

**State of Nebraska Department of Transportation
REQUEST FOR INFORMATION**

RETURN TO:
NE Department of Transportation
PO Box 94759
Lincoln NE 68509-4759
(402) 479-4328

SOLICITATION NUMBER	RELEASE DATE
RFI R222-23	March 17, 2023
OPENING DATE AND TIME	PROCUREMENT CONTACT
April 13, 2023 @ 3:00 p.m. Central Time	Brandy Henke

This form is part of the specification package and must be signed in ink and returned, along with information documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska (State), Department of Transportation is issuing this Request for Information RFI R222-23 for the purpose of gathering information for consultants who can assist the NDOT in identifying options for improving the way the NDOT uses technology systems to manage fleet assets and facilities assets.

Written questions are due no later than March 28, 2023 and should be submitted via e-mail to NDOT.OperationsProcurement@nebraska.gov.

Bidder should submit one (1) original of the entire RFI response. RFI responses should be submitted by the RFI due date and time.

Sealed RFI responses should be received in the Department of Transportation by the date and time of RFI opening indicated above.

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request For Information form, the bidder guarantees compliance with the provisions stated in this Request for Information.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Department of Transportation is issuing this Request for Information, RFI R222-23 for the purpose of gathering information for consultants who can help the NDOT in identifying options for improving the way the NDOT uses technology systems to manage fleet assets and facilities assets.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT: <https://das.nebraska.gov/materiel/bidopps.html>

A. SCHEDULE OF EVENTS

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

ACTIVITY		DATE/TIME
1	Release Request for Information	March 17, 2023
2	Last day to submit written questions	March 28, 2023
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://das.nebraska.gov/materiel/purchasing.html	March 30, 2023
4	RFI opening Location: Nebraska Department of Transportation 5001 S. 14 th St. Lincoln, NE 68509-4759	April 13, 2023 3:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if desired)	To Be Determined

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for the RFI is as follows:

Name: Brandy Henke
Agency: Nebraska Department of Transportation
Operations Division
Mailing Address: PO Box 94759
(USPS deliveries) Lincoln, NE 68509-4759
Physical Address: 5001 S. 14th Street
(All other deliveries) Lincoln, NE 68512
Telephone: (402) 479-4328
E-Mail: NDOT.OperationProcurement@nebraska.gov

B. GENERAL INFORMATION

A subsequent Request for Proposal (RFP) may not be issued as a result of this RFI. There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal. This RFI does not obligate the State to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

C. COMMUNICATION WITH STATE STAFF

From the date the Request for Information is issued and until RFI opening (as shown in the Schedule of Events), contact regarding this RFI between potential vendors and individuals employed by the State should be restricted to written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions, or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor’s response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a vendor regarding the meaning or interpretation of any Request for Information provision should be submitted in writing to the Department of Transportation and clearly marked “RFI Number R222-23; Asset Management Consultant Questions”. It is preferred that questions be sent via e-mail to NDOT.OperationsProcurement@nebraska.gov.

It is recommended that Bidders submit questions sequentially numbered, include the RFI reference and page number using the following format.

<u>Question Number</u>	<u>RFI Section Reference</u>	<u>RFI Page Number</u>	<u>Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <https://das.nebraska.gov/materiel/bidopps.html> on or before the date shown in the Schedule of Events.

E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The State reserves the right to conduct oral interviews/presentations and/or demonstrations if desired at the sole invitation of the State. All vendors may not have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the selected vendors to demonstrate their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the vendor and will not be compensated by the State

F. SUBMISSION OF RESPONSE

The following describes the requirements related to the RFI submission, handling and review by the State.

To facilitate the response review process, one (1) original of the entire RFI response should be submitted. RFI responses should be submitted by the RFI due date and time.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses should reference the request for information number and be sent to the specified address. Please note that the address label should appear as specified on the face of each container. If a recipient phone number is required for delivery purposes, 402-479-4328 should be used. The Request for Information number must be included in all correspondence.

G. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the vendor wishes the state to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Vendor may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. Proprietary information is defined as trade secrets, academic and scientific research work that is in progress and unpublished, and other information which if released would give an advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by the release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

H. REQUEST FOR INFORMATION OPENING

The sealed responses will be publicly opened, and the responding entities announced on the date, time, and location shown in the Schedule of Events. Vendors may contact the state to schedule an appointment for viewing RFI responses if desired.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The bidder should provide the following information in response to this Request for Information.

A. PURPOSE AND BACKGROUND

The Nebraska Department of Transportation (NDOT) is seeking information on available ways of improving its Enterprise Asset Management (EAM) system and/or possible replacement with a software system(s) capable of managing assets (i.e., fleet, construction, facilities, technology, etc.) suitable for a State Department of Transportation.

This RFI process is intended to help consultants gain an understanding of the State's intent, and for consultants to convey to NDOT their qualifications to assist in the development of a roadmap for the modernization of NDOT's Enterprise Asset Management (EAM) system with an emphasis on Fleet and Facilities.

The goals are:

1. Provide an analysis of NDOT's existing EAM system and based on the analysis results, provide options and recommendations for best practices of NDOT's asset inventory, management systems, and processes.
2. Review NDOT's processes to be lean where possible and implement automation of specific processes where possible while ensuring that employees' time can be used for more mission-critical daily tasks.
3. NDOT desires to obtain the expertise of an independent consultant who does not have a financial tie to a vendor of Enterprise Asset Management (EAM) system(s).
4. NDOT's interest is to have a best overall solution recommendation containing a roadmap for the redevelopment/modernization of its existing asset management systems with an emphasis on fleet and facilities. Such a recommendation may have the possible inclusion of Commercial Off The Shelf (COTS) software. All considerations must maintain those necessary integration points and interfaces with the State of Nebraska's Department of Administrative Services (DAS) financials and be compatible with NDOT's technical environment to allow for ease of continued maintenance and support.

B. CURRENT BUSINESS PRACTICES

Until a system has been identified that meets NDOT's business needs as identified during the assessment, the current practices will be used. For more information on current business practices, see the description of the current asset management systems in the next section, CURRENT ENVIRONMENT.

C. CURRENT ENVIRONMENT

The Nebraska Department of Transportation (NDOT) is responsible for the planning, development, design, construction, maintenance, and administration of the state highway system and three (3) airports. The NDOT utilizes its current EAM system to track maintenance and operational costs related to facilities, fleet, ITS assets, and other ancillary assets.

- Facilities consisting of 832 buildings in 172 locations
- Fleets of approximately 10,000 cars, pickups, trucks, graders, and other fleet-related assets
- ITS consisting of 884 devices
- Three (3) airports

Moving to a modern inventory system(s) is one of the NDOT goals. NDOT is a Microsoft-based shop utilizing newer technologies such as C#, .NET, and SQL Server while our software development methodology follows the Agile practice.

The current Asset Management System data is comprised of these major systems:

1. Fuel Related Systems
 - a. State Gas System (SGS)
 - b. EKOS (Gasboy Fuel Systems)
 - c. Voyager

2. Fleet (lifecycle cost, preventative maintenance, unplanned maintenance, warranty tracking and depreciation, and replacement costs)
3. Facilities (lifecycle cost, preventative maintenance, unplanned maintenance, replacement costs)

Other ancillary assets are also tracked in the current solution, such as ITS devices and the associated hardware along with staff smart devices, video conferencing equipment, etc..

D. NDOT TECHNICAL ENVIRONMENT

1. Infrastructure

- a. Microsoft IIS
 - 1) On Win10 Developer machines this is v10.0.19041.1
 - 2) Server IIS v10.02.0348.1
- b. Microsoft Windows Server 2022 on virtual machines
- c. Microsoft Windows Workstations – Windows 10

2. Database

- a. Microsoft SQL Server 2019
- b. SQL Server Reporting Services 2019 (SSRS)
- c. SQL Server Analysis Services 2019 (SSAS)
- d. SQL Server Integration Services 2019 (SSIS)
- e. MS PowerBI September 22021

3. Development

- a. Microsoft .NET Platform 6
- b. ASP.NET 4.7.2 or 4.8
- c. Visual Studio 2022
- d. SSRS / SSIS / SSAS
- e. Telerik Development Tools
- f. Azure DevOps
- g. OnBase Unity Client v18.1 – moving to Foundation EP6 in near future

4. Enterprise

- a. Chrome / Edge
- b. Microsoft Outlook / Exchange
- c. Microsoft Office 365
- d. OnBase ECM v18.1 – moving to Foundation EP6 in near future

5. GIS

- a. ESRI ArcGIS Pro version 2.9.5
- b. VertiGIS Web 5, Workflow 5, Reporting 5, Printing 5
- c. ArcGIS Enterprise Portal 10.9.1

E. SYSTEM OVERVIEW

NDOT is interested in learning of best practices incorporated by other state's DOT's and their asset management systems with an emphasis on fleet and facilities. NDOT has an interest in making improvements within its current asset management system and moving to a new modernized, supportable platform(s) or a possible implementation of a totally new modernized NDOT Asset Management System(s). With either option, NDOT wishes the result to provide for a cleaner, more robust system that ensures the integration of necessary data elements and reduces time spent managing such a system.

Project Objectives

The analysis and identified solution of the new modernized NDOT Asset Management System(s) will meet the following objectives:

1. Aid the NDOT in the planning process with goals focused on changing and improving upon any major issues as identified in the full analysis of NDOT's Asset Management Systems with an emphasis with fleet

and facilities.

2. Any application enhancements or replacement suggestions identified will meet the business and technical requirements defined following the full analysis of NDOT's Asset Management System as governed by all stakeholders, and the input of the project team.
3. Enable the NDOT to maintain its responsibilities for establishing and maintaining effective internal control over asset management, which includes safeguarding of assets and compliance with all applicable laws and regulations.
4. Provide overall consistent and reliable asset management service(s) for the NDOT.
5. Provide abilities to track and control internal and external funding sources and manage fiscal and multi-year budgets.
6. Safeguard the integrity of NDOT asset data and the NDOT Asset Management system(s).
7. Leverage business knowledge and system expertise to the fullest extent possible.
8. Reduce duplication of effort, eliminate redundant practices, and share in transparency.
9. Partner with other State agencies, where possible, to meet enterprise business needs and technical interfacing.

F. CONSULTANT RESPONSE

Consultants are asked to provide a two-page Letter of Interest that addresses the needs of NDOT.

When responding to this RFI, the consultant should describe in their response the following:

1. Describe your company's qualifications and experience with recommending modernization strategies and implementing asset management systems for any government entity. Provide a specific description of your company's experience with respect to state Departments of Transportation.
2. Describe your process for performing a detailed analysis of NDOT's existing asset management system.
3. Describe your process for presenting best practices, recommendations, options, and possible solutions for modernizing NDOT's asset management system.

Form A

Vendor Contact Sheet

Request for Information Number R222-23

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the vendor's name and address, and the specific persons who are responsible for preparation of the vendor's response.

Preparation of Response Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Each vendor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the vendor's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Communication with the State Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	