**NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

**NEW YORK METROPOLITAN TRANSPORTATION COUNCIL**

**REQUEST FOR PROPOSALS**

**‘UNIFIED PLANNING WORK PROGRAM (UPWP) WEB APPLICATION’**

**CONTRACT #C000797**

**QUESTIONS AND ANSWERS**

**ROUND TWO**

**FEBRUARY 3, 2021**

**Section I. Introduction, A ‘Contract Schedule’:**

***Question 103*:** Is this a Firm Fixed Price contract?

***Answer*:This section of the RFP specifies that: “(t)he resulting contract will be a lump sum milestone-type contract.” The RFP requires proposed rates to provide a means to estimate the cost of any extra firm fixed price work to add to the contract.**

**Section III. Scope of Services, A Project Task Requirements:**

***Question 104*:** Are the access set for menu role-based? For Example: An “Admin” will only have the access and visibility to see menu option or might have the option to create a predefined “Report”. He will not have the access menu to “Create Project” while a manager has the access to “Create Project”. So, is it a role-based access, set for the menus? Is our assumption, right? Please confirm.

***Answer*: Please see the answer to Question #25.**

Section IV. Proposal Response & Formatting Requirements, D. Part 2 Cost & Administrative Proposal Submission, Administrative Section Submittal, Attachment 7 ‘DBE Participation…’:

***Question 105*:** We are currently working on the UPWP Web Application Project (Contract No. C000797) and came across the requirement of Attachment 1A. We have been unable to locate the Attachment 1A form. Do we use Attachment 1 and have our subcontractors fill in the information and title the form as Attachment 1A?

***Answer*:** The RFP is being revised via RFP Modification #2 to include Attachment 1A.

***Question 106*:** Does the RFP have any applicable MBE/WBE requirements?

***Answer*:No. The RFP as DBE requirements. However, the middle bullet of the definition of ‘commercial useful functions’ is being revised (via RFP Modification #2) to specify a DBE subconsultant (page 20)*.***

**RFP Attachment 5 ‘Cost Proposal:**

***Question 107*:** While the Instruction #9 indicates that changes to the worksheet's format or formulas are not permitted, Instruction #12 states that you are responsible for making sure mathematical logic is maintained when adding rows. Which instruction is accurate?

***Answer*:Both instructions are accurate. Additional rows may be added were indicated in such a way that formulas are maintained and automatically updated. When adding a row, please ensure that any formulas from a copied row are properly carried into the row(s) being added.**

***Question 108*:** In ‘Exh2\_Software Cost’ how does one properly propose if we might not have any maintenance costs in year one? If we can’t change the existing format, how can we provide this information?

***Answer*:In a situation where no costs are to be entered into a cell containing a prescribed formula, please override the formula and enter ‘$0’*.***

***Question 109*:** In ‘Exh3\_Cost of Services’ if more than six (6) iterations are needed during implementation, will this cost be billed separately from the up-to 6 iteration firm fixed price?

***Answer*:Yes. Each additional iteration beyond the minimally required six iterations shall be separately billed at an additional firm fixed cost.**

***Question 110*:** Does ‘Exh3B\_DNSC’ include travel cost?

***Answer*:No. Page 17 of the RFP requires a proposer to not propose any travel costs: “Do not propose any travel costs. All travel shall be directed by NYMTC. Commuting travel costs are not allowed. Reimbursement for all travel shall be limited to the State’s reimbursement policies.”**

***Question 111*:** The instruction in ‘Exh4\_Hourly Rates’ requires me to assume ‘40 total hours on Year One only. Cannot be less than 40 total hours and cannot exceed 40 total hours, for all proposed labor categories or job roles.’ Does that mean irrespective of number of resources, the total hours should be 40?

***Answer*:Yes*.***

Attachment 10. Current UPWP Web App Screenshots:

***Question 112*:** We do not see an option to add Budget and Project, based on menus. Will those menus be visible based on access? Please confirm. It has been stated that on clicking the PIN, it takes the user to the project screen. Will they be allowed to edit the data or is it view-only?

***Answer*: The option to add a project and edit data is based on user roles which are adjusted during the year based on NYMTC’s budget development schedule. Users can add budget using the “Budget Cost by PIN” and “Budget Cost by Staff Member” links.**

***Question 113*:** In your previous response to Q&A about different sharing options for the same project, kindly clarify if the PIN will also change as per the agency code when the agency changes?

***Answer*: Each agency will have its own agency code. An agency will not change. Additional agencies may be added to a project and they would each receive their own PIN for that project.**

***Question 114*:** In the download page, we can see a link-to-text file that can be downloaded. Are these reports run dynamically and created, or a specified job is created that is really downloadable?

***Answer*: Yes, the reports are generated dynamically, and they are downloadable.**

***Question 115*:** In the NYMTC Interactive Report, button is named “Execute 1”, Does it mean the SQL job execution or the report generation system is invoked in the background? Else, is it an SQL dynamic query built, which could be a “Saved Filter” and used on-demand?

***Answer*: The application uses SQL Server Report Service running in the background.**

***Question 116*:** In the “All Data by Project” screen, we enter data in a specified template. Is it the template utilized for all types of projects, or, are different templates available for different project types?

***Answer*: The “All Data by Project” screen shows a specific report that can be generated by users. Screenshots of the current UPWP Web Application’s data entry templates are provided in the RFP’s Attachment 10.**

***Question 117*:** “ProjectsReportsLogin” link can be found in the content. What is it for and what is its functionality? Please elaborate.

***Answer*:The link provides access to the current UPWP Web Application’s project reporting utility. Member agency staff and NYMTC-staff provide progress reports, at least quarterly, for each of their projects.**

END OF ROUND TWO QUESTIONS

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**REQUEST FOR PROPOSALS**

**‘UNIFIED PLANNING WORK PROGRAM (UPWP) WEB APPLICATION’**

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**QUESTIONS AND ANSWERS**

**ROUND ONE**

**JANUARY 15, 2021**

***Special Note: Since the December 20, 2020 early release of the initial, incomplete draft Q&A list, many additional questions have been received, and added to the list (in RFP order of appearance). The additional questions have also been responded to, by adding and grouping the additional question to other similar questions or by adding the question as a unique new question. Therefore, the entire Round One Q&A list has been renumbered. It is recommended that the incomplete Dec 20th Q&A list not be used henceforth and that only the January 15, 2021 Round One list be considered.***

**Cover Letter/RFP Schedule:**

***Question 1*:** As per the NY State Contractor New York State Contract Reporter Ad -<https://www.nyscr.ny.gov/business/adsPubView.cfm?ID=6BE51618-ECA3-43BD-8EA3-38D9BCEE15E4&page=Open%20Ads>. The left-hand pane shows a submission date of Due Date/Time:12/29/2020 10:30 AM whereas the right-hand side in the body of the Ad, it specifies - The anticipated due date of the receipt of proposals is January 29, 2020. Which is the deadline date for submission?

***Answer*: The RFP schedule has been revised; proposals shall be electronically submitted to NYSDOT Contract Management by 2:00 PM on February 22, 2021.**

***Question 2*:** I have submitted some questions. Will you provide responses to these questions?

***Answer*:** **Questions will be responded to per the RFP’s schedule**.

***Question 3*:** Just following up on the recorded webinar on Dec 21st. When is the deadline to submit questions and will live, oral questions be taken at that time, please?

***Answer*: The deadline to submit questions for this RFP is January 8, 2021. Oral questions will only be taken during the pre-proposal webinars.**

Question 4: “Recommendation & Designation: Late March 2021”, page 2, what type of recommendation before the contract award?

Answer: The recommendation is to NYMTC and NYSDOT management to approve designation of the consultant offering NYMTC/NYSDOT the best value as the designated consultant.

**1st Pre-Proposal Webinar (12/21/2020):**

***Question 5*:** Do we need to submit a one-page Letter of Interest (LOI)?

***Answer*:** **Submission of a one-page letter of interest is optional. Sending an e-mail to the RFP’s designated contact persons indicating your firm’s interest in this solicitation is sufficient.**

***Question 6*:** A pre-proposal webinar has been scheduled for December 21, 2020 at 10:30 A.M., to be conducted via WebEx. How do we register for the webinar?

***Answer*:** **All vendors that express an interest in the RFP will be registered for the webinar if such an e-mail is received before the pre-proposal webinar is scheduled to begin.**

***Question 7*:** Hi, I just wanted to check if any information was sent out as far as links to the pre-proposal meeting on Monday for Contract# C000797 NYMTC UPWP Web Application Project.

***Answer*:** **The pre-proposal webinar information will be sent out prior to the meeting.**

***Question 8*:** Would it be ok if we submit our intent to bid on the proposal after the pre-proposal WebEx?

***Answer*:** **It is ok to submit an expression of interest/intent to bid after the pre-proposal webinar.**

***Question 9*:** Just following up on the recorded webinar on Dec 21st. When is the deadline to submit questions? Will live, oral questions be taken at that time, please?

***Answer*:** **Please see the RFP’s schedule. Yes, oral questions will be allowed during the pre-proposal webinar.**

***Question 10*:** Can you please forward us the webinar information so that we can add it to our calendar?

***Answer*: The pre-proposal webinar appointment (link) will be provided prior to the start of the pre-proposal webinar.**

***Question 11*:** I'd like to have and read the RFP – can the web location to address the RFP please be provided?

***Answer*: The C000797 RFP is available and can be accessed from either NYMTC’s or NYSDOT respective project websites, which are the following:**

* [**https://www.nymtc.org/Utility-Menu/Doing-Business/Current-RFPs**](https://www.nymtc.org/Utility-Menu/Doing-Business/Current-RFPs)
* [**https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities**](https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities)

Question 12: You mentioned the long-range transportation plan and short-range transportation improvement program. You mentioned there are core products associated with them. What are the other core products that the federal transportation planning process has associated with these programs?

Answer: Please visit NYMTC’s website ([**www.nymtc.org**](http://www.nymtc.org)) for the requested descriptions.

Question 13: **(**Relating to Task 8: #5) Is the current system you’re using COTS? The language says, “all future upgrades made to the base Commercial off the shelf solutions”. In the webinar you mentioned that it could be built via COTS, wireframing, etc. I just wanted to clarify if you’re talking about upgrades to the current system or the new MVP?

Answer: The current system was in-house developed. The mentioned reference is to the new system.

Question 14: You mentioned you need a method for determining maximum allowable cost? Did you have a preference or expectation of how this is usually done?

Answer: It was mentioned that NYMTC and NYSDOT prefer that the marketplace freely determine a fair and reasonable total cost for all services to be provided in response to all of the RFP’s requirements.

Question 15: You mentioned that there will be internal data and data such as budget changes that can be viewed publicly. Is there any other data we must know of that will be viewed publicly?

Answer: The general public will not have any access to the UPWP Web Application. The RFP is being revised to clarify this aspect. Budget changes and other UPWP data are available to the public via the UPWP documents on the NYMTC.org.

Question 16: You mentioned there must be something built in software to aid in disaster recovery. You also mentioned how this was an issue during 9/11. What were the specific problems your department had with disaster recovery during 9/11?

Answer: NYMTC’s offices were destroyed on 9/11. Efforts were organized to re-establish NYMTC’s ability to operate post 9/11.

Question 17: We missed the Pre-Proposal conference. Is it mandatory?

Answer: No, attending the pre-proposal webinar is optional. Attending the pre-proposal webinar is not mandatory. A recording of this event has been posted to NYMTC’s and NYSDOT’s respective websites.

**Section I. Introduction, Contract Schedule:**

***Question 18*:** Could the project begin prior to March 3rd?

***Answer*:** **NYMTC will attempt to adhere to the schedule in the RFP.**

***Question 19*:** Section I.B states - For planning purposes, it is anticipated that the level of complexity for this project is moderately complex, and it may require up to the equivalent of one to one-and-a-half (1 to 1.5) full-time equivalents of staff effort to complete. Can you provide more details on this? Are you stating as per your estimates you need only 1.5 Full Time Staff to deliver this project for a period of 5 years? Or is there anything else we are misinterpreting here? Kindly provide details based on which this statement was written. Can we have more resource work on it together to speed up the project completion date?

***Answer*: This statement provides an estimate of the level of work NYMTC believes may be required to meet and deliver all of the RFP’s requirements. Each prospective consultant determines the level and amount of resources to offer to perform and deliver all RFP requirements.**

***Question 20*:** You mention the project may take up to the equivalent of 1-1.5 FTEs, and the project is expected to last for 5 years, 3 of which are maintenance. Are you open to completing the work in a much faster timeframe, using a small team of resources instead of 1-1.5 FTEs, as long as the team meets overall budgetary constraints?

***Answer*: Yes, provided that during such a time period the selected Consultant can responsively perform the services necessary to deliver all of the RFP’s requirements**.

Question 21: “…is releasing this Non-Architectural/Engineering Request for Proposals (RFP) to seek software and services from a responsive and responsible Consultant (or team of consultants) for development”, page 7, Is only a company qualified to bid this RFP or individual is allowed to bid this RFP too?

Answer: Any responsible entity qualified to do business in New York State who is responsive to all of the RFP’s requirements is eligible to participate in the C000797 RFP process.

**Section II. Objectives:**

Question 22: A. We are an Argentinian corporation with a 20 year existence, with experience working for California, Texas, Massachusetts and Florida and a long-time offering software service. Is your RFP if open to "foreign companies"? B. Are you open to a Canadian agency that works clients in the US or do you have a local preference? C. The job the winner will do, could be offshore/remote from a similar time zone than your place? I mean, working in your similar time zone? Is off-shoring permissible? Can you confirm that the vendor’s consultant can work on their own location or work from home?

***Answer*: The RFP does not express a geographic location requirement from which the selected Consultant provides its services from as long as the selected Consultant can responsively perform the services necessary to deliver all of the RFP’s requirements. Delivering the requested services within NYMTC time zone might assist NYMTC users to receive timely support.**

Question 23: Can we gain access (read only) to the existing UPWP application to better understand the App update requirement?

Answer: The selected Consultant will gain full access to NYMTC existing UPWP application after notice to proceed has been given.

Question 24: You mentioned that you need a modern app on the web for everybody to sign in safely, securely, and effectively to perform project aspects in terms of programming, managing, expanding, etc. Could you give a few examples of what you expect in the *“etc”* category?

Answer: Please disregard the reference to ‘etc.’ in this mention. The RFP presents all requirements for submitting a responsive proposal.

Question 25: “User provisioning is poor”, page 9, can you provide more details?

Answer: User Roles are needlessly complicated and confusing. Here is the list of roles currently being used in NYMTC’s UPWP ‘Tool’ application:

* + - * + ***AdminAllYear*: Enable user to modify and create all data for all years for an agency.**
				+ ***Administrator*: Enable user to modify and create all data for the current year for an agency.**
				+ ***Manager*: Enable user to modify and create Tool users for all agencies and to see data for all agencies.**
				+ ***User*: Enable user to modify and create all data for the current year for an agency except that user may not access the list of staff members.**
				+ ***UserDL*: Same rights as user but with the ability to download delimited text files from the Tool.**
				+ ***Viewall*: Enable user to see all data from all agencies but no ability to modify any data.**
				+ ***ViewallDL*: Same rights as Viewall but with the ability to download delimited text files from the Tool.**
				+ ***Viewer*: Enable user to see all data from on agency but no ability to modify any data. When the Tool is closed, most users have their roles changed to viewer.**
				+ ***ViewerDL*: Same right as viewer but with the ability to download delimited text files from the Tool.**

**Section III. Scope of Services, A Project Task Requirements:**

Question 26: Is there any anticipated completion timeline for each task mentioned in Section III-A respectively?

Answer: Yes, and these anticipated timelines are indicated in the RFP’s attachment 5

***Question 27*:** How does the NYMTC expect to be involved in the day-to-day running of this project?

***Answer*: As indicated in the Task#1, the selected Consultant shall be required to meet with NYMTC staff and other UPWP app users to conduct and perform requirements gathering activities. NYMTC will form a project steering committee, including application users, and this team will guide development of the entire project.**

***Question 28*:** What key roles or stakeholders will NYMTC provide? How actively will NYMTC participate in product management activities (i.e., user stories, QA, UAT)?

***Answer*: As described in Task #1, NYMTC will actively participate in requirement gathering process. The members of NYMTC will participate in the development and use of the delivered UPWP web app. Also, Section B on Page 11 describes in detail Project Deliverable Submittal, Review and Acceptance Process.**

Question 29: What are the user roles?

***Answer*: User roles: View data, Upload documents, Enter data; Query Administrator’s role: User account management; Modify/create forms.**

Question 30: Does NYMTC expect any significant changes to the number of users or to roles? Can you please provide the number of users and their roles interacting with the application?

***Answer*: The RFP specified that approximately up to 100 concurrent users must be supported. No significant user growth is expected over the life of the project. Depending upon how the new system is intended to operate, new roles may be defined (to be worked out with the selected Consultant). See the answer to Question #29 for roles.**

***Question 31*:** Will the selected Consultant have access to a subset of these users (ideally based on user type segments) for research and design purposes?

***Answer*: Yes, the NYMTC Project Manager will ensure access to NYMTC users is provided at the appropriate times**.

***Question 32*:** Are you open to consider remote/distributed teams? Are there any location constraints? Do you expect any vendor team members to work from University of Oregon offices? If so, when and how often?

***Answer*: There are no location constraints provided that the selected Consultant is responsively capable of meeting, performing and delivering all RFP requirements**.

***Question 33*:** Does the NYMTC expect to provide additional resources or teams to support in development activities? Is NYMTC engineering team going to be the ones performing actual deployment or will the consultant be responsible to push to production, release management etc.?

***Answer*: The selected Consultant shall carry-out all of the application development and deployment activities. Staff from NYMTC’s IT Unit will assist the selected Consultant to deploy the application onto NYMTC’s server once accepted.**

***Question 34*:** What devices need to be support? What web browsers need to be supported?

***Answer*: The selected Consultant’s web app must, at a minimum, work on PC and MacBook devices, and support the web application via all major browsers, including Microsoft IE, Edge, Google Chrome, Firefox, Safari, and any major browser commonly used during the project’s life.**

Question 35: Is a public-facing portal in scope or out of scope?

***Answer*: A public-facing portal is out of scope.**

Question 36: In what manner do you envision making data available to the public? Can you expound on this?

Answer: Data is made available to the public via the UPWP documents available at [**Unified Planning Work Program (UPWP) (nymtc.org)**](https://www.nymtc.org/Required-Planning-Products/Unified-Planning-Work-Program-UPWP). The public will not have direct access to the UPWP Web Application.

***Question 37*:** How do you anticipate the user experience evolving over the lifetime of the product?

***Answer*: NYMTC web app users’ needs shall be considered during requirement gathering process as described in Task #1. As described in Task #3, users’ experience shall be incorporated during the process of developing the web application using iterative wire-framing and prototyping design processes so that users and stakeholders can see the interaction flow, design, and navigation at the completion of each iteration.**

***Question 38*:** Approximately how many users does the system have today?How many end users do NYMTC anticipate will be accessing the system? Are you expecting this user base to grow? Can you share the timeline and details about the user base growth? Can you provide estimates of how many users and monthly logins are expected for the UPWP application?

***Answer*: The RFP specified that approximately up to 100 concurrent users must be supported. No significant user growth is expected over the life of the project. Most of those logins will occur during the agency’s budget development period between September and December each calendar year. Only a few users will typically log into the UPWP application between January and August.**

***Question 39*:** Would you be able to share the data volume and database details to estimate the work involved in migrating from existing tool to the system? Can the agency, now or later, provide details on how many years’ worth of data needs to be migrated? How many projects per year? How many of these are multi-year projects? Regarding data migration to the new system, as per the document, it's 80MB data size of 15 years record, so can you please tell us how many total number records need to migrated to new database? Approximately how many records are stored presently? What is the expected number of the end of the contract? What is the current system’s data size and its growth rate year over year? Please specify the current system database. Where the historical data is being stored? What format will files be provided in (Excel, SPSS, CSV, etc.)?

***Answer*: The data are in MS SQL and about 80 MB in size. It is required to migrate approximately fifteen years of data . Number of projects per year and number of multi-year projects in a given year may vary. The current year of NYMTC’s current UPWP application has about 25 active data tables which have from 300 to 2500 records. The previous 15 years of data have similar records, and NYMTC expects to maintain this to maintain a steady level or amount of system transactions throughout the contract’s five-year term. The data is being stored onsite at NYMTC’s offices and they are in SQL format.**

Question 40: Will data be provided in a final clean format, or will the contractor be responsible for the data cleaning/file formatting?

Answer: The selected Consultant shall be responsible for the data cleaning. The RFP is being revised to clarify this requirement.

Question 41: For the data migration component, can we assume the existing data will be provided to us in a csv or similar format?

Answer: The database is in MS SQL.

***Question 42*:** Does the RFP require onsite actions or tasks?

***Answer*: NYMTC anticipates requiring a minimum amount of onsite consultant time. The RFP is being revised to specify an assumed amount of required on-site level of effort**.

***Question 43*:** Are you open to any other platforms besides .NET?

***Answer*:** **Yes. While the RFP specifies that, at a minimum, the offered web app must be operational via a .NET platform, other platforms are allowed provided that any alternative platform operate in a manner responsive to all RFP requirements**.

Question 44: In regard to current technologies in place, are technologies such as Microsoft SharePoint and Power BI being used, and are you open to leveraging them as part of a potential solution?

Answer: **While the RFP specifies that, at a minimum, the offered web app must be operational via a .NET platform, other platforms are allowed provided that any alternative platform operate in a manner responsive to all RFP requirements**.

Question 45: Will NYS Office of ITS or NYMTC provide or have a DR environment for this Application? Will NYS ITS provide Non-Productive environments for Dev-Test, QA, UAT/Training, pre-production, etc. or just production?

Answer: **NYMTC’s IT Unit will provide a DR environment for the selected Consultant to work from. NYMTC’s IT Unit will provide non-production environments and production environments on NYMTC’s web-server**

***Question 46*:** Could you clarify if the warranty period of one year is to be followed by another two years of support and maintenance? Could you clarify if the warranty period of one year is to be followed by another two years of support and maintenance?

***Answer*: The contract’s warranty period is one twelve-month period commencing the day after system acceptance. Support and maintenance begins following NYMTC’s formal acceptance of the UPWP application. Therefore, the warranty period will commence the same time as delivery of required support and maintenance services.**

***Question 47*:** What would you require the warranty period to cover?

***Answer*: During the warranty period, the selected Consultant shall assure that the new UPWP web application shall function bug free and in accordance with the accepted design and documentation. Any bugs identified during the warranty period shall be successfully fixed by the selected Consultant at no additional cost to NYSDOT/NYMTC. See also Articles 11 through 16 in RFP Attachment 3, Draft Contract.**

Question 48: By when does NYMTC want the new system in operation? What is the anticipated go-live date?

***Answer*: Once the application is deployed and tested on NYMTC’s server, the new UPWP web app system shall be in operation within three months after NYMTC has accepted the new system.**

Question 49: What metrics will NYMTC use to assess the success of the new system?

***Answer***: **The metrics NYTMC will use to assess the success of the new system are outlined in the RFP’s Section B “Project Deliverable Submittal, Review and Acceptance Process Requirements” within the Scope of Services section. In addition, NYMTC will work with the selected Consultant to develop specific system acceptance metrics during the requirements gathering stage.**

***Question 50*:** Do you have a preferred ticketing system, or can we propose one of our own choice?

***Answer*: NYTMC does not have a preferred ticketing system. The selected Consultant shall propose a ticketing system of their choice provided that the proposed ticketing system meets all RFP requirements**.

Question 51: Is there Data Confidentiality to consider for the data involved?

Answer: No. While data confidentiality does not directly apply, see Appendix D in RFP Attachment 3, Draft Contract, for the project’s data security and general data confidentiality requirements.

Question 52: Is Cloud-only development a showstopper (the data set being presented would be an inexpensive Cloud use and the operations would not be very expensive as well)? Would you be open to a fully cloud based solution or an on-prem/cloud hybrid model? Is NYMTC open to a SaaS (hosted) product? Hosting preferences - Is cloud ok?

Answer: The C000797 RFP is agnostic regarding effective and efficient use of cloud technology, provided that any web application installed by selected Consultant on NYMTC’s server must be compliant with, meet or exceed any applicable NYS ITS policies, which are located here: <https://its.ny.gov/tables/technologypolicyindex>. NYMTC is neutral to how the selected Consultant’s web app operates or the technology or architecture used, provided that all such meet the requirements of the RFP and meet or exceed applicable NYS ITS policies. NYMTC envisions that the installed system have the same hosting provisioning and size requirements over course of the contract.

***Question 53*:** Does the vendor needs to provide hosting of the application or is it something that NYMTC will do?

***Answer*: See the answer to Question #52. While application must be initially tested and hosted on NYMTC’s server, NYMTC is interested in receiving any offer which may improve the efficiency, effectiveness and economy of the offered UPWP web app.**

***Question 54***: Is NYMTC seeking a Commercial off the shelf (COTS) solution or a custom solution? Are you looking for development of the required solution or are you looking for a COTS product with some extent of customization and configuration? If the agency is looking for COTS, what extent of customization/configurations is acceptable? Is NYMTC looking for existing product or custom database application?

***Answer*:** **NYMTC is seeking a solution that meets all RFP requirements. Such solution may be custom, configured, pure COTS, or any acceptable combination of these three solutions. The RFP is agnostic in this regard.**

***Question 55*:** In the RFP it is written that the app should be based on.Net along with SQL and in some sections, it is written COTS. What is agency looking for.

***Answer*: The use of .Net framework is not a requirement. An application that meets the needs of the RFP, COTS, are acceptable. See the answer to Question #43.**

Question 56: Does NYMTC plan to provide further detailed requirements or specifications? Meaning features, use cases, etc.?

Answer: All requested requirements and specifications are described in the RFP.

***Question 57*:** You mention a preference for Microsoft SQL Server. Are you open to any solutions, if cost is appropriate and security requirements are met?

***Answer*: Yes.**

***Question 58*:** Are you open to other technology stacks aside from .NET?

***Answer*: Yes.**

Question 59: “Bug-free fully functioning UPWP web application” (task 7). If all bugs found in the first year were to be fixed, would this meet this deliverable?

Answer: Yes.

Question 60: Are there any third-party applications that need to be integrated?

Answer: No.

Question 61: Do you expect the system to have any dashboarding/reporting capabilities? If so, can you please provide these requirements?

Answer: Yes, the system should be able to allow users to develop customized financial reports and project level reports. The requirements are detailed in the RFP..

Question 62: Regarding the ‘Create New User Screen requirement (page 113), what do "Usual Role" and "Current Role" specify?

Answer: There are two types of roles, Current Role and Usual Role. The key thing to remember the difference between those two types of roles is that the current role is the effective role while Usual Role is not. When Tool is closed for data entry, most users have their current role changed to Viewer. After that, users won’t be able to change any data for the rest of the year. When Tool is open again for the new fiscal year, users have their current role changed back to whatever role they had previously. The Usual Role holds that piece of information for tool users.

Question 63: Regarding the interactive report screen (page 117), what is ‘UPWP Lite’?

Answer: This report provides a very brief summary report of the annual work program. Note: This report is no longer used.

Question 64: Is data entry part of some other system, since the current application screenshots do not show any data entry screens?

Answer: The RFP will be modified to include screen shots of the data entry forms.

Question 65: How are the budget information and the expenses data entered in the current system?

Answer: The RFP will be modified to include screen shots of the data entry forms.

Section IV. Proposal Response & Formatting Requirements, A. General Submission Requirements:

Question 66: Can we present two options?

Answer: Yes, one consultant can offer two proposals, one presenting a different approach towards providing a fully responsive solution. However, this one consultant must be prepared to prepare and submit two separate and fully responsive proposals wherein each separate proposal must present the optional solution and how all RFP requirements are met. Each proposal shall be evaluated solely based on each proposal’s merits and separately from each other. Such proposals cannot share like sections and each must be completely identified as a separate proposal in response to RFP C000797 (header or footer). If susceptible to contract award, only one of these two proposals may be selected as offering NYMTC and NYSDOT the best value.

Section IV. Proposal Response & Formatting Requirements, D. Part II Cost & Administrative Proposal Submittal

Question 67: Do all the staff (from prime and sub) worked on this project need to fill and submit Attachment 1?

Answer: The prime consultant completes and submits Attachment 1. Any subconsultant participating on the prime consultant’s team completes and submits Attachment 1A

Question 68: For the cost proposal, will the estimation be the final quote or be used as a reference, or will be billed based on based or time material?

Answer: The cost proposal will be a firm offer good for 365 days and payments shall be made on an accepted, negotiated milestone payment schedule basis.

***Question 69*:** Could you let us know what the budget is for this work along with your annual spend on maintenance? Do we have an anticipated budget? Do you have a set budget for this initiative? Would you be able to share the details? Are there any budget limitations?

***Answer*: Unless constrained otherwise, it is NYSDOT’s practice to not specify its project budget in its best value RFPs. NYSDOT prefers to let the market place ‘speak freely’ determine what is the proper value in terms of costs associated with all of the services requested and responded to. Further, on its website NYMTC publishes it Unified Planning Work Program (UPWP) which lists all of NYMTC’s programmed projects and activities as well as an associated budget dollar figure. Please take notice that NYMTC’s UPWP budget is for MPO accounting and programming purposes; the reality is that the UPWP budget for NYMTC UPWP web app project should not have a direct bearing on what cost an interested consultant should offer. Use of NYMTC’s UPWP budget figure is not recommended as guidance. No budget suballocation for maintenance has been identified. Since NYMTC’s ‘Tool’ UPWP system is home-grown, no consultant support and maintenance spending history exists. Any limits to this project’s budget would be addressed with the selected consultant after contract award. NYMTC does not anticipate any budget limitations at this time.**

Question 70: Please confirm that, even if the prime contractor is DBE, still will need to partner with another DBE for at least 10% of the budget.

Answer: Please review Attachment 7 and Attachment 8 of the RFP.

Question 71: If the vendor tries their best effort and will not be able to find the qualified DBE, will the prime still be eligible to bid this RPF? And will it lower the vendor selection evaluation score? Does the DBE have to from the link provided or it can be from other cities?

Answer: Yes.

***Question 72*:** Can a DBE be included as a subcontractor in more than one Prime contractor's proposal for this solicitation?

***Answer:*** **Yes**.

Question 73: Does 10% of the budget go to DBE at the minimum?

Answer: No. The 10% DBE goal is not a set aside; the 10% figure is a goal. When preparing a fully-responsive offer, it is up to each proposing consultant to determine the level of DBE participation to deliver all required services. Please review the RFP’s ‘commercially useful functions or services’ requirement description (page 20).

Question 74: When does a consultant need to be a certified as a DBE in New York state? Can we partner with DBE businesses who are certified from MTA or PANYNJ to satisfy the 10% goal?

Answer: A DBE consultant must be NYS certified prior to proposal submission. **Yes, DBEs certified by the MTA and the PANYNJ qualify since the MTA and the PANYNJ are authorized NYS DBE certifying partners.**

***Question 75*:** Can a WBE prime bring a DBE partner for this project? Can we bring a partner that has a DBE for this project?

***Answer*:** **Yes. Please review RFP Section 4 and RFP Attachments 6 and 7 for DBE participation information requirements.**

***Question 76*:** We are a DBE certified by the State of Iowa. Will that meet the C000797 RFP’s requirement?

***Answer*:** **The firm must be DBE certified in the location where the work is awarded. For example, if an Iowa based DBE firm is being proposed in a New York project, it must first be DBE certified in Iowa then apply and be certified for DBE certification in New York through the interstate application process. To ensure fair and equitable participation in the competitive RFP process, it is necessary for a firm to be NYS DBE certified at the time of proposal submission. Pending DBEs do not count. A pending DBE can still be part of a proposal if the contract’s DBE goal is met or exceeded by the prime consultant’s offer.**

***Question 77*:** Our organization is an SBA recognized Woman Owned company as well as a Georgia Based MBE and DBE.  Not sure if these credentials are recognized in NY, but I believe there is reciprocation across states for DBEs.

***Answer*: Please see the answer to Question #76. Only participation by NYS-certified DBEs will count towards C000797’s 10% DBE goal. Participation by MBEs, WBEs, SDVOBs and or SBEs do not count towards C000797’s 10% DBE goal.**

***Question 78*:** Can a company bid as a prime contractor and as a subcontractor?

***Answer*: Yes.**

***Question 79*:** If we do not have DBE status, can we participate in the RFP process?

***Answer*: Yes. Any qualified, responsive and responsible firm can participate in NYMTC C000797 RFP process. Proposals received in response to RFP C000797 must follow the RFP’s DBE participation and proposal submission rules, including meeting any necessary expectation regarding demonstrating an acceptable good faith effort should such proposal not meet or exceed the RFP’s 10% DBE goal. Please see RFP Section 4 and RFP Attachment 7 and Attachment 8 for additional DBE participation requirement information.**

Section V. Proposal Evaluation Process, D. Demonstration Evaluation:

Question 80: Would demonstrating a ‘dummy system’ with dummy data be acceptable?

Answer: RFP Attachments 16 and 17 provide sample data extracted from NYMTC’s current UPWP ‘Tool’ system for informational purposes, and for interested consultants to use to present both their written technical proposal as well as demonstrate their proposed solution. RFP Attachment 18 provides a hypothetical, made-up scenario data for product demonstration purposes.

Question 81: It seems that given the demo requirement, that there is an expectation that the deliverable is closer to commercially available off-the-shelf software rather than a comprehensively designed system specifically for the needs of NYMTC. Could you provide some clarity on that? With regards to the product demonstration, could you kindly elaborate on the expectation of the agency regarding the requirement, as our understanding is that the product demonstration would only apply if we offer only a COTS solution? The RFP’s product demonstration evaluation requirement implies that the customized solution must be created prior to an award. This is a difficult requirement for us. Can you tell me if there is any flexibility with this requirement?

Answer: The RFP is neutral with respect to pure commercially available off-the-shelf (COTS) solution versus a customized offer versus configured COTS (or an acceptable combination of all three). As was mentioned during the pre-proposal webinar, if a proposing firm believes that a customized offer can meet all RFP requirements while providing best value, then it is up to said vendor to offer past and current documentation of similar or comparable customized solutions delivered for other clients, and present a demonstration of said other solutions via the RFP’s written technical proposal and product demonstration requirements. The same guidance applies to a configured COTS offer. In addition, the C000797 RFP is being modified (via RFP Modification #1) to open up a second Q&A round, adding more time to the RFP’s schedule thereby allowing interested parties more time to prepare their proposals.

Question 82: The Product demo minimum requirements include extensive functionality including: Reporting, Web security, Email integration, ADA compliance, etc. This is scheduled for the first week in February about ten days after the proposal due date. The application is a custom requirement, that isn’t a lot of time to work on the RFP and create a demo. Is there any flexibility on the minimum requirements for the product demo as these seem extensive for a demo?

Answer: No. To ensure fair and equitable treatment for all firms competing for contract award, it is not allowable to provide any flexibility on the requirements each participating vendor must show during the RFP’s product demonstration evaluation phase. Please see the answer to Question #81.

Question 83: If there is maintenance work during the warranty period, would that be covered in the warranty?

Answer: **Maintenance work would not be covered in the warranty, it would be in the scope of services, schedule and approach in the cost proposal**.

Question 84: “Product Demonstration: February 8, 2021 – February 12, 2021”, page 2, what type of product demonstration?

Answer: Please see RFP Section V.D ‘Product Demonstration’ for information.

Attachment 10. Current UPWP Web App Screenshots:

Question 85: Has there been a history of enhancements required due to government recording changes?

Answer: Yes. If there are any new requirements that relate to this task assignment the selected contractor will be asked to negotiate an add-on using the rates in Exhibit 4.

Question 86: Is there any history of the number of changes that have caused request for changes in the existing system?

Answer: **In the developmental stages of the tool some enhancement of features were done on premises.**

Question 87: What is meant by the Session Year?

Answer: Session Year refers to the budget year or program year for which a user is viewing or modifying data. NYMTC’s standard 12-month program year is April 1st to March 31st.

Question 88: How is the Session Year set to the User?

Answer: The Default Session Year is currently set as the latest program year in the UPWP for all users. Session Years can be changed by the user.

Question 89: Are the Session year and the current year interchangeable?

Answer: The current year refers to the latest program year in the UPWP application. The session year refers to the program year of the data that is being viewed or modified by the user.

Question 90: How is the PIN Number generated?

Answer: PIN Numbers are generated using the following dated convention:

|  |  |
| --- | --- |
| PT | Constant “PT” |
| CS | Agency Abbreviation |
| 19 | Program Year (2019-2020 = 19) |
| D00 | Constant “D00” |
| A | Project Category |
| 01 | Sequence Number 01, 02,…nn |

Please note that NYMTC’s PIN numbering scheme is in the process of being revised and that a new PIN scheme may be in effect at the time of contract award.

Question 91: Is there any possibility of two different PIN Nos for the same project under the same category (refer to Page No 117 Screenshot)?

Answer: Yes. The same project will have multiple pins if multiple agencies are participating in the project.

Question 92: Are the Staff Members changed each year (refer page no 120 - Screenshot Download page 3rd and 4th Bullet point)?

Answer: Yes.

Question 93: What is a line number, and how is it useful to the Data of the Project (refer to Screenshot In Page no 124 under Staff Cost Section table)

Answer: It is not useful. Line Numbers are numeric IDs for uniquely identify personnel positions in NYS government.

Question 94: Is ‘Save Filters’ based on the User or is it maintained by Admin to generate reports (refer to Screenshot on Page No 123)?

Answer: The Save Filters are maintained by administrators to generate reports. Users are not able to create custom save filters.

Question 95: How is the ‘Max days' field used? Is it related to the project max days or is there any configuration for max days that a particular role/title/staff member works (refer Screenshot on Page no: 122)?

Answer: ‘Max days’ refers to the total number of days that a staff member can be assigned to projects within a given program year.

Question 96: Based on the menu we did not see options to add Budget, add Project. Hoping those menus will be visible based on access. Please confirm.

Answer: Yes.

Question 97: It is stated, on clicking the PIN, takes to view the project screen - This suggest, based on users’ access, that users will be allowed to edit the data or view only?

Answer: Yes.

Question 98: In your previous response to a Q&A about different sharing same project (Question 60). Could please help clarify - If agency changes, the PIN will also change as per the agency code. Is it?

Answer: Yes. Agencies are not likely to change over the life of the resulting contract.

Question 99: In the Download Page, we see link to text file which could be downloaded. Are these reports run dynamically and created or specified job created and makes them to download readily available?

Answer: These reports are specified job created.

Question 100: In the NYMTC Interactive Report - Button is named as "Execute 1". Does this mean some SQL job execution or Report generation system is invoked in the background or is would build a SQL dynamic query which could be a "Saved Filter" and used OnDemand?

Answer: Yes.

Question 101: In the "All Data by Project" screen we enter data in a certain template. Is this a single template for all project or there are different types of template format available for different kind projects??

Answer: The “All Data by Project” is a reporting function that reports all project level data. Please see the RFP for screen shots of the current Data Entry Forms.

Question 102: In content there is ProjectsReportLogin Link? What is that for? What will be the functionality of that? Please explain.

Answer: Users are able to enter quarterly progress reports using the Projects Progress Report Login Link. The quarterly progress reports are used to prepare semi-annual progress reports for submission to NYSDOT, FHWA, and FTA.

END OF ROUND ONE QUESTIONS

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