

Attachment B

Service Requirements Matrix (RM)

Request for Proposal Number 80091 O3

Vendor Name: _____

Bidders are instructed to complete a Requirements Matrix for the Video Traffic Data Equipment and Data Processing Services RFP. ***Bidder must respond to each of the following statements.*** Requirements listed are minimum conditions that must be met in order for a Bidder's RFP to be considered. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each requirement.

The RM must indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. NDOR will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide NDOR with sufficient information to differentiate the bidder's solution from other bidders' solutions.

How to complete the RM:

RM Column Description	Bidder Responsibility
Requirement Description	The statement of the requirement to which the bidder must respond. This column is dictated by the RFP and must not be modified by the bidder.
Response Code	<p>Each of the items from the Requirements Matrix of this RFP require a response of Yes, Custom or No. Below is a brief explanation of each.</p> <p>Yes Yes, Bidder guarantees they can meet the requirement as listed. Explanation is required.</p> <p>Custom Yes, Bidder can meet the requirement, but with some exceptions. Explanation is required; explain in detail any deviation, including ability to meet the requirement and an explanation how this would be determined to be an acceptable alternative to meet the requirement. Alternatives must be detailed sufficiently in order to be fully evaluated.</p> <p>No No, cannot meet the requirement. Explanation is required.</p> <p>The "Requirements Matrix" for each section below must be completed, using the format provided and returned with the Request for Proposal response. For each section, bidders must provide a response directly in the matrix, using as much space as needed. Responses do not need to be limited to one line. Bidders must not change the order of the project requirements.</p> <p>Please provide any appropriate explanations and comments in the "Comments by Vendor" section of the "Requirements Matrix". Explanations and comments will be considered during the RFP scoring process. The Department of Roads shall determine at its sole discretion whether or not a bidder's alternative is an acceptable alternative.</p>

Requirements Matrix			
Item #	Requirement or Question	Response Code (Yes / Custom / No)	Comments by Vendor
A. Services Requirements Data Processing Services & Temporary Video Storage			
A.1	Data processing services should be a vendor supported, secure, online web location, accessible by the NDOR to upload recorded video for data processing. Contractor shall provide video processing services to the NDOR upon request.		
A.2	Recorded video of turning movement studies and the average daily traffic counts must be temporarily stored and organized at a secure, vendor supported, web location, so the video can be viewed online by an unlimited amount of NDOR users.		
A.3	All videos submitted by NDOR shall be permanently deleted by the Contractor thirty (30) calendar days <u>after</u> the Department's acceptance of the report generated from each video submission.		
A.4	The price bid for data processing services per one (1) hour of recorded video shall include all costs associated in processing the video, extracting the turning movement and classification data from the video, extracting the average daily traffic counts and classification data, providing the data classification reports, and temporary storage of each video.		
A.5	Contractor shall provide data processing services, including the associated Data Report and Summary Report, within three (3) business days of NDOR's upload of recorded video to the Contractor's online web location. Contractor shall notify NDOR when reports are available. If delays in data processing		

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	services and reports are anticipated, Contractor shall notify the NDOR immediately with a resolution and anticipated time frame for completion.		
A.6	Contractor must be able to expand data collection capabilities for data collection, processing, and reporting at Roundabouts; to include all classifications identified in Section IV. C. Scope of Work at the request of the NDOR.		
B. Data Report Requirements Data and Summary Reports and Samples			
B.1	Contractor shall provide a data report, to include a summary page, to the NDOR upon completion of requested data processing services. The report provided must capture traffic counts for pedestrians, bikes, and all standard classifications as identified in the Federal Highway Administration classes, divided into each vehicle type.		
B.2	Each classification in the report shall be broken down into 15 minute increments, with the ability to summarize each movement from each approach of an intersection.		
B.3	The Contractor produced report shall also include the capability to identify the peak hour volumes at an intersection.		
B.4	Report should include headers, footers, or comment sections which are customizable to identify the data received, including location of count, date collected, duration of data collection, and classification group of the data as described in this RFP.		
B.5	Data report shall be customizable to include NDOR logo and contact information.		

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B.6	A summary page should be included with each data report reflecting the overall counts of each general classification.		
B.7	Contractor shall report any discrepancies between the video submitted by NDOR and the video data reviewed by the Contractor. If the NDOR finds significant errors in the data caused by the processing services, the Contractor will reprocess the information and provide a corrected report at no additional cost to the NDOR.		
B.8	Data reports provided by the Contractor shall become property of the NDOR.		
B.9	Reports shall be provided by the Contractor in a format which can be exported to a spreadsheet.		
B.10	Contractor shall not use any file format which prevents the Department from viewing reports after the contract period has ended.		
C. Technical Requirements Technical Support			
C.1	Contractor shall provide phone and/or online technical support to the NDOR during the normal business hours of Monday through Friday, 8:00 a.m. to 5:00 p.m. CST, excluding Nebraska State holidays, for the duration of the contract and warranty period; whichever is later.		
C.2	Technical support shall be defined as any equipment or technical issues which may arise during the contract period to include, but not limited to, upload issues, report issues, format issues, and equipment operation.		

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D. Warranty Requirements Warranty			
D.1	Contractor must warrant the average life expectancy for the equipment and accessories hereunder to be not less than that stated in the manufacturer's price list and agree to replace, without cost, all equipment, accessories, parts and supplies failing to meet the requirements, except where the reduced life is due to conditions beyond the control of the Contractor.		
D.2	Defective equipment, accessories, parts and supplies, or those damaged in shipment must be replaced by the Contractor at no charge to the NDOR.		
D.3	The manufacturer's standard warranty shall apply and be in effect for a minimum of one (1) year from the date the equipment was received by the NDOR.		
E. Training Requirements Training Methodology, Plan, Materials & Supplemental			
E.1	Bidder must describe its strategy for a one (1) time on-site train-the-trainer session, for up to four (4) hours, for up to ten (10) NDOR staff at a central NDOR location in Lincoln, Nebraska. Training Methodology must address the Contractor's approach to provide the training session, training materials and supplemental training, if needed, to the NDOR in the operation and use of the equipment bid, submission of data, and interpretation of completed data reports.		

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E.2	Training shall be provided at no additional cost to the State. Bidder shall detail the activities for training in the proper use of the Video Traffic Data equipment bid, how to properly submit data to the proposed system and how to correctly interpret the completed data and summary reports. <i>Training plan shall include methods, materials, and time frame for proposed train-the-trainer session.</i>		
E.3	Training materials for the train-the-trainer session shall be provided to the NDOR prior to the onsite training; including leave-behind materials specific to the equipment operation and report procedure. Contractor shall provide ten (10) manuals for training. Manuals may be provided via web portal, CD, or other mutually agreeable delivery method. All training materials/manuals shall be provided at no additional cost to the State.		
E.4	Contractor shall provide, at no additional cost to the State, supplemental training for the train-the-trainer group of up to ten (10) NDOR staff if significant system changes or updates occur.		
E.5	Supplemental training may occur on-site or via video conference, web portal, printed instruction/manuals, and/or other mutually agreeable delivery method. Video web portal will be made available to NDOR upon request.		
E.6	Updated training materials shall be provided and sent to the NDOR as needed, at no additional cost.		