

ADDENDUM ONE

Date: January 12, 2018
 To: All Vendors
 From: Brandy Henke, Buyer
 Nebraska Department of Transportation
 RE: Questions and Answers for Request for Information Number RFP R44-17
 To be opened January 25, 2018 at 3:00 p.m..

Following are the questions submitted and answers provided for the above mentioned Invitation to Bid. The questions and answers are to be considered as part of the Invitation to Bid.

Questions	Answers
1. Whether companies from Outside USA can apply for this? (like,from India or Canada)	Yes, provided the bidder can perform the services required as outlined in the RFP, is qualified/authorized to conduct business within the United States and with the State of Nebraska, and in compliance with all applicable Federal and State laws.
2. Whether we need to come over there for meetings?	Yes, the Contractor would need to travel to Nebraska for meetings as well as meet the on-site staffing requirements listed in the RFP.
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No. This contract requires the Contractor to have staff on-site for the duration of the entire project; from project start date to system completion, including sixty (60) days into the Warranty Period, which may be extended at the sole discretion of the NDOT due to issues and related items as identified by the NDOT. Duties cannot be performed without being present in Nebraska.
4. Can we submit the proposals via email?	No. The RFP is hereby amended to include the following language: <i>“Sealed proposals must be received in the Nebraska Department of Transportation by the date and time of proposal opening per the schedule of events. No late proposals will be accepted. No electronic, e-mail, fax, voice, or telephone proposals will be accepted.”</i>
5. I was wondering if you knew what the predicted level of funding this project would receive?	Adequate funding has been allocated for this project; however, the funding amount will not be made publicly available.

<p>6. Also, I understand that currently Nebraska uses NDOT Traffic Engineering Highway Safety – Accident Records’ (HS-AR) Highway Safety Information (HSI) database, internal NDOT data entry screens, and the third party electronic transmittal and validation process to perform the highway safety tasks. Are these systems handled through vendors or internally?</p>	<p>Internal. All the systems that the NDOT is expecting the vendor to replace are all state systems. The vendor’s solution will need to work with Hyland Software’s OnBase system since the NDOT uses this system to store the electronic crash images. The NDOT has a group of experts to assist the vendor on integrating their solution with the NDOT’s OnBase current content management system.</p>
<p>7. Would it be possible to obtain a copy of the current contracts for these systems?</p>	<p>No.</p>
<p>8. RFP Appendix A & Section V, Appendix A Pages 1-25 & RFP Pages 26-57. Please confirm that NDOT requires only a web application for crash data entry/maintenance. In reviewing the RFP’s technical specifications, we do not see any requirements for mobile and/or thick client data entry capabilities.</p>	<p>The NDOT is not requesting a vendor solution for vehicle crash data at the crash site, this will be handled by other third-party applications throughout the state, but we are requesting a vendor solution for the manipulation of the incoming data once it is transmitted to the NDOT via XML or has to be entered by a manual method. The solution should be built in such a way as to allow the NDOT employees to work from remote locations thus not requiring them to work from the NDOT facility. The final solution to this requirement is left up to the vendor.</p>
<p>9. RFP Appendix A; H.RA.2, H.DV.2 & Other Specifications, Appendix A Pages 3 & 8. Please elaborate on solution access by the general public vs. components available solely to NDOT internal staff. Will the solution component for the general public be a web portal that is separate from NDOT’s internal portal?</p>	<p>H.RA.2 should be an NDOT secure access site. The intent is to allow the NDOT a way to allow our data partners – i.e. law enforcement, etc. – a way to view sensitive statistical data. The NDOT has no preferences as to the final solution as long as it meets the H.RA.2 requirements.</p> <p>H.DV.2 should be a general public assessable website that allows for basic querying and interaction of the data. The data must remain secure and not accessible to non-authorized users, but can be accessed by pre-approved NDOT staff.</p>
<p>10. RFP Appendix A, H.TPERP.1-6 & RFP Section V.A.1, Appendix A Page 23 & RFP Page 26. Please elaborate on NDOT’s validation processes as they related to the XSD third party transmittal protocol. If a third-party crash report failed validation, at what point would the vendor know? For instance, would the vendor know in real-time through web services? Does the timing depend on any internal NDOT processes/systems?</p>	<p>Incoming XML that doesn’t pass data/cross business rule validation will generate an error email back to the sender.</p> <p>This error email will contain at a minimum:</p> <ul style="list-style-type: none"> • XML identifier • Agency Case ID • Agency Unique ID • Error Types / Reason(s) this report was sent back for corrections. <p>The sending agency will then be required to correct the errors and resubmit the report (XML).</p> <p>This validation and re-validation process will continue until the incoming XML adheres to all the validation rules within the NDOT’s XSD and respective business rules.</p>
<p>11. RFP Section V.C.2, RFP Pages 27-28. Will NDOT consider amending the “On-Site Expectations” to permit usage of a Project Manager or qualified Senior Level Business</p>	<p>No. As outlined in the RPF Section V.C.2, RFP Pages 27-28 a Project Manager or qualified Senior Level Business Analyst is required to be on-site. On-site being defined as at an NDOT approved working location within the same building as the</p>

<p>Analyst who is not present in Lincoln, NE? Relaxing this requirement would better enable NDOT to select the bidder with the best overall experience and skills to perform the contract. It would allow NDOT to select from a broader pool of qualified staff, while still taking into account geographical proximity and/or willingness to travel onsite to NDOT's designated location. In our experience, a diligent Project Manager can still effectively initiate, plan, execute, monitor, and control programs such as this regardless of whether he/she is on-site or remote.</p>	<p>NDOT Traffic division. (Lincoln Nebraska). This staff member should be available from 8 am – 5 pm Monday through Friday; except in cases that NDOT is closed. I.e. Holidays. This is not intended to mean that the overall Project Manager is on-site, but this is intended to provide the NDOT with one point of contact for our users to interact with in person. This person needs to have the experience and skillset required to successfully interact with the NDOT users and be able to analyze the issues being encountered in such a way as to articulate a solution to the users as well as relay this solution to the vendor's design team so that a solution can be created.</p>
<p>12. RFP Section V.C.2, RFP Pages 27-28. If NDOT is not willing to agree to the change proposed in the previous question, would NDOT consider allowing the Project Manager to be on-site in Lincoln, NE on a part-time basis (i.e., 2-3 days a week)?</p>	<p>No. See response to #11.</p>
<p>13. RFP Section I.U & Section VI.A.2.b, RFP Pages 5 & 58. Please confirm that, if the bidder is a company, any credit checks would be run on the corporate entity only as part of the "corporate overview evaluation" – not specific individuals within the bidding organization. Performing such checks on individuals would raise concerns regarding privacy and relevance.</p>	<p>The indicated sections pertain to the company/business, not individuals.</p>
<p>14. RFP Section I.R, RFP Page 5. Section R indicates, "Evaluation criteria weighting will be released with the RFP." Although the RFP lists evaluation categories/areas, it does not appear to indicate the weighting or maximum point potentials. Could NDOT please share this information?</p>	<p>This has been posted to this Request for Proposal under Evaluation Criteria.</p>
<p>15. RFP Section C.V.8 & Attachment A, RFP Page 29. Please confirm that the NDOT Confidentiality Agreement may be signed at the corporate level upon award, instead of having each contractor employee sign it. We believe that signing at the company level would achieve the same force and effect. It would also facilitate review and streamline the management/administration of this type of compliance documentation.</p>	<p>As stated in Section V.C.8: <u>"NDOT reserves the right to require any employee of the Contractor who will be employed for this project, have access to the buildings occupied by the NDOT, State OCIO, or will have access to personal or sensitive personal information to submit to a criminal background check."</u></p> <p>The Confidentiality Agreement must be signed by any employee who will be actively handling NDOT data in order to be an effective notice which may have legal consequences if violated.</p>
<p>16. Does NDOT prefer a hosted or on-premise solution? a. Does NDOT prefer to replace the entire Accident Records / HSI system including: external applications which handle transactions from third party entities to</p>	<p>NDOT has no preferences to a method of hosting as long as the vendor can meet all requirements outlined in the RFP and all necessary state required security requirements are met.</p> <p>The intent of the RFP is to replace NDOT's current Accident Records / HSI system but does not include replacing any of the third party data collection software. The vendor is</p>

<p>NDOT, the XSD protocol, the validation, review and management of reports as well as the storage of the associated data and documents? b. Or does NDOT prefer to only replace the database and data visualization piece?</p>	<p>expected to utilize NDOT's XSD protocol and is expected to build the business rules that govern how the data is addressed once NDOT receives it. The images (documents) must be stored in the state's content management system (OnBase), but the data from the images is expected to be stored in the vendor's solution.</p>
<p>17. Of the 1500+ potential users, what is the approximate breakdown for each classification? a. State of Nebraska Network (Internal Users): b. Third Party Entity (External Users):</p>	<p><u>Internal Users</u> Administrators level – 10 or less Mangers – 10 or less Power Users 20 or less Data Operators 500 or less</p> <p><u>External users</u> Law enforcement – Unknown. This will depend on the needs of law enforcement at any given time but isn't expected to exceed more than 500 individual users at any given time. Contractors – No more than 100 active accounts and any given time General Public – Unknown. This will be dictated by the public's desire to access NDOT's vehicle crash data.</p>
<p>18. Of the 1500+ potential users, what is the approximate breakdown for each category? a. Data Entry: b. Read/Query Only: c. Modify/Manage Data and Documents:</p>	<p><u>Internal Users</u> Data Entry - 30 Read/Query Only - 500 Modify/Manage Data – 50</p> <p><u>External users</u> Data Entry - None Read/Query Only - See question 17 – External users Modify/Manage Data - None</p>
<p>19. Does the public have access to view data in the current HSI System today? a. Is this a mandatory requirement for the new system?</p>	<p>Currently, the public has no access to the HSI system. Yes, this is a mandatory requirement of the new system.</p>
<p>20. What is the current database size of the existing system? a. How many years of data and documents are stored in the current system? b. Is the migration of this data mandatory requirement of this RFP?</p>	<p>The current HSI system has approximately 100GB of data (EAF 6 years and HSI systems 30 years). All past and future images are stored within the state's content management system (OnBase), and as such, image storage is outside of the scope of this project. The vendor is required to accept the embedded base 64 images within the XML data, render the image, rename the image, and insert the image into the OnBase system. All alphanumeric data from the XML will be stored in the vendor's solution.</p>

	<p>Data migration, outside of the limited data required to run NDOT's legacy systems, is not a requirement of this RFP. Please see <u>Appendix A – HSI Requirements Traceability Matrix</u> Legacy System Data section for a detailed breakdown of these systems.</p>
<p>21. What are the total number of document types/classifications which will be stored or accessed? a. What file types are stored in the current HSI system?</p>	<p>Various documents and/or types are stored in our system inclusive of the following :</p> <ul style="list-style-type: none"> ✓ PDF ✓ XML <p>** Plus all the types of documents listed in "<u>Appendix A – HSI Requirements Traceability Matrix</u>"</p>
<p>22. Is there a retention policy for the data as well as the documents stored in the HSI system?</p>	<p>Yes. 20 years for alphanumeric data. Image retention is outside the scope of this RFP.</p>
<p>23. How many applications interface or integrate with the current HSI system? a. What integration capabilities are available (csv, xml, REST Services, etc.)? b. How many different applications will the new system integration with? c. What is the preferred method of integration?</p>	<p>There are 11+ interfaces that will interface or integrate with the current HSI system.</p> <p>Most integration capabilities needed can be accommodated (csv, xml, REST Services etc.)</p> <p>Please review "<u>Appendix A – HSI Requirements Traceability Matrix</u>" for a list of the various applications the new system must integrate with. **</p> <p>** All required application interfaces are documented in "<u>Appendix A – HSI Requirements Traceability Matrix</u>"</p>
<p>24. V. Project Description and Scope of Work, 26. How many incidents (crashes) does the Nebraska DOT document in an average calendar year?</p>	<p>NDOT receives an average of 50,000 motor vehicle crashes each calendar year. Each crash is comprised of one-to-many vehicles, one-to-many drivers, one-to-many occupants, zero-to-many pedestrians, zero-to-many injuries, zero-to-many heavy truck/buses, and zero-to-many fatalities.</p>
<p>25. V. Project Description and Scope of Work, 26. Does the Nebraska DOT prefer a hosted, cloud-based solution or an on-premise solution?</p>	<p>See response to #16.</p>
<p>26. V. Project Description and Scope of Work, 26. Does the Nebraska DOT desire mobile capability (the ability to access the system, input data, upload photos/attachments with geolocation information, etc. from a mobile device) for the new system?</p>	<p>See response to #8.</p>
<p>27. V.C.2 On-Site Expectations, 27. Will the NDOT consider amending the requirement for the Project Manager assigned by the Contractor to be on-site in Lincoln for the entire duration of the project and 60 days into the warranty period, to only require the Project Manager to be on-site in Lincoln as reasonably required to facilitate discovery, training, etc?</p>	<p>See response to #11.</p>

28. What is the estimated cost of the Highway Safety Information (HSI) System project?	This information will not be released at this time.
29. The previously released RFI (#NDOR001) included Electronic Accident Form (EAF) Systems; however, I do not see this in the current RFP. What happened to this portion of the project?	The EAF system was broken out separately in the original RFI but all the desired functionality the NDOT requires from the current EAF system has become line item requirements in the <u>Appendix A – HSI Requirements Traceability Matrix</u> .
30. Has the Department allocated funding for the Highway Safety Information (HSI) System yet? If so, through which source (budget, CIP, state/federal grant etc)?	NDOT has budgeted adequate funds for this project.
31. How is the Department currently meeting this need? Which vendor provides the incumbent Highway Safety Information (HSI) System?	The current HSI system is a mainframe application which is used to store the data that was entered via a C1 screen method. Custom coding has been developed that allows for state build solutions to access the mainframe data. All incoming data is either manually entered via the C1 screens or electronically collected by third-party system (outside the scope of this RFP) and transmitted to NDOT via NDOT's XSD (outside the scope of the RFP) which is then processed by custom code that uses our internal business rules (part of this RFP).
32. Would it be possible to name the three greatest challenges the Department is having with the current solution?	<ul style="list-style-type: none"> • Data Access • Ease of use • Data accuracy
33. Which other systems will have to integrate or interface with the Highway Safety Information (HSI) System, and will the State provide incumbent vendors for each system?	See response to #23.
34. Which operating platform does the Department currently use? / Is desired for the Highway Safety Information (HSI) System?	See RFP page 27 Section V B. It is expected that the vendor's solution will work with NDOT's current environment.
35. Can the Department elaborate on any additional drivers behind this acquisition that may not be addressed in the RFI?	Full justification for this project can be found in the RFP page 26 Section V 2.
36. Who is the technical contact and/or project manager for the Highway Safety Information (HSI) System?	A Project Manager has been designated for this project and their contact information will be made available to the vendor after the contract has been awarded.
37. Have you had any external assistance preparing this RFP? If so, whom?	No. This RFP was written by internal NDOT employees.
38. Does the State anticipate procuring any services related to the effort? For example: IV&V, QA, Staff augmentation, integration, solicitation prep, etc. If so, what, when and how?	No. NDOT's current belief is that we have adequate staffing resources to accomplish any needed tasks that are not included in the RFP but will be needed for a new solution to accomplish all requirements outlined in the <u>Appendix A – HSI Requirements Traceability Matrix</u> .
39. How is the data coming into DOT? Portal page, phone, reports?	Reports are coming into NDOT via the XML/XSD process described in the RFP and the additional attachments.

	Additionally, the NDOT receives reports via US Mail and walk-in customers.
40. Will the incident sight be entered, i.e. Main and Poplar streets or by clicking on a map?	Both. The vendor's solution should allow for a map interface that allows an individual to click on the map to get lat/long values or a location line (i.e. 27 th and O street) should be converted into a 'spot' on the map with lat/long values.
41. If the incident is not "at an intersection" do you want the location snapped to the nearest intersection?	Yes and No. The business rules around this are outlined in the <u>Appendix A – HSI Requirements Traceability Matrix</u> . NDOT desires to keep the lat/long values provided by the incoming XML files but also "snap" crashes to an intersection. The rules that govern this can be found in the attachment "Data Enter Manual".
42. Does the DOT plan to use Google maps on the portal page or the existing ESRI systems?	NDOT has no preference as to which of these options or if one of these options is selected, but leaves this decision to the vendor. NDOT reserves the right to accept or reject the vendor's proposed solutions.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.