

# Attachment D

## Option D: COTS Solution, Contractor-Hosted Solution Forms

### Request for Proposal Number R54-14

**Bidders are required to complete all forms provided in this attachment if bidding on Option D: COTS Solution, Contractor-Hosted Solution.**

**Forms D.1-D.2 are to be included as part of the Technical Proposal.**

**Form D.3-D.4 is to be submitted as the Cost Proposal.**

Form D.1: Requirements Traceability Matrix

Form D.2: Deliverables

Form D.3: NDOR Equipment. The RFP response must include all hardware, software, tools, equipment, and licenses that the State would be required to have to support the proposed Web Based Motor Vehicle Crash Diagramming System. ALL software licenses, both one-time and on-going, must be included on this sheet.

Form D.4: Fixed Cost Breakdown

**Form D.5 and D.6 will not be scored.**

Form D.5: After solution implementation, fixed hourly rates for any additional work will be handled under the CHANGE MANAGEMENT process outlined in Section V.B.2. Every job title identified in RFP Section V.A.2.i. SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH and fixed, all-inclusive hourly rates assigned must be listed.

Form D.6: Contractor Host Facility Form

# Form D.1 Requirements Traceability Matrix (RTM)

## Request for Proposal Number R54-14

Bidders are instructed to complete a Requirements Traceability Matrix for the Web Based Motor Vehicle Crash Diagraming System. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Functional Requirement.

The RTM is used to document and track the project requirements from the proposal through implementation to testing to verify that the requirement has been completely fulfilled. The contractor will be responsible for maintaining the contract set of Baseline Requirements. The RTM will form one of the key artifacts required for testing and validation that each requirement has been complied with (i.e., 100% fulfilled).

The RTM 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 technical solution from other bidders' solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the RTM as provided by NDOR. Failure to maintain these elements may be grounds for disqualification.

How to complete the RTM:

RTM Column Description	Bidder Responsibility
RTM #	The unique identifier for the requirement as assigned by NDOR. This column is dictated by this RFP and must not be modified by the bidder.
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><b>Yes</b>      Yes, in current release, meets requirement without manipulation of functions, fields, forms or the need to add fields and tables to the system. Explanation is required. Explanation is required</p> <p><b>Custom</b>    Yes, meets requirement with manipulation, custom programming or third party software at no additional cost. Explanation is required.</p> <p><b>No</b>         No, the software does not or 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.</p>

RTM Column Description	Bidder Responsibility
	<p>Bidders must not change the order of the project requirements. 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.</p>
Bidder Comments	<p><b>Bidder Responsibility</b>  Provide a short description for each requirement that Compliant? = "Y":</p> <ol style="list-style-type: none"> <li>1. Describe briefly how compliance will be established, highlighting the following: <ol style="list-style-type: none"> <li>a. Is compliance established through rules-based modifications to the product/system (e.g., table changes, workflow updates)?</li> <li>b. Is compliance established through a combination of system automation and manual processes/procedures?</li> </ol> </li> <li>2. Provide an estimate of the effort needed during integration to achieve compliance using the final criteria: <ol style="list-style-type: none"> <li>a. Minor = less than 10 man hours.</li> <li>b. Moderate = less than 100 man hours.</li> <li>c. Extensive = more than 100, less than 500 man hours.</li> <li>d. Significant = more than 500 man hours.</li> </ol> </li> </ol> <p>A restatement of the requirement is not considered a substantive response.</p>
Testing Methodology	<p>Provide a brief description on how the requirement will be validated.</p>

<b>Requirements Matrix</b>				
<b>Item #</b>	<b>Requirement or Question</b>	<b>Response Code</b> (Yes / Custom / No)	<b>Comments by Vendor</b>	<b>Testing Methodology</b>
<b>A. Functional Requirements</b>				
General System Features				
<b>A.1</b>	All data exchanges must be through a web service. (SQL Server 2012 or greater in order to run queries. The data extraction must either be real time or at a set time every day.)			
<b>A.2</b>	The system must link the TIFF images of motor vehicle crash reports, which are located in the OnBase imaging system, to the corresponding symbols in the diagramming system. This linking will be done with a click of the mouse, displaying the crash report image to the user. The link process will be done by using the current NDOR / OnBase API process. ( <a href="http://www.hyland.com">www.hyland.com</a> )			
<b>A.3</b>	The system must be web based and allow secure access for users designated by NDOR.			
<b>A.4</b>	The system must require a role based user name and password to access.			
<b>A.5</b>	System should allow a user to execute any action within 6 or less clicks of the mouse. The count restarts after a successful action. (Example: Logging onto the system may require 3 steps. The access of a template may take 5 steps. Each of these actions would be counted separately.) The number of clicks is being scored.			
<b>A.6</b>	System screens must be modifiable to meet future needs and/or changes to business processes following implementation.			
<b>A.7</b>	System must include on-line and / or contextual help documentation.			
<b>A.8</b>	System must have query capabilities with resulting query information being fed into a diagram in the form of symbols and text, and also into an excel			

<b>Requirements Matrix</b>				
<b>Item #</b>	<b>Requirement or Question</b>	<b>Response Code</b> (Yes / Custom / No)	<b>Comments by Vendor</b>	<b>Testing Methodology</b>
	spreadsheet. User will have the ability to choose destination of query results (diagram and spreadsheet). Query fields to be user defined. See Exhibit C.			
<b>A.9</b>	System must save diagrams to a mapped server location on the NDOR network, to be determined by the user. User to determine file name and type.			
<b>A.10</b>	System must have the ability to save a diagram and its related spreadsheet in different formats, to include TIFF, PDF, DWG, DXF, DGN, PDF, DOCX, and XLSX for diagram and spreadsheets. All changes made by user will be included.			
<b>A.11</b>	System must have the ability to filter query results to eliminate unwanted cases before they are imported into a diagram.			
<b>B. Functional Requirements</b>				
Diagramming Tool Features and Functionality				
<b>B.1</b>	System must have the ability to display individual motor vehicle crashes from data extracted from HSI or SQL data fields. (Exhibit D) These motor vehicle crashes should be displayed using symbols representing: <ul style="list-style-type: none"> <li>• Accident severity (6)</li> <li>• Display local / non-local driver symbol (7)</li> <li>• Vehicles direction of travel (8)</li> </ul> (Exhibit B)			
<b>B.2</b>	System must have the ability to create a corridor map in diagram format.			
<b>B.3</b>	System must have the ability to create diagrams with data queried by different methods, to include: <ul style="list-style-type: none"> <li>• GPS coordinates</li> <li>• Accident Case ID Numbers (NDOR Accident Key numbers)</li> <li>• Alphanumeric Locations 1 and 2 (non-</li> </ul>			

<b>Requirements Matrix</b>				
<b>Item #</b>	<b>Requirement or Question</b>	<b>Response Code</b> (Yes / Custom / No)	<b>Comments by Vendor</b>	<b>Testing Methodology</b>
	highway intersections) <ul style="list-style-type: none"> <li>• Highway Numbers and milepost (reference post)</li> <li>• Intersection of two highways – Highway 1 with milepost (reference post) and Highway 2 with milepost (reference post)</li> </ul>			
<b>B.4</b>	System must have the ability to create a base diagram template, with placement similar to that shown in Exhibit A and containing: <ul style="list-style-type: none"> <li>• NDOR confidentiality notice (1)</li> <li>• North arrow (2)</li> <li>• Legend (3)</li> <li>• Editable header information which includes the location description and Study time period (4)</li> <li>• Editable saved file location (4a)</li> <li>• Date created (5)</li> </ul> (Exhibit B)			
<b>B.5</b>	System must allow for an editable and scalable text tag line associated with each individual motor vehicle crash on the diagram. The user will be able to edit text tag by double clicking on the associated crash. The text tag line will contain: <ul style="list-style-type: none"> <li>• Date of crash in simplistic date format (1-1-11) (9)</li> <li>• Light condition represented by letters (10)</li> <li>• Road surface condition represented by letters (11)</li> <li>• Time of crash in military time format (12)</li> <li>• Number of injured occupants (13)</li> <li>• Severity of injury in specified format, example: 1 Death, 2 Inj.-C. (14)</li> </ul> Note: All data can be acquired from the HSI			

<b>Requirements Matrix</b>				
<b>Item #</b>	<b>Requirement or Question</b>	<b>Response Code</b> (Yes / Custom / No)	<b>Comments by Vendor</b>	<b>Testing Methodology</b>
	database (Exhibit B)			
<b>B.6</b>	System must have the ability to insert multiple scalable and rotatable free form text boxes into the diagram (15). (Exhibit B)			
<b>B.7</b>	System must have the ability to correctly label the road name on all legs of the studied roadway, with editable text. This labeling will be done by the system without user interaction (16). (Exhibit B)			
<b>B.8</b>	System must have the ability to display similar motor vehicle crash types on one roadway segment or intersection in pattern format (17). (Exhibit B)			
<b>B.9</b>	System must have the ability to allow the user to adjust the angle of the North arrow.			
<b>B.10</b>	System must have the ability to create free-form hand drawings of roadway locations and to trace an imported or copied aerial image from Google or other aerial photography sources to create a diagram template.			
<b>B.11</b>	System must have the ability to manipulate a user created template. User created templates must have the same level of manipulation and functionality as system templates.			
<b>B.12</b>	System must have the ability to rotate and move accident symbols and text independently within a diagram.			
<b>B.13</b>	System must have the ability to change the color of symbols and text within the diagram.			
<b>B.14</b>	System must link to Google map locations and street view functionality.			
<b>B.15</b>	System must link to NDORs' Pathweb video system.			
<b>B.16</b>	System must have the ability to create different diagrams and merge them into one diagram.			

<b>Requirements Matrix</b>				
<b>Item #</b>	<b>Requirement or Question</b>	<b>Response Code</b> (Yes / Custom / No)	<b>Comments by Vendor</b>	<b>Testing Methodology</b>
<b>C. Functional Requirements</b>				
System Administration, Authentication & Authorization				
<b>C.1</b>	Security must be role based and allow for access to be controlled at the record level.			
<b>C.2</b>	The system must log (date/time stamp, and document accessed) user actions and generate an audit trail by identified user. A report detailing these actions must be readily accessible, exportable, and printable by NDOR staff.			
<b>D. Functional Requirements</b>				
Storage of Electronic Media				
<b>D.1</b>	The system must store electronic media such as diagrams and reports.			
<b>E. Technology Requirements</b>				
Platform				
<b>E.1</b>	The system must use a browser-based application that can be securely accessed via the Internet and intranet (client installs of browser plug-ins or controls are acceptable).			
<b>E.2</b>	The system must be compatible with Windows 7 and greater.			
<b>E.3</b>	The system must be compatible with Microsoft Internet Explorer 8 and above.			
<b>E.4</b>	The system must be compatible with Microsoft Office 2007 and above.			
<b>E.5</b>	System must be compatible with Bentley MicroStation version 8 and above.			
<b>E.6</b>	If using Microsoft Active Directory for user authentication the system must work with Microsoft's Active Directory 2003 or above.			
<b>E.7</b>	System must support username and password login from outside the NDOR network.			
<b>E.8</b>	System must be compatible with Microsoft Window Server 2008 and higher.			

<b>Requirements Matrix</b>				
<b>Item #</b>	<b>Requirement or Question</b>	<b>Response Code</b> (Yes / Custom / No)	<b>Comments by Vendor</b>	<b>Testing Methodology</b>
<b>E.9</b>	System must use only standard Internet protocols (ports 80 and 443).			
<b>E.10</b>	System must support Microsoft SQL Server 2008 or higher.			
<b>F. Technology Requirements</b>				
Interfaces				
<b>F.1</b>	NDOR must be able to perform some customizations, enhancements and installations with or without assistance from the vendor after the solution has been implemented . Example of customization to include, but not limited to: changing IP addresses, changing software server location, the ability to create, delete, deactivate Active Directly accounts, and the ability to change SQL database locations.			
<b>F.2</b>	The vendor must provide a data dictionary and ERD/database schema diagram showing the interaction between the solution and all areas were the solution interacts with NDOR.			
<b>F.3</b>	System must support access to IBM DB2 9.x data and or MS-SQL database.			
<b>G. Vendor Capabilities</b>				
Experience				
<b>G.1</b>	Vendor must have experience interfacing with external files and databases, including those residing on servers and mainframes, and be willing to demonstrate this capacity within NDOR's IT environment.			

## Form D.2 Deliverables

### Request for Proposal Number R54-14

The project planning, development, and operational requirements are a list of contract deliverables required by this RFP. Bidders are to provide a description of the deliverable and any other pertinent information about the deliverable. Bidders may include sample documents or outlines, sample screen shots, or sample reports.

It is not sufficient for the bidder to simply state that it intends to meet the requirements of the deliverable. 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.

The bidder must ensure that the original deliverable identifier and deliverable description are maintained as provided by NDOR.

Planning and Analysis Phase	
1.0 Project Planning	
<b>1.1</b>	Detailed Project Work Plan
Response:	
<b>1.2</b>	Project Control Documents (Risk Management and Resolution Plan, Issue Management and Resolution Plan, Organizational Change Management Plan, Work Management Plan, Change Control Documents)
Response:	
<b>1.3</b>	Status Reporting Plan
Response:	
<b>1.4</b>	Electronic Project Library
Response:	
<b>1.5</b>	Security Plan
Response:	

<b>1.6</b>	Business Continuity Plan/Disaster Recovery Plan
Response:	
<b>2.0 Requirements Analysis</b>	
<b>2.1</b>	Requirements Validation Document (RVD)
Response:	
<b>2.2</b>	Fit/Gap Analysis
Response:	
<b>2.3</b>	Pilot/Prototype
Response:	

<b>Design, Development, and Implementation Phase</b>	
<b>3.0 Design</b>	
<b>3.1</b>	Detailed System Design Document (DSDD)
Response:	
<b>3.2</b>	Testing Plan
Response:	
<b>4.0 Development, Interfaces, Integration</b>	
<b>4.1</b>	Software Development Plan
Response:	
<b>4.2</b>	Construction Summary Report as requested
Response:	
<b>4.3</b>	Code Management Plan
Response:	

<b>Design, Development, and Implementation Phase</b>	
<b>4.4</b>	Master schedule of interface development efforts
Response:	
<b>4.5</b>	Interface Design/Test Environment/Testing
Response:	
<b>5.0 Testing</b>	
<b>5.1</b>	User Acceptance Testing Plan
Response:	
<b>5.2</b>	Test scripts, test conditions, expected results, actual results
Response:	
<b>5.3</b>	Testing Results Weekly Report
Response:	
<b>5.4</b>	System Testing Results Report, with an updated Requirements Traceability Matrix
Response:	
<b>6.0 Implementation</b>	
<b>6.1</b>	System Implementation Plan
Response:	
<b>6.2</b>	Approved Final Readiness Assessment
Response:	
<b>6.3</b>	User documentation and help files
Response:	
<b>6.4</b>	Hardware and software product documentation
Response:	

Design, Development, and Implementation Phase	
<b>6.5</b>	System Go-Live
Response:	
<b>6.6</b>	System error documentation
Response:	
<b>6.7</b>	Turnover Plan
Response:	
7.0 Training	
<b>7.1</b>	Training Plan
Response:	
<b>7.2</b>	Onsite Train-the-Trainer session(s) (including classroom materials, leave-behind materials, and limited on-going advice for trainer group)
Response:	
<b>7.3</b>	Video sessions
Response:	
<b>7.4</b>	Training Manuals
Response:	

Operations and Maintenance Phase	
8.0 Operations and Maintenance	
<b>8.1</b>	Operating Procedures Guide
Response:	

<b>8.2</b>	Help Desk Procedure Manual
Response:	
<b>8.3</b>	Problem Resolution Plan
Response:	

## Form D.3 NDOR Equipment

### Request for Proposal Number R54-14

Hardware, software, tools, equipment, software licenses, etc., required for the State to support proposed solution, regardless of hosting environment proposed by the bidder. All costs necessary to satisfy the requirements of this RPF must be included in the pricing listed on this form.

Detailed specifications are required.

Qty	Item (version, model number, etc.)	Description//Purpose	Unit Cost	Extended Cost
	<b>Hardware</b>			
	Total			

Qty	Item (version, model number, etc.)	Description//Purpose	Mfg	Product Name	Version #	Next Version Release Date	Unit Cost	Extended Cost
	<b>Software and Tools</b> (underlying software and tools; EXCLUDING main solution third-party software license fee indicated in Form A.4)							
	Total							

NOTE: The State reserves the right to procure the identified hardware through State contracts, if the State determines it is in its best interest to do so.

## Form D.4 Fixed Cost Breakdown

### Request for Proposal Number R54-14

Deliverable Cost Breakdown: Please indicate total fixed price for each deliverable category. If desired, the bidder may breakdown each category and assign a price to each deliverable. The deliverables will be paid as fixed payments upon completion and acceptance of tasks contained in the deliverable. All costs necessary to satisfy the requirements of this RPF, including labor as well as non-labor associated costs, must be included in the pricing listed on this form.

The payment schedule for the project is tied to fixed lump sum payments for the completion and acceptance of related deliverables, and subsequent annual payments after implementation of the Web Based Motor Vehicle Crash Diagraming System. The bidder must propose a fixed cost per deliverable milestone in the Cost Proposal. The bidder must also include the annual amount for post-implementation maintenance in the Cost Proposal. No invoice will be approved unless the associated deliverables have been approved.

Line	Deliverable Categories	Cost
1	1.0 Project Planning (1.1-1.6)	\$_____ total
2	2.0 Requirements Analysis (2.1-2.3)	\$_____ total
3	3.0 Design (3.1-3.2)	\$_____ total
4	4.0 Development, Interfaces, Integration (4.1-4.5)	\$_____ total
5	5.0 Testing (5.1-5.4)	\$_____ total
6	6.0 Implementation (6.1-6.7)	\$_____ total
7	7.0 Training (7.1-7.4)	\$_____ total
8	8.0 Operations & Maintenance Deliverables (8.1-8.3)	\$_____ total
	<b>TOTAL COST of DELIVERABLES</b>	\$

## PRICING SUMMARY TABLE

	Other Costs	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
1	Initial Licensing Fee of Proposed Solution					
2	Equipment – Hardware cost from Form D.3					
3	Equipment – Software cost from Form D.3					
4	Deliverables – Deliverables cost from Form D.4					
5	On-going annual Maintenance* of Proposed Solution (will not commence until after acceptance of 6.6 System Go-Live)					
6	On-going annual licensing fees (will not commence until after acceptance of 6.6 System Go-Live)					

\*On-going maintenance fee should include labor costs, updates to the Source Code, annual and as-needed training refreshers, system updates (at least yearly), database updates (at least weekly), and other on-going costs.

*On subsequent renewals of the original contract, any price increases must be submitted in writing to the Nebraska Department of Roads, Traffic Engineering Division. Pricing for subsequent renewals for on-going annual maintenance support and on-going licensing fees may not exceed a combined 5% increase per each one-year renewed contract period. The Nebraska Department of Roads will review the price increase request and have the option to accept or decline the increase. All price increases must include justification for change and provide proof of increase.*

The table below defines how the Project Planning, Analysis, and DDI fees will be split up among the project milestones. Each milestone has associated deliverables, as described in Section V.

**Table 1 – Project Planning, Analysis, and DDI Payments Schedule**

Milestone	Percentage of Total Project Cost (not including on-going O&M annual fees or licensing fees)
Project Planning	5%
Requirements Analysis	10%
Design	15%
Development, Interfaces, and Integration	25%
Testing	20%
Implementation	10%
Training	10%
Operations & Maintenance	5%
<b>Total</b>	<b>100%</b>

## Form D.5

### Fixed Hourly Rates

#### Request for Proposal Number R54-14

Every job title identified in RFP Section V.A.2.i., SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH, must be listed below and fixed all inclusive hourly rates assigned. These rates shall remain fixed for the life of the contract, including any optional renewal periods.

The rates below will only be used for any additional work after implementation, as defined under CHANGE MANAGEMENT in Section V.B.2. of the RFP.

Job Title	All Inclusive Hourly Rate
Example: <i>Project Manager</i>	\$ per hour
	\$ per hour

## Form D.6 Contractor Host Facility Form

### Request for Proposal Number R54-14

If the bidder proposes a Contractor-hosted or Hybrid-hosted solution, this Contractor Host Facility Form must be completed.

Bidder Name:			
Building Address		Mailing Address	
City	State/Zip	City	State/Zip
Bidder Owned		Building Square Footage	
Building Age		Data Center Square Footage	
# of Floors		Number of Tenants	
Closest Airport			
Written Description of the Facility:			
Building Security Features			
Data Center Security Features			
Power Source/Back-up			