.6 Tax Certification

To expedite any contract which might ensue, each proposal submitted shall include, on a form provided, that the vendor is in compliance with the tax laws of the State of Vermont. See Attachment C - Tax Certification Form.

1.7 Business Registration

To be awarded a contract by the State of Vermont a vendor must be (except an individual doing business in his/her own name) registered with the Vermont Secretary of State's office <http://www.sec.state.vt.us/tutor/dobiz/forms/fcregist.htm> and must obtain a Vendor's Business Account Number issued by the Vermont Department of Taxes <http://www.state.vt.us/tax/pdf.word.excel/forms/business/s-1&instr.pdf>

1.8 Costs of Preparation

The vendor shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

1.9 Evaluation Criteria

A review team, comprised of select individuals and staff from the VTrans, will be charged with evaluating proposals based on the criteria listed in this subsection and in subsection 1.10 (Mandatory Bid Requirements). During the evaluation process, vendors may be contacted for the purpose of obtaining clarification of their response. However, no clarification will be sought if a vendor completely fails to address any "must" feature contained in the RFP document. A selection committee will evaluate proposals against the criteria listed in subsection 1.10 Mandatory Bid Requirements and using the evaluation factors below. As part of its evaluation, VTrans may conduct interviews and possibly software demonstrations with one or more vendors.

The selection committee will evaluate proposals based on the criteria listed below in approximate order of importance. The highest scoring, qualified proposal will be eligible to receive the award. Cost may also be a factor in selection. Proposals must address all evaluation factors to ensure consideration.

EVALUATION FACTORS	Possible Points
-Adherence to Mandatory Requirements	Pass/Fail
-Acceptance to the Standard State Terms & Conditions (Attachment A)	Pass/Fail
-* Satisfactory Assessment of Vendor's Financial Statements	Pass/Fail
-Ability to provide redundancy in assignment of development resources	Pass/Fail
* Form AF38 will need to be completed by vendor. The section of the form required to be completed will depend on the vendor's total cost proposal. Form AF38 can be found in Attachment E.	

Timely support for existing Web Crash and in-house VCSG (Vermont Crash Systems Group) systems— including the ability to update/modify/fix existing code in a timely fashion. This includes the development environment for both systems outlined in Section 2.1 and in Chapter 2 of this document; and Visual Source Safe; and the program functionality, user interface and program code. Proposals must include a detailed explanation of your plan to address this critical set of issues on production systems with a statewide user base. How long will it take to become familiar with the existing code to the point where the code can be modified to provide new features without interruption of currently operating features? Chapters 2 and 3 in this document provide details of the programs and operating environment.	35
Knowledge of the State of Vermont Agency of Transportation and Department of Public Safety development, networking and security environments.	20
Project team and resources: - o Assigned personnel and their resume - o Any other resources assigned to the project	10
Experience: proven record of successful and timely completion of similar projects. We will be specifically measuring experience with Crash reporting applications and with interfacing to police and USDOT systems	10
Implementation experience with ADFS (Active Directory Federated Services)	10
Project Plan and schedule: Bar chart indicating timetable, hours, and team members assigned to each task.	15

1.10 Mandatory Bid Requirements

Only proposals meeting the following mandatory requirements will be eligible to participate in the procurement. VTrans reserves the right to reject any proposal that does not meet these requirements.

1. The proposed prime vendor must have successfully implemented a similar solution for at least one similar entity (a state or very large city) and must utilize the XML definitions and rules that define the State of Vermont Crash reporting requirements. (See Appendix 1 for Data Exchange Standards and the Crash XML Definitions).
2. The proposed products/services must be utilized by at least one other similar entity, and must be demonstrated to support requirements similar to those set forth in this RFP.
3. The proposed products/services must come delivered with full technical, user and user support documentation (see Appendix 2 for example documentation).

1.11 Contracts

All agreements must be approved by VTrans and executed by both parties for any to take effect. In executing any Software License and Maintenance Agreement, the Software Provider(s) affirms all descriptions and representations made related to the software including those related to incorporating changes made for VTrans into future releases of the software. A separate

software license and maintenance support agreement will be required for all major software proposed for this project as stated also in section 1.23.
Vendor must be willing to sign State of Vermont Personal Services Contract.

1.12 Optional Aspects of the Contracts

There are no identified optional aspects of the contract for this project.

1.13 Contract Award

Awards will be made under the provisions of VSA Title 19 Chapter 10 (1). VTrans may award one or more contracts and reserves the right to make additional awards to the same vendor or other vendors who submitted proposals at any time during the first year of the contract if such award is deemed to be in the best interest of VTrans.

1.14 Contract Negotiation

Upon completion of the evaluation process, VTrans may select one or more vendors with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of VTrans. In the event VTrans is successful in negotiating with the vendor, VTrans will issue a notice of award. In the event VTrans is not successful in negotiating a contract with a selected vendor, VTrans reserves the option of negotiating with another vendor.

1.15 Contract Terms

The selected vendor will sign a contract with VTrans to provide the items named in their responses, at the prices listed. Minimum support levels, as well as terms and conditions from this RFP and the vendor's response will become part of the contract. This contract will be subject to review throughout its term. VTrans will consider cancellation upon a determination that a Vendor is in violation of any portion of the agreement, including an inability by the Vendor to provide the products, support and/or service offered in their response. VTrans reserves the right to purchase hardware or software recommended in the vendor proposal from any State contract in force.

1.16 Pricing

For all activities the vendor's price quotes must be fixed price and include all expenses. Cost must be totally inclusive; fixed price. **The State does not reimburse for travel costs.** Include costs for options for an extended warranty and support separate from the total fixed cost for the required deliverables.

NOTE: All pricing information must be submitted in a sealed price proposal. No price or cost information may be submitted as part of the technical proposal.

See Appendix 3 for the table format of costs for each task to include the number of hours projected to complete the task and the assigned personnel. Chapter 3 in this document provides a detailed listing of required tasks.

1.17 Invoicing

All invoices are to be rendered by the vendor on the vendor's standard billhead and forwarded to the VTrans Project Manager. Details such as name & address will be determined during negotiations. The vendor's proposal must clearly specify the address for submitting payments. All payments are to be based on State of Vermont's acceptance of agreed to, fixed price deliverables.

The vendor may invoice for task(s) when the program code delivered for that/those task(s) has run successfully in the production environment for Crash and VCSG systems for a minimum of two weeks.

The VTrans Project Manager will notify the vendor of any problems with the code within the two week test period. If problems exist, the two week production environment test period will restart when the code correction(s) are loaded into the production environment. All tasks must have complete documentation delivered as described in this RFP before payment for task(s) will be made to the vendor.

1.18 Confidential/Proprietary Information

Any proposal selected for contract award will be incorporated in the resulting contract. The State would prefer that vendors not include "trade secrets" or other privileged information considered confidential in their proposals. If proposals contain information considered by the vendors being proprietary and confidential, the vendor shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can pricing information be considered confidential.

1.19 Project Location

As a general rule, the work will be done in Montpelier, VT. Travel to other State and non-state police facilities may be needed and the vendor will be responsible for such travel using their own mode of transportation. Occasional exceptions to this rule may be established by mutual agreement between the Vendor and the VTrans Project Manager.

The successful vendor will be required to complete a non-disclosure and DPPA (Driver Protection Privacy Act) agreement.

1.20 Equipment New and Supported by Manufacturer - Not Applicable

If provided by the vendor, only new and unused equipment shall be acceptable. Further, any equipment proposed shall be currently supported by the manufacturer and should be subject to continued support for a period of seven (7) years from date of delivery to the State. Any exceptions to this shall be stated in the proposal.

***NOTE: The State reserves the right to purchase all hardware, software, and any third party products specified by the vendor from established State purchasing contracts if it is deemed to be in the best financial interest of the State.**

1.21 Independent Review

Per Vermont statute, all information technology activities with a value of \$500,000 or more must undergo an “independent review” by an uninvolved party who is engaged by the State Chief Information Officer to review the decision of the contracting agency in its selection of a particular information technology proposal. This review includes the following elements:

- An acquisition cost assessment
- A technology architecture review
- An implementation plan assessment
- A cost/benefit analysis

The cost of the independent review is borne by the State.

1.22 Health Information Exchange (HIE)

Contracts involving information systems that may include Health Information Exchange (HIE) must include an overall approach that is consistent with the State of Vermont’s evolving standards for interconnecting Health Information Technology (HIT) systems. For instance, information systems such as Electronic Health Record (EHR) or Electronic Medical Record (EMR) systems should consider the technology approach outlined in the Vermont Information Technology Plan as described by Vermont Information Technology Leaders (VITL) at <http://www.vitl.net/>. Contracts involving HIT must specify how they will approach HIE with related systems in Vermont.

1.23 Software License and Maintenance Agreement Requirements

The Vendor shall provide VTrans with a Contract or Agreement for any System licenses and maintenance support that is part of the proposed requirements. Failure to provide the license and maintenance agreements as part of the RFP response may result in rejection of the vendor’s proposal.

Base Project: Vendor Services and Deliverables

The Vendor must meet all RFP requirements and complete all deliverables.

Project Scope - Project Management Services

The Vendor must directly manage all activities directly related to the vendor's execution of the implementation project and provide significant input and guidance to the State and Program management team in planning, organizing, and directing the activities of State staff.

As a part of its project management duties, the Vendor must attend informational and status meetings and, when appropriate, call and lead such meetings. Such meetings may include meetings with the Program and Project Management Team, the Key Stakeholder Committee, the Key Sponsors, the Project Director, the Contract Administrator, and any other vendors, elected officials, external stakeholders, and members of the Project Team, as designated by the State.

The Vendor will be required to work directly with the Program Manager to define manage and control the project scope, timeline, issue escalation and resolution processes and rollout strategy and timelines.

The Project Manager will require status reports on a bi-weekly basis and will reserve the option of changing that requirement dependent upon which phase the project is in, or if in his/her judgment, circumstances warrant it. In addition, the Vendor must routinely update the Project Plan to reflect changes in the nature and timing of project activities, all changes being subject to the State Project Manager's approval.

The Vendor must utilize a formal change order management process as agreed upon by the VTrans Project Manager. Project deliverables and activities will be subjected to a rigorous quality management process that assures the delivery of high-quality products and services. The change of any staff assigned to the tasks as outlined in the vendor proposal may require a contract amendment to be determined at the sole discretion of the VTrans Project Manager.

The expected term for delivery of tasks is a 12-15 month timeframe and vendors must assign staff to tasks to keep this schedule. The VTrans Project Manager shall determine the task(s) that are priorities to be finished first.

Chapter 2: Background

Vermont has a web-based electronic Crash reporting system (Web Crash) that is approximately 90% complete. Vermont owns the source code for the web based system and for an in-house system that was previously written to process paper reports, called VCSG. The VCSG system performs several functions related to highway safety and engineering support. The official Crash record is maintained in the newer Crash system for all records that are submitted over the web, and is available to law enforcement statewide.

Web Crash and VCSG are production systems with law enforcement users statewide and numerous users at other state and federal agencies.

The development environment for these two systems follows:

Development Environment for Crash and VCSG Systems

VTrans owns all of the code developed for web Crash and for the VCSG in-house system that was originally developed to handle paper reporting and downstream safety and highway engineering applications.

Including library calls (expanded) there are over 500,000 lines of code in the VCSG and Crash systems.

Both systems run on Microsoft SQL server 2003 databases.

VCSG is a visual basic 6 application that utilizes several active X controls. It was originally written for an Oracle database but was later converted to run on Microsoft SQL server database. A listing of components follows:

Component	Company	Version	New Company Name	Notes
Visual Basic	Microsoft	6.0	Microsoft	Service Pack 5
VSView3.0	Videosoft	3.0.015	Component One	
VSPDF	Videosoft	7.0.0.8	Component One	
XArrayDB	Component One LLC	1.0.0.12	Component One	Included with TrueGrid 6.0
VSElasticLight	Videosoft	6.0.0.8	Component One	
VSSpell	Videosoft	1.0.0001	Component One	
VSPrinter	Videosoft	7.0.0.25	Component One	
TrueGrid	Apex	6.0.0253	Component One	
BetaComboBox2TA	Developed In-House	1.0	N/A	
BetaTransfer	Developed In-House	1.0.0.1	N/A	
XceedZip Compression Library	Xceed Software	4.0 and 4.1.1949	Xceed Software	
IT Twain Control	Imagine IT	4.0 and 4.1.105	Imagine IT Limited	
ImgX	Smaller Animals Software	2.0 and 2.1.11.0	Smaller animals Software	

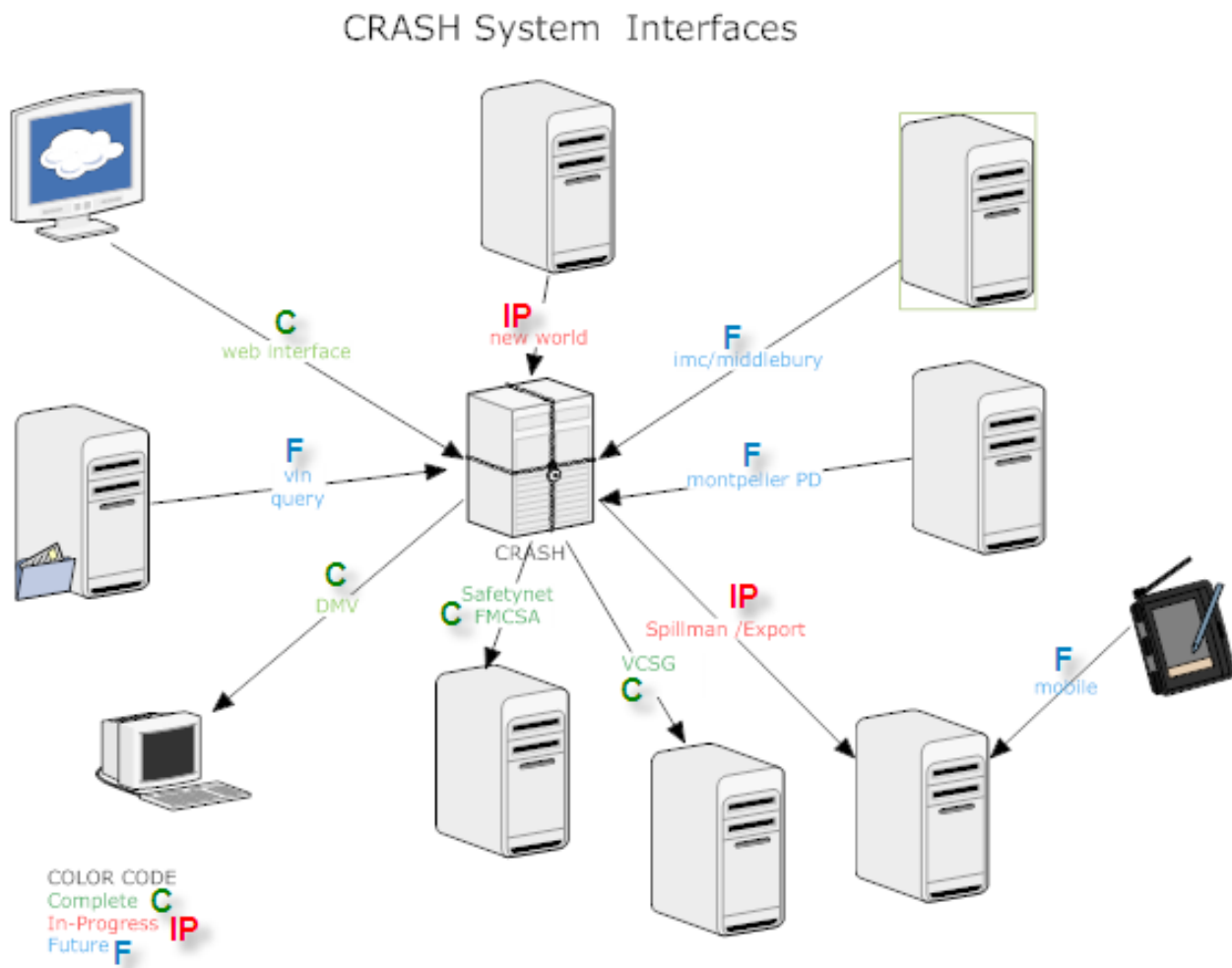
Web Crash is an ADFS aware application with all transmissions occurring over encrypted SSL link(s). Active Directory Federated Services allows for single sign-on for law enforcement in selected domain(s).

Web Crash is written in C# on Microsoft .Net version 2.0 and runs on a Microsoft SQL server 2003 database. AJAX is also used. Third party tools include Active Reports Professional Version 3 by Data Dynamics and Corpscon from the US military. Web services 2.0 are preferred for all interfaces (where available).

Both systems use Visual Source Safe. Any add-ons or new builds must reference VSS as a base and must provide details of code changes.

Crash utilizes XML for record definition with heavy use of XSLT and related products, particularly for user presentation. See Appendix 1 for details.

Web Crash has many interfaces in various developmental stages (including production) as depicted in the following diagram.



Chapter 3: Detailed Requirements and Scope of Work

Purpose: 1. Complete the Web Crash Data Collection Interface project at the (VTrans).
2. Provide maintenance support for the web Crash and VCSG programs and all interfaces during the period of this contract.
3. Provide annual maintenance for Web Crash and VCSG systems after the tasks outlined below are completed.

Tasks

Law Enforcement Agencies Involved with interface tasks outlined below:

1. Department of Public Safety: Spillman A web interface is nearly complete with test Crash records sent to the Spillman system. Database fields have been mapped and test records have been successfully transmitted. Continued testing for a Spillman patch to allow for updated records is required. Testing of at least 25 records for each crash type is required. Coordination with Spillman and state personnel is required for testing and troubleshooting. Documentation for the interface is nearly complete but will be updated to reflect any findings in testing.
2. Burlington Police Department (BPD) CAD/RMS: New World System. This system maps closely to the XML and XSD rule set that defines required fields by crash type. BPD has made requests to be able to submit the absolute minimum amount of data for each crash type and New World will be automatically entering default values into blank fields. Records will be sent to the Crash repository (direction of interface). Test records for the interface will be sent to the repository. The vendor will work with BPD and/or their designee, state project personnel, and New World Systems personnel for testing and to complete documentation.
3. Montpelier Record Management System (RMS), vendor: CrimeTrack (MicroSystems) Work on this interface has not yet started. The Crash XML and XSD definitions must be mapped to the CrimeTrak database and any data conversions must be made as required. Testing in coordination with the police department, CrimeTrak and state personnel will be required and will include successful transmission of a minimum of 25 records for each accident type in as many test sessions as may be required. Full documentation is required. Determination of direction of record flow is required.
4. Middlebury RMS vendor: IMC (Trimble) These tasks are essentially the same as outlined in #3, directly above.

The vendor will coordinate and work with the appropriate entities identified above and/or their vendors to define, develop, test, and document the required functionality and detailed programs. XML definitions for the different crash types have been established, will be provided and must be followed and part of any interface deliverables.

Data transfer from CAD/RMS to/from the State's repository will use the XSD (schema definition) and XSL (business rules) documents to validate crash report data. Appendix 1 contains the Data Exchange Standards and the Crash XML definitions.

5. Provide an automated interface to update (add/delete/modify) drop down menus including police agencies, EMS and hospitals, vehicle types, charges, and contributing circumstances (any of the drop down table listings). Any modifications that change the XML schema specifications must also make any required changes to the XML definitions. The update interface must be operable by Crash application support personnel without the need to engage higher level agency IT support.

6. Create code that parses event logs and securely transmits results to Crash application support for all Crash system interfaces. Include information on the number of records transmitted and a clear explanation of any abnormal events such as rejected records, down interfaces, no response from receiving or sending systems or programs, etc. Transmission is to occur for each event by default with message queuing for normal completion configurable by the Crash application support personnel. Output must be sent securely to Crash Help Line personnel by email.

7. Mail-a-password Program. Create a mail-a-password program. Vendor will need to discuss with the VTrans Network staff as part of this effort to ensure understanding of the program in the context of maintaining VTrans security. This program communicates using SSL at the same level as is used for the Crash program. Users who do not have ADFS configured will use this program. These users are not part of domains (or do not have suitably secure password policies locally administered) and do not receive password expiration warning messages. These messages will be sent to their email address. A secure web service, accessible from the Crash program will be created to allow password updates. Passwords and Active Directory attribute values will initially be setup by VTrans IT support. This function is to support password updating for existing users only.

8. Special Reports. Possible special reports that may be requested by Vermont DMV, SafetyNet, BPD or others that may be outside the expertise of VTrans staff's use of the Ad hoc reporting tool. We require that these reports be completed in 4 hours effort or less. Please provide an hourly rate for this work.

9. BAC (blood alcohol content) and Drug Test Results: Automate a report to identify a.) when BAC Test Results coded as "999" are 30 days beyond the date of the crash, and b.) Drug Test Results identified as "7 Pending" for those crash report beyond 8 weeks of the crash date.

10. "Approval Date" should not occur prior to the crash date. Build an audit to catch this and display warning(s) to user upon input in a format consistent with other warning messages.

11. SafetyNet. The DMV Commercial Vehicle Enforcement (CVE) technician has contacted us with a problem. Not all Commercial Vehicle crash reports in Web Crash are going into the SafetyNet Review/Export module. SafetyNet is a US Department of Transportation web service for reporting commercial crashes and relies upon a client interface.

All reports that are labeled as having a Commercial Vehicle are supposed to be copied over to the "Waiting for Approval" area of the SafetyNet module; however, this is not happening. (Even if they do not meet the weight limit, they should be copied over because the Commercial Vehicle Enforcement technician checks the weights, among other things, prior to determining if they need to go to FMCSA (Federal Motor Carrier Safety Administration) or not.)

Provide for the transfer of all crashes involving a Commercial Vehicle to the "Waiting for Approval" area of the SafetyNet module in Web Crash.

Allow for updated records. See email below. This will require the vendor conferring with both the DMV CVE Technician, and the SafetyNet contact at FMCSA.

Subject: SafetyNet

To help eliminate duplicate records, it would be nice if the following happens:

After I have already exported a crash into SafetyNet and the Crash is "Checked-Out and Checked In" for changes, I need to have another "category" with already exported to SafetyNet, new changes made. Then I could look at the report and make the necessary changes in SafetyNet and there could be a radial button where I can click "corrected" or something like that.

Currently I export into SafetyNet and if the report is opened again, it goes back into my cue to "waiting for approval". The system won't pick it up as a duplicate because each time a report is checked in and out a letter is added at the end of the report. For example, lets say I exported VT00000012345 and it was checked out again, it would go into my waiting for approval and the number will still look like VT00000012345 but actually when it goes into SafetyNet it could have the letter A, B, C, D, E ,,,,,, after it so it won't catch it as a duplicate.

SafetyNet looks at Report # then Date then Time, if all three matches system updates information, if the report number has a letter at the end of it now, but same date and same time the system will create a new record because the report # didn't match.

The SafetyNet tasks will involve meeting(s) and/or several conversations with FMCSA's SafetyNet system administrator(s) to determine their system method(s) for accepting updates.

12. Provide a secure web service VIN lookup tool. VIN lookup tool to be identified by VTrans Project Manager. Once the VIN lookup tool has been identified by VTrans, integrate VIN lookup tool into Vermont's Web Crash application. This tool will automatically populate VIN, make, model year and potentially other fields based upon entry of a license plate number.

A manual override feature to allow for manual entry of these fields is required. This tool will be implemented as a web service interface.

13 . Outline a plan and tools necessary to integrate a Crash Diagramming tool. Crash diagramming tool to be identified by VTrans Project Manager. Once identified by VTrans, integrate the Crash Diagramming software into Vermont's Web Crash application.

14. Enhancements to VCSG system:

Complete HCL (high crash location) overlapping sections enhancement. The tool to eliminate the sections less than 0.30 miles for the Section report works and is functional. The tool to eliminate sections that overlap into intersections works for the main line sections, but not the side road sections, which need to be completed. Also, the sections that overlap other sections requires completion.

Correct Route Log order in current SQL program of the HCL (high crash location) report. Route log order reports for both intersections and sections are out of sequence.

Allow for wider columns in Route Codes reference table in VCSG and Travel Route Ids table in AMS (annual mileage system). Currently only allows for 20 characters, but at one time it did allow for more.

15. Update web Crash to run on Internet Explorer 8 without the need to run compatibility mode. Provide a detailed test plan addressing the need to test every web page without affecting the production environment.

16. Web Crash rule and table upgrades:

CDL vs. License Class: Provide an audit that points out a discrepancy between license class and the CDL radio button. When CDL radio button is "Yes" the license class should be A, B, or C. The license classes are universal for commercial vehicles so no matter what, if CDL is "Yes" the answer should be one of the three choices. A hint or message will be provided to the user during input.

Establish an unknown value for age. Age is required for all passengers in Injury, Fatal & Commercial vehicle crashes. Sometimes age is not captured for whatever reason and there should be a way to enter "unknowns". We will use "999" if there is no age provided in the report. The current field only allows 2 characters, and 99 could be a legitimate value. I'm afraid we might not get passenger information if the age is what is holding up the report from being submitted.

17. Fixes to VCSG and Web Crash:

Ensure that the "Public Version" of the crash report printed from VCSG matches the "Public Version" of the crash report printed from Web CRS.

The narrative is not printing correctly from VCSG. In the past we never had a narrative to test but with the new imported crashes we are seeing more and more narratives. Currently it only goes to the bottom (outside of the box) of the page for narrative and nothing else prints. Fix the narrative print problem in VCSG.

18. Provide documentation for existing interfaces, all tasks outlined above and for the web service. See details below and also see Appendix 2 Documentation Example.

19. The vendor will maintain the existing codebase during the 12-15 month time period when tasks 1-18 (above) are to be completed in accordance with the definitions in task 20 (below).

20. Annual Maintenance. Maintenance includes fixing logic errors in existing code, adjusting existing code to work with operating system fixes and security fixes.

The vendor must respond within 4 hours during normal business hours and must continue to work until the response solves the problem(s) any time 20% or more of users cannot operate the system for it is intended purpose. The vendor will provide easily loadable (such as by CD) startup instructions and executable(s) for VCSG and web Crash programs as part of maintenance.

The cost increase of annual maintenance in subsequent years, if any, shall be by no more than the percentage indicated in the annual increase of the United States Bureau of Labor Statistics Consumer Price Index.

21. The contract agreement will include a separate estimate to address Web Crash law enforcement feedback and how the feedback may affect changes in Web Crash and VCSG. This task item will require the vendor to perform the described task(s) and incorporate into Web Crash and/or VCSG. At this time, this task includes the unknown items related to data and/or software programming issues and/or changes.

22. Update "Location Wizard" in CRS (VCSG, aka the in house CRS):

This task is related to the SQL CRS in house application. Modify the automation of the VTrans LRS reference using the existing "Location Wizard" button.

Update the Linear Reference System (LRS) creation to reflect VTrans format. Work with the Project Manager and the VTrans GIS Database Administrator.

A copy of the LRS is available in a GIS format at the Vermont Center for Geographic Information (VCGI) at the following link:

http://www.vcgi.org/dataware/search_tools/moreinfo.cfm?catalog_id=3&layer_id=10070&layer_name=TransRoad_LRS2007.

The most current LRS and Master Route Definition (MRD) Table information are available at VTrans.

All work to be performed will require prior discussion with and approval by the VTrans Project Manager. Prior to any work approval by VTrans Project Manager, the vendor will provide a written description of the work to be performed, timeframe needed to complete the work (in hours)

and estimated date of delivery, and total estimated cost. The vendor will discuss this work with the Project Manager prior to any work performed.

The vendor will discuss each task in this deliverable with the VTrans Project Manager and written task requirements will be agreed upon prior to work being performed

The State will retain ownership of all products produced, including the source code. The vendor will deliver all source code and systems documentation. All source code will be commented in accordance with the industry standards. The vendor will deliver all documentation required to use and maintain this system, to include the systems users and programmer's manuals.

For each task stated above provide:

Source code and documentation including procedures, steps, programming, configuration notes and any information related to the specific task in order to provide for VTrans IT to independently support and maintain the Crash applications. Updated documentation and code will be delivered within one week of any changes being implemented in production. The State will review and approve or request changes within two weeks of delivery. There are two projects in Visual Source Safe for VCSG and for web Crash. The Crash project is setup as follows:

Solution Name: CrashSolution

Project Name	Type
Audit	Class Library
BusinessLayer	Class Library
ADFSError	Web Site (user is redirected if ADFS fails)
Crash	Web Site (Main Crash Web)
ImportWS	Web Service (Import Crashes)
Common	Class Library
CrashReportForm	Class Library
DataLayer	Class Library
DMVExport	Windows Application
ExportService	Windows Application
SpillmanExport	Windows Application
StandardReports	Class Library
VCSGExport	Windows Application

As part of the deliverable for each task or task group, the vendor will deliver code updates to VTrans source safe. Update XSD and XSL files as necessary.

Identify all programming tools, programs, etc. necessary in order for VTrans IT staff to maintain and support application modifications within VTrans environment.

All code changes will undergo a minimum of one-week testing on our production systems.

Note that existing interfaces have draft documentation similar to that shown in Appendix 2. Where existing draft documentation is available, the vendor will update the existing draft document.

Chapter 4: Vendor Response Content and Format

The instructions and format for the submission of proposal information are designed to ensure the provision of data considered essential to the understanding and comprehensive evaluation of the vendor's proposal. There is no intent to limit the content of the proposals, nor in any way to inhibit a presentation in other than the vendor's favor. The vendor may include such additional information or data as may be appropriate, or offer alternate solutions but shall not exclude any portion requested in this document. All proposals must contain the following information.

1. **LETTER OF TRANSMITTAL.** A statement identifying individuals who were involved in the preparation of the proposal as well as a single point of contact for clarification of bid information must be included.
2. **BACKGROUND AND EXPERIENCE.** Provide a full description of the experience you have providing the requested service.
3. **REFERENCES.** Provide the names, address and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.
4. **NARRATIVE:** Vendors must provide a point by point narrative that states how they will meet the requirements of this Request for Proposal.
5. **ACKNOWLEDGMENT OF TERMS:** A statement acknowledging all Customary State Contract Provisions and Purchasing and Contract Administration Terms and Conditions. Any exceptions have to be resolved prior to contract award and should be identified within the proposal.
6. **PRICING:** You must complete a separate PRICING RESPONSE and submit it with your bid.
7. **FINANCIALS:** You must complete Form AF-38 and submit all relevant documentation in accordance with total cost.

Chapter 5: Proposal Submission

CLOSING DATE: The closing date for the receipt of proposals is **July 8, 2009 at 3:00 P.M.** Bid must be delivered to: State of Vermont, BGS Financial Operations Division, Office of Purchasing and Contracting, 10 Baldwin Street, Montpelier, VT 05633-7501 prior to that time. Proposals or unsolicited amendments submitted after that time will not be accepted and will be returned to the vendor.

The bid opening will be held at 10 Baldwin Street, Montpelier, VT 05633-7501 and is open to the public. **Submit an unbound original (clearly marked as such) and two (2) paper copies and one (1) CD-ROM copy (optional).**

The bid should include a Technical Response, Pricing Response, and Financial Information all separate of each other. The separate Pricing Response must include an original and two (2) paper copies and one (1) CD-ROM copy (optional)

All proposals shall be submitted in a sealed package and must be clearly marked as follows:

PROPOSAL FOR Crash System Completion and Maintenance

If bids are being sent via an express delivery service, be certain that this designation is clearly shown on the outside of the delivery envelope or box.

Chapter 6: Sealed Bid Instructions

All bids must be sealed and must be addressed to the State of Vermont, BGS Financial Operations Division, Office of Purchasing and Contracting, 10 Baldwin Street, Montpelier, VT 05633-7501. **BID ENVELOPES MUST BE CLEARLY MARKED 'SEALED BID' AND SHOW PROPOSAL TITLE, OPENING DATE AND NAME OF VENDOR.**

1. All vendors are hereby notified that sealed bids must be in the office of the Vermont Purchasing and Contract Administration Division by the time of the bid opening. Bids not in possession of the Purchasing and Contract Administration Division at the time of the bid opening will not be considered, and returned to the vendor.
2. Purchasing and Contract Administration Division may, for cause, change the date and/or time of bid openings or issue an addendum. If a change is made, the State will make a reasonable effort to inform all vendors by posting at: www.bgs.vermont.gov/purchasing/bids.
3. All bids will be publicly opened. Any interested party may attend bid openings. At the sole discretion of Purchasing and Contract Administration the information disclosed may be limited to the names and addresses of the vendors. Bid results may be requested in writing and are available once an award has been made.

4. DELIVERY METHODS:

- 4.1. U.S. MAIL: Vendors are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to insure receipt by the Purchasing and Contract Administration Division prior to the time of the bid opening.
- 4.2. EXPRESS DELIVERY: If bids are being sent via an express delivery service, be certain that the RFP designation is clearly shown on the outside of the delivery envelope or box.
- 4.3. HAND DELIVERY: Hand carried bids shall be delivered to a representative of the Division prior to the bid opening.
- 4.4. ELECTRONIC: Electronic bids will not be accepted.
- 4.5. FAX BIDS will not be accepted
- 4.6. SUBMISSION CHECKLIST
 - 4.6.1. Hard *Copies* (2)
 - 4.6.2. Original Unbound *Master* (1)
 - 4.6.3. Transmittal Letter
 - 4.6.4. CD – Optional
 - 4.6.5. Project related References
 - 4.6.6. Tax Form – (Attachment C)
 - 4.6.7. Offshore/outsource form – (Attachment B)
 - 4.6.8. Agency of Transportation Procedures for Selecting Contractors and Specifications for Contractor Services, Including Customary State Contract Provisions - (Attachment D)
 - 4.6.9. License & Maintenance Agreements
 - 4.6.10. Form AF38 (Attachment E)

REMEMBER!

**ALL NOTIFICATIONS, RELEASES AND AMENDMENTS WILL BE POSTED AT:
WWW.BGS.VERMONT.GOV/PURCHASING/BIDS
THE STATE WILL MAKE NO ATTEMPT TO CONTACT VENDORS WITH UPDATED
INFORMATION. IT WILL BE THE RESPONSIBILITY OF EACH VENDOR TO
PERIODICALLY CHECK THIS SITE FOR THE LATEST DETAILS**

Attachment A:

**STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS**

- 1. Entire Agreement:** This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
- 2. Applicable Law:** This Agreement will be governed by the laws of the State of Vermont.
- 3. Definitions:** For purposes of this Attachment, “Party” shall mean the Vendor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.
- 4. Appropriations:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- 5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
- 6. Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

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The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

7. **Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

8. **Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.
9. **Requirement to Have a Single Audit:** In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and if this Subrecipient expends \$500,000 or more in federal assistance during its fiscal year, the Subrecipient is required to have a single audit conducted in accordance with the Single Audit Act, except when it elects to have a program specific audit.

The Subrecipient may elect to have a program specific audit if it expends funds under only one federal program and the federal program's laws, regulating or grant agreements do not require a financial statement audit of the Party.

A Subrecipient is exempt if the Party expends less than \$500,000 in total federal assistance in one year.

The Subrecipient will complete the Certification of Audit Requirement annually within 45 days after its fiscal year end. If a single audit is required, the sub-recipient will submit a copy of the audit report to the primary pass-through Party and any other pass-through Party that requests it within 9 months. If a single audit is not required, the Subrecipient will submit the Schedule of Federal Expenditures within 45 days. These forms will be mailed to the Subrecipient by the Department of Finance and Management near the end of its fiscal year. These forms are also available on the Finance & Management Web page at:

<http://finance.vermont.gov/forms>

- 10. Records Available for Audit:** The Party will maintain all books, documents, payroll papers, accounting records and other evidence pertaining to costs incurred under this agreement and make them available at reasonable times during the period of the Agreement and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- 11. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of Title 21V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990 that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.
- 12. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.
- 13. Taxes Due to the State:**
 - a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
 - b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
 - c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.

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- d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

14. Child Support: (Applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

15. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of his Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include all subcontract or subgrant agreements and a tax certification in accordance with paragraph 11 above.

16. No Gifts or Gratuities: Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

17. Copies: All written reports prepared under this Agreement will be printed using both sides of the paper.

18. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs or programs supported in whole or in part by federal funds.

(End of Standard Provisions)

Attachment B: Offshore Outsourcing Questionnaire

Vendors must indicate whether or not any services are or will be outsourced under the terms of any agreement with the State of Vermont. Indicate N/A if not applicable. This is required by the State of Vermont but cannot be used as an evaluation criterion under Federal Law.

Services:

Proposed Service to be Outsourced	Bid Total or Contract Estimate	Represents what % of total Contract Dollars	Outsourced Dollars	Outsourced Work Location (Country)	Subvendor

If any or all of the services are or will be outsourced offshore, Vendors are required to provide a cost estimate of what the cost would be to provide the same services onshore and/or in Vermont.

Proposed Service to be Outsourced	Bid Total or Contract Estimate if provided Onshore	Bid Total or Contract Estimate if provided in Vermont	Cost Impact	Onshore Work Location	Subvendor

Name of Vendor:

Signature of Vendor:

Date:

Attachment C: Tax Certification Form

DATE:

Crash System Completion and Maintenance
Address

This form must be completed and submitted as part of the response for the proposal to be considered valid.

The undersigned agrees to furnish the products or services listed at the prices quoted and, unless otherwise stated by the vendor, the Terms of Sales are Net 30 days from receipt of service or invoice, whichever is later. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

VERMONT TAX CERTIFICATE AND INSURANCE CERTIFICATE

To meet the requirements of Vermont Statute 32 V.S.A. subsection 3113, by law, no agency of the State may enter into extend or renew any contract for the provision of goods, services or real estate space with any person unless such person first certifies, under the pains and penalties of perjury, that he or she is in good standing with the Department of Taxes. A person is in good standing if no taxes are due, if the liability for any tax that may be due is on appeal, or if the person is in compliance with a payment plan approved by the Commissioner of Taxes, 32 V.S.A. subsection 3113. In signing this bid, the vendor certifies under the pains and penalties of perjury that the company/individual is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due to the State of Vermont as of the date this statement is made.

Vendor further certifies that the company/individual is in compliance with the State's insurance requirements as detailed in section 21 of the Purchasing and Contract Administration Terms and Conditions. All necessary certificates must be received prior to issuance of Purchase Order. If the certificate of insurance is not received by the Division of Purchasing and Contract Administration within five (5) days, the State of Vermont reserves the right to select another vendor. Please reference this RFQ# when submitting the certificate of insurance.

Insurance Certificate: Attached _____ Will provide upon notification of award: _ (within 5 days)

Delivery Offered _____ Days After Notice of Award Terms of Sale _____

Quotation Valid for _____ Days _____ Date: _____

Name of Company: _____

Telephone Number: _____ Fax Number: _____

By: _____
Signature (Bid Not Valid Unless Signed)

Name: _____
(Type or Print)

This is NOT AN ORDER

Attachment D: Agency of Transportation Procedures for Selecting Contractors and Specifications for Contractor Services, Including Customary State Contract Provisions.

<http://www.aot.state.vt.us/conadmin/Documents/ProceduresForSelectingContractorsandSpecificationsforContractorServices.pdf>

Attachment E: Form AF38

A **VTrans Form AF38** completed at the level commensurate with the amount of work to be performed will be required.

<http://www.aot.state.vt.us/conadmin/Documents/FORMAF38.pdf>