

Solicitation 2660-423

PaveM (Pavement Management System)

State of California

Bid 2660-423 PaveM (Pavement Management System)

Bid Number **2660-423**
Bid Title **PaveM (Pavement Management System)**

Bid Start Date **Sep 9, 2010 3:45:56 PM PDT**
Bid End Date **Jan 5, 2011 10:00:00 AM PST**
Question & Answer
End Date **Oct 1, 2010 5:00:00 PM PDT**

Bid Contact **William Rodriguez**
916-375-4492
William.Rodriguez@dgs.ca.gov

Standard Disclaimer **The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk.**

The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.

Description

The purpose of this Invitation for Bid (hereinafter referred to as the "IFB") is to acquire a web-based software product, pavement management system (hereinafter referred to as the "PaveM"), meeting the California Department of Transportation (Caltrans) requirements. The software product will enable Caltrans' Pavement Program to develop and successfully implement a proactive approach for prioritizing, preserving, rehabilitating, and maintaining existing highway pavements.

The State requires one contract to be issued to a single Contractor who shall be responsible for successful performance of this contract. Any Agreement resulting from this IFB will have a term of approximately two (2) years, inclusive of system configuration, installation, implementation, and acceptance testing, and one (1) year for technical support services. This contract will contain four (4) extension option(s) for one (1) year(s) or portion thereof, at the pricing evaluated in Exhibit VII-A, Cost Workbook.

IN THE EVENT OF A CONFLICT IN CONTENT BETWEEN THE STATE'S ELECTRONICALLY RELEASED IFB DOCUMENT(S) AND THE BIDDER'S SUBMITTED IFB DOCUMENT(S) IN RESPONSE TO THE IFB, THE STATE'S BID DOCUMENT(S) WILL PREVAIL. IF THE BIDDER'S SUBMITTED IFB DOCUMENT(S) CONTAINS UNAPPROVED ALTERATIONS, THEIR BID MAY BE REJECTED.

IMPORTANT NOTICE TO ALL BIDDERS

Solicitation No. IFB DOT 2660-423

This solicitation/acquisition is being conducted under Public Contract Code § 12125, et seq., the Alternative Protest Process.

Submission of a bid constitutes consent of the bidder for participation in the Alternative Protest Process.

Any protests filed in relation to the proposed contract award shall be conducted under the procedures in this document for the Alternative Protest Process.

Any bidder wishing to protest the proposed award of this solicitation must submit a written Notice of Intent to Protest (facsimile acceptable) to the Coordinator before the close of business on the last day of the protest period, which will be established in the Notice of Intent to Award. Failure to submit a timely, written Notice of Intent to Protest waives the bidder's right to protest.

ALTERNATIVE PROTEST PROCESS COORDINATOR/DISPUTE RESOLUTION

Department of General Services
Procurement Division
Purchasing Authority Management Section
707 Third Street, 2nd Floor South
West Sacramento, CA 95605
Voice: 916 / 375-4587
Fax: 916 / 375-4611

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California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

SECTION I – INTRODUCTION

September 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

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I. INTRODUCTION AND OVERVIEW OF REQUIREMENTS

I.A. Purpose and Overview of the IFB

The purpose of this Invitation for Bid (hereinafter referred to as the “IFB”) is to acquire a web-based software product, pavement management system (hereinafter referred to as the “PaveM”), meeting the California Department of Transportation (Caltrans) requirements. The software product will enable Caltrans’ Pavement Program to develop and successfully implement a proactive approach for prioritizing, preserving, rehabilitating, and maintaining existing highway pavements. By addressing current pavement policies and data collection processes, a significant change in the resource allocation method for pavement projects will be developed based on the data-driven pavement deterioration analysis and prioritized by the Pavement Program. This will result in a significant change in the mix of pavement projects (preventative maintenance, corrective maintenance, rehabilitation, and reconstruction) and will reduce the growth of pavement rehabilitation and major maintenance highway inventory. The procurement includes technology and implementation planning, software application configuration, database implementation, interfaces to internal applications, testing, training, data conversion, end user and technical documentation, project management, and post-implementation warranty and annual maintenance support.

The State requires one contract to be issued to a single Contractor who shall be responsible for successful performance of this contract. Any Agreement resulting from this IFB will have a term of approximately two (2) years, inclusive of system configuration, installation, implementation, and acceptance testing, and one (1) year for technical support services. This contract will contain four (4) extension option(s) for one (1) year(s) or portion thereof, at the pricing evaluated in Exhibit VII-A, Cost Workbook.

All cost data must be submitted under separate, sealed cover and clearly marked “COST DATA.” If cost data is not submitted in this manner, the bid may be deemed non-responsive and may be rejected. Responses to this IFB will be evaluated based on the total bid, and award, if made, will be to a single, responsive and responsible Bidder awarded the highest points as calculated in accordance with the methodology defined in EVALUATION AND SELECTION (Section IX), of this IFB. Failure to adhere to bid specifications may be considered a material deviation from the requirements of this bid, and may cause the bid to be rejected.

I.B. Scope of the IFB and Bidder Admonishment

This IFB is being conducted under Public Contract Code §12125 et seq., the Alternative Protest Process.

This IFB contains the instructions governing the requirements for a firm bid to be submitted by interested Bidders. The format for bid information to be submitted, and the material to be included therein, follows. This IFB also addresses the requirements that

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the Bidder must meet to be eligible for consideration, as well as addressing the Bidder's responsibilities before and after implementation.

IF A BIDDER EXPECTS TO BE AFFORDED THE BENEFITS OF THE STEPS INCLUDED IN THIS IFB, THE BIDDER MUST TAKE THE RESPONSIBILITY TO:

- CAREFULLY READ THE ENTIRE IFB;
- IF CLARIFICATION IS NECESSARY, ASK APPROPRIATE QUESTIONS IN A TIMELY MANNER;
- REVIEW MATERIAL IN THE BIDDER'S LIBRARY;
- SUBMIT ALL REQUIRED RESPONSES, COMPLETE TO THE BEST OF THEIR ABILITY, BY THE REQUIRED DATES AND TIMES;
- MAKE SURE THAT ALL PROCEDURES AND REQUIREMENTS OF THE IFB ARE ACCURATELY FOLLOWED AND APPROPRIATELY ADDRESSED; AND,
- CAREFULLY REREAD THE ENTIRE IFB BEFORE SUBMITTING A BID.

IN THE EVENT OF A CONFLICT IN CONTENT BETWEEN THE STATE'S ELECTRONICALLY RELEASED IFB DOCUMENT(S) AND THE BIDDER'S SUBMITTED IFB DOCUMENT(S) IN RESPONSE TO THE IFB, THE STATE'S BID DOCUMENT(S) WILL PREVAIL. IF THE BIDDER'S SUBMITTED IFB DOCUMENT(S) CONTAINS UNAPPROVED ALTERATIONS, THEIR BID MAY BE REJECTED.

I.C. Availability

To meet the requirements of this IFB, the successful Bidder must have the services requested by this IFB fully operational and available to Caltrans on, or before, the End Date of the Rollout Period specified in the Caltrans-approved Project Schedule which is submitted by the successful Bidder after contract award.

I.D. DGS Procurement Official

The DGS Procurement Official, to whom all correspondence related to IFB DOT 2660-423 shall be addressed, is:

William Rodriguez
Department of General Services
Procurement Division, Technology Acquisitions Branch
707 Third Street, 2nd Floor, MS Z-209
West Sacramento, CA 95605

Telephone: (916) 375-4492
Fax: (916) 375-4505
Email: William.Rodriguez@dgs.ca.gov

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I.E. Key Action Dates

Listed below are the important actions, dates, and times by which the actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this IFB. ALL DATES AFTER THE FINAL BID SUBMISSION DEADLINE ARE APPROXIMATE AND MAY BE ADJUSTED AS CONDITIONS INDICATE, WITHOUT ADDENDUM TO THIS IFB.

TABLE I-A.KEY ACTION DATES

#	Action	Date	Time
1.	Release of the IFB	9/9/10	
2.	Last day to submit questions for clarification of IFB	10/1/10	
3.	Last day to submit Intention to Bid and signed Confidentiality Statement (Exhibits I-A and I-B)	10/1/10	
4.	Publish response to Bidders' questions	10/12/10	
5.	Submission of Draft Bid	10/25/10	10:00am PT
6.	Confidential Discussions	11/15/10-11/19/10	
7.	Last day to request a change in the requirements of the IFB*	12/3/10	
8.	Last day to submit a protest of IFB requirements	12/15/10	
9.	Submission of Final Bid**	1/5/11	10:00am PT
10.	Public Cost Opening	1/27/11	
11.	Notification of Intent to Award	2/7/11	
12.	Last Day to Protest Selection	2/8/11	
13.	Agreement Award and Execution	2/15/11	

* Or five (5) State business days following the last Addendum that changes the requirements of the IFB. (See RULES GOVERNING COMPETITION (Section II), II. B.4: Questions Regarding this IFB.)

** REVIEW BID SUBMISSION CHECKLIST PRIOR TO SUBMITTING FINAL BID (Exhibit I-C).

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I.F. Intention to Bid

The Bidders that want to participate in the IFB should submit a notification of Intention to Bid on this procurement in accordance with Section II, II.B.6: Supplier's Intention to Submit a Bid, to receive additional information. Only those Bidders acknowledging interest in this IFB will receive additional correspondence regarding this procurement. The letter should identify the contact person for the solicitation process, along with a phone and fax number. (See Exhibit I-A)

There is to be only one (1) contact person for the Bidder during the process. Information related to a Bidder will be given to the designated contact person. It shall be the Bidder's responsibility to immediately notify the Department of General Services (DGS) Procurement Official, in writing, regarding any revision to the information pertaining to the designated contact person. The State shall not be responsible for bid correspondence not received by the Bidder if the Bidder fails to notify the DGS Procurement Official, in writing, about any changes pertaining to the designated contact person.

I.G. Confidentiality

To preserve the integrity of the security and confidentiality measures integrated into Caltrans' automated information systems, each Bidder is required to sign the Confidentiality Statement attached as Exhibit I-B, and submit it by the date specified in paragraph E. Key Action Dates of this section.

Similarly, any Bidder engaging in information technology services to Caltrans, requiring them to come into contact with confidential Caltrans information will be required to exercise security precautions for such data that is made available.

After Contract Award, all Prime Contractor and Subcontractor personnel assigned to the project shall individually sign the Confidentiality Statement. Additional confidentiality and/or non-disclosure agreements or statements may also be required to be signed by the Prime Contractor and Subcontractor personnel, prior to working on this project.

Under no circumstances shall any Bidder, Prime Contractor or Subcontractor use, publish, sell, or otherwise disclose to any third party, the contents of any records, data, or reports derived from data submitted for processing without the prior authorization and consent of the State in writing

I.H. Bidder's Library

The Bidder's Library contains reference materials and other documents supporting this IFB. All potential Bidders are encouraged to review the information in the Bidder's Library. The Bidder's Library can be accessed via the Internet at:

http://www.dot.ca.gov/hq/esc/Translab/ope/PaveM_bidders_library.html

Note that items in the Bidder's Library may be updated from time to time. Therefore, it is the Bidder's responsibility to regularly check the Bidder's Library for updates. The

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State is not required to issue an Addendum to the IFB in order to update items in the Bidder's Library.

Any questions concerning the Bidder's Library or web site should be directed to the Procurement Official listed in this section, I.D: DGS Procurement Official.

I.I. Americans with Disabilities Act (ADA)

To comply with the nondiscrimination requirements of ADA, it is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the Procurement Official identified in this section, I.D: DGS Procurement Official. You may also contact the State at the numbers listed below.

IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR NEED, IT IS BEST THAT WE RECEIVE YOUR REQUEST FOR REASONABLE MODIFICATION AT LEAST TEN (10) STATE BUSINESS DAYS BEFORE THE SCHEDULED EVENT (I.E., MEETING, CONFERENCE, WORKSHOP, ETC.) OR DEADLINE DUE DATE FOR PROCUREMENT DOCUMENTS.

The Procurement Division TTY telephone number is:

Sacramento Office: (916) 376-1891

The California Relay Service Telephone Numbers are:

Voice: 1-800-735-2922 or 1-888-877-5379

TTY: 1-800-735-2929 or 1-888-877-5378

Speech to Speech: 1-800-854-7784

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EXHIBIT I-A. LETTER OF INTENT TO BID

To: William Rodriguez
Department of General Services
Procurement Division, Technology Acquisitions Branch
707 Third Street, 2nd Floor, MS Z-209
West Sacramento, CA 95605

Reference: IFB DOT 2660-423, PaveM (Pavement Management System)

This is to notify you of our interest in the IFB and:

_____ We will submit a bid and have no problem with the IFB requirements.

_____ We will submit a bid, but have one or more problems with the IFB requirements for reasons stated in this response.

_____ We decline to submit a bid, for reasons stated in this response, and have no problem with the IFB requirements.

_____ We decline to submit a bid because of one or more problems with the IFB requirements for reasons stated in this response.

The individual to whom all information regarding the IFB should be transmitted is:

Name of Firm:	
Contact Name:	
Address:	
Phone Number:	
Fax Number:	
Email Address:	

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1. We have read and will comply with all IFB requirements and all proposed responses:
• Yes • No Initials_____
2. The person signing this Letter of Intent to Bid is authorized to bind the Bidder contractually:
• Yes • No Initials_____
3. We are enclosing, as requested, a signed Confidentiality Statement (Exhibit I-B).
• Yes • No Initials_____
4. We have the following concerns or problems regarding submitting a bid for this IFB:

If declining to bid, please state reason(s) why:

Sincerely,

Signature

Typed Name and Title

()

()

Company

Phone Number

Fax Number

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EXHIBIT I-B. CONFIDENTIALITY STATEMENT

(To be signed by bidders and their subcontractors)

As an authorized representative and/or corporate officer of the company named below, or a subcontractor participating in this project, I warrant my company and its employees will exercise a reasonable degree of care not to disclose any documents, diagrams, information and information storage media made available to us by the State for the purpose of responding to IFB DOT 2660-423 and marked as confidential. I warrant that only those employees who are authorized and required to use such materials for the purpose of responding to IFB DOT 2660-423 will have access to them. If it is necessary for subcontractors, affiliates, or other related entities to view any marked confidential documents for the purpose of responding to IFB DOT 2660-423, I warrant that they will not have access to any marked confidential documents until they have signed this Confidentiality Statement and submitted it to the State Procurement Official identified in this IFB.

I further warrant that all materials provided by the State and marked as confidential will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials a letter attesting to the complete return of materials and documenting the destruction of copies and derivations. Failure to so comply will subject this company to liability, both criminal and civil, including all damages to the State and third-parties.

Signature of representative

Date

Printed name of representative

Printed title of representative

Printed name of company

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EXHIBIT I-C. BIDDER'S CHECKLIST

1. Does your final bid (submitted documentation) follow the format specified in BID FORMAT AND CONTENT (Section VIII), in the IFB?
 - ☐ Cover Letter with Original Signature Included. (Refer to Section II, II.C.5.e).
 - ☐ Volumes Labeled as Identified, and in the specified number of copies.
 - ☐ No Cost Data Provided in any Volume, except separately sealed Volume III*.

2. Have you included all required documentation?
 - ☐ Letter of Intent to Bid (Submit per the Key Action Dates) EXHIBIT I-A
 - ☐ Confidentiality Statement (Submit per the Key Action Dates)..... EXHIBIT I-B
 - ☐ Bidder Acceptance of Administrative Requirements (*To be included in Volume I*).....EXHIBIT V-A
 - ☐ Workers' Compensation Insurance Certification.....EXHIBIT V-C
 - ☐ Seller's PermitEXHIBIT V-D
 - ☐ Bidder CertificationEXHIBIT V-E
 - ☐ Customer In-Use Reference EXHIBIT V-F
 - ☐ Secretary of State Certification.....SOS Form
 - ☐ Payee Data Record (STD 204)..... Bidder Downloaded Form
 - ☐ Bidder Declaration (GSPD-05-105) Bidder Downloaded Form
 - ☐ DVBE Declarations (STD 843) Bidder Downloaded Form
 - ☐ Documentation of DVBE Requirements (STD 840) Bidder Downloaded Form
 - ☐ Small Business Preference (all bidders).....EXHIBIT V-B
 - ☐ Small Business Certification (if applicable).....SECTION V-B
 - ☐ Target Area Contract Preference Act (TACPA) (if applicable) SECTION V.B.4
 - ☐ Enterprise Zone Act (EZA) (if applicable) SECTION V.B.5
 - ☐ Local Agency Military Base Recovery Act (LAMBRA) (if applicable) SECTION V.B.6
 - ☐ Commercially Useful Function..... EXHIBIT V-G
 - ☐ Business Functional and Technical Requirements Responses SECTION VI
 - ☐ Draft Project Management Plan Appendix B
 - ☐ Draft Project Schedule Appendix B
 - ☐ Bidder Information and BackgroundEXHIBIT V-H
 - ☐ Customer Reference Form (*at least three*) EXHIBIT V-I
 - ☐ Key Personnel Qualifications Certification..... Appendix B
 - ☐ Functional and Technical Requirements Appendix B

3. Is the Agreement in your final bid in the order specified?
 - ☐ Standard Agreement (STD 213 IT), MASTER AND ONE (1) COPY OF APPENDIX A
ORIGINAL SIGNATURES ARE REQUIRED.
 - ☐ Agreement signed by an individual authorized to bind the firm.

4. Have the calculations for the costs been checked for accuracy?

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☐ Cost Worksheet (*To be included in separately sealed Volume III**)..EXHIBIT VII-A

BIDDERS:

THE STATE MAKES NO WARRANTY THAT THE CHECKLIST IS A FULL AND COMPREHENSIVE LISTING OF EVERY REQUIREMENT SPECIFIED IN THE SOLICITATION. CHECKING OFF THE ITEMS ON THE CHECKLIST DOES NOT ESTABLISH YOUR FIRM'S INTENT NOR DOES IT CONSTITUTE RESPONSIVENESS TO THE REQUIREMENT(S). THE CHECKLIST IS ONLY A TOOL TO ASSIST PARTICIPATING BIDDERS IN COMPILING THEIR FINAL BID RESPONSE. THE BIDDERS ARE ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION. THE NEED TO VERIFY ALL DOCUMENTATION AND RESPONSES PRIOR TO THE SUBMISSION OF FINAL BIDS CANNOT BE OVER EMPHASIZED.

*This volume must be in a separately sealed and marked envelope or container, containing all completed cost sheets and any other document with cost data identified as required in the Bid Requirements.



California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

**SECTION II – RULES GOVERNING
COMPETITION**

September 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

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II. RULES GOVERNING COMPETITION**II.A. Identification and Classification of IFB Requirements****II.A.1 Requirements**

The State has established certain requirements with respect to bids to be submitted by prospective contractors. The use of "shall," "must," or "will" (except to indicate simple futurity) in the IFB indicates a requirement or condition which is mandatory. A deviation, if not material, may be waived by the State. A deviation from a requirement is material if the deficient response is not in substantial accord with the IFB requirements, provides an advantage to one bidder over other bidders, or has a potentially significant effect on the delivery, quantity or quality of items bid, amount paid to the supplier, or on the cost to the State. Material deviations cannot be waived.

II.A.2 Desirable Items

The words "should" or "may" in the IFB indicate desirable attributes or conditions, but are non-mandatory in nature. Deviation from, or omission of, such a desirable feature, even if material, will not in itself cause rejection of the bid.

II.B. Bidding Requirements and Conditions**II.B.1 General**

This IFB, the evaluation of responses, and the award of any resultant contract shall be made in conformance with current competitive bidding procedures as they relate to the procurement of goods and services by public bodies in the State of California. A bidder's Final Bid is an irrevocable offer for 45 days following the scheduled date for contract award specified in Section I. A bidder may extend the offer in the event of a delay of contract award.

II.B.2 IFB Documents

This IFB includes, in addition to an explanation of the State's needs which must be met, instructions which prescribe the format and content of bids to be submitted and the model(s) of the contract(s) to be executed between the State and the successful bidder(s).

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this IFB, the bidder shall immediately notify the Department Official identified in Section I of such error in writing and request clarification or modification of the document.

Modifications will be made by addenda issued pursuant to paragraph II.B.7, Addenda, below. Such clarifications shall be given by written notice to all parties who have identified themselves as bidders to the Department Official identified in Section I, without divulging the source of the request for same. Insofar as practicable, the State

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SECTION II – RULES GOVERNING COMPETITION

will give such notices to other interested parties, but the State shall not be responsible therefore.

If the IFB contains an error known to the bidder, or an error that reasonably should have been known, the bidder shall bid at its own risk. If the bidder fails to notify the State of the error prior to the date fixed for submission of bids, and is awarded the contract, the bidder shall not be entitled to additional compensation or time by reason of the error or its later correction.

In the event of conflict in content between the State's electronically released IFB document(s) and the Bidder's submitted IFB document(s) in response to the IFB, the State's IFB documents will prevail. If the Bidder's submitted IFB document(s) contains unapproved alterations, their bid may be rejected.

II.B.3 Examination of the Work

The bidder should carefully examine the entire IFB and any addenda thereto, and all related materials and data referenced in the IFB or otherwise available to the bidder, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work. Specific conditions to be examined may be listed in the IFB section on ADMINISTRATIVE REQUIREMENTS (Section V) and/or the section on BUSINESS, FUNCTIONAL AND TECHNICAL REQUIREMENTS (Section VI).

II.B.4 Questions Regarding the IFB

Bidders requiring clarification of the intent or content of this IFB or on procedural matters regarding the competitive bid process may request clarification by submitting questions, in an email or envelope clearly marked "Questions Relating to IFB DOT 2660-423", to the Department Official listed in Section I. To ensure a response, questions must be received in writing by the scheduled date(s) given in Section I. Question and answer sets will be provided to all bidders without identifying the submitters. At the sole discretion of the State, questions may be paraphrased by the State for clarity.

A bidder who desires clarification or further information on the content of the IFB, but whose questions relate to the proprietary aspect of that bidder's proposal and which, if disclosed to other bidders, would expose that bidder's proposal, may submit such questions in the same manner as above, but also marked "CONFIDENTIAL," and not later than the scheduled date specified in Section I to ensure a response. The bidder must explain why any questions are sensitive in nature. If the State concurs that the disclosure of the question or answer would expose the proprietary nature of the proposal, the question will be answered and both the question and answer will be kept in confidence. If the State does not concur with the proprietary aspect of the question, the question will not be answered in this manner and the bidder will be so notified.

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If the bidder believes that one or more of the IFB requirements is onerous, unfair, or imposes unnecessary constraints to the bidder in proposing less costly or alternate solutions, the bidder may request a change to the IFB by submitting, in writing, the recommended change(s) and the facts substantiating this belief and reasons for making the recommended change. Such request must be submitted to the Department Official by the date specified in Section I for submitting a request for change. **Oral answers shall not be binding on the State.**

Written answers to questions posted directly to the DGS eProcurement website using the Question and Answer website feature will not be posted as individual answers on that website. Written answers will be included in a Question and Answer set which will then be posted at the DGS' eProcurement website for all bidders to view without identifying the submitters.

II.B.5 Bidders' Conference

A Bidders' Conference may be held, during which suppliers will be afforded the opportunity to meet with State personnel and discuss the content of the IFB and the procurement process. Suppliers are encouraged to attend the Bidders' Conference. The time, date and place of such conference, if held, is included in the Key Action Dates specified in Section I.

The State will accept oral questions during the conference and will make a reasonable attempt to provide answers prior to the conclusion of the conference. If questions asked at the conference cannot be adequately answered during the discussion, suppliers may submit them in writing by the cutoff date for written questions as noted in Section I, and written answers will be provided in accordance with the procedure set forth in the above paragraph II.B.4, Questions Regarding the IFB. Oral answers shall not be binding on the State.

II.B.6 Supplier's Intention to Submit a Bid

Suppliers who want to participate in the bidding process are asked to state their intention by the date specified in Section I, KEY ACTION DATES, with respect to submission of bids. The State is also interested as to a supplier's reasons for not submitting a bid; as, for example, requirements that cannot be met or unusual terms and conditions which arbitrarily raise costs. Suppliers are asked to categorize their intent as follows:

- a. Intends to submit a bid and has no problem with the IFB requirements.
- b. Intends to submit a bid, but has one or more problems with the IFB requirements for reasons stated in this response.
- c. Does not intend to submit a bid, for reasons stated in this response, and has no problem with the IFB requirements.

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- d. Does not intend to submit a bid because of one or more problems with the IFB requirements for reasons stated in this response.

If a supplier intends to submit a bid, the letter should include additional information identified in Section I, INTENTION TO BID. If suppliers have indicated significant problems with the IFB requirements, the State will examine the stated reasons for the problems and will attempt to resolve any issues in contention, if not contrary to the State's interest, and will amend the IFB if appropriate. All suppliers who have submitted an intention will be advised by the State of any actions taken as a result of the suppliers' responses. If after such actions, a supplier determines that the requirements of the IFB unnecessarily restrict its ability to bid, the supplier is allowed five (5) working days to submit a protest to those IFB requirements or the State's action, according to the instructions contained in paragraph II.E-1 Protests of this section.

Hereafter, for the purposes of the instructions of this IFB, all suppliers who have indicated their intent to submit a Final Bid are called bidders until such time that the bidder withdraws or other facts indicate that the bidder has become nonparticipating. Should a bidder not participate in a bid step, the State reserves the right to drop them from the participating bidder list and they will not receive any further correspondence until they contact the Department Official to indicate that they would like further correspondence.

II.B.7 Addenda

The State may modify the IFB prior to the date fixed for Contract Award by issuance of an addendum to all bidders who are participating in the bidding process at the time the addendum is issued, unless the amendments are such as to offer the opportunity for nonparticipating bidders or supplies that submitted an intention to become participating, in which case the addendum will also be sent to those parties. Addenda will be numbered consecutively. If any supplier determines that an addendum unnecessarily restricts its ability to bid, the supplier is allowed five (5) working days to submit a protest to the addendum according to the instructions contained in paragraph II.E.1 of this section.

II.B.8 Plastic Trash Bag Certification Violations

Public Resources Code Section 42290 et seq. prohibits the State from contracting with any supplier, manufacturer, or wholesaler, and any of its divisions, subsidiaries, or successors that have been determined to be noncompliant to the recycled content plastic trash bag certification requirements. This includes award of a State contract or subcontract or renewal, extension, or modification of an existing contract or subcontract. Prior to award the State shall ascertain if the intended awardee or proposed subcontractor is a business identified on the current California Integrated Waste Management Board (IWMB) noncompliant list(s). In the event of any doubt of the status or identity of the business in violation, the State will notify the Board of the proposed award and afford the Board the opportunity to advise the State. No award will be made when either the bidder or a subcontractor has been identified either by

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published list or by advice from the Board, to be in violation of certification requirements.

II.B.9 Bonds

The State reserves the right to require a faithful performance bond or other security document as specified in the IFB from the supplier in an amount not to exceed the amount of the contract. In the event a surety bond is required by the State which has not been expressly required by the specification, the State will reimburse the supplier, as an addition to the purchase price, in an amount not exceeding the standard premium on such bond.

II.B.10 Discounts

In connection with any discount offered, except when provision is made for a testing period preceding acceptance by the State, time will be computed from date of delivery of the supplies or equipment as specified, or from date correct invoices are received in the office specified by the State if the latter date is later than the date of delivery. When provision is made for a testing period preceding acceptance by the State, date of delivery shall mean the date the supplies or equipment are accepted by the State during the specified testing period. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the State warrant or check.

Cash discounts offered by bidders for the prompt payment of invoices will not be considered in evaluating offers for award purposes; however, all offered discounts will be taken if the payment is made within the discount period, even though not considered in the evaluation of offers.

II.B.11 Joint Bids

A joint bid (two or more bidders quoting jointly on one bid) may be submitted and each participating bidder must sign the joint bid. If the contract is awarded to joint bidders, it shall be one indivisible contract. Each joint contractor will be jointly and severally responsible for the performance of the entire contract, and the joint bidders must designate, in writing, one individual having authority to represent them in all matters relating to the contract. The State assumes no responsibility or obligation for the division of orders or purchases among joint contractors.

II.B.12 Air or Water Pollution Violations

Unless the contract is less than \$25,000 or with a non-competitively bid contractor, Government Code Section 4477 prohibits the State from contracting with a person, including a corporation or other business association, who has been determined to be in violation of any state or federal air or water pollution control law.

Prior to an award, the State shall ascertain if the intended awardee is a person included in notices from the Boards. In the event of any doubt of the intended awardee's identity or status as a person who is in violation of any state or federal air or water pollution law, the State will notify the appropriate Board of the proposed

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award and afford the Board the opportunity to advise the Department that the intended awardee is such a person.

No award will be made to a person who is identified either by the published notices or by advice, as a person in violation of state or federal air or water pollution control laws.

II.B.13 Fair Employment and Housing Commission Regulations

The California Government Code Section 12990 requires all State contractors to have implemented a Nondiscrimination Program before entering into any contract with the State. The Department of Fair Employment and Housing (DFEH) randomly selects and reviews State contractors to ensure their compliance with the law. DFEH periodically disseminates a list of suppliers who have not complied. Any supplier so identified is ineligible to enter into any State contract.

II.B.14 Exclusion for Conflict of Interest

No consultant shall be paid out of State funds for developing recommendations on the acquisition of information technology (IT) products or services or assisting in the preparation of a feasibility study, if that consultant is to be a source of such acquisition or could otherwise directly and/or materially benefit from State adoption of such recommendations or the course of action recommended in the feasibility study. Further, no consultant shall be paid out of State funds for developing recommendations on the disposal of State surplus IT products, if that consultant would directly and/or materially benefit from State adoption of such recommendations.

II.B.15 Seller's Permit

This IFB is subject to all requirements set forth in Sections 6452, 6487, 7101 and 18510 of the Revenue and Taxation Code, and Section 10295 of the Public Contract Code, requiring suppliers to provide a copy of their retailer's seller's permit or certification of registration, and, if applicable, the permit or certification of all participating affiliates issued by the State of California's Board of Equalization (BOE). Unless otherwise specified in this IFB, a copy of the retailer's seller's permit or certification of registration, and, if applicable, the permit or certification of all participating affiliates, must be submitted within five (5) State business days of the State's request. Failure of the supplier to comply by supplying the required documentation will cause the supplier's bid to be considered nonresponsive and the bid rejected.

II.B.16 Disclosure of Financial Interests

Proposals in response to State procurements for assistance in preparation of feasibility studies or the development of recommendations for the acquisition of IT products and services must disclose any financial interests (i.e., service contract, Original Equipment Manufacturer (OEM) agreements, remarketing agreements, etc.)

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that may foreseeably allow the individual or organization submitting the proposal to materially benefit from the State's adoption of a course of action recommended in the feasibility study or the acquisition recommendations. If, in the State's judgment, the financial interest will jeopardize the objectivity of the recommendations, the State may reject the proposal.

II.B.17 Unfair Practices Act and Other Laws

Bidder warrants that its bid complies with the Unfair Practices Act (Business and Professions Code Section 17000 et seq.) and all applicable State and Federal laws and regulations.

II.C. Bidding Steps**II.C.1 General**

The procurement process to be used in this acquisition is composed of at least one phase of bid development. **REFER TO SECTION I TO DETERMINE WHICH PHASES AND STEPS ARE INCLUDED IN THIS IFB. REFERENCES IN THIS SECTION II TO STEPS NOT INCLUDED IN SECTION I ARE NOT APPLICABLE TO THIS IFB.** There is always a Final Phase, which may include a Draft Bid and revisions, and will always include a Final Bid. Prior to the Final Phase, there may be a Compliance Phase. The possible steps of the Compliance Phase are a Conceptual Proposal, Detailed Technical Proposal and revisions of either or both. A description of these phases and their steps follows.

The Final Bid is a mandatory step for all bidders; all other steps are optional. However, all bidders are strongly encouraged to follow the scheduled steps of this procurement to increase the chance of submitting a compliant Final Bid. **Cost submitted in any submission other than the Final Bid may preclude the bidder from continuing in the process.**

II.C.2 Compliance Phase

The Compliance Phase is an iterative, conversational mode of proposal and contract development. It requires the State, working together in confidence with each bidder, to assess and discuss the viability and effectiveness of the bidder's proposed methods of meeting the State's needs as reflected in the IFB. It is a departure from the rigid "either accept or reject" philosophy of traditional competitive bidding, yet it is highly competitive in nature. It provides the flexibility needed for the bidder to test a solution prior to formal submittal of the Final Bid, and it facilitates the correction of defects before they become fatal to the bid. The steps may include the submission of a Conceptual Proposal and/or a Detailed Technical Proposal by the bidder, Confidential Discussions of the bidder's proposal(s) and written Discussion Memorandum as to the correction of defects and the State's acceptance of such changes.

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II.C.2.a Conceptual Proposal

The Conceptual Proposal may be included for the purpose of allowing each bidder to provide a general concept of a proposal with just enough detail to enable the evaluators to determine if the bidder is on the right track toward meeting the functional requirements as stated in the IFB; and if not, where the bidder must change a concept. This step invites the bidder to be as innovative as the IFB requirements allow in eliminating unnecessary constraints.

II.C.2.b Detailed Technical Proposal

The Detailed Technical Proposal may be included for the purpose of allowing each bidder to provide a detailed technical description of its proposal to determine at an early stage whether the proposal is totally responsive to all the requirements of the IFB, and if not, which elements are not responsive and what changes would be necessary and acceptable.

II.C.2.c Evaluation of Proposals and Discussion Agenda

Upon receipt of the Conceptual and Detailed Technical Proposals, the evaluation team will review each proposal in accordance with the evaluation methodology outlined in the IFB section on EVALUATION AND SELECTION (Section IX) for the purpose of identifying areas in which the proposal is nonresponsive to a requirement, is otherwise defective, or in which additional clarification is required in order that the State may fully understand the ramifications of an action proposed by the bidder. As a result of this evaluation, the evaluation team will prepare an agenda of items to be discussed with the bidder, and will normally transmit the agenda to the bidder at least two (2) working days before the scheduled meeting. The agenda may also include, in addition to the identification of discovered defects, a discussion of the bidder's proposed supplier support, implementation plans, validation plans, demonstration plans and proposed contracts, as appropriate.

II.C.2.d Confidential Discussion with Each Bidder

In accordance with the discussion agenda, the evaluation team will meet with each bidder for the purpose of discussing the Conceptual Proposal or Detailed Technical Proposal (as the case may be) in detail. The bidder may bring to the discussion those persons who may be required to answer questions or commit to changes. As the first order of business, the bidder may be asked to give a short proposal overview presentation. To the maximum extent practical, the bidder will address the major concerns of the evaluation team, as expressed in the Discussion Agenda, and should be prepared to answer any questions that may arise as a result of the presentation. The participants will then proceed to discuss each of the agenda items.

The State will not make counter proposals to a bidder's proposed solution to the IFB requirements. The State will only identify its concerns, ask for clarification, and express its reservations if a particular requirement of the IFB is not, in the opinion of the State, appropriately satisfied. The primary purpose of this discussion is to ensure that the bidder's Final Bid will be responsive.

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If any contractual items have a bearing on, or are affected by, the content of the proposal, such matters may be discussed in an effort to reach agreement. (As a concurrent activity when identified in KEY ACTION DATE steps in Section I, the bidder and the State may have been working together to negotiate the proposed contract(s) which will become operative if the bidder's Final Bid is accepted by the State. Further discussion of the contractual aspect of this procurement is contained in paragraph D., CONTRACTUAL INFORMATION.)

Note: In lieu of, or in addition to these Confidential Discussions, Confidential Discussions may be included in the Final Phase. Confidential Discussions will be identified in Section I, KEY ACTION DATES

II.C.2.e Discussion Memorandum

Throughout the Confidential Discussion a written record will be kept of all items discussed, their resolution, and any changes the bidder intends to make and the State's acceptance of such changes. If the bidder's proposal, with the agreed-to changes, is acceptable to the State, such acceptance shall be noted. If agreement has not been reached on all matters during the initial discussion, such will be noted with a specific plan for resolution before the next step. These resolutions and agreements will be prepared in final form as a Discussion Memorandum (which will be the official State documentation of the discussion), and will be mailed to the bidder normally within two work days of the discussion. If the discussion is not completed in one meeting and is continued in subsequent meetings, the Discussion Memoranda will follow the meeting at which the discussion is concluded. If a bidder discovers any discrepancy, omission, or other error in the memorandum, the bidder shall immediately notify the Department Official in Section I of such error in writing and request clarification or correction. **Oral statements made by either party shall not obligate either party.**

II.C.2.f Rejection of Bidder's Proposal

If, after full discussion with a bidder, the State is of the opinion that the bidder's proposal (Conceptual Proposal or Detailed Technical Proposal, as the case may be) cannot be restructured or changed in a reasonable time to satisfy the needs of the State, and that further discussion would not likely result in an acceptable proposal in a reasonable time, the bidder will be given written notice that the proposal has been rejected and that a Final Bid submitted along such lines would be nonresponsive.

II.C.2.g Submission of Amended Proposal

If, at the conclusion of the Confidential Discussion, the State determines that required and agreed-to changes can only be fully confirmed through the submission of an amended proposal (Conceptual Proposal or Detailed Technical Proposal, as the case may be), the State may require the submission of an addendum consisting only of those pages which were in doubt or a complete resubmittal. Similarly, if the bidder wishes confirmation that the changes the bidder intends to make, in accordance with the Discussion Memorandum, are acceptable to the State, the bidder may request and receive permission, if the time permits, to submit such addendum within a

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reasonable time after the conclusion of the Confidential Discussion. In either event, the State will advise the bidder as to the acceptability of the amended proposal, or may schedule another discussion period, if in the State's opinion, such a discussion is desirable.

II.C.3 Final Phase

The purpose of the Final Phase is to obtain bids that are responsive in every respect. This phase may include a Draft Bid and will always include a Final Bid, as described below:

II.C.3.a Draft Bid

The purpose of the Draft Bid is to provide the State with an "almost final" bid in order to identify any faulty administrative aspect of the bid which, if not corrected, could cause the Final Bid to be rejected for ministerial reasons.

The Draft Bid should correspond to submittals and agreements of the Compliance Phase, if required, and must be complete in every respect as required by the IFB section on BID FORMAT AND CONTENT (Section VIII), except cost. **The inclusion of cost information in the Draft Bid may be a basis for rejecting the bid and notifying the bidder that further participation in the procurement is prohibited.**

REVIEW OF THE DRAFT BID BY THE STATE MAY INCLUDE CONFIDENTIAL DISCUSSIONS WITH INDIVIDUAL BIDDERS AND WILL PROVIDE FEEDBACK TO THE BIDDER PRIOR TO SUBMITTAL OF THE FINAL PROPOSAL. IF NO SUCH DISCUSSION STEP IS INCLUDED IN THE KEY ACTION DATES THEN THE REVIEW OF THE DRAFT BID DOES NOT INCLUDE ANY ASSESSMENT OF THE BID'S RESPONSIVENESS TO THE TECHNICAL REQUIREMENTS OF THE IFB. Regardless of the inclusion of a confidential discussion, the State will notify the bidder of any defects it has detected in the Draft Bid, or of the fact that it did not detect any such defects. Such notification is intended to minimize the risk that the Final Bid will be deemed defective; however, **THE STATE WILL NOT PROVIDE ANY WARRANTY THAT ALL DEFECTS HAVE BEEN DETECTED AND THAT SUCH NOTIFICATION WILL NOT PRECLUDE REJECTION OF THE FINAL BID IF SUCH DEFECTS ARE LATER FOUND.**

If the State finds it necessary, the State may call for revised Draft Bid submittals, or portions thereof. The bidder will be notified of defects discovered in these submittals as well. Again **THE STATE WILL NOT PROVIDE ANY WARRANTY THAT ALL DEFECTS HAVE BEEN DETECTED AND THAT SUCH NOTIFICATION WILL NOT PRECLUDE REJECTION OF THE FINAL BID IF SUCH DEFECTS ARE LATER FOUND.**

II.C.3.b Final Bid

The Final Bid must be complete, including all cost information, required signatures, contract language changes agreed to in writing and corrections to those defects noted by the State in its review of the Draft Bid. If required in the IFB section BID FORMAT

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AND CONTENT (Section VIII), cost data (as identified in the above referenced section) must be submitted under separate, sealed cover. **CHANGES THAT APPEAR IN THE FINAL BID, OTHER THAN CORRECTION OF DEFECTS, INCREASE THE RISK THAT THE FINAL BID MAY BE FOUND DEFECTIVE.**

II.C.4 Confidentiality

FINAL BIDS ARE PUBLIC UPON OPENING; HOWEVER, THE CONTENTS OF ALL PROPOSALS, DRAFT BIDS, CORRESPONDENCE, AGENDA, MEMORANDA, WORKING PAPERS, OR ANY OTHER MEDIUM WHICH DISCLOSES ANY ASPECT OF A BIDDER'S PROPOSAL SHALL BE HELD IN THE STRICTEST CONFIDENCE UNTIL NOTICE OF INTENT TO AWARD. **BIDDERS SHOULD BE AWARE THAT MARKING A DOCUMENT "CONFIDENTIAL" OR "PROPRIETARY" IN A FINAL BID MAY EXCLUDE IT FROM CONSIDERATION FOR AWARD AND WILL NOT KEEP THAT DOCUMENT FROM BEING RELEASED AFTER NOTICE OF INTENT TO AWARD AS PART OF THE PUBLIC RECORD, UNLESS A COURT HAS ORDERED THE STATE NOT TO RELEASE THE DOCUMENT.** THE CONTENT OF ALL WORKING PAPERS AND DISCUSSIONS RELATING TO THE BIDDER'S PROPOSAL SHALL BE HELD IN CONFIDENCE INDEFINITELY UNLESS THE PUBLIC INTEREST IS BEST SERVED BY AN ITEM'S DISCLOSURE BECAUSE OF ITS DIRECT PERTINENCE TO A DECISION, AGREEMENT OR THE EVALUATION OF THE BID. ANY DISCLOSURE OF CONFIDENTIAL INFORMATION BY THE BIDDER IS A BASIS FOR REJECTING THE BIDDER'S PROPOSAL AND RULING THE BIDDER INELIGIBLE TO FURTHER PARTICIPATE. ANY DISCLOSURE OF CONFIDENTIAL INFORMATION BY A STATE EMPLOYEE IS A BASIS FOR DISCIPLINARY ACTION, INCLUDING DISMISSAL FROM STATE EMPLOYMENT, AS PROVIDED BY GOVERNMENT CODE SECTION 19570 ET SEQ. TOTAL CONFIDENTIALITY IS PARAMOUNT; IT CANNOT BE OVER EMPHASIZED.

II.C.5 Submission of Proposals and Bids

The instructions contained herein apply to the Final Bid. They also apply to the Conceptual Proposal, Detailed Technical Proposal, and Draft Bid, except as noted.

II.C.5.a Preparation

Proposals and bids are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this IFB. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. EMPHASIS SHOULD BE CONCENTRATED ON CONFORMANCE TO THE IFB INSTRUCTIONS, RESPONSIVENESS TO THE IFB REQUIREMENTS, AND ON COMPLETENESS AND CLARITY OF CONTENT.

As stated above, the State's evaluation of Conceptual and Detailed Technical Proposals is preliminary, and the review of Draft Bids is cursory. Therefore, bidders are cautioned to not rely on the State, during these evaluations and reviews, to discover and report to the bidders all defects and errors in the submitted documents.

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Before submitting each document, the bidder should carefully proof it for errors and adherence to the IFB requirements.

II.C.5.b Bidder's Cost

Costs for developing proposals and bids are the responsibility entirely of the bidder and shall not be chargeable to the State.

II.C.5.c Completion of Proposals and Bids

Proposals and bids must be complete in all respects as required by the IFB section on BID FORMAT AND CONTENT (Section VIII). A Final Bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. A Final Bid must be rejected if any such defect or irregularity constitutes a material deviation from the IFB requirements. The Final Bid must contain all costs required by the IFB sections on COST (Section VII) and BID FORMAT AND CONTENT (Section VIII), setting forth a unit price and total price for each unit price item, and a total price for each lump sum price item in the schedule, all in clearly legible figures. If required in the IFB section BID FORMAT AND CONTENT, cost data (as identified in the above referenced section) must be submitted under separate, sealed cover. Draft Bids must contain all information required in the Final Bid **except cost**. Exhibit II-A at the end of this Section II entitled COMPETITIVE BIDDING AND BID RESPONSIVENESS emphasizes the requirements of competitive bidding and contains examples of common causes for rejection of bids. Bidders are encouraged to review this exhibit.

II.C.5.d False or Misleading Statements

Bids which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the bidder, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the bid, and the attribute, condition, or capability is a requirement of this IFB, it will be the basis for rejection of the bid.

II.C.5.e Signature of Bid

A cover letter (which shall be considered an integral part of the Final Bid) and Standard Agreement Form 213IT (if directed in Appendix A, State Standard Agreement), or a Bid Form shall be signed by an individual who is authorized to bind the bidding firm contractually. The signature block must indicate the title or position that the individual holds in the firm. **An unsigned Final Bid shall be rejected.**

The Draft Bid must also contain the cover letter and Form 213IT, or Bid Form, similarly prepared, including the title of the person who will sign, but need not contain the signature. The Conceptual Proposal and Detailed Technical Proposal need not contain the cover letter and Form 213IT, or Bid Form.

II.C.5.f Delivery of Proposals and Bids

Mail or deliver proposals and bids to the Department Official listed in Section I. If mailed, it is suggested that you use certified or registered mail with return receipt

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requested as delivery of documents is at the bidder's own risk of untimely delivery, lost mail, etc.

Proposals and bids must be received in the number of copies stated in the IFB section on BID FORMAT AND CONTENT (Section VIII) and not later than the dates and times specified in Section I and in the individual schedules provided the bidders. One copy must be clearly marked "Master Copy." All copies of proposals and bids must be under sealed cover which is to be plainly marked "CONCEPTUAL PROPOSAL," "DETAILED TECHNICAL PROPOSAL," "DRAFT BID," or "FINAL BID" for "IFB DOT 2660-423." Also, the sealed cover (envelope) of all submittals, except the Final Bid, should be clearly marked "CONFIDENTIAL," and shall state the scheduled date and time for submission. Bidders should be aware that marking the Final Bid "confidential" or "proprietary" may exclude it from consideration for award. Proposals and Draft Bids not submitted under sealed cover will be returned for sealing. Final Bids not received by the date and time specified in Section I, or not sealed, will be rejected. If required in the IFB section BID FORMAT AND CONTENT, all cost data (as identified in the above referenced section) must be submitted under separate, sealed cover and clearly marked "COST DATA." If cost data is required to be submitted separately sealed, and is not submitted in this manner, the bid will be rejected. Proposals and bids submitted under improperly marked covers may be rejected. If discrepancies are found between two or more copies of the proposal or bid, the proposal or bid may be rejected. However, if not so rejected, the Master Copy will provide the basis for resolving such discrepancies. If one copy of the Final Bid is not clearly marked "Master Copy," the State may reject the bid; however, the State may at its sole option select, immediately after bid opening, one copy to be used as the Master Copy.

II.C.5.g Withdrawal and Resubmission/Modification of Proposals and Bids

A bidder may withdraw its Conceptual Proposal, Detailed Technical Proposal or Draft Bid at any time by written notification. A bidder may withdraw its Final Bid at any time prior to the bid submission date and time specified in Section I by submitting a written notification of withdrawal signed by the bidder authorized in accordance with paragraph II.C.5.e, Signature of Bid. The bidder may thereafter submit a new or modified bid prior to such bid submission date and time. Modification offered in any other manner, oral or written, will not be considered. Other than as allowed by law, **Final Bids cannot be changed or withdrawn after the date and time designated for receipt, except as provided in paragraph II.C.7.d of this section.**

II.C.6 Rejection of Bids

The State may reject any or all bids and may waive any immaterial deviation or defect in a bid. The State's waiver of any immaterial deviation or defect shall in no way modify the IFB documents or excuse the bidder from full compliance with the IFB specifications if awarded the contract.

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II.C.7 Evaluation and Selection Process

II.C.7.a General

Proposals and bids will be evaluated according to the procedures contained in the IFB section on EVALUATION AND SELECTION (Section IX). Special instructions and procedures apply to Conceptual Proposals, Detailed Technical Proposals, and Draft Bids.

II.C.7.b Evaluation Questions

During the evaluation and selection process, the State may desire the presence of a bidder's representative for answering specific questions, orally and/or in writing. During the evaluation of Final Bids, the State may ask the bidder to clarify their submitted information but will not allow the bidder to change their bid.

II.C.7.c Demonstration

There is no demonstration for this procurement.

II.C.7.d Errors in the Final Bid

An error in the Final Bid may cause the rejection of that bid; however, the State may **at its sole option** retain the bid and make certain corrections.

In determining if a correction will be made, the State will consider the conformance of the bid to the format and content required by the IFB, and any unusual complexity of the format and content required by the IFB.

- (1) If the bidder's intent is clearly established based on review of the complete Final Bid submittal, the State may at its sole option correct an error based on that established intent.
- (2) The State may at its sole option correct obvious clerical errors.
- (3) The State may at its sole option correct discrepancy and arithmetic errors on the basis that if intent is not clearly established by the complete bid submittal the Master Copy shall have priority over additional copies, the bid narrative shall have priority over the contract, the contract shall have priority over the cost sheets, and within each of these, the lowest level of detail will prevail. If necessary, the extensions and summary will be recomputed accordingly, even if the lowest level of detail is obviously misstated. The total price of unit-price items will be the product of the unit price and the quantity of the item. If the unit price is ambiguous, unintelligible, uncertain for any cause, or is omitted, it shall be the amount obtained by dividing the total price by the quantity of the item.
- (4) The State may at its sole option correct errors of omission, and in the following four situations, the State will take the indicated actions if the bidder's intent is not clearly established by the complete bid submittal.

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- (a) If an item is described in the narrative and omitted from the contract and cost data provided in the bid for evaluation purposes, it will be interpreted to mean that the item will be provided by the bidder at no cost.
- (b) If a minor item is not mentioned at all in the Final Bid and is essential to satisfactory performance, the bid will be interpreted to mean that the item will be provided at no cost.
- (c) If a major item is not mentioned at all in the Final Bid, the bid will be interpreted to mean that the bidder does not intend to supply that item.
- (d) If a major item is omitted, and the omission is not discovered until after contract award, the bidder shall be required to supply that item at no cost.

The determination of whether an item is minor or major is the responsibility of the State.

- (5) If a bidder does not follow the instructions for computing costs not related to the contract (e.g., State personnel costs), the State may reject the bid, or at its sole option, recompute such costs based on instructions contained in the IFB.

If the recomputations or interpretations, as applied in accordance with this section, subparagraph d, result in significant changes in the amount of money to be paid to the bidder (if awarded the contract) or in a requirement of the bidder to supply a major item at no cost, the bidder will be given the opportunity to promptly establish the grounds legally justifying relief from its bid.

IT IS ABSOLUTELY ESSENTIAL THAT BIDDERS CAREFULLY REVIEW THE COST ELEMENTS IN THEIR FINAL BID, SINCE THEY WILL NOT HAVE THE OPTION TO CORRECT ERRORS AFTER THE TIME FOR SUBMITTAL.

- (6) In the event an ambiguity or discrepancy between the general requirements described in Section IV (Proposed System) and the specific technical requirements set forth in BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS (Section VI) is detected after the opening of bids, Section VI, and the bidder's response thereto, shall have priority over Section IV and the bidder's response thereto. Refer to Paragraph II.B-2 regarding immediate notification to State contact when ambiguities, discrepancies, omissions, etcetera are discovered.
- (7) At the State's sole discretion it may declare the Final Bid to be a Draft Bid in the event that the State determines that Final Bids from all bidders contain material deviations. Bidders may not protest the State's determination that all bids have material deviations. If all bids are declared noncompliant, the State may issue an addendum to the IFB. Should this occur, confidential discussions will be held with bidders who are interested in continuing to be considered. Each bidder will be notified of the due date for the submission of a new Final Bid to the State. This submission must conform to the requirements of the original IFB as amended by any subsequent addenda. The new Final Bids will be evaluated as required by Section IX, Evaluation.

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II.C.8 Award of Contract

Award of contract, if made, will be in accordance with the IFB section on EVALUATION AND SELECTION (Section IX) to a **responsible** bidder whose Final Bid complies with all the requirements of the IFB documents and any addenda thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within forty five (45) days after the scheduled date for Contract Award specified in Section I; however, a bidder may extend the offer beyond 45 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its IFB, unless otherwise expressly provided in the State's IFB. Unless the bidder specifies otherwise in its bid, the State may accept any item or group of items of any bid. The State reserves the right to modify or cancel in whole or in part its IFB.

Written notification of the State's intent to award will be made to all bidders submitting a Final Bid. If a bidder, having submitted a Final Bid, can show that its bid, instead of the bid selected by the State, should be selected for contract award according to the rules of Paragraph C-7, the bidder will be allowed five (5) working days to submit a protest to the Intent to Award, according to the instructions contained in paragraph II.E-1 Protests, of this section.

II.C.9 Debriefing

A debriefing may be held after contract award at the request of any bidder for the purpose of receiving specific information concerning the evaluation. The discussion will be based primarily on the technical and cost evaluations of the bidder's Final Bid. A debriefing is not the forum to challenge the IFB specifications or requirements.

II.D. Contractual Information

II.D.1 Contract Form

The State has model contract forms to be used by State agencies when contracting for information technology (IT) goods and services. The model contract(s) appropriate for the specific requirements of this IFB are included in the IFB.

II.D.2 Term of Contract

The State intends to retain the required goods and services for at least the period specified elsewhere in this IFB. Ideally, the term of the contract will be for the specified period. If the State requires the contract to be terminated during the contract period, such a requirement will be specified in the IFB section on ADMINISTRATIVE REQUIREMENTS (Section V). The State will accept a contract for a longer period than specified if, at the sole option of the State, the contract may be terminated at the end of the period specified with or without the payment of termination charges. Such termination charges, if any, must be included in the evaluated cost of the bid.

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II.E. Other Information

II.E.1 Protests

Before a protest is submitted regarding any issue other than selection of the "successful bidder," the bidder must make full and timely use of the procedures described in this Section II to resolve any outstanding issue(s) between the bidder and the State. The procurement procedure is designed to give the bidder and the State adequate opportunity to submit questions and discuss the requirements, proposals and counter proposals before the Final Bid is due. The protest procedure is made available in the event that a bidder cannot reach a fair agreement with the State after exhausting these procedures. There are two (2) types of protests: requirements (initial) protests and award protests. A protest shall be submitted according to the procedure below. Protests regarding any issue other than selection of the "successful bidder" are requirements protests and will be heard and resolved by the Deputy Director of the Department of General Services (DGS), Procurement Division, whose decision will be final.

All protests to the IFB requirements or procedures must be received by the Deputy Director of the Procurement Division as promptly as possible, but not later than the respective time and date in the Key Action Dates in Section I for such protests. Protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by the Deputy Director of the Procurement Division as promptly as possible, but not later than the respective time and date specified in Section I for such protests or the respective date of the Notification of Intent to Award, whichever is later. Certified or registered mail should be used unless delivered in person, in which case the protester should obtain a receipt of delivery.

All protests regarding any issue other than selection of the "successful bidder," must be made in writing, signed by an individual authorized under Paragraph C-5-e, Signature of Bid, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedures on which the protest is based. The protester must provide facts and evidence to support the claim. Protests must be mailed or delivered to:

Street Address:

Deputy Director
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605

Mailing Address:

Deputy Director
Procurement Division
P.O. Box 98905
Sacramento, CA 95798-9052

An award protest is where a bidder has submitted a bid which it believes to be totally responsive to the requirements of the IFB and to be the bid that should have been selected according to the evaluation procedure in the Section on EVALUATION AND SELECTION (Section IX) and the bidder believes the State has incorrectly selected

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another bidder for award. For this situation, the bidder may submit a protest of the selection as described below.

Alternative Protest Process: This solicitation/acquisition is being conducted under the provisions of the Alternative Protest Process (Public Contract Code Section 12125, et seq.). By submitting a bid or proposal to this solicitation, the bidder consents to participation in the Alternative Protest Process, and agrees that all protests of the proposed award shall be resolved by binding arbitration pursuant to the California Code of Regulations, Title 1, Division 2, Chapter 5. The link to the regulations is:

<http://www.oah.dgs.ca.gov/Laws/bidprotestRegs.htm#1400>

A Notice of Intent to Award for this solicitation will be publicly posted in the Procurement Division reception area and sent via facsimile to any bidder who submits a written request for notice and provided a facsimile number.

During the protest period, any participating bidder may protest the proposed award on the following grounds:

1. For major information technology acquisitions – that there was a violation of the solicitation procedure(s) and that the protesting bidder's bid should have been selected; or
2. For any other acquisition – that the protesting bidder's bid or proposal should have been selected in accordance with the selection criteria in the solicitation document.

A written Notice of Intent to Protest the proposed award of this solicitation must be received (facsimile acceptable) by the Coordinator before the close of business 5 p.m. PST/PDT on the **1** day after issuing the notice of intent, as specified in the solicitation. Failure to submit a timely, written Notice of Intent to Protest waives bidder's right to protest.

Bidder is to send the notice of protest to:

Alternative Protest Process Coordinator/Dispute Resolution
Department of General Services
Procurement Division
Purchasing Authority Management Section
707 Third Street, 2nd Floor South
West Sacramento, CA 95605
Fax: 916 / 375-4611

Within seven (7) working days after the last day to submit a Notice of Intent to Protest, the Coordinator must receive from the protesting bidder the complete protest filing including the signed, written detailed statement of protest including exhibits, filing fee

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and deposit or small business certification as applicable. Untimely submission of the complete protest filing waives the bidder's right to protest.

Protest bond requirement: bond amount for this Alternative Protest Process shall be **10** percent of the contract amount as specified in the solicitation. See California Code of Regulations, Title 1, Section 1418.

II.E.2 Disposition of Proposals and Bids

All materials submitted in response to this IFB will become the property of the State of California and will be returned only at the State's option and at the bidder's expense. At a minimum, the Master Copy of the Final Bid shall be retained for official files and will become a public record after the Notification of Intent to Award as specified in Section I, KEY ACTION DATES. However, materials the State considers confidential information (such as confidential financial information submitted to show bidder responsibility) will be returned upon request of the bidder.

II.E.3 Oral Communication

Oral communications of department officers and employees concerning this IFB shall not be binding on the State and shall in no way excuse the bidder of any obligations set forth in this IFB.

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EXHIBIT II-A. COMPETITIVE BIDDING AND BID RESPONSIVENESS

The purpose of competitive bidding is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc. Competitive bidding is designed to benefit the public body (the State, in the present context), and is not for the benefit of the bidders. It is administered to accomplish its purposes with sole reference to the public interest. It is based upon full and free bidding to satisfy State specifications, and acceptance by the State of the most effective solution to the State's requirements, as determined by the evaluation criteria contained in the IFB.

Competitive bidding is not defined in any single statute but is more in the nature of a compendium of numerous court decisions. From such court decisions, the following rules have evolved, among others:

1. Request for Proposals must provide a basis for full and fair competitive bidding among bidders on a common standard, free of restrictions tending to stifle competition.
2. The State may modify the IFB, prior to the date fixed for Contract Award, by issuance of an addendum to all parties who are bidders.
3. To have a valid bid, the bid must respond and conform to the invitation, including all the documents which are incorporated therein. A bid which does not literally comply may be rejected.
4. For a variance between the request for bids and the bid to be such as to preclude acceptance (the bid must be rejected), the variance or deviation must be a material one.
5. State agencies usually have the express or implied right to reject any and all bids in the best interests of the State. Bids cannot, however, be selectively rejected without cause.
6. Bids cannot be changed after the time designated for receipt and opening thereof. Other than allowed by law, no negotiation as to the scope of the work, amount to be paid, or contractual terms is permitted. However, this does not preclude the State from clarifying the bidder's intent by asking questions and considering answers.
7. A competitive bid, once opened and declared, is in the nature of an irrevocable option and a contract right of which the public agency cannot be deprived without its consent, unless the requirements for rescission are present. All bids become public documents.
8. Bids cannot be accepted "in part," unless the invitation specifically permits such an award.
9. Contracts entered into through the competitive bidding process cannot later be amended, unless the Invitation for Bids includes a provision, to be incorporated in the contract awarded, providing for such amendment.

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EXHIBIT II-A (CONTINUED)

Since competitive procurement became the required method for securing certain IT goods or services, the State has received a number of bids which were deemed to be nonresponsive to the Invitation for Bids or which could not be considered as valid bids within the competitive bidding procedures. Nonresponsive bids or bids which contain qualifications must be rejected. Many of the causes for rejection arise from either an incomplete understanding of the competitive bidding process or administrative oversight on the part of the bidders. The following examples are illustrative of more common causes for rejection of bids. These examples are listed to assist potential bidders in submission of responsive bids.

1. A bid stated, "The prices stated within are for your information only and are subject to change."
2. A bid stated, "This proposal shall expire thirty (30) days from this date unless extended in writing by the ____ Company." (In this instance award was scheduled to be approximately 45 days after bid submittal date.)
3. A bid for lease of IT equipment contained lease plans of a duration shorter than that which had been requested in the IFB.
4. A personal services contract stated, "____, in its judgment, believes that the schedules set by the State are extremely optimistic and probably unobtainable. Nevertheless, will exercise its best efforts..."
5. A bid stated, "This proposal is not intended to be of a contractual nature."
6. A bid contained the notation "prices are subject to change without notice."
7. A bid was received for the purchase of IT equipment with unacceptable modifications to the Purchase Contract.
8. A bid for lease of IT equipment contained lease plans of a duration longer than that which had been requested in the IFB with no provision for earlier termination of the contract.
9. A bid for lease of IT equipment stated, "...this proposal is preliminary only and the order, when issued, shall constitute the only legally binding commitment of the parties."
10. A bid was delivered to the wrong office.
11. A bid was delivered after the date and time specified in the IFB.
12. An IFB required the delivery of a performance bond covering 25 percent of the proposed contract amount. The bid offered a performance bond to cover "x" dollars which was less than the required 25 percent of the proposed contract amount.
13. A bid did not meet contract goal for Disabled Veterans Business Enterprise (DVBE) participation and did not follow the steps required by the bid to obtain an approved Business Utilization Plan (BUP).

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14. A bid appeared to meet contract goal for DVBE participation with the dollars submitted, but the supplier had miscalculated the bid costs. When these corrections were made by the State, the supplier's price had increased and the dollars committed for DVBE participation no longer met goal.

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Exhibit II-B. PROCEDURES FOR PROTEST UNDER THE ALTERNATIVE PROTEST PROCESS

California Code of Regulations, Title 1, Division 2.

Chapter 5. Procedures for Conducting Protests Under the Alternative Protest Process

Article 1. General Provisions

§1400. Purpose; Scope of Chapter.

Protests under the Alternative Protest Project (AB 1159, Chapter 762 of 1997 Statutes, Public Contract Code Division 2, Part 2, Chapter 3.6 (sections 12125-12130)) shall be resolved by arbitration as defined and established by this chapter.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New chapter 5 (articles 1-3), article 1 (sections 1400-1404) and section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1402. Definitions.

- (a) Arbitration, as used in this chapter, means a dispute resolution procedure in which the Department of General Services, Office of Administrative Hearings provides a neutral third party who decides the merits of a protest and issues a binding decision to the Parties.
- (b) Awardee includes Proposed Awardee and means the person or entity that was a successful bidder to a Solicitation and has been, or is intended to be, awarded the contract.
- (c) Close of Business, as used in this chapter, means 5p.m. Pacific Standard Time (PST) or Pacific Daylight Time (PDT), as applicable.
- (d) Contracting Department means either Procurement or the department which has applied and been approved by the Department of General Services to conduct the Solicitation under the Alternative Protest Project (Public Contract Code sections 12125-12130.).
- (e) Coordinator means the person designated as the Alternative Protest Project Coordinator by the Department of General Services, Procurement Division, to coordinate all aspects of the Solicitation under the Alternative Protest Project (Public Contract Code sections 12125-12130).
- (f) Estimated Contract Value means the value of Protestant's bid.
- (g) Frivolous means a protest with any or all of the following characteristics:
 - (1) It is wholly without merit.
 - (2) It is insufficient on its face.
 - (3) The Protestant has not submitted a rational argument based upon the evidence or law which supports the protest.
 - (4) The protest is based on grounds other than those specified in section 1410.

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EXHIBIT II-B (CONTINUED)

- (h) Major Information Technology Acquisition means the purchase of goods or services, or both, by a state agency, through contract, from non-governmental sources, that has significant mission criticality, risk, impact, complexity, or value attributes or characteristics. Pursuant to subdivision (e) of Section 11702 of the Government Code, these purchases shall include, but not be limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications that include voice, video, and data communications, requisite system controls, simulation, electronic commerce, and all related interactions between people and machines.
- (i) OAH means the Department of General Services, Office of Administrative Hearings.
- (j) Party means the Procurement Division of the Department of General Services, the Contracting Department, the Awardee, and Protestant(s).
- (k) Procurement means the Procurement Division of the Department of General Services.
- (l) Protestant means a person or entity that was an unsuccessful bidder to a Solicitation under the Alternative Protest Project (Public Contract Code sections 12125-12130) and that protests the award.
- (m) Small Business means a Certified California Small Business, pursuant to Government Code Division 3, Part 5.5, Chapter 6.5 (commencing with section 14835) and Title 2, California Code of Regulations, section 1896.
- (n) Solicitation means the document that describes the goods or services to be purchased, details the contract terms and conditions under which the goods or services are to be purchased, and establishes the method of evaluation and selection.
- (o) Solicitation File means the Solicitation and the documents used by the Contracting Department in the Solicitation process, including documents used to evaluate bidders and select a Proposed Awardee. The Solicitation File shall remain available to the public except information that is confidential or proprietary.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Section 11702, Government Code; and Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1404. Notice of Intent to Award Contract.

The Contracting Department shall post a Notice of Intent to Award Contract in a public place specified in the Solicitation, send rejection facsimiles to rejected bidders, and send Notice of Intent to Award Contract facsimiles to any bidder who made a written request for notice and provided a facsimile number. The Contracting Department shall indicate that the Solicitation File is available for inspection. The Contracting Department has the discretion to award a contract immediately, upon approval by the Director of the Department of General Services and, if the Solicitation was for a Major Information Technology Acquisition, the Director of the Department of Information Technology.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

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EXHIBIT II-B (CONTINUED)

Article 2. Protest Procedure

§1406. Notice of Intent to Protest; Service List.

- (a) An unsuccessful bidder who intends to protest the awarded contract pursuant to this chapter must inform the Coordinator. The Notice of Intent to Protest must be in writing and must reach the Coordinator within the number of days specified in the Solicitation, which shall be not less than one (1) working day and not more than five (5) working days after the posting of the Notice of Intent to Award Contract, as specified in the Solicitation. Failure to give written notice by Close of Business on that day shall waive the right to protest.
- (b) On the day after the final day to submit a Notice of Intent to Protest, the Coordinator shall make a service list consisting of those bidders who did submit a Notice of Intent to Protest, the Awardee, and the Contracting Department. The Coordinator shall include addresses and facsimile numbers on this list and shall forward this service list to those bidders who submitted a Notice of Intent to Protest.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New article 2 (sections 1406-1418) and section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1408. Filing a Protest.

- (a) A protest is filed by the submission of: the Detailed Written Statement of Protest and any exhibits specified in section 1412; a check or money order made payable to the Office of Administrative Hearings for the OAH filing fee of \$50; and the arbitration deposit as specified in subsection (c) or (d) to the Coordinator by the Close of Business on the 7th working day after the time specified in the Solicitation for written Notice of Intent to Protest under section 1406. A copy of the Detailed Written Statement of Protest and exhibits must also be served on all Parties named in the service list as specified in section 1406. A Protestant who fails to comply with this subsection waives Protestant's right to protest.
- (b) Protestant(s) must provide a FAX (facsimile) number. Notification by facsimile is sufficient for service. If the Detailed Written Statement of Protest is sent to the Coordinator by facsimile, Protestant must:
- (1) Verify that the pages sent were all received by the Coordinator; and
 - (2) Remit the required deposit and filing fee to Coordinator by any reasonable means. If sending via carrier, the postmark date or equivalent shall be used to determine timeliness.
- (c) Each Protestant not certified as a Small Business shall make a deposit of the estimated arbitration costs, by check or money order made payable to the Office of Administrative Hearings, as determined by the Estimated Contract Value.
- (1) For contracts up to \$100,000.00, the deposit shall be \$1500.00.
 - (2) **FOR CONTRACTS OF \$100,000.00 UP TO \$250,000.00, THE DEPOSIT SHALL BE \$3,000.00.**

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EXHIBIT II-B (CONTINUED)

- (3) For contracts of \$250,000.00 up to \$500,000.00, the deposit shall be \$5,000.00.
- (4) For contracts of \$500,000.00 and above, the deposit shall be \$7,000.00.
- (5) Failure to remit a timely required deposit waives the right of protest.
- (6) Any refund to Protestant(s) shall be made per section 1436.
- (d) Each Protestant certified as a Small Business shall submit a copy of the Small Business Certification in lieu of the deposit specified in subsection (c). If Protestant is a Small Business and the protest is denied by the arbitrator, the Contracting Department shall collect the costs of the arbitration from Protestant. If Protestant does not remit the costs due, the Contracting Department may offset any unpaid arbitration costs from other contracts with Protestant and/or may declare Protestant to be a non-responsible bidder on subsequent solicitations.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

- 1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1410. Grounds for Protest.

- (a) The Public Contract Code, at section 12126(d) provides: Authority to protest under this chapter shall be limited to participating bidders.
 - (1) Grounds for Major Information Technology Acquisition protests shall be limited to violations of the Solicitation procedures and that the Protestant should have been selected.
 - (2) Any other acquisition protest filed pursuant to this chapter shall be based on the ground that the bid or proposal should have been selected in accordance with selection criteria in the Solicitation document.
- (b) The burden of proof for protests filed under this chapter is preponderance of the evidence, and Protestant(s) must bear this burden.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

- 1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1412. Detailed Written Statement of Protest.

- (a) The Detailed Written Statement of Protest must include the grounds upon which the protest is made, as specified in 1410(a).
- (b) The Detailed Written Statement of Protest shall contain reasons why Protestant should have been awarded the contract.
 - (1) For Major Information Technology Acquisition protests, the Detailed Written Statement

OF PROTEST MUST SPECIFY EACH AND EVERY SOLICITATION PROCEDURE WHICH WAS VIOLATED AND THE MANNER OF SUCH VIOLATION BY SPECIFIC REFERENCES TO THE PARTS OF THE SOLICITATION ATTACHED AS EXHIBITS AND WHY, BUT FOR THAT VIOLATION, PROTESTANT WOULD HAVE BEEN SELECTED.

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EXHIBIT II-B (CONTINUED)

- (2) For other acquisition protests, the Detailed Written Statement of Protest must specify each and every selection criterion on which Protestant bases the protest by specific references to the parts of the Solicitation attached as exhibits.
- (3) For all protests, Protestant must specify each and every reason that all other bidders who may be in line for the contract award should not be awarded the contract.
- (c) The Detailed Written Statement of Protest must be limited to 50 typewritten or computer generated pages, excluding exhibits, at a font of no less than 12 point or pica (10 characters per inch), on 8 1/2 inch by 11-inch paper of customary weight and quality. The color of the type shall be blue-black or black. In addition to a paper copy, the arbitrator may request that a Protestant submit such information on computer compatible diskette or by other electronic means if the Protestant has the ability to do so.
- (d) Any exhibits submitted shall be paginated and the pertinent text highlighted or referred to in the Detailed Written Statement of Protest referenced by page number, section and/or paragraph and line number, as appropriate.
- (e) The Detailed Written Statement of Protest shall not be amended.
- (f) Protestant(s) may not raise issues in hearing which were not addressed in the Detailed Written Statement of Protest.
- (g) A Protestant who fails to comply with this subsection waives Protestant's right to protest.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

- 1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1414. Review by Coordinator.

- (a) Within two (2) working days after receipt of the Detailed Written Statement of Protest, the Coordinator shall notify the Contracting Department and the Awardee of a potential protest hearing.
- (b) The Coordinator shall review the Detailed Written Statement of Protest within five (5) working days after receipt to preliminarily determine if the protest is Frivolous and notify Protestant of the option to withdraw or proceed in arbitration.
 - (1) If Protestant withdraws the protest within two (2) working days after the notification by the Coordinator of a preliminary determination of Frivolousness, the Coordinator shall withdraw the preliminary finding of Frivolousness and refund Protestant's deposit and filing fee.
 - (2) If the Protestant previously filed two protests under the Alternative Protest Project preliminarily determined Frivolous by the Coordinator but then withdrew or waived them before the arbitration decision, the Coordinator shall make final the preliminary determination of Frivolousness for the Department of General Services.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

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EXHIBIT II-B (CONTINUED)

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1416. Review and Response by Contracting Department and Awardee.

- (a) The Awardee shall have seven (7) working days after notification by the Coordinator to submit to the Coordinator and Protestant a response to the Detailed Written Statement of Protest.
- (b) The Contracting Department, in conjunction with the Coordinator, shall have seven (7) days after the filing of the Detailed Written Statement of Protest to send a response to Protestant and Awardee.
- (c) Responses shall follow the standards set forth in section 1412(c) and (d).

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1418. Bond Requirement.

- (a) If the Coordinator has determined that a protest is Frivolous and the Protestant does not withdraw the protest, the Protestant shall be required to post a bond in an amount not less than 10% of the Estimated Contract Value.
- (b) The percentage of the bond shall be determined by the Contracting Department and specified in the Solicitation.
- (c) Protestant shall post the bond, pursuant to Chapter 2 (commencing with section 995.010) of Title 14 of Part 2 of the Code of Civil Procedure, within 15 working days of the filing of the Detailed Written Statement of Protest or shall be deemed to have waived the right to protest.
 - (1) If the arbitrator determines that the protest is Frivolous, the bond shall be forfeited to Procurement and the Coordinator will impose Sanctions.
 - (2) If the arbitrator determines that the protest is not Frivolous, the bond will be returned to the Protestant and no Sanctions imposed.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 995.010 et. seq., Code of Civil Procedure; and Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

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EXHIBIT II-B (CONTINUED)

Article 3. Arbitration Procedure

§1420. Arbitration Process.

Within 19 calendar days after the Notice of Intent to Award has been posted, the Coordinator shall consolidate all remaining protests under the Solicitation, and send to OAH:

- (a) a copy of all Detailed Written Statements of Protest;
- (b) OAH filing fees;
- (c) arbitration deposits, and/or notice that any Protestant is a Small Business;
- (d) Awardee responses;
- (e) Coordinator/Contracting Department responses;
- (f) the Solicitation File; and
- (g) notice to OAH whether interpreter services will be needed for any Protestant or Awardee. OAH shall arrange interpreter services which shall be paid by the Contracting Department.

NOTE:

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New article 3 (sections 1420-1440) and section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1422. Selection of Arbitrator.

- (a) Within two (2) working days after receipt of the protest from the Coordinator, OAH shall furnish the names of ten arbitrators to Protestant(s), the Awardee, and the Coordinator. The arbitrator list shall include administrative law judges who are employees of OAH and contract private arbitrators who are not employees of the State of California. Protestant(s), the Awardee, and the Coordinator may each strike two of the ten names and notify OAH within two (2) working days. Protestant(s) may also indicate if they prefer a contract arbitrator or an OAH administrative law judge. OAH may then select as arbitrator any name not stricken and shall notify Protestant(s), the Awardee, and the Coordinator within two (2) working days. If all names are stricken, the Director of OAH shall appoint an arbitrator.
- (b) A proposed arbitrator shall be disqualified on any of the grounds specified in Section 170.1 of the Code of Civil Procedure for the disqualification of a judge.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

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EXHIBIT II-B (CONTINUED)

§1424. Authority of Arbitrator.

- (a) Arbitrators are authorized to
 - (1) Administer oaths and affirmations;
 - (2) Make rulings and orders as are necessary to the fair, impartial, and efficient conduct of the hearing; and
 - (3) Order additional deposits from Protestant(s) to cover additional estimated costs. If OAH does not receive the required deposit(s) in the time specified, the right to protest will be deemed waived.
- (b) The arbitrator shall have exclusive discretion to determine whether oral testimony will be permitted, the number of witnesses, if any, and the amount of time allocated to witnesses.
- (c) It shall be in the arbitrator's exclusive discretion to determine whether to
 - (1) Conduct a prehearing conference; and/or
 - (2) Permit cross-examination and, if so, to what extent; and/or
 - (3) Review documents alone for all or part of the protest.
- (d) It shall be in the arbitrator's exclusive discretion to determine whether additional responses and rebuttals are to be submitted, and the timelines and page limits to be applied.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

- 1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1426. Decision Based in Whole or in Part on Documents Alone.

Any Party may request that the arbitrator base the arbitrator's decision on documents alone. It shall be the arbitrator's exclusive discretion to do so.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

- 1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1428. Prehearing Conference.

- (a) If the arbitrator determines that a prehearing conference is necessary, OAH shall set the time and place and notify Protestant(s), the Awardee, and Procurement at least five (5) working days prior to the prehearing conference.
- (b) The prehearing conference shall be held to identify and define issues in dispute and expedite the arbitration. The parties should be prepared to discuss, and the arbitrator may consider and rule on, any of the following matters applicable to the protest:
 - (1) Clarification of factual and legal issues in dispute as set forth in the Detailed Written Statement of Protest.
 - (2) The extent to which testimony shall be permitted and the extent to which cross-examination will be allowed.
 - (3) Identity of and limitations on number of witnesses, need for interpreters, scheduling and order of witnesses, etc.
 - (4) ANY OTHER MATTERS AS SHALL PROMOTE THE ORDERLY AND EFFICIENT CONDUCT OF THE HEARING.**

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EXHIBIT II-B (CONTINUED)

- (c) At the prehearing conference, Protestant(s), the Awardee, and Procurement shall deliver a written statement which contains the name of each witness a party wishes to call at hearing along with a brief written statement of the subject matter of the witness's expected testimony. If the arbitrator, in his or her exclusive discretion, allows an expert witness to be called, the party calling the witness shall provide the name and address of the expert along with a brief statement of the opinion the expert is expected to give.
The party shall also attach a statement of qualifications for the expert witness.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1430. Scheduling the Hearing.

The arbitrator shall schedule the date, time, and place of hearing and notify all Parties.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1432. Discovery.

The arbitrator has exclusive discretion to issue subpoenas and/or subpoena duces tecum. There shall be no right to take depositions, issue interrogatories, or subpoena persons or documents.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1434. Attendance at Hearings.

The Arbitration hearings shall be open to the public unless the arbitrator, in his or her exclusive discretion, determines that the attendance of individuals or groups of individuals would disrupt or delay the orderly conduct or timely completion of the proceedings.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1436. Arbitrator's Decision.

- (a) The final decision shall be in writing and signed by the arbitrator. It shall include a Statement of the Factual and Legal Basis for the decision, addressing the issues raised in the Detailed Written Statement(s) of Protest, and shall include an order upholding or denying the protest(s). The arbitrator's order shall not award a contract.
- (b) A copy of the decision shall be sent by regular mail to Procurement, the Contracting Department, the Awardee, and Protestant(s) within 45 calendar days after the filing of the first Detailed Written Statement of Protest. In the arbitrator's exclusive discretion, this timeline may be extended for an additional 15 calendar days.

EXHIBIT II-B (CONTINUED)

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The arbitrator's failure to issue a decision within the time specified by this section shall not be a ground for vacating the decision.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1437. Costs.

- (a) For protests not determined Frivolous by Procurement:
 - (1) If the arbitrator denies the protest, Protestant(s) will be liable for all costs of the arbitration.
 - (2) If the arbitrator upholds the protest, the Contracting Department shall pay for all costs of the arbitration and Protestant(s) will be refunded the deposit by OAH.
- (b) If Procurement determined that the protest was Frivolous and the arbitrator affirms that the protest is Frivolous, the bond shall be forfeited to Procurement, the protest will be denied, and Protestant(s) will be liable for all costs of the arbitration.
- (c) If Procurement determined that the protest was Frivolous and the arbitrator determines that the protest is not Frivolous, any bond(s) posted by Protestant(s) shall be returned.
 - (1) If the arbitrator denies the protest, Protestant(s) shall be liable for half of the costs of the arbitration. The Contracting Department shall pay the remaining half of the arbitration costs.
 - (2) If the arbitrator upholds the protest, the Contracting Department shall pay for all costs of the arbitration and Protestant(s) will be refunded the deposit by OAH.
- (d) A Protestant who withdraws his or her protest before the arbitrator's decision has been issued will remain liable for all arbitration costs up to the time of withdrawal. These costs include, but are not limited to, the arbitrator's time in preparation, prehearing conferences, and hearing the protest. If Procurement deemed the protest Frivolous, any bond posted shall be forfeited to Procurement.
- (e) Except as provided in (f), if any costs are determined to be payable by Protestant(s), that amount shall be subtracted from deposit(s) of Protestant(s) as ordered by the arbitrator. Any additional costs shall be billed to Protestant(s) and any refunds shall be sent to Protestant(s) by OAH.
- (f) If a Protestant is a Small Business, then the Contracting Department shall pay OAH all arbitration costs and collect the amount due from Protestant.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

§1438. Judicial Review.

The grounds for judicial review shall be as set forth in Chapter 4 of Title 9 of Part III of the Code of Civil Procedure (commencing with section 1285).

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

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EXHIBIT II-B (CONTINUED)

§1440. Transcripts.

- (a) A party desiring a transcript of the proceedings shall contact the OAH Transcript Clerk to make arrangements to pay for preparation of the transcript. Prior to preparation of the transcript, a deposit equal to the estimated cost of the transcript shall be paid. Preparation of the transcript will be arranged by the OAH Transcript Clerk. The deposit shall be applied to the actual cost and any excess shall be returned to the party that submitted the request. Any balance due shall be paid by the party or a representative on behalf of the party requesting the transcript before the transcript is released to the requesting party.
- (b) Unless a record of a proceeding or any portion thereof was sealed, any person may request a transcript or a recording of the proceeding. If a record of a proceeding or any portion thereof was sealed, only parties to the proceeding may request a transcript of the sealed portions, and the sealed portions shall not be disclosed to anyone except in accordance with the order sealing the proceeding or subsequent order.

NOTE

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

HISTORY

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).



California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

SECTION III – CURRENT SYSTEM

SEPTEMBER 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

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IFB DOT 2660-423**PAVEM INVITATION FOR BID****SECTION III – CURRENT PROGRAM AND SYSTEMS OVERVIEW**

CURRENT SYSTEMS OVERVIEW**III.A. Background**

The California Department of Transportation (Caltrans) has taken a strategic move to address the maintenance needs of the California highway network to keep up with the demands placed on it by ever increasing vehicular traffic and movement of goods and services. Caltrans has sought over the past 30 years to address these needs by creating a pavement management program that will strive to reverse the deteriorating condition of the highway network and provide a level of service that will match or exceed the demands on the network.

The State of California was among the first to adopt a Pavement Management System (PMS) in 1979. The first PMS was based in a mainframe computer with a large and complex database. Over the years, Caltrans PMS has been changed three times due to the changes in computer technology, the theory and practices of pavement management, and the pavement maintenance methods.

Caltrans' goal is to develop and successfully implement a "proactive approach" for prioritizing, preserving, rehabilitating, and maintaining existing highway pavements. The Pavement Program is responsible for monitoring and maintaining approximately 50,600 lane miles of state highways at an adequate level of service to meet the demands of the traveling public and movements of goods and services. This network has a replacement value of more than \$1.2 trillion. The Pavement Program must ensure that Caltrans preserves that investment. The Pavement Program's primary purpose is to develop and implement a pavement management system for the maintenance of existing highway pavements by addressing pavement policies, standards, data collection, research, and management systems.

The overall goals of the pavement management program are to:

- build, preserve, and operate facilities more cost effectively by forecasting the future performance of our pavements;
- deliver to the taxpayer the best value for the public tax dollar spent; and
- enhance the credibility and accountability of the Department to its partners, stakeholders, and the legislature.

The pavement initiative includes four main components:

1. pavement management organization;
2. data collection;
3. research; and
4. enhancing automated reporting, analysis, and optimization tools.

There are two (2) major sets of information required for the program to manage the pavement network and determine future pavement performance:

- One-time pavement structure inventory
- Annual pavement condition surveys

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The University of California Pavement Research Center (UCPRC) has been contracted as part of Caltrans' existing federally funded State Planning and Research (SP&R), (Part 2) Program to perform pavement research and the required analysis and development of performance models for each of the pavement types and environment. Performance curves and tables are provided to the Caltrans district maintenance engineers to be used as a basis for identifying, recommending, programming, and developing appropriate pavement projects.

Using this data and the current automated tools, the pavement program performs the following two major functions:

1. Creation of the State Highway Operation and Protection Program (SHOPP) budget pavement element. The process for creating the biennial pavement element of the SHOPP budget relies on three criteria: 1) evaluating data from the annual condition survey; 2) prioritizing projects based on pavement need both by the districts and Headquarters pavement staff; and 3) allocating funds to best meet those needs. In utilizing the last criterion, the following are considered:

Routine Maintenance. The Department established minimum pavement surface quality triggers, such as cracks greater than ¼ inch wide in asphalt concrete pavement are sealed the year following their observation.

"Worst First." Major maintenance or rehabilitation projects are prioritized on a "worst first" basis and triggered when the pavement quality drops to a pre-determined state of distress. Thus, those pavements that are in the worst condition get attention first and, as they are the most expensive, use most of the available funding.

Available Funds - Other Needs. The routine maintenance and "worst first" program elements compete with other funding elements, such as emergency repairs, bridge preservation, collision reduction, mobility and congestion relief, mandates (Americans with Disabilities Act, storm water, etc.), facility upgrades, and roadside preservation.

District Pavement Engineers. Finally, the needs are recommended by the district pavement engineers, who use, as a minimum, pavement condition data and reports from the Department's existing pavement condition reporting system in setting their priorities.

2. Creation of the annual State of the Pavement Report. The State of the Pavement Report (SPR) identifies the current condition of the pavement network on a district basis as well as a statewide basis. The SPR covers the trends in traffic volume and the influence it has on the network. It provides breakdown in the funding allocations for SHOPP and Major Maintenance. The SPR also reports on the mix of pavement projects with regards to preservation and rehabilitation. This SPR is provided to the California Transportation Commission (CTC) to summarize how the funding is being

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distributed across the state and where improvements are being made, as well as defining future needs in order to maintain or improve current pavement conditions.

III.B. Current Environment

Caltrans is responsible for maintaining and managing the State Highway System (SHS). The SHS has approximately 15,000 centerline miles and over 50,000 lane miles. In order to optimize the activities associated with the maintenance of the highway network, the Pavement Program has an opportunity to improve the existing tools and processes it employs to monitor, evaluate, and preserve the highway network.

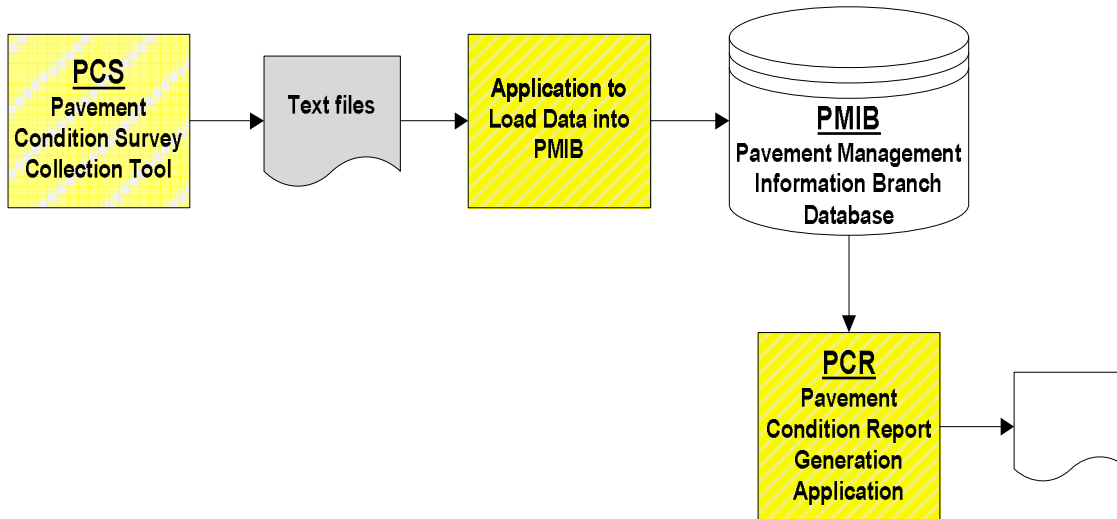
The current PMS was implemented almost ten years ago. This system no longer meets the Pavement Program's needs in the areas of data storage and validation methods, project tracking processes, forecasting and performance modeling, and budgeting. Additionally, because the system was built on a platform that is not a Caltrans standard, it is not easily supported or capable of being modified. Most importantly, the current system has a different purpose; focusing on reporting current condition threshold triggers rather than predicting future pavement conditions.

Pavement condition data, specifically International Ride Index profile data, is not readily accessible by the Division of Transportation Systems Information (DTSI). Currently the data is exported from PMS, formatted, and sent to DTSI, which provides the data to Federal Highway Administration's (FHWA) Highway Performance Monitoring System (HPMS).

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SECTION III – CURRENT PROGRAM AND SYSTEMS OVERVIEW

III.C. Existing Infrastructure

FIGURE III.C-1 EXISTING PAVEMENT MANAGEMENT SYSTEM



The current PMS consists of three FoxPro database applications: PCS, PMIB, and PCR. To effectively manage the pavement, the Pavement Program conducts an annual Pavement Condition Data Collection (PCDC). It includes a visual inspection of the pavement surface using a team of pavement raters and an automated ride quality inspection using a van, equipped with two high speed profilers developed by Pathway Services.

Data from the PCS is downloaded into the PMIB which combines the visual distress data and International Roughness Index (IRI). The analyzed data is transferred from PMIB to PCR, which provides users the detailed reports of pavement inventory, identifies project needs, prioritizes pavement distress, and summarizes the condition of the State Highway System.

In June 2005, the Division of Maintenance conducted a business process review of the Pavement Program's pavement management processes. See the report titled "Pavement Management System Business Process Review" and included appendices in the Bidders Library for additional details. The Bidder's Library can be accessed via the Internet at:

http://www.dot.ca.gov/hq/esc/Translab/ope/PaveM_bidders_library.html

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III.C.1 User and Technical Inadequacies

Based on this business process review and subsequent study and analysis, the Pavement Program has identified the following specific user and technical inadequacies with the current PMS:

1. Data integrity and access in the current system is inadequate to meet the Pavement Program's needs.

The current FoxPro system limits the user's ability to adequately maintain the quality and integrity of the data and requires labor-intensive efforts to query and export data.

2. The Pavement Program currently has limited reporting capabilities.

Information and data for current reports is pulled from many sources and data are not consistent across districts and headquarters. The Pavement Program has no centralized data source or means of assimilating and reporting key information. The PCRS provides only a few reports in which to evaluate the network on a route, district, county, or statewide basis.

3. The Pavement Program has no analysis tools available that are capable of prioritizing pavement projects and predicting pavement performance.

There is no tool for quantifying the levels of distress that facilitate the prioritization of pavement segments. Currently, pavements are either distressed or not distressed. Pavement condition needs to cover a great range of conditions (very good, good, fair, poor, very poor). Pavement performance cannot be monitored over time since the same segment is not evaluated each year. The limits vary depending upon on the condition of the pavement in a general vicinity rather than specific limits.

4. The Pavement Program has no single database or tools currently available to track the history of pavement projects.

There is no single statewide database or tool for tracking the history of pavement projects. The history of pavement projects is currently maintained at the district level and is collected and managed in a variety of ways. This limits the Pavement Program's ability to accurately monitor status of current and past projects as it applies to project limits, strategy, material type, costs, and date constructed. Maintaining a statewide database will allow the Pavement Program to monitor the activities across the entire state and provide the necessary history in order to accurately update, monitor, and forecast pavement performance.

5. The Pavement Program is unable to perform objective budgeting and optimization of pavement projects.

Current budgeting of pavement projects is based on a prioritized list developed by the districts and headquarters staff. When the annual budget is depleted, all unfunded projects are moved to the next annual budget in terms of the major maintenance or biennial budget in connection with the SHOPP. This leads to

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uncertainty regarding whether the right projects for the right locations were selected at the right time. Optimization will mitigate that by selecting a project based on a better defined set of parameters including performance, cost, current pavement condition, life cycle costs, and budget.

III.C.2 Interfaces

Transportation System Network—The Transportation System Network (TSN) is an Oracle based tool used to help Caltrans make important recommendations regarding the highways within the State's network. Its primary purpose with regard to the PMS is that it records the county/route/post-mile highway referencing information. It also maintains traffic volume counts being taken by the state and provides analysis functionality. TSN also contains some PMS functionality, which is no longer used. The legacy mainframe PMS was migrated to TSN; however, the migration was not completed.

Highway Performance Monitoring System—The Highway Performance Monitoring System (HPMS) is a web-based federally mandated highway inventory and planning tool. The HPMS is used to allocate federal funds, analyze travel trends, compliance with EPA air quality standards, and other data. HPMS receives IRI data from the PMIB.



California Department of Transportation

PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
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SECTION IV – PROPOSED SYSTEM

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IV. PROPOSED SYSTEM

IV.A. Introduction

The new Pavement Management System (PaveM) will be a Web-based configurable commercial off-the-shelf (COTS) product accessible through the Caltrans intranet with no direct public access. The system shall not require the installation of any proprietary or custom software on the workstation.

PaveM will reside on a dedicated application server (virtual environment) and the data will reside on an existing Oracle database server. Both the system and the database servers will be located at Office of Technology Services (OTech) in the Customer Owned Equipment Services (COEMS) environment. Backup and operational recovery procedures will be the primary responsibility of Caltrans. The OTech backup and operational recovery standards can be accessed via the Internet at:

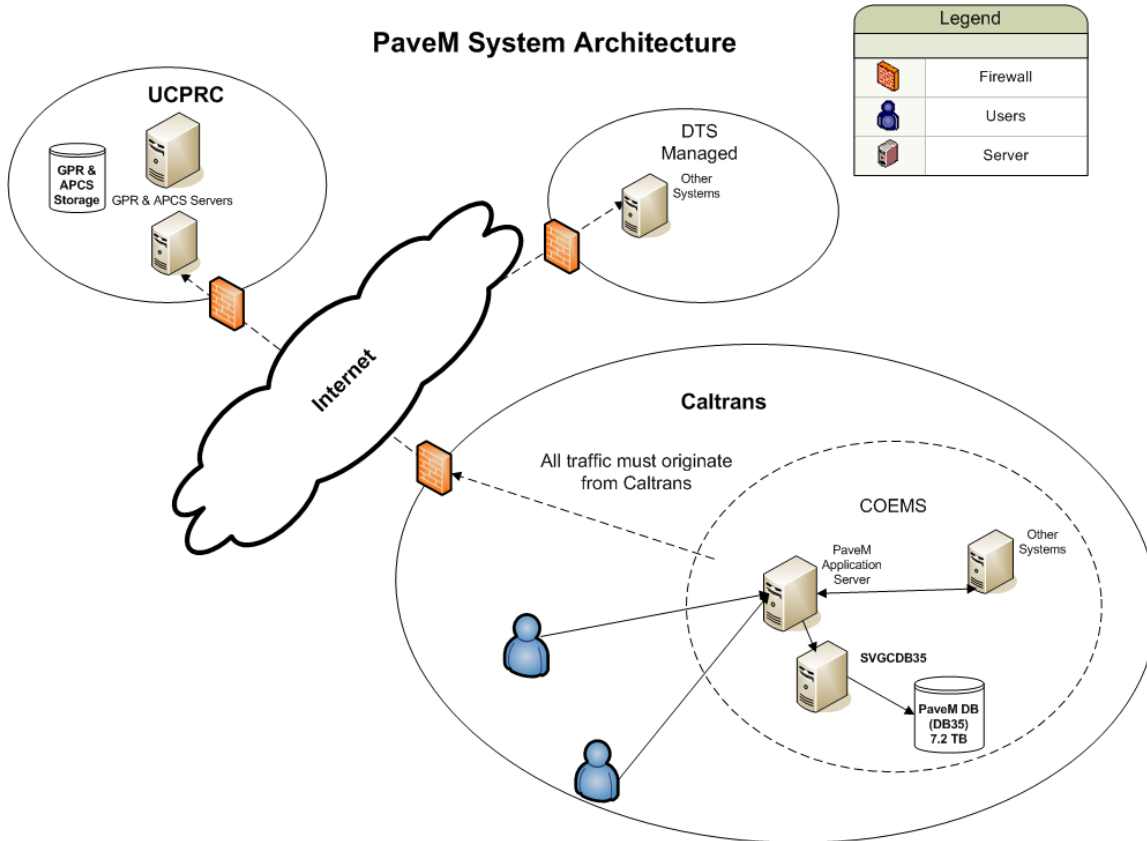
<http://sam.dgs.ca.gov/TOC/5300/5355.htm>

The database(s) must adhere to open database connectivity (ODBC) standards. Data communication protocols must make use of industry standards such as TCP/IP.

Figure IV-A. Conceptual Diagram depicts the conceptual environment upon completion of the PaveM project.

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FIGURE IV-A. CONCEPTUAL DIAGRAM



IV.B. Business Objectives

PaveM will improve data storage and reporting tools and provide project tracking, performance prediction, and optimization capabilities. The following describes the general requirements of the proposed system. “Proposed System” refers to the pavement management system inclusive of software, interfaces, and any third-party products needed to meet the requirements described in BUSINESS, FUNCTIONAL, AND TECHNICAL REQUIREMENTS, (Section VI).

The primary purpose of PaveM is to provide Caltrans with the tools necessary to implement a proactive approach to prioritize, preserve, rehabilitate, and maintain existing highway pavements. These goals have driven the technical and functional specifications within this IFB. In order to achieve these goals Caltrans has identified the following primary business objectives:

- Create the ability to provide a secure method to assure data integrity and access to all vested and interested parties which will lead to improved communication and help optimize the investment in maintenance activities.

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- Allow for importing of data from other systems to create a single source for pavement data to improve the program and project decision making process.
- Provide a single source of reports for internal and external stakeholders to improve the project decision making process.
- Provide timely and accurate information to FHWA, CTC, and executive management to improve the project decision making process.
- Create the ability to prioritize pavement projects based on objective distress and condition indices leading to optimized investment and long-term cost avoidance.
- Monitor fixed pavement segments over time to see the change in the pavement condition to optimize the timing of maintenance decisions leading to long-term cost avoidance.
- Create predictive models for assisting in optimizing the planning and programming of future projects leading to long-term cost avoidance.
- Provide the ability to centralize and standardize the tracking of history through integration of key data sources to facilitate optimization of the investment in maintenance and rehabilitation activities.
- Provide pavement performance and history of activities at any project location within the network to facilitate optimization at the district level and statewide investments.
- Provide the ability to implement multiple budgeting scenarios based on funding level and a proposed level of service in order to optimize funding leading to long-term cost avoidance.
- Provide the ability to determine a budget level that will support a defined pavement performance level focused on extending the service life by applying preservation treatments early instead of having to rehabilitate the pavement later leading to long-term cost avoidance.
- Improve budgeting to provide the capability to increase the number of lane miles of fair to excellent pavement to 90% of the highway network.

IV.C. Functional Capabilities

PaveM will provide a tool set to assist management with decisions regarding the cost-effective use of available funding for pavement maintenance and rehabilitation. PaveM will include functionality as described below:

- Access to pavement information from a variety of sources to help improve the program and project decision making process.

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- A toolset for pavement analysis and decision making. The analysis tool must provide a means to proactively recommend maintenance strategies based on Caltrans policies and predict pavement conditions using performance models as it pertains to condition management, planning, and budgeting.
- The capability to perform optimization at both the network and project-level. Network-level decisions are made for planning purposes: either program planning or financial planning. Project-level decisions are made to select the best treatment and the best time to apply that treatment to a section of pavement that has deteriorated from its as-built condition.
- Standard maps and reports, and a mechanism to export any PaveM data to industry standard formats. Additionally PaveM must also contain custom reporting tools that allow Caltrans to produce reports containing virtually any information about pavements that might be needed.
- A feedback mechanism utilizing advanced data mining techniques shall be provided to evaluate the effectiveness of new pavement designs, construction techniques, or material properties and verify the assumptions used in a life cycle cost analysis or to update pavement deterioration models.

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IV.C.1 System Interfaces / Data Exchanges

PaveM will receive data via FTP from the following Caltrans databases:

Existing Database	Type of Data	Frequency	Type of Data Elements
Performance Measurement System (PeMS)	Traffic data	Annually	Truck weight, truck volumes, traffic volumes, axel weight, equivalent single axle load (ESAL) s.
Transportation System Network (TSN)	Highway Inventory	Annually	All highway inventory data elements.
Project Resource and Schedule Management (PRSM)	Project Information	Quarterly	Project Status, Milestones, Engineer's Estimate, and Contract Amount.
Bridge Management System (PONTIS)	Bridge Structure Information	Quarterly	Bridge Id, physical location, route, recommended treatment strategy, and estimated costs for approach slab.
Office of Engineer Database (OE)	Project Milestones	Quarterly	Bid opening, advertise dates, and approval dates.
Automated Pavement Condition Survey (APCS) System	Pavement condition and rate of deterioration and degradation	Annually	International Ride Index (IRI), Pavement Distresses

PaveM will require an initial data load from:

- Pavement Management Information Branch (PMIB) System
- Ground Penetrating Radar
- Other data sources

Additional details regarding the system interfaces and data exchanges are located in documents titled "PaveM Interface Diagram" and "System Details", which can be found in the Bidder's Library.



California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

**SECTION V – ADMINISTRATIVE
REQUIREMENTS**

SEPTEMBER 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

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V. ADMINISTRATIVE REQUIREMENTS

V.A. Introduction

Bidders must adhere to all the mandatory administrative requirements of this IFB to be responsive.

The Bidder must complete and submit Exhibit V-A: Bidder Acceptance of Administrative Requirements. Answering “No” to any of the mandatory requirements may result in a bid being deemed non-responsive.

The administrative requirements have been categorized into two (2) types, described below:

- Mandatory
- Mandatory Scorable

V.A.1 Mandatory

All requirements marked with an (M) are mandatory and will be scored on a pass/fail basis. To achieve a “Pass”, the Bidder must agree to meet all mandatory requirements. If the Bidder does not agree to meet the mandatory requirements, the Bidder will be given a “Fail”. A “Fail” may result in a bid being deemed non-responsive. Bidders must comply with all mandatory requirements in order for the State to continue evaluation of the Bidder’s proposal. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

V.A.2 Mandatory Scorable

All requirements marked with an (MS) are mandatory and will be awarded points in accordance with the methodology described in the EVALUATION AND SELECTION (Section IX) of the IFB. To achieve a “Pass”, the Bidder must agree to meet all mandatory scorable requirements and must obtain a positive score on each of the scorable criteria. A “Fail” result in any of the pass/fail criteria, or a zero score for any of the scorable criteria, may result in the bid being found nonresponsive, and the bid may be rejected. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

V.B. Bidding Preference and Participation Programs

The following bidding preference and participation programs are applicable to this procurement. The other listed preference programs are available for Bidders to claim if applicable. If awarded with applied preferences, this Agreement will be monitored throughout its life for compliance with statutory, regulatory, and contractual requirements. The State will take appropriate corrective action and apply sanctions as necessary to enforce preference programs.

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V.B.1 Small Business Preference

Section 14835 et seq., of the California Government Code requires that a five percent (5%) preference be given to the Bidders who qualify as a small business, or the Bidders who qualify as a non-small business claiming at least 25% California certified small business subcontractor participation. The rules and regulations of this law, including the definition of a small business, or qualifying non-small business, are contained in Title 2, California Code of Regulations, Section 1896 et seq. The definition of non-profit veteran service agencies qualifying as a small business is contained in Section 999.50 et seq., of the Military and Veterans Code. All Bidders, regardless of whether claiming the preference or not, **MUST** complete and submit Exhibit V-B: Small Business Preference.

V.B.2 Disabled Veteran Business Enterprise (DVBE) Participation

For the purposes of this solicitation the Disabled Veteran Business Enterprise (DVBE) participation requirement has been waived.

This solicitation provides an incentive for DVBE participation. The California DVBE bid incentive instructions in IFB Section V.B.3, DVBE Incentive, includes the information about the DVBE incentive.

V.B.3 Disabled Veteran Business Enterprise (DVBE) Incentive

The State has established goals for DVBE participating in State contracts. The minimum DVBE participation percentage (goal) for state contracts has been set at three (3%) percent.

NOTE: For the purposes of this solicitation the DVBE program participation requirements have been waived.

In accordance with Section 999.5(a) of the Military and Veterans Code, the State shall apply an incentive to bids that include California-certified DVBE participation as identified on the Bidder Declaration Form GSPD 05-105 and confirmed by the State.

The incentive amount is based on the amount of DVBE participation obtained. For contract award evaluation purposes only, the incentive will be given to Bidders who provide one percent (1%) or more California-certified DVBE participation. The incentive is given only to those Bidders who are responsive to all of the bid requirements and propose at least 1% or more DVBE participation in the resulting contract. Refer to SECTION IX.E.8.c: DVBE Incentive, for more information on how the incentive is applied.

A DVBE Bid Incentive will be given for this solicitation (with a range from 1% to 5% or more of the "Contract Grand Total" from Exhibit VII-A – Cost Workbook, Form VII-1 – Total Cost Summary). A DVBE Incentive will be given to bidders who provide DVBE participation as prescribed levels listed in this Section, and will be scored as specified in EVALUATION AND SELECTION (Section IX).

To be considered responsive for the purposes of receiving a DVBE Bid Incentive, bidders must complete and return the Bidder Declaration, GSPD-05-105 (08/09) and the DVBE Declarations, STD. 843 (05/06) and the DVBE Bid Incentive Instructions, as applicable.

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The Bidder Declaration and DVBE forms can be found using the following link(s):

GSPD-05-105: <http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>

DVBE Declarations: <http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>

DVBE Bid Incentive Instructions:

<http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-DVBEIncentivePkg.pdf>

Failure to complete and submit all Bidder Declaration and DVBE forms with the bid, that fully documents and meets these DVBE Bid Incentive instructions, may cause the bid to be non-responsive and therefore may disqualify the Bidder from receiving the DVBE Bid Incentive.

Information submitted by the intended awardee in order to obtain the DVBE Bid Incentive with this solicitation will be verified by the State. If evidence of an alleged violation is found during the verification process, the State shall initiate an investigation, in accordance with the requirements of the PCC §10115, et seq., and MVC §999 et seq., and follow the investigatory procedures required by the 2 CCR §1896.80. Contractors found to be violation of certain provisions may be subject to loss of certification, penalties, and/or contract termination.

While completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and is incorporated by amendment to the contract.

Bidders who have been certified by California as a DVBE (or who are bidding rental equipment and have obtained the participation of subcontractors certified as DVBE) must also submit a completed form(s) STD. 843. All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). The completed form should be included with the bid response.

At the State's option prior to award of the contract, a written confirmation from each DVBE subcontractor identified on the Bidder Declaration must be provided. As directed by the State, the written confirmation must be signed by the bidder and/or the DVBE subcontractor(s). The written confirmation may request information that includes but is not limited to the DVBE scope of work, work to be performed by the DVBE, term of intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment, and total amount to be paid to the DVBE. If further verification is necessary, the State will obtain additional information to verify compliance with the above requirements.

All Bidders who wish to be considered to receive a DVBE Bid Incentive for this solicitation must complete and submit all DVBE documentation. All forms must be completed per these instructions and included in Volume I of the Final Bid.

Cost information MUST NOT be included on any of these forms.

The Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services (OSDS) offers SB and DVBE program information and may be reached at:

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Small Business and DVBE Services

707 Third Street, 1st Floor, Room 400

West Sacramento, CA 95605

Homepage: <http://www.pd.dgs.ca.gov/smbus>

24-hour information and document request system: (916) 322-5060

Receptionist: (916) 375-4940 Fax: (916) 375-4950

V.B.4 Target Area Contract Preference Act (TACPA)

Preference will be granted to California-based Bidders in accordance with Government Code Section 4530 whenever agreements for goods and services are in excess of \$85,000 and the Bidder meets certain requirements, as defined in Title 2 California Code of Regulations Section 1896.30, regarding labor needed to produce the goods or provide the services being procured. Bidders desiring to claim TACPA shall complete Std. Form 830 and submit it with the Final Bid. Refer to the following website link to obtain the appropriate form:

<http://www.documents.dgs.ca.gov/osp/pdf/std830.pdf>

V.B.5 Enterprise Zone Act (EZA)

Government Code Section 7080, et. seq., provides that California based companies may be granted preferences when submitting bids on state agreements in excess of \$100,000 for goods and services (excluding construction agreements), if the business site is located within designated "Enterprise Zones" (see Std. Form 831). Bidders desiring to claim this preference must submit a fully executed copy of Std. Form 831 with their Final Bid. Bidders proposing to perform the Agreement in a designated enterprise zone are required to identify such site(s) on the Std. Form 831. Failure to identify a site(s), which qualifies as an enterprise zone, will result in denial of the claimed preferences. Refer to the following website link to obtain the appropriate form:

<http://www.documents.dgs.ca.gov/osp/pdf/std831.pdf>

A Bidder that has claimed an EZA preference, and is awarded the Agreement based on such preference(s), will be obligated to perform the Agreement in accordance with the Act. Bidders desiring to claim this preference must submit a fully executed copy of appropriate forms with their Final Bid.

V.B.6 Local Agency Military Base Recovery Area Act (LAMBRA)

The LAMBRA bidding preference, for which you may qualify, is used for bid solicitation purposes only, to a maximum of \$50,000. The preference does not alter the amount of the resulting Agreement (Government Code Section 7118 et. seq., and California Code of Regulations, Title 2, Section 1896, 100 et. seq.). Bidders desiring to claim this preference must submit a fully executed copy of STD. Form 832 with their Final Bid. Refer to the following website link to obtain the appropriate form:

<http://www.documents.dgs.ca.gov/osp/pdf/std832.pdf>

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V.C. Bidder Qualifications

V.C.1 Bidder Information and Background (MS)

The Bidder's firm, inclusive of name changes and mergers, must have been in existence for a minimum of five (5) years prior to the due date of the Final Bid. The Bidder must complete and submit Exhibit V-H. Bidder Information and Background. The Bidder information and background must include the following:

1. the length of time the Bidder has provided the proposed products;
2. a brief description of the company history and background;
3. the number of business clients using the proposed products;
4. a minimum of one (1) project using the Bidder's proposed products that includes a State Department of Transportation; and
5. a discussion of prior experience with pavement management for State Departments of Transportation.

The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met. Supporting documentation could include, but is not necessarily limited to, one or more of the following:

1. Bidder's business license or seller's permit;
2. The name and address of each of the business clients, including the names and telephone numbers of a contact persons of the business clients;
3. Customer Purchase Order or Contract showing installation dates for subject equipment or software;
4. Acceptance Document containing verification of installation by a paying customer;
5. Customer Invoice for subject equipment or software; and/or
6. Sworn Notarized Statement from an officer of the bidding firm and/or a paying customer.

The Evaluation Team may verify some or all of the information provided to validate the basis for scores provided. The State has the option to request additional supporting evidence from the Bidder. Refer to EVALUATION AND SELECTION (Section IX), for additional information on Bidder Information and Background scoring.

V.C.2 Customer References (MS)

The Bidder must provide three (3) completed Customer Reference Forms (Exhibit V-I. Customer Reference Form). Subcontractor references cannot be used to fulfill this requirement. Each customer reference must meet all of the following requirements:

1. All references are from customers using the Bidder's proposed product as of the due date of the Final Bid.
2. At least one (1) Customer organization is a State Department of Transportation.
3. Customer's system is operational and being used as the production ("live") system as of the due date for the Final Bid Submission (as indicated in Section I.E: Key Action Dates).

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4. Customer's system was implemented and/or upgraded (i.e., put into production) within the past five (5) years.

The State Evaluation Team will contact the references using the information provided to validate the reference information and ratings. The Evaluation Team will make up to three (3) attempts to contact each provided reference. If a reference cannot be contacted, the reference will not be scored. The Evaluation Team will score each reference and compute the average in determining the score for this requirement.

The Evaluation Team must be able to contact and validate at least two (2) of the three (3) customer references. Refer to Section IX, for additional information on customer reference scoring.

V.D. Insurance Requirements

V.D.1 Workers' Compensation Insurance (M)

The Prime Contractor shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement, and agree to furnish the State satisfactory evidence thereof at any time the State may so request. The Bidder must sign Exhibit V-C: Workers' Compensation Certification, and submit with the bid response.

V.D.2 Commercial General Liability Insurance (M)

The Prime Contractor shall maintain general liability insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom a claim is made or suit is brought, subject to the Prime Contractor's limit of liability. The Prime Contractor shall agree to furnish the State satisfactory prior to contract signing, and at any time the State may so request.

V.E. Payee Data Record (STD 204) (M)

The Bidder must complete and sign the Payee Data Record, STD. 204, and submit with the bid response. The Std. 204 is accessible at:

<http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>

V.F. Certification with the Secretary of State (M)

If required by law, the Prime Contractor must be certified with the Secretary of State of California to do business in the State of California. If the Bidder does not currently have this certification, the firm must be certified before Agreement award can be made, and must provide information in the Final Bid to support the status of its application to be certified to do business in the State of California.

Corporations, Limited Liability Companies (LLCs) and Limited Partnerships (LPs) must be registered with the California Secretary of State (SOS) to be awarded the Agreement. The

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Secretary of State Certificate of Status must be included with the bid. The SOS may be contacted as follows:

California Secretary of State
Division of Corporate Filing and Services
1500 Eleventh Street, Third Floor
Sacramento, CA 95814-5701

The required document(s) may also be obtained thru the Certification Unit at 916-657-5251 or through the following web site: <http://kepler.ss.ca.gov/list.html>.

V.G. Seller's Permit (M)

If required by law, the Prime Contractor must be certified with the Board of Equalization (BOE) to sell products within the State of California. If the Bidder does not currently have this certification, the firm must be certified before Agreement award can be made, and must provide information in the Final Bid to support the status of its application to be certified to sell products in the State of California. More information is available from the BOE at:

Board of Equalization
450 N Street
Sacramento, CA, 95814
1-800-400-7115

<http://www.boe.ca.gov/info/reg.htm>

The Bidder must submit in the bid a completed Exhibit V-D: Seller's Permit Information.

V.H. Bidder Responsibility (M)

Prior to award of the Agreement, the State must be assured that the Bidder selected has all of the resources to successfully perform under the Agreement. These resources include, but are not limited to, adequate personnel who possess the required skills; equipment of appropriate type and sufficient quantity; financial resources sufficient to complete performance under the Agreement; and, experience in similar endeavors. If, during the evaluation process, the State is unable to ensure itself of the Bidder's ability to perform under the Agreement, if awarded, the State has the option of requesting from the Bidder any information that the State deems necessary to determine the Bidder's responsibility. If such information is required, the Bidder will be so notified and will be permitted five (5) State business days to submit the information requested in writing.

V.H.1 Prime Contractor (M)

The award, if made, will be to a single Bidder. The selected Bidder will be considered the Prime Contractor and, as such, accepts full responsibility for successful performance of all subcontractors and support services offered in this bid. Furthermore, the State will consider the Primary Contractor to be the sole point of contact regarding contractual matters for the term of the resulting Agreement. The Bidder must complete and submit Exhibit V-E: Bidder

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Certification, agreeing to the terms and conditions of this IFB and accepting responsibility as the Prime Contractor, if awarded the Agreement resulting from this IFB.

V.H.2 Bidder Certification (M)

The Bidder must complete and submit Exhibit V-E: Bidder Certification, agreeing to the terms and conditions of this IFB and accepting responsibility as the Prime Contractor, if awarded the Agreement resulting from this IFB.

V.H.3 Productive Use Requirement (M)

The objective of the Productive Use Requirements is to protect the State from being a test case for new equipment and software that has no record of proven performance.

V.H.3.a Customer In-Use (M)

The purpose of the Customer In-Use requirement is to allow time for the bidder to correct defects that could prevent new equipment and software from performing correctly in support of State programs.

The State requires that each equipment and software component proposed as part of an automated system must have been installed and in production, in substantially the configuration proposed, for a paying customer external to the Bidder's organization.

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TABLE V-A. IN-USE REQUIREMENTS

Product Cost	In-Use Date
Category 1 – Critical Software Critical Software is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.	Length of time required to be in-use as of Final Bid Submission Date
(1) More than \$100,000	6 months
(2) \$10,000 up to \$100,000	3 months
(3) Less than \$10,000	1 month
Category 2 – All IT Equipment and Non-Critical Software Information Technology (IT) equipment is defined in State Administrative Manual (SAM) Section 4819.2.	Length of time required to be in-use as of Final Bid Submission Date
(1) More than \$100,000	4 months
(2) \$10,000 up to \$100,000	3 months
(3) Less than \$10,000	1 month

Substantial design changes in required system control modules or in components critical to the processing requirements of the State's workload are also subject to the In-use requirement. Increases or decreases in numbers of components or minor alteration in equipment or minor modifications or updates to software to provide improvements or features, to correct errors, or to accommodate hardware changes may be exempt from the In-use requirement by the Department of General Services (DGS), Procurement Division, if no substantial changes in logic, architecture, or design are involved.

V.H.3.b Customer In-Use Reference (M)

The Bidder must complete Exhibit V-F: Customer In-Use Reference Form that contains a list of customers who presently have the proposed solution installed and operating. The list must include at least one (1) customer meeting the requirements as set forth in Table V-A. However, at least one customer reference must be included for each type of machine (e.g., model) and feature proposed that is subject to the requirements of that subsection (i.e., one customer having a specific system component). The name and address of the installation and the name and telephone number of a contact person at that installation must be listed.

The State has the option to request from the Bidder supporting evidence of compliance to the Customer In-Use requirements. Supporting evidence could include, but is not necessarily limited to, one or more of the following:

- Customer Purchase Order or Contract showing installation dates for subject equipment or software;
- Acceptance Document containing verification of installation by a paying customer;
- Customer Invoice for subject equipment or software;

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- Shipping Invoice or Bill of Lading;
- Dated Maintenance Records; and/or
- Sworn Notarized Statement from an officer of the bidding firm and/or a paying customer.

V.H.3.c Customer In-Use Exceptions (M)

The State will not consider exceptions to Customer In-Use Requirements for this procurement.

V.H.4 Subcontractors (M)

Using subcontractors to provide products and services required by this IFB enables Bidders to expand their ability to meet the needs of the State. However, use of subcontractors does not relieve the Bidder from any responsibility to the State under the Agreement or this IFB.

Nothing contained in the resulting Agreement shall create any contractual relationship between the State and any subcontractors, and no subcontract shall relieve the Bidder of its responsibilities and obligations. The Prime Contractor is fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them.

The Prime Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Prime Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

V.H.4.a Bidder Declaration Form (M)

All Bidders must complete the Bidder Declaration GSPD-05-105, and include it with the bid. When completing the declaration, the Bidder must identify all subcontractors proposed for participation in the Agreement. The Bidder awarded the Agreement is contractually obligated to use the subcontractors for the corresponding work identified, unless the State agrees to a substitution and it is incorporated by amendment to the Agreement.

If no subcontractors are being used, the Bidder must check the box on the form indicating subcontractors will not be used.

This document and its completion instructions may be accessed at the link below:

<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>

V.H.4.b Notice to Subcontractors

Upon award to a Prime Contractor, notice shall be given by the State to the subcontractors listed on Bidder's Declaration GSPD-05-105, of their participation in the Agreement. Notification to the subcontractors by the Prime Contractor is encouraged immediately after award of the Agreement.

V.H.4.c Commercially Useful Function (M)

Suppliers, whether the Bidder or a subcontractor, who have a California certification for one (1) or more of the socio-economic programs (e.g., Small Business or DVBE), must perform a

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commercially useful function (CUF) in the resulting Agreement. CUF is defined in the Military and Veterans Code Section 999(b)(5)(B) for DVBES, and in Government Code Section 14837(d)(4)(A) for Small Business. Bidders claiming such preference must describe CUF compliance on Exhibit V-G: Commercially Useful Function Statement and submit in their bid.

At the State's option, the Bidders may be required to submit additional written clarifying information regarding CUF. Failure to submit the requested written information as specified may be grounds for bid rejection.

V.I. Other Administrative Requirements (M)

V.I.1 Supervision (M)

The Prime Contractor shall arrange for satisfactory supervision of the Agreement work, and shall bring to the attention of Caltrans any problems that should be corrected. All work shall be performed in a professional manner within the standards of the industry, using proper equipment, methods and materials. The Prime Contractor shall arrive on-site with all equipment and materials necessary to perform the work to satisfy the terms of the agreement. The Prime Contractor will be liable for any damage to Caltrans property or its contents through negligence on the part of the Prime Contractor or its staff.

V.I.2 Amendments

The Agreement executed as a result of this IFB, may be amended for time and/or money, consistent with the original terms of the solicitation, by mutual consent of both parties and approval of the Department of General Services (DGS).

V.I.3 Bid Rejection

A Final Bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities, of any kind, in accordance with Section II.C.6. Deviation from terms and conditions previously approved for this IFB may be cause for rejection of your bid. BIDDERS SUBMITTING CONDITIONAL BIDS MAY BE DISQUALIFIED.

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EXHIBIT V-A. BIDDER ACCEPTANCE OF ADMINISTRATIVE REQUIREMENTS

PURPOSE/INSTRUCTIONS: The purpose of this exhibit is to summarize each Bidder's response to the Administrative Requirements of this IFB. Bidders must complete this exhibit, confirm agreement with each requirement, sign and date the exhibit in the signature block and include the exhibit in the Final Bid as instructed in BID FORMAT AND CONTENT (Section VIII) of the IFB. If Bidder's agreement with the requirement further requires submission of an additional form, exhibit, etc., Bidder must identify the location of this document in their bid response.

Answering "No" to any Mandatory (M) item in column "Bidder Agrees with Requirement" may result in a bid being deemed non-responsive and therefore the bid may be disqualified.

Administrative Requirement	IFB Reference	Bidder Agrees to Requirement (Y)es or (N)o	Location of Document in Bid Response
Small Business Preference (Exhibit V-B)	V.B.1		
DVBE Participation Program Requirement	V.B.2		
DVBE Incentive	V.B.3		
Target Area Contract Preference Act (TACPA)	V.B.4		
Enterprise Zone Act (EZA)	V.B.5		
Local Agency Military Base Recovery Area Act (LAMBRA)	V.B.6		
Workers' Compensation Insurance (Exhibit V-C)	V.D.1		
Commercial General Liability Insurance	V.D.2		
Payee Data Record (STD 204)	V.E		
Certification with the Secretary of State	V.G		
Seller's Permit (Exhibit V-D)	V.G		
Bidder Responsibility	V.H		
Prime Contractor	V.H.1		
Bidder Certification (Exhibit V-E)	V.H.2		
Productive Use Requirement	V.H.3		
Customer In-Use	V.H.3.a		
Customer In-Use Reference (Exhibit V-F)	V.H.3.b		
Customer In-Use Exceptions	V.H.3.c		
Subcontractors	V.H.4		

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Administrative Requirement	IFB Reference	Bidder Agrees to Requirement (Y)es or (N)o	Location of Document in Bid Response
Bidder Declaration Form (Form GSPD 05-105)	V.H.4.a		
Subcontractor Information	V.H.4		
Notice to Subcontractors	V.H.4.b		
Commercially Useful Function (Exhibit V-G)	V.H.4.c		
Supervision	V.I.1		
Amendments	V.I.2		
Bid Rejection	V.I.3		
Bidder Information and Background (Exhibit V-H)	V.C.1		
Customer Reference Form (Exhibit V-I)	V.C.2		

 Signature

 Date

 Name and Title (Print or Type)

 Firm Name

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EXHIBIT V-B. SMALL BUSINESS PREFERENCE

ALL BIDDERS: PLEASE CHECK THE APPROPRIATE LINE, SIGN, AND DATE THIS FORM AND SUBMIT IT WITH YOUR BID.

- I am a certified small business and Small Business Preference is applicable to this bid. A copy of my certification from the Office of Small Business and DVBE Certification is attached to this form.
- I have recently filed for Small Business Preference but have not yet received certification. A copy of my filing and completed GSPD-05-105 is attached. I understand that I must be certified by OSDS by the scheduled Final Bid Submittal Deadline to receive this preference.
- I have read the section on Small Business Preference, and declare that I am not a certified Small Business and am not claiming the Small Business Preference.
- I am not a certified Small Business but I am using a Small and/or Micro Business as a subcontractor. A copy of that firm's certification from the Office of Small Business and DVBE Certification is attached.

Signature

Date

Name and Title (Print or Type)

Firm Name

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EXHIBIT V-C. WORKERS' COMPENSATION CERTIFICATION

The undersigned, in submitting this document, hereby certifies the following:

I am aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation, or to undertake self-insurance in accordance with such provisions before commencing the performance of the work of this Agreement.

Signature

Date

Name and Title (Print or Type)

Firm Name

Street Address

City, State ZIP

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EXHIBIT V-D. SELLER’S PERMIT

Bidders shall complete this form to describe the Bidder and any affiliate of the Bidder (person or entity that is controlled by, or is under common control of, the Bidder through stock ownership or other affiliation) that makes sales for delivery into California as applicable, and submit this form with the Final Bid.

In the event that the Bidder or any such affiliate has registered for but has not yet been issued a Seller’s Permit by the California State Board of Equalization (BOE):

1. Enter N/A in the “Seller’s Permit Number” Column, and
2. Attach to this form a copy of the Certificate of Registration issued by the State Board of Equalization.

Business Entity Name	Seller’s Permit Number

Signature

Date

Name and Title (Print or Type)

Firm Name

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EXHIBIT V-E. BIDDER CERTIFICATION

Date:

Name of Bidder:

Address of Bidder:

Phone Number of Bidder:

Reference: IFB DOT 2660-423

1. This is to notify you that [Insert business' name] _____ agrees to all of the terms and conditions of this IFB and by signing below certifies that the information presented in this bid is true and accurate to the best of our knowledge.

Sincerely,

Signature

Date

Name and Title (Print or Type)

Firm Name

Phone Number

Fax Number

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EXHIBIT V-F. CUSTOMER IN-USE REFERENCE

Bidders must provide a list of customers who presently have the proposed solution installed and operating. Customer reference information must be included. Customer references may be contacted to verify information provided by the Bidder.

Note: Category refers to the Customer In-Use categories in Section V.H.3.

Category (1 or 2)	Production Description	Length of Time in Productive Use as of Final Bid Submission Date	Customer Reference (Company Name and Address)	Customer Reference (Contact Name, Phone Number)

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IFB DOT 2660-423**PAVEM INVITATION FOR BID
SECTION V – ADMINISTRATIVE REQUIREMENTS****EXHIBIT V-G. COMMERCIALLY USEFUL FUNCTION**

Bidder Name: _____

On January 1, 2004, Chapter 623, Statutes of 2003, became effective and required all small businesses, micro businesses, and disabled veteran business enterprises (DVBE) to perform a “commercially useful function” in any contract they perform for the State.

A business that is performing a commercially useful function is one that does all of the following:

- Is responsible for the execution of a distinct element of the work of the contract
- Carries out its obligation by actually performing, managing or supervising the work involved
- Performs work that is normal for its business, services and function
- Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices

The Bidder must provide a written statement below detailing the role, services and/or goods the small business, micro business, and DVBE subcontractor(s) will provide to meet the Commercially Useful Function requirement. Attach additional pages if necessary.

Subcontractor Firm Name	Role in Contract	Description of Goods and/or Services

Signature_____
Date_____
Name and Title (Print or Type)_____
Firm Name

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EXHIBIT V-H. BIDDER INFORMATION AND BACKGROUND

Bidder's Name:	
Contact Person's Name:	
Title:	
Contact Person's Phone Number:	
Contact Person's Fax Number:	
Contact Person's Email Address:	
Bidder's Firm Name: (if Different from Bidder's Name above)	
Firm Address:	
Office Locations:	
Office Location that Will Serve this Project:	
Length of Time in Business: (minimum of five (5) years)	
Length of Time Providing Proposed Technology:	
Number of Full-Time Personnel:	
Brief Company History and Background (Provide specific information on relevant projects; term of the project (from-to dates), description, number of pavement management systems deployed and the operating environment):	
Number of Clients:	
Number of Clients Using the Proposed Product(s) Version: (i.e., number of Bidder installations of the current version)	

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Number of Projects using the Bidder's proposed products which includes a State Department of Transportation (minimum of one (1) project):	
Bidders must provide a discussion of their prior experiences with pavement management with a State Department of Transportation. Please include the project term (start and end dates) and a brief project description. (Add additional sections, as necessary)	
Project Dates (start/end):	
Project Environment:	
Project Description:	
Signature of Bidder Representative:	

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EXHIBIT V-I. CUSTOMER REFERENCE FORM

Customer Reference Contact Information		
Bidder's Name:		
Name of Customer Reference Organization:		
Contact Person's Name and Title:		
Contact Person's Phone Number:		
Contact Person's Email Address:		
Customer Address:		
Project Name:		
Project Description (What pavement management functionality was provided?):		
Project Measurements. Please complete all applicable Items.		
Planned Start and Completion Dates:	From:	To:
Actual Start and Completion Dates:	From:	To:
Size of Installation		
Number of Users:		
State Department of Transportation:	Yes	No
Name of State		
Customer system is the Bidder's pavement management product	Yes	No
Customer's System is Operational and Being Used as the Production ("live") System as of the Due Date for the Final Bid Submission (as indicated in Section I.E: Key Action	Yes	No

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Dates).		
Customer's System was Implemented and/or Upgraded (i.e., put into production) within the Past Five (5) Years:	Yes	No
State Use Only		
Contracting Experience Statistics (Circle / Check Answer)		
1 - Does the system, as configured and implemented, perform to your expectations (as defined in the specifications)? a) The system, as configured and implemented, performs to your expectations as defined in the specifications. (15 points) b) The system, as configured and implemented, performs most of the functions as defined in the specifications. Minor technical or functional issues have yet to be resolved. (10 points) c) The system, as configured and implemented, does not perform the majority of functions defined in the specifications. Major technical or functional issues have yet to be resolved. (0 points)		
2 - How well did Bidder comply with all obligations of the contract, including timely problem resolution and general cooperation? a) The Bidder complied with all obligations of the contract, including timely problem resolution and general cooperation. (15 points) b) The Bidder complied with all obligations of the contract; there were minor problems with timely problem resolution or general cooperation. (10 points) c) The Bidder complied with all obligations of the contract; there were major problems with timely problem resolution or general cooperation. (5 points) d) The Bidder did not comply with all obligations of the contract. The project was not successful. (0 points)		
3 - Did the Key Staff proposed actually work in their bid positions? a) The key staff proposed actually worked in their bid positions. (15 points) b) The key staff proposed did not work in their bid positions; however, adequate substitutions were made. (10 points) c) The key staff proposed did not work in their bid positions; substitutions were made that caused minor impact to the project. (5 points) d) The key staff proposed did not work in their bid positions; substitutions were made that caused major impact to the project. (0 points)		

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4 - Did the Bidder and Bidder employees work cooperatively with your staff (i.e., the client's staff)?

- a) The Bidder and Bidder employees worked cooperatively with your (the client's) staff. (15 points)
- b) The Bidder and Bidder employees had minor problems with your (the client's) staff, but problems were resolved effectively. (10 points)
- c) The Bidder and Bidder employees had problems with your (the client's) staff; problems were not resolved effectively. (0 points)

5 - To what extent did the Bidder understand the needs of pavement management?

- a) The Bidder demonstrated a complete understanding of the needs of State Pavement Management. (15 points)
- b) The Bidder demonstrated an adequate understanding of the needs of State Pavement Management; gaps in understanding did not impact the implementation of the project. (10 points)
- c) The Bidder demonstrated a less than complete understanding of the needs of State Pavement Management; however, this had only a minor impact on the implementation of the project. (5 points)
- d) The Bidder demonstrated a less than complete understanding of the needs of State Pavement Management; this had a major impact on the implementation of the project. (0 points)



California Department of Transportation

PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423

**SECTION VI – BUSINESS FUNCTIONAL AND
TECHNICAL REQUIREMENTS**

SEPTEMBER 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

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IFB DOT 2660-423**PAVEM INVITATION FOR BID****SECTION VI – BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS**

V I. BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS

VI.A.Introduction

This section contains the detailed business, functional and technical requirements for the proposed pavement management system (PaveM), as described in PROPOSED SYSTEM (Section IV) of this IFB.

VI.B.Requirement Types

The solution requirements have been categorized into five (5) types, described below:

- Mandatory
- Mandatory Scorable
- Mandatory Optional
- Desirable
- Desirable Optional

VI.B.1 Mandatory

All requirements marked with an (M) are mandatory and will be scored on a pass/fail basis. To achieve a “Pass”, the Bidder must agree to meet all mandatory requirements. If the Bidder does not agree to meet the mandatory requirements, the Bidder will be given a “Fail”. A “Fail” may result in a bid being deemed non-responsive. Bidders must comply with all mandatory requirements in order for the State to continue evaluation of the Bidder’s proposal. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

VI.B.2 Mandatory Scorable

All requirements marked with an (MS) are mandatory and will be awarded points in accordance with the methodology described in the EVALUATION AND SELECTION (Section IX) of the IFB. To achieve a “Pass”, the Bidder must agree to meet all mandatory scorable requirements and must obtain a positive score on each of the scorable criteria. A “Fail” result in any of the pass/fail criteria, or a zero score for any of the scorable criteria, may result in the bid being found nonresponsive, and the bid may be rejected. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

VI.B.3 Mandatory Optional

All requirements marked with an (MO) are mandatory optional. The Bidder must agree to meet all mandatory optional requirements; but it is at the State’s sole option to purchase the features and services described by the mandatory optional requirements. If the Bidder does not agree to meet the mandatory optional

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requirements, the Bidder will be given a “Fail”. A “Fail” may result in a bid being deemed non-responsive. Bidders must comply with all mandatory optional requirements in order for the State to continue evaluation of the Bidder’s proposal. The State will make the decision whether to purchase these items at contract award. The costs for these items will be quoted separately from other services, as described in COST (Section VII) of this IFB. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

VI.B.4 Desirable

All requirements marked with a (D) are desirable. The Bidder may respond “yes” or “no” to desirable requirements. Points will be awarded for desirable requirements that the Bidder agrees to provide in accordance with the methodology as described in Section IX of this IFB. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

VI.B.5 Desirable Optional

All requirements marked with a (DO) are desirable optional. The Bidder may respond “yes” or “no” to desirable requirements, but it is at the State’s sole option to purchase the features and services described by the desirable optional requirements. The State will make the decision whether to purchase these items at contract award. The costs for these items will be quoted separately from other services, as described in Section VII. Desirable optional requirements will not be used for purposes of evaluation. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

VI.C. Project Requirements**VI.C.1 Draft Project Management Plan (M)**

The Bidder’s project management approach shall be documented in the Bidder’s Draft Project Management Plan. The Draft Project Management Plan must conform to the Office of the State Chief Information Officer (OCIO) California Project Management Methodology (CA-PMM) as defined in IT Policy Letter 09-01. See the Bidder’s Library for ITPL 09-01.

The plan must also include the Bidder’s proposed project team organization appropriate to meet the requirements of the PaveM project. The Bidder shall provide all personnel required to configure, test, install, and implement the new system. The Bidder’s actual project team must, at a minimum, include the staff stipulated in the Final Bid. In addition the plan must include the Bidder’s approach to the project management activities described in Form VI-1, located in Appendix B. Failure to address all required elements of the Draft Project Management Plan, may result in the bid being deemed non-responsive and the bid may be rejected. Additionally, the

IFB DOT 2660-423**PAVEM INVITATION FOR BID****SECTION VI – BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS**

Bidder must complete and submit Form VI-1 Draft Project Management Plan Response Form, located in Appendix B.

VI.C.2 Draft Project Schedule (M)

The Bidder must complete and submit a Draft Project Schedule that includes the Bidder's Work breakdown structure, associated milestones, tasks, and start and end dates proposed for the work to be performed as described in Form VI-2, located in Appendix B. Failure to address all required elements of the Draft Project Schedule may result in the bid being deemed non-responsive and the bid may be rejected. Additionally, the Bidder must complete and submit Form VI-2 Draft Project Schedule Response Form, Located in Appendix B.

VI.C.3 Project Personnel**VI.C.3.a Key Personnel Minimum Experience Requirements (MS)**

A single individual must be proposed for and meet all of the requirements for each Key Personnel position (i.e., the requirements for the position cannot be satisfied by multiple staff)¹. A single individual cannot be proposed for more than one Key Personnel position (e.g., a single staff member cannot be proposed for both the Project Manager and Application Configuration Lead positions).

Incomplete forms or forms which contain unverifiable or inaccurate information (as determined by the State's Evaluation Team during bid evaluations) may cause the Bidder's proposal to be deemed non-responsive.

The State has identified the following positions as Key Personnel. These Key Personnel represent roles within the project that require minimum levels of experience and skills that are critical to the success of the PaveM project.

- Project Manager
- Application Configuration Lead

Although the State has identified minimum requirements for these positions, the Bidder is responsible for proposing sufficient staff, with the appropriate experience and skill sets to ensure successful completion of the PaveM project.

The Bidder must complete Forms VI-3 and VI-4 Key Personnel Qualifications Certification for Key Personnel and attach a current résumé to each form. References must relate to the experience requirements for the Key Personnel as defined below.

Substitution of personnel is allowed after Contract Award, as described in Section VI.C.3.c: Staff Availability and Replacement.

¹ While the Bidder may have a team of people performing the function and supporting the Key Personnel, for the purposes of this requirement, a single person must be proposed to meet all of the mandatory requirements. This person shall serve as the primary point of contact and be responsible for managing the designated element of work.

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The State has defined the following mandatory experience requirements for the Key Personnel:

1. The proposed **Project Manager** must have:
 - a. Working knowledge of Project Management Institute's Project Management Body of Knowledge (PMBOK); and
 - b. At least three (3) years as a Project Manager (PM) implementing projects of similar technical scope and size as Pavem.
2. The proposed **Application Configuration Lead** must have:

At least two (2) years of experience implementing pavement management applications for large pavement networks (i.e. more than 15,000 lane miles) in all of the following areas:

 - a. Pavement inventory;
 - b. Pavement condition survey;
 - c. Pavement network performance prediction models;
 - d. Maintenance, Preservation, Rehabilitation, and Reconstruction (M, P & R2) selection;
 - e. Cost model; and
 - f. Optimization.

It is not necessary for all products to have been implemented on the same project.

The State has defined the following mandatory scorable requirements for the Key Personnel:

1. The Project Manager has managed at least one (1) configuration/implementation project for the Bidder within the past five (5) years. The project must have been completed by the Final Bid submission date listed in Section I.E: Key Action Dates.
2. The Application Configuration Lead has at least six (6) months experience implementing the Bidder's proposed products.

The Bidder must include the above listed information in Forms VI-3 and VI-4 Key Personnel Qualifications Certification for Key Personnel.

VI.C.3.b Non-Key Staff

After award, the Contractor shall submit resumes to the State for any of the Contractor's project team, upon request of the State. Non-key staff shall have a minimum of one (1) year experience performing in the role which they will be assigned. The Contractor agrees that the State has the right to approve or reject replacement of any project team members.

IFB DOT 2660-423**PAVEM INVITATION FOR BID****SECTION VI – BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS**

VI.C.3.c Staff Availability and Replacement (M)

To the extent of the Bidder's control, Key Personnel must be available for the duration of the project or for their proposed period of involvement (as defined in the Caltrans-approved Project Schedule).

If personnel provided by the Bidder become unable to participate in this project at any time, they must be replaced with comparably qualified personnel who meet the minimum qualifications as stated within this IFB. The Bidder may request changes to personnel (either replacement or additional personnel) by submitting a written request to the Caltrans Project Manager. The request must include customer references and a current résumé for each replacement personnel. The State may, at its sole discretion, request additional information to substantiate whether the replacement personnel are in compliance with the IFB requirements. Within ten (10) State business days after receipt of the request or additional information, the Caltrans Project Manager will respond, in writing, indicating approval or rejection of the replacement personnel. Replacement personnel must be approved in writing by the Caltrans Project Manager before beginning work on the project.

VI.D. System Requirements**VI.D.1 Functional and Technical System Requirements**

Caltrans has identified the mandatory and desirable functional and technical requirements for the pavement management system that will best meet the business requirements. Additionally some requirements have been deemed mandatory optional or desirable optional.

The detailed functional and technical requirements are listed in Forms VI-5 and VI-6, located in Appendix B.

Caltrans has also identified services required to configure, test, implement and maintain PavEM. The services are listed in Form VI-7 located in Appendix B.

The Bidder must respond to each requirement as described in the Bidder instructions, in Appendix B. The Bidder must not retype or edit the requirements, except to enter requested information. Making a material change to a requirement may render the Bidder's bid unacceptable to the State and may cause the bid to be excluded from further consideration.

Responses to requirements in this section must be stated in terms of the total system. Responses must not include descriptions of requirements and capabilities not available in the proposed system due to limitations imposed on one system component by another component. System components must be compatible for use with each other as well as with the systems with which they must interface as defined in this IFB.

The awarded Bidder's response to all of these requirements will be incorporated into the Agreement.



California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

SECTION VII – COST

SEPTEMBER 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:
Department of Transportation
1120 N Street
Sacramento, CA 95814

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SECTION VII – COST

VII. COST

VII.A.Introduction

Cost is a primary evaluation criterion, accounting for 50% of the total available points. The cost evaluation includes, but is not limited to, consideration of one-time costs, continuing costs, and adjustments as they specifically relate to the services to be obtained.

The costs set forth by the Bidder shall constitute the complete cost of all goods and services necessary to meet the administrative, operational, technical and functional requirements of Caltrans as set forth in this IFB. Bidders must include in their Final Bid a completed copy of the Cost Worksheets provided in EXHIBIT VII A. COST WORKBOOK.

Evaluation in this category will be based on the lowest total net cost to the State as calculated according to the methodology defined in the EVALUATION AND SELECTION (Section IX) of the IFB. During the State's review of final bids, cost data will not be examined until after the evaluation has determined that the Bidder's Final Bid is fully compliant with all administrative and technical requirements of the IFB.

VII.B.Cost Definitions

VII.B.1 Continuing Costs

Continuing costs are those costs which are to be paid by Caltrans to the Prime Contractor on a monthly or annual basis, such as annual software licensing fees.

VII.B.2 One-time Costs

One-time costs are those costs paid by Caltrans for materials and services necessary for the acquisition and implementation of the proposed software and services, including but not necessarily limited to:

- **Installation Costs:** the costs of personnel and supplies necessary to affect an operational system.
- **Other One-time Costs:** any other one-time charges necessary to effect the implementation of an operational system.

VII.B.3 Cost Adjustments

The term "adjustment" means corrections or recomputations by the State as allowed in Section II.C.7.d: Errors in the Final Bid.

VII.C.Cost Worksheets

Cost sheets must be completed with clear and legible figures, preferably typed.

Costs must include all applicable taxes and any other cost associated with this Bid, including travel and per diem. The Prime Contractor costs related to items such as

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travel, lodging and per diem are the responsibility of the Prime Contractor, and will not be paid separately as part of this Agreement.

Costs are fixed and not subject to change for the term of the Agreement. All costs must be identified. Bids that discuss or include unidentified costs will be rejected. All tables must be completed in their entirety and returned in the separately sealed Volume III as instructed in BID FORMAT AND CONTENT (Section VIII) of the IFB.

Bidders are admonished that, for purposes of the Final Bid, all completed cost worksheets (with actual costs included) must be submitted in a separately sealed package clearly marked "Volume III: Cost Data". Failure to adhere to this provision of the bid requirements will be considered a material deviation and the bid may be rejected.

COST DATA SHALL BE PROVIDED IN THE FINAL BID ONLY, SEPARATELY SEALED.

COST DOLLAR AMOUNTS IN THE DRAFT BID MUST BE REPLACED WITH "XXXs".

ANY COST DOLLAR AMOUNTS SUBMITTED IN ANY AREA OF THE DRAFT BIDS MAY DISQUALIFY THE BIDDER FROM FURTHER PARTICIPATION IN THIS PROCUREMENT.

VII.D.Completion of Exhibit VII-A - Cost Workbook

The Bidder will furnish all labor, materials, software, and personnel necessary to provide the system and services in accordance with the specifications described in this IFB.

Completion of Exhibit VII-A is mandatory. Cost quotes for each table listed must be comprehensive and inclusive of all costs for providing the required system and services.

The Bidder's firm fixed price must include travel to Caltrans locations in the greater Sacramento, California area, training, application configuration, interface development, data conversion, testing, and other services provided by the Bidder, and any and all expenses associated with the delivery and implementation of the Bidder's System.

It is the sole responsibility of the Bidder to ensure all cost data and mathematical calculations are correct in the bid. Additional rows may be added to each table, as necessary, to capture items not listed.

VII.D.1 Exhibit VII-A, Form VII-1 Total Cost Summary Worksheet

The Bidder shall list all one-time purchase costs for software and implementation services required for this project. Listed costs must include all applicable sales taxes and all overhead or other cost items (including travel between Caltrans locations and Contractor's locations).

Instructions for completing Form VII-1:

These costs, when entered on worksheets VII-2 through VII-7, will be calculated and displayed automatically on this worksheet.

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The Bidder must not enter any data on this sheet, but should verify the numbers are accurate.

VII.D.2 Exhibit VII-A, Form VII-2 System Configuration, Testing and Implementation Costs Worksheet

The Bidder shall include the cost of ALL proposed services pertaining to the configuration, data conversion, testing and implementation of the products and services for this project.

Instructions for completing Form VII-2:

1. Enter the total system configuration, data conversion, testing, and implementation costs in the Table A.
2. Based on the costs entered by the Bidder in Table A, the payment milestone amounts will be calculated Table B, which shows the deliverables associated with configuration, data conversion, testing, and implementation. The payment milestone amounts are based on fixed percentages established by the State. The Bidder must not enter any data in Table B. The Bidder must not change the payment milestone percentages.

VII.D.3 Exhibit VII-A, Form VII-3 Software Purchase Costs: Contractor-Provided COTS and Third-Party Software Worksheet

Contractor-Provided COTS and Third-Party Software Worksheet must contain the Bidder's firm fixed price for any and all software products, including utilities and tools, proposed for the Pavem project. This cost category is for software which is owned and distributed by the Bidder (base product), software for which the Bidder is a reseller (add-ons), and third-party software.

These costs shall contain the purchase price for the software items, licenses and technical support proposed for the project. The Bidder must include the fixed cost rate of the first year of software licensing, technical support, software patches, and version upgrades in the one-time software purchase price (that is, the cost of the product licensing, technical support, software patches and version upgrades for the period during the warranty).

In Table A, the Bidder must list all proposed software products by product name and version, license type (i.e. enterprise or by number of seats) and license quantity. The Bidder should propose the most cost effective license type based on its proposed solution and the number of users described in the BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS (Section VI) of the IFB. These costs shall include the Bidder's price for software products for the development, testing, training, and production environments, as appropriate.

In Table B, the Bidder must list the cost per license for each software Item listed in Table A. These prices may be used to purchase additional licenses from the Contractor after system acceptance as needed.

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Table C lists the specific deliverables associated with software. Based on the costs entered by the Bidder in Table A, the payment milestone amounts will be calculated in Table C in Form VII-3. The payment milestone amounts are based on fixed percentages established by the State. The Bidder must not enter any data in Table C. The Bidder must not change the payment milestone percentages.

Instructions for completing Form VII-3 Software Purchase Costs: Contractor-Provided COTS and Third –Party Software:

1. Table A: Mandatory and Desirable Requirements:
 - a. Column B: Enter the product name and version number.
 - b. Column C: Enter the license type for each software item.
 - c. Column D: Enter the purchase price (including tax) for each software item.
 - d. Column E: Add the quantity needed based on the license type and Pavem requirements in Section VI.
2. Table B: Costs per License for Additional Licenses:
 - a. Column H: Enter cost per license for additional licenses.

VII.D.4 Exhibit VII-A, Form VII-4 Training Services Cost Worksheet

Training will include the development and delivery of Approved Final Training Manuals and in class training for a total of 30 State staff, as follows:

- Train the Trainers (25 to 30)
- System Administrators (2 to 4 staff)

In Table A, the Bidder must enter its pricing for all expenses associated with delivery of training.

Table B lists the specific deliverables associated with the Training Services Costs. Based on the costs entered by the Bidder in Table A, the payment milestone amounts will be calculated in Table B in Form VII-4. The payment milestone amounts are based on fixed percentages established by the State. The Bidder must not enter any data in Table B. The Bidder must not change the payment milestone percentages.

Instructions for completing Form VII-4 Training Services Costs:

1. Table A: Training Contract Costs:
 - a. Column B: Enter the cost for each training service listed.

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VII.D.5 Exhibit VII-A, Form VII-5 Technical Support Services and Licensing Costs

The Bidder must list its annual costs for providing technical support services and licensing for the Bidder's System for each of the four (4) individual one-year options. These costs must include, but not necessarily be limited to, all technical support services and licensing as set forth in the Statement of Work (available in Appendix A.4.11).

This worksheet is designed to collect the Bidder's costs for technical support services on an annual basis, and other related overhead costs for supporting the delivered system. Additionally, this worksheet is designed to collect the Bidder's annual licensing cost for the base product, add-ons and third-party software provided.

In Table A, the Bidder shall provide an annual cost for providing five hundred (500) hours of the required technical support services for each of the four (4) individual one-year options.

Table B, Software Costs Worksheet, must contain the Bidder's firm fixed price for licensing of all software products, including utilities and tools, needed to operate Pavem. This cost category is for software which is owned and distributed by the Bidder (base product), software for which the Bidder is a reseller (add-ons), and third-Party software.

These costs include licensing for all software proposed for the system necessary to meet the mandatory and desirable requirements in the production system environment. The license costs must be based on the number of licenses specified in the Pavem requirements listed in Appendix B. This worksheet shall capture the annual costs for the period after the warranty. Include an annual cost rate for software licensing, software patches, and version upgrades services for four (4) individual one-year options.

Table C lists the specific deliverables associated with the Technical Support Services Costs. Based on the costs entered by the Bidder in Table A, the payment milestone amounts will be calculated in Table C. The payment milestone amounts are based on fixed percentages established by the State. The Bidder must not enter any data in Tables C. The Bidder must not change the payment milestone percentages.

Instructions for completing Form VII-5 Technical Support Services and Licensing Costs:

1. Table A: Technical Support Services for Contractor-Provided COTS and Third-party Software:
 - a. Enter the annual cost for each year listed.
2. Table B: Licensing for Contractor-Provided COTs and Third-party Software:
 - a. Enter the annual licensing cost for each year listed.

VII.D.6 Exhibit VII-A, Form VII-6 Optional Requirements Pavement Management Costs Worksheet

The Optional Requirements Pavement Management Costs Worksheet shall include the Bidder's firm fixed cost for each Mandatory Optional Requirement and Desirable Optional Requirement. The Bidder shall include the cost of ALL proposed services

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pertaining to the system, including, but not limited to, those services required to perform the one-time services (e.g. project management, configuration, data conversion, installation, documentation, testing, training and knowledge transfer to Caltrans staff, warranty) and annual ongoing services (e.g., licensing, software patches, version upgrades, technical support).

If any of these requirements can be met as part of the Bidder's base product, add-ons or third-party software specified in Form VII-3 Table A, then the Bidder must enter zero (0) in the cost categories. The Bidder shall indicate the cost for these requirements / services according to the categories described in the worksheet.

If any additional software is required for the Mandatory Optional Requirements, the software shall be listed under the appropriate columns for add-ons or third-party software of the Mandatory Optional Requirements of Form VII-6 Table A.

If any additional software is required for the Desirable Optional Requirements, the software shall be listed under the appropriate columns for add-ons or third-party software of the Desirable Optional Requirements of Form VII-6 Table B.

Table C lists the specific deliverables associated with the Mandatory Optional Requirements Costs. Based on the costs entered by the Bidder in Table A, the payment milestone amounts will be calculated in Table C. The payment milestone amounts are based on fixed percentages established by the State. The Bidder must not enter any data in Tables C. The Bidder must not change the payment milestone percentages.

Table D lists the specific deliverables associated with the Desirable Optional Requirements Costs. Based on the costs entered by the Bidder in Table B, the payment milestone amounts will be calculated in Table D. The payment milestone amounts are based on fixed percentages established by the State. The Bidder must not enter any data in Tables D. The Bidder must not change the payment milestone percentages.

Instructions for completing Form VII-6 Optional Requirements Pavement Management Costs:

1. Table A: Mandatory Optional Requirements Costs:

- a. Column B: Enter the product name and version number for each requirement listed if the requirement will be met using an add-on.
- b. Column C: Enter the add-on license type if applicable.
- c. Column D: Enter the product name and version number for each requirement listed if the requirement will be met using a third-party product.
- d. Column E: Enter the third-party license type if applicable.
- e. Column F: Enter the Contractor product extension name for each requirement list if the requirement will be met using a product extension¹.

¹ The term product extension refers to new functionality added to the Bidder's base product to meet the requirements.

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2. Table B: Desirable Optional Requirements Costs:

- a. Column B: Enter the product name and version number for each requirement listed if the requirement will be met using an add-on.
- b. Column C: Enter the add-on license type if applicable.
- c. Column D: Enter the product name and version number for each requirement listed if the requirement will be met using a third-party product.
- d. Column E: Enter the third-party license type if applicable.
- e. Column F: Enter the Contractor product extension name for each requirement list if the requirement will be met using a product extension.

VII.D.7 Exhibit VII-A, Form VII-7 Bidder Labor Costs for Unanticipated Tasks Worksheet

The Bidder Labor Costs for Unanticipated Tasks Worksheet shall include the Bidder's firm fixed hourly rates for unanticipated tasks and support during the contract period. These fixed rates shall apply throughout the term of the contract and any extensions thereof. This is not a commitment from the State to procure any additional work. The State may, at its discretion, procure additional services from any or all of the Bidder Staff Classifications at the rates proposed.

Form VII-7 is designed to collect the Bidder's hourly rates for Configuration and Implementation services and for the Technical Support services. Costs shall be provided for an additional four (4) individual one-year options, as specified in Form VII-7.

The Bidder must enter the hourly rate for each classification listed.

Instructions for completing Form VII-7

- a. In columns D through I enter the Bidder Labor Rates for each of the years listed.

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EXHIBIT VII-A – COST WORKSHEETS

EXHIBIT VII-A. Cost WORKBOOK

Refer to file “Exhibit VII-A Cost Workbook.xls” for the Cost Workbook.



California Department of Transportation

PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423

SECTION VIII – BID FORMAT AND CONTENT

SEPTEMBER 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

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IFB DOT 2660-423**PAVEM INVITATION FOR BID****SECTION VIII – BID FORMAT AND CONTENT**

VIII. BID FORMAT AND CONTENT**VIII.A. Introduction**

These instructions prescribe the mandatory Bid format and the approach for the development and presentation of bid responses. Format instructions must be followed, all requirements and questions in the IFB must be answered, and all requested information must be supplied. **Bids must be submitted in appropriately sealed containers and clearly marked or they may be rejected.**

VIII.B. Draft Bid Format and Content

The Draft Bid must follow the submission requirements described below for the Final Bid and must be clearly marked as “DRAFT BID” and “DRAFT COST WORKSHEET DATA”. For the Draft Bid and Draft Cost Data, all dollar cost items must be completed using “**XXXs**” or “**TBDs**”. Inclusion of cost figures in the Draft Bid may result in the elimination of the Bidder from further participation in the procurement process.

VIII.C. Final Bid Format and Content

The bid must be organized so that the responses can be easily found. The Bid may include any appropriate exhibits necessary to illustrate responsiveness. These exhibits must be clearly labeled and cross-referenced to the appropriate description of the requirement in the IFB.

It is the responsibility of the bidder to ensure that the bid is received by the Procurement Official at the location specified in INTRODUCTION, (Section I); I.D, by the date and time specified in Section I; I.E: Key Action Dates.

The withdrawal of any bid must be made in writing prior to the final bid submission date and time and must be signed by an authorized official of the bidder's firm.

**A VERBAL REQUEST TO WITHDRAW A BID WILL NOT BE ACCEPTED.
BIDDERS SUBMITTING CONDITIONAL BIDS WILL BE DISQUALIFIED.**

Bids must adhere to the following format standards:

1. Clearly legible, preferably typed;
2. Microsoft Office Suite (2003 or later) software (Word, Excel, PowerPoint) and Microsoft Project 2007 (PDF copies on CDs are acceptable);
3. 8.5 x 11 inch paper, preferably double-sided, and bound in three-ring binders with removable pages;
4. Each volume labeled to indicate “Master” or “Copy”, volume number in set, Bidder name and “IFB DOT 2660-423”;
5. Full Table of Contents in each volume;
6. Bidder name in the header or footer of each page;

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SECTION VIII – BID FORMAT AND CONTENT

7. Sequentially numbered pages (either continuous or by major sections is permitted, excluding Business Functional and Technical Requirements, (Section VI); Technical Requirements, which are already numbered);
8. Sequentially labeled exhibits (tables, graphs and graphics);
9. Cost information only provided in Final Bid, Volume III in a separate, sealed, marked envelope or container; and
10. Complete bid delivered under sealed cover.

The following must be shown on each page of the bid:

IFB DOT 2660-423

Name of Bidder

Bid Volume/Section Number

Page number

Exhibit Number (if applicable)

Each sealed bid container must be labeled as follows:

Department of General Services

Attention: William Rodriguez

Procurement Division

707 West 3rd Street, 2nd Floor, MS Z-209

West Sacramento, CA 95605

Name of Bidder

IFB DOT 2660-423

Final Bid

DO NOT OPEN

Due date and time indicated in SECTION I; I.E: Key Action Dates

The bid price and all cost information must be submitted in a separate, sealed package. The cost package must be marked "SEALED COST BID, IFB DOT 2660-423– DO NOT OPEN."

The complete bid must be submitted in the number of copies indicated and include the items described in the following sections.

IFB DOT 2660-423
PAVEM INVITATION FOR BID
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VIII.C.1 Volume I – Response to Requirements

ONE (1) MASTER, SIX (6) COPIES, TWO (2) CDs

This volume must contain all responses to the Administrative Requirements and the Technical Requirements of the IFB. All forms, exhibits, and questionnaires, **except cost data**, must be completed and included in this volume. The organization is to be as follows:

- Section 1: Cover Letter
- Section 2: Table of Contents
- Section 3: Administrative Requirements Response
- Section 4: Technical Requirements Response
- Section 5: Draft Project Management Plan
- Section 6: Draft Project Schedule

The substance of each portion is described in this section, VIII.D: Format Detail.

VIII.C.2 Volume II – Completed Agreement

ONE (1) MASTER, ONE (1) COPY, TWO (2) CDs

This volume must contain the completed and **signed** Agreement (STD. 213 IT), including terms and conditions, and attachments, **EXCEPT for cost data. There shall be an original signature on each copy of the Agreement.**

VIII.C.3 Volume III – Cost Data

ONE (1) MASTER, SIX (6) COPIES, TWO (2) CDs

This volume must be in a separately sealed, marked envelope or container, containing all completed cost sheets and any other document with cost data identified as required in the IFB. This volume shall contain the COST WORKBOOK (Exhibit VII-A).

VIII.D. Format Detail

VIII.D.1 Volume I – Response to Requirements

The Bidder's response to the IFB for Volume I must be in the order and format indicated below. For easy reference, each page must be numbered in a manner of the Bidder's own choosing, except for Section VI: Technical Requirements which is already numbered. The organization should be as described in the following sections.

VIII.D.1.a Section 1: Cover Letter

The Cover Letter must be prepared and signed in accordance with IFB RULES GOVERNING COMPETITION, (Section II); II.C.5.e: Signature of Bid, and must be the first page of Volume I of the Bid.

IFB DOT 2660-423**PAVEM INVITATION FOR BID****SECTION VIII – BID FORMAT AND CONTENT**

VIII.D.1.b Section 2: Table of Contents

This part of the Bid must contain a Table of Contents. Major parts of the Bid, including forms and exhibits, must be identified by volume and page number.

VIII.D.1.c Section 3: Administrative Requirements Response

This section must contain all required responses, exhibits, forms, etc. specified in ADMINISTRATIVE REQUIREMENTS, (Section V). Material should be organized in the same sequence as that section. The Bidder must provide a response to every Mandatory (**M**) requirement. Failure to respond to a requirement may be cause for rejection of the Bidder's Bid. All applicable Exhibits and other documents must be included and completely filled out, with signatures where required. Refer to Exhibit I-C: Bidder's Checklist (contained in Section I).

VIII.D.1.d Section 4: Technical Requirements Response

This section must contain the Bidder's response for each Mandatory (M), Mandatory Optional (MO), Desirable (D) and Desirable Optional (DO) requirement listed in BUSINESS, FUNCTIONAL, AND TECHNICAL REQUIREMENTS, (Appendix B), Forms VI-5 and VI-6. Response form material should be organized in the same sequence as that appendix. **The Bidder must not re-type Appendix B; the Bidder must complete and attach Appendix B as it is published in this IFB.**

VIII.D.1.e Section 5: Draft Project Management Plan

This section must contain the Bidder's Draft Project Management Plan that addresses the requirements listed in Appendix B Form VI-1 Draft Project Management Plan Response Form.

VIII.D.1.f Section 6: Draft Project Schedule

This section must contain the Bidder's Draft Project Schedule that addresses the requirements listed in Appendix B Form VI-2 Draft Project Schedule Response Form. All applicable Exhibits must be included and completely filled out. Refer to Exhibit I-C: Bidder's Checklist (contained in Section I).

VIII.D.2 Volume II – Completed Agreement

This volume must contain the completed and signed Agreement (STD 213IT), including terms and conditions, and attachments, **EXCEPT for cost data**. The Bidder must submit one **(1) originally-executed copy of the STD 213 IT** Standard Agreement in this portion of the Final Bid. PAVEM CONTRACT AND STATEMENT OF WORK, (Appendix A) contains the State's STD 213IT Standard Agreement and Statement of Work. Deviation from the terms and conditions for this IFB will be cause for rejection of the bid.

The Draft Bid submittal must include the Standard Agreement Form STD 213IT in Appendix A, but need not be signed. The Effective Dates and Amounts (Items "2" and "3") must not be completed.

The organization is to be as follows:

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PAVEM INVITATION FOR BID
SECTION VIII – BID FORMAT AND CONTENT

- Standard Agreement (STD. 213IT)
- Statement of Work

VIII.D.3 Volume III – Cost Data

This volume must be submitted in a separate, sealed and clearly identified package. This volume consists of:

- Section 1: Exhibit VII-A, Cost Workbook

VIII.D.3.a Section 1: Cost Workbook

This section must contain all cost tables required by this IFB, as provided in Exhibit VII-A: Cost Workbook (Form VII-1 through Form VII-7).



California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

SECTION IX – EVALUATION AND SELECTION

SEPTEMBER 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

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IX. EVALUATION AND SELECTION**IX.A.Introduction**

This section presents the evaluation process and scoring procedures the State will follow in reviewing bids submitted in response to this IFB. The evaluation process is multi-step and comprised of a thorough review of each bid to determine the responsive and responsible bid that is the most value effective for the State. The most value effective bid is that bid which meets all requirements set forth in this IFB and offers the State the best combination of technical and cost value as determined through the evaluation process specified in this section.

This procurement is comprised of a Draft and Final Bid. Bids must be submitted and received by the dates and times specified in IFB INTRODUCTION (Section I), I.E: Key Action Dates.

Final selection will be on the basis of **50%** scored requirements and **50%** cost among the bids that are responsive to the IFB requirements. Responsiveness is comprised of meeting all administrative, technical and cost requirements, and conforming to the Rules Governing Competition in RULES GOVERNING COMPETITION (Section II) of this IFB. Bids that do not comply with the mandatory components stipulated in the IFB may be deemed non-responsive and excluded from further consideration by the State. The State reserves the right at any time to cancel this procurement.

IX.B.Evaluation Team

The State has established an Evaluation Team to review Draft Bids and evaluate Final Bids in accordance with the processes described in RULES GOVERNING COMPETITION (Section II) and this section. A representative from the Department of General Services (DGS) will provide guidance and oversight to the Evaluation Team and will serve as the single point of contact with Bidders for questions and requests for clarifications during the evaluation process.

IX.C.Receipt of Bids

Complete bids must be delivered to the DGS Procurement Official according to the dates specified in IFB INTRODUCTION (Section I), I.E: Key Action Dates. Draft Bids which are received after the time specified for receipt shall be noted as being received late. However, they may be reviewed only as time is available and their review shall not interfere with the evaluation of bids received on time. **FINAL BIDS WILL NOT BE CONSIDERED IF LATE.**

Each bid will be date and time marked as it is received and verified to be under an appropriate cover, sealed, and properly identified. Bids must be in the quantity and format specified in BID FORMAT AND CONTENT (Section VIII). Bidders must submit Final Bids in a sealed envelope/box and must include a separately sealed and marked Cost Data envelope/box. Final bids not submitted under sealed cover may be deemed non-responsive and may be rejected. Cost Data will remain sealed until the designated date and time for opening specified in Section I, I.E: Key Action Dates.

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IX.D.Review of Draft Bids**IX.D.1 Review Process**

Each Draft Bid shall be opened and examined for general conformance to content and format requirements, with deviations noted for Evaluation Team discussion. The presence of cost data in any bid, other than the Final, may be cause for rejection.

Draft Bids will be opened following the time designated for receipt and reviewed to identify and document administrative or clerical errors and inconsistencies, areas where a bid appears to be non-responsive or deficient, requires additional clarification, demonstrates lack of responsibility, or introduces unacceptable risk which, if remaining in the Final Bid, may cause the bid to be rejected. If such errors are found, the Bidder will be notified and given an opportunity to correct the indicated errors before the Final Bid is submitted.

The review will address each Bidder's response to the following:

- Section V: Administrative Requirements
- Section VI: Business Functional and Technical Requirements
- Exhibit VII A: Cost Workbook (without dollar values)
- Section VIII: Bid Format and Content
- Appendix A: State Standard Agreement (Statement of Work)

Note that the review of Draft Bids is not an opportunity to make major changes to the bid, but only to correct those errors that could cause the Final Bid to be deemed non responsive on a technicality. The State will not be in a position during this review to determine if a defect could be material and cause the Final Bid to be rejected.

THE STATE MAKES NO WARRANTY THAT ALL SUCH ERRORS WILL BE IDENTIFIED DURING THE REVIEW OF THE DRAFT BID OR THAT ANY PREVIOUSLY UNDISCOVERED ERRORS REMAINING IN THE FINAL BID WILL NOT CAUSE THE BID TO BE REJECTED.

IX.D.2 Confidential Discussions

After submission of Draft Bids, confidential discussions may be held with each Bidder who submitted a Draft Bid. A schedule will be prepared for each Bidder showing the time that the State will meet with representative(s) of the Bidder's firm and discuss items that need clarification and any defects found by the State. Prior to the scheduled discussion, the State will prepare a Discussion Agenda itemizing the points to be covered and provide it to the Bidder. The Bidder should bring to the confidential discussion persons who can answer questions, provide clarification, and address any concerns the State may have.

The State will not request changes or make counter offers during discussion of Draft Bids. The State will only identify errors or omissions and answer questions.

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Oral communications are not binding on either party. Only written communications are considered to be official.

IX.E. Evaluation of Final Bids

During Final Bid evaluation the State Evaluation Team will check each bid in detail to determine its compliance with the IFB requirements. Failure to respond to and/or meet a mandatory requirement may be considered a material deviation resulting in the Final Bid being considered non-responsive. The Evaluation Team, through group consensus, will be responsible for determining whether a deviation exists and whether it is material or immaterial. A material deviation will be cause for rejection of the bid. An immaterial deviation will be examined to determine if the deviation will be accepted. If accepted, the bid will be processed as if no deviation had occurred.

Final Bid Evaluation will consist of the following nine (9) steps:

- Step 1: Bid Opening and Validation Check
- Step 2: Bid Format Evaluation
- Step 3: Administrative Requirements Evaluation
- Step 4: Business Functional and Technical Requirements Evaluation
- Step 5: Bidder's Total Administrative and Business Functional and Technical Requirements Score Determination
- Step 6: Cost Evaluation
- Step 7: Bidder's Total Bid Score before Preferences Determination
- Step 8: Application of Preference Programs and DVBE Incentive
- Step 9: Bidder's Final Rank Determination and Selection of Prime Contractor

The maximum score possible for a single proposal prior to the assessment of preferences and incentives is 1,000 points (500 points maximum for the Administrative and Business, Functional, and Technical Score, and 500 points maximum for the Cost Score), which will be awarded based on a consensus of the State Evaluation Team. The scoring model to assess Bidder proposals is summarized in the following table.

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Evaluation Component	Maximum Points Available
Proposal Submission Requirements	Pass / Fail
Administrative Requirements	
• General Requirements (Mandatory)	Pass/Fail
• Bidder Qualifications (Mandatory Scorable)	Pass / Fail
• Bidder Information and Background	75 Points
• Customer References	75 Points
Business Functional and Technical Requirements	
• Draft Project Management Plan (Mandatory)	Pass / Fail
• Draft Project Schedule (Mandatory)	Pass / Fail
• Project Personnel (Mandatory Scorable)	
• Key Personnel Minimum Experience	Pass / Fail
• Key Personnel Minimum Experience	100 Points
• Functional and Technical Requirements (Mandatory)	Pass / Fail
• Functional and Technical Requirements (Desirable)	250 Points
• Functional and Technical Requirements (Mandatory/Optional)	Pass/Fail
Total Cost	500 Points
TOTAL POINTS POSSIBLE	1,000

IX.E.1 Bid Opening and Validation Check

All bids received by the date and time specified in Section I, I.E: Key Action Dates, will be accepted. The bids will be checked for the presence of proper identification and the required information in conformance with the bid submittal requirements of this IFB. Absence of required information may deem the bids non-responsive and may be cause for rejection. **Unsealed bids may be rejected.**

Volume III: Cost Data, shall remain sealed until the State Evaluation Team has evaluated and scored the technical and administrative submission of all bids. Cost envelopes will only be opened for responsive bids from responsible Bidders. All participating Bidders and interested parties may attend the public cost opening on the date and time specified in Section I, I.E: Key Action Dates. On the date of the cost opening, the Procurement Official will post a summary of the points awarded to each Bidder. This summary will be provided to all those in attendance at the cost opening, as well as those who request the summary.

IX.E.2 Bid Format Evaluation

The bid format evaluation is scored as Pass/Fail. The Bidder will be given a PASS if the bid has been submitted in the format stipulated by this IFB in Section VIII, and that all required information is included in the Final Bid. If a Final Bid fails to meet

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any of the submission requirements in Section VIII, the State will determine if the deviation is material. If the deviation is determined to be material, the Final Bid may be considered non-responsive.

IX.E.3 Administrative Requirements Evaluation

Requirements identified as Mandatory (**M**) in ADMINISTRATIVE REQUIREMENTS (Section V) will be evaluated on a pass/fail basis. The State Evaluation Team will review each bid to determine its compliance with all of the Administrative Requirements contained in Section V of this IFB. The State Evaluation Team will also determine whether the Bidder has provided the required forms, documents, exhibits, and/or responses to specific Administrative Requirements. The Administrative Requirements consist of:

- General Administrative Requirements
- Bidder Qualifications
 - o Bidder Information and Background
 - o Customer References

The Bidder will be given a “pass” score if the required information is included in the Final Bid and it meets the administrative requirements, including requirements for supporting forms and information. The Final Bid will be given a “fail” score if the required information is not included, is incomplete, does not meet the Administrative Requirements, or includes any “No” response intentionally or by omission.

If a Final Bid fails to meet any of the mandatory Administrative Requirements in Section V, the State Evaluation Team will determine if the deviation is material (refer to Section II, II.A.1: Requirements).

Failure to submit the required forms, documents, exhibits, and/or responses to specific Administrative Requirements, or answering “**No**” to any mandatory requirements on Exhibit V-A: Bidder Acceptance of Administrative Requirements, shall be considered a material deviation. A blank in any field associated with a mandatory requirement constitutes a “**No**” response. **If the State determines that a Final Bid contains a material deviation from an Administrative Requirement, the Bid will be deemed non-responsive and may be rejected by the State.**

All references must be specific to the services bid for this project. The descriptions of the Bidder and personnel qualifications and past projects must be detailed and comprehensive enough to permit the State to assess the similarity of the qualifications to the work anticipated in the award of the contract resulting from this IFB. The State’s determination of similarity of the Bidder’s referenced past projects to the project specified in this IFB shall be final.

IX.E.3.a General Administrative Requirements Evaluation

See Table IX-A to see the possible scoring result for each General Administrative Requirement and the location where the related form is located.

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TABLE IX-A. GENERAL ADMINISTRATIVE REQUIREMENTS EVALUATION LIST

IFB Location	Requirement	Pass/Fail or Points Available
V.B.1	Small Business Preference (Exhibit V-B)	Pass/Fail
V.B.3	DVBE Incentive	Incentive
V.B.4	Target Area Contract Preference Act (TACPA)	Incentive
V.B.5	Enterprise Zone Act (EZA)	Incentive
V.B.6	Local Agency Military Base Recovery Area Act (LAMBRA)	Incentive
V.C.1	Bidder Information and Background (Exhibit V-H)	Pass/Fail and 75 Points
V.C.2	Customer References (Exhibit V-1)	Pass/Fail and 75 Points
V.D.1	Worker's Compensation Insurance (Exhibit V-C)	Pass/Fail
V.D.2	Commercial General Liability Insurance	Pass/Fail
V.E	Payee Data Record (STD 204)	Pass/Fail
V.F	Certification with the Secretary of State	Pass/Fail
V.G	Seller's Permit (Exhibit V-D)	Pass/Fail
V.H	Bidder Responsibility	Pass/Fail
V.H.1	Prime Contractor/Bidder Certification (Exhibit V-E)	Pass/Fail
V.H.3	Productive Use	Pass/Fail
V.H.3.a	Customer In-Use	Pass/Fail
V.H.3.b	Customer In-Use Reference (Exhibit V-F)	Pass/Fail
V.H.3.c	Customer In-Use Exceptions	Pass/Fail
V.H.4	Subcontractors	Pass/Fail
V.H.4.a	Bidder Declaration (Form GSPD 05-105)	Pass/Fail
V.H.4.b	Notice to Subcontractors	Pass/Fail
V.H.4.c	Commercially Useful Function (Exhibit V-G)	Pass/Fail
V.I.1	Supervision	Pass/Fail
V.I.2	Amendments	Pass/Fail
V.I.3	Bid Rejection	Pass/Fail
Maximum Points Available		150

IX.E.3.b Bidder Qualifications Evaluation

In addition to the Pass/Fail requirements listed above, the evaluation of Mandatory Administrative Requirements includes the following two requirements that are Pass/Fail and scorable:

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- Bidder Information and Background Assessment (up to 75 points)
- Customer References (up to 75 points)

IX.E.3.b.1 Bidder Information and Background (Maximum Score = 75 Points)

The State Evaluation Team will assess and score the Bidder's background and qualifications using the information provided in Exhibit V-H: Bidder Information and Background, submitted in the Final Bid. The Bidder must also provide documentation to substantiate their response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met. Supporting documentation could include, but is not necessarily limited to, one or more of the following:

- Bidder's business license or seller's permit;
- The name and address of each of the business clients, including the names and telephone numbers of a contact persons of the business clients;
- Customer Purchase Order or Contract showing installation dates for subject equipment or software;
- Acceptance Document containing verification of installation by a paying customer;
- Customer Invoice for subject equipment or software; and/or
- Sworn Notarized Statement from an officer of the bidding firm and/or a paying customer.

The Evaluation Team may verify some or all of the information provided to validate the basis for scores provided. The State has the option to request additional supporting evidence from the Bidder.

The response to each of the scorable criteria in Exhibit V-H will be scored based on the rating scale in Table IX-B. Bidder Information and Background Scoring Criteria. The bidder must pass the pass/fail criteria, and must obtain a positive score on each of the scorable criteria set forth in Table IX-B. Bidder Information and Background Scoring Criteria. A "fail" result in any of the pass/fail criteria, or a zero score for any of the scorable criteria, may result in the bid being found nonresponsive, and the bid may be rejected.

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Table IX-B. Bidder Information and Background Scoring Criteria

Criteria	Point Value	Total Points Available
Length of time in business equals or exceeds five (5) years	Pass/Fail	Pass/Fail
A minimum of one project using the Bidder's proposed products includes a State Department of Transportation	Pass/Fail	Pass/Fail
Number of years providing the proposed technology	25 Points for 8+ years 15 Points for 4 to 7 years, inclusive 10 Points for 1 to 3 years, inclusive 5 Points for 6 months to 1 year 0 Points for Less than 6 months	25
Number of Business Clients Using the Bidder's Proposed Product(s)	25 Points for 15+ Clients 15 Points for 10 – 14 Clients 10 Points for 5 – 9 Clients 6 Points for 4 – 8 Clients 4 Points for 1 – 3 Clients 0 Points for No Clients	25
Number of Projects using the Bidder's proposed product which includes a State Department of Transportation (minimum of one (1) project)	25 Points for 10+ Projects 15 Points for 3 – 9 Projects 10 Points for 2 Projects 0 Points for 0 – 1 Projects	25
Maximum Points Available		75 Points

IX.E.3.b.2 Customer References (Maximum Score = 75 Points)

The State Evaluation Team will assess and score the Bidder's Customer References using the information provided in Exhibit V-I: Customer Reference Form, submitted in the Final Bid.

The reference information submitted by the Bidder must meet certain minimum requirements set forth in Section V, V.C.2: Customer References, which will be scored on a "Pass/Fail" basis. Each question on a single form is worth a maximum of 15 points, and will be scored in accordance with the reference contact person's answer and the corresponding points. All three references, which also receive a "Pass" score for all of the Pass/Fail requirements, will be counted toward the Bidder's overall score. References will be evaluated in accordance with the following procedure:

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1. Each Customer Reference Form will be evaluated for completeness. Incomplete forms may be found nonresponsive, and the bid may be rejected.
2. The Bidder's responses to each of the required information fields will be evaluated for compliance with the minimum requirements for customer references set forth in BUSINESS TECHNICAL AND FUNCTIONAL REQUIREMENTS (Section VI), VI.D.2: Customer References. A score of "Pass" will be given for each requirement met; a score of "Fail" will be given for each requirement not met. Any scores of "Fail" may result in the bid being found nonresponsive, and the bid may be rejected. A list of the Pass/Fail criteria may also be found in Table IX-C. Customer Reference Evaluation Criteria and Scoring.
3. The Customer Reference contact persons' responses to Questions 1 through 5 will be evaluated and awarded points in accordance with the point scale set forth in Table IX-C Customer Reference Evaluation Criteria and Scoring. A score of zero points for any of the questions may result in the bid being found nonresponsive, and the bid may be rejected.
4. A maximum of three (3) attempts to contact each reference will be made. Upon successful contact, the State will ask the reference contact person to confirm and validate the information provided on the Customer Reference Form. If the response provided by the reference contact person conflicts with the information provided by the Bidder on the Form, the State will use the reference contact person's response(s) as the basis for assigning or adjusting a pass/fail result, and/or points for the scorable questions. If the reference contact person cannot validate the information provided by the Bidder, a "Fail" or zero points will be assigned for the respective requirement or question, as appropriate. A "Fail" result for any of the mandatory requirements, or a zero score for any of the questions, may result in the bid being found nonresponsive, and the bid may be rejected.
5. If the State is unable to contact the reference, the State may, at its sole discretion, request that the Bidder verify the contact information, or otherwise assist the State in making contact with the reference party.
6. The final score for each of the five (5) questions on Exhibit VI-C: Customer Reference Form, will be totaled to determine the score for the reference. All three references which also must receive a "Pass" score for all of the Pass/Fail requirements will be added together and used to obtain an average score for this evaluation category. The points thus achieved will be added to the Bidder's overall administrative score.

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Table IX-C. Customer Reference Evaluation Criteria and Scoring

Criteria	Point Value	Total Points Available
Bidder-Supplied Responses		
At least one Customer organization is a State Department of Transportation	Pass/Fail	Pass/Fail
Customer's System is Operational and Being Used as the Production ("live") System as of the Due Date for the Final Bid Submission (as indicated in Section I, I.E: Key Action Dates)	Pass/Fail	Pass/Fail
Customer's System was Implemented and/or Upgraded (i.e., put into production) within the Past Five (5) Years	Pass/Fail	Pass/Fail
Customer Reference-Supplied Responses		
1 - Does the system, as configured and implemented, perform to your expectations (as defined in the specifications)?	a) The system, as configured and implemented, performs to your expectations as defined in the specifications. (15 points) b) The system, as configured and implemented, performs most of the functions as defined in the specifications. Minor technical or functional issues have yet to be resolved. (10 points) c) The system, as configured and implemented, does not perform the majority of functions defined in the specifications. Major technical or functional issues have yet to be resolved. (0 points)	15

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Criteria	Point Value	Total Points Available
2 - How well did Bidder comply with all obligations of the contract, including timely problem resolution and general cooperation?	a) The Bidder complied with all obligations of the contract, including timely problem resolution and general cooperation. (15 points) b) The Bidder complied with all obligations of the contract; there were minor problems with timely problem resolution or general cooperation. (10 points) c) The Bidder complied with all obligations of the contract; there were moderate problems with timely problem resolution or general cooperation. (5 points) d) The Bidder did not comply with all obligations of the contract. The project was not successful (0 points)	15
3 - Did the Key Staff proposed actually work in their bid positions?	a) The key staff proposed actually worked in their bid positions. (15 points) b) The key staff proposed did not work in their bid positions; however, adequate substitutions were made. (10 points) c) The key staff proposed did not work in their bid positions; substitutions were made that caused minor impact to the project. (5 points) d) The key staff proposed did not work in their bid positions; substitutions were made that caused major impact to the project. (0 points)	15
4 - Did the Bidder and Bidder employees work cooperatively with your staff (i.e., the client's staff)?	a) The Bidder and Bidder employees worked cooperatively with your (the client's) staff. (15 points) b) The Bidder and Bidder employees had minor problems with your (the client's) staff, but problems were resolved effectively. (10 points) c) The Bidder and Bidder employees had problems with your (the client's) staff; problems were not resolved effectively. (0 points)	15

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Criteria	Point Value	Total Points Available
5 - To what extent did the Bidder understand the needs of pavement management?	a) The Bidder demonstrated a complete understanding of the needs of Pavement Management. (15 points) b) The Bidder demonstrated an adequate understanding of the needs of Pavement Management; gaps in understanding did not impact the implementation of the project. (10 points) c) The Bidder demonstrated a less than complete understanding of the needs of Pavement Management; however, this had only a minor impact on the implementation of the project. (5 points) d) The Bidder demonstrated a less than complete understanding of the needs of Pavement Management; this had a major impact on the implementation of the project. (0 points)	15
Total Points Available		75 Points

IX.E.4 Business Functional and Technical Requirements Evaluation

The Business Functional and Technical Requirements consist of:

- Draft Project Management Plan
- Draft Project Schedule
- Project Personnel
- Functional, and Technical Requirements

Requirements identified as Mandatory (**M**) in Section VI will be evaluated on a pass/fail basis. The State Evaluation Team will review each bid to determine its compliance with all of the Business Functional and Technical Requirements contained in Section VI of this IFB. The State Evaluation Team will also determine whether the Bidder has provided the required forms, documents, exhibits, and/or responses to specific Business Functional and Technical Requirements.

The Bidder will be given a “pass” score if the required information is included in the Final Bid and it meets the requirements, including requirements for supporting forms and information. The Final Bid will be given a “fail” score if the required information is not included, is incomplete, does not meet the Business Functional and Technical Requirements, or includes any “No” response intentionally or by omission.

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If a Final Bid fails to meet any of the mandatory requirements in Section VI, the State Evaluation Team will determine if the deviation is material (refer to Section II, II.A.1: Requirements).

Failure to submit the required forms, documents, exhibits, and/or responses to specific Business Functional and Technical Requirements, or answering “No” to any mandatory requirements in Section VI, may be considered a material deviation. A blank in any field associated with a mandatory requirement constitutes a “No” response. **If the State determines that a Final Bid contains a material deviation from a Business Functional and Technical Requirements, the Bid will be deemed non-responsive and may be rejected by the State.**

All references must be specific to the services bid for this project. The descriptions of the Bidder and personnel qualifications and past projects must be detailed and comprehensive enough to permit the State to assess the similarity of the qualifications to the work anticipated in the award of the contract resulting from this IFB. The State’s determination of similarity of the Bidder’s referenced past projects to the project specified in this IFB shall be final.

Table IX-D. Business Functional and Technical Requirements Evaluation List

IFB Location	Requirement	Possible Result
VI.C.7.b.1	Draft Project Management Plan	Pass/Fail
VI.C.7.b.2	Draft Project Schedule	Pass/Fail
VI.C.7.b.3	Project Personnel	Pass/Fail and 100 Points
VI.E.2	Business Functional and Technical Requirements	250 points max
Maximum Points Available		350 points

IX.E.4.a Draft Project Management Plan Requirements Evaluation (Pass/Fail)

The State Evaluation Team will assess the Bidder’s Draft Project Management Plan using the information provided by the Bidder in response to VI.C.1 Project Requirements, Draft Project Management Plan and in Form VI-1 Draft Project Management Plan Response Form, located in Appendix B.

The Bidder’s responses to each of the required information fields will be evaluated for compliance with the minimum requirements. A score of “Pass” will be given for this requirement; a score of “Fail” will be given if the requirement is not met. Any score of “Fail” may result in the bid being found nonresponsive, and the bid may be rejected.

IX.E.4.b Draft Project Schedule Requirements Evaluation (Pass/Fail)

The State Evaluation Team will assess and score the Bidder’s Draft Project Management Plan using the information provided by the Bidder in response to VI.C.2

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Project Requirements, Draft Project Schedule and in Form VI-2 Draft Project Schedule Response Form, located in Appendix B.

The Bidder's responses to each of the required information fields will be evaluated for compliance with the minimum requirements. A score of "Pass" will be given for this requirement; a score of "Fail" will be given if the requirement is not met. Any score of "Fail" may result in the bid being found nonresponsive, and the bid may be rejected.

IX.E.4.c Project Personnel Requirements Evaluation**IX.E.4.c.1 Key Personnel Minimum Experience Evaluation (Pass/Fail and Maximum Score = 100 Points)**

The State Evaluation Team will assess and score the Bidder's Key Personnel Minimum Experience qualifications using the information provided in Appendix B Form VI-3 and Form VI-4: Key Personnel Qualifications Certification, submitted in the Final Bid. Where an individual worked only a partial year on a project, for purposes of determining whether the listed individual possesses the requisite experience, the State shall round up to the nearest whole year for any partial year exceeding six (6) months, and down to the nearest whole year for any partial year equal to or less than six (6) months.

The personnel information submitted by the Bidder must meet the minimum requirements set forth in Section VI, VI.C.3.a: Key Personnel Minimum Experience Requirements, which will be scored on a "Pass/Fail" basis. Additionally, certain experience requirements are assigned point values. The State will evaluate each form and assign points in accordance with the information on the form and the corresponding point values for each response. Using the Pass/Fail and scoring criteria set forth in

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Table IX-E. Key Personnel Qualifications Criteria and Scoring: the information on Appendix B Form VI-3 and Form VI-4 will be evaluated in accordance with the following procedure:

1. Each Key Personnel Qualifications Certification form will be evaluated for completeness. Incomplete forms may be found nonresponsive, and the bid may be rejected.
2. The Bidder's responses to each of the required information fields will be evaluated for compliance with the minimum requirements set forth in Section VI, VI.D.3.a. A score of "Pass" will be given for each requirement met; a score of "Fail" will be given for each requirement not met. Any scores of "Fail" may result in the bid being found nonresponsive, and the bid may be rejected.
3. The Bidder's response to each of the scorable Minimum Qualifications on Appendix B Form VI-3 and Form VI-4 will be evaluated and awarded points in accordance with the point scale set forth in Table IX-E. Key Personnel Qualifications Criteria and Scoring. A score of zero (0) points for any of the Minimum Qualifications may result in the bid being found nonresponsive, and the bid may be rejected.
4. The State may, at its sole discretion, choose to contact the submitted personnel references in order to verify the information submitted. If the State so chooses, a maximum of three (3) attempts to contact each reference will be made. Upon successful contact, the State will ask the reference contact person to confirm and validate the information provided on the Key Personnel Qualifications Certification form. If the response provided by the reference contact person conflicts with the information provided by the Bidder on the form, the State will use the reference contact person's response(s) as the basis for assigning or adjusting a pass/fail result, and/or points for the scorable qualifications. If the reference contact person cannot validate the information provided by the Bidder, a "Fail" or zero (0) points will be assigned for the respective requirement or question, as appropriate. A "Fail" result for any of the minimum requirements, or a zero score for any of the scorable criteria in each Minimum Qualification, may result in the bid being found nonresponsive, and the bid may be rejected.
5. To pass this evaluation category, each of the forms must receive a "Pass" score for all of the Pass/Fail requirements, and must achieve a positive score for the scorable criteria in each Minimum Qualification. The individual scores for the Minimum Qualifications on each of the Appendix B, Form VI-3 will be added together to determine the total score for this evaluation category.

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TABLE IX-E. KEY PERSONNEL QUALIFICATIONS CRITERIA AND SCORING

Criteria	Point Value	Total Points Available
Prime Contractor Project Manager		
Résumé attached to Appendix B, Form VI-3	Pass/Fail	
Client references listed in résumé or on Appendix B, Form VI-3	Pass/Fail	
References meet requirements set forth in Section VI, VI.C.3.a	Pass/Fail	
Minimum Qualification In Project Management Experience Equals Three (3) Years	Pass/Fail	
Working knowledge of Project Management Institute's Project Management Body of Knowledge (PMBOK)	Pass/Fail	
Experience In Project Management	20 Points for 10+ years 15 Points for 7-9 years 10 Points for 4-6 years 0 Points for 1-3 years	20
Experience Involving Management of a Project for the Bidder	30 Points for 5+ projects 20 Points for 3-4 projects 10 Points for 2 projects 5 Points for 1 project 0 Points for 0 projects	30
Application Configuration Lead		
Résumé attached to Appendix B, Form VI-4	Pass/Fail	
Client references listed in résumé or on Appendix B, Form CI-4	Pass/Fail	
References meet requirements set forth in Section VI, VI.C.3.a	Pass/Fail	
Minimum Experience Implementing Pavement Management Systems Equals Two (2) Years	Pass/Fail	

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Criteria	Point Value	Total Points Available
A minimum of six (6) months experience Implementing the Bidder's Proposed Product	50 Points for 5+ years 30 Points for 3 - 4 years 15 Points for 6 mos - 2 years 0 Points for less than 6 mos	50
Total Points Available		100 points

IX.E.4.d Functional and Technical Requirements Evaluation

The State Evaluation Team will review each bid to determine its compliance with all of the Requirements contained in Section VI, Appendix B of this IFB. The State Evaluation Team will also determine whether the Bidder has provided the required forms, documents, exhibits, and/or responses to specific requirements.

Mandatory **(M)** requirements in Section VI, Appendix B will be evaluated to determine if the bidder meets the minimum requirement, verify that sufficient documentation is provided to support the bidder's claim, and assign the appropriate points based on the bidder's response and the evaluation criteria contained in this section.

Answering **"No"** to any mandatory scorable requirement or function may be considered a material deviation and shall cause the bid to be deemed non-responsive and may be rejected. A blank in any field associated with a requirement constitutes a **"No"** response.

For evaluation purposes, requirements have been designated as Mandatory **(M)**, Mandatory Optional **(MO)**, Desirable **(D)**, or Desirable Optional **(DO)**. Bids which do not meet all Mandatory **(M)** and Mandatory Optional **(MO)** requirements specified in the IFB will be considered non-responsive and will be rejected.

The requirements designated as Desirable **(D)** will be scored in accordance with the criteria contained in Section VI, Appendix B. Desirable Optional **(DO)** will not be scored.

If the State determines that a Final Bid contains a material deviation from a functional or technical requirement, the Bid will be deemed non-responsive and may be rejected by the State.

IX.E.4.e Functional, and Technical Requirements - Mandatory (Pass/Fail)

Requirements identified as Mandatory **(M)** in Section VI, Appendix B will be evaluated on a pass/fail basis.

For each Mandatory **(M)** requirement marked with a "Yes" response, the State Evaluation team will determine if the supporting Literature or Documentation supports the Bidder's response. If the Evaluation team is satisfied that the requirement will be met, the requirement will be given a "pass" score. If the required information is not

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included, is incomplete, or does not substantiate the response; the requirement will be scored as “fail”. Any “**No**” response intentionally or by omission will receive a “fail”. A blank in any field associated with a mandatory requirement constitutes a “**No**” response.

If a Final Bid fails to meet any of the mandatory functional, and technical requirements in Section VI, Appendix B, the State Evaluation Team will determine if the deviation is material (refer to Section II, II.A.1: Requirements).

IX.E.4.f Functional, and Technical Requirements - Desirable (250 Possible Points)

The State Evaluation Team will assess and score the Bidder’s responses to the Desirable (**D**) features submitted in Section VI, Appendix B to determine to what extent the bidder will provide any of these features, to verify that sufficient documentation is provided to support the Bidder’s claim, and to assign the appropriate points based on the Bidder’s response and the evaluation criteria contained in this section. This evaluation category is worth a maximum of 250 points. Bidders must complete and submit Section VI, Appendix B.

The available points for each desirable requirement are shown on the Bidder’s response forms in Section VI, Appendix B. The Bidder’s response to each desirable requirement will determine the number of points awarded for this evaluation category.

IX.E.4.g Functional and Technical Requirements-Mandatory Optional (Pass/Fail)

The State Evaluation Team will assess and score the Bidder’s responses to the Mandatory Optional (MO) requirements contained in Section VI, Appendix B Functional and Technical requirements, to determine if the requirement has been met, and to verify that sufficient documentation is provided to support the Bidder’s claim based on the Bidder’s response and the evaluation criteria contained in this section. This evaluation category is Pass / Fail. Bidders must complete and submit Section VI, Appendix B.

IX.E.5 Bidder’s Total Administrative, Business, Functional and Technical Requirements Score Determination

After all scores have been computed, the Desirable (D) scores are added together to determine each Bidder’s Total Administrative and Business Functional and Technical Requirements Score. Refer to Table IX-F below for an example of this calculation. For Bidders who meet all of the administrative, business functional and technical and Section II requirements, the Total Administrative and Business Functional and Technical Requirements Score will be added to the Bidder’s Total Cost Score to determine the Bidder’s Total Bid Score (prior to application of any preference or incentive points).

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EXAMPLE:

**TABLE IX-F. BIDDER’S TOTAL ADMINISTRATIVE EVALUATION AND SELECTION BUSINESS
 FUNCTIONAL AND TECHNICAL REQUIREMENTS SCORE EXAMPLE**

Bidder	Bidder’s Total Administrative Evaluation and Selection Business Functional and Technical Requirements Score
A	480
B	500
C	455

IX.E.6 Cost Evaluation (500 Possible Points)

Cost Data (Volume III) will not be opened until the Evaluation Team has completed Steps 1 through 5 as described herein. Bidders who are compliant in all areas of Steps 1 through 4 will have their sealed Cost Data opened at a Public Cost Opening as scheduled in Section I, I.E: Key Action Dates. If a Bidder’s Final Bid has been determined to be non-responsive during any of the earlier steps, its Cost Data will remain unopened.

During Cost Evaluation, the Evaluation Team will screen the Cost Data for compliance with all submission and formatting requirements. If the Cost Data meets such requirements, the Evaluation Team will continue with Step 6 and will calculate the Bidder’s Cost Score. If the Cost Data does not meet all submission and formatting requirements, the bid may be disqualified from further consideration.

NOTE: If a Bidder’s Cost Data fails to meet the requirement to be submitted under separate, sealed cover, the State may immediately deem the Bidder’s bid to be “non-responsive” and may discontinue the evaluation of the bid.

Once the Evaluation Team has evaluated the Cost Data and verified that it meets all submission and formatting requirements, the Evaluation Team will evaluate the Cost Data and determine the Bidder’s Cost Score.

The required cost forms and schedules will be checked for mathematical accuracy. Errors and inconsistencies will be dealt with according to procedures contained in Section II, II.C.7.d: Errors in the Final Bid. Adjustments will be made for the purpose of evaluation in accordance with procedures described in COST (Section VII), cost worksheets are included in Exhibit VII-A: Cost Workbook. Only those cost adjustments will be made for which a procedure is described in this IFB.

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The Bidder with the lowest Grand Total cost (from Form VII-I) will receive the maximum of 500 cost points available. All other bidders will be awarded a Cost Score calculated using the equation below:

$$\frac{(\text{Lowest Grand Total Cost})}{(\text{Bidder's Grand Total from Table VII-I})} = \frac{\text{Bidder's Cost}}{\text{Multiplier}} \times 500 = \text{Bidder's Cost Score}$$

TABLE IX-G. TOTAL COST EVALUATION AND SCORING EXAMPLE

Bidder	Bidder's Grand Total from Exhibit VII-I*	Calculation	Cost Score**
A	\$1,000,000	$\frac{\$1,000,000}{\$1,000,000} = 1.00 \times 500 =$	500
B	\$1,575,000	$\frac{\$1,000,000}{\$1,575,000} = 0.63 \times 500 =$	315
C	\$1,103,650	$\frac{\$1,000,000}{\$1,103,650} = 0.91 \times 500 =$	455

* Bidder costs presented here are for illustrative purposes only, and are not meant to be suggestive or prescriptive in regard to the bids for this project.

**Fractional scores will be rounded to the nearest whole number.

IX.E.7 Bidder's Total Bid Score before Preferences

After Cost Scores have been computed, the Total Administrative and Business, Functional and Technical Requirements and Cost Scores are added together to determine each Bidder's Total Bid Score before preference application. Refer to Table IX-H below for an example of this calculation.

EXAMPLE:**TABLE IX-H. BIDDER'S TOTAL BID SCORE CALCULATION EXAMPLE**

Bidder	Bidder's Total Administrative and Business, Functional and Technical Requirements Score	Bidder's Cost Score	Bidder's Combined Score Before Preference Application
A	480	500	980
B	500	315	815
C	455	455	910

IX.E.8 Application of Preferences and Incentives

The maximum available points prior to applying any available preferences or incentives are 1,000 points. A Bidder can exceed this maximum only by applying and

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qualifying for any preferences (i.e., Small Business Preference) and/or a DVBE incentive as described below.

For Bidders that are found responsible and responsive to the bid requirements, the preference for TACPA, EZA, and LAMBRA will be applied during the Cost Evaluation as part of determining the Cost Score. After the Cost Score has been computed, the Small Business and DVBE preferences will be assessed, as appropriate.

IX.E.8.a TACPA, EZA and LAMBRA Preferences

If applicable, the TACPA, EZA and LAMBRA preferences will be applied as part of determining the Cost Score in this section IX.E.6. A five percent (5%) preference is available for each of the preferences up to fifty thousand dollars (\$50,000) each. The total combined preference amount per bid for Small Business, TACPA, EZA, and LAMBRA cannot exceed 15% or one hundred thousand dollars (\$100,000), whichever is less. The TACPA, EZA and LAMBRA preferences shall not be applied if it precludes a small business from receiving the award. The five percent/\$50,000 preference is applied for bid evaluation purposes only.

The preference is calculated based on the total cost bid, and the preference amount is subtracted from the Bidder's quoted cost, subject to the maximum amounts.

IX.E.8.b California-Certified Small Business Preference

The Small Business participation incentives will be applied after the Cost Scores have been calculated.

Per Government Code, Section 14835, et seq., Bidders who qualify as a California-certified small business and Bidders that commit to using California-certified small business subcontractors for 25% or more of the value of the Agreement will be given a five percent (5%) preference for bid evaluation purposes only. The five percent preference is calculated based on the total number of points awarded to the highest scoring non-small business that is responsible and responsive to the bid requirements. If applying the small business preference results in a Small Business bidder possessing the highest score, no further preferences will be applied, as the Small Business cannot be displaced from the highest score position by application of any other preference. If, prior to applying the preference, the highest-scored responsive bid is from a responsible bidder whose bid qualifies for the 5% preference, the preference calculation will not be performed.

The rules and regulation of this law, including a definition of a California-certified small business for the delivery of goods and services are contained in the California Code of Regulations, Title 2, Section 1896, et seq., and can be viewed online at www.pd.dgs.ca.gov/smbus.

EXAMPLE OF APPLIED SMALL BUSINESS PREFERENCE:

In Table IX-I: Applied Small Business Preference Example, Bidder A is a large business and initially has the most points (980). Bidder B is a California-certified small business. Bidder C is a large business that is using California-certified small businesses to perform work that amounts to 25% of the value of the contract.

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For awards based on high point value, the Small Business preference is 5% of the total points earned by the responsive bid with the highest total score. In this example, Bidder A has the most points (980); therefore, the Small Business preference is $980 \times .05 = 49.0$.

As a California-certified Small Business, Bidder B is eligible for the 5% preference. As a large business subcontracting 25% or more of the contract value to a California-certified Small Business, Bidder C also is eligible for the 5% preference. The 5% preference of 49 points is therefore added to each bidder's initial total point value, as shown in the example below.

TABLE IX-I. APPLIED SMALL BUSINESS PREFERENCE EXAMPLE

Row	Scoring Step	Bidder A	Bidder B	Bidder C
1.	Meets Small Business Preference Requirements?	No	Yes	Yes
2.	Administrative and Business, Functional and Technical Requirements Score	480	500	455
3.	Cost Score	500	315	455
4.	Total Bid Score before any Incentives	980	815	910
5.	Bid with Highest Total Score (from row 4)	X		
6.	Small Business Preference (980×0.05)	0	49	49
7.	Total Points with Small Business Preference (row 4 + row 6)	980	864	959

In this example, Bidder A would receive the contract award by virtue of earning the highest number of total points (980).

IX.E.8.c DVBE Incentive

In accordance with Section 999.5(a) of the Military and Veterans Code, an incentive will be given to Bidders who provide California-certified DVBE participation. For contract award evaluation purposes only, the State shall apply an incentive to bids that achieve the California-certified DVBE participation in the amounts shown in

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Table IX-J: DVBE Participation Incentive. For awards based on high point value, the DVBE Incentive points are a percentage of the total possible points. For this IFB, the total points available are 1,000. The maximum incentive for this procurement is five percent (5%) of the total points available, and is based on the amount of DVBE participation obtained, according to Table IX-J: DVBE Participation Incentive.

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TABLE IX-J. DVBE PARTICIPATION INCENTIVE

Confirmed DVBE Participation of:	DVBE Incentive Percentage	DVBE Incentive Points
5% or more	5%	50
4% - 4.99%	4%	40
3% -3.99%	3%	30
2% - 2.99%	2%	20
1% - 1.99%	1%	10

Table IX-K illustrates how DVBE incentives and Small Business preferences would be applied in a slightly different scenario. In this example, the Administrative and Business, Functional and Technical Requirements and cost scores and Small Business participation for Bidders A, B and C from Table IX-I are used. Additionally, Bidders A and B had no DVBE participation. Bidder C subcontracted 3% of the contract value to a California-certified DVBE.

As a California-certified Small Business, Bidder B is eligible for the 5% preference, or 49 points. As a large business subcontracting 25% or more of the contract value to a California-certified Small Business, Bidder C also is eligible for the 5% preference.

Because Bidders A and B had no DVBE participation, they are not eligible for any DVBE Incentive points. Because Bidder C subcontracted 3% of the contract value to a DVBE, Bidder C is eligible for 30 DVBE preference points based on the scale in Table IX-J.

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Table IX-K. Applied DVBE Incentive and Small Business Preference Example

Row	Scoring Step	Bidder A	Bidder B	Bidder C
1.	Meets Small Business Preference Requirements?	No	Yes	Yes
2.	Administrative and Business, Functional and Technical Requirements Score	480	500	455
3.	Cost Score	500	315	455
4.	Total Bid Score before any Incentives	980	815	910
5.	Bid with Highest Total Score (row 3 + row 4)	X		
6.	Small Business Preference (980 x 0.05)	0	49	49
7.	Total Points with Small Business Preference (row 4 + row 6)	980	864	959
8.	Confirmed DVBE Participation	0%	0%	3%
9.	DVBE Incentive Points from Table IX-J	0	0	30
10.	Total Points for Evaluation Purposes Only (row 7 + row 9)	980	864	989

In this example, Bidder C would be awarded the contract by virtue of earning the highest number of total points (989).

IX.E.9 Bidder's Final Rank Determination and Selection of Prime Contractor

The State Evaluation Team will determine which Bidders' bids are responsive and responsible. From these bids, the State Evaluation Team will determine which bid has the highest combined score for Administrative and Business, Functional and Technical Requirements and cost, up to a maximum of 1,000 points, plus any preference and/or incentive points.

Using the same hypothetical bidders and scores from **Table IX-K**, the following **Table IX-L** provides an example of how the final rank determination is made.

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Table IX-L. Final Score and Rank Determination Example

Bidder	Administrative and Business, Functional and Technical Requirements Score (x)	Cost Score (y)	Total Points (x+y)	Initial Rank (before preference/incentives)	Small Business Preference (z*0.05)	DVBE Incentive Points	Total Bid Score	Final Rank (after preference/incentives)
A	480	300	980	1	0	0	980	2
B	500	315	815	3	49	0	864	3
C	455	455	910	2	49	30	989	1

*Where z = the highest total point score among the Bidders, in this case 989 (Bidder C).

Award of contract, if made, will be to a responsible bidder whose bid complies with all the requirements of the IFB and any addenda thereto, except for such immaterial defects as may be waived by the State, and whose bid achieves the highest number of total points for technical, cost, and any preferences and/or incentives.



California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

**APPENDIX A – PAVEM CONTRACT AND
STATEMENT OF WORK**

SEPTEMBER 9, 2010

Issued By:

STATE OF CALIFORNIA

Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:

Department of Transportation
1120 N Street
Sacramento, CA 95814

IFB DOT 2660-423
PAVEM INVITATION FOR BID
Appendix A – Pavem Contract and Statement of Work

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State Standard Agreement (to be submitted in the bid)**A. GENERAL INFORMATION**

1. These instructions are provided to explain how the State Standard Agreement is structured. Because no negotiations or alterations of the Agreement are permitted, it is imperative that the Bidder follow these instructions carefully in order to be fully responsive, from a contractual aspect, to the IFB. **BIDDERS SUBMITTING CONDITIONAL BIDS WILL BE DISQUALIFIED.**
2. Volume II of your Final Bid submittal must include one (1) master, one (1) copy, and two (2) CDs of the completed and signed State Standard Agreement (STD. 213IT). For instructions on what needs to be done to complete the State Standard Agreement for inclusion as Volume II of your Bid, carefully read the following Paragraph B, Preparation of Agreement. Also see Section VIII: Bid Format and Content.

B. PREPARATION OF AGREEMENT

1. Detach the State Standard Agreement and all attachments, from the IFB. This document will be returned to Caltrans as the final Agreement language. **BIDDERS MUST NOT ALTER OR RETYPE THE STATE STANDARD AGREEMENT OR ANY OF THE ATTACHMENTS.**
2. Complete the Bidder information identified in the lower half of the STD. 213IT, by the box marked "CONTRACTOR." The Agreement must bear the original signature of the individual authorized to bind the firm, as specified in Section II.
3. **DO NOT FILL IN SECTIONS 2 AND 3 RELATING TO THE AGREEMENT TERM OR THE AMOUNT OF THE AGREEMENT.**

COST DATA MUST NOT BE ENTERED ON THE STATE STANDARD AGREEMENT. COST DATA MUST BE SUBMITTED IN VOLUME III ONLY.

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Appendix A – Pavem Contract and Statement of Work

STATE OF CALIFORNIA

STANDARD AGREEMENT

STD 213IT (Rev 06/03)

STANDARD AGREEMENT

FOR I.T. GOODS/SERVICES ONLY

		REGISTRATION NUMBER
	PURCHASING AUTHORITY NUMBER	AGREEMENT NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME

CALIFORNIA DEPARTMENT OF TRANSPORTATION (hereafter called the "CALTRANS")

CONTRACTOR'S NAME

(hereafter called the "Contractor")

2. The term of this Agreement is: **TO BE ENTERED AT CONTRACT AWARD**

3. The maximum amount of this Agreement is: **\$ DO NOT ENTER COST DATA**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:

Attachment 1: Statement of Work	25 pages
Attachment 2: Cost Worksheet	1 page
Attachment 3: General Provisions (GSPD-401IT, 6/8/10) *	1 page
Attachment 4: IT Personal Services Special Provisions (2/8/07) **	1 page
Attachment 5: IT Software Special Provisions (1/21/03) **	1 page
Attachment 6: IT Purchase Special Provisions (2/8/07) **	1 page
IFB DOT 2660-423 and the Contractor's bid response to this IFB, are hereby incorporated and attached, and made part of this Agreement.	— pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <http://www.pd.dgs.ca.gov/modellang/GeneralProvisions.htm>.

Items shown with an Asterisk (**), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <http://www.pd.dgs.ca.gov/modellang/ITModules.htm>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		
BY (Authorized Signature) ?	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Transportation		
BY (Authorized Signature) ?	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		

September 9, 2010

A-3

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Appendix A – Pavem Contract and Statement of Work

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IFB DOT 2660-423**PAVEM INVITATION FOR BID****Appendix A – Pavem Contract and Statement of Work**

ATTACHMENT 1 –STATEMENT OF WORK (SOW)**A.1. Introduction**

This APPENDIX A – PAVEM CONTRACT AND STATEMENT OF WORK (SOW) describes the responsibilities and requirements for the configuration, implementation and maintenance of a Pavement Management System (PaveM) for Caltrans. The Agreement resulting from this IFB will have a term of approximately two (2) years, inclusive of system configuration, installation, implementation, and acceptance testing, and one (1) year for technical support services. This contract will contain four (4) extension option(s) for one (1) year(s) or portion thereof, at the pricing evaluated in Exhibit VII-A, Cost Workbook.

A.2. State Responsibilities

The State shall be responsible for:

- Procuring the hardware for PaveM and working with the Contractor to configure the hardware (see bidders library for existing hardware) to support the various system environments (i.e., the development, test, training and production environments).
- Providing subject matter experts to supply the Contractor with information and expertise on current processes and requirements, and to assist with answering questions and gathering information.
- Working with the Contractor to facilitate knowledge transfer to Caltrans staff.
- Participating in train-the-trainer and system administrator training provided by the Contractor.
- Reviewing and approving all contractor deliverables.
- Leading load testing of the PaveM application.
- Participating in the Functional, Performance, and User Acceptance Testing of PaveM.
- Managing the contracts resulting from the IFB and overall PaveM project efforts.
- Providing first-tier help desk support for PaveM. First-tier support provides the first point of contact for Caltrans PaveM customers, performs incident management, prioritization, escalation processes, procedures for critical response needs, and escalates problems that require in-depth technical analysis to the Contractor's second-tier support staff.
- Providing data cleanup in preparation for data conversion.
- Providing database administration services including database setup, configuration, implementation and maintenance.

A.3. Contractor Responsibilities

The Contractor shall be responsible for the successful performance of all subcontractors and will be required to assume responsibility for configuration, testing, and implementation of the proposed solution. Furthermore, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, and payment of any and all

IFB DOT 2660-423**PAVEM INVITATION FOR BID****Appendix A – Pavem Contract and Statement of Work**

charges resulting from the outsource or purchase of the software for the term of the contracts.

The Contractor will be responsible for compliance with requirements under the contracts, even if requirements are delegated to subcontractors. The Contractor and subcontractors shall not in any way represent themselves in the name of Caltrans or the State of California without prior written approval from the State. There will be no assignment of responsibility to a third party without prior written approval from the State.

The Contractor shall be responsible for:

- Configuring and implementing the COTS software in all system environments (i.e., the development, test, training and production environments) to fulfill the Pavem Functional and Technical Requirements (Appendix B, Form VI-6 and Form VI-7).
- Obtaining and delivering the required Third Party software as specified in the Contractor's Bid.
- Providing guidance on load testing of the Pavem application.
- Performing the required implementation services as described in paragraph A.4 Services to be Provided, of this section.
- Loading the Caltrans-supplied data to Pavem, performing analysis and resolution of loading exceptions and anomalies.
- Producing and delivering the required deliverable documents and software, as described in paragraph A.4.12 Project Deliverables, of this section.
- Supplying and managing qualified staff and/or subcontractors to configure, and, implement Pavem in accordance with the Key Personnel Qualifications Certification (Appendix B, Forms VI-3 and VI-4).
- Providing second-tier help desk support for Pavem. See paragraph A.4.11.1 Service Request Levels and Response Requirements for second-tier help desk support services required.

A.4. Services to be Provided**A.4.1. Work Location and Equipment**

All onsite work performed by the Contractor must occur at Caltrans and Office of Technology Services (OTech) facilities in Sacramento, CA. Caltrans will provide the Contractor access to the work site during normal business hours, with a provision for increased access during critical project periods. Normal business hours are Monday through Friday, between 8:00 a.m. and 5:00 p.m., excluding State and Federal holidays and State Furlough days. The Contractor may perform work remotely but must be onsite for essential work as need. Caltrans reserves the right to request Contractor staff attendance onsite for briefings as needed.

The Contractor shall provide its own personal computers, software, and office supplies in support of this Contract. Caltrans will provide cubicle space for two (2) Contractor staff,

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network connections, and access to copy machines. All other items required in the performance of this Contract are the responsibility of the Contractor.

Any State data that is stored on a Contractor's moveable device must be encrypted using a State-approved encryption standard. The current State laptop encryption tool is Guardian Edge. Note: Moveable devices include laptops / notebook PCs, Blackberry's, removable storage such as flash drives, etc.

For any machines that will be connected to the State's network, the Contractor will be required to install the applicable software on the Contractors' machines to ensure compliance and compatibility with the State's standard operating environment.

Contractor staff that will be accessing the State network will be required to complete security forms acknowledging that they will comply with:

- Department of Transportation Information Security Policies (See Bidders' library for Caltrans Information Security Policy)
- Department of Transportation, IT Division, Software Management Plan

A.4.2. Project Management Services

The Contractor will provide the following project management services for the configuration and implementation of Pavem:

- Manage the efforts of the Contractor and subcontractor(s) staff and coordinate the Contractor activities with the Caltrans Project Manager (PM).
- Develop a final Project Management Plan. The Contractor's project management methodology must meet the requirements of the Office of the State Chief Information Officer (OCIO) California Project Management Methodology (CA-PMM) for a project of the size and complexity of Pavem as defined in the IT Policy Letter 09-01. See the Bidder' Library for the ITPL 09-01. Additionally, the Contractor may leverage Caltrans Project Management Plans that are in the Bidder's Library.
- Conduct on-site status meetings with the Caltrans PM on a weekly basis through the configuration phase of the Pavem project.
- Conduct on-site status meetings with the Caltrans PM on a monthly basis after completion of the configuration phase (including data conversion and interface configuration) through implementation of the Pavem project. Develop a final Project Schedule that is fully resource loaded and leveled. Ensure that the lowest level tasks of a short duration have measurable outcomes. Use percent complete to track progress of planned activities.
- Prepare and submit written Monthly Status Reports that include a record of completion status of work plan activities, deliverables, and milestones as

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compared to the implementation schedule. Include a complete updated project schedule with each monthly status report. Prepare and submit biweekly updated project schedules if project delays are 10% or greater.

- Identify, track and resolve issues impacting the Contractor's scope of work and escalate issues to the Caltrans PM using the Pavem issue escalation process as defined in the CA-PMM.
- Identify, analyze, mitigate and escalate risks impacting the Contractor's scope of work in accordance with the CA-PMM.
- Follow the Caltrans change control process for project changes within the scope of the agreement.
- Coordinate and oversee the installation, configuration, and implementation of Pavem and development of required interfaces, including any software or tools provided by the State.
- Perform or coordinate quality reviews and test activities to ensure the delivered products meet agreed-upon standards for quality, and ultimately, that the delivered system meets the requirements of the contract.

A.4.3. Limited Fit/Gap Analysis

In 2005, Caltrans conducted a comprehensive business process review of the Department's pavement management processes and documented the findings of that study in the Pavement Management System Business Process Review document located in the Bidders' Library. The Contractor is expected to leverage the information in that report to conduct a limited Fit/Gap Analysis between the proposed system and the current Caltrans environment, requirements, policies, and procedures.

The Contractor shall meet with the Caltrans PM to identify and discuss the proposed system configuration and the approach for addressing the gaps for Pavem. The Contractor will provide:

- A list of the configurable items that will be required to meet the Pavem requirements
- Proposed approach to resolving each of the gaps, including
 - Amount of Caltrans participation required to resolve the gaps
 - Suggested policies or procedures that must be created or changed.

A.4.4. Configuration Services

The following requirements describe the services to be provided as part of requirements validation and configuration of Pavem. Caltrans staff must be included in the appropriate activities (as described below) to facilitate knowledge transfer:

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- The Contractor shall analyze the mandatory and desirable requirements, including any options purchased, as defined in Appendix B, Form VI-5 and Form VI-6 Functional and Technical Requirements, to derive the detailed requirements for PaveM.
- The Contractor shall conduct requirements review sessions with Caltrans business and technical staff to elaborate and refine the mandatory and desirable requirements, including any options purchased, as defined in Appendix B, Form VI-5 and Form VI-6 Functional and Technical Requirements .
- The results of the requirements analysis shall be documented in the System Requirements Specification. Upon approval by the State, the System Requirements Specification shall serve as the basis for system configuration, and all phases of testing for the release.
- The System Requirements Specification shall be updated and delivered prior to beginning the configuration phase for each release.
- The Contractor shall analyze and validate the system interfaces defined in the mandatory and desirable requirements, as defined in Appendix B, Form VI-5 and Form VI-6 Functional and Technical Requirements.
- The Contractor shall create and / or update the Interface Requirements Specifications for each interface based on the results of the analysis and validation.
- The Contractor shall work with the Caltrans technical staff to refine and implement the PaveM architecture proposed by the Contractor in its bid, to ensure compliance with OTech and State standards and security policies.
- The Contractor shall perform all necessary activities to configure PaveM to meet the mandatory and desirable requirements, including any options purchased, as defined in Appendix B, Form VI-5 and Form VI-6 Functional and Technical requirements.
- The Contractor shall conduct design walkthroughs of the system configuration and documentation (including interfaces and reports) with Caltrans business and technical staff.
- The design walkthroughs shall include a discussion of the following items (at a minimum):
 - 1- Available configurable items
 - 2- Business application of each item
 - 3- Selected configurable items
- Determine the best approach for implementing the configuration change.

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A.4.5. Test Environments

The Contractor will coordinate with Caltrans to install, configure, and load the test environments with the appropriate test tools and test scenarios to support testing of the Contractor's System. The test environment must be configured to simulate the production environment and must be accessible from the Caltrans Headquarters and each of the Caltrans Districts. The Contractor shall be responsible for operating, managing, and maintaining the configuration of the test environments, including any tools or third-party software in the environments. The test environments must be configured such that the system interfaces are operational in the test environments.

A.4.6. Training Environments

The Contractor will coordinate with Caltrans to install, configure, and load the training environments with the appropriate training materials, data, and scenarios to support all training classes. The Contractor shall be responsible for operating, managing and maintaining the configuration of the training environments, including any tools or third-party software. The training environments must be configured such that the system interfaces are operational in the training environments.

A.4.7. Data Conversion Services

Following completion of configuration and prior to acceptance testing the Contractor must load the Caltrans-supplied data into Pavem. The Contractor is responsible for the analysis and resolution of loading exceptions and anomalies. The Contractor will:

- Conduct a review of the current data, and assess its integrity.
- Work with the Caltrans Project Team to develop and document data validation rules to be utilized to determine which data records are to be rejected, and which are to be tagged as needing review.
- Develop a detailed data conversion plan which shall document transformations to be utilized to convert data from the existing formats to the target formats.
- Perform the data conversion and loading to meet the Pavem business requirements.
- Conduct testing and analysis to verify that the data were properly loaded.
- Provide a report of the data conversion results, including the number of records successfully converted, the number of records rejected and the reasons for rejection, steps taken to fix rejected records so that they could be successfully entered, and other data conversion or loading issues encountered.
- Provide Caltrans with documented copies of conversion scripts and tools that were developed as part of this effort.

A.4.8. Testing Services

The following sections describe the required test phases and the responsibilities for test planning, coordination, and execution. Testing will include the following:

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- Test Planning and Execution;
- Functional Testing;
- Integration/System Testing;
- Performance Testing;
- Regression Testing; and
- User Acceptance Testing.

A.4.8.1. Test Planning and Execution

The Contractor is responsible for developing a test plan that includes an approach for each type of test to be performed and test scenarios for each test listed below. In addition, the Contractor is responsible for providing and coordinating all necessary software and test personnel to execute and support testing activities.

The Contractor must receive written Caltrans approval for the test plan and all test scenarios prior to performing the tests. The Contractor must record the expected and actual results for all tests, and indicate if each test met the completion criteria. The Contractor is responsible for the analysis and resolution of any test anomalies or test faults detected during the testing phases.

The State reserves the right to participate in and/or observe all testing activities.

A.4.8.2. Functional Testing

The Contractor shall conduct functional testing in conjunction with Caltrans staff to confirm that the product is working correctly and meets all requirements as specified in Appendix B, Form VI-5 and VI-6 Functional and Technical Requirements (the Contractor's responses to the functional and technical requirements).

The Contractor must provide the Test Scenarios and Test Results Report. The functional tests will be performed upon completion of training for headquarters users as selected by Caltrans. The Contractor will be responsible for providing the appropriate test materials and recording and analyzing any test anomalies and problems.

Caltrans will provide the staff resources to execute the functional tests.

A.4.8.3. Integration/System Testing

The Contractor shall conduct integration system tests in conjunction with Caltrans staff to validate that all processes, including the interfaces, work together to support the business functions as specified in Appendix B, Form VI-5 and VI-6 Functional and Technical Requirements.

A.4.8.4. Performance Testing

Pavem will be subject to performance testing during a thirty (30) consecutive calendar day period. The system must meet the performance requirements defined in the

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Performance/Capacity Requirements which are located in Appendix B, Form VI-6. The Contractor is responsible for providing the necessary tools, scenarios (to be approved by Caltrans), and data for the tests, and for recording the results of the tests. Caltrans staff will execute the tests and the Contractor will assist with the analysis and perform the resolution of anomalies and faults. Down time will be measured by Caltrans staff.

To successfully pass the Performance Test, the system must continue to meet or exceed (i.e., perform better than the stated requirement) the individual application performance requirements defined the Performance/Capacity Requirements which are located in Appendix B, Form VI-6.

During the same time period, the transaction response times will be measured and verified to meet the requirements defined the Performance/Capacity Requirements which are located in Appendix B, Form VI-6. During the performance tests, the Contractor shall not be held responsible for network issues outside of the Contractor's delivered solution, such as T1 line speeds.

For a successful performance test, the transaction response times must meet or exceed (i.e., be faster than the stated response time) levels of performance at least 99% of the time during a thirty (30) consecutive day calendar period. Response times will be measured by Caltrans staff over a period of ten (10) minutes, four (4) times a day for each transaction type.

A.4.8.5. Regression Testing

The Contractor shall design and develop a series of regression test scenarios to verify correct performance of previously tested functions and capabilities. The Contractor shall maintain and update the scenarios, as appropriate, as changes are made to the system and interfaces.

The Contractor shall be responsible for preparing the testing scenarios, executing the tests, and analyzing and comparing the results of the latest test iterations with previous results to ensure the expected results have been achieved.

Regression testing must be performed and the test results delivered to Caltrans prior to the start of the user acceptance test and whenever a new system build/release is performed.

A.4.8.6. User Acceptance Test (UAT)

Upon successful completion of the Functional, Performance, and Load Tests, Caltrans and the Contractor will jointly plan and execute a comprehensive UAT, to occur over five (5) consecutive State business days, to ensure that the system is operational in accordance with the Contractor's response to the IFB in Appendix B, Form VI-5 and VI-6 Functional and Technical Requirements. The Contractor will develop the Test Plan and the Test Scenarios with input from Caltrans to ensure the test reflects actual production operations. The Contractor must correct all components or functions that are non-functional or are not in compliance with the requirements.

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A.4.9. Training Services

Caltrans will provide training facilities at Caltrans headquarters. Class size will be limited to no more than fifteen (15) people per class for a total of thirty (30) Caltrans staff.

A.4.9.1. Required Training Courses

At a minimum, the Contractor will provide the following instructor led hands-on class room training courses. The Contractor may propose additional courses on additional topics, as appropriate to their system. All classes will be conducted on-site by the Contractor.

- Train-the-trainer sessions for 25 to 30 staff will include four (4) days of instructor led class room training.
- System administration sessions for two (2) to four (4) staff will include two (2) days of instructor led class room training.

A.4.10. Warranty

The warranty as stated in GSPD 401IT Section 18 will be effective the day following final system acceptance.

A.4.11. Technical Support and Licensing Services

During the term of this Agreement, the Contractor shall be responsible for technical support services as defined in A.4.11.1 Service Request Levels and Response Requirements. The Contractor shall also provide licensing services that include patches, fixes, revisions, updates, upgrades, and minor releases for both the software and its supporting documentation. Any Contractor upgrades to PaveM shall not overwrite any configured functionality implemented to meet the Business and Technical Requirements as defined in Appendix B, Form VI-5 and Form VI-6 including any new System Administrator configured items. This contract may be renewed on an annual basis at the State's discretion for up to four (4) individual one (1) year terms.

The system shall be operational Monday through Friday, 8:00 AM to 5:00 PM PT. All maintenance must be performed outside those hours unless otherwise agreed. The Contractor will be required to provide Caltrans with a single point of contact along with a toll-free phone number.

A.4.11.1. Service Request Levels and Response Requirements

The Contractor will accept the Caltrans' classification of help desk tickets, problems, and service requests, using a standard prioritization level of 1 (Urgent), 2 (Important), 3 (Routine), for all software provided by the Contractor.

During the term of this agreement the Contractor shall provide second-tier technical support services from 8:00 AM to 5:00 PM PT, Monday through Friday based on level (urgent, important or routine) unless other times are mutually agreed. Second-tier provides support for problems escalated by the Caltrans first-tier help desk. They conduct investigation and diagnosis for complex problems and errors that require in-depth knowledge of the Contractor's product and are not resolved by Caltrans first-tier support staff.

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The Contractor will address and correct requests in the following manner:

TABLE 1. SERVICE REQUEST LEVELS AND RESPONSE TIMES

Priority	Characteristics of Situation	Response Guarantee
1.	• Productive Use Prohibited • No Workaround Available	• Call will be returned within four (4) business hours of Caltrans leaving a message. • Contractor onsite assistance is included, should remote efforts fail after 24 business hours.
2.	• Primary Purpose Compromised • Productive Use Impacted • Workaround Generally Not Available	• Calls are returned within eight (8) business hours of Caltrans leaving a message. • Contractor onsite assistance is included, should remote efforts fail after 24 business hours.
3.	• Productive, but Incomplete Operation • Workarounds Generally Available	• Calls are returned within 16 business hours of Caltrans leaving a message. • Correction efforts begin after a mutually agreed upon resolution plan has been developed.

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A.4.12. Project Deliverables**A.4.12.1. Deliverable Preparation and Submission**

The Contractor must prepare and submit deliverables in accordance with the following requirements:

The Contractor must complete a Deliverable Expectation Document (DED) for each document deliverable and obtain Caltrans approval prior to commencing work. The goal of this activity is to ensure a common understanding exists between Caltrans and the Contractor regarding the scope and content (depth and breadth) of the deliverable prior to the Contractor beginning work. The DED must be proportional to the complexity of the deliverable and summarize the key content of the deliverable. A template for the DED is provided in the Bidders' Library.

Unless otherwise directed by the Caltrans PM, the Contractor must submit an electronic copy of each deliverable in a format that is compatible with Caltrans standards, as of submission (currently, Microsoft Office 2003 and Microsoft Project 2007, or higher).

Regardless of the deliverable type, the Contractor is responsible for ensuring that the deliverable provides all required information; includes, where appropriate, diagrams, key figures, and tables; and includes the completion and acceptance criteria that must be met before Caltrans will accept the deliverable.

Unless otherwise agreed to in writing by the Caltrans PM, the deliverable must be complete (i.e., no sections left blank or uncompleted) and submitted to the Caltrans PM by the date specified in the Caltrans-approved Project Schedule.

A.4.12.2. Deliverable Acceptance Process

The Caltrans PM will be responsible for reviewing and approving each deliverable. Caltrans will utilize the completion and acceptance criteria established for each deliverable to determine whether to approve the submitted deliverable. Caltrans' standard review period for each deliverable shall be no more than ten (10) State business days unless otherwise revised in writing by the Caltrans PM. The Caltrans PM must notify the Contractor, in writing, of any review period revision for a particular deliverable at least ten (10) calendar days prior to the due date of the deliverable.

Should revisions to the document be required by Caltrans, the Contractor will receive written notification of said changes. The Contractor must incorporate the changes to the document. The Caltrans PM and Contractor shall select a mutually agreeable due date for the revisions based on the scope of the changes.

The deliverable shall not be considered accepted until the Contractor receives written approval from the Caltrans PM using the Deliverable Acceptance Document (DAD). A sample DAD is provided in the Bidder's Library.

The Contractor may not change a deliverable that has been accepted by Caltrans without prior written approval by Caltrans.

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A.4.12.3. Notice of Deficiency

The Caltrans PM will provide written acceptance for the deliverable if it meets the acceptance criteria. Failure to meet acceptance criteria is a deficiency. If a deficiency is found, the Caltrans PM will notify the Contractor of the basis for the determination.

Upon notice of deliverable deficiency, the Contractor shall within five (5) State business days do one of the following:

1. Correct the deficiencies and resubmit; or
2. Submit a written detailed explanation describing precisely how the deliverable adheres to and satisfies all applicable requirements; or,
3. Submit a proposed corrective action plan to address the specific inadequacies of the deliverable.

If the Contractor requires more than five (5) State business days, the Contractor shall submit a written request and obtain written approval from the Caltrans PM for the longer period.

If the Contractor opts for actions 2 or 3 above, after receipt of the Contractor detailed explanation or proposed corrective action plan, the Caltrans PM will notify the Contractor in writing within 5 State business days whether it accepts or rejects the explanation or plan. If the Caltrans PM rejects the explanation or plan, the Contractor will submit a revised corrective action plan within three (3) State business days of notification of rejection.

The Caltrans PM will within 5 State business days of receipt of the revised corrective action plan, notify the Contractor in writing whether they accept or reject the revised corrective action plan proposed by the Contractor.

A.4.12.4. System Acceptance

Upon successful completion of acceptance testing, Caltrans will verify that the Contractor has delivered a system that reflects Caltrans requirements for, software, training, implementation and documentation. The Caltrans system acceptance components are:

- § Acceptance Testing of Software (other than Operating System Software) – ensures that all Contractor-provided application software meet the Pavem requirements.
- § Caltrans Staff Training Acceptance – ensures Caltrans staff is adequately trained to operate the system after acceptance.
- § Documentation Acceptance – ensures the system documentation is complete and accurate to support ongoing maintenance and operations of the system.

Upon acceptance of the system by the State, a one-year warranty period shall commence.

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The Contractor must provide the following minimum deliverables, in the frequency noted, and in accordance with the due date. The minimum content for each deliverable is listed in Exhibit A- 1 Deliverable Minimum Content Requirements. Additional information about the services and requirements that relate to the deliverable are noted in the Associated Services column.

TABLE 2 CONTRACT DELIVERABLE LIST AND DUE DATES

<i>Deliverable #</i>	<i>Deliverable Title</i>	<i>Update Frequency</i>	<i>Due Date</i>	<i>Associated Services</i>
CD-1	Project Management Plan	At Least Quarterly	Thirty (30) State Business Days after Contract Execution	A.4.2
CD-2	Project Schedule	Every Month (every two (2) weeks if schedule slippage exceeds 10%)	Thirty (30) State Business Days after Contract Execution	A.4.2
CD-3	Monthly Status Reports	Every Month	The fifth (5th) State business day of each month	A.4.2
CD-4	System Limited Fit/Gap Analysis	No updates	In accordance with the State-approved Project Schedule	A.4.3
CD-5	System Configuration Plan	As Needed	Sixty (60) State Business Days after Contract Execution	A.4.4
CD-6	System Requirements Specification	As Needed, based on approved change request	Three (3) Months after Contract Execution	A.4.4
CD-7	Detailed Design Document with Database Schema	Every Release	In accordance with the State-approved Project Schedule	A.4.4

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<i>Deliverable #</i>	<i>Deliverable Title</i>	<i>Update Frequency</i>	<i>Due Date</i>	<i>Associated Services</i>
CD-8	Interface Specifications Document	As Needed, based on approved change request	In accordance with the State-approved Project Schedule	A.4.4
CD-9	Detailed data conversion plan	As needed	In accordance with the State-approved Project Schedule	A.4.7
CD-10	Pavem Test Plan	As needed	No less than 30 days prior to the start of testing	A.4.8
CD-11	Functional Test Scenarios	As needed	In accordance with the State-approved Project Schedule	A.4.8
CD-12	Functional Test Result Report	As needed	The Test Results Report must be delivered to the Caltrans within 15 State business days of the completion of the Functional Test.	A.4.8
CD-13	Integration/System Test Scenarios	As needed	In accordance with the State-approved Project Schedule	A.4.8
CD-14	Integration/System Test Results Report	As needed	In accordance with the State-approved Project Schedule	A.4.8
CD-15	Performance Test Scenarios	As needed	In accordance with the State-approved Project Schedule	A.4.8
CD-16	Performance Test Result Report	As needed	In accordance with the State-approved Project Schedule	A.4.8

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<i>Deliverable #</i>	<i>Deliverable Title</i>	<i>Update Frequency</i>	<i>Due Date</i>	<i>Associated Services</i>
CD-17	UAT Test Scenarios	As needed	In accordance with the State-approved Project Schedule	A.4.8
CD-18	UAT Test Results Report	As needed	In accordance with the State-approved Project Schedule	A.4.8
CD-19	Training Plan	As needed	In accordance with the State-approved Project Schedule	A.4.9
CD-20	Train-the-Trainer Training Materials	No updates	Thirty (30) State business days prior to the scheduled start of training sessions	A.4.9
CD-21	System Administrator Training Materials	No updates	Thirty (30) State business days prior to the scheduled start of training sessions	A.4.9
CD-22	System Administration Manual	No updates	In accordance with the State-approved Project Schedule	A.4.12.6
CD-23	End User Manual	No updates	In accordance with the State-approved Project Schedule	A.4.12.6
CD-24	Technical Support Plan	As needed	No later than 30 calendar days before the start of user acceptance testing	A.4.11
CD-25	Software Maintenance Report	After each incident but no more than Monthly	During Technical Support Phase of Pavem	A.4.11

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A.4.12.6. System Documentation

All product and system documentation must be delivered in hard copy and on CD-ROM. The documentation must clearly and thoroughly describe the use and maintenance of the products.

The Contractor must develop Interface Design Documentation, Logical and Physical Network and System Diagrams, and System Administration and End User manuals and submit to the Caltrans PM for approval. The Contractor is responsible for maintaining and updating this documentation, as necessary through the term of the Agreement, to reflect any changes made to the system.

A.4.13. Ten Percent (10%) Withhold

In accordance with Public Contract Code Section 12112 (a), the State will withhold ten percent (10%) from each progress payment until final system acceptance. Exhibit VII-A Cost Workbook, Table B of Form VII-2, Table C of Form VII-3, Table B of Form VII-4, and Tables C and D of Form VII-6, lists the maximum percentages to be paid for each of the deliverable payment milestones. The Contractor may invoice for payments after completion of the specified deliverable and written acceptance of the deliverable by the Caltrans PM. The ten percent (10%) withhold will apply to all payments made to the Contractor up to and including final system acceptance. The Contractor may invoice for payment of the withheld 10% upon receipt of written final system acceptance from Caltrans.

A.4.14. Unanticipated Tasks

In the event of unanticipated tasks, (during the term of the contract or the four (4) extension option(s) for one (1) year(s) or portion thereof) the State will prepare a Work Authorization to direct the Contractor to perform the additional tasks. Any additional services within the scope of the Statement of Work will be authorized by a Work Authorization (WA) using the format set forth in the IT Personal Services Special Provisions, which may be accessed at:

<http://www.pd.dgs.ca.gov/modellang/itpers.htm>.

The unanticipated tasks shall be paid on a time and materials basis using the labor rate specified by the Contractor in its Cost Bid (Section VII, Exhibit A Cost Workbook, Form VII-7). The Caltrans PM must review and approve the estimated hours and costs for any unanticipated tasks and the contract must be amended to incorporate the approved work authorization, additional costs and /or time extension as needed, prior to the Contractor beginning work on the item. No work shall start until the Contract amendment is approved by the Department of General Services (DGS).

The Contractor may invoice for work authorizations following completion and written acceptance of each work authorization by the Caltrans PM. Payment terms will be described in the specific work authorization. Payment for unanticipated tasks will be made only upon acceptance of the completed work.

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A.5. Staff Availability and Replacement

The Contractor must commit to the continuing availability of the Key Personnel, to the extent of the Contractor's control, for the duration of the project or for their proposed period of involvement (as defined in the Caltrans-approved Project Schedule).

If personnel proposed by the Contractor become unable to participate in this project at any time, they must be replaced with comparably qualified personnel who meet the minimum qualifications as stated in BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS (Section VI), VI C.3 Project Personnel. The Contractor may request changes to personnel (either replacement or additional personnel) by submitting a written request to the Caltrans PM. The request must include customer references and a current résumé for each replacement personnel. The State may, at its sole discretion, request additional information to substantiate whether the replacement personnel are in compliance with the IFB requirements. Within ten (10) State business days after receipt of the request or additional information, the Caltrans PM will respond, in writing, indicating approval or rejection of the replacement personnel. Replacement personnel must be approved in writing by the Caltrans PM before beginning work on the project.

If any of the proposed replacement personnel are rejected and a qualified replacement is not provided, the Contractor will be in default of the Agreement. The State shall not compensate the Contractor for any time or effort required to prepare a new staff member for work on the project.

The State, for cause, reserves the right to require the Contractor to replace any assigned staff at any time. The State will notify the Contractor in writing when exercising that right, providing the Contractor with the cause. The Contractor, no later than 14 calendar days of such notification, shall provide a replacement candidate that meets or exceeds the requirements as defined in Section VI, VI C.3 of the IFB.

A.6. Amendments

Consistent with the terms and conditions of the original solicitation, and upon mutual consent, Caltrans and the Contractor may execute written amendments to this Agreement to incorporate modifications made to the scope of work, term of the contract, and/or Contract Cost, at the discretion of the State. A Contract amendment is not valid until it is approved by the Department of General Services.

A.7. Termination

Caltrans may terminate this Agreement at any time, by giving written notice to the Contractor at least 30 calendar days prior to the date when such termination shall become effective.

A.8. Budget Detail and Provisions

For services satisfactorily rendered, and upon receipt and approval of a valid invoice, Caltrans agrees to compensate the Contractor for work performed in accordance with the rates and amounts specified in the Contractor's Cost Worksheet submitted in response to IFB DOT 2660-423 which is attached hereto as Attachment 2, and made a part of this

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Agreement. Payment will be authorized upon satisfactory completion of all work, as determined by Caltrans.

Invoices shall reference the Agreement number, and provide a breakdown and explanation of all charges. Invoices shall be submitted, in triplicate, not more frequently than monthly to:

Department of Transportation

2389 Gateway Oaks, MS# 91

Attention: Tom Pyle

Sacramento, CA 95833

The maximum amount of this Agreement shall not exceed the amount identified on the face of the STD. 213IT, and there is no obligation on the part of Caltrans to utilize the entire amount. The Contractor assumes all expenses for travel and per diem, and shall not bill Caltrans outside of the costs stated in Exhibit VII, Cost Workbook.

A.9. Budget Contingency Clause

This Agreement is valid and enforceable only if:

- (1) Sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and
- (2) If funding for any fiscal year(s) is reduced or deleted by the State Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an amendment to the Contractor to reflect the reduced amount.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code section 927 et seq.

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EXHIBIT A- 1 DELIVERABLE MINIMUM CONTENT REQUIREMENTS

<i>Deliverable #</i>	<i>Deliverable Title</i>
CD-1	The Project Management Plan must meet the requirements of the OCIO CA-PMM for a project of the size and complexity of Pavem as defined in the ITPL 09-01 and include: • The Contractor's approach to applying project management practices to Pavem • Project team organization and staff management • Communication management • Risk and Issue management • Change / Configuration management • Quality management
CD-2	Project Schedule must include: • 1- Work Breakdown Structure • 2- Key Milestones • 3- Deliverables • 4- Detailed Tasks • 5- Task Dependencies • 6- Durations for each Task • 7- Planned and Actual Start and End Dates • 8- Resources for each Task • 9- Task Ownership, including Contract and Caltrans Tasks • 10- Percent of Project Complete • 11– Critical Path
CD-3	The Monthly Status Report must include: • Progress Made during the Prior Month • Summary of Planned and Completed Tasks • Summary of any Issues, Risks or Pending Changes

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<i>Deliverable #</i>	<i>Deliverable Title</i>
	• Updates to the Project Schedule reflecting Actual Progress Made
CD-4	The System Limited Fit / Gap Analysis must specify: • Gaps between the Contractor's proposed solution and the Pavem functional and technical requirements • Strategies to address the gaps between the solution and Pavem requirements (e.g., configuration, customization, additional products) • Impacts and risks of the proposed strategies • Identification of State' responsibilities related to addressing the gaps (e.g., policy changes)
CD-5	The System Configuration Plan must specify: 1. Description of the Configuration Methodology and Processes, including: Configuration standards and tools to be used for: • Information modeling • Directory access • Configuration, test and support tools to be used • Approach to using and configuring third-party tools and software • Approach to validating and refining the functional requirements • Approach to managing requirements and traceability • Approach to meeting testing standards • Approach to code and test walkthroughs / reviews • Approach to development and testing of Pavem interfaces • Approach to validating system security • Approach to integration and testing of interfaces and third-party software • Approach to managing defects and anomalies 2. Approach to Configuration and Deployment of the Phased Releases, including: • Approach to configuration management of the system environments and software (Configuration Management Plan)

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<i>Deliverable #</i>	<i>Deliverable Title</i>
	• Change Control Management Plan • Approach to version and release management • How the system will be audited and turned over to Caltrans upon final system acceptance
CD-6	The System Requirements Specification must contain: • Summary of the results of the requirements analysis and validation. • Baseline requirements set for the system, including any additional derived requirements and expanded definitions of each base requirement in order to demonstrate Contractor understanding. • Listing of new business processes required and / or impacts to State policies. • An updated requirements traceability matrix, showing traceability from the IFB requirements to the detailed requirements which refine and further elaborate the requirement and associated business rules. • The functional requirements in Section VI Appendix B, Mandatory Functional and Technical Requirements, and Section VI Appendix B, Mandatory Optional and Desirable Optional Requirements (if the State exercises any of the M/O or Desirable options) shall serve as the baseline requirements that the Contractor shall use as the basis for validating and refining the requirements after contract execution. • Modifications to the baseline requirement set are to be expected and will be processed through the System Change Control Process and approved by the State.
CD-7	The Detailed Design Document and Database Schema must contain: • Capabilities, functions and features of the system • Description of the overall design • Description of software modules, interfaces, forms, correspondence, and reports • Description of the system's role-based user access / authority features and tools • Report layout for standard reports

IFB DOT 2660-423**PAVEM INVITATION FOR BID****Appendix A – Pavem Contract and Statement of Work**

<i>Deliverable #</i>	<i>Deliverable Title</i>
	• Data model and relationships • Database(s) design and schema • System interface design • Specific formulas and calculations used to establish the system storage and processing needs (capacity and performance modeling) • Description of the systems security features for protecting the system, data transmissions, and data from unauthorized access
CD-8	The Interface Specification Document must specify: • Discussion of each interfaces and its purpose • Transmission methods and tools • The approach to implementing each of the interfaces, including --Integrating with real-time systems --Interfacing with stand-alone DBs • For each interface, a description of: --Interface method and protocol --Frequency of transmission --Interface format, including any control and error formats --Error handling and recovery methods, including restart procedures --Dependencies or constraints for the interface (e.g., timing of the transmission) --Interface security considerations --Interface testing considerations and approach --Operational considerations, such as scheduling, log file monitoring and operator notifications
CD-9	Data Conversion Plan Must Include: • Scripts and tools that were used/developed as part of this effort. • The Detailed Data Extract / Mappings (for loading Caltrans-converted data) must specify: --Database Schema for the new databases --Data mapping (Interface systems' data elements to new data elements) --Input and output record layouts --Location of source and target data

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<i>Deliverable #</i>	<i>Deliverable Title</i>
	--File / table sizing information --Data Conversion Exception Report
CD-11, CD-13, CD-15, CD-17,	Functional, Performance, Integration/System, Regression and UAT Test Scenarios must include: • Specific test objectives, including requirements to be verified • Specific test preparation activities, including preparation of the test data and test environment • Specific test steps and activities with expected results and actions to be taken, including any analysis of results • Specific criteria used to determine if the test has Passed or Failed
CD-12, CD-14, CD-16, CD-18,	Functional, Performance, Integration/System, Regression, and UAT Test Result Report must include: • Summary of all tests executed during the phase and the results • Detailed list of all anomalies and errors found during testing and the Resolution or Status of each Anomaly/Error • List of the system configuration at the end of testing (e.g., version of software modules, system settings) as compared to the start of testing • Review of the criteria for exiting the test phase and the actual status of each criterion
CD-19	At a minimum, the Training Plan must include the following: • Description of training staff organization • Approach to train-the-trainer training • Approach to technical training • Training curricula • Training materials and training support resources • A description of high level prerequisites for each type of training proposed. • Approach to evaluating the effectiveness of training
CD-20	Train-the-Trainer Training Materials must include the following: • Both paper and electronic formats, for all training sessions through the term of the agreement, and for Caltrans-led training sessions

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<i>Deliverable #</i>	<i>Deliverable Title</i>
	during the course of the configuration and implementation Contract • Training evaluation forms, to be completed by each training class participant
CD-21	System Administrator Training Materials must include the following: • Both paper and electronic formats, for all training sessions through the term of the agreement, and for Caltrans-led training sessions during the course of the configuration and implementation Contract • Training evaluation forms, to be completed by each training class participant
CD-22	System Administration Manual must include: • Practical Tips and Hints on Debugging Problems or Anomalies • Practical Examples and Explanations for System Monitoring • System Performance Monitoring Tips and Hints • System Logs, Audit Logs, and Audit Report Features • Database Monitoring Features and Reports • Database Sizing and Performance Monitoring Tips
CD-23	End User Manual must include: • Use of Screen snapshots • Step-by-Step Instructions • Key Word Index • Practical tips, hints, and shortcuts • Practical examples and explanations with applicability to pavement management
CD-24	At a minimum, the Technical Support Plan must include the following: • Approach to help desk services, including: responding to incidents, service requests • Approach to software maintenance and enhancement • Approach to Pavem Support (e.g., web tools, knowledge bases,

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<i>Deliverable #</i>	<i>Deliverable Title</i>
	customer forums, etc.) • Approach to release management and testing (i.e., testing, tools, and distribution) • Approach to software release schedule for PavEM • Approach to system upgrades and patches (i.e., testing, tools, and distribution)
CD-25	At a minimum, the Software Maintenance Report must include the following: • Software updates provided • Malfunctions and issues reported • The Status of each, malfunction and issue reported including the method of resolution

ATTACHMENT 2 – COST WORKSHEET

IFB DOT 2660-423**PAVEM INVITATION FOR BID****Appendix A – Pavem Contract and Statement of Work**

This attachment will contain the Bidder's response to the Exhibit VII-A Cost Workbook, as submitted by the Bidder in their Final Bid response.

This attachment will be inserted by the State at the time of Agreement award and execution.

ATTACHMENT 3 – GENERAL PROVISIONS

IFB DOT 2660-423**PAVEM INVITATION FOR BID****Appendix A – Pavem Contract and Statement of Work**

The following provisions may be downloaded at the indicated web page:

Information Technology General Provisions (GSPD-401IT), Revision 06/08/2010

<http://www.documents.dgs.ca.gov/pd/modellang/GPIT060810.pdf>

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ATTACHMENT 4 - IT PERSONAL SERVICES SPECIAL PROVISIONS

The following provisions may be downloaded at the indicated web page:

IT Contract Module, Personal Services Special Provisions, Version 02/08/07

<http://www.documents.dgs.ca.gov/pd/modellang/PersonalServiceSpecial020807.pdf>

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ATTACHMENT 5 - IT SOFTWARE SPECIAL PROVISIONS

The following provisions may be downloaded at the indicated web page:

IT Contract Module, Software Special Provisions, Version 01/21/03

<http://www.documents.dgs.ca.gov/pd/modellang/softwarepecial012103.pdf>

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ATTACHMENT 6 - IT PURCHASE SPECIAL PROVISIONS

The following provisions may be downloaded at the indicated web page:

IT Contract Module, Purchase Special Provisions, Version 02/08/07

<http://www.documents.dgs.ca.gov/pd/modellang/Purchasespecial020807.pdf>



California Department of Transportation

**PAVEMENT MANAGEMENT SYSTEM (PAVEM)
INVITATION FOR BID
IFB DOT 2660-423**

**APPENDIX B – BIDDER'S FORMS FOR BUSINESS
FUNCTIONAL AND TECHNICAL REQUIREMENTS**

SEPTEMBER 9, 2010

Issued By:
STATE OF CALIFORNIA
Department of General Services
707 Third Street
West Sacramento, CA 95605

In conjunction with:
Department of Transportation
1120 N Street
Sacramento, CA 95814

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Form VI-1 Draft Project Management Plan Response Form (M)

Provide the requested information in the Draft Project Management Plan. The Bidder must indicate whether the requirement listed is included in their Draft Project Management Plan by responding (Yes/No) in the 'Included' column in the following table:

Requirement Number	Requirement	Included? (YES/NO)	For State Use Only Pass/Fail
General Approach to Managing the Project			
P1	Includes a discussion of the Bidder's project management methodology for a project of the size and complexity of PaveM that meets the requirements of the Office of the State Chief Information Officer (OCIO) California Project Management Methodology (CA-PMM) as defined in IT Policy Letter (ITPL) 09-01. See the Bidders' Library for ITPL 09-01.		
Description of Project Team Organization and Staff Management			
P2	Project organization chart is included		
P3	Roles and responsibilities are well defined		
Communication Management			
P4	Includes a list of planned communication activities that align with the OCIO CA-PMM as defined in the ITPL 09-01. See Bidders' library for the See the Bidders' Library for ITPL 09-01.		

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Requirement Number	Requirement	Included? (YES/NO)	For State Use Only Pass/Fail
Risk and Issue Management			
P5	Includes an outline of an issue management process that aligns the OCIO CA-PMM as defined in the ITPL 09-01. See Bidders' library for the See the Bidders' Library for ITPL 09-01.		
P6	Includes an outline of a risk management process that aligns with the OCIO CA-PMM as defined in the ITPL 09-01. See Bidders' library for the See the Bidders' Library for ITPL 09-01.		
Change / Configuration Management			
P7	Includes an outline of Change / configuration management procedures that align with OCIO CA-PMM as defined in the ITPL 09-01. See Bidders' library for the See the Bidders' Library for ITPL 09-01.		
Quality Management			
P8	Requirements tracking procedures are defined in alignment with OCIO CA-PMM as defined in the ITPL 09-01. See Bidders' library for the See the Bidders' Library for ITPL 09-01.		

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Form VI-2 Draft Project Schedule Response Form

The Bidder must indicate whether the requirement listed is included in their Draft Project Schedule by responding (Yes/No) in the 'Included' column in the following table:

Requirement Number	Requirement	Included? (YES/NO)	<i>For State Use Only Pass/Fail</i>
Draft Project Schedule			
S1	Project schedule is fully resource loaded and leveled and reflects expected timeframes		

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Form VI-3: Key Personnel Qualifications Certification: Project Manager

Proposed Staff Name:				
Affiliation (check one):	Bidder	Subcontractor	DVBE	
SUMMARY OF QUALIFICATIONS. Minimum Qualification 1: I have working knowledge of Project Management Institute's Project Management Body of Knowledge (PMBOK). (Cite specific related experience in the résumé, such as certifications or classes taken.) NOTE: Refer to IFB Section IX.E.4.c.1: Key Personnel Minimum Experience Requirements for requirements on calculating staff experience and other general experience requirements. Start/end dates for the time spent on the project must be included in the résumé.				
Minimum Qualification 2: I have at least three (3) years of project management experience. (Provide a summary and cite the client and project in the résumé.)				
Summary:				
Client	Project Name	Full-Time or Part-Time	Start/End Dates of Project	Amount of Experience Gained
Total Number of Years' Experience:				
Minimum Qualification 3: I have managed at least one (1) configuration/implementation project for the Bidder within the past five (5) years. (Provide a summary and cite the client and project in the résumé.)				
Summary:				
Client	Project Name	Full-Time or Part-Time	Start/End Dates of Project	Employee of Bidder or Subcontractor to Bidder
Total Number of Projects Managed for the Bidder:				
I have included client references in my résumé. All referenced work used to meet the Key Personnel Minimum Experience Requirements must have been performed within the past five (5) years. Referenced work must have been for a client external to the Bidder's organization and subsidiaries. Internal research and development (R&D) projects shall not be counted towards the experience requirements.				
By signing this form, I certify that the information above is true. I have attached a professional résumé that supports the above summary of qualifications, and I have provided references that the State may use to verify my qualifications and experience.				
Signature:				
Typed Name:			Date:	

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Form VI-4: Key Personnel Qualifications Certification: Application Configuration Lead

Proposed Staff Name:				
Affiliation (check one):		Bidder		Subcontractor
				DVBE
SUMMARY OF QUALIFICATIONS. Minimum Qualification 1: At least two (2) years of experience implementing pavement management applications for large pavement networks (i.e. more than 15,000 lane miles) in all the following areas: a. Pavement inventory b. Pavement Condition survey c. Pavement network performance prediction models d. Maintenance, Preservation, Rehabilitation, and Reconstruction (M, P & R2) selection e. Cost model f. Optimization (Provide a summary and cite the client and project in the résumé) NOTE: Refer to IFB Section IX.E.4.c.1: Key Personnel Minimum Experience Requirements for requirements on calculating staff experience and other general experience requirements. Start/end dates for the time spent on the project must be included in the résumé. Minimum Qualification 2: I have at least six (6) months experience implementing the Bidder's proposed products. (Provide a summary and cite the client and project in the résumé.)				
Summary				
Client	Project Name	Full-Time or Part-Time	Bidder's Proposed Product (Yes/NO)	Amount of Experience Gained
Total Number of Years Experience Implementing pavement management applications:				
I have included client references in my résumé. Referenced work must have been for a client external to the Bidder's organization and subsidiaries. Internal research and development (R&D) projects shall not be counted towards the experience requirements. The reference must be for a project involving the implementation and installation of the proposed products.				
By signing this form, I certify that the information above is true. I have attached a professional résumé that supports the above summary of qualifications, and I have provided references that the State may use to verify my qualifications and experience.				
Signature:				
Typed Name:			Date:	

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Bidder's Instructions for Form VI-5, VI-6 and VI-7

The Bidder's response to the requirements in Forms VI-5, VI-6 and VI-7 must be in the order and format provided. Bidders may reference the Current System Details file located in the Bidders' Library for additional information on the system interfaces.

Requirement Identifier (Req. ID):

Each requirement has a unique number. Bidders may not alter requirement numbers.

Requirement Description:

This column is populated with the description of each requirement. Bidders may not alter requirement descriptions.

Bidder Agrees to Meet Requirement:

The Bidder must enter a "yes" or a "no" response for all rows of the matrix. A "yes" response in Form VI-5 and VI-6 indicates that the Bidder agrees that proposed solution fully meets the requirement. A "yes" response in Form VI-7 indicates that the Bidder agrees to provide the service described and further detailed in the Appendix B, Statement of Work. If a Bidder does not respond "yes" to a Mandatory requirement this may be cause for rejection of the proposal. A "no" response in Form VI-5 and VI-6 indicates that the Bidder's proposed solution does not meet the requirement. A "no" response in Form VI-7 indicates that the Bidder will not provide the service described. If this field is left blank it will be considered as a "no" response.

Supporting Literature or Documentation Reference:

Bidders shall indicate in their response (volume number, page number(s), or section(s)) where documentation can be found to substantiate the bidders response. Documentation must be complete and in sufficient detail for the evaluation team to confirm that the requirement will be met.

Requirement Type:

Each requirement is categorized by its type. A requirement is either mandatory (M), mandatory optional (MO), desirable (D) or desirable optional (DO). Bidders may not alter this field.

Total Points Possible:

Each requirement is Pass/Fail, assigned a point value, or not scored. Bidders may not alter the Total Points Possible.

State Evaluator Use:

This field is for State use and must not be used or altered by Bidders.

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Form VI-5: Functional Requirements Response Form

The Functional Requirements are organized into seven (7) pavement management business functions.

They are:

- Data Collection;
- Analysis;
- Optimization;
- Feedback;
- Reporting;
- Mapping; and
- Special Reporting and Calculating Requirements.

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
Data Collection						
DC-01	The system shall provide the capability to import and store highway inventory data from the Caltrans Transportation System Network (TSN).			M	Pass/Fail	
DC-02	The system shall provide the capability to import pavement condition data from the Caltrans Pavement Management Information Branch (PMIB) system.			M	Pass/Fail	
DC-03	The system shall provide the capability to access and import pavement condition data from the Caltrans Automated Pavement Condition Survey (APCS) system.			M	Pass/Fail	
DC-04	The system shall provide the capability to update pavement highway inventory and condition after pavement construction project completion from the Caltrans TSN.			M	Pass/Fail	
DC-05	The system shall provide the capability to import and store construction pavement layer type and thickness data from the Ground Penetrating Radar (GPR).			M	Pass/Fail	

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PAVEM INVITATION FOR BID**

Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
DC-06	The system shall provide the capability to import and store project information from the Caltrans Office Engineer (OE) and Program Project Resource and Schedule Management (PRSM) system.			M	Pass/Fail	
DC-07	The system shall provide the capability to import and store climate zone information.			M	Pass/Fail	
DC-08	The system shall provide the capability to access bridge approach and slab information from the Caltrans Bridge Management System (PONTIS).			M	Pass/Fail	
DC-09	The system shall provide the capability to import and store pavement materials information.			M	Pass/Fail	
DC-10	The system shall provide the capability to import and store traffic information from the Caltrans Performance Measurement System (PeMS).			M	Pass/Fail	
DC-11	The system shall provide the capability to import and store test and research pavement sections from Caltrans and Federal Highway Administration (Long Term Pavement Performance) research databases.			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
DC-12	The system shall provide the capability to import and store pavement deflection data.			M	Pass/Fail	
DC-13	The system shall provide the capability to store pavement segment data in user definable segments.			M	Pass/Fail	
DC-14	The system shall provide the capability to manually edit pavement segment boundaries including the ability to split an existing section and the ability to join two or more existing sections into one.			M	Pass/Fail	
DC-15	The system shall provide the capability to store paved shoulder location, condition and work history data from the Caltrans TSN, APCS and PMIB systems. Paved shoulder information shall be stored separately for left and right shoulders. Shoulder information may utilize different segmentation than pavement condition information.			M	Pass/Fail	
DC-16	The system shall provide the capability to access and view video images from the APCS external server for a selected location.			MO	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
DC-17	The system shall provide the capability to view documents pertaining to any section of road from the Caltrans Document Retrieval System (DRS) system.			M	Pass/Fail	
DC-18	The system shall provide view-add-edit-delete functionality for ground penetrating radar results.			M	Pass/Fail	
DC-19	The system shall have the ability to access GPR data.			M	Pass/Fail	
DC-20	The system shall provide the capability to store and provide view-add-edit-delete functionality for core samples.			M	Pass/Fail	
DC-21	The system shall provide the capability to link and store documents and images related to their appropriate pavement segment.			M	Pass/Fail	
DC-22	The system shall provide the ability to import, store and manage non-pavement fixed assets such as guard rails, signs, and call boxes.			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
DC-23	The system shall provide the capability to import and store skid tests results.			MO	Pass/Fail	
DC-24	The system shall provide the capability to make pavement condition data available to users.			M	Pass/Fail	
DC-25	The system should provide the users the capability to specify the source of pavement condition data to be utilized for the creation of pavement analysis sections.			D	15	
DC-26	The system should provide the capability to store layer data and treatment history data by lane for a given section.			D	15	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
Analysis						
A-01	The system shall provide the capability to calculate user definable performance indices based on pavement condition.			M	Pass/Fail	
A-02	The system shall provide the capability to calculate user definable pavement performance using deterministic, probabilistic or hybrid models.			M	Pass/Fail	
A-03	The system shall provide pavement performance based on "families of performance curves" of pavement with similar characteristics as well as performance curves for individual pavement segments.			M	Pass/Fail	
A-04	The system shall provide the capability to calculate predicted pavement performance (deterioration) for different treatment strategies (e.g. preventive maintenance, rehabilitation and reconstruction).			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
A-05	The system shall provide the capability to identify candidate sections for categories of treatments based on business rules (pre-defined condition thresholds, "triggers").			M	Pass/Fail	
A-06	The system shall provide the ability to recommend one or more treatment strategies to a candidate section based on business rules (pre-defined condition thresholds, "triggers").			M	Pass/Fail	
A-07	The system shall provide the capability to analyze pavement preventive maintenance or repair strategies by state, district, county, and route.			M	Pass/Fail	
A-08	The system shall provide the capability to delineate congruent candidate sections into a grouping of a minimum user defined length for candidate projects.			M	Pass/Fail	
A-09	The system shall provide the capability to calculate annual changes in measured distresses over time.			M	Pass/Fail	

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PAVEM INVITATION FOR BID**

Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
A-10	The system shall calculate the Service Life (SL) and the associated treatment costs of projects using alternative pavement strategies.			M	Pass/Fail	
A-11	The system shall provide the ability to calculate the remaining service life of the pavement.			M	Pass/Fail	
A-12	The system shall perform user definable life-cycle cost analysis of pavement projects.			M	Pass/Fail	
A-13	The system shall provide the capability to query, sort, and filter the candidate sections, treatments, and costs for specific classes of treatments and pavement types.			M	Pass/Fail	
A-14	The system shall provide the capability to calculate current asset value based on replacement costs and depreciated value due to deterioration.			M	Pass/Fail	

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PAVEM INVITATION FOR BID**

Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
A-15	The system shall provide the capability to calculate user definable performance indices based on pavement deflection data.			M	Pass/Fail	
A-16	The system should provide the capability to project the future condition of paved shoulders.			D	15	
A-17	The system should provide the capability to recommend a treatment strategy for paved shoulders based on inventory and condition attribute values.			D	15	
A-18	The system shall assign a priority value to each state highway project based on user entered parameters.			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
Optimization						
O-01	The system shall provide the capability to recommend a treatment strategy (or treatment cost category) to the candidate section based on a selected optimization method.			M	Pass/Fail	
O-02	The system shall provide the capability to perform "what if" analysis of different funding scenarios and project priorities to optimize projects on a statewide basis.			M	Pass/Fail	
O-03	The system shall provide the capability to predict future pavement performance given a specific budget.			M	Pass/Fail	
O-04	The system shall provide project priority lists that optimize funding scenarios, for the five-year and ten-year plan(s), based on user defined objective functions for the state, each district, segments and other geographical subdivisions of the pavement network.			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
O-05	The system shall provide the capability for the user to override the system's treatment recommendation and assign a different treatment.			M	Pass/Fail	
O-06	The system should provide the capability to log each time the user overrides the system's treatment recommendation.			D	15	
O-07	The system shall provide the capability to save results of multiple scenarios and compare recommended treatments, budgets and performance results across scenarios.			M	Pass/Fail	
O-08	The system shall be able to prioritize candidate projects based upon user defined criteria including at a minimum: • Remaining Service Life (RSL) of the pavement; • Existing Pavement Condition; • Cost; • Life cycle cost; • Truck Annual Average Daily Traffic (TAADT), Equivalent Single Axle Load (ESAL); and • User override.			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
O-09	The system shall provide the capability to prioritize /optimize candidate projects based on funding levels.			M	Pass/Fail	
O-10	The system shall provide the capability to calculate historical and future project costs for definable segments of highway.			M	Pass/Fail	
O-11	The system shall provide the capability to incorporate user costs into the optimization process.			M	Pass/Fail	
O-12	The system should provide the capability to produce a multi-year pavement work plan with or without needed shoulder work for those pavement sections that are included in the program.			D	15	
O-13	The system should provide the capability to incorporate user-specified inflation rates that can vary by year in treatment cost estimates.			D	15	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
O-14	The system should provide the capability to utilize multiple sets of cost data to be stored by treatment type and district and applied in a given scenario run.			D	15	
Feedback						
F-01	The system shall provide the capability to compare actual pavement performance to predicted pavement performance for purposes of calibrating the pavement performance models.			M	Pass/Fail	
F-02	The system should provide the capability to incorporate updated project level treatment strategy and cost information into the network level list of planned/programmed projects.			D	15	
F-03	The system should provide advanced data mining tools and functionality such as neural networks and ensembles of predictive models.			D	15	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
Reporting						
R-01	The system shall provide an ad-hoc reporting capability for pavement inventory, condition, construction history and treatment recommendation information, with selections of fields, filters and sort criteria. Include capability to define calculated fields incorporating standard statistical functions including weighted averages.			M	Pass/Fail	
R-02	The system shall provide the capability to save queries and report layouts for future execution.			M	Pass/Fail	
R-03	The system shall provide a standard pavement history report for a user-specified section or portion of the network.			M	Pass/Fail	
R-04	The system shall provide the capability to generate a report showing pavement distress and condition attributes over annual periods, for a selected portion of the network.			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
R-05	The system shall provide a standard report showing summaries across and among all of the following categories: a. Caltrans Districts (with state total) b. Pavement type (Portland Cement Concrete or Hot Mix Asphalt Concrete) c. Functional class d. Miles (center line miles and main line travelled-way lane miles) e. County, route and post mile			M	Pass/Fail	
R-06	The system shall provide a standard report of sections recommended for treatment in a selected district, containing section identification, estimated cost, and recommended treatment type.			M	Pass/Fail	
R-07	The system shall provide the capability to produce all of the following standard reports: a. List of candidate sections by strategy (preventive maintenance, rehabilitation or reconstruction) b. List of proposed preservation, maintenance, and rehabilitation projects c. List of prioritized candidate projects recommended for funding d. Projected condition from user-defined list of projects, after treatment e. Remaining service life estimates for segments sorted by county, routes and districts			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
R-08	The system shall provide the capability to produce time-series reports for a specific highway section (district, county, route, begin post mile to end post mile) including, the following: a. Dominant distress (Individual Pavement Condition Index) b. IRI and other condition measures c. Priority compared to other projects d. Recommended strategy e. Within specified time horizon (begin date and end date) f. PCI reporting – statewide and by district			M	Pass/Fail	
R-09	The system shall provide an ad-hoc graphing capability for pavement inventory, condition, construction history and treatment recommendation information-with selections of fields, filters and sort criteria. Include the capability to define calculated fields incorporating weighted average statistics.			M	Pass/Fail	
R-10	The system shall provide the capability to generate bar charts showing the pavement condition (roughness or distress index values) or percent deficient (below a user-defined threshold), by user-defined ranges for user-defined segments of the network (e.g. by district, pavement type and system).			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
R-11	The system shall provide the capability to generate bar charts comparing the current pavement condition to the predicted condition for different funding scenarios.			M	Pass/Fail	
R-12	The system shall provide the capability to generate graphs of current pavement distress, roughness, and rutting information for user selected locations (route, from mile-post to mile-post).			M	Pass/Fail	
R-13	The system shall provide the capability to generate graphs showing changes in pavement distress and condition attributes over time for a user-selected location.			M	Pass/Fail	
R-14	The system should allow users the ability to utilize graphing tools at a level equivalent to CorelDRAW Graphics Suite.			D	15	
R-15	The system should provide the capability to show pavement type, treatment recommendations, treatment history and scheduled projects on a straight line diagram.			DO	Not scored	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
R-16	The system should provide the capability to automatically generate graphical displays of existing pavement layer materials, thicknesses and placement dates by section - both longitudinal and cross-section views.			DO	Not scored	
R-17	The system should provide the capability to report paved shoulder repair needs based on user defined business rules.			D	15	
R-18	The system shall provide the capability to produce a report for Highway Performance Monitoring System (HPMS) containing pavement condition data.			M	Pass/Fail	
R-19	The system shall provide reporting capability using aggregate functions (e.g., mathematical, statistical).			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
R-20	The system shall provide reports that are formatted for both on-screen and print.			M	Pass/Fail	
R-21	The system shall provide print capabilities including print setup such as printer selection, number of copies, print range and print preview.			M	Pass/Fail	
Mapping						
M-01	The system shall provide the capability to map pavement type and condition, treatment recommendations, treatment history and scheduled projects.			M	Pass/Fail	
M-02	The system shall produce maps with vendor supplied GIS tools showing pavement condition based on Caltrans defined criteria.			M	Pass/Fail	

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Form VI-5: Functional Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
Special Reporting and Calculating Requirements						
SR-01	The system shall provide the capability to identify and propose recycling strategies for segments and routes based on user-defined criteria.			M	Pass/Fail	
SR-02	The system should provide the capability to estimate fuel consumption of all construction activities per treatment type.			DO	Not scored	
SR-03	The system should provide the capability to prioritize projects based on fuel consumption of vehicles over the life of the project.			DO	Not scored	
SR-04	The system should provide the capability to consider pavement treatment strategies for the reduction of fuel consumption through strategy optimization and material selection.			DO	Not scored	
SR-05	The system should provide the capability to separate and prioritize pavement segments that can have Cool Pavement strategies applied.			DO	Not scored	

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Form VI-5: Functional Requirements Response Form

<i>Req ID</i>	<i>Requirement Description</i>	<i>Bidder Agrees to Meet Requirement (Yes/No)</i>	<i>Supporting Literature or Documentation Reference</i>	<i>Requirement Type</i>	<i>Total Points Possible</i>	<i>State Evaluator Use Pass/Fail/Score</i>
SR-06	The system should provide the capability to identify locations for 100-year pavements based on user-defined criteria.			D	15	

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Form VI-6: Technical Requirements Response Form

The Technical Requirements are organized into seven (7) technical areas.

They are:

- Operational Environment;
- User Interface Requirements;
- User Access/Security Requirements;
- Performance/Capacity Requirements;
- Integration/Migration Requirements;
- Administration/Backup/Archive Requirements; and
- Reporting/Querying Requirements.

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Form VI-6: Technical Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
Operational Environment						
OE-01	The system shall be logically and physically segmented into an n-tier model separating the Presentation, Business Logic, and Database layers.			M	Pass/Fail	
OE-02	The system shall be delivered to the users through the Caltrans intranet via the Caltrans web browser standard. (See Bidders' library for Caltrans IT standards)			M	Pass/Fail	
OE-03	The system shall have the capability to interface with a Service-Oriented Architecture (SOA) to facilitate interfacing with existing and future Caltrans and State Department Systems.			D	25	
OE-04	All system environments shall be implemented on relational databases in compliance with Caltrans and OTech standards. (See Bidders' library for Caltrans and OTech standards).			M	Pass/Fail	
OE-05	The database(s) shall adhere to open database connectivity (ODBC) standards. (See Bidders' library for Caltrans IT standards).			M	Pass/Fail	

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Form VI-6: Technical Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
OE-06	Data communication protocols shall make use of industry standards such as TCP/IP.			M	Pass/Fail	
User Interface Requirements						
UI-01	The system shall provide data validation capability based upon defined business rules.			M	Pass/Fail	
UI-02	The system shall provide defined, meaningful and user-friendly error messages that appear on the same page as the error.			M	Pass/Fail	
UI-03	The system shall provide multi-level sort reporting capability.			M	Pass/Fail	
UI-04	The system shall provide a configurable data export function to export any PaveM data to the following industry standard formats: CSV, PDF, XML, DOC, and XLS.			M	Pass/Fail	
UI-5	The system should provide a visual indication of required data elements on screens.			D	15	

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Form VI-6: Technical Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
UI-6	The system should provide drop down boxes and radio buttons to facilitate the entry of information.			D	15	
UI-7	The system should provide progress status indication throughout the process when the computer is busy and unavailable until the process is completed.			DO	Not scored	
UI-8	The system shall provide context-sensitive help.			M	Pass/Fail	
User Access/Security Requirements						
US-01	The system shall allow secure system access leveraging existing Identity Stores managed by Caltrans. The application shall be able to redirect the authentication request to an LDAP version 3 compliant directory.			M	Pass/Fail	

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Form VI-6: Technical Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
US-02	The system shall provide role-based levels of security for data access at the application level to ensure that information cannot be created, read, modified, or deleted by an unauthorized party.			M	Pass/Fail	
US-03	The system shall provide configurable field-level data access permission controls by user role to include no access, read-only, create, and full edit (and delete) permissions.			M	Pass/Fail	
US-04	The system shall meet Office of Technology Services (OTech) security recommended "Best Practices": http://www.servicecatalog.dts.ca.gov/docs/Service_Catalog_SMD_Best_Practices.ppt			M	Pass/Fail	
US-05	The system must return data to its previous state if an update process fails prior to completion.			M	Pass/Fail	
Performance/Capacity Requirements						
PC-01	The system shall be capable of supporting a minimum of 115 concurrent users.			M	Pass/Fail	

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Form VI-6: Technical Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
PC-02	The system shall create analysis sections for the entire Caltrans network in less than 8 hours.			M	Pass/Fail	
PC-03	The system shall perform optimization for the entire Caltrans network in less than 16 hours.			M	Pass/Fail	
PC-04	The system shall run individual budget or performance target scenarios for the entire network in less than 60 minutes.			M	Pass/Fail	
PC-05	The time for any user to retrieve a screen of information for viewing shall be less than 2 seconds, excluding reports.			M	Pass/Fail	
Integration/Migration Requirements						
IM-01	The system shall have the ability to integrate with Traffic System Network (TSN) through the Caltrans post mile web services.			M	Pass/Fail	
IM-02	The system shall have the ability to interface with PeMS through the Caltrans post mile web services.			M	Pass/Fail	

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Form VI-6: Technical Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
IM-03	The system shall have the ability to interface (Inbound) with the Bridge Management System (PONTIS) database.			M	Pass/Fail	
IM-04	The system shall have the ability to integrate with the PRSM Database through the Caltrans post mile web services.			M	Pass/Fail	
IM-05	The system shall have the ability to integrate with GIS software to perform spatial analysis.			M	Pass/Fail	
IM-06	The system shall be designed to interface with the Automated Pavement Condition Survey external system outside of the Caltrans firewall. (See Bidders' library for the APCS system specification)			M	Pass/Fail	
IM-07	The system should have the ability to integrate with GIS software as a front-end for Pavem.			DO	Not scored	
Administrative/Backup/Archive Requirements						
AB-01	The system shall provide configurable screens for dynamic screen building/generation. For example, add/delete fields, change field names, update/maintenance of application screen parameters, color choices, font size, screen layout, and user preferences by designated user			M	Pass/Fail	

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Form VI-6: Technical Requirements Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
	system administrators.					
AB-02	The system shall provide multiple field search capability throughout Pavem.			M	Pass/Fail	
AB-03	The system shall provide a configurable data loading function to import data/files from the following various sources: Oracle, MS Access, Foxpro, Filemaker Pro, and MS Excel.			M	Pass/Fail	
AB-04	The application shall provide the capability for designated users/administrators to update/maintain all code tables used for data validation and pick lists.			M	Pass/Fail	
AB-05	The system shall have the ability for designated users/administrators to set up and administer HQ and District Pavem user accounts, their roles, and access levels.			M	Pass/Fail	
AB-06	The system shall allow for maintenance processes such as backups.			M	Pass/Fail	
Reporting/Querying						
RQ-01	The system shall provide querying capabilities suitable for end-users.			M	Pass/Fail	

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Form VI-6: Technical Requirements Response Form

<i>Req ID</i>	<i>Requirement Description</i>	<i>Bidder Agrees to Meet Requirement (Yes/No)</i>	<i>Supporting Literature or Documentation Reference</i>	<i>Requirement Type</i>	<i>Total Points Possible</i>	<i>State Evaluator Use Pass/Fail/Score</i>
RQ-02	The system shall provide ad hoc and parameterized reporting.			M	Pass/Fail	

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Form VI-7: Required Services Response Form

The services are organized into five (5) areas.

They are:

- Data Conversion;
- System Documentation;
- Test Planning and Execution;
- Training; and
- Technical Support and Licensing Services.

Refer to the Statement of Work in Appendix A for a detailed description of services to be provided by the Contractor.

Supporting Literature of Documentation Reference is not applicable for this form as such no response is required.

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Form VI-7: Required Services Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
Data Conversion						
CDC-01	Contractor must load the Caltrans-supplied data into the PavEM.		N/A	M	Pass/Fail	
CDC-02	The Contractor is responsible for the analysis and resolution of loading exceptions and anomalies. Refer to the SOW A.4.7 Data Conversion Services for more details.		N/A	M	Pass/Fail	
System Documentation						
CSD-01	The Contractor must provide electronic and written product and system documentation that clearly and thoroughly describes use and maintenance of the overall system and each component or product.		N/A	M	Pass/Fail	
CSD-02	The Contractor is responsible for maintaining and updating the product and system documentation, as necessary through the term of the Agreement, to reflect any changes made to the products.		N/A	M	Pass/Fail	
Test Planning and Execution						
CTP-01	The Contractor is responsible for developing the Test Plan and Test Scenarios for each test phase defined in the Statement of Work (SOW).		N/A	M	Pass/Fail	

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Form VI-7: Required Services Response Form

Req ID	Requirement Description	Bidder Agrees to Meet Requirement (Yes/No)	Supporting Literature or Documentation Reference	Requirement Type	Total Points Possible	State Evaluator Use Pass/Fail/Score
CTP-02	The Contractor is responsible for providing and coordinating all necessary software and test personnel to execute and support testing activities.		N/A	M	Pass/Fail	
Training						
CTR-01	The Contractor must deliver a comprehensive Training Plan.		N/A	M	Pass/Fail	
CTR-02	The Contractor is responsible for developing and providing all training materials necessary for achieving the training requirements.		N/A	M	Pass/Fail	
CTR-03	The Contractor will provide train-the trainer and system administration training as defined in the Statement of Work.		N/A	M	Pass/Fail	
Technical Support and Licensing Services						
CMO-01	Contractor shall be responsible for the maintenance and operations of the PavEM test, training, and production environments.		N/A	M	Pass/Fail	
CMO-02	The Contractor shall provide Caltrans with a single point of contact along with a toll-free phone number.		N/A	M	Pass/Fail	

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Form VI-7: Required Services Response Form

<i>Req ID</i>	<i>Requirement Description</i>	<i>Bidder Agrees to Meet Requirement (Yes/No)</i>	<i>Supporting Literature or Documentation Reference</i>	<i>Requirement Type</i>	<i>Total Points Possible</i>	<i>State Evaluator Use Pass/Fail/Score</i>
CMO-03	The system shall be operational Monday through Friday, 8:00 AM to 5:00 PM PT. The Contractor shall provide maintenance services such as software upgrades outside those hours.		N/A	M	Pass/Fail	

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PaveM Invitation for Bid
Exhibit VII-A - Cost Workbook

Form VII-1 - Total Cost Summary

COST CATEGORY	SUMMARY COST	SUMMARY COST - Not Included in Evaluation
One-Time Costs		
VII-2 - System Configuration, Data Conversion, Testing and Implementation Costs	\$ -	
VII-3 - Software Purchase Costs: Contractor-Provided COTS and Third Party Software - Table A (Mandatory and Desirable Requirements)	\$ -	
VII-4 - Training Services Costs	\$ -	
<i>Contractor One-Time Costs Subtotal</i>	\$ -	
Ongoing Costs		
VII-5 - Technical Support Services and Licensing Costs: Contractor-Provided COTS and Third-Party Software	\$ -	
<i>Ongoing Costs Subtotal</i>	\$ -	
Other Costs		
VII - 6 - Optional Requirements Pavement Management Costs - Table A (Mandatory Optional Requirements)	\$ -	
VII -6 - Optional Requirements Pavement Management Costs - Table B (Desirable Optional Requirements)		\$ -
VII - 7 - Bidder Labor Costs for Unanticipated Tasks	\$ -	
Grand Total	\$ -	\$ -

Notes:

- 1- This form should automatically populate from information contained in the other worksheets.
- 2- The Bidder must not make any alterations to this worksheet, but should confirm the totals are as expected.
- 3- Columns in light blue contain preset formulas that must not be altered. If a formula error is detected, notify the Procurement Official immediately.

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PaveM Invitation for Bid
Exhibit VII-A - Cost Workbook

Form VII-2 - System Configuration, Data Conversion, Testing and Implementation Costs

TABLE A: Configuration, Data Conversion, Testing and Implementation Contract Costs

Item Description	Cost	Total Cost
System Configuraton	\$ -	\$ -
Data Conversion	\$ -	\$ -
Testing	\$ -	\$ -
Total		\$ -

TABLE B: Configuration, Data Conversion, Testing and Implementation Deliverables

Deliverable Description	Deliverable Reqmt # (refer to SOW)	Payment Percentage	Payment Amount
Approved Project Management Plan	CD-1	3%	\$ -
Approved Project Schedule	CD-2	2%	\$ -
Approved Monthly Status Reports	CD-3	0%	\$ -
Approved System Fit/Gap Analysis	CD-4	5%	\$ -
Approved System Configuration Plan	CD-5	5%	\$ -
Approved System Requirements Specification	CD-6	5%	\$ -
Approved Detailed Design Document with Database Schema	CD-7	5%	\$ -
Approved Interface Specification Documentation	CD-8	10%	\$ -
Approved Detailed Data Conversion Plan	CD-9	10%	\$ -
Approved PaveM Test Plan	CD-10	5%	\$ -
Approved Functional Test Scenarios	CD-11	0%	\$ -
Approved Functional Test Results Report	CD-12	5%	\$ -
Approved Integration/System Test Scenarios	CD-13	0%	\$ -
Approved Integration/System Test Results Report	CD-14	10%	\$ -
Approved Performance Test Scenarios	CD-15	0%	\$ -
Approved Performance Test Results Report	CD-16	10%	\$ -
Approved Load Test Scenarios	CD-17	0%	\$ -
Approved Load Test Results Report	CD-18	10%	\$ -
Approved UAT Test Scenarios	CD-19	0%	\$ -
Approved UAT Test Results Report	CD-20	10%	\$ -
Maintenance Plan	CD-26	5%	\$ -
10% Payment Withhold	N/A	N/A	\$ -
Total			\$ -

Instructions:

- 1 - Enter the cost for providing the services for each function listed.
- 2 - The payment milestones in Table B will be calculated automatically.
- 3 - Columns in light blue contain preset formulas that must not be altered. If a formula error is detected, notify the Procurement Official immediately

Form VII-3 - Software Purchase Costs: Contractor-Provided COTS and Third-Party Software

TABLE A: Mandatory and Desirable Requirements

Item Description	Product Name and Version	License Type	Purchase Price (including tax)	Quantity	Cost (Purchase Price X Quantity)
Base Product			\$ -		\$ -
Add-ons			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
Third-Party Software			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
Total					\$ -

TABLE B: Cost per License for Additional Licenses

Cost per License	Cost
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total	\$ -

TABLE C: Contractor-Provided COTS Software Deliverables

Milestone Deliverable Description	Deliverable Reqmt # (refer to SOW)	Payment Percentage	Payment Amount
Approved UAT Test Results Report	NA	100%	\$ -
Total			\$ -

Instructions:

- 1 - In Table A: Enter the proposed software products by product name and version, license type (i.e. enterprise or by number of seats and license quantity).
- 2 - In Table A: Add-ons refer to products that complement the Bidder's base product to provide functionality defined in the requirements. Add-on products are owned and distributed by the Bidder.
- 3 - Insert additional rows as necessary to address all software needed for PaveM, and adjust the formulas to provide the correct subtotals and totals.
- 4 - In Table B: Cost Per License for Additional Licenses, enter the cost per license for the base product, add-ons and third-party software needed for PaveM.
- 5 - The payment milestones in Table C will be calculated automatically.
- 6 - Columns in light blue contain preset formulas that should not be altered, unless per Instruction #3 above. If a formula error is detected, notify the Procurement Official immediately.

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Form VII-4 - Training Services Costs

TABLE A: Training Contract Costs

Item Description	Cost	Total Cost
Train-the-trainer training	\$ -	\$ -
System administrator training	\$ -	\$ -
		\$ -

TABLE B: Training Deliverables

Milestone Deliverable Description	Deliverable Reqmt # (refer to SOW)	Payment Percentage	Payment Amount
Approved Training Plan	CD-21	20%	\$ -
Approved Train-the-Trainer Training Materials	CD-22	20%	\$ -
Approved System Administrator Training Materials	CD-23	20%	\$ -
Approved System Administrator Manual	CD-24	20%	\$ -
Approved End User Manual	CD-25	20%	\$ -
10% Payment Withhold	N/A	10%	\$ -
Total			\$ -

Instructions:

- 1 - In Table A: enter the cost for providing the training service listed.
- 2 - The payment milestones in Tables B will be calculated automatically.
- 3 - Columns in light blue contain preset formulas that must not be altered. If a formula error is detected, notify the Procurement Official immediately.

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Form VII-5 - Technical Support Services and Licensing Costs

TABLE A: Technical Support for Contractor-Provided COTS and Third-Party Software

Item Description	Annual Technical Support Svcs Optional Year 1**	Annual Technical Support Svcs Optional Year 2**	Annual Technical Support Svcs Optional Year 3**	Annual Technical Support Svcs Optional Year 4**	Average Annual Hours and Cost (for evaluation purposes only)
Bidder's Estimated Hours for Technical Support Services	500	500	500	500	500 Hours
Bidder's Price for Technical Support Services	\$ -	\$ -	\$ -	\$ -	\$ -
	Total				\$ -

TABLE B: Licensing for Contractor-Provided COTS and Third-Party Software

Item Description	Annual Licensing Cost for Optional Year 1**	Annual Licensing Cost for Optional Year 2**	Annual Licensing Cost for Optional Year 3**	Annual Licensing Cost for Optional Year 4**	Average Annual Licensing Costs (for evaluation purposes only)
Base Product	\$ -	\$ -	\$ -	\$ -	\$ -
Add-ons	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Third-Party Software	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

TABLE C: Technical Support Services

Deliverable Description	Deliverable Reqmt # (refer to SOW)	Payment Percentage	Payment Amount
Software Maintenance Report	CD-25	100%	\$ -
	Total		\$ -

Instructions:

- 1 - In Table A: Enter the **cost** for providing the required services on an annual basis for the four (4) individual one-year options.
- 2 - In Table B: Enter the annual licensing cost for the all software products needed to operate PaveM.
Include cost for the four (4) individual one-year options.
- 3 - Columns in light blue contain preset formulas that must not be altered. If a formula error is detected, notify the Procurement Official immediately.

Notes:

Refer to the PAVEM CONTRACT AND STATEMENT OF WORK, (Appendix A) for the required Technical Support services.

**The State shall have the sole option to extend the contract.

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Exhibit VII-A - Cost Workbook

Form VII - 6 Optional Requirements Pavement Management Costs

TABLE A: Mandatory Optional Requirements Costs

Mandatory Optional Requirements							
Requirement Number	Add-ons Product Name and Version	Add-ons License Type	Third-Party Product Name and Version	Third-Party Software License Type	Contractor Product Extension	One Time Cost	Annual Licensing Cost
DC-16						\$ -	\$ -
DC-23						\$ -	\$ -
Mandatory Optional Requirements Total						\$ -	\$ -

TABLE B: Desirable Optional Requirements Costs

Desirable Optional Requirements							
Requirement Number	Add-ons Product Name and Version	Add-ons License Type	Third-Party Product Name and Version	Third-Party Software License Type	Contractor Product Extension	One Time Cost	Annual Licensing Cost
R-15						\$ -	\$ -
R-16						\$ -	\$ -
SR-02						\$ -	\$ -
SR-03						\$ -	\$ -
SR-04						\$ -	\$ -
SR-05						\$ -	\$ -
UI-7						\$ -	\$ -
IM-07						\$ -	\$ -
Desirable Optional Requirements Total						\$ -	\$ -

TABLE C: Mandatory Optional Requirements Deliverables

Deliverable Description	Deliverable Reqmt # (refer to SOW)	Payment Percentage	Payment Amount
Approved UAT Result Report	CD-18	100%	\$ -
Total			\$ -

TABLE D: Desirable Optional Requirements Deliverables

Deliverable Description	Deliverable Reqmt # (refer to SOW)	Payment Percentage	Payment Amount
Approved UAT Result Report	CD-18	100%	\$ -
Total			\$ -

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Instructions:

- 1 - In Table A: Enter the product name and license type for the add-on, third-party or product extension needed to provide the mandatory optional requirements.
IF any of the requirements listed can be met as part of the Bidder's base product, add-on or third-party software specified in Form VII-3 Table A, then enter zero (0) in the cost category for that requirement.
- 2 - In Table A: Enter the annual licensing cost if any associated with each mandatory optional requirement listed.
- 3 - In Table B: Enter the product name and license type for the add-on, third-party or product extension needed to provide the desirable optional requirement.
IF any of the requirements listed can be met as part of the Bidder's base product, add-on or third-party software specified in Form VII-3 Table A, then enter zero (0) in the cost category for that requirement.
- 4 - In Table B: Enter the annual licensing cost if any associated with each desirable optional requirement listed.
- 5 - Columns in light blue contain preset formulas that must not be altered. If a formula error is detected, notify the Procurement Official immediately.

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Form VII- 7 - Bidder Labor Costs for Unanticipated Tasks

Bidder Classification*	Key Staff?	Estimated Number of Hours (for evaluation purposes only)	Hourly Rates for Configuration and Implementation Year	Hourly Rates for Warranty Year	Hourly Rates for Optional Technical Support Services Year 1**	Hourly Rates for Optional Technical Support Services Years 2**	Hourly Rates for Optional Technical Support Services Years 3**	Hourly Rates for Optional Technical Support Services Years 4**	Average Cost (for evaluation purposes only)
Contractor Project Manager	Yes	55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Business Analyst Lead / Functional Lead	No	69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Application Configuration Lead	Yes	69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Test Lead	No	69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trainer	No	41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deployment Lead	No	69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tester	No	209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Business Analyst	No	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									\$ -

Instructions:

1 - Enter the hourly rate by designated contract years.

Notes:

*The Key Staff positions are defined in BUSINESS FUNCTIONAL AND TECHNICAL REQUIREMENTS, (Section VI).

**The State shall have the sole option to extend the contract.

This is not a commitment from the State to procure additional services from the Contractor.
The State may, at its discretion, procure additional services during the term of the contracts at the rates specified via a work authorization.

Question and Answers for Bid #2660-423 - PaveM (Pavement Management System)

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

Question Deadline: Oct 1, 2010 5:00:00 PM PDT