

NEW YORK STATE DEPARTMENT OF TRANSPORTATION (on behalf of the)
NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

**NYMTC Unified Planning Work Program (UPWP) Project
Portfolio Data Entry and Reporting Application
Request for Information**

RFI #2018-05

QUESTIONS AND ANSWERS

December 21, 2018

Responses are NOW due January 7, 2019. Any additional questions are due by 10:00 AM December 28, 2018.

Question 1: Could this procurement benefit from a procurement marketing service?

Answer: While NYMYC and NYSDOT appreciate the offer, we're all set in this regard.

Question 2: I am unable to open/access the embedded PDF document. Can you please send me a copy?

Answer: Yes. The Tool screenshot PDF document is being separately released (attached).

Question 3: The first paragraph of the RFI states that NYSDOT currently uses an antiquated 'Tool' system that programs projects and funding into its annual UPWP. Is there a contracted vendor that provides this 'Tool' or was this system created in-house at NYSDOT?

Answer: The Tool was created in-house. The current UPWP application is relatively small in size and has no more than 50 total fields. It was created a decade ago using an older version of the Adobe ColdFusion platform and is currently hosted on a NYMTC server.

Question 4: What is the estimated cost of the Unified Planning Work Program (WPWP) Project Portfolio Data Entry and Reporting Application? Has the Department allocated funding for the Unified Planning Work Program (WPWP) Project Portfolio Data Entry and Reporting Application yet? If so, through which source (budget, CIP, state/federal grant etc.)?

Answer: This is not an Request for Proposals (or RFP). RFI #2018-05 is only a Request for Information, seeking ball-park estimate cost information. Should an RFP be released, it is not NYSDOT's practice to release budget information for competitive RFPs. NYMTC's Unified Planning Work Program is available via: www.nymtc.org.

Question 5: If a formal solicitation does become the plan for this requirement is there any type of timeframe that NYSDOT typically follows for a solicitation release after issuing a request for information?

Answer: Should NYMTC/NYSDOT decide to release a Request for Proposals (RFP), all parties

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who respond to RFEI #2018-05 will be notified regarding the RFP's release. It is NYSDOT's practice to release all opportunities for service contracts by announcing such in the New York State Contract Reporter (www.nyscr.com). In addition, both NYSDOT and NYMTC also advertise their RFP procurements on their respective websites (for NYMTC: www.nymtc.org and for NYSDOT: <https://www.dot.ny.gov/doing-business> and look on 'Non-Architectural Engineering Opportunities/Opportunities').

Question 6: Should the Department decide to proceed past the RFI process, has a time frame been established in which an RFP may be issued?

Answer: Please see the answer to Question #5.

Question 7: Who is the technical contact and/or project manager of the Unified Planning Work Program (WPWP) Project Portfolio Data Entry and Reporting Application?

Answer: It is NYSDOT's and NYMTC's standard practice not to release this information at this time.

Question 8: Could you please let me know whether companies from Outside USA can apply for this (like from India or Canada)?

Answer: NYMTC prefers to do business with firms who can provide services in NYMTC's offices.

Question 9: Could you please let me know whether we need to come over there for meetings?

Answer: Please see the answer to Question #8. Under allowable circumstances, remote participation by vendors at NYMTC meetings might be possible.

Question 10: Can tasks be performed outside USA (like, from India or Canada)?

Answer: Please see the answer to Question #8.

Question 11: Can we submit a proposal via email?

Answer: Yes. Interested entities are encouraged to electronically submit a written RFI #2018-05 Response (in PDF format) to:

Ismet.apdiroglu@dot.ny.gov and

alfred.hasenkopf@doy.ny.gov

Responses are due December 28, 2018.

Question 12: Do you have existing consultant providing any or part of the services proposed in this RFI?

Answer: We have a consultant providing services on the current UPWP, however, the RFI is to prepare a RFP involving major modifications to the UPWP Application.

Question 13: Are you open for a Rapid custom application development using Oracle APEX?

Answer: No.

Question 14: Are you open for a cloud solution using Oracle APEX in Oracle cloud?

Answer: No.

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Question 15: Can you provide sample tables and data in your existing system?

Answer: NYMTC's Unified Planning Work Program is available via: www.nymtc.org.
https://www.nymtc.org/Portals/0/Pdf/UPWP/Adopted_2018-2019_UPWP.pdf

Question 16: Can you provide sample or existing reports and Dashboards?

Answer: NYMTC's Unified Planning Work Program is available via: www.nymtc.org.

Question 17: Please provide expected number of uses and user types in system.

Answer: We currently have approximately 128 user accounts.

Question 18: How big is your existing database/data? What database is used for back end?

Answer: 1 Gig, Database MS SQL Server 2008

Question 19: What is expected time line for RFP and Project?

Answer: Our estimate is three years, one year for development and two years of maintenance.

Question 20: We did find the solicitation notice from Bidnet, but would like to make sure we have all the related information. Can you please let us know about any more released information, where such can be found or downloaded?

Answer: This plus the attachment provides additional information.

Question 21: Can you please identify any vendors who are supporting this tool for NYMTC?

Answer: The current vendor is providing maintenance for the current tool, we are requesting major modifications.

Question 22: Can you please provide copies of each report this tool creates including (we understand the RFI referred to specific website page where the reports could be viewed and upon viewing the Adopted SFY 2018-2019 UPWP its not clear what parts this document were created from this tools reports, so screenshots of each will be helpful).

Answer: See screenshot attachment.

Question 23: Is a cloud based tool acceptable instead of Onpremise tool?

Answer: No.

Question 24: Do the projects managed by this tool get added because a local jurisdiction in cooperation with NYMTC have received grant awards from US DOT and its NYMTC responsibility to track/report the award and its execution for conformance to grant requirements?

Answer: Projects are decided first and then grants or funding is requested after details are confirmed.

Question 25: The limitations of existing tool sites project progress reporting, project tracking and expenditures are contained in separate tool requiring a different login. Is it desired to have an integrative tool to track the collection of annual investments (UPWP), produces reports for same, track project progress, expenditures and produce related reports? If so, please

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provide forms and reports the project tracking tool uses.

Answer: Consultants may propose these but they are not currently integrated.

Question 26: Is the goal to acquire consulting services to re-create the features identified in this RFI or acquire SAAS Cloud tool that follows best practices to provide similar or more features and minimal custom work?

Answer: The goal to acquire consulting services to re-create the features identified in this RFI and get information on possibilities.

Question 27: Integrated Portfolio Data Entry/Reporting and Project Tracking tools will have many of the following features. Can you identify any of the following are desired?

- a. Capital-Portfolio Planning (Portfolio Data Entry) – Answer: Yes.
 - i. Intake of project investment ideas from forms or organization applications or files
 1. Business Case - Answer: Yes
 2. Budget - Answer: Yes
 3. Funds- Answer: Yes
 4. Benefits - Answer: Yes
 5. Resource Plan – Answer: Yes
 6. Project Consultant information
 - a. Funding Source(s) - Answer: Yes
 - b. Expected Tasks and Schedule - Answer: Yes
 - ii. Project Estimation - Answer: Yes
 - iii. Spatial (GIS) Mapping of project locations - Answer: Yes
 - iv. Computing Projects Score or rank? Allow multiple staff to contribute to score - Answer: No
- b. Project Execution
 - i. Issues - Answer: Yes
 - ii. Risks - Answer: Yes
 - iii. Documents - Answer: Yes
 - iv. Project schedules - Answer: Yes
 - v. Timesheets for progress updating – Answer: Yes
 - vi. Quarterly Progress Reporting – Answer: N/A
 - vii. Quarterly Expenditure Reports by project task, State Fiscal Year and Quarter, and funding source - Answer: N/A

Question 28: How many unique NYMTC users need to use this tool?

Answer: Approximately 128 accounts.

Question 29: How many users in local jurisdictions need to update their own project information?

Answer: Approximately 60 users in local jurisdictions and regional offices.

Question 30: Do the NYMTC users have subscriptions to Microsoft Office 365?

Answer: Not all.

Question 31: You have requested up to six iterations of changes/refinements. Where do you think

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the majority of changes to be in? Forms or Reports? Can we believe the iterations will be just small refinements or changes in functional requirements?

Answer: Yes.

Question 32: Will a follow-on RFP be open only to responders of this RFI?

Answer: It is not a future RFP mandatory requirement that interested parties respond to this RFI.

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